The rapid path solution to deliver training & development!

200 COURSES!

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- Universal Content
- Stand-Alone Courses
- Customizable
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The Universal Course Library provides a diverse collection of expertly designed courses that cover a range of training and professional development topics. Vetted for quality, customization, and cost-effectiveness, these courses allow you to deliver impactful training in a shortened timeline.

Whether you need a solution to upskill your workforce or require support for ongoing learning, our Universal Course Library provides a tiered pricing structure, quantity discounts, and maintenance updates.

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COURSES ARE AVAILABLE IN THE FOLLOWING CATEGORIES:

- ● Business
- ● Customer Service
- ● Health & Wellness
- ● Human Resources
- ● Information Technology
- ● Leadership
- ● Marketing
- ● Personal Development
- ● Professional Skills
- ● Sales

HERE'S WHAT YOU GET:

Each course length is approximately 30 to 45 minutes of content and includes:

- Clear introduction outlining learning objectives.
- Core instructional content.
- Closing summary highlighting key takeaways.
- Final assessment consisting of at least 10 questions to reinforce learning
- Branding includes the organization's branded color, logo, and a single font.
- Accessibility meets WCAG AA/ADA standards.
- Delivery format in SCORM includes content, images, and videos embedded. (The SCORM files are not removable.)
- Maintenance updates keep courses current with evolving standard.

PRICING:

1-10 Courses		$1,500/Course
11-30 Courses	10% Discount	$1,360/Course
31-50 Courses	25% Discount	$1,125/Course

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eLearningDOC is a leading online learning provider dedicated to finding the right solution for your learning program needs. From budget-friendly, off-the-shelf courses to quickly expanding your education library, or fully customized courses built from the ground up, our team delivers exceptional customer service and expert pedagogical insight to help you achieve your learning goals.

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COURSE TITLE	DESCRIPTION

BUSINESS

5 Strategies for Managing Scope	This course provides comprehensive training in project scope management, equipping participants with the skills to define, manage, and control project scope effectively.
6 Tips for Successful Peer-to-Peer Training	This course provides essential strategies for effective peer-to-peer training, focusing on preparation, mentoring, and fostering a supportive learning environment.
Business Writing Fundamentals	This course provides essential skills for mastering effective business writing, focusing on clarity, conciseness, and professionalism.
Change Management for Project Managers	This course equips project managers with the skills needed to navigate and implement changes effectively in project management. It emphasizes adaptability, structured approaches, and stakeholder engagement to ensure project success.
Change Management Fundamentals	This course provides a comprehensive introduction to change management, equipping learners with the skills to navigate and implement organizational change effectively.
Coming Back from a Big Workplace Mistake	This course provides a structured approach to managing and recovering from workplace mistakes, emphasizing growth, professionalism, and resilience.
Change Management Models: Understanding the Basics	This course provides a comprehensive overview of change management models and strategies for effectively navigating organizational transitions.
Common Workplace Challenges and How to Handle Them	This course provides practical strategies to navigate workplace challenges and improve professional interactions. It focuses on managing conflicts, enhancing communication, and fostering collaboration.
Communication Strategies for Project Managers	This course focuses on the critical role of communication in project management, equipping participants with strategies and tools to enhance collaboration and project success.
Creating and Delivering Business Presentations	This comprehensive course teaches essential skills for creating and delivering impactful business presentations that engage audiences and drive results.
Developing a Growth Mindset	This course is designed to help individuals understand and develop a growth mindset, a key factor in achieving personal and professional success.
Developing and Maintaining a Professional Network	This course provides comprehensive guidance on mastering professional networking to advance your career. It covers building, maintaining, and leveraging meaningful connections in various professional settings.
Giving Effective Feedback	This course provides a comprehensive guide to giving and receiving effective feedback in the workplace, emphasizing its role in fostering growth and development.
Leading Through Change	This course equips leaders with the skills and strategies needed to effectively guide their teams through organizational change. Participants will explore key principles of change leadership and learn how to foster a supportive and collaborative environment.
How to Build Better Relationships with Your Boss and Coworkers	This course is designed to help professionals enhance workplace relationships for greater success and satisfaction. It provides actionable strategies for building rapport, fostering collaboration, and repairing damaged connections.
How to Have a Difficult Conversation	This course provides essential skills for navigating difficult conversations in the workplace and beyond. Participants will learn structured strategies to foster effective communication and mutual understanding.

COURSE TITLE	DESCRIPTION

BUSINESS CONT.

