

Explore Our On-Demand Course Catalog: Six Dynamic Categories, 100+ Courses and Career Paths for Your Team

## ADMINISTRATIVE SKILLS

- Accountability in the Workplace
- Admin Office Procedures
- Archiving & Records Management
- Basic Bookkeeping
- Business Writing
- Executive & Personal Assistants
- Meeting Management
- Organizational Skills
- Social Media in the Workplace



## HUMAN RESOURCES

- Contract Management
- Crisis Management
- Diversity, Equity, Inclusion
- Employee Onboarding
- Employee Recruitment
- Employee Terminations
- Generation Gap
- Health & Wellness at Work
- Hiring Strategies
- Workplace Harassment
- Millennial Onboarding
- Sensitivity Training
- Train-the-Trainer

## CAREER DEVELOPMENT

- Confidence & Assertiveness
- Communication Strategies
- Creative Problem Solving
- Thinking Outside the Box
- Digital Citizenship
- Interpersonal Skills
- Leadership Development
- Negotiation Skills
- Personal Branding
- Project Management
- Ten Soft Skills You Need
- The Cloud & Business
- Time Management



Visit us at [PeopleLead360.com](https://www.peoplelead360.com) to explore additional people development solutions for your team.

Schedule a free consultation and discover the difference we can make—together.



## LEADERSHIP DEVELOPMENT

- Coaching & Mentoring
- Conducting Employee Reviews
- Team Building Through Chemistry
- Employee Motivation
- Facilitation Skills
- Knowledge Management
- Leadership & Influence
- Lean Process & Six Sigma
- Performance Management
- Self-Leadership
- Supervising Others
- Trust Building & Resilience
- Virtual Team Building

## PERSONAL DEVELOPMENT

- Anger Management
- Attention Management
- Being a Likeable Boss
- Critical Thinking
- Improving Self-Awareness
- Increasing Your Happiness
- Managing Personal Finances
- Personal Productivity
- Public Speaking
- Social Intelligence
- Stress Management
- Taking Initiative
- Developing Emotional Intelligence
- Goal Setting & Getting Things Done



## SALES AND MARKETING

- Body Language Basics
- Call Center Training
- Coaching Salespeople
- Contact Center Training
- Event Planning
- High Performance Teams
- In-Person Sales
- Internet Marketing
- Marketing Basics
- Media & Public Relations
- Motivating Your Sales Team
- Overcoming Objections
- Presentation Skills
- Proposal Writing
- Prospecting and Lead Gen
- Telephone Etiquette



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