SUPERVISORS AND MANAGERS

Leadership Skills for Supervisors

Human Resources Training: Training HR for the Non HR Manager

The ABCs of Supervising Others

The Professional Supervisor

Delegation: The Art of Delegating Effectively

Team Building: Developing High Performance Teams

Inventory Management: The Nuts and Bolts

Project Management Fundamentals

Intermediate Project Management

Advanced Project Management

Project Management Training: Understanding Project Management

Risk Management

Meeting Management: The Art of Making Meetings Work

Talking To Employees About Personal Hygiene

Conference and Event Management

Managing Difficult Conversations

Giving Effective Feedback

Motivation Training: Motivating Your Workforce

Negotiating for Results

Managing the Virtual Workplace

Marketing And Sales

Effective Planning And Scheduling

Business Leadership: Becoming Management Material

Budgets and Managing Money

Logistics and Supply Chain Management

Managing Across Cultures

Conversational Leadership

Workplace Health and Safety: The Supervisor's Role and Responsibilities

Women Leadership: Owning Your Strengths and Skills

Coaching and Mentoring

Becoming a Progressive Employer

HUMAN RESOURCES

Problem Solving and Decision Making

Building Better Teams

Hiring for Success: Behavioural Interviewing Techniques

Orientation Handbook: Getting Employees Off to a Good Start

Creating a Top Notch Talent Management Program

Stress Management

Conflict Resolution: Getting Along in the Workplace

Dispute Resolution: Mediation through Peer Review

Generation Gap: Closing the Generation Gap in the Workplace

Accounting Skills for the New Supervisor

Public Relations (PR)