How to Improve Your Focus at Work	This course provides essential strategies to enhance focus and productivity by addressing distractions and optimizing mental and physical well-being.
How to Work Effectively with Different Communication Styles	This course delves into the significance of understanding and adapting to various communication styles in the workplace. Participants will explore strategies to enhance collaboration and improve interactions by tailoring their communication approaches.
Improve Your Business Writing Skills	This course is designed to enhance your business writing skills, a critical component of professional success. It focuses on practical techniques for creating clear, organized, and impactful written communication.
Improving Your Project Management Skills	This course provides a comprehensive guide to mastering project management. It addresses common pitfalls, fosters continuous improvement, and enhances team collaboration.

CUSTOMER SERVICE

Cultural Sensitivity in Customer Service	This course provides a comprehensive guide to cultural sensitivity in customer service, equipping participants with the skills to navigate diverse cultural interactions effectively.
Customer Communication Essentials	This course emphasizes the importance of effective communication in customer service, highlighting the importance of empathy, active listening, and personalization to foster positive customer experiences.
Customer Service Fundamentals	This course provides a comprehensive guide to mastering essential customer service skills. It focuses on striking a balance between professionalism and a personal touch to enhance customer satisfaction and loyalty.
Customer Service Skills	This course is designed to equip customer service professionals with the skills and strategies needed to excel in their roles. Participants will learn to enhance customer interactions, address challenges effectively, and maintain emotional well-being in high-pressure environments.
Do You Have These Four Essential Customer Service Skills?	This course focuses on developing essential customer service skills to enhance interactions and foster business success. By mastering these skills, you can create positive and lasting impressions on customers.
Handling Difficult Customer Service Scenarios	This course empowers customer service professionals to handle challenging situations with confidence and empathy.
Managing a Customer Service Team	This comprehensive course equips participants with the skills, strategies, and tools needed to lead exceptional customer service teams and deliver outstanding customer experiences.
Managing a Successful Contact Center	This course offers a comprehensive guide to managing contact centers effectively, with a focus on operational efficiency, customer satisfaction, and team performance.
Optimizing Customer Communication Across Channels	This course provides a comprehensive guide to mastering customer communication across various channels, ensuring a seamless and satisfying customer experience.
Soliciting and Responding to Customer Feedback	This course explores the crucial role of customer feedback in driving business success and enhancing customer relationships.
Working With Upset Customers	This course provides essential strategies for managing upset customers, turning challenging interactions into opportunities for resolution and growth.

COURSE TITLE	DESCRIPTION

HEALTH & WELLNESS

5-Day Challenge to Improve Your Mental Health	This course offers a comprehensive five-day challenge designed to enhance mental health and emotional well-being through practical, actionable strategies. Each day focuses on a distinct aspect of mental health, providing participants with tools to build resilience, manage stress, and cultivate positivity.
7 Go-to Strategies to Tame Stress	This comprehensive course provides practical strategies and techniques to manage stress and enhance overall well-being effectively.
Beating Burnout: Spot the Symptoms and Take Action	This course is designed to help individuals recognize, address, and prevent burnout in their personal and professional lives.
Coping With Workplace Change	This course provides essential tools and strategies for effectively navigating workplace change. It focuses on emotional awareness, adaptability, and resilience to help professionals thrive during transitions.
Re-envisioning the Aging Process	This comprehensive course explores the science and strategies behind successful aging, inspired by Daniel Levitin's insights in "Successful Aging."
Dealing With Stress, Pressure, and Burnout	This course provides comprehensive strategies for managing stress, pressure, and burnout to enhance well-being and productivity.
Endurance	This course, led by Alex Hutchinson, explores the science and principles of endurance, focusing on the mental and physical strategies required to surpass perceived limits. Through real-life examples and actionable techniques, participants learn how to enhance their performance and resilience.
Good Stress? Embracing Eustress to Improve Your Life	This course provides an in-depth exploration of eustress, the positive form of stress that can enhance performance and well-being.
Harnessing the Chatter in Our Minds for Good	This course, led by Dr. Ethan Kross, delves into the dual nature of our inner voice, exploring how it can either empower or hinder personal growth and emotional well-being.
Healing Power of Human Connection in a Sometimes-Lonely World	This course, led by Dr. Vivek Murthy, explores the profound impact of human connection on combating loneliness and enhancing well-being.
Harnessing Emotions in the Workplace	The course by Liz Fosslien and Mollie West Duffy explores the critical role emotions play in achieving a balanced and productive work environment. It provides actionable strategies to integrate emotional intelligence into professional settings for improved collaboration and well-being.
Hidden Benefits of Delusion	This course, led by Shankar Vedantam, delves into the surprising benefits of delusion, exploring its role in relationships, resilience, and personal growth. By examining interdisciplinary insights, it challenges conventional views on truth and self-deception.
How to Create an Employee Wellness Program: A Step-by-Step Guide	This course offers a comprehensive guide to designing and implementing effective employee wellness programs that enhance workplace productivity and culture.
The Basics of Managing Stress	This course provides essential strategies for understanding and managing stress effectively. Participants will explore the nature of stress, its triggers, and practical techniques to enhance well-being.

