

Empowering Teams. Elevating Performance.

Modern Kaizen LLC offers a comprehensive suite of professional development and training programs designed to build capability across every level of your organization. From cutting-edge AI readiness to timeless leadership skills, our courses meet your team where they are — and take them further.

★ NEW & FEATURED COURSES

- › AI and Critical Thinking
- › AI and Problem Solving
- › AI and Project Management
- › Adaptive Paradox Leadership™
- › Basic Business Management: Growth and Awareness
- › Consent and Boundaries in the Workplace
- › Digital Transformation: Data and Analytics
- › Digital Transformation: Processes
- › Digital Transformation: Strategy
- › Human Centered Leadership
- › Implementing AI in Your Workplace
- › Intersectionality in the Workplace
- › Leveraging Neurodiversity at Work
- › Self-Management and Productivity
- › The Importance of Peer-to-Peer Recognition

DIGITAL & AI WORKFORCE READINESS

- › Digital Transformation Overview
- › Digital Transformation: Technology and Digital Skills
- › Digital Transformation: Processes
- › Digital Transformation: Data and Analytics
- › Digital Transformation: Organization and People
- › Process Improvement with Gap Analysis
- › AI and Critical Thinking
- › AI and Problem Solving
- › AI and Project Management
- › Implementing AI in the Workplace

QUALITY — ACCREDITED CERTIFICATION

- › AS 9100 Internal Auditor
- › ISO 9001:2015 Internal Auditor
- › IATF 16949:2016 Internal Auditor

CONTINUOUS IMPROVEMENT — ACCREDITED CERTIFICATION

- › Lean Manufacturing
- › Lean 5S
- › Value Stream Mapping
- › Lean Six Sigma White Belt
- › Lean Six Sigma Yellow Belt
- › Lean Six Sigma Green Belt
- › Lean Six Sigma Black Belt
- › Lean Six Sigma Master Black Belt
- › Root Cause Analysis (8D)
- › Problem Solving
- › Lean Standard Work
- › Gap Analysis
- › Hoshin-Kanri (Strategic Planning)
- › SCRUM Master
- › Continuous Improvement with Lean
- › Six Sigma: Entering the Dojo

GEOSPATIAL & GIS

- › Introduction to GIS
- › ArcGIS Pro Foundation

COMPUTER SKILLS — MICROSOFT 365

- › Getting Started with Microsoft 365
- › Microsoft 365 Excel: Online
- › Microsoft 365 Excel: Part 3
- › Microsoft 365 Excel: Power Pivot
- › Microsoft 365 Excel: VBA
- › Microsoft 365 OneNote
- › Microsoft 365 OneNote: Online
- › Microsoft 365 Outlook: Online
- › Microsoft 365 Outlook: Part 2
- › Microsoft 365 PowerPoint: Online
- › Microsoft 365 Project: Part 1
- › Microsoft 365 Project: Part 2
- › Microsoft 365 Publisher
- › Microsoft 365 SharePoint
- › Microsoft 365 Teams
- › Microsoft 365 Visio: Part 1
- › Microsoft 365 Visio: Part 2
- › Microsoft 365 Word: Part 3
- › Microsoft 365: Word Online

- › Microsoft Access 365: Part 2
- › Microsoft Excel 365: Part 1
- › Microsoft Excel 365: Part 2
- › Microsoft Office 365 Part 1
- › Microsoft Office 365 Part 2
- › Microsoft Outlook 365: Part 1
- › Microsoft PowerPoint 365: Part 1
- › Microsoft PowerPoint 365: Part 2
- › Microsoft Word 365: Part 1
- › Microsoft Word 365: Part 2

PROFESSIONAL & SOFT SKILLS

- › Accounting Skills for the New Supervisor
- › Active Listening
- › Adaptive Paradox Leadership
- › Advanced Project Management
- › Advanced Skills for the Practical Trainer
- › Advanced Writing Skills
- › An Environmental Audit Primer
- › Anger Management: Understanding Anger
- › Appreciative Inquiry
- › Balanced Scorecard Basics
- › Basic Business Management: Foundations
- › Basic Business Management: Growth and Awareness
- › Basic Internet Marketing
- › Becoming a Better Learner
- › Becoming a Progressive Employer
- › Becoming Management Material
- › Being a Team Player
- › Beyond Workplace Politics
- › Body Language: Reading Body Language as a Sales Tool
- › Branding: Creating and Managing Your Corporate Brand
- › Budgets and Managing Money
- › Building a Brand on Social Media
- › Building a Consulting Business
- › Building an Online Business
- › Building Better Teams
- › Building Relationships for Success in Sales
- › Building Trust to Win the Sale
- › Building Your Self Esteem and Self Confidence
- › Bullying in the Workplace
- › Business Ethics for the Office
- › Business Etiquette: Gaining That Extra Edge
- › Business Process Management
- › Business Succession Planning
- › Business Writing That Works
- › Call Center Training: Sales and Customer Service

