

Course Catalog

- Business Skills
- Career Development
- Compliance & Safety
- Diversity & Citizenship
- Leadership
- Google
- Microsoft
- Technology
- Wellness

300+ Customizable Courses and Cheat Sheets

Why write your own training, when we've done it for you?

Business Skills

- Accounting
- Communication
- Customer Service
- HR
- Marketing
- Professional Development
- Sales
- Training

Diversity & Citizenship

- Bias
- Diversity
- U.S. Citizenship

Microsoft

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

Leadership

- Leadership
- Management
- Project Management

Career Development

- Career
- Entrepreneurship
- Higher Education
- Job Hunting
- Personal Branding

Google

- Calendar
- Chrome
- Classroom
- Docs
- Drive
- Forms
- Gmail
- Sheets
- Slides

Technology

- AI
- Computer Basics
- Mac
- Software New

Compliance & Safety

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

Wellness

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

Fewer Tools. Lower Costs. Smarter Training.

CustomGuide gives you everything you need to train—at a [price you'll love](#):

Includes	Free	Paid Plans		Compare To
		Starter	Custom Plans	
Num Active Users		5	10+	
Branded Cheat Sheets	Your Logo	Your Logo	Your Logo	None
Customizable Courses		300+	300+	LinkedIn Learning
Course Builder with AI				Articulate Rise
Skill Assessments				Northstar
LMS				Teachable
Annual Cost	Free Sign Up	\$495 Learn More	Learn More	

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

San Diego Public Library



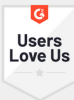
★★★★★
4.9 out of 5 on G2



“Customizing the courses saved countless hours of work.”



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




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Accounting Courses

Course	Description	What You'll Learn
Accounting Basics 1 hour	New to Accounting? This course helps you understand financial statements, assets, liabilities, and budgeting.	<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.	<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.	<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.	<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

"Customizing the courses saved countless hours of work."

Goodwill



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

MN Dept of Revenue





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Communication Courses

Course	Description	What You'll Learn
Business Writing 1 hour	Ready to master professional business writing? This course helps you write clear, professional emails & documents with confidence.	<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.	<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.	<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.	<ul style="list-style-type: none"> Understand types of conflict Identify conflict through listening Control emotions Use communication to resolve disputes
Effective Presentations 1 hour	Want to deliver effective presentations? This course helps you engage your audience & convey your message clearly.	<ul style="list-style-type: none"> Analyze Your Audience Design Engaging Slides Deliver with Confidence Manage Presentation Time
Email Etiquette 1 hour	Are your emails making the right impression? Write clear, concise, and professional emails with confidence.	<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.	<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.	<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.	<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.	<ul style="list-style-type: none"> Write engaging email subjects Master virtual meeting etiquette Use online collaboration tools Build online connections

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






 Certificates

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Customer Service Courses

Course	Description	What You'll Learn
Customer Communication Basics 1 hour	Want better customer interactions with customers? Enhance active listening and communication skills to build stronger relationships.	<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.	<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.	<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.	<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.	<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.	<ul style="list-style-type: none"> Communicate team vision Optimize recruitment & onboarding Handle difficult customer situations Ensure quality customer service

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"CustomGuide captures the interest of both novice and super users."

City of Columbus



★★★★★
4.9 out of 5 on G2

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HR Courses

Course	Description	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.	<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.	<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.	<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.	<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.	<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.	<ul style="list-style-type: none"> Ensure legal compliance Document performance issues Manage termination meetings Conduct exit interviews

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"CustomGuide is a smart, cost-effective approach to training."





Amazon






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






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Marketing Courses

Course	Description	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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<ul style="list-style-type: none"> Optimize social profiles Craft content & stories Grow audience with tactics Plan & analyze with tools

Courses Feature

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

"A fun, interactive way to learn technology skills."






Rockford Public Library













★★★★★
4.9 out of 5 on G2

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-  Wellness

"CustomGuide presents material in the best way to learn."

