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ADDITIONAL INFORMATION

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Administrative Skills

Administrative Office Procedures

Administrative office procedures may not be glamorous, but they are essential to the success of any enterprise. A well-run office reduces miscommunications and helps to eliminate common errors. By making the administrative office a priority, you will establish clear policies and procedures with employee understanding and buy-in, which ensures that your work environment runs smoothly.

With our Administrative Office Procedures course, you will understand how an Administrative Office Procedure binder demonstrates professionalism and efficiency in an organization or office setting. It is also a marvelous instrument for quick reference and utilization. Strategies and procedures are a vital connection between the company's vision and its everyday operations.

Administrative Support

Administrative assistants are a key part of most office environments. They work quietly in the background, ensuring that the business runs smoothly and efficiently. This course will give new administrative assistants tools that will make them that person that the office cannot live without. Experienced administrative assistants will learn new tools that will make them more efficient and valuable than ever.

In the Administrative Support course, you will learn the core skills that will help them use their resources efficiently, manage your time wisely, communicate effectively, and collaborate with others skillfully. The practices presented in this course may take time to be a part of your daily work routine. However, committing to applying the concepts every day consistently is the key to changing and adopting new behaviors in a short amount of time.

Archiving and Records Management

Every organization is responsible for maintaining records. The ability to create, organize, and maintain records and archives is essential to success. Correct records keeping will not only offer liability protection; it will also increase efficiency and productivity. To put it simply, maintaining records and archives will improve the bottom line.



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With our Archiving and Records Management course, you will know how to classify records, define and maintain different systems, and develop a keen understanding of the importance of records management.

Basic Bookkeeping

Numbers! Numbers! Numbers! Wherever you go, you are bound to see them. On addresses, license plates, phones, prices, and of course, money! Numbers connect us all in many more ways than we might imagine. Primarily, our world revolves around numbers.

Some of us enjoy dealing with numbers while others may have a fear of them or even phobia. For those of you who have already recognized and appreciate the impact that numbers have on just about everything, you deserve a cookie. Welcome to Basic Bookkeeping!

Business Writing

Writing is a crucial method of communication for most people, and it is one that many people struggle with. Writing and communication skills have degraded with more and more people communicating through email and text messaging. Developing writing skills is still relevant in the business world as creating proper documents (such as proposals, reports, and agendas), giving you that extra edge in the workplace.

The Business Writing course will give you a refresher on basic writing concepts (such as spelling, grammar, and punctuation), and an overview of the most common business documents. These necessary skills will provide you with that extra benefit in the business world that many people are losing.

Collaborative Business Writing

Writing and communication skills have degraded with more and more people communicating through email and instant messaging. Developing writing skills is still vital in the business world as is creating proper documents (such as proposals, reports, and agendas), giving you that extra edge in the workplace.

The Collaborative Business Writing course will give you the knowledge and skills to collaborate with others and create that critical document. You will touch on the types of collaboration, and ways to improve them through specific tools and processes. These



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basic skills will provide you with that extra benefit in the business world that many people are losing.

Executive and Personal Assistants

Being an Executive or Personal Assistant is a unique position that requires a variety of skills. Whether you are updating schedules, making travel arrangements, minute taking, or creating relevant documents all must be done with a high degree of confidentiality. Confidentiality is one of the most important characteristics of every assistant.

Our Executive and Personal Assistants course will show you what it takes to be a successful assistant. You will learn what it takes to effectively manage a schedule, organize a meeting, and even how to be a successful gatekeeper. Being an Executive or Personal Assistant takes a special skill set and this course will provide you with the necessary tools.

Meeting Management

This course is designed to give you the basic tools you need to initiate and manage their meetings. They will learn planning and leading techniques that will give them the confidence to run a meeting that will engage the attendees and leave a positive and lasting impression. Through this course, you will learn the needed skills in planning and implementing a successful meeting.

The Meeting Management course will explore how to reduce waste and make meetings more efficient. This is a hands-on course and your participation will help make it a valuable experience. Use this time to begin the process of developing your skills along with other you who share the same desire to improve their meeting management skills.

Organizational Skills

Developing good Organizational Skill is an investment that will provide benefits for years. To be successful means to be organized. These skills will filter through all aspects of you professional and personal lives. Throughout this course, you will be given the tools necessary for developing better Organizational Skills.

Through Organizational Skills, you will encounter improved productivity, better management, and an overall increase in professional growth. Every day people waste



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numerous amounts of time looking for items. So, stop looking for those essential items, and start knowing where they are by getting organized.

Social Media in the Workplace

We are being flooded with Social Media invitations and updates. Web-based communication icons like Twitter, Facebook, YouTube, and LinkedIn are dominating the way we interact with each other. People are feeling the need to be always updated. It has become a time-eater, and businesses are quickly becoming aware of the drain it can have on productivity. People love to share, but they need to know what all right is to share and what should not be sent out.

Understanding Social Media is about communicating the right way. We are beginning to communicate more through electronic means than face-to-face. Talking on a phone has been replaced more and more with SMS (texting.) Social media channels are becoming the primary form of communication and you will realize how Social media and the Workplace can work together.

Supply Chain Management

Supply Chain Management improves the coordination and relationship between Suppliers, Producers, and Customers. It must be kept at a high level of organization to be successful in today's global economy. Goods and services are now pieced together from all over the world, and this process can be hectic and complicated if not managed correctly.

With Supply Chain Management, your company and employees will be on target to lower costs, improving efficiency, and increase customer satisfaction. This course will provide your employees with an understanding of how Supply Chain Management can improve and help almost any type of business.



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Career Development

10 Soft Skills You Need

The meaning of Soft Skills can sometimes be difficult to describe. It can be that unique attribute or characteristic that facilitates great communication. It can be a special way that you show confidence in a challenging situation. These and other events can become more easily managed with this great course.

With our 10 Soft Skills You Need course; you will begin to see how important it is to develop a core set of soft skills. By managing and looking at the way people interact and seeing things in a new light, you will improve on almost every aspect of their career.

Assertiveness and Self-Confidence

Self-confident and assertiveness are two skills that are crucial for success in life. If you do not feel worthy, and/or you do not know how to express your self-worth when communicating with others, life can be very painful. These skills will provide opportunities and benefits to you in their professional and personal lives.

The Assertiveness and Self-Confidence course will give you an understanding of what assertiveness and self-confidence each mean (in general and to them personally) and how to develop those feelings in their day-to-day lives. These skills will encompass many aspects of your participant's lives and have a positive effect on all of them.

Communication Strategies

For the better part of every day, we are communicating to and with others. Whether it is the speech you deliver in the boardroom, the level of attention you give your spouse when they are talking to you, or the look you give the cat, it all means something.

The Communication Strategies course will help you understand the different methods of communication and how to make the most of each of them. These strategies will provide a great benefit for any organization and its employees. They will trickle down throughout the organization and positively affect everyone involved.

Creative Problem Solving



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In the past few decades, psychologists and business people alike have discovered that successful problem solvers tend to use the same type of process to identify and implement the solutions to their problems. This process works for any kind of problem, large or small.

The Creative Problem-Solving course will give you an overview of the entire creative problem-solving process, as well as key problem-solving tools that they can use every day. Skills such as brainstorming, information gathering, analyzing data, and identifying resources will be covered throughout the course.

Developing Creativity

Children have an innate creative ability when they are born, but for some reason adults can lose it along the way. You will move out of the mundane, be more curious, engage, and explore new ideas. Recognize creativity and be ready when it happens.

With our Developing Creativity course, you will learn how to remove barriers that block or limit their creativity. They will improve their imagination, divergent thinking, and mental flexibility. You will learn mind mapping, individual brainstorming, and when to recognize and look for what inspires them to be more creative.

Digital Citizenship

Our Digital Citizenship course will give you the guidance needed in the ever-changing digital world. As our lives are lived more and more online, we all need to translate our social skills into the virtual world.

