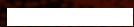


COURSE CATALOG



2020/2021



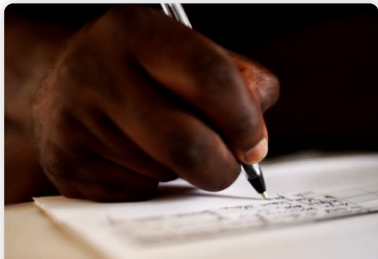
ABOUT US

We are a digital technology company that creates eLearning content for companies, training institutes and schools. Our mission is to use technology to improve the learning culture within organizations. We focus on developing performance driven training events backed by the best instructional practice, world class visually designed expertise in various authoring tools to create sticky learning experiences.

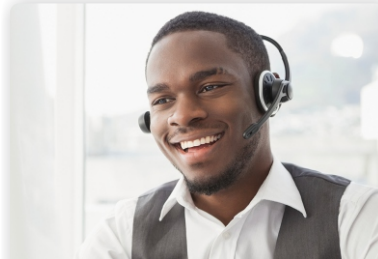
WORKPLACE ESSENTIALS



● CIVILITY IN THE WORKPLACE



● BUSINESS WRITING



● CUSTOMER SERVICE



● WORKING SMART

MARKETING ESSENTIALS



● HANDLING ANGRY CUSTOMERS



● UPSELLING WITH A DIFFERENCE



● EFFECTIVE NEGOTIATORS



● ACHIEVING CUSTOMERS EXCELLENCE

FIRST-TIME MANAGER TRAINING (LEVEL 1)



● TEAM BUILDING



● TEAM FOUNDATION



● BUILDING BLOCKS OF LEADERSHIP



● THE LANGUAGE OF INFLUENCE



● INTRODUCTION TO QUALITY
MANAGEMENT



● BUDGETING BASICS

FIRST-TIME MANAGER TRAINING (LEVEL 1)



● MANAGING TO EXCEL

FIRST-TIME MANAGER TRAINING (LEVEL 2)



● MANAGING TECHNICAL PROFESSIONALS



● PERFORMANCE MANAGEMENT



● LEADERSHIP IMPACT



● STRATEGIES FOR RESOLVING CONFLICTS



● TOTAL QUALITY MANAGEMENT



● CONFLICT RESOLUTIONS

FIRST-TIME MANAGER TRAINING (LEVEL 2)



● COST ACCOUNTING

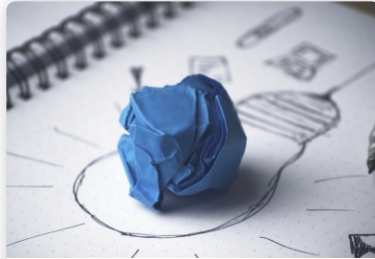


● PRACTICAL GUIDE TO BECOMING
EMOTIONALLY INTELLIGENT

FIRST-TIME ENTREPRENEUR TRAINING



● BUILDING GROWTH AND OPPORTUNITIES



● DEVELOPING ROUGH IDEAS



● BUSINESS RISK



● PRACTICAL GUIDE TO BECOMING
EMOTIONALLY INTELLIGENT



● EFFECTIVE NEGOTIATORS



● CRITICAL THINKING

YOUNG LEADERS



● BUILDING GROWTH AND OPPORTUNITIES



● EFFECTIVE NEGOTIATORS



● CRITICAL THINKING



● LEADERSHIP IMPACT

FIRST-TIME EMPLOYEE TRAINING



● CIVILITY IN THE WORKPLACE



● BUSINESS WRITING



● WORKPLACE CONFLICT MANAGEMENT



● PROFESSIONALS BUSINESS
WRITING SKILLS



● ACHIEVING MAXIMUM CUSTOMER
SATISFACTION



● TIME MANAGEMENT

FIRST-TIME EMPLOYEE TRAINING



● **MANAGING WORKSPACE**



● **WORK ETIQUETTE**

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