

# Essential Skills



## Course Catalog

Our extensive course library, led by subject-matter experts, provides practical applications through engaging real-world scenarios. Whether you aspire to be a leader, manager, or a well-rounded professional, our training equips you with the tools and knowledge to succeed.

### Administrative Skills

- Accountability in the Workplace
- Administrative Office Procedures
- Administrative Support
- Archiving and Record Management
- Basic Bookkeeping
- Business Writing
- Collaborative Business Writing
- Executive and Personal Assistants
- Meeting Management
- Organizational Skills
- Social Media in the Workplace
- Supply Chain Management

### Career Development

- Assertiveness and Self-Confidence
- Communication Strategies
- Creative Problem Solving
- Creativity Thinking Outside the Box
- Developing Creativity
- Digital Citizenship
- Interpersonal Skills
- Learning Essentials
- Negotiation Skills
- Personal Branding
- Telework and Telecommuting
- The Cloud and Business
- Time Management
- Women in Leadership



# Essential Skills Course Catalog

## Human Resources

Business Succession Planning  
Contract Management  
Crisis Management  
Developing a Lunch and Learn  
Diversity and Inclusion  
Employee Onboarding  
Employee Recruitment  
Employee Termination Processes  
Generation Gaps  
Health and Wellness at Work  
Hiring Strategies  
Human Resource Management  
Measuring Results from Training  
Millennial Onboarding  
Office Health and Safety  
Sensitivity Training  
Talent Management  
Universal Safety Practices  
Unconscious Bias  
Workplace Bullying  
Workplace Diversity  
Workplace Harassment  
Workplace Violence



## Personal Development

Adult Learning – Mental Skills  
Adult Learning – Physical Skills  
Anger Management  
Attention Management  
Being a Likeable Boss  
Critical Thinking  
Emotional Intelligence at Work  
Emotional Intelligence  
Goal Setting and Getting Things Done  
Improving Mindfulness  
Improving Self-Awareness  
Life Coaching Essentials  
Managing Workplace Anxiety  
Personal Productivity  
Public Speaking  
Social Intelligence  
Social Learning  
Stress Management  
Taking Initiative  
Trust Building and Resilience  
Development  
Work Life Balance

# Essential Skills Course Catalog



## Sales & Marketing

Body Language Basics  
Call Center Training  
Coaching Salespeople  
Contact Center Training  
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  
Overcoming Sales Objections  
Presentation Skills  
Proposal Writing  
Prospecting and Lead Generation  
Sales Fundamentals  
Servant Leadership  
Social Media Marketing  
Telephone Etiquette  
Top 10 Sales Secrets



## Supervisors & Managers

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  
Supervising Others  
Team Building Through Chemistry  
Virtual Team Building and Management

# Essential Skills Course Catalog



## Workplace Essentials

- Appreciative Inquiry
- Business Acumen
- Business Ethics
- Business Etiquette
- Change Management
- Civility in the Workplace
- Conflict Resolution
- Customer Service
- Customer Support
- Delivering Constructive Criticism
- Developing Corporate Behavior
- Handling a Difficult Customer
- Managing Workplace Harassment
- 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

## Affordable Pricing

**Individual courses**  
\$25 per student

**Essential Subscription**  
(entire library)  
\$250 per student

Volume discounts available  
for companies  
(5+ students)



**Want to Learn More? Contact Us for a Live Demo!**

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