










Course Catalog

-  Microsoft Office
-  Career Readiness
-  Compliance & Security
-  Digital Literacy New
-  Google Workspace
-  Leadership
-  Soft Skills
-  Wellness


300 Interactive Courses and Cheat Sheets

 **Microsoft Office**

- Access
- Excel
- OneDrive
- OneNote
- Outlook
- PowerPoint
- Teams
- Windows
- Word

 **Career Readiness**


- Career
- Entrepreneurship
- Higher Education
- Job Hunting
- U.S. Citizenship

 **Compliance & Security**

- Active Shooter
- Cybersecurity
- Discrimination
- Drugs & Alcohol
- Harassment
- HR Compliance
- Safety

 **Google Workspace**


- Calendar
- Chrome
- Docs
- Drive
- Gemini
- Gmail
- Sheets
- Slides

 **Soft Skills**


- Accounting
- Bias & Diversity
- Communication
- Customer Service
- HR
- Marketing
- Personal Branding
- Professional Development
- Sales
- Training & Education

 **Digital Literacy**

- AI
- Computer Basics
- Design
- Software Applications

 **Leadership**

- Leadership
- Management
- Project Management









 **Wellness**

- Mental Health
- Personal Growth
- Relationships
- Well-Being
- Work-Professional Life

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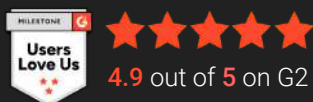
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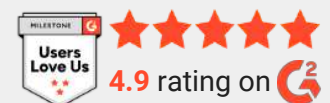
San Diego Public Library



“Customizing the courses saved countless hours of work.”



“So impressed with your features and ease of use!”




Course Catalog


 **Microsoft Office**

 **Access**

 Excel

 Office 365

 OneDrive


 OneNote


 Outlook

 PowerPoint


 Project


 SharePoint


 Teams

 Windows


 Word

 Career Readiness

 Compliance & Security

 Digital Literacy New

 Google Workspace


 Leadership


 Soft Skills


 Wellness

Course	Description	Skill Level	What You'll Learn
Access Basic to Intermediate 11 hours	A beginner to intermediate course that teaches how to build Access databases and manage data efficiently using practical tools.	Intermediate	<ul style="list-style-type: none"> • Create databases & tables • Add & manage records • Find & filter data • Build forms & reports
Access Basic 5 hours	New to Microsoft Access? This course helps you master database creation, record management, and table design basics.	Beginner	<ul style="list-style-type: none"> • Plan & create databases • Add & enter records • Find, filter, & sort data • Create & work with tables
Access Intermediate 6 hours	Enhance your Access skills by mastering relational databases, advanced queries, and form design in this intermediate course.	Intermediate	<ul style="list-style-type: none"> • Create relational databases • Build queries • Design & use forms • Create professional reports

Courses Feature

 Learn by doing

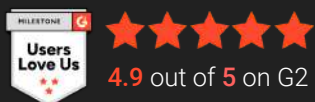
 Skill assessments

 Editable content

 Certificates

“What a terrific product you have!”

Chicago Public Schools




Course Catalog


 **Microsoft Office**


 Access

 **Excel**

 Office 365

 OneDrive


 OneNote

 Outlook

 PowerPoint


 Project


 SharePoint

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 Windows


 Word

 Career Readiness

 Compliance & Security

 Digital Literacy New

 Google Workspace


 Leadership


 Soft Skills


 Wellness

Course	Description	Skill Level	What You'll Learn
Excel Basic to Advanced 13 hours	A beginner to advanced course that teaches how to work with Excel data using practical spreadsheet tools.	Advanced	<ul style="list-style-type: none"> • Create and format spreadsheets • Use formulas and functions • Analyze data with tools • Build charts and reports
Excel Basic 4 hours	New to Excel? This course gives you a solid foundation in Excel and spreadsheet basics.	Beginner	<ul style="list-style-type: none"> • Build & edit spreadsheets • Calculate with formulas • Add eye-catching formatting • Organize and manage workbooks
Excel Intermediate 5 hours	Looking to enhance your Excel? This course covers intermediate features like charts, tables, and data management.	Intermediate	<ul style="list-style-type: none"> • Create eye-catching charts • Use absolute & relative relative references • Apply conditional formatting • Collaborate with other users
Excel Advanced 4 hours	Ready to elevate your Excel expertise? This course teaches advanced functions, PivotTables, and data analysis tools.	Advanced	<ul style="list-style-type: none"> • Create PivotTables • Troubleshoot complex formulas • Automate tasks with macros • Use IF, VLOOKUP, & advanced

Courses Feature

 Learn by doing

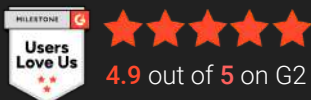
 Skill assessments

 Editable content

 Certificates

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The Salvation Army



Office 365 Course

Course Catalog

Microsoft Office

Access

Excel

Office 365

OneDrive

OneNote

Outlook

PowerPoint

Project

SharePoint

Teams

Windows

Word

Career Readiness

Compliance & Security

Digital Literacy New

Google Workspace

Leadership

Soft Skills

Wellness

Course	Description	Skill Level	What You'll Learn
Office 365 Essentials 5 hours	New to Office 365? This course helps you master creating, editing, and formatting documents, spreadsheets, and presentations.	Beginner	<ul style="list-style-type: none"> Master Office 365 Fundamentals Edit and Format Text in Word Create Spreadsheets in Excel Design Engaging Slides

Courses Feature

Learn by doing

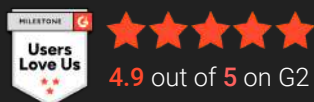
Skill assessments

Editable content

Certificates

“So impressed with your features and ease of use!”

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Course Catalog


 **Microsoft Office**


 Access

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 Office 365

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 OneNote


 Outlook

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 Project


 SharePoint


 Teams

 Windows


 Word

 Career Readiness

 Compliance & Security

 Digital Literacy New

 Google Workspace


 Leadership


 Soft Skills

 Wellness


Course	Description	Skill Level	What You'll Learn
OneDrive 2 hours	Looking to streamline your file management? This course teaches you how to upload, share, and sync files using OneDrive.	Beginner	<ul style="list-style-type: none"> Organize files & folders Upload and share files Manage previous versions Sync OneDrive & work offline

Courses Feature

 Learn by doing

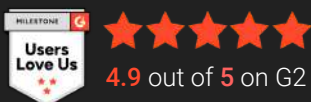
 Skill assessments

 Editable content

 Certificates

“Customizing the courses saved countless hours of work.”

Goodwill



OneNote Course


Course Catalog

Microsoft Office


 Access

 Excel

 Office 365

 OneDrive


 **OneNote**


 Outlook

 PowerPoint


 Project


 SharePoint


 Teams

 Windows


 Word

 Career Readiness

 Compliance & Security

 Digital Literacy New

 Google Workspace


 Leadership

 Soft Skills


 Wellness


Course	Description	Skill Level	What You'll Learn
OneNote 5 hours	Ready to organize your notes? This course shows you how to create, manage, and share digital notebooks using OneNote.	Beginner	<ul style="list-style-type: none"> • Capture notes in a digital notebook • Add links, images, and lists • Organize, sync, and share notes • Attach files and Outlook meeting information

Courses Feature

 Learn by doing

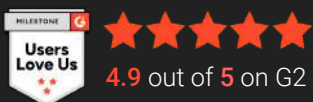
 Skill assessments

 Editable content

 Certificates

“Love the quick lessons,
easy to apply right away!”

MN Dept of Revenue



Outlook Courses

Course Catalog

Microsoft Office

Access

Excel

Office 365

OneDrive

OneNote

Outlook

PowerPoint

Project

SharePoint

Teams

Windows

Word

Career Readiness

Compliance & Security

Digital Literacy New

Google Workspace

Leadership

Soft Skills

Wellness

Course	Description	Skill Level	What You'll Learn
Outlook Basic to Intermediate 7 hours	A beginner to intermediate course that teaches how to use Outlook to manage email calendars and daily tasks.	Intermediate	<ul style="list-style-type: none"> Send and organize email Manage calendars and meetings Store and use contacts Track tasks and reminders
Outlook Basic 4 hours	Want to get started with Outlook? This course helps you manage emails, contacts, and calendars efficiently.	Beginner	<ul style="list-style-type: none"> Create professional signatures Schedule appointments Create & categorize contacts Organize your inbox
Outlook Intermediate 3 hours	Ready to take your Outlook skills to the next level? This course covers advanced email management, calendars, and task organization.	Intermediate	<ul style="list-style-type: none"> Create rules to manage your emails Share your calendar & email Use categories and folders Master advanced find & search

Courses Feature

Learn by doing

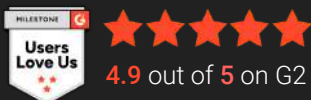
Skill assessments

Editable content

Certificates

“CustomGuide captures the interest of both novice and super users.”

