



- All courses are subject to availability.
- Registered participants are advised of new courses as they become available.

#### PRICING

The program is specially priced at \$95 per access license for anyone participating.

Access license at \$95 entitles you to any 5 workshops. License allows you access for 1 year.

\$95- 5 workshops

\$25 – 1 additional workshop

\$75 – additional 5 workshops

[Accounting Skills for the New Supervisor](#)

[Advanced Skills for the Practical Trainer](#)

[Advanced Writing Skills](#)

[Anger Management: Understanding Anger - Yours and Others](#)

[Budgets and Managing Money](#)

[Building Relationships for Success in Sales](#)

[Building Self Esteem and Assertiveness Skills](#)

[Business Ethics for the Office](#)

[Business Etiquette: Gaining That Extra Edge](#)

[Business Leadership: Becoming Management Material](#)

[Business Succession Planning: Developing and Maintaining a Succession Plan](#)

[Business Writing That Works](#)

[Call Center Training: Sales and Customer Service Training for Call Center Agents](#)

[Change Management: Change and How to Deal With It](#)

[Coaching: A Leadership Skill](#)

[Communication Strategies](#)

[Conducting Effective Performance Reviews](#)

Conflict Resolution - A One Day Primer  
Conflict Resolution: Dealing with Difficult People  
Conflict Resolution: Getting Along in the Workplace  
Controlling Anger Before It Controls You - A One Day Primer  
Creating a Dynamic Job Portfolio  
Critical Thinking  
CRM: An Introduction to Customer Relationship Management  
Current Project Management Techniques to Increase Effectiveness - A One Day Primer  
Customer Service Training: Managing Customer Service  
Customer Service: Critical Elements of Customer Service  
Delegation: The Art of Delegating Effectively  
Developing Your Training Program  
Diversity Training: Celebrating Diversity in the Workplace  
Dynamite Sales Presentations  
Effective Planning & Scheduling  
Emotional Intelligence  
Employee Accountability  
Employee Dispute Resolution: Mediation through Peer Review  
Facilitation Skills  
Generation Gap: Closing the Generation Gap in the Workplace  
Getting Stuff Done - Personal Development Boot Camp  
Getting Your Job Search Started  
Hiring for Success: Behavioural Interviewing Techniques  
Human Resources Training: HR for the Non HR Manager  
Intermediate Project Management  
Inventory Management: The Nuts & Bolts  
Leadership Skills for Supervisors  
Lean Process Improvement  
Marketing and Sales  
Mastering the Interview  
Meeting Management: The Art of Making Meetings Work  
Motivation Training: Motivating Your Workforce  
Negotiating for Results  
Negotiation Skills - A One Day Primer  
NLP Tools for Real Life  
NLP: An Introduction to Neuro Linguistic Programming  
Onboarding - The Essential Rules for a Successful Onboarding Program  
Orientation Handbook: Getting Employees Off to a Good Start  
Overcoming Objections to Nail the Sale  
Performance Management: Managing Employee Performance  
Problem Solving & Decision Making  
Prospecting for Leads like a Pro  
Public Speaking: Presentation Survival School  
Public Speaking: Speaking Under Pressure  
Risk Management



Safety in the Workplace  
Secrets of Change Management - A One Day Primer  
Selling Smarter  
Skills for the Administrative Assistant  
SpeakEasy: Conquering Your Fear of Speaking in Public  
Stress Management  
Stress Relief and Stress Reduction - A One Day Primer  
Survival Skills for the New Trainer  
Talent Management  
Team Building: Developing High Performance Teams  
Teamwork: Building Better Teams  
Telemarketing: Using the Telephone as a Sales Tool  
The ABCs of Supervising Others  
The Minute Taker's Workshop  
The Practical Trainer  
The Professional Supervisor  
Time Management: Get Organized for Peak Performance  
Tough Topics: Talking to Employees About Personal Hygiene  
Train-the-Trainer - Inspire, Motivate and Educate - A One Day Primer  
Using Activities to Make Training Fun  
Working Smarter: Using Technology to your Advantage  
Workplace Harassment: What It is and What to Do About It  
Workplace Violence: How to Manage Anger and Violence in the Workplace  
Writing Reports and Proposals

