Case Western Reserve University's
Professional Development Center

January 2023 Training Highlight

Hard Skill Highlight: G Suites and Google Apps

CWRU University Technology Software Center: **Doing More with Google Apps**

LinkedIn Learning: **Google Drive Essential Training**

LinkedIn Learning: **Google Apps: Tips, Tricks, and Techniques**

LinkedIn Learning: **Google Calendar Essential Training**

LinkedIn Learning: **Google Sheets Essential Training**

LinkedIn Learning: **Google Forms Essential Training**

LinkedIn Learning: **Google Docs Essential Training**

Soft Skill Highlight: Teamwork

Academic Impressions: **Identify and Actualize Your Team Values to Increase Trust and Engagement**

LinkedIn Learning: **Being an Effective Team Member**

LinkedIn Learning: **Team Collaboration in Google Workspace**

LinkedIn Learning: **Managing Office Politics**

LinkedIn Learning: **Communication within Teams**

LinkedIn Learning: **Increasing Collaboration on Your Team**

Please note, you must create an account to access these resources for free. If you are not logged in, you will see a fee.

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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

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askhr@case.edu
216.368.6964

CASE WESTERN RESERVE
UNIVERSITY — EST. 1826
Professional Development Center