City of Columbus



PowerPoint Courses

Course Catalog

Microsoft Office

Access

Excel

Office 365

OneDrive

OneNote

Outlook

PowerPoint

Project

SharePoint

Teams

Windows

Word

Career Readiness

Compliance & Security

Digital Literacy New

Google Workspace

Leadership

Soft Skills

Wellness

Course	Description	Skill Level	What You'll Learn
PowerPoint Basic to Intermediate 9 hours	Learn how to create professional PowerPoint presentations by building skills from basic to intermediate levels.	Intermediate	<ul style="list-style-type: none"> • Build & format slides • Add images text & graphics • Apply transitions & animations • Prepare & present slide shows
PowerPoint Basic 4 hours	New to PowerPoint? Discover how to design professional slides, add text, and include basic visuals for impactful presentations.	Beginner	<ul style="list-style-type: none"> • Add slides & create presentations • Adjust slide layouts & organize slides • Move & hide slides • Deliver presentations
PowerPoint Intermediate 5 hours	Ready to level up your PowerPoint skills? Master advanced animations, transitions, multimedia elements, and slide master tools.	Intermediate	<ul style="list-style-type: none"> • Create stunning presentation with images • Use Slide Masters to control formatting • Add transitions & animations • Record & narrate slideshows

Courses Feature

Learn by doing

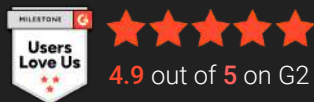
Skill assessments

Editable content

Certificates

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Project Course

Course Catalog

Microsoft Office

-  Access
-  Excel
-  Office 365
-  OneDrive
-  OneNote
-  Outlook
-  PowerPoint
-  **Project**
-  SharePoint
-  Teams
-  Windows
-  Word

-  Career Readiness
-  Compliance & Security
-  Digital Literacy New
-  Google Workspace
-  Leadership
-  Soft Skills
-  Wellness

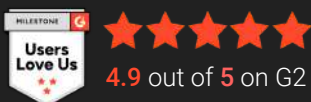
Course	Description	Skill Level	What You'll Learn
Project 5 hours	Need to manage projects more effectively? This course teaches you how to create plans, schedule tasks, manage resources, and track progress in Project.	Beginner	<ul style="list-style-type: none"> Create New Projects Manage Project Task Allocate Resources Efficiently Generate Comprehensive Reports

Courses Feature

-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates









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





Course Catalog

 **Microsoft Office**

-  Access
-  Excel
-  Office 365
-  OneDrive
-  OneNote
-  Outlook
-  PowerPoint
-  Project

 **SharePoint**

-  Teams
-  Windows
-  Word

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-  Digital Literacy New
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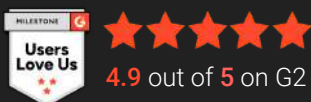
Course	Description	Skill Level	What You'll Learn
SharePoint 3 hours	Ready to get started with SharePoint? This course shows you how to navigate sites, manage libraries, and customize pages.	Beginner	<ul style="list-style-type: none"> Navigate SharePoint Sites Manage Lists and Libraries Collaborate on Documents Customize Web Pages

Courses Feature

-  Learn by doing
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-  Certificates

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Teams Course








Course Catalog

Microsoft Office

-  Access
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-  Office 365
-  OneDrive
-  OneNote
-  Outlook
-  PowerPoint
-  Project
-  SharePoint

Teams

-  Windows
-  Word

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-  Digital Literacy New
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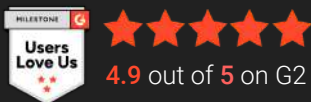
Course	Description	Skill Level	What You'll Learn
Teams 3 hours	Looking to streamline collaboration? This course teaches you how to use Microsoft Teams for chats, meetings, and teamwork.	Beginner	<ul style="list-style-type: none"> Create Teams & Channels Chat one-on-one or with a team Schedule voice & video meetings Share files & collaborate

Courses Feature

-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates

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Windows Courses

Course Catalog

Microsoft Office

-  Access
-  Excel
-  Office 365
-  OneDrive
-  OneNote
-  Outlook
-  PowerPoint
-  Project
-  SharePoint
-  Teams

Windows

-  Word
-  Career Readiness
-  Compliance & Security
-  Digital Literacy New
-  Google Workspace
-  Leadership
-  Soft Skills
-  Wellness

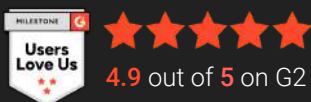
Course	Description	Skill Level	What You'll Learn
Windows 11 4 hours	Explore Windows 11 with ease. This course covers navigation, file management, and customization to boost your productivity.	Beginner	<ul style="list-style-type: none"> Use windows, apps, & desktops Organize files & folders Browse the Internet Personalize Windows & adjust privacy
Windows 11: What's New 2 hours	Windows 11: What's New – Discover the latest features, including the redesigned Start Menu, Snap Layouts, and Widgets.	Beginner	<ul style="list-style-type: none"> Explore Windows 11 Features Customize the Start Menu Use Snap Layouts Efficiently Access Widgets and Tools
Windows 10 4 hours	Explore Windows 10 with ease. This course covers navigation, file management, and customization to boost your productivity.	Beginner	<ul style="list-style-type: none"> Use windows, apps, & desktops Organize files & folders Browse the Internet Personalize Windows & adjust privacy

Courses Feature

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 **Word**

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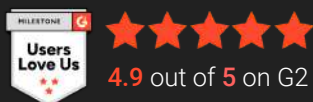
Course	Description	Skill Level	What You'll Learn
Word Basic to Advanced 11 hours	Build Word skills from basic to advanced levels to create format collaborate on and manage professional documents efficiently.	Advanced	<ul style="list-style-type: none"> Create & format documents Manage layouts styles & sections Collaborate & track changes Automate tasks & perform mail merges
Word Basic 4 hours	This course guides you through creating, editing, and formatting documents in Word, enhancing your word processing skills.	Beginner	<ul style="list-style-type: none"> Create documents & edit text Format text & align paragraphs Change page size & settings Adjust margins, footers & headers
Word Intermediate 4 hours	Looking to enhance your Word skills? This intermediate course covers tables, graphics, styles, and long document management.	Intermediate	<ul style="list-style-type: none"> Add images, lists, & tables Wrap text around objects Use styles, themes, & templates Manage sections, outlines, & TOCs
Word Advanced 3 hours	This course teaches you to co-author documents, track changes, create forms, and automate tasks with macros in Word.	Advanced	<ul style="list-style-type: none"> Collaborate on Documents Automate Tasks with Macros Perform Advanced Formatting Execute Mail Merges

Courses Feature

-  Learn by doing
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-  Editable content
-  Certificates

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Career Courses


Course Catalog


 Microsoft Office

 **Career Readiness**


 **Career**

 Entrepreneurship

 Higher Education


 Job Hunting

 U.S. Citizenship

 Compliance & Security

 Digital Literacy New

 Google Workspace


 Leadership


 Soft Skills


 Wellness

Course	Description	Skill Level	What You'll Learn
Career Coaching 1 hour	Ready to help others achieve their career goals? This course helps you guide others in setting goals & achieving career success.	Intermediate	<ul style="list-style-type: none"> Tackle career roadblocks Conduct a career audit Build resilience at work Boost your brand and career
Online Freelance Work 1 hour	Want to thrive as an online freelancer? This course helps you find clients, manage projects, & grow a successful freelance career.	Beginner	<ul style="list-style-type: none"> Explore freelancing work Set rates and build portfolio Navigate freelance platforms Manage projects and clients
Professional Networking 1 hour	Looking to expand your professional network? This course helps you build meaningful connections & leverage opportunities.	Beginner	<ul style="list-style-type: none"> Craft engaging introduction Network through social media Create meaningful connections Evaluate your network
Self Assessment 2 hour	Discover how Self Assessment can shape your future with this course, focusing on identifying strengths, values, and goals.	Beginner	<ul style="list-style-type: none"> Discover your unique strenghts Match careers to your interests Align values with career goals Create a career action plan

Courses Feature

 Learn by doing

 Skill assessments

 Editable content

 Certificates














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The Salvation Army



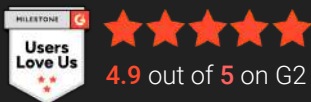
★★★★★
4.9 out of 5 on G2

Course Catalog

-  Microsoft Office
-  **Career Readiness**
 -  Career
 -  **Entrepreneurship**
 -  Higher Education
 -  Job Hunting
 -  U.S. Citizenship
-  Compliance & Security
-  Digital Literacy New
-  Google Workspace
-  Leadership
-  Soft Skills
-  Wellness

