LMS PORTALS

COURSE LIST

140+ Ready-Made & Customizable Courses!

Administrative Skills

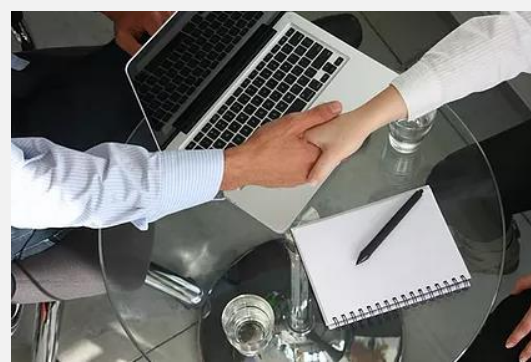**Career Development**

Human Resources

Management

Personal Development

Regulatory Compliance

Sales Marketing

Workplace Essentials

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

LMS PORTALS
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

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

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
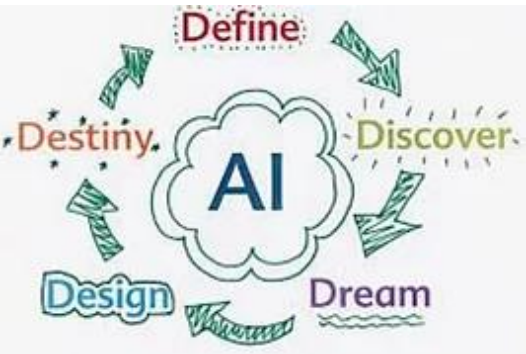

Social Media Marketing

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

LMS PORTALS

THANK YOU

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