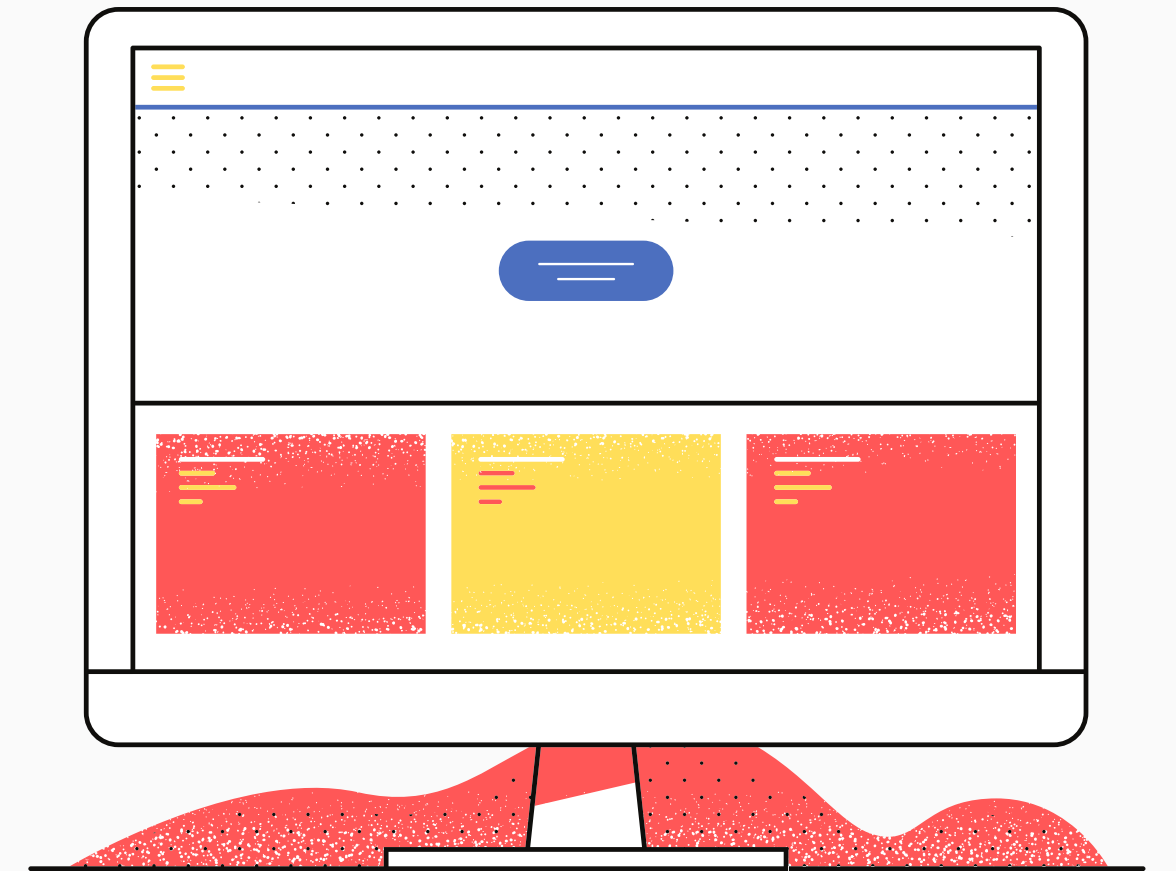


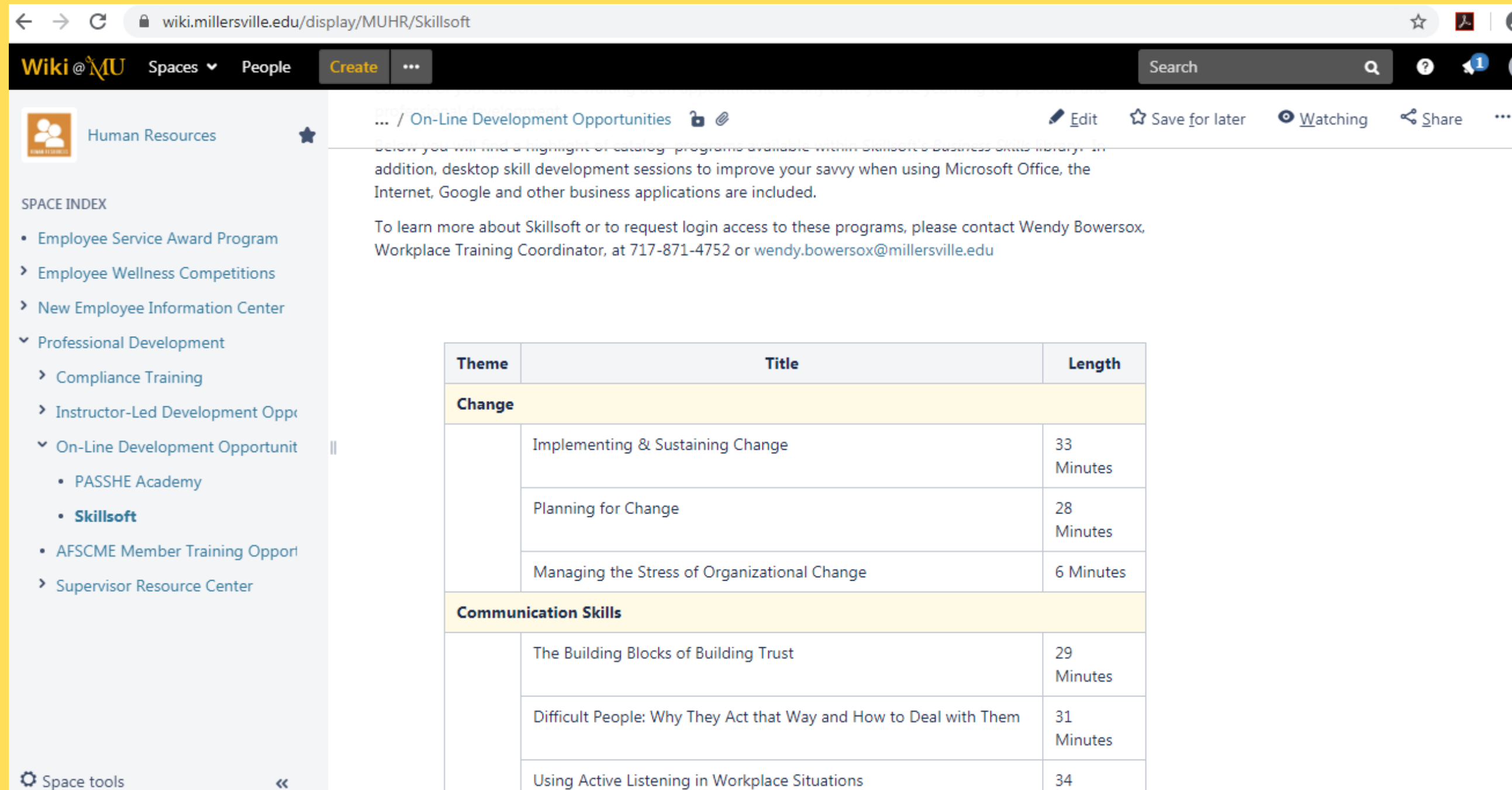
Skillsoft Professional Development

Learning opportunities for

- **faculty**
- **staff**
- **student employees**



Visit Millersville University's wiki for a brief library listing of programs at <https://wiki.millersville.edu/display/MUHR/Skillsoft>



The screenshot shows a web browser displaying the Millersville University wiki page for Skillsoft programs. The page title is "On-Line Development Opportunities". The content includes a brief description of the programs and contact information for Wendy Bowersox, Workplace Training Coordinator. A table lists the programs under two themes: "Change" and "Communication Skills".

Below you will find a highlight of catalog programs available within Skanska's Business Skills library. In addition, desktop skill development sessions to improve your savvy when using Microsoft Office, the Internet, Google and other business applications are included.