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Entrepreneurship Courses

Course	Description	Skill Level	What You'll Learn
Entrepreneurship Basics 1 hour	Dreaming of starting your own business? Master the mindset, planning, and steps to launch your venture in this course.	Beginner	<ul style="list-style-type: none"> Develop an entrepreneurial mindset Create a strong business plan Implement sales & marketing Scale through leadership & innovation
Market Research 1 hour	How can market research drive success? This course covers planning, collecting, analyzing, and applying data effectively.	Intermediate	<ul style="list-style-type: none"> Set market research goals Analyze market trends Implement findings for growth Gather qualitative and quantitative data
Writing a Business Plan 1 hour	Ready to turn your business idea into a plan? This course covers market research, financials, and executive summaries.	Intermediate	<ul style="list-style-type: none"> Build a strong business plan Develop a financial model Design effective marketing strategies Prepare an investor ready-pitch

Courses Feature

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-  Editable content
-  Certificates

Course Catalog

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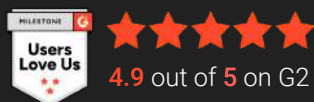
Course	Description	Skill Level	What You'll Learn
Alternatives to College 1 hour	What opportunities exist beyond college? Explore career paths, build skills, and discover alternatives to a degree.	Beginner	<ul style="list-style-type: none"> • Find cost-effective options • Assess trade schools & certifications • Navigate online learning & bootcamps • Secure apprenticeships & training
Career Development 1 hour	Are you ready to take control of your career? This course guides you in building skills and planning your career path.	Beginner	<ul style="list-style-type: none"> • Define your career goals • Expand your skills • Build your personal brand • Ace your job interview
Higher Education Basics 1 hour	Preparing for higher education? This course helps you explore options, plan your path, and excel in your studies.	Beginner	<ul style="list-style-type: none"> • Manage college costs & funding • Excel in admissions & essays • Choose the best major • Master time management skills
Match Your Career with a Degree 1 hour	Unsure which degree matches your career goals? This course helps align your career aspirations with the perfect academic path.	Beginner	<ul style="list-style-type: none"> • Match skills with careers • Choose the right degree • Plan Courses and finances • Create a career action plan
Paying for College 1 hour	How can you make college more affordable? This course explores financial aid, scholarships, and funding strategies.	Beginner	<ul style="list-style-type: none"> • Create a college savings plan • Find and secure scholarships • Manage loans and debts • Maximize FAFSA and aid awards

Courses Feature














-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates

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The Salvation Army



Course Catalog

-  Microsoft Office
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 -  Higher Education
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-  Compliance & Security
-  Digital Literacy New
-  Google Workspace
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-  Soft Skills
-  Wellness

 **Job Hunting Courses**

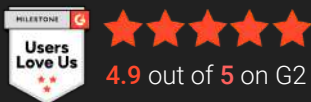
Course	Description	Skill Level	What You'll Learn
Create a Job Portfolio 1 hour	Want to stand out to employers? Build a strong job portfolio that showcases your skills, achievements, and strengths.	Beginner	
Interview Skills 1 hour	Ready to ace your next interview? Prepare strategically, answer with confidence, and stand out to land your dream job.	Beginner	
Land Your Dream Job 1 hour	Land your dream job by perfecting your resume, mastering interviews, and confidently securing the role you deserve.	Beginner	
LinkedIn Job Search 1 hour	Struggling to find job opportunities on LinkedIn? Optimize your profile, expand your network, and unlock new career paths.	Beginner	
Optimize Your Resume 1 hour	Looking to make a lasting impression? Learn how to craft a professional resume that stands out and gets noticed.	Beginner	
Write a Killer Resume 1 hour	Make a lasting impression with a standout resume that grabs attention and impresses employers.	Beginner	

Courses Feature

-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates

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U.S. Citizenship Courses

Course Catalog

Microsoft Office

Career Readiness

Career

Entrepreneurship

Higher Education

Job Hunting

U.S. Citizenship

Compliance & Security

Digital Literacy New

Google Workspace

Leadership

Soft Skills

Wellness

Course	Description	Skill Level	What You'll Learn
Become a U.S. Resident 1 hour	New to U.S. residency? This course guides you through immigration benefits, visa types, application processes, and life after approval.	Beginner	<ul style="list-style-type: none"> Understand residency benefits Choose the right visa/green card Complete applications efficiently Manage legal & financial steps
Become a U.S. Citizen 2 hours	Want to become a U.S. citizen? This course guides you through eligibility, documentation, tests, interviews, and post-interview steps.	Beginner	<ul style="list-style-type: none"> Navigate citizenship requirements Ace N-400 application Pass citizenship & english tests Succeed in the interview
U.S. for New Residents 1 hour	New to the U.S.? This course covers visas, housing, work culture, healthcare, education, and daily life essentials.	Beginner	<ul style="list-style-type: none"> Navigate legal residency steps Secure housing with tenant rights Succeed in the U.S. job market Access healthcare & insurance

Courses Feature

Learn by doing

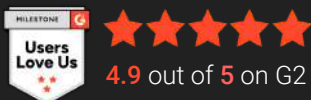
Skill assessments

Editable content

Certificates
















"We describe CustomGuide as an appendage to our training department."

The Salvation Army



Active Shooter Course

Course Catalog

-  Microsoft Office
-  Career Readiness
-  **Compliance & Security**
-  **Active Shooter**
-  Cybersecurity
-  Discrimination
-  Drugs & Alcohol
-  Harassment
-  HR Compliance
-  Safety
-  Digital Literacy New
-  Google Workspace
-  Leadership
-  Soft Skills
-  Wellness

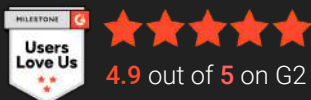
Course	Description	Skill Level	What You'll Learn
Active Shooter Training 1 hour	How do you survive an Active Shooter event? This course teaches how to stay safe, and protect yourself in emergencies.	Beginner	<ul style="list-style-type: none"> Spot active shooter warning signs Master the Run, Hide, Fight strategy Develop evacuation and defense skills Create and implement response plans

Courses Feature

-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates
















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Cybersecurity Courses

Course Catalog

-  Microsoft Office
-  Career Readiness
-  **Compliance & Security**
 -  Active Shooter
 -  **Cybersecurity**
 -  Discrimination
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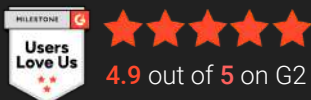
Course	Description	Skill Level	What You'll Learn
Cyber Security 2 hours	Concerned about online threats? This course teaches you to identify risks, protect sensitive data, and implement best practices in cyber security.	Beginner	<ul style="list-style-type: none"> Identify Security Risks Protect Confidential Information Prevent Malware Infections Implement Network Security Measures
Social Media Security 1 hour	Want to safeguard your online presence? This course covers password creation, privacy settings, phishing detection, and secure sharing.	Beginner	<ul style="list-style-type: none"> Strengthen account passwords Optimize privacy settings Identify social media scams Secure family & work accounts

Courses Feature
















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Course Catalog

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Discrimination Course

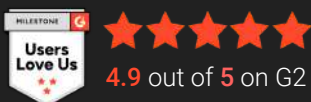
Course	Description	Skill Level	What You'll Learn
Discrimination 1 hour	How does discrimination shape workplaces? Learn its impact and how to foster inclusion in this course.	Beginner	<ul style="list-style-type: none"> Address workplace discrimination Identify all discrimination types Ensure legal compliance Apply anti-discrimination policies

Courses Feature
















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Drugs & Alcohol Courses

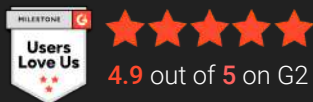
Course	Description	Skill Level	What You'll Learn
Drug Addiction 1 hour	How does drug addiction affect lives and communities? Discover its impact and explore prevention & recovery strategies.	Beginner	<ul style="list-style-type: none"> Understand addiction types Recognize health & societal impacts Apply prevention & recovery steps Explore drug policies & treatments
Drug and Alcohol Awareness 1 hour	Is your workplace prepared to address substance abuse? Explore drug and alcohol awareness and promote safety.	Beginner	<ul style="list-style-type: none"> Recognize drug & alcohol abuse Comply with drug law requirements Conduct lawful drug testing Promote a drug-free workplace