Digital Citizenship allows us to connect, collaborate, and share by using technology appropriately. In-person, meetings are on the decline, which makes it necessary to engage people digitally. Being a good digital citizen means, you have a set of skills to work in the digital world.

Entrepreneurship

Would you like to be your own boss? Have you ever dreamed of starting your own business? Don't know what to do about your great business idea? If you have ever thought about these situations, then you need our entrepreneurship course.



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Let our Entrepreneurship course help you achieve your dreams. Being an entrepreneur can be full of risks. These risks are minimized through drafting a business plan, knowing your competition, and successful marketing. All these and more can be found in our Entrepreneurship course.

Interpersonal Skills

We have all met that dynamic, charismatic person that just has a way with others, and has a way of being remembered. You will identify ways of creating a powerful introduction, remembering names, and managing situations when you have forgotten someone's name.

The Interpersonal Skills course will help you work towards being that unforgettable person by providing communication skills, negotiation techniques, tips on making an impact, and advice on networking and starting conversations. They will also identify the skills needed in starting a conversation, moving a conversation along, and progressing to higher levels of conversation.

Learning Essentials

Mobile learning, or mLearning, is defined as the delivery of learning, education or training on mobile devices, such as mobile phones, tablets, laptops or PDAs. mLearning allows training and support to be taken anywhere, making it flexible and convenient for companies to use.

With our mLearning course, you will begin to see the importance and usefulness of mLearning in any organization. By absorbing the ins and outs of utilizing mLearning, you will possess the skills needed to take advantage of this new technology, to educate employees and clients more efficiently.

Negotiation Skills

Although people often think of boardrooms, suits, and million-dollar deals when they hear the word *negotiation*, the truth is that we negotiate all the time. Through this course, you will be able to understand the basic types of negotiations, the phases of negotiations, and the skills needed for successful negotiating.

The Negotiation Skills course will give you a sense of understanding their opponent and have the confidence to not settle for less than they feel is fair. You will learn that an



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atmosphere of respect is essential, as uneven negotiations could lead to problems in the future.

Personal Branding

Personal Branding is identifying your assets, characteristics, strengths, and skills as an individual. Understanding Personal Branding will provide advantages in your participant's personal and professional lives. Branding is a mix of how you present yourself and how others see you. It is important to be aware of how you are viewed.

With our Personal Branding course, you will be able to share their vision and passions with others in your company. Utilize this knowledge through Social Media to define and influence how others see you. You are your brand so protect it. Live it.

Project Management

In the past few decades, organizations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size.

The Project Management course will give you an overview of the entire project management process, as well as key project management tools that they can use every day. Working with project planning documents, such as needs assessments, risk management plan, and a communication plan will provide benefits throughout your organization.

Telework and Telecommuting

Working in a home office requires a unique set of skills. Teleworkers or virtual employees have additional challenges created by not being in a centralized office. Communication issues alone make it a challenging job and recognizing these challenges will help you become great teleworkers.

Through Telework and Telecommuting your employees will see a great improvement in their performance and well-being. Being a teleworker does have the advantages of flexible schedules, no commute, and saving the company money. You will establish the additional skills needed to be successful in their work from home environment.



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The Cloud and Business

The cloud has become a vital component for business as technology becomes embedded in modern life. Every leader needs to understand the cloud and how it operates as well as the potential dangers and pitfalls associated with cloud computing. Knowledgeable monitoring and maintenance can be the difference between the success and failure of the technology's use.

With our The Cloud and Business course, you will discover the specifics of how the cloud can be a useful business tool. With a clear understanding of the cloud, you will be able to make the best decisions for their customers and business.

Time Management

Personal time management skills (or better yet, time allocation) are essential for professional success in any workplace. Those able to successfully implement time management strategies can control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis - stress declines and personal productivity soars! These highly effective individuals can focus on the tasks with the greatest impact to them and their organization.

The Time Management course will cover strategies to help you learn these crucial strategies. You will be given a skill set that includes personal motivation, delegation skills, organization tools, and crisis management. We will cover all this and more during this course.

Women in Leadership

Often, people who have never had a leadership role will stand up and take the lead when a situation they care about requires it. You will be able to recognize these events and grab the reins with more confidence. This course touches on understanding the leadership gap, vital leadership traits, and how to overcome various barriers.

With our Women in Leadership course, you will learn how women are changing the workforce. Through this course, you will gain a new perspective on the workforce, and what benefits can come from hiring and promoting women to higher positions.



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Human Resources

Business Succession Planning

Business succession planning is all about being prepared. The loss of valuable leadership can cripple even the strongest of companies. Succession planning is an essential component to the survival and growth of any business. Whether it is grooming employees to become leaders or preparing for an employee's retirement you will identify common obstacles and how to overcome them.

Our Business Succession Planning course will show you the differences between succession planning and mere replacement planning. How you prepare people to take on leadership responsibilities is just as important as hiring the right person for the job. Every company should have a form of succession planning in its portfolio.

Contract Management

It is easy to overlook the importance of contract management because it seems to be a boring, mundane topic. Contracts, however, are the basis of most business relationships. If contracts are managed well, business relationships will flourish. If they are not, companies face financial loss, relationship harm, and damaged reputations.

With our course, you will learn the insides and outs of Contract Management. Contracts are made with vendors, employees, customers, partnerships, and these agreements must be managed carefully. To effectively implement Contract Management, it is necessary to understand all the small details, and that is what you get with this course.

Crisis Management

Crisis management is as important as finance management, personnel management, etc. Having a clear and effective program and plan for an event is critical not only to your survival but critical to the profitability and possibly the survival of the company. Being able to identify risk, assess the situation and respond appropriately is important, and requires not only training but also practice.

With our Crisis Management course, you will understand that a crisis can occur any time. They will develop the skills needed for certain negative events. In addition, they will be able to recognize warning signs to help avoid negative situations completely, or, if the situation occurs, better manage the crisis.



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Developing a Lunch and Learn

Hosting a Lunch and Learn session is a low-cost training option. It is a great way to introduce a topic or give a small demonstration of a new product or service. They are usually voluntary; thus, attendance can sometimes be an issue, but with this course, you will be given the knowledge to work through this issue and others.

Our Lunch and Learn course will give your organization a quick and useful tool to add to its training department. You can also use it as a follow-up or refresher to previous training sessions. It does not have to be just about a learning event, it can also involve collaboration, networking, or sharing best practices between employees.

Employee Onboarding

Employee Onboarding is a vital part of any companies hiring procedure. Hiring, training, and bringing new employees on board is a huge investment. Onboarding will assist newly hired employees in developing and keeping their skills. Knowledge will be retained, and their value will increase within the company.

Through Employee Onboarding, you will find it lowers costs related to employee turnover. It will increase productivity and produce a happier and more skilled workforce. The new hire phase is a critical time for the company and having a structured set of procedures will make your company stronger and produce a greater chance of success.

Employee Recruitment

Many companies simply wait for talent to come to them. Simply advertising an open position and hoping that you find the right talent does not guarantee that you will find the best people. Actively seeking out qualified candidates is the best way to ensure that you find the talent that you need. Recruitment is essential to the success of your business.

Our Employee Recruitment course will guide you and help them interview and recruit the right employee for you. Hiring a new employee is one of the largest investments you make in any business. Hiring the right employee is very important, as training can be expensive, and employee turnover costs companies millions every year. So, reduce your costs with a great employee recruitment program!



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Employee Termination Processes

Having to fire an employee is never an easy task. Sometimes, despite attempts of open communication and encouraging performance, an employee will need to be terminated from the company. One of the hardest aspects of preparing to fire an employee is to separate the emotions from the facts. Firing an employee should always be a last resort, so it is important that the manager has covered all other avenues possible before moving forward.

