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**BUSINESS SKILLS**
- Entrepreneuring Keys to Business
- Basic Business Finance
- Planner Essentials
- Network Essentials CompTIA Network Plus
- Storytelling in Business

**COMMUNICATION**
- Increase your Listening Power
- Persuasion the Art of Communication

**HEALTH & SAFETY**
- Workplace Safety - Active Shoo
- Awkward at the office

**IT SKILLS**
- Mastering Access 2013
- Email Management
- Organizing your Files
- Staying Safe Online
- Using Windows 10
- Excel Data Analysis with Pivot Tables
- Managing Emails
- Sharing Calendars
- GMAIL Essentials 2015
- GSuite Essentials 2016
- Intro to Sharepoint
- Mastering Adobe Acrobat DC Essentials 2016
- Mastering Excel 2016 - Intermediate
- Mastering Excel 2016 - Advanced
- Mastering Excel 2016 - Basics
- Mastering Outlook 2016 - Basics
- Mastering Outlook 2016 - Advanced
- Mastering Excel 2016 - Full Course
- Windows 10 Essential
- QuickBooks
- Mastering Powerpoint 2013 - Full course
- Power Up Powerpoint
- Outlook Online Essentials 2017
- Mastering Office 365 Essentials 2017
- Microsoft Sway Essentials
- Microsoft Lync Essentials
- Mastering Word 2016 - Full Course
- Mastering Word 2016 - Advanced
- Mastering Word 2013 - Full Course
- Mastering Word 2010 - Full Course
- Mastering QuickBooks Online
- Mastering Powerpoint 2010 - Full course
- Mastering Outlook 2013 - Full Course
- Mastering OneNote 2016
- Mastering Outlook 2013 - Basics
- Mastering Outlook 2016 - Full course
- Mastering Powerpoint 2016 - Advanced

**PERSONAL DEVELOPMENT**
- Time Management - Basics
- Time Management
- Secrets of the Web
- Motivational
- Secrets of the Office Guru
- Keys to Excellence

**POLICY & COMPLIANCE**
- Intro to HIPPA for Business Associates
- Intro to HIPPA for Covered Entities
- Intro to HIPPA for MSP

**PROJECT MANAGEMENT**
- Project Management Fundamentals
- MS Project 2016 - Part1
- MS Project 2016 - Part2

**SALES**
- Sales 101

**MARKETING**
- Top 5 Marketing Mistakes
- Internet Marketing

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BUSINESS SKILLS
- Advanced Train the Trainer:
- Delivering Training
- BizLibrary Production’s “How To” Series
- Building Great Relationships
- Business Etiquette
- Character in the Workplace
- Complex Problem Solving
- Decision-Making: Groups
- Ethics for Employees
- Ethics for Managers
- Etiquette for Business Meals
- Fundamentals of Customer Service
- Getting Customer Feedback
- How to Effectively Manage Time
- Make Change Work
- Maximizing Productivity With Stand-Up Meetings
- Performance Excellence: Introduction
- Setting and Managing Priorities
- Setting Personal Financial Goals
- Using Surveys to Get Feedback

COMMUNICATION
- A Guide for Healthy Communications
- Addressing Workplace Dysfunctions
- Art of Assertiveness
- Coaching for Higher Performance
- Communicating Through Body Language
- Coordinating With Others
- Effective Writing Skills
- Having Great Conversations
- Persuasion Basics
- Understanding DISC
- Verbal Self-Defense at Work

CUSTOMER SERVICE
- Analyzing Your Customer Service
- Customer Service Communication Skills

FINANCE
- Decision-Making: Financial

HEALTH AND SAFETY
- Bloodborne Pathogens: Learn Your Risk
- Health Hazards at Work
- Learning Ergonomics

HUMAN RESOURCES
- Learning Retention Strategies
- Stay Interviews: Retaining Top Performers
- The Interviewing Process
- Working With the Five Generations

