

Training Resources

1) Chancellor's Office Vision Resource Center

<https://visionresourcecenter.cccco.edu/>

First create a free account.

To find LinkedIn Learning (including Lynda content), Skillsoft, and CCC-specific learning content, select "Learning" and then "Learner Home" in the top navigation bar.

Search the training titles below. This doesn't even scratch the surface of what is available.

Available Trainings:

- Zoom Training (45 minutes)
- Microsoft Teams Essential Training (2 hours 13 minutes)
- Managing Teams (1 hour 11 minutes)
- Managing Meetings (1 hour 39 minutes)
- Managing Budget Constrained Projects (1 hour 7 minutes)
- Managing Time Constrained Projects (57 minutes)
- Leading Projects (2 hours 16 minutes)
- Learning LinkedIn (1 hour 30 minutes)
- Google Docs Essential Training (1 hour 36 minutes)
- Developing Self Awareness (1 hour)
- Developing Your Emotional Intelligence (1 hour 8 minutes)
- Leading with Emotional Intelligence (1 hour 2 minutes)
- The Key To Good Communication: Your Audience (21 minutes)

2) Keenan Trainings

<https://shastacollege-keenan.safecolleges.com/login>

Your user name is your email address and no password is necessary.

Recommended Trainings (located under extra trainings):

- Conflict Management
- Sensitivity Awareness
- Performance management
- Performance evaluations
- Managing difficult behaviors
- Stress Management
- Pandemic Flu

3) Quick YouTube Tutorials

Creating a Zoom Meeting

You will need to create a Zoom account first!

<https://zoom.us/>

- Follow the steps to create a Free Zoom account (This allows you to create meetings)

Zoom Meeting Tutorial (16:36 Minutes)

<https://www.youtube.com/watch?v=ocTFLh46fgE>

Beginners Guide to Excel Tutorial (21:46 Minutes)

<https://www.youtube.com/watch?v=rwbho0CgEAE>

Intermediate Excel Skills, Tips, and Tricks Tutorial (20:18 Minutes)

https://www.youtube.com/watch?v=lxq_46nY43g

7 Tips to Get More Out of Outlook (7:28 Minutes)

https://www.youtube.com/watch?v=ctSkPXTt_fs

How to Manage your Outlook Mailbox Effectively (11:08 Minutes)

There is a built-in ad, but you can fast forward past to the 2:00 minute mark

<https://www.youtube.com/watch?v=GzLsPx4sLPQ>

How to Create an Awesome Slide Deck for PowerPoint (17:21)

Tips on how to present more effectively in PowerPoint

<https://www.youtube.com/watch?v=6bSOAl1i8bw>

4) Articles

Tips on Working From Home

<https://www.pcmag.com/news/get-organized-20-tips-for-working-from-home>

Transitioning to Remote Work

<https://er.educause.edu/blogs/2020/3/transitioning-to-remote-work>

5) Personality Training

Myers Briggs Test (\$49.95 per person)

Cost of this test is covered by the employee.

<https://www.mbtionline.com/>