

# Recommended Professional Development Activities While Working from Home

*The following is a list of recommended options to engage in distance-based professional development. We will continue to add to this list, so check back often for updates and new ideas.*

*We would love to hear your recommendations, too! Please contact us at [training@uga.edu](mailto:training@uga.edu) if you have suggestions to add to this list.*

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## Online Learning: [LinkedIn Learning](#)

Use LinkedIn Learning to learn something new or develop an existing skill. Online courses range from 5 minutes to several hours and cover a variety of topics of technical and workplace skills.

Visit [LinkedIn Learning](#) and login through UGA Single Sign-On to access thousands of online courses.

Need a tutorial on how to use LinkedIn Learning? After logging in, check out [How to Use LinkedIn Learning](#). Find the topics you want using search tools, explore learning paths, play and pause training videos, use transcripts and exercise files, and customize your online learning experience.

### LinkedIn Learning Playlists

Training & Development has curated playlists of recommended courses by topic and role for individuals, supervisors, and leaders to further develop their individual competencies.



### Playlists by Topic:

- [Working Remotely](#)
- [PowerPoint and Presentation Skills](#)
- [Microsoft Word Skills](#)
- [Microsoft Excel Skills](#)
- [Access Database Skills](#)
- [Career Development](#)

### Playlists by Role:

- [For Individual Development](#)
- [For Supervisor Development](#)
- [For Leadership Development](#)

### General Courses

We also recommend the following LinkedIn Learning courses by topic area. Search for the title of the courses listed below to access them:

#### **Time Management:**

- Time Management: Working from Home
- Managing Your Time
- Becoming Indistractable

#### **Communication:**

- Communicating with Confidence
- Conflict Resolution Foundations
- Interpersonal Communication
- Communicating Nonverbally
- Developing Your Emotional Intelligence
- Leading with Emotional Intelligence

#### **Meeting and Facilitation:**

- Leading Productive One-on-one Meetings
- Creating a Meeting Agenda
- Facilitation Skills for Managers and Leaders

#### **Strategic Thinking:**

- Strategic Planning Foundations
- Problem Solving Techniques
- Learning Agility

#### **Other:**

- The New Rules of Work
- Gaining Skills with LinkedIn Learning
- Delivering Results Effectively



## Books & Articles

### T&D's Recommended Reads:

#### Professional Development

- [Ask for It](#) by Linda Babcock and Sara Laschever
- [Rising Strong](#) by Brene Brown
- [Quiet: The Power of Introverts in a World That Can't Stop Talking](#) by Susan Cain\*
- [Range](#) by David Epstein
- [Switch: How to Change When Change is Hard](#) by Chip and Dan Heath\*
- [Thinking, Fast and Slow](#) by Daniel Kahneman
- [Fierce Conversations](#) by Susan Scott\*(audiobook)

#### Leadership

- [Dare to Lead](#) by Brene Brown
- [The Boys in the Boat](#) by Daniel Brown
- [Leaders Eat Last](#) by Simon Sinek

#### Diversity & Inclusion

- [Biased](#) by Jennifer L. Eberhardt
- [The Moment of Lift](#) by Melinda Gates\*(audiobook)
- [Uncensored](#) by Zachary R. Wood

#### Organizational Development

- [Changing on the Job](#) by Jennifer Garvey Berger\*
- [Small Giants](#) by Bo Burlingham\*(audiobook)
- [The Five Languages of Appreciation](#) by Gary Chapman and Paul White
- [The Culture Code](#) by Daniel Coyle
- [An Everyone Culture](#) by Robert Kegan and Lisa Lahey\*(audiobook)
- [The Heart of Higher Education](#) by Parker Palmer

#### Service Excellence

- [Be Our Guest](#) by The Disney Institute
- [The Question Behind the Question: Practicing Personal Accountability in Work and Life](#) by John Miller

\*Denotes selections available as ebook and/or audiobook for free using [Scribd](#). Access Scribd on your computer or download the app to your mobile device. Due to current circumstances, this app is providing free and full access until April 19, 2020.

More free ebooks are available via [Project MUSE](#), [Project Gutenberg](#), and the [UGA Libraries](#).

Search for articles and ebooks from the UGA Libraries through the [multi-search function](#), then use the filters to limit results for "online only," by publication date, or by format (e.g. ebook, article, news article, etc.). Log in with your UGA MyID.



