



FREE ONLINE LEARNING COURSES*

Many free online training courses are available for UofSC employees. There are an abundance of options, many of which would normally have a fee, but are offered at no charge during this emergency.

You may need to create a free account to access the courses.

Online Learning Resources for all Employees:

[Being an Effective Team Member](#)

[Excel](#)

[Know Your Customers](#)

[PowerPoint](#)

[Productivity Tips: Finding Your Productive Mindset](#)

[Time Management: Working From Home](#)

[Touch Typing](#)

[The Value of Working Remotely](#)

[Word](#)

[Writing Professional Emails](#)

Online Learning Resources for all Supervisors:

[Becoming a Great Interviewer](#)

[Conflict Management](#)

[Leading at a Distance](#)

[Managing People At Work](#)

The following sites offer free courses on many topics including, presentation skills, communication techniques, and management.

[Alison](#)

[GCF Global \(This website has multiple Microsoft courses\)](#)

[Google Classrooms \(can help organize assignments and boost collaboration\)](#)

[Open Learning World](#)

[Training Power \(includes leading virtual teams\)](#)

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