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the very best in course content!

# EPIGNOSIS

talentlms efront talentcards





## **BUSINESS SKILLS**

Basic Business Finance  
Brain Bites – Sharing a Workspace  
Brain Bites – Writing Effective Emails  
Designing Beautiful Documents  
Entrepreneur Keys to Business  
New Manager Starter Kit  
Secrets of the Web  
Storytelling in Business  
Stronger Together: Delegation & Task Management  
Writing in Plain Language  
OneDrive Essentials (2021)  
Microsoft Planner Essentials (2021)



## **COMMUNICATION**

Brain Bites – Let Them Know You're Listening  
Brain Bites – Empathy: The Key to Active Listening  
Brain Bites – Uncovering Subconscious Bias  
Brain Bites – Leading Effective Meetings  
Increase your Listening Power  
Leading Engaging Zoom Meetings  
Persuasion: The Art of Communication



## **ANTI-HARASSMENT**

### **Employee & Supervisor Version**

Awkward at the Office – California Law  
(Workplace Harassment)  
Awkward at the Office – Connecticut Law  
(Workplace Harassment)  
Awkward at the Office – Delaware Law  
(Workplace Harassment)  
Awkward at the Office – Illinois Law  
(Workplace Harassment)  
Awkward at the Office – Maine Law  
(Workplace Harassment)  
Awkward at the Office – New York & NYC Law  
(Workplace Harassment)  
Awkward at the Office  
(Workplace Harassment)  
Workplace Safety – Active Shooter



## **MARKETING**

Internet Marketing  
Marketing 101: Top 5 Marketing Mistakes



## **PERSONAL DEVELOPMENT**

Motivational Ethics  
The Science of Personality Productivity



## **POLICY & COMPLIANCE**

Intro to HIPAA for Business Associates  
Intro to HIPAA for Covered Entities  
Intro to HIPAA for MSP



## **PROJECT MANAGEMENT**

Excel for Project Management  
Mastering Microsoft Project 2016 – Part 1  
Mastering Microsoft Project 2016 – Part 2  
Project Management Fundamentals  
Brain Bites – Prioritizing Tasks



## **SALES AND SERVICE**

Competitive Selling  
Sales 101: Making Appointments  
Salesforce Essentials



## **SOFTWARE SKILLS**

Adobe Acrobat DC Essentials 2016  
Brain Bites – Email Management  
Brain Bites – Microsoft Teams Meetings  
Brain Bites – Organizing your Files  
Brain Bites – Staying Safe Online  
Brain Bites – Using Windows 10  
Brain Bites – Windows 11 Essentials  
Creating Word Templates  
Excel Creating Dashboards  
Excel Data Analysis with Pivot Tables  
Excel for Mac Basics  
Excel in 30 Minutes: Using Named Ranges  
Excel in 30 Minutes: Creating PivotTables  
Excel in 30 Minutes: Advanced PivotTables and Slicers  
Excel in 30 Minutes: Working with Date Functions  
Excel in 30 Minutes: Working with Logical Functions  
Excel in 30 Minutes: Text and Math Functions  
Excel in 30 Minutes: Sorting and Filtering Lists  
Excel in 30 Minutes: Querying and Subtotals with Lists  
Excel in 30 Minutes: Data with Tables and Formatting  
Excel in 30 Minutes: Visualizing Data with Charts  
Excel in 30 Minutes: Charting, Trendlines, Graphics  
Excel in 30 Minutes: Calculations  
Excel in 30 Minutes: Conditional Formatting  
Excel in 30 Minutes: Customizing Options  
Excel in 30 Minutes: Entering Data  
Excel in 30 Minutes: Formatting Cell Contents  
Excel in 30 Minutes: Getting Started  
Excel in 30 Minutes: Modifying Worksheets  
Excel in 30 Minutes: Printing and Page Layout  
Excel in 30 Minutes: Text and Number Formats  
Excel in 30 Minutes: Worksheets and Workbooks  
Excel Introduction to Power Pivot  
Excel: Power Functions  
Smartsheet Basics  
Get It Done: Managing Emails

