Maximizing Lynda.com for You & Your Unit

Offices of Human Resources, 2018

Competencies: Self-Development, Effectiveness, Functional/Technical Skills

Performance Management

- Common language
- Staff Development Plans
  - Advance software skills in anticipation of department/unit needs
- Performance Improvement Plans
  - Raise skill level to standard
  - Observable change through fewer made errors/issues

“Just in Time Learning” – JITL

- Able to address issues or skill gaps quickly
- Elements of microlearning AND traditional online learning
  - Very short sessions of 8 minutes to 2 hr sessions
  - Can be started and stopped as needed
  - Most have certificates at the end

What are the upcoming tracks?

- Excellence Through Leadership (ETL)
- Manager Development Program (MsDP, manager-supervisor titles)
- Administrative Professionals Program (APP, administrative titles)
- Technology Professionals Program (TPP, technology titles+)

Some Courses Already Vetted

- Foundational for all tracks
  - Business Acumen
  - Business Writing Fundamentals
  - Communication Fundamentals
  - Critical Thinking
  - Effective Listening

Some Courses Already Vetted

ETL

- Becoming a Thought Leader
- Building a High Performance Culture
- Developing Your Leadership Philosophy
- Balanced Scorecard & KPIs
- Leading Change
- Managing for Results

MsDP

- Dealing with Customer Service Incidents-Complaints
- Delivering Employee Feedback
- Having Difficult Conversations
- Management Foundations
- Process Improvement Foundations
- Leading Productive Meetings

Some Courses Already Vetted

APP

- Getting Things Done
- How to Get Your Ideas Approved
- Office 365: Excel Essential Training
- Office 365: WORD Essential Training
- Going Paperless
- Managing Your Manager
- Organizing the Office for Maximum Effectiveness

TPP

- Advanced SEO: Developing a SEO Website
- Google Analytics Essential Training
- Google Analytics: Spam Proofing
- Process Improvement Foundations
- Learning Relational Databases
- SPSS for Academic Research
- Keynote Essential Training

