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SCAN TO START



BUSINESS SKILLS

- A Guide to Whistleblowing
- A Unified Communications Strategy for Content
- All About Details (Part 1 of 2): Paying Attention to Detail
- All About Details (Part 2 of 2): How to NOT Miss the Details!
- Analyzing Social Networks in Your Organization
- Applying Design Thinking
- Are Tattoos Workplace Appropriate
- Be a Math Rockstar
- Be a Math Rockstar Part 2!
- Becoming an Asset: Understanding Your Company
- Becoming an Asset: Understanding Your Industry
- Building a Framework for Execution
- Business Analysis
- Business Attire Basics for Men: Black Tie Attire
- Business Attire Basics for Men: Black Tie Optional Attire
- Business Attire Basics for Men: Business Casual Attire
- Business Attire Basics for Men: Business Formal Attire
- Business Attire Basics for Men: Casual Attire
- Business Attire Basics for Men: Semi-Formal/Cocktail Attire
- Business Attire Basics for Women: Black Tie Attire
- Business Attire Basics for Women: Black Tie Optional Attire
- Business Attire Basics for Women: Business Casual Attire
- Business Attire Basics for Women: Business Formal Attire
- Business Attire Basics for Women: Casual Attire
- Business Attire Basics for Women: Semi-Formal/Cocktail Attire
- Business Meals: Attending a Business Meal
- Business Meals: Hosting a Business Meal
- Business Planning for Beginners
- Business Process Reengineering (BPR): Introduction (Part 1 of 6)
- Business Process Reengineering (BPR): The 3 C's (Part 2 of 6)
- Business Process Reengineering (BPR): Characteristics (Part 3 of 6)
- Business Process Reengineering (BPR): Requirements (Part 4 of 6)
- Business Process Reengineering (BPR): Key Steps (Part 5 of 6)
- Business Process Reengineering (BPR): Pitfalls (Part 6 of 6)
- Business Travel: Before Leaving
- Business Travel: Business Travel
- Business Travel: Hotel, Motel, Holiday Inn
- Business Travel: International Business Travel
- Business Travel: I've Got a Plane to Catch
- Business Travel: My Bags Are Packed
- Business Travel: Safe Travels
- Business Travel: Staying Healthy
- Business Travel: Technology Security
- Business Travel: There's an App for That
- Character Matters! Character and Courage
- Character Matters! Connecting Character in the Workplace
- Character Matters! Standing on Principle
- Character Matters! The Character Makeover
- Cognitive Flexibility: Flexible Thinking at Work (Part 1 of 4)
- Cognitive Flexibility: Benefits of Cognitive Flexibility (Part 2 of 4)
- Cognitive Flexibility: Increase Your Cognitive Flexibility (Part 3 of 4)
- Cognitive Flexibility: Physical Influence on Cognitive Flexibility (Part 4 of 4)
- Communicating Your Ethics To Your Team (Part 9 of 13)
- Communicating Your Ethics to Your Customers (Part 10 of 13)
- Concept Evaluation: Finding Support
- Concept Evaluation: Making Decisions
- Confidentiality and Intellectual Property Tips and Actions for Success (Part 3)
- Coordinating With Others: Coordinating Gone Wrong! (Part 1 of 4)
- Coordinating With Others: Preparing to Coordinate a Project (Part 2 of 4)
- Coordinating With Others: Traits of an Effective Coordinator (Part 3 of 4)
- Coordinating With Others: How Coordinators Exert Control (Part 4 of 4)
- Coping with Change: Change Behaviors
- Coping with Change: Change Model
- Coping with Change: Change Phases
- Creating a Statement of Values (Part 11 of 13)
- Creativity: 01. Getting Creative
- Creativity: 02. Logic vs Creativity
- Creativity: 03. Techniques
- Creativity: 04. Defining Problems
- Creativity: 05. Generate and Evaluate
- Criminal versus Civil Law for Business
- Crisis Control: Apology Accepted
- Crisis Control: Keeping Your Promises
- Crisis Control: The Cover-up
- Crisis Control: Your Ethical Appearance
- Critical Thinking 101: Characteristics of Critical Thinkers
- Critical Thinking 101: Developing Yourself as a Critical Thinker
- Critical Thinking 101: Leveraging Critical Thinking at Work
- Critical Thinking 101: Recognizing Critical Thinking Errors
- Critical Thinking 101: Why We Need Critical Thinking
- Critical Thinking: Asking Effective Questions
- Cutting Edge Communication: Accepting Change
- Cutting Edge Communication: Arrogance and Humility
- Cutting Edge Communication: Brainstorming and Solving
- Cutting Edge Communication: Creating Workforce Agility
- Cutting Edge Communication: Overcoming Fears
- Cutting Edge Communication: Trying Myers-Briggs
- Cutting Edge Success at Work: Appreciate Feedback
- Cutting Edge Success at Work: Be Confident and Assertive
- Cutting Edge Success at Work: Build Employability Skills
- Cutting Edge Success at Work: Communicate Effectively
- Cutting Edge Success at Work: Demonstrate Strengths
- Cutting Edge Success at Work: Impress at job Interviews
- Do You Need a Meeting? Info graphic
- During Meetings
- Eliminating the Execution Gap
- Ethical Decision-Making Skills: Actions for Success (Section 4)
- Ethical Decision-Making Skills: Connecting Character (Section 2)

BUSINESS SKILLS

- Ethical Decision-Making Skills: Ethical Issues and Problems (Section 1)
- Ethical Decision-Making Skills: What You Need to Know (Section 3)
- Ethical Expectations: Code of Conduct and Compliance Training (Section 1)
- Ethical Expectations: Code of Conduct and Compliance Training (Section 2)
- Ethical Expectations: Code of Conduct and Compliance Training (Section 3)
- Ethical Expectations: Code of Conduct and Compliance Training (Section 4)
- Ethical Expectations: Code of Conduct and Compliance Training (Section 5)
- Ethical Issues in Advertising and Marketing
- Ethical Situations to Consider (Spanish)
- Ethics and Business Conduct for Government Contractors
- Ethics and Code of Conduct
- Ethics Begins With Respect (Part 4 of 13)
- Ethics For Managers
- Ethics in the Workplace
- Ethics Requires Self-Discipline (Part 6 of 13)
- Ethics Toolkit: Gossip and Rumors
- Ethics: An Employee's Perspective
- Ethics: Everything You Ever Wanted To Know About Conflicts Of Interest about Were Too Lazy To Ask
- Ethics: How To Avoid Sexual Harassment In Under Four Minutes!
- Ethics: How To Deal With Anybody For Whom Episode 5 Was Hard To Understand
- Ethics: How To Handle Customer Information. Boring Title, Awesome Video
- Ethics: Privacy - Or The Total Lack Of It, Depending On What You Do!
- Ethics: Probably The Best Reason Ever For Not Taking Bribes
- Ethics: The Remarkably Obvious Difference Between A Gift And A Bribe
- Ethics: To Borrow, Or Not To Borrow? That Is The Question, And This Video Is The Answer!
- Ethics: Why Even Bother With Ethics Training?
- Gathering Data: Costs and Benefits
- Gathering Data: Identifying and Addressing Risks
- Gathering Data: SWOT Analysis
- Gathering Data: Understanding Financial Metrics
- Government's Role in Managing the Economy
- Grammatologies, Legal Documents and a Glossary
- Honesty Made Simple: Avoiding "Spin" and Other Rationalizations
- Honesty Made Simple: Honesty and Personal Values at Work
- Honesty Made Simple: Making Honesty Intrinsic
- Honesty Made Simple: Something for Nothing - The Reality Behind Employee Theft
- Honesty Made Simple: What Makes You Ethical?
- How Ethics affect Attitude and Behavior
- How Much Does Your Meeting Cost?
- How to Avoid Lapsing Into Unethical Behavior (Part 7 of 13)
- How to Deal with People Who Want You to Compromise Your Ethics (Part 8 of 13)
- How To Work a Room: After The Event
- How To Work a Room: Attending an Event
- How To Work a Room: Preparing for an Event
- Human-Centered Innovation
- Identifying and Overcoming Business Challenges
- Identifying Business Opportunities
- Igniting Creativity: You Can Be Creative! (Part 1 of 11)
- Igniting Creativity: Creativity vs. Logic (Part 2 of 11)
- Igniting Creativity: The Creative Process, Part 1 (Part 3 of 11)
- Igniting Creativity: The Creative Process, Part 2 (Part 4 of 11)
- Igniting Creativity: Adopting a Creative Mindset (Part 5 of 11)
- Igniting Creativity: Conducting a Brainstorming Session (Part 6 of 11)
- Igniting Creativity: How to Be Innovative (Part 7 of 11)
- Igniting Creativity: Innovating With SCAMPER (Part 8 of 11)
- Igniting Creativity: Idea Generation Techniques (Part 9 of 11)
- Igniting Creativity: Becoming a More Creative Thinker (Part 10 of 11)
- Igniting Creativity: Fostering Creativity at Work (Part 11 of 11)
- Influencing Others Ethically
- Insider Trading
- Introduction to Math: Adding and Subtracting
- Introduction to Math: Choosing the Right Operation
- Introduction to Math: Estimation Basics
- Introduction to Math: Fighting the Fear
- Introduction to Math: Finding Averages
- Introduction to Math: Inequalities
- Introduction to Math: Multiplying and Dividing
- Introduction to Math: Positive and Negative Numbers
- Introduction to Math: Understanding Decimals
- Introduction to Math: Understanding Fractions
- Introduction to Math: Understanding Percentages
- Introduction to Math: Understanding the Metric System
- Job Offer Math: Benefits by the Numbers
- Job Offer Math: Cost of Living Comparisons
- Job Offer Math: Medical Insurance Basics
- Job Offer Math: Understanding a Job Offer
- Know What You Stand For (Part 5 of 13)
- Knowledge Management: Getting and Sharing Best Practices
- Knowledge Management: Removing the Blocks to Sharing Best Practices
- Knowledge Management: Understanding Best Practices
- Leadership and Change: Making Change a Core Competency (Part 1 of 9)
- Leadership and Change: Understanding What Drives Change (Part 2 of 9)
- Leadership and Change: The Resistance to Change (Part 3 of 9)
- Leadership and Change: Creating a Case for Change (Part 4 of 9)
- Leadership and Change: Thinking Strategically About Change (Part 5 of 9)
- Leadership and Change: Implementing a Change Initiative (Part 6 of 9)
- Leadership and Change: Establishing a Culture of Agility (Part 7 of 9)
- Leadership and Change: Overcoming a Fear of Change (Part 8 of 9)
- Leadership and Change: Agility Quick Tips (Part 9 of 9)
- Leading Team Meetings
- Learning What You Don't Know
- Leveraging Video for Unified Communications
- Linking Ethical Behavior to Your Organization's Structure
- Maintaining Your Statement of Values (Part 12 of 13)
- Making Travel Plans and Reservations
- Managing Meetings

BUSINESS SKILLS

- Mathematical Foundation
- Meeting Agendas and Minutes
- Meeting For Results
- Moral Conscience and Ethical Balance at Work: Absolutes and Ethical Relativism in the Workplace
- Moral Conscience and Ethical Balance at Work: Ethical Balance
- Moral Conscience and Ethical Balance at Work: Feeling Ethical
- Moral Conscience and Ethical Balance at Work: What is a Conscience?
- Moral Conscience and Ethical Balance at Work: Your Guilt Trip
- New Employee Math: Budgeting Basics
- New Employee Math: How to Fill Out a W-4
- New Employee Math: Investment Basics
- New Employee Math: Retirement Savings Basics
- New Employee Math: Savings
- New Employee Math: Taxation Basics
- New Employee Math: Your First Paycheck
- Office Etiquette
- Organizational Ethics
- People Matter! Beginning with Respect
- People Matter! Ethics and Human Value
- People Matter! Ethics and Respect Connection: Do you "Care"?
- People Matter! Roadblocks to Respect
- Planning for a Business Trip
- Privacy and Ethical Behavior
- Product Liability: Strict Liability and Negligence
- Product Liability: Warranties, Agency and Damages
- Professional Excellence Episode 1: What (Not) To Talk About at Work!
- Professional Excellence Episode 10: Meeting Groups of People
- Professional Excellence Episode 11: Exchanging Business Cards, Following Up, and Networking Events
- Professional Excellence Episode 2: Shouting, Rampant Negativity, and Other Terrible Ideas!
- Professional Excellence Episode 3: Gossip: For People Who Don't Want Friends!
- Professional Excellence Episode 4: Meetings Aren't Actually for Texting - Sorry!
- Professional Excellence Episode 5: How to Use the Internet for Good and Not Evil
- Professional Excellence Episode 6: How to Use Email So That People Don't Want to Hurt You
- Professional Excellence Episode 7: The Speakerphone Why Talk When Shouting Will Do?
- Professional Excellence Episode 8: Various Ways to Succeed (And Fail!) at Introductions
- Professional Excellence Episode 9: How to Shake Someone's Hand
- Promoting an Ethical Culture (Part 13 of 13)
- Promoting an Ethical Culture in Your Organization
- Proper Introductions: In-Person Introductions
- Public Law: Government and the Economic Environment
- Public Law: Introducing the Principles
- Public Law: Understanding Statutory and Administrative Law
- Reading the Field: Conducting a SWOT Analysis
- Remembering Names and Faces
- Reviewing Law and the Legal System
- S.C.A.M.P.E.R.
- Selling You: Contacting Prospective Employers
- Selling You: Creating Your Elevator Pitch
- Selling You: Increasing Your Visibility
- Selling You: Navigating Online Job Boards
- Selling You: Prospecting Potential Employers
- Selling You: Qualifying Potential Employers
- Specialized Math: Calculating Production Costs
- Specialized Math: Compound vs. Simple Interest
- Specialized Math: Determining Pricing
- Specialized Math: Interest Rates
- Specialized Math: Inventory Basics
- Specialized Math: Mark-ups and Mark-downs
- Specialized Math: Net vs. Gross
- Specialized Math: Payroll Basics
- Specialized Math: Understanding Annuities
- Specialized Math: Understanding Loans
- Specialized Math: Understanding Profits and Profit Margins
- Specialized Math: Understanding Ratios, Proportions, and Percentages
- Specialized Math: Understanding ROI
- Stages of Corporate Responsibility
- Stakeholders and Your Ethical Duty to Them
- Stand-Up Meetings: Common Pitfalls
- Stand-Up Meetings: Effective Leadership
- Stand-Up Meetings: Guidelines
- Stand-Up Meetings: Meaningful Participation
- Statistics: Data Analysis Basics
- Statistics: Introduction to Statistics
- Statistics: Organizing Data
- Statistics: Understanding Probability
- Telling the Story: After Approval
- Telling the Story: Presentation
- Telling the Story: The Art of Persuasion
- Telling the Story: Writing a Proposal
- The Five-Stage Process
- The Four States of Knowing
- The Global Business Environment: Maximizing Cultural Awareness
- The Impact of Social Media Within Your Organization
- The Invisible Meeting
- The Smell Test: A First Look at Ethics in Business
- Travel and Automobile Expense Reports
- Understanding Confidentiality and Intellectual Property Issues and Problems (Part 1)
- Understanding Negligence Torts in Business
- Understanding Organizational Behavior
- Understanding Successful Negotiation

BUSINESS SKILLS

- Use Resistance as Your Friend-Follower
- What is Economics?
- When Change Isn't a Choice-Follower
- Why Be Ethical? Because It's The Right Thing To Do (Part 1 of 13)
- Why Be Ethical? Because Your Customers Demand It (Part 2 of 13)
- Why Be Ethical? Because You'll be Happier (Part 3 of 13)
- Workplace Law
- Your Responsibility for Confidential and Intellectual Property (Part 2)



BUSINESS SKILLS

CHOOOLS CONSULTING SERVICES PVT LTD





BUSINESS WRITING & GRAMMAR

CHOOOLS CONSULTING SERVICES PVT LTD

BUSINESS WRITING & GRAMMAR

- Bad Email Habits: What Message Are You Sending?
- Be a Grammar Genius!
- Be a Pronoun Expert!
- Business Writing and Editing for Professionals
- Clear Up the Grammar Confusion
- Common Comma Errors
- Commonly Misused Words - Skills and Drills
- Conquering Your Inbox Before It Conquers You
- Effective Business Proposals
- Effective Writing Skills: Improving Readability (Part 1 of 18)
- Effective Writing Skills: Parts of Speech, Part 1 (Part 2 of 18)
- Effective Writing Skills: Parts of Speech, Part 2 (Part 3 of 18)
- Effective Writing Skills: Common Word Mix-Ups, Part 1 (Part 4 of 18)
- Effective Writing Skills: Common Word Mix-Ups, Part 2 (Part 5 of 18)
- Effective Writing Skills: Common Word Usage Errors (Part 6 of 18)
- Effective Writing Skills: Basic Grammar Rules (Part 7 of 18)
- Effective Writing Skills: Punctuation Marks -- Basic (Part 8 of 18)
- Effective Writing Skills: Punctuation Marks -- Advanced (Part 9 of 18)
- Effective Writing Skills: Constructing Effective Sentences (Part 10 of 18)
- Effective Writing Skills: Constructing Effective Paragraphs (Part 11 of 18)
- Effective Writing Skills: Getting Started on Your Writing Project (Part 12 of 18)
- Effective Writing Skills: Creating Your First Draft (Part 13 of 18)
- Effective Writing Skills: Reviewing Your Document (Part 14 of 18)
- Effective Writing Skills: Basic Spelling Rules (Part 15 of 18)
- Effective Writing Skills: Formatting Business Letters (Part 16 of 18)
- Effective Writing Skills: Composing Effective Reports (Part 17 of 18)
- Effective Writing Skills: Writing Persuasive Proposals (Part 18 of 18)
- Email Etiquette Infographic
- Grammar Guide: Abbreviations
- Grammar Guide: Active & Passive Verbs
- Grammar Guide: Adjectives
- Grammar Guide: Adverbs
- Grammar Guide: Apostrophes
- Grammar Guide: Colons & Semicolons
- Grammar Guide: Commas
- Grammar Guide: Common Errors
- Grammar Guide: End Punctuation
- Grammar Guide: Indefinite Pronouns
- Grammar Guide: Interrogative Pronouns
- Grammar Guide: Irregular Verbs
- Grammar Guide: Misused Words
- Grammar Guide: Parentheses
- Grammar Guide: Personal Pronouns
- Grammar Guide: Plural Nouns
- Grammar Guide: Quotation Marks
- Grammar Guide: Regular Verbs
- Grammar Guide: Sentences & Paragraphs
- Grammar Shootout - SkillBuilder Game
- Great Grammar and Painless Proofreading
- Measurements and Magnitudes with Numbers
- Numbers and Numerals
- Political Awareness in Government Agencies
- Proposals That Work for Government Agencies
- Sending an Email
- Sentence Construction - Skills and Drills
- Thank You Notes - Using Active Voice - Skills and Drills
- Using Numbers for Time and Money
- Using Numbers in Sentences - Skills and Drills
- Using Words or Figures for Numbers
- Write Effective and Appropriate Emails
- Writing for the Web



COMMUNICATION

CHOOOLS CONSULTING SERVICES PVT LTD

COMMUNICATION

- A Positive Approach to Speaking
- Active Listening
- Active Listening Skills to Improve Communication
- Aggressive Manipulators
- Assertive Communication: The Continuum
- Assertive Communication: The Nonverbal Side
- Assertive Communication: The Three-Part Model
- Assertive Communication: Tips for Naturally Aggressive People
- Assertive Communication: Tips for Naturally Passive People
- Assertive Communication: Tips for Self-Regulation
- Assertiveness: What Kind of Communicator Are You?
- Building Great Relationships at Work (Part 1 of 5)
- Building Great Relationships with Co-Workers (Part 2 of 5)
- Building Great Relationships with Bosses (Part 3 of 5)
- Building Great Relationships with Subordinates (Part 4 of 5)
- Building Great Relationships: Building Relationships with Jerks (Part 5 of 5)
- Building Influence in the Workplace
- Building Strategic Relationships (Part 1 of 4): Planning for Strategic Relationships
- Building Strategic Relationships (Part 2 of 4): What You Have to Offer
- Building Strategic Relationships (Part 3 of 4): Starting the Relationship
- Building Strategic Relationships (Part 4 of 4): Tips for Strengthening the Relationship
- Building Your Personal Brand
- Colorful Connections – Communication Basics (P)
- Colorful Connections – Recognizing the Personalities (P)
- Colorful Connections – Team Building Basics (P)
- Communication Toolkit: Apologizing at Work
- Communication Toolkit: Becoming a Master Communicator
- Communication Toolkit: Blogging Basics
- Communication Toolkit: Communicating Across the Organization
- Communication Toolkit: Communicating as a Leader
- Communication Toolkit: Communicating with Confidence
- Communication Toolkit: Communication Is Critical
- Communication Toolkit: Connecting Over the Phone
- Communication Toolkit: Conversing with Customers
- Communication Toolkit: Corresponding via Email
- Communication Toolkit: Differences Among Generations
- Communication Toolkit: Humor at Work
- Communication Toolkit: IM at Work
- Communication Toolkit: Live Chat Essentials
- Communication Toolkit: Mastering Small Talk
- Communication Toolkit: Meeting Etiquette
- Communication Toolkit: Nonverbal and Body Language
- Communication Toolkit: Over communicating
- Communication Toolkit: Radical Candor
- Communication Toolkit: Respectful Communication
- Communication Toolkit: Speaking to Superiors
- Communication Toolkit: The Art of Saying No
- Communication Toolkit: The Power of Storytelling
- Communication Toolkit: Transparency
- Conflict: Manage Conflict Situations
- Conflict: Manage Your Emotions
- Conflict: Respond to Tension
- Conflict: Workplace Tension
- Confronting Workplace Conflict
- Cutting Edge Basic English: A Typical Day
- Cutting Edge Basic English: Asking for Help
- Cutting Edge Basic English: Be Careful
- Cutting Edge Basic English: Can I Help?
- Cutting Edge Basic English: Chatting
- Cutting Edge Basic English: Comparing
- Cutting Edge Basic English: Do You Like Them?
- Cutting Edge Basic English: Friends and Family
- Cutting Edge Basic English: Giving Information
- Cutting Edge Basic English: How Do You Feel?
- Cutting Edge Basic English: How Was Your Week?
- Cutting Edge Basic English: Instructions and Advice
- Cutting Edge Basic English: Let's Go
- Cutting Edge Basic English: Meeting People
- Cutting Edge Basic English: Thanks
- Cutting Edge Basic English: What Are You Going to Do?
- Cutting Edge Basic English: What Do You Do?
- Cutting Edge Basic English: What's Happening?
- Cutting Edge Basic English: Where Can We Meet?
- Cutting Edge Basic English: You Choose
- Cutting Edge Communication: Building Relationships
- Cutting Edge Communication: Presenting with Passion
- Cutting Edge Communication: Surviving Team Conflicts
- Dealing with Anger and Emotions: Quick Tips
- Dealing with Anger and Emotions: Quick Tips (French)
- Dealing with Anger and Emotions: Quick Tips (French-Canadian)
- Dealing with Anger and Emotions: Quick Tips (Spanish)
- Dealing with Difficult Parents
- Dealing with Feelings
- Defining Moments
- DISC Styles: D
- DISC Styles: I
- DISC Styles: S
- DISC Styles: C
- DISC: Introduction
- DISC: Leading D
- DISC: Leading I
- DISC: Leading S
- DISC: Leading C
- DISC: Questionnaire
- DISC: Understanding DISC Styles
- Earning Trust

