Professional Development Opportunities
Webinars

**Strategic Change Management**
Thursday, March 26th 1PM-2PM EDT

Hosted by HRM L&OD
This course will use movie clips, best practices from leading organizations and the book Switch to help participants examine how to launch and sustain a successful change effort. Particular emphasis will be placed on the human side of change and how emotions can often cloud logic, data and rational thinking.

*Can’t attend? Try taking the course Communication in Times of Change on LinkedIn Learning!*

**How to Run an Virtual Meeting**
Friday, April 3rd 2PM-3PM EDT or Thursday, May 14th 11AM-12PM EDT

Hosted by HRM L&OD
Organizing and facilitating meetings can be challenging, and adding a virtual component can add even more complexity. Come learn about how to conduct effective virtual meetings. In this one hour session, you will learn about the tools Northeastern uses to support virtual meetings and best practices for keeping your participants on track and engaged.

**Working From a Distance**
Monday, April 13th 1PM-2:30PM EDT or Thursday, April 23 2PM-3:30PM EDT

Hosted by PPS International
Are you facing challenges in working with others from a distance? As technology becomes an increasingly bigger part of our professional lives, the need for managers and employees to work in the same location becomes less and less important. In addition, as organizations become more global, serving people across geographic boundaries means being able to build and maintain communication—when you don’t have opportunities to be face-to-face.

During this session, we will clarify and discuss expectations for working from a distance as well as work through challenges.

*Are you a manager? Check out our Leading from a Distance opportunities on page 4! Can’t attend? Watch Time Management: Working from Home on LinkedIn Learning!*
Emotional Intelligence Webinar
Tuesday, May 5th 1PM-2:30PM EDT

Hosted by Barbara Roche of Barbara Roche & Associates
Many of us know that Emotional Intelligence, or EQ, is a set of traits and abilities that enable us to cope with the demands and pressures of the workplace. Some experts believe that EQ is the single biggest factor in an individual’s success - even more than IQ. In this program you will learn the four components of EQ and techniques to improve your emotional quotient. By the end of this session, learners will be able to:

- Identify their own emotions and the impact they have on job satisfaction.
- Control their emotions when under stress.
- Read the room and gauge the emotions of others.
- Develop relationships so they are mutually beneficial.

Can’t attend? Try taking the course Developing Your Emotional Intelligence on LinkedIn Learning!

Building Your Personal Brand
Thursday, May 7th 2PM-3PM EDT

Hosted by HRM L&OD
You, like a company, have a brand. Your brand has a tremendous impact on your career and your ability to do work for which you are passionate and that you enjoy. This class will take participants through interactive and reflective exercises that enable them to begin the process of identifying and building their personal brand.

Topics include:
- Answering the question “what is the first thing people think of when they see or hear your name?”
- Creating your own personal logo, tag line, and ‘advertising campaign’
- Examining and enhancing your online presence
- Developing an action plan to put things into motion

Can’t attend? Try taking the course Creating Your Personal Brand on LinkedIn Learning!

The Indispensable Assistant
Wednesday, June 3rd 1PM-3PM EDT

Hosted by PPS International
With the onslaught of information that individuals face today, having a professional, competent and skillful assistant is critical to success. The partnership between assistants and their leaders is both critical and not always easy to establish and maintain. In this program, assistants will learn how to
ensure their skills are used to their full potential, how to determine and define clear priorities, and how to assertively and respectfully make requests of others.

Can’t attend? Try watching the video Partnering with your boss on LinkedIn Learning!

Rock Your Profile
Tuesday, June 9th 1PM-3PM EDT

Hosted by Jen Jortner-Cassidy of LinkedIn
Jen Jortner-Cassidy is a Customer Success Manager at LinkedIn and supports Lynda.com and LinkedIn Learning. She joins us to talk about learning and brand. With LinkedIn Learning, you can post your interests and/or your learning as part of a polished LinkedIn Profile.

We want who you are to align with what you do, and LinkedIn is a first step to help you get there. In this session you will learn our best practice recommendations for building an all-star profile that tells your professional story. You will walk away armed with the knowledge to

- build a profile that attracts attention
- expand your network
- search and apply for jobs
- publish content on LinkedIn
- connect with Alumni
- and more...

Can’t attend? Try taking the course Rock Your LinkedIn Profile on LinkedIn Learning!

Increase Your Influence
Tuesday, June 23rd 1PM-2PM EDT

Hosted by PPS International
Every day we have opportunities in our lives to be influential. This program addresses best practices in presenting your ideas, approaches and products in order to get buy-in and specific action from those you are trying to influence. While the program specifically addresses influencing leaders, the concepts and approaches are equally valid and useful when trying to get support from ANY decision maker.

Can’t attend? Try taking the course Influencing Others on LinkedIn Learning!
Performance Management Opportunities

Webinars

How to Have a Great Difficult Conversation
Tuesday, March 31 9AM-1PM EDT or Tuesday, April 7th 1PM-4PM EDT

Hosted by Tori Hollingworth of Communicate with Impact
In an increasingly hectic higher education environment, Northeastern University professionals cannot afford to neglect the importance of customized communication. Impactful communication skills are embedded into the way professionals lead, influence, problem-solve and collaborate. Participants will have the opportunity to further develop their communication skills to build stronger relationships, build confidence, tailor their messaging, and communicate more effectively with internal teams and partners.

Can’t attend? Watch the video Having a difficult conversation on LinkedIn Learning!

Manager Opportunities

Webinars

Leading from a Distance
Tuesday, April 14 12PM-1:30PM EDT or Wednesday, April 22 1PM-2:30PM EDT

Hosted by PPS International
As technology becomes an increasingly bigger part of our professional lives, the need for managers and employees to work in the same location becomes less and less important. In addition, as organizations become more global, serving people across geographic boundaries means being able to build and maintain communication—when you don’t have opportunities to be face-to-face. Managers who are responsible for the work of those whom they don’t see every day face the same challenges as other leaders—getting results through others—but they have the additional challenges of leading from a distance.

During this session, those who manage remote employees learn the basics of effective leadership as well as how to address the specific needs of employees without having daily face-to-face contact.
Role of the Manager
Thursday, June 4th 1PM-3PM EDT

Hosted by HRM L&OD
This workshop covers the key components of the manager's role: hiring and onboarding employees as well as performance management and professional development opportunities.

Can’t attend? Try taking the course Employee Experience on LinkedIn Learning!