

Course Titles:

1. Active Listening
2. As Simple As Respect: Diversity, Respect and Inclusion In the Workplace
3. Closing the Loop with Feedback
4. Coaching Tips
5. Coaching Your Team to Higher Performance - Introduction
6. Coaching Your Team to Higher Performance - Stage 1: Forming
7. Coaching Your Team to Higher Performance - Stage 2: Storming
8. Coaching Your Team to Higher Performance - Stage 3: Norming
9. Coaching Your Team to Higher Performance - Stage 4: Performing
10. Coaching Your Team to Higher Performance- Assessment
11. Communicating Effectively in the Workplace
12. Compliance is Just the Beginning: 3 Steps to Ethical Decisions
13. Cutting Edge Success at Work: Appreciate Feedback
14. Cutting Edge Success at Work: Be Confident and Assertive
15. Cutting Edge Success at Work: Build Employability Skills
16. Cutting Edge Success at Work: Communicate Effectively
17. Cutting Edge Success at Work: Contribute to the Team
18. Cutting Edge Success at Work: Demonstrate Strengths
19. Cutting Edge Success at Work: Impress at job Interviews
20. Cutting Edge Success at Work: Make a Great Impression
21. Cutting Edge Success at Work: Prioritize and Organize
22. Cutting Edge Success at Work: Set and Achieve Goals
23. Dealing With Manipulative People
24. Dialogue - Now You're Talking! Communicating in a Diverse World
25. Email Matters: Composing a Message
26. Everybody Wins: How to Turn Conflict into Collaboration
27. Excel 2013 Part 1: Absolute Cell References
28. Excel 2013 Part 1: Apply Number Formats
29. Excel 2013 Part 1: Cell Names and Range Names
30. Excel 2013 Part 1: Create a Basic Worksheet
31. Excel 2013 Part 1: Create Formulas in a Worksheet
32. Excel 2013 Part 1: Customize Advanced Options
33. Excel 2013 Part 1: Customize Formula Options
34. Excel 2013 Part 1: Customize the Functionality of Excel by Enabling Add-Ins
35. Excel 2013 Part 1: Insert MIN and MAX Functions in a Worksheet
36. Excel 2013 Part 1: Manage the View of Worksheets and Workbooks
37. Excel 2013 Part 1: Manage Worksheets
38. Excel 2013 Part 1: The Auto Fill Feature
39. HIPAA #1 Introduction
40. HIPAA #10 Security Rule
41. HIPAA #11 Risk Analysis and Administrative Safeguards

42. HIPAA #12 Summary
43. HIPAA #2 Background
44. HIPAA #3 PHI
45. HIPAA #4 Disclosing PHI
46. HIPAA #5 Minimum Necessary
47. HIPAA #6 Protecting PHI
48. HIPAA #7 Patient Rights Notification
49. HIPAA #8 HHS Requirements
50. HIPAA #9 Penalties
51. HIPAA HITECH: Business Associates Part 1
52. HIPAA HITECH: Business Associates Part 2
53. HIPAA HITECH: Business Associates Part 3
54. HIPAA HITECH: Individual Rights
55. HIPAA HITECH: Introduction
56. HIPAA HITECH: Privacy Notice
57. HIPAA HITECH: Restrictions on PHI
58. How to Ask Positive Questions
59. How to be a Great Conversationalist
60. Powerful Presentation Skills: Module 1 Begin and End with a Bang!
61. Powerful Presentation Skills: Module 2 Constructing Your Content the EASY WAY
62. Powerful Presentation Skills: Module 3 Confidence-It Will Make or Break You
63. Powerful Presentation Skills: Module 4 Your Body Language Speaks Loudly
64. Powerful Presentation Skills: Module 5 Connect with Your Audience
65. Powerful Presentation Skills: Module 6 Handling Unexpected Situations With Immediate Resolve
66. Powerful Presentation Skills: Module 7 Digital Age Dilemmas
67. Powerful Presentations: Introduction
68. Practical Strategies for Resolving Conflict
69. Protecting Your Mobile Devices: Malware
70. Protecting Your PC
71. Working Well with Others: Diversity Equals Greatness
72. Working Well with Others: The Diversity Continuum
73. Working Well with Others: The Mistake of Stereotyping
74. Working Well with Others: The Power of Inclusion
75. Working Without a Script
76. Microsoft Office 2013: The Basics - Access
77. Microsoft Office 2013: The Basics - PowerPoint
78. Microsoft Office 2013: The Basics - Excel
79. Conflict Resolution
80. Microsoft Office 2013: Excel Part 2
81. Microsoft Office 2013: Word Part 2
82. Microsoft Office 2013: PowerPoint Part 2
83. Microsoft Office 2013: Outlook Part 2
84. Microsoft Office 2013: Access Part 2
85. Project Management Series
86. Time Management Tune-up
87. Improving Productivity with Mentoring Series
88. Stop Procrastinating: Getting Started (Part 2 of 2)
89. Stop Procrastinating: The Pain of Putting it Off (Part 1 of 2)
90. Conducting an Audit
91. How to Improve Your Engagement at Work
92. Employee: How to be Accountable
93. Achieving Best Practice in Crisis Management
94. Meeting Agendas and Minutes
95. Ethics for Everyone

