



Meet TalentLibrary™

A growing collection of ready-made courses that cover
the soft skills your teams need for **success at work**





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Microsoft Software
UI/UX Design

COMING SOON

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You can find all the courses included in each collection here:



Business Skills

Business Continuity Applied

Dealing with Supply Chain Interruptions
Incidents & The Importance of Accurate Information
Integrated Response & Recovery
Testing Business Continuity (Scenarios)
The Challenges of Communication during an Incident

Business Continuity Essentials

Dealing with Business Continuity and Disaster Recovery
Developing a Contingency Plan
Introduction to Business Emergency Preparedness Planning
Managing Business Resilience
The Incident Manager's Tool Kit

Coaching Applied

Digital Coaching & Virtual Reality
How to Prepare for a Coaching Session (for the employee)
Measuring Coaching Performance
Putting Emphasis on Holistic Wellness
The ROI of Coaching

Coaching Essentials

Asking the Right Questions
Building Trust & Rapport
Creating Accountability
Establishing a Coaching Culture
Giving Effective Feedback
Introduction to Coaching
The Art of Listening
The Importance of Goal Setting
The Power of Silence
Using Coaching Models

Contract Management Essentials

Contract Collaboration
Contract Execution
Contract Renewal
Contract Tracking & Management
Creating a Contract

Corporate Finance

Foundations of Corporate Finance: Principles & Practice
Mergers, Acquisitions & Restructuring
Capital Structure & Corporate Funding Strategies
Corporate Valuation Methods
Financial Leadership for Board Members

Corporate Risk

Creating a Risk Culture
Enterprise Risk Management
Managing Risk in the Boardroom
The 4 Types of Risk Management
The Role of the Risk Register

Data Analysis

Business Analysis Technique - MoSCoW
Business Analysis Technique - MOST & SWOT
Business Analysis Technique - PESTLE
Business Analysis Technique - Six Thinking Hats
Business Analysis Technique - The 5 Whys
Causal and Mechanistic Data Analysis Techniques
Data Literacy
Data Ownership
Descriptive & Exploratory Data Analysis Techniques
Developing Research Skills
Inferential and Predictive Data Analysis Techniques
Methods of Analyzing Qualitative & Quantitative Data
Qualitative & Quantitative Data Analysis
Report Writing: The Power of Visuals
The 5 Cs of Report Writing
The Basics of Business Writing
The Power of Big Data
The Stages of Report Writing
Visualizing Data
Qualitative Data Collection

Digital Transformation Essentials

Digital Disruption
Is Digital Transformation Just Change?
Leading a Digital Transformation
The Design Thinking Mindset
The Four Types of Digital Transformation
The Impact of Training on Digital Change



The Power of Data Visualization
What is a Digital Transformation Strategy?
What is Digital Transformation?
Why do you Need a Digital Culture?

Finance Applied

Common Financial Management Systems
Finance & The Role of Bookkeeping
Risk & Financial Controls
Short-Term Cash Monitoring
Working Capital Management

Finance Essentials

Financial KPIs – Measuring Performance
Financial Ratios
Financial Risk Management
Key Financial Statements
The Basics of Accounting
The Basics of Financial Management
The Flow of Money
The Importance of Cash Flow
The Value of Budgeting
Vulnerable Customers & Finance

KPIs & OKRs

How to Write Effective OKRs
KPIs & Employee Performance Management
KPIs & The Golden Thread
Leading & Lagging KPIs
OKRs and Going Beyond Vanity Metric
OKRs – Vision, Planning & Measuring
OKRs vs KPIs
Setting Business KPIs
The Balanced Scorecard
Types of OKRs – Committed & Aspirational

Marketing Applied

Content Marketing
Customer Insights & Analysis
Developing your Marketing Strategy
Digital Marketing: LinkedIn & Social Media
Digital Optimization
Email Marketing
Influencer and Affiliate Marketing

Planning Campaigns
SEO & PPC
Viral Marketing

Marketing Essentials

Brand Ambassadors
Curating the Right Content
Do Your Research (Brand & Product)
Introduction to Marketing Automation
Know Your Customers
Show Don't Tell
The Power of Networking
The Power of Social Media
The Role of Partnerships
Your Shop Window – Your Website

Marketing Mastery

AI-Powered Copy
Brand Building Basics Part 1
Brand Building Basics Part 2
Campaign Management
Conducting a Successful Outreach Campaign
Content Communities
Content Management Systems
Content Marketing
Copywriting Essentials
Getting Hands-On with Google Ads
Getting Hands-On with PPC
Getting Started with Google Analytics
Inbound vs. Outbound Marketing
The Different Content Marketing Strategies
The Marketing Funnel – From the Top to the Bottom
The Power of Google Analytics
The Power of Pillar Pages
The Power of User-Generated Content
The Role of Product Marketing
Video Marketing