COURSE TITLE	DESCRIPTION

HUMAN RESOURCES

7 Types of Interviews and When to Use Them	This course provides a comprehensive guide to mastering various interview types and their strategic applications in the hiring process.
A Guide to Workplace Integrity	This course on Workplace Integrity offers a comprehensive exploration of the role of integrity in achieving professional success and personal growth.
Choosing Health Insurance: Traditional vs. High-Deductible Plans (PPO vs. HDHP)	This course provides a comprehensive examination of health insurance options, with a focus on traditional and high-deductible plans. It also covers essential terminology and decision-making strategies.
Dealing With a Problem at Work? When and How to Involve HR	This course offers a comprehensive guide to understanding the role of Human Resources (HR) and effectively navigating workplace challenges.
Doing the Right Thing: A Guide to Good Business Ethics	This course provides an overview of essential business ethics topics, focusing on ethical decision-making, workplace integrity, and fostering a positive organizational culture.
Driving Your Career	This course empowers individuals to take control of their career development by providing essential tools and strategies for professional growth.
Getting Started in Human Resources	This comprehensive course introduces the foundational principles and practices of Human Resources (HR), emphasizing its crucial role in driving organizational success and promoting employee well-being.
How to Attract and Retain Top Talent	This course provides comprehensive strategies for attracting, retaining, and developing top talent to drive organizational success. Participants will explore the full talent management lifecycle, from recruitment to employee transitions, with a focus on fostering engagement and satisfaction.
How to Conduct an Effective Job Interview	This course provides comprehensive training on conducting effective job interviews to attract top talent and make informed hiring decisions.
Sexual Harassment Training for Employees and Managers	This course provides comprehensive training on fostering a respectful, inclusive, and harassment-free workplace.

INFORMATION TECHNOLOGY

How to Protect Your Data	This comprehensive course equips learners with the knowledge and tools to protect sensitive information in today's digital and physical environments. It covers key topics such as data protection, multifactor authentication, password management, and physical security.
How to Protect Yourself Against Phishing Attacks	This course provides comprehensive training to help you identify, prevent, and respond to phishing and related cyber threats. It equips learners with practical strategies to safeguard personal and organizational information in the digital age.
Online Security Fundamentals	This comprehensive course equips learners with essential strategies for enhancing their online security and protecting sensitive information from cyber threats.
Search Engine Optimization	This course provides a comprehensive introduction to Search Engine Optimization (SEO), offering essential strategies to enhance website visibility and drive organic traffic.
What Is Social Engineering?	This course provides an in-depth exploration of social engineering, a critical aspect of cybersecurity that exploits human psychology to gain sensitive information.