COMMUNICATION

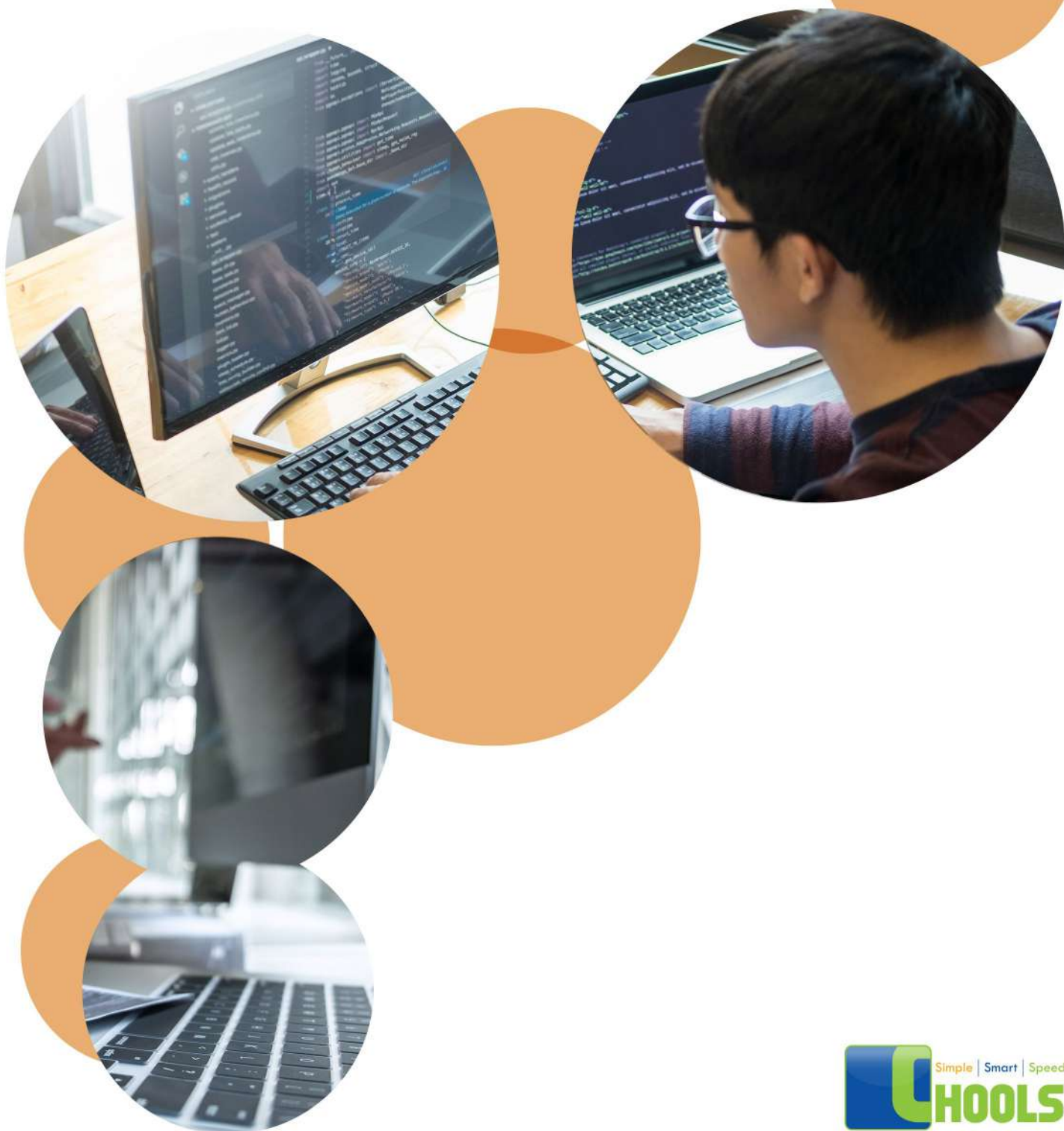
- Effective Digital Communication: Avoid Misunderstandings
- Effective Digital Communication: Avoid Time-Wasting Mistakes
- Effective Digital Communication: Maximize Impact & Response
- Effective Digital Communication: Minimize Confusion Through Consistency
- Elevator Pitch
- English at Work Series: Agreeing and Disagreeing
- English at Work Series: Apologizing
- English at Work Series: Asking Questions
- English at Work Series: Clarifying and Explaining
- English at Work Series: Communicating Feedback
- English at Work Series: Comparing and Contrasting
- English at Work Series: Complaining and Criticizing
- English at Work Series: Considering Options
- English at Work Series: Describing Feelings
- English at Work Series: Describing People
- English at Work Series: Discussing Responsibilities
- English at Work Series: Encouraging Others
- English at Work Series: Expressing Ideas and Attitudes
- English at Work Series: Giving Reasons
- English at Work Series: Giving Warnings
- English at Work Series: Greeting and Introducing
- English at Work Series: Making Suggestions
- English at Work Series: Saying What's Needed
- English at Work Series: Saying Where People Are
- English at Work Series: Talking about Rules
- Enhancing Interpersonal Communication Skills Final Exam
- EQ Toolbox: Becoming Socially Aware
- EQ Toolbox: Becoming Socially Aware (French)
- EQ Toolbox: Becoming Socially Aware (French-Canadian)
- EQ Toolbox: Becoming Socially Aware (Spanish)
- EQ Toolbox: How to be More Self-Aware
- EQ Toolbox: How to be More Self-Aware (French)
- EQ Toolbox: How to be More Self-Aware (French-Canadian)
- EQ Toolbox: How to be More Self-Aware (Spanish)
- EQ Toolbox: How to Express Empathy
- EQ Toolbox: How to Express Empathy (French)
- EQ Toolbox: How to Express Empathy (French-Canadian)
- EQ Toolbox: How to Express Empathy (Spanish)
- EQ Toolbox: Managing Your Relationships
- EQ Toolbox: Managing Your Relationships (French)
- EQ Toolbox: Managing Your Relationships (French-Canadian)
- EQ Toolbox: Managing Your Relationships (Spanish)
- Foundations of Assertive Communication
- Foundations of Assertive Communication (French)
- Foundations of Assertive Communication (French-Canadian)
- Foundations of Assertive Communication (Spanish)
- Handling Conflict: An Employees' Guide
- Having Great Conversations: The Conversational Mindset (Part 1 of 4)
- Having Great Conversations: Mastering Small Talk (Part 2 of 4)
- Having Great Conversations: Achieving Productive Conversations (Part 3 of 4)
- Having Great Conversations: Practical Tips for Conversations (Part 4 of 4)
- Healthy Communication: 01. Types of Communication at Work
- Healthy Communication: 02. How to Communicate Well at Work
- Healthy Communication: 03. How Not to Communicate
- Healthy Communication: 04. Using Email at Work
- Healthy Communication: 05. Communicating with Your Remote Team
- How Perceptual Style affects Behavior
- How to Appreciate Complaints
- How to Be Assertive - Not Aggressive
- How to Be Assertive - Not Aggressive (French)
- How to Be Assertive - Not Aggressive (French-Canadian)
- How to Be Assertive - Not Aggressive (Spanish)
- How to Find Common Ground
- How to Manage Emotions in the Workplace
- How to Overcome Disruptive Work style Differences
- How to Start a Conversation With a Stranger
- How to Tell Someone No
- How to Tell Someone They Have Body Odor
- How to Tell Someone You Forgot Their Name
- How to Work With Someone You Dislike
- Influence Tactics
- Interpersonal Communication
- Introduction to Negotiation
- Introduction to Negotiation (French)
- Introduction to Negotiation (French-Canadian)
- Introduction to Negotiation (Spanish)
- Making Them Believe
- Making Your Point
- Manage Yourself in the Midst of Conflict
- Manage Yourself in the Midst of Conflict (French)
- Manage Yourself in the Midst of Conflict (French-Canadian)
- Manage Yourself in the Midst of Conflict (Spanish)
- Managing Conflict in Special Circumstances
- Managing Conflict in Special Circumstances (French)
- Managing Conflict in Special Circumstances (French-Canadian)
- Managing Conflict in Special Circumstances (Spanish)
- Managing Conflict Step-by-Step
- Managing Conflict Step-by-Step (French)
- Managing Conflict Step-by-Step (French-Canadian)
- Managing Conflict Step-by-Step (Spanish)
- Manipulation in the Workplace
- Nonverbal Communication: Aligning Nonverbal Communication with Intentions
- Nonverbal Communication: Defining Nonverbal Communication
- Nonverbal Communication: Leveraging Nonverbal for Success
- Nonverbal Communication: Workplace Standards

- Nonverbal Communication: Workplace Standards - Appearance
- Online Demos Made Easy
- Organizing and Planning a Web Conference
- Overview of Web Conferences
- Passive Manipulators
- Persuasive Communication: Introduction
- Persuasive Communication: Techniques
- Pitching and Influencing
- Power Across Cultures
- Powerful Listening Skills
- Powerful Listening Skills (French)
- Powerful Listening Skills (French-Canadian)
- Powerful Listening Skills (Spanish)
- Presentation Room Set Up Info graphic
- Presentation Skills Basics: Setting the Stage
- Presentation Skills: After the Presentation
- Presentation Skills: Basic Questions
- Presentation Skills: Creating Slides
- Presentation Skills: Handling Distractions
- Presentation Skills: Handling Questions
- Presentation Skills: Handouts
- Presentation Skills: Opening
- Presentation Skills: Organizing
- Presentation Skills: Psyching Up
- Presentation Skills: Punching Up Your Presentation
- Presentation Skills: Right Before the Presentation
- Presentation Skills: Using Audio Visuals
- Presenting at a Web Conference
- Putdown Offenders
- Simple Scripts for Problems at Work
- Speak Up and Be Heard! A Confidence Boosting Course for Women
- Speaking and Listening
- Straight Talk On Bad Language
- Styles of Negotiation
- Styles of Negotiation (French)
- Styles of Negotiation (French-Canadian)
- Styles of Negotiation (Spanish)
- The Art of Nonverbal Communication
- The Art of Nonverbal Communication (French)
- The Art of Nonverbal Communication (French-Canadian)
- The Art of Nonverbal Communication (Spanish)
- The Basics of Emotional Intelligence
- The Basics of Emotional Intelligence (French)
- The Basics of Emotional Intelligence (French-Canadian)
- The Basics of Emotional Intelligence (Spanish)
- The Eight Basic Emotions
- The Four R's of Assertiveness
- The Great Conversationalist
- The Meaning of Being Assertive
- The Power of Conformity
- The Secret to Effective Communication
- The Six Sources of Power
- The Subtle Art of Manipulation
- The Truth About Conflict
- Understanding Your Learning Style
- Using Assertive Verbal Skills
- Why Power Is Powerful
- Working Well with Everyone: The Diversity Continuum
- Working Well with Everyone: The Mistake of Stereotyping
- Your Assertive Rights



COMPUTER SKILLS & COMPUTER SOFTWARE

CHOOOLS CONSULTING SERVICES PVT LTD



COMPUTER SKILLS

- Creating Passwords
- Laptops and Mobile Device Tips

COMPUTER SOFTWARE

- 60 Minutes of Adobe® Acrobat® Secrets
- 60 Minutes of Microsoft® Access® Secrets
- 60 Minutes of Microsoft® Excel® Secrets
- 60 Minutes of Microsoft® Excel® Secrets 2013
- 60 Minutes of Microsoft® Outlook® Secrets
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- Prepare Excel® Data for Use in Access in Microsoft® Access® 2016
- Prepare Your Spreadsheet Data for Use in Access in Microsoft® Excel® 2016
- Prepare Your Spreadsheet Data for Use in Access® in Microsoft® Excel® 2013
- Prepare Your Spreadsheet Data for Use in Access® in Microsoft® Excel® 2016
- Preview Animations in Microsoft® PowerPoint® 2016
- Preview Query Results in Microsoft® Access® 2016
- Print a Calendar in Microsoft® Outlook® 2016
- Print Multiple Worksheets in Microsoft® Excel® 2016
- Print to a Specific Number of Pages in Microsoft® Excel® 2013
- Print to a Specific Number of Pages in Microsoft® Excel® 2016
- Print Your Tasks in Microsoft® Outlook® 2016
- Proof Your Presentation with Spell Check and Thesaurus Tools in Microsoft® PowerPoint® 2016

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- Protect Your Data in Microsoft® Excel® 2016
- Pryor+ Admin Tutorial - Assign Training
- Pryor+ Admin Tutorial - Dashboard
- Pryor+ Admin Tutorial - Password Reset
- Pull Data from a Website or Network Location in Microsoft® Excel® 2013
- Pull Data from a Website or Network Location in Microsoft® Excel® 2016 NEW!
- QuickBooks®: Apply a Late Fee to a Payment
- QuickBooks®: Bank Reconciliation
- QuickBooks®: Bank Reconciliation Discrepancy
- QuickBooks®: Charts of Accounts
- QuickBooks®: Class Tracking
- QuickBooks®: Customize AR Forms
- QuickBooks®: Edit and Merge Accounts
- QuickBooks®: Edit Preference
- QuickBooks®: Entering Bills
- QuickBooks®: Entering Checks
- QuickBooks®: Entering Credit Card Charges
- QuickBooks®: Estimates
- QuickBooks®: File Backup
- QuickBooks®: Home Page Interface
- QuickBooks®: How to Set Up New Company
- QuickBooks®: Invoicing
- QuickBooks®: Items List
- QuickBooks®: Journal Entry
- QuickBooks®: Loan Manager
- QuickBooks®: Mastering the Chart of Accounts
- QuickBooks®: Memorized Transactions
- QuickBooks®: Mileage Tracking
- QuickBooks®: New Asset Via Check Register
- QuickBooks®: New Asset Via Journal Entry
- QuickBooks®: Pay Bills
- QuickBooks®: Pay Credit Card Bills
- QuickBooks®: Receive Payments
- QuickBooks®: Record Deposits
- QuickBooks®: Sales Receipt vs Invoice
- QuickBooks®: Sales Tax
- QuickBooks®: Setting up a Customer
- QuickBooks®: Setting Up Jobs
- QuickBooks®: Setting up Late Fees
- QuickBooks®: Setting Up Users
- QuickBooks®: Setting Up Vendors
- QuickBooks®: Statements
- QuickBooks®: Sub Accounts
- Record a Macro in Microsoft® Excel® 2013
- Record a Macro in Microsoft® Excel® 2016
- Record a Narration in Microsoft® PowerPoint® 2016
- Record and Play Back a Series of Actions in Microsoft® Word 2013
- Record and Play Back a Series of Actions in Microsoft® Word 2016
- Remove the Background from an Image in a Document in Microsoft® Word 2013
- Remove the Background from an Image in Microsoft® PowerPoint® 2016
- Remove the Background from an Image in Microsoft® Word 2016
- Rename a Field in a Row in Microsoft® Access® 2016
- Rename a Query Field in Microsoft® Access® 2016
- Rename a Report Field in Microsoft® Access® 2016
- Require a Password for a Database in Microsoft® Access® 2016
- Research a Topic with Smart Lookup New! in Microsoft® PowerPoint® 2016
- Research a Topic with Smart Lookup NEW! in Microsoft® Word 2016
- Reuse Slides in a Presentation in Microsoft® PowerPoint® 2016
- Save a Document to the Appropriate File Format in Microsoft® Word 2013
- Save a Document to the Appropriate File Format in Microsoft® Word 2016
- Save a Presentation to the Appropriate File Format in Microsoft® PowerPoint® 2016
- Save a Presentation to Video in Microsoft® PowerPoint® 2016
- Save a Workbook as a Template in Microsoft® Excel® 2013
- Save a Workbook as a Template in Microsoft® Excel® 2016
- Save and Convert PDF in Microsoft® Word 2013
- Save and Convert PDF in Microsoft® Word 2016
- Save Your Document to OneDrive® in Microsoft® Word 2016
- Save Your Documents to Windows Live OneDrive® in Microsoft® Word 2013
- Save Your Presentation to OneDrive in Microsoft® PowerPoint® 2016
- Save Your Workbook to OneDrive® in Microsoft® Excel® 2016
- Save Your Workbook to Windows Live OneDrive® in Microsoft® Excel® 2013
- Schedule a Meeting in Microsoft® Outlook® 2016
- Search Your Email Messages in Microsoft® Outlook®
- Search Your Email Messages in Microsoft® Outlook® 2016
- Select and Apply a Theme to Your Documents in Microsoft® Excel® 2013
- Select and Apply a Theme to Your Documents in Microsoft® Excel® 2016
- Send an Out of Office Reply in Microsoft® Outlook®
- Send an Out of Office Reply in Microsoft® Outlook® 2016
- Send Documents from Word in Microsoft® Word 2013
- Send Documents from Word in Microsoft® Word 2016
- Send Presentations from PowerPoint in Microsoft® PowerPoint® 2016
- Sending Documents from Excel in Microsoft® Excel® 2013
- Sending Documents from Excel in Microsoft® Excel® 2016
- Set a Recurring Appointment in Microsoft® Outlook® 2016
- Set a Trigger on a Video or Audio Bookmark in Microsoft® PowerPoint® 2016
- Set Properties for Content Controls in Microsoft® Word 2013
- Set Properties for Content Controls in Microsoft® Word 2016
- Set Up Show in Microsoft® PowerPoint® 2016
- Set Up Your Outlook Window Layout in Microsoft® Outlook® 2016
- Set Up Your Outlook® Window Layout in Microsoft® Outlook® 2016
- Share a Calendar in Microsoft® Outlook® 2016
- Share Your Documents Using Windows Live OneDrive® in Microsoft® Word 2013
- Share Your Workbook Using Windows Live OneDrive® in Microsoft® Excel® 2013
- SharePoint 2013 Site Owner (Part 1 of 2): Templates
- SharePoint 2013 Site Owner (Part 2 of 2): Managing Sites
- Sharing Concept Draw MINDMAP™ Presentation Video on Facebook®
- Sharing Concept Draw MINDMAP™ Presentation Videos on Google+™

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- Sharing Concept Draw MINDMAP™ Presentation Videos on YouTube™
- Sharing Microsoft® PowerPoint® Presentation Created with Concept Draw MINDMAP™ on Google Docs™
- Show in Favourites in Microsoft® Outlook®
- Show in Favourites in Microsoft® Outlook® 2016
- Sort and Group Email Messages in Microsoft® Outlook®
- Sort and Group Email Messages in Microsoft® Outlook® 2016
- Sort and Group Tasks in Microsoft® Outlook® 2016
- Sort Table Data in Microsoft® Access® 2016
- Stack and Group Images in a Document in Microsoft® Word 2013
- Stack and Group Images in a Document in Microsoft® Word 2016
- Stack and Group Objects in Microsoft® PowerPoint® 2016
- Troubleshoot Formula and Function Errors in Microsoft® Excel® 2013
- Troubleshoot Formula and Function Errors in Microsoft® Excel® 2016
- Update a Contact in Microsoft® Outlook® 2016
- Update Tasks and Send Status Reports in Microsoft® Outlook® 2016
- Use a Query to Append Table Data in Microsoft® Access® 2016
- Use Advanced Options for Filters in Microsoft® Access® 2016
- Use an Image as a Slide Background in Microsoft® PowerPoint® 2016
- Use AutoCorrect to Save Time and Correct Errors in Microsoft® Word 2016
- Use AutoCorrect to Save Time and Prevent Errors in Microsoft® Word 2013
- Use AutoFill to Quickly Fill Cells from a List and Create Your Own Fillable List of Items in Microsoft® Excel® 2016
- Use AutoFill to Quickly Fill Cells from a List in Microsoft® Excel® 2013
- Use AutoFill to Quickly Fill Cells from a List in Microsoft® Excel® 2016
- Use Conditional Formulas in Microsoft® Excel® 2013
- Use Conditional Functions in Microsoft® Excel® 2016
- Use Data Filters in Microsoft® Excel® 2013
- Use Data Filters in Microsoft® Excel® 2016
- Use Data from an Excel® Spreadsheet to Populate Fields in a Document in Microsoft® Word 2013
- Use Data Variations to Create Scenarios in Microsoft® Excel® 2016
- Use Find and Replace in Microsoft® PowerPoint® 2016
- Use Graphics to Compare Cell Values in Microsoft® Excel® 2013
- Use Graphics to Compare Cell Values in Microsoft® Excel® 2016
- Use Scheduling Assistant to Plan Meetings in Microsoft® Outlook® 2016
- Use Slide Masters in Microsoft® PowerPoint® 2016
- Use Smart Guides in Microsoft® PowerPoint® 2016
- Use Sparkline's to Display Trends in Microsoft® Excel® 2013
- Use Sparkline's to Display Trends in Microsoft® Excel® 2016
- Use the Group, Sort, and Total Pane to Organize Reports in Microsoft® Access® 2016
- Use the Group, Sort, and Total Pane to Organize Reports in Microsoft® Access® 2016
- Use the Quick Analysis Tool in Microsoft® Excel® 2013
- Use the Quick Analysis Tool in Microsoft® Excel® 2016
- Using Microsoft® Windows® 10 – Accessing Windows® 10: Navigate the Windows® 10 Desktop
- Using Microsoft® Windows® 10 – Accessing Windows® 10: Sign in to Windows® 10
- Using Microsoft® Windows® 10 – Accessing Windows® 10: Use the Start Menu
- Using Microsoft® Windows® 10 – Customizing the Windows® 10 Environment: Change Start Menu Options
- Using Microsoft® Windows® 10 – Customizing the Windows® 10 Environment: Customize the Desktop and Lock Screen
- Using Microsoft® Windows® 10 – Customizing the Windows® 10 Environment: Work with Tiles and Tile Groups
- Using Microsoft® Windows® 10 – Installing and Removing Devices: Manage Peripheral Devices
- Using Microsoft® Windows® 10 – Installing and Removing Devices: Print a Document
- Using Microsoft® Windows® 10 – Managing Files and Folders: Manage Files and Folders with File Explorer
- Using Microsoft® Windows® 10 – Managing Files and Folders: Upload and Share Files with OneDrive®
- Using Microsoft® Windows® 10 – Using Cortana® and Edge: Browse the Web with Edge
- Using Microsoft® Windows® 10 – Using Cortana® and Edge: Customize Cortana's User Interface
- Using Microsoft® Windows® 10 – Using Cortana® and Edge: Customize Edge
- Using Microsoft® Windows® 10 – Using Cortana® and Edge: Get to Know Cortana®
- Using Microsoft® Windows® 10 – Using Cortana® and Edge: Search with Cortana®
- Using Microsoft® Windows® 10 – Using Cortana® and Edge: Use Cortana® as a Personal Assistant
- Using Microsoft® Windows® 10 – Using Windows® 10 Security Features: Change Privacy Settings
- Using Microsoft® Windows® 10 – Using Windows® 10 Security Features: Check for Viruses in Windows® Defender
- Using Microsoft® Windows® 10 – Using Windows® 10 Security Features: Set New Password Types
- Using Microsoft® Windows® 10 – Using Windows® Universal Apps and Desktop Applications (Video Course)
- Using Microsoft® Windows® 10 – Using Windows® Universal Apps and Desktop Applications: Install an App from Windows® Store
- Using Microsoft® Windows® 10 – Using Windows® Universal Apps and Desktop Applications: Multitask with Open Apps
- Using Microsoft® Windows® 10 – Using Windows® Universal Apps and Desktop Applications: Set up the Mail App
- Using Microsoft® Windows® 10 – Using Windows® Universal Apps and Desktop Applications: Use Desktop Applications
- Using Microsoft® Windows® 10 – Using Windows® Universal Apps and Desktop Applications: Use Windows® Universal Apps
- View and Re-Order Animations in Microsoft® PowerPoint® 2016
- Visualize Geographic Data in Microsoft® Excel® 2016 NEW!
- What is a Dashboard • What Is an Action Mind Map
- What's New in Excel® 2019 (Part 1 of 8): Charts and Images
- What's New in Excel® 2019 (Part 2 of 8): Sharing
- What's New in Excel® 2019 (Part 3 of 8): TEXTJOIN and CONCAT

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- What's New in Excel® 2019 (Part 4 of 8): IFS, MAXIFS, and MINIFS
- What's New in Excel® 2019 (Part 5 of 8): SWITCH
- What's New in Excel® 2019 (Part 6 of 8): Ink and Drawing
- What's New in Excel® 2019 (Part 7 of 8): New in Backstage View
- What's New in Excel® 2019 (Part 8 of 8): Extra Features
- What's New in Office 2013 and Windows® 8: Accelerate Data Insertion with Flash Fill
- What's New in Office 2013 and Windows® 8: Apply a Theme from the Start Screen
- What's New in Office 2013 and Windows® 8: Apps
- What's New in Office 2013 and Windows® 8: Browse the Web in the IE 10 New User Interface
- What's New in Office 2013 and Windows® 8: Charms and Apps
- What's New in Office 2013 and Windows® 8: Common Features
- What's New in Office 2013 and Windows® 8: Connect to Social Networks
- What's New in Office 2013 and Windows® 8: Create and Rearrange Groups on the Start Screen
- What's New in Office 2013 and Windows® 8: Customize the Desktop
- What's New in Office 2013 and Windows® 8: Customize Tiles
- What's New in Office 2013 and Windows® 8: Edit a PDF
- What's New in Office 2013 and Windows® 8: Edit Documents
- What's New in Office 2013 and Windows® 8: Incorporate a Clustered Column Chart
- What's New in Office 2013 and Windows® 8: Incorporate a Combo Chart
- What's New in Office 2013 and Windows® 8: Incorporate Objects
- What's New in Office 2013 and Windows® 8: Install an App
- What's New in Office 2013 and Windows® 8: Leverage the Enhanced Presenter View
- What's New in Office 2013 and Windows® 8: Libraries
- What's New in Office 2013 and Windows® 8: Log in to Windows® 8
- What's New in Office 2013 and Windows® 8: Navigate the Desktop
- What's New in Office 2013 and Windows® 8: Navigate the IE 10 New User Interface
- What's New in Office 2013 and Windows® 8: Navigate through Outlook® 2013
- What's New in Office 2013 and Windows® 8: Office 2013 and the Cloud
- What's New in Office 2013 and Windows® 8: Open a PST File
- What's New in Office 2013 and Windows® 8: Pin to Start and Unpin from Start
- What's New in Office 2013 and Windows® 8: Quick Analysis
- What's New in Office 2013 and Windows® 8: Read Documents
- What's New in Office 2013 and Windows® 8: Slicers
- What's New in Office 2013 and Windows® 8: The Control Panel
- What's New in Office 2013 and Windows® 8: The File Explorer
- What's New in Office 2013 and Windows® 8: The Start Screen
- What's New in Office 2013 and Windows® 8: The Task Manager
- What's New in Office 2013 and Windows® 8: Use Modern Apps
- What's New in Office 2013 and Windows® 8: Work with Tables
- What's New in Office 2013 and Windows® 8: Workflow with Online Templates
- What's New in Office 2013 and Windows® 8: Workflow with Templates
- Windows Server 2012 (Part 1 of 6): Installing and Core
- Windows Server 2012 (Part 2 of 6): Remote Management and Storage
- Windows Server 2012 (Part 3 of 6): AD and IP Addresses
- Windows Server 2012 (Part 4 of 6): DHCP and DNS
- Windows Server 2012 (Part 5 of 6): Share Access and Group Policy
- Windows Server 2012 (Part 6 of 6): Hyper V and Windows Firewall
- Windows Server 2012 Admin (Part 1 of 8): User and Service Accounts
- Windows Server 2012 Admin (Part 2 of 8): Group Policy
- Windows Server 2012 Admin (Part 3 of 8): Network File Services
- Windows Server 2012 Admin (Part 4 of 8): Managing DNS
- Windows Server 2012 Admin (Part 5 of 8): Managing Remote Access
- Windows Server 2012 Admin (Part 6 of 8): OS Updates and Images
- Windows Server 2012 Admin (Part 7 of 8): System Resources
- Windows Server 2012 Admin (Part 8 of 8): Active Directory
- Windows® 7: Changing Folder Options
- Windows® 7: Customizing the Desktop
- Windows® 7: Customizing the Start Menu
- Windows® 7: Getting Help
- Windows® 7: Installing a Printer
- Windows® 7: Managing Folders
- Windows® 7: Navigation in Explorer
- Windows® 7: Open and Close Programs
- Windows® 7: Opening and Saving a File
- Windows® 7: Organizing Windows®
- Windows® 7: Parts of a Windows® Window
- Windows® 7: Searching with Explorer
- Windows® 7: Using Control Panel
- Windows® 7: Using Keyboard Shortcuts
- Windows® 7: Using the Desktop
- Windows® 7: Using the Menu Bar and Ribbon Strip
- Windows® 7: Using the Mouse
- Windows® 7: Using the Start Menu
- Windows® 7: Using the Taskbar
- Windows® 7: What are Folders and Libraries?
- Windows® 8.1: Access and Identify the Charms
- Windows® 8: Access and Identify the Charms
- Word 2013 Part 1: Add a Watermark
- Word 2013 Part 1: Add Headers and Footers
- Word 2013 Part 1: Add Images to a Document
- Word 2013 Part 1: Additional Save Options
- Word 2013 Part 1: Align Text Using Tabs
- Word 2013 Part 1: Apply a Page Border and Colour
- Word 2013 Part 1: Apply Borders and Shading
- Word 2013 Part 1: Apply Character Formatting
- Word 2013 Part 1: Apply Styles
- Word 2013 Part 1: Auto Correction
- Word 2013 Part 1: Check Accessibility

