



2024 National Learning & Development Month Recommendations

Course Recommendations & CLIP-Sponsored Zoom Event:

How Generational Stereotypes Hold Us Back at Work | Leah Georges by TED (Available with CLIP All-Access Pass)

The Silent Generation, Baby Boomers, Generation X, Millennials, Gen Z... Social psychologist Leah Georges shows how we're more similar than different and offers helpful tactics for navigating the multigenerational workplace. [Register for the Generational Genius: Thriving in a Multigenerational Workplace webinar hosted on October 1st](#)

Developing Emotional Intelligence by Mind Tool for Business (Available with CLIP All-Access Pass)

This short, animated resource helps develop ways to recognize, interpret, and process emotions in yourself and others, and provides an opportunity for learners to reflect on their own emotional intelligence as well as ways they might develop in this area. [Register for the Emotional Intelligence: A Key Contributor for Your Professional and Personal Growth webinar hosted on October 2nd](#)

*Take the pre-assessment prior to the session to get a sense of where you are in your Emotional Intelligence journey.

Who Moved My Cheese? An Amazing Way to Deal with Change in Your Work and in Your Life from Blinkist (Available with CLIP All-Access Pass)

The value of this simple parable will be found in how you interpret it and apply it to your own life. The story of Who Moved My Cheese? was created by Dr. Spencer Johnson to help him deal with a difficult change in his own life. It has been shared worldwide for decades and credited with improving careers, businesses, marriages, and lives along the way. This Book Snap offers a taste of something sweet that offers pure insights to benefit from and savor for a lifetime. [Register for the Book Club Discussion: Who Moved My Cheese? event on October 3rd](#)

Responsible AI for Public Professionals: Using Generative AI at Work – InnovateUS (Available for free in the LMS)

This course provides public sector professionals with a comprehensive understanding of Generative AI (GenAI) and its potential to revolutionize work in government. Through hands-on activities and best practices, participants learn to use GenAI as a powerful companion to assist in their daily tasks while maintaining public trust and safety. The course covers the fundamentals of GenAI, its practical applications, prompt engineering techniques, risk mitigation strategies, and broader societal challenges. By the end of the course, participants will be equipped to harness the power of GenAI responsibly and effectively in their public sector roles. [Register for the Demystifying AI webinar hosted on October 9th](#)

Bystander Intervention from Traliant (Available with CLIP All-Access Pass)

Bystander intervention training is one of the most effective ways to empower employees to address and prevent harassment and discrimination in the workplace. This course raises awareness of the importance of being an active bystander and provides employees with practical steps for protecting targets of abusive behavior and preventing future misconduct. [Register for the Strategies for Effective Bystander Intervention webinar hosted on October 16th](#)

Mindful Living: Channeling the Power from Within Learning Path (Available with CLIP All-Access Pass)

The Mindful Living: Channeling the Power from Within Learning Path is designed to explore various philosophies, techniques, and practices aimed at improving one's overall quality of life and work. Practicing the methods introduced in this learning path can provide better health and wellness, decreased stress, and a more focused mind. These attributes can serve as the bedrock of lifelong learning and a productive career. [Register for the Healing and Awakening Through Creativity webinar on October 22nd](#) *Please have nearby your art material of choice (crayons, markers, colored pencils, or pastels and 2-3 sheets of paper). There is no level of art skill required to join, nor any expectation to share your work, but rather encouragement to participate in whatever way feels good for you.

Good Habits, Bad Habits: The Science of Making Positive Changes That Stick | Wendy Wood from Blinkist (Available with CLIP All-Access Pass)

Good Habits, Bad Habits (2019) lays out the workings of human habits, drawing on groundbreaking new research into the psychology of human behavior. Combining the insights of neuroscience and lab-based experiments, it shows how we can harness our habits to change our lives for the better. [Register for the Building Mental Fitness webinar hosted on October 23rd](#)

*Take the Saboteur and PQ self-assessments prior to the session to obtain a preliminary reading of where you are in your Mental Fitness journey.

