

Bringing you **the best**
in course content
to help your
teams thrive.





BUSINESS SKILLS

Basic Business Finance
Brain Bites – Sharing a Workspace
Brain Bites – Writing Effective Emails
Designing Beautiful Documents
Entrepreneur Keys to Business
New Manager Starter Kit
Secrets of the Web
Storytelling in Business
Stronger Together: Delegation & Task Management
Writing in Plain Language
OneDrive Essentials (2021)
Microsoft Planner Essentials (2021)



COMMUNICATION

Brain Bites – Empathy: The Key to Active Listening
Brain Bites – Uncovering Subconscious Bias
Brain Bites – Leading Effective Meetings
Brain Bites – Modern Workplace Communication
Leading Engaging Zoom Meetings
Persuasion: The Art of Communication



ANTI-HARASSMENT

Employee & Supervisor Version

Awkward at the Office – California Law
(Workplace Harassment)
Awkward at the Office – Connecticut Law
(Workplace Harassment)
Awkward at the Office – Delaware Law
(Workplace Harassment)
Awkward at the Office – Illinois Law
(Workplace Harassment)
Awkward at the Office – Maine Law
(Workplace Harassment)
Awkward at the Office – New York & NYC Law
(Workplace Harassment)
Awkward at the Office
(Workplace Harassment)
Workplace Safety – Active Shooter
Blind Spots – Diversity and Ethics



DIVERSITY AND INCLUSION

An Organizational Guide to Diversity and Inclusion
Brain Bites – Working Across Cultures



MARKETING

Internet Marketing
Marketing 101: Top 5 Marketing Mistakes



PERSONAL DEVELOPMENT

Motivational Ethics
The Science of Personality Productivity



POLICY & COMPLIANCE

Intro to HIPAA for Business Associates
Intro to HIPAA for Covered Entities
Intro to HIPAA for MSP



PROJECT MANAGEMENT

Excel for Project Management
Mastering Microsoft Project 2016 – Part 1
Mastering Microsoft Project 2016 – Part 2
Project Management Fundamentals
Brain Bites – Prioritizing Tasks



SALES AND SERVICE

Competitive Selling
Sales 101: Making Appointments
Salesforce Essentials



SOFTWARE SKILLS

Adobe Acrobat DC Essentials 2016
Advanced QuickBooks 2016
AI Business Essentials Part 1: ChatGPT
Brain Bites – Email Management
Brain Bites – Microsoft Teams Meetings (2023)
Brain Bites – Organizing your Files
Brain Bites – Staying Safe Online

SOFTWARE SKILLS (continued)

Brain Bites – Using Windows 10
Brain Bites – Windows 11 Essentials
Brain Bites – Secrets of Chats and Conversations in Teams
Creating Word Templates
Excel Creating Dashboards
Excel Data Analysis with Pivot Tables
Excel for Mac Basics
Excel in 30 Minutes: Using Named Ranges
Excel in 30 Minutes: Creating PivotTables
Excel in 30 Minutes: Advanced PivotTables and Slicers
Excel in 30 Minutes: Working with Date Functions
Excel in 30 Minutes: Working with Logical Functions
Excel in 30 Minutes: Text and Math Functions
Excel in 30 Minutes: Sorting and Filtering Lists
Excel in 30 Minutes: Querying and Subtotals with Lists
Excel in 30 Minutes: Data with Tables and Formatting
Excel in 30 Minutes: Visualizing Data with Charts
Excel in 30 Minutes: Charting, Trendlines, Graphics
Excel in 30 Minutes: Calculations
Excel in 30 Minutes: Conditional Formatting
Excel in 30 Minutes: Customizing Options
Excel in 30 Minutes: Entering Data
Excel in 30 Minutes: Formatting Cell Contents
Excel in 30 Minutes: Getting Started
Excel in 30 Minutes: Modifying Worksheets
Excel in 30 Minutes: Printing and Page Layout
Excel in 30 Minutes: Text and Number Formats
Excel in 30 Minutes: Worksheets and Workbooks
Excel Introduction to Power Pivot
Excel: Power Functions
Smartsheet Basics
Get It Done: Managing Emails
Google Workspace Essentials
Intro to Chromebooks
Learning Excel 2019 – Advanced (TOSA)
Learning Excel 2019 – Basics (TOSA)
Learning Excel 2019 – Beginner (TOSA)
Learning Excel 2019 – Expert (TOSA)
Learning Excel 2019 – Productive (TOSA) (
Lo Elemental de Microsoft Teams
Lo Elemental de Outlook en la Web (2020)
Lo Elemental de Planner Office 365
Lo Elemental de SharePoint en la Web
Mastering Access 2016 – Basics
Mastering Access 2016 – Intermediate
Mastering Excel 2016 – Advanced
Mastering Excel 2016 – Basics
Mastering Excel 2016 – Full Course
Mastering Excel 2016 – Intermediate
Mastering Excel 2019 – Advanced
Mastering Excel 2019 – Basics
Mastering Excel 2019 – Intermediate
Mastering Excel 2021 – Beginner
Mastering Excel 365 – Basics
Mastering Excel 365 – Beginner (2022)
Mastering Excel 365 – Advanced (2023)
Mastering Excel 365 – Intermediate (2022)
Mastering Excel 365 – Expert (2023)
Mastering Google Drive
Mastering Microsoft Teams (2020)
Mastering Microsoft 365 (2022)
Mastering OneNote 2016
Mastering Outlook 2016 – Advanced
Mastering Outlook 2016 – Basics
Mastering Outlook 2016 – Full course
Mastering Outlook 2019 – ADVANCED
Mastering Outlook 2019 – BASICS
Mastering Outlook 2019
Mastering PowerPoint 2016 – Advanced
Mastering Powerpoint 2016 – Basics
Mastering Powerpoint 2016 – Full Course
Mastering PowerPoint 2019 – Advanced
Mastering PowerPoint 2019 – BASICS
Mastering PowerPoint 2019
Mastering QuickBooks Desktop 2018
Mastering QuickBooks Online 2018
Mastering Word 2016 – Advanced
Mastering Word 2016 – Basics
Mastering Word 2016 – Full Course
Mastering Word 2016 – Intermediate
Mastering Word 2019 – Advanced
Mastering Word 2019 – Basics
Mastering Word 2019 – Intermediate