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- Word 2013 Part 1: Check Spelling and Grammar
- Word 2013 Part 1: Control Page Layout
- Word 2013 Part 1: Control Paragraph Layout
- Word 2013 Part 1: Convert Text to a Table
- Word 2013 Part 1: Create a Word Document
- Word 2013 Part 1: Customize a List
- Word 2013 Part 1: Customize the Word Interface
- Word 2013 Part 1: Customize the Word Options
- Word 2013 Part 1: Display a Document
- Word 2013 Part 1: Display Text as List Items
- Word 2013 Part 1: Find and Replace Text
- Word 2013 Part 1: Format a Table
- Word 2013 Part 1: Help
- Word 2013 Part 1: Insert a Table
- Word 2013 Part 1: Insert Symbols and Special Characters
- Word 2013 Part 1: Manage Formatting
- Word 2013 Part 1: Modify a Table
- Word 2013 Part 1: Modify Text
- Word 2013 Part 1: Navigate and Select Text
- Word 2013 Part 1: Other Proofing Tools
- Word 2013 Part 1: Printing
- Word 2013 Part 1: Renumber a List
- Word 2013 Part 1: Saving
- Word 2013 Part 1: Sort a List
- Word 2013 Part 1: Working with the Ribbon
- Word 2013 Part 2: Add WordArt and Other Text Effects
- Word 2013 Part 2: Adjust Image Appearance
- Word 2013 Part 2: Advanced Image Management
- Word 2013 Part 2: Apply Document Themes
- Word 2013 Part 2: Automate Tasks Using Macros
- Word 2013 Part 2: Control Cell Layout
- Word 2013 Part 2: Control Paragraph Flow
- Word 2013 Part 2: Create a Chart
- Word 2013 Part 2: Create a Data Source Using Word
- Word 2013 Part 2: Create a Document Using a Template
- Word 2013 Part 2: Create a Macro
- Word 2013 Part 2: Create a Template
- Word 2013 Part 2: Create and Modify Building Blocks
- Word 2013 Part 2: Create and Modify Text Styles
- Word 2013 Part 2: Create Complex Illustrations with SmartArt
- Word 2013 Part 2: Create Custom List or Table Styles
- Word 2013 Part 2: Create Text Boxes and Pull Quotes
- Word 2013 Part 2: Draw Shapes
- Word 2013 Part 2: Insert and Format Screenshots
- Word 2013 Part 2: Insert Building Blocks
- Word 2013 Part 2: Insert Columns
- Word 2013 Part 2: Insert Fields Using Quick Parts
- Word 2013 Part 2: Insert Section Breaks
- Word 2013 Part 2: Insert Video
- Word 2013 Part 2: Integrate Pictures and Text
- Word 2013 Part 2: Link Text Boxes to Control Text Flow
- Word 2013 Part 2: Merge Envelopes and Labels
- Word 2013 Part 2: Perform Calculations in a Table
- Word 2013 Part 2: Resize an Image
- Word 2013 Part 2: Sort Table Data
- Word 2013 Part 2: The Mail Merge Features
- Word 2013 Part 3: Add a Digital Signature to a Document
- Word 2013 Part 3: Add Bookmarks
- Word 2013 Part 3: Add Captions
- Word 2013 Part 3: Add Citations and a Bibliography
- Word 2013 Part 3: Add Cross-References
- Word 2013 Part 3: Add Hyperlinks
- Word 2013 Part 3: Co-author Documents
- Word 2013 Part 3: Compare and Merge Document Versions
- Word 2013 Part 3: Compare Document Changes
- Word 2013 Part 3: Create a Master Document
- Word 2013 Part 3: Create a New Document Version
- Word 2013 Part 3: Create Forms
- Word 2013 Part 3: Form Data Conversion
- Word 2013 Part 3: Insert a Table of Contents
- Word 2013 Part 3: Insert an Ancillary Table
- Word 2013 Part 3: Insert an Index
- Word 2013 Part 3: Insert Blank and Cover Pages
- Word 2013 Part 3: Insert Footnotes and Endnotes
- Word 2013 Part 3: Manage Outlines
- Word 2013 Part 3: Manipulate Forms
- Word 2013 Part 3: Merge Document Changes
- Word 2013 Part 3: Modify Legacy Form Field Properties
- Word 2013 Part 3: Modify User Information
- Word 2013 Part 3: Restrict Document Access
- Word 2013 Part 3: Review a Document
- Word 2013 Part 3: Review Tracked Changes
- Word 2013 Part 3: Set Formatting and Editing Restrictions
- Word 2013 Part 3: Share a Document
- Word 2013 Part 3: Suppress Information
- Work with Office 365® – First Steps in Office 365®: First Steps in Office 365®
- Work with Office 365® – First Steps in Office 365®: Login to Office 365®
- Work with Office 365® – How to Use the Mail App: First Steps in the Mail App
- Work with Office 365® – How to use the Mail App: Mail App Settings
- Work with Office 365® – How to Use the Mail App: Manage Your Mail for Efficiency
- Work with Office 365® – How to Use the Mail App: Productivity Tips and Tricks
- Work with Office 365® – How to Use the Mail App: Read and Reply to Mail
- Work with Office 365® – How to Use the Mail App: Share Folders with Others
- Work with Office 365® – How to Use the Mail App: Work with Folders
- Work with Office 365®: How to Use the Calendar App: Navigate the Calendar Application
- Work with Office 365®: How to Use the Mail App – Send Mail
- Working With Excel® 2016: Add a Timeline Slicer
- Working With Excel® 2016: Add Conditional Formatting to Data With Quick Analysis
- Working With Excel® 2016: Drill Deeper into your Data

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- Working With Excel® 2016: Insert and Format a Chart
- Working With Excel® 2016: Select a Template in Excel®
- Working With Excel® 2016: Update Data with Flash Fill
- Working With Outlook® 2016: Attach a Cloud Document to an Email
- Working With Outlook® 2016: Manage your Inbox Using Folders (incl. Clutter)
- Working With Outlook® 2016: Navigate Through Mail, Calendars, People, and Tasks
- Working With Outlook® 2016: Work With Groups
- Working With PowerPoint® 2016: Applying a New Theme to a Presentation
- Working With PowerPoint® 2016: Incorporate Objects
- Working With PowerPoint® 2016: Using Presenter View During a Presentation
- Working With Word 2016: Edit a PDF (Part 1 of 2)
- Working With Word 2016: Edit a PDF (Part 2 of 2)
- Working With Word 2016: Edit Documents - Co-Edit a Document
- Working With Word 2016: Edit Documents - Reposition a Video
- Working With Word 2016: Edit Documents - Simple Mark-up
- Working With Word 2016: Edit Documents - Working With Comments
- Working With Word 2016: Embed Videos (Part 1 of 2)
- Working With Word 2016: Embed Videos (Part 2 of 2)
- Working With Word 2016: Read Documents
- Working With Word 2016: Work With Tables (Part 1 of 2)
- Working With Word 2016: Work With Tables (Part 2 of 2)



COVID-19

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COVID - 19

- A Post COVID-19 World
- Evaluating Your Risk and Crisis Management Response
- How to Set Expectations for Remote Employees - May 2020 Live Recording
- Leading in Times of Downsizing - 06/10/2020 Live Recording
- Microsoft® Teams - May 2020 Live Recording
- Returning to Work After Quarantine - Employees: Connecting with Colleagues
- Returning to Work After Quarantine - Employees: Cultivating Gratitude
- Returning to Work After Quarantine - Employees: How to Handle a Lack of Organizational Transparency
- Returning to Work After Quarantine - Employees: Navigating New Organizational Structures
- Returning to Work After Quarantine - Employees: Post COVID-19 Career Planning
- Returning to Work After Quarantine - Employees: Remote Work as a Way of Working
- Returning to Work After Quarantine - Employees: Taking Remote Work Lessons Into the Office
- Returning to Work After Quarantine - Employees: The Emotions of Returning to Work
- Returning to Work After Quarantine - Leadership: Company Wide Communication Strategies
- Returning to Work After Quarantine - Leadership: Creating a Culture of Gratitude
- Returning to Work After Quarantine - Leadership: Creating a Culture of Transparency
- Returning to Work After Quarantine - Leadership: Evaluating Remote Work & Flexible Schedule Policies
- Returning to Work After Quarantine - Leadership: How to Structure Your Team's Return to the Office
- Returning to Work After Quarantine - Leadership: Organizational Culture & Values
- Returning to Work After Quarantine - Leadership: Reconnecting with Clients
- Returning to Work After Quarantine - Leadership: Social Distancing and Business Strategy Considerations
- Returning to Work After Quarantine - Managers: Creating a Culture of Transparency
- Returning to Work After Quarantine - Managers: Embracing Remote Work
- Returning to Work After Quarantine - Managers: Guiding Teams Through Stress
- Returning to Work After Quarantine - Managers: Handling Employee Reviews and Raises
- Returning to Work After Quarantine - Managers: Managing the Whole Person
- Returning to Work After Quarantine - Managers: Sharing Workplace Challenges
- Returning to Work After Quarantine - Managers: Spreading Positivity
- Safe Re-Entry During COVID-19 for Employees
- Safe Re-Entry During COVID-19 for Employers
- Stress Management During a Crisis - 05/28/2020 Live Recording
- Tips for a Successful Home Office with Kids in the House - May 2020 Live Recording
- Working from Home When You're Lonely
- Working from Home When You're Sick
- Working from Home With Your Dog
- Working from Home with Your Kids
- Working from Home with Your Partner





CUSTOMER SERVICE

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CUSTOMER SERVICE

- 1 to 1: Customer Service Success
- 10 Steps to Successful Customer Service
- 14 Things to Improve Your Customer Service in 5 Seconds - Quick Reference
- A Customer Complains: Now What?
- Attitudes in Customer Service
- Basics of a Great Customer Conversation
- Breaking Out of the Non-Person Box
- Building Great Customer Experiences
- Characteristics of a Value-Centered Organization
- Creating Great Customer Conversations
- CRM in Real Time
- Customer CEO
- Customer Experience
- Customer Lifetime Value
- Customer Loyalty
- Customer Relationship Management
- Customer Sense
- Customer Service and DISC Styles
- Customer Service Basics
- Customer Service Episode 1: A Tale of Two Businesses
- Customer Service Episode 10: Sound Excited Already!
- 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 with Irate Customers
- Customer Service Episode 8: Follow Every Rule
- Customer Service Episode 9: Using Proper English and Grammar Can Only Hurt Your Career
- Customer Service Gone Viral
- Customer Service Later
- Customer Service: 01. Service Quality Indicators
- Customer Service: 02. Helping Customers Increase Income
- Customer Service: 03. Helping Your Customers Increase Their Revenue
- Customer Service: Are You With Me?
- Customer Service: Cutting Corners
- Customer Service: I'm Right, You're Wrong
- Customer Service: It's Not My Problem
- Customer Service: Service Delayed is Service Denied
- Customer Service: The Invisible Customer
- Dangerous Customer Service
- Dealing with Customers Lawfully: A Rapid Skill Builder Booklet
- Delight Your Customers
- Delivering a Powerful Customer Experience
- Delivering a Powerful Customer Experience (French)
- Delivering a Powerful Customer Experience (French-Canadian)
- Delivering a Powerful Customer Experience (Spanish)
- Delivering Knock Your Socks Off Service
- Package Your Service with Warmth
- Phone Etiquette
- Projecting Competence and Credibility
- Promote Your Service Value
- Quality Customer Service: Customer Interactions
- Quality Customer Service: Four Basic Elements
- Quality Customer Service: Phone Calls
- Recruit and Hire Stellar Customer Service Representatives
- Revolutionize Your Customer Experience
- Service as a DIS-satisfier
- Service Failure
- Service Impact Series: Credibility Through Honesty
- Service Impact Series: Cross-Cultural Communication
- Service Impact Series: Dimensions of Service
- Service Impact Series: Levels of Learning
- Service Impact Series: The Angry Customer
- Take Care of Yourself to Provide Sustainable Service
- Taking the Customer Point of View
- Telecare®: Your Role as Advocate
- Telecare®: Your Role as Detective
- Telecare®: Your Role as Healer
- Telecare®: Your Role as Host
- Telecare®: Your Role as Teacher
- The "First Person" Syndrome
- The 3 Traits of Great Customer Service
- The 4 P's in Creating Loyal Customers
- The Customer Service Survival Kit
- The DNA of Customer Experience
- The Service Providers
- The Two Factors in Customer Service
- Turning Around an Angry Customer
- Turning Around an Angry Customer (French)
- Turning Around an Angry Customer (French-Canadian)
- Turning Around an Angry Customer (Spanish)
- Turning Customer Satisfaction into Customer Loyalty
- Understand What Those You Serve Value: Evaluation Values
- Understand What Those You Serve Value: Selection Values
- Up Your Service!
- Uplifting Service
- What NOT to Say to Your Customers
- When Things Go Wrong
- Who Affects Service the Most?
- Who Gets Your Attention?
- Who is Your Customer?
- Why Customers Don't Complain
- You Have to LOVE Customers



DIVERSITY & INCLUSION

- Anti-Racism for Leaders: Ally ship
- Anti-Racism for Leaders: Creating and Implementing Policy
- Anti-Racism for Leaders: Diversity Focused Recruitment
- Anti-Racism for Leaders: Evaluating Your Organization
- Anti-Racism for Leaders: Maintaining Momentum for Leaders
- Anti-Racism for Leaders: Mitigating Bias
- Anti-Racism: Because 'Not Racist' Is Not Enough
- Anti-Racism: Calling Out and Calling In
- Anti-Racism: Colour-blindness Doesn't Work
- Anti-Racism: Learning to Listen and Listening to Learn
- Anti-Racism: Maintaining Momentum
- Anti-Racism: The Anti-Racism Continuum
- Establishing Equity: Driving Diversity
- Establishing Equity: Embracing Equality
- Establishing Equity: Integrating Inclusion
 - Establishing Equity: The DEI Continuum
- Establishing Equity: The Ultimate Goal
- Isms: Avoiding Isms in the Workplace
- Isms: Exploring Isms in the Workplace
- Isms: Overcoming Isms in the Workplace
- Micro aggressions
- Privilege: Privilege Scenarios
- Privilege: Using Your Privilege
- Privilege: What Is Privilege?
- Tokenism

EVELYN WOOD LIBRARY

- Memory Dynamics: Exaggeration
- Vocabulary Dynamics: How it Works

ONLINE COURSES

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HUMAN RESOURCES

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ONLINE COURSES

HUMAN RESOURCES

- 5 Strategies for Creating an Inclusive Work Environment
- 5 Ways to Engage Employees (plus one)
- 60 Secrets to Successful Employee Orientation
- 7 Steps to Better Written Policies and Procedures
- 90 Days 90 Ways
- A Drug-free Workplace for Construction
- A Drug-free Workplace for Health Care
- A Drug-free Workplace for Manufacturing
- A Drug-free Workplace for Transportation
- A Framework for Excellence
- A New Way to Train Employees
- A Six-Step Learning Cycle
- Achieving 100% Compliance of Policies and Procedures
- Active Shooter & Workplace Violence (Spanish)
- Age Discrimination Law and Cooperation
- Alcohol Abuse: 01. Training Responsibilities
- Alcohol Abuse: 02. Rules and Regulations
- Alcohol Abuse: 03. Who Should I Test?
- Alcohol Abuse: 04. How Do I Know if Someone is Impaired?
- Alcohol Abuse: 05. What Are the Testing Procedures?
- Alcohol Abuse: 06. What Happens if My Employee Fails an Alcohol Test?
- Alcohol Abuse: 07. What Happens if My Employee Refuses an Alcohol Test?
- Alcohol Abuse: 08. Record Keeping
- Alcohol Abuse: 09. Employee Training
- An Introduction to HIPAA
- Analyse Human Capital with HR Metrics
- Analysing Pay Theories
- Anti-Harassment Training for Employees (California) (Spanish)
- Anti-Harassment Training for Employees (Illinois)
- Anti-Harassment Training for Supervisors (California) (Spanish)
- Anti-Harassment Training for Supervisors (Illinois)
- Anti-Harassment: Anti-Harassment for Everyone
- Anti-Harassment: Anti-Harassment for Managers
- Anti-Harassment: Anti-Harassment in Review
- Anti-Harassment: History of Sexual Harassment
- Anti-Harassment: Investigating Complaints
- Anti-Harassment: Writing and Communicating an Anti-Harassment Policy
- Appropriate Interview Questions - Quick Reference
- Assembling Cross-Functional Teams
- Avoiding Wrongful Termination
- Background Screening and Investigations
- Bad Apples
- Becoming a "Learning Organization"
- Beginning Development for Training Programs
- Best HR Practices for Communicating with Remote Employees
- Best Practices for Transitioning Work from Your Office to the Kitchen Counter
- Best Practices in Policies and Procedures
- Beyond Training and Development
- Building Framework for the Development of Training Programs
- California Anti-Harassment: 01. History of Sexual Harassment
- California Anti-Harassment: 02. Anti-Harassment for Everyone
- California Anti-Harassment: 03. Anti-Harassment for Managers
- California Anti-Harassment: 04. Examples and Scenarios
- California Anti-Harassment: 05. Writing and Communicating an Anti-Harassment Policy
- California Anti-Harassment: 06. Investigating Complaints
- California Anti-Harassment: 07. Anti-Harassment in Review
- California Anti-Harassment: Summary of SB 396 Changes
- California Preventing Sexual Harassment for Employees
- California Preventing Workplace Harassment for Managers
- California Understanding Harassment: 01. Introduction to Understanding Harassment
- California Understanding Harassment: 02. Creating a Healthy Culture
- California Understanding Harassment: 03. Understanding Offenders
- California Understanding Harassment: 04. Understanding Targets
- California Understanding Harassment: 05. Warning Signs
- California Understanding Harassment: 06. Bystander Training
- California Understanding Harassment: 07. Understanding Harassment in Review
- Call Centres and Human Resource Management
- Can Pay Be Strategic
- Can You Request A Medical Exam for Employee on Intermittent FMLA Leave?
- Career Contentment
- Career Development Programs
- Choosing a Program Backbone
- Choosing an Interview Format and Considering Legal Issues
- Communicating in a Diverse World
- Completing the Framework for Developing Training Programs
- Conduct Effective Interviews and Hire the Right People
- Conduct Effective Witness Interviews
- Conduct Successful Online Meetings - April 2020 Recording
- Conduct the Interview
- Conducting a Performance Evaluation Conference and Revamping Evaluation
- Connecticut Sexual Harassment Training for Supervisors and Employees
- Create a Drug-Free Workplace
- Creating a Bully-Free Workplace: Employee Edition
- Creating a Bully-Free Workplace: Manager Edition
- Creating Effective Program Notes
- Creating Engagement among Employees
- Criteria Categories and Linkages
- Culture of Civility: Creating a Harassment Free Workplace (Connecticut)
- Current Labour Challenges and Labour Laws
- Dealing with Diversity
- Dealing with Drug and Alcohol Abuse for Managers and Supervisors (Spanish)
- Dealing With Performance Issues
- Deciding on a Pay System
- Delaware: Preventing Sexual Harassment for Employees
- Delaware: Preventing Sexual Harassment for Managers
- Delivering Training Masterfully
- Determine the Competencies Required
- Determining Internal and External Pay Factors
- Develop the List of Questions

HUMAN RESOURCES

- Developing a Compensation Package
- Developing Trainer Skills
- Disability Discrimination and Accommodation for Managers
- Disclosing Protected Health Information and HIPAA
- Discrimination: The Protected Classes
- Do you have to pay them?
- Document the Job Requirements
- Don't Forget Forgetting!
- Dos & Don'ts of Records Retention and Destruction
- Drugs and Alcohol at Work Protected?
- ECOA Reg - B
- Electronic Record Keeping for HR Professionals
- Eliminate the Confusion of FMLA
- Employee Engagement - Bad Deal or Real Deal?
- Employee Privacy
- Employing Workers with Disabilities - Beneficial to Business
- Engagement vs Interaction
- Establishing a System of Policies and Procedures
- Evaluating Training Programs: The Four Levels
- Exempt vs. Non-Exempt 2020: Finding and Fixing Misclassification Mistakes
- Exploring the Global Business Environment
- Exploring the Need for Labour Unions
- Fair Labour Standards Act (FLSA) for Employees
- Fair Labour Standards Act (FLSA) for Managers
- Fair Labour Standards Act: Updated May 2016
- Family and Medical Leave Act
- FAQ: Seasonal Employee Hours and Pay
- FCPA Anti-Corruption and Bribery
- Five Ways to Avoid a Discrimination Claim
- FLSA Rules, Regulations and Classification Standards 2020
- Follow-Up and Coaching
- Foreign Corrupt Practices Act (FCPA): Overview
- Foreign Corrupt Practices Act (FCPA): Overview (Spanish)
- Form W9: Payee Identification and Tax Determination
- Gender Identity: Changes Organizations are Making to Increase Awareness
- Gender Identity: Understanding GenderNeutral Restrooms in the Workplace
- Gender Identity: What Does LGBTQIA+ Mean?
- Generation Z • Get People to Take Your Training!
- Get Rid of Time-Off Ted, Attitude Alice and Slacker Sam
- Getting to Know the Generations
- Global Anti-Corruption: Preventing Bribery and Corruption
- Global Cultural Awareness
- Global Trends in Human Resource Management
- Handbook for Strategic HR
- Handling References
- Harassment Hurts: It's Personal (Spanish)
- Harassment Retaliation Action Plan
- Harmonizing Work, Family and Personal Life
- HIPAA Privacy and Security Basics
- HIPAA: 1. The Basics
- HIPAA: 2. What is HITECH?
- HIPAA: 3. HITECH - Understanding Business Associates
- HIPAA: 4. What is Protected Health Information?
- HIPAA: 5. The Privacy Rule - Authorization
- HIPAA: 6. The Privacy Rule - Disclosures
- HIPAA: 7. The Security Rule
- HIPAA: 8. Enforcement
- HIPAA: 9. Breaches
- HIPAA: 10. Penalties
- HIPAA: 11. General Disclosures - FAQ
- HIPAA: 12. Marketing - FAQ
- HIPAA: 13. Protection Against Violations - Risk Analysis
- HIPAA: 14. Protection Against Violations - Safeguards
- HIPAA: 15. Quick Learn for Employees
- HIPAA: 16. Consumer Rights
- HIPAA: 17. Disclosure to Family and Friends
- HIPAA: 18. For Emergency Responders
- HIPAA: 19. GINA
- HIPAA: How Did We Get Here?
- HIPAA: What Health and Human Services Requires
- Hire Team-Oriented Employees
- Hiring Remotely: Interviewing Candidates
- Hiring Remotely: Recruiting Stellar Applicants
- Hiring Remotely: Virtually On boarding New Hires
- Hostility, Harassment, and Workplace Headaches
- How Emotions Drive Decision-Making During a Crisis
- How to Avoid a Wrongful Termination Claim
- How to Avoid Discrimination Claims
- How to Clearly Communicate Employee Benefits
- How to Create a Hostile Work Environment
- How to Identify and Prevent Workplace Sexual Harassment
- How to Improve Your Engagement at Work
- How to Legally Terminate Employees on Leave
- How to Maintain a Drug-Free Workplace
- How to Pay Attention and Listen!
- How to Rollout Your Training Initiative Successfully
- How to Set Expectations for Remote Employees
- How to Strategically Measure Training Success
- How to Succeed as a One Person HR Department
- How to Succeed as a One Person HR Department - April 2020 Recording
- How to Write Comprehensive Policies and Procedures
- How Well Do You Know Your Employees?
- How Working Memory Works
- HR, Title VII Laws and Virtual Meetings
- HR: The Cornerstone of Successful Organizations
- Human Resources in Research and Practice
- Human Resources Law Update 2020
- I-9 & Immigration Law Compliance - Update 2021
- Ideas for Improving Engagement
- Democracy of an MTV Workplace
- Implementing Successful Training
- Improving Your Team's Employee Engagement

