Professional Development Opportunities

Webinars

**Working From a Distance**
Thursday, January 30th 12PM-1:30PM 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.

We invite you to participate in our upcoming 90-minute webinar on January 30. During this session, we will clarify and discuss expectations for working from a distance as well as work through challenges.

*Can’t attend? Watch *Time Management: Working from Home* on LinkedIn Learning!*

**Business Writing (2 days)**
Wednesday, March 11th & Thursday, March 12th 1PM-2PM EDT (both days)

**Hosted by PPS International**
As the marketplace grows more globally interactive, effective writing skills are becoming even more essential. Helping individuals learn to express themselves more effectively with their writing is not just about teaching people to write better, but also enables them to write with more confidence – providing practical solutions to commonplace writing situations and problems. This coaching process is designed to enable workers to ultimately become good editors of their own writing. Since writing is an inexact science, it is important that newer writers realize that good letters, reports and presentations are not written – they are rewritten.

*Can’t attend? Watch *Grammar Girl’s Quick and Dirty Tips for Better Writing* on LinkedIn Learning!*

**Building Your Personal Brand**
Wednesday, January 29th 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? Watch Creating Your Personal Brand on LinkedIn Learning!

**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 watching Communicating in Times of Change on LinkedIn Learning!

**Boston Campus**

**Presentation Skills – The Basics**  
Wednesday, March 4th 9:30AM-11AM EDT

Hosted by HRM L&OD  
This course is designed to teach participants basic skills they can use when delivering presentations. The workshop will focus on items such as eye contact, hand gestures, stance, and pace and inflection. There will also be time devoted to the pros and cons of PowerPoint, visuals and unconventional ways to lead a presentation. This session will be hands and allow time for participants to practice.

**Innovation & Improvisation**  
Friday, March 27th 9:30AM-11AM EDT

Hosted by HRM L&OD  
Improv is not just for comedians! Some of the main tenets of improv can be directly applied to the workplace. In this session, participants will learn how to make rapid decisions, build upon others’
ideas, and understand how to engage others to develop creative solutions. Come learn to think on your feet and have a few laughs while you’re at it!

Performance Management Opportunities

Webinars

Writing Your Self-Assessment
Wednesday, January 22nd 1PM-2:30PM EDT or Thursday, February 6th 1PM-2:30PM EDT

Hosted by HRM L&OD
This 90-minute webinar will provide you with an opportunity to begin writing your self-assessment and a chance to discuss the process with your peers and get feedback. This workshop will build on the concepts discussed in the online course Writing a Self-Assessment. This workshop will be interactive and focus on helping you to get started.

To view the online course, use your myNortheastern credentials to log into Blackboard and go to My Courses > HRM Learning > Performance Management.

Writing & Delivering a Review
Tuesday, February 11th 1PM-2:30PM EDT or Tuesday, March 17th 2PM-3:30PM EDT

Hosted by HRM L&OD
Having the time and focus to write and deliver a great review is one of the most important parts of managing. This program will help you to gain insight into both parts of the process – how to write a great summary and having an effective conversation.

Note: This workshop is for managers or those who are responsible for writing and delivering performance reviews. You will be asked to collect some data and prepare a draft of a review.

Boston Campus

How to Have a Great Difficult Conversation
Tuesday, March 31 9AM-1PM EDT

Hosted by Tori Hollingworth
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.

Manager Opportunities

Webinar

Role of the Manager
Wednesday, February 5th 10AM-12PM 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? Watch Employee Experience on LinkedIn Learning!