## SOFTWARE SKILLS (continued)

Google Workspace Essentials  
 Intro to Chromebooks  
 Learning Excel 2019 – Advanced (TOSA)  
 Learning Excel 2019 – Basics (TOSA)  
 Learning Excel 2019 – Beginner (TOSA)  
 Learning Excel 2019 – Expert (TOSA)  
 Learning Excel 2019 – Productive (TOSA) (
   
 Lo Elemental de Microsoft Teams  
 Lo Elemental de Outlook en la Web (2020)  
 Lo Elemental de Planner Office 365  
 Lo Elemental de SharePoint en la Web  
 Mastering Access 2016 – Basics  
 Mastering Access 2016 – Intermediate  
 Mastering Excel 2016 – Advanced  
 Mastering Excel 2016 – Basics  
 Mastering Excel 2016 – Full Course  
 Mastering Excel 2016 – Intermediate  
 Mastering Excel 2019 – Advanced  
 Mastering Excel 2019 – Basics  
 Mastering Excel 2019 – Intermediate  
 Mastering Excel 2021 – Beginner  
 Mastering Excel 365 – Basics  
 Mastering Google Drive  
 Mastering Microsoft Teams (2020)  
 Mastering Microsoft 365 (2022)  
 Mastering OneNote 2016  
 Mastering Outlook 2016 – Advanced  
 Mastering Outlook 2016 – Basics  
 Mastering Outlook 2016 – Full course  
 Mastering Outlook 2019 – ADVANCED  
 Mastering Outlook 2019 – BASICS  
 Mastering Outlook 2019  
 Mastering PowerPoint 2016 – Advanced  
 Mastering Powerpoint 2016 – Basics  
 Mastering Powerpoint 2016 – Full Course  
 Mastering PowerPoint 2019 – Advanced  
 Mastering PowerPoint 2019 – BASICS  
 Mastering PowerPoint 2019  
 Mastering QuickBooks Desktop 2018  
 Mastering QuickBooks Online 2018  
 Mastering Word 2016 – Advanced  
 Mastering Word 2016 – Basics  
 Mastering Word 2016 – Full Course  
 Mastering Word 2016 – Intermediate  
 Mastering Word 2019 – Advanced  
 Mastering Word 2019 – Basics  
 Mastering Word 2019 – Intermediate  
 Mastering Excel 2021 – Basics  
 Mastering PowerPoint 2021 – Beginner  
 Mastering PowerPoint 2021 – Basics  
 Mastering PowerPoint 365 – Beginner (2022)  
 Mastering PowerPoint 365 – Basics (2022)  
 Mastering Outlook 365 – Beginner (2022)  
 Mastering Visio – Intermediate  
 Microsoft 365 Office Essentials (2020) (Spanish)  
 Mastering PowerPoint 365 – Intermediate (2022)  
 Mastering PowerPoint 2021 – Intermediate  
 Mastering Outlook 365 – Basics (2023)  
 Mastering Outlook 365 – Intermediate (2023)  
 Microsoft 365 Admin Tips and Tricks  
 Microsoft 365 Office Essentials (2020)  
 Microsoft 365 To Do, Calendar, and People Essentials  
 Microsoft Forms Essentials  
 Microsoft Sway Essentials  
 Microsoft Teams Essentials  
 Microsoft Teams in 30 Minutes (2021)  
 Microsoft To-Do Essentials (2020)  
 Mastering Outlook 365 – Beginner (2022)  
 Mastering Word 365 – Beginner (2022)  
 Mastering Excel 2021 – Intermediate  
 Mastering Word 365 – Basics (2022)  
 Excel – Power Query  
 Brain Bites – Excel Dynamic Arrays  
 Network Essentials CompTIA Network Plus  
 Office 365 Groups Essentials  
 OneNote for Windows 10 Essentials  
 Outlook Online Essentials 2020  
 Outlook Online in 30 Minutes – Calendars  
 Outlook Online in 30 Minutes – Email  
 Planner Essentials  
 Power BI Essentials  
 Power Up PowerPoint  
 Secrets of the Office Guru  
 SharePoint for Site Owners  
 Sharepoint Online Basics  
 SharePoint Online Essentials  
 Sharing Calendars  
 SQL for Non-Technical Users  
 Think Before You Click  
 Intro to Data Literacy  
 Intro to Microsoft 365 (2021)  
 What’s New in Excel 2019?  
 What’s New in Outlook 2019?  
 What’s New in PowerPoint 2019?  
 What’s New in Word 2019?  
 Windows 10 Essentials  
 Word in 30 Minutes – Text, Printing, and Customizing  
 Word in 30 Minutes – Creating Lists and Tables  
 Word in 30 Minutes – Graphics and Page Appearance  
 Word in 30 Minutes – Navigating Creating Documents  
 Word in 30 Minutes – Preparing to Publish  
 Word in 30 Minutes – Working Efficiently



