Training Opportunities

Weekly Digest

June 1 - 5

Remote Round-Up: Zoom Workshops, Group Chats, and Trainings

Cornell Employees Working Remotely

Join this new online community on the CampusGroups platform where you can connect, ask questions, offer tips, and share best practices

Sign Up for Cornell Employees Working Remotely

Check this page frequently for training resources to support staff through this period of rapid changes.

Featured:

How to Facilitate a Virtual Workshop with Zoom June 8 & 9; 10:30 am – 12 pm

Seemingly overnight everything has moved into a virtual setting. From birthday parties and happy hours to staff meetings, trainings and classes ZOOM has become one of the most important technologies in our world today. Come join our ODE
Staff on learning how to use ZOOM to facilitate meetings/trainings from using the tool to structuring your presentation and presentation style. Facilitated by Steve Jackson, Sr. Consultant and Tanya Grove, Sr. Management Consultant, Organizational Development & Effectiveness

This is a 3-part session:

1. Session I is a Tutorial on Zoom features and usage and is required prior to the start of the class. (NOTE: The start date of the class in CULearn is the date this tutorial is open and not a “class” date. When you register, Session II & III dates will be added to your calendar for the Zoom sessions.)
2. Session II: Facilitating a Zoom Session
3. Session III: Preparing for a Virtual Presentation

**Time Management While Working Remotely** June 25, 1-2 pm

Time management is one of the most common issues in the way of productivity under normal circumstances. But we are operating in strange times. Working from home automatically comes with its own additional time management challenges under regular circumstances. But we are all dealing with time management on top of the undeniably chaotic events that are unfolding due to the COVID-19 pandemic. Learn about tips and tools to consider to set you up for success during this unique time. Tanya Grove, Sr. Management Consultant, Organizational Development & Effectiveness

**Navigating Change** June 22, 11 am - 12 pm

The world and the Cornell community are experiencing extraordinary amounts of rapid change. Join us for an hour to build awareness of the stages of change and where you might be in the cycle. Explore the five responses to change and share strategies that will help you navigate these uncertain times. We look forward to seeing you on Zoom for this interactive session. Tanya Grove, Sr. Management Consultant, and Ari Mack, Organizational Development Consultant, Organizational Development & Effectiveness

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**Group and Team Retreats**

The Organizational Development & Effectiveness Team provides retreats for teams and work groups. While you may not be able to bring your team together in person, we are facilitating many shorter group and team retreats via Zoom. If you are interested in bringing your team together, contact Kathy Burkgren at klb18@cornell.edu or one of the facilitators below.

Jim Sheridan jas334@cornell.edu
Jennifer Fonseca jdf62@cornell.edu
Tanya Grove tl40@cornell.edu
Ari Mack ahm525@cornell.edu

eCornell

Access to on-demand lessons for Cornell staff is now enabled for SSO login with NetID and password by clicking here. Log in and filter Topic by “Remote Teams”. Contact helpdesk@ecornell.com for assistance.

Create an Open and Inclusive Environment
• Countering Bias in the Workplace: The Dimensions of Diversity

Empower Staff to Act and Take Initiative
• Improving Engagement: Examine the Drivers of Engagement

Communicate Clearly and Consistently
• Interpersonal Communication Skills: Displaying and Planning Mindful Communication
• Strategic Decision Making: Assess Your Decision
• Strategic Decision Making: Account for Biases

Inspire and Articulate a Shared Mission and Vision
• Leading Organizational Change: Consider What It Means to Be a “Change Agent”
• Leading Organizational Change: Develop Your Agenda for Change
• Improving Engagement: Define Engagement
• Motivating People for High Performance: Using the Drivers of Motivation
• Motivating People for High Performance: Resolving a Suspected Motivation Problem
• The Psychology of Getting Things Done: Align Your Network

Arbinger Institute Webinars
To help individuals and organizations address the most pressing challenges they may be facing, we will be holding a series of open enrollment webinars over the coming weeks providing mindset frameworks and applicable tools to help approach and positively resolve our current situations.

FORGING RESILIENCE IN CHAOS

All webinars below begin at 1:00 pm ET: ___________
• As the world begins to settle into current circumstances, many organizations are left to question, “How do we move forward right now?” This webinar series will discuss common challenges that organizations may be facing as they orient themselves to their new way of working and reimagine roles.
  • 4/21: Shifting Sights - How Outward Mindset Creates Lasting Solutions
  • 4/22: Proactivity, Preparation, and Responsiveness - Insights on How To Move Forward
  • 4/23: Distance or Disconnect? Coming Together When Your Team is Apart
  • 4/24: The Five Pillars of Focus - Insights of a Navy SEAL

Previous Arbinger Webinars: Access all recordings here:https://arbinger.com/Webinar.html
• March 18: Humanize Communication: Managing Rapid Change in Crisis | Episode 1, Kathrin Peters
• March 19: Sustaining Engagement During a Time of Anxiety: Managing Rapid Change in Crisis | Episode 2, Mitch Warner
• March 20: Strategic Flexibility in a Crisis
• March 24: Don't Hold People Accountable—Develop Accountable People
• March 25: Doing More With Less: Balancing an Increased Workload
• April 1: Captain Your Ship - Exerting Influence in a High-Stress Environment
• April 2: Chaos to Calm - Developing an Organizational Change Plan
• April 8: Turning Chaos into Growth - Creating an Anti-Fragile Organization
Working Remotely

Remote Work Tip Sheets

- For Everyone
- For Managers
- For Families
- For Technology

LinkedIn Learning – Working Virtually

- Working Remotely (1 hour)
- Become a Successful Remote Worker (4h 14m)
- Time Management: Working from Home (1h 25m)
- Remote Working: Setting Yourself and Your Teams Up For Success (13h 24m)
- Managing Virtual Teams (56m)
- Leading at a Distance (36m)
- Being an effective Team Member
- Productivity Tips: Finding Your Productive Mindset

Articles:

- 7 ways to be more productive when working from home
- 23 Essential Tips for Working Remotely

Certificate Courses From edX Remote Access Program

The Remote Access Program (RAP) is providing a limited number of enrollment codes for FREE access to certificate courses through edX, a popular online learning platform, with participating institutions. Over 2,500 interactive online courses are available from many of the world’s top universities including Cornell, MIT, Harvard, Berkeley, Princeton, & Dartmouth. Topics include biology, business, chemistry, computer science, economics, finance, electronics, engineering, food and nutrition, history, humanities, languages, law, literature, math, medicine, music, philosophy, physics, science, statistics and more.

