Title: Organizing Your Remote Office for Maximum Productivity  
Date: May 20\textsuperscript{th}, 2021  
Time: 10am-11am  
Facilitator: Paula Rizzo, Dustin Reece  
Description:  
Working remotely gives you amazing freedom, but how you set up your office makes all the difference. To maximize your productivity, you need to be able to easily transition from home life to work life and back again. In this course, join author and productivity expert Paula Rizzo to help you get more done when working remotely. Learn to harness your personal productivity style to create an intentional workspace; adapt any room, regardless of size; choose the right equipment and technology; present better during video meetings; organize your documents and files; and set boundaries with those you share space with.

Title: Working from Home: Strategies for Success  
Date: May 28\textsuperscript{th}, 2021  
Time: 2pm-3pm  
Facilitator: Melinda Emerson, Dustin Reece  
Description:  
Get tips for successfully working from home. Learn how to stay focused, effective, and sane while balancing work and life. In this course, Melinda Emerson shares practical advice for making the transition to a remote job smooth. Find out how to set up your office for maximum productivity and how to communicate professionally and empathetically using remote tools such as video chat. Get tips for dynamic scheduling and collaboration, healthy ideas for staying focused, and apps and tools to maximize success.

Title: Managing Virtual Teams  
Date: June 3\textsuperscript{rd}, 2021  
Time: 10am-11am  
Facilitator: Phil Gold, Dustin Reece  
Description:  
Working remotely has been on the rise for many years now, with research showing that hiring managers expect nearly half of all their workers to be working remotely over the next decade. In this session, instructor Phil Gold provides managers with a clear approach for getting the most out of their remote teams. He zeros in on the key factors that will ensure productivity, engagement, and growth, as well as a manager’s role in building trust, removing roadblocks, nurturing connections with team members, and setting clear goals.

Title: Building Relationships While Working from Home  
Date: June 11\textsuperscript{th}, 2021  
Time: 2pm-3pm  
Facilitator: Dave Crenshaw, Dustin Reece  
Description:  
Working from home removes distractions, but also eliminates important face-to-face interactions. Home-based workers often report feeling disconnected, isolated, and alone. This
course teaches us how to create professional yet personal connections with remote team members and how to satisfy that missing element of closeness that people get when they are together at work. These tips are invaluable for anyone working from home—and particularly relevant for those working under the challenging conditions brought about by the COVID-19 pandemic.

Title: Securing Your Home Office  
Date: June 17th, 2021  
Time: 10am-11am  
Facilitator: Scott Simpson, Dustin Reece  
Description:  
Working from a home office might be a temporary situation or a permanent choice, but whatever the situation, security is key. In this course, Scott Simpson covers how to secure your home office. Learn tips for keeping work and personal hardware separate. Scott discusses how to keep your home office physically secure. Physical security alone isn’t enough, though. Learn about encryption and why you should use it to secure information.

Title: Developing Your Team Members  
Date: June 25th, 2021  
Time: 2pm-3pm  
Facilitator: Mike Figliuolo, Dustin Reece  
Description:  
When it comes to employee development, taking a one-size-fits-all approach can cause leaders to misuse their time and energy. In order to most efficiently develop your team, it's important that you understand performance patterns to tailor your leadership approach. This course shares a practical approach that can help you address the unique needs of your team members and determine how to best allocate your time in their development.

Title: Boosting Your Team’s Productivity  
Date: July 9th, 2021  
Time: 2pm-3pm  
Facilitator: Lisa Bodell, Dustin Reece  
Description:  
Many managers unknowingly make things overly complex for their teams-and this can be a drain on productivity. In this course, coach Lisa Bodell shows how to boost productivity by letting go of complexity and adopting simplicity. Learning objectives in this course include identifying unnecessary complexity, auditing your workday, establishing productive habits, simplifying emails and meetings, and streamlining decision-making.

Title: Managing Team Conflict  
Date: July 15th, 2021  
Time: 10am-11am  
Facilitator: Henna Inam, Dustin Reece  
Description:  
When you bring people together, conflict is a natural part of the dynamic. How leaders choose to manage these inevitable disagreements can make the difference between a dysfunctional team
and a successful one. In this course, instructor Henna Inam shares strategies and techniques that can help you confidently lead through conflict.

Title: Communicating with Transparency  
Date: July 23rd, 2021  
Time: 2pm-3pm  
Facilitator: Mory Fontanez, Dustin Reece  
Description:  
Lead the charge within your organization: Learn how to communicate with transparency in order to earn back trust and build deeper, lasting connections with the people that matter to your business. Transformation consultant Mory Fontanez makes a compelling case for transparency, drawing from case studies that show its impact in action.

Title: Managing Teams  
Date: August 6th, 2021  
Time: 10am-11am  
Facilitator: Dr. Daisy Lovelace, Dustin Reece  
Description:  
Managing a team of people in the workplace requires continuous learning for today's managers and team leaders. Learn how to bring out the best in your team in this course with Duke University Professor Dr. Daisy Lovelace. Daisy explains how to set shared goals, delegate tasks, manage performance, and develop each member of the team by providing feedback and training. Daisy also addresses the challenges and solutions to managing different types of teams: virtual, global, intergenerational, and cross-functional.

Title: Meeting Facilitation  
Date: August 12th, 2021  
Time: 2pm-3pm  
Facilitator: Prakash Raman, Dustin Reece  
Description:  
While the point of a meeting is usually to help a team connect and push their projects forward, poorly managed meetings can actually have the opposite effect. One of the keys to boosting the effectiveness of your meetings is adopting a meeting facilitator—someone who can structure and guide your meetings to be more efficient and effective. This course was designed to help facilitators make the most out of a meeting, so participants can walk away feeling like it was a good use of their time.

Title: Communicating with Empathy  
Date: August 20th, 2021  
Time: 10am-11am  
Facilitator: Sharon Steed, Dustin Reece  
Description:  
When you seek to understand the perspective of another person, you are practicing empathy. When empathetic communication is encouraged at work, individuals feel more comfortable speaking openly, they feel like they matter, and they feel safe. This session will help you learn how to converse empathetically to improve your one-on-one conversations and team interactions.
Title: Managing Your Emotions at Work
Date: August 26th, 2021
Time: 2pm-3pm
Facilitator: Jay Fields, Dustin Reece
Description:
Everyone has emotions. Now, more than ever, we're encouraged to bring those emotions to work. However, knowing how to manage them in a dynamic and complex work environment is a skill. Blending conceptual learning with experiential activities, this course offers accessible practices that you can employ in real time in emotional situations. Follow along and discover how your body influences your mind's ability to regulate emotions, how to practice self-empathy and acknowledge your emotions, and how to responsibly express emotion at work.