



COURSE LIST

140+ Ready-Made & Customizable Courses!



Administrative Skills



Career Development



Human Resources



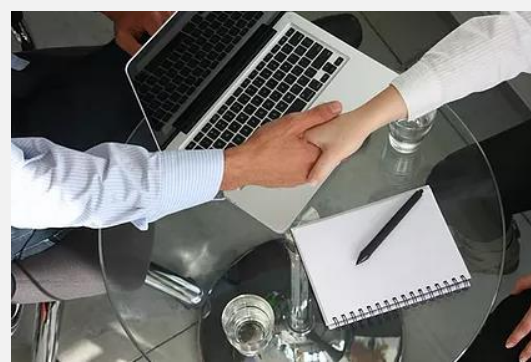
Management



Personal Development



Regulatory Compliance



Sales Marketing



Workplace Essentials

2021

LMS PORTALS , LLC

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ADMINISTRATIVE SKILLS COURSES



Accountability in the Workplace



Administrative Office Procedures



Administrative Support



Archiving and Records Management



Basic Bookkeeping



Business Writing



Collaborative Business Writing



Executive and Personal Assistants



Meeting Management



Organizational Skills



Social Media in the Workplace



Supply Chain Management

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CAREER DEVELOPMENT COURSES



Assertiveness and Self
Confidence



Communication Strategies



Creative Problem
Solving



Creativity: Thinking Outside
the Box



Developing Creativity



Digital Citizenship



Entrepreneurship



Interpersonal Skills



mLearning Essentials



Personal Branding



Project Management



Telework and
Telecommuting



Ten Soft Skills You Need



The Cloud and Business



Time Management



Women in Leadership

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HUMAN RESOURCES COURSES



Business Succession
Planning



Contract Management



Crisis Management



Developing a Lunch and
Learn



Diversity and Inclusion



Employee Onboarding



Employee Recruitment



Employee Termination
Process



Generation Gaps



Health and Wellness at Work



Hiring Strategies



Human Resource Management



Managing Workplace Harassment



Measuring Results from Training



Millennial Onboarding



Office Health and Safety



Sensitivity Training



Talent Management



Train-the-Trainer



Unconscious Bias



Universal Safety Practices



Workplace Diversity



Workplace Harassment



Workplace Violence

LMS PORTALS

MANAGEMENT COURSES



Budgets and Financial Reports



Coaching and Mentoring



Conducting Annual Employee Reviews



Developing New Managers



Employee Motivation



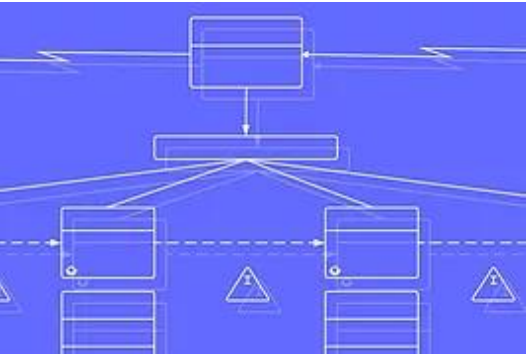
Facilitation Skills



Knowledge Management



Leadership and Influence



Lean Process and Six Sigma



Manager Management



Middle Manager



Office Politics for Managers



Performance Management



Self-Leadership



Servant Leadership



Supervising Others



Team Building through Chemistry



Virtual Team Building and Management

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PERSONAL DEVELOPMENT COURSES



Adult Learning- Mental Skills



Adult Learning- Physical Skills



Anger Management



Attention Management



Being a Likeable Boss



Creativity: Thinking Outside the Box



Critical Thinking



Emotional Intelligence



Emotional Intelligence in the Workplace



Goal Setting and Getting Things Done



Improving Mindfulness



Improving Self-Awareness



Increasing Your Happiness



Job Search Skills



Life Coaching Essentials



Managing Personal Finances



Managing Workplace Anxiety



Personal Productivity



Public Speaking



Social Intelligence



Social Learning



Stress Management



Taking Initiative



Trust Building and Resilience



Work-Life Balance

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REGULATORY COMPLIANCE COURSES



CCPA Awareness



GDPR Awareness



HIPAA Compliance



PCI Compliance

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SALES AND MARKETING COURSES



Body Language Basics



Coaching Salespeople



Creating a Great Webinar



Employee Recognition



Event Planning



High Performance Teams
Inside the Company



High Performance Teams;
Remote Workforce



In-Person Sales



Internet Marketing
Fundamentals



Marketing Basics



Media and Public Relations



Motivating Your Sales
Team



Multi-Level Marketing



Negotiation Skills



Overcoming Sales
Objections



Presentation Skills



Proposal Writing



Prospecting and Lead
Generation



Sales Fundamentals



Social Media Marketing



Telephone Etiquette



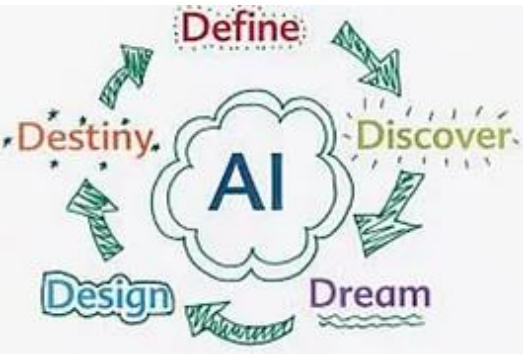
Top 10 Sales Secrets



Trade Show Staff Training

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WORKPLACE ESSENTIALS COURSES



Appreciative Inquiry



Business Acumen



Business Ethics



Business Etiquette



Call Center Training



Change Management



Civility in the Workplace



Conflict Resolution



Contact Center Training



Customer Service



Customer Support



Cyber Security



Delivering Constructive Criticism



Developing Corporate Behavior



Handling a Difficult Customer



Networking Outside the Company



Networking within the Company



Respect in the Workplace



Responsibility in the Workplace



Risk Assessment and Management



Safety in the Workplace



Team Building for Managers



Teamwork and Team Building



THANK YOU



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