November 2022 Training Highlight

**Hard Skill Highlight: Email Writing**

- LinkedIn Learning: Tips for Writing Business Emails
- LinkedIn Learning: Writing Email
- LinkedIn Learning: Writing Emails People Want to Read
- LinkedIn Learning: Business Etiquette: Phone, Email, and Text
- LinkedIn Learning: Writing Customer Service Emails

**Soft Skill Highlight: Clear Communication**

- Academic Impressions: Communicating with Donors During Crisis and Uncertainty
- Academic Impressions: Communication Strategies to Confront Toxicity in the Workplace
- LinkedIn Learning: Communication Tips
- LinkedIn Learning: Critical Thinking for More Effective Communication
- LinkedIn Learning: Communication Foundations
- LinkedIn Learning: Interpersonal Communication

Please note, you must create an account to access these resources for free. If you are not logged in, you will see a fee.
Case Western Reserve University's
Professional Development Center

Training Access Instructions

Academic Impressions

- Login to your account at www.academicimpressions.com/case
- Use your CWRU credentials (abc123 and password) to access member benefits
- Type in the name of the training you are interested in from the first page of this handout in the search bar
- Browse other Academic Impressions offerings by entering your desired area in the search box

Impact Solutions

- Visit case.edu/hr/worklife/employee-assistance-worklife-program for detailed information on IMPACT Solutions, CWRU’s Employee Assistance Program, and to learn how to create your account
- For any questions on IMPACT Solutions, their services, or your eligibility, please contact askhr@case.edu

LinkedIn Learning

- Login to LinkedIn Learning by visiting linkedinlearning.com/learning-login/
- Use your CWRU credentials (abc123 and password) to access member benefits
- Type in the name of the training you are interested in from the first page in the search bar
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