

Bringing you the best in-course content to help your teams thrive.





Business Skills

- Brain Bites – Business Accounting Basics, Part 1
- Brain Bites – Business Accounting Basics, Part 2
- Designing Beautiful Documents
- Entrepreneurship: The Keys to Business Success
- Storytelling in Business
- Technical Writing



Communication

- Brain Bites – Leading Effective Meetings
- Brain Bites – Modern Workplace Communication
- Brain Bites – Writing Effective Emails
- Brain Bites – Empathy: The Key to Active Listening
- Engaging Teams Meetings
- Hybrid Meetings
- Leading Engaging Zoom Meetings
- Persuasion: The Art of Communication
- Writing in Plain Language
- Brain Bites – Let Them Know You're Listening



Anti-harassment

- Awkward at the Office
(Workplace Harassment) – Supervisor Edition
- Awkward at the Office – California Law (AB 1825)
(Workplace Harassment) – Supervisor Edition
- Awkward at the Office – Connecticut Law
(Workplace Harassment) – Supervisor Edition
- Awkward at the Office – Delaware Law
(Workplace Harassment) – Supervisor Edition
- Awkward at the Office – Illinois Law (SB 75)
(Workplace Harassment) – Supervisor Edition
- Awkward at the Office – Maine Law
(Workplace Harassment) – Supervisor Edition
- Awkward at the Office – New York and NYC Law
(Workplace Harassment) – Supervisor Edition
- Awkward at the Office
(Workplace Harassment) – Employee Edition
- Awkward at the Office – California Law (AB 1825)
(Workplace Harassment) – Employee Edition
- Awkward at the Office – Connecticut Law
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(Workplace Harassment) – Employee Edition
- Awkward at the Office – Maine Law
(Workplace Harassment) – Employee Edition
- Awkward at the Office – New York and NYC Law
(Workplace Harassment) – Employee Edition
- Brain Bites – Workplace Violence Prevention

- (SB 553) for Employees
- Brain Bites – Workplace Violence Prevention (SB 553) for Plan Builders



Diversity & Inclusion

- Brain Bites – Uncovering Subconscious Bias
- An Organizational Guide to Diversity and Inclusion
- Brain Bites – Working Across Cultures
- Improving Diversity and Inclusion (DEI)
in Your Workplace



Cybersecurity

- Brain Bites – Cyber Security Awareness: Real Stories
- Brain Bites – Staying Safe Online



GDPR

- Brain Bites – GDPR Essentials



Health & Safety

- Brain Bites – Ergonomics Unleashed
- Brain Bites – Fire Safety
- Brain Bites – Navigating Stress and Anxiety
- Brain Bites – Covid-19 and Healthy Workspaces



Leadership & Management

- Stronger Together: Delegation & Task Management
- New Manager Starter Kit
- Brain Bites – Robert's Rules of Order



Marketing

- Internet Marketing 101
- Proofreading
- Marketing 101: Top 5 Marketing Mistakes



Personal Development

- Achieving Big Success
- Brain Bites – Managing Interruptions
and Procrastination
- Managing Conflict: Managing Self
- Motivational Ethics
- The Science of Personal Productivity
- Time Management Basics
- Brain Bites – Unlocking Your Emotional
Intelligence Potential



HIPAA

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



Workplace Safety

- Workplace Safety – Active Shooter



Project Management

- Brain Bites – Prioritizing Tasks



Sales and Service

- Competitive Selling
- Sales 101: Making Appointments
- Virtual Selling
- Boosting Your Pipeline with Your CRM



Software Skills

- Advanced QuickBooks (2016)
- AI Business Essentials Part 1: ChatGPT
- AI Business Essentials Part 2: Microsoft Copilot
- Brain Bites – Email Management
- Brain Bites – Excel Dynamic Arrays
- Brain Bites – Microsoft Loop
- Brain Bites – Microsoft Teams Meetings (2023)
- Brain Bites – Organizing your Files
- Brain Bites – **Secrets of Chats and Conversations in Teams**
- Creating Word Templates
- Excel – Intro to Power Pivot (2024)
- Excel – Power Functions (2024)
- Excel – Power Query
- Excel Creating Dashboards
- Excel Data Analysis with Pivot Tables
- Excel for Mac Basics
- Excel for Project Management
- Excel in 30 Minute: Sorting and Filtering Lists
- (Intermediate 5 of 11)
- Excel in 30 Minutes: Advanced Charting, Trendlines, and Graphics (Intermediate 9 of 11)
- Excel in 30 Minutes: Advanced PivotTables
- and Slicers (Intermediate 11 of 11)
- Excel in 30 Minutes: Analyzing Data with Tables
- and Formatting (Intermediate 7 of 11)
- Excel in 30 Minutes: Calculations (Basics 3 of 10)
- Excel in 30 Minutes: Conditional Formatting
- (Basics 7 of 10)
- Excel in 30 Minutes: Creating PivotTables
- (Intermediate 10 of 11)
- Excel in 30 Minutes: Customizing Options
- (Basics 10 of 10)
- Excel in 30 Minutes: Entering Data (Basics 2 of 10)
- Excel in 30 Minutes: Formatting Cell Contents
- (Basics 6 of 10)
- Excel in 30 Minutes: Getting Started (Basics 1 of 10)
- Excel in 30 Minutes: Modifying Worksheets
- (Basics 4 of 10)
- Excel in 30 Minutes: Printing and Page Layout
- (Basics 8 of 10)
- Excel in 30 Minutes: Querying and Subtotals
- with Lists (Intermediate 6 of 11)
- Excel in 30 Minutes: Text and Number Formats
- (Basics 5 of 10)
- Excel in 30 Minutes: Using Named Ranges
- (Intermediate 1 of 11)
- Excel in 30 Minutes: Visualizing Data with Charts
- (Intermediate 8 of 11)
- Excel in 30 Minutes: Working with Date Functions
- (Intermediate 2 of 11)
- Excel in 30 Minutes: Working with Logical Functions
- (Intermediate 3 of 11)
- Excel in 30 Minutes: Working with Text
- and Math Functions (Intermediate 4 of 11)
- Excel in 30 Minutes: Worksheets and Workbooks
- (Basics 9 of 10)
- Gmail Essentials (2021)
- Google Workspace Essentials (2020)
- Intro to Chromebooks
- Intro to Data Literacy
- Intro to HIPAA for Business Associates
- Intro to Microsoft 365 (2024)
- Learning Excel 2019 – Basics (TOSA)
- Learning Excel 2019 – Beginner (TOSA)
- Learning Excel 2019 – Expert (TOSA)
- Learning Excel 2019 – Productive (TOSA)
- Managing Emails in Outlook (Classic)
- Mastering Access 2016 – Basics
- Mastering Access 2016 – Intermediate
- Mastering Excel 2016 – Advanced
- Mastering Excel 2016 – Basics
- Mastering Excel 2016 – Intermediate
- Mastering Excel 2019 – Advanced
- Mastering Excel 2019 – Basics
- Mastering Excel 2019 – Intermediate
- Mastering Excel 2021 – Basics
- Mastering Excel 2021 – Beginner
- Mastering Excel 2021 – Intermediate
- Mastering Excel 365 – Basics (2024)
- Mastering Excel 365 – Beginner (2024)
- Mastering Excel 365 – Expert (2023)
- Mastering Excel 365 – Intermediate (2022)
- Mastering Google Drive (2020)
- Mastering Microsoft Project 2016 – Part 1
- Mastering Microsoft Project 2016 – Part 2
- Mastering Microsoft Teams – Basics (2024)
- Mastering OneNote 2016
- Mastering Outlook 2016 – Advanced
- Mastering Outlook 2016 – Basics