New Manager

Buddy Schemes
Building Key Relationships
Connecting Employees to their Purpose
Encouraging Engagement
Getting the Most out of Your Managers' Playbook
How to put a Playbook Together



How to Understand New Business Culture
Improving Your Team With Development Plans.
Onboarding Staff as a New Employee
Probation Periods: what are they good for?
Professional Relationships & Boundaries
Resilience as a New Manager
Setting the Right Tone
Spending Time with Departing Employees
When Onboarding Goes Wrong
Working with HR

Product Teams

Introduction to Agile and Scrum for Product Teams
User Story Writing & Product Backlog Management
Managing Product Handoffs
Release Planning & Roadmap Management
Iteration & Minimum Viable Product (MVP)
Stakeholder Management for Product Owners
Product Vision & Strategy
KPIs for Product Owners
Risk Management in Product Ownership
KPIs for Product Managers
Structuring Your Product Team
Gathering Effective Feedback
Growth Product Management
Feature Product Management
Technical Product Management

Project Management Applied

Activity & Resource Planning
Developing a Budget (Cost Estimating)
Ensuring Customer Satisfaction
Managing Project Risk
Monitoring Progress
Organizing & Motivating a Team
Producing Reports
Project Management Methodologies 1
Project Management Methodologies 2
Time Management in Projects

Project Management Essentials

Closing a Project
Executing a Project
Initiating a Project
Monitoring a Project
Planning a Project

Project Management Mastery

Agile in Practice
Choosing the Right Project Methodology
Kanban in Practice
Scrum in Practice
Waterfall in Practice

Quality Management Essentials

Quality Assurance
Quality Control
Quality Control Planning
Quality Control vs. Quality Assurance
Quality Improvement
Applying Six Sigma
Six Sigma - Kaizen
Six Sigma - Lean
Six Sigma - DMAIC Process
Six Sigma - Roles & Responsibilities

Remote Working

How to Work Remotely (Employee Version)
Remote Culture
Remote Working & Workplace Harassment
Remote Workspace

Strategy Development

A Walkthrough of Business Operating Models
Business Model Innovation
Crisis Management & Adapting Strategies
Formulating a Winning Strategy
Global & Market Entry Strategies
Integrating Ethics into Strategy Development
Measuring & Evaluating Strategy Success
Scenario Planning & Risk Management
Strategic Leadership & Strategy Success

Supply Chain Management

Contractor Management
Gaining Efficiency: Inventory Management
Managing Supply Chain Compliance
Supply Chain & Risk Management
Supply Chain & Social Responsibility
Sustainable Supply Chain
The Competitive Advantages of Supply
Chain Management
The Role of Logistics



Transparent Supply Chain Processes
Workforce Management

Teamwork Applied

High-Performing Teams Framework – Adjourning
High-Performing Teams Framework – Forming
High-Performing Teams Framework – Norming
High-Performing Teams Framework – Performing
High-Performing Teams Framework – Storming

Teamwork Essentials

Celebrating Differences & Diversity
Celebrating Success
Collaborative Working
Communicating Openly
Communicating with a Millennial
Dealing with Difficult Personalities
Encouraging Different Opinions
Leading with Trust & Respect
Millennials and Technology
Roles & Responsibilities
Setting Common Goals
The Power of Team Working
Training Millennials
What is a Millennial



Human Resources

Company Culture

Current vs. Future State Mapping
Early Warning Signs of a Toxic Culture
Employee Recognition
How do you Change Culture?
Leading a Cultural Movement
Organizational Culture Models
The Four Types of Company Culture
The Risk of Echo Chambers
The Role of Leadership in Company Culture
The Shadow Organization

Diversity & Inclusion

Becoming an Inclusive Leader

Confronting Discrimination
Digital Accessibility
Gender Inclusion
LGBT Awareness and Inclusion
Recognizing Your Privilege
The Key Values of Equality, Diversity and Inclusion
The Value of Diversity and Inclusion in the Workplace
Types of Discrimination
Unconscious Bias

Employee Experience

Employee Engagement Surveys
Employee Experience: Space, Technology & Culture
Helping Employees Belong (before they start)
How to focus on outcomes instead of outputs
Increasing Retention through Journey Mapping
Measuring the Employee Experience
Putting the Human back into HR
The Rise of Flexible Benefits
The Role of Employee Champions

Employee Onboarding (Employee Life Cycle)

Creating the Best Onboarding Experience****
Importance of Onboarding****
Onboarding Remote Teams****
Speed to Competency

Employee Retention (Employee Life Cycle)

Building Employee Resilience
Employee Engagement****
Employee Incentive Programs
Learning & Employee Engagement****
Monitoring & Measuring Retention Efforts
Recognition & Reward
Understanding Employee Needs & Motivation
Transparent Compensation

Employee Termination (Employee Life Cycle)

