

Online Training and Development Opportunities & Access Guides
From The Office of Human Resources

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If you have any technical difficulties accessing these courses, please reach out Suzi Saunders, HR Training Specialist, at smsaund@bgsu.edu. NOTE: To guests with disabilities, please indicate if you need special services, assistance or appropriate modifications to fully participate in this event by contacting Accessibility Services, access@bgsu.edu, 419-372-8495. Please notify prior to the event.

BGSU Course Offerings

Please visit the Bridge LMS system to see what online sessions are being offered for the month. There you may register directly for the courses being offered. If a course listed below, is not available or listed on the Bridge calendar and you would like access to it, please do the following.

To access the following courses and to receive the login information/link, please send Suzi Saunders, HR Training Specialist, (smsaund@bgsu.edu), an email containing the course name you would like to register for. She will respond with the link to access the course.

Searching for Success:

1. Difficult Conversations in the Workplace
2. Creating and Sharing Your Vision in the Workplace
3. Setting Goals with Employees
4. Hosting Productive Meetings in the Workplace
5. The Power of Change
6. How to Delegate Effectively
7. Fostering Healthy Workplace Relationships
8. 10 Common Communication Mistakes
9. Supervisory Skills 101- Online version
10. Success Tips from Evan Carmichael
11. Awaken the Giant Within Part 1
12. Awaken the Giant Within Part 2
13. Giving Feedback
14. Appropriate Workplace Behavior
15. Engaging Employees Effectively
16. Leadership Success Tips from Apollo 13
17. Leadership Success Tips from Forest Gump
18. How to Build Strong Professional Relationships
19. How to Handle Personality Conflicts in the Workplace
20. How to Provide Exceptional Customer Service
21. How to Have Influence in the Workplace
22. Sipping Success from Starbucks Cup: Leadership Tips from Starbucks
23. Being an Authentic Leader in the Workplace
24. Intrinsic Motivation in the Workplace
25. Embracing Different Personality Types in the Workplace
26. Becoming a Valuable Player
27. How to Become More Indispensable at Work
28. How to Boost Your Morale in the Workplace
29. How Great Leaders Inspire Great Action
30. Leading and Influencing in the Workplace Without Authority
31. Handling Invisible Conflict in the Workplace
32. Act Like a Success, Think Like a Success
33. Search Committee Training
34. Managing Your Time Effectively
35. Creating Workplace Success
36. Ethical Leadership
37. Positive First and Lasting Impressions

Atomic Learning/Hoonuit Course Offerings

Courses Offered by Atomic Learning/Hoonuit

1. Leadership Styles
2. How Do I Build an Effective Leadership Team?
3. The Art of Influence
4. Effective Meetings
5. Effective Presentation Design
6. Effective Listening Training
7. Navigating Relational Conflict
8. Over the Rainbow Customer Service Training
9. Decision Making
10. The Art of Execution
11. Communication Tune Up Training
12. Goal Setting
13. Persuasion & Negotiation Training
14. Successful Time Management
15. Asking Essential Questions
16. Online Marketing 101
17. What are Strategies for Working in a Group?
18. How Do We Plan with Purpose? A look at Effective Professional Development
19. How do I Deal with Resistance to Change?
20. FERPA Training
21. Emotional Wellbeing and Stress Reduction
22. Responsible Decision Making
23. Developing Self-Management Skills
24. Developing Healthy Relationship Skills
25. Professional Etiquette
26. Professionalism in the Workplace
27. Nutrition, Movement and Emotional Wellbeing
28. Strategic Leadership: Beliefs, Mission and Vision, 2nd Ed
29. Data Driven Decision Making: An Introduction
30. Strategies for Communicating with Teens
31. Communication Styles
32. Microsoft Office Suite:
 - a. Word
 - b. Excel
 - c. Powerpoint
33. PATHWAYS:
 - a. Health, Wellness and Emotional Wellbeing of Staff
 - b. Professional Growth to Improve Instruction
 - c. Excel 2016 Essentials
 - d. Office 365 Essentials
 - e. Word 2016 Essentials
 - f. Leadership Strategies
 - g. Awareness of Mental Health Issues
 - h. Paper Writing Essentials
 - i. Photoshop Creative Cloud 2017- Essentials
 - j. SPSS 24 Essentials
 - k. InDesign Creative Cloud Essentials
 - l. Premiere Pro Creative Cloud Essentials
 - m. Illustrator Creative Cloud Essentials
 - n. Dreamweaver Creative Cloud Essentials
 - o. Planning and Design