SOFTWARE SKILLS (continued)

Mastering Word 365 - Intermediate (2023)

Mastering Word 365 - Advanced (2023)

Mastering Excel 2021 - Basics

Mastering PowerPoint 2021 - Beginner

Mastering PowerPoint 2021 - Basics

Mastering PowerPoint 365 - Beginner (2022)

Mastering PowerPoint 365 - Basics (2022)

Mastering Outlook 365 - Beginner (2022)

Mastering Visio - Intermediate

Microsoft 365 Office Essentials (2020) (Spanish)

Mastering PowerPoint 365 - Intermediate (2022)

Mastering PowerPoint 2021 - Intermediate

Mastering PowerPoint 365 - Expert (2023)

Mastering Outlook 365 - Basics (2023)

Mastering Outlook 365 - Intermediate (2023)

Microsoft 365 Admin Tips and Tricks

Microsoft 365 Office Essentials (2020)

Microsoft 365 To Do, Calendar, and People Essentials

Microsoft Forms Essentials

Microsoft Lync Essentials

Microsoft Sway Essentials (2023)

Microsoft Teams Essentials

Microsoft Teams in 30 Minutes (2021)

Microsoft To-Do Essentials (2020)

Mastering Outlook 365 - Beginner (2022)

Mastering Outlook 365 - Advanced (2023)

Mastering Word 365 - Beginner (2022)

Mastering Excel 2021 - Intermediate

Mastering Word 365 - Basics (2022)

Excel - Power Query

Viva Insights Essentials

Viva Engage Essentials

Microsoft Power Automate - Basics (2024)

Brain Bites - Excel Dynamic Arrays

Network Essentials CompTIA Network Plus

Office 365 Groups Essentials

OneNote for Windows 10 Essentials

Outlook Online Essentials 2020

Outlook Online in 30 Minutes - Calendars

Outlook Online in 30 Minutes - Email

Microsoft Planner Essentials (2023)

Power BI Essentials

Power Up PowerPoint

Secrets of the Office Guru

SharePoint for Site Owners

Sharepoint Online Basics

SharePoint Online Essentials

Sharing Calendars

SQL for Non-Technical Users

Think Before You Click

Intro to Data Literacy

Intro to Microsoft 365 (2021)

What's New in Excel 2019?

What's New in Outlook 2019?

What's New in PowerPoint 2019?

What's New in Word 2019?

Windows 10 Essentials

Word in 30 Minutes - Text, Printing, and Customizing

Word in 30 Minutes - Creating Lists and Tables

Word in 30 Minutes - Graphics and Page Appearance

Word in 30 Minutes - Navigating Creating Documents

Word in 30 Minutes - Preparing to Publish

Word in 30 Minutes - Working Efficiently

Viva Connections Essentials



BUSINESS SKILLS

Basic Business Skills
 Personal Behaviors and Conduct
 You and Your Boss



COMMUNICATION

Communicating with Others
 Communication Skills for Managers
 Giving Great Feedback



SALES AND SERVICE

Customer Service Basics
 Customer Service Management
 Conducting Great Online Demos and Sales Calls
 Lead Generation- Spears (Outbound Prospecting)
 Lead Generation-Nets (Inbound Marketing)
 Lead Generation-Seeds (Customer Success)
 Predictable Revenue Toolkit



