

HR Professional Development

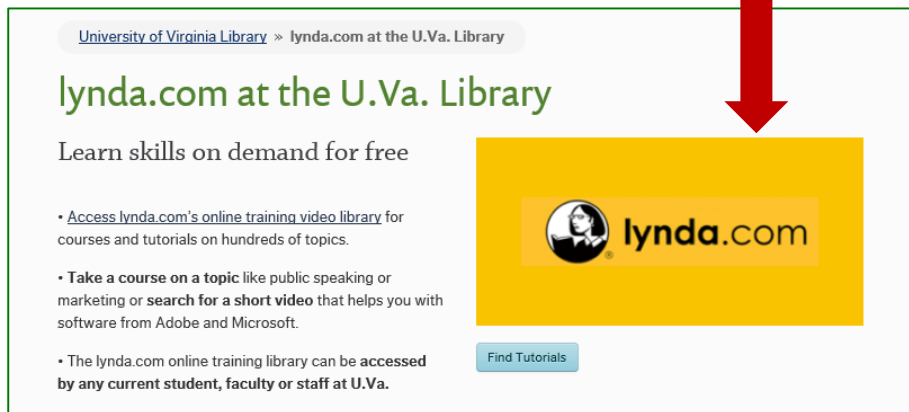
Online Education Resources
[Lynda.com](https://www.lynda.com)



- Lynda.com is accessible to academic and health system staff, faculty, and students at no cost via the UVA library
- Follow these **5 easy steps** to access the UVA HR Professional Development modules

1. Access Lynda.com

- a) Copy and paste into your web browser: <https://www.library.virginia.edu/lynda/>
- b) Click here to get to the login screen:



University of Virginia Library > lynda.com at the U.Va. Library

lynda.com at the U.Va. Library

Learn skills on demand for free

- [Access lynda.com's online training video library](#) for courses and tutorials on hundreds of topics.
- **Take a course on a topic** like public speaking or marketing or **search for a short video** that helps you with software from Adobe and Microsoft.
- The lynda.com online training library can be accessed by any current student, faculty or staff at U.Va.

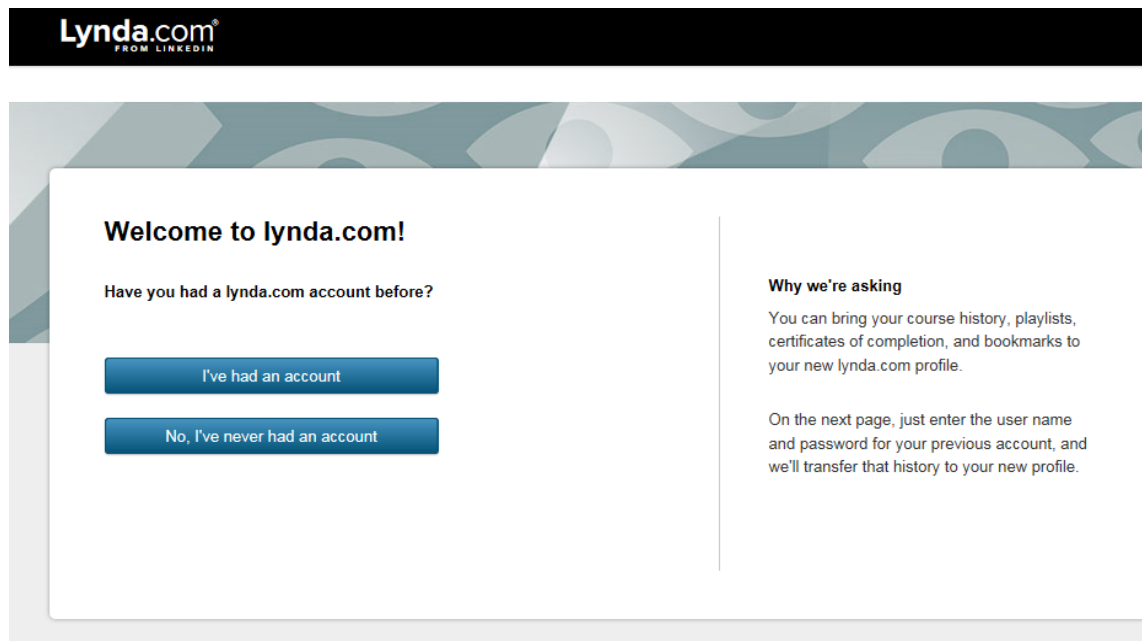
[Find Tutorials](#)