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ACCESSING ATOMIC LEARNING/HOONUIT TRAINING:

These are on-demand trainings you can take at any time through the Atomic Learning/Hoonuit portal.

To access Atomic Learning:

Bgsu.edu> mybgsu> login> click on Quick Links at the top of the page> Misc Links> Atomic Learning

The screenshot shows the MyBGSU portal dashboard. At the top is an orange navigation bar with the MyBGSU logo and links for WELCOME, EMPLOYEES, HELP DESK, ALERTBG, QUICK LINKS, and SIGN OUT. Below this is a dark blue sidebar with categories: CARRIAS, MANAGER INFORMATION, BENEFITS ENROLLMENT, VETERAN STATUS, FINANCIAL, HELP DESK, EMAIL, TIME AND LABOR SUPERVISOR, PAYROLL INFORMATION, DISABILITY, TIME AND LABOR EMPLOYEE, HRIC, and UPDATE PERSONAL INFORMATION. The main content area is white and features a 'TOOLS' section with icons for VIEW PAYCHECK, TIME & LABOR (ON CAMPUS ONLY), UPDATE PERSONAL INFO, and BENEFITS. Below the tools is an 'IT SECURITY ACCESS FORMS' section with a link to 'FMS Web Report Library Access Form'. A URL is visible at the bottom left: <https://secure2.atomiclearning.com/ssso/shibboleth/BGSU>.

When you reach the dashboard for Atomic Learning/HOONUIT, select the search box and type in the title of the course or topic you are looking for. Once you click search, the course name and courses like it, will pop up and you will be able to select your course of choice.

Please remember you will need headphones or speakers to hear the course. If you have any technical difficulties, please do not hesitate to reach out.

Atomic Learning (Hoonuit) Dashboard:

Discover New and Popular Instructor Tools, Programming and Design Topics. [Change Topics](#)

Adobe Bridge CC 2017
Adobe® Bridge CC 2017 is available for free from Adobe. It gives you centralized access to all the files and assets you need for your creative projects. Organize personal and team assets, batch edit with [More Info](#)

Adobe Illustrator CC 2017 - Advanced
Illustrator® is the industry-standard vector graphics app which lets you create logos, icons, sketches, typography and complex illustrations for print, web, interactive, video and mobile. Take your knowledge [More Info](#)

Adobe Photoshop CC 2017 - Advanced
This online series picks up where the [Photoshop® CC 2017 - Basics series](#) leaves off. You'll learn about some of the advanced features of Adobe® Photoshop Creative Cloud® 2017 - from how to [More Info](#)

Adobe Illustrator CC 2017 - Basics
Illustrator® is the industry-standard vector graphics app which lets you create logos, icons, sketches, typography and complex illustrations for print, web, interactive, video and mobile. In this online training [More Info](#)

Nearpod in the Classroom
Nearpod is a powerful presentation, assessment, and collaboration tool for the classroom. It allows teachers to easily upload presentations from Google™ Drive, Dropbox™, their PC, Box™, and [More Info](#)

SharePoint 2013 - Basics Training
In this online training series, you'll learn to use SharePoint® Online, which is a part of Office 365 using Windows 7 and Internet Explorer. We will explore the SharePoint interface and learn about [More Info](#)

