COURSE CATALOG

2025 | Leadership and Organizational Development

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WELCOME

We appreciate you dedicating time to making it a priority to invest in your professional growth. Talent and Culture's Leadership and Organizational Development (LOD) team is committed to providing WVU people leaders and staff with professional development resources to enhance organizational effectiveness and positively impact employee engagement.

We provide training and development opportunities through a variety of formats to accommodate different learning styles and preferences:

ELEARNING

eLearning courses are online, on-demand and self-paced. These courses are interactive and take a deep dive into a topic. They typically require 30-60 minutes to complete and can be accessed from your computer or mobile device.

MICROLEARNING

Microlearning courses are on-demand and self-paced. These courses are interactive and predominately focus on one learning objective. They typically require 10 minutes or less to complete and can be accessed from your computer or mobile device.

RECORDED WEBINARS

Recorded webinars are past recorded live events with a virtual facilitator. The typical length is 1-2 hours. Participants can watch these recorded webinars from the comfort of your own workspace.

LIVE TRAINING SESSIONS

Live training sessions are in-person or virtual, instructor-led events. These courses include interactive activities and discussion. The typical length is 1-2 hours.

WVU VALUES

At WVU, our Values are more than just words on paper. They are what we stand for and serve as a guideline for our daily work.

LOD's committment extends beyond general learning categories to provide research-backed professional development resources that empower WVU people leaders, aspiring leaders, and individual contributors - no matter the level - to behave in a manner consistent with our University's values.

WVU HAS FIVE VALUES:

- **SERVICE:** We seek opportunities to serve others and commit to providing the highest quality of service.

- **CURIOSITY:** We ask questions and seek new opportunities and changes through innovation.

- **RESPECT:** We are respectful, transparent and inclusive with each other.

- **ACCOUNTABILITY:** We perform at our very best every day to create a University that is responsive, efficient and effective.

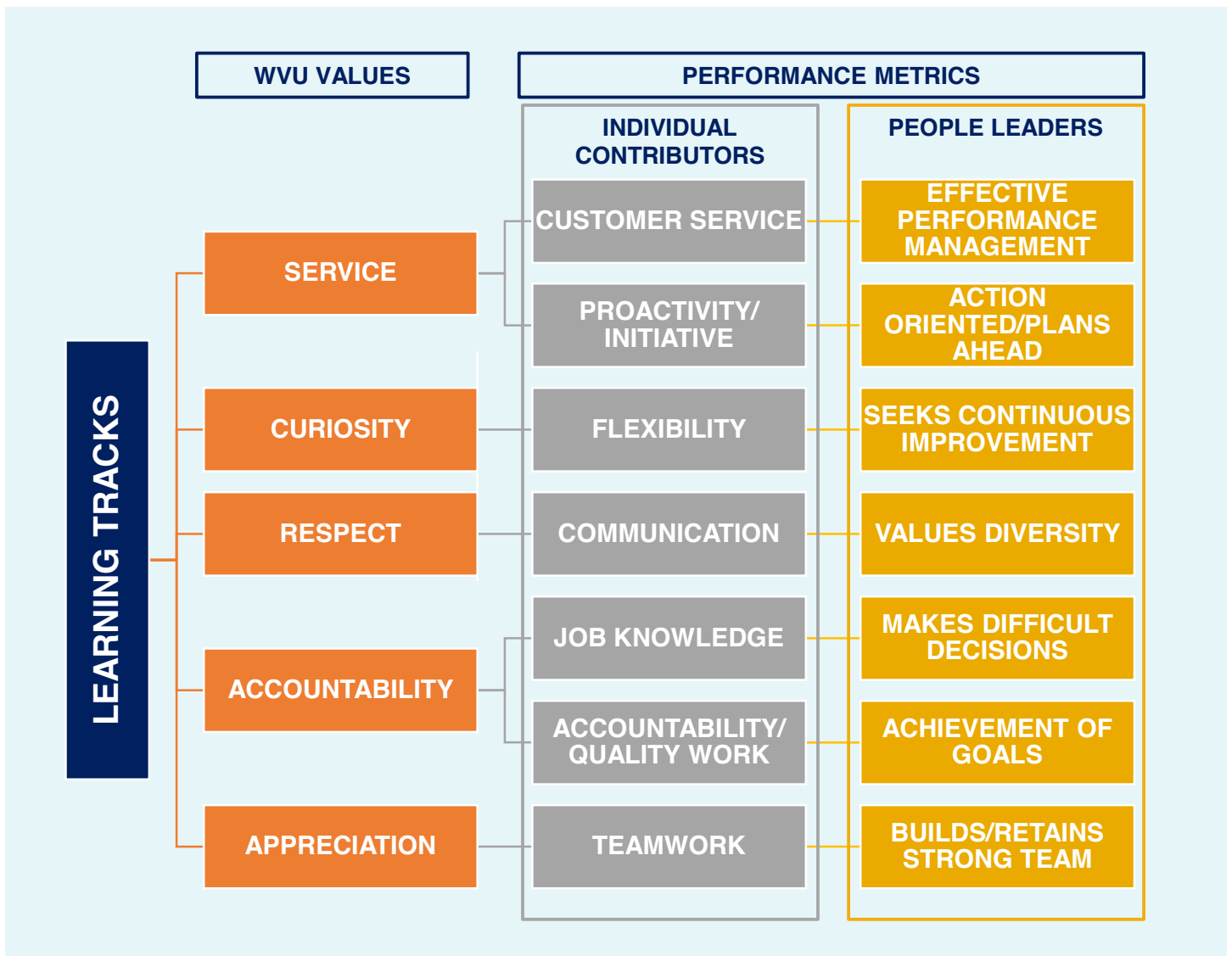- **APPRECIATION:** We support and value each other's contributions as we build a community that is One WVU.

