Navigating Your Journey to Excellence

Master Educator Online Professional Development Catalog
CareerTech Master Educator

This unique personal learning opportunity allows you to tailor your own professional development plan through a multi-level learning management system. CareerTech's Master Educator program is designed to inspire continuous growth through a variety of learning experiences, while also providing the opportunity to track and manage your personal professional development goals.

The Master Educator is a continuous learning model that supports life-long learning. You are in charge of charting your own course, self-selecting the training you wish to pursue at each level.

As you begin in Level I, you will determine your path and enroll in courses that interest you. Your path can change based on your needs at any time. We have several suggested learning paths to provide direction and inspiration, but you will ultimately determine your route at each level. Whether you’re a 20-year veteran or a first-year teacher, you will find something valuable.

You can also use many trainings completed outside of Master Educator to meet your Level I completion. Approved trainings completed after July 1, 2019 can be added to your Master Educator transcript by uploading a certificate or proof of completion. So simple and easy, log on and find your professional development path.

Level I Master Educator

Begin the journey by selecting your path of professional development in the Level I Master Educator. Level I training supports your journey of gaining knowledge at a foundational level. Choose the courses that best fit your professional development needs, such as fundamental educator skills, emerging technologies, or new areas where you would like to develop expertise. After completing a minimum of 170 hours for this level, you will receive the Level I Master Educator competency.

Level II Master Educator

Continue your personal and professional growth toward your career destination as a Level II Master Educator. At this level, you should seek training offerings that will help build your confidence with the theory and practice of education and related skills. After completing Level I and completing a minimum of 190 additional hours, you will receive the Level II Master Educator competency.

Level III Master Educator

A horizon beyond the one you imagined as a Level III Master Educator. For Level III, choose courses to help you develop advanced concepts that exemplify good practice. After completing Level II competency and completing an additional 230 hours, you will receive the Level III Master Educator competency.

Level IV Master Educator

Leading down the road as a Level IV Master Educator. As a learner pursuing Level IV, you will complete courses that allow you to achieve expertise in new areas and to share your knowledge and experience by becoming a mentor and leader within the CareerTech system. After completing Level III and a minimum of 260 additional hours, you will receive the Level IV Master Educator competency.
# Table of Contents

1. Manage Change and Develop Your Adaptability Skills
2. Remote Working: Setting You and Your Teams Up for Success
4. Develop Your Course Design and Instructional Skills
5. Developing Resilience and Grit
6. Digital Transformation in Practice: Virtual Collaboration Tools
8. Become a Customer Support Specialist
9. Improve Your Problem-Solving Skills
10. Leading During Times of Change
12. Avoiding Burnout in the New World of Work
13. Become a Manager
14. Become a Project Manager
16. Become an Instructional Developer
18. Become a Learning and Development Professional
20. Communicating During Times of Change
22. Develop Your Marketing Skills
23. Digital Transformation for Leaders
25. Diversity, Inclusion, and Belonging for Leaders and Managers
26. Getting Started with Microsoft Word
27. Improve Your Coaching Skills as a Manager
28. Improve Your Creativity Skills
29. Master In-Demand Skills for Technology Leadership
<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
</tr>
<tr>
<td>32</td>
</tr>
<tr>
<td>34</td>
</tr>
<tr>
<td>36</td>
</tr>
<tr>
<td>38</td>
</tr>
<tr>
<td>39</td>
</tr>
<tr>
<td>42</td>
</tr>
</tbody>
</table>

James Gordon
James.Gordon@careertech.ok.gov
cmastereducator.com
405.743.5518
Manage Change and Develop Your Adaptability Skills

Discover how to maintain effectiveness when experiencing major changes in your work tasks or environment. Find out how to adjust quickly and effectively to learn and work within new work structures, processes, requirements, or cultures.

1. Creating a Culture of Change
2. Managing Stress for Positive Change
3. Cultivating Mental Agility
4. Building Resilience
5. Developing Adaptability as a Manager
6. Leading Your Team Through Change
7. Managing Organizational Change for Managers

The courses listed are suggestions, but are not required.
Optimize working remotely in this set of online courses—whether you’re new to remote work or not, and whether you’re leading a team or part of a team involving distributed team members. Discover how to be productive and stay connected when working from home or other remote environments.