## BUSINESS SKILLS

Basic Business Skills  
 Personal Behaviors and Conduct  
 You and Your Boss

The Respectful Workplace Washington  
 The Respectful Workplace sample  
 The Respectful Workplace: Diversity Bundle



## COMMUNICATION

Communicating with Others  
 Communication Skills for Managers  
 Giving Great Feedback  
 Writing to Get Things Done® Toolkit



## LEADERSHIP AND MANAGEMENT

Coaching Career Development  
 Building Your Career  
 Building Your Leadership Skills  
 Building Trust and Respect  
 Delegating Work  
 Bud to Boss  
 Conflict Management Skills  
 Increasing Employee Engagement  
 Leadership Essentials  
 Leading the Organization Strategy  
 Management Essentials  
 Managing for Success  
 Creating Great Teamwork  
 Performance Management and Development Toolkit  
 Developing and Coaching Employees  
 Recognizing Employees  
 Remote Leadership Toolkit  
 Supervision Basics



## SALES AND SERVICE

Customer Service Basics  
 Customer Service Management  
 Conducting Great Online Demos and Sales Calls  
 Lead Generation- Spears (Outbound Prospecting)  
 Lead Generation-Nets (Inbound Marketing)  
 Lead Generation-Seeds (Customer Success)  
 Predictable Revenue Toolkit



## HUMAN RESOURCES

Discussing Total Compensation  
 Onboarding New Employees  
 Retaining Your Employees  
 Stay Interview Toolkit



## PERSONAL DEVELOPMENT

Developing for Success  
 Developing Work Relationships  
 How to work successfully from home  
 Increasing Your Contribution at Work  
 Providing Resources for Success  
 Starting a New Job  
 Creating Great Work



## ANTI-HARASSMENT Employee and Manager Version

totalView Behavioral Based Interviewing Toolkit  
 The Respectful Workplace California  
 The Respectful Workplace Canada  
 The Respectful Workplace Connecticut  
 The Respectful Workplace Delaware  
 The Respectful Workplace General  
 The Respectful Workplace Illinois  
 The Respectful Workplace Maine  
 The Respectful Workplace New York



## PROJECT MANAGEMENT

Project Management for Managers  
 Meeting Management  
 Become a Contributing Project Team Member



## BUSINESS SKILLS

- Budget Like a Boss
- Digital Transformation - Change Management Right?
- Hybrid Working 101
- Leadership in a Crisis
- Remote Selling
- Building & Rebuilding trust
- Preparing a Presentation
- Active Listening



## COMMUNICATION

- Communication Skills
- The Power of Storytelling



## SALES AND SERVICE

- Ability to Admit you Don't Have All the Answers Clear
- Communication
- Customer Empathy
- Customer Persuasion
- Handling Complaints
- Taking Responsibility
- The Art of Patience
- The Use of Positive Language
- Using Rapport
- Understanding the Customer
- Sector Knowledge (Verticals)
- Building your Brand on LinkedIn
- Maintaining Commitment - Closing the Sale



## CYBERSECURITY

- Cyberbullying
- Denial of Service Attack
- Email Security
- Phishing
- Spoofing Attacks
- Staying Safe Online
- The GDPR Guru
- The Internet of Things
- Using a Strong Password
- Viruses & Malware
- What is Digital Transformation?
- Phishing (Dutch Translation)
- Phishing (German Translation)
- Phishing (Spanish Translation)
- Phishing (Italian Translation)
- Phishing (French Translation)