With our Employee Termination course, you will begin to see how important it is to develop a core set of skills when they find themselves in a situation where they must let an employee go.

Generation Gaps

While having various cultures in one workplace can present communication problems and conflicts, the benefits of such a variety in the workplace outweigh it. The workplace can present challenges to management in terms of handling the different generations present. As older workers delay retiring, and younger workers are entering the workforce, the work environment has become a patchwork of varying perspectives and experiences, all valuable to say the least.

The Generation Gaps course will help you understand the various generations present at work. Both the young and older workers will have ideas and suggestions to offer, which will help the organization thrive in the marketplace. Learning how to deal with the Generation Gaps at work will help you become a better manager or co-worker.

Health and Wellness at Work

A healthy employee is a happy and productive employee, which should be a goal for every organization. Through our Health and Wellness at Work program, you will experience the benefits of a healthier lifestyle and workplace.

Our Health and Wellness at Work course will be instrumental in creating a “Culture of Wellness” within your organization. You will touch on common issues such as smoking cessation, nutrition, weight loss, and preventative care. Health and Wellness is the responsibility of everyone in an organization so take the positive step and create a program within your organization.



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Hiring Strategies

Successful companies are made up of great employees, so why not hire great employees. Hiring and training employees is an expensive venture. Hiring the right person is more about skills and abilities; it is about finding the right combination of skills, attitude, and fit for your organization's culture.

Hiring Strategies will save your company time and money as you will be recruiting and hiring the right candidates. Your hiring department will benefit from this course as it prepares them to seek out that great candidate and make sure they are a fit for your company. You will obtain the necessary tools required in finding that diamond in the rough.

Human Resource Management

Recently tasks that were originally thought to fall under the responsibility of the human resources department have become a part of many managers' job descriptions. The sharing and diffusion of these tasks throughout the organization has had an impact particularly on those that are not equipped with the skills or knowledge to deal with these issues.

The Human Resource Management course will give managers the basic tools to handle numerous human resource situations such as interviewing, orientation, safety, harassment, discrimination, violence, discipline, and termination. This course will provide you those skills and assist with certain Human Resource situations.

Measuring Results from Training

Although we all know that training can have many amazing benefits, sometimes it can be hard to prove those benefits with a dollar value to training. Some topics, like sales training or time management, might have direct, tangible benefits. Other topics, like communication or leadership, might have benefits that you cannot put a dollar value on.

Our Measuring Results From Training course, you will learn about the different ways to evaluate training progress, and how to use those results to demonstrate the results that training brings. Once the training has been evaluated, the next step is to modify and update the curriculum to create content that is better suited for you.

Millennial Onboarding



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Onboarding new employees is a secure investment that will assist newly hired employees in developing their skills, knowledge, and value within the company. It will help match the technically skilled Millennial workforce with new and emerging needs of your company, which gives your company an advantage within the market.

Millennial Onboarding is a specialized type of employee onboarding. With Millennials, we see a need to tweak the onboarding process to better suit the needs of the company and new hires. It will increase productivity and produce a happier and more skilled workforce. The new hire phase is a critical time for the employee and company and having a structured set of procedures will make this time run smoother and produce a greater chance of success.

Talent Management

Every company wants to have the best and brightest employees, and with Talent Management that can be achieved. With a company's workforce generally being its highest cost, does it not make sense to invest in it? With Talent Management, you are developing a more skilled workforce and attracting better and more skilled new hires.

We all know that training and retraining is expensive, and our Talent Management course will reduce these costs. Recruiting the correct people, and keeping a talented workforce is a priority. Having a talented group of employees has always been a key to success; it will translate into better performance and higher productivity. Talent Management is an investment that will pay dividends for years to come.

Train-The-Trainer

Whether you are preparing to be a professional trainer, or you are someone who does a bit of training as a part of his or her job, you always want to be prepared. You will understand that training is a process where skills, knowledge, and attitudes are applied in a unique way.

Our Train-The-Trainer course will provide you the skills to help them deliver engaging and compelling courses. Skills such as facilitating needs analyses, and managing tough topics will give your trainees what they require to become a trainer himself or herself.

Universal Safety Practices



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The importance of safety cannot be overstated. Every organization is responsible for the safety of employees while they are working. It is estimated that safety problems cost companies \$1 billion a week. Understanding universal safety practices and how to implement them will help keep everyone protected while ensuring the company's financial security.

With our Universal Safety Practices course, you will discover how safety affects employee engagement and the bottom line. Safety may seem like a boring topic, but an unsafe work environment cannot be ignored.

Workplace Diversity

Improving diversity knowledge is a required component of every company. With more and more businesses, having a global presence workplace diversity is a forgone conclusion. You will be able to use strategies to be proactive and remove barriers. They will be shown how to build and encourage diversity in their workplace and community.

Our Course Diversity course will help you understand what diversity is, and how they can create a more diverse environment. They will be instructed on how to use active listening and employ effective questioning techniques. By learning, the right complaint resolution skills and choosing the right course of action communication throughout your business will be strengthened.

Workplace Harassment

Harassment can be based on a variety of factors such as race, sex, and disability. Experiencing an uncomfortable situation in the workplace may be more than an unpleasant event; it may be against the law. This alone is what makes this topic very important for every organization.

Our Workplace Harassment course will give you the tools to recognize harassment when it occurs. It will help them understand their rights and responsibilities and create a safe environment for all. Through this course, you will recognize that it is necessary for everyone to identify harassment and exercise anti-harassment policies.

Workplace Violence

Workplace harassment must be identified, discouraged, and prevented to keep a hostile work environment from developing. Left unchecked, harassment can escalate into



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violence. Workplace violence and harassment training are essential to the safety of all employees.

To prevent Workplace Violence, it is essential that everyone can identify individuals who may be prone to violence. Our course will help you recognize certain behaviors and lower the risk of escalated situations. This course will help you identify the warning signs, as well as give them coping and response tools.



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Personal Development

Adult Learning - Mental Skills

Bloom's Taxonomy is not just for elementary school teachers. The three domains of the taxonomy apply to adult education as well. In this manual, we will pay attention to the cognitive domain. This is the domain of knowledge and intellect, and it is the focus of most educators.

With our Adult Learner: Mental Skills course, you will discover the specifics of how the cognitive domain increases intellectual capability.

Adult Learning - Physical Skills

Bloom's Taxonomy is not just for elementary school teachers. The three domains of the taxonomy apply to adult education as well. In this manual, we will pay attention to the psychomotor domain. This is the domain of action and physicality. It is important to remember that psychomotor works together with the other domains when implementing it.

With our Adult Learning - Motor Skills course, you will discover how to better navigate their physical environment. The understanding and coordination of physical skills provide an incredible benefit to everyone.

Anger Management

Controlling and limiting anger is important in every aspect of one's life. Without control, you are putting limits on what you can accomplish. Anger can be an incredibly damaging force, costing people their jobs, and personal relationships. However, since everyone experiences anger, having a constructive approach to manage it effectively can turn it into an asset.

Our Anger Management course will give you that constructive approach. You will learn how to identify their anger triggers and what to do when they get angry. Through specific coping and planning techniques, anger can become a positive tool.

Attention Management



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A distracted employee is a less effective employee. Employees who do not pay attention can waste valuable time and make careless mistakes. You will be more efficient at their job, make fewer mistakes, and be more productive overall.

Attention Management is a useful skill that allows managers to connect with their employees on an emotional level and motivate them to focus on their work. Our course will help you reach their personal and in turn company goals. They will gain valuable insight and strategies into what it takes to be more attentive and vigilant.

Being a Likable Boss

Being more likable is a quality everyone can increase and improve. Being likable and a figure of authority is where some challenging conflicts can arise. With this course, you will recognize these possible areas of conflict and develop the skills and knowledge to overcome them.