1. Tips for Working Remotely
2. Remote Work Foundations
3. Time Management: Working from Home
5. Executive Presence on Video Conference Calls
6. Thriving at Work: Leveraging the Connection between Well-Being and Productivity
7. Managing Stress for Positive Change
8. Building Resilience
9. Developing Resourcefulness
The courses listed are suggestions, but are not required.
Develop Your Course Design and Instructional Skills

Shift your instructional strategy. Explore a type of blended learning that reverses the traditional learning environment by delivering instruction outside of the classroom. Discover design thinking and learn how to develop an instructional framework that helps learners visualize material.

The courses listed are suggestions, but are not required.
Developing Resilience and Grit

In the face of change and uncertainty, learn how to build your resilience and cultivate mental agility. Resilience and grit will help you to cope with change and create productive shifts in thinking and perseverance.

1. Developing Your Emotional Intelligence
2. Building Resilience
3. Building Resilience as a Leader
4. Cultivating Mental Agility
5. Subtle Shifts in Thinking for Tremendous Resilience
6. Grit: How Teams Perseverance to Accomplish Great Goals
7. Sheryl Sandberg and Adam Grant on Option B: Building Performance
8. Recharge Your Energy for Peak Performance

The courses listed are suggestions, but are not required.
Digital Transformation requires organizational and individual mindset shifts, and it invites us to work and collaborate in exciting new productive ways. This learning path complements the Digital Transformation for Leaders and Digital Transformation for Tech Leaders learning paths, highlighting key ways to collaborate and communicate in the modern workplace.

1. Getting Work Done in Office 365
2. Team Collaboration in Office 365
3. Microsoft Collaboration: Sharepoint, Teams, and Groups
4. Microsoft Teams Essential Training
5. Team Collaboration in G Suite
The courses listed are suggestions, but are not required.
Become a Customer Support Specialist

Discover the skills required to become a customer support specialist and deliver outstanding customer service, including building rapport and communicating effectively with customers, providing the right assistance at the right times, de-escalating intense situations, and creating customer value. This learning path was developed to support candidates applying for the customer support consultant roles that are part of the Shine program at LinkedIn. To learn more about Shine, please visit careers.linkedin.com/shine.

The courses listed are suggestions, but are not required.
Improve Your Problem-Solving Skills

Become more confident in your problem-solving by learning how to improve your critical thinking, judgement, and decision-making skills.

1. Critical Thinking
2. Strategic Thinking
3. Solving Business Problems
4. The Six Biases of Decision-Making
5. Decision-Making Strategies
6. Making Quick Decisions

The courses listed are suggestions, but are not required.
Leading During Times of Change

Managers and leaders are constantly confronted with change. Learn the specific techniques to plan your change effort as well as how to address the cultural and emotional challenges that arise during organizational changes.

1. Leading Change
2. Building Resilience as a Leader
3. Developing Adaptability as a Manager
4. Counterintuitive Leadership Strategies for a VUCA Environment
5. Managing in Difficult Times
6. Leading at a Distance
7. Psychological Safety: Clear Blocks to Innovation, Collaboration, and Risk Taking
The courses listed are suggestions, but are not required.
Avoiding Burnout in the New World of Work

As we move into the new world of work and navigate many changes, staying engaged and avoiding burnout is important. This collection of courses helps you develop skills to manage your mental health and stay engaged at work.

1. Supporting Your Mental Health
2. Recharge Your Energy for Peak Performance
3. Avoiding Burnout
4. Managing Anxiety in the Workplace
5. Managing Career Burnout
6. Dealing with Grief, Loss, and Change as an Employee

The courses listed are suggestions, but are not required.
Become a Manager

As a manager, success is predicated on your ability to achieve goals working with your team. The good news is that management is a skill that can be learned. This path is designed to provide you with the key considerations, skills and competencies to help you become and succeed as a manager.