COURSE TITLE	DESCRIPTION

LEADERSHIP

5 Leadership Styles to Influence a Team	In this course, you will explore five distinct leadership styles and learn how to apply them to influence your team positively. Each style offers unique strategies and insights that can be tailored to various situations and challenges. By mastering these styles, you will be equipped to lead with confidence and drive meaningful results.
A Blueprint for Effective Workplace Leadership	This course provides a comprehensive exploration of effective workplace leadership, focusing on essential skills and practices for inspiring and guiding teams.
A Guide to Effective Meetings	This comprehensive course on effective meetings equips participants with the skills and strategies needed to plan, facilitate, and participate in productive and engaging meetings.
A Guide to Managing Remote Teams	This course provides managers with the essential skills and strategies needed to effectively lead remote teams in virtual environments.
A Guide to Mentoring Others	This course offers a comprehensive guide to effective mentoring, focusing on the skills, strategies, and principles needed to support and develop others.
A Guide to Navigating Team Dynamics	This course delves into the intricacies of team dynamics, communication, and collaboration to build high-performing teams. Participants will explore strategies to manage diverse personalities, work styles, and generational differences effectively.
Becoming the Boss: A Guide for New Managers	This course is designed to help new managers transition smoothly into their leadership roles by equipping them with essential skills and strategies.
Change Management Models: Advanced Application	This course provides a comprehensive exploration of change management models, equipping participants with the tools to navigate organizational transitions effectively.
Communicating Change	This course equips leaders with essential strategies for effective communication during organizational change. Participants will learn to navigate transitions with clarity, empathy, and confidence.
Creating an Enviable Team Culture	This course focuses on understanding and cultivating team culture to enhance collaboration, productivity, and organizational success.
Crisis Management	This comprehensive course on Crisis Management equips leaders with the skills and strategies needed to effectively navigate and mitigate crises in their organizations.
Decision-Making and Human Psychology	This course, led by Maria Konnikova, explores the intersection of poker, decision-making, and psychology, offering valuable insights into human behavior and strategic thinking. By applying principles from poker, participants can enhance their decision-making skills in various aspects of life.
Developing a Thriving Team	This comprehensive course equips managers with the skills and strategies needed to develop high-performing teams and foster employee growth. Participants will explore essential topics such as effective communication, coaching, gap analysis, and career development.
Effective Feedback Strategies	This course equips managers and team leaders with the skills to deliver effective employee feedback, fostering growth, engagement, and improved performance. It provides strategies for handling challenging reactions and creating a positive feedback culture.
Introduction to Team Management	This course equips participants with essential skills and strategies for effective team management. It focuses on fostering collaboration, communication, and productivity within diverse teams.

COURSE TITLE	DESCRIPTION

LEADERSHIP CONT.

How Great Leaders Solve Problems	This course focuses on equipping leaders with essential problem-solving and leadership skills to navigate workplace challenges effectively.
How to Be an Ethical Leader	This course provides a comprehensive exploration of ethical leadership, focusing on its role in fostering trust, accountability, and a positive organizational culture.
Leading Through Difficult Times	This course provides leaders with essential skills and strategies to effectively manage business crises and safeguard their organizations.
Leading With Emotional Intelligence	This comprehensive course on Emotional Intelligence (EQ) equips participants with the skills to understand and manage emotions effectively, both personally and socially.
Letting an Employee Go Gracefully	This course provides managers with essential strategies and skills for handling employee terminations with professionalism, empathy, and legal compliance.
Motivating Your Team	This course delves into the critical role of motivation in the workplace, equipping managers with strategies to inspire and engage their teams effectively.
Nurturing the Ideas That Win Wars, Cure Diseases, and Transform Industries	This course, led by Dr. Safi Bahcall, delves into the principles of innovation, exploring how to nurture groundbreaking ideas and foster creativity within organizations. It emphasizes balancing creativity and execution, understanding group dynamics, and applying scientific insights to drive impactful change.
Overcoming Common Challenges of Remote Managers	This course equips managers with the skills and strategies needed to effectively lead remote teams. It addresses the unique challenges of virtual work environments and provides actionable solutions for success.
Performance Management	This comprehensive course on Performance Management equips participants with the skills and strategies to align individual and organizational goals through effective management practices.
Redefining Power in a Hyper-Connected World	This course, led by Henry Timms and Jeremy Heimans, explores the transformative concept of "new power" and its implications for leadership, social change, and organizational dynamics. It emphasizes the shift from traditional power structures to more inclusive, participatory models in our hyper-connected world.
Resolving Conflict	This comprehensive conflict resolution course equips participants with the skills and strategies needed to manage and resolve workplace disputes effectively.
Secrets of Highly Successful Groups	This course led Daniel Coyle explores the foundational principles of building high-performing teams and thriving organizational cultures.
Secrets to Career Success	This comprehensive course, led Elena Botelho, delves into the essential behaviors, strategies, and insights that define successful leadership and career advancement. Drawing from extensive research and expert guidance, participants will explore the traits and actions that drive professional growth and organizational impact.
The Four Stages of Team Development	This course provides a comprehensive guide to the Four Stages of Team Development, equipping managers with the tools to build and lead high-performing teams.
The Secrets of Skilled Delegation	This course teaches the essential skill of effective delegation, a cornerstone of successful leadership and team management.
Transitioning to Remote Work	This course provides a comprehensive guide to mastering remote work, equipping participants with essential strategies for effective communication, productivity, and team management in virtual environments.

