

LEARNKEY:

LIFT UP PROFESSIONAL DEVELOPMENT - **PERSONAL & PROFESSIONAL GROWTH SERIES**

LIFT UP: Learning Innovation for Future Transformation · Unlocking Potential

It is a journey, first of self-discovery, then building on skills and competencies that engage and inspire people to reach their potential, and finally, applying skills that produce sustainable, high-performing teams and inclusive cultures. This professional development series is geared towards every level of employee and team member in any organization.

A perfect series for seasoned, new, or future leaders and those individual contributors who will also lead organizations at every level.

DIGITAL SECURITY - PROTECTING YOURSELF AND YOUR ORGANIZATION

The Digital – Protecting Yourself and Your Organization course is an approximately one-hour course geared toward helping individuals and organizations better protect their data, devices, and physical locations from cybersecurity-related attacks. Rather than tying to any industry certifications, this course simplifies what individuals and organizations must do to protect digital assets. Topics include: protecting email, protecting information, protecting devices, physical security, and working remotely.

COURSE DURATION: 1 hour 1 minute 58 seconds

Course Training Model

The course training model allows students to undergo basic training, building upon primary knowledge and concepts to more advanced application and implementation. In this method, students will use the following toolset:

Pre-assessment: The pre-assessment is used to determine the student's prior knowledge of the subject matter. It will also identify a student's strengths and weaknesses, allowing them to focus on the specific subject matter they need to improve the most. Students should not necessarily expect a passing score on the pre-assessment as it is a test of prior knowledge.

Video training sessions: Each training course is divided into sessions or domains and lessons with topics and subtopics. LearnKey recommends incorporating all available external resources into your training, such as student workbooks, glossaries, course support files, and additional customised instructional material. These resources are located in the folder icon at the top of the page.

Exercise labs: Labs are interactive activities that simulate situations presented in the training videos. Step-by-step instructions and live demonstrations are provided.

Post-assessment: The post-assessment is used to determine the student's knowledge gained from interacting with the training. In taking the post-assessment, students should not consult the training or any other materials. A passing score is 80 percent or higher. If the individual does not pass the post-assessment the first time, LearnKey recommends incorporating external resources, such as the workbook and additional customized instructional material.

Workbook: The workbook has various activities, including fill-in-the-blank questions, short answer questions, and group and individual exercises that allow the student to study and apply concepts presented in the course videos.

COURSE	DESCRIPTION
LEARNKEY	<p>DIGITAL SECURITY - PROTECTING YOURSELF AND YOUR ORGANIZATION GLOSSARY</p> <ul style="list-style-type: none"> ➤ Flash Cards ➤ Memory Game ➤ Quiz <p>DIGITAL SECURITY - PROTECTING YOURSELF AND YOUR ORGANIZATION PERSONAL WORKBOOK</p> <ul style="list-style-type: none"> ➤ Digital_Security_Protecting_Yourself_and_Your_Organization_Student_Workbook (PDF Download) <p>DIGITAL SECURITY - PROTECTING YOURSELF AND YOUR ORGANIZATION PRE-ASSESSMENT</p> <p>Digital Security - Protecting Yourself and Your Organization Pre -Assessment (20 Questions)</p>
PART 1	<p>PROTECTING EMAIL (00:10:53)</p> <ul style="list-style-type: none"> • Avoiding Email Scams (00:10:53) <ul style="list-style-type: none"> ➤ What is Cybersecurity? ➤ Phishing ➤ Looking for Details ➤ Attachments ➤ More Terms
PART 2	<p>PROTECTING INFORMATION (00:16:42)</p> <ul style="list-style-type: none"> • Authentication and Intelligence (00:16:42) <ul style="list-style-type: none"> ➤ Digital Footprint ➤ Managing Passwords ➤ Keeping Passwords Safe ➤ Multifactor Authentication (MFA) ➤ Open Source Intelligence (OSINT) ➤ Social Engineering
PART 3	<p>PROTECTING DEVICES (00:17:58)</p> <ul style="list-style-type: none"> • Types of Protection (00:17:58) <ul style="list-style-type: none"> ➤ Antivirus Protection ➤ Firewalls ➤ Allow vs. Deny Part 1 ➤ Allow vs. Deny Part 2 ➤ Internet Safety Part 1 ➤ Internet Safety Part 2 ➤ Downloading Apps

