

2025 COMPETENCY ALIGNED LEARNING GUIDE

Below are curated learning resources aligned to this year's performance competencies.

PREFER TO EXPLORE ON YOUR OWN?

Browse the full learning library **HERE.**

CHOOSE YOUR LEARNING STYLE

Each competency includes 4 short courses (<10 min) and 1 detailed course – pick what works best for your learning style.

JOB KNOWLEDGE/JOB SKILLS/ QUALITY OF WORK

- Promoting Self-Efficacy at Work
- Keep Your Edge with Continuous Learning
- Identify Opportunities to Improve
- Reach your Potential
- Expert Insights: Driving your Own Development with Meredith Whipple Callahan (Full Course)

WORK PRACTICES/DEPENDABILITY

- Dependability as a Competency
- Personal Responsibility as a Competency
- Build Trust and Credibility
- KEEP Promises
- Expert Insights: Winning in the Working World with Stephen Kremlp (Full Course)

CUSTOMER SERVICE/TEAMWORK/INTERPERSONAL SKILLS

- · How to Be a Better Teammate
- Pulling your Weight on a Team
- The Do's and Don'ts of Being a Team Player
- The Science of Happiness at Work: How to Cultivate Strong Work Relationships
- Building Customer Relationships (Full Course)

ORGANIZATION/TIME MANAGEMENT

- Taking Action Against Digital Distraction
- 8 Workplace Distractors to Be Aware of
- Cutting Edge Success at Work: Prioritize and Organize
- 5 Ways to Prioritize
- Time Management (Full Course)

COMMUNICATION/LEADERSHIP/ PERFORMANCE MANAGEMENT

- Lead Now: Effective Communication
- Coaching Overview
- Performance Management:
 A Manager's Responsibility
- Performance Check-Ins:
 Because Annual Appraisals Aren't Enough
- Expert Insights: Exceptional Leadership Communication with Brandon Smith (Full Course)

INITIATIVE/PROBLEM SOLVING

- Problem Solving Like a Pro
- The AHA Moment Your Brain at Work Problem Solving
- Taking Initiative at Work
- The Self-Starter Checklist
- Critical Thinking 101 (Full Course)