Disclosure of Dismissals
Effective Exit Meetings
Having Tough Conversations



Implementing a Performance Plan

The Correct Way to Dismiss an Employee

HR Compliance

Code of Conduct – Working Well with Everyone

Compliance in Recruitment

Conflict of Interest

Drug and Alcohol Abuse

Drug & Alcohol Abuse – Employee version

Equality and Diversity

Harassment in Remote and Hybrid Work – Employee version

Modern Slavery

Return-to-Work Compliance

Sexual Harassment

Sexual Harassment – Employer Version

Sexual Harassment – Employee version

Whistleblowing

Whistleblowing – The Business Version

HR Essentials

Building a Culture of Innovation through HR

Bullying & Violence

Flexible & Remote Working

Handling Disciplinarys

HR for Non-HR Managers

Performance Management

Talent Management & Development

The Importance of Training

Creating a Great Employee Handbook

Cultural Ambassador: Embedding Culture & Values from Day 1

Workplace Diversity

HR Strategy

Creating an Effective Recruitment Strategy

HR & Change Management

HR Metrics & Analysis

Pulse Surveys & Continuous Feedback

Strategic Thinking

Succession Planning

Hybrid Working

Hybrid Working: The Role of Leadership

Inclusive Environment for the Hybrid Workforce

Managing Employee Experiences

The Perfect Hybrid Working Policy

What is Hybrid Working?

Learning Applied

Adopting the Right Strategy to Learning Design

Applying Adaptive Learning

Creating a Learning Strategy

Designing Effective Learning Interventions

Learning Analytics

Reskilling & Upskilling – The Power of Skills

Synchronous vs. Asynchronous Learning

The Flipped Classroom

The Purpose of UX and UI in Learning

Using Blended Learning

Learning Essentials

Defining Learning Objectives

Establishing a growth mindset in your team

Learning Culture in the Workplace

Learning ROI

Learning Styles

Promoting Social Learning

Removing the Barriers to Learning

The Power of Micro-Learning

The Psychology of Learning

Mental Health Awareness

How to Create a Psychologically Safe Workplace

How to have a Conversation about Mental Health for Managers

How to have a Conversation about Mental Health for Employees

Introduction to Psychological Safety

Neurodiversity

Building an Inclusive Recruitment Process

Introduction to Neurodiversity

Neurodiversity Awareness

Neurodiversity in the Workplace

Recognizing the Value of Neurodiverse

Nurturing Talent

Don't Avoid Low Performance

Encouraging Employee Stretch

Fostering Peak Performance

Identifying Employees' Personal Goals

Learning to Let your Best People Leave

Performance Management

Effective questioning for One-to-One Meetings

Having a Constructive Conversation About

Low Performance



How to take good notes in a Meeting
Manager vs. Coach vs. Mentor
Managing Short & Long-Term Sickness
Preparing for a One-to-One Meeting (Employee)
Preparing for a One-to-One Meeting (Manager)
Running an Effective One-to-One Meeting
Running One-to-One Meetings Remotely

Recruitment Essentials (Employee Life Cycle)

Career Planning
First Impressions
Hiring Right, First Time
Interview Skills
AI-Powered Recruitment
Candidate Experience Optimization
Compliance & Ethics in Recruitment (US Focus)
Leveraging Analytics for Smarter Hiring Decisions
Diversity and Inclusion in Recruitment
Employer Branding & Recruitment Marketing
Finding the Right Candidates
Innovative Recruitment Methods
Interviewing Techniques for Recruiters: Mastering
Candidate Assessment
Strategies for Hiring Top Talent

Work Ethic

Avoiding Distractions
Being Punctual
Meeting Deadlines
Multi-tasking & Being Organized
Persistence & Resilience
Self-Management
Staying Motivated
The Importance of Planning
Time Management
Working Under Pressure
Fine-Tuning Timeboxing
Introduction to Timeboxing
Sustaining the Habit of Timeboxing
Timeboxing Mastery
Timeboxing Strategies



Leadership

Adaptive Leadership

Building a Culture of Adaptability
Learning through Self-Correction
Mobilizing Others to Overcome Resistance
Using Authority & Power (Taking Chances)
What is Adaptive Leadership?

Business Innovation

Being Adaptable
Being Resourceful
Creative Thinking
Critical Observation
Dealing with Uncertainty
Driving Innovation
Problem-Solving
The 7 Skills of Critical Thinking for Leaders
The Power of Analysis
Thinking Logically
Complex Problem-Solving: Problem-Solving Techniques
Complex Problem-Solving: Definition & Framing
Complex Problem-Solving: Root Cause Analysis
Complex Problem-Solving: Scenario Planning & Analysis
Complex Problem-Solving: Systems Thinking

Change Management Essentials

Communicating Change Effectively
Understanding the Change Curve
Leading Teams Through Change
Planning and Implementing Change Successfully
Navigating Change at Work

