

Did you make a New Year’s resolution or have a goal to participate in more professional development opportunities? Yet, do you have difficulty finding the time? This month’s focus showcases a learning pathway of e-courses, classes you complete on your time, 24/7. There is no excuse to not engage in professional development!



## The Valuable Employee Learning Pathway FY24

*e-Courses on demand!*

You want to be a contributing, engaged employee at Montgomery College who is valued by your supervisor and others. Learn many of the characteristics and skills needed for yourself and to work with others that are valuable through this learning pathway\*, offered completely online.

### Learning Pathway classes required to earn a certificate:

#### *Improving Personal Skills*

- Balancing Priorities
- Make Yourself Indispensable
- Taking Initiative
- Time Management

#### *Improving Interpersonal Skills*

- Art of Influencing Others
- Assertiveness Skills
- Developing Positive Relationships at Work <sup>1</sup>
- Listening with Intent
- Managing Up
- Skillful Collaboration

<sup>1</sup> Also fulfills Communication and Conflict LP

To register, click on “Topics” and select “Career and Personal Development.” You can filter these classes by choosing “Digital Course” in “Type.” To earn the certificate, you must complete and submit a learning outcome form for each class. This form is available as Lesson Two for each class.

### Bonus Certificate



In addition to earning a Learning Pathway certificate of learning by completing all the listed classes, you can earn a second certificate by attending “Getting Things Done,” a three-part, 3-hour online class:

Currently scheduled for February 12-14: 8:45-noon

\*A learning pathway is a series of identified classes that provide you with an in-depth exploration of a skill area. When completed, a certificate of learning is awarded to acknowledge your commitment to pursue the study and practice of a specialized area of professional development. Participation is paced to provide time to reflect upon your learning and integrate concepts and skills into your life and work.

### **Other Learning Pathways featured:**

[Communication and Conflict](#)

[Communicating Professionally in the Workplace](#)