Google Sites Training
This tutorial series will show you how to work with Google™ Sites - a free and easy way to create and share Web pages. [More Info](#)

Teaching Online: The Basics
If you're new to teaching online, this learning module will walk through some of the basics, such as what to include, how to add variety of media, and tips on communicating with your students. [More Info](#)

<https://www.atomiclearning.com/highed/home/activitysearch#discover>

SEARCHING FOR A CERTAIN COURSE: Sample i.e.- Leadership

When you access Atomic Learning go to the search button and search Leadership. The image below is what you will pull up. You can click on the course you want to take and begin the courses.

leadership Search [Advanced Filters](#)

Results by Course/Series [Results by Tutorial](#) [Reset All](#)

Showing 1 to 15 of 15 results

SERIES TITLE	APPLICATION	TUTORIAL COUNT	TOTAL TIME
How Do I Build an Effective Leadership Team?	Leadership	23	35m25s
The Art of Influence	Art of Influence	9	32m57s
Effective Meetings	Effective Meetings	18	45m54s
Effective Presentation Design	Presentation	23	32m51s
Effective Listening Training	Effective Listening	16	45m32s
Navigating Relational Conflict	Navigating Relational Conflict	25	1h08m57s
Over the Rainbow Customer Service Training	Customer Service	17	51m36s
Decision Making	Decision Making	25	1h06m39s
The Art of Execution	Art of Execution	15	46m31s
Communication Tune Up Training	Communication	16	1h00m37s
Goal Setting	Goal Setting	1	05m19s
Online Marketing 101	Marketing	10	1h27m32s
Evaluating Technology Resources	Technology Resources	19	29m20s
Bloodborne Pathogen Training	Bloodborne Pathogens	13	12m21s
FERPA Training	FERPA	15	18m56s

Showing 1 to 15 of 15 results

◆ Indicates My Campus Training

Impact Solutions Course Offerings

Courses Offered by Impact Solutions:

Leadership:

1. Leading Effective teams
2. Succeeding as a Supervisor
3. Applying Leadership Basics
4. Time Management
5. Managing Stress
6. Coaching and Counseling
7. Creating a Strong Leadership Team
8. Conflict Intervention
9. Executive-to-employee communication Strategies
10. Motivating Employees
11. Attention Management
12. Conducting a Performance Review
13. Creating an Effective Sales Team
14. Delegating
15. Disciplining and Redirecting Employees
16. Discharging Employees
17. Attention Management
18. Office Politics for Managers
19. Managing Disagreement
20. Managing Negative People
21. Managing Projects
22. Providing Effective Feedback
23. Recognizing Employee Performance
24. Setting Performance Goals and Expectations

Communication:

1. Basics of Effective Communication
2. Basics of Effective Selling
3. Building Strong Customer Relationships
4. Business Writing Basics

5. Dealing with Difficult Customers
6. Successful negotiation
7. Telephone Skills for Quality Customer Service

Professional Development:

1. Applying Emotional Intelligence in the Workplace
2. Appreciating Personal Differences
3. Becoming an Effective Team Member
4. Dealing with Violence in the Workplace
5. Developing a Strategic Plan
6. Financial Basics for Non-financial Managers
7. Intercultural Business Etiquette
8. Negotiating for the Sales Professional
9. Organizing your Workspace
10. Recognizing and Avoiding Burnout
11. Recognizing and Managing Anger
12. Recognizing and Responding to Signals of Violence
13. Solving Problems as a team
14. Valuing Diversity

