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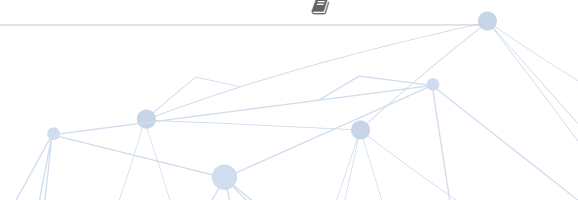
 | Video Lesson  | Video Course

| Course | Format |
|--|---|
| Business Skills | |
| 4 Ways to Enhance Your Career |  |
| 9 Easy Ways To Be Smarter Every Day |  |
| A Guide for Healthy Communications: Winning at Work |  |
| A True Example of Positive Focus |  |
| Being Truthful About Tough Messages |  |
| Building Strategic Relationships |  |
| Business Etiquette: Using Email Professionally |  |
| Career Resilience |  |
| Creating a Powerful Resume |  |
| Creating Accountability |  |
| Cutting Edge Communication: Handling Anyone Difficult |  |
| Dealing with Stress at Work |  |
| Decision-Making: Financial -- Understanding Financial Decisions (Part 1 of 9) |  |
| Decision-Making: Financial -- Key Terms in Financial Analysis (Part 2 of 9) |  |
| Decision-Making: Financial -- Amounts and Costs (Part 3 of 9) |  |
| Decision-Making: Financial -- Time Value of Money (Part 4 of 9) |  |
| Decision-Making: Financial -- Cash Flow Is King (Part 5 of 9) |  |
| Decision-Making: Financial -- Payback Method (Part 6 of 9) |  |
| Decision-Making: Financial -- Net Present Value Method (Part 7 of 9) |  |
| Decision-Making: Financial -- Return on Investment Method (Part 8 of 9) |  |
| Decision-Making: Financial -- Advanced Financial Decision-Making (Part 9 of 9) |  |
| Embracing Change |  |
| Ethics For Employees |  |
| Ethics for Managers |  |
| Finding Common Ground |  |
| Listen Up People |  |
| Managing Project Constraints |  |
| Mastering Project Management: Project Management Fundamentals |  |
| People Matter! Beginning with Respect |  |
| Performance Excellence - Introduction |  |
| Performance Excellence - Fundamentals of Customer Service |  |
| Performance Excellence - Customer Service Communication Skills |  |
| Planning Your Week |  |

| | |
|---|---|
| Preparing for My Appraisal |  |
| Prioritizing Project Work |  |
| Project Management Fundamentals: Characteristics of Projects |  |
| Project Management Fundamentals: Project Management Introduction |  |
| Project Management Fundamentals: Stakeholder Analysis Alternatives |  |
| Project Management Fundamentals: The Five Processes of Project Management |  |
| Project Management Fundamentals: The Project Management Life Cycle Model |  |
| Project Management Fundamentals: The Stakeholder Analysis Matrix |  |
| Project Management Fundamentals: Types of Project Stakeholders |  |
| Setting and Managing Priorities |  |
| Stop Procrastinating |  |
| Time Management: Creating Extra Time |  |
| Time Management: Getting Organized |  |
| Time Management: Managing the Time of Your Life Part I |  |
| Time Management: Managing the Time of Your Life Part II |  |
| Time Management: Prioritize Your Tasks |  |
| Time Management: Working More Efficiently |  |
| Using Emotional Intelligence |  |

HR Compliance

| | |
|---|---|
| Active Shooter & Workplace Violence |  |
| Active Shooter: Surviving an Attack |  |
| Anti-Harassment Training for Employees |  |
| Anti-Harassment Training for Supervisors (New York) |  |
| Anti-Harassment Training for Supervisors (California) |  |
| Anti-Harassment Training for Employees (California) |  |
| Anti-Harassment Training for Employees (New York) |  |
| Bullying & Other Disruptive Behavior: for Employees |  |
| Bullying 101: Employee Version |  |
| Bullying 101: Manager Version |  |
| Conflict Resolution Episode 1: The Loudest Person Wins! |  |
| Diversity: Seeking Commonality - Employee Version |  |
| Diversity: Seeking Commonality - Manager Version |  |
| HIPAA: The Basics |  |
| HR Law for Managers |  |
| LGBT+ Equality in the Workplace |  |
| Performance Appraisals |  |
| Preventing Harassment in Industry Concise |  |
| Preventing Harassment in the Office Concise |  |
| Preventing Sexual Harassment: for Employees |  |
| Stop Sexual Harassment Now: Employee Version |  |
| Stop Sexual Harassment Now: Supervisor Version |  |
| Understanding Workplace Substance Abuse for Employees |  |
| Understanding Workplace Substance Abuse for Managers |  |