Yale University




★★★★★
4.9 out of 5 on G2





Professional Development Courses

Course	Description	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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<ul style="list-style-type: none"> Define Specific Objectives Set Measurable Targets Establish Realistic Goals Implement Time-Bound Plans
Time Management 1 hour	How can you improve your time management skills? This course explores prioritization, task management, and avoiding time wasters.	<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.	<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, technology, and professionalism essentials.	<ul style="list-style-type: none"> Improve communication skills Boost productivity with goals Use technology for collaboration Enhance professionalism with EI

Courses Feature

 Learn by doing





 Skill assessments

 Editable content










 Certificates

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Sales Courses

Course	Description	What You'll Learn
Handle Objections 1 hour	Learn how to handle objections with confidence in this course, featuring proven strategies to address and overcome challenges effectively.	<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.	<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.	<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.	<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.	<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.	<ul style="list-style-type: none"> Craft Persuasive Messages Design Engaging Visuals Present with Confidence Close Deals Effectively

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"A huge timesaver for me as a trainer and course developer."








California State Parks











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"What a terrific product
you have!"

Chicago Public Schools





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Training & Education Courses

Course	Description	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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<ul style="list-style-type: none"> Navigate Storyline Interface Create Interactive Courses Add Multimedia Elements Publish eLearning Projects

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Career Coaching 1 hour	Ready to help others achieve their career goals? This course helps you guide others in setting goals & achieving career success.	<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.	<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.	<ul style="list-style-type: none"> • Craft engaging introduction • Network through social media • Create meaningful connections • Evaluate your network
Self Assessment 1 hour	Discover how Self Assessment can shape your future with this course, focusing on identifying strengths, values, and goals.	<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

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

The Salvation Army



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 Personal Branding

 Compliance & Safety

 Diversity & Citizenship

 Leadership

 Google

 Microsoft

 Technology


 Wellness





Entrepreneurship Courses

Course	Description	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.	<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.	<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.	<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

 Learn by doing

 Skill assessments

 Editable content

 Certificates


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

San Diego Public Library



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4.9 out of 5 on G2

Course Catalog


 Business Skills


 Career Development

 Career

 Entrepreneurship


 **Higher Education**

 Job Hunting

 Personal Branding

 Compliance & Safety

 Diversity & Citizenship

 Leadership

 Google

 Microsoft


 Technology


 Wellness


Higher Education Courses

Course	Description	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.	<ul style="list-style-type: none"> Find cost-effective options Asses 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.	<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.	<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.	<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.	<ul style="list-style-type: none"> Create a college savings plan Find and secure scholarships Manage loans and debts Maximize FAFSA and aid awards

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"Customizing the courses saved countless hours of work."

Goodwill



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Job Hunting Courses


Course	Description	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.	<ul style="list-style-type: none"> • Craft a standout portfolio • Design an eye-catching layout • Manage your online visibility • Use your portfolio to land jobs
Interview Skills 1 hour	Ready to ace your next interview? Prepare strategically, answer with confidence, and stand out to land your dream job.	<ul style="list-style-type: none"> • Tailor your skills for interviews • Master body language cues • Excel in all interview format • Handle tough questions
Land Your Dream Job 1 hour	Land your dream job by perfecting your resume, mastering interviews, and confidently securing the role you deserve.	<ul style="list-style-type: none"> • Optimize resume & LinkedIn • Master job boards & applications • Ace interviews with confidence • Negotiate salary & offers
LinkedIn Job Search 1 hour	Struggling to find job opportunities on LinkedIn? Optimize your profile, expand your network, and unlock new career paths.	<ul style="list-style-type: none"> • Optimize your LinkedIn profile • Expand your network • Enhance your brand with endorsements • Use advanced job search features
Optimize Your Resume 1 hour	Looking to make a lasting impression? Learn how to craft a professional resume that stands out and gets noticed.	<ul style="list-style-type: none"> • Define Career Objectives • Craft Compelling Summaries • Highlight Work Experience • Enhance Resume Design
Write a Killer Resume 1 hour	Make a lasting impression with a standout resume that grabs attention and impresses employers.	<ul style="list-style-type: none"> • Personalize your resume • Use impactful action verbs • Optimize for ATS screening • Follow up on job applications

Courses Feature

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"Love the quick lessons,
easy to apply right away!"

