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EPIGNOSIS

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BUSINESS SKILLS

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



COMMUNICATION

Brain Bites – Let Them Know You're Listening
Brain Bites – Empathy: The Key to Active Listening
Increase your Listening Power
Leading Engaging Zoom Meetings
Persuasion: The Art of Communication



ANTI-HARASSMENT

Employee & Supervisor Version

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



MARKETING

Internet Marketing
Marketing 101: Top 5 Marketing Mistakes



PERSONAL DEVELOPMENT

Motivational Ethics
The Science of Personality Productivity



POLICY & COMPLIANCE

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



PROJECT MANAGEMENT

Excel for Project Management
Mastering Microsoft Project 2016 – Part 1
Mastering Microsoft Project 2016 – Part 2
Project Management Fundamentals



SALES AND SERVICE

Competitive Selling
Sales 101: Making Appointments
Salesforce Essentials



SOFTWARE SKILLS

Adobe Acrobat DC Essentials 2016
Advanced QuickBooks 2016
Brain Bites – Email Management
Brain Bites – Microsoft Teams Meetings
Brain Bites – Organizing your Files
Brain Bites – Staying Safe Online
Brain Bites – Using Windows 10
Brain Bites – Windows 11 Essentials
Creating Word Templates
Excel Creating Dashboards
Excel Data Analysis with Pivot Tables
Excel for Mac Basics
Excel in 30 Minutes: Using Named Ranges
Excel in 30 Minutes: Creating PivotTables
Excel in 30 Minutes: Advanced PivotTables and Slicers
Excel in 30 Minutes: Working with Date Functions
Excel in 30 Minutes: Working with Logical Functions
Excel in 30 Minutes: Text and Math Functions
Excel in 30 Minutes: Sorting and Filtering Lists
Excel in 30 Minutes: Querying and Subtotals with Lists
Excel in 30 Minutes: Data with Tables and Formatting
Excel in 30 Minutes: Visualizing Data with Charts
Excel in 30 Minutes: Charting, Trendlines, Graphics
Excel in 30 Minutes: Calculations
Excel in 30 Minutes: Conditional Formatting
Excel in 30 Minutes: Customizing Options
Excel in 30 Minutes: Entering Data
Excel in 30 Minutes: Formatting Cell Contents
Excel in 30 Minutes: Getting Started
Excel in 30 Minutes: Modifying Worksheets
Excel in 30 Minutes: Printing and Page Layout
Excel in 30 Minutes: Text and Number Formats
Excel in 30 Minutes: Worksheets and Workbooks
Excel Introduction to Power Pivot
Excel: Power Functions
Get It Done: Managing Emails
GMAIL Essentials 2015

SOFTWARE SKILLS (continued)

