Professional Development Catalog

Brain Bites
- Covid-19 and Health Workplaces
- Email Management
- Empathy: The Key to Active Listening
- Excel Dynamic Array Functions
- Let Them Know You're Listening
- Microsoft Teams Meetings
- Prioritizing Tasks
- Sharing a Workplace
- Staying Safe Online
- Time Management
- Windows 11 Essentials
- Writing Effective Emails

Communication
- Clear Communication
- Interpersonal Communication
- 3-way Communication
- Persuasion: The Art of Communication
- Increase Your Listening & Communication Power
- Effective Presentation Skills
- AEC Success: How to Communicate and Present Effectively
- AEC Success: Conflict Resolution in the Workplace

Cybersecurity Awareness
- Cybersecurity Overview
- Email and Messaging Safety
- Browser Security Basics
- Protection Against Malware
- Cybersecurity Awareness for Employees: Classifying and Safeguarding Data for Corporate and Personal Use
- Cybersecurity Awareness for Employees: End-User Best Practices
- Cybersecurity Awareness for Employees: Security Awareness Essentials
- Cybersecurity Awareness for Employees: Social Engineering

Ethics
- Business Ethics
- Ethics for Professionals
- Motivational Ethics

Human Resources
- Sexual Harassment Awareness
- Substance Abuse Awareness
- Violence in the Workplace

Diversity & Inclusion
- Becoming an Ally – Part 1
- Becoming an Ally – Part 2
- Diversity, Equity and Inclusion – Skills for Employees
- Diversity, Equity and Inclusion – Skills for Managers
- Diversity Competent Mentoring Part 1 – Developing Networks
- Diversity Competent Mentoring Part 2 – Relational Mentoring
- Diversity Competent Mentoring Part 3 – Combating Bias as a Mentor

Finance
- Basic Business Finance
- Smart Finance: Creating a Budget that Works for You

Health & Wellness
- Stress Management and Prevention
- Smart Health: HIPAA Privacy Standards for Everyone
- Smart Mental Health: Core Values and Finding a Purpose in Life
- Smart Mental Health: Managing Anger and Emotions
- Smart Mental Health: Reducing Stress and Anxiety

Human Performance
- Time Management Basics
- Stop When Unsure
- Managing Yourself
- Managing Stress at Work
- Get It Done: Managing Email
- Decision Making
- Developing Your Leadership Style
- The Science of Personal Productivity
- Critical Thinking and Problem Solving
- Storytelling in Business
- Co-worker Coaching

Leadership
- OJT Mentor
- Basics of Leadership: Leadership Challenges
- Basics of Leadership: Changes in Corporate Culture
- Basics of Leadership: Keeping Employees Energized
- Basics of Leadership: Knowledge Management
- Basics of Leadership: Elements of Change in Business
- Basics of Leadership: Leadership Dynamics

Management
- Change Management
- Project Management Essentials
- Stronger Together: Delegation and Task Management
- Smart Management: Coaching for Better Performance
- Smart Management: How to Handle Workplace Challenges
- Smart Management: Key Skills for Managing & Coaching Your Team
- Smart Management: Successfully Transitioning from Team Member to Manager
- AEC Success: Conflict Resolution in the Workplace

Sales
- Smart Sales: Understanding the Psychology of Sales
- Smart Sales: Identifying the Decision Maker & Setting Appointments
- Smart Sales: Securing Appointments & Advancing the Sale
- Smart Sales: Overcoming Objections & Closing the Sale
- Smart Sales: Business-to-Business Sales
- Smart Sales: The Sales Cycle

Writing
- Writing in Plain Language
- Proofreading
- Smart Business Writing: 4 Stages to Writing Your Best
- Smart Business Writing: Writing Effective Emails
- Smart Business Writing: Tackling the Technical Proposal