Recommended Professional Development Activities While Working from Home

The following is a list of options and ideas to engage in distance-based professional development. This list will be updated periodically, so please check back for new ideas.

**Online Learning: LinkedIn Learning**

Visit [LinkedIn Learning](https://www.linkedin.com) and login through UGA Single Sign-On to access thousands of online courses.

Courses range from 5 minutes to several hours and cover a variety of topics of technical and workplace skills. Utilize LinkedIn Learning to learn something new or develop an existing skill.

**Playlists**

Training & Development has developed playlists of recommended courses for individuals, supervisors, and leaders looking to improve themselves and develop their individual competencies.

**By Role:**
- Playlist for Individual Development
- Playlist for Supervisor Development
- Playlist for Leadership Development

**By Topic:**
- Playlist for PowerPoint and Presentation Skills
- Playlist for Microsoft Word Skills
- Playlist for Microsoft Excel Skills
- Playlist for Access Database Skills

**General Courses**

We also recommend the following courses by topic area. Search for the title of the courses listed below to access them:

**Time Management:**
- Time Management: Working from Home
- Managing Your Time
- Becoming Indistractable

**Communication:**
- Communicating with Confidence
- Conflict Resolution Foundations
• Interpersonal Communication
• Communicating Nonverbally

Meeting and Facilitation:
• Leading Productive One-on-one Meetings
• Creating a Meeting Agenda
• Facilitation Skills for Managers and Leaders

Strategic Thinking:
• Strategic Planning Foundations
• Problem Solving Techniques
• Learning Agility

Other:
• The New Rules of Work
• Gaining Skills with LinkedIn Learning
• Delivering Results Effectively

Books, Articles, & TED Talks

Recommended Reads:

• Quiet: The Power of Introverts in a World That Can’t Stop Talking by Susan Cain
• Switch: How to Change When Change is Hard by Chip and Dan Heath
• Mindset by Carol Dweck
• Leaders Eat Last by Simon Sinek
• The Culture Code by Daniel Coyle
• New Power by Jeremy Heimans and Henry Timms
• Uncensored by Zachary R. Wood
• Dare to Lead by Brene Brown
• Boys in the Boat by Daniel Brown
• Biased by Jennifer L. Eberhardt
• The Moment of Lift by Melinda Gates
• Heart of Higher Ed by Parker Palmer
• Changing on the Job by Jennifer Garvey Berger
• An Everyone Culture by Robert Kegan and Lisa Lahey
• Fierce Conversations by Susan Scott
• Rising Strong by Brene Brown
• Small Giants by Bo Burlingham
• Thinking, Fast and Slow by Daniel Kahneman
• Range by David Epstein
• Ask For It by Linda Babcock and Sara Laschever
• The Five Languages of Appreciation by Gary Chapman and Paul White
Recommended Articles:

- [The Real Reason People Won't Change](#)
- [Managing Yourself- Learn to Love Networking](#)
- [The Neuroscience of Trust](#)
- [A Brief History of Decision Making](#)

Recommended TED Talks:

- [Simon Sinek - How Great Leaders Inspire Action](#)
- [Brene Brown - The Power of Vulnerability](#)
- [Shawn Achor – The Happy Secret to Better Work](#)
- [Amy Cuddy - Your Body Language May Shape Who You Are](#)

**Distance-based Team Learning with Zoom**

Host distance-based meetings with your team to focus on learning and professional development. Discuss online courses, books, articles, documentaries, TED talks, podcasts, or topics that your team can learn about together. Taking time to learn together builds trust, creativity, cohesion, and can be done from anywhere. Consider choosing or assigning one of these resources and writing a summary or discussing the book via Zoom or upon returning to the office.

Access UGA’s Zoom subscription [here](#).

**Online Learning: OneUSG Financials and OneUSG Connect Training**

The OneSource Training Library includes videos, trainings, and webinars designed to increase your knowledge and comfort with the OneUSG Financials and OneUSG Connect systems. These trainings are organized by topic and can be found at [training.onesource.uga.edu](http://training.onesource.uga.edu).

**Independent Learning Projects**

Learn on your own with a variety of independent learning projects.

**Research project**

- Find relevant articles to higher education, your field, or the University of Georgia. Compose an opinion article, writing piece, or short essay on the topic.

**Gain technical skills**

- Using LinkedIn Learning, online guides, and other technical guides, learn a technical skill that with help improve work flow, work processes, or employee effectiveness and efficiency (e.g. Excel, Microsoft Word, Office 365).
• Explore some of the many free options for online learning courses in a variety of fields: Engineering, programming, computer science, health and medicine, business, and many more.

Self-directed learning plan

• Develop a project, plan, or learning objective that would be valuable to your work. Use these steps as a guide to take action and start learning!