Self-Paced Course Picklist

SUPERVISORS AND MANAGERS

☐ Becoming a Progressive Employer: Setting Trends Instead of Following Them

☐ Business Leadership: Becoming Management Material

☐ Coaching and Mentoring

☐ Conference and Event Management

☐ Conversational Leadership

☐ Delegation: The Art of Delegating Effectively

☐ Diversity Training: Supervisors

☐ From Boss to Leader

☐ Giving Effective Feedback

☐ Leadership Skills for Supervisors

☐ Logistics and Supply Chain Management

☐ Managing Across Cultures

☐ Managing the Virtual Workplace

☐ Meeting Management: The Art of Making Meetings Work

☐ Motivation Training: Motivating Your Workforce

☐ Risk Management

☐ Team Building: Developing High Performance Teams

☐ The ABC's of Supervising Others

☐ The Professional Supervisor

☐ Tough Topics: Talking to Employees about Personal Hygiene

☐ Women and Leadership: Owning Your Strengths and Skills

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

HUMAN RESOURCES

☐ Accounting Skills for New Supervisors

☐ Business Succession Planning: Developing and Maintaining a Succession Plan

☐ Conducting Effective Performance Reviews

☐ Creating a Top-Notch Talent Management Program

☐ Employee Dispute Resolution: Mediation through Peer Review

☐ Employee Recognition: Appreciating Your Workforce

☐ Hiring for Success: Behavioral Interviewing Skills

☐ Human Resources Training: HR for the Non-HR Manager

☐ Onboarding: The Essential Rules for a Successful Onboarding Program

☐ Orientation Handbook: Getting Employees Off to a Good Start

☐ Performance Management: Managing Employee Performance

☐ Successfully Managing Change

☐ Transgender Employees: Creating an Inclusive Work Community

Personal Development and Workplace Essentials

☐ Active Listening

☐ Advanced Project Management

☐ Advanced Writing Skills

☐ An Environmental Audit Primer

☐ Anger Management: Understanding Anger

☐ Appreciative Inquiry

☐ Balanced Scorecard Basics

☐ Becoming a Better Learner

☐ Being a Team Player

☐ Beyond Workplace Politics: Using Social and Emotional Competencies

☐ Budgets and Managing Money

☐ Building Better Teams

☐ Building Your Self-Esteem and Assertiveness Skills

☐ Bullying in the Workplace

☐ Business Etiquette: Gaining that Extra Edge

☐ Business Ethics for the Office

☐ Business Process Management

☐ Business Writing that Works

☐ Cannabis and the Workplace

☐ Code of Conduct: Setting the Tone for Your Workplace

☐ Collaboration

☐ Communication Strategies

☐ Conducting Accurate Internet Research

☐ Conflict Resolution: Getting Along in the Workplace

☐ Conquering Your Fear of Public Speaking

☐ Continuous Improvement with Lean

☐ Creating a Dynamite Job Portfolio

☐ Creating a Positive Work Environment

☐ Creating a Workplace Wellness Program

☐ Creating Successful Staff Retreats

☐ Creating Winning Proposals

☐ Creative Thinking and Innovation

☐ Creativity in the Workplace

☐ Crisis Management

- ☐ Critical Thinking
- ☐ Customer Service Training: Critical Elements of Customer Service
- ☐ Customer Service Training: Managing Customer Service
- ☐ Dealing with Difficult People
- ☐ Developing a High Reliability Organization
- ☐ Developing a Safety Procedures Manual
- ☐ Developing Your Executive Presence
- ☐ Digital Citizenship: Conducting Yourself in a Digital World
- ☐ Digital Transformation
- ☐ Disability Awareness: Working with People with Disabilities
- ☐ Diversity Training: Celebrating Diversity in the Workplace
- ☐ Effective Planning and Scheduling
- ☐ Emotional Intelligence
- ☐ Employee Accountability
- ☐ Encouraging Sustainability and Social Responsibility in Business
- ☐ English as a Second Language: A Workplace Communications Primer
- ☐ Environmental Sustainability: A Practical Approach to Greening Your Organization
- ☐ Fostering Innovation
- ☐ GDPR Readiness: Creating a Data Privacy Plan
- ☐ GDPR Readiness: Getting the Message Out
- ☐ Generation Gap: Closing the Gap in the Workplace
- ☐ Getting Stuff Done: Personal Development Bootcamp
- ☐ Goal Setting
- ☐ Honing and Delivering Your Message
- ☐ Identifying and Combatting Fake News
- ☐ Influence and Persuasion
- ☐ Intermediate Project Management
- ☐ Intro to Neuro Linguistic Programming
- ☐ Knowledge Management
- ☐ Lean Process Improvement
- ☐ Managing Difficult Conversations
- ☐ Managing Pressure and Maintaining Balance
- ☐ Mastering the Interview
- ☐ Mobbing in the Workplace
- ☐ Negotiating for Results
- ☐ Networking for Success
- ☐ NLP Tools for Real Life
- ☐ Personal Brand: Maximizing Personal Impact
- ☐ Planning for Workplace Safety
- ☐ Problem Solving and Decision Making
- ☐ Process Improvement with Gap Analysis
- ☐ Project Management: All You Need to Know
- ☐ Project Management Fundamentals
- ☐ Project Management Training: Understanding Project Management
- ☐ Project Planning: All You Need to Know