COURSE	DESCRIPTION
PART 4	PHYSICAL SECURITY (00:06:12) <ul style="list-style-type: none"> • Types of Physical Security (00:06:12) <ul style="list-style-type: none"> ➤ Personal Security ➤ Equipment Security ➤ Block, Lock, and Pocket
PART 5	WORKING REMOTELY (00:10:13) <ul style="list-style-type: none"> • Wi-Fi and Video Settings (00:10:13) <ul style="list-style-type: none"> ➤ Public Wi-Fi ➤ Private Wi-Fi ➤ Video Meetings
LABS	Digital Security - Protecting Yourself and Your Organization Labs (3 Questions)
ASSESSMENT	Digital Security - Protecting Yourself and Your Organization Post-Assessment (39 Questions)

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A perfect series for seasoned, new, or future leaders and those individual contributors who will also lead organizations at every level.

DISCOVERING YOUR STRENGTHS

LearnKey's Discovering Your Strengths course is ideal for anyone looking to gain an edge on self-awareness. Through the power of behaviour, you will be able to identify your unique strengths and how they can directly relate to your success. This course will also help identify adaptations you may need to make to help you grow.

COURSE DURATION: 40 minutes 19 seconds

Course Training Model

The course training model allows students to undergo basic training, building upon primary knowledge and concepts to more advanced application and implementation. In this method, students will use the following toolset:

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Workbook: The workbook has various activities, including fill-in-the-blank questions, short answer questions, and group and individual exercises that allow the student to study and apply concepts presented in the course videos.

COURSE	DESCRIPTION
LEARNKEY	<p>DISCOVERING YOUR STRENGTHS GLOSSARY</p> <ul style="list-style-type: none"> ➤ Flash Cards ➤ Memory Game ➤ Quiz <p>DISCOVERING YOUR STRENGTHS PERSONAL WORKBOOK</p> <ul style="list-style-type: none"> ➤ Discovering_Your_Strengths_Student_Workbook (PDF Download) <p>DISCOVERING YOUR STRENGTHS PRE-ASSESSMENT</p> <p>Discovering Your Strengths Pre -Assessment (6 Questions)</p>
PART 1	<p>PROSCAN AND DOMINANCE (00:16:41)</p> <ul style="list-style-type: none"> • The ProScan (00:08:36) <ul style="list-style-type: none"> ➤ Introduction ➤ Take the ProScan Survey ➤ After Taking the ProScan ➤ Strengths, Adaptations • Dominance (00:08:05) <ul style="list-style-type: none"> ➤ High Dominance Strengths ➤ High Dominance Adaptations ➤ High Dominance ➤ Low Dominance Strengths & Adaptations
PART 2	<p>EXTROVERSION (00:06:51)</p> <ul style="list-style-type: none"> • Extroversion (00:06:51) <ul style="list-style-type: none"> ➤ Introducing Extroversion ➤ High Extroversion Strengths ➤ High Extroversion Adaptations ➤ Low Extroversion Strengths & Adaptations
PART 3	<p>PACE/PATIENCE (00:06:52)</p> <ul style="list-style-type: none"> • Pace/Patience (00:06:52) <ul style="list-style-type: none"> ➤ Introduction to Pace/Patience ➤ High Pace/Patience Strengths ➤ High Pace/Patience Adaptations ➤ Low Pace/Patience Strengths & Adaptations
PART 4	<p>CONFORMITY (00:09:55)</p> <ul style="list-style-type: none"> • Conformity (00:09:55) <ul style="list-style-type: none"> ➤ Introduction to Conformity ➤ High Conformity Strengths ➤ High Conformity Adaptations ➤ Low Conformity Strengths & Adaptations

COURSE	DESCRIPTION
	<ul style="list-style-type: none">➤ Flexing & Adapting for Life➤ Course 2 Teaser
ASSESSMENT	Discovering Your Strengths Post-Assessment (13 Questions)

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DISCOVERING YOUR STRENGTHS AND CAREER EXPLORATION

LearnKey's Discovering Your Strengths and Career Exploration course is ideal for anyone looking to gain an edge on self-awareness and help support you through your career journey. Through the power of behaviour, you will be able to identify your unique strengths and how they can directly relate to your success. This course will also help identify adaptations you may need to make to help you grow.