COURSE TITLE	DESCRIPTION

MARKETING

A Guide to Brand Identity and Strategy	This course provides a comprehensive exploration of brand identity, positioning, and storytelling, equipping participants with the tools to create a strong and cohesive brand presence.
A Guide to Content Marketing: Developing Your Strategy and Crafting Compelling Content	This comprehensive course on content marketing equips learners with the knowledge and skills to create, distribute, and manage high-quality content that resonates with their target audience.
A Quick Guide to Developing a Go-to-Market Strategy	This course offers a comprehensive guide to developing a successful go-to-market strategy for product launches or market entries. It equips participants with the tools and insights needed to align teams and create impactful strategies.
Customer and Market Research	This comprehensive course on Customer and Market Research equips learners with the skills to understand their audience, analyze competitors, and craft targeted marketing strategies.
Getting Started with Marketing Analytics	This course provides a comprehensive introduction to marketing analytics, focusing on how to measure campaign performance, interpret data, and enhance marketing strategies through actionable insights.
How to Develop Winning Product Pages and Descriptions	This course teaches you how to create high-performing product pages and descriptions that convert visitors into buyers. You'll explore essential design principles, persuasive writing techniques, and strategies to optimize for search engines.
Marketing Fundamentals: Your Getting Started Guide	This comprehensive marketing course provides a foundational understanding of marketing principles, strategies, and analytics to help you succeed in today's competitive landscape.
Optimizing Your Images for SEO	This course provides a comprehensive guide to mastering image optimization for websites, focusing on enhancing SEO, user experience, and web performance.
Paid Advertising	This course provides a comprehensive exploration of paid advertising, emphasizing its strategic importance in modern marketing. Students will gain insights into various advertising types, techniques, and best practices to enhance their campaigns.
Product Marketing Fundamentals	This course provides a comprehensive exploration of product marketing, emphasizing its pivotal role in aligning products with customer needs and achieving market success.
Social Media Marketing 101	This comprehensive course on social media marketing equips participants with the essential skills and strategies to navigate the digital landscape effectively.
Social Media Marketing 201	This comprehensive course delves into advanced social media marketing strategies and engagement techniques to elevate your online presence.
Website Marketing	This course provides a comprehensive guide to website marketing, focusing on strategies for attracting, engaging, and retaining customers through effective website design and optimization.
Your Comprehensive Email Marketing Guide	

COURSE TITLE	DESCRIPTION

PERSONAL DEVELOPMENT

4 Personality Types That Suffer from Chronic Lateness	This course examines the connection between personality types and chronic lateness, offering insights into the causes and strategies for improvement.
4 Ways to Add Value and Earn a Raise at Work	This course teaches actionable strategies to enhance your workplace value and secure a raise by focusing on your contributions.
5 Career Roadblocks and How to Overcome Them	This course empowers professionals to overcome common career obstacles and achieve their full potential. Through practical strategies and actionable insights, participants will learn to tackle challenges such as fear of failure, self-doubt, lack of visibility, and low motivation.
A Hopeful History of Humankind	This course, led by Rutger Bregman, challenges conventional views on human nature, exploring the inherent goodness of people and the societal factors that shape our perceptions.
Advanced Problem-Solving	This course empowers learners with innovative strategies to tackle challenges effectively and creatively.
Are You Prepared to Weather the Storm?	This course provides essential knowledge and strategies to prepare for hurricanes, ensuring safety and readiness in the workplace. Participants will learn about hurricane risks, preparedness planning, and recovery processes.
Assessing Your Strengths, Interests, and Values	This course empowers you to align your career with your unique strengths, interests, and values through self-discovery and reflection.
Choosing Health Insurance: Traditional vs. High-Deductible Plans (PPO vs. HDHP)	This course provides a comprehensive examination of health insurance options, with a focus on traditional and high-deductible plans. It also covers essential terminology and decision-making strategies.
Feeling Unmotivated at Work? Common Causes and Tips to Increase Motivation	This course delves into the challenges of low motivation in the workplace, examining its causes and offering actionable strategies to enhance productivity and well-being.
Finding Meaning and Pleasure Through Suffering	This course, led by Paul Bloom, explores the profound relationship between suffering, pleasure, and the pursuit of a meaningful life. Through engaging discussions and insights from Paul Bloom, participants will examine why challenges and discomfort often lead to personal growth and fulfillment.
Getting It Done	This comprehensive course, led by motivation expert Ayelet Fishbach, delves into the science of motivation and effective goal-setting strategies. It provides actionable insights to help participants overcome challenges and sustain focus on their personal and professional aspirations.
Good Habits, Bad Habits	This course, led by Wendy Wood, delves into the science of habit formation, offering practical strategies for creating positive habits and overcoming challenges in behavior change.
How to Get Noticed at Work	This course is designed to help professionals enhance their workplace visibility, feel valued, and achieve career growth. It provides actionable strategies to overcome common barriers and gain recognition for contributions.
How to Land Your Dream Job	This course provides comprehensive guidance on navigating the job search process, from identifying career goals to mastering interviews.
How to Overcome Your Fear of Failure	This course explores the fear of failure and provides strategies to overcome it, fostering resilience and personal growth.
How to Stay Relevant, Reinvent Yourself, and Thrive	This course, led by Bradley Staats, emphasizes the importance of continuous learning, adaptability, and personal growth in a rapidly changing world.

