

Self-Paced Learning Opportunities for Staff

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Communication Skills

Speaking Up

- Speaking Up at Work
- Speak Up and Cultivate Confidence
- Asserting Yourself - an Empowered Choice

Difficult Conversations

- Having Difficult Conversations
- Dealing with Difficult People in Your Office
- Difficult Conversations: Talking about Race

Self-Management Skills

Time Management

- Time Management Fundamentals
- Time Management: Working From Home
- Time Management for Busy People

Productivity

- Productivity: Prioritizing at Work
- Organizing Your Remote Office for Max Productivity
- Enhancing Your Productivity

Project and Performance Management Skills

Project Management

- Project Management Foundations
- Managing Projects with Microsoft Teams
- Sharepoint for Project Management

Performance Management

- Successful Goal Setting
- Making Big Goals Achievable
- Giving and Receiving Feedback