To learn more about Skillsoft or to request login access to these programs, please contact Wendy Bowersox, Workplace Training Coordinator, at 717-871-4752 or wendy.bowersox@millersville.edu

Theme	Title	Length
Change		
	Implementing & Sustaining Change	33 Minutes
	Planning for Change	28 Minutes
	Managing the Stress of Organizational Change	6 Minutes
Communication Skills		
	The Building Blocks of Building Trust	29 Minutes
	Difficult People: Why They Act that Way and How to Deal with Them	31 Minutes
	Using Active Listening in Workplace Situations	34





Of particular interest...

Establishing Effective Virtual Teams

Contributing as a Virtual Team Member

Facing Virtual Team Challenges

Forging Ahead with Perseverance and
Resilience

The Art of Staying Focused

Cisco Webex Meetings: Organizing and
Hosting Meetings

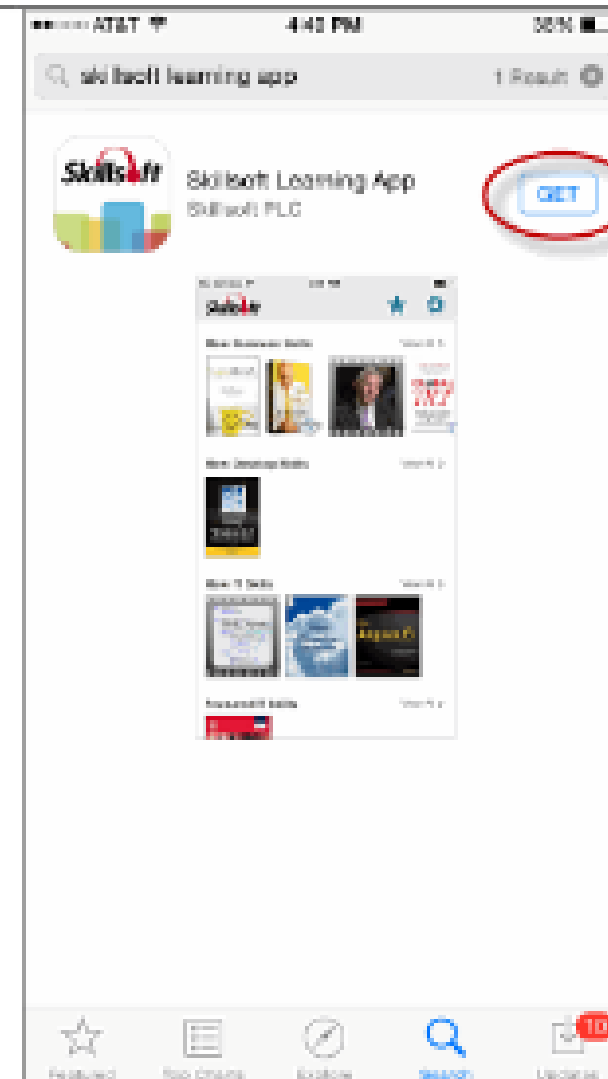
Take a Deep Breath and Manage Your Stress

...and more!

Getting Started with the Skillsoft Learning App

This guide will help you learn about important features and functionality in the Skillsoft Learning App.

Install the Learning App



You can install the Skillsoft Learning App on your smartphone from the appropriate app store (Apple or Google Play), or you may receive an email from your Skillport Administrator with links and instructions to install and configure the app.

To install the app via an App Store

1. From the appropriate app store, search for "Skillsoft Learning App".
2. Follow steps for your particular smartphone to download and install the app.

To install the app via an email

1. Open the email notification from your Skillport administrator.
2. Use the links included in the email to install and configure the app.

THERE'S AN APP FOR THAT!

Prefer using a smart device for portability? Download the App from Apple's APP Store or Android's Google Play

**To gain access to Skillsoft programming,
contact Wendy Bowersox, Workplace
Training Coordinator, at
wendy.bowersox@millersville.edu**