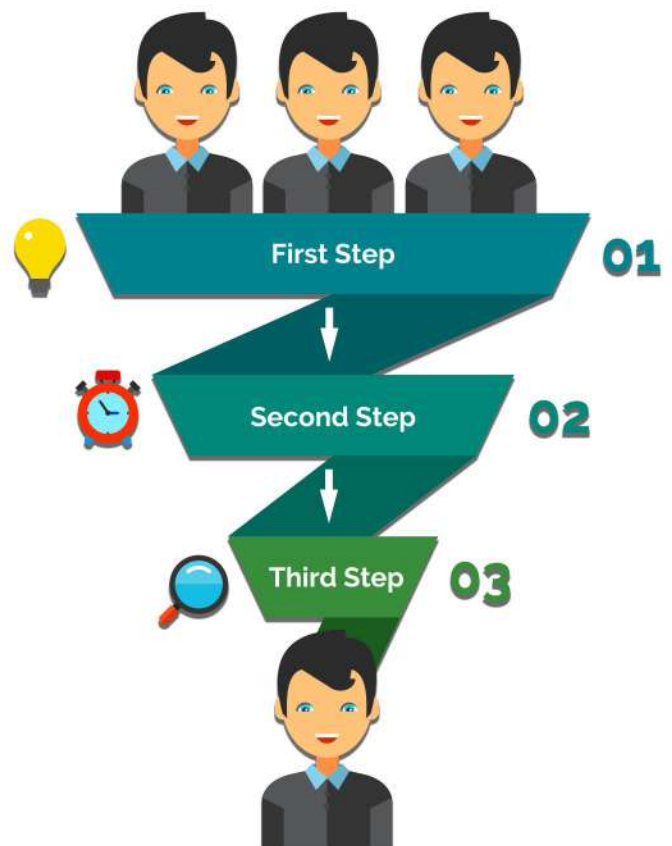
HUMAN RESOURCES

- Internal Investigations and Confidentiality
- Interviewing Tips
- Introduction to Compensation and Benefits
- Introduction to Managing Employee Performance
- Introduction to Performance Appraisals and Appraisal Systems
- Introduction to Performance Excellence
- Laws Relating to Pay
- Leading Business in Times of Crisis
- Leading HR
- Legal Aspects of Interviewing and Hiring
- Legally Terminate Employees: 10 Critical Things You Must Know
- Looking at Employment Contracts
- Maine Sexual Harassment Training for Employees
- Maine Sexual Harassment Training for Managers
- Managing Cognitive Load
- Managing Employee Performance: A Look at Influences and Discipline
- Managing Four Generations in the Workplace
- Managing Harmony (Spanish)
- Managing Substance Abuse in the Workplace: Employee Edition
- Managing Substance Abuse in the Workplace: Manager Edition
- Managing Workplace Bullying
- Matching Applicants with Job Specifications and Conducting Interviews
- Measuring Employee Engagement
- Media Options and Learning
- Medical Marijuana in the Workplace
- Memory Fix Teaching
- Military FMLA
- More Methods for Training Delivery
- Multi-Purposed Learning
- New York Preventing Sexual Harassment for Employees
- New York Preventing Sexual Harassment for Employees – Spanish
- New York Preventing Sexual Harassment for Managers
- New York Preventing Sexual Harassment for Managers – Spanish
- New York State Anti-Harassment Introduction
- New York State Anti-Harassment Scenarios
- No FEAR Act
- On boarding Tools
- On boarding: Best Practices
- On boarding: Orientations
- On boarding: The Power of Day One
- On boarding: Transmitting Culture
- On boarding: Why You Should Care
- Opening the Right Doors (Spanish)
- Orientation: Where Do We Go From Here?
- Overcome Training Barriers and Get Great Usage
- Overcoming Cross-Functional Obstacles
- Overcoming Unconscious Bias
- Pay Types and Considerations
- Powerful Practices for Legally Recruiting and Hiring
- Pregnancy Discrimination Act
- Prejudice and Discrimination
- Prevent Harassment Claims: Know the Warning Signs
- Prevent Harassment Claims: Write and Communicate Your Policy
- Preventing Employment Discrimination: Campus Edition
- Preventing Harassment & Bullying in the Workplace
- Preventing Harassment in Industry
- Preventing Harassment in Industry (Spanish)
- Preventing Harassment in the Office (Spanish)
- Preventing Sexual Harassment for Managers
- Preventing Sexual Harassment: A Leader's Perspective
- Preventing Sexual Harassment: An Employee's Perspective
- Preventing Unlawful Retaliation in the Workplace
- Preventing Workplace Harassment for Employees
- Preventing Workplace Harassment for Managers
- Preventing Workplace Harassment: A Leader's Perspective
- Preventing Workplace Violence
- Preventing Workplace Violence: A Leader's Perspective
- Preventing Workplace Violence: An Employee's Perspective
- Preventing Workplace Violence: Employee Edition
- Primary Threats to Performance Excellence
- Providing Government-Mandated Benefits
- Psychology of the Hiring Process
- Quantify Performance Goals if Possible
- Realities of Attention
- Recognizing the Signs of Substance Abuse in the Workplace
- Recruiting 101
- Recruiting, Interviewing, Selecting & Orienting New Employees
- Research Your Research
- Responding to Suspected Human Trafficking
- Retaining Distressed Employees
- Retaliation
- Role of "Seductive Content" (No, not that!)
- Rules for Discussing Politics at Work
- See, Know and Do Goals
- Self Evaluation and Common Pitfalls in Performance Appraisals
- Should We Pay Interns?
- Signs of Labour Trafficking
- Signs of Sex Trafficking and Child Exploitation
- Six Sigma: Six Sigma and Lean
- Six Sigma: Six Sigma Basics
- Social Media Privacy and Security in the Medical Profession
- Speed Up Training "Time to Market"
- Staying Out of Trouble
- Stereotyping and Diversity
- Stop Bullying at Work
- Substance Abuse Toolkit: Workplace Substance Abuse
- Substance Abuse: 01. Training Responsibilities
- Substance Abuse: 02. Rules and Regulations
- Substance Abuse: 03. Who Should I Test?
- Substance Abuse: 04. How Do I Know if someone is Impaired?
- Substance Abuse: 05. What Are the Testing Procedures?
- Substance Abuse: 06. What Happens if My Employee Fails a Drug Test?

HUMAN RESOURCES

- Substance Abuse: 07. What Happens if My Employee Refuses a Drug Test?
- Substance Abuse: 08. Record Keeping
- Substance Abuse: 09. Employee Training
- Successful Employee On boarding
- Support for the Home Office: Strategies for Communicating and Assisting Employees during the COVID-19 Quarantine
- Survey Says: Why People Leave Their Jobs
- The Baby Boomers
- The Case for e-Learning
- The Collective Bargaining Process
- The Complete Reference Checking Handbook
- The Employee Engagement Continuum
- The Fine Line of Employee Privacy
- The Five Whys
- The Four Stages of Employee Training
- The Gen Xers
- The Millennials
- The Minimum Requirements for HIPAA Compliance
- The Role of Human Resources Post COVID-19, Navigating the New Normal
- The Traditionalists
- The Value of Diversity
- The Value of Diversity (French)
- The Value of Diversity (French-Canadian)
- The Value of Diversity (Spanish)
- The What and Why of Employee Engagement
- Three-Level Content Strategy Model
- Time to Consider a Flexible Workplace?
- Tips for a Successful Home Office with Kids in the House
- Today's Training Challenges
- Training as a Promotion Qualifier
- Training Delivery Methods
- Training Payback vs. ROI
- Training Process vs Programs
- Transferring Skills to the Next Generation
- Travel Pay and FLSA Compliance 2021
- Trouble at Work
- True Costs of Training
- Types of Professional Training for Employees
- Types of Training for Employees
- Understanding and Investigating Performance Issues
- Understanding Employment Discrimination: Employee Edition
- Understanding Harassment: Bystander Training
- Understanding Harassment: Healthy Culture
- Understanding Harassment: Introduction to Understanding Harassment
- Understanding Harassment: Understanding Harassment in Review
- Understanding Harassment: Understanding Offenders
- Understanding Harassment: Understanding Targets
- Understanding Harassment: Warning Signs
- Understanding Sexual Harassment
- Understanding the Emergency Paid Sick Leave Act, as part of the Families First Coronavirus Response Act (FFCRA)

- Understanding the Fair Labour Standards Act: Part 1
- Understanding the Fair Labour Standards Act: Part 2
- Understanding the Family and Medical Leave Act for Managers
- Understanding the Family Medical Leave Act and the Emergency Paid Sick Leave Act
- Understanding Unlawful Workplace Harassment
- Values for Excellence
- Valuing Diversity
- Valuing Diversity in the Workplace
- Valuing Diversity in the Workplace (French)
- Valuing Diversity in the Workplace (French-Canadian)
- Valuing Diversity in the Workplace (Spanish)
- Village of 100, 3rd Edition (Spanish)
- Village of 100, 4th Edition
- Wage & Hour Basics
- Weathering Storms
- What Is Human Trafficking?
- What is New Employee On boarding?
- Who Are Customers of Training?
- Workers Comp Exam
- Working Well with Everyone: What is Diversity?
- Working with Different Generations
- Workplace Bullying
- Workplace Bullying - California
- Workplace Counselling
- Workplace Discrimination and Harassment Infographic





ONLINE COURSES

INDUSTRY SPECIFIC

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INDUSTRY SPECIFIC

- Auto Loans
- Bank Assets
- Bank Bribery Act
- Bank Financing for Beginners
- Bank of Secrecy for Management and Operations: Putting the Pieces Together
- Bank of Secrecy for Management and Operations: True Stories of Money Laundering
- Bank Regulations
- Bank Secrecy Basics: Better Safe Than Sorry
- Bank Secrecy Basics: Manipulating the System
- Bank Secrecy Basics: So What's the Big Deal?
- Bank Secrecy Basics: Structuring and Layering and Integration, Oh My!
- Bank Secrecy Basics: What is Money Laundering?
- Bank Secrecy for Frontline Employees: The Customer is Always Right Except When They Aren't
- Bank Secrecy for Frontline Employees: The List
- Bank Secrecy for Frontline Employees: What Do You Do with \$10,000 in Cash?
- Bank Secrecy for Frontline Employees: What SAR? I Don't Know Anything About an SAR.
- Bank Secrecy for Frontline Employees: Who is a Customer and How Do You Prove It?
- Bank Secrecy for Frontline Employees: Why Are You So Suspicious?
- Bank Secrecy for Management and Operations: 120 Hours and Counting
- Bank Secrecy for Management and Operations: Banking the Unbanked
- Bank Secrecy for Management and Operations: Cash-less Money Laundering
- Bank Secrecy for Management and Operations: Exceptions to the Rule
- Bank Secrecy for Management and Operations: Giving More Than 100%
- Bank Secrecy for Management and Operations: Red Flags Ahead
- Banking 101
- Banks
- Basics of Accounting
- Before School Starts: Things To Do
- Campus Aware: Sexual Violence Prevention
- Case Studies - Barings Bank
- Chronic Disease Management
- Click Here to Order
- Commercial Lending
- Credit and Economic Growth
- Credit Card Operations
- Credit Risk Management
- Credit Union and Banks: The Differences
- Customer Service in Government Agencies
- Dealing with Difficult Patients
- Effective Email & Memo Writing for Paralegals
- Electronic Banking
- Entrepreneur Skills
- Final Statements of Accounts of Banks
- Financial Analysis for Lending
- Government and Markets
- Government Project Management
- Government Transitions
- Government's Place in the Market
- Growing a Franchise
- Handling Complaints in the Medical Profession
- HIPAA Privacy and Security Basics for Employees in the Healthcare Sector
- How to Reduce Missed Medical Appointments
- Improving Profitability in Tough Times
- Internal Audit in Banks
- Internal Control System
- Introduction to Banking
- Introduction to Bookkeeping and Accounting
- Leadership in Government Agencies
- Lending Against Real Estate
- Loans and Advances
- Medical Records and Patient Information Distribution
- Mortgage Loans
- Moving to a Paperless Office
- Operational Risk Management
- Paralegal Ethics
- Paralegal Proofing
- Paralegal Roles from Pleading to Judgment
- Plain Language for Government
- Practice of Bookkeeping in Banks
- Preventing Employment Discrimination Federal Sector Managers and Supervisors
- Preventing Unlawful Harassment for Colleges and Universities: Faculty/Manager Edition
- Records Management in Government Agencies
- Research Skills and Strategies for Paralegals
- Resolving Government Customer Complaints on the Spot
- Retailer Hot Buttons: Traffic
- Retailer Hot Buttons: Transaction Size
- Retailer Profitability Model (for Retailers): Frequency
- Retailer Profitability Model (for Retailers): Introduction Frontline (Restaurant)
- Retailer Profitability Model (for Retailers): Introduction Frontline (Retail)
- Retailer Profitability Model (for Retailers): Items Per Customer
- Retailer Profitability Model (for Retailers): Price Per Item
- Retailer Profitability Model (for Retailers): Reach
- Retailer Profitability Model: Part 1
- Retailer Profitability Model: Part 2
- Retailer Profitability Model: Part 3
- Risk Management Principles
- Self-Directed Work Teams in a Government Agency
- Social Media in Government
- Supervisors and External Auditors
- Supervisory Self-Assessment
- Taking Ideas into Business Reality
- The Dream
- The Power of Data in Government Agencies
- The Small Business Guide to Government Contracts

INDUSTRY SPECIFIC

- The Value of Employee Ownership
- Tuberculosis in the Healthcare Environment: How TB Spreads and Guidelines for Fighting It
- Tuberculosis in the Healthcare Environment: Reducing Risk – Engineering Controls
- Tuberculosis in the Healthcare Environment: Reducing Risk – Medical Surveillance
- Tuberculosis in the Healthcare Environment: Reducing Risk – Wearing a Respirator
- Tuberculosis in the Healthcare Environment: TB Risks in Healthcare Environments
- Tuberculosis in the Healthcare Environment: The Resurgence of Tuberculosis
- Tuberculosis in the Healthcare Environment: Working With and Treating Active TB
- Unlawful Harassment for Colleges: NonManagerial Employee Version
- Who is your Customer?: I Can't Find This
- Who is your Customer?: I'm Just Looking
- Who is your Customer?: I'm on a Mission
- Who is your Customer?: I'm With My Kids. Please Hurry.
- Who is your Customer?: I've Got a Coupon for That
- Who is your Customer?: I've Got Time and Money
- Working Capital
- Working in Retail: How to Give Exceptional Service
- Working in Retail: How to Handle Feedback
- Working in Retail: How to Stay Positive with Customers
- Working in Retail: How to Upsell
- Working in Retail: Managing Retail Employees IT
- 12 Tips for Ensuring GDPR Compliance
- Agile Software Development: An Introduction
- Are You on the Software Police's Most Wanted List?
- ASP.NET Core Using MVC, Part 1 of 6: Introduction
- ASP.NET Core Using MVC, Part 2 of 6: Granite Project
- ASP.NET Core Using MVC, Part 3 of 6: Products and Actions
- ASP.NET Core Using MVC, Part 4 of 6: Homepage and Shopping Cart
- ASP.NET Core Using MVC, Part 5 of 6: Users and Appointments Cart
- ASP.NET Core Using MVC, Part 6 of 6: Advanced Topics
- Authentication, Authorization and Accounting: Best Practices
- Best Practices for Improving Data Quality
- Big Data in the Enterprise: An Introduction
- Big Data: Good for the Customer Not Just the Business
- Big Iron in the House: The Role of the Mainframe Today
- CASP (Part 1 of 9): Cryptography
- CASP (Part 2 of 9): Network Security
- CASP (Part 3 of 9): Enterprise Storage and Host Security
- CASP (Part 4 of 9): Cloud Security
- CASP (Part 5 of 9): Internet Communications Security
- CASP (Part 6 of 9): Application Security
- CASP (Part 7 of 9): Risk Management
- CASP (Part 8 of 9): Incident Response
- CASP (Part 9 of 9): Assessments
- Certified Ethical Hacker (Part 1 of 8): Intro to Ethical Hacking
- Certified Ethical Hacker (Part 2 of 8): Operating Systems and Hacking
- Certified Ethical Hacker (Part 3 of 8): Threats and System Hacking
- Certified Ethical Hacker (Part 4 of 8): Malware and Social Engineering
- Certified Ethical Hacker (Part 5 of 8): Sessions and Web Servers
- Certified Ethical Hacker (Part 6 of 8): Web Apps and SQL Injection
- Certified Ethical Hacker (Part 7 of 8): Wireless Networks and Firewalls
- Certified Ethical Hacker (Part 8 of 8): Cloud and Cryptography
- Certified Information Security Manager (CISM) (Part 1 of 4): Governance
- Certified Information Security Manager (CISM) (Part 2 of 4): Risk Management
- Certified Information Security Manager (CISM) (Part 3 of 4): Security Program Development
- Certified Information Security Manager (CISM) (Part 4 of 4): Incident Management
- Certified Information Systems Security Professional (CISSP) (Part 1 of 9): Risk and Authentication
- Certified Information Systems Security Professional (CISSP) (Part 2 of 9): Access and Security Models
- Certified Information Systems Security Professional (CISSP) (Part 3 of 9): Cryptography and Operations
- Certified Information Systems Security Professional (CISSP) (Part 4 of 9): Cryptography and Net Topologies
- Certified Information Systems Security Professional (CISSP) (Part 5 of 9): Network Protocols and Wireless
- Certified Information Systems Security Professional (CISSP) (Part 6 of 9): Security Architecture and Apps
- Certified Information Systems Security Professional (CISSP) (Part 7 of 9): Malware and Business Continuity
- Certified Information Systems Security Professional (CISSP) (Part 8 of 9): Incident Management
- Certified Information Systems Security Professional (CISSP) (Part 9 of 9): Systems Professional
- Cisco CCNP Implementing Cisco IP Routing, Part 1 of 4: Planning and EIGRP
- Cisco CCNP Implementing Cisco IP Routing, Part 2 of 4: OSPF and Routing
- Cisco CCNP Implementing Cisco IP Routing, Part 3 of 4: Paths and Filtering
- Cisco CCNP Implementing Cisco IP Routing, Part 4 of 4: Branch Office and IPv6
- Cisco IP Switched Networks (CCNP Switch), Part 1 of 7: Network Design
- Cisco IP Switched Networks (CCNP Switch), Part 2 of 7: Campus Area Network
- Cisco IP Switched Networks (CCNP Switch), Part 3 of 7: Spanning Tree
- Cisco IP Switched Networks (CCNP Switch), Part 4 of 7: Inter VLAN-Routing
- Cisco IP Switched Networks (CCNP Switch), Part 5 of 7: Advanced Switch Config Options
- Cisco IP Switched Networks (CCNP Switch), Part 6 of 7: L3 First Hop Redundancy Protocol
- Cisco IP Switched Networks (CCNP Switch), Part 7 of 7: Security
- Cisco Troubleshooting and Maintaining (CCNP TSHOOT), Part 1 of 5: Complex Enterprise Networks
- Cisco Troubleshooting and Maintaining (CCNP TSHOOT), Part 2 of 5: Apps and Switched Solutions

INDUSTRY SPECIFIC

- Cisco Troubleshooting and Maintaining (CCNP TSHOOT), Part 3 of 5: Routing and Addressing
- Cisco Troubleshooting and Maintaining (CCNP TSHOOT), Part 4 of 5: Performance and Convergence
- Cisco Troubleshooting and Maintaining (CCNP TSHOOT), Part 5 of 5: Security and Enterprise Networks
- Cloud Computing: Trends, Strategies and Best Practices
- Cloud Computing: Trends, Strategies, and Best Practices
- CompTIA A+ Cert, (Part 1 of 13): Fundamentals
- CompTIA A+ Cert, (Part 2 of 13): Best Practices
- CompTIA A+ Cert, (Part 3 of 13): PC Components
- CompTIA A+ Cert, (Part 4 of 13): Windows and Environments
- CompTIA A+ Cert, (Part 5 of 13): Networking Technologies
- CompTIA A+ Cert, (Part 6 of 13): SOHO, Mobile, and Printers
- CompTIA A+ Cert, (Part 7 of 13): Security
- CompTIA A+ Cert, (Part 8 of 13): Troubleshooting
- CompTIA A+ Cert, (Part 9 of 13): PC Hardware
- CompTIA A+ Cert, (Part 10 of 13): Computer Networking
- CompTIA A+ Cert, (Part 11 of 13): Working with Mobile Devices
- CompTIA A+ Cert, (Part 12 of 13): Working with Operating Systems
- CompTIA A+ Cert, (Part 13 of 13): Network and PC Security
- CompTIA NET+ Cert (Part 1 of 17): Theory and Communications
- CompTIA NET+ Cert (Part 2 of 17): Media and Hardware
- CompTIA NET+ Cert (Part 3 of 17): Implementations and Models
- CompTIA NET+ Cert (Part 4 of 17): TCP/IP Addressing and Data
- CompTIA NET+ Cert (Part 5 of 17): TCP/IP Services
- CompTIA NET+ Cert (Part 6 of 17): LAN and WAN Infrastructure
- CompTIA NET+ Cert (Part 7 of 17): Remote Networking
- CompTIA NET+ Cert (Part 8 of 17): System Security
- CompTIA NET+ Cert (Part 9 of 17): Network Security
- CompTIA NET+ Cert (Part 10 of 17): Security Threats and Attacks
- CompTIA NET+ Cert (Part 11 of 17): Network Management
- CompTIA NET+ Cert (Part 12 of 17): Network Troubleshooting
- CompTIA NET+ Cert (Part 13 of 17): Network Architecture
- CompTIA NET+ Cert (Part 14 of 17): Network Operations
- CompTIA NET+ Cert (Part 15 of 17): Network Security
- CompTIA NET+ Cert (Part 16 of 17): Troubleshooting
- CompTIA NET+ Cert (Part 17 of 17): Industry Standards and Theory
- CompTIA NET+ Cert 007 Update (Part 1 of 5): Network Concepts
- CompTIA NET+ Cert 007 Update (Part 2 of 5): Infrastructure
- CompTIA NET+ Cert 007 Update (Part 3 of 5): Network Operations
- CompTIA NET+ Cert 007 Update (Part 4 of 5): Network Security
- CompTIA NET+ Cert 007 Update (Part 5 of 5): Network Troubleshooting
- CompTIA NET+ Cert 007 Update, Part 1 of 5: Network Concepts
- CompTIA NET+ Cert 007 Update, Part 2 of 5: Infrastructure
- CompTIA NET+ Cert 007 Update, Part 3 of 5: Network Operations
- CompTIA NET+ Cert 007 Update, Part 4 of 5: Network Security
- CompTIA NET+ Cert 007 Update, Part 5 of 5: Network Troubleshooting
- CompTIA Security+ (Part 1 of 9): Overview and Malware
- CompTIA Security+ (Part 2 of 9): Mobile Devices and Hardening
- CompTIA Security+ (Part 3 of 9): Virtualization and Secure Dev
- CompTIA Security+ (Part 4 of 9): Network Design and Cloud
- CompTIA Security+ (Part 5 of 9): Securing Networks
- CompTIA Security+ (Part 6 of 9): Physical Security and Access Control
- CompTIA Security+ (Part 7 of 9): Risk Assessment and Monitoring
- CompTIA Security+ (Part 8 of 9): Cryptography and PKI
- CompTIA Security+ (Part 9 of 9): Social Engineering and Wrap up
- Computing Securely in the Cloud
- Contract Renegotiation: What You Need to Know
- Converged Infrastructure: Benefits and Challenges
- Creating Effective SLAs For Cloud Computing Services
- Customer Engagement Today: A Revolutionary Approach
- Cyber Ethics: A Growing Business Challenge
- Cyber Security Awareness: A Few Words About Passwords
- Cyber Security Awareness: You Are the First Line of Defence (Part 1 of 6)
- Cyber Security Awareness: Understand Your Attacker (Part 2 of 6)
- Cyber Security Awareness: A Few Words About Passwords (Part 3 of 6)
- Cyber Security Awareness: Configuring Your Devices (Part 4 of 6)
- Cyber Security Awareness: How to Browse Safely (Part 5 of 6)
- Cyber Security Awareness: Avoiding Human Mistakes (Part 6 of 6)
- Cyber Security Basics
- Cybersecurity Crash Course: Cyberattacks
- Cybersecurity Crash Course: End-User Security Tips
- Cybersecurity Crash Course: Hackers
- Cybersecurity Toolkit: Cyberattacks
- Cybersecurity Toolkit: Phishing
- Defining Cybersecurity
- Due Diligence and Don't Be Sorry
- Effective Data Management
- Effective Network Security
- Energy Efficient Data Centres: Best Practices
- Enterprise Automation: What You Need to Know
- Enterprise Security Landscape
- Enterprise Security Update
- Extensible Business Reporting Language Part 1: An Introduction to XBRL
- Extensible Business Reporting Language Part 2: Taxonomy Building & Coding
- Extensible Business Reporting Language Part 3: Using XBRL with Spreadsheets and Other Systems
- Forensic Investigator (Part 1 of 10): Computer Forensic Basics
- Forensic Investigator (Part 2 of 10): The Investigation Process
- Forensic Investigator (Part 3 of 10): Hard Disks and File Systems
- Forensic Investigator (Part 4 of 10): Data and Anti-Forensics
- Forensic Investigator (Part 5 of 10): Operating System Forensics
- Forensic Investigator (Part 6 of 10): Malware Forensics
- Forensic Investigator (Part 7 of 10): Database Forensics
- Forensic Investigator (Part 8 of 10): Network and Email Forensics
- Forensic investigator (Part 9 of 10): Cloud and Web Forensics
- Forensic investigator (Part 10 of 10): Mobile and Reports
- GDPR
- HTML Basics
- HTML5: Advanced
- HTML5: Basic