- › Cannabis and the Workplace
- › Closing the Generation Gap in the Workplace
- › Coaching and Mentoring
- › Code of Conduct: Setting the Tone for Your Workplace
- › Collaboration
- › Communication Strategies
- › Communications for Small Business Owners
- › Conducting Accurate Internet Research
- › Conducting Effective Performance Reviews
- › Conference and Event Management
- › Conflict Resolution: Getting Along In The Workplace
- › Conquering Your Fear of Speaking in Public
- › Consent and Boundaries in the Workplace
- › Continuous Improvement with Lean
- › Conversational Leadership
- › Corrective Action
- › Creating a Positive Work Environment
- › Creating a Top Notch Talent Management Program
- › Creating Winning Proposals
- › Creative Thinking and Innovation
- › Creativity in the Workplace
- › Crisis Management
- › Critical Thinking
- › CRM: An Introduction to Customer Relationship Management
- › Customer Service Training: Critical Elements of Customer Service
- › Cybersecurity 1: Fundamentals for Employees
- › Dealing With Difficult People
- › Delegation: The Art Of Delegating Effectively
- › Delivering Dynamic Virtual Presentations
- › Design Thinking: An Introduction
- › Developing a Training Needs Analysis
- › Developing Your Executive Presence
- › Developing Your Training Program
- › Digital Transformation
- › Disability Awareness: Working with People with Disabilities
- › Diversity Training: Celebrating Diversity in the Workplace
- › Diversity, Equity, and Inclusion
- › Effective Planning and Scheduling
- › Emotional Intelligence
- › Employee Accountability
- › Employee Recognition: Appreciating Your Workforce
- › Encouraging Sustainability and Social Responsibility in Business
- › Entrepreneurship 101
- › Facilitation Skills
- › Fostering Innovation
- › From Boss to Leader
- › GDPR Readiness: Creating a Data Privacy Plan
- › Giving Effective Feedback
- › Global Business Strategies

- › Goal Setting
- › Growth Hacking
- › High Reliability Organizations
- › Hiring for Success: Behavioral Interviewing Techniques
- › How to Become a Leader with Integrity
- › How to Build Community in the Workplace
- › Human Centered Leadership
- › Human Resources Training: HR for the Non-HR Manager
- › Identifying and Combatting Fake News
- › Implementing AI in Your Workplace
- › Influence and Persuasion
- › Intermediate Project Management
- › Intersectionality in the Workplace
- › Intrapreneurship
- › Introduction to E-Mail Marketing
- › Inventory Management: The Nuts and Bolts
- › Knowledge Management
- › Leadership Skills for Supervisors
- › Lean Process Improvement
- › Leveraging Neurodiversity at Work
- › Logistics and Supply Chain Management
- › Making Training Stick
- › Managing Across Cultures
- › Managing Customer Service
- › Managing Difficult Conversations
- › Managing Pressure and Maintaining Balance
- › Managing the Virtual Workplace
- › Marketing and Sales
- › Marketing for Small Businesses
- › Mastering the Interview
- › Meeting Management: The Art of Making Meetings Work
- › Mobbing in the Workplace
- › Motivation Training: Motivating Your Workforce
- › Negotiating for Results
- › Networking for Success
- › NLP Tools for Real Life
- › Onboarding: The Essential Rules for a Successful Onboarding Program
- › Performance Management: Managing Employee Performance
- › Personal Brand: Maximizing Personal Impact
- › Planning for Workplace Safety
- › Preventing and Responding to Workplace Violence
- › Problem Solving and Decision Making
- › Process Improvement with Gap Analysis
- › Progressive Discipline
- › Project Management Fundamentals
- › Project Management Principles and Performance Domains
- › Project Management: All You Need to Know
- › Project Planning: All You Need to Know
- › Psychological Health and Safety

- › Public Relations Boot Camp
- › Public Speaking: Presentation Survival School
- › Public Speaking: Speaking Under Pressure
- › Purchasing and Procurement Basics
- › Research Skills
- › Respect in the Workplace
- › Risk Management
- › Safety in the Workplace
- › Self-Leadership
- › Self-Management and Productivity
- › Selling Smarter
- › Six Sigma: Entering the Dojo
- › Skills for the New Employee
- › Social Media Marketing
- › Strategic Planning
- › Stress Management
- › Successfully Managing Change
- › Team Building: Developing High Performance Teams
- › Ten Minute Presentations
- › The ABCs of Supervising Others
- › The Importance of Peer-to-Peer Recognition
- › The Practical Trainer
- › The Professional Supervisor
- › Time Management: Get Organized for Peak Performance
- › Trade Shows: Getting the Most Out Of Your Experience
- › Training Staff
- › Training with Visual Storytelling
- › Unconscious Bias
- › Vendor Management Essentials
- › Women and Leadership: Owning Your Strengths and Skills
- › Working Smarter: Using Technology to Your Advantage
- › Workplace Ergonomics for Injury Prevention
- › Workplace Health and Safety: The Supervisor's Role
- › Workplace Success: Seven Key Skills You'll Need
- › Workplace Wellness
- › Writing a Business Plan
- › Writing for the Web
- › Writing Reports and Proposals

Ready to get started?

Contact us today to discuss customized training solutions for your organization.

www.modernkaizen.com