PERFORMANCE

While our values remain consistent, each individual's work performance is influenced and evaluated based on a variety of factors. To further support your success, we promote courses that reinforce WVU performance review metrics. For example:

/ *What does it look like to show the value of Appreciation as a people leader?*

/ *How can you demonstrate Flexibility as an individual contributor?*

NEW Learning Tracks have been designed to guide your learning in these areas. We recommend completing courses within your desired learning track in the order they are listed, although all courses can be completed independently. See the end of this catalog for a full list of courses and descriptions.

LEARNING TRACKS	WVU VALUES	PERFORMANCE METRICS	
		INDIVIDUAL CONTRIBUTORS	PEOPLE LEADERS
	SERVICE	CUSTOMER SERVICE	EFFECTIVE PERFORMANCE MANAGEMENT
		PROACTIVITY/ INITIATIVE	ACTION ORIENTED/PLANS AHEAD
	CURIOSITY	FLEXIBILITY	SEEKS CONTINUOUS IMPROVEMENT
	RESPECT	COMMUNICATION	VALUES DIVERSITY
	ACCOUNTABILITY	JOB KNOWLEDGE	MAKES DIFFICULT DECISIONS
		ACCOUNTABILITY/ QUALITY WORK	ACHIEVEMENT OF GOALS
	APPRECIATION	TEAMWORK	BUILDS/RETAINS STRONG TEAM

LEARNING TRACKS
FOR INDIVIDUAL CONTRIBUTORS

If you or your direct reports would like to strengthen your skillset in a performance area, it is recommended to complete courses in the corresponding learning track.

ELEARNING	MICRO-LEARNING	RECORDED WEBINAR	LIVE SESSION

CUSTOMER SERVICE

- HOW TO COMMUNICATE WITH GEN X, HOW TO COMMUNICATE WITH MILLENNIALS AND HOW TO COMMUNICATE WITH GEN Z
- IT'S WHAT YOU'RE NOT SAYING - USING NON-VERBAL COMMUNICATION TO YOUR BENEFIT
- BUSINESS WRITING FUNDAMENTALS
- HOW TO WRITE AN EMAIL WITH PURPOSE
- REMAINING CALM UNDER PRESSURE

PROACTIVITY / INITIATIVE

- PROBLEM SOLVING FUNDAMENTALS
- TAKE CONTROL OF YOUR TIME: A PRACTICAL APPROACH TO TIME MANAGEMENT
- WORKING THROUGH CHANGE
- SETTING GOALS THAT ACTUALLY WORK
- DEVELOPING ASSERTIVENESS & SELF-CONFIDENCE IN THE WORKPLACE