MN Dept of Revenue



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Personal Branding Courses

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

City of Columbus









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Course Catalog

-  Business Skills
-  Career Development
-  **Compliance & Safety**

Active Shooter


-  Discrimination
-  Drugs & Alcohol
-  Harassment
-  HR Compliance
-  Safety
-  Security


 Diversity & Citizenship

 Leadership

 Google

 Microsoft

 Technology

 Wellness

Active Shooter Course

Course	Description	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.	<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
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













"CustomGuide is a smart, cost-effective approach to training."

Amazon



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Discrimination Course

Course	Description	What You'll Learn
Discrimination 1 hour	How does discrimination shape workplaces? Learn its impact and how to foster inclusion in this course.	<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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








"A fun, interactive way to learn technology skills."

Rockford Public Library



★★★★★
4.9 out of 5 on G2

Course Catalog

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Drugs & Alcohol Courses

Course	Description	What You'll Learn
Drug Addiction 1 hour	How does drug addiction affect lives and communities? Discover its impact and explore prevention & recovery strategies.	<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.	<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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








"CustomGuide presents material in the best way to learn."

Yale University



★★★★★
4.9 out of 5 on G2

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Harassment Courses

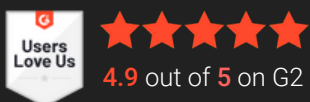
Course	Description	What You'll Learn
HIPAA Compliance Training 1 hour	Want to learn about HIPAA Compliance? This course helps you understand regulations and ensure patient data privacy.	<ul style="list-style-type: none"> • Apply HIPAA privacy rule • Follow HIPAA security rules • Handle HIPAA breaches • 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.	<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.	<ul style="list-style-type: none"> • Prevent workplace harassment • Understand sexual harassment • Handle harassment complaints • 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.	<ul style="list-style-type: none"> • Recognize workplace bullying • Create a bully-free workplace • Build resilience to bullying • Encourage inclusivity at work

Courses Feature

















-  Learn by doing
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"A huge timesaver for me as a trainer and course developer."

California State Parks



Course Catalog

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HR Compliance Courses

Course	Description	What You'll Learn
ADA Compliance 1 hour	How can you create an inclusive workplace? This course covers ADA compliance and accessibility essentials.	<ul style="list-style-type: none"> Follow ADA hiring practices Write inclusive job descriptions Conduct accessible interviews Apply accommodations in onboarding
Conflict of Interest 1 hour	Struggling with conflicts of interest at work? Learn how to identify and manage them to maintain trust and integrity.	<ul style="list-style-type: none"> Identify conflict types & signs Navigate policies & guidelines Resolve conflicts through channels Prevent future conflicts effectively
FMLA Requirements 1 hour	Confused about FMLA requirements? Learn employee rights, eligibility, and key policies in this course.	<ul style="list-style-type: none"> Ensure FMLA compliance Determine FMLA eligibility Understand types of FMLA leave Maintain FMLA records
Workplace Discipline 1 hour	Facing workplace discipline challenges? Learn to manage behavior and ensure compliance with effective policies.	<ul style="list-style-type: none"> Understand legal discipline Set clear workplace Address workplace offenses Implement disciplinary actions
Workplace Ethics 1 hour	Ready to build a more ethical workplace? Make better decisions and foster trust with practical ethics.	<ul style="list-style-type: none"> Understand workplace ethics Build an ethical work culture Handle ethical dilemmas Comply and report concerns
Workplace Violence 1 hour	Concerned about workplace violence? This course helps you prevent risks, handle incidents, & ensure a safe environment.	<ul style="list-style-type: none"> Identify workplace violence Enforce laws and policies Create prevention plans Handle incidents effectively

Courses Feature

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




"What a terrific product you have!"

