

# Enhance your Marketable Skills

Career Development Center

California State University, Los Angeles

[www.calstatela.edu/careercenter](http://www.calstatela.edu/careercenter)

You can enhance your skillsets right from home to develop additional competencies that employers require. [LinkedIn Learning](http://www.calstatela.edu/its/training/linkedin-learning), accessible from your myCalStateLA portal, offers over **5,000 courses** on anything from digital literacies, to transferrable skill development, to holistic practices like mindfulness and positivity.

Upon completion of a LinkedIn Learning course, you can **receive a certification** that can go on your **LinkedIn profile,** **résumé** or simply be a **talking point with employers**. With so many courses it may be difficult to know what you’d like to learn about first. Here are some tips to narrow it down so you can study what’s most applicable to you.

**Enhance your transferrable skills**  
Transferrable skills are skills that employers in every industry are looking for. Take some time to think about your [strengths](https://www.linkedin.com/learning/discovering-your-strengths-2/find-career-success-and-perform-at-your-best?u=35553996) and find areas that you’d like to improve. Do you want to become a [better leader](https://www.linkedin.com/learning/leadership-practical-skills/welcome?u=35553996) or [more resilient](https://www.linkedin.com/learning/building-resilience/what-why-and-how-to-become-resilient?u=35553996)? Maybe you’re looking for ways to be [more inclusive](https://www.linkedin.com/learning/skills-for-inclusive-conversations/diversity-topics-can-be-polarizing?u=35553996) or to [communicate better across cultures](https://www.linkedin.com/learning/communicating-across-cultures-2/the-skill-of-communicating-across-cultures?u=35553996). No matter where you work transferrable skills are always in demand.

**Enhance your digital skills**Find out what digital skills are most needed in your industry by looking at job descriptions of positions you’re interested in. Perhaps it’s a marketing position looking for someone with [Adobe Photoshop](https://www.linkedin.com/learning/photoshop-2020-essential-training-the-basics/welcome-to-the-photoshop-essential-training-series?u=35553996) experience or an accounting position seeking a [Microsoft Excel](https://www.linkedin.com/learning/excel-for-accountants/excel-for-accountants?u=35553996) guru, or maybe you anticipate sending emails all day using [Microsoft Outlook](https://www.linkedin.com/learning/outlook-essential-training-office-365/stay-organized-and-collaborate-effectively?u=35553996). With job descriptions, employers are spelling out exactly what they’re looking for in candidates, now is your chance to develop digital skills based on their needs.

**Become more effective working “remotely”**Working from home or “remotely” is becoming more prevalent in society. Having [time management](https://www.linkedin.com/learning/time-management-working-from-home/welcome?u=35553996) skills as you work from home is essential. There’s also a good chance your new company might be using [Microsoft Teams](https://www.linkedin.com/learning/microsoft-teams-essential-training-5/communicate-effectively-using-microsoft-teams?u=35553996), [Slack](https://www.linkedin.com/learning/learning-slack-2/welcome?u=35553996) or [Google Hangouts](https://www.linkedin.com/learning/google-hangouts-essential-training/welcome?u=35553996) in order stay connected and accomplish their goals. Maybe you need to create a [Zoom](https://www.linkedin.com/learning/learning-zoom/stay-connected-with-zoom-meetings?u=35553996) meeting and invite your colleagues. Whatever “remote” topic you might be interested in, there’s a good chance LinkedIn Learning has a course on it.

**Embrace mindfulness**Navigating a career is rarely easy, but there are multiple tools you can use to improve your mental health and outlook. Many of us are looking for ways to [manage stress](https://www.linkedin.com/learning/managing-stress-3/learn-to-manage-your-stress?u=35553996), [avoid burnout](https://www.linkedin.com/learning/avoiding-burnout-3/learn-how-to-avoid-burnout?u=35553996) or find [strategies for being more positive at work](https://www.linkedin.com/learning/being-positive-at-work/welcome?u=35553996). [Mindfulness meditation](https://www.linkedin.com/learning/mindful-meditations-for-work-and-life/some-simple-meditations-can-make-each-day-better-2?u=35553996) is a simple, effective way to make your work and personal life better. Being skilled in managing your mental health may be one of the most valuable tools for an employee today.

**Learn things just for fun**Don’t only focus on job-searching. It’s also essential to have balance in your life. Maybe you want to [learn how to play the guitar](https://www.linkedin.com/learning/blues-guitar-learn-to-play/introduction?u=35553996) or take a course on [photography](https://www.linkedin.com/learning/the-practicing-photographer/photos-and-words?u=35553996), or maybe you just want to sit back and see what it’s like to be an [indie filmmaker](https://www.linkedin.com/learning/the-creative-spark-tom-durham-indie-filmmaker/the-creative-spark-tom-durham-indie-filmmaker-preview?u=35553996), [cartoon animator](https://www.linkedin.com/learning/creative-inspirations-mexopolis-animation-studio/introduction?u=35553996) or [famous DJ](https://www.linkedin.com/learning/creative-inspirations-jason-bentley-radio-dj-and-musician/introduction?u=35553996). Tuning into these creative videos will help you develop your own creativity (a transferrable skill many employers are looking for!).

For more info and to **login to LinkedIn Learning** to start enhancing your skills go to: <http://www.calstatela.edu/its/training/linkedin-learning>