2 Ways to Access

www.kean.edu/lyndacampus

OR

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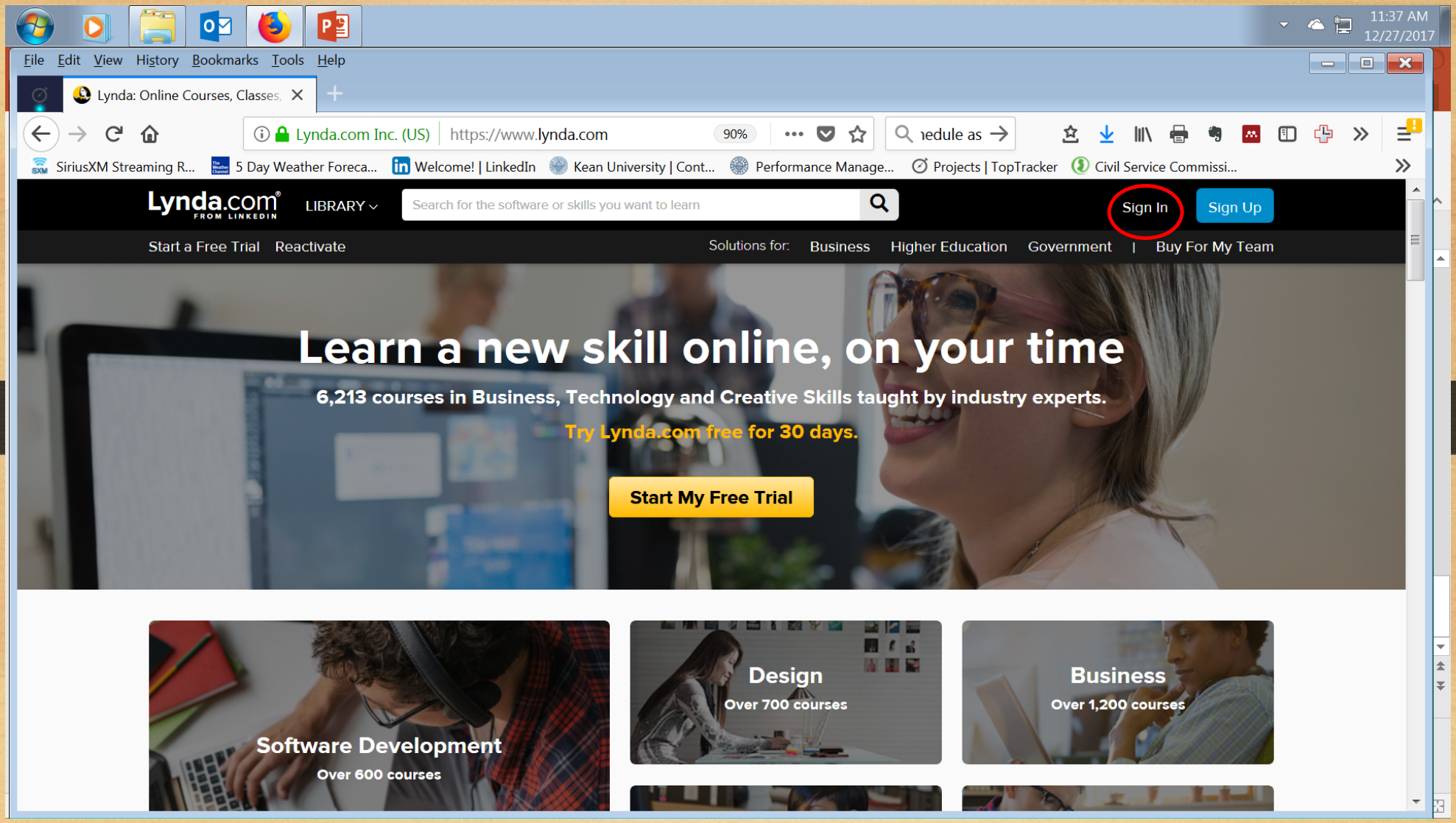