Chicago Public Schools



★★★★★
4.9 out of 5 on G2

Course Catalog

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

The Salvation Army



★★★★★
4.9 out of 5 on G2










Safety Courses

Course	Description	What You'll Learn
Bloodborne Pathogens 1 hour	How prepared are you for fire safety? This course teaches fire prevention, equipment use, emergency actions, and compliance.	<ul style="list-style-type: none"> Understand bloodborne pathogens Recognize high-risk roles Properly use PPE for safety Respond to exposure incidents
Fire Safety 1 hour	Want to enhance fire safety knowledge? This course covers fire causes, prevention, equipment use, emergency actions, and compliance.	<ul style="list-style-type: none"> Identify and classify fires Equip with safety gear Execute emergency plans & first aid Understand fire & safety regulations
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.	<ul style="list-style-type: none"> Learn first aid basics Treat wounds and burns Perform CPR and aid choking Handle heatstroke and poisoning
HazCom 1 hour	Want to master HazCom standards? This course covers chemical hazards, safety data sheets, labeling, and protective measures.	<ul style="list-style-type: none"> Understand HazCom basics Recognize HazCom symbols Use safety data sheets Implement safety measures
Hazmat Classes 1 hour	Learn about Hazmat Classes in this course, exploring material classifications, safe handling, storage, and compliance guidelines.	<ul style="list-style-type: none"> Identify HAZMAT types and labels Safely store and transport HAZMAT Handle HAZMAT incidents Comply with HAZMAT regulations
Injury Prevention 1 hour	Want to prevent injuries? This course covers home safety, ergonomics, sports injury prevention, and emergency response.	<ul style="list-style-type: none"> Apply home safety practices Prevent slips and falls Acquire basics first aid skills Understand injury prevention
OSHA Compliance 1 hour	Ready to master OSHA compliance? This course guides you through safety regulations, inspections, and effective record keeping.	<ul style="list-style-type: none"> Understand OSHA compliance Apply OSHA standards Prepare for OSHA inspections Promote a safety culture
OSHA Regulations 1 hour	Want to ensure OSHA compliance? This course covers key regulations, safety standards, inspections, and record keeping essentials.	<ul style="list-style-type: none"> Understand OSHA essentials Follow OSHA regulations Prepare for OSHA inspections Reduce workplace hazards
Personal Protective Equipment 1 hour	Learn how to select, use, and maintain personal protective equipment (PPE) to ensure safety and compliance at work.	<ul style="list-style-type: none"> Identify different PPE types Choose the right PPE Wear and maintain PPE correctly Comply with PPE regulations
Safe Driving 1 hour	Want to enhance your driving skills? This course covers road safety, vehicle checks, defensive driving, and handling emergencies.	<ul style="list-style-type: none"> Perform vehicle safety checks Use defensive driving techniques Adapt to driving conditions Manage emergencies and distractions
Workplace Injury 1 hour	Want to prevent workplace injuries? This course covers identifying risks, injury types, prevention strategies, and reporting procedures.	<ul style="list-style-type: none"> Identify injury types and causes Assess & reduce workplace hazards Prevent & manage workplace injury Report injuries and offer support
Workplace Safety 1 hour	Want to ensure workplace safety? This course covers hazard identification, safety policies, PPE, and incident response.	<ul style="list-style-type: none"> Understand safety laws and standards Identify and assess hazards Implement safety policies Manage workplace injuries







Courses Feature

-  Learn by doing
-  Skill assessments
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Course Catalog

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Security

-  Diversity & Citizenship
-  Leadership
-  Google
-  Microsoft
-  Technology
-  Wellness

Security Courses

Course	Description	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.	<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.	<ul style="list-style-type: none"> Strengthen account passwords Optimize privacy settings Identify social media scams Secure family & work accounts

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San Diego Public Library





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Course Catalog

-  Business Skills
-  Career Development
-  Compliance & Safety
-  **Diversity & Citizenship**

Bias

-  Diversity
-  U.S. Citizenship

Leadership

-  Google
-  Microsoft
-  Technology
-  Wellness

Bias Courses

Course	Description	What You'll Learn
Disability Awareness 1 hour	How inclusive is your workplace for people with disabilities? This course helps create a more accessible environment for everyone.	<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.	<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.	<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.	<ul style="list-style-type: none"> Understand generational impact Communicate across generations Build multi-gen strategies Adapt to future dynamics

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









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Goodwill



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Diversity Courses

Course	Description	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.	<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.	<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.	<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.	<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.	<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.	<ul style="list-style-type: none"> Harness team diversity Foster inclusion & resolve Enhance cultural intelligence Adapt & assess team growth

Courses Feature

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



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MN Dept of Revenue








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U.S. Citizenship

-  Leadership
-  Google
-  Microsoft
-  Technology
-  Wellness

U.S. Citizenship Courses

Course	Description	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.	<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.	<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.	<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

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"CustomGuide captures the interest of both novice and super users."