- ☐ Public Relations Boot Camp
- ☐ Public Speaking: Presentation Survival School
- ☐ Public Speaking: Speaking Under Pressure
- ☐ Purchasing and Procurement Basics
- ☐ Research Skills
- ☐ Safety in the Workplace
- ☐ Self-Leadership
- ☐ Six Sigma: Entering the Dojo
- ☐ Skills for the Administrative Assistant
- ☐ Skills You Need for Workplace Success
- ☐ Strategic Planning
- ☐ Stress Management
- ☐ The Minute Taker's Workshop
- ☐ Time Management: Get Organized for Peak Performance
- ☐ Working Smarter: Using Technology to Your Advantage
- ☐ Working with the Media: Creating a Positive Working Relationship
- ☐ Workplace Ergonomics: Injury Prevention Through Ergonomics
- ☐ Workplace Harassment: What it is and What to do About it
- ☐ Workplace Violence: How to Manage Anger and Violence in the Workplace
- ☐ Writing Reports and Proposals

Train The Trainer

- ☐ Advanced Skills for the Practical Trainer
- ☐ Developing a Lunch and Learn Program
- ☐ Developing a Training Needs Analysis
- ☐ Developing Your Training Program
- ☐ Facilitation Skills
- ☐ Making Training Stick
- ☐ Measuring Training Results
- ☐ Survival Skills for the New Trainer
- ☐ The Practical Trainer
- ☐ Training with Visual Storytelling
- ☐ Using Activities to Make Training Fun

Sales and Marketing

- ☐ Body Language: Reading Body Language as a Sales Tool
- ☐ Branding: Creating and Managing Your Corporate Brand
- ☐ Building Relationships for Success in Sales

- ☐ Call Center Training: Sales and Customer Service Training for Call Center Agents
- ☐ CRM: An Introduction to Customer Relationship Management
- ☐ Dynamite Sales Presentations
- ☐ Marketing and Sales
- ☐ Overcoming Objections to Nail the Sale
- ☐ Prospecting for Leads Like a Pro
- ☐ Selling Smarter
- ☐ Social Selling for Small Businesses
- ☐ Story Marketing for Small Businesses
- ☐ Telemarketing: Using the Telephone as a Sales Tool
- ☐ Trade Shows: Getting the Most out of Your Trade Show Experience

Internet Marketing

- ☐ Basic Internet Marketing
- ☐ Building a Brand on Social Media
- ☐ Creating a Google AdWords Campaign
- ☐ Creating Winning Webinars: Getting Your Message Out
- ☐ Growth Hacking
- ☐ Introduction to Email Marketing
- ☐ Marketing with Social Media
- ☐ Promoting a Marketing Webinar
- ☐ Writing for the Web

Small Business Training for Entrepreneurs

- ☐ Basic Business Management: Boot Camp for Business Owners
- ☐ Building a Consulting Business
- ☐ Building an Online Business
- ☐ Communications for Small Business Owners
- ☐ E-Commerce Management
- ☐ Entrepreneurship 101
- ☐ Global Business Strategies
- ☐ Intrapreneurship
- ☐ Kickstarting Your Business with Crowdsourcing
- ☐ Making Your Business Better
- ☐ Marketing for Small Businesses
- ☐ Writing a Business Plan

Google G Suite

☐Google G Suite Connect and Access ☐Google G Suite Create

Office 2016 & Office 365

☐Access 2016 Part 1

☐Access 2016 Part 2

☐Excel 2016 Part 1

☐Excel 2016 Part 2

☐Excel 2016 Part 3

☐Excel 2016 PowerPivot

☐Excel 2016 VBA

☐Introduction to Microsoft Power BI

☐Microsoft Access 365 Part 1

☐Microsoft Access 365 Part 2

☐Microsoft Excel 365 Part 1

☐Microsoft Excel 365 Part 2

☐Microsoft Excel Online

☐Microsoft Office 2016 - Transition Between 2007/2010Microsoft Office 365

☐Microsoft Office 365

☐Microsoft Office 365 Part 1

☐Microsoft Office 365 Part 2

☐Microsoft OneNote Online

☐Microsoft Outlook 365 Part 1

☐Microsoft Outlook 365 Part 2

☐Microsoft Outlook Online

☐Microsoft PowerPoint 365 Part 1

☐Microsoft PowerPoint 365 Part 2

☐Microsoft PowerPoint Online

☐Microsoft Skype for Business 2016

☐Microsoft Sway

☐Microsoft Teams

☐Microsoft Word 365 Part 1

☐Microsoft Word 365 Part 2

☐Microsoft Word Online

☐OneNote 2016

☐Outlook 2016 Part 1

☐Outlook 2016 Part 2

☐PowerPoint 2016 Part 1

☐PowerPoint 2016 Part 2

☐Project 2016 Part 1

☐Project 2016 Part 2

☐Publisher 2016

☐SharePoint 2016 for Site Administrators

☐SharePoint 2016 for Site Owners

☐SharePoint 2016 for Users

☐Skype for Business

☐Visio 2016 Part 1

☐Visio 2016 Part 2

☐Word 2016 Part 1

☐Word 2016 Part 2

☐Word 2016 Part

Computer Fundamentals

☐Adobe XI Pro Part 1

☐Introduction to HTML and CSS Coding

☐Introduction to HTML and CSS Coding Part 2

☐Microsoft Windows 10: Transition from Microsoft Windows 8.1

☐Online Tools for Small Businesses

☐Slack for Business

☐Windows 10 Navigating the New Windows Environment

☐Windows 10 Part 1

☐Windows 10 Part 2