RESOURCES FOR HYBRID WORK

Hybrid work, which blends remote and in-person work in a variety of scenarios, is likely here to stay. It has many advantages, and also presents some challenges, especially when it comes to management of self, relationships, and productivity while working remotely. Many of us appreciate having more flexibility and a bit more freedom in how we work, but these arrangements require more effort and attention to ensure continued success at work, as well as maintenance of our personal well-being.

CTOD offers a variety of courses that can help employees learn and put into practice skills and behaviors that support working effectively in a hybrid environment. There are also targeted learning resources available through AgLearn. Below are selected examples of offerings grouped by categories, with registration links included.

SELF MANAGEMENT - *Self-management skills help us regulate and control our actions, thoughts, and emotions, which in turn allows us to more easily decide what is important, identify priorities, and plan for success.*

Breakthroughs: Coach yourself	For those already highly motivated to improve performance, learn how to prioritize and manage responsibilities more efficiently and effectively, work more independently and make faster, more accurate decisions, and become more resilient.
Motivation and Your Mindset	Learn some proven techniques to help you become more productive, focused and motivated to move towards the outcomes of a peak performer.
Rethinking Stress	Develop resilience against all the stress in your work and life.
Self-Care Strategies in a Time of Chaos	Learn about 7 proven self-care techniques that have had a positive impact on the lives of those who practice them.

PRODUCTIVITY - *Learning strategies to optimize productivity allow us to work more effectively when there may be distractions at home or challenges related to technology.*

5 Choices to Extraordinary Productivity	Learn how to measurably increase productivity and achieve an inner sense of fulfillment and accomplishment by aligning your daily and weekly tasks with your most important goals.
7 Habits of Highly Effective People	Learn how to take initiative, balance key priorities, improve interpersonal communication, leverage creative collaboration, and apply principles for achieving a balanced life.
Customer Service / Experience for Employees	Learn techniques and strategies for improving your customer service and increase your awareness of behaviors that may be causing you or the customer to get stuck.
Presentation Advantage	Learn systematic and effective methods to develop presentations that motivate people to change and take action.
Project Management Essentials	Learn the skills to work effectively with your team and contribute to a project's success.

RELATIONSHIP MANAGEMENT - *Learning how to manage our relationships well and communicate effectively even when there is conflict is especially important for hybrid work. Virtual communication presents extra challenges because important cues we receive during in-person meetings and conversations don't convey well onscreen. Misunderstandings may occur more often, which can lead to frustration and a loss of trust.*

Building, Maintaining and Repairing Trust	Learn how to build, maintain, and repair trust, which can help work get done more quickly and for lower cost.
Crucial Accountability	Through active class engagement, learn a step-by-step process for holding anyone accountable, mastering performance discussions, motivating others without using power, and managing projects without taking over.
Crucial Conversations: Tools for Talking When Stakes are High	Learn vital skills that enable you to create conditions where you and others can speak with complete candor and with complete respect.
Unconscious Bias: Understanding Bias to Unleash Potential	Learn a principle-based and practical approach to identifying and addressing bias and its potentially harmful effects.

SUPERVISORY SKILLS - *Supervisors have been tested and challenged in sometime unexpected ways since many of us began working remotely even full-time. Direct reports may need more or different types of support than they did when most work was accomplished in the office through in-person interactions. Those considering becoming a supervisor will want to know what that role looks like in a predominantly hybrid work environment.*

Essential Supervisor Information Series	Gain focused insight and training on scheduled topics of general and timely concern to supervisors in 90-minute information sessions designed to fit into your busy schedule and give you the information and skills you need just when you need them.
Experienced Supervisor Applied Workshop	Satisfy your ongoing supervisory training requirements during this 5-day workshop designed to engage supervisors in activities, skills practice, discussions, and peer learning to analyze, plan for, and practice addressing your supervisory challenges.
So You Think You Want To Be A Supervisor	Learn about the roles and responsibilities of a supervisor in USDA and gain a realistic framework from which to decide if this is a career direction you wish to pursue.

LEADERSHIP MINDSET - *Good leadership is always important and is essential to successful hybrid work, given the additional challenges it presents for self-management, relationships, and productivity.*

Leading Creatively	Experienced supervisors and executive leaders can learn to improve their capacity to efficiently and effectively position the Agency for future success through a focus on entrepreneurship, creativity, and innovation.
Leadership Is Everyone's Business	Individual contributors without managerial responsibilities can learn how to develop their capacity to lead and influence others from any position within an organization.
The 4 Essential Roles of Leadership	Learn how to build trust, create and powerfully communicate a shared vision and strategy, think big and effectively execute your vision and strategy, and develop the leadership potential in others to improve performance.

AGLEARN COURSES ON-DEMAND
In addition to the internal training courses included above, AgLearn offers access to resources from two external content providers, Skillsoft and LinkedIn Learning.

Skillsoft has four Channels relevant to Hybrid Work on its Percipio Learning Platform:

Managing Virtual Teams	Working Remotely	Building & Leading Teams	Leading Virtually

Numerous other resources can be found with a keyword search on Hybrid Work.

LinkedIn Learning offers several *Learning Paths* (selected courses) relevant to Hybrid Work:

Improve Your Hybrid Workforce Skills	Redesigning How We Work as Offices Reopen	Accelerating Digital Transformation as Offices Reopen

CTOD SERVICES
In addition to the offerings highlighted here, CTOD offers a variety of tools, programs, and services to support your development.
Take a moment to explore them at our SharePoint page: MRP Center for Training & Organization Development:

Career Development Center	APHIS Coaching Program	APHIS Career Counseling Service
APHIS Leadership Development Programs	Training for Supervisors, Managers and Executives	APHIS Mentoring Program

Check out the Training Calendar and other services today to see what's available to you to help bring you closer to your development goals!