INDUSTRY SPECIFIC

- Insider Threats and Attacks: Detection and Prevention
- Insider Threats: Avoiding the Next Snowden
- Interconnecting Cisco Networking Devices (CCENT) (Part 1 of 4): Building a Network
- Interconnecting Cisco Networking Devices (CCENT) (Part 2 of 4): Internet Connectivity
- Interconnecting Cisco Networking Devices (CCENT) (Part 3 of 4): Network Device Security
- Interconnecting Cisco Networking Devices (CCENT) (Part 4 of 4): Medium Networks and IPv6
- Interconnecting Cisco Networking Devices (CCNA), Part 1 of 5: Scalable Networks
- Interconnecting Cisco Networking Devices (CCNA), Part 2 of 5: Troubleshoot Connectivity
- Interconnecting Cisco Networking Devices (CCNA), Part 3 of 5: Multi-Area Networks
- Interconnecting Cisco Networking Devices (CCNA), Part 4 of 5: Wide Area Networks
- Interconnecting Cisco Networking Devices (CCNA), Part 5 of 5: Network Device Management
- Introducing IoT: The Internet of Things
- Java EE (Part 1 of 8): Servlets and JSP Fundamentals
- Java EE (Part 2 of 8): Servlets, JSP, Security, and JS Faces
- Java EE (Part 3 of 8): EJB 3.0 and JPA
- Java EE (Part 4 of 8): EJB 3.0 in the Enterprise
- Java EE (Part 5 of 8): AJAX Fundamentals
- Java EE (Part 6 of 8): AJAX with DWR, DOJO, and Security
- Java EE (Part 7 of 8): JAX-WS Web Services
- Java EE (Part 8 of 8): JAX-WS Web Service Controls
- Java EE Programming: Ajax with Spring 3.0
- Java EE Programming: Hibernate
- Java EE Programming: Spring 3.0
- Java EE: Integrating Hibernate and Spring 3.0
- Java EE: Web Development Using Spring 3.0
- Java SE 9 (Part 1 of 14): Install and Introduction
- Java SE 9 (Part 2 of 14): IntelliJ and Operators
- Java SE 9 (Part 3 of 14): Classes and Objects
- Java SE 9 (Part 4 of 14): Composition and Arrays
- Java SE 9 (Part 5 of 14): Interfaces and Streams
- Java SE 9 (Part 6 of 14): Swing and Flashcard Application
- Java SE 9 (Part 7 of 14): Intro to Java FX
- Java SE 9 (Part 8 of 14): Application Login
- Java SE 9 (Part 9 of 14): Expressions, DB and Threads
- Java SE 9 (Part 10 of 14): Project Setup and Login
- Java SE 9 (Part 11 of 14): Errors and List View
- Java SE 9 (Part 12 of 14): Custom Lists and Updates
- Java SE 9 (Part 13 of 14): Vadim and HTTP Introduction
- Java SE 9 (Part 14 of 14): Weather Application
- JavaScript (Part 1 of 6): Fundamentals
- JavaScript (Part 2 of 6): Objects, Arrays, and Expressions
- JavaScript (Part 3 of 6): Functions
- JavaScript (Part 4 of 6): Object Constructors
- JavaScript (Part 5 of 6): Web
- JavaScript (Part 6 of 6): Objects
- Legacy Modernization – In a Budget Constrained Environment
- Managing Supply Chain Risk
- Microsoft Azure Services (Part 1 of 9): Overview and Storage
- Microsoft Azure Services (Part 2 of 9): Network Services
- Microsoft Azure Services (Part 3 of 9): Compute Services
- Microsoft Azure Services (Part 4 of 9): Apps and Database
- Microsoft Azure Services (Part 5 of 9): Big Data
- Microsoft Azure Services (Part 6 of 9): Enterprise App Integration
- Microsoft Azure Services (Part 7 of 9): Internet of Things
- Microsoft Azure Services (Part 8 of 9): Security
- Microsoft Azure Services (Part 9 of 9): Monitoring and Diagnostics
- Microsoft® SharePoint® Designer 2007 Advanced
- Microsoft® SharePoint® Designer 2007 Basic
- Microsoft® SharePoint® Foundation 2010 Advanced
- Microsoft® SharePoint® Foundation 2010 Basic
- Mobile Application Management: An Introduction
- Mobile Payments: Trends and Insights
- Mobile Strategy for B2B – It's All About the Quality of the Visit
- Modern Information Systems – IT Infrastructure: Part 1
- Modern Information Systems – IT Infrastructure: Part 2
- Optimize Your Website for MOBILE!
- PCI DSS: What You Need to Know
- Privileged User Accounts: Best Practices
- Protecting Your Data with the CCPA
- Red Teams: Securing the Enterprise
- Rootkits: A Growing Security Threat
- Scrum Master, Part 1 of 2: Waterfall to Agile
- Scrum Master, Part 2 of 2: Artefacts and Sprints
- Secure Document Sharing with Mobile Devices
- Security Awareness Now! Phishing
- Security Awareness Now! Phishing Plus
- Security Awareness Now! Vishing & Swishing
- Semantic Intelligence: The Enabler of Mobile Search and Advertising
- Semantic Technologies: Enabling NextGeneration Web Advertising
- SharePoint® 2016 – Calendar
- SharePoint® 2016 – Discussion Board
- SharePoint® 2016 – Document Library – First Steps
- SharePoint® 2016 – Document Library – Set and Manage Alerts
- SharePoint® 2016 – Document Library – Understanding Versioning
- SharePoint® 2016 – First Steps
- SharePoint® 2016 – Introduction
- SharePoint® 2016 – Lists
- SharePoint® 2016 – Picture Library
- SharePoint® 2016 – Share a Site
- SharePoint® 2016 – Sync Libraries
- SharePoint® 2016 – Tasks
- Social Engineering: What is Phishing and How Does it Work?
- Social Engineering: What is Spear Phishing?

INDUSTRY SPECIFIC

- Social Engineering: What is Vishing and How Does it Work?
- SQL Server 2014 (Part 1 of 9): A Tour of SQL Server
- SQL Server 2014 (Part 2 of 9): Installing
- SQL Server 2014 (Part 3 of 9): Working With Management Studio
- SQL Server 2014 (Part 4 of 9): Designing and Creating a Database
- SQL Server 2014 (Part 5 of 9): Security Basics
- SQL Server 2014 (Part 6 of 9): Permissions and Data Protection
- SQL Server 2014 (Part 7 of 9): Introduction to T-SQL
- SQL Server 2014 (Part 8 of 9): T-SQL Select, Where, and Clauses
- SQL Server 2014 (Part 9 of 9): T-SQL Working With Data
- Staying Safe Online: Think Before You Click
- Storage Optimization: An Introduction
- Streamlining System Testing for Enterprise Releases
- Survey Says: How to Identify Phishing Emails
- Testing Methodologies and Improvements: Thinking Outside the Box
- The Five Big Bang Theory of the Internet
- The Role of Technology in Counter-Terrorism
- Theft and the Protection of Data
- User-Centred Design: Benefits, Challenges and Best Practices
- Virtual Appliances: An Introduction
- Virtual Teams: Strategies for Success
- Virtualization: An Introduction
- What Is the GDPR?





MANAGEMENT & LEADERSHIP

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MANAGEMENT & LEADERSHIP

- 100 Ways to Motivate Others
- 20 Reproducible Assessment Instruments for the New Work Culture
- 25 Role Plays for Interview Training
- 5 Excuses Managers Make to Avoid Terminating a Problem Employee
- 5 Steps to an Employee Training and Engagement Plan
- 8 Steps to Effective One-on-Ones
- 8 Steps to Effective Team Meetings
- A Coach's Guide to Embracing Leadership Styles
- A Coach's Guide to Embracing Leadership Styles (French)
- A Coach's Guide to Embracing Leadership Styles (French-Canadian)
- A Coach's Guide to Embracing Leadership Styles (Spanish)
- A Coach's Guide to Feedback
- A Coach's Guide to Feedback (French)
- A Coach's Guide to Feedback (French-Canadian)
- A Coach's Guide to Feedback (Spanish)
- A Manager's Guide to Virtual Teams
- A Manager's Overview of the Family Medical Leave Act
- A Motivator's Tool Kit
- Accountability: 1 Simple Technique to Provide Useful Feedback
- Accountability: 3-Step Formula to Setting Clear Expectations
- Accountability: 4 Barriers to Building a Culture of Accountability
- Accountability: Ask Better Questions - Get Better Answers
- Accountability: The Secret to Help Your Team Get Better - Faster
- Accountability: Turn Your Team Into Problem Solvers
- Accountability: What is Accountability?
- Accountability: What to Do When a Team Member Misses the Mark
- Achieving Buy-In for Change: Part 1
- Achieving Buy-In for Change: Part 2
- Adapting Your Coaching Style
- Adapting Your Coaching Style (French)
- Adapting Your Coaching Style (French-Canadian)
- Adapting Your Coaching Style (Spanish)
- Adapting Your Coaching Style for Different Personalities
- Addressing Workplace Dysfunctions: Understanding Dysfunctions (Part 1 of 4)
- Addressing Workplace Dysfunctions: Identifying Organizational Dysfunctions (Part 2 of 4)
- Addressing Workplace Dysfunctions: Recognizing Relationship Dysfunctions (Part 3 of 4)
- Addressing Workplace Dysfunctions: Strategies for Resolving Relationship Dysfunctions (Part 4 of 4)
- An Introduction to Coaching
- An Introduction to Coaching (French)
- An Introduction to Coaching (French-Canadian)
- An Introduction to Coaching (Spanish)
- An Introduction to Effective Leadership
- An Introduction to Effective Leadership (French)
- An Introduction to Effective Leadership (French-Canadian)
- An Introduction to Effective Leadership (Spanish)
- Analysing Employee Performance: Can-Do, Will-Do Actions
- Analysing Employee Performance: Can-Do, Will-Do Introduction
- Analysing Employee Performance: Can-Do, Will-Do Questions and Tips
- Assertive Communication Skills for Managers
- Barriers to Communication Success, Part 1
- Barriers to Communication Success, Part 2
- Be an Interview Superstar
- Become a Follow able Leader Final Exam
- Becoming a Servant Leader
- Behavioural Based Interviewing
- Budget Management
- Budgeting Essentials - Budget Reporting
- Budgeting Essentials - Budgeting Expenses
- Budgeting Essentials - Budgeting Revenue
- Budgeting Essentials - What is Budgeting
- Build Your Team
- Building and Sustaining a Nimble Culture
- Building More Effective Organizations
- Building Profit Through Building People
- Building Stakeholders Relations and CSR
- Building Teamwork One Individual at a Time
- Change Management: After the Announcement
- Change Management: After the Announcement (French)
- Change Management: After the Announcement (French-Canadian)
- Change Management: After the Announcement (Spanish)
- Change Management: An Introduction
- Change Management: An Introduction (French)
- Change Management: An Introduction (French-Canadian)
- Change Management: An Introduction (Spanish)
- Change Management: Analysis
- Change Management: Analysis (French)
- Change Management: Analysis (French-Canadian)
- Change Management: Analysis (Spanish)
- Change Management: Creating Employee Excitement
- Change Management: Creating Employee Excitement (French)
- Change Management: Creating Employee Excitement (French-Canadian)
- Change Management: Creating Employee Excitement (Spanish)
- Change Management: Making the Announcement
- Change Management: Making the Announcement (French)
- Change Management: Making the Announcement (French-Canadian)
- Change Management: Making the Announcement (Spanish)
- Change Management: Preparing for Change
- Change Management: Preparing for Change (French)
- Change Management: Preparing for Change (French-Canadian)
- Change Management: Preparing for Change (Spanish)
- Change Management: The Phases of Change
- Change Management: The Phases of Change (French)
- Change Management: The Phases of Change (French-Canadian)
- Change Management: The Phases of Change (Spanish)
- Change Management: Working Through the Change
- Change Management: Working Through the Change (French)
- Change Management: Working Through the Change (French-Canadian)
- Change Management: Working Through the Change (Spanish)

MANAGEMENT & LEADERSHIP

- Changing Organizational Culture
- Changing the Culture of Your Organization
- Choosing the Best Person for the Task
- Choosing the Right CRM Software
- Coaching Basics
- Coaching for Better Performance
- Coaching High Achievers
- Coaching Skills: Beyond Basic Supervision
- Coaching Skills: Captain
- Coaching Skills: Contributor
- Coaching Skills: Introduction
- Coaching Skills: Key Player
- Coaching Skills: Rookie
- Coaching Skills: The Coaching Conversation
- Coaching with a Process
- Coaching with a Process (French)
- Coaching with a Process (French-Canadian)
- Coaching with a Process (Spanish)
- Compassionate Leadership: Trusting Others
- Completing the Reflectance Motivation Questionnaire
- Concept Evaluation: Identifying Opportunities
- Concerned Conversations
- Conducting a Performance Review with a Poor Performer
- Conducting a Performance Review with a Poor Performer (French)
- Conducting a Performance Review with a Poor Performer (French-Canadian)
- Conducting a Performance Review with a Poor Performer (Spanish)
- Connecting with Remote Employees
- Connections
- Contingency Planning Worksheet
- Controlling Leadership Versus Servant Leadership
- Coping with Change: Change for Managers
- Creating a More Motivating Experience
- Creating a Motivating Experience: Understanding Motivation (Part 1 of 5)
- Creating a Motivating Experience: Seven Ways to Help Motivate Others (Part 2 of 5)
- Creating a Motivating Experience: Nine Tips for Self-Motivation (Part 3 of 5)
- Creating a Motivating Experience: Maximizing Workplace Motivation (Part 4 of 5)
- Creating a Motivating Experience: What Demotivates People at Work (Part 5 of 5)
- Creating and Maintaining a Successful Organizational Culture
- Creating and Maintaining the Culture of Your Organization
- Creating Focus During Change
- Creating Workforce Agility
- Creative Ways to Reward and Motivate Employees
- Creativity: 06. Staying Creative
- Criticism & Discipline Skills for Managers and Supervisors
- Cutting Edge Communication: Creating a No-Blame Culture
- Cutting Edge Communication: Handling Tricky Appraisals
- Cutting Edge Communication: Sharing Feedback
- Dealing with Resistance
- Delegation: Delegation Audit (Apply It Tool)
- Delegation: Eight Obstacles to Delegation (Interactive Infographic)
- Delegation: Introduction to Delegation
- Delegation: Making Sure the Work Gets Done
- Delegation: Preparing Your Team for Delegation
- Delegation: Task Assignment Checklist (pdf/word job aid)
- Delegation: The Five-Step Delegation Process
- Demystifying Management
- Developing B-Players Into Top Performers (Part 1 of 6): The Great Overlooked Opportunity
- Developing B-Players Into Top Performers (Part 2 of 6): Identifying Potential A-Players
- Developing B-Players Into Top Performers (Part 3 of 6): Building Aspiration in B-Players
- Developing B-Players Into Top Performers (Part 4 of 6): Organizational Examination Comes First
- Developing B-Players Into Top Performers (Part 5 of 6): Leveraging the Talents of B-Players
- Developing B-Players Into Top Performers (Part 6 of 6): How to Build More A-Players
- Developing Management Skills
- Developing Remote Employees
- Discipline Crash Course: Disciplinary Discussions
- Discipline Crash Course: Discipline at Work
- Discipline Crash Course: Preparing to Act
- Discipline Crash Course: Progressive Discipline
- Dodos and Coyotes – Only the Nimble Survive
- Driving Agility: Constant Contact
- Driving Agility: Drivers of Innovation
- Driving Agility: Driving Agility
- Driving Agility: Inside Influences
- Driving Agility: Replacement Thinking
- Driving Agility: The 3 R's
- Driving Agility: The Moment
- Driving Agility: The Question
- Driving Agility: What's Next
- Driving Agility: Yellow Gold
- Reflectance Motivation Fundamentals
- Effective Communication for Remote Workers
- Effective Delegation Skills
- Effective Emergency Management & Disaster Planning
- Effective Feedback
- Effective Global Program Management for IT
- Effective Negotiation Tactics for Supervisors
- Effective Performance Reviews
- Elite!
- Embedding Organizational Culture
- Employee Discipline for Managers and Supervisors
- Employee Recognition

MANAGEMENT & LEADERSHIP

- Employee Retention (Part 1 of 7): Building a High-Performance Work System
- Employee Retention (Part 2 of 7): Costs and Causes of Employee Turnover
- Employee Retention (Part 3 of 7): Compiling Employee Satisfaction Data
- Employee Retention (Part 4 of 7): Essential Factors
- Employee Retention (Part 5 of 7): Pay for Performance Plans
- Employee Retention (Part 6 of 7): Promoting Work-Life Balance
- Employee Retention (Part 7 of 7): Advanced Strategies
- Enhancing Productivity With Remote Workers: How to Be a Productive Remote Worker
- Enhancing Productivity With Remote Workers: Managing Remote Teams
- Enhancing Productivity With Remote Workers: Managing Remote Workers
- Ergonomics for Managers
- Ethics: A Manager's Perspective
- Facilities Management
- Feedback That Works
- Field Tested
- Flexing Your Coaching Approach
- Four Things All New Supervisors Must Remember: E.X.A.L.T.
- Four Things All New Supervisors Must Remember: L.E.A.R.N.
- Four Things All New Supervisors Must Remember: S.H.A.K.E.
- Four Things All New Supervisors Must Remember: S.U.P.E.R.
- Fred Pryor on Leadership
- Generational Differences
- Generational Differences (French)
- Generational Differences (French-Canadian)
- Generational Differences (Spanish)
- Generations at Work
- Goal Theory
- Going from Co-worker to Boss
- Going From Co-worker to Boss (French)
- Going From Co-worker to Boss (French-Canadian)
- Going From Co-worker to Boss (Spanish)
- Group Decision Making
- Hallmarks of a Motivating Experience
- Helping Employees Use Their Time Wisely
- Helping Others Solve Problems
- Hiring Remote Employees
- How People Get Their Kicks
- How Perceptions and Expectations Affect Motivation
- How to Ace Your First Day as a Supervisor
- How to Avoid the Most Common Mistakes New Managers Make
- How to Bargain Better with Vendors and Suppliers
- How to Deal with Employee Complaints and Concerns
- How to Handle the Management Problems of a Technical Specialist
- How to Manage, Train and Motivate the Change-Resistant Employee
- How to Read, Interpret and Troubleshoot Contracts
- How to Retain Your Best and Brightest Employees
- How to Supervise Bad Attitudes & Negative Behaviours
- How to Supervise Off-Site Employees
- How to Understand and Administer a Budget
- Identifying the Culture of Your Organization
- Influencing
- Intellectual Property
- Introduction to Discipline
- Introduction to Managing Remote Employees
- Introduction to Working Remotely
- Introverts and Extroverts: Introduction
- Introverts and Extroverts: Managing Extroverts
- Introverts and Extroverts: Managing Introverts
- Job Rotation, Motivation and Morale
- Leaders Learning: How Not to Manage
- Leader's Toolbox: The Change Environment
- Leaders Working with Leaders: Building Your Team
- Leaders Working with Leaders: Building Your Team (French)
- Leaders Working with Leaders: Building Your Team (French-Canadian)
- Leaders Working with Leaders: Building Your Team (Spanish)
- Leadership & Engagement – A Correlation?
- Leadership and Delegation: Can You Do It All? (Part 1 of 6)
- Leadership and Delegation: How to Delegate Work (Part 2 of 6)
- Leadership and Delegation: Levels of Freedom (Part 3 of 6)
- Leadership and Delegation: Delegating Authority (Part 4 of 6)
- Leadership and Delegation: Accountability in Delegation (Part 5 of 6)
- Leadership and Delegation: Your Delegation Toolkit (Part 6 of 6)
- Leadership and Empowerment: Engagement, Delegation, and Empowerment (Part 1 of 6)
- Leadership and Empowerment: Common Empowerment Misconceptions (Part 2 of 6)
- Leadership and Empowerment: Understanding Empowerment (Part 3 of 6)
- Leadership and Empowerment: Preparing for Empowerment in Your Organization (Part 4 of 6)
- Leadership and Empowerment: How to Implement Empowerment (Part 5 of 6)
- Leadership and Empowerment: Why Empowerment Fails (Part 6 of 6)
- Leadership and Problem Solving
- Leadership and Vision, Mission, and Values: Determining Vision Statements (Part 1 of 5)
- Leadership and Vision, Mission, and Values: Understanding Mission Statements (Part 2 of 5)
- Leadership and Vision, Mission, and Values: Choosing Organizational Values (Part 3 of 5)
- Leadership and Vision, Mission, and Values: The Differences Among Vision, Mission, and Values Statements (Part 4 of 5)
- Leadership and Vision, Mission, and Values: Writing Vision, Mission, and Values Statements (Part 5 of 5)
- Leadership Fundamentals for Success Final Exam
- Leadership of a Diverse Group
- Leadership vs. Management
- Leadership: Giving Non-Cash Recognition
- Leading a Diverse Workforce
- Leading a High-Performance Team
- Leading a Team: 01. Leading a Team
- Leading a Team: 02. Team Building and the Tuckman Model

MANAGEMENT & LEADERSHIP

- Lean: Common Tools
- Lean: Excellence through Lean Six Sigma
- Lean: Introduction to 5S
- Lean: Principles
- Lean: The Basics
- Learn to Lead: Coaching to Promote Performance
- Learn to Lead: Collaboration – The Key to Successful Solutions
- Learn to Lead: Creative Collaborating
- Learn to Lead: How to Lead When Things Go Sideways
- Learn to Lead: Motivation Mission
- Learn to Lead: Three Tips for Motivating Leadership
- Learn to Lead: You Got This! Make Decisions With Confidence
- Learning to Lead Final Exam
- Logistics Operations and Management
- Love 'em or Lose 'em
- Make Effective Decisions
- Manage Diversity and Grow
- Manage Diversity and Grow (French)
- Manage Diversity and Grow (French-Canadian)
- Manage Diversity and Grow (Spanish)
- Management Skills – What Does it Take? • Managers as Mentors
- Manager's Guide to Employee Performance Improvement
- Manager's Guide to the Americans with Disabilities Act
- Manager's Toolbox: Background Checks
- Manager's Toolbox: Battling a Toxic Environment
- Manager's Toolbox: Battling a Toxic Environment (French)
- Manager's Toolbox: Battling a Toxic Environment (French-Canadian)
- Manager's Toolbox: Battling a Toxic Environment (Spanish)
- Manager's Toolbox: Building an Engaged Organization
- Manager's Toolbox: Building an Engaged Team
- Manager's Toolbox: Building an Engaged Team (French)
- Manager's Toolbox: Building an Engaged Team (French-Canadian)
- Manager's Toolbox: Building an Engaged Team (Spanish)
- Manager's Toolbox: Employee Termination Checklist
- Manager's Toolbox: Interviewing Checklist
- Manager's Toolbox: Modelling Engagement Behaviours
- Manager's Toolbox: Modelling Engagement Behaviours (French)
- Manager's Toolbox: Modelling Engagement Behaviours (French-Canadian)
- Manager's Toolbox: Modelling Engagement Behaviours (Spanish)
- Manager's Toolbox: The Power of Positive Language
- Manager's Toolbox: The Power of Positive Language (French)
- Manager's Toolbox: The Power of Positive Language (French-Canadian)
- Manager's Toolbox: The Power of Positive Language (Spanish)
- Manager's Toolbox: Time Management and Your Team
- Manager's Toolbox: Time Management and Your Team (French)
- Manager's Toolbox: Time Management and Your Team (French-Canadian)
- Manager's Toolbox: Time Management and Your Team (Spanish)
- Manager's Toolbox: Understanding Employee Privacy
- Managers, Not MBAs
- Managing an Age Diverse Workforce
- Managing Challenging Clients
- Managing Conflict: A Collaborative Approach
- Managing Different Generations
- Managing for Accountability
- Managing Human Resources for the Millennial Generation
- Managing Knock Your Socks off Service
- Managing Negativity
- Managing People in a Downturn
- Managing People Offsite
- Managing Remote Employees
- Managing Risk: Criminal Awareness
- Managing Risk: Decision Making
- Managing Risk: Employee Health
- Managing Risk: Financial Basics
- Managing Risk: Preventive Maintenance
- Managing Risk: Reputation Management
- Managing Risk: Safety
- Managing the Grapevine
- Managing Up: The Art of Managing Your Manager
- Managing Virtual Teams: Techniques and Best Practices
- Marketing the Culture of Your Organization
- Maslow's Theory of Motivation
- Maximizing Employee Performance
- Maximizing the Benefits of Your Organization's Structure
- Maximizing the Reflectance Experience
- Meal & Rest Break Training: CA Manager & Supervisors
- Measuring for Success
- Meeting the Delegation Challenge
- Mentoring: Creating a Successful Mentoring Relationship
- Mentoring: How to Create a Mentoring Program
- Mentoring: How to Match Mentors and Mentees
- Mentoring: Making a Mentoring Agreement
- Mentoring: Mentoring Meeting Guidelines
- Mentoring: The What and the Why
- Mentoring: What is a Mentoring Program
- Mergers, Acquisitions & Divestments
- Mistakes Leaders Make: Eight Signs of a Dysfunctional Organization
- Mistakes Leaders Make: Fixing the Dysfunction
- Mistakes Leaders Make: Impeder ship
- Mistakes Leaders Make: Six Wrong Ways to Manage
- Motivating and Retaining the Teenage Worker
- Motivating Employees: Appraising Performance
- Motivating Employees: Creating an Inspiring Workplace
- Motivating Employees: Designing Satisfying Jobs
- Motivating Employees: Part 1
- Motivating Employees: Part 2
- Motivating Employees: Rewarding Performance
- Motivating Your People and Being a Positive Role Model
- Motivation
- Motivation and Job Performance
- Motivation: Ethical Strategies
- Moving from Technical Professional to Manager