Our Being a Likeable Boss course will show that honesty and trust will be your participant's biggest tools in fostering a better relationship with their employees. Trusting your team by avoiding micromanagement, using delegation, and accepting feedback will put you on the right path to be a more likable boss.

Critical Thinking

Critical Thinking provides you with the skills to analyze and evaluate information. With these skills, you can obtain the greatest amount of knowledge from a piece of data. It provides the best chance of making the correct decision and minimizes damages if a mistake does occur.

Our Critical Thinking course will lead you to be more rational and disciplined thinker. It will reduce their bias, which will provide a greater understanding of their environment. This course will provide you the skills to evaluate, identify, and distinguish between relevant and irrelevant information, which will provide an incredible boost in performance.

Emotional Intelligence

Emotional intelligence describes the ability to understand one's own feelings. It also provides great insight into how emotion influences motivation and behavior. The



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concepts of Emotional Intelligence have been around since the early 20th century, but the term was first introduced by Wayne Payne in 1985.

With our Emotional Intelligence course, you will gain a better understanding of self-management and self-awareness. This, in turn, will give them better insight and control over their actions and emotions. With a greater understanding of emotions, you will experience a positive impact on their professional and personal lives.

Goal Setting and Getting Things Done

Goal Setting is one of the most basic and essential skills someone can develop. We touch on goal characteristics, time management, and what to do when setbacks occur. This course will provide the knowledge and skills you need to complete more tasks and get things done.

Our Goal Setting and Getting Things Done course will cover strategies to help you deal with distractions and overcome procrastination. These skills will translate into increased satisfaction in their professional and personal lives. You will learn the Goal Setting characteristics of successful people and in turn will become happier and more productive individuals.

Improving Mindfulness

Improving mindfulness is about understanding yourself and being “in the moment”. You will become more mindful of their actions and learn how to express and interpret their present environment. They will create positive connections and increase their self-regulation of attention and personal experiences.

Improving Mindfulness will provide benefits throughout their professional and personal lives. Improving mindfulness through gratitude, filtering, and active listening will give you the advantage of seeing things in a new light. This course can give you an increased recognition of mental events in the present moment, which provides countless benefits.

Improving Self-Awareness

Self-awareness is developing an understanding your emotions and feelings. It is an awareness of the physical, emotional, and psychological self. You will identify ways of recognizing all of these and improving each through various cognitive and learning styles.



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Improving Self-Awareness will improve self-control, reduce procrastination, and develop mood management. You will improve their relationships and create a more fulfilling life. These improvements will, in turn, translate into a wholly improved workforce. Stress will decline, and productivity will increase, as internal turmoil will decline all through improving self-awareness.

Increasing Your Happiness

Increasing one's happiness can be done through the power of positive thinking. That is one skill that this course will touch on to teach you how to be happier. Happiness will spread throughout your organization and have a positive effect on everyone.

With our Increasing Your Happiness course, you will engage in unique and helpful ways to increase their happiness. This will have a robust affect on their professional and personal lives. It will improve their communication skills, increase productivity, and lesson absenteeism.

Job Search Skills

Searching for a job can be intimidating. How do you know what job you are best suited for? How do you build a winning resume and cover letter? Where can you find job leads? How do you network without feeling nervous? What happens when you land an interview? In addition, most importantly, where do you find help when you need it?

The Job Search Skills course will give you the answers to all these questions, plus a plan to get you to a new job within a month. After completing this program, you will be more than ready to start your search for your perfect job. Identifying the purpose of working and the assessment of skills can help determine the types of jobs you should apply for.

Life Coaching Essentials

Many people often mistake a life coach for a mental health professional, such as a psychiatrist or a therapist. This misconception often leads people to believe they do not need a life coach since they feel as though nothing is wrong with their mental health. However, a life coach is designed to help improve a person's professional and personal life by working with them to achieve their goals.



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With our Life Coaching Essentials course, you will discover the meaning of life coaching and how life-coaching services can be utilized to achieve their goals.

Managing Personal Finances

For many people, finances are an unsolvable Rubik's cube filled with anxiety. We do not teach children when they are young the value of a good credit score. Many people have a hard time formatting and sticking to a budget. You can easily solve the finance puzzle with a little hard work, self-control, and the right tools. Today is a new day; you are taking the first steps to reclaim your financial freedom.

Most people know that a map can tell them how to get from point A to point B. A well-developed budget is just like a map as it helps you reach your financial goals. You start at point A, and the budget helps you go the distance get to point B. In addition, with our Managing Personal Finances course you will learn how to budget and create a plan for their future.

Managing Workplace Anxiety

The workplace is one of the leading locations where people experience stress and anxiety. Every employee will encounter it sometime during his or her career. Everyone should be aware of the signs of anxiety and the tools needed to cope and deal with it.

Our Managing Workplace Anxiety course will provide you the important skills and resources to recognize and manage workplace anxiety. By identifying these symptoms and coping skills employees and managers will be better suited in dealing with these common situations. Through this course, you will be better suited to the challenges that the workplace can bring.

Personal Productivity

Most people find that they wish they had more time in a day. This course will show you how to organize their lives and find those hidden moments. You will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to maximize their personal productivity.

Personal Productivity is a goal most of us have. Through this course, you will be on the right track in achieving that goal. Some people blame everything that goes wrong in their life on something or someone else, but through this course, you will take ownership and begin to lead a more productive life.



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Public Speaking

According to a 1973 survey by the Sunday Times of London, 41% of people list public speaking as their biggest fear. Forget small spaces, darkness, and spiders, standing up in front of a crowd and talking is far more terrifying for most people. Through this course, you will become more confident and relaxed in front of an audience, which will translate into a successful speaking event.

However, mastering this fear and getting comfortable speaking in public can be a great ego booster, not to mention a huge benefit to your career. The Public Speaking course will give you some basic public speaking skills, including in-depth information on developing an engaging program and delivering their presentation with power.

Social Intelligence

Social Intelligence is about understanding your environment and having a positive influence. You will become more confident in their social situations by learning how to express and interpret social cues. They will create positive connections and increase their influence during social situations.

Increasing Social Intelligence will provide benefits throughout their professional and personal lives. It is a fantastic tool for coaching and development as people will learn “people skills”. Improving social skills through active listening, understanding body language, and being more empathic will give you the advantage in their interactions. Social interactions are a two-way street; know the rules of the road!

Social Learning

Social Learning is an effective way to train your employees by modeling positive behaviors. It is a great way to promote cohesion and involvement as it builds a culture of learning. You will learn the best way to conduct role-plays, share best practices, and provide constant and immediate feedback.

With our Social Learning course, you will be creating learning communities that benefit every aspect of your organization. They will learn new behaviors through observation and modeling and be instilled with a passion for learning.



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Stress Management

Positive and negative stress is a constant influence on all our lives. The trick is to maximize the positive stress and to minimize the negative stress. You will be shown how stress can be positive and negative, and we will look at the Triple an approach that will form the basis of this course.

The Stress Management course will give you a three-option method for addressing any stressful situation, as well as a toolbox of personal skills, including using routines, relaxation techniques, and a stress log system. They will also understand what lifestyle elements they can change to reduce stress.

Taking Initiative

Taking the initiative is a crucial step in moving forward in our professional and personal lives. By showing initiative, it reflects us in a positive light to others as well as builds our own self-esteem. If we want something to happen, we need to make it happen. That is what initiative is all about. Take opportunities and run with them. Do not let excuses cause you to miss amazing opportunities. See what you want, believe what you want, and make it happen.

With our Taking Initiative course, the class you will learn what initiative is, how to take it on, the advantages of it, and when to know one's place. By enrolling in this class, you will be taking the first step in making something positive happen for them! Now that is initiative!

Work-Life Balance

Having a balance between work and home life can be a challenge. With this challenge come great rewards when it is done successfully. By balancing a career with home life, it will provide benefits in each environment. You will become healthier, mentally and physically, and you will be able to produce more career-wise.