Communication Skills Applied

Advanced Negotiation Techniques
Assertive Communication
Building Workplace Relationships
Communicating under Stress
Constructive Peer Feedback
Cultural Competence
Effective Cross-Team Communication
Email Etiquette
Emotional Literacy
Interpreting Body Language



Managing Anger
Managing Up
Negotiation: Foundations & Psychology
Persuasion
The Art of Storytelling
Tone of Voice
Using Body Language

Entrepreneurship

Being Curious
Being Prepared to Fail
Being Self-Aware
Building Relationships & Networking
Taking Calculated Risks
The Entrepreneurial Mindset
The Five Ps
The Power of Imagination
The Power of Influence
Turning Ideas into Action

Leadership Essentials

Being Authentic
Being Brave
Being Confident
Delegation and Empowerment
Emotional & Cultural Intelligence
Humility
Inspiring Others
Making Decisions
Taking Accountability
The Four Types of Leader
Agility & Flexibility in Organizations
Leadership Styles: Dominant
Leadership Styles: Influencing
Leadership Styles: Steadiness
Leadership Styles: Conscientious
The 7 Skills of Critical Thinking for Leaders
Unlocking Team Dynamics through Understanding your Leadership Style

Leadership Toolkit

Conflict Management
Effective Meetings
Facilitating Results
Leading by Example
Leading Remote Teams

Making Deals
Managers vs. Leaders
Managing Change
Motivating Others
Promoting Talent

Practicing Leadership

Applying Emotional Intelligence
Developing a High-Performing Team
Giving Someone the Confidence to Lead
Helping a Team Member Embrace Change
Making the Right Decision for Long-Term Success
Managing a Team Conflict Effectively
Motivating a Disengaged Team
Navigating a Difficult Conversation
Rewarding Team Members' Achievements
Taking accountability for your actions

Remote Leadership

Building Trust at a Distance
Engaging Remote Workers
Remote Goal Setting
Remote Team Communication
The Remote Leadership Model

Safety Leadership

Building a Proactive Safety Culture
The Consequences of poor Health and Safety practices
Understanding Health and Safety Responsibilities
What is Behavioral Safety?
What is Safety Leadership?

The Creative Process

Creating Content for Impact
Creative Thinking Techniques
Creativity & Problem-Solving
Ethics & Creativity
Ideation & Generating Concepts
Overcoming Creative Blocks
Team Creativity & Collaboration
The Future of Creativity (AI)
User-Centered Design
Using Visual Communication to Get Your Point

The Leadership Role Model

A Healthy Manager is a Good Manager



Being Positive

Knowing when you're wrong

Leading with Commitment

Leading with Empathy

Leading with Energy

Leading with Respect

Recognizing & Rewarding Others

The Power of Patience

Using Humor



Personal Development

Career Management

Dealing with the Change - Team Dynamics

Discovering Your Strengths & Weaknesses

How to Master Your Attention

Internal Interview Preparation

Managing Your Priorities

Personal Development Plans & Sticking to Them

Setting Stretch Goals

Setting your Career Goals

The Basics of MBTI & Career Development

The First 30-60-90 Days

The Importance of a Mentor

The Transition from Team Leader to Manager

Understanding the Managerial Role

Unlocking Your Potential

Working Smart

Your Personal Brand Story

Emotional Intelligence

Collaboration & Developing EQ in Teams

Conflict Management using EQ

Creativity and EQ

Emotional Intelligence: Empathy

Emotional Intelligence: Motivation

Improving your EQ

Self Awareness

Self Regulation

Social Skills

What is EQ?

Life Skills 101

How can I plan for my retirement?

How can I reduce my carbon footprint?

How can I spot fake news?

How do I budget properly?

How do I make a good first impression?

How do I negotiate the best deal?

How do I stop smoking?

How do I write a cover letter?

What are the basics of investing?

What are the basics of nutrition?

What do I look for when buying a car?

What is a digital detox?

What is digital currency?

Why should I have insurance?

Why should I put savings aside?

Mastering Happiness

Changing Negative Habits

Finding Happiness Within Yourself

Finding your Purpose & Passion

Self-Limiting Beliefs

The Power of Self-Reflection

Mindfulness

Breathing Techniques to Relax

Dealing with Grief

Feeling Lonely

Learning to Let Go

Learning to Stay Calm

Living in the Moment

Mindfulness

Raising Low Self-Esteem

Relaxation through Meditation

Stress, Fear & Panic

Networking

Approaching People & Introductions

Carrying & Ending a Conversation

Common Networking Pitfalls

Following up with your Connections

Key Traits of a Successful Networker

Overcoming Shyness



Preparing to Network (Research & Prep)

Virtual Networking

What is Networking?