Each course enrollment will be made with an enrollment code, which can be entered at the course checkout page. Learners can navigate to edx.org, select their course, enroll in the Verified Track, enter their enrollment code instead of a payment method, and begin their course. The codes are restricted to use by learners with a Cornell email tied to their edX account. Instructions are included in the attached guide.

Please note that we have a limited number of enrollment codes and each code can only be used to enroll in one course, and cannot be used more than once, even if the you unenroll from the course. Additionally only courses from participating partners will be available for enrollment (find the list here), excluding Master's and Professional Education courses. You must sign up by June 30 and request an enrollment code from Tammy Babcock at tmb10@cornell.edu. Please explore edX and find a course you are committed to taking before you request a code.

We also recommend taking DemoX, a fun and interactive course designed to help you explore the edX learning experience.

Building Virtual Community

Articles:

- 15 Virtual Team Building Activities To Level-Up Your Remote Team
- Common Challenges of a Virtual Team
- 10 Ways to Make a Virtual Team Feel Like You’re Face-to-Face
• How to Foster Community in Remote Teams

Wellbeing

LinkedIn Learning – Wellbeing

• Balancing Work and Life
• Thriving @ Work: Leveraging the Connection between Well-being and Productivity
• De-stress: Meditation and Movement for Stress Management
• Managing Stress for Positive Change

SkillSoft (via CULearn)

• Navigating the Workplace with Emotional Intelligence
• Navigating Your Own Emotions
• Forging Ahead with Perseverance and Resilience

Articles:

• Are You Worried About the Coronavirus?
• 4 Emotional Intelligence Skills for Handling Crises
• How to Keep the Greater Good in Mind During the Coronavirus Outbreak
• 6 Ways to Find Calm Intervention During a Panic Storm
• The Power of Mindfulness in the Face of Stress

Coaching

Contact Kathy Burkgren at klb18@cornell.edu – Cornell has 24 internally trained coaches to help you think through challenges and develop solutions.

CULearn:

• Leading Your Team through Change
• Setting Expectations
• Engaging Teams
• Initiative@Cornell
• Being a Fair and Caring Manager
• Motivating Your Employees

eCornell On Demand:

• Identifying and Addressing Key Challenges and Opportunities on Virtual Teams
• Building and Sustaining Trust, Motivation, and Engagement
• Creating a Shared Vision and Defining Roles and Responsibilities

Articles:

• Coaching Employees Through The Coronavirus
• Your Team is Working from Home and You’re Still Leading the Old Way, article by Samuel Bacharach, McKelvey-Grant Professor of Organizational Behavior, Cornell ILR

Positivity

These websites offer daily emails with short videos, articles, and quotes to boost your positivity:

• Happify Daily (Complete the box that says “subscribe to happify”)
• Project Happiness (Scroll to the bottom of the page to sign up for daily e-mails)
• Greater Good – Keys to Well-Being
• Building Resilience and Well-Being
TED Talks

- **How great leaders inspire action** (18 minutes) Simon Sinek has a simple but powerful model for inspirational leadership -- starting with a golden circle and the question: "Why?"
- **The Power of Vulnerability** (20 minutes) Brené Brown studies human connection -- our ability to empathize, belong, love. In a poignant, funny talk, she shares a deep insight from her research, one that sent her on a personal quest to know herself as well as to understand humanity.
- **My Stroke of Insight** Jill Bolte Taylor got a research opportunity few brain scientists would wish for: She had a massive stroke, and watched as her brain functions — motion, speech, self-awareness — shut down one by one. An astonishing story.
- **Everything is Connected** (34 minutes) Talk from A-Fest Mexico 2016, Tom Chi, inventor and co-founder of Google X. In this talk he shares one of the most powerful ideas you can learn: it transcends science, religion, politics, social responsibility and humanism. He describes in practical terms how we're all interconnected.
- **The Puzzle of Motivation** (18.30 minutes) One of the most popular talks of all Career analyst Dan Pink examines the puzzle of motivation, starting with a fact that social scientists know but most managers don't: Traditional rewards aren't always as effective as we think. Listen for illuminating stories -- and maybe, a way forward.
- **The Happy Secret to Better Work** (12 minutes) We believe we should work hard in order to be happy, but could we be thinking about things backwards? In this fast-moving and very funny talk, psychologist Shawn Achor argues that, actually, happiness inspires us to be more productive.
- **Inside the mind of a master procrastinator** (14 minutes) Tim Urban knows that procrastination doesn't make sense, but he's never been able to shake his habit of waiting until the last minute to get things done. In this hilarious and insightful talk, Urban takes us on a journey through YouTube binges, Wikipedia rabbit holes and bouts of staring out the window -- and encourages us to think harder about what we're really procrastinating on, before we run out of time.
- **The new power of collaboration** (19.26 minutes) Howard Rheingold talks about the coming world of collaboration, participatory media and collective action -- and how Wikipedia is really an outgrowth of our natural human instinct to work as a group.