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# EPIGNOSIS

talentlms efront talentcards





## 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  
Smartsheet Basics  
Get It Done: Managing Emails

**SOFTWARE SKILLS (continued)**

GMAIL Essentials 2015  
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 2021 – Beginner  
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

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## BUSINESS SKILLS

Basic Business Skills  
 Personal Behaviors and Conduct  
 You and Your Boss

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  
 The Respectful Workplace New York



## PROJECT MANAGEMENT

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



## BUSINESS SKILLS

- Budget Like a Boss
- Digital Transformation – Change Management Right?
- 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
- What is Digital Transformation?



## 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
- Defining Hazard and Risk
- 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
- Sharps



## WELLBEING

- Anxiety
- Attachment & Separation Anxiety
- Being Kind to Yourself
- Cognitive Behavioral Therapy (CBT)
- Coping with Isolation
- Crisis Prevention
- Dangers of Night Working
- 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
- Managing Shift Work
- Mental Health First Aider
- Neglect
- Panic Attacks
- Paranoia
- Prevent

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  
 The Importance of Exercise  
 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

Lead with Empathy, not Ego  
 Remote Communication  
 Supporting your Team  
 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  
 Motivating your Team



## PERSONAL DEVELOPMENT

Adaptability & Flexibility  
 Ask for Help  
 Being your Best Self  
 Bring 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  
 Setting Effective Goals for KPIs  
 The Power of Getting to Know Individuals on Your Team  
 Running Effective 121's  
 Developing Talent  
 Being a Leader not a Counselor



## 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  
Google Sheets for Beginners  
Pivot Tables for Beginners  
Power BI - Beyond the Basics  
Microsoft Windows 11  
Getting Started in Monday.com  
Microsoft Excel 2021 - Beginner Course  
Microsoft Excel 2021 Intermediate Training Course  
Microsoft Excel 2021 Advanced Training  
Introduction to Confluence  
Master Microsoft PowerPoint 2021 the Easy Way  
QuickBooks Desktop 2022  
Tableau Desktop Advanced



## 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