



Course Library

2015.2.3

Administrative Skills

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|-----------------------------------|--------------------------------|
| Administrative Support | Basic Bookkeeping |
| Business Writing | Collaborative Business Writing |
| Executive and Personal Assistants | Meeting Management |
| Organizational Skills | Social Media In The Workplace |
| Supply Chain Management | |

Career Development

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|--------------------------|-----------------------------------|
| 10 Soft Skills You Need | Assertiveness And Self-Confidence |
| Communication Strategies | Creative Problem Solving |
| Developing Creativity | Digital Citizenship |
| Entrepreneurship | Interpersonal Skills |
| Negotiation Skills | Personal Branding |
| Project Management | Telework And Telecommuting |
| Time Management | |

Human Resources

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|---------------------------------|------------------------------|
| Business Succession Planning | Developing a Lunch and Learn |
| Employee Onboarding | Employee Recruitment |
| Generation Gaps | Health and Wellness at Work |
| Hiring Strategies | Human Resource Management |
| Measuring Results From Training | Millennial Onboarding |
| Talent Management | Train-The-Trainer |
| Workplace Diversity | Workplace Harassment |
| Workplace Violence | |

Personal Development

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|--------------------------------------|----------------------------|
| Anger Management | Attention Management |
| Critical Thinking | Emotional Intelligence |
| Goal Setting and Getting Things Done | Increasing Your Happiness |
| Job Search Skills | Managing Workplace Anxiety |
| Personal Productivity | Public Speaking |
| Social Intelligence | Social Learning |
| Stress Management | Work-Life Balance |

Sales And Marketing

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|---------------------------------|-----------------------------|
| Body Language Basics | Call Center Training |
| Creating a Great Webinar | Employee Recognition |
| Internet Marketing Fundamentals | Marketing Basics |
| Media And Public Relations | Overcoming Sales Objections |
| Presentation Skills | Proposal Writing |
| Sales Fundamentals | Trade Show Staff Training |

Supervisors And Managers

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|--------------------------------------|------------------------------|
| Budgets And Financial Reports | Coaching And Mentoring |
| Employee Motivation | Facilitation Skills |
| Knowledge Management | Leadership And Influence |
| Lean Process And Six Sigma | Manager Management |
| Middle Manager | Office Politics For Managers |
| Performance Management | Supervising Others |
| Virtual Team Building And Management | |

Workplace Essentials

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|-----------------------------------|-------------------------------|
| Appreciative Inquiry | Business Acumen |
| Business Ethics | Business Etiquette |
| Change Management | Civility In The Workplace |
| Conflict Resolution | Customer Service |
| Delivering Constructive Criticism | Developing Corporate Behavior |
| Risk Assessment and Management | Safety In The Workplace |
| Teamwork And Team Building | |

Microsoft Office

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|---|---|
| Access (Essentials/Advanced/Expert) | Excel (Essentials/Advanced/Expert) |
| Groove (Essentials/Advanced/Expert) | InfoPath (Essentials/Advanced/Expert) |
| Lync (Essentials/Advanced/Expert) | OneNote (Essentials/Advanced/Expert) |
| Outlook (Essentials/Advanced/Expert) | PowerPoint (Essentials/Advanced/Expert) |
| Project (Essentials/Advanced/Expert) | Publisher (Essentials/Advanced/Expert) |
| SharePoint Designer (Essentials /Advanced/Expert) | Visio2007 (Essentials/Advanced/Expert) |
| Windows7 (Essentials/Advanced/Expert) | Windows 8 (Essentials/Advanced/Expert) |
| Word (Essentials/Advanced/Expert) | |