City of Columbus



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Course Catalog

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 -  Project Management
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 -  Microsoft
 -  Technology
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Leadership Courses

Course	Description	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.	<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.	<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.	<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.	<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.	<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.	<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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Amazon



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Management Courses

Course	Description	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.	<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.	<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.	<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.	<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.	<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.	<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.	<ul style="list-style-type: none"> Master performance management basics Use KPIs for accurate reviews Address resistance & bias Align goals for growth

Courses Feature

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

"A fun, interactive way to learn technology skills."


Rockford Public Library




★★★★★
4.9 out of 5 on G2

Course Catalog

-  Business Skills
-  Career Development
-  Compliance & Safety
-  Diversity & Citizenship
-  **Leadership**


 Leadership

 Management

 **Project Management**

 Google

 Microsoft


 Technology


 Wellness


Project Management Courses

Course	Description	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.	<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.	<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

"CustomGuide presents material in the best way to learn."

Yale University






★★★★★
4.9 out of 5 on G2

Course Catalog

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-  Diversity & Citizenship
-  Leadership

G Google

-  Microsoft
-  Technology
-  Wellness

Google Courses

Course	Description	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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<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.	<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

"A huge timesaver for me as a trainer and course developer."

California State Parks
























★★★★★
4.9 out of 5 on G2

Courses Feature

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Course Catalog

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 -  Teams
 -  Windows
 -  Word
-  Technology
-  Wellness

"What a terrific product
you have!"

Chicago Public Schools



★★★★★
4.9 out of 5 on G2
























Access Courses

Course	Description	What You'll Learn
Access Basic 5 hours	New to Microsoft Access? This course helps you master database creation, record management, and table design basics.	<ul style="list-style-type: none"> Plan & create databases Add & enter records Find, filter, & sort data Create & work with tables
Access Intermediate 7 hours	Enhance your Access skills by mastering relational databases, advanced queries, and form design in this intermediate course.	<ul style="list-style-type: none"> Create relational databases Build queries Design & use forms Create professional reports

Courses Feature

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Course Catalog

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-  Technology
-  Wellness



Excel Courses

Course	Description	What You'll Learn
Excel Basic 4 hours	New to Excel? This course gives you a solid foundation in Excel and spreadsheet basics.	<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.	<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.	<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
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"We describe CustomGuide as an appendage to our training department."

The Salvation Army



★★★★★
4.9 out of 5 on G2

Course Catalog

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-  Wellness

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

San Diego Public Library



★★★★★
4.9 out of 5 on G2
























Office 365 Course

Course	Description	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.	<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
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-  Certificates

Course Catalog

-  Business Skills
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-  Wellness



OneDrive Course

Course	Description	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.	<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



★★★★★
4.9 out of 5 on G2

Course Catalog

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"Love the quick lessons,
easy to apply right away!"

MN Dept of Revenue



★★★★★
4.9 out of 5 on G2
























OneNote Course

Course	Description	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.	<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
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-  Certificates

Course Catalog

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-  Technology
-  Wellness



Outlook Courses

Course	Description	What You'll Learn
Outlook Basic 4 hours	Want to get started with Outlook? This course helps you manage emails, contacts, and calendars efficiently.	<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.	<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



★★★★★
4.9 out of 5 on G2

Course Catalog

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-  Technology
-  Wellness



PowerPoint Courses

Course	Description	What You'll Learn
PowerPoint Basic 4 hours	New to PowerPoint? Discover how to design professional slides, add text, and include basic visuals for impactful presentations.	<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.	<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
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"CustomGuide is a smart, cost-effective approach to training."

Amazon



★★★★★
4.9 out of 5 on G2

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Project Course

Course	Description	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.	<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






















"A fun, interactive way to learn technology skills."

Rockford Public Library



★★★★★
4.9 out of 5 on G2

Course Catalog

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-  Technology
-  Wellness



SharePoint Course

Course	Description	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.	<ul style="list-style-type: none">• Navigate SharePoint Sites• Manage Lists and Libraries• Collaborate on Documents• Customize Web Pages

Courses Feature

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






















"CustomGuide presents material in the best way to learn."

Yale University



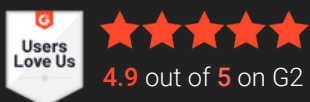
★★★★★
4.9 out of 5 on G2

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-  Wellness

"A huge timesaver for me as a trainer and course developer."