COURSE DURATION: 44 minutes 57 seconds

Course Training Model

The course training model allows students to undergo basic training, building upon primary knowledge and concepts to more advanced application and implementation. In this method, students will use the following toolset:

Pre-assessment: The pre-assessment is used to determine the student's prior knowledge of the subject matter. It will also identify a student's strengths and weaknesses, allowing them to focus on the specific subject matter they need to improve the most. Students should not necessarily expect a passing score on the pre-assessment as it is a test of prior knowledge.

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Post-assessment: The post-assessment is used to determine the student's knowledge gained from interacting with the training. In taking the post-assessment, students should not consult the training or any other materials. A passing score is 80 percent or higher. If the individual does not pass the post-assessment the first time, LearnKey recommends incorporating external resources, such as the workbook and additional customized instructional material.

Workbook: The workbook has various activities, including fill-in-the-blank questions, short answer questions, and group and individual exercises that allow the student to study and apply concepts presented in the course videos.

COURSE	DESCRIPTION
LEARNKEY	<p>DISCOVERING YOUR STRENGTHS AND CAREER EXPLORATION GLOSSARY</p> <ul style="list-style-type: none"> ➤ Flash Cards ➤ Memory Game ➤ Quiz <p>DISCOVERING YOUR STRENGTHS AND CAREER EXPLORATION STUDENT WORKBOOK</p> <ul style="list-style-type: none"> ➤ Discovering_Your_Strengths_&_Career_Exploration_Student_Workbook (PDF Download) <p>DISCOVERING YOUR STRENGTHS AND CAREER EXPLORATION PRE-ASSESSMENT</p> <p>Discovering Your Strengths and Career Exploration Pre -Assessment (6 Questions)</p>
PART 1	<p>PROSCAN AND DOMINANCE (00:16:41)</p> <ul style="list-style-type: none"> • The ProScan (00:09:10) <ul style="list-style-type: none"> ➤ Introduction ➤ Take the ProScan Survey ➤ After Taking the ProScan ➤ Strengths, Adaptations & Career Exploration • Dominance (00:08:35) <ul style="list-style-type: none"> ➤ High Dominance Strengths ➤ High Dominance Adaptations ➤ High Dominance ➤ Low Dominance Strengths & Adaptations
PART 2	<p>EXTROVERSION (00:07:52)</p> <ul style="list-style-type: none"> • Extroversion (00:07:52) <ul style="list-style-type: none"> ➤ Introducing Extroversion ➤ High Extroversion Strengths ➤ High Extroversion Careers ➤ High Extroversion Adaptations ➤ Low Extroversion Strengths & Adaptations
PART 3	<p>PACE/PATIENCE (00:08:02)</p> <ul style="list-style-type: none"> • Pace/Patience (00:08:02) <ul style="list-style-type: none"> ➤ Introduction to Pace/Patience ➤ High Pace/Patience Strengths ➤ High Pace/Patience Adaptations ➤ High Pace/Patience Careers ➤ Low Pace/Patience Strengths & Adaptations

COURSE	DESCRIPTION
PART 4	<p>CONFORMITY (00:11:18)</p> <ul style="list-style-type: none"> • Conformity (00:11:18) <ul style="list-style-type: none"> ➤ Introduction to Conformity ➤ High Conformity Strengths ➤ High Conformity Adaptations ➤ High Conformity Careers ➤ Low Conformity Strengths & Adaptations ➤ Flexing & Adapting for Life ➤ Course 2 Teaser
ASSESSMENT	Discovering Your Strengths and Career Exploration Post-Assessment (14 Questions)