[CLIP Microlearnings – \(Developed by CLIP & Available in the LMS for free\)](#)

- ***Artificial Intelligence 101: A Brief Explainer***

Description: To use Artificial Intelligence effectively, we need to understand how it learns and what it needs to generate useful information. This new, trending technology can increase your efficiency and creativity at work by assisting with some common workplace tasks - like summarizing long documents, writing emails, and brainstorming ideas for projects. In this microlearning, you will become familiar with Artificial Intelligence (AI), explore how AI learns, and discover the key ingredients for writing productive AI prompts.

- ***Carpe Training: Seize the Training!***

Description: Employee training programs play an important role in career development and often are requirements for employees in a variety of career fields. This short video will provide you with tips to help you learn how to make the most out of your next training opportunity.

- ***Collaborative Writing: Steps and Tips***

Description: This microlearning focuses on essential skills for a successful collaborative writing process. Participants will learn how to create and refine a shared document through an interactive learning module that includes visual and audio elements as well as brief knowledge checks. Key concepts and strategies will be clearly presented, allowing learners to easily understand and apply them in future writing projects.

- ***Engage and Connect: Elevate Your In-Person Conversations***

Description: In today's fast-paced world, effective communication is more important than ever. How we interact with others shapes our relationships and influences our personal and professional success. By focusing on clear, empathetic, and respectful communication, we can enhance our interactions and build stronger connections. In this scenario-based microlearning, you'll examine 10 tips for better conversations, as well as examples of what actions to avoid and embrace. As the scenarios play out, you'll be presented with choices to make for the characters, and you'll be able to see how your decision impacts the scenario.

- ***The "Write" Path: Clear, Concise, and Compelling***

Description: This microlearning presents specific methods to enhance business writing. Participants will learn techniques to develop clear, concise, and compelling business communications. The course is narrated and interactive so participants will explore and practice their understanding of each topic with brief knowledge checks. Key aspects of writing will be conveyed so that they are readily understood and adapted by its learner audience.

- ***Understanding Realities: VR, AR, MR***

Description: Technological skills and knowledge are indispensable for the 21st century employee. Learning about trending technologies and their application can help you understand how they can be applied to enhance your professional and personal life. In this microlearning, you will explore the differences between virtual, augmented, and mixed reality, and have an opportunity to interact with augmented reality.

Learning Bursts: (Available in the LMS with a CLIP All-Access Pass)

Learning Bursts consist of short trainings or videos on like topics bundled together to make it easy for learners to quickly absorb and apply.

- ***Leading Change***

We live in a world that is constantly changing. This applies to both individuals and organizations. As an agent of change, it is important to learn and apply techniques that will inspire successful growth in your organization and will gain the trust and support of employees charged to carry out the tasks involved to make it happen. To quote Heraclitus, "Nothing endures but change."

- ***Coping with Change***

Change can be uncomfortable and sometimes scary. But it can also be empowering and life-affirming. This brief learning burst offers insight into how to handle change in business and in life by accepting life's terms and embracing change.

- ***Neurodiversity***

Neurodiversity encompasses a spectrum of neurological differences, including autism, ADHD, dyslexia, and Tourette's, affecting about 1 in 5 individuals. Temple Grandin, in her TED Talk, emphasizes the value of neurodivergent minds like hers, advocating for their inclusion in fields like engineering and science where unique perspectives can thrive. This learning burst aims to foster an inclusive work environment for both neurotypical and neurodivergent individuals, focusing on reducing bias, employing respectful language, and implementing reasonable accommodations.

[Learning Paths: \(Available in the LMS with a CLIP All-Access Pass\)](#)

Learning Paths offer a more detailed group of short videos or trainings bundled together on like topics.

- ***Report and Proposal Writing***

The Report and Proposal Writing Learning Path is meticulously crafted to guide learners through various report and proposal types, offering insights into planning and writing great documents. From initial thoughts to editing and formatting, you'll gain valuable tips of essential elements of report writing, including sentence structure, grammar, and the strategic use of graphics. Gain a comprehensive understanding of crafting compelling reports that leave a lasting impact.

