

Date: April 22, 2020, 8 a.m.

**iNote Subject: Optimizing working remotely**

Learning and Development has pushed 13 courses to your LinkedIn Learning account to optimize working remotely and assist with the challenges we are all facing due to Covid-19. Simply log in to your LinkedIn Learning account and explore the courses below. For instructions on how to log in into LinkedIn Learning, visit our [Covid-19 page](#).

1. **Tips for Working Remotely:** Learn how to work remotely and remain connected to your organization.
2. **Remote Work Foundations:** Learn best practices for working remotely. Use today's cloud-based tools to stay productive, build culture, and work seamlessly with your team.
3. **Time Management:** Working from Home. Get time management tips to stay productive and balanced when working from home part-time or full-time.
4. **Productivity Tips:** Finding Your Productive Mindset. Boost productivity by shifting your perspective. Get actionable tips for managing your time, shaking off negative experiences, adding meaning to your workday, and more.
5. **Executive Presence on Video Conference Calls:** Learn how to look and sound confident and collected on your next conference call or video presentation.
6. **Thriving @ Work:** Leveraging the Connection Between Well-Being and Productivity. Discover how to go from coping and surviving to thriving.
7. **Managing Stress for Positive Change:** Learn how individuals develop stress and what managers can do to cultivate an environment and communication style that helps connect employees to the bigger picture.
8. **Building Resilience:** Learn how to bounce back from difficult situations.
9. **Developing Resourcefulness:** Learn how to assess and develop the skill of resourcefulness. Do more with less.
10. **Leading at a Distance:** Get tactics and strategies for empowering remote teams and team members, and teams that consist of remote and in-person employees.
11. **Managing Virtual Teams:** Learn how to successfully manage a team when you're located in different geographies and time zones.
12. **Leading Virtual Meetings:** Explore the challenges and benefits of online meetings and strategies for leading an effective meeting from a distance.
13. **Learning WebEx:** Learn what you need to know to host and participate in meetings using WebEx.

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