Software Skills (continued)

- Mastering Outlook 2016 - Full course
- Mastering Outlook 2019
- Mastering Outlook 2019 - Advanced
- Mastering Outlook 2019 - BASICS
- Mastering Outlook 365 - Advanced (2023)
- Mastering Outlook 365 - Basics (2024)
- Mastering Outlook 365 - Beginner (2024)
- Mastering Outlook 365 - Expert (2024)
- Mastering Outlook 365 - Intermediate (2023)
- Mastering PowerPoint 2016 - Advanced
- Mastering Powerpoint 2016 - Basics
- Mastering Powerpoint 2016 - Full Course
- Mastering PowerPoint 2019
- Mastering PowerPoint 2019 - Advanced
- Mastering PowerPoint 2019 - BASICS
- Mastering PowerPoint 2021 - Beginner
- Mastering PowerPoint 2021 - Intermediate
- Mastering PowerPoint 365 - Expert (2023)
- Mastering PowerPoint 365 - Intermediate (2022)
- Mastering QuickBooks Desktop 2018
- Mastering QuickBooks Online 2018
- Mastering QuickBooks Online - Basics (2021)
- Mastering Visio - Intermediate
- Mastering Word 2016 - Advanced
- Mastering Word 2016 - Basics
- Mastering Word 2016 - Intermediate
- Mastering Word 2019 - Basics
- Mastering Word 2019 - Intermediate
- Mastering Word 365 - Basics (2022)
- Mastering Word 365 - Beginner (2022)
- Mastering Word 365 - Expert (2024)
- Mastering Word 365 - Intermediate (2023)
- Microsoft 365 Groups Essentials (2021)
- Microsoft 365 Sharing Calendars and Email (2022)
- Microsoft Forms Essentials (2022)
- Microsoft Planner Essentials (2023)
- Microsoft Teams Fundamentals and Best Practices (2024)
- Microsoft Teams in 30 Minutes (2021)
- Microsoft Teams Shifts (2024)
- Microsoft To-Do Essentials (2020)
- OneNote for Windows 10 Essentials
- Power BI Essentials (2024)
- Power BI - Using Visuals (2024)
- Power Up PowerPoint
- Salesforce Essentials
- Saving Time in Outlook
- Secrets of the Office Guru
- SharePoint for Site Owners
- SharePoint Online Basics (2024)
- Smartsheet Basics
- SQL for Non-Technical Users
- Think Before You Click
- Viva Connections Essentials
- Viva Engage Essentials
- Viva Insights Essentials
- Viva Overview
- What's New in Excel 2019?
- Word in 30 Minutes: Adding Text, Printing, and Customizing (Basics 2 of 7)
- Word in 30 Minutes: Creating Lists and Tables (Basics 5 of 7)
- Word in 30 Minutes: Formatting Text (Basics 3 of 7)
- Word in 30 Minutes: Graphics and Page Appearance (Basics 6 of 7)
- Word in 30 Minutes: Navigating and Creating Documents (Basics 1 of 7)
- Word in 30 Minutes: Preparing to Publish (Basics 7 of 7)
- Word in 30 Minutes: Working Efficiently (Basics 4 of 7)
- Adobe Acrobat DC Essentials 2016
- What's New in Outlook 2019?
- What's New in PowerPoint 2019?
- Mastering PowerPoint 2021 - Basics
- Mastering Word 365 - Advanced (2023)
- Learning Excel 2019 - Advanced (TOSA)
- Mastering Excel 365 - Advanced (2023)
- Mastering PowerPoint 365 - Beginner (2024)
- Mastering PowerPoint 365 - Basics (2024)
- Mastering Visio - Basics
- Mastering Word 2016 - Full Course
- Microsoft 365 Admin Tips and Tricks
- Microsoft 365 for New Employees
- Microsoft Power Automate - Advanced (2024)
- Microsoft Power Automate - Basics (2024)
- OneDrive Essentials (2024)
- OneDrive in 30 Minutes (2024)
- Mastering Excel 2016 - Full Course
- Network Essentials CompTIA Network Plus
- What's New in Word 2019?
- Mastering Microsoft 365 (2022) (BB197)
- Working with Files in Microsoft 365
- Viva Goals Essentials
- Microsoft Teams Phone System (2024)
- Windows 10 Essentials (2024)
- Windows 11 Essentials (2024)
- Power BI - Data Modeling (2024)
- Mastering PowerPoint 365
- Advanced (2023) (BB254)
- Brain Bites - Windows 11 Essentials

Software Skills (continued)

- Mastering Word 2019 - Advanced
- Microsoft Teams - Managing Teams (2024)
- Outlook 365 Essentials (2024)
- Microsoft Sway Essentials (2025)
- Brain Bites - A Beginner's Guide to Computers
- AI Fluency - Intro to Prompts



French

- Les Essentiels de Viva Insights (BB269)



Spanish

- Bocados de Saber -
- Reuniões do Microsoft Teams
- Ventas Competitivas
- Microsoft 365 Office Essentials (2020) (Spanish)
- Bocados de Saber – Gestión del Tiempo
- Bocados de Saber -
- Reuniones de Microsoft Teams
- Bocados de Saber –
- Déjales Saber que Estás Escuchando
- Bocados de Saber –
- Escribiendo Correos Efectivos
- Bocados de Saber –
- Mantente a Salvo en Línea
- Bocados del Saber – Gestión de Emails
- 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
- Lo Esencial de Viva Insights
- Brain Bites – Empatía:
- A chave para a Escuta Ativa





Business Skills

- Basic Business Skills
- Personal Behaviors and Conduct
- You and Your Boss



Communication

- Communicating with Others
- Communication Skills for Managers
- Giving Great Feedback



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



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
- The Respectful Workplace Washington
- The Respectful Workplace sample
- The Respectful Workplace: Diversity Bundle



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



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



Health and Safety

- Aerosol Transmissible Diseases
- Asbestos Hazard Awareness
- Back Safety and Injury Prevention
- Behavior-Based Safety
- Benzene Safety
- Bloodborne Pathogens (BBP)
- Cardiopulmonary Resuscitation (CPR)
- Chemical Safety
- Chlorine Safety
- Cold Stress
- Cold, Flu, and Transmissible Illness Prevention
- Compressed Gas Safety
- Concrete and Masonry
- Confined Space Entry - Permit Required
- Confined Spaces
- Conveyor Safety
- Crane Safety: Mobile Cranes
- Distracted Driving
- Driver Safety
- Dropped and Fallen Objects
- Earthquake Preparedness
- Electrical Safety: General Awareness
- Electrical Safety: Hazards, Controls, and Best Practices
- Emergency and Fire Preparedness
- Employee Safety Orientation
- Excavation, Trenching, and Shoring Safety
- Eye Safety
- Eyewashes and Safety Showers
- Fatigue and Stress Awareness
- Fire Extinguisher Safety