The screenshot shows a yellow banner with the Lynda.com logo (a woman's head in a circle) and the text "lynda.com". A large red arrow points down from the text "Click here to get to the login screen:" to this banner.

- c) Login using your UVA user ID and password


2. Set up a profile on Lynda.com

- If you already have an account, click “I’ve had an account” and then enter your user name and password
- If you don’t have an account, click “No, I’ve never had an account” to set one up



The screenshot shows the Lynda.com account setup page. At the top left, the Lynda.com logo is displayed with the tagline 'FROM LINKEDIN'. The main content area is titled 'Welcome to lynda.com!' and asks the user 'Have you had a lynda.com account before?'. There are two blue buttons: 'I've had an account' and 'No, I've never had an account'. To the right of the buttons, there is a section titled 'Why we're asking' which explains that users can bring their course history, playlists, certificates of completion, and bookmarks to their new profile. Below this, it states that on the next page, users should enter their previous account's username and password, which will be transferred to the new profile.

3. Create a personal profile




Create your lynda.com profile

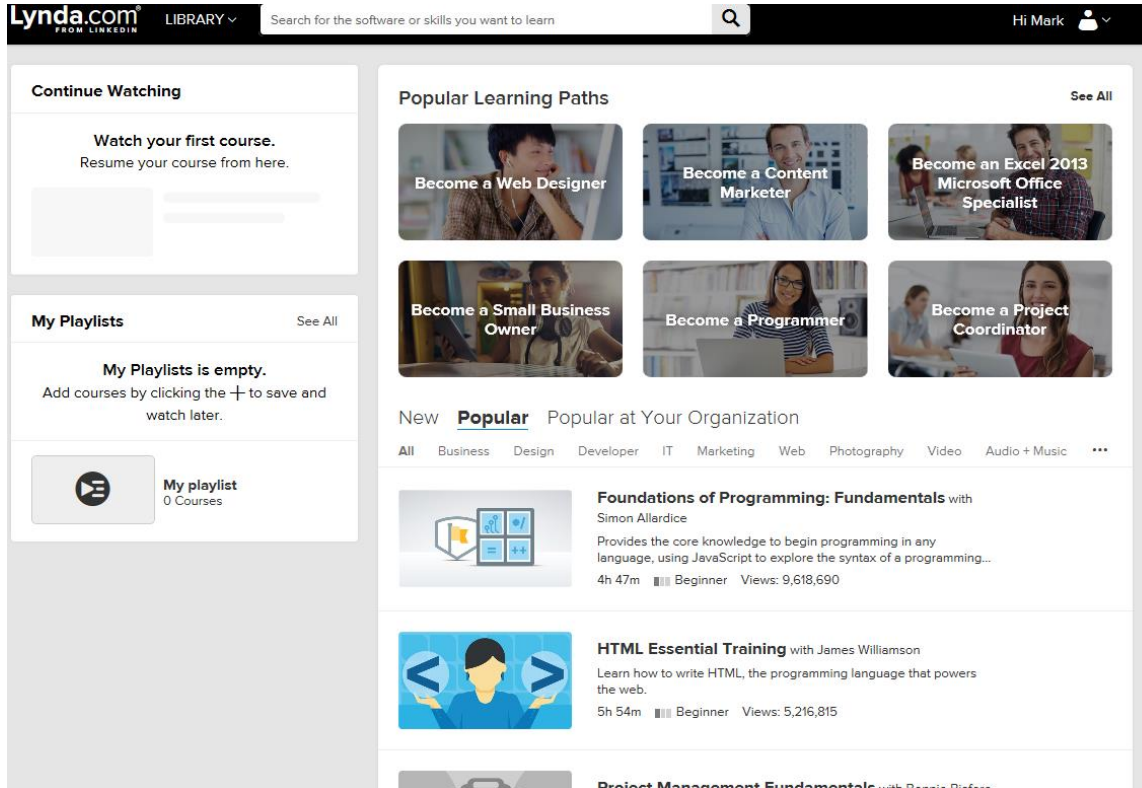
First name Last name

Email

[Go back](#)

 Your personal information is safe and will never be shared with any third party. See our [Privacy Policy](#) for more details

4. Access Lynda.com



The screenshot shows the Lynda.com website interface. At the top, there is a navigation bar with the Lynda.com logo, a search bar, and a user profile icon. The main content area is divided into several sections:

- Continue Watching:** A section with a message "Watch your first course. Resume your course from here." and a placeholder for a video player.
- My Playlists:** A section with a message "My Playlists is empty. Add courses by clicking the + to save and watch later." and a "My playlist" button showing 0 courses.
- Popular Learning Paths:** A grid of six course thumbnails with titles: "Become a Web Designer", "Become a Content Marketer", "Become an Excel 2013 Microsoft Office Specialist", "Become a Small Business Owner", "Become a Programmer", and "Become a Project Coordinator".