The courses listed are suggestions, but are not required.
Become a Project Manager

Project managers are catalysts for change. Learn how to manage projects from beginning to end using proven project management techniques. After completing this learning path, you’ll have the skills and knowledge to manage simple projects as well as complex, enterprise-wide initiatives.
The courses listed are suggestions, but are not required.
Become an Instructional Developer

As an instructional developer, you’ll combine instructional design principles with technical skills to create transformative elearning modules. From SCORM and Tin Can API to the fundamentals of screencasting and learning management systems, this path will provide you with the essentials for a successful career as an instructional developer.

1. Learning SCORM and Tin Can API
2. Learning Management Systems (LMS) Quick Start
3. Gamification of Learning
4. Teaching Techniques: Creating Multimedia Learning
5. Introduction to Screencasting
The courses listed are suggestions, but are not required.
Become a Learning and Development Professional

Organization learning and development is a complex task that require a diverse skill set. Great L&D pros are not only versed in instructional design, but also understand the importance of building cultures of learning inside an organization, and can clearly communicate the learning needs and goals to both executives and employees. This path is the next step for seasoned instructional designers and corporate trainers looking to better understand the role of learning in the workplace, and how to effectively lead organizational learning.

1. Organizational Learning and Development
2. Gaining Internal Buy-In for E-Learning Training
3. How to Design and Deliver Training Programs
4. Developing Managers in Organizations
5. Train the Trainer
6. Creating a Leadership Development Program
The courses listed are suggestions, but are not required.
Communicating During Times of Change

Communication is essential during times of change. In this learning path, discover how and when to communicate during a crisis while managing your company’s reputation and connecting with key stakeholders. Plus, learn communication foundations, such as effective listening and digital body language.
The courses listed are suggestions, but are not required.
Develop Your Marketing Skills

Learn how to use effective content and digital marketing techniques to support your objectives and maximize the return on your marketing dollars. Learn about principles and methods for showing, promoting, and selling products or services, including marketing strategies and tactics.

The courses listed are suggestions, but are not required.
Digital transformation is an ongoing force in business today. But what is it exactly and how can leaders navigate it? In this learning path, business leaders can understand the larger context for this massive change and strategy effort, begin to see where their company lies along the continuum, and discover how best to navigate through the complex terrain long term. This path complements the Digital Transformation in Practice and Digital Transformation for Tech Leaders learning paths, highlighting what leaders need to know and consider as they evolve their strategy.
The courses listed are suggestions, but are not required.
Diversity, Inclusion, and Belonging for Leaders and Managers

Discover ways to effectively lead diversity efforts in your organization. In this learning path, leaders can learn how to recognize the business need for DIBs, create a truly inclusive workplace, communicate honestly and effectively, recognize their own biases, and accept the differences of others.

1. Inclusive Leadership

2. Diversity and Inclusion in a Global Enterprise

3. Diversity, Inclusion and Belonging

4. Creating a Positive and Healthy Work Environment

5. Confronting Bias: Thriving Across Our Differences

6. Communicating About Culturally Sensitive Issues

7. Skills for Inclusive Conversations

The courses listed are suggestions, but are not required.
Getting Started with Microsoft Word
New to Microsoft Word? Get up to speed fast with the world’s #1 word processing program.
In this learning path, you can learn to create and format basic documents in Word.

1. Learning Word Desktop (Office 365)
2. Word Essential Training (Office 365)
3. Word Quick Tips

The courses listed are suggestions, but are not required.
Improve Your Coaching Skills as a Manager

Managers and leaders who provide targeted, ongoing coaching to employees can strengthen their teams and add value to their organizations. This learning path shares perspectives and key skills that will serve any manager or leader who wants to coach others effectively.

1. Coaching and Developing Employees
2. Coaching Skills for Leaders and Managers
3. Ram Charan on Coaching High Potentials
4. Persuasive Coaching
5. Coaching for Results
6. Coaching Employees Through Difficult Situations
7. Using Questions to Foster Critical Thinking and Curiosity

The courses listed are suggestions, but are not required.
Improve Your Creativity Skills

Every person in a creative field has been stuck in a rut at some point in time. Start this learning path with techniques to bust the rut. Also learn how to improve your creative brainstorming, generate ideas that resonate, and understand the five-step creative process beyond idea generation.