MANAGEMENT & LEADERSHIP

- Next Generation Talent Management
- No Magic Bullet
- On Selecting, Developing and Managing Talent
- On boarding Remote Employees
- Open-Book Management (Part 1 of 4): The Missing Link
- Open-Book Management (Part 2 of 4): Addressing Your Fears
- Open-Book Management (Part 3 of 4): Key Elements
- Open-Book Management (Part 4 of 4): Tips for Implementation
- Operational Plans: Budgets
- Operational Plans: The Single Use Plan
- Operational Plans: The Standing Plan
- Operations Management for Service Providers
- Operations Management in Manufacturing
- Operations Rules
- Organization for Efficiency
- Organizational Behaviour
- Organizational Communication
- Organizational Learning
- Organizational Skills
- Overcoming Resistance When Coaching
- People People
- Performance Excellence: Cost
- Performance Excellence: Introduction
- Performance Excellence: Requirements
- Performance Excellence: Roadblocks
- Performance Excellence: Terms
- Performance Excellence: Why
- Performance Gaps: A Diagram for Success: Find the Right Solution to Improve Performance
- Performance Gaps: Got Gaps? Discover the Real Reason for Performance Gaps
- Performance Gaps: Setting Clear Expectations: What You Say & What They Hear
- Performance Gaps: Solve Performance Gaps: When They Can't Do It
- Performance Gaps: Solve Performance Gaps: When They Won't Do It
- Performance Gaps: Test Your Skills: Tackle Performance Gaps Head-On
- Performance Gaps: Uncover What You Don't Know About Your Team's Performance Gaps
- Performance Intervention Maps
- Performance Management: A Manager's Responsibility
- Performance Management: Setting SMART Goals
- Performance Reviews with Less Stress and Better Results
- Performance Reviews: 7 Steps to Prepare
- Placing a Product: Creating Value With Supply Chains
- Placing a Product: Exploring Distribution
- Positioned
- Preparing for Your PCI Audit
- Preventing Age Discrimination for Managers and Supervisors
- Preventing Employment Discrimination for Managers and Supervisors
- Preventing Unlawful Workplace Harassment in Federal Agencies - Manager Edition
- Pricing a Product
- Principles of Planning
- Product Development and Patents
- Productive Performance Appraisals
- Productivity Through Praise
- Progressive Discipline
- Project Management for Non-Project Managers
- Proper Introductions: Virtual Introductions
- Providing Feedback
- Put On Your Manager's Hat
- Put the Moose on the Table
- Put Your Business on Autopilot
- Recruiting Crash Course: Be an Effective Interviewer
- Recruiting Crash Course: Job Postings
- Recruiting Crash Course: Legal Pitfalls in Recruiting
- Recruiting Crash Course: Sourcing Applicants
- Recruiting Crash Course: The Recruitment Process
- Religious Discrimination and Accommodation for Managers and Supervisors
- Return on Investment (ROI) Basics
- Risk
- Risk Management Basics: Defining Hazards
- Risk Management Basics: Embedding Processes
- Risk Management Basics: Healthy Risk Culture
- Risk Management Basics: Identifying Risk
- Risk Management Basics: Risk Assessment
- Risk Management Basics: Risk Management Techniques
- ROI at Work
- S.M.A.R.T. Goals
- Sense and Respond
- Servant Leadership 101
- Service is Front Stage
- Six Sigma: A Method for Eliminating Defects
- Six Sigma: Belt Certification
- Six Sigma: Design for Six Sigma
- Six Sigma: Introduction
- Six Sigma: Process Control
- Six Sigma: Six Sigma and Kaizen
- Six Sigma: The DMAIC Method
- Six Sigma: The Five Whys Technique
- Six Sigma: Variation and the 6Ms
- Solving the Compensation Puzzle
- Staffing to Support Business Strategy
- Staying Positive
- Strategic Customer Management
- Strategic Planning for Long-Term Success (Part 1 of 4): Vision
- Strategic Planning for Long-Term Success (Part 2 of 4): Self-Assessment
- Strategic Planning for Long-Term Success (Part 3 of 4): Process
- Strategic Planning for Long-Term Success (Part 4 of 4): Meeting Tips
- Strategic Planning: A Definition
- Strategic Problem Solving for Better Decision Making

MANAGEMENT & LEADERSHIP

- Strategic Staffing
- Structures for Strategy
- Success for Hire
- Success Principles for Leaders
- Successful Customer Care in a Week
- Succession Planning : 8 Critical Steps
- Succession Planning: 01. The Importance of Succession Planning
- Succession Planning: 02. What is a HiPo?
- Succession Planning: 03. Creating a Policy
- Succession Planning: 04. Identifying Hippos
- Succession Planning: 05. Hippos vs. High Performers
- Succession Planning: 06. Retaining and Developing Hippos
- Succession Planning: People Back-up
- Succession Planning: The Private Business
- Succession Planning: The Transition Process
- Supervising a Paranoid
- Supervising Remote Employees
- Supervisor's Passport to Success
- Survive the 10 Toughest Conversations Every Supervisor Dreads
- Talent Leadership
- Team Building: Characteristics of a Successful Team
- Team Building: Effective Team Members
- Team Building: Team Development and Tunkan Model
- Team Building: Teams in Crisis Situations
- Team Building: Types of Teams
- Team Building: What is Team Building?
- Team Facilitation Skills: Getting Started (Part 1 of 7) -- The Role of the Steering Team
- Team Facilitation Skills: Getting Started (Part 2 of 7) -- Creating a Team Charter
- Team Facilitation Skills: Getting Started (Part 3 of 7) -- Defining Problems and Setting Goals
- Team Facilitation Skills: Getting Started (Part 4 of 7) -- The Basic Stages of Team Development
- Team Facilitation Skills: Getting Started (Part 5 of 7) -- The Complex Stages of Team Development
- Team Facilitation Skills: Getting Started (Part 6 of 7) -- Using the DISC Model to Form Teams
- Team Facilitation Skills: Getting Started (Part 7 of 7) -- Essential Traits for Team Success
- Team Facilitation Skills: Meeting Guidelines (Part 1 of 5) -- Effective Team Communication
- Team Facilitation Skills: Meeting Guidelines (Part 2 of 5) -- Dysfunctional Team Members
- Team Facilitation Skills: Meeting Guidelines (Part 3 of 5) -- Facilitator Intervention Skills
- Team Facilitation Skills: Meeting Guidelines (Part 4 of 5) -- Handling Team Conflict
- Team Facilitation Skills: Meeting Guidelines (Part 5 of 5) -- Tips for Forming Effective Teams
- Teams that Work
- Telework: How to Telecommute Successfully
- Terminating Employees
- The Age of Productivity
- THE Answer for Business Success
- The Benefits of an Environmental Management System
- The Cultural Fit Factor
- The Daily You
- The Decision Making Process, Part One
- The Decision Making Process, Part Two
- The Executive Guide to Integrated Talent Management
- The External Environment
- The Facility Manager's Handbook
- The Golden Crossroads
- The Hidden Drivers of Success
- The Lean Office
- The Network is Your Customer
- The New Realities of Change
- The Performance Engagement Model
- The Product Life Cycle
- The Productivity Tip System
- The Progressive Discipline Process
- The Road to Audacity
- The Rookie Manager: 10 Tips for Holding Disciplinary Conversations
- The Rookie Manager: 4 Styles of Effective Leaders
- The Rookie Manager: Addressing Employee Grievances
- The Rookie Manager: From Co-worker to Manager
- The Rookie Manager: What NOT to Do as a New Manager
- The Rules of Attraction
- The Secret to Employee Motivation
- The Three Types of Effectance
- The Value of Followers: Becoming a Follow able Leader (Part 3 of 3)
- The Value of Followers: Leaders as Followers (Part 2 of 3)
- The Value of Followers: Traits of a Great Follower (Part 1 of 3)
- The Virtual World of Work
- The Why Behind Poor Performance
- Tips for Effective Delegation
- Top 10 Mistakes of Managers
- Tracking Progress with Controls
- Transforming the Organization
- Transitioning from Staff to Supervisor
- Ultimate Basic Business Skills
- Understanding Power, Influence, and Leadership
- Understanding Power, Influence, and Leadership (French)
- Understanding Power, Influence, and Leadership (French-Canadian)
- Understanding Power, Influence, and Leadership (Spanish)
- Understanding the Impact of Culture in Your Organization
- Use Resistance as Your Friend-Leader
- Using Your Executive Coach
- Valuing Diversity for Managers
- Vision, Mission and Values

MANAGEMENT & LEADERSHIP

- Wage & Hour Basics: CA Managers & Supervisors
- What Change Leaders Do
- What Every Leader Needs
- What Every Leader Needs (French)
- What Every Leader Needs (French-Canadian)
- What Every Leader Needs (Spanish)
- What Every Mentor Needs
- What is a Product?
- What Is A Supervisor
- What Makes a Leader?
- What Makes a Leader? (French)
- What Makes a Leader? (French-Canadian)
- What Makes a Leader? (Spanish)
- What Managers Don't Know Can Hurt You
- When Change Isn't a Choice-Leader
- When Managers Rebel
- Where Do Product Ideas Come From?
- Work and People
- Work Habits for Remote Employees
- Work Teams: Some Basic Guidelines
- Work With the Confused Employee
- Working within the General and Specific Environment
- Workplace Harassment Prevention: Managers and Supervisor Edition
- Would I Work for Me?
- Writing Performance Reviews
- You Get What You Manage: The Pygmalion Effect





MARKETING

CHOOOLS CONSULTING SERVICES PVT LTD

ONLINE COURSES

MARKETING

- 49 Marketing Secrets (that Work) to Grow Sales
- Billion Dollar Branding
- Boosting Sales
- Brand Marketing
- Breaking Through
- Building Brand and Reputation
- Business Marketing Face to Face
- Conducting Competitor Research Online
- Creating Your Brand Proposition
- Determining Customer Needs
- Developing a Value Proposition
- DO IT! Marketing
- Easy E-Newsletters
- Email Metrics 101
- Great Layout & Design: Tips, Tricks and the Latest Trends
- Great Legal Marketing
- Grow Regardless
- Guerrilla Facebook® Marketing
- Guerrilla Marketing During Tough Times
- Guerrilla Marketing on the Front Lines
- How to Create a Social Media Flowchart
- Increasing Search Engine Optimization
- Increasing Website Traffic
- Introduction to Marketing
- Lean but Agile
- Leveraging LinkedIn to Increase Sales
- Managing Bad Press
- Marketing Communications: Budgeting
- Marketing Communications: Goals and Objectives
- Marketing Communications: Integrated Marketing Communications
- Marketing Communications: Promoting Your Product
- Marketing Communications: Resonating with your Audience
- Marketing Communications: Tracking Campaigns
- Marketing Environment Basics
- Marketing Greatest Hits
- Marketing in the 21st Century and Beyond
- Marketing Plans
- Marketing: Selecting Target Markets
- Mastering Social Media
- Place Branding
- Pricing Perspectives
- Reverse Psychology Marketing
- Social Networking Crash Course: Building Your Network
- Social Networking Crash Course: Facebook
- Social Networking Crash Course: LinkedIn
- Social Networking Crash Course: Safety Tips
- Social Networking Crash Course: Twitter
- Social Networking: Does it Work at Work?
- Social Networking: Facebook®
- Social Networking: Instant Messaging
- Social Networking: LinkedIn®
- Social Networking: Twitter
- Stakeholder Reputation Research
- Strategic Marketing Planning for the Small to Medium-Sized Business
- Successful Email Marketing
- Successful Marketing
- The Brand Glossary
- The Mobile Marketing Handbook
- The New Rules of Green Marketing
- The Secrets of Successful Business Blogging
- The Value of Podcasts
- Write Powerful Copy for the Web and More





ONLINE COURSES

OSHA & WORKPLACE SAFETY

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OSHA & WORKPLACE SAFETY

- 5 Common Safety Hazards in the Office Infographic
- 7 Safety Habits That Could Save Your Life
- A Manager's Guide to Safety in the Workplace
 - Active Shooter & Workplace Violence
- Aggressive Driving
- Asbestos
- Back Injury Prevention
- Back to Work. Back to Safety. Re-gaining Safety Habits after Time Away from Work. (Spanish)
- Back to Work. Back to Safety. Re-gaining Safety Habits after Time Away from Work.)
- Blood borne Pathogens
- Blood borne Pathogens and Personal Protective Equipment (PPE)
- Blood borne Pathogens and the Needle stick Safety and Prevention Act
- Blood borne Pathogens Overview
- Carbon Dioxide for Managers
- Carbon Monoxide for Managers
- CDL: 01. Basics
- CDL: 02. Basic Vehicle Control
- CDL: 03. Transporting Cargo Safety
- CDL: 04. Transporting Hazardous Materials
- CDL: 05. Hazardous Driving Conditions
- CDL: 06. Accident and Fire Procedures
- CDL: 07. Vehicle Inspections
- Cold Stress
- Combustible and Flammable Liquids
- Compressed Gas Cylinders
- Confined Space Entry
- Confined Spaces
 - Confined Spaces for Employees: 01. Personnel Responsibilities
 - Confined Spaces for Employees: 02. Understanding Permits
 - Confined Spaces for Employees: 03. Atmospheric Hazards
 - Confined Spaces for Employees: 04. Personal Protective Equipment
 - Confined Spaces for Employees: 05. Confined Spaces for Construction
- Controlling Workplace Exposure to Blood borne Pathogens
- Coronavirus Precautions and Prevention: Common Sense Hygiene
- Coronavirus Precautions and Prevention: Coronavirus Preparedness
- Crane Safety (Spanish)
- Crane Safety in Industrial & Construction Environments
- Creating Safety in Welding Operations
- Creating Safety in Welding Operations, (Spanish)
- CSA Training for Employees
- CSA Training for Managers
- Dealing With Hazardous Spills
- Dealing with Hazardous Spills (Spanish)
- Defensive Driving
- Developing an Effective Safety Culture
- Distracted Driving
- Distracted Driving (Spanish)
- DOT HAZMAT: General Awareness (Spanish)
- DOT HAZMAT: Security Awareness (Spanish)
- DOT HAZMAT: In Depth Security Training (Spanish)
- DOT HAZMAT: Safety Training (Spanish)
- Electrical Safety for Everyone
- Electrical Safety for Everyone (Spanish)
- Electrical Safety for Qualified Workers
- Electrical Safety for Qualified Workers (Spanish)
- Electrical Safety in the Laboratory
- Electrocutation Hazards in Construction Environments Part I... Types of Hazards and How You Can Protect Yourself
- Electrocutation Hazards in Construction Environments Part II... Employer Requirements
- Emergency Preparedness & Response
- Emergency Preparedness & Response (Spanish)
- Ergo Net: A Training Guide for Healthy Office Workers
- Exposure Monitoring and Medical Surveillance (HAZWOPER)
- Fall Factors: Understanding & Preventing Slips, Trips & Falls
- Fall Factors: Understanding & Preventing Slips, Trips & Falls (Spanish)
- Fall Protection
- Fall Protection in Construction Environments
- Fire Extinguisher Safety
- Fire Prevention & Response
- Fire Prevention in Healthcare Facilities
- Fire Prevention in the Office
- Fire Prevention in the Office (Spanish)
- Fire Safety for Industrial Workers
- Fire Safety for Industrial Workers (Spanish)
- Fire Safety for Office Workers
- Fire Safety for Office Workers (Spanish)
- First Aid – Bites, Cuts, and Scrapes
- First Aid – Broken Bones
- First Aid – Burns
- First Aid – Choking
- First Aid – Introduction
- Flammable and Combustible Liquids for Managers • Flammables and Explosives in the Laboratory
- Forklift Safety Lessons for the Safe Operator
- Forklift Safety Lessons for the Safe Operator (Spanish)
- Forklift Safety Lessons for the Safe Pedestrian
- Forklift Safety Lessons for the Safe Pedestrian (Spanish)
- Fuel Savings: ej4 Driving School
- Fuel Savings: Idle Time
- Fuel Savings: Oil, Tune and Tires
- Fuel Savings: Order Accuracy
- Fuel Savings: Power Curve
- Fuel Savings: Take Home Vehicles
- GHS Labelling in Construction Environments
- GHS Safety Data Sheets in Construction Environments
- GHS Safety Data Sheets in the Laboratory
- Hand and Power Tool Safety
- Handling Compressed Gas Cylinders in the Laboratory
- Hazard Communication in Construction Environments

OSHA & WORKPLACE SAFETY

- Hazard Communication in Healthcare Facilities
- Hazardous Chemicals in Labs
- Hazardous Energy Control
- HAZCOM: What's New with OSHA?
- HAZWOPER for Clean-up Sites (Part 1 of 4)
- HAZWOPER for Clean-up Sites (Part 2 of 4)
- HAZWOPER for Clean-up Sites (Part 3 of 4)
- HAZWOPER for Clean-up Sites (Part 4 of 4)
- HAZWOPER for Emergency Response 1
- HAZWOPER for Emergency Response 2
- HAZWOPER for TSD Facilities 1
- HAZWOPER for TSD Facilities 2
- Hearing Conservation
- Hearing Conservation & You
- Hearing Conservation & You (Spanish)
- Heat Stress
- How to Lower Your Energy Bills: Creating a Comprehensive Energy Savings Plan
- How to Lower Your Energy Bills: Doing Your Part at Work
- How to Lower Your Energy Bills: Saving Fuel Costs
- Hydrogen Sulfide Employee Training
- Hydrogen Sulfide Employee Training (Spanish)
- I Chose to Look the Other Way: Three Stories of Workplace Safety
- I Chose to Look the Other Way: Three Stories of Workplace Safety (Spanish)
- Indoor Air Quality: Carbon Dioxide
- Indoor Air Quality: Carbon Monoxide
- Introduction to Accident Investigation
- Introduction to GHS for Construction Workers
- Laboratory Ergonomics
- Laboratory Hoods
- Ladder Safety
- Lead Exposure
- Lessons Learned From Hand Injuries [Non-Graphic]
- Lessons Learned From Hand Injuries [Non-Graphic] (Spanish)
- Lockout Tag out: Energy Control Programs Details, Questions, & Expectations
- Lockout Tag out: Introduction
- Lockout Tag out: Training
- Machine Guard
- Machine Guard Safety for Managers
- Machine Guarding & Operator Safety
- Machine Guarding & Operator Safety (Spanish)
- Making Safety Work: Overview of Workplace Safety & Responsibilities
- Making Safety Work: Overview of Workplace Safety & Responsibilities (Spanish)
- Managing Workplace Safety and Health
- Medical OSHA Compliance 2021
- Medical Surveillance Programs (HAZWOPER)
- More High-Impact Lockout/Tag out
- More High-Impact Lockout/Tag out (Spanish)
- Move It Safely: Avoiding Injury While Moving Materials
- Orientation to Laboratory Safety
- OSHA and Workplace Safety for HR Professionals
- OSHA Compliance Update: MSDS to SDS
- OSHA Formaldehyde Standard
- OSHA in the Real World
- OSHA Record-Keeping Compliance
- OSHA TOOLBOX: HAZCOM – Labeling Protocol
- OSHA TOOLBOX: HAZCOM – Safety Data Sheet
- OSHA Toolbox: HAZCOM – What You Need to Know
- OSHA Toolbox: What Matters Regarding Blood borne Pathogens
- OSHA's HAZWOPER Requirements
- OSHA's HAZWOPER Standard
- Personal Protective Equipment
- Personal Protective Equipment: Eye & Face Protection
- Personal Protective Equipment: Foot Protection
- Personal Protective Equipment: General Overview
- Planning for a Pandemic: Business Continuity
- Planning for a Pandemic: External Communications
- Planning for a Pandemic: Internal Communications
- Planning for a Pandemic: Preparing for a Pandemic
- Planning for Laboratory Emergencies
- PPE: Your Last Layer of Protection
- PPE: Your Last Layer of Protection (Spanish)
- Preparing for an Epidemic
- Preventing Contamination in the Laboratory
- Preventing Fires in Hot Work Operations
- Preventing Fires in Hot Work Operations (Spanish)
- Preventing Hearing Loss
- Preventing Slips & Falls
- Principle to Practice with David Lynn, CSP
- Principle to Practice with David Lynn, CSP (Spanish)
- Propane Gas
- Propane Gas Safety for Managers
- Proper Use of a Fire Extinguisher
- Protecting Our Sight
- Protecting Our Sight (Spanish)
- Rigging Safety in Industrial & Construction Environments
- Safe Forklift Operation
- Safe Handling of Laboratory Glassware
- Safe Use & Operation of Industrial Cranes
- Safe Use & Operation of Industrial Cranes (Spanish)
- Safety Bob's Comprehensive Construction Safety Orientation
- Safety Bob's Comprehensive Construction Safety Orientation – (Spanish)
- Safety Decision-Making: Overcoming Human Nature
- Safety Decision-Making: Overcoming Human Nature (Spanish)
- Safety First: Fire Extinguisher Use
- Safety Management
- Safety Showers and Eye Washes in the Laboratory
- Safety Toolbox: Driving Defensively
- Safety Toolbox: Driving in Poor Conditions
- Safety Toolbox: Fall Protection
- Safety Toolbox: Prevent Slips, Trips, and Falls

OSHA & WORKPLACE SAFETY

- Safety Toolbox: Protect Your Back
- Safety Toolbox: The Safe Use of Aerial Lifts
- Safety Toolbox: The Safe Use of Ladders
- Safety Toolbox: Using Lockout Tag out
- Safety Toolbox: What You Need to Know About Emergency Exits
- Severe Weather Alert: Are You Prepared? (Spanish)
- Severe Weather Alert: Emergency Preparedness and Response
- Slip, Trip and Fall Prevention
- Storm water Pollution Prevention Plan General Awareness Training
- Storm water Pollution Prevention Plan General Awareness Training (Spanish)
- Supported Scaffolding Safety in Industrial and Construction Environments
- Survive Inside: Employee Safety in Confined Spaces
- Survive Inside: Employee Safety in Confined Spaces (Spanish)
- Surviving the Fall: Proper Use of Your Personal Fall Arrest System
- Surviving the Fall: Proper Use of Your Personal Fall Arrest System (Spanish)
- Take Time for Safety
- Take Time for Safety (Spanish)
- The Hazard Communications Program
- The Lockout/Tag out Program
- Two-Wheeled Handcart
- Understanding & Preventing Heat-Related Illnesses
- Understanding & Preventing HeatRelated Illnesses (Spanish)
- Understanding Your Facility's Storm water Pollution Prevention Plan
- Understanding Your Facility's Storm water Pollution Prevention Plan (Spanish)
- Warehouse Ergonomics
- What Is Crystalline Silica?
- Workers' Comp 10 Must Ask Questions
- Workers' Compensation Basics
- Working in Cold Weather
- Working in Hot Weather
- Workplace Safety in Action: Safety Committees