Courses Feature

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Harassment Courses

Course Catalog

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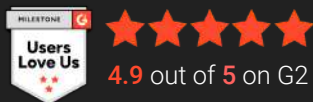
Course	Description	Skill Level	What You'll Learn
HIPAA Compliance Training 1 hour	Want to learn about HIPAA Compliance? This course helps you understand regulations and ensure patient data privacy.	Beginner	<ul style="list-style-type: none"> Apply HIPAA privacy rule Follow HIPAA security rules Handle HIPAA breaches Stay updated with HIPAA norms
Sexual Harassment 1 hour	How can workplaces stay safe and respectful? Learn to recognize, prevent, and address sexual harassment effectively.	Beginner	<ul style="list-style-type: none"> Recognize quid pro quo harassment Spot unwelcome vs consensual actions Use bystander intervention Follow complaint protocols
Sexual Harassment for Managers 1 hour	How can managers create a harassment-free workplace? This course covers recognizing and addressing sexual harassment.	Intermediate	<ul style="list-style-type: none"> Prevent workplace harassment Understand sexual harassment Handle harassment complains Promote a harassment-free workplace
Workplace Bullying 1 hour	Is bullying affecting your workplace? This course helps you prevent, address, and maintain a safe work environment.	Beginner	<ul style="list-style-type: none"> Recognize workplace bullying Create a bully-free workplace Build resilience to bullying Encourage inclusivity at work

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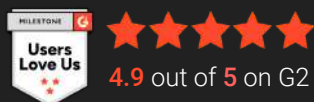
Course	Description	Skill Level	What You'll Learn
ADA Compliance 1 hour	How can you create an inclusive workplace? This course covers ADA compliance and accessibility essentials.	Beginner	
Conflict of Interest 1 hour	Struggling with conflicts of interest at work? Learn how to identify and manage them to maintain trust and integrity.	Beginner	
FMLA Requirements 1 hour	Confused about FMLA requirements? Learn employee rights, eligibility, and key policies in this course.	Beginner	
Workplace Discipline 1 hour	Facing workplace discipline challenges? Learn to manage behavior and ensure compliance with effective policies.	Intermediate	
Workplace Ethics 1 hour	Ready to build a more ethical workplace? Make better decisions and foster trust with practical ethics.	Beginner	
Workplace Violence 1 hour	Concerned about workplace violence? This course helps you prevent risks, handle incidents, & ensure a safe environment.	Intermediate	

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Safety Courses

Course Catalog

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- Compliance & Security**
 - Active Shooter
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 - HR Compliance
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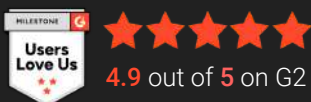
Course	Description	Skill Level	What You'll Learn
Bloodborne Pathogens 1 hour	How prepared are you for bloodborne hazards? This course teaches risks, prevention, and proper response for compliance.	Beginner	
Fire Safety 1 hour	Want to enhance fire safety knowledge? This course covers fire causes, prevention, equipment use, emergency actions, and compliance.	Beginner	
First Aid and CPR Training 1 hour	Want to be prepared for emergencies? This course covers first aid basics, CPR techniques, and handling common injuries.	Beginner	
HazCom 1 hour	Want to master HazCom standards? This course covers chemical hazards, safety data sheets, labeling, and protective measures.	Beginner	
Hazmat Classes 1 hour	Learn about Hazmat Classes in this course, exploring material classifications, safe handling, storage, and compliance guidelines.	Intermediate	
Injury Prevention 1 hour	Want to prevent injuries? This course covers home safety, ergonomics, sports injury prevention, and emergency response.	Beginner	
OSHA Compliance 1 hour	Ready to master OSHA compliance? This course guides you through safety regulations, inspections, and effective record keeping.	Beginner	
OSHA Regulations 1 hour	Want to ensure OSHA compliance? This course covers key regulations, safety standards, inspections, and record keeping essentials.	Beginner	
Personal Protective Equipment 1 hour	Learn how to select, use, and maintain personal protective equipment (PPE) to ensure safety and compliance at work.	Beginner	
Safe Driving 1 hour	Want to enhance your driving skills? This course covers road safety, vehicle checks, defensive driving, & handling emergencies.	Beginner	
Workplace Injury 1 hour	Want to prevent workplace injuries? This course covers identifying risks, injury types, prevention strategies, and reporting procedures.	Beginner	
Workplace Safety 1 hour	Want to ensure workplace safety? This course covers hazard identification, safety policies, PPE, & incident response.	Beginner	

Courses Feature













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Course Catalog

-  Microsoft Office
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-  Compliance & Security
-  **Digital Literacy** New
-  **AI** New
-  Computer Basics
-  Design New
-  Software Applications
-  Google Workspace
-  Leadership
-  Soft Skills
-  Wellness

 **AI Courses**

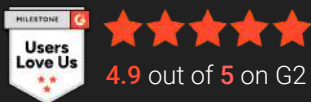
Course	Description	Skill Level	What You'll Learn
AI for HR 2 hours	Ready to streamline HR with AI? This course helps you use AI tools to streamline hiring, training and enhance employee management.	Beginner	<ul style="list-style-type: none"> Transform HR operations Streamline hiring tools Enhance employee engagement Personalize training paths
ChatGPT Basics 2 hours New	A practical ChatGPT Course that teaches prompts, core features, and step-by-step skills you can use every day.	Beginner	<ul style="list-style-type: none"> Get started with ChatGPT basics Write clear effective prompts Use core ChatGPT features Apply ChatGPT to everyday tasks

Courses Feature

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Course Catalog

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Computer Basics Courses

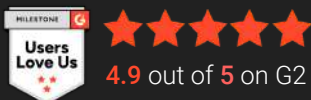
Course	Description	Skill Level	What You'll Learn
Computer Basics 2 hours	New to computers? Master essential skills like navigating, typing, and organizing files effortlessly.	Beginner	<ul style="list-style-type: none">Master Mouse and KeyboardNavigate Toolbars and MenusCreate and Manage FilesFormat and Edit Text

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Design Courses

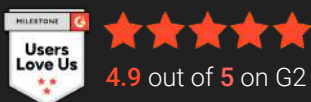
Course	Description	Skill Level	What You'll Learn
Canva Essentials 2 hours New	New to Canva? Learn how to create professional graphics, use templates, and design branded content with ease.	Beginner	<ul style="list-style-type: none">Navigate the Canva interface and toolsCreate social media designs using templatesBuild logos and brand kitsExport high-quality design files

Courses Feature













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Software Applications Courses

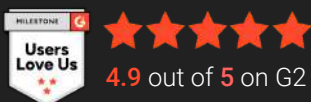
Course	Description	Skill Level	What You'll Learn
Excel Mac Basic 4 hours	New to Excel for Mac? Learn how to create and edit spreadsheets, build basic formulas, and format your data with ease.	Beginner	
Excel Mac Intermediate 5 hours	Looking to enhance your Excel skills on Mac? This course covers intermediate features like advanced formulas, data management, & chart creation.	Intermediate	
macOS 4 hours	Ready to navigate macOS? This course shows you how to manage files, customize settings, and use essential features with ease.	Beginner	
PowerPoint Mac Basic 4 hours	Looking to create impactful presentations on your Mac? This course teaches you how to design, edit, and deliver slides using PowerPoint for Mac.	Beginner	
PowerPoint Mac Intermediate 5 hours	Ready to level up your PowerPoint skills? Learn intermediate formatting, animations, and slide master tools for Mac presentations.	Intermediate	
Word Mac Basic 4 hours	New to Word for Mac? Learn how to create documents, format text, and organize content with this beginner-friendly course.	Beginner	
Word Mac Intermediate 4 hours	Looking to enhance your Word skills on Mac? This course covers intermediate features like tables, graphics, styles, and long document management.	Intermediate	
Salesforce 5 hours	Looking to streamline your sales process? This course teaches lead management, opportunity tracking, and report generation.	Beginner	
Slack 3 hours	Ready to improve team collaboration? This course shows you how to use Slack for messaging, channels, calls, and productivity tools.	Beginner	
Zoom 2 hours	Enhance your virtual meetings with Zoom. This course teaches you to schedule, host, and manage online meetings effectively.	Beginner	

Courses Feature









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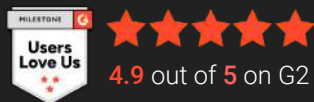
Course Catalog

