



Personal Development Courses 2015





PASSHE ACADEMY: LEARNING AT THE CLICK OF A MOUSE (20 MIN VIDEO)

Do you know that the State System of Higher Education has an online learning registration system with access to over 100 face to face and virtual programs every year? Not only can you register for a class, but you can promote your own classes to all 14 state universities and Office of the Chancellor. Watch this five minute clip to learn how!

Format: Pre-recorded Webinar

HOW TO MAKE STRESS YOUR FRIEND (15 MIN VIDEO)

Kelly McGonigal, health psychologist, delivered an infamous fifteen minute TEDTalk that will shift you in how you think about stress. Stress may only be bad for you if you believe that it's bad. How you think and how you act can transform how you experience stress. Therefore, you are encouraged to see stress as positive. Learn how to view stress as helpful and connect with others during stress to create resilience.

Format: Pre-recorded Webinar

ORGANIZE YOURSELF FROM THE INSIDE OUT (40 MIN TELESEMINAR)

In this 40 minute pre-recorded teleseminar, gain an in depth look into identifying, examining, and confronting roadblocks to getting and keeping your space organized. Gain a foolproof method and action plan for customizing space to reflect who you are and what is important to you.

Format: Pre-recorded Teleseminar

MY ONE WORD CANVAS PAINTING AND GOAL SETTING

(WCU Employees Only) What would happen if you chose to focus on "one word" that could make a substantial impact in your life both personally and professionally? It would have the potential of causing a ripple effect on the entire university. In two hours, you will be given the opportunity to paint a canvas that displays your one word you select. There is one catch... The word you choose must have the power to increase your job satisfaction, create a sense of purpose, and sustain a healthy work environment; such as, breathe, focus, listen, etc. Half way through the program, you will also gain the strategies on how to best live out that one word each day.

Format: Facilitator Led

CHANGE ANYTHING: THE NEW SCIENCE OF PERSONAL SUCCESS (40 MIN TELESEMINAR)

Learn how to apply three breakthrough principles to change any personal challenge you face. Understand the fastest and surest way to dramatically improve results in both work and life. Gain a clearer understanding of the real forces that shape our actions can enable us to make better decisions, change our outlook, and replace bad habits with good.

Format: Pre-recorded Teleseminar

SUCCESS IN NUMBERS NINE-WEEK BLOG SERIES

This nine-week blog series will lead the way to your success and job satisfaction. Learn the habits and qualities of truly remarkable, likeable, giving, courageous, and successful employees.

Format: E-mail Series

STAR OF EXCELLENCE

WEST CHESTER UNIVERSITY

PAY IT FORWARD

Pay It Forward is a 2000 American drama film based on the novel of the same name by Catherine Ryan Hyde. In the movie, Trevor McKinney calls his plan "Pay It Forward," which means the recipient of a favor does a favor for three others rather than paying the favor back. Those who register for this good will movement at WCU will receive downloadable Pay It Forward cards. They will be encouraged to report back their "good will" to create a ripple effect of good deeds flowing across campus. Help us keep the importance of going out of the way to make someone's day... all year long!

Format: Pre-recorded Webinar

CAREER MANAGEMENT: RE-INVENT AND RE-ENGAGE (20 MIN VIDEO)

Listen and watch this discussion about The Basic Career Goal (happiness), the "new" definition of career success, your personal brand, competing in the career marketplace, and the importance of passion and purpose.

Format: Pre-recorded Webinar

CHANGE HAPPENS: HELPING YOURSELF AND OTHERS THROUGH CHANGE (20 MIN VIDEO)

Learn how to identify the difference between the change imposer and the change imposed. Explore strategies on how to move yourself and others through change. Understand the reasons for change adversity and how to take a proactive approach in making change easier on yourself and others.

Format: Pre-recorded Webinar

COACH YOURSELF TO A BRIGHTER FUTURE (40 MIN TELESEMINAR)

Understand what coaching is, what skills you need to coach yourself, and how you can use coaching with the employees you supervise. Learn how to eliminate or reduce the fears preventing you from achieving your goals and how you can keep negative people from zapping your energy.

