

# e-Learning Course Catalog

## End User Business Skills Development

Total Items: 24

### Summary:

Improve your business management, time management, and negotiating skills. Learn more effective business communication techniques. Develop other key business skills such as methods to improve customer service and build motivation.

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Basics of Business Math Series

Building Relationships Series

Business Ethics Series

Communicating with Power Series

Customer Service Series

Dealing with Difficult People Series

Effective Business Communication Series

Effective Presentations Series

Fundamentals of Business Management Series

Grammar Series

Instructional Design Series

Management Skills Introduction Series

Managing Change Series

Motivation Series

Motivation Methods and Strategies Series

Negotiating Series

Project Management Series

Project Management from a People Perspective Series

Project Management Professional Certification 2005 Series

Sarbanes-Oxley Act Series

Sexual Harassment in the Workplace Series

Stress Management Series

Teams That Work Series

Time Management Fundamentals Series

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## **Business Skills Videos: Management**

Total Items: 6

### **Summary:**

Our Management course group addresses some of the most pressing issues for business managers today, including Leadership in Freaked Out Times, The Diversity Manager, and Top Ten Ways for a Manager to Stay Out of Jail.

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Coaching (Videos)

Leadership (Videos)

Leading Teams (Videos)

Management (Videos)

Managing Within The Law (Videos)

Six Sigma (Videos)

## **Business Skills Videos: Personal Development**

Total Items: 4

### **Summary:**

Our Personal Development course group addresses the issues faced by anyone trying to balance work and personal life, including Resolving Conflict, Dealing with Non-Stop Change, and Overload in an Over-Wired World.

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Career Development (Videos) Series

Communication (Videos)

Self-Management (Videos)

Work and Life Balance (Videos)

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## **Business Skills Videos: Essentials**

Total Items: 5

### **Summary:**

Our Essentials course group addresses some of the key fundamental issues for anyone in business today, including Ethical Decision Making, Building Customer Loyalty, and Communicating Across Cultures.

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Customer Service (Videos)

Finance (Videos)

Global Business (Videos)

Sales and Marketing (Videos)

Workplace Environment (Videos)

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