The Digital Age will raise the question of how we humans will stay relevant in the workplace. To stay relevant, we have to be able to excel cognitively, behaviorally, and emotionally in ways that technology can’t.

Professor Ed Hess believes that requires us to become Hyper-Learners: continuously learning, unlearning, and relearning at the speed of change. To do that, we have to overcome our reflexive ways of being: seeking confirmation of what we believe, emotionally defending our beliefs and our ego, and seeking cohesiveness of our mental models.

**Hyper-Learning: How to Adapt to the Speed of Change**

**Time to Complete: 60 minutes**

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**Charting Your Course: A Financial Guide for Women**

**Time to Complete: 60 minutes**

Presented by Michelle Szczepanski, an Associate Financial Consultant within the Institutional Business division at TIAA.

Topics include basic retirement savings skills, how to create a retirement saving plan, evaluating financial health and setting goals, and how to help make your money work harder.
Construction Finance  
Time to Complete: 17 hours

This course expands the knowledge of a construction project manager to include an understanding of economics and the mathematics of money, an essential component of every construction project. Topics covered include the time value of money, the definition and calculation of the types of interest rates, and the importance of Cash Flow Diagrams.

TECHNOLOGY

Excel Basics for Data Analysis  
Time to Complete: 13 hours

This course is designed to provide you with basic working knowledge for using Excel spreadsheets for Data Analysis. It covers some of the first steps for working with spreadsheets and their usage in the process of analyzing data. It includes plenty of videos, demos, and examples for you to learn, followed by step-by-step instructions for you to apply and practice on a live spreadsheet.

This course starts with an introduction to spreadsheets like Microsoft Excel and Google Sheets and loading data from multiple formats. With this introduction you will then learn to perform some basic level data wrangling and cleansing tasks and continue to expand your knowledge of analyzing data through the use of filtering, sorting, and using pivot tables within the spreadsheet.

There is a strong focus on practice and applied learning in this course. With each lab, you will gain hands-on experience in manipulating data and begin to understand the important role of spreadsheets. By the end of this course you will have worked with several data sets and spreadsheets and demonstrated the basics of cleaning and analyzing data all without having to learn any code.
This digital course explores the additional abilities a manager has within Workday and the Learning application.

Lesson 1
• Introduction: Provides an overview and outline of the course.
• Enroll/Drop Team: Provides information on how to enroll your team or a direct report in a course, as well as how to drop a direct report from a course they have been assigned.

Lesson 2 is an optional lesson and links to Workday Learning job aids for managers.

Organizational Leadership and Change - MIT Open CourseWare

Organizational Leadership and Change focuses on practical experience that blends theory and practice. Students reflect on prior leadership experiences and then apply lessons learned to further develop their leadership capabilities. The course requires active participation in all leadership classes and/or activities as well as short deliverables throughout the program.
November is Native American Heritage Month, or as it is commonly referred to, American Indian and Alaska Native Heritage Month. This month is a time to celebrate rich and diverse cultures, traditions, and histories and to acknowledge the important contributions of Native people.

5 Ways to Expand Your Knowledge about American Indian Culture

1. **Learn About Native American History** - Visit the Smithsonian Museum virtually and explore electronic resources and video recordings of American Indian history and culture.

2. **Travel to Other Cultures** - Virtually visit native cultural festivals such as the Living Earth Festival or the Living Aloha Hawaii Festival to see native traditions in action.

3. **Read a Story** - Story-telling is a prominent part of native culture. Engage in some traditional Native American folklore and legends for exciting and educational read.

4. **Interact with Nature** - Connecting with nature is a very important aspect of Native American culture. Take a drive through the Blue Ridge Parkway, or better yet, walk through Shenandoah National Park and note the environmental features present around you.

5. **Get Inspired by Art** - Listen to and watch Native American music and traditional dancing to help understand the prominent role it has played in the culture.

Adapted from the U.S. Department of Education
OHS TRAINING UPDATE: The Future of OHS Training and Virtual Sessions

OHS is developing new methods to deliver safety training, to operate within UVA's newest COVID-19 guidelines. **OHS is working with Occupational Training to move select training classes to virtual & online sessions using Zoom & learning modules through Workday**, along with new ways to streamline the record-keeping process.

**Trainings successfully completed through Zoom or Workday:**
- Bloodborne Pathogens (BBP)
- Bloodborne Pathogens Refresher
- Hearing Conservation
- Hearing Conservation Refresher
- Respiratory Protection New User
- Electrical Safety
- Lockout Tagout (LOTO)
- Powered Air Purifying Respirator (PAPR)

**Forklift Operator, Fall Protection Authorized Person, Confined Space Entry, and First Aid/CPR/AED** are coming soon (and more classes will continue to be added).

**What do I need to do?**

**Supervisors:**
- Become familiar with the virtual process and assist employees who may not be familiar with computers, logging-in, Zoom, or access to Workday.
- Provide access to employees who may not have an individual device (i.e., using a shop computer).
- Provide adequate time and space/physical distancing, along with following FM's COVID-19 protocol, so employees are able to participate safely in their assigned training sessions.
- Be supportive in finding solutions.

**Employees:**
- Communicate your concerns with your supervisor and assist in finding solutions

Please reach out to **fm-ohs@virginia.edu** with questions or to request accommodations.
"Joyful education," or the act of **learning new skills for the sake of learning**, has been shown to have significant impacts on things like our learning speed, how we make connections between skill areas, how we adapt to change, and even our brain health! Check out this section every month for interesting educational finds that are purely for fun and entertainment.

**November 2020 Cryptogram Challenge**

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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
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R I 2 14 25 16 10 14
11 12 18 11
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W R 8 14 12 25
18 6 22 25
```

```
R M M R W R R M I "
25 14 13 14 2 14 25 24 6
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**Recovery Ally Training**

**Time to Complete: 60 minutes**

A Recovery Ally is an individual who supports those in recovery, advocates for recovering individuals, and educates themselves about the disease of addiction, societal stigma, and resources available.

This introductory-level Recovery Ally training is designed to begin to:

- Increase our community's recovery capital* on Grounds
- Decrease stigma
- Grow intervention skills for staff members.

Individual modules will include the science of addiction, multiple pathways to recovery, stigma, and recovery-friendly language.