HUMAN RESOURCES

Discussing Total Compensation
 Onboarding New Employees
 Retaining Your Employees
 Stay Interview Toolkit



ANTI-HARASSMENT

Employee and Manager Version

totalView Behavioral Based Interviewing Toolkit
 The Respectful Workplace California
 The Respectful Workplace Canada
 The Respectful Workplace Connecticut
 The Respectful Workplace Delaware
 The Respectful Workplace General
 The Respectful Workplace Illinois
 The Respectful Workplace Maine
 The Respectful Workplace New York
 The Respectful Workplace Washington
 The Respectful Workplace sample
 The Respectful Workplace: Diversity Bundle



LEADERSHIP AND MANAGEMENT

Coaching Career Development
 Building Your Career
 Building Your Leadership Skills
 Building Trust and Respect
 Delegating Work

Bud to Boss
 Conflict Management Skills
 Increasing Employee Engagement
 Leadership Essentials
 Leading the Organization Strategy
 Management Essentials
 Managing for Success
 Creating Great Teamwork
 Performance Management and Development Toolkit
 Developing and Coaching Employees
 Recognizing Employees
 Remote Leadership Toolkit
 Supervision Basics



PERSONAL DEVELOPMENT

Developing for Success
 Developing Work Relationships
 How to work successfully from home
 Increasing Your Contribution at Work
 Providing Resources for Success
 Starting a New Job
 Creating Great Work



HEALTH AND SAFETY

Aerosol Transmissible Diseases
 Asbestos Hazard Awareness
 Back Safety and Injury Prevention
 Behavior-Based Safety
 Benzene Safety
 Bloodborne Pathogens (BBP)
 Cardiopulmonary Resuscitation (CPR)
 Chemical Safety
 Chlorine Safety
 Cold Stress
 Cold, Flu, and Transmissible Illness Prevention
 Compressed Gas Safety
 Concrete and Masonry
 Confined Space Entry - Permit Required
 Confined Spaces
 Conveyor Safety
 Crane Safety: Mobile Cranes
 Distracted Driving
 Driver Safety
 Dropped and Fallen Objects
 Earthquake Preparedness
 Electrical Safety: General Awareness
 Electrical Safety: Hazards, Controls, and Best Practices
 Emergency and Fire Preparedness
 Employee Safety Orientation

HEALTH & SAFETY (continued)

Excavation, Trenching, and Shoring Safety
 Eye Safety
 Eyewashes and Safety Showers
 Fatigue and Stress Awareness
 Fire Extinguisher Safety
 Fire Extinguishers: Monthly Inspections
 First Aid - Choking
 First Aid - Environmental Emergencies
 First Aid - Medical Emergencies
 First Aid - Musculoskeletal Injuries
 First Aid - Soft Tissue Injuries
 First Aid Fundamentals
 Flammable Liquid Safety
 Formaldehyde Safety
 Hand and Power Tool Safety
 Hand Safety
 Hazard Communication
 Hearing Conservation
 Heat Stress
 Hot Work
 Hurricane Preparedness
 Hydrogen Sulfide Safety
 Incident Investigation
 Indoor Air Quality
 Industrial Ergonomics
 Intro to Ammonia Hazards
 Intro to Beryllium Hazards
 Intro to Cadmium Hazards
 Intro to Combustible Dust Hazards
 Intro to Hexavalent Chromium Hazards
 Intro to Hydraulic Safety
 Intro to Loading Dock Safety
 Intro to Mold and Mildew Hazards
 Intro to Off-Road Vehicle Safety: ATVs and UTVs
 Intro to Pallet Jack Safety
 Intro to Personal Safety
 Intro to Pressure and Power Washer Safety
 Intro to Safe Material Storage
 Intro to Site Security
 Intro to Skid Steer Loaders
 Intro to Spray Finishing Hazards
 Intro to Utility Cart Safety
 Intro to Wildfire Smoke Safety
 Introduction to Caught In-Between Hazards
 Introduction to OSHA
 Job Safety Analysis
 Laboratory Safety
 Ladder Safety
 Lead Awareness
 Line Breaking
 Lockout Tagout
 Lockout Tagout for Authorized Workers

