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university



**EMPOWER  
YOUR  
TEAM**

# WELCOME TO CONNECT UNIVERSITY



Welcome to Connect University, where professional growth meets strategic excellence.

Our comprehensive range of training programs are designed to enhance skills, foster innovation, and drive business success.

Whether you're looking to upskill your team or equip them with specialized knowledge, we have the solution for you.



We took a chance on Connect and the results have been no less than astounding!  
-Marc, Compliancy Group LLC

“  
I found it invaluable and fascinating—I couldn't get enough of it!  
-Martha, Flagstar Bank

You have exceeded our expectations in developing the next generation of leaders in the Military.  
-SMSgt Hatch, Air National Guard

# AREAS OF STUDY

Administrative Skills

Financial Analysis

Human Resources

Microsoft

Personal Development

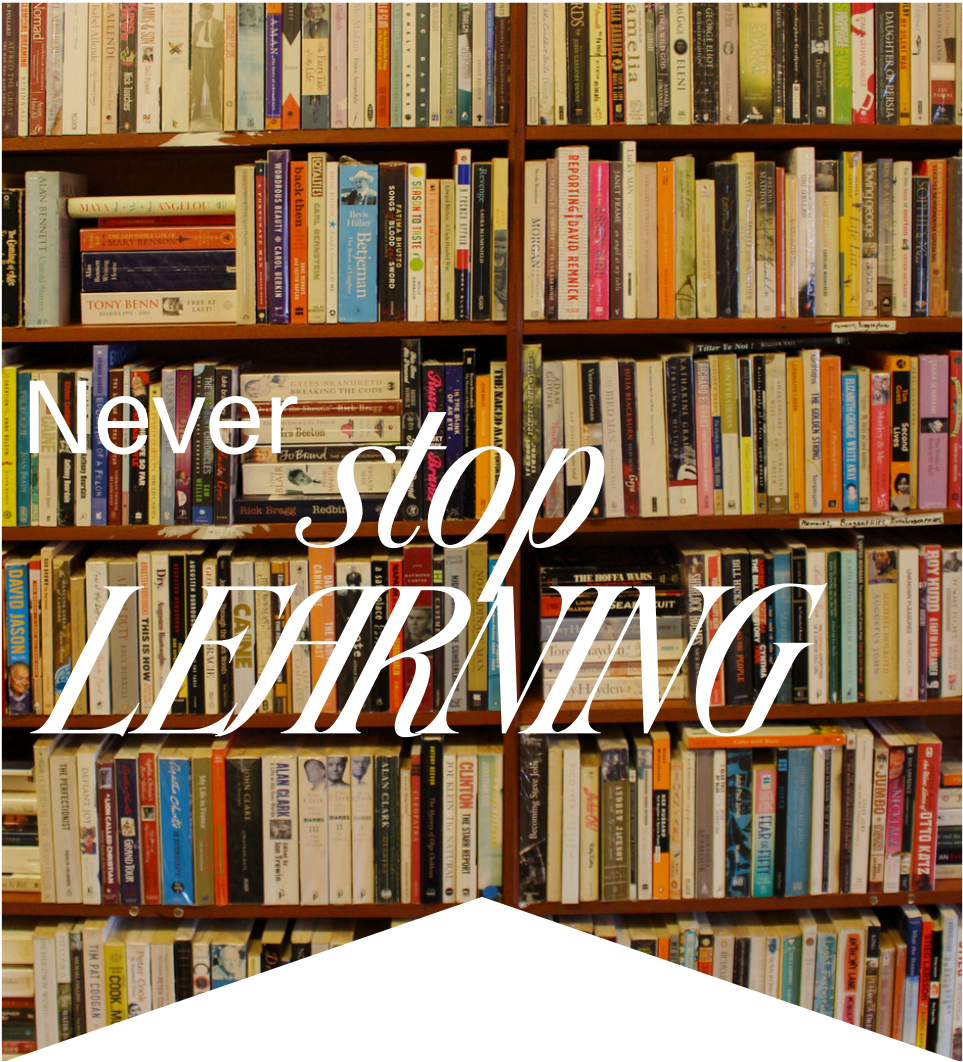
Sales and Marketing

Supervisors and Managers

Workplace Essentials



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Never *stop*  
**LEARNING**

# ADMINISTRATIVE SKILLS

Accountability in the Workplace  
Administrative Office Procedures  
Administrative Support  
Archiving and Records Management  
Business Writing  
Collaborative Business Writing  
Executive and Personal Assistants  
Meeting Management  
Organizational Skills  
Social Media In The Workplace  
Supply Chain Management





Das Moses-Prinzip  
KRIEG  
CHRISTEN

DOCTOR FINE  
SCHLAF  
LEBENSSTIL

THE  
SCHLAF

THOS  
BOYD  
PROTEST!

Lebenslauf

PROTEST!

