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PROJECT MANAGEMENT SIMPLIFIED

Whether you're tackling a small task or embarking on an extensive undertaking, these 12 tried-and-true project-management techniques help improve success and manage workload. Course updated in May 2016; duration 1 hr 19m.

<http://www.lynda.com/Business-Business-Skills-tutorials/Project-Management-Simplified/175636-2.html?org=ucsb.edu>

Do you dread speaking to an audience? Learn these simple tips to prepare yourself mentally and physically, crush your fears, and get your point across. Course updated in May 2016; duration 26m.

OVERCOMING YOUR FEAR OF PUBLIC SPEAKING

<http://www.lynda.com/Business-Business-Skills-tutorials/Overcoming-Your-Fear-Public-Speaking/173885-2.html?org=ucsb.edu>

EXCEL 2013 ESSENTIAL TRAINING

Viewed by 5.5 million users, this is one of Lynda.com's most popular courses. Use the Contents guide to break the longer course into short how-to sessions, from entering and organizing data, performing calculations, building charts, and much more. Course updated in May 2016; duration 6hr 32 m.

<http://www.lynda.com/Excel-tutorials/Excel-2013-Essential-Training/116478-2.html?org=ucsb.edu>

Does your department need to expand its social media presence? Learn the conventions and lingo of a Twitter, including tweets, retweets (RTs), Direct Messages (DMs), follows, mentions, hashtags, and how to images, links, and video. Course updated 11/2015; duration 1 hr 28 m.

TWITTER ESSENTIAL TRAINING

<http://www.lynda.com/Twitter-tutorials/Twitter-Essential-Training-2015/369757-2.html>

MANAGEMENT TIPS

Do you have 5 minutes a week to learn to be a better manager? Check in every Wednesday, when a renowned leadership and management pro shares two new tips to improve rapport, navigate tricky situations, manage a multigenerational workforce, cultivate better listening skills, and many, many others. Updated weekly; each tip approx. 2.5 m

<http://www.lynda.com/Business-Business-Skills-tutorials/Management-Tips/126132-2.html?org=ucsb.edu>