FLEXIBILITY

- DEVELOPING A GROWTH MINDSET TO ACHIEVE GREATER SUCCESS
- REMAINING CALM UNDER PRESSURE
- WORKING THROUGH CHANGE
- THE REMOTE WORK SURVIVAL GUIDE
- VALUABLE ONE-ON-ONE MEETINGS: HOW TO MAKE THE MOST OF THEM WITH TIPS FOR EMPLOYEES

COMMUNICATION

- MASTER THE ART OF VERBAL COMMUNICATION
- STRENGTHEN YOUR PROFESSIONAL COMMUNICATION SKILLS
- BUSINESS WRITING FUNDAMENTALS
- EMOTIONAL INTELLIGENCE IN THE WORKPLACE: AN ESSENTIAL SKILL
- A GUIDE TO EMPATHY AT WORK
- ORGANIZING AND LEADING EFFECTIVE MEETINGS

ACCOUNTABILITY / QUALITY WORK

- TAKE CONTROL OF YOUR TIME: A PRACTICAL APPROACH TO TIME MANAGEMENT
- THE REMOTE WORK SURVIVAL GUIDE

TEAMWORK

- GO TEAM! HOW TO BE AN EFFECTIVE TEAM MEMBER
- 5 COMMON WORKPLACE CHALLENGES FOR TEAMS
- HOW TO BUILD BETTER RELATIONSHIPS WITH YOUR BOSS AND COWORKERS
- RESOLVING CONFLICT WITH COWORKERS
- THE FOUR APPRECIATION LANGUAGES AT WORK
- EMOTIONAL INTELLIGENCE IN THE WORKPLACE: AN ESSENTIAL SKILL
- A GUIDE TO EMPATHY AT WORK

LEARNING TRACKS
FOR PEOPLE LEADERS

If you or your direct reports would like to strengthen your skillset in a performance area, it is recommended to complete courses in the corresponding learning track.

ELEARNING   **MICRO-LEARNING**   **RECORDED WEBINAR**   **LIVE SESSION**

EFFECTIVE PERFORMANCE MANAGEMENT

- AN INSIDE LOOK AT WVU PERFORMANCE MANAGEMENT
- HOW TO HAVE PURPOSEFUL AND EFFECTIVE PERFORMANCE REVIEW CONVERSATIONS
- CREATING THE FIRST YEAR EXPERIENCE: ONBOARDING YOUR NEW EMPLOYEES
- DELIVERING PURPOSEFUL FEEDBACK
- THE POWER OF FEEDBACK: HOW TO GIVE FEEDBACK EFFECTIVELY
- 6 STRATEGIES TO MOTIVATE EMPLOYEES
- HOW MOTIVATE OUR MULTIGENERATIONAL WORKFORCE
- VALUABLE ONE-ON-ONE MEETINGS BEST PRACTICES FOR LEADERS: HOW TO MAXIMIZE THEM

ACTION ORIENTED / PLANS AHEAD

- MOVING FROM PEER TO SUPERVISOR
- 7 STRATEGIES TO SMOOTHLY TRANSITION FROM PEER TO BOSS
- TAKE CONTROL OF YOUR TIME: A PRACTICAL APPROACH TO TIME MANAGEMENT

SEEKING CONTINUOUS IMPROVEMENT

- DEVELOPING A GROWTH MINDSET TO ACHIEVE GREATER SUCCESS
- WORKING THROUGH CHANGE
- LEADING THROUGH CHANGE
- PREVENTING BURNOUT: SPOT THE SYMPTOMS AND TAKE ACTION
- 4 SELF-CARE PRACTICES YOU CAN DO TODAY TO PREVENT BURNOUT

VALUES DIVERSITY

- BUILDING A CULTURE OF APPRECIATION WITH THOSE YOU LEAD
- HOW LEADERS CAN BUILD AND MAINTAIN TRUST
- EMOTIONAL INTELLIGENCE IN LEADERSHIP: AN ESSENTIAL SKILL
- VALUABLE ONE-ON-ONE MEETINGS BEST PRACTICES FOR LEADERS: HOW TO MAXIMIZE THEM

