



September 2020 Course Highlights

How to Succeed in an Internal Job Interview 24(m)

Many candidates and even hiring managers consider internal interviews a formality but taking the process seriously and preparing appropriately can help avoid common mistakes. Instructor Jena Viviano shares the right way to approach an interview at your current company, including research to do in advance and questions to expect during the interview.



Executive Presence on Video Conference Calls 34 (m)

Learn how to shine on video conference calls. Communication consultant Jessica Chen provides expert advice to look and sound confident, collected, and smart on your next conference call or video presentation. Discover how to prepare your material, how to contribute to the call, and how to incorporate engaging visuals. Get body language, posture, and wardrobe tips to make a powerful impression. Finally, learn the technical details to building



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a mini "studio" for conducting calls, including choosing a webcam, lighting yourself, and placing a microphone for quality sound.

Note: This course was featured in Market Watch, Inc., Fortune, Forbes, and Entrepreneur.

Supporting Your Kids Learning at Home 1(h) 21 (m)

Corbin and Kat Anderson have spent years perfecting their teaching craft in both physical and virtual classrooms. During the COVID-19 pandemic, they—like millions of other parents—found themselves

grappling with a new challenge: helping their kids learn at home. In this course, Corbin and Kat explore the essentials of successfully schooling your kids at home, sharing tips and tricks gleaned from their own



experiences. Whether your child is at home sick for a day, or home for weeks due to a pandemic, this course provides you with the essential information you need to guide their learning journey and keep them up to speed with their educational goals and requirements. Learn how to structure a successful workday, provide constructive feedback, and use games to keep kids engaged. Plus, discover where to find resources to educate yourself so you can provide proper support in core subject areas.



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De-Stress: Meditation and Movement for Stress Management 36 (m)

Stress is toxic. Finding healthy ways to eliminate stress—to de-stress—is critical to a happy, healthy life. This course introduces a series of guided meditation and movement exercises that allow

your body and mind to relax and refocus. Instructors from Desk Yogi leads you through grounding techniques to clear your mind while you're



seated at your desk. Practice the ancient art of Qi Gong, discover how to center yourself with your breath, and relieve pain and fatigue with stretching and massage. Plus, learn how to use acupressure to reduce stress and feel more balanced. Note: This course was created and produced by Desk Yogi.

Marketing Your Event 30 (m)

Events are a big business. Over \$512 billion is spent annually on events, from trade shows and fundraisers to online webinars, and it can be challenging to attract delegates and attendees in this crowded space. To make your next event a success, you need to plan and promote it far ahead of time. This course offers tips to

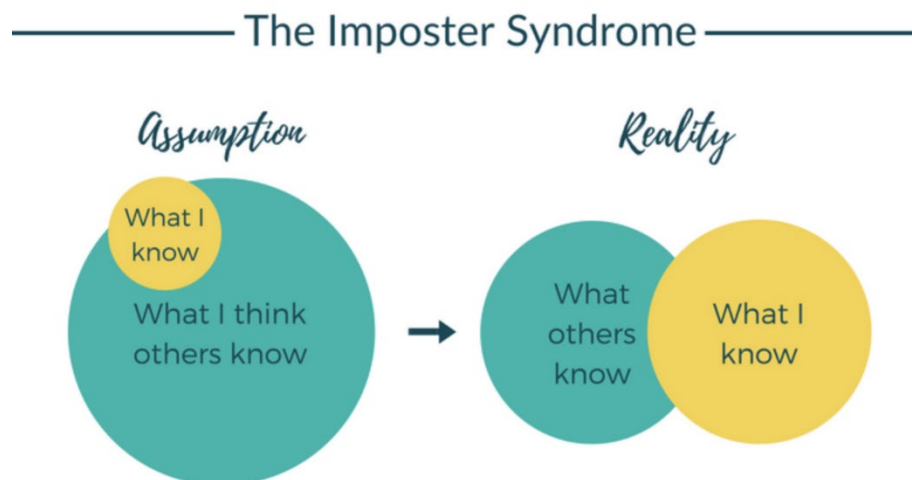


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successfully market your event. Chartered marketer Luan Wise reviews the different types of events, the stages of event marketing, and the resources you need to prepare and make your event more successful. She also reviews different methods of promotion, from traditional advertising and public relations to email, direct mail, and social media.