Health & Safety (continued)

- Fire Extinguishers: Monthly Inspections
- First Aid - Choking
- First Aid - Environmental Emergencies
- First Aid - Medical Emergencies
- First Aid - Musculoskeletal Injuries
- First Aid - Soft Tissue Injuries
- First Aid Fundamentals
- Flammable Liquid Safety
- Formaldehyde Safety
- Hand and Power Tool Safety
- Hand Safety
- Hazard Communication
- Hearing Conservation
- Heat Stress
- Hot Work
- Hurricane Preparedness
- Hydrogen Sulfide Safety
- Incident Investigation
- Indoor Air Quality
- Industrial Ergonomics
- Intro to Ammonia Hazards
- Intro to Beryllium Hazards
- Intro to Cadmium Hazards
- Intro to Combustible Dust Hazards
- Intro to Hexavalent Chromium Hazards
- Intro to Hydraulic Safety
- Intro to Loading Dock Safety
- Intro to Mold and Mildew Hazards
- Intro to Off-Road Vehicle Safety: ATVs and UTVs
- Intro to Pallet Jack Safety
- Intro to Personal Safety
- Intro to Pressure and Power Washer Safety
- Intro to Safe Material Storage
- Intro to Site Security
- Intro to Skid Steer Loaders
- Intro to Spray Finishing Hazards
- Intro to Utility Cart Safety
- Intro to Wildfire Smoke Safety
- Introduction to Caught In-Between Hazards
- Introduction to OSHA
- Job Safety Analysis
- Laboratory Safety
- Ladder Safety
- Lead Awareness
- Line Breaking
- Lockout Tagout
- Lockout Tagout for Authorized Workers
- Machine Guarding
- Mobile Elevating Work Platforms: Aerial and Scissor Lift Safety
- Mobile Ladder Safety
- Mosquito, Tick, and Vector-Borne Illnesses
- Muscle Sprains and Strains
- Office Ergonomics
- Office Safety
- OSHA Work-Related Injury and Illness Recordkeeping
- Overhead and Gantry Crane Safety
- PACE Behavioral Driving Large Vehicles
- PACE Behavioral Driving Light Vehicles
- Pandemics: Slowing the Spread
- Passenger Van Driver Safety
- Personal Fall Arrest Systems
- Personal Protective Equipment Fundamentals
- Pipeline Safety
- Power Press Safety
- Powered Industrial Truck Safety
- PPE - Eye and Face Protection
- PPE - Foot Protection
- PPE - Hand Protection
- PPE - Head Protection
- PPE - Hearing Protection
- PPE - Respiratory Protection
- PPE - Water Safety
- PPE courses Learned: One Time Is All It Takes
- Preventing Spills
- Process Safety Management
- Radio Communications
- Respiratory Protection
- Rigging Safety
- Road Rage
- Safe Driving Behavior for Commercial Motor Vehicles (CMVs)
- Safety Audits
- Scaffold Safety
- Silica Hazards
- Slips, Trips, and Falls
- Small Spill Cleanup
- Stairway Hazards
- Static Electricity
- Tornado Preparedness
- Traffic Control (Flagger)
- Valve Safety
- Winter Weather Driving
- Workforce Hazard Recognition
- Workplace Signs, Labels, and Tags
- Workspace Cleanliness
- DOT: Drug and Alcohol Testing for Supervisors
- Reasonable Suspicion



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
- Building & Rebuilding trust
- Preparing a Presentation
- Active Listening
- Creating Effective Online Meetings
- Sharing Ideas in Meetings
- The Power of a Strong Network
- Effective Questioning Skills
- COMMUNICATION
- Communication Skills
- The Power of Storytelling
- Embrace Conflict
- SALES AND SERVICE
- Ability to Admit you Don't Have All the Answers
- Clear Communication
- Customer Empathy
- Customer Persuasion
- Dealing with Emotional & Angry Customers
- Handling Complaints
- Taking Responsibility
- The Art of Patience
- The Use of Positive Language
- Using Rapport
- Understanding the Customer
- Sector Knowledge (Verticals)
- Building your Brand on LinkedIn
- Maintaining Commitment - Closing the Sale
- Controlling the Conversation
- 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
- Working Remotely (but Safely)
- Life in the Cloud
- Wi-Fi Security
- Stolen Devices
- Choosing The Right Cloud Vendor
- Disaster Recovery
- Protecting Your Personal Data
- Multifactor & 2F Authentication



Finance

- Cash Flow Statement Pro
- Maintaining a Healthy Cash Flow
- P&L Explained
- The Balance Sheet Explained
- Good Governance: Anti Money Laundering & CCOs
- PCI DSS
- Whistleblowing
- Competition Law
- Insider Dealing



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

Health & Safety (continued)

- 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
- Talking about Men's Mental Health
- The Adventures of the Lone Worker
- The Basics of Manual Handling
- The Basics of Manual Handling (Refresher)
- Working with Substances Hazardous to Health
- Understanding & Identifying Patterns of Grooming
- Green Technology & Carbon Zero
- Sharps
- Driving Safely (Including Mobile Devices)
- Winter Weather Awareness
- Waste Management
- The Role of Eco-Innovation
- Office Desk Set Up
- Health Surveillance
- Construction Dust
- Workplace Inspections
- Active Shooter
- Lone Working
- Substance Use Disorder Advice (Signposts)

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
- Setting Up Your Home Office
- 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
- Creating a Feedback Culture
- I'm Not OK - How to Ask For Help
- The Dangers of Echo Chambers
- Safe Place to Fail - Learning from Mistakes
- I'm Not Ok - Spotting When Team Members Are Struggling
- Safe Place to Fail - Creating a Fail Fast Environment
- Dare to Disagree - Challenge Leadership Constructively
- It's OK To Not Know Everything
- Championing Others
- Addressing a Blame Culture

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
- Performance Reviews
- Attracting Great Employees
- Gender Identity in the Workplace
- Microaggressions in the Workplace
- Anti-Racism in the Workplace

Human Resources (continued)

- Disability in the Workplace
- Creating a Workplace that Embraces Neurodiversity
- Sexual Harassment in the Workplace
- Recognising a Skill vs Will Performance Issue
- Difficult Conversations
- Interview Skills
- Managing Grievances
- SEND 101



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
- Avoiding Common Management Mistakes

- Encouraging Employee Engagement
- How Business Leaders Prepare for a Downturn
- Keep it Positive: Your Leadership Mindset
- Maintaining Changes to Workplace Culture
- Non-Verbal Communication: 8 Key Insights
- The Impact of Giving Accountability
- Understanding Stakeholder Management
- What is Authentic Leadership?
- Creativity and Innovation
- Leading Global Teams
- Leading Ethical Decisions
- Performance Improvement Plan (PIP) When is It Needed?
- Giving & Receiving Feedback
- How to Become a Great Coach
- Customer Success Management
- Accountability & Growth Mindset in Coaching
- Providing Structured Coaching Feedback
- Listening, Questioning & Rapport Building in Coaching
- How to Set Coaching Goals
- Coaching Best Practice & The 5 C's