COURSE TITLE	DESCRIPTION

PERSONAL DEVELOPMENT CONT.

Making Numbers Count	This course with Chip Heath teaches the art of effectively communicating numerical information to diverse audiences. By simplifying complex data and using relatable storytelling techniques, participants will learn to make numbers engaging and impactful.
Scheduling 101: How to Prioritize Tasks and Avoid Procrastination	This course provides comprehensive strategies for mastering scheduling and time management to boost productivity and reduce stress.
Setting Goals That Actually Work	This course provides a comprehensive guide to effective goal-setting and achievement strategies. Participants will learn to align their goals with personal values, create actionable plans, and maintain motivation through structured approaches.
Seven and a Half Lessons About the Brain	This course provides an engaging exploration of the human brain, inspired by Dr. Lisa Feldman Barrett's book "Seven and a Half Lessons About the Brain." It examines the brain's functions and development, and its profound influence on behavior and society.
The Benefits of Regret	This course delves into the transformative power of regret, teaching participants how to process and leverage it for personal growth and fulfillment. Guided by Daniel Pink's insights, students will explore strategies to confront regrets and turn them into valuable tools for better decision-making.
The Realities of Artificial Intelligence	This course, led by Janelle Shane, provides an in-depth exploration of artificial intelligence (AI), focusing on its capabilities, limitations, and the collaborative potential between humans and AI.
The Science of Perfect Timing	This course explores Daniel Pink's science of timing, revealing how it impacts productivity, well-being, and decision-making. Participants will learn to optimize their schedules and enhance collaboration through practical strategies and research-backed insights.
This Is What It Sounds Like	This course, led by Susan Rogers and Ogi Ogas, delves into the science and psychology of musical preferences, exploring how our brains connect with music on a personal and emotional level.
Time Management Essentials	The "Time Management Essentials" course provides practical strategies for optimizing time and boosting productivity. It focuses on identifying inefficiencies, tracking time effectively, and implementing actionable tips for better time management.
Understanding and Improving Your Credit Score	This course offers a comprehensive guide to understanding credit scores and their impact on financial health. Participants will explore how credit scores are calculated and learn actionable strategies to improve them.
Unsolved Mystery: The Case of Amelia Earhart	This course examines the extraordinary life and enduring legacy of Amelia Earhart, a pioneering aviator whose mysterious disappearance continues to captivate the world.
What Hunter-Gatherer Societies Teach Us About Work, Time, and Well-Being	This course examines the evolution of work of James Suzman and its profound impact on human life, drawing insights from hunter-gatherer societies and modern practices.
Why Generalists Triumph in a Specialized World	This course, led by David Epstein, explores the advantages of being a generalist in a world that often values specialization. Drawing on insights from David Epstein's research, it challenges traditional career paths and highlights the power of diverse experiences and skills.
Why We Get Trapped in Conflict and How We Get Out	This course, led by Amanda Ripley, delves into the nature of high conflict, offering insights into its dynamics and practical strategies for resolution. Through real-life examples and historical contexts, it emphasizes transforming destructive disputes into opportunities for growth.
The Next Big Idea Club	This course, led by Maria Konnikova, explores the intersection of poker, decision-making, and psychology, offering valuable insights into human behavior and strategic thinking. By applying principles from poker, participants can enhance their decision-making skills in various aspects of life.

