Meet Lynda.Com - U-M adds another benefit for career development
By Sarah Ely and Ron Loveless

Interested in learning more about Sharepoint or Excel? Do you need to brush up on your Photoshop skills for new project but do not have the time in your schedule to take a special class?

U-M ITS has signed a campus-wide site license agreement with the training site lynda.com. This is an excellent site to meet the training needs of any Plant staff member at their level and advance them forward at no cost to the department other than learning time. (Lynda.com subscription is $25/month and a number of people in Plant had previous subscriptions)

Training exists for every major platform including Microsoft Word 2013, Excel 2013, Visio, and Project to Google Docs, Windows 8, iPad/tablets, and the latest Apple product changes. There are also courses to on photography, animation and other computer aided tasks. The training videos are very professional with articulate and knowledgeable presenters.

“Lynda.com is absolutely the best training forum to keep abreast of the many changes in information technology,” states Ron Loveless. “What I like most is the ability to begin a training session, pause it, and resume the training from any device (computer, tablet, or even a smartphone) from anywhere on the Internet.”

If you are ready to try Lynda.com, here are the directions to connect:

Step 1 - visit lynda.com. Click on the “log in”.

Step 2 - Enter www.umich.edu in the “Log in through your organization or school”. Then login with your umich uniqname and password. ...and PRESTO! You’re in.
Have an ergonomic problem with at work? Do you strain your back performing your job? Consider applying for an Ergo grant through MHealthy.

What are Ergo Grants?
Ergo Grants are funds that provide seed money for U-M departments or units to purchase equipment or redesign work processes for projects that solve high-risk ergonomic issues that affect groups of U-M faculty and staff.

What is the goal of Ergo Grants?
The goal of Ergo Grants is to reduce ergonomic risk factors to help improve faculty and staff comfort, safety, productivity and job satisfaction.

What kind of projects will be considered for Ergo Grants?
The Ergo Grants can fund projects that affect groups of UM faculty and staff. Grants are for projects not yet funded or completed by other resources. Ergo Grants do not fund projects for individuals, nor non-ergonomic issues.

Qualifying projects must address one or more of the following ergonomic risk factors:

- **Awkward Postures**
  Posture is the position the body... Awkward postures include reaching, twisting, bending, kneeling, squatting, working overhead with your hands or arms, or holding fixed positions.

- **Forceful Exertions**
  Force is the amount of physical effort required to perform a task, like heavy lifting or controlling equipment or tools. The amount of force depends on the type of grip, the weight of an object, body postures, the types of activity and the duration of the task.

- **Repetition or Sustained Postures**
  Repetition and sustained postures are either doing the same motions over and over again or holding the body in one posture for long periods of time. Both place stress on the muscles and tendons.

- **Contact Stress**
  Contact stress is pressing the body against a hard or sharp surface. It can put too much pressure on nerves, tendons, and blood vessels. For example, using your hand as a hammer can increase your risk of Injury.

- **Vibration**
  Vibration occurs while using tools such as sanders, grinders, chippers, routers, drills and saws. Too much vibration can lead to nerve and blood vessel damage. Special padding or anti-vibration gloves can help.

- **Temperature Extremes**
  Temperature extremes are too high or too low for the worker’s health and productivity.

Visit: [http://hr.umich.edu/mhealthy/programs/ergonomics/grants/index.html](http://hr.umich.edu/mhealthy/programs/ergonomics/grants/index.html)