



Professional Development Training

Our professional development training is designed to help you equip your staff with the soft skills needed to take your organization to the next level.

"These materials are a life saver!"

VIDEO LESSONS

Each lesson contains a professionally narrated slide presentation designed to cover the key elements of each topic. Your staff will enjoy the convenience and simplicity of watching and listening to these informative lessons.

QUIZZES

Each lesson includes quizzes, allowing the student to demonstrate the training was effective and the objectives have been met.

LESSON HANDOUTS

Downloadable PDF handouts for each lesson are included. These can be printed and saved for future reference or to take notes. Each lesson handout follows along with the lesson video.

IACET ACCREDITED CEUs

Each lesson is IACET accredited and can be used towards your CEU and Contact Hour requirements for license renewal in most states.



Sample of Lesson Titles Available

- | | | | |
|------------------------------|-----------------------------------|--------------------------------|--------------------------------|
| 1. 10 Soft Skills You Need | 11. Developing New Managers | 21. Hiring Strategies | 31. Presentation Skills |
| 2. Administrative Support | 12. Emotional Intelligence | 22. Interpersonal Skills | 32. Public Speaking |
| 3. Anger Management | 13. Employee Motivation | 23. Leadership and Influence | 33. Risk Management |
| 4. Civility in the Workplace | 14. Employee Onboarding | 24. Lean Process and Six Sigma | 34. Talent Management |
| 5. Communication Strategies | 15. Employee Recognition | 25. Measuring Training Results | 35. Team Building for Managers |
| 6. Conflict Resolution | 16. Employee Recruitment | 26. Media and Public Relations | 36. Teamwork & Team Building |
| 7. Creative Problem Solving | 17. Facilitation Skills | 27. Middle Manager | 37. Time Management |
| 8. Critical Thinking | 18. Generation Gaps | 28. Millennial Onboarding | 38. Workplace Diversity |
| 9. Constructive Criticism | 19. Goal Setting | 29. Organizational Skills | 39. Workplace Harassment |
| 10. Developing Creativity | 20. Handling a Difficult Customer | 30. Performance Management | 40. Workplace Violence |

Each Lesson Includes:

- Video
- Lesson handout
- Quiz



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CALL TODAY!
(661) 874-1655