Your Personal Elevator Pitch

One-Minute Learning

How to delegate a task properly

How to prepare a one-page business proposal

How to mediate a conflict

Reducing Sitting & Screen Time

Taking Sleep Hygiene Seriously

Online Social Presence

Building your Personal Brand

LinkedIn & Social Media Networking

LinkedIn – Using your Best Profile to Promote your Business

Social Media – Hints & Tips (on What to Avoid)

The Right way to use Social Media

Personal Finances

Good Money Habits: Personal Budget Management

Learning to Save

Setting Financial Goals

Tackling Debt

The Importance of Pensions

Presentation Skills

Becoming a Master Orator

Dealing with Nerves

Power Posing

Presentations & The Magic of Stories

Presenting with Power: Hints & Tips

Setting up for Successful Presentations

Structuring your Presentations

The Art of Breathing

Using Positive Visualization

What makes a good Presentation?

Risk & Uncertainty

Embracing Risk & Uncertainty

Managing your own Decisions

Obstacles to Decision-Making

Risk & Decision-Making

The Reward of Taking Risks

Data-Driven Decision-Making

Well-being Essentials

Dealing with Stress

Eating Healthily

Kicking Bad Habits

Promoting Health & Wellbeing at Work

The Dangers of Sitting Down!

The Importance of Exercise

The Importance of Sleep

Understanding Emotions

Wellbeing & Productivity

Work / Life Balance

Social Connections

Environmental Wellbeing

Maintaining Healthy Business Relationships

Managing Life Transitions

Health Literacy

Authentic Positivity

The Benefits of Volunteering

Creative Expression & Well-being

Managing Anxiety

How to Do a Digital Detox



Safety & Compliance

Cybersecurity

Application Security Vulnerabilities

Choosing a Cloud Vendor

Coding & Cybersecurity

Covert Crypto Mining

Cybersecurity & Your Supply Chain

Data Breaches

Data Ownership: The Importance of Data Accuracy

Data Protection

GDPR

How to work well with your IT Teams

Identity Theft

Incident Management & Response

Information Security

Information Security & Governance

Internet of Things Attacks

IT Disaster Recovery & Fallback

Keeping Your Data Safe

Keeping Your Mobile Safe



Network Security & Cloud Computing
Password Management Applied
PCI DSS (Payment Card Compliance)
Penetration Testing
Phishing & Anti-Spam Software
Responding to a Cyber Ransom
Secure Remote Working
Security & Compliance Audits
Security Doesn't Stop at Work
Social Engineering
The Basics of Cryptography
The Danger of Viruses & Malware
The Power of a Strong Password
The risks of public WiFi and the use of VPNs
The Risks of Ransomware
The Risks of Shadow IT
The Use of Passwordless Authentication
Threat Monitoring
Threat Surveillance (24/7 Monitoring)
Types of VPNs
Use of External Drives
Wi-Fi Security
Automation & Integration
Cybersecurity
Cybersecurity & HR
Physical Security
Secure File Sharing
Security & AI
Social Media Security Awareness
UK GDPR
Using Open Source tools securely

Environment & Sustainability

Eco-Friendly Office Practices
Environmental Management Systems (EMS)
Environmental, Social & Corporate Governance (ESG)
ESG and Sustainability Reporting
Going Net Zero
Green Fleet Management
Reducing the Use of Plastics
Renewable Energy
Sustainability & Innovation
Sustainable Construction
Techniques for Waste Reduction
The Benefits of Becoming a B Corp
The Circular Economy (for the Employee)
The Role of Biodiversity

Water Conservation
Wish Cycling

Financial Compliance

Accounting Ethics
Anti-Bribery Practices
Anti-Bribery (UK)
Anti-Corruption
Anti-Money Laundering
Anti-Money Laundering (UK)
Corporate Governance (UK)
Competition Law (UK)
Dealing with Consumer Fraud
Finance Roles - Pre-Employment Checks
Financial Conduct Authority Overview (UK)
Financial Crimes Prevention (UK)
Financial Regulation Frameworks
Financial Sanctions (UK)
Fraud Awareness (UK)
FCA Conduct Risk (UK)
Gifts & Hospitality
Greenwashing
Introduction to Consumer Duty (UK)
KYC - Know Your Customer
Responsible Lending & Affordability (UK)
Tax Evasion (Domestic & International)
Trade Surveillance & Rogue Trading

Food Safety

Creating Robust HACCP Plans
Food Allergy Awareness
Food Fraud Prevention
Food Safety & Cross Contamination
Food Safety Management Systems
Food Safety - The Last Mile
Handling Food Safely
Innovation in Packaging
The Importance of Food Labeling
Using Process Automation in Food Safety

OSHA-Workplace Safety

Asbestos Hazard Management
Basic Respiratory Protection
Bloodborne Pathogens
Chemical Hazards & Toxic Substances



