

Professional Development Resources – Online & Free!

LinkedIn Learning

<https://www.linkedin.com/learning/paths/remote-working-setting-yourself-and-your-teams-up-for-success>

Working Remotely: <https://www.linkedin.com/learning/working-remotely-2?trk=search-result> [learning card title](#)

Time Management: Working from Home: <https://www.linkedin.com/learning/time-management-working-from-home?trk=search-result> [learning card title](#)

Productivity Tips: Finding Your Productive Mindset: <https://www.linkedin.com/learning/productivity-tips-finding-your-productive-mindset?trk=search-result> [learning card title](#)

Executive Presence on Video Conference Calls: <https://www.linkedin.com/learning/executive-presence-on-video-conference-calls?trk=search-result> [learning card title](#)

Thriving @ Work: Leveraging the Connection between Wellbeing and Productivity
<https://www.linkedin.com/learning/thriving-work-leveraging-the-connection-between-well-being-and-productivity?trk=search-result> [learning card title](#)

Managing Stress for Positive Change: <https://www.linkedin.com/learning/managing-stress-for-positive-change?trk=search-result> [learning card title](#)

Building Resilience: <https://www.linkedin.com/learning/building-resilience?trk=search-result> [learning card title](#)

Developing Resourcefulness: <https://www.linkedin.com/learning/developing-resourcefulness?trk=search-result> [learning card title](#)

Leading at a Distance: <https://www.linkedin.com/learning/leading-at-a-distance?trk=search-result> [learning card title](#)

Managing Virtual Teams: <https://www.linkedin.com/learning/managing-virtual-teams-4?trk=search-result> [learning card title](#)

Leading Virtual Meetings: <https://www.linkedin.com/learning/leading-virtual-meetings?trk=search-result> [learning card title](#)

Microsoft Teams Tips & Tricks: <https://www.linkedin.com/learning/microsoft-teams-tips-and-tricks?trk=search-result> [learning card title](#)

Learning Skype: <https://www.linkedin.com/learning/learning-skype-2?trk=search-result> [learning card title](#)

Learning Zoom: <https://www.linkedin.com/learning/learning-zoom?trk=search-result> [learning card title](#)

Cascade EAP Courses

1. Applying Leadership Basics
2. Attention Management
3. Building a Successful Team
4. Coaching and Counseling
5. Conducting a Performance Review
6. Conflict Intervention
7. Creating a Strong Leadership Team
8. Creating an Effective Sales Team
9. Delegating
10. Discharging Employees
11. Disciplining and Redirecting Employees
12. Executive-to-employee Communication Strategies
13. Interviewing Job Candidates
14. Leading Effective Meetings
15. Leading Effective Teams
16. Managing Change
17. Managing Disagreement
18. Managing Negative People
19. Managing Projects
20. Managing Stress
21. Managing a Virtual Office
22. Motivating Employees
23. Office Politics for Managers
24. Preventing Sexual Harassment for Leaders (Non-AB 1825 Compliant)
25. Providing Effective Feedback
26. Recognizing Employee Performance
27. Setting Performance Goals and Expectations
28. Succeeding as a Supervisor
29. Time Management
30. Workplace Diversity

Wellness Seminars

Resilience and Mental Flexibility

Resilience is a word we often hear but it can be difficult to define. This seminar focuses on understanding how it is defined and what skills can be learned to improve it. One of those is mental flexibility which involves being able to see different perspectives of a situation and adapt to new information. These skills can help in work and in life.

May 20, 2020 at 12:00 p.m.

Facilitator: Lisa Mitchell

Registration link: <https://attendee.gotowebinar.com/register/5170693528758757132>

Gov Ex Academy- What Works Cities: Data Analytics: <https://wwc.govex.academy/catalog/index>

**** Working on obtaining the 2020 access code for City of Portland employees**

Create an account using access code **WWC19PortlandOR-2**. Any Portland employee should use this same access code. This code is also a coupon which should be used when you register for courses, allowing you to access all content on the WWC Training Academy for free.