Machine Guarding
 Mobile Elevating Work Platforms: Aerial and Scissor
 Lift Safety
 Mobile Ladder Safety
 Mosquito, Tick, and Vector-Borne Illnesses
 Muscle Sprains and Strains
 Office Ergonomics
 Office Safety
 OSHA Work-Related Injury and Illness Recordkeeping
 Overhead and Gantry Crane Safety
 PACE Behavioral Driving Large Vehicles
 PACE Behavioral Driving Light Vehicles
 Pandemics: Slowing the Spread
 Passenger Van Driver Safety
 Personal Fall Arrest Systems
 Personal Protective Equipment Fundamentals
 Pipeline Safety
 Power Press Safety
 Powered Industrial Truck Safety
 PPE - Eye and Face Protection
 PPE - Foot Protection
 PPE - Hand Protection
 PPE - Head Protection
 PPE - Hearing Protection
 PPE - Respiratory Protection
 PPE - Water Safety
 PPE courses Learned: One Time Is All It Takes
 Preventing Spills
 Process Safety Management
 Radio Communications
 Respiratory Protection
 Rigging Safety
 Road Rage
 Safe Driving Behavior for Commercial Motor Vehicles (CMVs)
 Safety Audits
 Scaffold Safety
 Silica Hazards
 Slips, Trips, and Falls
 Small Spill Cleanup
 Stairway Hazards
 Static Electricity
 Tornado Preparedness
 Traffic Control (Flagger)
 Valve Safety
 Winter Weather Driving
 Workforce Hazard Recognition
 Workplace Signs, Labels, and Tags
 Workspace Cleanliness



PROJECT MANAGEMENT

Project Management for Managers
 Meeting Management
 Become a Contributing Project Team Member



BUSINESS SKILLS

- Budget Like a Boss
- Digital Transformation - Change Management Right?
- Hybrid Working 101
- Leadership in a Crisis
- Remote Selling
- Building & Rebuilding trust
- Preparing a Presentation
- Active Listening
- Creating Effective Online Meetings
- Sharing Ideas in Meetings
- The Power of a Strong Network
- Effective Questioning Skills



COMMUNICATION

- Communication Skills
- The Power of Storytelling



SALES AND SERVICE

- Ability to Admit you Don't Have All the Answers Clear Communication
- Customer Empathy
- Customer Persuasion
- Dealing with Emotional & Angry Customers
- Handling Complaints
- Taking Responsibility
- The Art of Patience
- The Use of Positive Language
- Using Rapport
- Understanding the Customer
- Sector Knowledge (Verticals)
- Building your Brand on LinkedIn
- Maintaining Commitment - Closing the Sale



CYBERSECURITY

- Cyberbullying
- Denial of Service Attack
- Email Security
- Phishing
- Spoofing Attacks
- Staying Safe Online
- The GDPR Guru
- The Internet of Things
- Using a Strong Password
- Viruses & Malware
- What is Digital Transformation?
- Phishing (Dutch Translation)
- Phishing (German Translation)
- Phishing (Spanish Translation)
- Phishing (Italian Translation)
- Phishing (French Translation)
- Email Security (Dutch Translation)
- Email Security (German Translation)
- Email Security (Spanish Translation)
- Email Security (Italian Translation)
- Email Security (French Translation)

- GDPR Overview
- Subject Access Requests
- The Role of Data Protection Officers
- Data Handling (Best Practices)
- Data Breaches
- Working Remotely (but Safely)
- Life in the Cloud
- Wi-Fi Security
- Stolen Devices
- Choosing The Right Cloud Vendor
- Disaster Recovery
- Protecting Your Personal Data



FINANCE

- Cash Flow Statement Pro
- Maintaining a Healthy Cash Flow
- P&L Explained
- The Balance Sheet Explained
- Good Governance: Anti Money Laundering & CCOs
- PCI DSS
- Whistleblowing
- Competition Law
- Insider Dealing



HEALTH AND SAFETY

- Abrasive Wheels
- Accident Reporting Training
- Aggression & Violence
- Allergy Awareness
- Asbestos Awareness
- Asbestos Awareness (Refresher)
- Basic Safeguarding Awareness
- CDM Regulations
- Control of Cross Contamination
- Covid-19 Awareness
- Creating a Safeguarding Culture
- Defining Hazard and Risk
- FGM (Safeguarding)
- Fire Safety Awareness
- Fire Safety Awareness (Refresher)
- Fire Warden Awareness
- Food Safety & Hygiene Level 2 (Overview)
- General Workshop Safety Equipment
- Getting In & Out of Buildings
- Good Housekeeping
- Good Premises Management
- Introduction to First Aid
- Introduction to Safe Systems of Work
- Introduction to Working Safely
- Lighting
- Managing a Safeguarding Disclosure
- Noise
- Personal Hygiene in the Workplace
- PPE Essentials
- Protection & Infection Control
- Risk Assessment Training
- Slips, Trips & Falls

HEALTH & SAFETY (continued)

Temperature
 Talking about Men's Mental Health
 The Adventures of the Lone Worker
 The Basics of Manual Handling
 The Basics of Manual Handling (Refresher)
 Working at Height
 Working at Height (Refresher)
 Working with Substances Hazardous to Health
 Understanding & Identifying Patterns of Grooming
 Green Technology & Carbon Zero
 Sharps
 Driving Safely (Including Mobile Devices)
 Winter Weather Awareness
 Waste Management
 The Role of Eco-Innovation
 Office Desk Set Up
 Health Surveillance
 Construction Dust
 Workplace Inspections
 Active Shooter
 Lone Working

