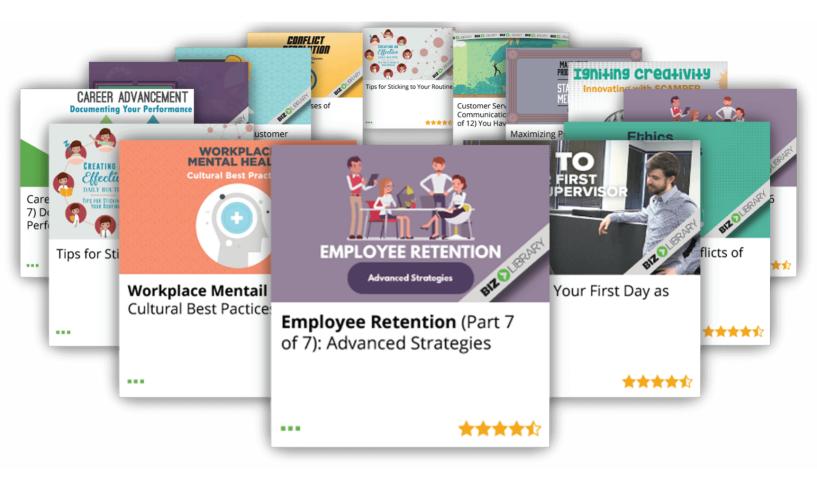


Bizlibrary Course Catalogue



HR Compliance 990+

Organizational Culture Retention and Succession Planning Risk Management Substance Abuse Training and Onboarding Anti-Harassment Anti-Harassment and Anti-Bullying Compensation Discrimination Diversity and Respect Drugs and Alcohol HIPAA Hiring and Recruiting HR General HR Law

Workplace Safety 560+

Bloodborne Pathogens Cold and Heat Stress **Confined Spaces** Construction Cranes and Lifts Electrical **Emergency Planning Ergonomic Safety** Ergonomics **Fire Protection** First Aid Transportation General Safety Hazard Communication HAZWOPER Laboratory Office Safety **Personal Protective Equipment** Safety Toxic and Hazardous Materials Walking-Working Surfaces Welding

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Business Skills 2500+

Office Basics Accounting and Finance **Business Essentials Business Ethics Business Math** Change Management Communication **Conflict Resolution Essentials of Project Management** Ethics Etiquette and Professional Image Goals and Metrics Innovation and Creativity Making Meetings Effective Marketing and Communications **Negotiation Skills Presentation Skills** Project Management: Collaboration and Communication Project Management: Essentials Project Management: Tools **Project Management Quality Management** Marketing Social Media Teamwork and Collaboration **Time Management Time Management and Productivity** Video Production Health and Wellness

Leadership & Management 960+

Communication for Leaders and Managers Conflict Resolution for Leaders and Managers Delegation and Empowerment Engagement and Motivation Leadership Essentials Leading Change Leading Innovation and Creativity Management Essentials Mentoring Programs New Manager Performance Coaching and Appraisal Personal and Career Development Strategic Planning Team Building Customer Service

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Sales & Service 400+

Customer Service Distance Selling Sales Sales Essentials Sales Presentations