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# PERSONAL DEVELOPMENT

Adult Learning - Mental Skills  
Adult Learning - Physical Skills  
Anger Management  
Attention Management  
Being A Likeable Boss  
Critical Thinking  
Developing Emotional Intelligence  
Goal Setting and Getting Things Done  
Improving Mindfulness  
Improving Self-Awareness  
Increasing Your Happiness  
Job Search Skills  
Universal Safety Practices  
Life Coaching Essentials





# PERSONAL DEVELOPMENT

Managing Personal Finances

Managing Workplace Anxiety

Personal Productivity

Public Speaking

Sensitivity Training

Social Intelligence

Social Learning

Stress Management

Taking Initiative

Talent Management

Train-The-Trainer

Unconscious Bias

Work-Life Balance

Workplace Harassment



# MICROSOFT COURSES

Access 2016 Essentials  
Excel 2016 Essentials  
Excel 2016 Expert  
Outlook 2016 Essentials  
PowerPoint 2016 Essentials  
Word 2016 Essentials  
Word 2016 Expert



A high-angle, close-up photograph of a person's hands and arms as they work on a silver laptop. The person is wearing a white, long-sleeved button-down shirt. The laptop screen displays a document with a date '20 марта 2022 г.' and a highlighted section of text in orange. The background is a soft, out-of-focus grey surface.

# SELF PACED LEARNING FOR A BETTER TEAM

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# SALES AND MARKETING

Body Language Basics  
Call Center Training  
Coaching Salespeople  
Contact Center Training  
Contract Management  
Creating a Great Webinar  
Employee Recognition  
Event Planning  
High Performance Teams Inside the Company  
High Performance Teams Remote Workforce  
In Person Sales  
Internet Marketing Fundamentals  
Marketing Basics  
Media And Public Relations



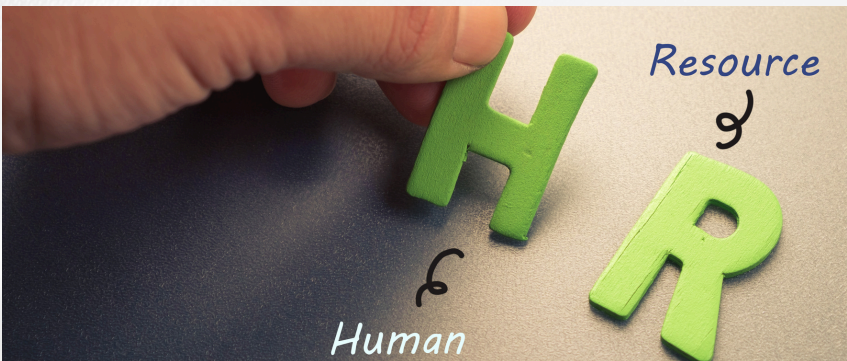
# SALES AND MARKETING

Motivating Your Sales Team  
Multi-Level Marketing  
Overcoming Sales Objections  
Presentation Skills  
Proposal Writing  
Prospecting and Lead Generation  
Sales Fundamentals  
Servant Leadership  
Social Media Marketing  
Telephone Etiquette  
Top 10 Sales Secrets  
Trade Show Staff Training  
Coaching And Mentoring



# HUMAN RESOURCES

Crisis Management  
Developing a Lunch and Learn  
Diversity, Equity, and Inclusion  
Employee Onboarding  
Employee Recruitment  
Employee Termination Processes  
Generation Gaps  
Health and Wellness at Work  
Hiring Strategies  
Human Resource Management  
Managing Workplace Harassment  
Measuring Results From Training  
Millennial Onboarding





**TRAINING IS NOT  
AN EXPENSE, ITS  
AN INVESTMENT  
IN HUMAN  
CAPITAL.**

# SUPERVISORS AND MANAGERS

Coaching And Mentoring  
Conducting Annual Employee Reviews  
Developing New Managers  
Employee Motivation  
Facilitation Skills  
Knowledge Management  
Leadership And Influence  
Lean Process And Six Sigma  
Manager Management  
Middle Manager  
Office Politics For Managers  
Performance Management  
Self-Leadership





# SUPERVISORS AND MANAGERS

Trust Building and Resilience Development  
Virtual Team Building And Management  
Supervising Others  
Team Building Through Chemistry



# FINANCIAL ANALYSIS

Budgets And Financial Report  
Business Succession Plannings  
Basic Bookkeeping





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Honorable Rodney Mims Cook  
Memorial  
Highway

# WORKPLACE ESSENTIALS

Appreciative Inquiry  
Business Acumen  
Business Ethics  
Business Etiquette  
Change Management  
Civility In The Workplace  
Conflict Resolution  
Customer Service  
Customer Support  
Cyber Security  
Delivering Constructive Criticism  
Developing Corporate Behavior  
Handling a Difficult Customer



# WORKPLACE ESSENTIALS

Networking Outside the Company  
Networking Within the Company  
Office Health and Safety  
Respect In The Workplace  
Responsibility In the Workplace  
Risk Assessment and Management  
Safety In The Workplace  
Team Building For Managers  
Teamwork And Team Building  
Workplace Bullying



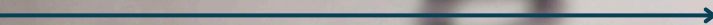
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**Teach**

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# CONTACT US

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