



THE IATSE SECRETARY-TREASURER LINKEDIN LEARNING COLLECTION

was developed by the IATSE Education and Training Department for use by local union Secretary-Treasurers. This Collection was created to assist Secretary-Treasurers in developing and improving professional skills relevant to their official duties. Each course has been vetted and approved by a member of the IATSE Education and Training Department to ensure that the content is applicable for local union officers. The Collection is divided into three sections: “Core Skills,” “Communication,” and “Time Management.” For newly elected officers, we recommend starting with “Core Skills” and then moving into specific topics. If you are a seasoned officer, you do not need to take courses in any particular order, you can pick topics that best suit your needs.

LinkedIn Learning subscriptions are free through the IATSE Training Trust Fund for active IATSE



members and those working under IATSE agreements. We strongly encourage all IATSE workers to apply for a LinkedIn Learning account for access to free training that will help you to participate in the IATSE’s culture of continuous education.

For more information regarding your free LinkedIn Learning subscription please visit the IATSE Training Trust Fund website at: <https://www.iatsetrainingtrust.org/lil>. To find the IATSE recommended courses listed below, simply type “IATSE Secretary-Treasurer Collection” into the LinkedIn Learning search bar.



CORE SKILLS

WORKING WITH COMPUTERS AND DEVICES ♦ Garrick Chow ♦ 1 hour 43 minutes ♦ Local union Secretary-Treasurers must understand basic computer literacy to do their jobs effectively. In this course, presenter Garrick Chow provides an introduction to basic computer literacy. Some of the

examples provided are specific to Windows 10 computers, but the skills and competencies discussed can be applied to most devices.

CYBERSECURITY AT WORK ♦ Caroline Wong ♦ 55 minutes ♦ Cybersecurity at work is everyone’s responsibility, but Secretary-Treasurers must be particularly vigilant. If you’re not careful, common devices such as phones, tablets, and computers can put you and your local union at risk for a cybersecurity breach. In this course, presenter Caroline Wong provides you with simple tips to keep your workplace – and your personal information – safe and secure. This course was created for a corporate setting, but it is applicable to any organization that utilizes technology, including local unions.

EXCEL ESSENTIAL TRAINING (MICROSOFT 365) ♦ Dennis Taylor ♦ 2 hours 22 minutes

Excel is an essential business tool for Secretary-Treasurers, but with dozens of Excel courses to choose from it can be hard to decide where to start. Dennis Taylor's Excel Essential Training (Microsoft 365) is an excellent resource because of its versatile nature. This course doubles as a great starting place for Excel beginners and a welcomed refresher for seasoned Excel users. Hands-on exercise files help to keep users engaged and at just over 2-hours, this course can be completed in one sitting. After completing Excel Essential Training, you will have a better idea of where your Excel skillset stands, and you may wish to dive into some of the other Excel courses on LinkedIn Learning to learn more.

BUSINESS WRITING PRINCIPLES ♦ Judy Steiner-Williams ♦ 1 hour and 21 minutes

This is a great starter course for anyone who wants to improve their business writing skills. Presenter Judy Steiner-Williams will teach you how to adapt your message to fit your audience and purpose by using 10 basic business writing principles. Additional topics include communicating clear and concise messages, and how tailoring your writing to "Scan Readers" can lead to better messaging outcomes.

WRITING FORMAL BUSINESS LETTERS AND EMAILS ♦ Tom Geller ♦ 36 Minutes

Do you know the difference between writing business letters and business emails? If you're unsure then this is the course for you! Presenter Tom Geller does a wonderful job of explaining the different language used when drafting business letters vs. emails. At just over 30 minutes, this short course is packed with information on how to format business letters and emails.

TIPS FOR WRITING BUSINESS EMAILS ♦ Dr. Daisy Lovelace ♦ 36 minutes ♦ Writing

business emails can be daunting, but the longer you put off checking your inbox the larger it grows. Improving your business email writing skills can help you stay ahead and communicate more effectively with your union membership and fellow officers. Join Dr. Daisy Lovelace as she shares effective tips on how to strengthen your email writing and editing skills.

LEADING PRODUCTIVE MEETINGS ♦ Dave Crenshaw ♦ 1 hour 1 minute ♦ Poorly organized

meetings can be a waste of time. Learning how to lead more productive meetings is a useful skill that will help you save time and be a more effective officer. In this course, leadership coach Dave Crenshaw explores topics such as determining whether a meeting is necessary, how to create an agenda, keeping meeting minutes productive and on topic, taking minutes, completing action items, and more. While he doesn't cover "Robert's Rules" from a union perspective, Crenshaw does tell you how to inject order and efficiency into your meetings. The course also does not deal with Labor Law or Union Constitutions specifically, but the practical tips it supplies will provide you with a simple framework to run better meetings – from start to finish!