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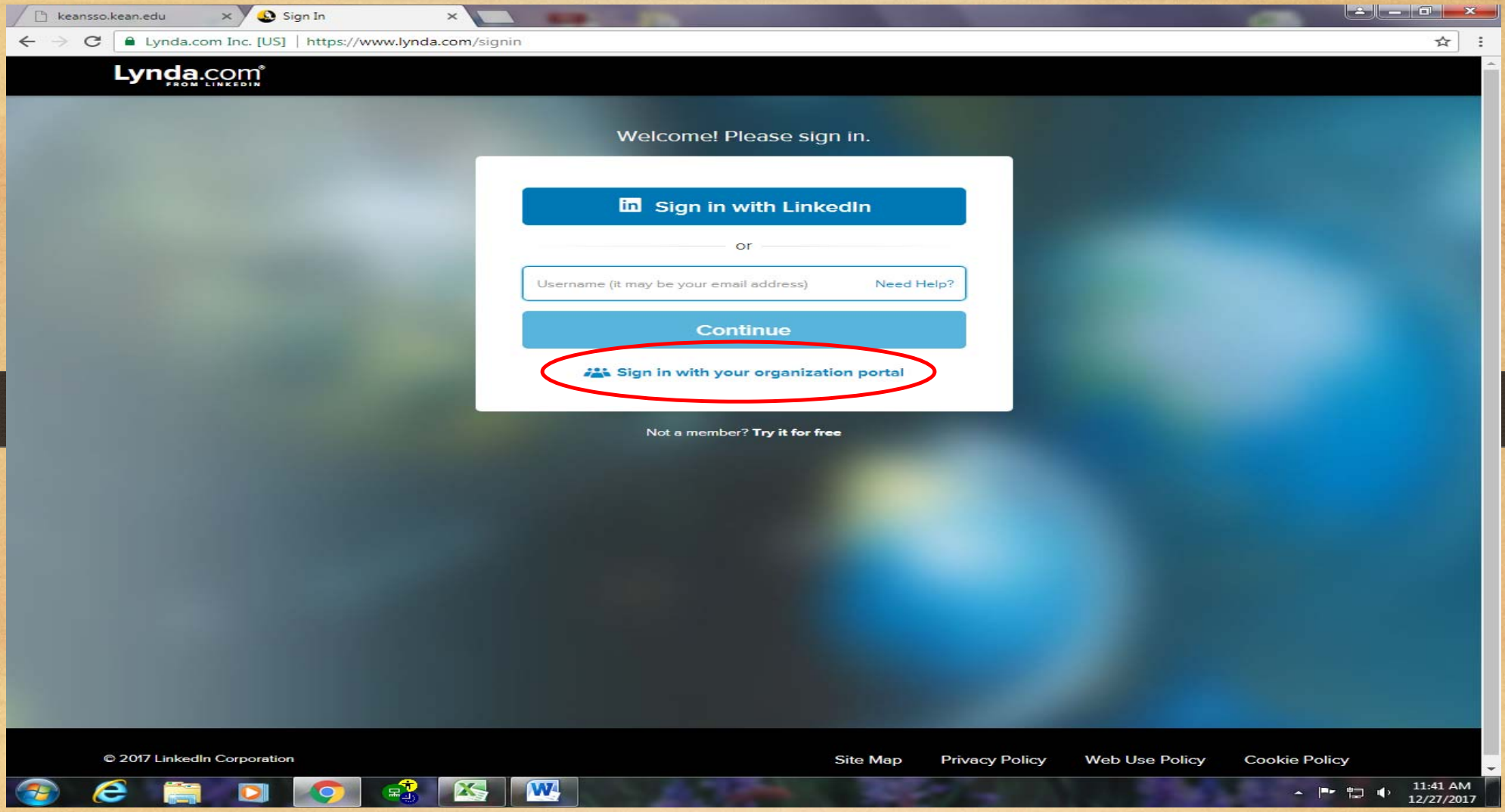
