54 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) and Governmental Services Center (GSC) has compiled a list of the most in-demand courses, available to you FREE as a state employee. Do not 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. Login to **MyPURPOSE** to access CommonwealthU courses and get started!

- An Attitude for Service 21 minutes Closed Captioned

- An Introduction to Coaching: Micro-course 15 minutes Closed Captioned

- Be Approachable & Coach as a Manager 22 minutes Closed Captioned

- Bounce Back From Failure & Turn Conflict into Collaboration 25 minutes Closed Captioned

- Building Your Team: How to put together the perfect team 43 minutes Closed Captioned

- Change Management 16 minutes Closed Captioned

- Communication Training for Managers 3 hours 26 minutes Closed Captioned

- Conflict Resolution in the Office 10 minutes Closed Captioned

- Creating a respectful workplace: micro-course 14 minutes Closed Captioned

- Cultural awareness in the workplace: micro-course 16 minutes Closed Captioned

- Customer Service: Make It Easy 18 minutes Closed Captioned

- Developing leadership skills: micro-course with notes 12 minutes Closed Captioned

- Diversity in the Workplace for Managers and Supervisors 11 minutes No Closed Captioned

- Diversity Made Simple-Government Version 11 minutes Closed Captioned

- Diversity Made Simple 11 minutes Closed Captioned

- Diversity Made Simple for Managers-Government Version 13 minutes Closed Captioned

- Effective Communication in the Workplace 2 hours 56 minutes Closed Captioned

- Email Matters: The Art of Better Service 58 minutes Closed Captioned

- Excel in 30 Minutes: Calculations 34 minutes Closed Captioned

- Excel in 30 Minutes: Conditional Formatting and Templates 29 minutes No Closed Captioning

- Excel in 30 Minutes: Text and Number Formats 24 minutes No Closed Captioning

- Executive Communication Training 2 hours 4 minutes Closed Captioned

- Future Focused Leadership 22 minutes Closed Captioned

- Get Organized using OneNote in Office 365 21 minutes No Closed Captioning

- Giving and Receiving Feedback 1 hour 6 minutes Closed Captioned

- Great Customer Service 23 minutes Closed Captioned

- Inclusive Language and Communication: Micro-course 12 minutes Closed Captioned

- Interviewing Skills: Career Advancement Techniques 17 minutes Closed Captioned

- Keep it Job-Related: The Key to Stopping Workplace Discrimination 9 minutes Closed Captioned

- LinkedIn Bootcamp complete guide to a Powerful Profile 2 hours 10 minutes Closed Captioned

- Making teams work: micro-course 16 minutes Closed Captioned

- Manage Workplace Stress & Strike a Balance 24 minutes Closed Captioned

- Microsoft Office 365 Groups Essentials 59 minutes Closed Captioned

- Office 365 Core Applications 59 minutes Closed Captioned

- Office 365 OneDrive 51 minutes Closed Captioned

- Office 365 OneNote Online 53 minutes Closed Captioned

- Office 365 Overview 25 minutes Closed Captioned

- Office 365 SharePoint Sites 2 hours 31 minutes Closed Captioned

- Office 365 Teams 2 hour 33 minutes Closed Captioned

- Office 365 Teams Essentials 53 minutes Closed Captioned

- Painless Performance Conversations 45 minutes Closed Captioned

- Perfect Presenting: Top Tips for Public Speaking with Alan Stevens 54 minutes Closed Captioned

- Preventing Sexual Harassment for Employees 9 minutes No Closed Captioned

- Public Speaking Success 2 hours Closed Captioned

- Relating to your customers: micro-course 16 minutes Closed Captioned

- Religious Harassment and Discrimination in the Workplace 7 minutes Closed Captioned

- Remarkable Customer Service 29 minutes Closed Captioned

- The Effective Bystander: Micro-course 13 minutes Closed Captioned

- The Energy Bus 37 minutes Closed Captioned

- Time Management 2 hours 42 minutes Closed Captioned

- Understanding gender bias: micro-course 14 minutes Closed Captioned

- Understanding Unconscious Bias 41 minutes Closed Captioned

- Work Smarter with documents in Office 365 32 minutes Closed Captioned

- Workplace Stress 12 minutes Closed Captioned