With a Work-Life Balance, you will be managing your time better. Better time management will benefit all aspects of life; you will be working less and producing more. This course will show how to focus on the important things, set accurate and achievable goals, and communicate better with your peers at work and your family at home.



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Sales and Marketing

Body Language Basics

Can you tell if someone is telling the truth just by looking at them? Many people do not have a skill. Through Body Language Basics, you will be given a set of tools to use to your advantage. These tools can be utilized in the office and at home. Understanding Body Language will provide you a great advantage in your daily communications.

Body Language Basics will provide you with a great set of skills to understand that what is not said is just as important as what is said. It will also give you the ability to see and understand how your own Body Language is being seen. You will be able to adjust and improve the way you communicate through non-verbal communications.

Call Center Training

Phone skills are a highly valuable tool to have in an employee's skill set, and Call Center Training will help provide those skills. This course will help you improve their phone skills which will make them more confident, improve sales, and help gain new customers while retaining your current cliental. A more confident employee is also one that is happier, and happier employees will produce happier customers.

Call Center Training will lower costs as it can reduce turnover. You will learn the skills to improve productivity and performance. This will produce a positive environment throughout your company and help influence the organization. Evaluating metrics and coaching are also used to make sure the you are reaching their potential, and to keep their skill set at a high level.

Coaching Salespeople

Coaching is not just for athletes. More and more organizations are choosing to include coaching as part of their instruction. Coaching salespeople, when done correctly, will not only increase sales, it will have a positive impact on the community and culture of a company. The benefits of coaching salespeople are numerous and worth exploring.

With our Coaching Salespeople course, you will discover the specifics of how to develop coaching skills. They will learn to understand the roles and responsibilities of coaching as well as the challenges that coach's face regarding working with salespeople.



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Contact Center Training

Customers want a well-educated agent when they contact a business. They want to know that the person answering their questions knows what they are talking about. Training your staff and giving them the information that is needed to effectively assist your customer base is paramount.

With our Contact Center Training course, you will gain the knowledge to provide a great customer experience. They will develop skills on how to deal with difficult costumers, build rapport, and great listening skills. All these skills combined will provide an increase in overall customer satisfaction throughout your organization.

Creating a Great Webinar

Webinars are a great inexpensive way to reach many people. Webinars are great tools if you want to market a new or improved product, train employees, demonstrate a new task, or have a meeting with employees located throughout the globe. Being an interactive form of media, Webinars provides a great environment for these activities and so much more.

Creating a Great Webinar is all about providing a great interaction between the presenter and the audience. You will develop the skills needed to promote, host, or facilitate a great Webinar for your company. Sharing your passion and knowledge with a Webinar is the best way to reach many with the power of one.

Employee Recognition

Recognizing employees through various recognition programs is a fantastic investment. Being appreciated is a basic human feeling and reaps great rewards. Praise and recognition are essential to an outstanding workplace and its employees.

Through our Employee Recognition course, you will recognize the value of implementing even the smallest of plans. The cost of employee recognition is minimal in relation to the benefits that will be experienced. Employee recognition programs have been shown to increase productivity, employee loyalty, and increased safety.

Event Planning



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Events do not just happen, they take time to plan, develop, and create. This course is designed to give you the tools needed to host a great event. They will touch on planning and administrative techniques that will give them the confidence to run an engaging event that will leave a positive and lasting impression each attendee.

With our Event Planning course, you will explore ways to work with vendors, security, technicians, and wait staff. They will touch on different event types such as awards ceremonies, charity events, and business conferences. By utilizing, the correct skill set you will be provided the details to pull off a successful event.

High-Performance Teams Inside the Company

High-Performance Teams (Inside the Company) are organizations, teams or groups working inside an office environment that is focused on achieving the same goals. Bringing team members together can sometimes be a challenging task. This course identifies these challenges and helps you push through to success.

With our High-Performance Teams (Inside the Company) course, you will begin to see how important it is to develop a core set of high-performance skills while working in an office locale. By knowing and managing the way people interact in an office setting, you will be positioning your high-performance teams to accomplish any task.

High-Performance Teams Remote Workforce

High-Performance Teams (Remote Workforce) are organizations, teams or groups working in a virtual environment that are focused on achieving the same goals. Bringing team members together through a virtual environment can be a challenging task. This course identifies these challenges and helps you push through to success.

With our High-Performance Teams (Remote Workforce) course, you will begin to see how important it is to develop a core set of high-performance skills while working remotely. By knowing and managing the way people interact in a remote environment, you will be setting up your high-performance teams to accomplish any task.

In-Person Sales

In the age of online shopping and technology, in-person sales can easily be ignored. Do not overlook the importance of personal contact. You never know when or where you



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will meet your next customer, and it is important to make a good impression. Everyone who is interested in sales must be confident in the art of in-person sales.

With our In-Person Sales course, you will discover the specifics of what it means to become an effective salesperson and steps to success. They will learn how to connect with customers and move them through the sales process.

Internet Marketing Fundamentals

Marketing has changed dramatically over the last decade. Marketing is all about communicating, and the Internet has completely changed the way people communicate. The Internet is a marketer's dream come true, especially with Social Media, as you have a low-cost marketing tool that can reach a large audience.

Internet Marketing Fundamentals will provide you with a great set of skills to market your business online. Content is the king of Internet marketing, and you will need to know how to utilize your great content. If you want your business to grow, then you need to understand Internet Marketing Fundamentals.

Marketing Basics

Marketing is an essential element for every business. It can be that one missing a piece of the puzzle, and when it fits, the big picture is revealed. You will be introduced marketing and its benefits. If you are not marketing your business you will not grow, and if you do not grow you will not succeed.

Marketing Basics will provide the basic knowledge to you and give them the ability to build and grow your business. Marketing has changed a lot recently and having a new perspective will give you the needed information to assist them in their marketing decisions. No matter what your product or service is, your business will benefit from a better understanding of marketing.

Media and Public Relations

In this course, you will get the knowledge they need to effectively manage their image and value by forming solid networks through strategic communication planning. Effective networking is essential for day-to-day business or for those times when you are actively pursuing job opportunities. This course is designed to provide practical and hands-on tools that will give you a skillset in dealing with the media and the public.



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Media and Public Relations is the most successful method of communicating your value to those around you. Furthermore, good networking skills enable you to tap into those relationships you already have and increase the scope of your network. The larger the scope the more people know you and offer you opportunities.

Motivating Your Sales Team

Everyone can always use some inspiration and motivation. This course will help your participant's target the unique ways each team member is motivated. Finding the right incentive for each member of your sales team is important as motivation works best when it is developed internally. Harness this through better communication, mentoring, and developing the right incentives.

Motivating Your Sales Team will help you create the right motivating environment that will shape and develop their sales team with the right attitude and healthy competition. Instilling that unique seed that grows the motivation in your team will ensure an increase in performance and productivity. Have the best sales team you can have through better motivation.

Multi-Level Marketing

Multi-level marketing, also known as MLM, is a business marketing strategy that many companies use to encourage current agents to perform while at the same time growing the team by recruiting and training new agents. This tactic of marketing helps boost the company's sales force not only from the sales of the primary agent but also from the sales and profits of the agents they have recruited.

With our Multi-Level Marketing course, you will discover the specifics of how multi-level marketing works and how to effectively source agents. For many companies, it can prove to be a valuable tool for not only building revenue, but also for building their marketing and networking circles.

Overcoming Sales Objections

Experiencing a sales objection can be a disheartening event. Through this course, you will learn how to eliminate the objection and push through to get that sale. Even the best quality services or items can be turned down, and learning how to overcome these denials will be of great benefit.



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Overcoming Sales Objections is an essential part of the sales process, as it will open an entirely new set of opportunities. It will produce new sales and provide an ongoing relationship with new clients. Objections will always occur no matter the item being sold or presented.