Cold Stress
Confined Spaces
Driver Safety
Electrical Safety
Fall Prevention
First Aid: CPR
Forklift Truck Safety
Hand & Power Tools
Hazard Communication
Incident Investigation Ladder Safety
Lockout / Tagout
Machine Guarding
Occupational Noise Exposure
OSHA Severe Injury Reporting & Record Keeping
OSHA Worker Rights & Protection
PPE (Personal Protective Equipment)
Safety Audits
Spills & Hazardous Waste (HAZWOPER)
The Dangers of Working in the Heat
Trenching & Excavation

Safeguarding

Safeguarding for Children (UK)
Safeguarding for Adults (UK)
Safeguarding Culture (UK)
Managing a Safeguarding Disclosure (UK)
Safeguarding & Mental Health in Young People (UK)

Workplace Housekeeping

Near Misses and Workplace Safety
The Importance of Housekeeping
The Role of Hygiene in the Workplace
Washing your Hands
Workplace Inspections

Workplace Safety Essentials

Active Shooter
Cable Management
Don't Speed on Site
Don't Walk & Text
Driving & Using Your Phone
Fire Safety Awareness
Fire Warden: Roles & Responsibilities
Fire Safety & Fire Warden (UK)
Going Remote

Lone Working (UK)
Manual Handling
Reporting a Hazard
RIDDOR (UK)
Safe Use of Work Equipment (PUWER - UK)
Slips, Trips & Falls
Use the Handrail
Workstation Ergonomics



Sales & Service

Customer Service Applied

Achieving Clarity
Customer Service & Cultural Awareness
Maintaining Composure
Nurturing Customer Relationships
Practicing Positivity
Using the Right Language

Customer Service Essentials

Cross-selling and Up-selling
Customer Loyalty
Customer Relationships
Customer Service Mindset
Customer Service Teamwork & Collaboration
Different Types of Interactions
Effective Problem Solving
Going beyond Customer Service
Handling Complaints Gracefully
How to Say 'No'
Maintaining CS Across Channels
Managing Customer Expectations
Prioritization & Time Management
The Importance of Brand
Using Technology in Customer Service

Customer Service Mastery

Anticipating Customers' Needs
Customer Service & Chatbots
Customer Service & NPS
Customer Service Coaching
Customer Service is not a Cost Center



Customer Service OKRs
Customer Service through Social Media
Empowering Customer Service
Gaining Meaningful Feedback
High-Touch Customer Service
KPIs for Customer Service Teams
Leading a Customer Service Team for the First Time
Managing Remote Customer Service Teams
Self-Service Customer Management
The Role of The Helpdesk
Tracking & Improving the Customer Experience
Understanding Customer Types (Personas)
Using Data in Customer Service

Customer Success

Automating Customer Success
Customer Loyalty
Customer Success & Onboarding
Customer Success KPIs
Dealing with the End of a Customer Relationship
Driving Customer Product Adoption
Educating Customers
Increasing & Expanding MRR (Revenue Growth)
in Customer Success
Managing Customer Escalations and Crisis Recovery
Reducing Customer Churn
Social Proof: Testimonials & Case Studies
The Role of the Account Manager
User Journeys & User Personas

Sales Mastery

Automating Sales Processes
Becoming a Subject Matter Expert
Building Benefits**
Closing Difficult Deals**
Creating an Ideal Prospect Profile
Creating your Pipeline**
Cross-Cultural Negotiations (when Selling)
Dealing with Sales Fear
Designing your Sales Dashboard
Discovery: Presenting
Effective Presentations**
Emotional Intelligence for Sales Success
Follow Up, Follow Up, Follow Up

How to Build Rapport***
Importance of Sales Feedback**
Keeping Prospects Engaged**
Managing your Pipeline**
Mastering Cold Calling
Mastering Cold Emailing
Networking in Sales
Obtaining Commitment***
Pre-Call Preparation & Planning
Prioritizing Prospects***
Qualifying Your Lead
Questioning Skills***
Reducing Sales Friction
Researching Your Prospect***
Resilience in Sales
Sales & Tech Tools
Sales Dashboard & Analytics
Sales Listening Skills**
Sales Proposals
Sales Strategies – The Power of Resellers
Sending Personalized Emails
Shortening your Sales Cycle
The Art of Sales Forecasting
The Power of Referrals
The Sales Pitch**
Time Management in Sales
Understand why Deals are Lost
Video Prospecting
Working your Call List

Sales Methodologies

Approach to Inbound & Outbound Sales
Challenger Selling
Conceptual Selling
Cross-Selling, Upselling & Account Growth
Gap Selling
How to sell ethically
NEAT Selling
Selling the Proposed Solution**
SNAP Selling
Target Account Selling
Value-Based Selling
Virtual Selling



Sales to Customer Success

Collecting Customer Information
Defining Customer Success for Sales
Managing a Successful Customer Handoff
Sales & The Role in Onboarding
Time for Renewal



