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Name	Hours
Adapting Your Style	4 hrs
Applying Leadership Principles	
Appraising Performance	
Art of Effective Communication, The	16 hrs
Art of Influencing Others, The	16 hrs
Assertiveness Skills	4 hrs
Balancing Priorities	4 hrs
Behavioral Interviewing	4 hrs
Bridging the Generation Gap	4 hrs
Budgeting Basics	4 hrs
Building Organizational Trust	8 hrs
Business Case Writing	
Business Etiquette	8 hrs
Business Professionalism	4 hrs
Business Writing	8 hrs
Career Planning & Development	4 hrs
Challenging Negative Attitudes	8 hrs
Change Management for Employees	
Change Management for Managers	
Civility in the Workplace	8 hrs
Client Relationship Management	
Coaching Conversations	4 hrs
Coaching Essentials	
Coaching for Development	4 hrs
Coaching for Results	
Coaching Skills	4 hrs
Communicating Across Cultures	
Communication Mystery: Solved, The	8 hrs
Consulting Skills	
Cornerstones of Success Accountability	4 hrs
Cornerstones of Success Agreement	4 hrs
Cornerstones of Success Communication	4 hrs
Cornerstones of Success Thinking Faster	4 hrs
Cornerstones of Success Trust	4 hrs
Creating a Winning Management Style	
Creating and Maintaining Life Balance	
Creative Problem Solving	8 hrs
Critical Thinking Skills	4 hrs
Cultural Competency	8 hrs
Customer Service	
Customer Service Over the Phone	4 hrs
Customer Service Via Phone and Email	

Dealing with Challenging Customer Interactions	
Dealing with Difficult Conversations	8 hrs
Decision Making	8 hrs
Defining Team Roles and Responsibilities	4 hrs
Delegating for Growth	4 hrs
Developing and Presenting Successful Training for Non-training Professionals	
Developing Positive Relationships at Work	4 hrs
Developing Your Direct Reports	4 hrs
Developing Yourself as a Leader	
Diversity Awareness Training	4 hrs
Effective Facilitation Skills	
Effective Listening Skills	4 hrs
Effective Management	
Effective Negotiation Skills	8 hrs
Effective Time Management	
Effectively Executing Change	16 hrs
Embracing Change	4 hrs
Emotional Intelligence	4 hrs
Emotional Intelligence for Managers	
Employee Relations	
Enterprise Dynamics	4 hrs
Ethics in the Workplace	4 hrs
Every Day Negotiation	4 hrs
Excellence in Technical Customer Service	
Finance for the Front Line_Financial Decision Making	4 hrs
Finance for the Front Line_The Business Cycle	4 hrs
Finance for the Front Line_The Language of Business	4 hrs
Financial Essentials	
Financial Intelligence	4 hrs
First-Time Manager	8 hrs
Fundamentals of Strategic Planning	8 hrs
Generation Gap and the Workforce	4 hrs
Getting the Results Without the Authority	
Getting Things Done!	8 hrs
Giving and Receiving Performance Feedback	
Global Understanding	4 hrs
Grammar Essentials	
Harnessing Innovation Within Teams	
Hiring Outstanding Teams	
Hiring Top Performers	
How to Handle Change and Upheaval	4 hrs
How to Make Yourself Indispensable	4 hrs
How to Manage Your Emotions	4 hrs
HR Optimization	
Ideas Into Action	4 hrs
Increasing Team Effectiveness	4 hrs

