Training Opportunities

Weekly Digest

March 23 - 27

Working Mindfully
Tuesday, March 24; 2:00 – 3:00 PM

Leading Remote Teams: eCornell Keynote
Wednesday, March 25; 11:00 AM - 12:00 PM

Connected Cornell: Community Chat for Managers
Wednesday, March 25; 2:30 - 3:30 PM

Resiliency in the Real World
Wednesday, March 25; 1:00 - 2:00 PM

Resiliency: ATC and Avoiding Thinking Traps
Wednesday, March 25; 10:00 AM – 11:00 AM

Managing and Supporting Remote Teams
Panel with Mary Opperman, Elizabeth Mannix, Ann Whitney, Michelle Artibee, Susan Herman
Thursday, March 26th, 2020 11:00 AM – 12:00 PM

Connected Cornell: Community Chat for Staff
Friday, March 27; 11 am – 12 pm

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

Featured Training:
Zoom Training from Cornell IT
Zoom Basics, including how to configure your profile, schedule, in-session controls, and Advanced: including polling, break out rooms, mobile app, and more.

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**Cornell-Specific Remote Work Webinars**

**Working Mindfully**

*Enroll in CULearn for Zoom webinar*

Come and learn how to inject more meaning and joy into your work, manage change and anxiety, all while watching stress and burnout drain away as you begin learning how to leverage mindfulness in your everyday work environment.

- March 24, 2020  2:00 – 3:00pm
- March 26, 2020  2:00 – 3:00pm
- March 31, 2020  2:00 – 3:00pm
- April 2, 2020  2:00 – 3:00pm

**Resiliency in the Real World**

*Enroll in CULearn for Zoom webinar*

*Debra Howell, Director of IT Operations, CU Library*

Hunt the good stuff to counter Negativity Bias, create positive emotion, and notice and analyze what is good. Use Effective Praise and Active Constructive Responding to build mastery and winning streaks and to respond to others with authentic, active, and constructive interest to build strong relationships. Resiliency is a real world skill!

- March 25, 2020  1:00 – 2:00pm
- April 1, 2020  1:00 – 2:00pm
- April 8, 2020  1:00 – 2:00pm

**Resiliency: ATC and Avoiding Thinking Traps**

*Enroll in CULearn for Zoom webinar*

*Debra Howell, Director of IT Operations, CU Library*

We all have situations that we handle effectively and other situations that we don't handle as effectively as we need to. Additionally, Thinking Traps are overly rigid patterns in thinking that can cause us to miss critical information about a situation or individual. In this session, you will learn how to identify your "Heat of the Moment" thoughts about an Activating Event and the consequences of those thoughts so you can have greater control over your emotions and reactions, as well as, identifying and correcting counterproductive patterns in your thinking.

- March 25, 2020  10:00am – 11:00am
- April 2, 2020  11:00am - noon
- April 9, 2020  11:00am – noon

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**eCornell: Working with Remote Teams**
eCornell’s new FREE on-demand offerings for staff include several lessons that will help you build and support a remote team. Lessons include:

- Managing virtual teams
- 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
- Assess your team
- Overcome threats to communicate
- Using negotiation techniques to manage conflict.

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.

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Managing Rapid Change in Crisis

AN OPEN WEBINAR SERIES FROM ARBINGER INSTITUTE

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.

- **Wednesday, March 18:** Humanize Communication
  Managing Rapid Change in Crisis | Episode 1, Kathrin Peters: Humanizing Communication

  As organizations implement a remote work policy during a time of crisis, micro- and macro-silos threaten workplace culture. Individuals suddenly working from home might feel disconnected and disengaged while teams and departments similarly struggle to collaborate and align laterally. In this session, we will discuss how to humanize communication and sustain personal interaction even while working remotely.

- **Thursday, March 19:** Sustaining Engagement During a Time of Anxiety
  Managing Rapid Change in Crisis | Episode 2, Mitch Warner: Engagement in a Time of Anxiety

  During a time of crisis, employees face additional challenges and concerns that can, in turn, heighten anxiety and fear. As a manager, how do you deescalate growing tension and help employees stay engaged...all while working remotely? This session will provide a mindset model and applicable tools to overcome these challenges. Notes: Sustaining Engagement During a Time of Anxiety

- **Friday, March 20:** Strategic Flexibility in a Crisis
- **Tuesday, March 24:** Don’t Hold People Accountable—Develop Accountable People
- **Wednesday, March 25:** Doing More With Less: Balancing an Increased Workload

Working Remotely

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
- Remote Work Best Practices (pdf)

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 kib18@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

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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