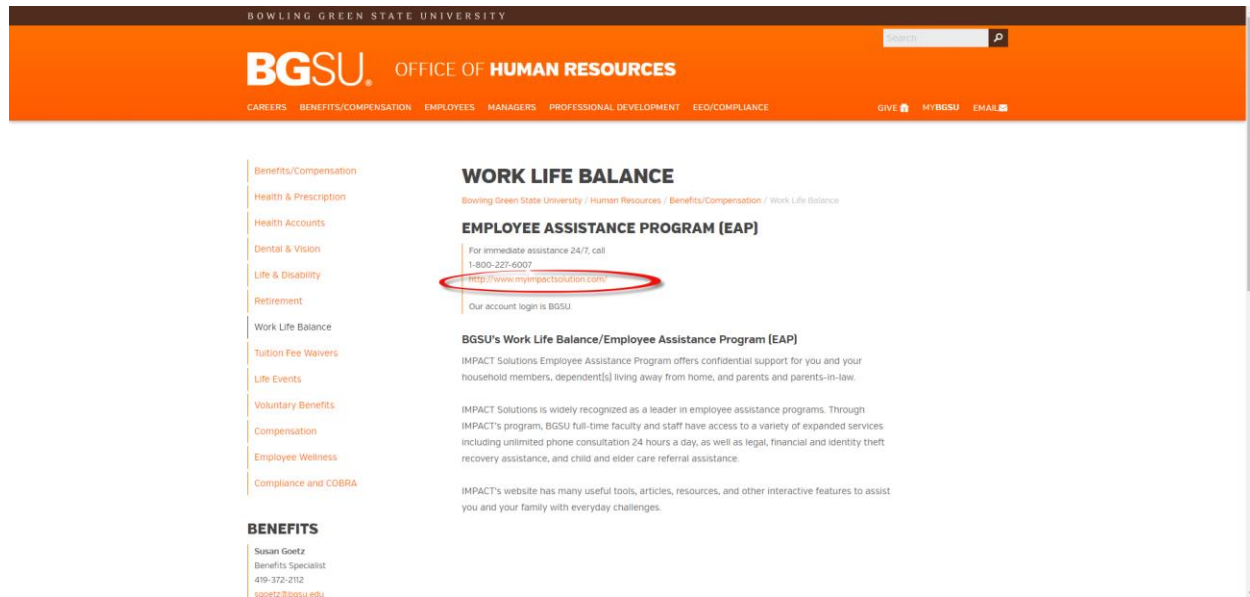
Work/Life Balance:

1. Achieving Personal goals
2. Balancing Work and Family
3. Overcoming a Loss of a Loved One
4. Personal Financial Planning
5. Increasing Self-Awareness
6. Improving Mindfulness
7. Attention Management
8. Health and Wellness
9. Stress Management

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Accessing Impact Solutions Online Learning Resources

Impact Solutions has a many resources available to the staff and faculty of BGSU on their website. In order to access their website, please visit: www.bgsu.edu/human-resources/benefits/work-life-balance.html



From there, click on the Impact Solutions website link outlined in red. You will then arrive to the main page of Impact Solutions. Once there, please click on the Go to Member Login button. Remember that your username will be **BGSU**.



Insert **BGSU** into the username of the Member Login box. Hit 'click' to sign in. (Please Note: You will be required to create a username/password for the training sessions you enroll in. *That will happen in one of the later screens after following the directions below.* For easiest login, please register with your BGSU username and current password.)



Welcome to our new and improved web site with:

- New Design - Easy to navigate tiles
- Mobile Friendly - Connect anywhere using your smartphone, tablet and other mobile devices
- Individualized Login Option - Store your favorite content, worksheets and forms
- Over 20,000 Resources - On health, resilience, emotional wellbeing, finances, legal issues and personal & professional development
- More Tools - Including self-assessments, videos, quizzes, over training courses, articles, calculators and more
- And Lots More!

To begin exploring, enter your information in the appropriate login below and go!

MEMBER LOGIN

Username*:

MANAGER LOGIN

Username*:

Password*:

HR LOGIN

Username*:

Password*:

Forgot your username or password? Contact IMPACT at 1-800-227-6007 for assistance.

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Once you are signed in you can browse the entire Impact Solutions dashboard for all sorts of great resources.