COURSE TITLE	DESCRIPTION

PROFESSIONAL SKILLS

A Guide to Empathy at Work	This course delves into the transformative power of empathy in both personal and professional settings, emphasizing its role in fostering meaningful connections and effective communication.
A Guide to Workplace Professionalism	This course provides a comprehensive guide to mastering workplace professionalism and effective communication skills.
A Step-by-Step Guide to Problem Solving	This course provides a structured five-step framework to enhance problem-solving skills, guiding learners through defining problems, brainstorming solutions, evaluating options, implementing strategies, and assessing outcomes.
Communication Fundamentals	This course delves into the fundamentals of effective communication, equipping participants with the skills to convey messages clearly and foster understanding in professional settings.
Communication Strategies for Project Managers	This course focuses on the critical role of communication in project management, equipping participants with strategies and tools to enhance collaboration and project success.
Construction Safety 101	This course provides essential knowledge and techniques to ensure workplace safety in construction environments. It covers key principles, safety gear, equipment operation, and emergency preparedness.
Developing a Growth Mindset	This course is designed to help individuals understand and develop a growth mindset, a key factor in achieving personal and professional success.
Developing and Maintaining a Professional Network	This course provides comprehensive guidance on mastering professional networking to advance your career. It covers building, maintaining, and leveraging meaningful connections in various professional settings.
Farsighted Decisions	This course, led by Steven Johnson, delves into the art and science of farsighted decision-making, equipping learners with tools and strategies to navigate complex choices with confidence and clarity.
Giving Effective Feedback	This course provides a comprehensive guide to giving and receiving effective feedback in the workplace, emphasizing its role in fostering growth and development.
Guide to Negotiation and Persuasion	This course delves into the essential skills of negotiation and persuasion, equipping participants with the tools to influence effectively in diverse contexts.
How to Avoid a Conflict of Interest	This course provides a comprehensive understanding of conflicts of interest and their impact on professional integrity. Participants will explore ethical dilemmas, practical strategies, and real-world scenarios to enhance decision-making skills.
How to Build Better Relationships with Your Boss and Coworkers	This course is designed to help professionals enhance workplace relationships for greater success and satisfaction. It provides actionable strategies for building rapport, fostering collaboration, and repairing damaged connections.
How to Have a Difficult Conversation	This course provides essential skills for navigating difficult conversations in the workplace and beyond. Participants will learn structured strategies to foster effective communication and mutual understanding.
How to Improve Your Focus at Work	This course provides essential strategies to enhance focus and productivity by addressing distractions and optimizing mental and physical well-being.
How to Work Effectively with Different Communication Styles	This course delves into the significance of understanding and adapting to various communication styles in the workplace. Participants will explore strategies to enhance collaboration and improve interactions by tailoring their communication approaches.
Improve Your Business Writing Skills	This course is designed to enhance your business writing skills, a critical component for professional success. It focuses on practical techniques to create clear, organized, and impactful written communication.

COURSE TITLE	DESCRIPTION

PROFESSIONAL SKILLS CONT.

Improving Your Project Management Skills	This course provides a comprehensive guide to mastering project management by addressing common pitfalls, fostering continuous improvement, and enhancing team collaboration.
Leading Through Change	This course equips leaders with the skills and strategies needed to effectively guide their teams through organizational change. Participants will explore key principles of change leadership and learn how to foster a supportive and collaborative environment.
Mastering Project Management Frameworks	This course provides a comprehensive exploration of project management frameworks, equipping participants with the skills to select and apply the most suitable methodologies for their projects.
Master the Art of Verbal Communication	In this course, participants will learn how to make a great first impression and have an amazing conversation. They will also learn strategies to escape from the tight spots that sometimes constrain them when communicating with others.
Overcoming Procrastination	This course provides an in-depth exploration of procrastination, its psychological roots, and its impact on productivity and well-being.
Problem-Solving Fundamentals	This course catalog entry provides an overview of a comprehensive problem-solving curriculum designed to enhance your ability to tackle challenges effectively.
Project Management 101	This course provided a comprehensive overview of project management principles, techniques, and tools to ensure successful project execution across various industries.
Project Management Scheduling	The "Project Management Scheduling" course equips you with essential skills to effectively plan, organize, and manage project timelines. By mastering scheduling techniques, you can ensure smoother project execution and better team alignment.
Receiving and Seeking Feedback	This course will teach participants to receive and respond to feedback gracefully. That includes how to react to feedback, what to do if they don't agree with the feedback, questions to solicit feedback that's more helpful to them, and how to keep communication lines open for receiving feedback in the future.
Resolving Conflict with Coworkers	This course provides comprehensive strategies for managing and resolving workplace conflicts effectively. Participants will explore various conflict resolution approaches, communication techniques, and practical tools to foster collaboration and improve team dynamics.
Secrets to Successful Reporting for Project Managers	This comprehensive course equips project managers with essential skills to master effective reporting and enhance project outcomes.
The Science of Effective Listening	This course delves into the art and science of effective listening, inspired by Kate Murphy's insights and research. Participants will explore strategies to enhance communication, build stronger relationships, and foster meaningful connections.
Supercharging Your Career with the Help of a Mentor	This course highlights the transformative power of mentorship in professional growth. It provides actionable strategies for finding a mentor, building strong relationships, and navigating challenges effectively.
Take Control of Your Future: Career Development 101	This comprehensive course empowers professionals to take control of their career development through actionable strategies and personalized planning.
The Art of Managing Up	This course, "The Art of Managing Up," teaches essential skills for building strong, collaborative relationships with your manager to enhance workplace dynamics and personal career growth.
The Complete Guide for New Professionals	This course equips new professionals with the essential skills and strategies needed to thrive in their careers. It focuses on building relationships, developing confidence, and adopting a proactive mindset for long-term success.
The Remote Work Survival Guide	This course provides comprehensive strategies and tools to excel in a remote work environment, addressing productivity, self-discipline, and work-life balance.

