As a UCSB staff member, you have free access to over 5,000 training videos! Go to [http://www.hr.ucsb.edu/training/lynda](http://www.hr.ucsb.edu/training/lynda) and log in with your UCSBnetID and password too learn more about these titles and other new releases.

**Project Management Simplified**

Whether you’re tackling a small task or embarking on an extensive undertaking, these 12 tried-and-true project-management techniques help improve success and manage workload. Course updated in May 2016; duration 1 hr 19m.


**Overcoming Your Fear of Public Speaking**

Do you dread speaking to an audience? Learn these simple tips to prepare yourself mentally and physically, crush your fears, and get your point across. Course updated in May 2016; duration 26m.


**Excel 2013 Essential Training**

Viewed by 5.5 million users, this is one of Lynda.com’s most popular courses. Use the Contents guide to break the longer course into short how-to sessions, from entering and organizing data, performing calculations, building charts, and much more. Course updated in May 2016; duration 6hr 32m.


**Twitter Essential Training**

Does your department need to expand its social media presence? Learn the conventions and lingo of a Twitter, including tweets, retweets (RTs), Direct Messages (DMs), follows, mentions, hashtags, and how to images, links, and video. Course updated 11/2015; duration 1 hr 28 m.


**Management Tips**

Do you have 5 minutes a week to learn to be a better manager? Check in every Wednesday, when a renowned leadership and management pro shares two new tips to improve rapport, navigate tricky situations, manage a multigenerational workforce, cultivate better listening skills, and many, many others. Updated weekly; each tip approx. 2.5 m.