|  |
| --- |
| **Course Titles** |
| 1. Active Listening
 |
| 1. As Simple As Respect: Diversity, Respect and Inclusion In the Workplace
 |
| 1. Closing the Loop with Feedback
 |
| 1. Coaching Tips
 |
| 1. Coaching Your Team to Higher Performance - Introduction
 |
| 1. Coaching Your Team to Higher Performance - Stage 1: Forming
 |
| 1. Coaching Your Team to Higher Performance - Stage 2: Storming
 |
| 1. Coaching Your Team to Higher Performance - Stage 3: Norming
 |
| 1. Coaching Your Team to Higher Performance - Stage 4: Performing
 |
| 1. Coaching Your Team to Higher Performance-Assessment
 |
| 1. Communicating Effectively in the Workplace
 |
| 1. Compliance is Just the Beginning: 3 Steps to Ethical Decisions
 |
| 1. Cutting Edge Success at Work: Appreciate Feedback
 |
| 1. Cutting Edge Success at Work: Be Confident and Assertive
 |
| 1. Cutting Edge Success at Work: Build Employability Skills
 |
| 1. Cutting Edge Success at Work: Communicate Effectively
 |
| 1. Cutting Edge Success at Work: Contribute to the Team
 |
| 1. Cutting Edge Success at Work: Demonstrate Strengths
 |
| 1. Cutting Edge Success at Work: Impress at job Interviews
 |
| 1. Cutting Edge Success at Work: Make a Great Impression
 |
| 1. Cutting Edge Success at Work: Prioritize and Organize
 |
| 1. Cutting Edge Success at Work: Set and Achieve Goals
 |
| 1. Dealing With Manipulative People
 |
| 1. Dialogue - Now You're Talking! Communicating in a Diverse World
 |
| 1. Email Matters: Composing a Message
 |
| 1. Everybody Wins: How to Turn Conflict into Collaboration
 |
| 1. Excel 2013 Part 1: Absolute Cell References
 |
| 1. Excel 2013 Part 1: Apply Number Formats
 |
| 1. Excel 2013 Part 1: Cell Names and Range Names
 |
| 1. Excel 2013 Part 1: Create a Basic Worksheet
 |
| 1. Excel 2013 Part 1: Create Formulas in a Worksheet
 |
| 1. Excel 2013 Part 1: Customize Advanced Options
 |
| 1. Excel 2013 Part 1: Customize Formula Options
 |
| 1. Excel 2013 Part 1: Customize the Functionality of Excel by Enabling Add-Ins
 |
| 1. Excel 2013 Part 1: Insert MIN and MAX Functions in a Worksheet
 |
| 1. Excel 2013 Part 1: Manage the View of Worksheets and Workbooks
 |
| 1. Excel 2013 Part 1: Manage Worksheets
 |
| 1. Excel 2013 Part 1: The Auto Fill Feature
 |
| 1. HIPAA #1 Introduction
 |
| 1. HIPAA #10 Security Rule
 |
| 1. HIPAA #11 Risk Analysis and Administrative Safeguards
 |
| 1. HIPAA #12 Summary
 |
| 1. HIPAA #2 Background
 |
| 1. HIPAA #3 PHI
 |
| 1. HIPAA #4 Disclosing PHI
 |
| 1. HIPAA #5 Minimum Necessary
 |
| 1. HIPAA #6 Protecting PHI
 |
| 1. HIPAA #7 Patient Rights Notification
 |
| 1. HIPAA #8 HHS Requirements
 |
| 1. HIPAA #9 Penalties
 |
| 1. HIPAA HITECH: Business Associates Part 1
 |
| 1. HIPAA HITECH: Business Associates Part 2
 |
| 1. HIPAA HITECH: Business Associates Part 3
 |
| 1. HIPAA HITECH: Individual Rights
 |
| 1. HIPAA HITECH: Introduction
 |
| 1. HIPAA HITECH: Privacy Notice
 |
| 1. HIPAA HITECH: Restrictions on PHI
 |
| 1. How to Ask Positive Questions
 |
| 1. How to be a Great Conversationalist
 |
| 1. Powerful Presentation Skills: Module 1 Begin and End with a Bang!
