



eLearning at its best! At anytime, anywhere your membership or employees may enroll in any of the following presentations:

Management/Supervisor		
Being a Likeable Boss	Hiring Strategies	Self-Leadership
Business Succession Planning	Human Resource Management	Sensitivity Training
Change Management	Leadership and Influence	Servant Leadership
Civility in The Workplace	Leadership Development for Women	Social Intelligence
Coaching and Mentoring	Lean Process and Six Sigma	Social Media in the Workplace
Coaching Salespeople	Life Coaching Essentials	Social Media Marketing
Communication Strategies	Manager Management	Supervising Others
Conducting Annual Employee Reviews	Managing Personal Finances	Supply Chain Management
Conflict Resolution	Managing Workplace Anxiety	Taking Initiative
Contact Center Training	Managing Workplace Harassment	Talent Management
Contract Management	Measuring Results from Training	Team Building for Managers
Creating a Great Webinar	Media And Public Relations	Team Building Through Chemistry
Creative Problem Solving	Meeting Management	Teamwork and Team Building
Creativity: Thinking Outside the Box	Middle Manager	Time Management
Developing a Lunch and Learn	Millennial Onboarding	Top 10 Sales Secrets
Developing Corporate Behavior	mLearning Essentials	Trade Show Staff Training
Developing New Managers	Motivating Your Sales Team	Train-the-Trainer
Diversity, Equity, and Inclusion	Multi-Level Marketing	Trust Building and Resilience Development
Employee Motivation	Negotiation Skills	Unconscious Bias
Employee Onboarding	Networking (Outside the Company)	Universal Safety Practices
Employee Recognition	Networking Within the Company	Virtual Team Building and Management
Employee Recruitment	Office Health and Safety	Work-Life Balance
Employee Termination Processes	Office Politics for Managers	Workplace Bullying
Goal Setting and Getting	Organizational Skills	
	Overcoming Sales Objections	
	Performance Management	
	Project Management 6th Edition	
	Proposal Writing	
	Prospecting and Lead Generation	

<p>Things Done</p> <p>Handling a Difficult Customer</p> <p>High Performance Teams (Inside the Company)</p> <p>High Performance Teams (Remote Workforce)</p>	<p>Public Speaking</p> <p>Respect in the Workplace</p> <p>Responsibility in the Workplace</p> <p>Risk Assessment and Management</p> <p>Safety In the Workplace</p> <p>Sales Fundamentals</p>	<p>Workplace Harassment</p> <p>Workplace Violence</p>
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All People Skills

<p>Access 2016 Essentials</p> <p>Accountability in the Workplace</p> <p>Administrative Office Procedures</p> <p>Administrative Support</p> <p>Adult Learning: Mental Skills</p> <p>Adult Learning: Physical Skills</p> <p>Anger Management</p> <p>Appreciative Inquiry</p> <p>Archiving and Records Management</p> <p>Basic Bookkeeping Skills</p> <p>Body Language Basics</p> <p>Budgets and Financial Reports</p> <p>Building Confidence and Assertiveness</p> <p>Business Acumen</p> <p>Business Ethics</p> <p>Business Etiquette</p> <p>Business Writing</p> <p>Call Center Training</p> <p>Civility In The Workplace</p> <p>Collaborative Business Writing</p> <p>Communication Strategies</p> <p>Conflict Resolution</p> <p>Contact Center Training</p> <p>Contract Management</p> <p>Creating a Great Webinar</p> <p>Creative Problem Solving</p>	<p>Excel 2016 Essentials</p> <p>Excel 2016 Expert</p> <p>Executive and Personal Assistants</p> <p>Facilitation Skills</p> <p>Generation Gaps</p> <p>Goal Setting and Getting Things Done</p> <p>Handling a Difficult Customer</p> <p>Health and Wellness at Work</p> <p>Hiring Strategies</p> <p>Improving Mindfulness</p> <p>Improving Self Awareness</p> <p>Increasing Your Happiness</p> <p>In-Person Sales</p> <p>Internet Marketing Fundamentals</p> <p>Interpersonal Skills</p> <p>Job Search Skills</p> <p>Knowledge Management</p> <p>Leadership And Influence</p> <p>Leadership Development for Women</p> <p>Life Coaching Essentials</p> <p>Managing Personal Finances</p> <p>Managing Workplace Anxiety</p> <p>Marketing Basics</p> <p>Media And Public Relations</p> <p>Meeting Management</p> <p>Millennial Onboarding</p> <p>mLearning Essentials</p> <p>Motivating Your Sales Team</p> <p>Multi-Level Marketing</p> <p>Negotiation Skills</p> <p>Networking (Outside the Company)</p> <p>Networking Within the Company</p>	<p>Risk Assessment and Management</p> <p>Safety in The Workplace</p> <p>Sales Fundamentals</p> <p>Self-Leadership</p> <p>Sensitivity Training</p> <p>Servant Leadership</p> <p>Social Intelligence</p> <p>Social Learning</p> <p>Social Media in the Workplace</p> <p>Social Media Marketing</p> <p>Stress Management</p> <p>Supervising Others</p> <p>Supply Chain Management</p> <p>Taking Initiative</p> <p>Team Building Through Chemistry</p> <p>Teamwork and Team Building</p> <p>Telephone Etiquette</p> <p>Telework and Telecommuting</p> <p>Ten Soft Skills You Need</p> <p>The Cloud and Business</p> <p>Time Management</p> <p>Top 10 Sales Secrets</p> <p>Trade Show Staff Training</p> <p>Trust Building and Resilience Development</p> <p>Unconscious Bias</p> <p>Universal Safety Practices</p> <p>Virtual Team Building and Management</p>
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Creativity: Thinking Outside the Box Crisis Management Critical Thinking Customer Service Customer Support Cyber Security Delivering Constructive Criticism Developing Creativity Developing Emotional Intelligence Digital Citizenship Diversity, Equity, and Inclusion Entrepreneurship Event Planning	Office Health and Safety Organizational Skills Outlook 2016 Essentials Overcoming Sales Objections Performance Management Personal Branding Personal Productivity PowerPoint 2016 Essentials Presentation Skills Project Management 6th Edition Proposal Writing Prospecting and Lead Generation Public Speaking Respect in the Workplace Responsibility in the Workplace	Word 2016 Essentials Word 2016 Expert Work-Life Balance Workplace Bullying Workplace Harassment Workplace Violence
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You get access to 150 presentations that includes:

- **Three or six months of access to the online learning portal (LMS).**
- **Enrollment into a custom Learning Path, containing 30 - day courses that match the 3 job-related competencies that need to be developed.**
- **Auto-generated reports inside the portal for accountability and progress updates and certificates.**