The Importance of Exercise
 Turn off Work Thoughts during Free Time!
 Types of Abuse
 Warning Signs
 Workplace Mental Health
 Worry & False Thinking
 Creating a Feedback Culture
 I'm Not OK - How to Ask For Help
 The Dangers of Echo Chambers
 Safe Place to Fail - Learning from Mistakes
 I'm Not Ok - Spotting When Team Members Are Struggling
 Safe Place to Fail - Creating a Fail Fast Environment
 Dare to Disagree - Challenge Leadership Constructively
 It's OK To Not Know Everything
 Championing Others
 Addressing a Blame Culture



WELLBEING

Anxiety
 Attachment & Separation Anxiety
 Being Kind to Yourself
 Cognitive Behavioral Therapy (CBT)
 Coping with Isolation
 Crisis Prevention
 Dangers of Night Working
 Dealing with Stress
 Dealing with Suicidal Feelings
 Dealing with Stressful Situations
 Depression & Low Mood
 Drug Abuse Awareness
 Eating Disorders
 Exam Stress
 How to Have a Conversation About Mental Health
 Managing Shift Work
 Mental Health First Aider
 Menopause Awareness at Work
 (Managers and Employees)
 Menopause - Providing Support (for Managers)
 Menopause - Asking for Support (for Employees)
 Neglect
 Panic Attacks
 Paranoia
 Prevent
 Relaxation
 Responding to Difficult Events
 Return to Work 101
 Setting Up Your Home Office
 Self Harm
 Sleep Problems
 Social Media & Self Image
 Social Media, Screens & Teens
 The Importance of Sleep



HUMAN RESOURCES

Bullying (Employees & Managers)
 Conflict Management
 Equality, Diversity & Inclusion
 Recognising Privilege
 Selling Age Restricted Products
 The Four Basics of HR
 Virtual Interviews
 What is a Learning Culture?
 Managing Sickness
 Performance Reviews
 Attracting Great Employees
 Gender Identity in the Workplace
 Microaggressions in the Workplace
 Anti-Racism in the Workplace
 Disability in the Workplace
 Creating a Workplace that Embraces Neurodiversity
 Sexual Harassment in the Workplace
 Recognising a Skill vs Will Performance Issue
 Difficult Conversations
 Interview Skills
 Managing Grievances



LEADERSHIP AND MANAGEMENT

Brexit: Business Leaders FAQ
 Change Management
 Choosing your Leadership Style
 Collaborative Problem Solving
 Creating a Coaching Culture
 Creating a Positive Workplace Culture
 Effective Decision Making
 Emotional Intelligence
 Empathy in the Workplace
 Empowering Others
 How to Encourage Honest Feedback
 How to Have an Honest Conversation
 How to Manage a Toxic Employee
 Improving Mental Health in the Workplace

LEADERSHIP & MANAGEMENT (continued)

Improving Remote Worker Health & Wellbeing
 Inspiring Action
 Leadership During a Pandemic
 Leadership in a Crisis
 Leadership Style: The Big 5
 Starting Out as a Digital Leader
 Successfully Managing a Remote Team
 Supporting Employees with Mental Health Issues
 Targeting and Reducing Workplace Stress
 The Growth Mindset
 The Integrated Psychological Theory of Leadership
 Transformational vs. Transactional Leadership
 Lead with Empathy, not Ego
 Remote Communication
 Supporting your Team
 Understanding Contingency Leadership
 Understanding Employee Engagement
 Understanding Workplace Culture
 What is Agile Leadership?
 What is Digital Leadership?
 What is Mindful Leadership?
 What is Sustainable Leadership?
 You First: Leading From Within
 Motivating your Team
 Avoiding Common Management Mistakes
 Encouraging Employee Engagement
 How Business Leaders Prepare for a Downturn
 Keep it Positive: Your Leadership Mindset
 Maintaining Changes to Workplace Culture
 Non-Verbal Communication: 8 Key Insights
 The Impact of Giving Accountability
 Understanding Stakeholder Management
 What is Authentic Leadership?
 Creativity and Innovation
 Leading Global Teams
 Leading Ethical Decisions
 Performance Improvement Plan (PIP) When is It Needed?
 Giving & Receiving Feedback
 How to Become a Great Coach
 Customer Success Management
 Accountability & Growth Mindset in Coaching
 Providing Structured Coaching Feedback
 Listening, Questioning & Rapport Building in Coaching
 How to Set Coaching Goals
 Coaching Best Practice & The 5 C's