- Email Security (Dutch Translation)
- Email Security (German Translation)
- Email Security (Spanish Translation)
- Email Security (Italian Translation)
- Email Security (French Translation)
- GDPR Overview
- Subject Access Requests
- The Role of Data Protection Officers
- Data Handling (Best Practices)
- Data Breaches
- Working Remotely (but Safely)



## FINANCE

- Cash Flow Statement Pro
- Maintaining a Healthy Cash Flow
- P&L Explained
- The Balance Sheet Explained
- Good Governance: Anti Money Laundering & CCOs
- PCI DSS
- Whistleblowing
- Competition Law
- Insider Dealing



## HEALTH AND SAFETY

- Abrasive Wheels
- Accident Reporting Training
- Aggression & Violence
- Allergy Awareness
- Asbestos Awareness
- Asbestos Awareness (Refresher)
- Basic Safeguarding Awareness
- CDM Regulations
- Control of Cross Contamination
- Covid-19 Awareness
- Creating a Safeguarding Culture
- Defining Hazard and Risk
- FGM (Safeguarding)
- Fire Safety Awareness
- Fire Safety Awareness (Refresher)
- Fire Warden Awareness
- Food Safety & Hygiene Level 2 (Overview)
- General Workshop Safety Equipment
- Getting In & Out of Buildings
- Good Housekeeping
- Good Premises Management
- Introduction to First Aid
- Introduction to Safe Systems of Work
- Introduction to Working Safely

## HEALTH & SAFETY (continued)

Lighting  
 Managing a Safeguarding Disclosure  
 Noise  
 Personal Hygiene in the Workplace  
 PPE Essentials  
 Protection & Infection Control  
 Risk Assessment Training  
 Slips, Trips & Falls  
 Temperature  
 The Adventures of the Lone Worker  
 The Basics of Manual Handling  
 The Basics of Manual Handling (Refresher)  
 Working at Height  
 Working at Height (Refresher)  
 Working with Substances Hazardous to Health  
 Sharps  
 Driving Safely (Including Mobile Devices)  
 Winter Weather Awareness  
 Waste Management  
 The Role of Eco-Innovation

Relaxation  
 Responding to Difficult Events  
 Return to Work 101  
 Setting Up Your Home Office  
 Self Harm  
 Sleep Problems  
 Social Media & Self Image  
 Social Media, Screens & Teens  
 The Importance of Sleep  
 The Importance of Exercise  
 Turn off Work Thoughts during Free Time!  
 Types of Abuse  
 Warning Signs  
 Workplace Mental Health  
 Worry & False Thinking  
 Creating a Feedback Culture  
 I'm Not OK - How to Ask For Help  
 The Dangers of Echo Chambers  
 Safe Place to Fail - Learning from Mistakes  
 I'm Not Ok - Spotting When Team Members Are Struggling  
 Safe Place to Fail - Creating a Fail Fast Environment  
 Dare to Disagree - Challenge Leadership Constructively  
 It's OK To Not Know Everything  
 Championing Others  
 Addressing a Blame Culture



## WELLBEING

Anxiety  
 Attachment & Separation Anxiety  
 Being Kind to Yourself  
 Cognitive Behavioral Therapy (CBT)  
 Coping with Isolation  
 Crisis Prevention  
 Dangers of Night Working  
 Dealing with Stress  
 Dealing with Suicidal Feelings  
 Dealing with Stressful Situations  
 Depression & Low Mood  
 Drug Abuse Awareness  
 Eating Disorders  
 Exam Stress  
 How to Have a Conversation About Mental Health  
 Managing Shift Work  
 Mental Health First Aider  
 Menopause Awareness at Work  
 (Managers and Employees)  
 Menopause - Providing Support (for Managers)  
 Menopause - Asking for Support (for Employees)  
 Neglect  
 Panic Attacks  
 Paranoia  
 Prevent