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Course	Description	Skill Level	What You'll Learn
Gmail 3 hours	Looking to improve your email skills? This course helps you manage, organize, and customize Gmail for maximum efficiency.	Beginner	<ul style="list-style-type: none"> • Organize Messages with Labels • Navigate Your Inbox • Compose and Send Emails • Customize Email Settings
Google Calendar 3 hours	Struggling to stay organized? This course shows you how to manage events, set reminders, and share calendars with Google Calendar.	Beginner	<ul style="list-style-type: none"> • Navigate Calendar Interface • Schedule and Manage Events • Set Reminders and Tasks • Share and Collaborate Calendars
Google Chrome 2 hours	Tired of messy browsing? Learn how to navigate the web, manage bookmarks, and customize Google Chrome for a smoother experience.	Beginner	<ul style="list-style-type: none"> • Browse the Web Efficiently • Manage Bookmarks and History • Customize Chrome Settings • Install and Use Extensions
Google Classroom 2 hours	Need help with Google Classroom? Whether you're a teacher, student, or guardian, this course provides everything you need to effectively use Google Classroom.	Beginner	<ul style="list-style-type: none"> • Navigate Google Classroom • Assign, submit, and grade work • Manage assignments • Communicate effectively
Google Docs 4 hours	Want to make the most of Google Docs? Learn how to create, edit, and format documents with ease in this course.	Beginner	<ul style="list-style-type: none"> • Create documents & edit text • Format text & align paragraphs • Add images, lists, & tables • Share documents & manage versions
Google Drive 2 hours	Ready to organize your files? This course shows you how to store, manage, and share documents effectively with Google Drive.	Beginner	<ul style="list-style-type: none"> • Navigate Google Drive Interface • Manage Files and Folders • Share and Collaborate Online • Sync Files Across Devices
Google Forms 2 hours	Looking to create surveys or quizzes? This course teaches you how to build, distribute, and analyze forms using Google Forms.	Beginner	<ul style="list-style-type: none"> • Create Professional Forms • Customize Form Themes • Analyze Form Responses • Design Interactive Quizzes
Google Meet 2 hours	Need to run better online meetings? This course shows you how to host, join, and manage virtual meetings with Google Meet.	Beginner	<ul style="list-style-type: none"> • Host Virtual Meetings • Share Screens Seamlessly • Manage Participants Effectively • Customize Meetings Settings
Google Sheets 4 hours	Want to master Google Sheets? Learn how to create, edit, and format spreadsheets to organize and analyze data efficiently.	Beginner	<ul style="list-style-type: none"> • Create Professional Spreadsheets • Format Data Effectively • Utilize Formulas and Functions • Collaborate in Real-Time
Google Slides 4 hours	Want to create impactful presentations? This course teaches you how to design, edit, and deliver slides using Google Slides.	Beginner	<ul style="list-style-type: none"> • Create Professional Presentations • Format Text and Images • Apply Themes and Transitions • Collaborate in Real-Time
Google Workspace Essentials 5 hours	Boost productivity with Google Workspace Essentials! This course teaches you how to communicate, collaborate, and manage tasks efficiently using Google's essential tools.	Intermediate	<ul style="list-style-type: none"> • Use Gmail, Drive, and Meet effectively • Collaborate in real-time with Docs and Sheets • Organize files and manage tasks seamlessly • Enhance teamwork with shared tools

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MN Dept of Revenue



Courses Feature





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Course Catalog

-  Microsoft Office
-  Career Readiness
-  Compliance & Security
-  Digital Literacy New
-  Google Workspace

Leadership

Leadership

-  Management
-  Project Management
-  Soft Skills
-  Wellness

Leadership Courses

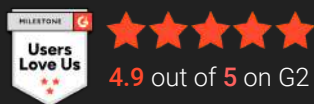
Course	Description	Skill Level	What You'll Learn
Coaching & Mentoring 1 hour	Discover how to inspire growth in others. Learn the skills to coach and mentor, guiding individuals to reach their full potential.	Intermediate	<ul style="list-style-type: none"> • Compare coaching & mentoring • Use active listening • Set measurable goals • Tackle coaching challenges
Delegate Effectively 1 hour	Become an effective delegator. Learn how to assign tasks, build trust, and enhance team productivity.	Intermediate	<ul style="list-style-type: none"> • Delegate tasks effectively • Match tasks with people • Overcome delegation challenges • Use advanced delegation strategies
Leadership Basics 1 hour	Ready to make an impact as a leader? Develop the skills to inspire teams, make decisions, and lead with confidence.	Beginner	<ul style="list-style-type: none"> • Explore leadership styles • Develop communication & decisions • Motivate & engage teams • Lead with ethics & adaptability
Motivate Your Team 1 hour	How can you inspire your team to reach their full potential? Discover proven strategies to motivate and drive team performance.	Beginner	<ul style="list-style-type: none"> • Set goals & empower teams • Motivate in-person & remote teams • Measure & sustain motivation • Create a motivation plan
Risk Management 1 hour	Is your organization prepared for unexpected risks? Master strategies to minimize threats and protect long-term success.	Intermediate	<ul style="list-style-type: none"> • Identify & analyze risks • Assess & evaluate risks • Create risk management plans • Use tech for risk control
Women in Leadership 1 hour	What makes women great leaders? Cultivate the skills to inspire, empower, and lead with confidence and impact.	Beginner	<ul style="list-style-type: none"> • Lead with emotional intelligence • Navigate bias & work-life balance • Break the glass ceiling • Cultivate leadership presence

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


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Management Courses

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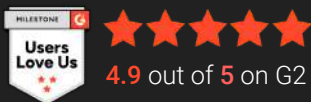
Course	Description	Skill Level	What You'll Learn
Change Management 1 hour	How do you lead through change? This course helps you master strategies to manage transitions & ensure successful outcomes.	Intermediate	<ul style="list-style-type: none"> Lead with emotional intelligence Apply models for execution Overcome resistance & foster change Anchor change in culture
Crises Management 1 hour	Is your organization prepared for a crisis? Discover strategies to manage, respond, and recover with confidence.	Intermediate	<ul style="list-style-type: none"> Anticipate crises with planning Execute decisions & communicate Navigate post-crisis recovery Apply digital crisis techniques
Give Effective Feedback 1 hour	Want to make feedback more effective with teams? This course teach you simple techniques to encourage growth.	Beginner	<ul style="list-style-type: none"> Craft clear feedback strategies Deliver timely & read cues Build a culture of feedback Adapt feedback for remote teams
Manage Remote Teams 1 hour	Effective remote team leadership starts here. Master strategies that enhance communication, productivity, & performance.	Intermediate	<ul style="list-style-type: none"> Adapt to remote work Optimize communication tools Set KPIs & track performance Boost productivity & wellness
Management Basics 1 hour	Great leaders are made, not born. Build essential management skills to improve communication and team performance.	Beginner	<ul style="list-style-type: none"> Master communication & delegation Set SMART goals & organize teams Navigate risky decisions Lead with integrity & inclusivity
Managing Meetings 2 hours	Transform your meetings into productive sessions. Gain skills to plan, lead, and follow up to achieve post-meeting goals.	Beginner	<ul style="list-style-type: none"> Define Meeting Objectives Create Effective Agendas Facilitate Engaging Discussions Implement Actionable Follow-Ups
Performance Management 1 hour	Want to boost your team's performance? This course helps develop techniques for setting goals and overcoming challenges.	Intermediate	<ul style="list-style-type: none"> Master performance management basics Use KPIs for accurate reviews Address resistance & bias Align goals for growth

Courses Feature












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-  Compliance & Security
-  Digital Literacy New
-  Google Workspace
-  **Leadership**
 -  Leadership
 -  Management
-  **Project Management**
-  Soft Skills
-  Wellness

Project Management Courses

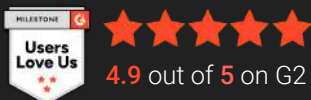
Course	Description	Skill Level	What You'll Learn
Project Management Basics 1 hour	What are the essentials of project management? This course explains project phases, planning, execution, and closure.	Beginner	<ul style="list-style-type: none"> Master project phases Set & manage SMART goals Optimize team communication Conclude with reviews
SCRUM Basics 1 hour	Looking to master Scrum? This course explains roles, events, and artifacts while guiding you to implement agile practices.	Intermediate	<ul style="list-style-type: none"> Learn SCRUM fundamentals Apply roles & events Solve SCRUM challenges Scale for diverse projects

Courses Feature

-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates

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City of Columbus



Course Catalog

Microsoft Office

Career Readiness

Compliance & Security

Digital Literacy New

Google Workspace

Leadership

Soft Skills

Accounting

Bias & Diversity

Communication

Customer Service

HR

Marketing

Personal Branding

Professional Development

Sales

Training & Education

Wellness

Accounting Courses

Course	Description	Skill Level	What You'll Learn
Accounting Basics 1 hour	New to Accounting? This course helps you understand financial statements, assets, liabilities, & budgeting.	Beginner	<ul style="list-style-type: none"> Understand accounting terms Analyze financial statements Apply bookkeeping Manage taxes and payroll
Boost Your Credit Score 1 hour	Ready to take control of your credit score? Discover simple steps to improve your credit & achieve financial goals.	Beginner	<ul style="list-style-type: none"> Understand your credit score Improve your credit score Fix errors in your credit report Maintain a great credit score
Personal Finance 1 hour	Do you feel in control of your finances? This course helps you manage budgets, save money, and plan for a secure future.	Beginner	<ul style="list-style-type: none"> Create a solid finance plan Optimize budgets & cut costs Build & maintain credit score Make smart tax & insurance choices
QuickBooks Online Basic 4 hours	New to QuickBooks? This course helps you track expenses, manage invoices, and simplify financial tasks.	Beginner	<ul style="list-style-type: none"> Manage financial transactions Create invoices & receipts Track expenses & income Run summary & detail reports

