eLearning Modules

Milestone Activity	Hours
Excel Essential Training (office 365/Microsoft 365)	2.25hrs
Outlook on the Web Essential Training (2019)	2.5hrs
<u>Learning LinkedIn for Students</u>	1.5hrs
 Getting Started with Microsoft Word (learning path) Learning Word Desktop (office 365/Microsoft 365) Word Essential Training (office 365/Microsoft 365) Word Quick Trips 	4hrs .75 2.75 .5
Google Forms Essential Training	.75hr
 Get Ahead in Construction Trades (learning path) Skilled Trades: Construction Apprenticeship Foundations Skilled Trades: Interviews Skilled Trades: Resumes and Portfolios Electrical systems: Reading Drawings and Schematics Electrical Systems: Panel Boards, Frequency Drives, and Transformers On the Jobsite: Construction Construction Industry: Techniques and Technology Construction Management: Reading Drawings and Specifications Learning Construction Estimating 	12hrs 1.25 1.75 .5 .75 .5 .75 4.25 2.25 .25
Get Ahead in the Manufacturing Trades (learning path) Skilled Trades: Manufacturing carers Skilled Trades: Resumes and Portfolios Introduction to Mill and Lathe Operation Introduction to composite manufacturing In the shop: Manufacturing Rapid Prototyping for product design G-Code Programming for CNC Foundations Introduction to Geometric Dimensioning and Tolerancing	8hrs 1 .25 .5 .75 1 1.5 2.25 .75
Become a Project Coordinator (learning path) Project management simplified Communication foundations Business writing principles Teamwork foundations Leading productive meetings Time management fundamentals Note-Taking for business professionals	14hrs 2 1.5 1.5 1.25 1.25 3 .75

Enhancing your productivity Project management: Solving common Project problems Learning Gantt Charts Become a Successful Job Hunter (learning path) Job hunting for college Grads (2016) Creating a career plan Turning on internship into a job Writing a resume Jobsearch strategies Learning Linkedin Mastering Common Interview questions Giving your elevator pitch Negotiating your job offer Developing business acumen Succeeding in a New Job Master In-Demand Professional Soft Skills (learning path) Developing unexpected change Building resilience Embracing unexpected change Critical Thinking Better Judgment and Decision Making Why trust matters with Rachel Botsman Teamwork foundations Effective listening Persuading others Writing in plain language Banish your inner critic to unleash creativity Develop Your Presentation Skills (learning path) Persuading or inner critic to unleash creativity Develop Your Presentation Skills (learning path) Persuading or inner critic to unleash creativity Develop Your Presentation Skills (learning path) Persuading or inner critic to unleash creativity Develop Your Presentation Skills (learning path) Posign a compelling presentation Design a compelling presentation Design a compelling presentation The six biases of decision-making Solving business problems The six biases of decision-making Decision-Making Strategies Making quick decisions Statying Positive and Productive during Uncertainty (learning path) Handling workplace Managing career burnout Building resilience Finding your purpose at work		
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Building resilience .5		
Finding your purpose at work		
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Goal setting: Objectives and key results .5	Goal setting: Objectives and key results	.5

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 Having an honest career conversation with your boss Increase visibility to advance your career Leading without formal authority Managing virtual team Leading at a distance The six morning habits of high performers Remote work foundations Time management fundamentals Time management: Working from home Tips for writing business emails Tips for better business writing 	1 .25 1 1 .5 .5 .5 3 1 .5 .5
 Developing Resilience and Grit -Lynda (learning path) Developing your emotional intelligence Building Resilience Building Resilience as a leader Cultivating Mental Agility Subtle Shifts in Thinking for tremendous resilience Grit: How teams persevere to accomplish goals Sheryl Sandberg and Adam Grant on option B: Building Resilience Recharge your energy for peak performance 	5hrs 1 .5 .75 .5 .5 .5 .25
Success Habits	3hrs
 Develop Your Customer Service Skills (learning path) Customer service foundations Customer service: Problem solving and troubleshooting Building Rapport with customers Customer Service: Handling abusive customers Creating positive conversations with challenging customers Listening to customers Serving customers using social media 	5hrs 1.5 .5 .5 .75 .5 .25
 Manage Change and Develop Your Adaptability Skills (learning path) Creating a culture of change Managing stress for positive change How to be an adaptable employee during change and uncertainty Cultivating mental agility Building resilience 	6hrs 1 1 .5 .5
 Developing adaptability as a manager Leading your team through change Managing organizational change for managers 	.5 .5 1.5