LinkedIn Learning Modules

Type of Skill	Resources for Skill-Development		
	Name/Description	Link	Certificate Earned?
Communication	Interpersonal Communication • Learn how to communicate with the different roles in a workplace, how to use communication to handle challenges, and when different modes of communication are the most appropriate.	https://www.linkedin.com/learning/interpersonal-communication?u=77208140	✓
	Develop your Communication Skills and Interpersonal Influence • Upon completion of this course, you should know how to clearly convey information and ideas, how to build trust and communicate effectively, and build interpersonal communication skills and strategies to earn respect and attention.	https://www.linkedin.com/learning/paths/develop-your-communication-skills-and-interpersonal-influence?u=77208140	✓
	Communicating with Confidence • This course will teach you how to effectively communicate in public. Learn about strategies and tips that will enable you to express your ideas in a clear and confident manner.	https://www.linkedin.com/learning/communicating-with-confidence?u=77208140	✓
Teamwork	Communication within Teams • This course will provide a guide on building effective communication within a team setting. Learn about essential elements of team communication and how to put these into practice depending on the circumstances.	https://www.linkedin.com/learning/communication-within-teams?u=77208140	✓

	Teamwork Foundations ● This course will demonstrate to you the qualities of effective teams and the roles that individual team members can play in creating a productive team. You will engage in reflection to determine how you are best able to serve the team dynamic, and learn from examples to help put your supporting role into practice.	https://www.linkedin.com/learning/teamwork-foundations-2020?u=77208140	✓
	Improve Your Teamwork Skills ● Learn how to become a better team-member by building upon your teamwork, conflict management, and communication skills within a team environment.	https://www.linkedin.com/learning/paths/improve-your-teamwork-skills?u=77208140	✓
Adaptability	Improve Cognitive Flexibility at Work ● This course will run through some techniques to improve your abilities in adapting to new challenges. Learn practical strategies to bolster your long and short-term abilities to adapt and think clearly.	https://www.linkedin.com/learning/improve-cognitive-flexibility-at-work?u=77208140	✓
	Cultivating Mental Agility ● This course will provide you with practical tips and strategies on how to build upon your problem solving and decision-making skills. Learn about the importance of building resilience and learning from the past in strengthening your ability to adapt in the face of challenges.	https://www.linkedin.com/learning/cultivating-mental-agility?u=77208140	✓
	How to Be an Adaptable Employee during Change and Uncertainty	https://www.linkedin.com/learning/how-to-be-an-adaptable-employee-d	✓

		● Learn concrete strategies on how to become more adaptable and engage with change. Learn about building relevant skills including communication and open-mindedness to help you thrive during uncertain and challenging times.	uring-change-and-uncertainty?u=77208140	
Organization		**Improve Your Organizational Skills** ● Learn about how to be more productive through efficient time management, creating helpful lists, and improving on sharpening your focus.	https://www.linkedin.com/learning/paths/improve-your-organizational-skills?u=77208140	✓
		Getting Things Done ● Explore an outlined five-step process to stay on top of work whilst maintaining a healthy and meaningful balance within your life.	https://www.linkedin.com/learning/getting-things-done?u=77208140	✓
		Efficient Time Management ● Learn about how to create a productive and time-efficient work environment through practical tips on organizing your work area, using technology, and managing lists.	https://www.linkedin.com/learning/efficient-time-management?u=77208140	✓
Leadership		**Leadership Foundations** ● This course explores the path to establishing effective leadership. Learn about how to lead across differences, create relationships, lead through challenges, and build resilience.	https://www.linkedin.com/learning/leadership-foundations-4?u=77208140	✓

	Overcoming Obstacles to Leading with Confidence ● Learn about how to build and portray confidence as a leader using practical methods for development and focus.	https://www.linkedin.com/learning/overcoming-obstacles-to-leading-with-confidence?u=77208140	✓
	Leading Others Effectively ● This course will teach you how to influence and support others through providing inspiration, clarity, and direction as a leader.	https://www.linkedin.com/learning/paths/leading-others-effectively?u=77208140	✓
Critical Thinking	Critical Thinking for Better Judgment and Decision-Making ● Learn vital critical thinking skills by improving upon your abilities to innovate, tackle challenges, and respond to change.	https://www.linkedin.com/learning/critical-thinking-for-better-judgment-and-decision-making?u=77208140	✓
	Critical Thinking ● Boost your critical thinking skills through learning about reflection and independent thinking. You will learn techniques to help develop these skills, followed by practical examples and guidance on how you can implement these in a work environment.	https://www.linkedin.com/learning/critical-thinking?u=77208140	✓
	Develop Critical-Thinking, Decision-Making, and Problem-Solving Skills ● Learn how to use logic and reasoning to approach problems. Learn how to use critical thinking to question assumptions, apply reasoning, and break down issues so you can efficiently and expertly solve problems.	https://www.linkedin.com/learning/paths/develop-critical-thinking-decision-making-and-problem-solving-skills?u=77208140	✓