## HUMAN RESOURCES

Bullying (Employees & Managers)  
 Conflict Management  
 Equality, Diversity & Inclusion  
 Recognising Privilege  
 Selling Age Restricted Products  
 The Four Basics of HR  
 Virtual Interviews  
 What is a Learning Culture?  
 Managing Sickness  
 Performance Reviews  
 Attracting Great Employees  
 Gender Identity in the Workplace  
 Microaggressions in the Workplace  
 Anti-Racism in the Workplace  
 Disability in the Workplace  
 Creating a Workplace that Embraces Neurodiversity  
 Sexual Harassment in the Workplace  
 Recognising a Skill vs Will Performance Issue  
 Difficult Conversations  
 Interview Skills



## LEADERSHIP AND MANAGEMENT

Brexit: Business Leaders FAQ  
Change Management  
Choosing your Leadership Style  
Collaborative Problem Solving  
Creating a Coaching Culture  
Creating a Positive Workplace Culture  
Effective Decision Making  
Emotional Intelligence  
Empathy in the Workplace  
Empowering Others  
How to Encourage Honest Feedback  
How to Have an Honest Conversation  
How to Manage a Toxic Employee  
Improving Mental Health in the Workplace  
Improving Remote Worker Health & Wellbeing  
Inspiring Action  
Leadership During a Pandemic  
Leadership in a Crisis  
Leadership Style: The Big 5  
Starting Out as a Digital Leader  
Successfully Managing a Remote Team  
Supporting Employees with Mental Health Issues  
Targeting and Reducing Workplace Stress  
The Growth Mindset  
The Integrated Psychological Theory of Leadership  
Transformational vs. Transactional Leadership  
Lead with Empathy, not Ego  
Remote Communication  
Supporting your Team  
Understanding Contingency Leadership  
Understanding Employee Engagement  
Understanding Workplace Culture  
What is Agile Leadership?  
What is Digital Leadership?  
What is Mindful Leadership?  
What is Sustainable Leadership?  
You First: Leading From Within  
Motivating your Team  
Avoiding Common Management Mistakes  
Encouraging Employee Engagement  
How Business Leaders Prepare for a Downturn  
Keep it Positive: Your Leadership Mindset  
Maintaining Changes to Workplace Culture  
Non-Verbal Communication: 8 Key Insights  
The Impact of Giving Accountability  
Understanding Stakeholder Management  
What is Authentic Leadership?  
Creativity and Innovation  
Leading Global Teams  
Performance Improvement Plan (PIP)

When is It Needed?

Giving & Receiving Feedback



## PERSONAL DEVELOPMENT

Adaptability & Flexibility  
Ask for Help  
Being your Best Self  
Bring your Whole Self to Work (Authenticity)  
Combatting Imposter Syndrome  
Continuous Learning  
Creative Thinking  
Confidence  
Dare to Disagree  
Don't Fail Fast, Fail Mindfully  
Know your Worth (and ask for it)  
Personal Productivity  
Redefine your Personal Average (Overcoming Challenges)  
Speaking up for Yourself  
The Role of Luck (Taking Risks)  
Time Management  
The Power of Passion & Perseverance  
Setting Effective Goals for KPIs  
The Power of Getting to Know Individuals on Your Team  
Running Effective 121's  
Developing Talent  
Being a Leader not a Counselor  
Presenting with Confidence  
Mentoring



## POLICY AND COMPLIANCE

Computer Workstations (DSE)  
Control of Contractors  
Driver Awareness Training  
Electricity - The Shocking Truth  
Legionnaires' Awareness  
Modern Slavery  
Plant & Machinery  
The Adventures of RIDDOR  
The Adventures of the Lone Worker (Refresher)  
The Ups & Downs of Ladder Safety  
Welfare Facilities  
Working in Confined Spaces  
Working in Confined Spaces (Refresher)  
Dangerous Substances & Explosive Atmospheres  
Hand Arm Vibration (For Employers)  
Heavy Plant - Lift Truck Safety  
Lifting Operations & Lifting Equipment Regulations (LOLER)



