



OnLine Learning Resources

Contact us for more information

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COMPANY: _____ LEARNER NAME: _____ LEARNER EMAIL: _____

Administrative Skills	Personal Development	Supervisors and Leadership
1. Accountability in the Workplace	1. Adult Learning - Mental Skills	1. Budgets And Financial Reports
2. Administrative Office Procedures	2. Adult Learning - Physical Skills	2. Coaching And Mentoring
3. Administrative Support	3. Anger Management	3. Annual Employee Reviews
4. Archiving and Records Management	4. Attention Management	4. Developing New Managers
5. Basic Bookkeeping	5. Being A Likeable Boss	5. Employee Motivation
6. Business Writing	6. Critical Thinking	6. Facilitation Skills
7. Collaborative Business Writing	7. Emotional Intelligence	7. Knowledge Management
8. Executive and Personal Assistants	8. Emotional Intelligence at Work	8. Leadership And Influence
9. Meeting Management	9. Goal Setting and Getting Things Done	9. Lean Process And Six Sigma
10. Organizational Skills	10. Improving Mindfulness	10. Manager Management
11. Social Media In The Workplace	11. Improving Self-Awareness	11. Middle Manager
12. Supply Chain Management	12. Increasing Your Happiness	12. Office Politics For Managers
Career Development	13. Job Search Skills	13. Performance Management
1. Assertiveness And Self-Confidence	14. Life Coaching Essentials	14. Self-Leadership
2. Communication Strategies	15. Managing Personal Finances	15. Supervising Others
3. Creative Problem Solving	16. Managing Workplace Anxiety	16. Team Building Through Chemistry
4. Creativity: Thinking Outside the Box	17. Personal Productivity	17. Virtual Team Building Management
5. Developing Creativity	18. Public Speaking	Workplace Essentials
6. Digital Citizenship	19. Social Intelligence	1. Appreciative Inquiry
7. Entrepreneurship	20. Social Learning	2. Business Acumen
8. Interpersonal Skills	21. Stress Management	3. Business Ethics
9. mLearning Essentials	22. Taking Initiative	4. Business Etiquette
10. Negotiation Skills	23. Trust Building and Resilience	5. Change Management
11. Personal Branding	24. Work-Life Balance	6. Civility In The Workplace
12. Project Management	Sales And Marketing	7. Conflict Resolution
13. Telework And Telecommuting	1. Body Language Basics	8. Customer Service
14. Ten Soft Skills You Need	2. Call Center Training	9. Customer Support
15. The Cloud and Business	3. Coaching Salespeople	10. Cyber Security
16. Time Management	4. Contact Center Training	11. Delivering Constructive Criticism
17. Women in Leadership	5. Creating a Great Webinar	12. Developing Corporate Behavior
Human Resources	6. Employee Recognition	13. Handling a Difficult Customer
1. Business Succession Planning	7. Event Planning	14. Networking Outside the Company
2. Contract Management	8. High Performance Teams	15. Networking Within the Company
3. Crisis Management	9. High Performance Teams Remote	16. Respect in the Workplace
4. Developing a Lunch and Learn	10. In Person Sales	17. Responsibility in the Workplace
5. Diversity and Inclusion	11. Internet Marketing Fundamentals	18. Risk Assessment and Management
6. Employee Onboarding	12. Marketing Basics	19. Safety In The Workplace
7. Employee Recruitment	13. Media And Public Relations	20. Team Building For Managers
8. Employee Termination Processes	14. Motivating Your Sales Team	21. Teamwork And Team Building
9. Generation Gaps	15. Multi-Level Marketing	
10. Health and Wellness at Work	16. Overcoming Sales Objections	Microsoft Office Specialist (MOS)
11. Hiring Strategies	17. Presentation Skills	1. Access 2016 Essentials
12. Human Resource Management	18. Proposal Writing	2. Excel 2016 Essentials
13. Managing Workplace Harassment	19. Prospecting and Lead Generation	3. Outlook 2016 Essentials
14. Measuring Results From Training	20. Sales Fundamentals	4. PowerPoint 2016 Essentials
15. Millennial Onboarding	21. Servant Leadership	5. Word 2016 Essentials
16. Office Health And Safety	22. Social Media Marketing	6. Excel 2016 Expert
17. Sensitivity Training	23. Telephone Etiquette	7. Word 2016 Expert
18. Talent Management	24. Top 10 Sales Secrets	
19. Train-The-Trainer	25. Trade Show Staff Training	
20. Unconscious Bias		
21. Universal Safety Practices		
22. Workplace Bullying		
23. Workplace Diversity		
24. Workplace Harassment		
25. Workplace Violence		