






























Learn & Grow.

Course List.

Video Lesson
 Video Course
 Interactive Video

Course	Format
Business Skills	
9 Easy Ways to Be Smarter Every Day	
A Guide for Healthy Communications: Winning at Work	
Being Truthful About Tough Messages	
Building Strategic Relationships	
Business Etiquette: Using Email Professionally	
Career Success Strategy: Career Resilience	
Career Success Strategy: Creating a Powerful Resume	
Conversation Starters: Embracing Change	
Customer Service Communication Skills	
Cutting Edge Communication: Handling Anyone Difficult	
Decision-Making: Financial (Part 1 of 9) – Understanding Financial Decisions	
Decision-Making: Financial (Part 2 of 9) – Key Terms in Financial Analysis	
Decision-Making: Financial (Part 3 of 9) – Amounts and Costs	
Decision-Making: Financial (Part 4 of 9) – Time Value of Money	
Decision-Making: Financial (Part 5 of 9) – Cash Flow Is King	
Decision-Making: Financial (Part 6 of 9) – Payback Method	

Courses may be periodically updated, added, or removed.



























Course	Format
Decision-Making: Financial (Part 7 of 9) – Net Present Value Method	
Decision-Making: Financial (Part 8 of 9) – Return on Investment Method	
Decision-Making: Financial (Part 9 of 9) – Advanced Financial Decision-Making	
Ethics for Employees	
Ethics for Managers	
Finding Common Ground	
Four Ways to Enhance Your Career	
Fundamentals of Customer Service	
Listen Up People	
Managing Stress: Dealing With Stress at Work	
People Matter! Beginning With Respect	
Performance Excellence: Introduction	
Preparing for an Epidemic	
Preparing for My Appraisal	
Project Management Fundamentals	
Project Management Fundamentals (Part 1 of 10): Project Management Introduction	
Project Management Fundamentals (Part 2 of 10): Characteristics of Projects	
Project Management Fundamentals (Part 3 of 10): Prioritizing Project Work	
Project Management Fundamentals (Part 4 of 10): The Project Management Life Cycle Model	
Project Management Fundamentals (Part 5 of 10): The Five Processes of Project Management	
Project Management Fundamentals (Part 6 of 10): Types of Project Stakeholders	
Project Management Fundamentals (Part 7 of 10): The Stakeholder Analysis Matrix	
Project Management Fundamentals (Part 8 of 10): Stakeholder Analysis Alternatives	
Project Management Fundamentals (Part 9 of 10): Managing Project Constraints	
Seeing Red Cars: A True Example of Positive Focus	
Setting and Managing Priorities	
Time Management (Part 1 of 8): Managing the Time of Your Life, Part I	

Courses may be periodically updated, added, or removed.










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Course	Format
Time Management (Part 2 of 8): Managing the Time of Your Life, Part II	
Time Management (Part 3 of 8): Planning Your Week	
Time Management (Part 4 of 8): Prioritize Your Tasks	
Time Management (Part 5 of 8): Creating Extra Time	
Time Management (Part 6 of 8): Working More Efficiently	
Time Management (Part 7 of 8): Getting Organized	
Time Management (Part 8 of 8): Stop Procrastinating	
To the Point About: Ergonomics	
To the Point About: Preventing Back Injuries	
Understanding and Controlling Ergonomic Risk Factors, Concise	
Using Emotional Intelligence	
HR Compliance	
Active Shooter and Workplace Violence	
Active Shooter: Surviving an Attack	
Anti-Harassment Training for Employees	
Anti-Harassment Training for Employees (California)	
Anti-Harassment Training for Employees (New York)	
Anti-Harassment Training for Supervisors	
Anti-Harassment Training for Supervisors (California)	
Anti-Harassment Training for Supervisors (New York)	
Bullying and Other Disruptive Behavior (for Employees)	
Conflict Resolution Episode 1: The Loudest Person Wins!	
Diversity: Seeking Commonality (Employee Version)	
Diversity: Seeking Commonality (Manager Version)	
HIPAA Intermediate for Security Officers	
HIPAA: Basics	
HR Law for Managers	

Courses may be periodically updated, added, or removed.