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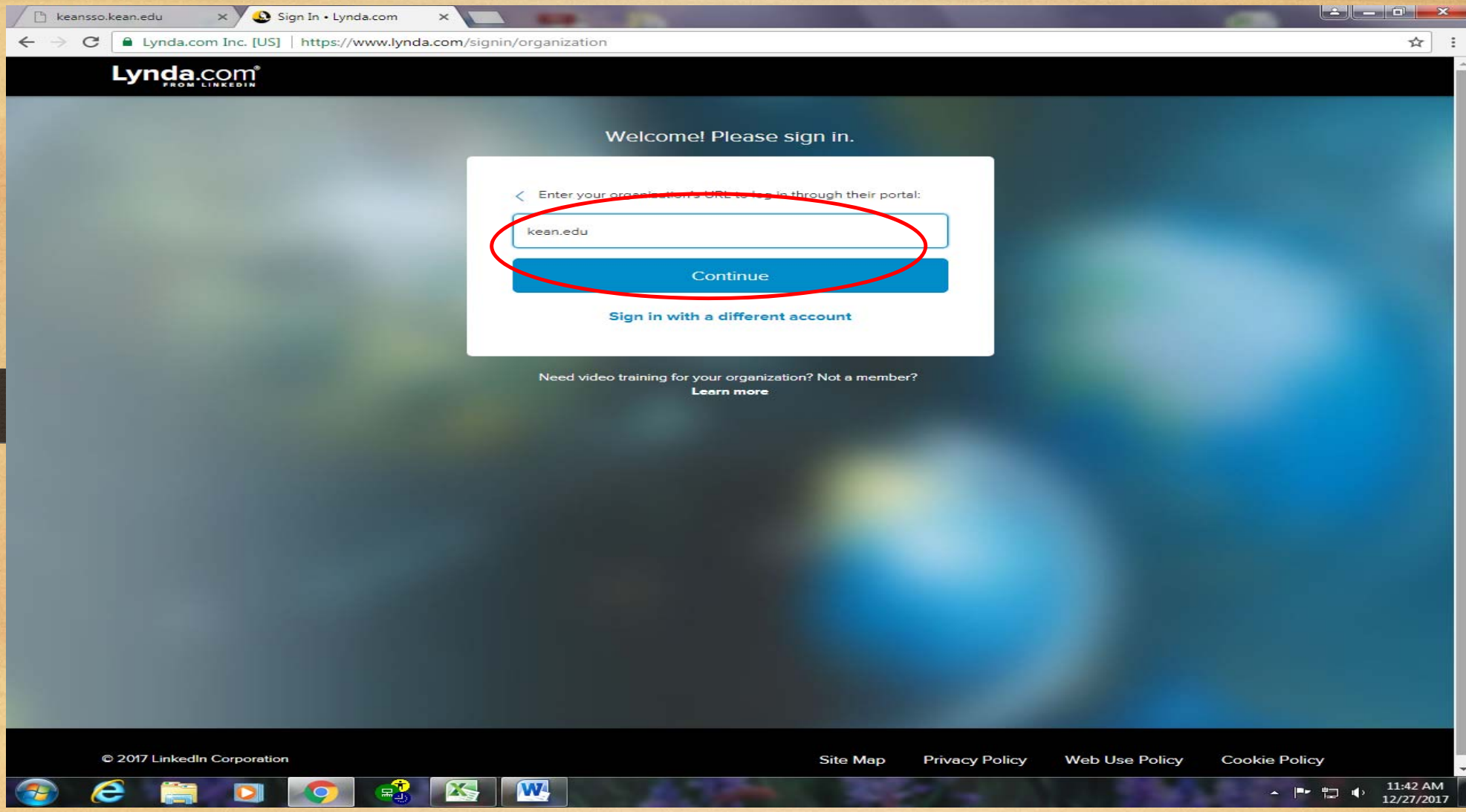
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