

# DECEMBER 2025

## LEARNING OPPORTUNITIES CALENDAR



### EMPLOYEE SUCCESS

Explore strategies to improve your work life by enhancing skills in conflict resolution, time management, workload management, project management and more.

#### SUPERVISING LEADERS

#### ALL LEADERS

#### NON-SUPERVISING LEADERS

### WEEK 1: DECEMBER 1 - 5



Article - 6 min

Leadership and Teamwork:  
10 Ways Leaders Can Help  
Their Team



Video - 3 min

10 Time Management Tips  
to Boost Your Productivity



Article - 4 min

How to Effectively  
Handle a Heavy Workload

### WEEK 2: DECEMBER 8 - 12



Video - 7 min

Leadership Has to  
Be Learned



Video - 4 min

Navigate and  
Embrace Change



Article - 3 min

Successful Project  
Management: 10 Steps  
(and a roadmap) to  
Stay on Track

### WEEK 3: DECEMBER 15 - 19



Article - 8 min

6 Project Management  
Leadership Styles



Article - 3 min

Time Management  
Skills to Develop a More  
Efficient Workplace



Video - 4 min

Try THIS the Next Time You  
Have an Uncomfortable  
Conversation

### WEEK 4: DECEMBER 22 - 26



Article - 9 min

The 12 Characteristics  
of a Good Leader



Article - 4 min

5 Strategies for  
Conflict Resolution  
in the Workplace



Video - 4 min

Five Simple Strategies  
to Sharpen Your  
Critical Thinking

### WEEK 5: DECEMBER 29 - 31



Video - 8 min

6 Ways to  
Motivate Your Team



Live Event - 1 hour

Statewide Speaker Series

Click here to register

(When registering, click Company  
Single Sign-On to sign in to your  
MOVERS Learn account)



Article - 9 min

Proven Strategies for  
Achieving Success at Work

Any learning done outside of MO Learning needs to be logged in the Team Member Training Portal in [ESS](#). Need help entering training? Watch this [MO Learning video](#) to learn more!

Questions? Email [tmhelpdesk@oa.mo.gov](mailto:tmhelpdesk@oa.mo.gov)

