

FREE TRAINING VIDEOS FOR UCSB STAFF

5 MINUTES OR LESS



What do you want to learn today?
Lynda.com offers over 5,000 training
videos, with apps for your computer,
mobile device, and TV.

SUGGESTED FOR MARCH 2017

Managing Your Time at Work

Duration 3 min. 1 sec.

Whether talking about work or life in general, one of the best stress reducing skills is time management. Here are a few quick, helpful tips you can try immediately.

<https://www.lynda.com/Business-Skills-tutorials/Managing-your-time-work/165497/182780-4.html?org=ucsb.edu>

Resolving Conflict

Duration 4 min. 21 sec.

Your job as a leader is not to mediate team conflicts and be a referee. Instead you need to teach the members of your team how to resolve those conflicts with one another because it's going to help them build relationships.

<https://www.lynda.com/Business-Skills-tutorials/Resolving-conflict/167028/185701-4.html?org=ucsb.edu>

Going from Peer to Manager

Duration 4 min. 31 sec.

If you've been promoted to supervise your colleagues they do know you, which means they have some beliefs about who you are and how you'll manage. These may or may not be accurate, so you may need to overcome not only their assumptions but your own.

<https://www.lynda.com/Business-Skills-tutorials/Going-from-peer-manager/142070/157286-4.html?org=ucsb.edu>

Giving Constructive Criticism

Duration 4 min. 40 sec.

Over 50 percent of employees in today's workplace receive feedback that's too general or not designed to give enough constructive criticism from their supervisors or their colleagues.

<https://www.lynda.com/Business-Skills-tutorials/Giving-constructive-criticism/170778/406073-4.html?org=ucsb.edu>

To access the Lynda.com library log in with your UCSB NetID
and password at: <http://www.hr.ucsb.edu.training/lynda>