Presentation Skills

Many studies have found that public speaking is the number one fear amongst most people, outranking flying, snakes, insects, and even death. Ironically, it is also one of the skills that can make or break a person's career. You will be provided a strong set of skills that will complement their current presentation skill set.

The Presentation Skills course will give you some presentation skills that will make speaking in public less terrifying and more enjoyable. This course includes topics that you can look forward to, including creating a compelling program, using various types of visual aids, and engaging the audience.

Proposal Writing

A good proposal does not just outline what product or service you would like to create or deliver. It does so in such a way that the reader feels it is the only logical choice. You will explore the proposal writing process, including the most common types of proposals.

The Proposal Writing course will take you through each step of the proposal writing process, from understanding why they are writing a proposal, gathering information, writing and proofreading, to creating the final, professional product.

Prospecting and Lead Generation

Prospecting and lead generation is the method of making links, which may lead to a sale or other promising result. The leads may come from various sources or undertakings, for example, via the Internet, through personal referrals, through telephone calls either by telemarketers, through advertisements, events, and purchase of lists of potential clients. These and other events can become more easily managed with this excellent course.

With our Prospecting and Lead Generation course, you will begin to see how important it is to develop a core set of sales skills. By managing and looking at the way people



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interact and seeing things in a new light, you will improve on almost every aspect of their sales strategy.

Sales Fundamentals

Although the definition of a sale is simple enough, the process of turning someone into a buyer can be very complex. It requires you to convince someone with a potential interest that there is something for him or her in making their interest concrete – something that merits spending some of their hard-earned money.

The Sales Fundamentals course will give you a basic sales process, plus some basic sales tools, that they can use to seal the deal, no matter what the size of the sale. You will become more confident, handle objections, and learning how to be a great closer.

Social Media Marketing

Social media is a staple of modern life. It is so enmeshed in the way we communicate that companies have little choice but to engage social media as part of their marketing strategy. Before implementing any social media strategies, you should take the time to understand the benefits as well as the risks.

With our Social Media Marketing course, you will discover the specifics of how to effectively use social media marketing. By utilizing different social media platforms to reach current and potential customers, your marketing will only see success.

Telephone Etiquette

Phone etiquette is a highly valuable tool to have in an employee's skill set, and our Telephone Etiquette course will help provide those skills. This course will help you improve their phone skills which will make them more confident, improve sales, and help gain new customers while retaining your current clientele. A more confident employee is also one that is happier, and happier employees will produce happier customers.

Through our Telephone Etiquette course, you will learn the skills to increase productivity and improve performance. This will produce a positive environment throughout your business and influence the organization. Recognizing the different skills used between inbound and outbound calls along with knowledge on how to deal with rude or angry callers makes this course a great investment.



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Top 10 Sales Secrets

No one is born a salesperson. No one has a special gift that makes customers buy products/services. Everyone can, however, learn how to sell successfully. By learning to communicate with customers, build lead lists, and sell the company's services with authority, anyone can be a successful salesperson.

With our Top 10 Sales Secrets course, you will discover the specifics of how to develop the traits that will make them successful salespeople and how to build positive, long-lasting relationships with their customers!

Trade Show Staff Training

Deciding to attend a trade show is a large investment for any company. Preparation is essential: It is better not to go to a trade show than to go unprepared. Every person in your booth is an ambassador to your company, make sure they are prepared. Trade show attendees usually plan a list of whom they are going to visit before ever entering the convention center doors, make sure you are on that list.

Make sure your staff has the right tools to succeed with our Trade Show Staff Training course. A successful trade show will benefit your company on many levels. The most basic statistic is that it can cost half as much to close a sale made to a trade show lead as to one obtained through all other means. Get your staff trained and get to that trade show!



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Management and Leadership

Budgets and Financial Reports

Money matters can be intimidating for even the smartest people. However, having a solid understanding of basic financial terms and methods is crucial to your career. When terms like ROI, EBIT, GAAP, and extrapolation join the conversation, you will want to know what people are talking about, and you will want to be able to participate in the discussion.

The Budgets and Financial Reports course will give you a solid foundation in finance. We will cover topics like commonly used terms, financial statements, budgets, forecasting, purchasing decisions, and financial legislation.

Coaching and Mentoring

You are in your office looking over your performance report, and it happened again. Your low performing employee failed to meet quota this month even after you spoke with them about the importance of meeting goals. This employee has a great attitude, and you know they can do better. You do not know how to motivate them to reach the goal. Money used to work, but that has worn off. You are baffled, and you know being frustrated makes matters worse. What do you do?

The Coaching And Mentoring focus on how to coach your employees to higher performance better. Coaching is a process of relationship building and setting goals. How well you coach is related directly to how well you can foster a great working relationship with your employees through understanding them and strategic goal setting.

Conducting Annual Employee Reviews

An annual review can help you keep your employees happy, engaged, and focused. It is human nature to want to succeed. Giving your employees feedback on their positive and negative attributes is part of the pathway to success. A poorly designed annual review can have the reverse effect.

With our Conducting Annual Employee Reviews course, you will discover how to conduct a well-designed employee annual review. By determining the categories for an annual review and understanding how it affects employee compensation, an overall increase in performance should be seen throughout your organization.



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Developing New Managers

With this course, your candidates will be provided the skills they need to succeed. By identifying prospective managers early and identifying a clear management track, your company will prosper and thrive with a solid development structure. Becoming a new manager can seem like a daunting and challenging task. To overcome these hurdles, create an environment where employees know what is expected of them.

With our How to Develop New Managers course, you will gain the support, best practices, and knowledge. This course will help your company develop well-rounded, fair and confident managers. By identifying early, you will be able to groom prospective candidates and provide the best chance for success.

Employee Motivation

When you think of staff motivation, many things may come to mind: more money, a bigger office, a promotion, or a better quality of life. The truth is, no matter what we offer people, true motivation must come from within. Regardless of how it is characterized, it is important to get the right balance to ensure that you have a motivated workforce.

The Employee Motivation course will give you several types of tools to become a great motivator, including goal setting and influencing skills. You will also learn about five of the most popular motivational models and how to bring them together to create a custom program.

Facilitation Skills

Facilitation is often referred to as the new cornerstone of management philosophy. With its focus on fairness and creating an effortless decision-making process. Creating a comfortable environment through better facilitation will give you a better understanding of what an excellent facilitator can do to improve any meeting or gathering.

The Facilitation Skills course can help any organization make better decisions. This course will give you an understanding of what facilitation is all about, as well as some tools that they can use to facilitate small meetings. A sharp understating of how a facilitator can command a room and dictate the pace of a meeting will have you on the road to becoming great facilitators themselves.



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Knowledge Management

The Encarta Dictionary defines knowledge management as *the organization of intellectual resources and information systems within a business environment*. Sounds simple, right? Take a moment, though, and think about all the information that each person has in his or her brain. That is much knowledge!

The Knowledge Management course will give you the tools that they will need to begin implementing knowledge management in your organization, no matter what the size of the company or the budget. Wherever humans are working together for one goal, there is knowledge to be harvested, stored, and dispensed as needed.

Leadership and Influence

They say that leaders are born, not made. While it is true that some people are born leaders, some leaders are born during adversity. Often, simple people who have never had a leadership role will stand up and take the lead when a situation they care about requires it. A simple example is parenting. When a child arrives, many parents discover leadership abilities they never knew existed to guide and protect their offspring.

Once you learn the techniques of true Leadership and Influence, you will be able to build the confidence it takes to take the lead. The more experience you have acting as a genuine leader, the easier it will be for you. It is never easy to take the lead, as you will need to make decisions and face challenges, but it can become natural and rewarding.

