

## **August's Top 10 ~ 2019**

### **Plus 5 Bonus Courses!**

#### **Microsoft Teams Quick Tips 24(m) 41(s)**

Microsoft Teams, the communication and teamwork hub of Office 365, was designed to help enterprise users meet, connect, and share their knowledge with others. In this course, instructor Nick Brazzi shares a series of concise tips that help Teams users sharpen their skills and leverage all that this communication tool has to offer. Each video is about a minute in length, so you can pick up insights in your spare moments. Learn tricks for working with messages and teams, customizing the interface, setting up notifications, running meetings, and more.

#### **SharePoint: Migrating from Classic to Modern Sites 52(m) 38(s)**

The modern SharePoint experience was designed to amplify what the platform does best, making it even easier for users to create high-quality sites that enhance team collaboration. If you're looking to make the switch to the modern SharePoint experience, then this course is for you. Join Microsoft MVP April Dunnam as she highlights key differences between the classic and modern SharePoint experiences, as well as what it takes to migrate to modern SharePoint. April explains what's changed in the modern experience—going over differences in web parts, search, and permissions—and shares how to brand modern sites, work with themes, and even migrate existing sites to modern using the Migration Tool. Additional topics include setting up hub sites and customizing list forms.

#### **Influencing Others (2019) 41(m) 49(s)**

Ever had trouble persuading someone to do something, even if it was in their best interest? Sometimes people don't budge, but thankfully you have more than rewards and penalties at your disposal. Join John Ullmen, PhD, as he explains how to influence others when you're at the "pivot point of influence," by applying 18 scientifically confirmed methods. Whether you're influencing at work or at home, you can learn what the best influencers do before they influence, and see how to choose the best steps for your situation, and have people want to be influenced by you.

#### **Leading and Working in Teams (2019) 25(m)**

Organizations thrive, or fail to thrive, based on how well the teams within those organizations work. What does it take to create a high-performing team? Based on her years of research working with teams across different industries, Harvard Business School professor Amy Edmondson reveals how high performance arises when teams are encouraged to take risks, fail, and learn from those small failures, a process she calls "teaming." In this course, she outlines what leaders can do to create the right

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environment for teaming and explains the responsibilities of individual team members to speak up, collaborate, experiment, and reflect.

#### **Unlock Your Team's Creativity 39(m) 58(s)**

Creativity is an increasingly valuable skill—it's even been named the most in-demand quality in the LinkedIn Workplace Learning Report. But creativity isn't a talent belonging only to artists, musicians, and designers. With the right tools and an open mind, anyone can be creative. In this course, discover insider techniques for unleashing creativity from yourself and your teams. Innovation leader and bestselling author Lisa Bodell helps you shake up your routine and mindset, apply innovative approaches to common work challenges, and use creative thinking to identify growth opportunities for your team and your business. Using these techniques, you can increase your team's agility under pressure or even spark your next disruptive idea.

#### **Career Advice from Some of the Biggest Names in Business 1(h) 42(m)**

What if you could get career advice from the world's most influential thinkers, leaders, and innovators? People who have run the top companies, created the most beloved brands, transformed industries, and changed the world? Now you can. This course brings together the best insights from our collection of interviews with LinkedIn Influencers. CEOs such as Richard Branson, Bill Gates, Indra Nooyi, and Meg Whitman reveal what it takes to get your foot in the door and then work your way up. Discover why Starbucks founder Howard Schultz thinks that conviction is so critical, how Oprah found her vision, and what actress Priyanka Chopra does to find the next challenge. Each interview provides short and thoughtful tips you can use to propel your own career in the right direction.

#### **Tableau Essential Training (2019) 4(h) 30(m)**

Tableau is a widely used data analytics and visualization tool that many consider indispensable for data-science-related work. Its drag-and-drop interface makes it easy to sort, compare, and analyze data from multiple sources, including Excel, SQL Server, and cloud-based data repositories. In this course, learn what you need to know to analyze and display data using Tableau Desktop 2019—and make better, more data-driven decisions for your company. Discover how to install Tableau, connect to data sources, and sort and filter your data. Instructor Curt Frye also demonstrates how to create and manipulate data visualizations—including highlight tables, charts, scatter plots, histograms, maps, and dashboards—and shows how to share your visualizations.