Onboarding -The Essential Rules for a Successful Onboarding Program

Successfully Managing Change

Business Succession Planning: Developing and Maintaining a Succession Plan

Anger Management: Understanding Anger

Performance Management: Managing Employee Performance

Conducting Effective Performance Reviews

Appreciative Inquiry

Customer Service Training: Managing Customer Service

Employee Recognition: Appreciating Your Workforce

Transgender Employees: Creating an Inclusive Work Community

PERSONAL DEVELOPMENT

Mastering the Interview

Customer Service: Critical Elements of Customer Service

Creating a Dynamite Job Portfolio

Getting Your Job Search Started

Critical Thinking

NLP: An Introduction to Neuro Linguistic Programming

NLP (Neuro Linguistic Programming): Tools For Real Life

Self Leadership

Creative Thinking And Innovation

Managing Pressure and Maintaining Balance

Networking for Success

Public Speaking: Presentation Survival School

Influence and Persuasion Skills

Active Listening

Working Smarter: Using Technology to your Advantage

Time Management: Get Organized for Peak Performance

Business Etiquette: Gaining that Extra Edge

Research Skills

Writing Reports and Proposals

Advanced Writing Skills

Business Writing That Works

Getting Stuff Done: Personal Development Boot Camp

Emotional Intelligence

Conducting Accurate Internet Research

Developing Your Executive Presence

Creating Winning Proposals in a two-day course

Building Self Esteem and Assertiveness Skills

Communication Strategies

Skills for the Administrative Assistant

The Minute Taker's Workshop

Conquering Your Fear of Speaking in Public

Public Speaking: Speaking Under Pressure

Goal Setting

Personal Branding

Project Planning: All You Need to Know for project management

Project Management: All You Need to Know

Workplace Success: Eight Key Skills You'll Need

Conflict Resolution: Dealing with Difficult People

Dealing with the Media: Creating a positive working relationship

Honing and Delivering Your Message

Identifying and Combatting Fake News

Fostering Innovation

Becoming a Better Learner

WORKPLACE ESSENTIALS

Strategic Planning

Business Ethics For The Office

Workplace Diversity Training: Celebrating Diversity in the Workplace

Safety in the Workplace

Workplace Harassment: What It is and What to Do About It

Workplace Violence: How to Manage Anger and Violence in the Workplace

Lean Process Improvement

Employee Accountability

Balanced Scorecard Basics

Bullying in the Workplace

Disability Awareness: Working with People with Disabilities

Workplace Ergonomics - Injury Prevention Through Ergonomics

Crisis Management

Business Process Management

Knowledge Management

Process Improvement with Gap Analysis

Creating a Workplace Wellness Program

Developing a High Reliability Organization

Encouraging Sustainability and Social Responsibility in Business

Purchasing and Procurement Basics

Continuous Improvement with Lean

Environmental Sustainability: A Practical Approach to Greening Your Organization

An Environmental Audit Primer

Planning for Workplace Safety

Developing a Safety Procedures Manual

Creating a Positive Work Environment

Creating Successful Staff Retreats

Six Sigma: Entering the Dojo

Beyond Workplace Politics

English as a Second Language: A Workplace Communications Primer

Digital Citizenship: Conducting Yourself in a Digital World

Code of Conduct: Setting the Tone for Your Workplace

Being a Team Player

Digital Transformation

GDPR Readiness: Creating a Data Privacy Plan

Collaboration

GDRP Readiness: Getting The Message Out

Mobbing in the Workplace

TRAIN THE TRAINER

Advanced Skills for the Practical Trainer

Developing Your Training Program

Facilitation Skills

Survival Skills for the New Trainer

The Practical Trainer

Using Activities to Make Training Fun

Making Training Stick

Training with Visual Storytelling

Developing a Training Needs Analysis

Measuring Training Results

Developing a Lunch and Learn Program

SALES AND MARKETING

Building Relationships for Success in Sales

Dynamite Sales Presentations

Overcoming Objections to Nail the Sale

Prospecting for Leads like a Pro

Selling Smarter

CRM - Introduction To Customer Relationship Management

Call Center Sales Training

Telemarketing: Using the Telephone as a Sales Tool

Body Language: Reading Body Language As A Sales Tool

Corporate Branding: How to Create and Manage

Social Selling for Small Businesses

Trade Shows: Getting the Most Out Of Your Experience

INTERNET MARKETING

Writing for the Web

Basic Internet Marketing

Marketing with Social Media

Creating A Google AdWords Campaign

Building a Brand on Social Media

Introduction to E-Mail Marketing

Creating Winning Webinars: Getting Your Message Out

Growth Hacking

Promoting a Marketing Webinar

SMALL BUSINESS TRAINING FOR ENTREPRENEURS

Basic Business Management: Boot Camp

Writing A Business Plan

Entrepreneurship 101

Intrapreneurship

Communications for Small Business Owners

Marketing for Small Businesses

Kickstarting Your Business with Crowdsourcing

Building a Consulting Business

Building an Online Business

E Commerce Management

Global Business Strategies

G SUITE

Google G Suite Create

Google G Suite Connect

OFFICE 365

Microsoft Office 365 Part 1

Microsoft Office 365 Part 2

Microsoft Outlook 2016 Part One

Microsoft Excel 2016 Part One

Microsoft PowerPoint 2016 Part One

Microsoft OneNote 2016

Microsoft Word 2016 Part One

Microsoft Access 2016 Part One

Microsoft Project 2016 - Part One

Microsoft Visio 2016: Part One

Microsoft SharePoint 2016 For Site Owners

Microsoft Excel 2016 Part Two

Microsoft Outlook 2016 Part Two

Microsoft PowerPoint 2016 Part Two

Microsoft Project 2016 – Part Two

Microsoft Access 2016 Part Two

Microsoft Word 2016 Part Two

Microsoft Visio 2016 Part Two

Microsoft Excel 2016 PowerPivot

Microsoft Excel 2016 Part Three

Microsoft SharePoint 2016 For Administrators

Microsoft Word 2016 Part Three

Microsoft Publisher 2016

Microsoft SharePoint 2016 For Users

Microsoft Excel 2016 and VBA

Microsoft Outlook Online

OFFICE 2016

Microsoft Word 2016 Part One

Microsoft Word 2016 Part Two

Microsoft Word 2016 Part Three

Microsoft Outlook 2016 Part One

Microsoft Outlook 2016 Part Two

Microsoft Excel 2016 Part One

Microsoft Excel 2016 Part Two

Microsoft Excel 2016 Part Three

Microsoft PowerPoint 2016 Part One

Microsoft PowerPoint 2016 Part Two

Microsoft Access 2016 Part One

Microsoft Access 2016 Part Two

Microsoft Excel 2016 PowerPivot

Microsoft Excel 2016 and VBA

Microsoft OneNote 2016

Microsoft Project 2016 - Part One

Microsoft Project 2016 – Part Two

Microsoft Visio 2016: Part One

Microsoft Visio 2016 Part Two

Microsoft Publisher 2016

Microsoft SharePoint 2016 For Users

Microsoft SharePoint 2016 For Site Owners

Microsoft SharePoint 2016 For Administrators

Microsoft Sway

Power BI

Microsoft Teams

Microsoft Skype for Business 2016

COMPUTER FUNDAMENTALS

Computer Basics Expert

Computer Basics Advanced

Computer Basics Intermediate

Computer Basics Foundation

Adobe Acrobat Pro XI Part One

Microsoft Windows 10 Part One

Microsoft Windows 10 Part Two

Microsoft Windows 10: Transition from Microsoft Windows 8.1

Microsoft Windows 10: Navigating the new Windows Environment

Slack for Business

Google G Suite Create

Google G Suite Connect

Introduction to HTML and CSS Coding

Introduction to HTML and CSS Coding Part 2

Online Tools for Small Business