96. Character Matters! Character and Courage
97. Character Matters! Connecting Character in the Workplace
98. Character Matters! Standing on Principle
99. Character Matters! The Character Makeover
100. Character Matters! Your Moral Compass
101. Rediscovering Self-Discipline
102. Rediscovering Self-Discipline: A Disciplined Life, and Ethical Life
103. Rediscovering Self-Discipline: Promoting Self-Discipline at Work
104. Rediscovering Self-Discipline: Steps for Success
105. The New Workplace: Making the Change
106. The New Workplace: Leading the Change
107. How to Cope in Harsh Times
108. Don't Panic! A Recipe for Success in Times of Stress
109. Change Theory: Using a Change Model
110. Helping Yourself and Others Through Change
111. The Innovation Curve
112. As Old As You Feel: Promoting Age Diversity At Work
113. Avoiding Touchy Topics In The Workplace - Houndville Business Animation
114. High Impact Communication - Part 1: Be Clear
115. High Impact Communication - Part 2: Be Concise
116. High Impact Communication - Part 3: Be Correct
117. High Impact Communication - Part 4: Be Creative
118. High Impact Communication - Part 5: Be Conversational
119. High Impact Communications-Assessment
120. High Impact Communications-Introduction
121. Body Language: At Work
122. Body Language: Introduction
123. Body Language: Movement
124. Body Language: Position
125. Body Language: Reading
126. Leaders' QuickTip #1: Clarify Team Expectations
127. Leaders' QuickTip #10: Coach for Performance
128. Leaders' QuickTip #11: Facilitate a Culture of Accountability
129. Leaders' QuickTip #12: Tap into Their Passion, Unleash the Energy
130. Leaders' QuickTip #13: Hold Standing One-on-Ones
131. Leaders' QuickTip #14: Help Make Their Vision a Reality
132. Leaders' QuickTip #15: Solidify Their Learning
133. Leaders' QuickTip #16: Stretch Your Team-Always
134. Leaders' QuickTip #17: Switch It Up
135. Leaders' QuickTip #18: Have Them Lead the Team
136. Leaders' QuickTip #19: Create Great Communicators
137. Leaders' QuickTip #2: Model the Way
138. Leaders' QuickTip #20: Grow Their Roles
139. Leaders' QuickTip #21: Let Them Answer the How
140. Leaders' QuickTip #22: Establish Action Learning Projects
141. Leaders' QuickTip #23: Design a Department Retreat
142. Leaders' QuickTip #24: Implement an Operating Calendar
143. Leaders' QuickTip #25: Create a Culture of Benchmarking
144. Leaders' QuickTip #26: Foster Critical Reflection
145. Leaders' QuickTip #27: Host a Reading Club
146. Leaders' QuickTip #28: Foster Friendly Debate

147. Leaders' QuickTip #29: Create an Organizational FAQ
148. Leaders' QuickTip #3: Recognize and Reward Achievement
149. Leaders' QuickTip #30: Conduct a Quick Case Study
150. Leaders' QuickTip #31: Bring in Support
151. Leaders' QuickTip #32: Remain Focused on Solutions, Not Barriers
152. Leaders' QuickTip #33: Conducting After-Action Reviews
153. Leaders' QuickTip #34: Diagnose Technical or Adaptive Challenges
154. Leaders' QuickTip #35: Transfer School Work Back to Your Work
155. Leaders' QuickTip #36: Foster Growth Through Personal Development Plans
156. Leaders' QuickTip #37: Capture and Share Conference Learning
157. Leaders' QuickTip #38: Developing Emotional Intelligence in the Team
158. Leaders' QuickTip #39: Facilitate Developmental Relationships
159. Leaders' QuickTip #4: Model Effective Confrontation
160. Leaders' QuickTip #40: Serving in the Community
161. Leaders' QuickTip #41: Get Out in the Field
162. Leaders' QuickTip #42: Coordinate an On-Boarding Process
163. Leaders' QuickTip #43: Facilitate Cross-Departmental Problem Solving
164. Leaders' QuickTip #44: Become a Teacher and Leader
165. Leaders' QuickTip #45: The Monumental Assignment
166. Leaders' QuickTip #46: Create a Culture of Feedback
167. Leaders' QuickTip #47: Set Aside Time for Self-Evaluation
168. Leaders' QuickTip #48: Provide Development Through Assessment
169. Leaders' QuickTip #49: Ask the Tough Questions
170. Leaders' QuickTip #5: Provide Challenge and Support
171. Leaders' QuickTip #50: Capture the Learning from Hardships and Failure
172. Leaders' QuickTip #6: Keep the Troops in the Loop
173. Leaders' QuickTip #7: Check in with a Thought of the Day
174. Leaders' QuickTip #8: Realize Your Team is Your Customer
175. Leaders' QuickTip #9: Use the Pygmalion Effect
176. Management Skills - What Does it Take?
177. Performance Management: A Manager's Responsibility
178. Performance Management: A Systems View
179. Performance Management: Setting Goals
180. Performance Management: The Coaching Conversation