MAKES DIFFICULT DECISIONS

- 5 COMMON WORKPLACE CHALLENGES FOR TEAMS
- WORKING THROUGH CHANGE
- DELEGATION DYNAMICS: EFFECTIVE DELEGATION SKILLS FOR PEOPLE LEADERS

ACHIEVEMENT OF GOALS

- SETTING GOALS THAT ACTUALLY WORK
- PROBLEM SOLVING FUNDAMENTALS

BUILDS / RETAINS STRONG TEAM

- HOW LEADERS CAN BUILD AND MAINTAIN TRUST
- EMOTIONAL INTELLIGENCE IN LEADERSHIP: AN ESSENTIAL SKILL
- A GUIDE TO MANAGING REMOTE TEAMS
- ORGANIZING AND LEADING EFFECTIVE MEETINGS

COURSE DESCRIPTIONS

💻 **ELEARNING**　　⏱️ **MICRO-LEARNING**　　🎥 **RECORDED WEBINAR**　　👨‍🏫 **LIVE SESSION**

NEW HIRES

💻 *NEW MOUNTAINEER ORIENTATION*

The purpose of this virtual orientation is to help you discover what sets WVU apart and how you can make a positive impact every day through your work.

💻 *UNDERSTANDING HIGHER EDUCATION*

Understanding Higher Education is a self-paced eLearning course that walks through all of the basics for what it means to work in the Higher Education industry. Along with highlighting these unique characteristics, the module dives into specific structures and governance of what working at West Virginia University looks like. This course is highly recommended for new staff and faculty, but open to anyone to complete.

PROFESSIONAL DEVELOPMENT

⏱️ *4 SELF-CARE PRACTICES YOU CAN DO TODAY TO PREVENT BURNOUT*

Would you describe yourself as a workaholic, perfectionist, or high achiever? Do you skip breaks and vacations—or struggle to "switch off" at the end of the workday? Do you suffer from chronic stress? If you answered "yes" to any of these questions, then you may be at risk for burnout. In this micro-learning course, you'll learn how to spot the warning signs of burnout and four selfcare practices you can start today to prevent burnout.

💻 *5 COMMON WORKPLACE CHALLENGES FOR TEAMS*

Even the best workplaces face challenges. In this course, you'll learn how to navigate some of the most common—from dealing with difficult people to overcoming your own mistakes.

💻 *A GUIDE TO EMPATHY AT WORK*

In this course, you'll first learn what empathy is and why it's an essential organizational skill. Then, you'll uncover how to communicate with empathy and overcome roadblocks. Finally, you'll work on strategies to help you build empathy.

💻 *BUSINESS WRITING FUNDAMENTALS*

In this course, you'll learn the fundamentals of business writing. First, you'll learn how to define your writing goals, analyze your audience, and choose the best medium for your message. You'll then explore techniques for structuring your writing, editing and proofreading your work. Finally, take your writing style to the next level with tips to ensure that it's clear, concise, and courteous.

COURSE DESCRIPTIONS

🖥️ **ELEARNING**	⏱️ **MICRO-LEARNING**	🎥 **RECORDED WEBINAR**	👨‍🏫 **LIVE SESSION**

🎥 *DEVELOPING ASSERTIVENESS & SELF-CONFIDENCE IN THE WORKPLACE*

There are people who know what they want and how to get it. They can accomplish this by being assertive and confident with their words and actions while maintaining positive, healthy relationships with others. Gain an understanding of what assertiveness and self-confidence mean for you in the workplace. Tap into your greatest potential as you learn to develop enhanced communication and influence skills. You will explore the importance goal setting has and gain tools and techniques that will help you to respond to difficult behaviors.

🖥️ *DEVELOPING A GROWTH MINDSET TO ACHIEVE GREATER SUCCESS*

Developing a growth mindset allows individuals to realize their potential, increase resilience, and achieve success. In this course, you'll first learn about the differences between a fixed mindset versus a growth mindset. You'll then explore how a growth mindset can benefit you and your team. Finally, explore specific strategies to develop a growth mindset—and expand your possibilities for success.

