LinkedIn Learning at Einstein

LinkedIn Learning has over 16,000 expertly produced online and consistently updated courses is available to you. There are many modes of learning available including:

- Courses, Videos, Audio learning – Courses range in time from 20 minutes to 1+ hours. Videos are typically 5+ minutes.
- Learning Paths - Consist of multiple courses to support skill building in an in-depth approach. You can choose to take one, some or all the courses from the Path.

The following list consists of suggested learning courses and learning paths by topic area. There are many additional options available for you to choose from. The AI in LinkedIn Learning will learn about your interests from the courses you take and suggest learning for you.

For Managers

Learning Path Topic or Course Title	Type of Learning	Summary
New Manager Foundations	Course	Practical advice to help you establish your identity as a leader, connect with your team, and become a successful first-time manager.
Become a Manager	Learning Path	This learning path is designed to provide you with the key considerations, skills, and competencies to help you become and succeed as a manager. • Learn the critical skills and competencies for new managers. • Discover essential interview techniques and questions. • Create cultures of motivation and accountability.
Diversity, Inclusion, and Belonging for Leaders and Managers	Learning Path	In this learning path, leaders can learn how to recognize the business need for DIBs, create a truly inclusive workplace, communicate honestly and effectively, recognize their own biases, and accept the differences of others.
Build and Manage Effective Teams	Learning Path	Learn to create and manage teams that work well together—in person or at a distance—to meet short-term and strategic goals. Find out how to build trust, respect, and cooperation; simplify systems for better coordination and communication; reduce conflict; and enhance innovation and accountability.
Hiring Employees (for Managers)	Course	This course shares the core things you need to know to make a great hire, including how to define your hiring goals, how interview candidates, and how to make the offer to the right person. Plus, find out how to successfully onboard and transition your new hire into the organization, so they can succeed from day one.
Delivering Employee Feedback	Course	As a manager, you're charged with helping your employees stretch and grow their skills. This is largely accomplished via the feedback you provide. In this course, learn how to create a culture driven by meaningful feedback and deliver coaching and suggestions to help employees move forward. Discover the characteristics of helpful feedback and learn about different feedback types, how to adequately prepare

		before delivering feedback, and how to refocus difficult employee reactions.
Leadership Through Feedback	Course	In this course, learn how to give feedback that delivers results. Identify what makes feedback unique, why it's important, and why it can be so difficult. Learn about communication patterns in feedback and how to identify your own patterns and clearly understand others' patterns.
How to Set Goals When Everything Seems Like a Priority	Course	In this course, learn how to understand what matters in your organization—and how you and your team can take action accordingly. See how to make your priorities real by explaining the context behind these priorities to your team, crafting detailed implementation plans, and helping employees think through their own workflow.
Having Difficult Conversations: A Guide for Managers	Course	While inevitable, difficult conversations can be one of the most challenging parts of a manager's job. Avoiding these conversations can be costly for organizations, resulting in absenteeism, poor performance, turnover, and even litigation. In this course, instructor Marlene Chism walks you through how to minimize emotional upset and conduct challenging conversations to achieve the best outcome for all parties.

For All Employees

Learning Path Topic or Course Title	Type of Learning	Summary
Develop Conflict Management and Resolution Skills	Learning Path	- Learn the essentials of **effective conflict resolution**. - Practice **communication techniques** to improve relationships. - Discover how to **communicate clearly and compassionately**.
Negotiation Foundations	Course	Learn a step-by-step strategy for negotiating everyday workplace issues. Covered topics include techniques such as diagnostic questions, anchoring, framing, and labeling, which help you navigate impasse and generate satisfaction on both sides of the bargaining table. Discover how to prepare for a negotiation, cultivate your influence, get into a zone of agreement.
Improve Your Teamwork Skills	Learning Path	Teams work better when everyone collaborates and cooperates. Learn how to be a better teammate for your coworkers by improving your teamwork skills, conflict management skills, and communication skills. - Discover the **benefits of working on a team**. - Learn how to **manage conflict** in a healthy way. - Improve your **communication** with teammates.
Professional Soft Skills Learning Pathway	Learning Path	Learn how to excel in any job by mastering essential professional soft skills. Develop the skills that hiring

		managers value most, from emotional intelligence and critical thinking to unconscious bias and teamwork. - Build **emotional intelligence** and resilience - Become a **stronger communicator, listener, and team player** - Boost your **critical thinking and decision-making skills**
Project Management Fundamentals	Course	Project management is a set of techniques that anyone can apply to achieve goals and make projects more successful. In this course, learn about the fundamentals of project management, from establishing project goals and objectives and building a project plan to managing resources and work, meeting deadlines, and closing the project. This course provides tips for communicating, holding meetings, keeping a project on track, and gaining customer acceptance. This course provides exercises for most videos based on a healthcare/IT case study project.
Project Management Simplified	Course	In this course learn the twelve-step process to managing projects without creating a lot of extra overhead and shows how to use traditional project management tools—such as Gantt charts and network diagrams—to help you succeed. Learn how to plan a project, manage resources, monitor progress, and deliver your project on time and on budget.
Time Management Fundamentals	Course	This course lays out the theoretical and practical foundations for being more productive and explains the obstacles that can get in the way. It then gives practical strategies for increasing productivity in three main areas: How to develop habits to be more organized and reduce the clutter in your workspace; how to stay mentally on task and eliminate the to-dos you have floating in your head; and how to develop a time budget to get the most done during your workday and focus on your most valuable activities.
Public Speaking Foundations	Course	Develop the skills you need to prepare and deliver an outstanding speech or presentation. In this course, learn practical insights that can help presenters prepare, open, deliver, and close their speeches. Along the way, discover how to project confidence, outline a speech, take questions, and develop the creative story that adds life to a speech.
Communicating with Confidence	Course	Effective oral communication is a key skill in business. This course provides simple communication tools, strategies, and tips to help you sound more confident, use body and language to better express ideas, and overcome anxiety. In the last chapter of the course, all these concepts are brought together in two real-world coaching exercises that will help you see the techniques in action.

Additional Learning for Principal Investigators

Learning Path Topic or Course Title	Type of Learning	Summary
How to Create the Perfect Elevator Pitch	Video	This video shares how to craft an elevator pitch that generates interest in your idea, product, or project in 30 seconds or less. Learn a proven strategy for developing pitches that make a great first impression—in as little time as it takes to get to the first floor.
Presentation Tips for Pitching to Investors	Course	This course is all about preparing and delivering a solid pitch that makes people want to invest in your idea. Learn how to define the unique benefits of your product, describe your business model, and tell the story of your "why." Learn tips for the presentation, including responding to your audience, answering questions, and being authentic. You will have access to a final pitch checklist that will ensure you have all the elements of your pitch nailed down before the big day.
Pitching to Investors	Course	Find out what angel investors and venture capital firms are looking for. If you are looking to fund your business idea, it is important to understand how private equity differs from traditional lending and the difference between angel investors and venture capital firms. If your business idea is right for private equity funding, guidance is provided on how to connect with investors, prepare for an investor meeting, and deliver your pitch, and offers tips for following up.
Presenting Data Effectively to Inform and Inspire	Course	In this course, learn how to plan for a data presentation: finding the story in your data, focusing on the "so what", defining and reaching your audience, using visuals most effectively, editing your presentation, and presenting your data to an audience.