

lynda.com online skills training

The Office of Human Resources is pleased to announce the offering of online skills training through lynda.com.

The resources available offer instruction on the latest software applications as well as a wide range of business related disciplines including but not limited to:

- 2010-2013 Microsoft Office Suite
- Windows 7 and 8 Essential Training
- Time Management Fundamentals
- Effective Public Speaking, and much more

Some of the benefits of using lynda.com include:

- Beginner through Advanced level courses
- Access to exercise files to follow along and practice as you learn
- Up-to-date content with Microsoft or Mac operating systems
- 24/7 access to courses during your individual active status
- Option to view courses in their entirety or individual topics within a course as needed
- Verification of course completion
- Self-paced learning

Consider taking advantage of this convenient training opportunity by discussing with your staff members or supervisor, professional development opportunities which can be addressed through this resource. All courses indicate the duration of the covered topics to assist in scheduling dedicated time during the workday for approved coursework.

Access to lynda.com is granted in increments of two weeks. If more time is needed to complete approved coursework, you may "Forward" the deactivation notification received via email from lynda.com to torresm7@wpunj.edu requesting an extension of your active status. You will receive a response within one business day. For questions or concerns, you may direct your call to extension 2887.

To register, please click on the following form:
[lynda.com registration form](#)

Enjoy your online training experience!