- ***Building Blocks for Better Teams***

The Building Blocks for Better Teams Learning Path focuses on defining and developing team-based solutions in today's rapidly changing workplace. Whether working from home or at the office, understanding what makes a good teammate and a good team is becoming paramount to an organization's success. Understanding the types of teams and how one interacts effectively as a team member is a primary focus of this learning path. Strong communication skills and a willingness to engage and compromise can often determine the outcomes of an effective team; and knowing one's role on the team and developing key skills to becoming a better team member play a key part in this success.

- ***DISC: What is Your Personality Type?***

This Learning Path explores personalities that influence who we are and how we interact with others. Developed from William Moulton Marston's model of behavior, the DISC questionnaire describes four personality traits: Dominance, Inducement, Submission, and Compliance. Awareness of our primary and secondary traits and those of others can help with daily interaction and team building. And don't worry, there are no right or wrong answers!

[TED Talks: \(Available in the LMS with a CLIP All-Access Pass or online\)](#)

What is TED? A nonprofit organization and popular global media platform devoted to spreading ideas. TED Talks challenge conventions, share solutions, and offer new perspectives. TED's signature blend of innovation, insight, and storytelling enhance learning and development programs by sparking new ideas and revealing bold new ways to think about the world.

- *My Year of Saying Yes to Everything* | Shonda Rhimes
- *Five Ways to Create Stronger Connections* | Robert Reffkin
- *Color Blind or Color Brave?* | Mellody Hobson
- *What Does My Headscarf Mean to You?* | Yassmin Abdel-Magied
- *The Surprising Habits of Original Thinkers* | Adam Grant

[Sharpen Your Technology Skills: \(Available in the LMS with a CLIP All-Access Pass\)](#)

Learn some of the latest features of the Microsoft 365 Office Suite!

- *Microsoft 365: Learn, Understand and Use Basic Functions and Concepts* by SONIC Performance Support
- *One Drive in 30 Minutes* by Bigger Brains
- *Microsoft 365 for New Employees* by Bigger Brains
- *Mastering Word 365: Basics* by Bigger Brains
- *Microsoft Excel 365 Essentials* by Simon Sez IT
- *PowerPoint 365: Beginner* by Intellezzy

[ORO Courses: \(Available in the LMS with a CLIP All-Access Pass\)](#)

ORO brings short, story-based lessons from experts across disciplines from business success to leadership to climate change to the issues that impact today's workforce.

- *Set Goals One Step at a Time*
- *The First 5 Minutes: Boost Morale in Virtual Meetings*
- *Speak Less, Say More: Communicate to Express, Not Impress*
- *Resilience: How to Persist Through Adversity*
- *Express Gratitude to Boost Wellness*

Good Reads!

Soundview Courses: (Available in the LMS with a CLIP All-Access Pass, Online, or in book form)

Soundview Executive Book Summaries® pioneered the concept of condensing the key points and ideas found in full-length business books into easy-to-read text and quick-listen audio summaries, helping professionals save both time & money while increasing their business intelligence and recall.

- *From Bud to Boss: Secrets to a Successful Transition to Remarkable Leadership* | Kevin Eikenberry, Guy Harris
- *Your Best Year Ever: A 5-Step Plan for Achieving Your Most Important Goals* | Michael Hyatt
- *The Five Dysfunctions of a Team: A Leadership Fable* | Patrick Lencioni
- *Drive: The Surprising Truth About What Motivates Us* | Daniel Pink

Blinkist (Available in the LMS with a CLIP All-Access Pass, Online, or in book form)

Where do the world's smartest people get their ideas? From great books! Blinkist transforms the key insights from the world's best nonfiction books into powerful explainers you can read or listen to in just 15 minutes.

- *Atomic Habits: An Easy and Proven Way to Build Good Habits and Break Bad Ones* | James Clear
- *Multipliers: How the Best Leaders Make Everyone Smarter* | Liz Wiseman
- *Simple Habits for Complex Times: Powerful Practices for Leaders* | Jennifer Garvey Berger and Keith Johnston
- *Talk Like TED: The Nine Public-Speaking Secrets of the World's Top Minds* | Carmine Gallo

Happy learning!

CLIP Contacts:

Need assistance registering for a class? cliptraining.support@csc.nj.gov

Need assistance with a LMS system issue? clipelearning.support@csc.nj.gov