California State Parks
























Teams Course

Course	Description	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.	<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

Course Catalog

-  Business Skills
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-  Technology
-  Wellness

"What a terrific product you have!"

Chicago Public Schools



★★★★★
4.9 out of 5 on G2
























Windows Courses

Course	Description	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.	<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.	<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.	<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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-  Technology
-  Wellness



Word Courses

Course	Description	What You'll Learn
Word Basic 4 hours	This course guides you through creating, editing, and formatting documents in Word 2021, enhancing your word processing skills.	<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.	<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.	<ul style="list-style-type: none"> Collaborate on Documents Automate Tasks with Macros Perform Advanced Formatting Execute Mail Merges

Courses Feature

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






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

The Salvation Army



★★★★★
4.9 out of 5 on G2

Course Catalog

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-  Microsoft
-  **Technology**
-  Wellness

Technology Courses

Course	Description	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.	<ul style="list-style-type: none"> Transform HR operations Streamline hiring tools Enhance employee engagement Personalize training paths
Computer Basics 2 hours	New to computers? Master essential skills like navigating, typing, and organizing files effortlessly.	<ul style="list-style-type: none"> Master Mouse and Keyboard Navigate Toolbars and Menus Create and Manage Files Format and Edit Text
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.	<ul style="list-style-type: none"> Build Basic Formulas Format Data Professionally Visualize Data with Charts Create and Edit Worksheets
Excel Mac Intermediate 5 hours	Looking to enhance your Excel skills on Mac? This course covers intermediate features like advanced formulas, data management, and chart creation.	<ul style="list-style-type: none"> Create Advanced Charts Apply Conditional Formatting Utilize Intermediate Formulas Collaborate on Workbooks
macOS 4 hours	Ready to navigate macOS? This course shows you how to manage files, customize settings, and use essential features with ease.	<ul style="list-style-type: none"> Navigate macOS Interface Manage Files and Folders Customize System Preferences Maintain and Backup macOS
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.	<ul style="list-style-type: none"> Create New Presentations Add and Format Slides Insert Images and Charts Deliver Effective Slide Shows
PowerPoint Mac Intermediate 5 hours	Ready to level up your PowerPoint skills? Learn intermediate formatting, animations, and slide master tools for Mac presentations.	<ul style="list-style-type: none"> Apply Advanced Formatting Insert and Edit Graphics Utilize Slide Masters Create Self-Running Presentations
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.	<ul style="list-style-type: none"> Create and Save Documents Format Text and Paragraphs Insert and Edit Tables Apply Page Layout Settings
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.	<ul style="list-style-type: none"> Create and Format Tables Insert and Edit Graphics Apply Styles and Themes Manage Long Documents
ChatGPT Basics 4 hours 	A practical ChatGPT Course that teaches prompts, core features, and step-by-step skills you can use every day.	<ul style="list-style-type: none"> Get started with ChatGPT basics Write clear effective prompts Use core ChatGPT features Apply ChatGPT to everyday tasks
Salesforce 4 hours	Looking to streamline your sales process? This course teaches lead management, opportunity tracking, and report generation.	<ul style="list-style-type: none"> Manage leads & opportunities Use tasks, notes, & the calendar Create views, reports & dashboards Collaborate in Chatter
Slack 3 hours	Ready to improve team collaboration? This course shows you how to use Slack for messaging, channels, calls, and productivity tools.	<ul style="list-style-type: none"> Navigate Slack Interface Send Direct Messages Manage Channels Effectively Initiate and Manage Calls
Zoom 2 hours	Enhance your virtual meetings with Zoom. This course teaches you to schedule, host, and manage online meetings effectively.	<ul style="list-style-type: none"> Host Zoom Meetings Schedule Video Conferences Share Screens Seamlessly Manage Participants Efficiently

"So impressed with your features and ease of use!"

