Resources for Change part II

Metropolitan Library System | *Learning & Development*

Learn tips and strategies on how to combat stress, anxiety, change, and burnout in these short courses available in MetroU.

1) **How to Beat Burnout, Exhaustion, and Stress ~ Audio Only Course**

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) **DIY Relief: Massage Self-Care**

What you'll learn:

54(m) Release tension and relieve muscle fatigue anytime using these self-massage and acupressure techniques from the instructors at Desk Yogi. When you need a break, these simple exercises allow you to relieve tension in your muscles and joints. Learn techniques for relieving soreness in your hands and wrists caused by using a computer all day. Get step-by-step instructions on how to find the right pressure points in your arms to give yourself a relaxing massage. Plus, discover how to relieve tension and headaches by giving yourself a gentle facial massage, soothe sore feet while seated at your desk, and use a tennis ball to enhance the effectiveness of your stretches.

3) Practices for Regulating Your Nervous System and Reducing Stress

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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 Course**

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) One-Minute Habits for Resilience

What you'll learn:

36(m) Research shows that of all the attributes we try to strengthen, resilience is the most difficult because of the overwhelming adversity and complexity that's causing the breakdown in fortitude to begin with. In this course, Scott Mautz helps you learn resilience through a well-organized menu of simple exercises you can use to strengthen your resilience. The course is divided into 3 parts: mindset, which focuses on helping you refresh and reframe when adversity wears you down; skillset, which shows you how to establish a resilient frame of mind; and reset, where Scott teaches you how to re-energize to persevere when you need it most. Each video highlights a single exercise that you can practice to help you build your overall resilience.

7) **Harnessing Change to Unleash Your Potential**

What you'll learn:

46 (m) As you've likely picked up on in recent years, change is the new normal. Between ongoing digitization, globalization, and the development of remote work, you're bound to be disappointed if you want the pace of change to slow down anytime soon. But change doesn't have to derail your organization or your career. Instead, you can use change as an opportunity to make sure you stand out and succeed. In this course, change management expert Anastasia Montejano teaches you how to use change as a tremendous lever to ignite your potential. She demonstrates field-tested tactics to develop your potential and your ability to lead through change. Anastasia gives you tools you can use to anticipate both the pace of change and recognize its typical process. In doing so, you can understand what drives change and know how to harness it for your own success.
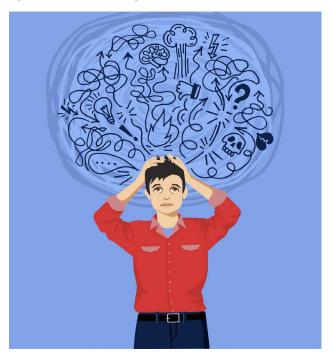
8) **Managing Your Well-Being as a Leader**

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. Srini 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.