



### RF Summer Learning Series

#### **Resume & LinkedIn 101: July 15, 10:00am-11:30am**

In this session, participants will review the parts of a resume, learn tips and tricks for resume success, along with the basics of building a compelling LinkedIn profile.

[Registration Link](#)

#### **Creating a Culture of Recognition and Appreciation: July 21, 10:00am-12:00pm**

When it comes to the workplace, recognition is one of the best methods for improving motivation and engagement, and yet it is one of the most under-utilized methods. When leaders can tap into the team by showing recognition and appreciation, they build up performance, individual skills, and confidence. In this session, participants will learn tips and strategies for creating a culture of appreciation and recognition.

[Registration Link](#)

#### **The Art of Delegation: July 22, 1:00pm-2:30pm**

This course is designed to show managers the importance of effective delegation that reduces professional burnout and provides opportunities for staff development. Participants will learn how to let go of the myths associated with delegation to free themselves from micromanagement and martyrdom. Each participant will leave with a list of tasks/projects they can delegate and the ideal staff member to be entrusted.

[Registration Link](#)

#### **Speaking Truth to Power: August 11, 10:00am-12:00pm**

It is all too easy for people to hold their tongue amid conflict and decision-making. Employees either don't know how to initiate difficult conversations, fear retribution, or wait until they are angry. Some feel a dispute of any kind isn't worth it. They want to just get along or believe that they are not paid enough to take risks inherent in saying no to people in power. At the RF, we want employees to feel empowered to speak truth. Attend this session to learn more about how to handle confrontations professionally.

[Registration Link](#)

#### **MS Outlook 100: August 12, 9:30am-10:30am**

Outlook lets you bring all your email accounts and calendars in one convenient spot. If you use Outlook at work, this is an excellent beginner session. You will learn how to navigate, view options, customize your experience, manage mail, calendar, tasks, and contacts, use rich formatting options, attach content to messages and events, and tips for more precise searches.

[Registration Link](#)

#### **MS Outlook 200: August 12, 11:00am-12:00pm**

This course illustrates how to use Outlook to keep daily schedules, communicate, collaborate, and stay organized. Attendees will expand their understanding of more advanced features and tools in Outlook, such as rule creation, out of office messages, signatures, Delayed Delivery, Mail Recall, Shared Calendars, and best practices to collaborate easily across time zones Scheduling Assistant. If you use Outlook at work and are looking to learn new functionality, this is an excellent course for you.

[Registration Link](#)

#### **Preventing and Coping with Burn Out: August 13, 10:00am-11:00am**

This workshop will help participants understand what burnout is and how to identify it in their own lives. In addition, participants will learn various techniques to prevent burnout from happening and gain strategies to cope with it.

[Registration Link](#)

#### **Conflict Resolution: August 16 at 10:00am-11:00am**

In this training, participants will learn how to communicate positively with others, reverse a negative communication climate, avoid conflict generating statements & actions, take responsibility for managing conflict, and more.

[Registration Link](#)