Industry Specific

HIPAA: The Security Rule Intermediate



Information Technology / Cyber Security

Cyber Security Awareness



Leadership and Management

4 Ways to Boost Your Leadership Skills



Dealing with Difficult People - Introduction



Dealing with Difficult People - Part 1: Pinpointing Your Triggers



Developing B-Players into Top Performers



Emerging Leaders Episode 1: Everyone Judges a Book By Its Cover



Emerging Leaders Episode 2: Give It 20%



Emerging Leaders Episode 3: You're Going to Fail...a Lot!



Emerging Leaders Episode 4: Who Left the Door Open?



Emerging Leaders Episode 5: The Danger of Too Much Fraternizing With Your Employees



Emerging Leaders Episode 6: A Terrible (And Terribly Common) Way to Motivate Others



Leadership Best Practices - Introduction: How to Develop Your Own Leadership Style



Leadership Fundamentals



Leading More with Less



Leveraging the Power of Generations Episode 1: Establishing the Playing Field



Leveraging the Power of Generations Episode 2: Choosing Sides



Leveraging the Power of Generations Episode 3: Advancement is a Process



Leveraging the Power of Generations Episode 4: Advancement Never Stops



Leveraging the Power of Generations Episode 5: If You Don't Slow Down We're Going to Crash



Leveraging the Power of Generations Episode 6: Why All Age Groups Should Continue Learning



Leveraging the Power of Generations Episode 7: Finding Common Ground



Managing Me



Succession Planning



Supervisor Fundamentals



The Power of Teamwork Inspired by The Blue Angels



Using the Discipline Process



Would I Follow Me?



Sales and Service

Acknowledge - Make Customers Your Top Priority



Act - Customer Service is All About Solving Problems



Customer Service Episode 1: A Tale of Two Businesses



Customer Service Episode 2: Pay Attention to Your Environment



Customer Service Episode 3: Little Things Matter



Customer Service Episode 4: Your Wait Time is Approximately...Forever



Customer Service Episode 5: Customer Service 101: The Basics of Bad Customer Service



Customer Service Episode 6: A Playful Way to Annoy Your Customers



Customer Service Episode 7: Dealing withirate Customers



| Course | Format |
|--|--------|
| Customer Service Episode 8: Follow Every Rule | |
| Customer Service Episode 9: Using Proper English and Grammar Can Only Hurt Your Career | |
| Customer Service Episode 10: Sound Excited Already! | |
| Customer Service Gone Viral | |
| Negotiating Skills | |
| Selling at a Distance | |
| Selling at a Distance - Prospecting by Phone | |
| So Help Me - Employee Edition | |
| So Help Me - Supervisor Edition | |
| Would I Work for Me? | |
| Software | |
| Dummies®: Microsoft Office 2016 | |
| Microsoft PowerPoint 2016 Essentials | |
| Microsoft Word 2016 Essentials | |
| Using Microsoft Windows 10 - Managing Files and Folders (Video Course) | |
| Using Microsoft Windows 10 - Using Windows 10 Security Features (Video Course) | |
| Working With Excel 2016 (Video Course) | |
| Workplace Safety | |
| Back to Work. Back to Safety. Re-Gaining Safety Habits after Time Away from Work - Concise | |
| Bloodborne Pathogens: The Unexpected Hazard - Concise | |
| Computer Workstation Safety | |
| Distracted Driving | |
| Electrical Safety for Everyone-Concise | |
| Employee Safety Orientation: Part 1 of 2 | |
| Employee Safety Orientation: Part 2 of 2 | |
| Ergonomics in the Workplace | |
| HazCom, The GHS & You, Concise | |
| I Can't Get No Traction (Music Video/Meeting Opener) | |
| Making Safety Work: Overview of Workplace Safety & Responsibilities Concise | |
| OSHA Recordkeeping | |
| OSHA Recordkeeping for Employees | |
| Respiratory Protection | |
| Safety Housekeeping & Accident Prevention | |
| The Emergency Response Plan | |
| To The Point About: Ergonomics | |
| To The Point About: Fire Prevention & Response | |
| To The Point About: Preventing Back Injuries | |
| To The Point About: Preventing Slips & Falls | |
| To The Point About: Safe Forklift Operation | |
| Understanding & Controlling Ergonomic Risk Factors, concise | |

