



May 2022 Top 10 Course Highlights

May 2022 | Metropolitan Library System | Learning & Development

Learning and Development's **Top 10** course highlights for the month of **May**. Earn a **Top 10 Badge** on your EduBrite profile by completing one of the below courses!

Note: Time provided to complete a course is approximate.

Combat Spring Stress with these Course Highlights

In theory, spring is supposed to be the time of year when it's easy to relax. We don't expect Spring stress, but of course, we are human. The sun starts shining again, the days get longer, flowers bloom and heavy winter coats get put away. However, according to some studies, [The Washington Post](#) reports that there are increased instances of depression in the springtime. These are attributed to the lengthening of daylight which can mess up your chemical regulatory system.

1) How to Beat Burnout, Exhaustion, and Stress (Audio Only)



What you'll learn:

30(m) Burnout is often assumed to be the consequence of overwork. But this is only partially true—exhaustion is merely one facet of burnout. In this audio-only course, learn about the factors that cause these overwhelming feelings of exhaustion, cynicism, and inefficiency; how you can prevent burnout from happening; and what you can do to recover from it. Dr. Jacinta M. Jiménez breaks down the key mismatches that usually cause burnout, as well as how to use the PULSE framework to guide your recovery. She also shares a few easy habits to help you build resilience, how helping others can help you heal your mind, and how to beat negative thinking with curiosity.

2) Managing Stress



What you'll learn:

21(m) A little stress can be motivational; a lot of stress can damage your health and your relationships. The good news is that with the right management techniques, you can reduce the amount of stress in your life. In this short course, Dr. Todd Dewett shares his tips for managing stress. Learn how to identify and assess your stress triggers, manage your responses more effectively, and make positive personal choices.

3) Practices for Regulating Your Nervous System and Reducing Stress



What you'll learn:

36(m) If you don't understand the basics of how your nervous system works, it can get the best of you, especially in stressful situations. In this course, somatic expert and coach Jay Fields teaches specific practices for regulating the autonomic nervous system, which unconsciously controls the fight-or-flight responses, like your breathing, heart rate, and sleep. While this course won't magically make the world a safer and less stressful place, if you apply the lessons Jay imparts, you'll have more control over how you take on the challenges you do face, letting you experience more of the safety and harmony that does exist in the world.

4) Decision-Making in High-Stress Situations



What you'll learn:

36(m) By changing how we think about making decisions under pressure, we can remain effective leaders, even during times of crisis. In this course, Becki Saltzman shares how to leverage stress to your advantage, getting the pressure to work for you instead of against you when you need to think of options and determine what to do. She explains how to uncover hidden options, consider potential outcomes, and move forward with making a decision. Find out how to calculate costs, avoid the pitfalls of consensus-driven decisions, and successfully make strong judgment calls. Ultimately, she helps you to prevent stress from becoming the enemy of good decisions.

5) How to Have a Happier Workweek (Audio Only)



What you'll learn:

24(m) An intentional focus on employee happiness can offer a slew of benefits.

People who enjoy their work are not only more productive, but also more creative. A happier work environment often results in higher retention rates, as satisfied employees are less likely to leave. In this audio-only course, explore key research and best practices for achieving greater happiness at work. Nic Marks shares practices that can help you cultivate a more enjoyable work environment by connecting with and inspiring others, empowering your team, cultivating more opportunities, and creating a system that treats everyone fairly. Along the way, get tips for clearly drawing boundaries between work and life, as well as how to boost motivation and engagement in just a few minutes.

6) Cultivate Balance and Well-Being as Offices Reopen

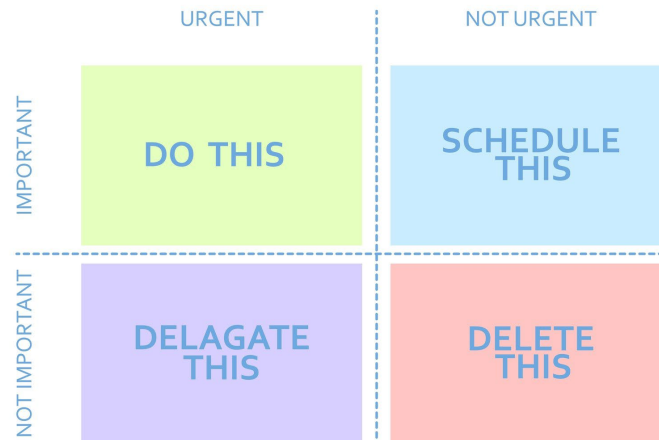


What you'll learn:

4(h) 12(m) As offices reopen, you need proven tools and techniques to navigate change and uncertainty. In this learning path, five experts teach you how to cultivate balance and well-being when everything feels overwhelming.

7) Productivity: Prioritizing at Work

THE EISENHOWER MATRIX



What you'll learn:

48 (m) When you know your priorities, you can make better and quicker decisions that will take your projects—and your career—to the next level. Mike Vardy, a seasoned productivity expert, shares his unique method of instantly unlocking productivity at work: by prioritizing tasks and working on the right things at the right time. Gain an understanding of what prioritization really means, how to really understand what's important, and how priorities create clarity. Additionally, you can learn to create an attention path that is meaningful to you—whether it's looking at goals, energy, activity, or time availability.

8) Managing Your Well-Being as a Leader



What you'll learn:

41(m) Research shows that today's leaders are suffering from poor well-being and mental health issues more so than ever before. Too often, they put the needs of the business or their team before their own needs. But, much like airline pre-flight instructions to "put your oxygen mask on first, before helping others," leaders need to take a similar approach by managing their own well-being first. By doing so, they can become role models for their employees and build stronger team relationships that lead to better health and productivity outcomes. In this course, New York Times bestselling author, researcher, and workplace expert Dan Schawbel gives leaders the inspiration, advice, and real-world examples to guide them on their journey to better well-being.

9) Managing Anxiety in the Workplace



What you'll learn:

1(h) 9(m) We all get anxious at times. But what do you do when anxiety is disrupting your job? This course provides resources to help you manage your anxiety and be more effective and successful at work. Dr. Srin Pillay, a Harvard-trained psychologist, explains how to recognize anxiety and understand when you need clinical help. For those who can manage day to day, he provides guidance to navigate the ins and outs of the workplace: from finding a job to having more successful interactions with coworkers. He also provides productivity strategies designed to help you manage conflict, technology hiccups, and work-related stress. Plus, learn how to manage and lead with anxiety in mind—so you can guide your reports through challenging times and overcome imposter syndrome and other anxiety-related traps.

10) How to Train Your Brain for Happiness



What you'll learn:

54(m) Train your brain for happiness! In this course, happiness professor Jay Kumar, PhD shares insights, exercises, and techniques from cutting-edge research in brain science and behavior. The series investigates the concept of happiness and introduces scientific ways of increasing happiness in your life. You can learn how to unlock the brain's ability to build social connections and trust among teams, coworkers, customers, and other stakeholders; identify opportunities for creating deeper, more meaningful relationships; and leverage four fundamental strategies to help you promote happiness in the workplace and impact the bottom line.