🖥️ *EMOTIONAL INTELLIGENCE IN THE WORKPLACE: AN ESSENTIAL SKILL FOR EMPLOYEES*

This course is designed to give you a basic understanding of emotional intelligence and its importance in the workplace. You will have an opportunity to gain insights into your own emotional intelligence to improve this essential skill.In this eLearning course, you will learn how to build and maintain trust with your teammates, communicate effectively, and how to contribute to the overall success of your team.

🖥️ *GO TEAM! HOW TO BE AN EFFECTIVE TEAM MEMBER*

In this eLearning course, you will learn how to build and maintain trust with your teammates, communicate effectively, and how to contribute to the overall success of your team.

🖥️ *HOW TO BUILD BETTER RELATIONSHIPS WITH YOUR BOSS AND COWORKERS*

In this course, you'll learn how being a better teammate and employee can help you foster better working relationships with your coworkers and boss. You will have an opportunity to analyze the role you play in strengthening—or weakening—your workplace relationships with the help of some do's and don'ts. You'll also learn how to repair a relationship that's been damaged.

COURSE DESCRIPTIONS

ELEARNING   **MICRO-LEARNING**   **RECORDED WEBINAR**   **LIVE SESSION**

HOW TO COMMUNICATE WITH GEN X
HOW TO COMMUNICATE WITH MILLENNIALS
HOW TO COMMUNICATE WITH GEN Z

Each of us is shaped by our personal experiences and the formative events of our lifetime, including our values, attitudes, and defining characteristics, such as how we communicate. The challenge is that we work with individuals who represent multiple generations and, more often than not, these generational groups differ in how they approach work/life balance, career growth, loyalty, authority and other issues that affect an organization. In these microlearnings, you'll learn specifically about Gen X, Millennials, or Gen Z, what has shaped and influenced these generations, and common trends for how they prefer to engage in the workplace.

HOW TO WRITE AN EMAIL WITH PURPOSE

In business, we use email to communicate—to make our messages visible. When we first sit down to a blank screen, we must have a communication goal in mind. We need to ask ourselves: "Why am I writing this?" In this micro-learning course you'll learn why professional email communication should have a purpose, how to identify that purpose, and finally, how to write your own informative, persuasive, or goodwill message.

HOW TO MANAGE YOUR STRESS AND INCREASE MENTAL FOCUS

We all experience stress. In many cases, moderate stress can be helpful. When stress is unmanageable and long-term, however, it can be a hindrance. In this microlearning, you'll learn about chronic stress and how it impacts us. Then, we'll unpack five tips for managing stress and increasing mental focus.

IT'S WHAT YOU'RE NOT SAYING - USING NON-VERBAL COMMUNICATION TO YOUR BENEFIT

Our non-verbal cues, such as gestures, facial expressions, tone of voice, and eye contact, can say as much as the words we speak. In short, when your spoken words and visual cues are easy to understand, it's more likely your messages will be heard and seen. In this micro-learning course we'll define non-verbal communication, provide examples, and show you how to use body language, facial expressions, and actions to communicate more effectively.

MASTER THE ART OF VERBAL COMMUNICATION

Whether talking, listening, or presenting—most of us are constantly communicating verbally at work. A vital skill, it's also one we can continually improve. In this course, you'll learn how to make a great first impression and have an amazing conversation. You'll also receive strategies to escape from the tight spots that sometimes constrain us when we communicate with others.

COURSE DESCRIPTIONS

⏱ **ELEARNING**   ⏱ **MICRO-LEARNING**   🎥 **RECORDED WEBINAR**   👨‍🏫 **LIVE SESSION**

⏱ *ORGANIZING AND LEADING EFFECTIVE MEETINGS*

We've all sat through unproductive meetings—ones where our objectives aren't met, key players don't show up, or attendees arrive unprepared. But meetings don't have to be a waste of time. In this micro-learning course, we'll explore four techniques that you as a facilitator can use for organizing and leading an effective meeting.

💻 *PREVENTING BURNOUT: SPOT THE SYMPTOMS AND TAKE ACTION*

Would you describe yourself as a workaholic, perfectionist, or high achiever? Do you skip breaks and vacations or struggle to "switch off" at the end of the workday? Do you suffer from chronic stress? If you answered "yes" to any of these questions, you may be at risk for burnout. In this course, you'll learn what burnout is and how it negatively impacts your health and performance. You'll also learn how to spot the warning signs of burnout and reverse its effects.