[HOME](#) | [CONTACT US](#) | [SITE FEEDBACK](#)
MY ACCOUNT | [PROFILE](#) | [SIGN OUT](#)

Need support now? Call: 800-227-6007

Featured this month:
Grief and Loss

[WEBINAR](#)
[TIPS](#)
[RESOURCES](#)

Welcome

Welcome to BOWLING GREEN STATE UNIVERSITY on the Web, the new and improved IMPACT EAP work/life site with enhanced mobile and search capabilities. The IMPACT Employee Assistance Program (EAP) offers confidential support, 24/7, for you and your household members, dependents living away from home, and parents & parents-in-law. To learn more about what IMPACT provides click [here](#) or call 800-227-6007. To access a copy of your Summary of Benefits and Coverage please click [here](#).

You can also e-mail your account manager Barb Furst with non-urgent questions by clicking [here](#); or simply call the toll-free hotline at 800-227-6007.

We believe that no challenge is too difficult to overcome with the support of qualified professionals and appropriate resources, and we are here to help guide you through life.

Sincerely, The IMPACT Solutions Team

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Financial

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Calculators

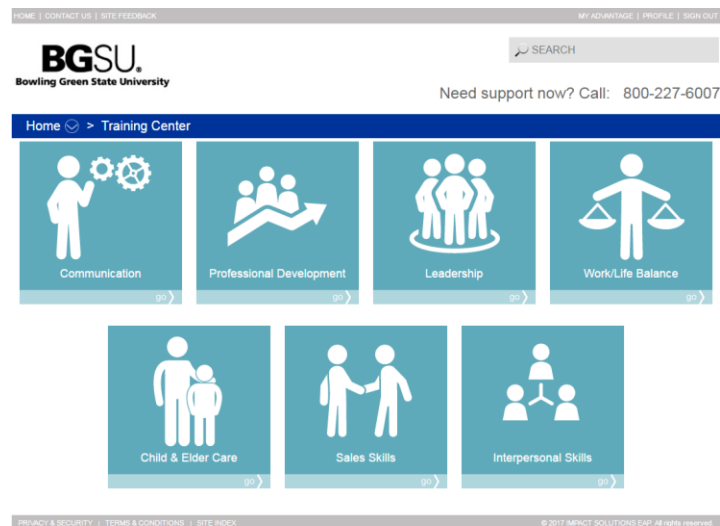
go >

Accessing Training Opportunities:

On the main page, scroll to the bottom of the screen. There you will see the Training icon you can click on.

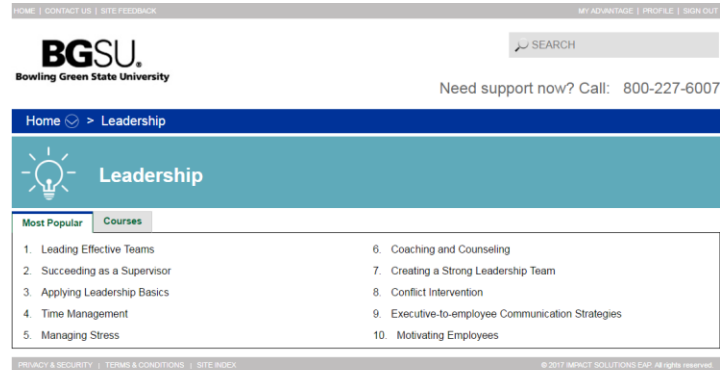


This will open you up to a variety of training options including everything from leadership to communication.



When you want to take some Leadership training courses. Click on the Leadership box and from there you can see the Most Popular Courses and Courses tabs for your training opportunities. If you click on any of the trainings offered, you may have to create an individual account so they can track your accomplishments.

This is free through the university, you will just need to create a username, password and passphrase **for** access. Once this is done, you will be prompted to take the online course where you can receive a certificate at the completion.



In order to find additional courses, make you are selecting the “Courses” tab next to the “Most Popular” tab. This will open up the entire library under that topic header and you will be able to view all of the courses available.