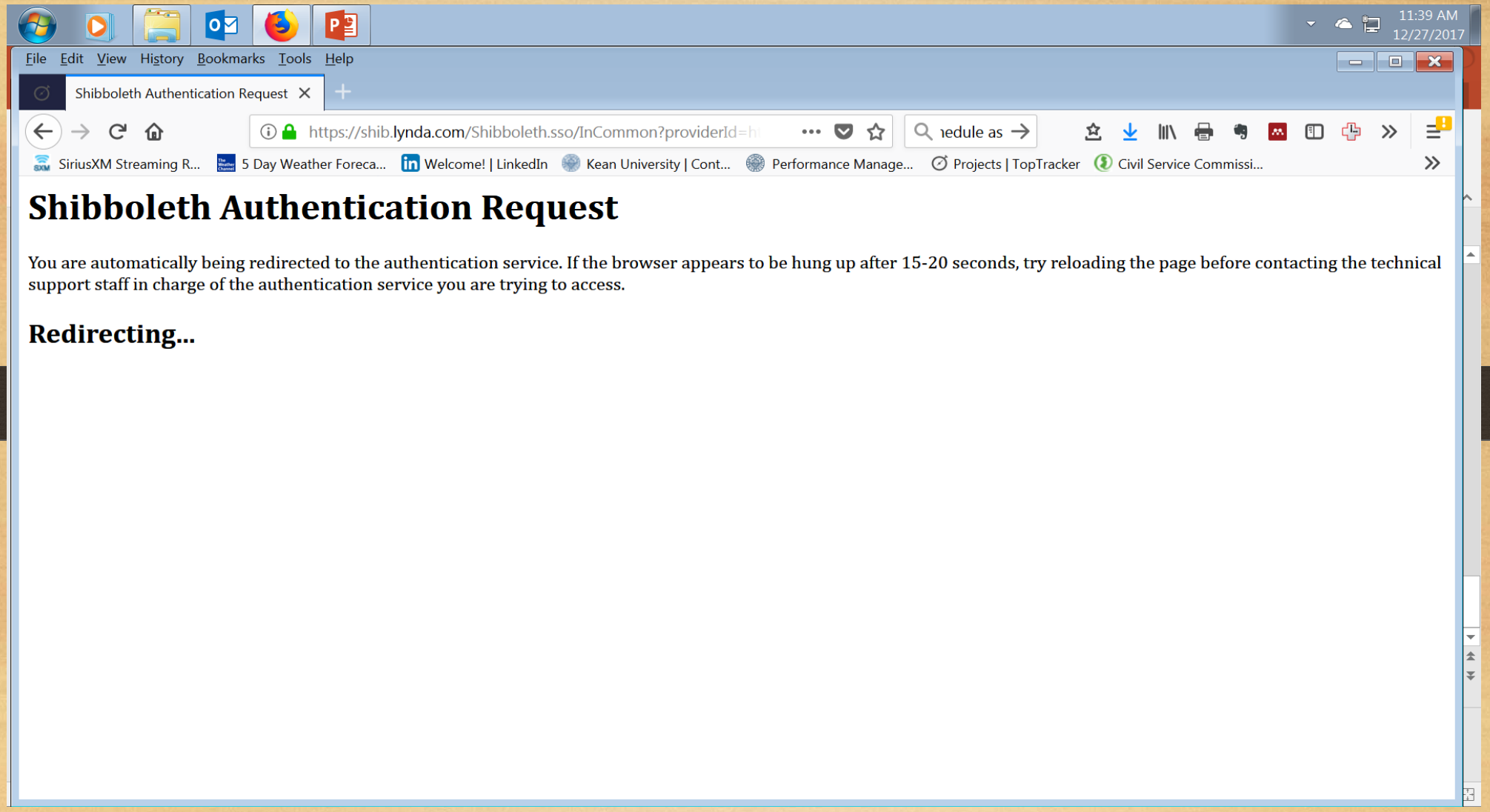
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