Format: Pre-recorded Teleseminar

"SOMETIMES YOU WIN, SOMETIMES YOU LEARN" BOOK CLUB

Learn how to approach failure the right way from bestselling author, John Maxwell, in this four week program. Each week a set of questions are e-mailed to you. You can use them as a guide or a part of a team meeting starter! Explore what you learn when you fail. While people are usually ready to talk about their dreams, they are not well prepared to answer a question about their shortcomings. Successful people approach losing differently. They don't try to brush failure under the rug. Their attitude is never "sometimes you win, sometimes you lose." Instead they think, "Sometimes you win, sometimes you LEARN." They understand that life's greatest lessons are gained from our losses.

Format: Pre-recorded Webinar Series

STRESS BUSTERS: WINNING THE WAR ON STRESS (20 MIN VIDEO)

Watch, listen, and learn strategies to minimize the head trash and negative self talk ... and manage the good stress! Discover the strategies to write expressively, find "your worry spot", belly breathe, eliminate negative beliefs, develop positive self talk, harness your Emotional Intelligence, practice active listening, and find humor in every day life.

Format: Pre-recorded Webinar



COACH YOURSELF TO A BRIGHTER FUTURE (20 MIN VIDEO)

Watch and understand what coaching is, how you can use its principles yourself, and with others if you lead. Learn five powerful strategies to benefit you both personally and professionally by focusing on skills and knowledge and maximizing your environment. Also, learn how to eliminate or reduce the fears preventing you from achieving your goals and keep negative people from zapping your energy.

Format: Pre-recorded Webinar

REFRAMING SUCCESS AND GOAL SETTING (40 MIN TELESEMINAR)

Listen how to focus on what went right by taking the "Litmus Success Test" and gain free goal setting resources so that you can experience future success in all facets of your life!

Format: Pre-recorded Teleseminar

PASSHE ACADEMY: LEARNING AT THE CLICK OF A MOUSE (20 MIN VIDEO)

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Format: Pre-recorded Webinar

FIVE THINGS HOLDING YOU BACK FROM CAREER TRANSITION (15 MIN PODCAST)

There are often 5 big things that hold us back from making a change in our career, and if you can get past them, you'd be amazed at what happens. This 15-minute podcast from career coach Christie Mims teaches participants about these fears and how to apply a few valuable tools.

Format: Pre-recorded Teleseminar

LEARNING TO THRIVE IN TIMES OF CHANGE (3-PART 40 MIN EACH TELESEMINAR SERIES)

In this three part teleseminar series, join Elaine Kempfski, speaker, certified coach and founder of Inner Journey Coaching, as she shares how to move through personal and professional change with clarity and confidence. Gain valuable insights and new perspectives on how to thrive in times of change and learn how to view change as an accelerator for personal growth.

Format: Pre-recorded Teleseminar Series

INTENTIONAL PERSONAL DEVELOPMENT (FIVE-PART 20-40 MIN PODCAST SERIES)

Michael Hyatt, CEO of Intentional Leadership, will help you on improving your awareness, developing your talents, and reaching your full potential. Learn to become a happier person, think better, build new habit, choose the right response, and discern your calling.

Format: Pre-recorded Teleseminar

EMBRACING YOUR POWER WITHIN (20 MIN VIDEO)

Annemarie Kelly of the Victorious Women Project will help you to break through to success in life, work, and relationships by understanding the power you have now. You also will discover the one killer phrase that eats away at your power and learn the three power steps that get you tapping into your power.

Format: Pre-recorded Webinar



CAREER PLANNING 101 (4-PART TELESEMINAR/VIDEO SERIES)

Career planning shouldn't begin when you are looking for a job. In this four week series, watch, listen, and learn the ins and outs of resume writing and effective interviewing skills that lead to success. You will also learn how to become a dynamic networker and manage your career.

Format: Pre-recorded Teleseminar/Webinar Series

DE-STRESSING THE HOLIDAYS (40 MIN TELESEMINAR)

Listen to insights and strategies to simplify the holidays and manage the anxiety that often comes with it-Including tips that will help you throughout the year.

Format: Pre-recorded Teleseminar

GET ORGANIZED FROM THE INSIDE OUT (20 MIN VIDEO)

In this 20 minute pre-recorded video, become empowered to identify, examine, and confront roadblocks to getting and keeping your space organized. Gain a foolproof method and action plan for customizing space to reflect who you are and what is important to you.

Format: Pre-recorded Webinar

SKILL SOFT ONLINE LEARNING

CLICK ON THE BLUE LINKS FOR COURSE DESCRIPTIONS.
EACH LINK COUNTS AS ONE COURSE.