COURSE TITLE	DESCRIPTION

PROFESSIONAL SKILLS CONT.

Thinking Outside the Brain	This course, led by Annie Murphy Paul, redefines traditional views on intelligence by exploring how external factors like the body, environment, and social interactions enhance cognitive abilities.
Time Management	This comprehensive course on time management equips learners with essential strategies for optimizing productivity and achieving a better work-life balance.
When to Ask Your Boss for Help	This course equips professionals with the skills to navigate workplace challenges by effectively communicating with their managers. It focuses on decision-making, problem-solving, and knowing when and how to seek guidance.
Workplace Distractions: How to Avoid Common Time-Wasting Traps	In this course, you'll learn to think more critically about how you're using your attention, identify the biggest distractions, and pick up simple tricks to eliminate anything that wastes time.
Write Like a Boss	In this course, you'll learn some tricks and techniques to improve your writing, avoid common mistakes, structure your message, and target your communication to your audience.
What Debate Teaches Us About Listening to Each Other	In this course, learners will gain insight into choosing debates wisely, expressing ideas clearly, and approaching disagreements in a way that fosters understanding and unity. This course encourages a fresh perspective on the value of well-conducted arguments.

SALES

An Introduction to Sales Enablement	This course provides a comprehensive introduction to sales enablement, focusing on equipping sales teams with the tools, training, and resources needed for success.
Build the Ultimate Sales Presentation Slide Deck	This course teaches you how to create impactful and engaging sales presentation slide decks that captivate your audience and enhance your message.
Building Relationships in Sales	This comprehensive course focuses on equipping sales professionals with the skills and strategies needed to excel in modern sales environments.
Closing the Deal: Negotiation Strategies to Increase Sales	This course provides sales professionals with essential negotiation skills to close deals effectively and build lasting client relationships. Participants will explore strategies to navigate buyer tactics, craft compelling proposals, and achieve mutually beneficial agreements.
Connecting With Your Audience	This course teaches the essential skills for creating impactful and engaging presentations by focusing on audience needs and effective communication strategies.
Expert Strategies for Overcoming Sales Objections	This course empowers sales professionals with the skills and strategies needed to handle objections effectively and turn them into opportunities for success.
Getting Customers to Say, "Yes!"	This course explores what sales objections are, how to overcome them, and how to avoid rejection.
Managing a Sales Team	This comprehensive course is designed to empower sales leaders and managers with the strategies and tools needed to build high-performing teams and drive business success.
Psychology Tips That Unlock Sales	This course delves into the intersection of psychology and sales, equipping participants with the tools to understand customer motivations, adapt to different personalities, and enhance communication skills.

COURSE TITLE	DESCRIPTION

SALES CONT.

Sales Fundamentals	This course provides a foundational introduction to the essentials of sales, making it ideal for both beginners and experienced professionals seeking a refresher. It covers what sales is, the role of ethics in building customer trust, and the importance of effective communication.
Secrets to Winning Sales Presentations	This comprehensive sales training program equips professionals with the skills to enhance presentations, build client relationships, and drive sales success. Through a focus on storytelling, tailored solutions, and ethical persuasion, participants will learn to connect with customers and deliver impactful presentations.
The Ultimate Sales Prospecting Guide	This course provides a comprehensive guide to mastering sales prospecting, equipping participants with the skills to identify, engage, and convert potential buyers effectively.