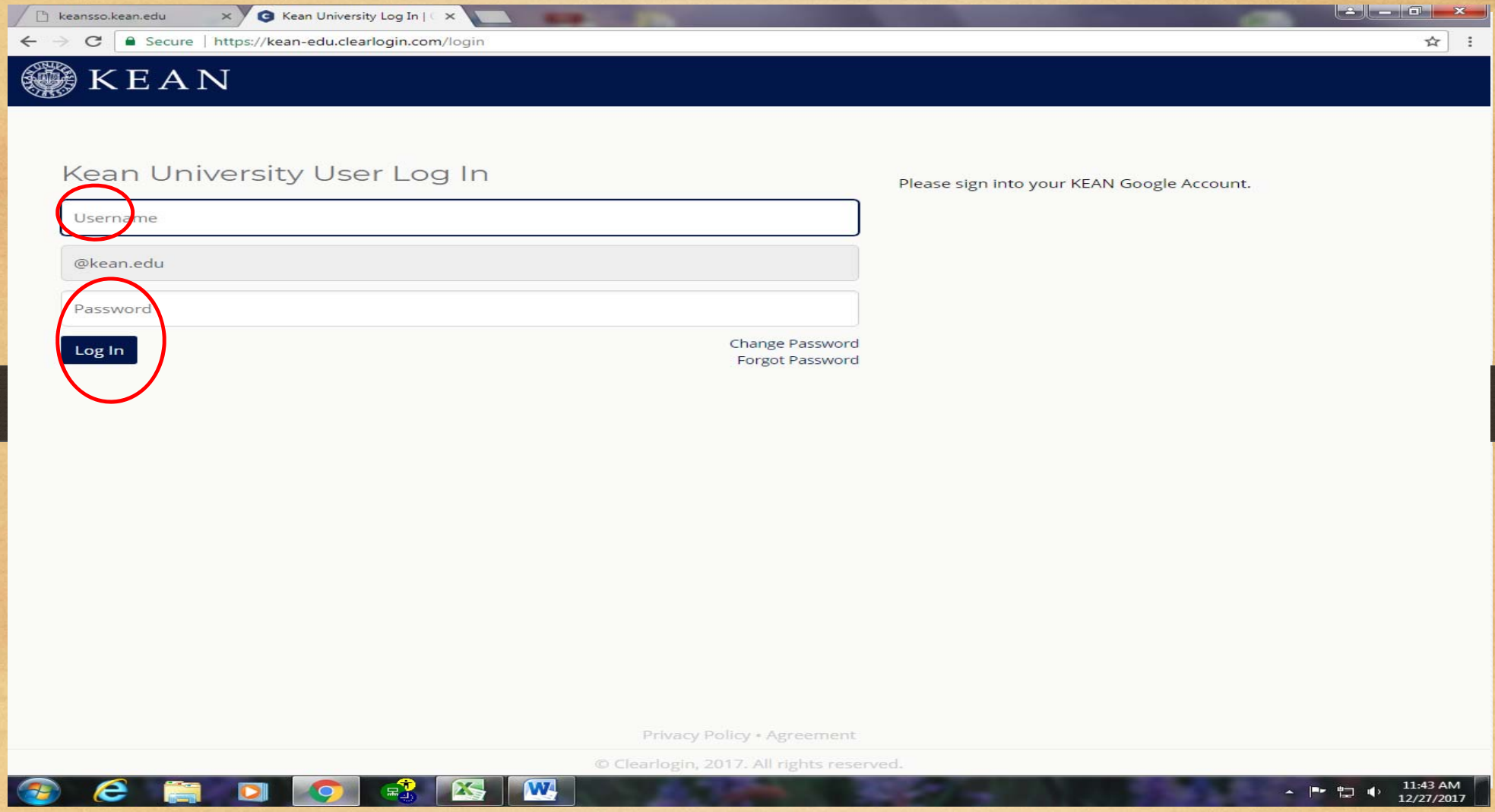
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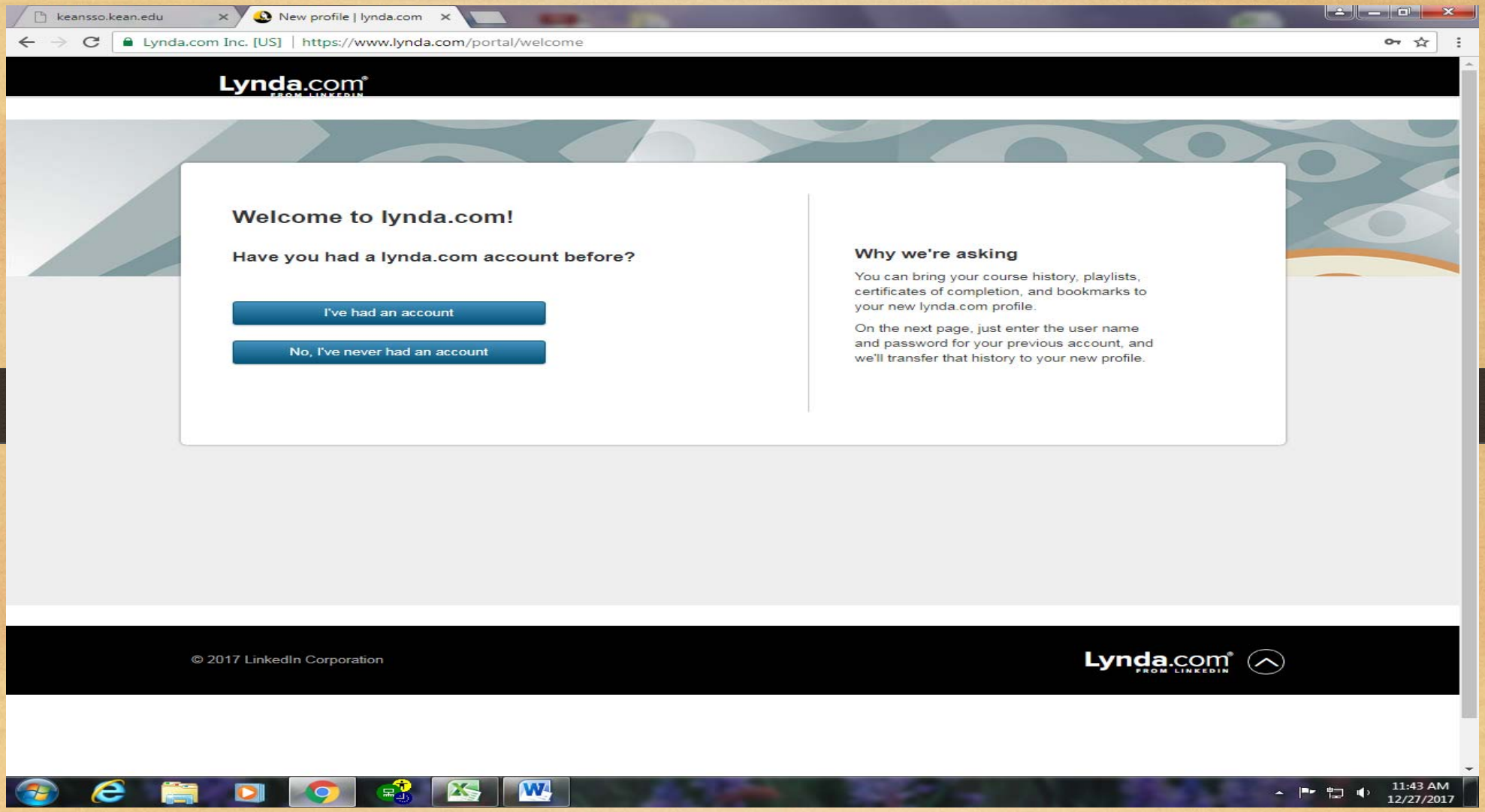
