



Classes

Classes are already built and can be customized:

- Goal Busters
- Interview Basics
- Resume Basics
- How to be a productive employee
- Customer Service
- Attitude: Why it Matters
- Branding exercise
- Adapting Your Leadership Style
- The Art of Effective Communication
- The Art of Influencing Others
- Assertiveness Skills
- Balancing Priorities
- Behavioral Interviews
- Business Etiquette
- Challenging Negative Attitudes
- Coaching Conversations
- Coaching for Development
- Communication Mystery: Solved
- Creative Problem Solving
- Critical Thinking Skills
- Critical Thinking Skills - Applied
- Cultural Competency
- Customer Service over the Phone
- Delegating for Growth
- Developing Positive Relationships at Work
- Developing Your Direct Reports
- Diversity Awareness
- Effective Listening Skills
- Effective Negotiation Skills
- Emotional Intelligence
- Employee Engagement
- Ethics in the Workplace
- Financial Intelligence
- Fundamentals of Strategic Planning
- The Golden Rule
- How to Handle Change and Upheaval
- How to Make Yourself Indispensable
- How to Manage Your Emotions
- Ideas into Action
- Increasing Your Emotional Intelligence
- Leadership 101
- Leading Others through Change
- Learning to Manage
- Managing Offsite Employees
- Managing Teams
- Managing Up
- Meetings
- Mental Models
- Motivating Employees to be Their Best
- The Multi-Generational Workplace
- Navigating Difficult Conversations
- Onboarding
- Organizational Trust
- Performance Management
- Positive Approaches to Resolving
- Performance and Conduct Problems
- Preventing Workplace Harassment
- Productive Work Habits
- Real-World Project Management
- Resilience
- Skillful Collaboration
- Social Media at Work
- Solid Business Writing
- Succession Planning

- Super Manager
- Supervisor Communication Skills
- Systems Thinking
- Taking Control of Conflict
- Talk Like a Leader
- Team Chemistry
- Team Excellence
- Time Management
- The Toughest Supervisor Challenges
- What Customers Really Want
- Why We Struggle with Tough Decisions
- Women and Leadership