ONLINE COURSES

PERSONAL DEVELOPMENT

CHOOLS CONSULTING SERVICES PVT LTD

PERSONAL DEVELOPMENT

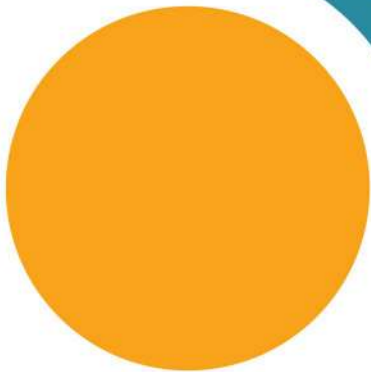
- How to Know What You Don't Know: Getting Up to Speed
- How to Know What You Don't Know: Identifying Blind Spots
- 7 Levers to Success
- 8 Tips for Finishing What You Start
- Achieving Best Practice in Crisis Management
- Achieving Mindfulness at Work (Part 1 of 2): The Case for Mindfulness
- Achieving Mindfulness at Work (Part 2 of 2): Elevating Your Workplace Mindfulness
- Active Learning Techniques
- After Work Socializing
- Are You Stressed?
- Around the Coffee Machine
- Art of Authenticity: Introduction: Becoming a More Authentic Leader (Part 1 of 7)
- Art of Authenticity: Selves Awareness: Being Your Selves With Skill (Part 2 of 7)
- Art of Authenticity: Art Naturally: Managing Multiple Selves (Part 3 of 7)
- Art of Authenticity: Balancing Act (Part 4 of 7)
- Art of Authenticity: Total Transparency: Best Practices or Myth? (Part 5 of 7)
- Art of Authenticity: Authenticity GPS -- Navigating Ethical Minefields (Part 6 of 7)
- Art of Authenticity: Psychological Guardrails: Stay Focused on Your Values (Part 7 of 7)
- Avoiding Faulty Decision Making
- Become Action Oriented Exam
- Being Resilient, No Matter What
- Being the Bearer of Bad News
- Body Language: At Work
- Body Language: Introduction
- Body Language: Movement
- Body Language: Position
- Body Language: Reading
- Breaking Through Mediocrity
- Building Strong Personal Relationships
- Building Strong Professional Relationships
- Business Meals: Table Manners - Change Is Hard
- Character in the Workplace: The Importance of Good Character (Part 1 of 4)
- Character in the Workplace: The Six Pillars of Character (Part 2 of 4)
- Character in the Workplace: The Psychology of Cheating (Part 3 of 4)
- Character in the Workplace: How to Build Character (Part 4 of 4)
- Complex Problem Solving: Key Definitions in Complex Problem Solving (Part 1 of 5)
- Complex Problem Solving: Characteristics of Complex Problems (Part 2 of 5)
- Complex Problem Solving: Systems Thinking in Complex Problem Solving (Part 3 of 5)
- Complex Problem Solving: Complex Problem Solving with Causal Loop Diagrams (Part 4 of 5)
- Complex Problem Solving: Complex Problems Organizations Face (Part 5 of 5)
- Conducting an Audit
- Control the Chaos and Clear Out the Clutter
- Convenience Store Diet
- Coping with Loss
- Create an Ergonomic Workstation
- Create Your Own Memory Hooks
- Creating a Positive Focus
- Creating Development Plans (Part 1 of 3): Key Elements of Development Planning
- Creating Development Plans (Part 2 of 3): Seven Steps for Creating a Personal Development Plan
- Creating Development Plans (Part 3 of 3): Tips for Personal Development Planning
- Curiosity Killed the Cat, but It Won't Kill You
- Cutting Edge Success at Work: Contribute to the Team
- Cutting Edge Success at Work: Prioritize and Organize
- Cutting Edge Success at Work: Set and Achieve Goals
- Dealing with Stress at Work
- Dealing with Stressful People
- Decision Key: Because
- Decision Key: Candor
- Decision Key: Contrast
- Decision Key: Imagination
- Decision Key: In-Print
- Decision Key: Labeling
- Decision Key: Losses Versus Gains
- Decision Key: Mental Accounting
- Decision Key: Risk-Value Curve
- Decision Making: An Overview
- Decoding Indirect and Direct Messages
- Deskercises: Arms and Shoulders
- Deskercises: Chest, Neck, and Back
- Deskercises: Legs and Backside, While Sitting
- Deskercises: Legs and Backside, While Standing
- Deskercises: Simple, Cardio, and Core
- Destressing your Inner and Outer World
- DISC: Determine Styles of Others
- Effective Performance Reviews: Handling a Bad Performance Review
- Effective Performance Reviews: Performance Reviews for Managers
- Effective Performance Reviews: Preparing for Your Review
- Effective Performance Reviews: Self-Assessments
- Ergonomic Risk Factors
- Failure is an Option: Accepting Failure
- Failure is an Option: Moving Forward and Learning from Failure
- Failure is Obsolete
- Fighting Fatigue: As a Manager
- Fighting Fatigue: As an Employee
- Fighting Fatigue: Causes and Effects of Fatigue
- Fighting the Flu: Call for Backup
- Fighting the Flu: Gain the Upper Hand

PERSONAL DEVELOPMENT

- Fighting the Flu: Getting to Know Your Opponent
- Fighting the Flu: The Fight is On!
- Fighting the Flu: Throw in the Towel
- Fitness and Wellness
- Framework for Execution: A Framework for Execution
- Framework for Execution: Reasons for Poor Execution
- Framework for Execution: The Current Situation
- Framework for Execution: The Failure to Execute
- Freedom to Fail: Learning and Growing from Failure
- Getting Organized
- Green Cleaning Concepts
- Green Purchasing
- Handling Stress
- Happiness at Work: Applying Happiness to the Workplace (Part 1 of 3)
- Happiness at Work: Improving Personal Happiness at Work (Part 2 of 3)
- Happiness at Work: Creating a Happier Workplace (Part 3 of 3)
- How Things Feel Affects What We Do
- How to Break a Bad Habit
- How to Build a Personal Brand
- How to Handle Unavoidable Stress
- How to Keep Your Commitments
- How to Make Time for Training at Work
- How to Reduce Anxiety
- How to Re-Energize Yourself at Work
- How to Sit Correctly
- How to Sit Correctly (French)
- How to Sit Correctly (French-Canadian)
- How to Sit Correctly (Spanish)
- How to Study Effectively
- How-To Tool: Decision Matrix
- Improve Your Memory, Improve Your Productivity
- Improving Your Self-Awareness
- Improving Your Self-Management
- Improving Your Social-Awareness
- In the Hallways
- Individual Decision-Making: Four Decision-Making Styles
- Individual Decision-Making: Making the Right Choice
- Individual Decision-Making: The Five-Step Process
- Individual Decision-Making: When and Why?
- Introduction to Emotional Intelligence
- Know Your Numbers: Blood Pressure
- Know Your Numbers: Body Mass Index
- Know Your Numbers: Cholesterol
- Know Your Numbers: Glucose
- Leadership and Stress
- Learning Styles: Develop Your Learning
- Learning Styles: Different Learning Styles
- Learning Styles: Managing Multiple Learning Styles
- Let's Work It Out
- Linking Ethics to Stress and Emotions
- Living Large on Less
- Making Command Decisions Work for You
- Making Consensus Decisions Work for You
- Making Consultative Decisions Work for You
- Making Delegated Decisions Work for You
- Making Learning Stick
- Manager's Toolbox: Building an Engaged Organization (French)
- Manager's Toolbox: Building an Engaged Organization (French-Canadian)
- Manager's Toolbox: Building an Engaged Organization (Spanish)
- Managing Information Overload
- Managing Your Waste
- Memory Challenge: Mnemonics
- Money Secrets of the Rich
- Overcoming Fear: Do What Scares You
- Participating in a High Performance Team
- Perceptions: Managing How You're Perceived
- Perceptions: Rebuilding Your Reputation
- Perceptions: Understanding Perceptions
- Personal Brands
- Powered Industrial Trucks and Power Pallet Trucks
- Preparing for My Appraisal
- Problem Solving: Define the Problem
- Problem Solving: Determine the Root Cause
- Problem Solving: Evaluate and Select Solutions
- Problem Solving: Generate Solutions
- Problem Solving: Implement Solutions
- Problem Solving: Introduction to Problem Solving
- Problem Solving: Monitor the Resolution
- Putting it all Together
- Putting the Pro in Proactive
- Ready for Retirement
- Recognize Eye Strain
- Recognize Eye Strain (French)
- Recognize Eye Strain (French-Canadian)
- Recognize Eye Strain (Spanish)
- Recovering from a Personal Disaster
- Recycling in the Workplace
- Reduce Eye Strain
- Reduce Eye Strain (French)
- Reduce Eye Strain (French-Canadian)
- Reduce Eye Strain (Spanish)
- Representing Your Brand
- Respect - How to Be Liked
- Respect - How to Be Respected
- Respect - Working with Dislike
- Rethinking Brainstorming
- Safe Money Millionaire
- Selfish Gone Wrong
- Setting Sound Goals
- Setting Your Development Goals

PERSONAL DEVELOPMENT

- Six-Step Process to Problem Solving
- Smile!
- Social Awareness Tools
- Strengths Finder 2.0
- Stress at Work
- Stress Management – Avoidable Stress
- Stress Management – Handling Stress
- Stress Management – Managing Stress
- Stress Management – Unavoidable Stress
- Stress Management – Understanding Stress
- Stress Management for Women
- Stretching in the Workplace
- Studying in Groups
- Super competent
- Take Charge of Your Talent
- The Better Money Method
- The Empress Has No Clothes
- The Growth Mindset: 01. The Growth Mindset: Embracing Yet
- The Growth Mindset: 02. Developing the Growth Mindset
- The Growth Mindset: 03. Limitations of a Fixed Mindset
- The Money Flow
- The Psychology of Decision-Making
- The ROI of Green
- The Science of Sleep: How Much Sleep Do You Need
- The Science of Sleep: Sleep Hygiene
- The Science of Sleep: Sleeping for Shift Work
- The Science of Sleep: The Science of Sleep
- Think Big, Live Large
- Transformative Thinking: Unleash Your Potential
- Understanding & Controlling Ergonomic Risk Factors
- Understanding & Controlling Ergonomic Risk Factors (Spanish)
- Understanding Ergonomic Design · Understanding Hazardous Waste
- Understanding Headaches: Surprising Headache Triggers
- Understanding Headaches: Understanding Headaches
- Understanding Stress
- Understanding Stress at Work
- Unknown Known: Getting Started
- Unknown Known: Leading Knowledge Transfer
- Unknown Known: The Knowledge Transfer Process
- Unknown Known: Understanding Better Practices
- Using DISC to Raise Your Emotional-IQ
- Vocabulary Retention Tips and Tricks
- Water Conservation
- What can be done about job stress?
- What is Stress?
- What Stresses Employees at Work?
- When to Study
- Where to Study
- Work Hacks: 5 Hacks for Workplace Sanity
- Work Hacks: 5 Hacks to a Clean and Comfortable Space
- Work Hacks: 6 Hacks to Controlling Your Inbox
- Work Hacks: 7 Hacks for Office Productivity
- Work Hacks: 7 Hacks to Maintain Work/Home Balance
- Work Hacks: Go Green
- Working in Adversarial Relationships
- Working Well with Everyone: Diversity – Greatness
- Working Well with Everyone: The Power of Inclusion
- Workplace Life Jacket: 7 Tips to Improve Your Work-Life Balance
- Workplace Life Jacket: 7 Tips to Improve Your Work-Life Balance (French)
- Workplace Life Jacket: 7 Tips to Improve Your Work-Life Balance (French-Canadian)
- Workplace Life Jacket: 7 Tips to Improve Your Work-Life Balance (Spanish)
- Workplace Life Jacket: 8 Tips to Control Your Email
- Workplace Life Jacket: 8 Tips to Control Your Email (French)
- Workplace Life Jacket: 8 Tips to Control Your Email (French-Canadian)
- Workplace Life Jacket: 8 Tips to Control Your Email (Spanish)
- Workplace Life Jacket: Tips for an Organized Workspace
- Workplace Life Jacket: Tips for an Organized Workspace (French)
- Workplace Life Jacket: Tips for an Organized Workspace (French-Canadian)
- Workplace Life Jacket: Tips for an Organized Workspace (Spanish)
- Workplace Life Jacket: Tips to Increase Productivity
- Workplace Life Jacket: Tips to Increase Productivity (French)
- Workplace Life Jacket: Tips to Increase Productivity (French-Canadian)
- Workplace Life Jacket: Tips to Increase Productivity (Spanish)
- Workplace Life Jacket: Tips to Remain Sane
- Workplace Life Jacket: Tips to Remain Sane (French)
- Workplace Life Jacket: Tips to Remain Sane (French-Canadian)
- Workplace Life Jacket: Tips to Remain Sane (Spanish)
- Workplace Stress
- Workplace Stress (Spanish)
- You Are What You Eat: Brain Food
- You Are What You Eat: Meal Planning
- You Are What You Eat: Reading Food Labels
- You Are What You Eat: You Are What You Eat
- Your Body is Talking: What is it Saying?
- Zipl Tips



PROJECT MANAGEMENT

CHOOOLS CONSULTING SERVICES PVT LTD

PROJECT MANAGEMENT

- 10 Steps to Successful Project Management
- Agile Certified Practitioner (ACP) Exam Prep: Chapter 01 – The Process
- Agile Certified Practitioner (ACP) Exam Prep: Chapter 02 – The Exam
- Agile Certified Practitioner (ACP) Exam Prep: Chapter 03 – Agile Principles & Mindset Part 01
- Agile Certified Practitioner (ACP) Exam Prep: Chapter 03 – Agile Principles & Mindset Part 02
- Agile Certified Practitioner (ACP) Exam Prep: Chapter 04 – Value Driven Delivery
- Agile Certified Practitioner (ACP) Exam Prep: Chapter 05 – Stakeholder Engagement
- Agile Certified Practitioner (ACP) Exam Prep: Chapter 06 – Boosting Team Performance
- Agile Certified Practitioner (ACP) Exam Prep: Chapter 07 – Adaptive Planning
- Agile Certified Practitioner (ACP) Exam Prep: Chapter 08 – Problem Detection & Resolution
- Agile Certified Practitioner (ACP) Exam Prep: Chapter 09 – Continuous Improvement
- Agile Certified Practitioner (ACP) Exam Prep: Final Exam
- Agile Project Management
- Business Intelligence: Best Practices for Successful Project Management
- Characteristics of Projects
- Conducting a Post-Project Evaluation
- Controlling Change
- Creating Project Schedules: Building a Gantt Chart
- Creating Project Schedules: Determine Task Sequence
- Creating Project Schedules: Estimating Task Length
- Creating Project Schedules: Identify Tasks: Create a Work Breakdown Structure
- Creating Project Schedules: Introduction to Project Scheduling
- Creating Project Schedules: Project Scheduling Software
- Creating Project Schedules: Project Scheduling Toolbox
- Executive Strategy & Management: Section 1 – The Basics of Project Management
- Executive Strategy & Management: Section 2 – The Keys to Success
- Executive Strategy & Management: Section 3 – Strategy Basics
- Fundamentals of Project Management
- Improve Your Project Management
- Introduction to Project Management: Final Exam
- Introduction to Project Management: Section 1 – Introduction & Overview
- Introduction to Project Management: Section 10 – Change Management
- Introduction to Project Management: Section 2 – Teams & Leadership
- Introduction to Project Management: Section 3 – Project Communication
- Introduction to Project Management: Section 4 – Stakeholder Management
- Introduction to Project Management: Section 5 – The Basics of Project Management
- Introduction to Project Management: Section 6 – Scope and Requirements
- Introduction to Project Management: Section 7 – Developmental Methodologies
- Introduction to Project Management: Section 8 – Effective Budgets and Schedules
- Introduction to Project Management: Section 9 – Project Performance
- Managing Project Constraints
- Managing Project Teams: Lesson 01 – Knowing Your Team
- Managing Project Teams: Lesson 02 – Managing Your Team
- Money for the Cause
- PMP® Certification: Project Management Basics
- Pragmatic Project Management
- Prioritizing Project Work
- Project Definition Questions – Quick Reference
- Project Evaluation Questions – Quick Reference
- Project Management
- Project Management Essentials
- Project Management for Small Business
- Project Management for Small Projects
- Project Management Fundamentals
- Project Management Introduction
- Project Management Pre-Work: Introduction to Project Pre-Work (Part 1 of 18)
- Project Management Pre-Work: Identifying Project Parameters (Part 2 of 18)
- Project Management Pre-Work: Defining Project Problems or Opportunities (Part 3 of 18)
- Project Management Pre-Work: Determining Project Requirements (Part 4 of 18)
- Project Management Pre-Work: Listing and Organizing Needs and Wants (Part 5 of 18)
- Project Management Pre-Work: Validating Project Assumptions (Part 6 of 18)
- Project Management Pre-Work: Developing a Project Goal Statement (Part 7 of 18)
- Project Management Pre-Work: Determining the Best Project Plan (Part 8 of 18)
- Project Management Pre-Work: Understanding Project Risks (Part 9 of 18)
- Project Management Pre-Work: Quantifying Project Risks (Part 10 of 18)
- Project Management Pre-Work: Creating Strong Project Proposals (Part 11 of 18)
- Project Management Pre-Work: Identifying Key Project Personnel (Part 12 of 18)
- Project Management Pre-Work: Securing Commitment in Projects (Part 13 of 18)
- Project Management Pre-Work: Project Authority Planning (Part 14 of 18)
- Project Management Pre-Work: Allocating Project Responsibilities (Part 15 of 18)
- Project Management Pre-Work: Making Meaningful Project Requests (Part 16 of 18)
- Project Management Pre-Work: Project Complexity Analysis (Part 17 of 18)
- Project Management Pre-Work: The Project Kickoff Meeting (Part 18 of 18)
- Project Management Skills for Non Project Managers: Lesson 1 – Planning the Project

PROJECT MANAGEMENT

- Project Management Skills for Non Project Managers: Lesson 2 - Implementing the Project Plan
- Project Management, Planning, and Control
- Project Management: Advanced, 2nd Edition
- Project Management: Basic, 2nd Edition
- Project Management: Intermediate, 2nd Edition
- Project Problem Solving
- Project Ranking Method
- Project Teams
- Quality Management: Chapter 1 - Concept of Quality
- Quality Management: Chapter 2 - Customer Input to Quality
- Quality Management: Chapter 3 - Plan Quality
- Quality Management: Chapter 4 - Quality Control
- Quality Management: Chapter 5 - Six Sigma
- Quality Management: Final Exam
- Risk Management Professional Exam Prep: Chapter 01 - Quick PM Review & the RMP Credential
- Risk Management Professional Exam Prep: Chapter 02 - Introduction to Project Risk
- Risk Management Professional Exam Prep: Chapter 03 - Risk Management Planning
- Risk Management Professional Exam Prep: Chapter 04 - Stakeholder Management & Communication
- Risk Management Professional Exam Prep: Chapter 05 - Risk Identification
- Risk Management Professional Exam Prep: Chapter 06 - Qualitative Risk Analysis
- Risk Management Professional Exam Prep: Chapter 07 - Quantitative Risk Analysis
- Risk Management Professional Exam Prep: Chapter 08 - Risk Response Planning
- Risk Management Professional Exam Prep: Chapter 09 - Learning to Control Risks
- Schedule and Cost Control: Section 01 - Quick PM Review
- Schedule and Cost Control: Section 02 - Time Management
- Schedule and Cost Control: Section 03 - Critical Path Method
- Schedule and Cost Control: Section 04 - Basic Cost Management
- Schedule and Cost Control: Section 05 - Introduction to Earned Value
- Schedule and Cost Control: Section 06 - Critical Chain Management
- Schedule and Cost Control: Section 07 - Other Cost Calculations
- Scope and Requirements: Section 01 - Effective Listening Skills for Requirements Definition
- Scope and Requirements: Section 02 - Stakeholders
- Scope and Requirements: Section 03 - Scope Definition
- Scope and Requirements: Section 04 - Creating Effective Work Breakdown Structures
- Scope and Requirements: Section 05 - Requirements Basics
- Scope and Requirements: Section 06 - Use Cases
- Scope and Requirements: Section 07 - Development Methodologies
- Scope and Requirements: Section 08 - Testable Requirements
- Scope and Requirements: Section 09 - The Software Requirements Specification (SRS)
- Scope and Requirements: Section 10 - Business Domain Modeling
- Scope and Requirements: Section 11 - Other Advanced Tools
- Scope and Requirements: Section 12 - Final Exam
- Stakeholder Analysis Alternatives
- Strategic Planning Skills: Lesson 01 - Preparing for the Strategic Planning Process
- Strategic Planning Skills: Lesson 02 - Initiating the Strategic Planning Process
- Strategic Planning Skills: Lesson 03 - Developing the Strategic Plan
- Strategic Planning Skills: Lesson 04 - Executing the Plan
- Stress-Free Event Planning
- Successful Project Management in a Week
- Taking Control of Projects and Priorities
- The 77 Deadly Sins of Project Management
- The AMA Handbook of Project Management
- The Five Processes of Project Management
- The Principles of Project Management
- The Project Management Life Cycle Model
- The Stakeholder Analysis Matrix
- Thinking on Purpose for Project Managers
- Types of Project Stakeholders

SALES

CHOOOLS CONSULTING SERVICES PVT LTD



ONLINE COURSES



SALES

- Account Management: Managing Accounts Versus Selling to Customers (Part 1 of 6)
- Account Management: Account Relationship Levels (Part 2 of 6)
- Account Management: Using Psychographics to Gauge Product Relationship Levels (Part 3 of 6)
- Account Management: The Marketing Sales Disconnect (Part 4 of 6)
- Account Management: Creating Insight Based Account Relationships (Part 5 of 6)
- Account Management: Providing a Total Account Solution (Part 6 of 6)
- Avoid the Top Mistakes Sales Reps Make
- Building a Sales Process
- Building GREAT Sales Relationships
- Characteristics of the Sale: Analytics and Metrics
- Characteristics of the Sale: Introduction to the Sales Cycle LINE
- Characteristics of the Sale: Key Account Selling Overview
- Characteristics of the Sale: Product Knowledge
- Characteristics of the Sale: Sales Cycle LINE A
- Characteristics of the Sale: Sales Cycle LINE B
- Claiming vs. Creating Value in Negotiation
- Closing the Sale
- Conquering Sales Objections
- Creating Effective Sales Proposals
- Creating Your Elevator Pitch
- Cross Selling
- Dealing with Difficult Situations
- Developing Your Territory: Building the Sales Plan
- Developing Your Territory: Summarizing the Business Situation
- DISC: Selling D
- DISC: Selling I
- DISC: Selling S
- DISC: Selling C
- Effective Selling in Any Situation
- Emotional Intelligence for Sales Success
- Establishing Credibility
- Establishing Trust with Customers
- Excellent Customer Service
- Finding Good Prospects
- Following up on Your Sale
- Follow-Up After the Sale
- Get Clients Now!
- Getting Past the Gatekeeper
- How Customers Want to Be Treated
- How to Develop Your Sales Plan
- How to Leave Phone Voicemail that Get Returned
- Leading the Sales Force
- Managing Enterprise Accounts: Customer Lifetime Value
- Managing Enterprise Accounts: Finding Unmet Needs
- Managing Enterprise Accounts: Handling Objections
- Managing Enterprise Accounts: Introduction
- Managing Enterprise Accounts: No Push Close
- Managing Enterprise Accounts: No Push Selling
- Managing Enterprise Accounts: Pre-Call Planning
- Managing Enterprise Accounts: Selling Benefits
- Managing Enterprise Accounts: The Five-Minute Debrief
- Managing Enterprise Accounts: Value Added Selling
- Managing Your Sales Prospects
- Modern Phone Sales Techniques
- Motivate Your Sales Team
- Negotiating for Success
- Negotiating: 01. Introduction to Negotiating
- Negotiating: 02. Framing
- Negotiating: 03. Styles
- Negotiating: 04. Identifying Leverage
- Negotiating: 05. Analyzing Upcoming Negotiations
- Negotiating: 06. Planning for Negotiations
- Negotiating: 07. The Negotiation Process
- Negotiating: 08. Reaching Agreement
- Negotiating: 09. Evaluating Your Performance
- Negotiating: 10. DISC Styles
- Negotiating: 11. Dealing with Strategies
- Negotiations: Solving the Tough Problems
- No, But, If
- Objection Series: Doubt
- Objection Series: Indifference
- Objection Series: Misunderstanding
- Objection Series: True Negative
- Overview of Sales Methodologies
- Preparing for Your Sales Pre-approach
- Presentation Skills: Closing
- Proactive Sales Management
- Prospecting by Phone: 7 Guidelines for Cold Call Management
- Prospecting by Phone: Avoiding Common Mistakes
- Prospecting by Phone: Cold Call Guidelines
- Prospecting by Phone: Does Cold Calling Work?
- Prospecting by Phone: Great Incoming Greetings
- Prospecting by Phone: Standing Out from the Crowd
- Prospecting by Phone: The 4-Minute Call
- Prospecting by Phone: The Great Voice Message, Part 1
- Prospecting by Phone: The Great Voice Message, Part 2
- Quick sell
- Researching Prospects & Industry Online
- Riding Along with Sales Reps
- Running a Sales Meeting
- Sales and Ethics: Connecting Your Values to Your Career
- Sales and Ethics: Making Ethical Decisions
- Sales and Ethics: Managing Conflicts of Interest
- Sales Communications: Internal Sales Communication
- Sales Communications: Writing Sales Proposals
- Sales Force Design for Strategic Advantage
- Sales Forecasting for the Salesperson