Optimizing Your Work/Life Balance	
Optimizing Your Work/Life Balance: Analyzing Your Life Balance	pd_06_a01_bs_enus
Optimizing Your Work/Life Balance: Maintaining Your Life Balance	pd_06_a02_bs_enus
Optimizing Your Work/Life Balance: Taking Control of Your Stress	pd_06_a03_bs_enus
Diversity on the Job	
Diversity on the Job: The Importance of Diversity and the Changing Workplace	pd_07_a01_bs_enus
Diversity on the Job: Diversity and You	pd_07_a02_bs_enus
Telecommuting and the Remote Employee	
Telecommuting Basics: Maximizing Productivity as a Remote Employee	pd_08_a01_bs_enus
Telecommuting Basics: Communication Strategies for the Remote Employee	pd_08_a02_bs_enus
Generating Creative & Innovative Ideas	
Generating Creative and Innovative Ideas: Enhancing Your Creativity	pd_09_a01_bs_enus
Generating Creative and Innovative Ideas: Maximizing Team Creativity	pd_09_a02_bs_enus
Generating Creative and Innovative Ideas: Verifying and Building on Ideas	pd_09_a03_bs_enus
Managing Your Career	
Managing Your Career: Creating a Plan	pd_10_a01_bs_enus
Managing Your Career: Getting on the Right Track	pd_10_a02_bs_enus
Managing Your Career: Professional Networking Essentials	pd_10_a03_bs_enus
Managing Your Career: You and Your Boss	pd_10_a04_bs_enus
Managing Your Career: Leveraging the Performance Appraisal	pd_10_a05_bs_enus
Effective Time Management	
Time Management: Analyzing Your Use of Time	pd_11_a01_bs_enus
Time Management: Planning and Prioritizing Your Time	pd_11_a02_bs_enus
Time Management: Avoiding Time Stealers	pd_11_a03_bs_enus
Problem Solving and Decision Making Strategies	
Problem Solving: The Fundamentals	pd_12_a01_bs_enus
Problem Solving: Determining and Building Your Strengths	pd_12_a02_bs_enus
Problem Solving: Digging Deeper	pd_12_a03_bs_enus
Decision Making: The Fundamentals	pd_12_a04_bs_enus
Decision Making: Tools and Techniques	pd_12_a05_bs_enus
Decision Making: Making Tough Decisions	pd_12_a06_bs_enus
Dealing with Organizational Change	
Understanding Organizational Change	pd_13_a01_bs_enus
Preparing for Organizational Change	pd_13_a02_bs_enus
Embracing Organizational Change	pd_13_a03_bs_enus
Critical Thinking Essentials	
Critical Thinking Essentials: What Is Critical Thinking?	pd_14_a01_bs_enus

Critical Thinking Essentials: Applying Critical Thinking Skills	pd_14_a02_bs_enus
Building and Maintaining Trust	
Building Trust	pd_15_a01_bs_enus
Rebuilding Trust	pd_15_a02_bs_enus
Peer Relationships	
The Value of Peer Relationships	pd_17_a01_bs_enus
Developing Strategic Peer Relationships in Your Organization	pd_17_a02_bs_enus
Forming Peer Relationships and Alliances at Work	pd_17_a03_bs_enus
Business Ethics	
Introduction to Workplace Ethics	pd_18_a01_bs_enus
Developing a Code of Ethical Conduct	pd_18_a02_bs_enus
Ethical Decision-making in the Workplace	pd_18_a03_bs_enus
Living and Working Abroad in the United States	
American Work Culture and Values	pd_19_a01_bs_enus
Key Aspects of the American Work Environment	pd_19_a02_bs_enus
Communicating Successfully in the American Workplace	pd_19_a03_bs_enus
Succeeding in the American Workplace	pd_19_a04_bs_enus
Optimizing Your Work/Life Balance	
Optimizing Your Work/Life Balance: Analyzing Your Life Balance	pd_06_a01_bs_enus
Optimizing Your Work/Life Balance: Maintaining Your Life Balance	pd_06_a02_bs_enus
Optimizing Your Work/Life Balance: Taking Control of Your Stress	pd_06_a03_bs_enus
Interviewing strategies (for interviewee)	
Preparing for an Internal Interview	pd_21_a01_bs_enus