**Training Opportunities**

**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.

**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

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**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.

Access all recorded webinars here: https://arbinger.com/Webinar.html

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 25 m)
- 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

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.

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