Overcoming Imposter Syndrome 36 (m)

Those who experience imposter syndrome often believe they are inferior to others or have faked their way into positions despite impressive accomplishments. Up to 70% of both women and men, especially high-achievers, experience imposter syndrome at some point in their career. This false belief system leads some people to self-sabotage, turn down career and growth opportunities, and limit their own career trajectories. Join instructor Carolyn Goerner as she explains the different types of imposter syndrome and shares constructive ways you can begin to overcome this negative thought cycle.





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Creating a Culture of Learning 37 (m)

When you deliberately engage employees through learning, they're 48% more likely to find purpose in their work. But learning and development need to be intentional—and continual—to succeed. This course explores the core mindsets, key questions, tested approaches, and building blocks to help you create or maintain and drive a learning culture in your organization. Discover why a culture of learning is so beneficial to organizations big and small, how to gain buy-in from the top down, how to embed learning into the flow of work, and how to keep current with learning trends. Instructors and L&D pros Naphtali Bryant and Jason Mulero also help you address some challenges and identify metrics that show the impact of your initiatives.

IT HELP DESK FOR BEGINNERS 1 (h) 7 (m)

Interested in a job in IT? Get the skills you need to pursue an entry-level position as an IT help desk technician. This course is an ideal starting point for job seekers wishing to venture into the field of technical support or seeking to strengthen their overall technical savvy and skills. It covers the fundamental IT help desk responsibilities, including software installation, networking, and troubleshooting. Learn about removing software from a computer, networking through the command line, joining computers to a domain, and more. Instructors Jason Ruediger and Mariecor Agravante also teach important soft skills, including customer service skills relevant to the help desk professional.

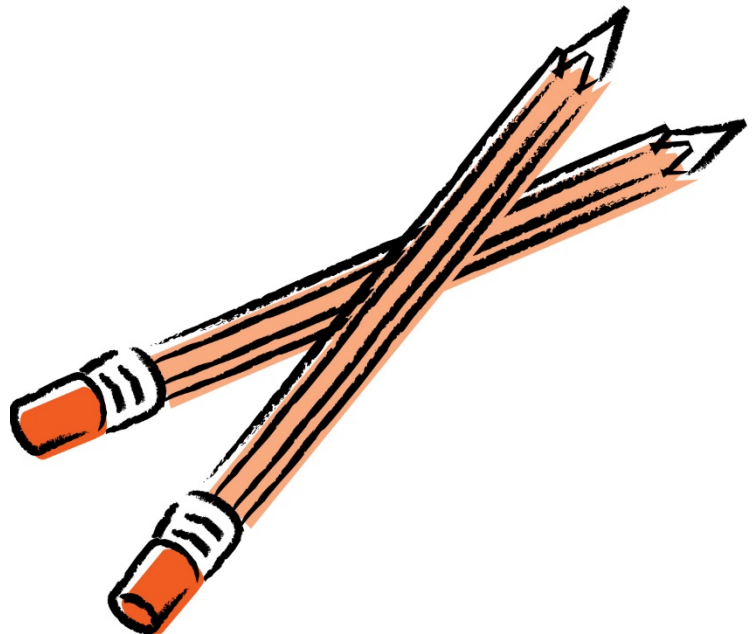


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Writing with Impact 1 (h) 1 (m)

There's no such thing as generic "good" writing. Writing quality—and impact—comes from how well it fits its purpose. This course shows how to give all your writing more impact, regardless of its purpose. Writer and journalist Tom Geller helps you find your own reasons for writing, demonstrating how to use those reasons to drive the words you choose and the tone you take. Plus, he shares how to leverage your understanding of grammar and sentence structure to write nearly anything with maximum impact. Upon completing this course, you'll be equipped with practical tips for making your prose clear, concise, and right for its specific purpose. Topics include: Seeing through your readers' eyes
Responding to what readers want

Understanding how people read Quickly grabbing your readers' attention Getting to the point Untangling (and subverting) grammar Using sentence rhythm for effect Matching style to genre Skill Level
Appropriate for all 1h 1m
Duration





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Working in Harmony as A Senior Team 52 (m)

Explore ways to unify a team of senior leaders who, in spite of the best intentions and high skill levels, are often challenged by competing goals, strong personalities, and misaligned objectives. This course demystifies the landscape of the horizontal senior team and provides leaders with practical recommendations for bringing value and harmony to the role of a senior leader. Instructor Melanie Proshchenko shares actionable methods you can use to build trust and generate team unity, then shares how to leverage a senior team to develop yourself as a leader.