💻 *PROBLEM SOLVING FUNDAMENTALS*

While some people may just have a knack for problem solving, the truth is that anyone can develop strong problem solving skills. In this eLearning course, you'll learn a five-step problem solving process, as well as strategies and behaviors to make problem solving easier. Finally, you'll get tips for rising above challenges and barriers that will inevitably come your way.

⏱ *REMAINING CALM UNDER PRESSURE*

What's the key to remaining calm under pressure? Self-regulation. Self-regulation is a skill for managing impulsive behavior and staying collected in times of emotional intensity. In this microlearning, you'll learn to define self-regulation, spot why it's necessary, and improve your own selfregulation with five strategies to help you stay cool, calm, and collected when the pressure is on.

💻 *RESOLVING CONFLICT WITH COWORKERS*

Getting along with people can be tricky, but not impossible. This course guides you on how to work through conflict with others to achieve positive outcomes. You'll discover why workplace conflict can actually be a good thing, how to have a difficult conversation, and how to seek help when progress is at a standstill or you're dealing with a workplace conflict.

COURSE DESCRIPTIONS

🖥 **ELEARNING**	⏱ **MICRO-LEARNING**	📹 **RECORDED WEBINAR**	🧑‍🏫 **LIVE SESSION**

🖥 SETTING GOALS THAT ACTUALLY WORK

Anyone can set an ambitious goal, but how many of us actually end up achieving it? All too often, when we embark on a seemingly smooth course, it turns out to be treacherous and unclimbable. In this eLearning course, you'll learn why the process of setting your goals is just as important as choosing targets that truly matter. You'll also learn how to set goals that accurately reflect your purpose and find tools you can use to track your progress. In the end, you'll walk away with a stronger sense of alignment between your vision and the daily habits that will help you conquer your goals in the long run.

🖥 STRENGTHEN YOUR PROFESSIONAL COMMUNICATION SKILLS

This introductory communication eLearning course will help sharpen your communication skills in any role.

🖥 TAKE CONTROL OF YOUR TIME: A PRACTICAL APPROACH TO TIME MANAGEMENT

Do you ever wish you had more hours in the day? While we can't manufacture time, we can take control over how we spend it. In this course, you'll learn what effective time management is, and how it helps you juggle competing responsibilities and interests. Then, you'll learn how to track, analyze, prioritize, and schedule your time so that you can maximize each day.

⏱ THE FOUR APPRECIATION LANGUAGES AT WORK

Not everyone likes to be appreciated in the same exact way. But when you understand your coworkers' preferred languages of appreciation, you'll be able to communicate much more effectively and your message will resonate based on what they value. In this microlearning course you'll learn about the four appreciation languages at work: words of affirmation, acts of service, quality time, or tangible gifts, and strategies for bringing them to life in the workplace.

🖥 THE REMOTE WORK SURVIVAL GUIDE

A remote environment offers extraordinary autonomy—but it also comes with demands that require more accountability. In this course, you'll learn how to thrive as a remote worker with four expert strategies for overcoming typical challenges.

🖥 UNDERSTANDING A MULTIGENERATIONAL WORKFORCE

Motivation is a key element to successful performance, and it's important to note that everyone has different ways of being motivated. This eLearning course will help you understand the different ways that individual differences can impact the workplace and provide you will the tools to navigate those situations.

COURSE DESCRIPTIONS

🖥️ **ELEARNING**　　⏱️ **MICRO-LEARNING**　　🎥 **RECORDED WEBINAR**　　👨‍🏫 **LIVE SESSION**

🖥️ *VALUABLE ONE-ON-ONE MEETINGS: HOW TO MAKE THE MOST OF THEM WITH TIPS FOR EMPLOYEES*

Make the most of your individual meetings with your people leader by keeping them in the loop, bringing suggestions for solutions, resolving issues, exchanging feedback, creating connections, and helping each other grow professionally. You will learn how to provide impactful updates, demonstrate your ability to proactively manage your work, and share your accomplishments to build your career through the power of valuable one-on-one meetings.