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
- Critical Thinking
- Dare to Disagree
- Don't Fail Fast, Fail Mindfully
- How to Delegate
- Know your Worth (and ask for it)
- Personal Productivity
- Find your Professional Voice
- Finding your Professional Self
- Building your Personal Brand
- The Power of a Mentor
- Connecting with your Business Goals
- Preparing for 1-2-1's
- Increasing your Influence
- Showcase your Accomplishments
- Strategic Thinking
- 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

Personal Development (continued)

- The Power of Getting to Know Individuals on Your Team
- Running Effective 121's
- Developing Talent
- Being a Leader not a Counselor
- Presenting with Confidence
- Assertiveness
- Mentoring



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)
- Dangerous Substances & Explosive Atmospheres
- Hand Arm Vibration (For Employers)
- Heavy Plant – Lift Truck Safety
- Lifting Operations & Lifting Equipment Regulations (LOLER)
- Spill Prevention & Control
- Ransomware
- Social Injustice & The Environment
- The Problem with Plastic
- AI and GDPR
- Consumer Duty



Project Management

- The Kanban Methodology
- The Lean Methodology
- Project Management Lifecycle



Workplace Safety

- Workplace recycling (Including Wishcycling)
- Electrical Safety Training
- The Importance of Insurance
- Dealing with Terrorism Threats
- Working at Height
- Working at Height (Refresher)
- Legionnaires' Awareness
- Working at Height

- Working at Height (Refresher)
- Radon Gas Induction



Safeguarding

- Keeping Children Safe in Education
- Recording
- Recognising the Signs of Abuse
- Early Help
- Child-Centred Practice
- Safeguarding Thresholds





Anti-Harassment

- Preventing Workplace Harassment - Fundamentals
- Preventing Workplace Harassment - Australia
- Preventing Workplace Harassment - UK
- Preventing Workplace Harassment - Global
- Workplace Violence Prevention (California)
- Workplace Violence Prevention (NON California)
- Bystander Intervention for Chicago (1hr - CPE/CLE)
- Preventing Workplace Harassment - Canada (FR)
- Preventing Workplace Harassment - Canada
- Preventing Workplace Harassment - Extended
- Preventing Workplace Harassment
- Advanced Supervisors
- Preventing Workplace Harassment
- Advanced Construction
- Preventing Workplace Harassment
- Extended Construction
- Preventing Workplace Harassment
- Fundamentals Construction
- Preventing Workplace Harassment
- Advanced Healthcare
- Preventing Workplace Harassment
- Extended Healthcare
- Preventing Workplace Harassment
- Fundamentals Healthcare
- Preventing Workplace Harassment
- Advanced Industrial
- Preventing Workplace Harassment
- Extended Industrial
- Preventing Workplace Harassment
- Fundamentals Industrial
- Preventing Workplace Harassment
- Advanced Restaurant
- Preventing Workplace Harassment
- Extended Restaurant
- Preventing Workplace Harassment
- Fundamentals Restaurant
- Preventing Workplace Harassment
- Advanced Hotel
- Preventing Workplace Harassment
- Extended Hotel
- Preventing Workplace Harassment
- Fundamentals Hotel
- Preventing Workplace Harassment
- Advanced Retail
- Preventing Workplace Harassment
- Extended Retail
- Preventing Workplace Harassment
- Fundamentals Retail



Cybersecurity

- Payment Card Industry (PCI) Data Security Standards
- Data Privacy & Information Security
- Recognizing and Preventing Phishing Attacks
- Protecting Intellectual Property
- Global Data Privacy Awareness
- Cybersecurity Awareness



Diversity & Inclusion

- Diversity, Inclusion, & Sensitivity in Healthcare
- LGBTQ+ Inclusion in Healthcare
- Unconscious Bias, Diversity, Equity, and Inclusion – Managers
- Unconscious Bias, Diversity, Equity, and Inclusion – Employees
- DEI: Creating Inclusive Workplaces
- Inclusive Management: Managing Diverse Teams
- Inclusive Management: Hiring and Onboarding



GDPR

- General Data Protection Regulation (GDPR)



HIPAA

- Health Insurance Portability & Accountability Act (HIPAA) - Covered Entities
- Health Insurance Portability & Accountability Act for Texas Regulations (TMPA): Business Associates
- Health Insurance Portability & Accountability Act for Texas Regulations (TMPA): Covered Entities



Human Resources

- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Interview Compliance and Fair Hiring
- Microaggressions in the Workplace
- Religion, Spirituality and Beliefs: Employees
- Religion, Spirituality and Beliefs: Managers Unconscious Bias
- Preventing Bullying in the Workplace
- Creating a Positive Work Environment
- Avoiding Retaliation
- Managing Difficult Employees
- Cultural Competency & Humility in Healthcare
- Drugs & Alcohol in the Workplace
- Family Educational Rights and Privacy Act (FERPA)
- Handling Reasonable Accommodations in the Workplace

- Microaggressions in the Workplace in Healthcare
- Psychological Safety at Work
- Religion, Spirituality and Beliefs in Healthcare:
- Employees
- Religion, Spirituality and Beliefs in Healthcare:
- Managers
- Unconscious Bias in Healthcare
- Wage and Hour Fundamentals
- Interviewing and Hiring Lawfully
- Family, Medical and other Protected Leave
- Disability, Pregnancy and Religious
- Accommodations
- Microaggressions and Subtle Acts of Exclusion
- CA Wage and Hour Fundamentals



OSHA

- Bloodborne Pathogens Awareness and Prevention



Policy & Compliance

- Americans with Disabilities Act for Managers
- Code of Conduct Essentials
- Code of Conduct: FAR
- Code of Conduct: Healthcare
- COVID-19: Returning to the Workplace
- Export Controls
- Modern Slavery in Supply Chains
- Supplier Code of Conduct
- Active Shooter Response
- Anti-Bribery and Anti-Corruption (FCPA)
- Antitrust & Competition Law
- Avoiding Insider Trading
- California Consumer Privacy Act (CCPA)
- Recognizing and Preventing
- Human Trafficking for Hotels
- Recognizing and Preventing Human Trafficking
- Employment Law Essentials for Managers



Wellbeing

- Emotional Wellness
- Environmental Wellness
- Financial Wellness
- Intellectual Wellness
- Occupational Wellness
- Physical Wellness
- Social Wellness
- Spiritual Wellness



Spanish

- Preventing Workplace Harassment – Fundamentals
- Workplace Violence Prevention (California)
- Preventing Workplace Harassment
- Advanced Supervisors Gerentes
- Preventing Workplace Harassment
- Extended
- Preventing Workplace Harassment
- Advanced Construction
- Preventing Workplace Harassment
- Extended Construction
- Preventing Workplace Harassment
- Fundamentals Construction
- Preventing Workplace Harassment
- Advanced Healthcare
- Preventing Workplace Harassment
- Extended Healthcare
- Preventing Workplace Harassment
- Fundamentals Healthcare
- Preventing Workplace Harassment
- Advanced Industrial
- Preventing Workplace Harassment
- Extended Industrial
- Preventing Workplace Harassment
- Fundamentals Industrial
- Preventing Workplace Harassment
- Advanced Restaurant
- Preventing Workplace Harassment
- Extended Restaurant
- Preventing Workplace Harassment
- Fundamentals Restaurant
- Preventing Workplace Harassment
- Advanced Retail
- Preventing Workplace Harassment
- Extended Retail
- Preventing Workplace Harassment
- Fundamentals Retail
- Preventing Workplace Harassment
- Advanced Hotel
- Preventing Workplace Harassment
- Extended Hotel
- Preventing Workplace Harassment
- Fundamentals Hotel