Servant Leadership

Servant leadership can seem like a contradicting term, but it is becoming a very popular tool in many businesses. Servant leadership is a philosophy that involves focusing on others, on their success, and in turn, to build better relationships that benefit both manager and employee. Servant leadership shows that managers can be great leaders while boosting their employee's confidence and further their success at the same time.

With our Servant Leadership course, you will focus on the growth and development of their employees and ensuring their success. In doing so, the leader succeeds when the employees do. With a business team, servant leadership cannot only help employees achieve and grow, but it can also benefit their leaders and the company.



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Lean Process and Six Sigma

Six Sigma is a data-driven approach for eliminating defects and waste in any business process. You can compare Six Sigma with turning your water faucet and experiencing the flow of clean, clear water. Reliable systems are in place to purify, treat, and pressure the water through the faucet. That is what Six Sigma does to business: it treats the processes in business so that they deliver their intended result.

Our Lean Process And Six Sigma course will introduce this way of thinking that has changed so many corporations in the world. This course will give you an overview of the Six Sigma methodology, and some of the tools required to deploy Six Sigma in their organizations.

Manager Management

With this course, you will be able to provide the skills, guidance, and empowerment to your team of managers. They will then be better suited in leading and motivating their team and thus produce fantastic results. To be a successful manager means having a wide range of skills. Through this course, you will be able to disperse your knowledge and experience throughout your leadership team.

Manager Management takes a special type of leader. This course will expand your participant's knowledge and provide a way for them to teach and lead new and experienced managers. As every manager knows that learning never stops, this course will have something for everyone.

Middle Manager

Traditionally, middle managers make up the largest managerial layer in an organization. The Middle Manager is responsible to those above them and those below them. They head a variety of departments and projects. For a company to operate smoothly, it is essential that those in middle management be committed to the goals of the organization and understands how to effectively execute these goals.

It is crucial for businesses to focus on these essential managers and provide them with opportunities to succeed. No matter the organization's structure or size, it will benefit from employing well-trained middle managers. Having a middle manager understand their role in the organization is very important. They are in communication with a very large percentage of the company and will have a large impact throughout the organization.



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Office Politics for Managers

You have likely experienced some form of Office Politics. Working with different personalities, opinions, backgrounds, and values is a challenge in any environment. It is an inevitable fact that when people are working together personalities can and will clash. No one is an island, so working together as a team is incredibly important for the organization and every employee.

Office Politics is about creating and maintaining better relationships. It is about communicating and working with your peers and colleagues in a way that is mutually beneficial. Employees who understand the positive aspects of Office Politics are better team members and end up being more successful and productive.

Performance Management

Performance Management is making sure the employee and the organization are focused on the same priorities. It touches on the organization itself by improving production and reducing waste. It helps the employee or individual set and meet their goals and improves the employee-manager relationship. This is key in keeping an organization and employee aligned, which improves performance and productivity, is Performance Management.

When changes occur Performance, Management helps the transition to be smoother and less hectic. It helps the organization and employees have a streamlined relationship, which improves communication and interactions between the two groups. It will help close any gaps that exist in an employee's skill set and make them a more valuable employee through feedback and coaching.

Self-Leadership

As we grow, we learn to become leaders. Being a leader is natural for some and learned for others. No matter how we have become a leader, it is important to remember we must lead ourselves before we lead others. Take the time to motivate yourself and realize that you can do it.

With our Self-Leadership course, you will discover the specifics of how to be a better leader for themselves and for others. You will be able to guide themselves in positives ways, which equals success!



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Supervising Others

Supervising others can be a tough job. Between managing your own time and projects, helping your team members solve problems and complete tasks, and helping other supervisors, your day can fill up before you know it.

The Supervising Others course will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

Team Building through Chemistry

Teams are unavoidable in any business. The key to successful team building is addressing the importance of chemistry. By staying aware of the chemistry as you build the group, you will increase the chance of avoiding pitfalls and developing a sense of unity.

With our Team Building through Chemistry course, you will discover the specifics of how building a team through chemistry will lead to success. It is not enough to have a group of people just work on a project. They need to connect and utilize each other's strengths through team chemistry.

Virtual Team Building and Management

There are an estimated one billion virtual workers in 2012, and the number is expected to continue climbing well into the future. With a global workforce, you are provided with a cost-effective and talented pool of employees to draw from. With a virtual team you are given a Follow the Sun production environment.

With a virtual team, you have the typical issues of a localized team, with the additional challenges of distance and cultural differences. Virtual Team Building and Management will give you the knowledge to work with these challenges and succeed in a growing global workforce.



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Workplace Essentials

Appreciative Inquiry

Organizations can be thought of as a living being made up of the individuals working within it. Appreciative Inquiry can change the whole organization by changing the people. Through positive questioning, employees will be directed to move in a positive direction. Recognizing the strengths and values of what works, as opposed to what is wrong will transform the individuals and in turn transform the organization.

Appreciative Inquiry is a shift from looking at problems and deficiencies and instead focusing on strengths and successes. It is a tool for change, and it will strengthen relationships throughout your business. Through best practices and positive stories, you will transform your organization.

Business Acumen

Through our Business Acumen course, you will improve their judgment and decisiveness skills. Business Acumen is all about seeing the big picture and recognizing that all decisions, no matter how small can influence the bottom line. You will increase their financial literacy and improve their business sense.

Business Acumen will give you an advantage everyone wishes they had. The course will help you recognize learning events, manage risk better, and increase their critical thinking. Business Acumen can influence your whole organization and provide that additional edge that will lead to success.

Business Ethics

A company's ethics will determine its reputation. Good business ethics are essential for the long-term success of an organization. Implementing an ethical program will foster successful company culture and increase profitability. Developing a Business Ethics program takes time and effort, but doing so will do more than improve business, it will change lives.

A company's ethics will influence all levels of business. It will influence all who interact with the company, including customers, employees, suppliers, competitors, etc. All these groups will influence the way a company's ethics are developed. It is a two-way street; the influence goes both ways, which makes understanding ethics a very important part of doing business today. Ethics is very important, as news can now spread faster and farther than ever before.



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Business Etiquette

This course examines the basics, most importantly to be considerate of others, dress/appearance, the workplace versus social situations, business meetings, proper introductions and "the handshake", conversation skills/small talk, cultural differences affecting international business opportunities, dealing with interruptions, and proper business email and telephone etiquette. Have you ever been in a situation where?

- You met someone important and had no idea what to say or do?
- You spilled soup all over yourself at an important business event.
- You showed up at an extraordinary meeting under or overdressed?

Let us face it: we have all had those embarrassing etiquette gaffes. Our Business Etiquette course will help you look and sound their best no matter what the situation.

Change Management

Change is a constant in many of our lives. All around technologies, processes, people, ideas, methods, and we often change, affecting the way we perform daily tasks and live our lives. Having a smooth transition when change occurs is important in any situation and you will gain some valuable skills through this course.

The Change Management course will give any leader tools to implement changes more smoothly and to have those changes better accepted. This course will also give all you an understanding of how change is implemented and some tools for managing their reactions to change.

Civility in the Workplace

While a training program on workplace manners and courtesy may seem like overkill, the reality is: rudeness is an epidemic costing industry millions a year. Indeed, what society seems to be gaining in terms of both knowledge and technological advancement, it is missing fundamental social values that directly affect the bottom line.

To address the growing problem of incivility in the work setting, this course introduces the concept of civility, its importance to a company, as well as its typical causes and effects. Skills needed to effectively practice civil behavior, as well as different ways organizations can systematize civility in the workplace, will also be discussed. The



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benefits to Civility in The Workplace are countless and will pay off immensely in every aspect of your job.

Conflict Resolution

Wherever two or more people come together, there is bound to be conflict. This course will give you a seven-step conflict resolution process that they can use and modify to resolve conflict disputes of any size. You will also be provided with a set of skills in solution building and finding common ground.