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#### **Leading with Kindness and Strength 40(m) 21(s)**

For many women, "niceness" can feel like a professional liability. They find themselves putting on a front, trying to be tough but not too tough, lest they appear unlikable. In her book, *The Myth of the Nice Girl*, Fran Hauser makes the case that women don't need to sacrifice their authentic personalities to achieve success in the business world. Fran—herself a celebrated executive and startup investor—outlines practical strategies for balancing empathy with decisiveness. In this course, Fran shares some of these strategies with you. Learn how to leverage empathy as a tool, cultivate evidence-based confidence, ask for a raise, protect your time by saying "no" to things that don't matter, and more.

#### **Own Your Voice: Improve Presentations and Executive Presence 37(m) 51(s)**

The ability to deliver a powerhouse presentation isn't reserved for a gifted few. With enough practice, anyone can learn how to express themselves with confidence. In this course, join communication coach Jackie Miller as she shares practical tips for exuding executive presence and poise when speaking to audiences large and small. Explore different communication styles (and how to embrace your own). Get theater-based techniques for improving eye contact and harnessing the power of breath. Plus, learn best practices for amplifying voices that may otherwise go unheard; ridding your speech of qualifiers, fillers, and apologies; communicating effectively when English isn't your first language; and more.

#### **Communicating with Confidence (2019) 1(h) 16(m)**

Most people are afraid of speaking in public, but effective oral communication is a key skill in business. Jeff Ansell provides simple communication tools, strategies, and tips that are easy to use and produce immediate results. He'll help you sound more confident, use body and language to better express ideas, and overcome anxiety. In the last chapter of the course, all these concepts are brought together in two real-world coaching exercises that will help you see the techniques in action.

#### **Office 365 New Features (2019) 1(h) 9(m)**

Microsoft is rolling out feature updates to Office 365 on a monthly basis. In this course, David Rivers summarizes the latest enhancements to all the Office apps, including Word, Excel, Outlook, and PowerPoint. Find out how to get writing and research assistance, turn data into maps with Excel, get someone's attention in Outlook, create better lists in PowerPoint, and visualize math concepts using the math assistant in OneNote. Plus, learn about new apps in the Office 365 suite, including To-Do and

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Forms. This course will be updated on a regular basis; check back often to get up to speed with the latest features.

### **Aaron Dignan on Transformational Change 18(m) 54(s)**

Organizations are complex, human systems. Many of the older ways of working—endless meetings, stifling bureaucracy, and siloed teams—simply don't work in a modern context. But many of these principles and practices are so deeply ingrained in a company's culture that adopting a new way of working can be exceedingly difficult. In this course, join thought leader Aaron Dignan as he shares a revolutionary approach to revamping old systems and creating real change. Aaron details how organizations can make changes that stick by taking risks, experimenting, and adopting new patterns and approaches that stray from the traditional top-down-mandate model.

### **Business Ethics for Managers and Leaders 1(h) 6(m)**

Today's headlines are rife with stories of corporate corruption. These incidents are often pinned on the decision-makers at the top—and rightly so, in most cases. Modern corporate leaders are charged with both promoting ethical behavior and grappling with the ethical quagmires that crop up during their tenure. In this course, Bob McGannon delves into the subject of business ethics, explaining why it's critical to the success of your business—particularly in the era of social media—and how to refine your own ethical framework. Bob describes some of the behaviors and expectations you can put in place at your company today to promote ethical behavior from top to bottom. He also showcases ethics in action, including how to deal with situations where the right answer isn't readily apparent.

### **Developing a Competitive Strategy (2019) 1(h) 4(m)**

Competitive advantage is not about how good you are but about whether you're faster, better, or cheaper than competitors in your particular market. In this course, global strategy expert Anil Gupta, a professor at the University of Maryland, provides an overview of the sources of competitive advantage. He explains how and why companies are always simultaneously competing in two arenas—onstage and backstage—and how competitive advantage is dynamic; an advantage you have today may not be an advantage tomorrow.

### **Executive Leadership (2019) 1(h) 19(m)**

In this course, author John Ullmen, PhD, gives you the keys to the C suite: a look at executive leadership qualities that set the best apart from the rest. Discover the

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importance of knowing how to set a foundation and direction, create a compelling vision of the future for your company, motivate your staff to achieve, and much more. The course also looks at the importance of maintaining a mentality of service as you move up the org chart.