Google Workspace Essentials
Intro to Chromebooks
Learning Excel 2019 – Advanced (TOSA)
Learning Excel 2019 – Basics (TOSA)
Learning Excel 2019 – Beginner (TOSA)
Learning Excel 2019 – Expert (TOSA)
Learning Excel 2019 – Productive (TOSA) (
Lo Elemental de Microsoft Teams
Lo Elemental de Outlook en la Web (2020)
Lo Elemental de Planner Office 365
Lo Elemental de SharePoint en la Web
Mastering Access 2013
Mastering Access 2016 – Basics
Mastering Access 2016 – Intermediate
Mastering Excel 2013 – Advanced
Mastering Excel 2013 – Basics
Mastering Excel 2013 – Intermediate
Mastering Excel 2013
Mastering Excel 2016 – Advanced
Mastering Excel 2016 – Basics
Mastering Excel 2016 – Full Course
Mastering Excel 2016 – Intermediate
Mastering Excel 2019 – Advanced
Mastering Excel 2019 – Basics
Mastering Excel 2019 – Intermediate
Mastering Excel 365 – Basics
Mastering Google Drive
Mastering Microsoft Teams (2020)
Mastering Microsoft 365 (2022)
Mastering OneNote 2013
Mastering OneNote 2016
Mastering Outlook 2013 – Advanced
Mastering Outlook 2013 – Basics
Mastering Outlook 2013 – Full Course
Mastering Outlook 2016 – Advanced
Mastering Outlook 2016 – Basics
Mastering Outlook 2016 – Full course
Mastering Outlook 2019 – ADVANCED
Mastering Outlook 2019 – BASICS
Mastering Outlook 2019
Mastering PowerPoint 2013
Mastering PowerPoint 2016 – Advanced
Mastering Powerpoint 2016 – Basics
Mastering Powerpoint 2016 – Full Course
Mastering PowerPoint 2019 – Advanced
Mastering PowerPoint 2019 – BASICS
Mastering PowerPoint 2019
Mastering QuickBooks Desktop 2018
Mastering QuickBooks Online 2018
Mastering Word 2013 – Advanced
Mastering Word 2013 – Basics
Mastering Word 2013 – Full Course
Mastering Word 2013 – Intermediate
Mastering Word 2016 – Advanced
Mastering Word 2016 – Basics
Mastering Word 2016 – Full Course
Mastering Word 2016 – Intermediate
Mastering Word 2019 – Advanced
Mastering Word 2019 – Basics
Mastering Word 2019 – Intermediate
Microsoft 365 Admin Tips and Tricks
Microsoft 365 Office Essentials (2020)
Microsoft 365 To Do, Calendar and People Essentials
Microsoft Forms Essentials
Microsoft Lync Essentials
Microsoft Sway Essentials
Microsoft Teams Essentials
Microsoft Teams in 30 Minutes (2021)
Microsoft To-Do Essentials (2020)
Migrating from Office 2003 to Office 2013
Network Essentials CompTIA Network Plus
Office 365 Groups Essentials
OneDrive Essentials 2019
OneNote for Windows 10 Essentials
Outlook Online Essentials 2020
Outlook Online in 30 Minutes – Calendars
Outlook Online in 30 Minutes – Email
Planner Essentials
Power BI Essentials
Power Up PowerPoint
Secrets of the Office Guru
SharePoint for Site Owners
Sharepoint Online Basics
SharePoint Online Essentials
Sharing Calendars
SQL for Non-Technical Users
Think Before You Click
Intro to Data Literacy
Intro to Microsoft 365 (2021)
What's New in Excel 2019?
What's New in Outlook 2019?
What's New in PowerPoint 2019?
What's New in Word 2019?
Windows 10 Essentials
Word in 30 Minutes – Text, Printing, and Customizing
Word in 30 Minutes – Creating Lists and Tables
Word in 30 Minutes – Graphics and Page Appearance
Word in 30 Minutes – Navigating Creating Documents
Word in 30 Minutes – Preparing to Publish
Word in 30 Minutes – Working Efficiently



BUSINESS SKILLS

Basic Business Skills
 Personal Behaviors and Conduct
 You and Your Boss

The Respectful Workplace New York
 The Respectful Workplace Washington
 The Respectful Workplace sample
 The Respectful Workplace: Diversity Bundle



COMMUNICATION

Communicating with Others
 Communication Skills for Managers
 Giving Great Feedback
 Writing to Get Things Done® Toolkit



LEADERSHIP AND MANAGEMENT

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



SALES AND SERVICE

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



HUMAN RESOURCES

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



PERSONAL DEVELOPMENT

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



ANTI-HARASSMENT Employee and Manager Version

totalView Behavioral Based Interviewing Toolkit
 The Respectful Workplace California
 The Respectful Workplace Canada
 The Respectful Workplace Connecticut
 The Respectful Workplace Delaware
 The Respectful Workplace General
 The Respectful Workplace Illinois
 The Respectful Workplace Maine



PROJECT MANAGEMENT

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



BUSINESS SKILLS

- Budget Like a Boss
- Hybrid Working 101
- Leadership in a Crisis
- Remote Selling



COMMUNICATION

- Communication Skills
- The Power of Storytelling



SALES AND SERVICE

- Clear Communication
- Customer Empathy
- Customer Persuasion
- Handling Complaints
- Taking Responsibility
- The Art of Patience
- The Use of Positive Language
- Using Rapport
- Understanding the Customer



CYBERSECURITY

- Cyberbullying
- Denial of Service Attack
- Email Security
- Phishing
- Spoofing Attacks
- Staying Safe Online
- The GDPR Guru
- The Internet of Things
- Using a Strong Password
- Viruses & Malware



FINANCE

- Cash Flow Statement Pro
- Maintaining a Healthy Cash Flow
- P&L Explained
- The Balance Sheet Explained



HEALTH AND SAFETY

- Abrasive Wheels
- Accident Reporting Training
- Aggression & Violence
- Allergy Awareness
- Asbestos Awareness