In the Conflict Resolution course, you will learn crucial conflict management skills, including dealing with anger and using the Agreement Frame. Dealing with conflict is essential for every organization, no matter what the size. If it is left unchecked or not resolved it can lead to lost production, absences, attrition, and even lawsuits.

Customer Service

Each one of us serves customers, whether we realize it or not. Maybe you are on the front lines of a company, serving the people who buy your products. Perhaps you are an accountant, serving the employees by producing their paychecks and keeping the company running. Alternatively, maybe you are a company owner, serving your staff and your customers.

The Customer Service course will look at all types of customers and how we can serve them better and improve ourselves in the process. You will be provided a strong skillset, including in-person and over the phone techniques, dealing with difficult customers, and generating return business.

Customer Support

Customer support used to mean a face-to-face conversation with a customer or a phone call. Today, technology has changed how we approach customer support. It now encompasses the internet, websites, webchats, and even smartphone apps. The customer experience begins long before the purchase is made.

With our Customer Support course, you will discover the new opportunities in customer support services via the internet, but also how to use these opportunities to their advantage.



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Cyber Security

Every organization is responsible for ensuring Cyber Security. The ability to protect its information systems from impairment or even theft is essential to success. Implementing effective security measures will not only offer liability protection; it will also increase efficiency and productivity.

With our Cyber Security course, you will understand the different types of malware and security breaches. Develop effective prevention methods, which will increase overall security. They will also understand the basic concepts associated with Cyber Security and what a company needs to stay secure.

Delivering Constructive Criticism

Delivering Constructive Criticism is one of the most challenging things for anyone. Through this course, you will gain valuable knowledge and skills that will assist them with this challenging task. When an employee commits an action that requires feedback or criticism, it needs to be handled in a particular way.

Constructive Criticism if done correctly will provide significant benefits to your organization. It provides the ability for management to nullify problematic behaviors and develop well-rounded and productive employees. Constructive feedback shows an employee that management cares about them and will invest time and effort into their careers.

Developing Corporate Behavior

With this course, you will be able to develop a business environment that reflects a definite set of values and ethics. Aligning these characteristics with corporate standards is what will make you stand out and become leaders throughout your company.

Through our Developing Corporate Behavior course, you should see improved team building, better communication, and trust. By realizing the benefits of corporate behavior and developing a successful plan, you should see a reduction in incidents and an increase in teamwork and loyalty.



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Handling a Difficult Customer

Wouldn't the world be a great place if every customer were a pleasure to deal with? We all know that it is a fantasyland. So, what is the best way to handle a demanding customer? Through our course you will learn stress management skills, how to build rapport, and recognizing specific body language.

By utilizing our Handling, a Difficult Customer course, you will see an increase in customer service, productivity, and a decrease in unhappy customers. You will be provided a strong skillset, including in-person and over the phone techniques, addressing complaints, and generating return business.

Networking outside the Company

Networking – according to Merriam Webster, is “the exchange of information or services among individuals, groups, or institutions; specifically: the cultivation of productive relationships for employment or business”. These and other events can become more easily managed with this excellent course.

With our Networking (Outside the Company) course, you will begin to see how important it is to develop a core set of networking skills. By managing and looking at the way people interact and seeing things in a new light, you will improve on almost every aspect of their networking strategy

Networking within the Company

Networking is one of the most basic and essential skills that employees should develop. Having excellent networking skills within an organization is sometimes overlooked. Having a viable networking and communication skill set will benefit any organization and will lead to increased productivity and performance.

Networking within the Company is about creating and maintaining better relationships. You will develop skills to avoid obstacles, increase communication, and build relationships that last over time. Employees who understand and embrace the aspects of networking in the workplace will grow your business and create a more engaging environment.

Risk Assessment and Management



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It is not possible to control or manage 100% of the risk, but knowing what do before, during, and after an event will mitigate the damage and harm. Identifying potential hazards and risks and making it part of the day to day business is essential. Safety should be the priority, as every business must face the reality of risks and hazards.

Through our Risk Assessment and Management course, you will be aware of the hazards and risks they did not realize were around their workplace. Identifying hazards through proper procedures will provide you the ability to prevent that accident before it occurs. Limiting and removing potential dangers through Risk Assessment will be an incredible investment.

Safety in the Workplace

Workplace safety is the responsibility of everyone in an organization. Companies have legal obligations to meet specific safety requirements, but many go further than the minimum obligations. Safety standards and procedures must be put in place, and everyone needs to follow the standards for them to be effective.

Our Safety in The Workplace course will be instrumental in reviewing common hazards, safety techniques and after completion; you will have the tools to help them create a Safety policy for your workplace. By identifying and anticipating hazards, employers can prevent injuries and keep employees safe.

Team Building for Managers

Teamwork is a part of everyday business life. Whether it is virtual, in the office, or on the road, we are often expected to be a functional part of a team. Having a strong team benefits every organization and will lead to more successes than not. Teamwork is how you will elevate that event or project from just OK to great!

Through our Team Building for Managers, course you will be encouraged to explore the different aspects of a team, as well as ways that they can become a top-notch team performer. They will be given the details and concepts of what makes up a team and what factors into being a successful team and team member. Activities that build camaraderie, develop problem-solving skills, and stimulate interaction will give you what is needed to be a great team member.

Teamwork and Team Building



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For most of us, teamwork is a part of everyday life. Whether it is at home, in the community, or at work, we are often expected to be a functional part of a performing team. Having a strong team will benefit any organization and will lead to more successes than not.

The Teamwork and Team Building course will encourage you to explore the different aspects of a team, as well as ways that they can become a top-notch team performer. You will be given the details and concepts of what makes up a team and what factors into being a successful team and team member.



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Microsoft Office 2016

Access 2016 Essentials

Learners will gain a fundamental understanding of this database application's environment and basic database principles. They will be able to demonstrate the correct use of critical features and the ability to create and maintain tables, relationships, forms, reports, and queries.

Excel 2016 Essentials

You will gain a fundamental understanding of the Excel environment and the ability to complete tasks independently. They will know and demonstrate the correct application of the principal features of Excel 2016. You will create and edit a workbook with multiple sheets and use a graphic element to represent data visually. Workbook example includes professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

Excel 2016 Expert

You will gain an advanced level of understanding for the Microsoft Excel environment, and the ability to guide others to the proper use of the program's full features - critical skills for those in roles such as accountants, financial analysts, and commercial bankers.

You will create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations. They will customize their Excel 2016 environments to meet project needs and increase productivity. Expert workbook examples include custom business templates, multi-axis financial charts, amortization tables, and inventory schedules.

Outlook 2016 Essentials

Learners will be able to use Outlook to enhance professional correspondence, create calendars, and schedule appointments. You will create and edit professional-looking email messages, maintain calendars across time zones, and schedule tasks for a variety of purposes and situations, including sending email for marketing campaigns, planning staff meetings, and assigning action items from those meetings.



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PowerPoint 2016 Essentials

You will learn to create, edit, and enhance slideshow presentations to create professional-looking sales presentations, employee training, instructional materials, and kiosk slideshows. Learners will gain a fundamental understanding of the PowerPoint 2016 environment and the correct use of the critical features of this application.

Word 2016 Essentials

You will gain a fundamental understanding of the Microsoft Word environment and the ability to complete tasks independently. They will demonstrate the correct application of the principal features of Word 2016 by creating and editing documents for a variety of purposes and situations. Document examples include professional-looking reports, multi-column newsletters, resumes, and business correspondence.

Word 2016 Expert

You will learn to proficiently use the advanced features of Microsoft Word for document content management and advanced formatting - critical skills for those in roles such as editors, project managers, business information workers, and educators. You will create and manage professional multi-page documents for a variety of specific purposes and situations. They will customize their Word 2016 environments to meet project needs and to enhance productivity. Examples of expert-level documents include a business plan, a research paper, a specialized brochure, and a mass mailing.