The courses listed are suggestions, but are not required.
Master In-Demand Skills for Technology Leadership

Technology leaders go beyond mastery of coding skills and technology knowledge to position their teams for success. In this learning path, you’ll get the essential skills needed as a technology leader, from business acumen and development to thought leadership, mentoring, and team management.

1. Data Science Foundations: Fundamentals
2. Data Fluency: Exploring and Describing Data
3. Project Management Foundations: Risk
4. Developing Business Acumen
5. Finance Foundations: Business Valuation
6. Leading with Innovation
The courses listed are suggestions, but are not required.
Employers around the world cite Microsoft Excel as one of the most sought-after skills for any new hire. This learning path helps you become an Excel power user—covering everything from functions and formatting to PivotTables and dashboards.

The courses listed are suggestions, but are not required.
Staying Positive and Productive During Uncertainty

In this learning path, discover skills and techniques to help you stay positive and productive in your career during times of uncertainty. These 16 courses can help you deal with workplace change, find purpose and direction, lead others, and increase efficiency.

1. Handling Workplace Change as an Employee
2. Managing Career Burnout
3. Building Resilience
4. Finding Your Purpose at Work
5. Goal Setting: Objectives and Key Results (OKRs)
6. Having an Honest Career Conversation with Your Boss
7. Increase Visibility to Advance Your Career
8. Leading Without Formal Authority
The courses listed are suggestions, but are not required.
Teaching Techniques

This collection of Master Educator courses was designed to offer a broad range of educational topics and to support teacher learning and development.
The courses listed are suggestions, but are not required.

10 Writing Effective Learning Objectives
11 PowerPoint for Teachers: Creating Interactive Lessons
12 Teacher Tips
13 Teaching Online: Synchronous Classes
14 Giving Effective Feedback to Students
15 Embracing Mobile Devices
16 Engaging Students Using Questioning Strategies
17 Empower Students with Problem Solving Skills
18 Going From Projects to Project-Based Learning

The courses listed are suggestions, but are not required.
Women in Leadership

Women who aspire to leadership roles face unique challenges in today’s companies. They are passed over for key opportunities, paid less than their male colleagues, and left out of critical networks. In this path, learn essential skills and strategies for success as a leader in the workforce.

1. Leadership Strategies for Women
2. Leading without Formal Authority
3. Leading with Stories
4. Proven Success Strategies for Women at Work
5. Defining and Achieving Professional Goals
6. Developing Self-Awareness
7. Building Self-Confidence
The courses listed are suggestions, but are not required.
Working with Creatives

Working with creatives can be tricky for those new to the creative process. It’s common for those working with a designer, illustrator, or other creative to provide unhelpful feedback or micromanage the process. In this path, learn how to enable your creative partner to do their very best work.
Supporting Your Well-Being During Times of Change and Uncertainty

In this learning path, you can gain immediately applicable skills to support your well-being during times of change and uncertainty. Twenty curated courses cover topics such as practicing mindfulness and meditation; managing anxiety, depression, and stress; calming your mind; and restoring your body.

1. Building Resilience
2. Cultivating Mental Agility
3. Embracing Unexpected Change
4. Making Better Decisions by Thinking in Bets
5. Sleep is Your Superpower
6. Handling Workplace Change as an Employee
7. Subtle Shifts in Thinking for Tremendous Resilience
Managing Stress

Stop Stressing and Keep Moving Forward

De-stress: Meditation and Movement for Stress Management

Chair Work: Yoga Fitness and Stretching at Your Desk

Computer and Text Neck Stretching Exercises

Ergonomics 101

Recharge Your Energy for Peak Performance

The courses listed are suggestions, but are not required.
Master In-Demand Professional Soft Skills

What does every hiring manager look for in an employee? Set yourself apart from the pack by getting the essential soft skills—abilities that help people interact effectively with others—that employers value most, from communication fundamentals and being a team player to advancing your critical thinking skills.

1. Develop Your Emotional Intelligence
2. Building Resilience
3. Embracing Unexpected Change
4. Critical Thinking for Better Judgement and Decision-Making
5. Why Trust Matters with Rachel Botsman
6. Teamwork Foundations
The courses listed are suggestions, but are not required.