



[Recommended LinkedIn Courses for Team Members](#)

Click the course titles below. You will then be prompted to log into *Learning* (HMH's learning management system). At the end of the document are directions on how to register for a course in *Learning*.

Carrier Clinic Team Members can use the specified hyperlinks to have direct access to their HMH LinkedIn Learning Account.

Change

- [Embracing Unexpected Change](#)
 - Course Description: When we're caught off guard by a job loss or the crumbling of a personal relationship, it can be tough to move forward. But while we can't avoid these kinds of unexpected changes, we can control how we deal with them. In this short course, Dr. Todd Dewett explains how you can harness the power of change for your benefit and the benefit of those around you. Learn how to put change in the proper context, create the right perspective, and ultimately become more resilient.
 - For Carrier Clinic Team Members, please [click here](#).
- [Handling Workplace Change as an Employee](#)
 - Course Description: Workplace change is hard. In this course, Chris Croft explains why we struggle with change, and shares many practical techniques that can help you manage—and even thrive—in a world of constant change.
 - For Carrier Clinic Team Members, please [click here](#).

Communication

- [Communication within Teams](#)
 - Course Description: Communication is an integral part of strong teamwork. In this course, Kelley School of Business professor Dr. Daisy Lovelace walks managers through how to cultivate the communication practices of high-performing teams. She highlights the foundations of successful teams and explains how to craft a team charter to establish ground rules for how you work together as a cohesive group.
 - For Carrier Clinic Team Members, please [click here](#).

Emotional Intelligence

- [Developing your Emotional Intelligence](#)
 - Course Description: Emotional intelligence can help you build effective relationships at work. Executive coach and organizational psychologist Gemma Roberts explains what

emotional intelligence is and why it's important. She helps you become more self-aware so that you can identify triggers that may hijack your performance.

- For Carrier Clinic Team Members, please [click here](#).

Empathy

- [Communicating with Empathy](#)

- Course Description: Many people assume that empathy is about being there when someone is going through a rough patch. But empathy involves more than just offering comfort. It's really about understanding and embracing others while remaining self-aware. In this course, Dr. Carolyn Goerner digs into the subject of empathy, explaining what it is and how to develop and practice it at work. Learn about the different types of empathy, as well as the benefits of fully embracing the practice of empathy in the workplace.
- For Carrier Clinic Team Members, please [click here](#).

- [Empathy at Work](#)

- Course Description: Many people assume that empathy is about being there when someone is going through a rough patch. But empathy involves more than just offering comfort. It's really about understanding and embracing others while remaining self-aware. In this course, Dr. Carolyn Goerner digs into the subject of empathy, explaining what it is and how to develop and practice it at work.
- For Carrier Clinic Team Members, please [click here](#).

Resiliency/Selfcare

- [Reduce Tension with Breathwork](#)

- Course Description: Do you feel like you're aligned with your highest potential? Breathwork is an ancient practice for quieting the mind and body. This breathwork course helps you clear, cleanse, and let go of heavy tension. Learn how to control your breathing to ease boredom, focus scattered thoughts, release pressure, decrease lethargy, ease sadness, and tame a distracted mind. Each exercise should help you improve your mental and physical well-being and achieve a clearer, more focused mental state—in just moments.
- For Carrier Clinic Team Members, please [click here](#).

- [Sleep is Your Superpower](#)

- Course Description: Sleep is mandatory. You can't outsource it and you can't negotiate it—and it has a powerful impact on everything you do while you're awake. So why not build habits to optimize your sleep and live your best life? Learn how to make sleep a priority and take steps to achieve sleep wellness.
- For Carrier Clinic Team Members, please [click here](#).

- [Subtle Shifts in Thinking for Tremendous Resilience](#)

- Course Description: Negative thought patterns can be self-fulfilling. How we react to external events is often determined by our internal mindset. Feeling empowered and satisfied requires us to shift our thinking.
- For Carrier Clinic Team Members, please [click here](#).
- **[How to Manage Feeling Overwhelmed](#)**
 - Course Description: Feeling overwhelmed is common. It's a sign that the demands on your time and energy have surpassed your ability to cope with them. Sometimes overwhelm is temporary; other times, it can lead to persistent and unhealthy pressure and strain. The good news is that with the right mindset you can make the unmanageable feel manageable again.
 - For Carrier Clinic Team Members, please [click here](#).
- **[Mindful Meditations for Work and Life](#)**
 - Course Description: You can be successful at work while maintaining a calm, Zen-like approach to your daily decisions and routines. Meditation and mental exercises like visualization can help you manage stress and create the life you want.
 - For Carrier Clinic Team Members, please [click here](#).
- **[De-stress: Meditation and Movement for Stress Management](#)**
 - Course Description: Stress is toxic. Finding healthy ways to eliminate stress—to de-stress—is critical to a happy, healthy life. This course introduces a series of guided meditation and movement exercises that allow your body and mind to relax and refocus.
 - For Carrier Clinic Team Members, please [click here](#).