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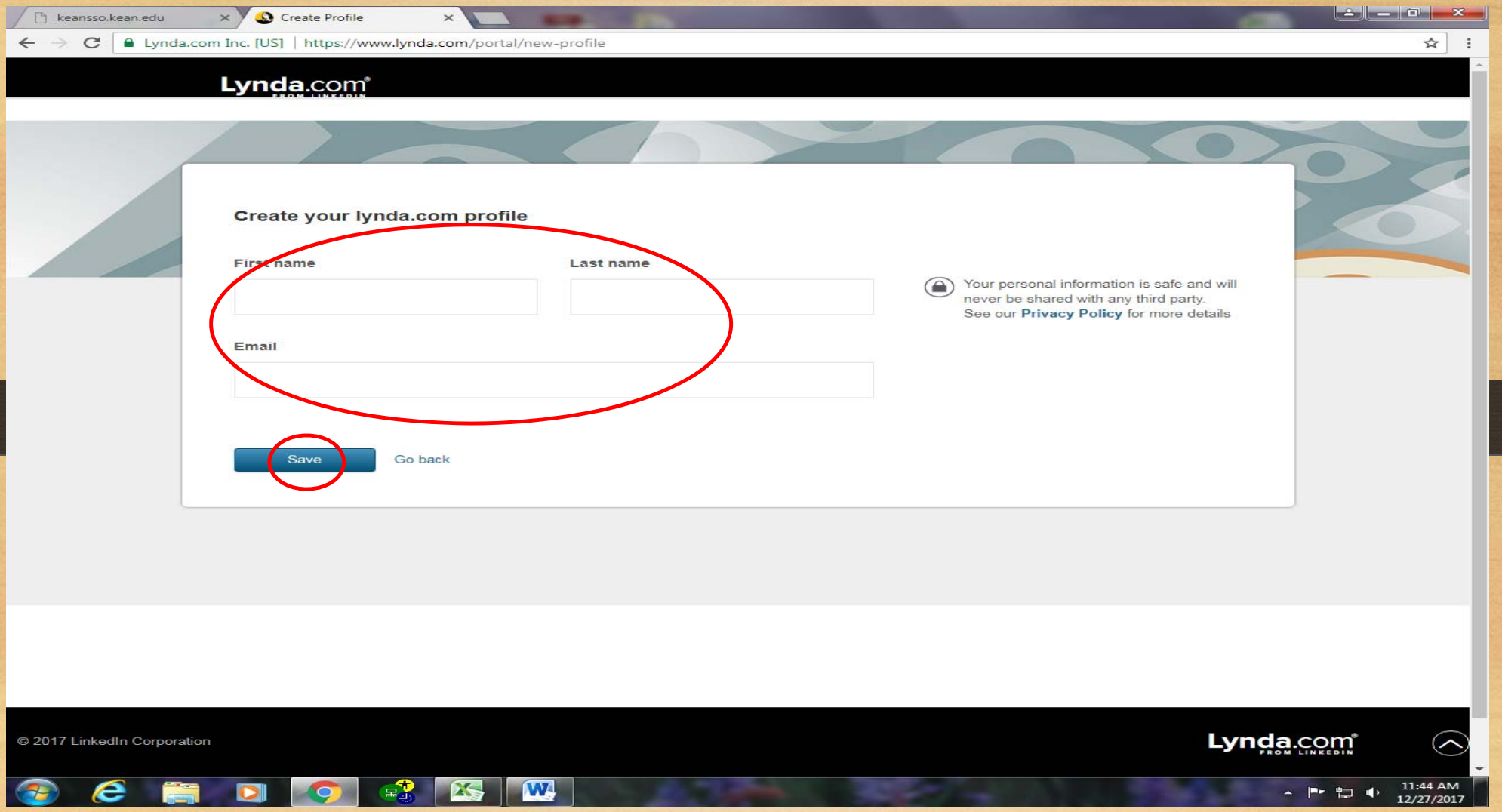