Problem Solving	**Critical Thinking and Problem Solving** ● Learn about what it takes to have good judgement that others can rely on; critical thinking and problem solving skills. This course will show you steps to take when approaching problems, and how to avoid common mistakes.	https://www.linkedin.com/learning/critical-thinking-and-problem-solving?u=77208140	✓
	Problem Solving Techniques ● Learn techniques for identifying root causes of problems, how to generate options, and select the best solution. Learn different methods for following through when problem solving and boosting your creativity when tackling a challenge.	https://www.linkedin.com/learning/problem-solving-techniques?u=77208140	✓
	Improve Your Problem-Solving Skills ● A holistic guide to developing your problem solving skills through improving your critical thinking, judgement, and decision-making abilities.	https://www.linkedin.com/learning/paths/improve-your-problem-solving-skills?u=77208140	✓
Time Management	**Time Management Fundamentals** ● Learn about both theoretical and practical foundations in managing your time and increasing productivity. Learn about different habits you can develop, how to stay mentally focused, and develop time-budgets to gain the most from your time.	https://www.linkedin.com/learning/time-management-fundamentals?u=77208140	✓
	Enhancing Your Productivity	https://www.linkedin.com/learning/enhancing-your-productivity?u=77208140	✓

	• Learn how to minimize distractions, create plans, and support your team to result in a productivity boost.		
	Time Management Tips • This course provides a multitude of short tips aiming to help you improve your productivity and manage your time for a comfortable and efficient work environment.	https://www.linkedin.com/learning/time-management-tips?u=77208140	✓
Interpersonal	Jodi Glickman on Make 'Em Love You at Work • Learn how to create an environment of respect, connection, engagement, and fulfillment in a work environment.	https://www.linkedin.com/learning/jodi-glickman-on-make-em-love-you-at-work?u=77208140	✓
	Social Success at Work • This course will teach you how to cultivate long-term success through communication, coordination, negotiation, and understanding. Learn how to network effectively, navigate social dynamics at work, and ultimately find fulfillment in a work setting.	https://www.linkedin.com/learning/social-success-at-work?u=77208140	✓
	Develop Your Communication Skills and Interpersonal Influence • Learn how to present information in a clear and engaging manner to build trust, communicate effectively, and be heard. Learn practical tips for gaining curiosity, attention, trust, and respect.	https://www.linkedin.com/learning/paths/develop-your-communication-skills-and-interpersonal-influence?u=77208140	✓
Performing Under Pressure	Performing Under Pressure	https://www.linkedin.com/learning/performing-	✓

	• Learn about how to handle and succeed in high-pressure situations. Identify high-pressure situations and explore ways to approach them.	under-pressure?u=77208140	
	Recharge Your Energy For Peak Performance • Learn how to boost productivity by fixing the way you manage your energy. Explore practical tips on time-management so you can maximize your energy and work towards professional success.	https://www.linkedin.com/learning/recharge-your-energy-for-peak-performance?u=77208140	✓
	Building Resilience • Learn how to build resilience to perform successfully in the face of pressure and stress. Explore specific training techniques to help prepare for challenging situations and ways to reflect and learn afterwards.	https://www.linkedin.com/learning/building-resilience?u=77208140	✓
Self Management, Initiative, Proactivity	Strategic Thinking • Learn how to develop and utilize strategic thinking. Explore how strategic thinking can help guide a team and help you solve challenging problems. Learn how to implement strategic thinking into a team dynamic, and how to manage yourself using specific tips for strategic thinking.	https://www.linkedin.com/learning/strategic-thinking?u=77208140	✓
	Subtle Shifts in Thinking for Tremendous Resilience • Take this course to begin your journey of shifting your thinking to	https://www.linkedin.com/learning/subtle-shifts-in-thinking-for-tremendous-resilience?u=77208140	✓

	dispel negative thought patterns and build self-fulfillment. Learn how to identify your needs and how to be proactive in addressing personal learning and growth.		
	Mastering Self Motivation ● Learn how to break cycles of procrastination and inaction. Examine practical examples of how to shift your mindset and grow your self-motivation to achieve ambitious goals.	https://www.linkedin.com/learning/mastering-self-motivation?u=77208140	✓
Attention to Detail	Build Your Attention-To-Detail Skills ● Taking this course will provide guidance on how to focus, dispel distractions, and develop better focusing habits. Furthermore, explore tips for effective and conscientious writing and editing.	https://www.linkedin.com/learning/paths/build-your-attention-to-detail-skills?u=77208140	✓
	Editing and Proofreading Made Simple ● Learn key tips on how to effectively edit your writing. Explore different rules regarding emails, presentations, blog posts, peer writing, and templates. Learn from frequent mistakes and advice on how to improve and learn from them.	https://www.linkedin.com/learning/editing-and-proofreading-made-simple?u=77208140	✓
	Effective Listening ● This course will show you how to assess your listening skills and how to improve upon your listening to become a better team member, leader, or colleague.	https://www.linkedin.com/learning/effective-listening?u=77208140	✓