- Asbestos Awareness (Refresher)
- Basic Safeguarding Awareness
- CDM Regulations
- Control of Cross Contamination
- Covid-19 Awareness
- Creating a Safeguarding Culture
- FGM (Safeguarding)
- Fire Safety Awareness
- Fire Safety Awareness (Refresher)
- Fire Warden Awareness
- Food Safety & Hygiene Level 2 (Overview)
- General Workshop Safety Equipment
- Getting In & Out of Buildings
- Good Housekeeping
- Good Premises Management
- Introduction to First Aid
- Introduction to Safe Systems of Work
- Introduction to Working Safely
- Lighting
- Managing a Safeguarding Disclosure
- Noise
- Personal Hygiene in the Workplace
- PPE Essentials
- Protection & Infection Control
- Risk Assessment Training
- Slips, Trips & Falls
- Temperature
- The Adventures of the Lone Worker
- The Basics of Manual Handling
- The Basics of Manual Handling (Refresher)
- Working at Height
- Working at Height (Refresher)
- Working with Substances Hazardous to Health



WELLBEING

- Anxiety
- Attachment & Separation Anxiety
- Being Kind to Yourself
- Cognitive Behavioural Therapy (CBT)
- Coping with Isolation
- Crisis Prevention
- Dealing with Stress
- Dealing with Suicidal Feelings
- Dealing with Stressful Situations
- Depression & Low Mood
- Drug Abuse Awareness
- Eating Disorders
- Exam Stress
- How to Have a Conversation About Mental Health
- Neglect

Panic Attacks
 Paranoia
 Relaxation
 Responding to Difficult Events
 Return to Work 101
 Self Harm
 Sleep Problems
 Social Media & Self Image
 Social Media, Screens & Teens
 The Importance of Sleep
 Turn off Work Thoughts during Free Time!
 Types of Abuse
 Warning Signs
 Workplace Mental Health
 Worry & False Thinking



HUMAN RESOURCES

Bullying (Employees & Managers)
 Conflict Management
 Equality, Diversity & Inclusion
 Recognising Privilege
 Selling Age Restricted Products
 The Four Basics of HR
 Virtual Interviews
 What is a Learning Culture?



LEADERSHIP AND MANAGEMENT

Brexit: Business Leaders FAQ
 Change Management
 Choosing your Leadership Style
 Collaborative Problem Solving
 Creating a Coaching Culture
 Creating a Positive Workplace Culture
 Effective Decision Making
 Emotional Intelligence
 Empathy in the Workplace
 Empowering Others
 How to Encourage Honest Feedback
 How to Have an Honest Conversation
 How to Manage a Toxic Employee
 Improving Mental Health in the Workplace
 Improving Remote Worker Health & Wellbeing
 Inspiring Action
 Leadership During a Pandemic
 Leadership in a Crisis
 Leadership Style: The Big 5
 Starting Out as a Digital Leader
 Successfully Managing a Remote Team

Supporting Employees with Mental Health Issues
 Targeting and Reducing Workplace Stress
 The Growth Mindset
 The Integrated Psychological Theory of Leadership
 Transformational vs. Transactional Leadership
 Understanding Contingency Leadership
 Understanding Employee Engagement
 Understanding Workplace Culture
 What is Agile Leadership?
 What is Digital Leadership?
 What is Mindful Leadership?
 What is Sustainable Leadership?
 You First: Leading From Within



PERSONAL DEVELOPMENT

Adaptability & Flexibility
 Ask for Help
 Being your Best Self
 Bringing your Whole Self to Work (Authenticity)
 Combatting Imposter Syndrome
 Continuous Learning
 Creative Thinking
 Confidence
 Dare to Disagree
 Don't Fail Fast, Fail Mindfully
 Know your Worth (and ask for it)
 Personal Productivity
 Redefine your Personal Average (Overcoming Challenges)
 Speaking up for Yourself
 The Role of Luck (Taking Risks)
 Time Management
 The Power of Passion & Perseverance



POLICY AND COMPLIANCE

Computer Workstations (DSE)
 Control of Contractors
 Driver Awareness Training
 Electricity - The Shocking Truth
 Legionnaires' Awareness
 Modern Slavery
 Plant & Machinery
 The Adventures of RIDDOR
 The Adventures of the Lone Worker (Refresher)
 The Ups & Downs of Ladder Safety
 Welfare Facilities
 Working in Confined Spaces
 Working in Confined Spaces (Refresher)