Technology Platforms

LinkedIn Learning has a number of technical offerings to support your work. During the transition from Microsoft Office applications to Google applications, LinkedIn Learning provides training on a number of related topics.

Time Management

- **[Time Management: Working from Home](#)**
 - Course Description: Working from home is a wonderful opportunity, but time management can be a challenge. With so many demands on your time and attention, it's a tricky balancing act to stay productive. In this course, bestselling author and productivity expert Dave Crenshaw offers best practices for anyone who works full-time or occasionally from home.
 - For Carrier Clinic Team Members, please [click here](#).
- **[Enhancing Your Productivity](#)**
 - Course Description: This course shows you the key to enhancing your productivity—focusing on your most valuable activities and minimizing the distractions that waste your time. This course shows you how to determine where you make the most valuable contributions to your company while minimizing and offloading distractions.

- For Carrier Clinic Team Members, please [click here](#).

Trust

- **[Building Trust](#)**
 - Course Description: Trust is a fundamental aspect of any productive relationship. In business, trust has been proven to decrease turnover, increase innovation, and improve team performance. When trust is compromised, relationships and productivity can suffer.
 - For Carrier Clinic Team Members, please [click here](#).

Virtual Teams & Teamwork

- **[Remote Work Foundations](#)**
 - Course Description: When you unlock the power of remote work, you can ditch your commute, work where you focus best, and spend more time doing things you love, all while advancing your career. In this course, coach Mike Gutman from FlexJobs shows how to use today's cloud-based communication and collaboration tools to get work done from anywhere, while remaining connected to your organization. He reveals how you can create a productive work environment at home or around town by structuring your day correctly and avoiding distractions.
 - For Carrier Clinic Team Members, please [click here](#).
- **[Tips for Working Remotely](#)**
 - Course Description: Learn how to work remotely and remain connected to your organization. In this course, coach Todd Dewett reveals how you can create a productive work environment at home by structuring your day correctly, dedicating a space to work, and avoiding distractions. Once your workspace is established, he shares best practices for staying in touch with your colocated team. Last, he addresses the most common challenges encountered by remote workers: feeling isolated, navigating office politics from afar, and communicating virtually.
 - For Carrier Clinic Team Members, please [click here](#).
- **[Teamwork Foundations](#)**
 - Course Description: Whatever job you do, it's likely you work in a team. Your performance will depend on your ability to work successfully with other people. Learn the qualities of effective teams and the role you, as a team member, play in creating a healthy, productive team in this course taught by management trainer Chris Croft. In addition to the importance of knowing your own strengths and weaknesses, Chris emphasizes the significance of delivering what is expected of you, listening to other team members, communicating clearly, playing more than one role, and being supportive.
 - For Carrier Clinic Team Members, please [click here](#).

Working in a Crisis

- **[Decision-Making in High-Stress Situations](#)**

- Course Description: By changing how we think about making decisions under pressure, we can remain effective leaders, even during times of crisis. In this course, Becki Saltzman shares how to leverage stress to your advantage, getting the pressure to work for you instead of against you when you need to think of options and determine what to do.
- For Carrier Clinic Team Members, please [click here](#).
- **[Advice for Leaders During a Crisis](#)**
 - Course Description: COVID-19 has changed the way we work, live, and lead. How are you navigating these uncertain times? In this course, leading experts in crisis, leadership, and finance provide you important methods to keep you and your team focused, inspired, and aligned during this unique time.
 - For Carrier Clinic Team Members, please [click here](#).

How to register for a course in Learning (learning management system):

1. Login into [MYWAY \(click here\)](#) by entering your network **User ID** and **Password** then Click **Sign In** button.
2. Click on the tile/icon named “**My Success Learning/Perf Mgmt**”
3. Click on the **Learning** tile
4. On the **Find Learning**, browse all course catalog or type course title on the search box then click on **Go** button.
5. Click on the course title (Blue text)
6. Click on **Register Now** > (Blue Text)