

HR Training Course Catalog

Adopting Inclusive Behaviors at Work

This course focuses on the everyday actions that create a more inclusive workplace. It explores how small behaviors—such as language, listening, and decision-making—can either support or exclude others.

Learners will gain practical ways to recognize bias, show respect, and contribute to a culture where everyone feels valued. The goal is to move beyond awareness and build habits that support inclusion in daily work.

SCORM | Updated: 9.2025

Coaching Skills: Fundamental Coaching Skills

This course introduces the core skills required to coach employees effectively. It focuses on building trust, asking the right questions, and helping others think through challenges rather than giving direct answers.

Learners will develop a practical coaching approach that supports performance and growth. By applying these skills, managers can improve engagement, problem-solving, and accountability within their teams.

SCORM | Updated: 9.2025

Coaching Skills: Getting Flow

This course explores how to help individuals reach a state of “flow,” where they are fully focused and performing at their best. It explains how the balance between challenge and skill impacts motivation and productivity.

Learners will understand how to structure work and coaching conversations to support this state. The result is improved performance, higher engagement, and more consistent output.

SCORM | Updated: 9.2025

Coaching Skills: GROW Model of Coaching and Mentoring

This course introduces the GROW model, a widely used framework for coaching and mentoring conversations. It breaks down how to guide discussions through goals, reality, options, and next steps.

Learners will gain a simple, structured approach they can apply immediately. This helps make coaching conversations more focused, productive, and outcome-driven.

SCORM | Updated: 9.2025

Coaching Skills: Informal Coaching

This course focuses on coaching that happens in everyday moments rather than formal sessions. It highlights how small, timely conversations can have a significant impact on performance.

Learners will explore how to recognize coaching opportunities and respond effectively. This approach helps make coaching a natural and ongoing part of leadership.

SCORM | Updated: 9.2025

Coaching Skills: Introduction

This course provides an overview of what coaching is and why it is an important leadership skill. It explains the difference between managing, mentoring, and coaching.

Learners will understand when to use coaching and how it supports employee development. This foundation prepares them to apply coaching in real workplace situations.

SCORM | Updated: 9.2025

Coaching Skills: Inverted U Theory

This course explains the relationship between pressure and performance using the Inverted U Theory. It shows how too little or too much pressure can negatively impact results.

Learners will understand how to find the right balance for individuals and teams. This helps create an environment where people can perform at their best without burnout.

SCORM | Updated: 9.2025

Coaching Skills: More Coaching Methods

This course expands on coaching techniques by introducing additional methods and approaches. It helps learners adapt their coaching style based on different situations and individuals.

Learners will gain flexibility in how they coach, making their approach more effective. This leads to better outcomes and stronger employee development.

SCORM | Updated: 9.2025

Communicating Interpersonally

This course focuses on improving day-to-day communication with others. It highlights how strong interpersonal skills build better relationships and reduce misunderstandings.

Learners will explore different communication styles and how to adapt to them. This helps improve collaboration, trust, and overall workplace effectiveness.

SCORM | Updated: 9.2025

Communication: Active Listening

This course develops the skill of active listening, which is critical for effective communication. It highlights the difference between hearing and truly understanding others.

Learners will practice techniques to improve focus, ask better questions, and respond thoughtfully. This leads to clearer communication and stronger relationships.

SCORM | Updated: 9.2025

Communication: Communicate to Lead

This course focuses on how leaders use communication to influence and guide their teams. It emphasizes clarity, consistency, and the ability to connect with others.

Learners will explore how to deliver messages that drive action and engagement. Strong communication helps leaders build trust and align their teams.

SCORM | Updated: 9.2025

Communication: Communicating Across Cultures

This course explores how cultural differences impact communication in the workplace. It highlights how misunderstandings can occur when styles and expectations differ.

Learners will develop strategies to communicate more effectively across cultures. This improves collaboration in diverse and global teams.

SCORM | Updated: 9.2025

Communication: Negotiations

This course introduces the fundamentals of negotiation in the workplace. It focuses on finding solutions that work for all parties while maintaining relationships.

Learners will explore key stages of negotiation and practical techniques to improve outcomes. This helps them approach discussions with confidence and structure.

SCORM | Updated: 9.2025

Communication: Storytelling

This course shows how storytelling can be used

to communicate ideas more effectively. It highlights how stories make information more engaging and memorable.

Learners will explore how to structure and deliver stories in a business context. This helps improve influence, presentations, and leadership communication.

SCORM | Updated: 9.2025

Communication: The Importance of Listening

This course reinforces why listening is one of the most important communication skills. It highlights common barriers that prevent effective listening.

Learners will explore techniques to improve understanding and reduce miscommunication. Better listening leads to stronger relationships and better decisions.

SCORM | Updated: 9.2025

Communication: Writing Effective Emails

This course focuses on writing emails that are clear, concise, and actionable. It highlights common mistakes that reduce effectiveness.

