**Past Monthly E-Learning Highlights**

Starting November 2023, Student Life Technology Services began highlighting e-learning courses in the Slice of Student Life newsletter. Check out the links to the e-learning highlights from November 2023 until now:

**November 2023 - "Foundations of Accessible E-Learning."**
<https://www.linkedin.com/learning/foundations-of-accessible-elearning?u=74657426>

 This 51-minute course offered on LinkedIn Learning is for content developers and anyone interested in learning more about the creation of accessible e-learning experiences. It covers web content accessibility guidelines, accommodations for disabilities related to vision, hearing, cognitive and motor function, and using tools such as Microsoft Word and learning management systems to make e-learning more accessible.

**December 2023 - "What is AI?"**
<https://www.youtube.com/watch?v=NbEbs6I3eLw>

This brief (under 5 minutes) YouTube video gives an overview of how artificial intelligence works, where it can be found, and how it influences our lives.

**January 2024 - "Defining and Achieving Professional Goals."**
<https://www.linkedin.com/learning/defining-and-achieving-professional-goals?u=74657426>

 This 30-minute LinkedIn Learning course explains how to set clear goals and a plan to execute them, such as identifying what matters to you, making your intentions public, recognizing the difference between goals and a to-do list, and forming the right habits to sustain change.

 **February 2024 - "Managing Burnout."**
<https://www.linkedin.com/learning/managing-burnout?u=74657426>

This 36-minute LinkedIn Learning course examines the factors that lead to work-related burnout and offers tips on how to prevent overworking, such as setting boundaries to protect your time and energy, prioritizing self-care and replacing an "all-or-nothing" mindset with a focus on achieving smaller, sustainable goals.

**March 2024 - "Tips for Writing Business Emails."**

<https://www.linkedin.com/learning/tips-for-writing-business-emails?u=74657426>

This 36-minute LinkedIn Learning course offers guidelines on how to keep your emails simple, straightforward, and professional. Topics covered include using reader-friendly language and formatting, being cautious with the "Reply All" function, and avoiding phrases like "Thanks in advance," and "Per my last email."

 Some of these tips also help to reduce accidental data exposures, e.g., sending emails to the wrong address, not attaching the correct documents, and forgetting to check the contents of an email before hitting "Reply All.”

**April 2024 - "Improving Your Memory."**

<https://www.linkedin.com/learning/improving-your-memory/improving-your-memory?u=74657426>

This 90-minute LinkedIn Learning course teaches you memory-enhancing tricks such as repetition, chunking, association and mnemonic devices to help you remember names, dates, passwords and other important information.

**May 2024 – “Recognizing Ageism to Be More Inclusive."**

<https://www.linkedin.com/learning/recognizing-ageism-to-be-more-inclusive?u=74657426>

This 37-minute LinkedIn Learning course examines the impact of ageism in the workplace, dispels common myths about older and younger workers, and discusses why generational labels and age stereotypes are not useful ways to evaluate an employee or co-worker.

**June 2024 - "Sunday Habits for a Better Work Week."**

<https://www.linkedin.com/learning/sunday-habits-for-a-better-work-week?u=74657426>

Learn how to overcome the "Sunday Scaries" with this 31-minute LinkedIn Learning course that features various activities you can incorporate into your Sunday routine to help you recharge and have a positive outlook for the upcoming week.

**July 2024 - "Cybersecurity at Work."**

<https://www.linkedin.com/learning/cybersecurity-at-work-22609530?u=74657426>

This 60-minute LinkedIn Learning course outlines best practices for protecting yourself and your organization from cyber-attacks. You’ll learn how to spot common tactics used by hackers and avoid security risks such as using the same password for multiple accounts, downloading or executing untrusted files and not locking your computer screen before stepping away from your desk.

**September 2024 - "Tackling Intense Customer Service Moments."**

<https://www.linkedin.com/learning/tackling-intense-customer-service-moments?u=74657426>

This 38-minute LinkedIn Learning course offers tips on how to remain calm when dealing with difficult customers. You’ll learn strategies to create a solution-based customer experience, de-escalate issues before they become problems, and build customer trust and loyalty.

**October 2024 - "Nano Tips for Simple Meetings."**

<https://www.linkedin.com/learning/nano-tips-for-simple-meetings-with-lisa-bodell?u=74657426>

Learn how to have productive meetings that are focused on decision-making, collaboration and real-time problem solving with this 11-minute LinkedIn Learning course.

**November 2024 - "Improving Your Listening Skills."**

<https://www.linkedin.com/learning/improving-your-listening-skills-19238090?u=74657426>

This 25-minute LinkedIn Learning course covers the key components of effective listening, as well as reasons why people don't fully listen, and what to do if you're the one not being heard.

**December 2024 - "Tips to Build a Positive Mindset."**

<https://www.linkedin.com/learning/tips-to-build-a-positive-mindset?u=74657426>

Reframe negative thoughts, practice self-compassion, and focus on what you can control with this 16-minute LinkedIn Learning course that will help you develop a more optimistic attitude.

**January 2025 - "Practical Communication Tips for Managers."**

<https://www.linkedin.com/learning/practical-communication-tips-for-managers?u=74657426>

Foster better communication and create a culture of trust and improvement with this 19-minute LinkedIn Learning course designed to help you become a more effective manager.

**February 2025 - "Overcome Overthinking."**

<https://www.linkedin.com/learning/overcome-overthinking?u=74657426>

Boost productivity and spend less time deliberating with this 36-minute LinkedIn Learning course that will help you discipline your brain into taking action.

**March 2025 - "Managing Office Politics."**

<https://www.linkedin.com/learning/managing-office-politics?u=74657426>

The phrase “office politics” has negative connotations, but this 26-minute LinkedIn Learning course shows how you can master interpersonal relationships without sacrificing your integrity.

**April 2025 - "Communicating With Emotional Intelligence."**

<https://www.linkedin.com/learning/communicating-with-emotional-intelligence?u=74657426>

You'll learn the four components of emotional intelligence, why emotional intelligence matters and how to manage your emotions in tough situations in this 43-minute LinkedIn Learning course.