 |
| 1. Powerful Presentation Skills: Module 2 Constructing Your Content the EASY WAY
 |
| 1. Powerful Presentation Skills: Module 3 Confidence-It Will Make or Break You
 |
| 1. Powerful Presentation Skills: Module 4 Your Body Language Speaks Loudly
 |
| 1. Powerful Presentation Skills: Module 5 Connect with Your Audience
 |
| 1. Powerful Presentation Skills: Module 6 Handling Unexpected Situations With Immediate Resolve
 |
| 1. Powerful Presentation Skills: Module 7 Digital Age Dilemmas
 |
| 1. Powerful Presentations: Introduction
 |
| 1. Practical Strategies for Resolving Conflict
 |
| 1. Protecting Your Mobile Devices: Malware
 |
| 1. Protecting Your PC
 |
| 1. Working Well with Others: Diversity Equals Greatness
 |
| 1. Working Well with Others: The Diversity Continuum
 |
| 1. Working Well with Others: The Mistake of Stereotyping
 |
| 1. Working Well with Others: The Power of Inclusion
 |
| 1. Working Without a Script
 |
| 1. Microsoft Office 2013: The Basics - Access
 |
| 1. Microsoft Office 2013: The Basics - PowerPoint
 |
| 1. Microsoft Office 2013: The Basics - Excel
 |
| 1. Conflict Resolution
 |
| 1. Microsoft Office 2013: Excel Part 2
 |
| 1. Microsoft Office 2013: Word Part 2
 |
| 1. Microsoft Office 2013: PowerPoint Part 2
 |
| 1. Microsoft Office 2013: Outlook Part 2
 |
| 1. Microsoft Office 2013: Access Part 2
 |
| 1. Project Management Series
 |
| 1. Time Management Tune-up
 |
| 1. Improving Productivity with Mentoring Series
 |
| 1. Stop Procrastinating: Getting Started (Part 2 of 2)
 |
| 1. Stop Procrastinating: The Pain of Putting it Off (Part 1 of 2)
 |
| 1. Conducting an Audit
 |
| 1. How to Improve Your Engagement at Work
 |
| 1. Employee: How to be Accountable
 |
| 1. Achieving Best Practice in Crisis Management
 |
| 1. Meeting Agendas and Minutes
 |
| 1. Ethics for Everyone
 |
| 1. Character Matters! Character and Courage
 |
| 1. Character Matters! Connecting Character in the Workplace
 |
| 1. Character Matters! Standing on Principle
 |
| 1. Character Matters! The Character Makeover
 |
| 1. Character Matters! Your Moral Compass
 |
| 1. Rediscovering Self-Discipline
 |
| 1. Rediscovering Self-Discipline: A Disciplined Life, and Ethical Life
 |
| 1. Rediscovering Self-Discipline: Promoting Self-Discipline at Work
 |
| 1. Rediscovering Self-Discipline: Steps for Success
 |
| 1. The New Workplace: Making the Change
 |
| 1. The New Workplace: Leading the Change
 |
| 1. How to Cope in Harsh Times
 |
| 1. Don't Panic! A Recipe for Success in Times of Stress
 |
| 1. Change Theory: Using a Change Model
 |
| 1. Helping Yourself and Others Through Change
 |
| 1. The Innovation Curve
 |
| 1. As Old As You Feel: Promoting Age Diversity At Work
 |
| 1. Avoiding Touchy Topics In The Workplace - Houndville Business Animation
 |
| 1. High Impact Communication - Part 1: Be Clear
 |
| 1. High Impact Communication - Part 2: Be Concise
 |
| 1. High Impact Communication - Part 3: Be Correct
 |
| 1. High Impact Communication - Part 4: Be Creative
 |
| 1. High Impact Communication - Part 5: Be Conversational
 |
| 1. High Impact Communications-Assessment
 |
| 1. High Impact Communications-Introduction
 |
| 1. Body Language: At Work
 |
| 1. Body Language: Introduction
 |
| 1. Body Language: Movement
 |
| 1. Body Language: Position
 |
| 1. Body Language: Reading
 |