Learners will explore simple rules to improve structure and clarity. This helps save time, reduce confusion, and improve response rates.

SCORM | Updated: 9.2025

Conflict: Conflict Resolution

This course introduces practical approaches to resolving workplace conflict. It focuses on addressing issues early before they escalate.

Learners will explore how to manage disagreements constructively. This helps maintain relationships while finding effective solutions.

SCORM | Updated: 9.2025

Conflict: How to Have Difficult Conversations

This course focuses on handling challenging conversations in a professional and effective way. It emphasizes preparation and clarity.

Learners will explore how to manage emotions and communicate directly without damaging relationships. This leads to better outcomes and reduced tension.

SCORM | Updated: 9.2025

Conflict: Managing Conflict with a Coworker

This course addresses conflict between peers in the workplace. It focuses on resolving issues while maintaining professionalism.

Learners will explore strategies for open communication and problem-solving. This helps improve teamwork and reduce ongoing friction.

SCORM | Updated: 9.2025

Conflict: Managing Conflict with Your Boss

This course focuses on resolving conflict with a manager or supervisor. It highlights the importance of communication and approach.

Learners will explore how to raise concerns constructively and find common ground. This helps maintain respect while addressing issues.

SCORM | Updated: 9.2025

Creating an Inclusive Workplace

This course focuses on building a workplace where all employees feel respected, valued, and able to contribute. It highlights the role leaders and employees play in shaping culture.

Learners will explore practical steps to promote inclusion in policies, behaviors, and decision-making. The goal is to create an environment that supports diversity and drives stronger team performance.

SCORM | Updated: 9.2025

Creating Employee Engagement

This course explains what drives employee engagement and why it matters for performance and retention. It highlights how engaged employees contribute more consistently and effectively.

Learners will explore strategies to improve motivation, communication, and connection to work. This helps create a more productive and committed workforce.

SCORM | Updated: 9.2025

Critical Thinking

This course introduces the fundamentals of critical thinking in the workplace. It focuses on analyzing information objectively and avoiding common thinking errors.

Learners will develop skills to evaluate situations more effectively and make better decisions. This leads to improved problem-solving and stronger outcomes.

SCORM | Updated: 9.2025

Critical Thinking and Problem Solving

This course builds on critical thinking by applying it to real workplace challenges. It focuses on structured approaches to solving problems.

Learners will explore how to identify root causes, evaluate options, and implement solutions. This helps improve decision-making and reduce recurring issues.

SCORM | Updated: 9.2025

Customer Service for Success

This course focuses on delivering high-quality customer service in any role. It highlights how service impacts satisfaction, loyalty, and business results.

Learners will explore practical techniques for handling interactions professionally and effectively. This helps build stronger relationships with customers.

SCORM | Updated: 9.2025

Disability Management & Return to Work Program

This course provides an overview of managing employee absences due to illness or injury. It focuses on supporting safe and timely return-to-work processes.

Learners will explore employer responsibilities, communication strategies, and accommodation practices. This helps reduce disruption while supporting employee recovery.

SCORM | Updated: 9.2025

Diversify Your Leadership Team

This course explores the importance of diversity within leadership roles. It highlights how diverse perspectives improve decision-making and innovation.

Learners will examine barriers to diversity and strategies to address them. This helps organizations build stronger and more inclusive leadership teams.

SCORM | Updated: 9.2025

Effective One on Ones

This course focuses on running productive one-on-one meetings between managers and employees. It highlights how regular check-ins support performance and engagement.

Learners will explore how to structure conversations and follow up on key topics. This helps build stronger relationships and accountability.

SCORM | Updated: 9.2025

Effective Performance Reviews - Preparing for Your Review

This course helps employees prepare for performance reviews. It focuses on self-reflection, documentation, and communication.

Learners will explore how to present their work and discuss goals effectively. This helps make reviews more productive and meaningful.

SCORM | Updated: 9.2025

Effective Performance Reviews for Managers

This course focuses on how managers can conduct fair and effective performance reviews. It emphasizes preparation, consistency, and clear communication.

Learners will explore how to deliver feedback, set expectations, and document performance. This helps improve employee development and reduce risk.

SCORM | Updated: 9.2025

Employee Recognition

This course highlights the role of recognition in motivating employees. It explains how acknowledging contributions supports engagement and retention.

Learners will explore simple and effective ways to recognize performance. This helps build a more positive and productive workplace.

SCORM | Updated: 9.2025

Going From Coworker to Boss

This course focuses on the transition from peer to manager. It highlights the challenges of managing former coworkers.

Learners will explore how to establish authority, set boundaries, and build trust. This helps ensure a smoother transition into leadership.

SCORM | Updated: 9.2025

Hiring & Firing: Employee Terminations

This course provides an overview of employee terminations and how to handle them properly. It focuses on preparation, communication, and compliance.

Learners will explore how to manage the process respectfully and consistently. This helps reduce legal risk and protect workplace relationships.

