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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
 Entrepreneuring Keys to Business
 New Manager Starter Kit
 Secrets of the Web
 Storytelling in Business
 Stronger Together: Delegation & Task Management
 Writing in Plain Language
 OneDrive Essentials (2021)
 Microsoft Planner Essentials (2021)



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
 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 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 2019 – Advanced
 Mastering Word 2019 – Basics
 Mastering Word 2019 – Intermediate
 Mastering Excel 2021 – Basics
 Mastering PowerPoint 2021 – Beginner
 Mastering PowerPoint 2021 – Basics
 Mastering PowerPoint 365 – Beginner (2022)
 Mastering PowerPoint 365 – Basics (2022)
 Mastering Outlook 365 – Beginner (2022)
 Mastering Visio – 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 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

- Ability to Admit you Don't Have All the Answers 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?
- Phishing (Dutch Translation)
- Phishing (German Translation)
- Phishing (Spanish Translation)
- Phishing (Italian Translation)
- Phishing (French Translation)
- Email Security (Dutch Translation)
- Email Security (German Translation)
- Email Security (Spanish Translation)
- Email Security (Italian Translation)
- Email Security (French Translation)
- GDPR Overview
- Subject Access Requests
- The Role of Data Protection Officers
- Data Handling (Best Practices)
- Data Breaches



FINANCE

- Cash Flow Statement Pro
- Maintaining a Healthy Cash Flow
- P&L Explained
- The Balance Sheet Explained
- Good Governance: Anti Money Laundering & CCOs



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
 Menopause Awareness at Work
 (Managers and Employees)
 Menopause - Providing Support (for Managers)
 Menopause - Asking for Support (for Employees)
 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?
 Managing Sickness



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

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
Constructive Criticism in the Workplace



TRALIAN T



CYBERSECURITY

Recognizing and Preventing
Phishing Attacks
Data Privacy & Information Security



ANTI-HARASSMENT

Employee and Manager Version

Preventing Discrimination & Harassment: California
Preventing Discrimination & Harassment: Canada
Preventing Discrimination & Harassment: Connecticut
Preventing Discrimination & Harassment: Delaware
Preventing Discrimination & Harassment: Illinois
Preventing Discrimination & Harassment: Maine
Preventing Discrimination & Harassment: New York
Preventing Discrimination & Harassment: US National
Preventing Discrimination & Harassment: UK
Preventing Discrimination & Harassment: Washington State
Preventing Discrimination & Harassment in Construction
Preventing Discrimination & Harassment in Healthcare
Preventing Discrimination & Harassment in Hotels
Preventing Discrimination & Harassment in Manufacturing
Preventing Discrimination & Harassment in Restaurant
Preventing Discrimination & Harassment in Retail



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

** Anti Harassment courses are available in Spanish*



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
Introduction to Microsoft Word 2021
Asana for Employees and Managers
Python Library: Pandas for Beginners
Financial Risk Management
Python Object-Oriented Programming
Master Microsoft Outlook 2021/365



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