SALES

- Sales Forecasting Management
- Sales Prospecting: How to Get Past Gatekeepers
- Sales Prospecting: How to Leave Sales Voicemails
- Sales Prospecting: Sales Analytics and Metrics
- Sales Prospecting: Social Media Networking
- Sales Prospecting: The Flipped Sales Funnel
- Sales Prospecting: The Link Between Marketing and Sales
- Sales Prospecting: The Original Sales Funnel
- Sales Prospecting: The Sales Pipeline
- Sales Time Management
- Sales: Attitude is Everything
- Sales: Attitude is Everything (French)
- Sales: Attitude is Everything (French-Canadian)
- Sales: Attitude is Everything (Spanish)
- Sales: Boost Your Selling Power
- Sales: Boost Your Selling Power (French)
- Sales: Boost Your Selling Power (French-Canadian)
- Sales: Boost Your Selling Power (Spanish)
- Sales: Create Sales Proposals
- Sales: Create Sales Proposals (French)
- Sales: Create Sales Proposals (French-Canadian)
- Sales: Create Sales Proposals (Spanish)
- Sales: Overcoming Objections
- Sales: Overcoming Objections (French)
- Sales: Overcoming Objections (French-Canadian)
- Sales: Overcoming Objections (Spanish)
- Sales: Qualifying Prospects
- Sales: Qualifying Prospects (French)
- Sales: Qualifying Prospects (French-Canadian)
- Sales: Qualifying Prospects (Spanish)
- Sales: Set Goals and Manage Time
- Sales: Set Goals and Manage Time (French)
- Sales: Set Goals and Manage Time (French-Canadian)
- Sales: Set Goals and Manage Time (Spanish)
- Sales: Tips for Successful Sales
- Sales: Tips for Successful Sales (French)
- Sales: Tips for Successful Sales (French-Canadian)
- Sales: Tips for Successful Sales (Spanish)
- Sell Without Selling
- Selling at a Distance: Gathering Prospect Information
- Selling at a Distance: Phone Selling
- Selling at a Distance: The Virtual Presentation
- Selling New Products
- Selling Strategies: Consultative Selling
- Selling Strategies: Cyclical Selling
- Selling Strategies: Field Sales
- Selling Strategies: STUN Selling
- Selling Strategies: Tiered Selling
- Selling Strategies: Upsell and Add-Ons
- Selling To Different Customer Roles
- Selling to the C-Suite
- Selling Value Over Price
- Setting and Managing Your Sales Goals
- Speaking Customer
- Strategizing for Your Sales Presentation
- Successful Selling in Today's Economy
- Taking Effective Call Notes
- Territory Management: Analyzing a Territory
- Territory Management: Managing a New Territory
- The Accidental Salesperson
- The Distance Sales Cycle
- The New Rules of Lead Generation
- The Qualifying Process
- The Sales Process: Advanced Questioning Techniques
- The Sales Process: DISC
- The Sales Process: No Fuss Closing
- The Sales Process: Overcoming Objections
- The Sales Process: Uncovering Needs
- The Unmet Need
- Turning Features into Benefits
- Understanding Techniques for a Sales Approach
- Understanding the B2B Buying Process
- Upsell With Confidence
- Using Adaptive Selling to Make the Sale
- Utilizing DISC in Sales
- What Is a Sales Process?
- What's Right for This Prospect, Today?
- When to Shut Up
- Working with Psychological Biases in Negotiation
- Writing Effective Sales e-Mails

MOST PREFERRED COURSES IN THE MARKET

ADMINISTRATIVE ASSISTANT & FRONT DESK

- Front Desk Safety & Security
- Management Skills for Secretaries, Support Staff & Admin. Assistants
- Succeeding as an Administrative Professional
- The Conference for Administrative Assistants

BUSINESS SKILLS

- Achieving Results without Authority
- How to Bargain & Negotiate with Vendors and Suppliers

BUSINESS WRITING & GRAMMAR

- Business Writing for Results
- Engaging and Polished Business Writing and Grammar (2-day)
- How to Write Killer Copy
- Mistake-Free Grammar & Proofreading

COMMUNICATION

- How Teachers Can Instruct and Engage Students with Online Learning
- How to Avoid Bad Communication Habits
- How to Become a Great Communicator, Abridged
- How to Communicate with Tact and Professionalism (2-day)
- How to Deliver Engaging and Interactive Online Training
- How to Handle Emotionally Charged Situations in the Workplace

COMPUTER SOFTWARE

- Advanced Microsoft® Excel®-Macros, PivotTables, Charts and More
- Easily Master Microsoft® Excel® PivotTables®
- How To Create Powerful Excel® Dashboards
- Maximizing Productivity with Microsoft® Teams
- Microsoft® Access® - Database Design, Queries and Reports
- Microsoft® Excel® Basics
- Microsoft® Excel®: Beyond the Basics

CUSTOMER SERVICE

- Dealing with Difficult Customers During COVID-19
- How to Deliver Exceptional Customer Service

FINANCE & ACCOUNTING

- Cash Flow Forecasting for Small and Medium-Sized Businesses
- Collections Law
- How to Manage & Organize Accounts Payable
- How to Manage Inventory & Cycle Counts
- How to Use QuickBooks®
- Sales & Use Tax Workshop
- The Controller's Workshop
- Understanding Financial Statements

HUMAN RESOURCES

- Comprehensive Guide to Human Resource Management (2-Day)
- Employment Law
- FMLA Compliance
- Hiring Practices to Ensure Diversity and Inclusion
- HR's Role in COVID-19, How Human Resources is establishing the New Normal
- Human Resources for Anyone with Newly Assigned HR Responsibilities
- Learn to Write Effective Policies & Procedures
- Onboarding Virtual and Remote Employees
- One-Person HR Department
- Payroll Law
- Recruiting and Hiring for a Virtual World
- The Essentials of HR Law
- Timely HR Issues - Harassment, Marijuana, Employment / COVID Laws and More
- Training the Trainer
- Understanding and Developing Cultural Diversity
- Workers' Comp

MOST PREFERRED COURSES IN THE MARKET

MANAGEMENT & LEADERSHIP

- A Crash Course for the First-Time Manager or Supervisor
- Basic Accounting Skills for the Business Professional
- Be the Manager Your Employees Want to Follow
- Create Effective Employee Development Plans
- Creative Leadership
- Criticism & Discipline Skills for Managers and Supervisors
- Employment Laws All Managers Need to Know
- Facilities Management - A 2-Day Comprehensive Course
- How Managers Become Great Leaders
- How to Improve Employee Accountability with Remote and In-Person Teams
- How to Supervise Bad Attitudes and Negative Behaviors
- How to Supervise People
- Inspiring Employee Motivation and Engagement
- Leadership & Management Skills for Women PM
- Leadership & Management Skills for Women, Abridged
- Leadership, Team-Building and Coaching Skills for Managers and Supervisors
- Leading Change in the Workplace
- Management & Leadership Skills for New Managers and Supervisors (2-Day)
- Managing Virtual Employees
- Managing with Assertive Confidence
- Overcoming Negativity
- The Exceptional Team Leader
- The Indispensable Office Manager
- The Management Conference
- Transitioning to Supervisor

MARKETING

- Digital Marketing
- The Social Media Marketing Conference

OSHA & WORKPLACE SAFETY

- 10-Hour OSHA Safety Training for General Industry
- CAL/OSHA 30-Hour Compliance Course (5-day)
- Ca/OSHA Compliance
- COVID Workplace Safety
- HIPAA Compliance for Healthcare Professionals
- OSHA 30-Hour Compliance Course (5-day)
- OSHA Compliance
- OSHA Compliance for Healthcare Professionals

PERSONAL DEVELOPMENT

- Dealing with Difficult People
- Developing Emotional Intelligence
- How to Balance Work and Life in Challenging Times
- How to Handle Stress at Work
- Managing Emotions Under Pressure, Abridged
- Strategies to Build Rapport and Work Well with Others
- The Women's Conference
- Why Diversity Matters and How to Recognize and Overcome Unconscious Bias

PROJECT MANAGEMENT

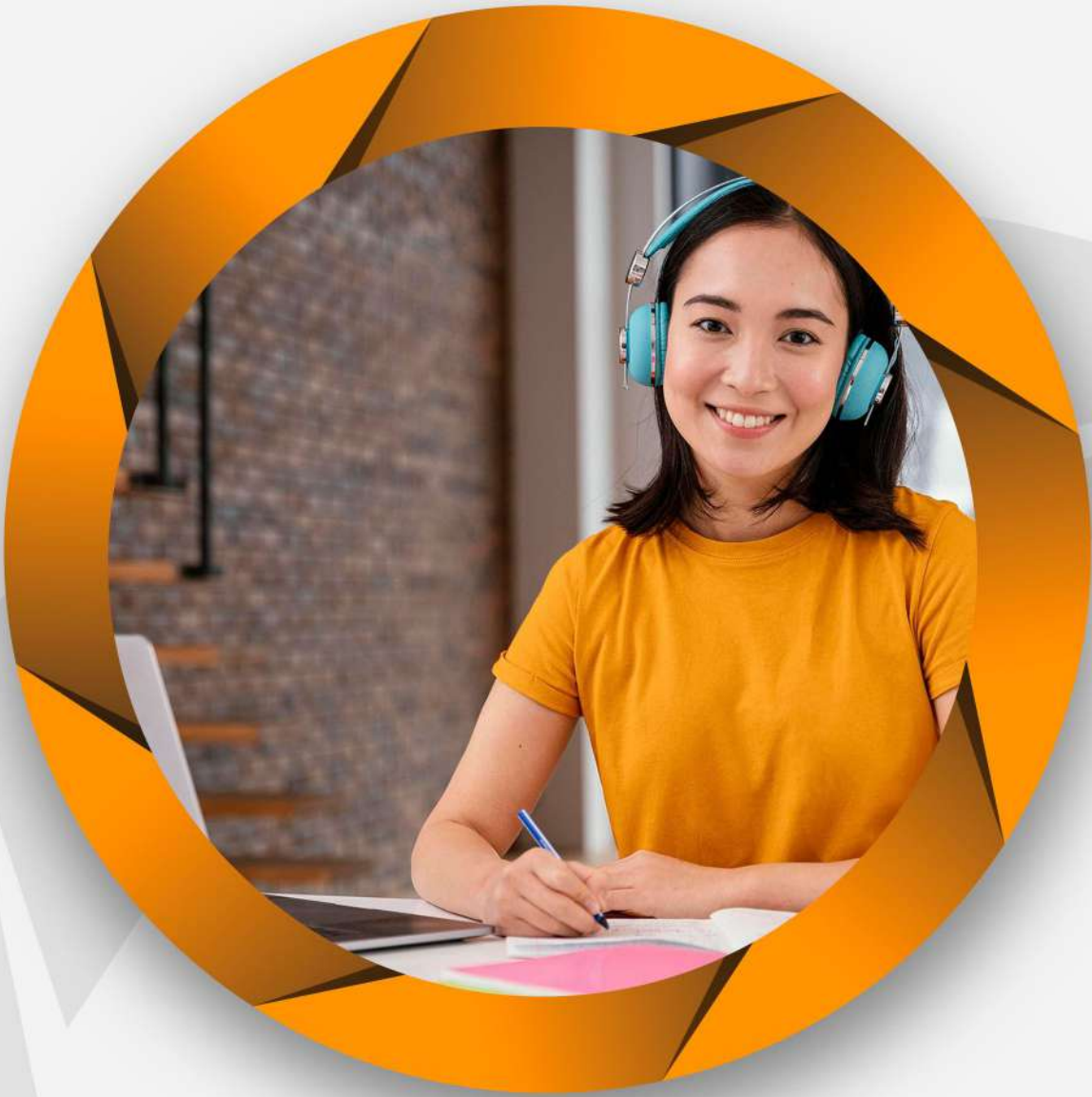
- Fundamentals of Project Management (2-Day)
- Project Management Workshop

SALES

- How to Avoid Top Selling Mistakes

TIME MANAGEMENT

- Managing Multiple Priorities, Projects and Deadlines
- Time Management for the Overwhelmed



E - LEARNING [IT SERVICES]

CHOOOLS CONSULTING SERVICES PVT LTD

E – LEARNING [IT SERVICES]

ENTERPRISE ARCHITECTURE

- TOGAF® Essentials 2018
- TOGAF® Business Architecture
- TOGAF® 9 Foundation
- TOGAF® 9 Certified (level 1 & 2)
- ArchiMate® 3 Practitioner (level 1 & 2)

IT SERVICE MANAGEMENT

- ITIL® 4 Foundation
- ITIL® 4 Specialist: Create, Deliver & Support (CDS)
- ITIL® 4 Specialist: Drive Stakeholder Value (DSV)
- ITIL® 4 Specialist: High Velocity IT (HVIT)
- ITIL® 4 Strategist: Direct, Plan & Improve (DPI)
- ITIL® 4 Leader: Digital & IT Strategy (DITS)
- ITIL® 4 Managing Professional (MP) Transition

DEVOPS & SRE

- DevOps Foundation (DOFD)®
- DevOps Leader (DOL)®
- DevSecOps Foundation (DSOF)®
- SRE Foundation (SREF)®

PROJECT & PROGRAM MANAGEMENT

- PRINCE2® Foundation
- PRINCE2® Foundation & Practitioner
- MSP® Foundation
- MSP® Foundation & Practitioner
- PRINCE2® Agile Foundation
- PRINCE2® Agile Foundation & Practitioner
- Agile Project Management (AgilePM®) Foundation
- Agile Project Management (AgilePM®) Foundation & Practitioner

BUSINESS PROCESS & ANALYSIS

- BPMN™ 2.0 Foundation & Practitioner (level 1 & 2)
- Agile Business Analyst (AgileBA®) Foundation
- Agile Business Analyst (AgileBA®) Foundation & Practitioner

DIGITAL TRANSFORMATION

- AgileSHIFT® Certification
- Change Management Foundation
- Change Management Foundation & Practitioner
- IT4IT™ Foundation

IT GOVERNANCE & COMPLIANCE

- COBIT® 2019 Foundation
- COBIT® 5 Foundation
- GDPR Awareness
- GDPR Action & Implementation

UPCOMING *

CYBER SECURITY & CLOUD

- Resilia® Foundation
- Resilia® Foundation & Practitioner
- Certified Information Security Manager (CISM®)
- Certified Information Systems Auditor (CISA®)
- Certified Information Systems Security Professional (CISSP®)
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- CompTIA Cybersecurity Analyst (CySA+)
- Professional Cloud Service Manager (PCSM®)

IT GOVERNANCE & COMPLIANCE

- CGEIT – Governance of Enterprise IT

SCRUM

- Agile & Scrum Foundation (ASF®)
- Agile Scrum Master (ASM®)

PROJECT & PROGRAM MANAGEMENT

- MoP® Foundation
- MoP® Foundation & Practitioner
- M_O_R Foundation
- M_O_R Foundation & Practitioner
- Agile Digital Services (AgileDS™) Foundation
- Agile Digital Services (AgileDS™) Foundation & Practitioner
- Agile Program Management (AgilePgM®) Foundation
- Agile Program Management (AgilePgM®) Foundation & Practitioner

BUSINESS PROCESS & ANALYSIS

- Certified Business Analysis Professional (CBAP®)
- Certified Business Relationship Manager (CBRM®)
- Better Business Cases™ Foundation
- Better Business Cases™ Foundation & Practitioner



POPULAR COURSES

E - LEARNING

POPULAR COURSES

SUPERVISOR & MANAGERS

- Virtual Team Building & Management
- Team Building Through Chemistry
- Supervising Others
- Self-Leadership
- Performance Management
- Manager Management
- Office Politics of Manager
- Middle Manager
- Lean Process and Six sigma
- Leadership Influence
- Knowledge Management
- Conducting Annual Employee Review
- Facilitation Skills
- Employee Motivation
- Developing New Managers
- Coaching & Mentoring
- Budgets and Financial

PERSONAL DEVELOPMENT

- Work life Balance
- Taking Initiative
- Stress Management
- Social Learning
- Social Intelligence
- Personal Productivity
- Managing Workplace Anxiety
- Managing Personal Finance
- Life Coaching Essentials
- Job Search
- Increasing your Happiness
- Increasing Self Awareness
- Improving Mindfulness
- Goal Setting and Getting Things Done
- Emotional Intelligence
- Critical Thinking
- Attention Management
- Anger Management
- Leaders Learning Physical Skills
- Leaders Learning Mental Skills
- Public Speaking

ADMINISTRATIVE SKILLS

- Supply Chain Management
- Social Media in Workplace
- Meeting Management
- Executive and Personal Assistance
- Collaborative Business Writing
- Business Writing
- Basic Book Keeping
- Archiving Record and Management
- Executive and Administrative
- Office producers – Regularity and Administrative
- Responsibility and Accountability in Work Environment
- Organization Skills

HUMAN RESOURCE

- Sensitivity Training
- Universal Safety Practices
- Developing Launch and Learn
- Workplace Harassment
- Workplace Violence
- Workplace Diversity
- Train the Trainer
- Talent Management
- Office Healthy and Safety
- Millennial On – Boarding
- Measuring Results from Training
- Managing Workplace Harassment
- Human Resource Management
- Hiring Strategies
- Health and Wellness in Workplace
- Generation Gap
- Employee Termination
- Employee Recruitment
- Diversity and Inclusion
- Crisis Management
- Contract Management
- Business Success planning
- Employee On – Boarding

POPULAR COURSES

CAREER DEVELOPMENT

- Women in Leadership
- Time management
- The Cloud and Business
- Ten Soft Skills You Need
- Telework and Telecommuting
- Project Management
- Personal Branding
- Negotiation Skills
- M-Learning
- Interpersonal Skills
- Entrepreneurship
- Developing Creativity
- Creative Problem Solving
- Communication Strategies
- Assertiveness and Self Confidence
- Digital Citizenship

SALES AND MARKETING

- Top 10 Sales
- Trade show Staff
- Telephone Etiquette
- Social Media Marketing
- Servant Leadership
- Sales Fundamentals
- Proposal Writing
- Prospecting & Lead Generations
- Project Management
- Presentation Skills
- Overcoming Sales Objections
- Motivating Your Sales Team
- Multi-Level Marketing
- Media Public Relations
- Internet Marketing Fundamentals
- Marketing Basics
- n Person Sales
- High Performance Teams Inside Company
- High Performance in Remote Workplace
- Employee Recognition
- Event Planning
- Creating a Great Webinar
- Contact Centre Training
- Coaching Sales People
- Body Language
- Call Centre Training

WORKPLACE ESSENTIALS

- Customer Service
- Team Building for Managers
- Team Work and Team Building
- Safety in The Workplace
- Risk Assessment
- Respect in The Workplace
- Networking Within the Company
- Networking Outside the Company
- Handling a Difficult Customer
- Developing Corporate Behaviour
- Delivering Constructive Criticism
- Cyber Security
- Customer Support
- Customer Service
- Conflict Resolution
- Civility in The Workplace
- Change Management
- Business Acumen
- Appreciative Inquiry
- Business Etiquette

MICROSOFT OFFICE SPECIALIST

- Access 2016 Essentials
- Excel 2016 Essentials
- Excel 2016 Expert
- PowerPoint 2016 Essentials
- Word 2016 Essentials
- Outlook 2016 Essentials
- Word 2016 Expert

OPERATION MANAGEMENT

- Productivity
- Critical Path Analysis

ACCOUNTING

- Accounting

POPULAR COURSES

CHOOLS - LEAN SIX SIGMA

- Lean Six Sigma White Belt - Banking domain
- Lean Six Sigma Yellow Belt - Banking domain
- Lean Six Sigma Green Belt - Banking domain
- Lean Six Sigma Black Belt - Banking domain
- Lean Six Sigma Master Black belt - Banking domain
- Lean Six Sigma Gold Belt - Banking Domain
- Lean Six Sigma White Belt - Manufacturing domain
- Lean Six Sigma Yellow Belt - Manufacturing domain
- Lean Six Sigma Green Belt - Manufacturing domain
- Lean Six Sigma Black Belt - Manufacturing domain
- Lean Six Sigma Master Black belt - Manufacturing domain
- Lean Six Sigma Gold Belt - Manufacturing Domain
- Lean Six Sigma White Belt - FMCG domain
- Lean Six Sigma Yellow Belt - FMCG domain
- Lean Six Sigma Green Belt - FMCG domain
- Lean Six Sigma Black Belt - FMCG domain
- Lean Six Sigma Master Black belt - FMCG domain
- Lean Six Sigma Gold Belt - FMCG Domain
- Lean Six Sigma Project Sponsor
- Lean Six Sigma deployment Champion
- Lean Six Sigma Kaizen Leader
- Lean Six Sigma Kaizen Master
- Lean Practitioner
- Lean UX
- Running Lean - IT
- Value Stream Mapping
- 6S of a Workplace
- Advanced Lean Thinking
- Lean Six Sigma - Kaizen Event Workshop
- Lean Kata - training
- Lean Kanban & JIT training
- Lean Manufacturing training
- Lean Hoshin Kanri training
- Business Process Management System - BPMS training
- Continuous Improvement training
- Design for Lean Six Sigma
- Lean Six Sigma - Design of Experiment training
- Lean Six Sigma - Gemba Kaizen training
- Lean Six Sigma - APQP training
- Lean Six Sigma - Risk Assessment training
- Lean Six Sigma - Waste Analysis training
- Lean Six Sigma - Loss Analysis training
- Lean Six Sigma - SMED training
- Lean Six Sigma - PDCA+A3+8D+ 7 QC tools training
- Lean Six Sigma - Minitab training
- Lean Six Sigma - Process capability training for Manufacturing
- Lean Six Sigma TRIZ training
- Lean Six Sigma Production Planning and control training
- Lean Six Sigma Change Management Process
- Lean Six Sigma Voice of the "Customer+ Business+Process" CBP training

MANUFACTURING

- Total Productive Maintenance /TPM gold Certification Program
- Focused Improvement -TPM
- Autonomous Maintenance-TPM
- Planned Maintenance-TPM
- Organization Capability -TPM
- Early Management -TPM
- Quality Management -TPM
- Service Level Efficiency - OEE
(Improving Equipment overall efficiency DTI)
- HSE-TPM
- Waste to Value (8 types of waste)
- 6S in the Workplace
- Maintenance excellence assessment
- Reliability Centered Maintenance
- Structured Root cause analysis Program
- Ford Focused 8D Problem solving
- Failure Mode Effect Analysis Program
- Loss Tree Analysis
- PITSTOP/ Certified SMED Practitioner

POPULAR COURSES

NICHE COURSES

- Change Management - Change Acceleration Process Model - Drive Agility in the organization at Break through Speed.
- Change Management Process - Leadership training
- Coach the Coaches - Comprehensive Coaching training
- Communication effectiveness
- Driving competitive compensation program
- Competency Mapping training
- Curiosity & Creativity training
- Obtaining Critical thinking
- Customer management training
- Decision making training
- SWAT - Swift Action Team- Decision Making workshop - To drive Agility & Speed in Execution on Key projects***
- Project Management (PMP)
- Risk Management
- Total Quality Management
- Improving productivity / Cost reduction Program
- Performance Excellence
- Measuring performance
- Balanced Score Cards(workshop)
- Data Master SME
- Analyze for Root cause
- Loss Tree Analysis
- PITSTOP/ Certified SMED Practitioner
- Improving Equipment overall efficiency DTI
- Process Analysis - Monte Carlo Simulation
- Maintenance excellence assessment
- Reliability Centered Maintenance
- Certified Reliability engineer
- Certified Quality analyst
- Design Thinking ideation Program
- Manufacturing and Warehouses program
- Competitive Manufacturing Program
- Certified Manufacturing Engineer
- Manufacturing Excellence Supervisor
- Structured Root cause analysis Program
- Ford Focused 8D Problem solving
- Failure Mode Effect Analysis Program
- Advanced product quality planning
- REST-Resource -Efficiency-Spend -Timeline
- GO-SEE-THINK-DO GEMBA WALK
- Operational Excellence - DEEP DIVE
- Certified Manufacturing Excellence Practitioner /professional
- NOPBT- COST SAVING PROGRAM
- Engineering Design Process - check APQP
- TRIZ
- Manufacturing Ideation Program
- Front line Lean Engagement program
- Cost Reduction -SMART SPENDING
- Leadership Skills (Lead high performing teams)
- SLOT - Senior Leadership of Team
- Seven Habits of Highly Effective Leaders
- Influential skills and Persuasion (Magnetize , Energize and Engage)
- Emotional Intelligence
- Train the trainer
- Entrepreneurship- Becoming entrepreneur
- The power of Focus
- The science of becoming Rich
- Certified Supply Chain and Logistics Professional
- Certified Purchasing professional
- Productivity and cost saving in procurement
- Strategic Sourcing
- Negotiation Skills for profitable Procurement
- Certified JIT Practitioner
- Structured Innovation
- Innovation and design
- Feasibility Studies :preparation , analysis , evaluation
- Business process Management System course
- EFQM
- Business Model Creation
- Strategic Planning and thinking
- Competitive Advantage & Value proposition
- Employee Empowerment
- Team Management
- Managers Coaching Program
- Environmental Compliance (Nebosh)
- Nebosh Health & Safety
- The 5AM Club
- Seven Habits of Highly Effective People
- Attitude to Altitude
- Conflict Management
- Decision Making
- Emotional Intelligence
- How to Stop Worrying & Start living Happily
- Interview Skills
- Leadership
- Motivation
- Personality Development
- Power of Positive thinking
- Public speaking
- Self Confidence
- Step-Stretch -Leap - Positive Personality
- Stress management
- Team Building

POPULAR COURSES

NICHE COURSES

- The power of Your Sub-conscious Mind
- Time Management
- A to Z Sales
- Effective Selling Skills
- Sale-Spin-Selling
- Sales Success 10 steps
- Sales Motivational training program
- Sales - Tele Agenda
- Selling Basic Skill Professional
- Selling Skills - The complete Sales process
- Witting Arguments
- Webinar
- Transaction Analysis
- NLP Time Management
- Sound Therapy
- Relationship Psychology
- Public speaking
- Psychology
- Post Trauma - Job Fear
- Positive Psychology
- Mindfulness
- Life Purpose Driven
- Life Coaching Essentials
- Leadership - Inspiring Leadership
- Law of Attraction
- Job Skills Post Covid
- Innovation
- Inner Child Healing - Child Hill in an Adult
- Improving memory
- How the Mind works for You
- Holistic Health
- Emotional Intelligence
- Emotional Resiliency
- Anxiety Management
- Dealing Depression
- Grief Bereavement
- Dialectical Behavior
- Decoding Body Language
- Cognitive Behavioral therapy
- Breaking Bad Habits
- Borderline Personality Disorder
- Art of Delegation
- BiPolar disorder awareness
- Acupressure
- World after corona