Sector Specific

Healthcare Essentials

Duty of Care
Handling Patient Data
Infection Prevention & Control
Mental Health in Healthcare
Privacy & Dignity
Principles of Public Health & Health Promotion
Identifying & Preventing Healthcare Fraud
Introduction to Healthcare Informatics
Patient-Centered Care
Healthcare Quality Improvement

HIPAA Compliance Essentials

Common HIPAA Privacy Violations in the Workplace
Introduction to the HIPAA revenue cycle
Protected Health Information
What are the HIPAA rules?
What is HIPAA compliance?
Being a HIPAA-Compliant Employee
HIPAA & Cybersecurity
Patient Rights
The HIPAA Privacy Rule
The HIPAA Security Rule

Retail Applied

Adopting a 'Customer First' Mindset
Attention to Detail
Coaching Retail Employees
Commercial & Product Awareness
Ethical Retail
GDPR in a Retail Environment
Handling Complaints - Taking Ownership
The Importance of Store Windows
The Self-Service Experience
Using your Initiative

Retail Essentials

Connecting with Customers
Dealing with Stressful Situations
Developing Product Knowledge
Giving Advice (Confidently)
Greeting Customers
Service at the Cash Register
Service with a Smile (Even When Tired)
The Basics of Commercial Awareness
The Desire to Help Others
The Importance of Procedures

Retail Mastery

Creating a Retail Experience - Not just Shopping
Hyper-Personalization & Hyper-Localization
Online Stores in Offline Spaces
Retail & Augmented Reality
Social Commerce



Technology

Artificial Intelligence (AI)

Deep Reinforcement Learning
Ethics & Artificial Intelligence
Harnessing the Power of AI
What is Artificial Intelligence?
What is Machine Learning?
AI for Accessibility
Building Chatbots with ChatGPT
ChatGPT: Personal Development
& Growing Your Career
ChatGPT & Creating Content Part 1
ChatGPT & Creating Content Part 2
ChatGPT & Customer Support
ChatGPT & Cybersecurity
ChatGPT & Marketing
ChatGPT & Translations
ChatGPT for SQL Queries
Generative AI: A Tools Walkthrough
Managing Your Data with ChatGPT
Prompt Engineering: How to Create Effective Prompts
The Beginner's Guide to Using ChatGPT
The Ethical Use of AI in the Workplace
Troubleshooting & Debugging with ChatGPT



Coding for Everyone

Coding: Ruby on Rails
HTML Development for Everyone
JavaScript for Everyone
Low-Code / No-Code Platforms
Open-Source Software
PHP for Everyone
Python for Everyone
Understanding APIs
Using SQL in Databases
What is Coding?

Design for Everyone

Design & Accessibility
Designing and the Law
eCommerce Design (Best Practice)
Principles of Effective UI Design
Web Design Basics

Google Workspace (Employee Life Cycle)

Google Suite Overview & Google Calendar
Introduction to Gmail
Introduction to Google Docs (Parts 1-5)
Introduction to Google Drive
Introduction to Google Meet
Introduction to Google Sheets (Parts 1-5)
Introduction to Google Slides (Parts 1-4)

Microsoft Software

Introduction to Excel - Advanced Formulas
Introduction to Excel - Basic Formulas
Introduction to Excel - Basic Navigation (Parts 1-3)
Introduction to Excel - Conditional Formatting
Introduction to Excel - Data Tools
Introduction to Excel - Data Visualization
Introduction to Excel - Pivot Tables
Introduction to Excel - Review & Comment
Introduction to Excel - VLOOKUP Function
Excel: Statistical Analysis
Excel: Advanced Formulas & Functions (Part 2)
Excel: Macros & VBA Programming

Excel: Data Visualization & Dashboarding
Excel: Data Validation & Protection
Excel: Data Import & Export
Excel: Collaboration & Sharing
Excel: Integration with Other Tools
Excel: Scenario Analysis & What-If Analysis
Excel: Custom Templates & Add-Ins
Introduction to Microsoft OneDrive
Introduction to Microsoft Outlook
Introduction to Microsoft Teams
Introduction to PowerPoint - Basic Navigation
Introduction to PowerPoint - Inserting Objects
Introduction to PowerPoint - Tables & Charts
Introduction to PowerPoint - Working with Templates
Introduction to Word - Basic Navigation
Introduction to Word - Formatting Text (Parts 1-2)
Introduction to Word - Inserting Objects
Introduction to Word - Page Layouts, Review

UI/UX Design

Emotional Design & User Engagement
Gamification in UI/UX
Interaction & Prototypes
Responsive Design
Usability Testing & Research