Dare to Disagree
 Don't Fail Fast, Fail Mindfully
 How to Delegate
 Know your Worth (and ask for it)
 Personal Productivity
 Find your Professional Voice
 Finding your Professional Self
 Building your Personal Brand
 The Power of a Mentor
 Connecting with your Business Goals
 Preparing for 1-2-1's
 Increasing your Influence
 Showcase your Accomplishments
 Strategic Thinking
 Redefine your Personal Average (Overcoming Challenges)
 Speaking up for Yourself
 The Role of Luck (Taking Risks)
 Time Management
 The Power of Passion & Perseverance
 Setting Effective Goals for KPIs
 The Power of Getting to Know Individuals on Your Team
 Running Effective 121's
 Developing Talent
 Being a Leader not a Counselor
 Presenting with Confidence
 Assertiveness
 Mentoring



POLICY AND COMPLIANCE

Computer Workstations (DSE)
 Control of Contractors
 Driver Awareness Training
 Electricity - The Shocking Truth
 Legionnaires' Awareness
 Modern Slavery
 Plant & Machinery
 The Adventures of RIDDOR
 The Adventures of the Lone Worker (Refresher)
 The Ups & Downs of Ladder Safety
 Welfare Facilities
 Working in Confined Spaces
 Working in Confined Spaces (Refresher)
 Dangerous Substances & Explosive Atmospheres
 Hand Arm Vibration (For Employers)
 Heavy Plant - Lift Truck Safety
 Lifting Operations & Lifting Equipment Regulations (LOLER)
 Spill Prevention & Control
 Ransomware



WORKPLACE SAFETY

Workplace recycling (Including Wishcycling)
 Electrical Safety Training
 The Importance of Insurance
 Dealing with Terrorism Threats



PERSONAL DEVELOPMENT

Adaptability & Flexibility
 Ask for Help
 Being your Best Self
 Bring your Whole Self to Work (Authenticity)
 Combatting Imposter Syndrome
 Continuous Learning
 Creative Thinking
 Confidence
 Critical Thinking



BUSINESS SKILLS

Adaptability and Flexibility in the Workplace
Administrative Office Procedures Binder
Bookkeeping Basics
Business Acumen
Business Ethics
Business Succession Planning
Business Writing Skills
Cognitive Behavioral Therapy
Collaboration Skills
Communication Skills in the Workplace
Conflict Management Skills
Corporate Training Fundamentals
Creative Problem Solving
Critical Thinking Skills
Data Science Foundations
Decision Making Skills
Empathy in the Workplace
Entrepreneurial Skills
Facilitation Skills
How to Write the Perfect Elevator Pitch
LEAN & Six Sigma Principles
Negotiation Skills
Networking Skills
Office Politics
Organizational Citizenship Behavior
Organizational Skills
Presentation Skills
Soft Skills and Career Success
Strategic Planning
Supply Chain Management
KYC & Client Due Diligence
Regulatory Compliance Basics
Introduction to Safer Recruitment



SALES AND SERVICE

Customer Service Skills
Dealing with Difficult Customers
Lead Generation Strategies
Sales and Selling Skills
Sales Webinars
Telephone Etiquette



CYBERSECURITY

Cyber Security



WELLBEING

Creating a Positive and Healthy Work Environment
Life Hacks for Better Health
Stress Management



HUMAN RESOURCES

Diversity and Inclusion in the Workplace
Conducting Layoffs and Terminations of Employees
Employee Code of Conduct
Employee Discipline
Employee Handbook Fundamentals
Employee Incentives
Employee Motivation
Generation Gaps in the Workplace
Hiring and Outsourcing
Hiring Permanent Virtual Team Members

Hiring Veterans
Talent Management
The Benefits of Vacation for Employers and Employees
Train the Trainer
Workplace Bullying and Harassment
Equal Employment Opportunity (EEO) Compliance
Talent Acquisition Advanced Strategies



LEADERSHIP AND MANAGEMENT

Appreciative Inquiry Model
Budgeting for Managers
Coaching Skills for Managers
Creative Leadership
Creativity and Innovation
Executive Leadership
Followership in Leadership: The Role It Plays
Leadership Communication Skills
Leadership Skills
Management Skills
New Managers Training
Non for Profit Management
Organizational Resilience
Remote Workforce Management
Strategic Thinking
Strong Female Leadership
Supervising Skills
Sustainability, Sustainable Development & Leadership
Team building Skills
Remote Workforce Management
People Management Training
Employee Engagement Fundamentals
Servant Leadership



MARKETING

Consumer Psychology
Digital Marketing Strategy
Marketing Fundamentals



PERSONAL DEVELOPMENT

Advanced Communication Skills
Assertiveness Skills
Attention Management Skills
Becoming More Approachable
Body Language Fundamentals
Career Progression
Career Transition
Constructive Criticism in the Workplace
Cultivating A Growth Mindset
Emotional Intelligence
Event Planning
Goal Setting Fundamentals
Habits of High Performers
Job Hunting & Job Interview Tips
Job Success Tips
Persuasion and Influencing Skills
Positive Thinking and Success
Professional Development Training
Public Speaking Skills
Parenting Skills
Self Awareness
Taking the Initiative at Work
Time Management Skills
Industry Specific: Soft Skills for Doctors



