

List of Courses:

1. Accounting Skills for New Supervisors
2. Advanced Project Management
3. Advanced Skills for the Practical Trainer
4. Advanced Writing Skills
5. Anger Management - Understanding Anger
6. Balanced Scorecard Basics
7. Basic Business Management - Boot Camp for Business Owners
8. Basic Internet Marketing
9. Body Language: Reading Body Language as a Sales Tool
10. Branding: Creating and Managing Your Corporate Brand
11. Budgets and Managing Money
12. Building Better Teams
13. Building Relationships for Success in Sales
14. Building Your Self Esteem and Assertiveness Skills
15. Bullying in the Workplace
16. Business Ethics for the Office
17. Business Etiquette - Gaining That Extra Edge
18. Business Leadership - Becoming Management Material
19. Business Succession Planning - Developing and Maintaining a Succession Plan
20. Business Writing That Works CRM - An Introduction to Customer Relationship Management
21. Call Center Training - Sales and Customer Service Training for Call Center Agents
22. Change Management - Change and How to Deal With It
23. Coaching - A Leadership Skill Communication Strategies
24. Conducting Effective Performance Reviews
25. Conference and Event Management
26. Conflict Resolution - A One Day Primer
27. Conflict Resolution - Dealing With Difficult People
28. Conflict Resolution - Getting Along In The Workplace
29. Conquering Your Fear of Speaking in Public
30. Controlling Anger Before It Controls You - A One Day Primer
31. Core Negotiation Skills - A One Day Primer
32. Creating a Dynamite Job Portfolio
33. Creating a Google AdWords Campaign
34. Creating a Top-Notch Talent Management Program
35. Creative Thinking and Innovation
36. Crisis Management
37. Critical Thinking
38. Current Project Management Techniques to Increase Effectiveness - A One Day Primer
39. Customer Service Training - Critical Elements of Customer Service
40. Customer Service Training - Managing
41. Customer Service Delegation - The Art Of Delegating Effectively

42. Developing Your Training Program
43. Disability Awareness - Working with People with Disabilities
44. Diversity Training - Celebrating Diversity in the Workplace
45. Dynamite Sales Presentations
46. Effective Planning and Scheduling
47. Emotional Intelligence (One Day)
48. Employee Accountability
49. Employee Dispute Resolution - Mediation through Peer Review
50. Facilitation Skills
51. Generation Gap - Closing the Generation Gap in the Workplace
52. Getting Stuff Done - Personal Development Boot Camp
53. Getting Your Job Search Started
54. Giving Effective Feedback
55. Goal Setting Hiring for Success - Behavioral Interviewing Techniques
56. Human Resources Training - HR for the Non-HR Manager
57. Influence and Persuasion
58. Intermediate Project Management
59. Introduction to Neuro Linguistic Programming
60. Inventory Management - The Nuts and Bolts
61. Leadership Skills for Supervisors - Communication, Coaching, and Conflict
62. Lean Process Improvement
63. Managing Difficult Conversations
64. Marketing and Sales Marketing with Social Media
65. Mastering the Interview Meeting Management - The Art of Making Meetings Work
66. Motivation Training - Motivating Your Workforce
67. NLP Tools for Real Life Negotiating for Results
68. Onboarding – The Essential Rules for a Successful
69. Onboarding Program Orientation Handbook - Getting Employees Off to a Good Start
70. Overcoming Objections to Nail the Sale
71. Performance Management - Managing Employee Performance
72. Personal Brand: Maximizing Personal Impact
73. Problem Solving & Decision Making
74. Project Management Fundamentals
75. Project Management Training - Understanding Project Management
76. Prospecting for Leads like a Pro
77. Public Speaking - Presentation Survival School
78. Public Speaking - Speaking Under Pressure
79. Research Skills Risk Management
80. Safety in the Workplace
81. Secrets of Change Management - A One Day Primer
82. Self-Leadership
83. Selling Smarter Skills for the Administrative Assistant
84. Strategic Planning

85. Stress Management
86. Stress Relief and Stress Reduction - A One Day Primer
87. Survival Skills for the New Trainer
88. Team Building - Developing High Performance Teams
89. Telemarketing - Using the Telephone as a Sales Tool
90. The ABCs of Supervising Others
91. The Minute Taker's Workshop
92. The Practical Trainer
93. The Professional Supervisor
94. Time Management - Get Organized for Peak Performance
95. Tough Topics: Talking to Employees about Personal Hygiene
96. Train-the-Trainer - Inspire, Motivate and Educate - A One Day Primer
97. Using Activities to Make Training Fun
98. Working Smarter - Using Technology to your Advantage
99. Workplace Ergonomics: Injury Prevention Through Ergonomics
100. Workplace Harassment - What It is and What to Do About It
101. Workplace Violence - How to Manage Anger and Violence in the Workplace
102. Writing Reports and Proposals
103. Writing for the Web