Anti-harassment

- Addressing Sexual Harassment in the Workplace: Creating a Safe and Respectful Environment



Business Skills

- CI Basics Bundle
- CI Mapping Courses Bundle
- Introduction to Continuous Improvement
- 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
- Delivering Innovation
- How to Read Financial Reports: A Beginner's Guide
- Kaizen
- Recruitment Strategies for Beginners



Leadership & Management

- Lean Management
- Change Management: Effective Strategies for Successful Change Management
- Coaching: A Beginner's Guide to Unleashing Potential



Sales & Service

- Mastering Customer Relations and Service Excellence for Business Success



Health and Safety

- Health and Safety Level 1
- Health and Safety Level 2
- Health and Safety Level 3
- COSHH - Control of Substances Hazardous to Health
- Risk Assessment
- Personal Protective Equipment (PPE)
- Personal Safety for Lone Workers
- Abrasive Wheels



Workplace Safety

- Fire Safety and Equipment
- Manual Handling



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

**CFISA**THE CENTER FOR
INFORMATION SECURITY
AWARENESS

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
- HIPAA Compliance Security Awareness Training





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
- Microsoft Project for the Web Essential Training
- Advanced PivotTables in Microsoft Excel
- Advanced Data Analytics Using Alteryx
- 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
- Microsoft Project 2021 for Beginners: Master the Essentials
- Financial Forecasting and Modeling
- Qlik Sense Advanced Training
- Introduction to Data Analysis with Excel
- Microsoft Access 2021/365 for Beginners
- Introduction to Analytics and Artificial Intelligence
- Introduction to Tableau Desktop
- Gmail for Beginners and Pros
- Dashboards In Excel
- Microsoft 365: The Complete Guide
- Microsoft Excel 365: Ultimate Beginner Guide
- Microsoft Word 365 for Beginners
- Microsoft PowerPoint 365 for Beginners
- Generative AI and Cybersecurity
- Artificial Intelligence Intermediate
- Microsoft Publisher 365 Fundamentals
- Effective Communication Tactics for the Modern Workplace
- Mastering Microsoft 365 SharePoint Online: The Essential Guide
- The Accountants Excel Toolkit:
- Mastering Spreadsheets for Financial Excellence
- Microsoft Power BI Essentials





HIPAA

- HIPAA Essentials (Foundation In-Depth)
- HIPAA Essentials (Foundation Overview)
- HIPAA Essentials: Breach Notification Rule (Focus)
- HIPAA Essentials: Privacy Rule (Focus)
- HIPAA Essentials: Protected Health Information (Focus)



Business Skills

- Business Ethics: Sustaining a Responsible
- Organization (Core Employee)
- Employee Core Competencies: Addressing Ethics & Compliance at Work (Core Employee)
- Manager Core Competencies: Managing Ethics & Compliance at Work (Core Manager)



Anti-harassment

- Employee and Manager Version
- Bystander Awareness and Intervention for Chicago
- Campus Aware: Sexual Violence Prevention
- Canada Harassment and Violence at Work
- Harcèlement et violence au travail – Canada
- Illinois Preventing Sexual Harassment
- for Employees (Condensed)
- Maine Sexual Harassment Training for Employees
- US Workplace Harassment
- (5th Ed.) Delaware Manager, General)
- US Workplace Harassment
- (5th Ed.) (Delaware Non-Manager, General)
- US Workplace Harassment
- (5th Ed.) (Connecticut Non-Manager, General)
- US Workplace Harassment California Manager
- US Workplace Harassment California Non-Manager
- US Workplace Harassment Chicago Manager
- US Workplace Harassment Chicago Non-Manager
- US Workplace Harassment Connecticut Manager (Industrial)
- US Workplace Harassment General Manager
- US Workplace Harassment General Manager
- (Higher Education)
- US Workplace Harassment General Non-Manager
- US Workplace Harassment Illinois Manager
- US Workplace Harassment Illinois Non-Manager (Industrial)
- US Workplace Harassment Maine Manager
- US Workplace Harassment Maine Non-Manager
- US Workplace Harassment Multi-State 60
- (Hospitality)
- US Workplace Harassment New York Manager
- US Workplace Harassment New York Non-Manager
- US Workplace Harassment New York Non-Manager (Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Multi-State 120, Office)
- US Workplace Harassment and Discrimination
- (6th Ed.) (California Non-Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (California Non-Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (California Non-Manager, Industrial)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Chicago Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Chicago Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Chicago Manager, Industrial)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Chicago Non-Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Chicago Non-Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Chicago Non-Manager, Industrial)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Connecticut Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Connecticut Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Connecticut Manager, Industrial)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Connecticut Non-Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Connecticut Non-Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Connecticut Non-Manager, Industrial)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Delaware Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Delaware Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Delaware Manager, Industrial)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Delaware Non-Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Delaware Non-Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Delaware Non-Manager, Industrial)
- US Workplace Harassment and Discrimination
- (6th Ed.) (General Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (General Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (General Manager, Industrial)
- US Workplace Harassment and Discrimination

Anti-Harassment (continued)

- (6th Ed.) (General Non-Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (General Non-Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (General Non-Manager, Industrial)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Illinois Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Illinois Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Illinois Manager, Industrial)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Illinois Non-Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Illinois Non-Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Illinois Non-Manager, Industrial)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Maine Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Maine Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Maine Manager, Industrial)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Maine Non-Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Maine Non-Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Maine Non-Manager, Industrial)
- US Workplace Harassment and Discrimination
- (6th Ed.) (New York Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (New York Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (New York Manager, Industrial)
- US Workplace Harassment and Discrimination
- (6th Ed.) (New York Non-Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (New York Non-Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (New York Non-Manager, Industrial)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Washington Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Washington Manager, Hospitality)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Washington Manager, Industrial)

- US Workplace Harassment and Discrimination
- (6th Ed.) (Washington Non-Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Washington Non-Manager, Healthcare)
- US Workplace Harassment and Discrimination
- (6th Ed.) (Washington Non-Manager, Industrial)
- US Workplace Harassment and Discrimination: Healthcare | Multi-State 120
- US Workplace Harassment and Discrimination: Hospitality | Multi-State 120
- US Workplace Harassment and Discrimination: Industrial | Multi-State 120
- US Workplace Harassment Illinois Non-Manager
- Workplace Violence Prevention in California



Diversity & Inclusion

- An Introduction to Unconscious Bias
- An Introduction to Unconscious Bias (Healthcare Industry)
- Diversity, Equity, and Inclusion in Communications
- Introduction to Workplace Diversity
- Introduction to Workplace Inclusion
- Micro-Behaviors and Other Messages
- Introduction to Workplace Diversity, Equity, and Inclusion



