

Develop the personal and interpersonal skills that contribute to success in work and life. Courses cover confidence, emotional intelligence, communication, career development, financial wellness, inclusion, and practical life skills that support personal and professional growth.

## Sample courses related to Personal & Career Development:

### Full-Length Courses

- How to Overcome Your Fear of Failure
- Receiving and Seeking Feedback
- A Guide to Effective Meetings
- 4 Ways to Add Value and Earn a Raise at Work
- Scheduling 101: How to Prioritize tasks and Avoid Procrastination
- Doing the Right Thing: A Guide to Good Business Ethics
- Take Control of Your Future: Career Development 101
- The Art of Managing Up
- Assessing Your Strengths, Interests and Values
- Imposter Syndrome: What it Is and How to Overcome It
- Guide to Negotiation & Persuasion
- Developing and Maintaining a Professional Network
- How to Build Better Relationships with Your Boss & Coworkers
- Time Management

### Microlearning

- How Do I Negotiate the Best Deal?
- How Can I Spot Fake News?
- How Can I Reduce My Carbon Footprint?
- Good Money Habits: Personal Budget Management
- How Do I Write a Cover Letter?
- How Do I Stop Smoking?
- How Do I Make a Good First Impression?
- What Do I Look For When Buying a Car?
- How Do I Budget Properly?
- Why Should I Have Insurance?
- How Can I Plan for My Retirement?
- Reducing Sitting and Screen Time
- How to Mediate a Conflict
- Personal Development Plans and Sticking to Them
- The Basics of MBTI and Career Development
- ChatGPT: Personal Development and Growing Your Career