## BUSINESS SKILLS

Adaptability and Flexibility in the Workplace  
 Administrative Office Procedures Binder  
 Bookkeeping Basics  
 Business Acumen  
 Business Ethics  
 Business Succession Planning  
 Business Writing Skills  
 Cognitive Behavioral Therapy  
 Collaboration Skills  
 Communication Skills in the Workplace  
 Conflict Management Skills  
 Corporate Training Fundamentals  
 Creative Problem Solving  
 Critical Thinking Skills  
 Data Science Foundations  
 Decision Making Skills  
 Empathy in the Workplace  
 Entrepreneurial Skills  
 Facilitation Skills  
 How to Write the Perfect Elevator Pitch  
 LEAN & Six Sigma Principles  
 Negotiation Skills  
 Networking Skills  
 Office Politics  
 Organizational Citizenship Behavior  
 Organizational Skills  
 Presentation Skills  
 Soft Skills and Career Success  
 Strategic Planning  
 Supply Chain Management  
 KYC & Client Due Diligence  
 Regulatory Compliance Basics



## SALES AND SERVICE

Customer Service Skills  
 Dealing with Difficult Customers  
 Lead Generation Strategies  
 Sales and Selling Skills  
 Sales Webinars  
 Telephone Etiquette



## CYBERSECURITY

Cyber Security



## WELLBEING

Creating a Positive and Healthy Work Environment  
 Life Hacks for Better Health  
 Stress Management



## HUMAN RESOURCES

Diversity and Inclusion in the Workplace  
 Conducting Layoffs and Terminations of Employees  
 Employee Code of Conduct  
 Employee Discipline  
 Employee Handbook Fundamentals  
 Employee Incentives  
 Employee Motivation

Generation Gaps in the Workplace  
 Hiring and Outsourcing  
 Hiring Permanent Virtual Team Members  
 Hiring Veterans  
 Talent Management  
 The Benefits of Vacation for Employers and Employees  
 Train the Trainer  
 Workplace Bullying and Harassment



## LEADERSHIP AND MANAGEMENT

Appreciative Inquiry Model  
 Budgeting for Managers  
 Coaching Skills for Managers  
 Creative Leadership  
 Creativity and Innovation  
 Executive Leadership  
 Followership in Leadership: The Role It Plays  
 Leadership Communication Skills  
 Leadership Skills  
 Management Skills  
 New Managers Training  
 Non for Profit Management  
 Organizational Resilience  
 Remote Workforce Management  
 Strategic Thinking  
 Strong Female Leadership  
 Supervising Skills  
 Sustainability, Sustainable Development & Leadership  
 Team building Skills



## MARKETING

Consumer Psychology  
 Digital Marketing Strategy  
 Marketing Fundamentals



## PERSONAL DEVELOPMENT

Advanced Communication Skills  
 Assertiveness Skills  
 Attention Management Skills  
 Becoming More Approachable  
 Body Language Fundamentals  
 Career Progression  
 Career Transition  
 Constructive Criticism in the Workplace  
 Cultivating A Growth Mindset  
 Emotional Intelligence  
 Event Planning  
 Goal Setting Fundamentals  
 Habits of High Performers  
 Job Hunting & Job Interview Tips  
 Job Success Tips  
 Persuasion and Influencing Skills  
 Positive Thinking and Success  
 Professional Development Training  
 Public Speaking Skills  
 Self Awareness  
 Taking the Initiative at Work  
 Time Management Skills





## CYBERSECURITY

Recognizing and Preventing  
Phishing Attacks  
Data Privacy & Information Security



## POLICY AND COMPLIANCE

Code of Conduct Essentials  
Active Shooter Response  
Supplier Code of Conduct  
Modern Slavery in Supply Chains  
Payment Card Industry  
Interview Compliance and Fair Hiring  
Export Controls  
COVID-19: Returning to the Workplace  
Code of Conduct: Healthcare  
Code of Conduct: FAR  
California Consumer Privacy Act  
Avoiding Insider Trading  
Antitrust & Competition Law  
Anti-Bribery and Anti-Corruption  
Bloodborne Pathogens Awareness  
Family Medical Leave Act  
Fair Labor Standards Act  
Americans with Disabilities Act for Managers  
Handling Reasonable Accommodations in the Workplace