- New Popular Popular at Your Organization:** A section with a filter menu (All, Business, Design, Developer, IT, Marketing, Web, Photography, Video, Audio + Music) and three course cards:
 - Foundations of Programming: Fundamentals** with Simon Allardice. Description: "Provides the core knowledge to begin programming in any language, using JavaScript to explore the syntax of a programming..." Duration: 4h 47m, Level: Beginner, Views: 9,618,690.
 - HTML Essential Training** with James Williamson. Description: "Learn how to write HTML, the programming language that powers the web." Duration: 5h 54m, Level: Beginner, Views: 5,216,815.
 - Project Management Fundamentals** with Bonnie Biafore.

5. Access the UVA HR Professional Development “Playlist”

CLICK HERE: [UVA HR Professional Development “Playlist”](#)

- Select the “subscribe” button to add the list to your profile/personal Lynda.com homepage
- This “playlist” has been created for HR
- The modules support the development of skills, knowledge, and abilities within the HR competencies
- The list of modules is on the next page and also in the playlist
- All modules are OPTIONAL. You may complete as many or as few as you would like

Human Resources Competencies Playlist

Course Topic	Corresponding Lynda.com Module
Customer-Focused Practitioner	<ol style="list-style-type: none"> 1. Customer Service Fundamentals (1h 57m) 2. Why Lean (4m)
Communicator	<ol style="list-style-type: none"> 1. Communication Fundamentals (2h 5m) 2. Communication Tips (3h 42m) [for leaders]
Collaborator	<ol style="list-style-type: none"> 1. Teamwork Fundamentals (1h 16m) [Also listed under Community Builder] 2. Improving Your Conflict Competence (52m 13s)
Innovator	<ol style="list-style-type: none"> 1. Learn to Innovate (4m 37s) 2. Managing Team Creativity (19m 50s) 3. Critical Thinking (1h 6m) 4. Change Management (1h 40m)
Business Manager	<ol style="list-style-type: none"> 1. Management Fundamentals (2h 9m)
Role Model	<ol style="list-style-type: none"> 1. Business Ethics (1h 29m) 2. Leading with Emotional Intelligence (1h 46m) 3. Coaching and Development Employees (1h 5m)
Community Builder	<ol style="list-style-type: none"> 1. Managing Diversity (36m 54s) 2. Leadership Fundamentals (1h 24m) 3. Teamwork Fundamentals (1h 16m) [Also listed under collaborator] 4. Developing Your Leadership Philosophy (1h 24m)