IT SKILLS
- Cyber Security Awareness

MANAGEMENT AND LEADERSHIP
- Creating Accountability
- Creating Engagement Among Employees
- Developing B-Players Into Top Performers
- Disagreements at Work
- Enhancing Productivity With Remote Workers
- Happiness at Work
- How to Handle Angry People
- Leadership and Building an Effective Team
- Leadership and Change
- Leadership and Delegation
- Leadership and Empowerment
- Leadership and Motivation
- Leadership and Red Flags
- Leadership and Vision Mission and Values
- Leadership Fundamentals
- Managing the Family Business;
- Propelling Performance
- With Open-Book Management
- Succession Planning
- Supervisor Fundamentals
- Team Facilitation Skills: Getting Started
- Team Facilitation Skills: Introduction
- Team Facilitation Skills: Meeting Management
- The Value of Followers
- Using the Discipline Process
PERFORMANCE EXCELLENCE
Business Process Reengineering (BPR): Implementing Radical Change
CQI: Charts
CQI: Data
CQI: Diagrams
CQI: Flow
CQI: Overview
CQI: Statistics
Lean: Doing More with Less
Six Sigma: A Method for Eliminating Defects
Total Quality Management (TQM)

PERSONAL DEVELOPMENT
Advanced Train the Trainer: Content Development
Advanced Train the Trainer: The New Learner
Advanced Train the Trainer: Training Management
Becoming an Expert at Remembering Names
Being a Great Mentor or Mentee
Best Practices for Knowledge Management
Building Strategic Relationships
Career Advancement
Cognitive Flexibility
Conducting a Formal Mentoring Program
Creating a Motivating Experience
Critical Thinking 101
Effectance: The Key to Motivation
Effective Online Meetings
How to Be Liked and Respected
How to Effectively Manage Stress
Igniting Creativity
Making Better Decisions with Framing
The Art of Presentational Speaking: Content
Transcribing Audio and Notes to Text
Using Emotional Intelligence

POLICY AND COMPLIANCE
Diversity: Seeking Commonality (Employee Version)
Diversity: Seeking Commonality (Manager Version)
Export Compliance: What You Need to Know
HIPAA Intermediate for Security Officers
HIPAA: Basics
HR Law for Managers
Performance Appraisals
Stop Bullying in the Workplace: Manager Version
Stop Sexual Harassment Now: Employee Version
Stop Sexual Harassment Now: HR Version
Stop Sexual Harassment Now: Supervisor Version
Understanding Workplace Substance Abuse for Employees
Understanding Workplace Substance Abuse for Managers

PROJECT MANAGEMENT
Mastering Project Management: Project Management Fundamentals
Project Implementation

SALES
Account Management: Establishing Lasting Partnerships
Negotiating Skills
Selling at a Distance
Selling at a Distance: Prospecting by Phone

VIDEO PRODUCTION
Creating Great Business Video: Design
Creating Great Business Video: Facilities
Creating Great Business Video: Format
Creating Great Business Video: Introduction
Creating Great Business Video: Materials
Creating Great Business Video: Present!
Creating Great Business Video: Record
Creating Great Business Video: Structure
Creating Great Business Video: Writing

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PORTUGUESE

BUSINESS SKILLS
- Construindo sua Marca de Carreira
- Lidando com Conflito e Emoções
- Técnicas de Entrevista & CV
- Habilidades de Apresentação
- O Básico da Solução de Problemas
- Definição de Meta SMART
- Administração de Tempo e Identificando Prioridades

COMMUNICATION
- Habilidades de Comunicação e Influência

CUSTOMER SERVICE
- Fundamentos de Ventas y Servicio al Cliente

FINANCE
- Finanzas personales explicadas

IT SKILLS
- Los mejores consejos y trucos de Excel

MANAGEMENT & LEADERSHIP
- Elementos esenciales del liderazgo

PERSONAL DEVELOPMENT
- ¿Qué clase de personalidad tienes?
- Consejos para combatir la fatiga
- Bocadillos rápidos y saludables
- Consejos para eliminar el estrés
- ¿Qué es Mindfulness?

PROJECT MANAGEMENT
- Introducción a la gerencia de Proyecto ágil
- Procesos de la gerencia de proyectos
- Herramientas de la gerencia de proyectos

SPANISH

BUSINESS SKILLS
- Manejo del tiempo e Identificar prioridades
- Lidiar con el conflicto y manejo de las emociones
- Herramientas de presentación
- Creación de tu meta inteligente SMART

COMMUNICATION
- Habilidades de comunicación e influencia

CUSTOMER SERVICE
- Fundamentos de ventas y servicio al cliente

FINANCE
- Explicando Finanzas Pessoais

IT SKILLS
- Dicas e Truques para Excel

PROJECT MANAGEMENT
- Introducción ao Gerenciamento de Projetos Agile
- Gerenciamento de Projetos
- Ferramentas de Gerenciamento de Projetos

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