PROBLEM SOLVING TECHNIQUES ♦ Chris Croft ♦ 1 hour 32 minutes ♦ Every day, leaders are tasked with addressing problems and identifying solutions, but getting to the root of the problem and generating lasting solutions can be tricky. In this course, presenter Chris Croft provides you with excellent tips and tools that leaders can use in everyday life to solve problems. You'll learn how to tap into the intuitive and logical sides of solving a problem, and how both fast and slow thinking can be beneficial. The Kepner-Tregoe process – a comprehensive skill to use in problem solving – is also addressed.

CONFLICT RESOLUTION FOUNDATIONS ♦ Lisa Gates ♦ 51 minutes ♦ Conflict is inevitable – how we manage it makes all the difference. In this course, presenter Lisa Gates teaches us how to navigate conflict, and ultimately achieve cooperation through a practical framework called “The Resolution Roadmap.” Using “real world” scenarios, Gates takes us through strategies for a productive conflict conversation. Tips on how to enhance listening skills and reframe problems are also discussed.

CRITICAL THINKING FOR BETTER JUDGEMENTS AND DECISIONS ♦ Becki Saltzman ♦ 56 Minutes ♦ In fast-paced work environments people are sometimes pressured to make quick decisions that can result in harmful outcomes. Critical thinking is a vital skill that allows leaders and their teams to slow down and think through problems before making a decision. Join presenter Becki Saltzman as she prepares leaders to hone the critical thinking skills of their entire organization. Topics include upgrading critical thinking to avoid deceiving fallacies, spotting misleading cognitive biases, crafting better arguments, honing judgment, and improving decision-making. Though this course has a corporate focus, many of the skills are transferrable to union leadership.



COMMUNICATION

IMPROVING YOUR LISTENING SKILLS ♦ Dorie Clark ♦ 29 minutes

No one is born a “good listener.” Listening is a learned skill you must develop and sharpen through practice. Join presenter Dorie Clark as she teaches us about the importance of careful listening, providing techniques we can use to hone this skill. Learning how to listen is key to making your union membership and colleagues feel respected and heard.

COMMUNICATING WITH CONFIDENCE ♦ Jeff Ansell ♦ 1 hour 16 minutes ♦ Does public speaking make you nervous? You're not alone! It is normal to feel anxious when speaking to an audience, but learning how to combat nerves and effectively communicate with groups is a key leadership skill. Join public speaking coach Jeff Ansell as he provides you with simple communication tools and strategies to help you communicate with confidence. In this course, you'll learn how to sound more confident, express yourself clearly, and get tips for overcoming anxiety.

INTERPERSONAL COMMUNICATION ♦ Dorie Clark ♦ 37 minutes ♦ Local union leaders are responsible for interacting with all types of people over the course of their jobs—members, colleagues, and employers. Effective communication is key to running a successful local union, but this is easier said than done. In this course, presenter Dorie Clark will teach you strategies that can help you master your interpersonal communication skills. Topics include how to work through tricky situations, handle interruptions, respond to criticism, and more.



TIME MANAGEMENT

PROVEN TIPS FOR MANAGING YOUR TIME ♦ Todd Dewett ♦ 16

minutes ♦ Give just 16 minutes of your day and learn how to make the most of your time! In this course, Todd Dewett shares tips on time management that can help everyone feel more productive. Topics include productivity tools such as the “80/20 Rule,” and the “Einstein Window.” By using these tips, you will learn simple ways to change your entire schedule and allow for better productivity throughout your day.

IMPROVING YOUR FOCUS ♦ Dave Crenshaw ♦ 50 minutes ♦ *You can do everything you put your mind to doing, but not at the same time.* In this course, Dave Crenshaw provides strategies to avoid distractions and improve your focus both at work and in life. You will learn how to strengthen concentration by organizing your digital and physical space and discover methods to help you stay on task and focused on what’s most important to you!

HOW TO SET GOALS WHEN EVERYTHING FEELS LIKE A PRIORITY ♦ Dorie Clark ♦ 15 minutes ♦ If you feel so bogged down with menial tasks that you’re unable to accomplish anything meaningful, then this is the course for you. Fifteen minutes is all it takes for presenter Dorie Clark to share valuable advice on how to effectively prioritize your tasks. Learn how to incorporate well-known frameworks, including the “Eisenhower Matrix” and the “Pareto Principle” to gain clarity of purpose and help work towards your goals. This is the perfect course for busy union leaders looking to make the most out of their workday.

Check out other collections available through the IATSE/IATSE Training Trust Fund on LinkedIn Learning! Available collections include:

- ♦ IATSE Diversity, Inclusion, and Belonging Collections
- ♦ TTF Computer Essentials Collection
- ♦ IATSE President and Business Agent Collection
- ♦ TTF Self Care Collection
- ♦ IATSE Financial Wellness Collection

And more!