Learning, Improving, Achieving	**Cultivating a Growth Mindset** ● Having a growth mindset will allow you to improve upon your performance, focus, and success. Learn how to make the shift to a growth mindset with tips on how to stay motivated and continue your development.	https://www.linkedin.com/learning/cultivating-a-growth-mindset?u=77208140	✓
	Giving and Receiving Feedback ● Learn the communication skill of giving and receiving feedback to help you into a cycle of continuous development and achievement.	https://www.linkedin.com/learning/giving-and-receiving-feedback?u=77208140	✓
	Using Questions to Foster Critical Thinking and Curiosity ● Learn how to seize opportunities and foster your desire to learn. Explore how to empower yourself through asking questions. Learn about what types of questions to ask in specific contexts, how to respond to certain questions, and how to use questioning to grow and achieve professionally.	https://www.linkedin.com/learning/using-questions-to-foster-critical-thinking-and-curiosity?u=77208140	✓
Innovation/Creativity	**Develop Your Creative Thinking and Innovation Skills** ● Learn how to creatively generate innovative solutions in work and professional contexts. Learn how to use creative and alternative thinking to tackle challenges.	https://www.linkedin.com/learning/paths/develop-your-creative-thinking-and-innovation-skills?u=77208140	✓
	Fostering Innovation ● Take this course to learn how to lead with innovation, break out of	https://www.linkedin.com/learning/paths/fostering-innovation?u=77208140	✓

	unproductive cycles, take risks with confidence, and cultivate innovative thinking within a team.		
	Improve Your Creativity Skills ● Learn about how to invest in a creative process through techniques that will help your brainstorming, idea-generation, and forward-thinking skills.	https://www.linkedin.com/learning/paths/improve-your-creativity-skills?u=77208140	✓
Analytical Reasoning, Analyzing, Investigating	**Time Tested Methods for Making Complex Decisions** ● Learn how to ask the right questions, check your biases, effectively check information, and test different solutions to master your decision-making skills. Take this course to improve your decision-making skills and gain the ability to provide a supporting and confident role in your team's decisions.	https://www.linkedin.com/learning/time-tested-methods-for-making-complex-decisions?u=77208140	✓
	Having Powerful, Advanced Conversations ● Learn how to build genuine connections through opening your mind, exchanging opinions, and exploring other fundamentals of good conversations. Examine how you can make your conversations impactful through asking the right questions and dispelling conflicts effectively.	https://www.linkedin.com/learning/having-powerful-advanced-conversations?u=77208140	✓

	Learning Agility ● Learn how to develop a learning plan to align with your personality and goals. Explore the meaning and importance of learning agility, and discover how it contributes to your success through practical tips.	https://www.linkedin.com/learning/learning-agility?contextUrn=urn%3Ali%3AlyndaLearningPath%3A5b7c6dea498eede15fde8b10&u=77208140	✓
Management (i.e. self-management, project management, team-management)	Personal Effectiveness Tips ● Learn how to manage and develop yourself through exploring best practices on helping you establish your credibility, support your leaders, find mentors, perform successfully through change, and more.	https://www.linkedin.com/learning/personal-effectiveness-tips?u=77208140	✓
	Become a Project Manager ● Take this course to learn how to manage projects from start to completion. Learn techniques to aid you in managing a wide variety of projects; from small team projects, to organization wide projects. Taking this course will further your leadership, management, and organization skills.	https://www.linkedin.com/learning/paths/become-a-project-manager?u=77208140	✓
	Managing Stress ● Learn how to manage yourself to thrive in the workplace. Learn about simple and effective tips to help you with responses to stress, making better personal choices, and how to identify and handle stress in your personal and professional life.	https://www.linkedin.com/learning/managing-stress-3?u=77208140	✓

Presentation	Develop Your Presentation Skills ● Explore techniques in designing attention-grabbing presentations, how to present with confidence, and how to engage with your audience. This course will walk you through managing and creating presentations from start to finish.	https://www.linkedin.com/learning/paths/develop-your-presentation-skills?u=77208140	✓
	Create and Deliver Engaging Presentations ● Take this course to learn how to present yourself. Learn how to prepare for presentations and follow through with confidence, tact, and engagement.	https://www.linkedin.com/learning/paths/create-and-deliver-engaging-presentations?u=77208140	✓
	How to Present and Stay on Point ● Explore a basic outline of how to deliver a clear and concise presentation whilst staying on point. Learn about how to properly prepare for a presentation, create engaging slides, and interact with your audience.	https://www.linkedin.com/learning/how-to-present-and-stay-on-point-2019?u=77208140	✓