

BUSINESS SKILLS

- Personal and Career Development
- Communication
- Performance Excellence
- Business Essentials
- Accounting and Finance
- Health and Wellness
- Business Ethics
- Project Management
- Presentation and Facilitation Skills
- Time Management

HR COMPLIANCE

- HR General
- Anti-Harassment
- Diversity
- Drugs and Alcohol
- HR Law
- HIPAA
- Conflict Management
- Workplace Violence

INDUSTRY SPECIFIC

- Banks and Credit Unions
- Healthcare

INFORMATION TECHNOLOGY

- Security Essentials
- Software Design and Development
- Operating Systems and Servers
- HTML5
- Cloud Computing
- Cisco
- CompTIA
- Databases
- Desktop & Office Applications
- CSS

LEADERSHIP & MANAGEMENT

- Management and Supervision
- Coaching and Counseling
- Communication for Leaders and Managers
- Delegation
- Employee Engagement
- Interviewing for Hiring Managers
- Leadership
- Leading Change
- Team Building

SALES & SERVICE

- Customer Service
- Sales

SOFTWARE

- Microsoft Office
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Outlook
- Microsoft PowerPoint
- Google Apps
- Windows 7
- Windows 8
- Operating Systems and Servers

WORKPLACE SAFETY

- Construction Safety
- General Safety
- Laboratory Safety
- Regulatory Compliance
- Transportation Safety
- Fire and Electrical Safety
- Ergonomic Safety
- Chemical and Biological Safety