

Our Soft Skills Training Library includes HR training courses that cover the gamut of topics every well-rounded HR Department offer. From Accountability at Work to Employee Engagement. This library of training will be invaluable for training new supervisors as well as seasoned professionals.

- Accountability at Work: Creating a Culture of Ownership and Responsibility
- Adapting Your Leadership Style: The Four Behavior Styles and How to Make Them Work for You
- Analytical Thinking Skills: Organize, Assess, and Communicate Data for Effective Decision-Making
- Appreciating Diversity: Fostering a Climate of Inclusion, Sensitivity, and Respect in the Workplace
- The Art of Influencing Others
- Assertiveness Skills
- Balancing Priorities: How to Successfully Manage Tasks, Deadlines, and Expectations
- Behavioral Interviews: An Evidence-Based Approach to Hiring the Right Candidate
- Business Etiquette
- Coaching Conversations
- Coaching for Development: Help Employees Reach Their Full Potential
- Communicating as a Manager: Help Your Employees to Succeed through Effective Communication
- Creative Problem Solving
- Creative Problem Solving—Applied
- Critical Thinking Skills
- Critical Thinking Skills—Applied: Putting Theory into Practice
- Cultural Competency
- Delegating for Growth
- Developing Positive Relationships at Work
- Developing Your Direct Reports
- Effective Listening Skills
- Effective Risk-Taking
- Emotional Intelligence: A Scientifically Proven Method for Developing the Skills of Success
- Employee Engagement: The Supervisor's Guide to Gaining and Sustaining Commitment
- Ethics in the Workplace
- Financial Intelligence: The Ten Accounting Instruments Every Professional Should Know
- From Creativity to Innovation
- The Golden Rule: How to Create a Successful Workplace
- How to Make Yourself Indispensable
- How to Manage Your Emotions
- Increasing Your Emotional Intelligence
- Leadership 101

- Leading Others Through Change: A Three-Phase Model for Success
- Learning to Manage: Techniques and Tools for the New Manager
- Listening with Intent: Mastering the Skills of Active Listening
- Managing Offsite Employees: Staying Connected with a Dispersed Workforce
- Managing Up: Forging a Successful Relationship with Your Supervisor
- Meetings: How to Make Them More Efficient and Effective
- Mental Models: The Key to Making Reality-Based Decisions
- Mentoring 101: Discover the Keys to a Successful Mentor-Mentee Relationship
- Motivating Employees to Be Their Best
- Navigating Difficult Conversations: Deliver Your Message with Poise, Empathy, and Resolve
- Onboarding: How to Successfully Integrate New Employees
- Ongoing Performance Development: A Systematic Approach to Maximize Employee Productivity and Efficiency
- Organizational Trust: Strengthen and Restore Respect, Faith, and Integrity at Work
- Practical Project Management: Taking Projects from Inception to Completion
- Productive Work Habits
- Put it in Writing: How to Prepare, Organize, and Present a Compelling Business Report
- Resilience: How to Keep Going When the Going Gets Tough
- Selling Essentials: Coaching for Performance
- Selling Essentials: Developing Clients for Life
- Selling Essentials: Opening the Sales Call
- Selling Essentials: Presenting Solutions, Overcoming Objections, and Closing the Sale
- Selling Essentials: Prospecting and Territory Management
- Selling Essentials: Understanding the Sales Cycle
- Selling Essentials: What to Ask and How to Listen
- Servant Leadership: Supporting Others While Growing Your Business
- Skillful Collaboration: Working Successfully with Others to Achieve a Common Goal
- Social Media at Work: Reap the Rewards and Avoid the Risks
- Solid Business Writing
- Staying Focused: Handling Change and Uncertainty in the Workplace
- Strategic Planning 101
- Super Manager: Be the Boss Everyone Wants to Work For
- Supervisor Communication Skills
- Systems Thinking: How to Solve Problems So They Stay Solved
- Taking Control of Conflict: How to Resolve and Minimize Workplace Disputes
- Taking Initiative: How to Inspire a Proactive Company Culture
- Talk Like a Leader: What Every Leader Needs to Hear
- Team Chemistry: How to Build a Team that Everyone Wants to Join
- Team Excellence: The Secret to Achieving High Performance
- Time Management
- The Toughest Supervisor Challenges
- Train the Trainer: A Practical Guide to Classroom Facilitation
- The Transformational Leader: Inspiring and Motivating Others to Achieve New Levels of Success
- Understanding Generational Differences: Overcome Stereotypes and Unite Employees of All Ages
- Why We Struggle With Tough Decisions: Overcoming Doubts and Dilemmas
- Women and Leadership: Working Through Barriers and Biases