Courses Feature

Learn by doing

Skill assessments

Editable content

Certificates

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















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4.9 out of 5 on G2

Bias & Diversity Courses

Course Catalog

-  Microsoft Office
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-  Digital Literacy New
-  Google Workspace
-  Leadership
-  **Soft Skills**
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 -  **Bias & Diversity**
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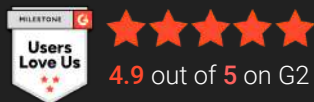
Course	Description	Skill Level	What You'll Learn
Cultivate Diversity, Inclusion, & Belonging 1 hour	Ready to create a more inclusive workplace? This course helps you build understanding and foster belonging.	Beginner	<ul style="list-style-type: none"> Identify & address biases Develop inclusive policies Empower diverse voices Navigate tough conversations
Cultural Competence 1 hour	Want to excel in cross-cultural communication? This course enhances your cultural competence and understanding.	Beginner	<ul style="list-style-type: none"> Boost cultural intelligence Decode cross-cultural norms Navigate cultural conflicts Adapt in a diverse workplaces
Diversity Basics 1 hour	How can diversity shape a better workplace? Explore how it influences workplaces and fosters an inclusive environment.	Beginner	<ul style="list-style-type: none"> Benefits of diversity & inclusion Communicate effectively in teams Tackle bias & stereotypes Create diversity action plans
Diversity in the Workspace 1 hour	How can diversity transform your workplace? This course helps you understand cultures & build an inclusive environment.	Beginner	<ul style="list-style-type: none"> Harness workplace diversity Foster inclusive practices Build collaborative culture Improve diversity efforts
Inclusive Leadership 1 hour	How can you lead with empathy and trust? This course guides you in mastering the skills of inclusive leadership.	Intermediate	<ul style="list-style-type: none"> Lead with diversity Build trust with openness Use tools for inclusivity Resolve inclusion resistance
Manage Diverse Teams 1 hour	What makes a great leader of diverse teams? Understand diversity and master inclusive leadership in this course.	Intermediate	<ul style="list-style-type: none"> Harness team diversity Foster inclusion & resolve Enhance cultural intelligence Adapt & assess team growth
Disability Awareness 1 hour	How inclusive is your workplace for people with disabilities? This course helps create a more accessible environment for everyone.	Beginner	<ul style="list-style-type: none"> Understand disability types Learn myths & history Create accessible workplaces Be an ally with empathy
Recruitment Bias 2 hours	Bias has no place in hiring. This course helps you recognize and reduce bias to make fair and inclusive hiring decisions.	Beginner	<ul style="list-style-type: none"> Eliminate bias in hiring Craft unbiased job posts Ensure fair reviews & culture Improve with bias training
Unconscious Bias 1 hour	How does unconscious bias influence your workplace? Uncover ways to recognize and overcome it for greater inclusion.	Beginner	<ul style="list-style-type: none"> Identify & address biases Understand bias impact Mitigate personal biases Build an inclusive workplace
Work with Different Generations 1 hour	How do you bridge generational gaps? This course helps you understand differences & foster collaboration at work.	Beginner	<ul style="list-style-type: none"> Understand generational impact Communicate across generations Build multi-gen strategies Adapt to future dynamics

Courses Feature



















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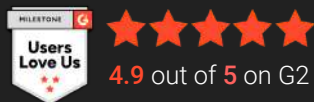
Course	Description	Skill Level	What You'll Learn
Business Writing 2 hour	Ready to master professional business writing? This course helps you write clear & professional emails with confidence.	Beginner	<ul style="list-style-type: none"> Write Clear Business Documents Organize Ideas Effectively Edit for Professional Tone Design Reader-Friendly Formats
Communication Skills 1 hour	Want to communicate with confidence? This course helps you listen effectively, & build stronger connections.	Beginner	<ul style="list-style-type: none"> Master verbal and non-verbal communication Use active listening Communicate effectively Handle tough conversations
Communication Styles 1 hour	How adaptable is your communication style? This course helps you adapt to styles, improve understanding, & enhance collaboration.	Intermediate	<ul style="list-style-type: none"> Identify communication style Build self-awareness Enhance communication skills Communicate effectively
Conflict Resolution Strategies 4 hours	Facing workplace conflicts? Master strategies to resolve issues, foster understanding, & build better relationships.	Intermediate	<ul style="list-style-type: none"> Understand types of conflict Identify conflict through listening Control emotions Use communication to resolve disputes
Effective Presentations 3 hour	Want to deliver effective presentations? This course helps you engage your audience & convey your message clearly.	Beginner	<ul style="list-style-type: none"> Analyze Your Audience Design Engaging Slides Deliver with Confidence Manage Presentation Time
Email Etiquette 2 hour	Are your emails making the right impression? Write clear, concise, and professional emails with confidence.	Beginner	<ul style="list-style-type: none"> Craft Professional Emails Use Appropriate Subject Lines Apply Proper Formatting Manage Attachments Effectively
English Grammar 1 hour	How strong are your writing skills? Improve your ability to craft clear, professional, and error-free sentences every time.	Beginner	<ul style="list-style-type: none"> Enhance credibility with grammar Write clear sentences Use punctuation for clarity Proofread grammar
Listening Skills 1 hour	Looking to enhance your listening skills? Overcome barriers & practice active, empathetic listening effectively.	Beginner	<ul style="list-style-type: none"> Understand type of listening Apply active listening Use emotional intelligence Tackle listening challenges
Non-Verbal Communication 1 hour	Want to master non-verbal communication? Improve how you read body language & boost interpersonal skills.	Beginner	<ul style="list-style-type: none"> Recognize key non-verbal cues Interpret facial expressions Use tone to convey clear messages Apply non-verbal skills
Online Communication 1 hour	Struggling with online communication? Develop effective digital etiquette & virtual collaboration skills.	Beginner	<ul style="list-style-type: none"> Write engaging email subjects Master virtual meeting etiquette Use online collaboration tools Build online connections

Courses Feature

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















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Customer Service Courses

Course Catalog

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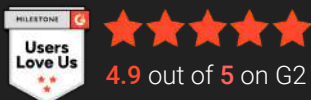
Course	Description	Skill Level	What You'll Learn
Customer Communication Basics 1 hour	Want better customer interactions with customers? Enhance active listening & communication skills to build stronger relationships.	Beginner	<ul style="list-style-type: none"> Choose the right channels Enhance verbal communication Use body language effectively Write clear emails & posts
Customer Service Basics 1 hour	Curious about delivering great customer service? Build trust, listen actively, and communicate clearly in this course.	Beginner	<ul style="list-style-type: none"> Build emotional intelligence Manage high-volume customers Handle tough conversations Build trust and drive loyalty
Cultural Sensitivity in Customer Service 1 hour	Boost cultural sensitivity in customer service with this course on understanding diversity & improving interactions.	Beginner	<ul style="list-style-type: none"> Boost success with cultural awareness Navigate cultural differences Turn cultural challenges into wins Elevate customer experience
Customer Feedback 1 hour	How do you handle customer feedback? Gather, interpret, and respond to improve customer satisfaction effectively.	Intermediate	<ul style="list-style-type: none"> Streamline customer feedback Analyze customer sentiment Craft impactful responses Turn customer feedback into wins
Deal with Difficult Customers 1 hour	Dealing with difficult customers? Communicate effectively and resolve issues for smoother interactions.	Intermediate	<ul style="list-style-type: none"> Manage tough customer behaviors Boost empathy & problem-solving skills Build customer loyalty Excel in emotional intelligence
Manage a Customer Service Team 1 hour	Leading a customer service team? Guide your team and ensure exceptional customer experiences every time.	Advanced	<ul style="list-style-type: none"> Communicate team vision Optimize recruitment & onboarding Handle difficult customer situations Ensure quality customer service

Courses Feature



















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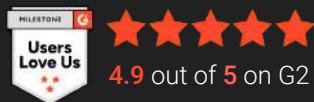
Course	Description	Skill Level	What You'll Learn
HR Basics 1 hour	How can HR drive workplace success? This course covers key functions, employee management, & fostering a thriving team.	Beginner	<ul style="list-style-type: none"> Simplify fair hiring Motivate employee relations Optimize feedback Create HR policies
Conduct Interviews 1 hour	How can you conduct better interviews? This course covers asking questions, evaluating candidates, & hiring effectively.	Intermediate	<ul style="list-style-type: none"> Craft skill-focused questions Listen for key insights Evaluate beyond questions Tackle challenges confidently
Employee Recruitment 1 hour	Ready to build your dream team? This course helps you attract, evaluate, and hire top talent effectively.	Intermediate	<ul style="list-style-type: none"> Craft job descriptions Source with ads & social media Conduct efficient interviews Onboard for productivity
Employee Onboarding 1 hour	Want to improve employee onboarding? This course covers preparation, first-day essentials, training, and cultural integration.	Intermediate	<ul style="list-style-type: none"> Master onboarding techniques Create welcoming workspaces Foster team connections Align hires with culture
Talent Management Basics 1 hour	Looking to optimize your workforce? This course covers talent acquisition, development, performance management, and succession planning.	Intermediate	<ul style="list-style-type: none"> Write effective descriptions Conduct strong interviews Set goals & give feedback Boost engagement & retention
Terminating Employees 1 hour	Need to navigate employee terminations? This course covers legal frameworks, documentation, communication strategies, and post-termination processes.	Advanced	<ul style="list-style-type: none"> Ensure legal compliance Document performance issues Manage termination meetings Conduct exit interviews

