










Soft Skills Course List

Administrative Skills



- 1.Administrative Office Procedures
- 2.Administrative Support
- 3.Archiving and Records Management
- 4.Basic Bookkeeping 
- 5.Business Writing 
- 6.Collaborative Business Writing
- 7.Executive and Personal Assistants 
- 8.Meeting Management
- 9.Organizational Skills 
- 10.Social Media In The Workplace
- 11.Supply Chain Management

Career Development

- 1.Assertiveness And Self-Confidence
- 2.Communication Strategies
- 3.Creative Problem Solving
- 4.Developing Creativity
- 5.Digital Citizenship 
- 6.Entrepreneurship
- 7.Interpersonal Skills
- 8.mLearning Essentials
- 9.Negotiation Skills 
- 10.Personal Branding
- 11.Project Management , PMBOK 6TH EDITION 
- 12.Telework And Telecommuting
- 13.Ten Soft Skills You Need
- 14.The Cloud and Business
- 15.Time Management
- 16.Women in Leadership

Human Resources







- 1.Business Succession Planning
- 2.Contract Management 
- 3.Crisis Management
- 4.Developing a Lunch and Learn
- 5.Diversity and Inclusion 
- 6.Employee Onboarding
- 7.Employee Recruitment
- 8.Employee Termination Processes

- 9.Generation Gaps
- 10.Health and Wellness at Work
- 11.Hiring Strategies
- 12.Human Resource Management 
- 13.Managing Workplace Harassment
- 14.Measuring Results From Training
- 15.Millennial Onboarding
- 16.Office Health And Safety
- 17.Talent Management
- 18.Train-The-Trainer 
- 19.Universal Safety Practices
- 20.Workplace Diversity
- 21.Workplace Harassment
- 22.Workplace Violence



Personal Development


- 1.Adult Learning - Mental Skills
- 2.Adult Learning - Physical Skills
- 3.Anger Management
- 4.Attention Management
- 5.Being A Likeable Boss
- 6.Critical Thinking
- 7.Emotional Intelligence 
- 8.Goal Setting and Getting Things Done
- 9.Improving Mindfulness
- 10.Improving Self-Awareness
- 11.Increasing Your Happiness
- 12.Job Search Skills
- 13.Life Coaching Essentials
- 14.Managing Personal Finances
- 15.Managing Workplace Anxiety
- 16.Personal Productivity
- 17.Public Speaking 
- 18.Social Intelligence
- 19.Social Learning
- 20.Stress Management
- 21.Taking Initiative
- 22.Work-Life Balance

Sales And Marketing




- 1.Body Language Basics
- 2.Call Center Training
- 3.Coaching Salespeople
- 4.Contact Center Training
- 5.Creating a Great Webinar
- 6.Employee Recognition
- 7.Event Planning
- 8.High Performance Teams Inside the Company
- 9.High Performance Teams Remote Workforce 
- 10.In Person Sales
- 11.Internet Marketing Fundamentals
- 12.Marketing Basics
- 13.Media And Public Relations 
- 14.Motivating Your Sales Team
- 15.Multi-Level Marketing
- 16.Overcoming Sales Objections
- 17.Presentation Skills
- 18.Proposal Writing
- 19.Prospecting and Lead Generation
- 20.Sales Fundamentals 
- 21.Servant Leadership 
- 22.Social Media Marketing 
- 23.Telephone Etiquette 
- 24.Top 10 Sales Secrets
- 25.Trade Show Staff Training

Supervisors And Managers

- 1.Budgets And Financial Reports 
- 2.Coaching And Mentoring
- 3.Conducting Annual Employee Reviews
- 4.Developing New Managers
- 5.Employee Motivation
- 6.Facilitation Skills
- 7.Knowledge Management
- 8.Leadership And Influence 
- 9.Lean Process And Six Sigma
- 10.Manager Management
- 11.Middle Manager
- 12.Office Politics For Managers

13. Performance Management
14. Self-Leadership
15. Supervising Others
16. Team Building Through Chemistry
17. Virtual Team Building And Management 

Workplace Essentials

1. Appreciative Inquiry
2. Business Acumen
3. Business Ethics
4. Business Etiquette
5. Change Management 
6. Civility In The Workplace
7. Conflict Resolution
8. Customer Service 
9. Customer Support
10. Cyber Security
11. Delivering Constructive Criticism
12. Developing Corporate Behavior
13. Handling a Difficult Customer
14. Networking Outside the Company
15. Networking Within the Company
16. Risk Assessment and Management 
17. Safety In The Workplace
18. Team Building For Managers
19. Teamwork And Team Building

Microsoft Courses

1. Access 2016 Essentials
2. Excel 2016 Essentials
3. Outlook 2016 Essentials
4. PowerPoint 2016 Essentials
5. Word 2016 Essentials
6. Excel 2016 Expert
7. Word 2016 Expert