### Recommended Articles:

- [The Real Reason People Won't Change](#)
- [Managing Yourself- Learn to Love Networking](#)
- [The Neuroscience of Trust](#)
- [A Brief History of Decision Making](#)

## TED Talks, Podcasts, & YouTube Videos

### Recommended [TED](#) Talks:

- [Simon Sinek - How Great Leaders Inspire Action](#)
- [Brene Brown - The Power of Vulnerability](#)
- [Shawn Achor – The Happy Secret to Better Work](#)
- [Amy Cuddy - Your Body Language May Shape Who You Are](#)
- TED Playlist: [The Way We Work](#)

### Recommended Podcasts:

- [Worklife with Adam Grant](#)
- [Future of Work](#)
- [Higher ed](#) (NPR)
- [Interruptions](#)
- [Lead to Win](#)
- [Re:Learning](#)
- [Safe for Work](#) (Wondery)
- [School of Greatness](#)
- [Student Affairs Spectacular](#)
- [Women at Work](#) (Harvard Business Review)

### Recommended [YouTube](#) Channels and Videos:

- [Crash Course: Media Literacy](#)
- [Khan Academy](#) channel

## Distance-based Team Learning with Zoom

Host distance-based meetings with your team to focus on learning and professional development. Discuss online courses, books, articles, documentaries, TED talks, podcasts, or topics that your team can learn about together. Taking time to learn together builds trust, creativity, cohesion, and can be done from anywhere. Consider choosing or assigning one of these resources and writing a summary or discussing the book via Zoom.

Check out this [Remote Learning Circle Guide](#) for leading team learning. Access UGA's Zoom subscription [here](#).



## Online Learning: OneUSG Financials and OneUSG Connect Training

The OneSource Training Library includes videos, trainings, and webinars designed to increase your knowledge and comfort with the OneUSG Financials and OneUSG Connect systems. These trainings are organized by topic and can be found at [training.onesource.uga.edu](https://training.onesource.uga.edu).

## Online Learning: Professional Education Portal (PEP) Courses

The following courses from USG and the State of Georgia are available through UGA's [Professional Education Portal](#):

- USG Cybersecurity Awareness Training – an awareness module to help USG employees stay cyber safe. All USG employees are required to complete this training biannually each April and October.
- Human Trafficking Awareness Training - an online training course provided by the State of Georgia that provides you with an understanding of how human trafficking affects our State and how you can be part of the solution to help eliminate this problem in our communities.

Search for the course title at the top of the PEP homepage to launch the online module(s).

## Independent Learning Projects

Learn on your own with a variety of independent learning projects.

### Conduct a research project

- Find articles related to current events in your field of work or higher education in general and write a report on the topic.
- Free resources are available via [Project MUSE](#) and [Project Gutenberg](#)

### Gain technical skills

- Using LinkedIn Learning, online guides, and other technical guides, learn a technical skill that will help improve workflow, work processes, or employee effectiveness and efficiency (e.g. Excel, Microsoft Word, Office 365).
- There are many free programs that can help with advertising and marketing. Take some time to practice using these free programs while gaining a new skill. Some free design programs are:
  - [Canva](#)
  - [Biteable](#)
  - [Piktochart](#)
- Explore some of the many free options for online learning courses in a variety of fields, including [engineering, programming, computer science, health and medicine, business, and many more](#).

### Create a self-directed learning plan

- Develop a project, plan, or learning objective that would be valuable to your work. [Use these steps](#) as a guide to take action and start learning!



## Certifications

[LinkedIn Learning](#) offers online courses that can help you prepare for various professional certifications. Check out some of these playlists to learn about, prepare for, or earn continuing education credits for these popular certifications:

- [HR Professionals: PHR and SHRM](#)
- [IT Professionals: CompTIA](#)
- [IT Professionals: CASP](#)
- [Business Analysts: CBAP](#)
- [Project Managers: Lean Six Sigma](#)
- [Project Managers: CAMP, PMP, PMI, and SCRUM](#)

### **Additional information for certifications:**

- [Society for Human Resource Management \(SHRM\)](#)
- [Professional in Human Resources \(PHR\)](#)
- [Certified Business Analyst Professional \(CBAP\)](#)
- [CompTIA Advanced Security Practitioner \(CASP\)](#)
- [CompTIA](#)
- [Certified Associate in Project Management \(CAPM\)](#)
- [Project Management Professional \(PMP\)](#)

## Educational Advisory Board Resources

Through the COVID-19 crisis, the Educational Advisory Board (EAB) is making their new [Professional Development Resource Center](#) available to all educational institutions. Topics areas featured in the Resource Center include:

- [Academic Program Prioritization and Development](#)
- [Administrative Savings](#)
- [Budget Models](#)
- [Diversity, Equity, and Inclusion](#)
- [Enrollment Strategy](#)
- [Facilities Management](#)
- [Fundraising and Alumni Relations](#)
- [Information Technology](#)
- [Marketing Adult and Professional Programs](#)
- [Online Education Strategy](#)
- [Student Mental Health and Wellbeing](#)
- [Student Success](#)