COMING SOON Updates on courses

Coaching Essentials

Creating Accountability

Cybersecurity

Application Security Vulnerabilities

Coding & Cybersecurity

Data Protection

Identity Theft

Information Security

Keeping Your Data Safe

Physical Security

Responding to a Ransomware Attack

Secure File Sharing

Security Doesn't Stop at Work

Social Engineering

The Danger of Viruses and Malware

The Power of a Strong Password

The Risk of Public Wi-Fi and the Use of VPNs

The Use of Passwordless Authentication

Types of VPNs

UK GDPR

Wi-Fi Security

Financial Compliance

Anti-Bribery Practices

Anti-Money Laundering

OSHA – Workplace Safety

Confined Spaces

Incident Investigation

OSHA Worker Rights & Protection

Safety Audits

Workplace Safety Essentials

Fire Safety & Fire Wardens UK



COURSES IN SPANISH



Liderazgo

Fundamentos de Liderazgo

Asumir responsabilidad

Delegación y empoderamiento

Humildad

Inspirar a los demás

Inteligencia emocional y cultural

Los cuatro tipos de líderes

Ser auténtico

Ser valiente

Tener confianza

Toma de decisiones



Recursos Humanos

Diversidad e Inclusión

Accesibilidad digital

Cómo convertirte en un líder inclusivo

Consciencia e inclusión LGBTQ+

El valor de la diversidad y la inclusión en el trabajo

Hacer frente a la discriminación

Inclusión de género

Los valores clave de igualdad, diversidad e inclusión

Prejuicios inconscientes

Reconocer tus privilegios

Tipos de discriminación

Fundamentos de Recursos

Humanos

Acoso y violencia

Cómo gestionar los procedimientos disciplinarios

Diversidad en el lugar de trabajo

Gestión del desempeño

Gestión y desarrollo de talentos

La adaptación a la innovación



La importancia de la capacitación
Participación del empleado
RR. HH. para gerentes de otros departamentos
Trabajo a distancia y flexible



Seguridad y Cumplimiento

Fundamentos de Seguridad en el Lugar de Trabajo

Conduce con prudencia en el sitio de trabajo
Conducir y usar tu teléfono
Ergonomía en la estación de trabajo
Informar sobre un peligro
La importancia del orden y la limpieza en el trabajo
Manipulación manual
No envíes mensajes de texto al caminar
Organización de cables
Resbalones, tropezones y caídas
Usa el pasamanos

Seguridad Informática

Ataques al Internet de las cosas
Auditorías de cumplimiento y de seguridad informática
Cómo mantener tu celular seguro
El peligro de los virus y los programas malignos
El poder de una contraseña fuerte
Fraude electrónico y software antispyware
Ingeniería social
Los riesgos del secuestro de datos
Protección de tus datos
Seguridad de la red y computación en la nube



Ventas y Servicio

Atención al Cliente Aplicado

Cómo cultivar la relación con los clientes
Cómo lograr la claridad en la comunicación
Cómo mantener la serenidad
Cómo poner en práctica la positividad
Utilizar el lenguaje adecuado

Atención al Cliente Avanzado

Coaching de servicio al cliente a distancia
Cómo anticiparse a las necesidades de los clientes
Comprensión de los tipos de clientes (personajes)
Dar seguimiento y mejora de la experiencia del cliente
El servicio al cliente no es un centro de costos
Empoderamiento del servicio al cliente
Gestión de los clientes de autoservicio
Manejo de los equipos de servicio al cliente
Servicio al cliente a través de las redes sociales
Servicio al cliente personalizado

Fundamentos de Atención Al Cliente

Canales de comunicación
Cómo lograr la resolución de problemas
Cómo mantener el servicio al cliente en todos los canales de comunicación
Cómo tratar una queja de manera satisfactoria
Cumplimiento de las expectativas del cliente
Ir más allá del servicio al cliente
La importancia de la marca
La lealtad del cliente
Relaciones con los clientes
Tecnología
Venta cruzada y venta ascendente

Fundamentos de Ventas

Cómo cerrar acuerdos difíciles
Cómo crear tu proceso de ventas
Cómo gestionar tu proceso de ventas
Cómo mantener la interacción con los prospectos
Creación de beneficios
Habilidades de escucha en ventas
La importancia de compartir comentarios de retroalimentación de ventas
La presentación de ventas
La venta de la solución propuesta
Presentaciones efectivas

Habilidades de Ventas Aplicadas

Cómo establecer una relación
Cómo investigar a tu prospecto
Habilidades para hacer preguntas
Obtención de compromiso
Priorizando prospectos



Ventas Avanzadas

Afrontar el miedo a las ventas
Cómo acortar tu ciclo de ventas
Cómo vender de forma ética
Comprender por qué se pierden los acuerdos
Dominar la llamada en frío
Estrategias de venta - El poder del revendedor
La inteligencia emocional para el éxito en las ventas
Metodologías de ventas: SPIN, SNAP, etc
Resiliencia en ventas
Venta virtual

* The content and projected timeline of the scheduled courses are subject to change at any time, without prior notice, and may vary and should not be construed as binding.

** Updated version from Sales Essentials Collection

*** Sales Applied Collection

**** Transfer from other collection