## ANTI-HARASSMENT

### Employee and Manager Version

Preventing Discrimination & Harassment: California  
Preventing Discrimination & Harassment: Canada  
Preventing Discrimination & Harassment: Connecticut  
Preventing Discrimination & Harassment: Chicago  
Preventing Discrimination & Harassment: Delaware  
Preventing Discrimination & Harassment: Illinois  
Preventing Discrimination & Harassment: Maine  
Preventing Discrimination & Harassment: New York  
Preventing Discrimination & Harassment: US National  
Preventing Discrimination & Harassment: UK  
Preventing Discrimination & Harassment: Washington State  
Preventing Discrimination & Harassment: Global  
Preventing Discrimination & Harassment in Construction  
Preventing Discrimination & Harassment in Healthcare  
Preventing Discrimination & Harassment in Bars (**Restaurants & Hotels**)  
Preventing Discrimination & Harassment in Manufacturing  
Preventing Discrimination & Harassment in Restaurant  
Preventing Discrimination & Harassment in Retail  
Creating a Positive Work Environment

*\* Anti Harassment courses are available in Spanish*



## DIVERSITY AND INCLUSION

Religion, Spirituality and Beliefs: Employees  
Religion, Spirituality and Beliefs: Managers  
Unconscious Bias  
Preventing Bullying in the Workplace  
Avoiding Retaliation  
Managing Difficult Employees  
Cultural Competency & Humility in Healthcare  
Diversity, Inclusion, & Sensitivity in Healthcare  
LGBTQ+ Inclusion in Healthcare  
Microaggressions in the Workplace in Healthcare  
Religion, Spirituality and Beliefs in Healthcare: **Employees**  
Religion, Spirituality and Beliefs in Healthcare: **Managers**  
Unconscious Bias in Healthcare



## WELLBEING

Emotional Wellness  
Environmental Wellness  
Financial Wellness  
Intellectual Wellness  
Occupational Wellness  
Physical Wellness  
Social Wellness  
Spiritual Wellness



## HIPAA

Health Insurance Portability & Accountability Act (HIPAA) - Covered Entities  
Health Insurance Portability & Accountability Act for Texas Regulations (TMPA): Business Associates  
Health Insurance Portability & Accountability Act for Texas Regulations (TMPA): Covered Entities



## BUSINESS OPERATIONS

CI Basics Bundle  
 CI Mapping Courses Bundle  
 Introduction to Continuous Improvement  
 Lean Management  
 Policy Deployment  
 Process Flow Mapping  
 QCD Metrics  
 Set-Up Improvement  
 Standardised Work  
 Structured Problem Solving  
 Top 10 Continuous Improvement Courses Bundle  
 Value Stream Mapping  
 Visual Management Systems  
 Workplace Organisation Techniques

Fire Safety and Equipment  
 Health and Safety Level 1  
 Health and Safety Level 2  
 Health and Safety Level 3  
 Manual Handling  
 Personal Protective Equipment (PPE)  
 Personal Safety for Lone Workers  
 Risk Assessment



## FOOD SAFETY

Food Allergen Awareness  
 Food Hygiene for Catering Level 2  
 Food Hygiene for Catering Level 3  
 Food Hygiene for Manufacturing Level 2  
 Food Hygiene Level 1  
 Food Hygiene Level 3 for Manufacturing  
 HACCP Level 2  
 HACCP Level 3  
 Level 2 Food Hygiene and Safety for Retail Course  
 Level 3 Food Safety Supervision for Retail Business



## HEALTH AND SAFETY

Abrasive Wheels  
 Control of Substances Hazardous to Health- COSHH

# SIMON SEZ IT



## SOFTWARE SKILLS

Microsoft Access 2019/365 Advanced  
 Microsoft Access 2019/365 Beginners  
 Microsoft Excel 2019/365 Advanced  
 Microsoft Excel 2019/365 Beginners  
 Microsoft Excel 2019/365 Mac Beginners  
 Microsoft Outlook 2019/365  
 Microsoft Power Pivot, Power Query & DAX  
 Microsoft PowerPoint 2019/365  
 Microsoft Teams Microsoft Project  
 for the Web Essential Training  
 Advanced PivotTables in Microsoft Excel  
 Advanced Data Analytics Using Alteryx  
 Microsoft Excel for Business Analysts  
 Microsoft Power BI  
 Microsoft Project 2019 Advanced  
 Microsoft Project 2019 Beginners  
 Microsoft Windows 10  
 Microsoft Word 2019/365  
 QuickBooks 2020 Pro Desktop  
 QuickBooks 2021 Pro Desktop  
 QuickBooks Online  
 Advanced Formulas in Excel  
 Introduction to Alteryx  
 Introduction to Python  
 Macros and VBA for Beginners  
 QuickBooks 2019 Pro Desktop  
 Introduction to R Programming