🖥️ *WORKING THROUGH CHANGE*

Change is inevitable. It can often be viewed as positive or negative, vital or unnecessary, easy or difficult - often all the above. While some may be inclined to resist change, this only makes it harder. Your role in supporting change to happen is critical to your success, your team's success and your leader's success.

LEADERSHIP DEVELOPMENT

⏱️ *6 STRATEGIES TO MOTIVATE EMPLOYEES*

Motivation comes from internal and external forces—and those forces are unique to every person. But why should supervisors learn about motivation? For starters, motivated employees are more productive, happier at work, and stick around longer. So, how do you tap into your team's motivation? In this microlearning course, you'll learn six strategies to motivate your team, followed by a checklist of motivation do's and don'ts.

⏱️ *7 STRATEGIES TO SMOOTHLY TRANSITION FROM PEER TO BOSS*

As a first-time supervisor, you likely feel a mixture of excitement and apprehension about your new role. What changes should you expect? How do you transition peer relationships into supervisor/employee relationships? And above all, how can you become an effective leader? This micro-learning course will teach you seven strategies to help you transition seamlessly from working alongside your peers to leading the team.

🖥️ *A GUIDE TO MANAGING REMOTE TEAMS*

Leading a remote team surfaces unique challenges. As a supervisor, what can you do to setyour employees—and yourself—up for success? Will your go-to leadership strategies be as effective? This course helps supervisors transition from in-person to virtual workspaces Overhaul your leadership toolkit with targeted techniques for hiring, increasing accountability, improving communication, and keeping remote workers connected.

COURSE DESCRIPTIONS

🖥️ ELEARNING	⏱️ MICRO-LEARNING	🎥 RECORDED WEBINAR	👨‍🏫 LIVE SESSION

🖥️ *AN INSIDE LOOK AT WVU PERFORMANCE MANAGEMENT*

Performance Management is more than just an expectation of those in a supervisory role. It's an opportunity to help WVU employees feel fulfilled, valued, and happy at work. Learn about all parts of the Performance Management cycle, including coaching and counseling, the formal performance review, and planning, prioritizing, and goal setting.

🖥️ *BUILDING A CULTURE OF APPRECIATION WITH THOSE YOU LEAD*

Appreciation and recognition have a large impact on employee engagement. Your role as a leader has a one of the largest impacts on whether those you supervise feel appreciated. In this course you'll learn different ways of showing appreciation and recognition, the types of recognition preferences to consider, and best practices from top recognition experts.

🎥 *CREATING THE FIRST YEAR EXPERIENCE: ONBOARDING YOUR NEW EMPLOYEES*

In this recorded webinar, a panel of WVU Leaders are showcased to share tips and insights for effectively onboarding employees. Resources from Talent and Culture to help our new employees are included.

🎥 *DELEGATION DYNAMICS: EFFECTIVE DELEGATION SKILLS FOR PEOPLE LEADERS*

In this one-hour session, people leaders will learn the 5 W's of who, what, when, where, and why to delegate. As a leader, you will also discover the best ways to measure progress, deliver feedback, and ensure assignment completion.

🎥 *DELIVERING PURPOSEFUL FEEDBACK*

What comes to mind when you hear the word "feedback"? If you receive feedback that is random and generic, it's possible that something negative comes to mind, but if you receive feedback that is purposeful and focused, it's more likely that something positive comes to mind. Just as you prefer focused and purposeful feedback, your employees do as well. This course will solidify your ability to release the potential in your employees by delivering feedback in a way that is timely, specific, understandable, actionable, and of course, purposeful.

🖥️ *EMOTIONAL INTELLIGENCE IN LEADERSHIP: AN ESSENTIAL SKILL*

This course is designed to give you a basic understanding of emotional intelligence and its importance in leadership. You will have an opportunity to gain insights into your own emotional intelligence to improve your leadership advantage.

COURSE DESCRIPTIONS

🖥 *HOW LEADERS CAN BUILD AND MAINTAIN TRUST*

This eLearning course will provide a deeper dive to leaders on how trust can impact and help sustain relationships with your team.