Human Rights

- Human Trafficking Fundamentals
- (US Government Contractor, Focus)
- Human Trafficking: Introduction
- (US Government Contractor, Focus)
- Human Trafficking: The Business Context
- (US Government Contractor, Focus)
- Human Trafficking: The Supply Chain
- (US Government Contractor, Focus)
- Good Practices in Conducting Investigations



Workplace Safety

- Good Practices in Conducting Investigations





Health & Safety

- Accessibility for Ontarians with Disabilities (AODA)
- Accident Investigation
- Annual Safety Review
- Asbestos Controls
- Confined Space Awareness
- CPR/AED Online Awareness Training
- Electrical Safety CSA Z462-08
- Fall Protection Awareness
- Fire Safety
- Hot Work Permits
- Housekeeping
- Ladder and Step Stool Safety (Retail Environments)
- Ladder and Stilt Training
- Ladder Safety
- Lift Truck Pedestrian Safety
- Lockout Tagout Awareness Training
- Naloxone for Opioid Overdoses
- Office Safety
- Preventing Back Injuries and MSD/MSI
- Safety Basics
- Safety Basics for Healthcare

- Silica Awareness Training
- Slips, Trips and Falls Basic Program
- Slips, Trips, and Falls Advanced Program
- Supervisor Awareness
- Traffic Control Awareness
- Transportation of Dangerous Goods by Road (TDG)
- WHMIS
- Work Refusal
- Worker Awareness



Human Resources

- Diversity and Inclusion
- Workplace Violence, Harassment & Bullying



Wellbeing

- Mental Health Awareness



French

- SIMDUT



Business Skills

- Basics of Communication
- Active Listening
- Justification and Persuasion Techniques
- Communicating with Respect and Appreciation
- How Communication Works
- How to Use Questioning Techniques
- The Eight Types of Communicators
- Principles for Effective Knowledge Transfer
- How to Design and Prepare a Training
- Methods of Training
- Managing Groups in a Training
- Methods and Tools for Online Knowledge Transfer
- Moderating Meetings
- Design Thinking
- Agile Project Management: Basics
- Moderating Online Meetings
- Time Management
- Feedback between Colleagues
- Scrum-The Overview
- Working with the Kanban Board
- Developing an Agile Mindset

- Fostering Creativity-Methods for Your Toolbox
- Storytelling within the Company
- Online Negotiations
- Agile Leadership
- Understanding Digitalization
- Working Successfully in Your Home Office
- Self-Motivation
- Basics of Negotiations
- Difficult Negotiations
- Self-Organized Learning
- Learning Strategies-Method Toolbox
- Workout for Your Career
- Talking through Conflict
- Conflict Resolution between Colleagues
- Becoming More Productive and Satisfied at Work
- Overcoming the Digital Information Overload
- Customer Centricity-Understanding, Inspiring and Retaining Customers
- Classic Project Management-Planning
- Projects Successfully
- Unconscious Bias-Recognizing and Reducing
- Prejudices and Stereotypes
- Resilience-Increasing Your Inner Resilience

Business Skills (continued)

- Innovation-Promoting an Innovative Mindset
- Innovation-Methods for the Innovation Process
- Innovation-Needs-Based Development
- and Testing of Prototypes
- Understanding and Managing Burnout Better
- Stress Management-Mastering Stress
- Successfully and Calmly
- Presenting-Basics of Professional Presentations
- Intercultural Teams-Basics of Successful
- Cooperation
- Intercultural Teams-Communicating
- with Colleagues from Other Cultures
- Arguing and Persuading Using
- the Five-Sentence Method
- Targeted Networking
- Customer-Oriented Communication on the Phone
- Agile Toolbox for Workshops and Meetings
- Agile Toolbox for Everyday Work
- Big Data-Understanding the World of Data
- The Basics of Lean Management
- Lean Management Advanced Course
- Corporate Sustainability-Social, Economic,
- and Environmental Responsibility
- Staying Fit and Active on the Job-Working
- Healthy and Mindful
- Moving into the Age of AI with Confidence
- The Basics of the OKR Method



Leadership & Management

- Motivating Team Members
- Giving Feedback
- Making Good Decisions
- Delegating Tasks
- Situational Leadership®
- New to the Leadership Role
- Conflict Resolution for Managers
- Knowing Team Roles and Making Them Productive
- Manage Team Phases Successfully
- Virtual Teams-Motivation and Trust
- Virtual Teams-Communication
- Intercultural Communication in Teams
- Successfully Structuring Team Development
- Conducting the Interview
- Leadership in Times of Crisis
- Change Management-Successfully Shaping
- Change Processes
- Correct Deployment of External Personnel-
- What Managers Need to Know
- Conducting Termination Meetings
- Lateral Leadership-Leading Effectively

- Without Being a Supervisor
- Leading and Motivating Employees in Home Office
- The Manager as a Coach
- Leading with Empathy
- Diversity & Inclusion-Facilitating
- and Promoting Diversity
- Successfully Leading Hybrid Teams
- Transformational Leadership-Motivating
- and Inspiring Employees
- Female Leadership-Leading Successfully
- Despite Gender Barriers
- Leading Across Generations
- Actively Reduce Employee Turnover
- Leading by Skill Level: Giving Employees
- the Best Possible Support



Sales & Service

- Identifying Needs
- Building Relationships in Sales
- Making Initial Contact
- Demonstrating Value
- Handling Objections
- Closing the Sale
- Strategic Sales-Basics of Strategic Sales
- Strategic Sales-Strategic Customer Development
- Strategic Sales-Building Relationships



French

- Les bases de la communication
- L'écoute active
- Techniques d'argumentation et de persuasion
- Communiquer avec respect et reconnaissance
- Le fonctionnement de la communication
- Comment utiliser les techniques
- de questionnement
- Les huit types de communication
- Les fondamentaux d'un transfert
- de connaissances efficace
- Concevoir et organiser une formation
- Les meilleures méthodes pour les formations
- en présentiel
- Gérer la dynamique de groupe lors d'une formation
- Méthodes et outils pour le transfert
- de connaissances en ligne
- Motiver les membres d'une équipe
- Donner un feedback
- Prendre les bonnes décisions
- Déléguer des tâches
- Le leadership situationnel
- Premier poste d'encadrement
- Résoudre des conflits en tant que manager

French (continued)