SharePoint Online  
 Introduction to Power Automate  
 Getting Started in Jira  
 Google Sheets for Beginners  
 Pivot Tables for Beginners  
 Power BI - Beyond the Basics  
 Microsoft Windows 11  
 Getting Started in Monday.com  
 Microsoft Excel 2021 - Beginner Course  
 Microsoft Excel 2021 Intermediate Training Course  
 Microsoft Excel 2021 Advanced Training  
 Introduction to Confluence  
 Master Microsoft PowerPoint 2021 the Easy Way  
 QuickBooks Desktop 2022  
 Tableau Desktop Advanced  
 Introduction to Microsoft Word 2021  
 Asana for Employees and Managers  
 Python Library: Pandas for Beginners  
 Financial Risk Management  
 Python Object-Oriented Programming  
 Master Microsoft Outlook 2021/365  
 Microsoft Project 2021 for Beginners: Master the Essentials  
 Financial Forecasting and Modeling  
 Qlik Sense Advanced Training  
 Introduction to Data Analysis with Excel  
 Microsoft Access 2021/365 for Beginners  
 Introduction to Analytics and Artificial Intelligence  
 Introduction to Tableau Desktop  
 Gmail for Beginners and Pros



## CYBERSECURITY

Cyber Security Awareness Training - Level I  
 Cyber Security Awareness Training - Level II



## POLICY AND COMPLIANCE

PCI Compliance Security Awareness Training - Level I  
 PCI Compliance Security Awareness Training Level II



## HIPAA

HIPAA Essentials (Foundation In-Depth)  
 HIPAA Essentials (Foundation Overview)  
 HIPAA Essentials: Breach Notification Rule (Focus)  
 HIPAA Essentials: Privacy Rule (Focus)  
 HIPAA Essentials:  
 Protected Health Information (Focus)



## BUSINESS SKILLS

Business Ethics:  
 Sustaining a Responsible Organization  
 Employee Core Competencies:  
 Addressing Ethics & Compliance at Work  
 Manager Core Competencies:  
 Managing Ethics & Compliance at Work



## ANTI-HARASSMENT

### Employee and Manager Version

Bystander Awareness and Intervention for Chicago  
 Campus Aware: Sexual Violence Prevention  
 Canada Harassment and Violence at Work  
 Illinois Preventing Sexual Harassment for Employees  
 Maine Sexual Harassment Training for Employees  
 US Workplace Harassment (5th) (Delaware)  
 US Workplace Harassment (5th) (Connecticut)  
 US Workplace Harassment California  
 US Workplace Harassment Chicago  
 US Workplace Harassment Connecticut (Industrial)  
 US Workplace Harassment General  
 US Workplace Harassment Illinois (Industrial)  
 US Workplace Harassment Maine  
 US Workplace Harassment Multi-State 60 (Hospitality)

US Workplace Harassment New York (Hospitality)

An Introduction to Unconscious Bias  
 (Healthcare Industry)

Canada Harassment and Violence at Work

Harcèlement et violence au travail – Canada



## DIVERSITY & INCLUSION

An Introduction to Unconscious Bias  
 Diversity, Equity, and Inclusion in Communications  
 Introduction to Workplace Diversity  
 Introduction to Workplace Inclusion  
 Micro-Behaviors and Other Messages



## HUMAN RIGHTS

Human Trafficking Fundamentals  
 (US Government Contractor)  
 Human Trafficking: Introduction  
 (US Government Contractor)  
 Human Trafficking: The Business Context  
 Human Trafficking: The Supply Chain