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
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

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:

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.
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 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](http://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 at 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.)
Once you are signed in you can browse the entire Impact Solutions dashboard for all sorts of great resources.
**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.