- Identifier les besoins
- Construire des relations avec les clients
- Établir le premier contact
- Démonstration de l'utilité
- Gérer les objections
- Conclure la vente
- Connaître les différents rôles au sein d'une équipe et les rendre productifs
- Assurer la gestion des phases d'équipe
- Équipes virtuelles – Motivation et confiance
- Équipes virtuelles – Communication
- Communication interculturelle au sein d'une équipe
- Structurer avec succès le développement des équipes
- Animer une réunion
- Le Design Thinking
- Principes de base de la gestion de projets agile
- Animer des réunions en ligne
- Gestion du temps
- Feedback entre collègues
- Scrum – Le sommaire
- Travailler avec le tableau Kanban
- Développer une mentalité agile
- Stimuler la créativité – Les méthodes à connaître
- Mener l'entretien d'embauche
- Le storytelling dans l'entreprise
- Leadership en temps de crise
- Conduite du changement
- Concevoir des processus de changement efficaces
- Les négociations en ligne
- Le leadership agile
- Comprendre la numérisation
- Leadership horizontal : diriger avec succès sans occuper une position supérieure
- Diriger et motiver les employés en télétravail
- Être efficace en télétravail
- Se motiver soi-même
- Le manager en tant que coach
- Négocier – Les principes de base
- Maîtriser les négociations difficiles
- Apprendre par soi-même
- Stratégies d'apprentissage – Ensemble de méthodes
- Résoudre un conflit par la discussion
- Résoudre des conflits entre collègues
- Être plus productif et plus heureux au travail
- Maîtriser efficacement la surcharge d'informations numériques
- L'orientation client – Comprendre les clients, les convaincre et les fidéliser
- Diriger avec empathie
- Gestion de projets classique –
- Planifier des projets avec succès
- Les biais inconscients – Reconnaître et réduire les préjugés et les stéréotypes
- Diversité et inclusion – promouvoir et gérer la diversité
- Résilience – Renforcer sa capacité de résistance intérieure
- Innovation – encourager un état d'esprit novateur
- Innovation – Méthodes pour le processus d'innovation
- Innovation – Développer et tester des prototypes selon les besoins
- Bien diriger les équipes hybrides
- Gestion de projet classique
- Piloter des projets avec succès
- Comprendre et surmonter le burn-out
- Gestion du stress – maîtriser le stress avec succès et sérénité
- Le leadership transformationnel
- Motiver et inspirer ses collaborateurs
- Présenter de manière professionnelle
- Les principes de base
- Présenter de manière professionnelle un style personnel et souverain
- Présenter de manière professionnelle
- Des présentations en ligne convaincantes
- Diriger en fonction des types de personnalité
- Équipes multiculturelles – Les bases d'une collaboration réussie
- Équipes multiculturelles – Communiquer avec des collègues d'origines culturelles différentes
- Maîtriser les entretiens difficiles avec ses collaborateurs
- Le leadership féminin – Diriger efficacement en dépit des barrières liées au genre
- Le réseautage ciblé
- Management agile – Boîte à outils pour les ateliers et les réunions
- Management agile – Boîte à outils pour le quotidien professionnel
- Le développement durable dans l'entreprise:
- Travailler avec une conscience sociale, économique et écologique
- En pleine forme ! Santé et attention au travail
- Entrer avec confiance dans l'ère de l'IA
- Big Data – Comprendre l'univers des données
- Lean Management – Les principes de base
- Lean Management – Niveau avancé
- Identifier les besoins
- Leadership intergénérationnel



German

- Grundlagen der Kommunikation nach Schulz von Thun
- Aktives Zuhören
- Wertschätzend kommunizieren
- So funktioniert Kommunikation nach Paul Watzlawick
- Fragetechniken gezielt einsetzen
- Die acht Kommunikationsstile nach Schulz von Thun
- Didaktische Grundlagen für die wirksame Weitergabe von Wissen
- Trainings vorbereiten und konzipieren
- Methodeneinsatz in Präsenztrainings
- Gruppen in Präsenzveranstaltungen steuern
- Methoden und Werkzeuge der Online-
- Wissensvermittlung
- Mitarbeitende motivieren
- Feedback geben
- Gute Entscheidungen treffen
- Aufgaben delegieren
- Führen nach Reifegrad
- Neu in der Führungsrolle
- Die sechs Strategien der Konfliktlösung
- Konfliktarten kennen und erkennen
- Konflikte am Arbeitsplatz entschärfen und vermeiden
- Das Konfliktgespräch führen
- Konfliktmanagement für Führungskräfte
- Konfliktlösung unter Kolleg:innen nach dem Harvard-Konzept
- Bedarf ermitteln
- Beziehung aufbauen im Verkauf
- Erstkontakt herstellen
- Nutzen argumentieren
- Einwände entkräften
- Abschlüsse erzielen
- Teamrollen kennen und produktiv machen
- Teamphasen erfolgreich gestalten
- Virtuelle Teams – Motivation und Vertrauen
- Virtuelle Teams – Kommunikation
- Interkulturelle Kommunikation in Teams
- Teamentwicklung erfolgreich gestalten
- Meetings moderieren
- Design Thinking in der Praxis
- Agiles Projektmanagement / Grundlagen
- Online-Meetings moderieren
- Zeitmanagement
- Feedback geben unter Kolleg:innen
- Scrum – der Überblick
- Kanban – die Methode
- Agiles Mindset entwickeln
- Kreativitätstechniken – Methodenkoffer
- Das Bewerbergespräch führen
- Storytelling im Unternehmen
- Mitarbeitende führen in der Krise
- Change Management – Veränderungsprozesse erfolgreich gestalten
- Fremdpersonal richtig einsetzen – Was Führungskräfte wissen müssen
- Online-Verhandlungen führen
- Agile Führung
- Digitalisierung verstehen
- Trennungsgespräche führen
- Laterale Führung – Erfolgreich führen ohne Vorgesetztenfunktion
- Mitarbeitende im Homeoffice führen und motivieren
- Erfolgreich arbeiten im Homeoffice
- Selbstmotivation
- Die Führungskraft als Coach
- Professionell verhandeln
- Schwierige Verhandlungen führen
- Selbstorganisiert lernen
- Lernstrategien – Methodenkoffer
- Zirkeltraining für die Karriere
- Produktiver und zufriedener im Job
- Digitale Informationsflut effizient meistern
- Customer Centricity – Kundinnen verstehen, begeistern und binden
- Führen mit Empathie
- Klassisches Projektmanagement – Projekte erfolgreich planen
- Unconscious Bias – Vorurteile und Stereotype erkennen und reduzieren
- Diversity & Inclusion – Vielfalt führen und fördern
- Resilienz – Die innere Widerstandskraft stärken
- Innovation – Ein innovatives Mindset fördern
- Innovation – Methoden für den Innovationsprozess
- Innovation – Prototypen bedarfsgerecht entwickeln und testen
- Hybride Teams erfolgreich führen
- Klassisches Projektmanagement – Projekte erfolgreich steuern
- Burnout besser verstehen und bewältigen
- Stressmanagement – Stress erfolgreich und gelassen meistern
- Transformationale Führung – Mitarbeitende motivieren und begeistern
- Präsentieren – Die Grundlagen
- Präsentieren – Persönlich, souverän und professionell
- Präsentieren – Überzeugend auftreten im virtuellen Raum
- Typgerecht führen
- Interkulturelle Teams – Grundlagen

German (continued)