Courses Feature

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


Marketing Courses



Course Catalog

-  Microsoft Office
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Soft Skills

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-  Customer Service
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Marketing

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Wellness

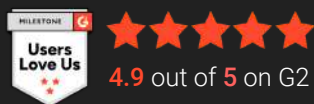
Course	Description	Skill Level	What You'll Learn
Brand Identity 1 hour	Ready to create a strong brand presence? This course helps build your brand identity with clear messaging & consistency.	Intermediate	<ul style="list-style-type: none"> Learn brand identity basics Create memorable visuals Develop strong messaging Implement & evolve brand
Content Marketing 1 hour	Take your marketing to the next level. Expand your brand's reach with effective content strategies and engaging content.	Beginner	<ul style="list-style-type: none"> Understand content benefits Build strong foundations Create engaging content Measure & optimize success
Digital Marketing Basics 1 hour	Is your business getting the attention it deserves? This course covers digital marketing strategies to elevate your brand.	Beginner	<ul style="list-style-type: none"> Understand marketing fundamentals Master research & positioning Develop effective strategies Apply modern marketing tactics
Email Marketing 1 hour	Want to optimize your email campaigns? Discover strategies to grow your list and create engaging, effective messages.	Beginner	<ul style="list-style-type: none"> Master email basics Create engaging content Plan & analyze campaigns Boost email engagement
Event Management 1 hour	What makes event planners successful? This course helps you master the skills to organize and execute seamless events.	Beginner	<ul style="list-style-type: none"> Set goals & build teams Budget & market events Engage attendees creatively Network & assess success
Press Releases 1 hour	Capture the media's attention by crafting press releases with a clear structure and highlighting newsworthy content.	Beginner	<ul style="list-style-type: none"> Structure compelling releases Distribute on right channels Boost reach with SEO & media Analyze & engage audience
SEO Basics 1 hour	Looking to grow your audience? This course helps you master SEO fundamentals to boost visibility, and drive traffic.	Beginner	<ul style="list-style-type: none"> Understand & apply SEO Build links & use social media Monitor SEO with analytics Optimize local & content SEO
Social Media Marketing 1 hour	Want to strengthen your social media presence? This course helps you create strategies to boost awareness and engagement.	Beginner	<ul style="list-style-type: none"> Optimize social profiles Craft content & stories Grow audience with tactics Plan & analyze with tools

Courses Feature



















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Personal Branding Courses

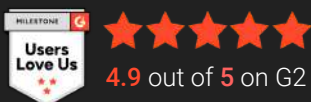
Course	Description	Skill Level	What You'll Learn
LinkedIn Profile Optimization 1 hour	Looking to attract more opportunities on LinkedIn? This course helps optimize your profile with strategies to grow your network.	Beginner	<ul style="list-style-type: none"> Set up an eye-catching profile Optimize profile sections Use advanced LinkedIn features Keep profile updated and engaging
Personal Branding Strategy 1 hour	How strong is your personal brand? This course helps you build a powerful image that boosts visibility, & credibility online.	Beginner	<ul style="list-style-type: none"> Define your personal brand Network your brand Set branding goals Elevate with social media

Courses Feature



















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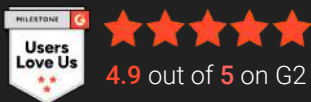
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Course	Description	Skill Level	What You'll Learn
Anger Management 1 hour	Want to manage anger better? This course helps you control emotions, improve relationships, and boost well-being.	Beginner	<ul style="list-style-type: none"> Anger myths & triggers Gain empathy Use coping strategies Build habits for lasting calm
Build Confidence 1 hour	Ready to boost your self-assurance? Build confidence with strategies to excel in work and social situations.	Beginner	<ul style="list-style-type: none"> Strategies for lasting confidence Use cues to boost confidence Excel in diverse situations Turn setbacks into strengths
Business Ethics 1 hour	How ethical is your business approach? This course helps you foster integrity and responsible decision-making at work.	Intermediate	<ul style="list-style-type: none"> Apply ethical principles Make ethical decisions Implement CSR strategies Understand business ethics
Critical Thinking Skills 1 hour	Ready to think critically and make smarter decisions? This course sharpens problem-solving & reasoning skills.	Intermediate	<ul style="list-style-type: none"> Question assumptions Evaluate data and facts Solve complex problems Count biases in decisions
Decision Making 1 hour	Struggling with tough choices? This course helps you master techniques for smarter, more informed decisions.	Intermediate	<ul style="list-style-type: none"> Decision-making models Evaluate options with research Choose confidently Implement & monitor decisions
Emotional Intelligence 1 hour	How well do you understand your emotions? This course develops emotional intelligence to enhance relationships & manage stress.	Intermediate	<ul style="list-style-type: none"> Unlock self-awareness Lead and resolve conflicts Develop empathy Apply EI for well-being
Identify Fake News 1 hour	How do you spot fake news? This course helps you identify misleading headlines, deepfakes, and stay well-informed.	Beginner	<ul style="list-style-type: none"> Expose fake news & its impact Spot manipulative headlines Verify news credibility Recognize triggers & biases
Problem Solving 1 hour	Facing tough challenges? This course helps you master problem-solving techniques to tackle issues & make smarter decisions.	Intermediate	<ul style="list-style-type: none"> Master problem solving Overcome mental blocks Use SWOT & Mind Maps Apply problem-solving techniques
Remote Work 1 hour	Struggling with remote work? This course helps you master tools and strategies for productivity and work-life balance.	Beginner	<ul style="list-style-type: none"> Optimize your home office Choose virtual work tools Build work-life balance habits Master online meeting etiquette
Research Skills 1 hour	Want to enhance workplace professionalism? This course covers communication skills, time management, teamwork, ethics, and personal branding.	Beginner	<ul style="list-style-type: none"> Active listening in the workplace Prioritize tasks & be productive Use effective feedback Build an ethical career foundation
SMART Goals 1 hour	Want to set effective goals? This course helps you create Specific, Measurable, Achievable, Relevant, and Time-bound objectives.	Beginner	<ul style="list-style-type: none"> Define Specific Objectives Set Measurable Targets Establish Realistic Goals Implement Time-Bound Plans
Time Management 2 hour	How can you improve your time management skills? This course explores prioritization and avoiding time wasters.	Beginner	<ul style="list-style-type: none"> Prioritize Tasks Effectively Eliminate Time Wasters Implement the 80/20 Rule Master the Four D's
Workplace Professionalism Training 1 hour	Want to enhance workplace professionalism? This course covers communication skills, time management, teamwork, ethics, and personal branding.	Beginner	<ul style="list-style-type: none"> Active listening in the workplace Prioritize tasks and be productive Use effective feedback Build an ethical career foundation
Workplace Skills 1 hour	Looking to enhance your workplace skills? This course covers communication, productivity, & professionalism essentials.	Beginner	<ul style="list-style-type: none"> Improve communication skills Boost productivity with goals Use technology for collaboration Enhance professionalism with EI

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






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-  **Sales**
-  Training & Education
-  Wellness

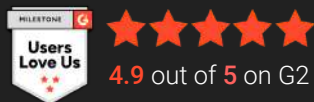
Course	Description	Skill Level	What You'll Learn
Handle Objections 1 hour	Learn how to handle objections with confidence in this course, featuring proven strategies to overcome challenges effectively.	Intermediate	<ul style="list-style-type: none"> • Identify objection types • Use listening & empathy • Handle objections effectively • Practice with role-plays
Lead Generation 1 hour	Want to master lead generation? This course explores techniques, tools, sales funnels, metrics, and ethical strategies.	Beginner	<ul style="list-style-type: none"> • Master lead generation • Optimize funnel conversion • Use analytics to improve • Ensure ethical lead practices
Manage a Sales Team 1 hour	Want to lead a high-performing sales team? This course covers recruitment, coaching, performance management, and sales strategies.	Advanced	<ul style="list-style-type: none"> • Apply sales leadership styles • Build high-performing teams • Coach & develop individuals • Lead remote teams with tech
Sales Basics 1 hour	Learn the fundamentals of sales with this course, covering the process, techniques, and strategies to close deals successfully.	Beginner	<ul style="list-style-type: none"> • Navigate sales roles • Research market needs • Hone closing skills • Use tech & social media
Sales Negotiation Skills 1 hour	Want to excel in sales negotiations? This course covers buyer types, preparation, communication skills, tactics, and closing techniques.	Intermediate	<ul style="list-style-type: none"> • Handle objections & close • Use questions & listen • Research & set goals • Navigate buyers & deals
Winning Sales Presentations 1 hour	Looking to deliver winning sales presentations? This course helps you craft compelling messages, engage audiences, and close deals effectively.	Intermediate	<ul style="list-style-type: none"> • Craft Persuasive Messages • Design Engaging Visuals • Present with Confidence • Close Deals Effectively