CYBERSECURITY

- Recognizing and Preventing Phishing Attacks
- Data Privacy & Information Security
- Protecting Intellectual Property
- Global Data Privacy Awareness
- Cybersecurity Awareness



POLICY AND COMPLIANCE

- Code of Conduct Essentials
- Active Shooter Response
- Supplier Code of Conduct
- Modern Slavery in Supply Chains
- Payment Card Industry
- Interview Compliance and Fair Hiring
- Export Controls
- COVID-19: Returning to the Workplace
- Code of Conduct: Healthcare
- Code of Conduct: FAR
- California Consumer Privacy Act
- Avoiding Insider Trading
- Antitrust & Competition Law
- Anti-Bribery and Anti-Corruption
- Bloodborne Pathogens Awareness
- Family Medical Leave Act
- Fair Labor Standards Act
- Americans with Disabilities Act for Managers
- Handling Reasonable Accommodations in the Workplace
- Wage and Hour Fundamentals
- Interviewing and Hiring Lawfully
- Family, Medical and other Protected Leave
- Disability, Pregnancy and Religious Accommodations
- Bloodborne Pathogens Awareness and Prevention



ANTI-HARASSMENT Employee and Manager Version

- Preventing Discrimination & Harassment: California
- Preventing Discrimination & Harassment: Canada
- Preventing Discrimination & Harassment: Connecticut
- Preventing Discrimination & Harassment: Chicago
- Preventing Discrimination & Harassment: Delaware
- Preventing Discrimination & Harassment: Illinois
- Preventing Discrimination & Harassment: Maine
- Preventing Discrimination & Harassment: New York
- Preventing Discrimination & Harassment: US National
- Preventing Discrimination & Harassment: UK
- Preventing Discrimination & Harassment: Washington State
- Preventing Discrimination & Harassment: Global
- Preventing Discrimination & Harassment in Construction

Preventing Discrimination & Harassment in Healthcare

Preventing Discrimination & Harassment in Bars (Restaurants & Hotels)

Preventing Discrimination & Harassment in Manufacturing

Preventing Discrimination & Harassment in Restaurant

Preventing Discrimination & Harassment in Retail

Creating a Positive Work Environment

Workplace Violence Prevention (NON California)

Workplace Violence Prevention (California)

** Anti Harassment courses are available in Spanish*



DIVERSITY AND INCLUSION

Religion, Spirituality and Beliefs: Employees

Religion, Spirituality and Beliefs: Managers

Unconscious Bias

Preventing Bullying in the Workplace

Avoiding Retaliation

Managing Difficult Employees

Cultural Competency & Humility in Healthcare

Diversity, Inclusion, & Sensitivity in Healthcare

LGBTQ+ Inclusion in Healthcare

Microaggressions in the Workplace in Healthcare

Religion, Spirituality and Beliefs in Healthcare: **Employees**

Religion, Spirituality and Beliefs in Healthcare: **Managers**

Unconscious Bias in Healthcare



WELLBEING

Emotional Wellness

Environmental Wellness

Financial Wellness

Intellectual Wellness

Occupational Wellness

Physical Wellness

Social Wellness

Spiritual Wellness



HIPAA

Health Insurance Portability & Accountability Act (HIPAA) - Covered Entities

Health Insurance Portability & Accountability Act for Texas Regulations (TMPA): Business Associates

Health Insurance Portability & Accountability Act for Texas Regulations (TMPA): Covered Entities



BUSINESS OPERATIONS

CI Basics Bundle
 CI Mapping Courses Bundle
 Introduction to Continuous Improvement
 Lean Management
 Policy Deployment
 Process Flow Mapping
 QCD Metrics
 Set-Up Improvement
 Standardised Work
 Structured Problem Solving
 Top 10 Continuous Improvement Courses Bundle
 Value Stream Mapping
 Visual Management Systems
 Workplace Organisation Techniques



HEALTH AND SAFETY

Abrasive Wheels
 Control of Substances Hazardous to Health- COSHH

Fire Safety and Equipment
 Health and Safety Level 1
 Health and Safety Level 2
 Health and Safety Level 3
 Manual Handling
 Personal Protective Equipment (PPE)
 Personal Safety for Lone Workers
 Risk Assessment



FOOD SAFETY

Food Allergen Awareness
 Food Hygiene for Catering Level 2
 Food Hygiene for Catering Level 3
 Food Hygiene for Manufacturing Level 2
 Food Hygiene Level 1
 Food Hygiene Level 3 for Manufacturing
 HACCP Level 2
 HACCP Level 3
 Level 2 Food Hygiene and Safety for Retail Course
 Level 3 Food Safety Supervision for Retail Business

