



## 55 Recommended CyberU Courses for Remote Workers

Throughout our “new-normal”, there are still multiple ways to develop professionally without a classroom setting. The Office of Diversity, Equality and Training (ODET) has compiled a list of the most in-demand courses, available to you for FREE as a state employee. Don’t let social distancing get in the way of your professional development. As we help to flatten the curve, there is no greater time than now to invest in yourself. Log-in to **MyPurpose** to access CommonwealthU courses to get started!

1. Work Smarter with documents in Office 365- CyberU (32minutes) Closed Captioned
  2. Office 365 OneDrive (60 minutes) Closed Captioned
  3. Office 365 Core Applications (59 minutes) Closed Captioned
  4. Office 365 Teams Essentials (53 minutes) Closed Captioned
  5. Excel in 30 Minutes: Calculations- (34 minutes) Closed Captioned
    6. Office 365 Teams (1 Hour 38 Minutes) Closed Captioned
    7. Office 365 OneNote Online- (51 minutes) Closed Captioned
  8. Get Organized using OneNote in Office 365- (22 minutes) No Closed Captioning
  9. Excel in 30 Minutes- Text and Number Formats (25 minutes) No Closed Captioning
10. Excel in 30 Minutes: Conditional Formatting and Templates (29 Minutes) No Closed Captioning
  11. Office 365 Overview (28 minutes) Closed Captioned
  12. Microsoft Office 365 Groups Essentials (59 Minutes) Closed Captioned
  13. Office 365 SharePoint Sites (1 hour 31 minutes) Closed Captioned
    14. Change "Management"
    15. Communication Training for Managers
    16. Great Customer Service
  17. Developing leadership skills: micro-course with notes
    18. Effective Communication in the Workplace
    19. Email Matters: The Art of Better Service
    20. Executive Communication Training
    21. Maintaining Your Passion & Drive
  22. Manage Workplace Stress & Strike a Balance
    23. Public Speaking Success
  24. Relating to your customers: micro-course
    25. The Energy Bus
    26. Time Management
    27. Workplace Stress
  28. Understanding Unconscious Bias

29. Diversity Made Simple
30. Diversity Made Simple - Government Version
31. Diversity Made Simple for Managers - Government Version
32. Cultural awareness in the workplace: micro-course
33. Creating a respectful workplace: micro-course
34. Understanding gender bias: micro-course
35. The Effective Bystander: Micro-course
36. Inclusive Language and Communication: Micro-course
37. Diversity in the Workplace... for Managers and Supervisors
38. Preventing Sexual Harassment for Employees
39. Religious Harassment and Discrimination in the Workplace
40. Keep it Job-Related: The Key to Stopping Workplace Discrimination
41. Future Focused Leadership
42. An Attitude for Service
43. Customer Service: Make It Easy
44. Making teams work: micro-course
45. Perfect Presenting: Top Tips for Public Speaking with Alan Stevens
46. Conflict Resolution in the Office – 2017
47. Remarkable Customer Service
48. LinkedIn Bootcamp complete guide to a Powerful Profile
49. An Introduction to Coaching: Micro-course
50. Be Approachable & Coach as a Manager
51. Bounce Back From Failure & Turn Conflict into Collaboration
52. Building Your Team: How to put together the perfect team
53. Giving and Receiving Feedback
54. Interviewing Skills: Career Advancement Techniques
55. Painless Performance Conversations

Cyber U