Courses Feature

-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates

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Amazon



Course Catalog

- Microsoft Office
- Career Readiness
- Compliance & Security
- Digital Literacy New
- Google Workspace
- Leadership
- Soft Skills**
 - Accounting
 - Bias & Diversity
 - Communication
 - Customer Service
 - HR
 - Marketing
 - Personal Branding
 - Professional Development
 - Sales
- Training & Education**
- Wellness

Training & Education Courses

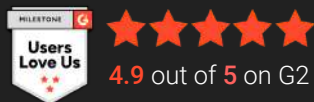
Course	Description	Skill Level	What You'll Learn
Develop a Training Program 1 hour	New to developing training programs? This course guides you through assessing needs, designing content, delivering effectively, and evaluating success.	Advanced	<ul style="list-style-type: none"> Assess needs & goals Design engaging programs Adapt to learning styles Refine training effectiveness
Fun Training Activities 1 hour	Want to make training sessions more engaging? This course introduces fun activities to boost participation and retention.	Beginner	<ul style="list-style-type: none"> Design inclusive sessions Energize with icebreakers Boost engagement interactively Evaluate with fun tools
Lunch & Learn Programs 1 hour	Want to boost employee engagement? This course guides you in creating effective Lunch & Learn programs to enhance learning and collaboration.	Beginner	<ul style="list-style-type: none"> Optimize learning setups Design engaging content Foster collaboration Track and plan sessions
Training Basics 1 hour	New to training? This course covers corporate training essentials, program design, delivery techniques, and effectiveness assessment.	Beginner	<ul style="list-style-type: none"> Design impactful training Use tech for engagement Assess and improve sessions Overcome training challenges
Training with Stories 1 hour	Want to enhance training effectiveness? This course teaches storytelling techniques to engage learners and improve retention.	Intermediate	<ul style="list-style-type: none"> Craft relatable stories Use stories in training Enhance with multimedia Refine story strategies
Adult Learning 1 hour	Looking to enhance your training sessions? Apply adult learning principles to design effective and engaging experiences.	Intermediate	<ul style="list-style-type: none"> Learn adult learning styles Create engaging content Use collaboration & feedback Assess outcomes with tech
Develop eLearning Courses 1 hour	Ready to create impactful eLearning courses? Design engaging and effective online training programs that drive results.	Intermediate	<ul style="list-style-type: none"> Design engaging content Create quizzes & scenarios Use LMS to track courses Explore eLearning trends
Instructional Design 1 hour	Want to create impactful learning experiences? Master the skills to design engaging and effective instruction.	Beginner	<ul style="list-style-type: none"> Explore ID principles & models Assess needs & set objectives Design interactive content Evaluate outcomes & improve
Measure Training Results 1 hour	Wondering if your training is effective? Measure results and enhance learning outcomes with proven assessment methods.	Intermediate	<ul style="list-style-type: none"> Select evaluation tools Use pre/post assessments Apply data in training Improve ROI continuously
SCORM Basics 1 hour	Curious about SCORM? This course covers SCORM standards & creating compliant eLearning content.	Intermediate	<ul style="list-style-type: none"> Understand SCORM basics Navigate SCORM structure Create SCORM content Troubleshoot SCORM issues
Work with SMEs 1 hour	Struggling to collaborate effectively with SMEs? This course helps you collaborate to gather insights & create great content.	Intermediate	<ul style="list-style-type: none"> Understand SME roles Hone SME communication Manage SME projects Extract expert content
Adobe Captivate 4 hours	Ready to create engaging eLearning? This course teaches you how to design projects, add interactivity, and integrate multimedia.	Intermediate	<ul style="list-style-type: none"> Design Interactive Slides Incorporate Multimedia Tools Customize Responsive Content Publish SCORM-Compliant Courses
Articulate Storyline 4 hours	New to Articulate Storyline? This course helps you master eLearning development, interactive content creation, and multimedia integration.	Intermediate	<ul style="list-style-type: none"> Navigate Storyline Interface Create Interactive Courses Add Multimedia Elements Publish eLearning Projects

Courses Feature









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Mental Health

-  Personal Growth
-  Relationships
-  Well-Being
-  Work-Professional Life

Mental Health Courses

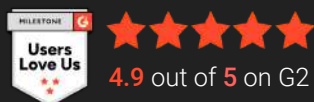
Course	Description	Skill Level	What You'll Learn
ADHD 1 hour	Struggling with focus and productivity? Understand ADHD & learn strategies to manage symptoms & boost your performance.	Beginner	
Breaking Bad Habits 1 hour	Stuck in a cycle of bad habits? Break free, build healthier routines, and boost your well-being with proven techniques.	Beginner	
Imposter Syndrome 1 hour	Do self-doubts hold you back? This course helps you overcome imposter syndrome & build confidence to succeed in your career.	Beginner	
Stress Management 1 hour	Is stress holding you back? This course helps you master techniques to reduce anxiety, improve focus, & boost well-being.	Beginner	

Courses Feature

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






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Personal Growth Courses

Course Catalog

-  Microsoft Office
-  Career Readiness
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-  Digital Literacy New
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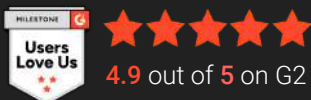
Course	Description	Skill Level	What You'll Learn
Building Self-Esteem 1 hour	Is self-doubt holding you back? This course helps boost your confidence, build self-esteem, & unlock your full potential.	Beginner	<ul style="list-style-type: none"> Identify self-esteem traits Understand self-esteem roots Boost self-esteem effectively Handle criticism positively
Life Coaching Basics 1 hour	Passionate about helping others? Master life coaching fundamentals to empower personal growth and create lasting change.	Beginner	<ul style="list-style-type: none"> Understand life coaching basics Master active listening Build trust in coaching Grow your coaching practice

Courses Feature














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Relationships Courses

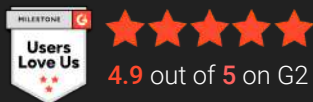
Course	Description	Skill Level	What You'll Learn
Positive Parenting 1 hour	Curious about Positive Parenting? This course helps you build strong parent-child relationships, set boundaries, and foster resilience.	Beginner	<ul style="list-style-type: none"> Master positive parenting Build strong family bonds Tackle parenting challenges Foster growth in kids
Social Intelligence 1 hour	What steps can you take to boost social intelligence? This course focuses on empathy, body language, listening, and relationships.	Beginner	<ul style="list-style-type: none"> Develop social intelligence Build relationships actively Overcome social anxiety Excel in all interactions

Courses Feature














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♥ Well-Being Courses

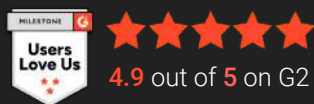
Course	Description	Skill Level	What You'll Learn
Increase Your Happiness 1 hour	Want to boost your happiness? This course explores the science of happiness, positive psychology, and practical strategies for well-being.	Beginner	
Mind Mapping for Wellness 1 hour	Want to enhance your well-being? This course teaches mind mapping techniques for nutrition, fitness, and mental health.	Beginner	
Mindfulness 1 hour	Want to embrace mindfulness? This course covers its origins, science, techniques, and daily applications.	Beginner	
Reverse Aging 1 hour	Want to reverse aging? This course explores diet, exercise, skincare, and advanced anti-aging strategies.	Beginner	
Self Care Essentials 1 hour	Want to master self-care? This course covers physical health, emotional well-being, and practical self-care strategies.	Beginner	
Weight Loss Plan 1 hour	Looking to shed pounds effectively? This course covers nutrition, exercise, portion control, and tracking progress.	Beginner	

Courses Feature













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 **Work-Professional Life**

Work-Professional Life

Course	Description	Skill Level	What You'll Learn
Work-Life Balance Basic 1 hour	This course helps you identify personal values, set priorities, and implement strategies to achieve a harmonious work-life balance.	Beginner	<ul style="list-style-type: none"> Define & spot imbalance Time-block for productivity Manage stress effectively Embrace flexibility & mindfulness

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