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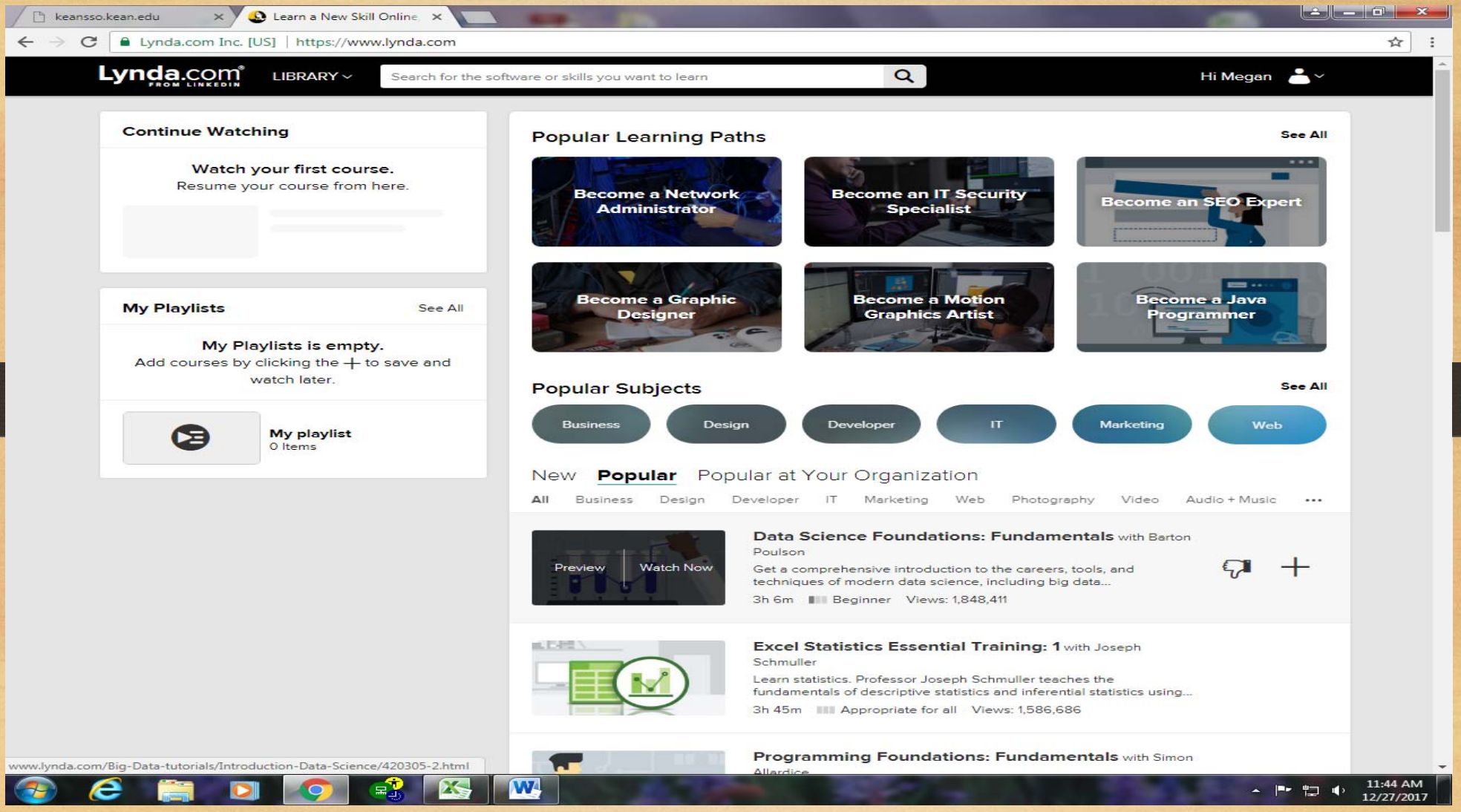
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