| 1. Leaders' QuickTip #1: Clarify Team Expectations
 |
| 1. Leaders' QuickTip #10: Coach for Performance
 |
| 1. Leaders' QuickTip #11: Facilitate a Culture of Accountability
 |
| 1. Leaders' QuickTip #12: Tap into Their Passion, Unleash the Energy
 |
| 1. Leaders' QuickTip #13: Hold Standing One-on-Ones
 |
| 1. Leaders' QuickTip #14: Help Make Their Vision a Reality
 |
| 1. Leaders' QuickTip #15: Solidify Their Learning
 |
| 1. Leaders' QuickTip #16: Stretch Your Team-Always
 |
| 1. Leaders' QuickTip #17: Switch It Up
 |
| 1. Leaders' QuickTip #18: Have Them Lead the Team
 |
| 1. Leaders' QuickTip #19: Create Great Communicators
 |
| 1. Leaders' QuickTip #2: Model the Way
 |
| 1. Leaders' QuickTip #20: Grow Their Roles
 |
| 1. Leaders' QuickTip #21: Let Them Answer the How
 |
| 1. Leaders' QuickTip #22: Establish Action Learning Projects
 |
| 1. Leaders' QuickTip #23: Design a Department Retreat
 |
| 1. Leaders' QuickTip #24: Implement an Operating Calendar
 |
| 1. Leaders' QuickTip #25: Create a Culture of Benchmarking
 |
| 1. Leaders' QuickTip #26: Foster Critical Reflection
 |
| 1. Leaders' QuickTip #27: Host a Reading Club
 |
| 1. Leaders' QuickTip #28: Foster Friendly Debate
 |
| 1. Leaders' QuickTip #29: Create an Organizational FAQ
 |
| 1. Leaders' QuickTip #3: Recognize and Reward Achievement
 |
| 1. Leaders' QuickTip #30: Conduct a Quick Case Study
 |
| 1. Leaders' QuickTip #31: Bring in Support
 |
| 1. Leaders' QuickTip #32: Remain Focused on Solutions, Not Barriers
 |
| 1. Leaders' QuickTip #33: Conducting After-Action Reviews
 |
| 1. Leaders' QuickTip #34: Diagnose Technical or Adaptive Challenges
 |
| 1. Leaders' QuickTip #35: Transfer School Work Back to Your Work
 |
| 1. Leaders' QuickTip #36: Foster Growth Through Personal Development Plans
 |
| 1. Leaders' QuickTip #37: Capture and Share Conference Learning
 |
| 1. Leaders' QuickTip #38: Developing Emotional Intelligence in the Team
 |
| 1. Leaders' QuickTip #39: Facilitate Developmental Relationships
 |
| 1. Leaders' QuickTip #4: Model Effective Confrontation
 |
| 1. Leaders' QuickTip #40: Serving in the Community
 |
| 1. Leaders' QuickTip #41: Get Out in the Field
 |
| 1. Leaders' QuickTip #42: Coordinate an On-Boarding Process
 |
| 1. Leaders' QuickTip #43: Facilitate Cross-Departmental Problem Solving
 |
| 1. Leaders' QuickTip #44: Become a Teacher and Leader
 |
| 1. Leaders' QuickTip #45: The Monumental Assignment
 |
| 1. Leaders' QuickTip #46: Create a Culture of Feedback
 |
| 1. Leaders' QuickTip #47: Set Aside Time for Self-Evaluation
 |
| 1. Leaders' QuickTip #48: Provide Development Through Assessment
 |
| 1. Leaders' QuickTip #49: Ask the Tough Questions
 |
| 1. Leaders' QuickTip #5: Provide Challenge and Support
 |
| 1. Leaders' QuickTip #50: Capture the Learning from Hardships and Failure
 |
| 1. Leaders' QuickTip #6: Keep the Troops in the Loop
 |
| 1. Leaders' QuickTip #7: Check in with a Thought of the Day
 |
| 1. Leaders' QuickTip #8: Realize Your Team is Your Customer
 |
| 1. Leaders' QuickTip #9: Use the Pygmalion Effect
 |
| 1. Management Skills - What Does it Take?
 |
| 1. Performance Management: A Manager's Responsibility
 |
| 1. Performance Management: A Systems View
 |
| 1. Performance Management: Setting Goals
 |
| 1. Performance Management: The Coaching Conversation
 |