

# Case Western Reserve University's Professional Development Center

## September 2024 Training Highlight



### Hard Skill Highlight: Microsoft Excel

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LinkedIn Learning: [Excel Essential Training \(Microsoft 365\)](#)

LinkedIn Learning: [Excel Quick Tips](#)

LinkedIn Learning: [Excel PivotTable Quick Tips](#)

LinkedIn Learning: [Excel: Macros and VBA for Beginners](#)

LinkedIn Learning: [Excel: VLOOKUP and XLOOKUP for Beginners](#)

LinkedIn Learning: [Excel: Productivity Tips](#)



### Soft Skill Highlight: Building Relationships

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LinkedIn Learning: [Building Trust](#)

LinkedIn Learning: [Skills to Build Stronger Work Relationships](#)

LinkedIn Learning: [Building Better Relationships Through Listening and Validation](#)

LinkedIn Learning: [Using Authenticity to Build Productive Relationships](#)

LinkedIn Learning: [Nine Habits of Highly Confident People](#)

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## Training Access Instructions

### Academic Impressions

- Login to your account at [Academic Impressions](#)
- 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 [our website](#) 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](mailto:askhr@case.edu)

### LinkedIn Learning

- Login to LinkedIn Learning by visiting [their website](#)
- 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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