

Training for:	Training	Time	Access
	Canvas		https://lcc.instructure.com/login/canvas -Login information is the same as your LCC accounts. -Document completed trainings and email to your supervisor at the end of the work day.
All Employees	Employee Canvas Trainings	Variable	Assigned Trainings: <ul style="list-style-type: none"> ● Bloodborne Pathogen Prevention Training ● Code of Ethics/De Minimis ● Discrimination & Harassment ● Diversity at LCC ● Emergency Preparedness: Active Threats & Lockdowns ● Emergency Preparedness: Earthquakes ● Emergency Preparedness: Inclement Weather ● Emergency Preparedness: Shelter in Place ● Fire Extinguishers ● Information Systems & Services ● Introduction to LCC ● LCC Accessibility Training ● LCC Policies & Procedures ● Right to Understand ● Whistleblower Act for State Employees
Faculty Only	Canvas 101	20 hours total	The State Board is offering the Canvas 101 training during spring break! If you'd like to register, you can sign up on the State Board's Registration Page . You'll need your @lcc.ctc.edu email and your 900# (we're still using those for Canvas at the moment).
	Foundry		https://admin.fifoundry.net/en/lower_columbia_college/sign_in How to Login: Click on 'LCC Sign In' button and use your LCC login credentials to gain access to your account. Supervisors – please reach out to HR to assign any trainings listed below to your employees. Document completed trainings and email your supervisor at the end of the work day.
All Employees	Foundry Trainings	Variable	Accommodating Disabilities Bloodborne Pathogens Bridges Taking Action EDU: Clery Act Basics Data Security Diversity and Inclusion FERPA Basics GDPR: General Data Protection Regulation Hazard Communication HIPAA Basics Managing Bias Preventing Harassment and Discrimination Social Media

	Wellness		Your SmartHealth Well-Being Assessment and the activities you complete are confidential. Document the amount of time you spend on SmartHealth or Kaiser activities / videos and email to your supervisor at the end of the work day.
Employees enrolled in a PEBB Medical Plan	SmartHealth Assessment	20 minutes	SmartHealth <ul style="list-style-type: none"> Receive a \$25 Amazon gift card upon completion of the assessment
Employees enrolled in a PEBB Medical Plan	SmartHealth Activities	Variable	SmartHealth Complete daily tasks to earn the 2,000 points in order to get \$125 off of your 2021 medical deductible (employee deductible only). Send your supervisor a list of completed wellness challenges.
All Employees	Kaiser Videos to help improve your health	Variable	https://m.kp.org/health-wellness/videos
	Retirement Planning		Document the videos or webinars you viewed by listing the title, date completed, and number of minutes. Email documentation to your supervisor at the end of the work day.
Employees who participate in PERS	Dept. of Retirement Systems video trainings There are also scheduled webinars on specific dates	Variable	https://www.drs.wa.gov/education/
Employees who participate in the State Board Retirement Plan	TIAA training topics articles	Variable	https://www.tiaa.org/public/learn/personal-finance-101
	Ted Talks		Document the videos you viewed by listing the title, date completed, and number of minutes. Email documentation to your supervisor at the end of the work day.
All Employees	The Work Happier playlist	6-23 minutes per video	Videos 11 total
All Employees	Stress management	10 – 15 minutes per video	Videos 5 total
	Miscellaneous Training Opportunities		Document the videos you viewed by listing the title, date completed, and number of minutes. Email documentation to your supervisor at the end of the work day.

All Employees	OSU Search Advocacy Webinar	1 hour	https://searchadvocate.oregonstate.edu/about/search-advocacy-beyond-osu
All Employees	Basics of Managing Records	Varies	https://www.sos.wa.gov/archives/recordsmanagement/online-training.aspx
Primarily Faculty	Magna & Mentor Commons	Varies	To activate your Magna/Mentor Commons subscriptions and access the site, please use these instructions . This is a great resource to learn about different online instructor techniques.
All Employees	Class Central	Varies	Enroll in Ivy League Online Courses for free! https://www.classcentral.com/collection/ivy-league-moocs
All Employees	TEDEd	Varies	Free educational videos and articles https://ed.ted.com/
All Employees	DES Online Learning Resources for Workforce Development	Varies	With the many challenges posed by the COVID-19 outbreak, DES Workforce Support & Development wants to provide learning opportunities to employees directly related to their work, productivity, and engagement in a way that meets remote work expectations. Learning Resources Webpage Learning pathways: Technical Customer service DEI (Diversity, Equity, & Inclusion) Leadership Self-leadership Leadership During Crisis Human Resources Training
All Employees	Implicit Bias Test	Varies	https://implicit.harvard.edu/implicit/takeatest.html Uncover your own unconscious biases
	EAP - Washington State Employee Assistance Program		EAP Website: Org code: LCC Remember – the EAP offers resources and support to help with every part of your life. Don't hesitate to call: 1-877-313-4455
All Employees	EAP Webinars	Varies	Use this link to view a list of on-demand and scheduled webinars: <ul style="list-style-type: none"> ● Change/Navigating Change ● Connection/Support Meeting ● Leading Teams ● Parenting/Family ● Self-Care ● Working from Home ● Working with People in Crisis
All Employees	EAP Trainings	Varies	The EAP continues to offer webinars about self-care during this challenging time,

			and are now also offering webinars on the following topics:
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- **Parenting and Family Challenges:** Helping Yourself and Your Family through COVID-19
- **Working from Home during COVID-19:** Coping with the Challenges, Setting Yourself Up for Success
- **Leading Teams and Supporting Employees through COVID-19**

Tips to stay productive when working from home:

- Remove distractions
 - Put your phone in another room if you don't need it to make work-related phone calls!
 - Organize your workspace
- Drink your morning coffee and turn on music
 - Classical music, nature sounds, and coffeehouse music are all great options
- Listen to a work-related podcast
 - Work-Life by Dr. Adam Grant
 - Finding Mastery with Dr. Michael Gervais
 - Lead to Win by Michael Hyatt
 - This is Your Life by Michael Hyatt
 - The James Altucher Show
 - Being Boss
 - The Angie Lee Show
 - For the Love of Money
 - School of Greatness
 - The Tim Ferriss Show
 - The #AskGary Vee Show
 - Safe For Work
 - Pivot
 - Accidental Creative
 - Manager Tools
 - The 5 AM Miracle
 - Beyond the To-do List
 - Back to Work
 - Getting Things Done
- Get up and move around!
- Utilize one of these meditation apps and **take clear breaks**
 - Headspace
 - Calm
 - Insight Timer
 - Aura
- Utilize Zoom and FaceTime for meetings
- Prepare snacks ahead of time and drink enough water to keep your energy levels even throughout the day