- der erfolgreichen Zusammenarbeit
- Interkulturelle Teams – Kommunikation
- mit Kolleg:innen aus anderen Kulturen
- Argumentieren und Überzeugen
- mit der Fünfsatztechnik
- Überzeugend auftreten – online und in Präsenz
- Hybrides Arbeiten: On- und offline punkten
- Gespräche mit Mitarbeitenden konstruktiv
- und nachhaltig führen
- Herausfordernde Gespräche mit Mitarbeitenden souverän meistern
- Female Leadership – Erfolgreich führen trotz
- Gender-Barrieren
- Strategisches Verkaufen – Grundlagen
- des strategischen Vertriebs
- Strategisches Verkaufen – Die strategische
- Kundenentwicklung
- Strategisches Verkaufen – Beziehungsgestaltung
- Gezielt netzwerken
- Die Grundlagen der OKR-Methode
- Kundenorientierte Kommunikation am Telefon
- Agile Tool-Box für Workshops und Meetings
- Agile Tool-Box für den Arbeitsalltag
- Big Data – Die Welt der Daten verstehen
- Lean Management – Die Grundlagen
- Lean Management für Fortgeschrittene
- Purpose – Mit Sinn zum Erfolg
- Fluktuation aktiv senken
- Bindungskräfte entfalten – Mitarbeitende
- zu Partnern machen
- Nachhaltigkeit im Unternehmen – sozial,
- ökonomisch und ökologisch arbeiten
- E-Trainings erfolgreich im Unternehmen einsetzen
- Führen mit Lob – Wertschätzung
- und Anerkennung zeigen
- Fit im Job – Gesund und achtsam arbeiten
- Fehlerkultur im Team – Konstruktiv
- mit Fehlern umgehen
- Generationenübergreifend führen
- und zusammenarbeiten
- Mit Selbstvertrauen ins KI-Zeitalter
- Employability stärken – Attraktiv für den
- Arbeitsmarkt bleiben
- Probleme lösen – Von der Analyse bis zur Umsetzung
- Lernen fördern – Eine Lernkultur im Team etablieren
- Lernen lernen: Weiterbildungschancen
- erkennen und nutzen
- Mental Health: Achtsam handeln im Arbeitsalltag
- Mental Health: Die psychische Gesundheit
- der Mitarbeitenden schützen
- Praxisorientiertes Prozessmanagement:
- Die Grundlagen
- Führen nach Entwicklungsstand:
- Mitarbeitende optimal unterstützen
- Onboarding: Strategien für gelungenes Einarbeiten
- Im Unternehmenssinne denken: Verantwortung übernehmen, Entscheidungen treffen
- Ideen verwirklichen: Wie Sie Absichten
- in Taten umsetzen





Anti-harassment

- Harassment Prevention: Self-Select



Business Skills

- Corporate Governance
- Critical Thinking and Problem-Solving
- Decision-Making
- Strategic Thinking
- Time Management



Communication

- Active Listening Skills in the Workplace
- Conflict Resolution and Communication in the Workplace
- Empathy and Emotional Intelligence for Leaders
- Presentation Skills
- Verbal Communication Skills for Customer Service
- De-Escalation Techniques



Cybersecurity

- Cybersecurity
- Cybersecurity for Remote Workplaces
- Data Privacy
- Digital Safety and Navigation
- Emerging Cyber Threats
- Going Beyond the Cybersecurity Basics
- Incident Response
- Passwords
- Payment Card Industry Data Security Standard (PCI DSS)
- Phishing
- Strategic Cybersecurity Management for Business Leaders
- Threat Detection and Threat Hunting
- Understanding Cyber Threats



Diversity and Inclusion

- Bastille Day: Liberté, Égalité, Fraternité in France
- Carnival: Unmasking The World's Most Colorful Party
- Chinese New Year: Ringing in the Lunar Calendar
- Cinco de Mayo: The Battle for Puebla and Mexican Pride
- Cultural Competency
- Día de los Muertos: Remembering Loved Ones and Celebrating Life
- Diversity and Inclusion Basics
- Diversity and Inclusion Basics: Global
- Diversity and Inclusion for Leaders
- Diwali: The Festival of Lights and Triumph of Good
- Ethnic and Cultural Stereotypes at Work
- Gender Identity and Sexuality
- Holi: The Festival of Colors and Love

- Inti Raymi: Honoring the Sun God in the Andes Juneteenth
- Kwanzaa: A Celebration of African Heritage and Unity
- Microaggressions
- Navigating Generational Differences
- Obon: Japan's Festival of Souls and Ancestral Spirits
- Oktoberfest: A Toast to Germany's Beer Tradition
- Pronouns in the Workplace
- Religion, Spirituality, and Beliefs in the Workplace
- Songkran: Thailand's Water Festival and New Year
- Words Matter: Using Inclusive Language in the Workplace



GDPR

- General Data Protection Regulation (GDPR)



Health And Safety

- Bloodborne Pathogens Awareness
- Burnout Prevention Strategies for Employees
- COVID-19 Safety in the Workplace
- Developing Mental Health Coping Strategies



HR Compliance

- Accessibility for Ontarians with Disabilities Act (AODA)
- Americans with Disabilities Act (ADA)
- Bystander Intervention
- California Privacy Rights Act (CPRA)
- Chicago Bystander Intervention
- Code of Conduct and Ethics
- Digital Harassment and Cyberbullying
- Drugs and Alcohol in the Workplace
- Employment Laws for Supervisors
- Preventing Harassment Through Reporting
- Reasonable Accommodations
- Retaliation Refresher
- Unconscious Bias in the Workplace
- Wage and Hour Laws
- Workplace Bullying Prevention
- Workplace Violence Prevention, Healthcare
- Workplace Violence Prevention, Healthcare: TX



Human Resources

- Interviewing and Hiring
- Mental Health: Supporting Colleagues
- Social Responsibility

Human Rights

- Human Trafficking Prevention
- Forced Labour
- Human Trafficking Prevention, Hospitality



Leadership and Management

- Building Remote Work Culture
- Building Teams Through Collaboration
- Driving Innovation
- Evaluating Change
- Leadership Essentials
- Leading Change
- Leading Remote Performance Development
- Leading Through a Crisis



Policy and Compliance

- Anti-Bribery and Anti-Corruption
- Anti-Bribery and Anti-Corruption for Contractors
- Anti-Money Laundering
- Antitrust
- Clery Act
- Conflicts of Interest
- Environmental Sustainability
- Family and Medical Leave Act (FMLA)
- Federal Acquisition Regulation (FAR)
- How to Handle Whistleblower Reports
- Insider Trading
- Intro to Environmental, Social, and Governance (ESG)



Sales and Service

- Building Rapport and Expressing Empathy in Customer Service
- Handling Difficult Customers
- Having Effective Difficult Conversations
- Understanding Customer Needs
- Written Communication Skills for Customer Service



Software Skills

- Boost Productivity with AI in the Workplace
- How to Use AI Safely

Well-being

- Employee Wellness for Work Productivity
- Management Strategies for Preventing
- Employee Burnout
- Mental Health Awareness
- Positive Psychology: The Workplace
- Happiness Hack
- Stress and Anxiety Management



Workplace Safety

- Active Shooter Response
- Drug and Alcohol Awareness on Campus:
- Faculty & Staff

- Drug and Alcohol Awareness on Campus: Students
- Fall Protection and Ladder Safety
- Fire Safety
- Identifying Sexual Predators
- Materials Handling: Forklifts, Cranes
- and Manual Handling
- Office Ergonomics
- Slips, Trips, and Falls
- Workplace Health and Safety Essentials