SIMON SEZ IT

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SOFTWARE SKILLS

Microsoft Access 2019/365 Advanced
 Microsoft Access 2019/365 Beginners
 Microsoft Excel 2019/365 Advanced
 Microsoft Excel 2019/365 Beginners
 Microsoft Excel 2019/365 Mac Beginners
 Microsoft Outlook 2019/365
 Microsoft Power Pivot, Power Query & DAX
 Microsoft PowerPoint 2019/365
 Microsoft Teams Microsoft Project
 for the Web Essential Training
 Advanced PivotTables in Microsoft Excel
 Advanced Data Analytics Using Alteryx
 Microsoft Excel for Business Analysts
 Microsoft Power BI
 Microsoft Project 2019 Advanced
 Microsoft Project 2019 Beginners
 Microsoft Windows 10
 Microsoft Word 2019/365
 QuickBooks 2020 Pro Desktop
 QuickBooks 2021 Pro Desktop
 QuickBooks Online
 Advanced Formulas in Excel
 Introduction to Alteryx
 Introduction to Python
 Macros and VBA for Beginners
 QuickBooks 2019 Pro Desktop
 Introduction to R Programming

SharePoint Online
 Introduction to Power Automate
 Getting Started in Jira
 Google Sheets for Beginners
 Pivot Tables for Beginners
 Power BI - Beyond the Basics
 Microsoft Windows 11
 Getting Started in Monday.com
 Microsoft Excel 2021 - Beginner Course
 Microsoft Excel 2021 Intermediate Training Course
 Microsoft Excel 2021 Advanced Training
 Introduction to Confluence
 Master Microsoft PowerPoint 2021 the Easy Way
 QuickBooks Desktop 2022
 Tableau Desktop Advanced
 Introduction to Microsoft Word 2021
 Asana for Employees and Managers
 Python Library: Pandas for Beginners
 Financial Risk Management
 Python Object-Oriented Programming
 Master Microsoft Outlook 2021/365
 Microsoft Project 2021 for Beginners: Master the Essentials
 Financial Forecasting and Modeling
 Qlik Sense Advanced Training
 Introduction to Data Analysis with Excel
 Microsoft Access 2021/365 for Beginners
 Introduction to Analytics and Artificial Intelligence
 Introduction to Tableau Desktop
 Gmail for Beginners and Pros
 Dashboards In Excel



CFISA

THE CENTER FOR
INFORMATION SECURITY
AWARENESS

EPIGNOSIS



CYBERSECURITY

Cyber Security Awareness Training - Level I
 Cyber Security Awareness Training - Level II



POLICY AND COMPLIANCE

PCI Compliance Security Awareness Training - Level I
 PCI Compliance Security Awareness Training Level II



HIPAA

HIPAA Essentials (Foundation In-Depth)
 HIPAA Essentials (Foundation Overview)
 HIPAA Essentials: Breach Notification Rule (Focus)
 HIPAA Essentials: Privacy Rule (Focus)
 HIPAA Essentials:
 Protected Health Information (Focus)



BUSINESS SKILLS

Business Ethics:
 Sustaining a Responsible Organization
 Employee Core Competencies:
 Addressing Ethics & Compliance at Work
 Manager Core Competencies:
 Managing Ethics & Compliance at Work



ANTI-HARASSMENT

Employee and Manager Version

Bystander Awareness and Intervention for Chicago
 Campus Aware: Sexual Violence Prevention
 Canada Harassment and Violence at Work
 Illinois Preventing Sexual Harassment for Employees
 Maine Sexual Harassment Training for Employees
 US Workplace Harassment (5th) (Delaware)
 US Workplace Harassment (5th) (Connecticut)
 US Workplace Harassment California
 US Workplace Harassment Chicago
 US Workplace Harassment Connecticut (Industrial)
 US Workplace Harassment General
 US Workplace Harassment Illinois (Industrial)
 US Workplace Harassment Maine
 US Workplace Harassment Multi-State 60 (Hospitality)

US Workplace Harassment New York (Hospitality)

An Introduction to Unconscious Bias
 (Healthcare Industry)

Canada Harassment and Violence at Work

Harcèlement et violence au travail – Canada



DIVERSITY & INCLUSION

An Introduction to Unconscious Bias
 Diversity, Equity, and Inclusion in Communications
 Introduction to Workplace Diversity
 Introduction to Workplace Inclusion
 Micro-Behaviors and Other Messages



HUMAN RIGHTS

Human Trafficking Fundamentals
 (US Government Contractor)
 Human Trafficking: Introduction
 (US Government Contractor)
 Human Trafficking: The Business Context
 Human Trafficking: The Supply Chain