San Diego Public Library

















★★★★★
4.9 out of 5 on G2

Courses Feature

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

Course Catalog

-  Business Skills
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-  Leadership
-  Google
-  Microsoft
-  Technology
-  Wellness
 -  **Mental Health**
 -  Personal Growth
 -  Relationships
 -  Well-Being
 -  Work-Life Balance

Mental Health Courses

Course	Description	What You'll Learn
ADHD 1 hour	Struggling with focus and productivity? Understand ADHD & learn strategies to manage symptoms & boost your performance.	<ul style="list-style-type: none"> Understand ADHD basics Identify ADHD symptoms Manage ADHD effectively Explore treatment options
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.	<ul style="list-style-type: none"> Understand habit psychology Identify and track triggers Break & replace habits Overcome setbacks effectively
Imposter Syndrome 1 hour	Do self-doubts hold you back? This course helps you overcome imposter syndrome & build confidence to succeed in your career.	<ul style="list-style-type: none"> Spot Imposter Syndrome signs Explore causes & impact Debunk Imposter Syndrome myths Combat it with practical tool
Stress Management 1 hour	Is stress holding you back? This course helps you master techniques to reduce anxiety, improve focus, & boost well-being.	<ul style="list-style-type: none"> Identify stress triggers Practice relaxation hacks Master time management Apply stress-free techniques

Courses Feature

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











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Goodwill



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-  Technology
-  **Wellness**
 -  Mental Health
 -  **Personal Growth**
 -  Relationships
 -  Well-Being
 -  Work-Life Balance

"Love the quick lessons,
easy to apply right away!"

MN Dept of Revenue



★★★★★
4.9 out of 5 on G2















Personal Growth Courses

Course	Description	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.	<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.	<ul style="list-style-type: none"> Understand life coaching basics Master active listening Build trust in coaching Grow your coaching practice

Courses Feature

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

Course Catalog

-  Business Skills
-  Career Development
-  Compliance & Safety
-  Diversity & Citizenship
-  Leadership
-  Google
-  Microsoft
-  Technology
-  **Wellness**
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Relationships Courses

Course	Description	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.	<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.	<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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-  Certificates















"CustomGuide captures the interest of both novice and super users."

City of Columbus



★★★★★
4.9 out of 5 on G2

Course Catalog

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♥ Well-Being Courses

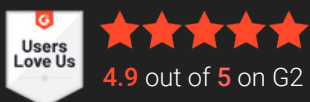
Course	Description	What You'll Learn
Increase Your Happiness 1 hour	Want to boost your happiness? This course explores the science of happiness, positive psychology, and practical strategies for well-being.	<ul style="list-style-type: none"> Master the science of happiness Harness Positivity for joy Balance work & life Create a happiness plan
Mind Mapping for Wellness 1 hour	Want to enhance your well-being? This course teaches mind mapping techniques for nutrition, fitness, and mental health.	<ul style="list-style-type: none"> Create clear mind maps Apply mapping to wellness Use Advanced mapping tools Map daily lifestyle choices
Mindfulness 1 hour	Want to embrace mindfulness? This course covers its origins, science, techniques, and daily applications.	<ul style="list-style-type: none"> Create clear mind maps Map wellness & nutrition Use advanced techniques Integrate mapping daily
Reverse Aging 1 hour	Want to reverse aging? This course explores diet, exercise, skincare, and advanced anti-aging strategies.	<ul style="list-style-type: none"> Learn reverse aging science Optimize diet & exercise Improve skincare routine Create an anti-aging plan
Self Care Essentials 1 hour	Want to master self-care? This course covers physical health, emotional well-being, and practical self-care strategies.	<ul style="list-style-type: none"> Unlock physical self-care Practice emotional wellness Nurture social connections Create a self-care routine
Weight Loss Plan 1 hour	Looking to shed pounds effectively? This course covers nutrition, exercise, portion control, and tracking progress.	<ul style="list-style-type: none"> Discover key exercises Navigate fats for health Apply portion control Track progress effectively

Courses Feature














-  Learn by doing
-  Skill assessments
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-  Certificates

"CustomGuide is a smart, cost-effective approach to training."

Amazon



Course Catalog

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 -  Relationships
 -  Well-Being

Work-Life Balance

Work-Life Balance Course

Course	Description	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.	<ul style="list-style-type: none">• Define & spot imbalance• Time-block for productivity• Manage stress effectively• Embrace flexibility & mindfulness

Courses Feature

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

"A fun, interactive way to learn technology skills."

Rockford Public Library



★★★★★
4.9 out of 5 on G2