🖥 *HOW TO HAVE PURPOSEFUL AND EFFECTIVE PERFORMANCE REVIEW CONVERSATIONS*

In this course you'll learn how to prepare for the performance review conversation with your employees, best practices for giving (and receiving) feedback, tips for those difficult conversations that may happen, resources available to you to help you through this process, and how to leverage performance reviews to identify high performers.

🖥 *HOW TO MOTIVATE OUR MULTIGENERATIONAL WORKFORCE*

Motivation is a key element to successful performance. As a leader it's important for you to understand what motivates your team, how to effectively share information, and understand the differences among individual employees you support. This eLearning will help you to discover effective ways to motivate and lead your team.

🖥 *LEADING THROUGH CHANGE*

Change is inevitable. It can often be viewed as positive or negative, vital or unnecessary, easy or difficult - often all of the above. While some may be inclined to resist change, this only makes it harder. As a people leader, your role in making change happen is critical and you are in a unique position to help your team navigate it. In this course, we will share tips and best practices to better equip you to lead through change.

🖥 *MOVING FROM PEER TO SUPERVISOR*

During this course, you will: Discuss the skills needed to transition from working alongside as peer to leading the team, identify challenges of leading others including former peers with various experience levels, and explore strategies to build and maintain trust, commitment, and loyalty with your new team.

⏱ *PRACTICAL WAYS TO RECOGNIZE AND SHOW APPRECIATION TO REMOTE EMPLOYEES*

When employees are working in a remote capacity, it requires you as a leader to be more intentional with your appreciation efforts. You cannot rely on telling folks "great work" (or even seeing that work) on a morning stroll to the break room. Whether you are leading a hybrid or fully remote team for the first time or you have been doing it for years, the approach you use to keep appreciation and recognition a priority may have to be adjusted for remote versus in person teams. In this micro-learning course you will learn some practical ways to acknowledge and demonstrate appreciation for your employees.

COURSE DESCRIPTIONS

ELEARNING   MICRO-LEARNING   RECORDED WEBINAR   LIVE SESSION

THE POWER OF FEEDBACK: HOW TO GIVE FEEDBACK EFFECTIVELY

In this course, people leaders will learn to deliver learning feedback in a way that inspires and encourages their staff. Applying the best practices within this course will help you as a leader to deliver feedback in a way that is heard, understood, and valued.

VALUABLE ONE-ON-ONE MEETINGS BEST PRACTICES FOR LEADERS: HOW TO MAXIMIZE THEM

In this course, you will learn how to connect with your employees individually, provide customized opportunities to increase overall effectiveness, and boost employee engagement and performance through the power of valuable one-on-one meetings.

WVU LEADING FORWARD SERIES: PART I ELEARNING

This eLearning course is the first portion of the WVU Leading Forward Series - a blended curriculum that addresses foundational leadership skills for people leaders at WVU while also providing advanced strategies and development opportunities. This series caters to diverse levels of leadership experience by incorporating elements from policies and procedures to practical, values-based behaviors. The eLearning modules are self-paced and can be completed anytime within the 30 days of enrolling.

WVU LEADING FORWARD SERIES: PART II LIVE SESSION

This live training is the second portion of the WVU Leading Forward Series. Learn to meet the needs of the changing workplace by understanding and strengthening the connection between your values, behaviors, and impact. This interactive live session will also provide you with the opportunity to ask questions and hear from the experts on topics essential to your success in effectively leading your teams.

RESOURCES

ONBOARDING TOOLKITS

Whether you are a new WVU employee or a People Leader welcoming a new team member, these toolkits will guide you through the onboarding process with checklists, tips, and resources to make for a successful onboarding experience.

APPRECIATION & RECOGNITION TOOLKIT

Check out the Appreciation and Recognition toolkit for tips to recognize your team.

PURPOSE & STRENGTHS

The Purpose Center offers a variety of self-discovery and connection opportunities including purpose and strengths workshops, as well as one-on-one coaching sessions. Visit www.purpose.wvu.edu.

COURSE REGISTRATION

View instructions for registering for courses through the LOD registration portal, Augusoft.

WHAT IS MICROLEARNING?

Watch the quick video, "What is Microlearning?" to learn the benefits of these short-form, informational learnings.

LOD

Have a comment, question, or idea? Reach out to the LOD team at **lod@mail.wvu.edu** anytime! We'd love to hear from you.