Getting Started with Community Engagement for Analytics: <https://wwc.govex.academy/catalog/info/id:361>

Getting Started with Data Management <https://wwc.govex.academy/catalog/info/id:397>

Getting Started with Data Inventorying: <https://wwc.govex.academy/catalog/info/id:384>

Getting Started with Data Standards: <https://wwc.govex.academy/catalog/info/id:385>

Getting Started with Performance Analytics: <https://wwc.govex.academy/catalog/info/id:139>

Cal BerkeleyX: <https://www.edx.org/school/uc-berkeleyx>

Empathy and Emotional Intelligence: <https://www.edx.org/course/empathy-and-emotional-intelligence-at-work>

Academic and Business Writing: <https://www.edx.org/course/academic-and-business-writing>

The Foundations of Happiness at Work: <https://www.edx.org/course/the-foundations-of-happiness-at-work>

Mindfulness and Resilience at Work: <https://www.edx.org/course/mindfulness-and-resilience-to-stress-at-work>

The Science of Happiness (Positive psychology): <https://www.edx.org/course/the-science-of-happiness-3>

Harvard: <https://online-learning.harvard.edu/catalog/free>

Non-Profit Financial Stewardship: <https://online-learning.harvard.edu/course/nonprofit-financial-stewardship-webinar-introduction-accounting-and-financial-statements>

Data Science- Probability: <https://online-learning.harvard.edu/course/data-science-probability>

Data Science- Productivity Tools: <https://online-learning.harvard.edu/course/data-science-productivity-tools>

O'Reilly: <https://www.oreilly.com/online-learning/government-free-access.html>

This organization has opened their certification training materials for free to all accounts with a .gov address.

Certification tracks include all data fields, information management, security and IT infrastructure.

uPerform:

This webinar covers in more detail ways you can leverage the uPerform Course format to leverage your existing materials used in traditional training (or even printed reference materials) to convert them into online versions. Topics covered include:

- Importing PowerPoint slides into a Course
- Applying Interactive Hotspots
- Applying Animations
- Inserting Video
- Inserting Audio
- Inserting existing uPerform Simulations
- Using Assessments

Many use PowerPoint to create instructional materials. The beauty of the uPerform Course format is the ability to use your existing materials and remix it with Video, Simulations, and other materials to quickly create an online version that is sufficient to serve the needs of our now remote workforce.

You can view the webinar [[HERE](#)]. It is 36 minutes (the first 15 minutes cover the topics above, the remaining minutes are Q&A). (There is a video covering Courses for City Users, [[HERE](#)]).

Kinetic Learning:

Kinetic Technology Solutions is a corporate computer training firm dedicated to providing training to enhance technology skills. Classes are available to City of Portland employees as part of a contracted training program. Kinetic is offering the City of Portland training vouchers to be utilized in the next 4 weeks (expiration date of May 31, 2020). The vouchers cover the full cost of the class and are available for new enrollments (not to replace any current enrollments with existing purchase orders).

One voucher is redeemable for one class day. Some classes are two days so will require two vouchers. The vouchers are for all levels of Microsoft Office and Adobe Acrobat classes:

Access	Publisher
Excel	Visio
OneNote	Word
Outlook	Windows
PowerPoint	Adobe Acrobat
Project	Ensuring Website Accessibility

Note: There are a limited number of vouchers available (only 1 per person at this time, possibly 2 if it is a 2-day class). If you are interested in this opportunity, please email hrtraining@portlandoregon.gov as soon as possible. Once your email is reviewed, you will be instructed via email to proceed with contacting Kinetic to begin the enrollment process.

- To view the catalog of City of Portland specific classes, visit www.KineticTraining.com:
- To enroll, contact Kinetic at 503-520-0555 and mention you are using the 'Kinetic Gift Vouchers' for enrollment.
- When you enroll in the class, be sure to add 'Kinetic Gift Vouchers' in the comments section of the registration request.
- Vouchers are eligible for Microsoft Office and Adobe Acrobat classes
- All classes must be attended by May 31, 2020
- If you enroll in a class and cancel your registration or 'no shows' the voucher will be forfeited
- There are a limited number of open seats in each class
- Once your enrollment is complete, forward your enrollment confirmation to your hrtraining@portlandoregon.gov

About attending Kinetic online classes from Kinetic: "Employees can attend our online classes from anywhere and connect to audio with their computer's microphone and speakers (VoIP) or a telephone. It will be helpful to have a large monitor or two monitors - a mobile device such as an iPad can also be used as the second monitor. If the employee doesn't have Microsoft Office or Adobe Acrobat installed on their local computer, no problem. Just let us know, and we can send a link to remote into a computer in our facility that is all ready to go for class".