BUSINESS SKILLS

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



SALES AND SERVICE

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



CYBERSECURITY

- Cyber Security



WELLBEING

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



HUMAN RESOURCES

- Diversity and Inclusion in the Workplace
- Conducting Layoffs and Terminations of Employees
- Employee Code of Conduct
- Employee Discipline
- Employee Handbook Fundamentals
- Employee Incentives
- Employee Motivation
- Generation Gaps in the Workplace
- Hiring and Outsourcing
- Hiring Permanent Virtual Team Members
- Hiring Veterans
- Talent Management
- The Benefits of Vacation for Employers and Employees
- Train the Trainer
- Workplace Bullying and Harassment



LEADERSHIP AND MANAGEMENT

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



MARKETING

Consumer Psychology
Digital Marketing Strategy
Marketing Fundamentals

Constructive Criticism in the Workplace
Cultivating A Growth Mindset
Emotional Intelligence
Event Planning
Goal Setting Fundamentals
Habits of High Performers
Job Hunting & Job Interview Tips
Job Success Tips
Persuasion and Influencing Skills
Positive Thinking and Success
Professional Development Training
Public Speaking Skills
Self Awareness
Taking the Initiative at Work
Time Management Skills




PERSONAL DEVELOPMENT

Advanced Communication Skills
Assertiveness Skills
Attention Management Skills
Becoming More Approachable
Body Language Fundamentals
Career Progression
Career Transition



CYBERSECURITY

Recognizing and Preventing
Phishing Attacks
Data Privacy & Information Security



ANTI-HARASSMENT Employee and Manager Version

Preventing Discrimination & Harassment in Hotels: WA
Preventing Discrimination & Harassment in Hotels: NY
Preventing Discrimination & Harassment in Hotels: ME
Preventing Discrimination & Harassment in Hotels
Preventing Discrimination & Harassment in Hotels: DE
Preventing Discrimination & Harassment in Hotels and Bars: IL
Preventing Discrimination & Harassment in Construction: NY
Preventing Discrimination & Harassment in Construction: ME
Preventing Discrimination & Harassment in Construction
Preventing Discrimination & Harassment in Construction: IL
Preventing Discrimination & Harassment in Construction: DE
Preventing Discrimination & Harassment: CA
Preventing Discrimination & Harassment in Healthcare: NY
Preventing Discrimination & Harassment in Healthcare: ME
Preventing Discrimination & Harassment in Healthcare: IL
Preventing Discrimination & Harassment in Healthcare
Preventing Discrimination & Harassment in Healthcare: DE
Preventing Discrimination & Harassment in Healthcare: CT
Preventing Discrimination & Harassment in Healthcare: CA
Preventing Discrimination & Harassment: NY
Preventing Discrimination & Harassment: ME
Preventing Discrimination & Harassment: IL
Preventing Discrimination & Harassment
Preventing Discrimination & Harassment: DE
Preventing Discrimination & Harassment: CT



POLICY AND COMPLIANCE

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



BUSINESS OPERATIONS

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



HEALTH AND SAFETY

- Abrasive Wheels
- Control of Substances Hazardous to Health- COSHH

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



FOOD SAFETY

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

SIMON SEZ IT



SOFTWARE SKILLS

- Microsoft Access 2019/365 Advanced
- Microsoft Access 2019/365 Beginners
- Microsoft Excel 2019/365 Advanced
- Microsoft Excel 2019/365 Beginners
- Microsoft Excel 2019/365 Mac Beginners
- Microsoft Outlook 2019/365
- Microsoft Power Pivot, Power Query & DAX
- Microsoft PowerPoint 2019/365
- Microsoft Teams
- Advanced PivotTables in Microsoft Excel
- Microsoft Excel for Business Analysts
- Microsoft Power BI
- Microsoft Project 2019 Advanced
- Microsoft Project 2019 Beginners
- Microsoft Windows 10
- Microsoft Word 2019/365

- QuickBooks 2020 Pro Desktop
- QuickBooks 2021 Pro Desktop
- QuickBooks Online
- Advanced Formulas in Excel
- Introduction to Alteryx
- Introduction to Python
- Macros and VBA for Beginners
- QuickBooks 2019 Pro Desktop
- Introduction to R Programming
- SharePoint Online
- Introduction to Power Automate
- Getting Started in Jira
- Pivot Tables for Beginners
- Power BI - Beyond the Basics
- Microsoft Windows 11
- Getting Started in Monday.com
- Microsoft Excel 2021 - Beginner Course



CYBERSECURITY

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



POLICY AND COMPLIANCE

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