

K@TE Trainings

What You Need To Know About Handwashing

Time: 2 minutes

This video answers important questions about hand washing and hand sanitizer

How To Clean And Disinfect Your Cell Phone

Time: 5 minutes

Keeping your cell phone clean and germ and virus free is a practice we should all be doing regularly.

Leading Your Team through Change

Time: 30 minutes

Change is always happening. Effective team leadership means managing teams through the ongoing transition processes that facilitate change. Removing obstacles that can hinder the productive teamwork required to make these transition processes smooth is essential. In this course, you'll learn about types of resistance and obstacles to change and how to overcome them in a collaboration. You'll also learn about how to overcome barriers to introducing change at your organization. Finally, you'll learn effective approaches for communicating change when working on a team.

Navigating Other People's Emotions

Time: 25 minutes

Organizational and interpersonal dynamics, along with high pressure situations, can sometimes cause others to behave unprofessionally. The way you react to their behavior can have a lasting effect on your future relationships. But, by building emotional intelligence, or emotional IQ, you can ensure that you'll be able to understand and acknowledge other people's emotions, and maintain strong relationships with them. In this course, you'll learn how to recognize emotional awareness in, actively listen to, and empathize with others by developing emotional intelligence, also known as EQ. You'll also discover how to apply organizational awareness and empathy to enhance your workplace relationships.

Managing Pressure and Stress to Optimize Your Performance

Time: 26 minutes

People react to high pressure differently. Learning to cope with pressure and handling stress are very important, because you don't want pressure to have a negative impact on your performance. In this course, you'll learn about managing stress and pressure, situations that trigger pressure, and how pressure can become stress. You'll also look at how stress affects you emotionally and physically, and how to respond to it. And you'll also learn strategies for managing stress by ensuring you have the right attitude, taking control under pressure, and using performance management to cultivate a "success mentality." You can then optimize your own performance, and prepare to cope with stressed colleagues.

Take a Deep Breath and Manage Your Stress

Time: 22 minutes

When you're constantly adding items to your never-ending to-do list, feeling overwhelmed at work and at home, and finding your health and relationships negatively impacted, you are likely experiencing stress. Stress is produced by your own feelings and reactions to certain external events, rather than by the events themselves. But while you may not always be able to control the external events causing your stress, by applying mindfulness techniques, you can control your reactions to them. This course explains the physiological, behavioral, and psychological signs and symptoms of stress and where it can come from. It outlines strategies for maintaining work/life balance and managing stress. It also covers ways to change your responses to stress and make them more positive and how to use relaxation techniques and adopting mindfulness to help you focus.

Canvas Training

COVID19: Returning to Campus

Other attached PDFs

- Cleaning and Disinfecting Your Facility
- Social Distancing at Work
- Stop the Spread of Germs at Work