Increasing Your Emotional Intelligence	4 hrs
Influencing Others	8 hrs
Innovation Thinking	4 hrs
Interdepartmental Teamwork	8 hrs
Interviewing Skills for Management	
Introduction to Lean Six Sigma	
Introduction to Six Sigma	
Knowledge Management	
Leadership 101	4 hrs
Leadership Skills	
Leading From the Front: Being a Leader in All You Do	
Leading Global Teams	8 hrs
Leading Innovation	4 hrs
Leading Through Change	8 hrs
Leading Virtual Teams	
Learning to Lead Communicating Like a Leader	8 hrs
Learning to Lead Influencing Others	4 hrs
Learning to Lead Leading Teams	8 hrs
Learning to Lead Leading Virtual Teams	8 hrs
Learning to Lead Presentation Skills for Leaders	16 hrs
Learning to Lead Thinking Like a Leader	8 hrs
Making Your Point	4 hrs
Managing Conflict	
Managing Information Effectively	
Managing Innovation and Creativity	
Managing Managers	8 hrs
Managing Multigenerational Teams	
Managing Offsite Employees	4 hrs
Managing Organizational Goals	
Managing Performance	4 hrs
Managing Project Teams	
Managing Teams	8 hrs
Managing the Human Side of Change	8 hrs
Marketing Essentials	
Maximizing Team Effectiveness Effective Teams	8 hrs
Maximizing Team Effectiveness Global Understanding	8 hrs
Maximizing Team Effectiveness Interdepartmental Team Work	8 hrs
Meeting Management	8 hrs
Meeting Management	4 hrs
Mental Models	4 hrs
Mentoring	
Motivating Employees to Be Their Best	8 hrs
Motivating Your Employees	
Multi-Generational Workplace, The	4 hrs
Negotiating Skills	
Performance Coaching	8 hrs

Performance Management	8 hrs
Performance Management (Second Edition)	
Performance Under Pressure	
Positive Approaches to Resolving Performance & Conduct Problems	4 hrs
Positive Work Environment	
Practical Leadership	
Presentation Skills	16 hrs
Presentation Skills	8 hrs
Presentation Skills for Leaders	8 hrs
Preventing Workplace Harassment	4 hrs
Proactive Listening	4 hrs
Problem Solving	8 hrs
Problem-Solving Skills	
Productive Work Habits	4 hrs
Project Management	8 hrs
Real-World Project Management	16 hrs
Recruiting the Workforce of the Future	
Resilience	4 hrs
Resolving Conflict	8 hrs
Resolving Conflict at Work	4 hrs
Sales Negotiation	
Selling Essentials: Coaching for Performance	4 hrs
Selling Essentials: Developing Clients for Life	4 hrs
Selling Essentials: Opening the Sales Call	4 hrs
Selling Essentials: Presenting Solutions, Overcoming Objections, and Closing the Sale	4 hrs
Selling Essentials: Prospecting and Territory Management	4 hrs
Selling Essentials: Understanding the Sales Cycle	4 hrs
Selling Essentials: What to Ask and How to Listen	4 hrs
Six Sigma: Green Belt	
Skillful Collaboration	4 hrs
Social Media at Work	4 hrs
Solid Business Writing	4 hrs
Story Telling	8 hrs
Strategic Planning Skills	
Strategic Thinking	16 hrs
Stress Management	4 hrs
Succession Planning	8 hrs
Supervisor Communication Skills	8 hrs
Supervisor Success Coaching Fundamentals	4 hrs
Supervisor Success Delegation	4 hrs
Supervisor Success Succeeding as a Supervisor	8 hrs
Supervisor Success_Coaching Fundamentals	4 hrs
Supervisor Success_Succeeding as a Supervisor	8 hrs
Systems Thinking	4 hrs
Taking Control of Conflict	4 hrs
Talk Like a Leader	4 hrs

Team Building	4 hrs
Teamwork	8 hrs
Thinking Faster	4 hrs
Thinking Like a Leader	8 hrs
Thinking on Your Feet	4 hrs
Time Management	8 hrs
Time Management	8 hrs
Toughest Supervisor Challenges and How to Overcome Them, The	4 hrs
Training Skills for Managers	8 hrs
Using Data to Communicate	
What Customers Really Want	8 hrs
What Good Managers Do: The First 100 Days	
Why We Struggle with Tough Decisions	4 hrs
Winning with People at Work	
Women and Leadership	4 hrs
Writing for a Global Audience	

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- Fundamentals of Supervision and Management
- Achieving Success with Difficult People
- Building Teams That Work
- Leadership
- Understanding the Human Resources Function
- Fundamentals of Supervision and Management II
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- Creating a Successful Business Plan
- Employment Law Fundamentals
- Distribution and Logistics Management
- Mastering Public Speaking
- Business Finance for Non-Finance Personnel
- Jump-Start Your Career With LinkedIn
- Supply Chain Management Fundamentals
- Customer Service Fundamentals
- Effective Business Writing
- Writing Essentials
- Fundamentals of Technical Writing
- Keys to Effective Communication
- Interpersonal Communication
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