Course	Format
LGBT+ Equality in the Workplace	
Performance Appraisals	
Preventing Harassment in Industry, Concise	
Preventing Sexual Harassment (for Employees)	
Sexual Harassment: Taking Action - Preventing and Addressing Sexual Harassment	
Stop Bullying in the Workplace (Employee Version): Bullying 101	
Stop Bullying in the Workplace (Manager Version): Bullying 101	
Stop Sexual Harassment	
Understanding Workplace Substance Abuse for Employees	
Understanding Workplace Substance Abuse for Managers	













Industry Specific

Cyber Security Awareness	
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Information Technology / Cyber Security

Cyber Security Awareness	
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Leadership and Management
















Creating Accountability	
Dealing With Difficult People: Introduction	
Dealing With Difficult People: Part 1 – Pinpointing Your Triggers	
Developing B-Players Into Top Performers	
Emerging Leaders Episode 1: The Importance of Appearances	
Emerging Leaders Episode 2: How to Avoid Becoming a Micromanager	
Emerging Leaders Episode 3: Learning to Live with Failure	
Emerging Leaders Episode 4: The Importance of Being Present	
Emerging Leaders Episode 5: The Danger of Too Much Fraternizing With Your Employees	
Four Ways to Boost Your Leadership Skills	
Leadership Best Practices: Introduction – How to Develop Your Own Leadership Style	
Leadership Fundamentals	

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Course	Format
Leading More With Less	
Leveraging the Power of Generations Episode 1: Establishing the Playing Field	
Leveraging the Power of Generations Episode 2: Choosing Sides	
Leveraging the Power of Generations Episode 3: Advancement is a Process	
Leveraging the Power of Generations Episode 4: Advancement Never Stops	
Leveraging the Power of Generations Episode 5: If You Don't Slow Down We're Going to Crash	
Leveraging the Power of Generations Episode 6: Why All Age Groups Should Continue Learning	
Leveraging the Power of Generations Episode 7: Finding Common Ground	
Managing Me	
New Supervisor Fundamentals	
Succession Planning	
The Power of Teamwork Inspired by The Blue Angels	
Using the Discipline Process	
Would I Follow Me?	
Would I Work for Me?	

Sales and Service








Act: Customer Service is All About Solving Problems (Part 4 of 4)	
Customer Service Episode 1: A Tale of Two Businesses	
Customer Service Episode 2: Pay Attention to Your Environment	
Customer Service Episode 3: Little Things Matter	
Customer Service Episode 4: Your Wait Time is Approximately...Forever	
Customer Service Episode 5: Customer Service 101 – The Basics of Bad Customer Service	
Customer Service Episode 6: A Playful Way to Annoy Your Customers	
Customer Service Episode 7: Dealing Withirate Customers	
Customer Service Episode 8: Follow Every Rule	
Customer Service Episode 9: Using Proper English and Grammar Can Only Hurt Your Career	
Customer Service Episode 10: Sound Excited Already!	

Courses may be periodically updated, added, or removed.









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Course	Format
Customer Service Gone Viral	
Customer Service: Make it Easy (Part 1 of 4) – Make Customers Your Top Priority	
Negotiating Skills	
Selling at a Distance	
Selling at a Distance: Prospecting by Phone	
So HELP Me: Employee Edition	
So HELP Me: Supervisor Edition	

Software

dummies®: Microsoft Office 2016	
SkillPath® PowerPoint 2016 Essentials	
SkillPath® Word 2016 Essentials	
Using Microsoft Windows 10 - Managing Files and Folders	
Using Microsoft Windows 10 - Using Windows 10 Security Features	
Working With Excel 2016	

Workplace Safety







Back to Work, Back to Safety: Regaining Safety Habits After Time Away From Work, Concise	
Bloodborne Pathogens: The Unexpected Hazard, Concise	
Computer Workstation Safety	
Distracted Driving	
Electrical Safety for Everyone, Concise	
HazCom, the GHS, and You, Concise	
I Can't Get No Traction (Music Video/Meeting Opener)	
Learning Ergonomics	
Making Safety Work: Overview of Workplace Safety and Responsibilities, Concise	
OSHA Recordkeeping for Employees	
OSHA Recordkeeping for Managers and Supervisors	
Personal Protective Equipment	

Courses may be periodically updated, added, or removed.



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Course	Format
Respiratory Protection (HAZWOPER)	
Safety Housekeeping and Accident Prevention	
Safety Orientation	
The Emergency Response Plan	
To the Point About: Fire Prevention and Response	
To the Point About: Preventing Slips and Falls	
To the Point About: Safe Forklift Operation	

Courses may be periodically updated, added, or removed.

Transforming employee experience for a better today and a better tomorrow.