SCORM | Updated: 9.2025

Hiring & Firing: Getting a Candidate to Say Yes

This course focuses on how to attract and secure top candidates. It highlights the importance of communication, timing, and candidate experience.

Learners will explore strategies to present offers effectively and address concerns. This helps improve hiring success and acceptance rates.

SCORM | Updated: 9.2025

Hiring & Firing: How to Conduct an Initial Interview

This course introduces best practices for conducting first-round interviews. It focuses on asking the right questions and assessing fit.

Learners will explore how to structure interviews and avoid common mistakes. This helps improve hiring decisions and consistency.

SCORM | Updated: 9.2025

Hiring & Firing: How to Conduct Background Checks (CAN)

This course provides guidance on conducting background checks within the Canadian legal framework. It focuses on privacy, consent, and fairness.

Learners will explore best practices to ensure compliance and avoid discrimination. This helps

organizations make informed and lawful hiring decisions.

SCORM | Updated: 9.2025

Hiring & Firing: How to Effectively Terminate an Employee (Canada)

This course focuses on handling employee terminations in a professional and legally compliant manner within the Canadian context. It emphasizes proper preparation, clear documentation, and understanding employer obligations under employment standards legislation and common law.

Learners will explore how to assess termination decisions, provide appropriate notice or pay in lieu, and conduct termination conversations respectfully. The course highlights how to reduce legal risk, avoid wrongful dismissal claims, and ensure the process is handled in a fair, consistent, and defensible way.

SCORM | Updated: 9.2025

Hiring & Firing: How to Conduct Background Checks (US)

This course explains how to conduct background checks under U.S. regulations. It highlights legal requirements such as consent and disclosure.

Learners will explore how to apply checks consistently and responsibly. This helps reduce risk while supporting better hiring decisions.

SCORM | Updated: 9.2025

Hiring & Firing: How to Effectively Terminate an Employee (US)

This course focuses on handling terminations in a professional and compliant manner within the U.S. context. It emphasizes preparation and communication.

Learners will explore how to reduce conflict and legal exposure. This helps ensure the process is handled respectfully and effectively.

SCORM | Updated: 9.2025

Hiring & Firing: Onboarding

This course focuses on the onboarding process and its impact on employee success. It highlights how early experiences shape engagement and retention.

Learners will explore how to structure onboarding to support learning and integration. This helps new employees become productive more quickly.

SCORM | Updated: 9.2025

Hiring & Firing: What is Wrongful Terminations (CAN)

This course explains wrongful termination within the Canadian legal framework. It focuses on how employment standards, contracts, and common law impact termination decisions.

Learners will explore what constitutes wrongful dismissal and how to avoid it. This helps organizations reduce legal exposure and handle terminations properly.

SCORM | Updated: 9.2025

Hiring & Firing: What is Wrongful Terminations (US)

This course provides an overview of wrongful termination in the U.S. context. It focuses on exceptions to at-will employment and key legal risks.

Learners will explore how discrimination, retaliation, and contract violations can lead to claims. This helps organizations make informed and compliant decisions.

SCORM | Updated: 9.2025

How to Be An Ally

This course focuses on how individuals can actively support inclusion in the workplace. It highlights the role of allies in creating respectful and equitable environments.

Learners will explore practical ways to support others and address inappropriate behavior. This helps build a stronger and more inclusive culture.

SCORM | Updated: 9.2025

How to Fix a Bad Attitude

This course addresses how to manage and improve negative workplace behavior. It focuses on identifying root causes and responding constructively.

Learners will explore strategies to coach employees and set clear expectations. This helps improve team dynamics and performance.

SCORM | Updated: 9.2025

How to Run Effective Virtual Meetings

This course focuses on running productive meetings in a virtual environment. It highlights common challenges such as engagement and communication gaps.

Learners will explore how to structure meetings and keep participants involved. This helps improve efficiency and outcomes in remote settings.

SCORM | Updated: 9.2025

Immigration (Canada)

This course provides an overview of the Canadian immigration system as it relates to employment. It explains different work permits and employer responsibilities.

Learners will explore compliance requirements and how to support employees through the

process. This helps organizations manage immigration effectively and legally.

SCORM | Updated: 9.2025

Immigration (US)

This course introduces the U.S. immigration system in an employment context. It focuses on work authorization, visa types, and employer obligations.

Learners will explore how to navigate requirements and avoid compliance risks. This helps ensure proper hiring and workforce management.

SCORM | Updated: 9.2025

Lone Worker

This course focuses on the risks associated with employees working alone. It highlights the need for proper planning and safety measures.

Learners will explore how to assess risk and implement controls. This helps ensure lone workers are protected and supported.

SCORM | Updated: 9.2025

Management: Absence Management

This course focuses on managing employee absences effectively. It highlights the impact of absenteeism on operations and team performance.

Learners will explore policies, communication strategies, and tracking methods. This helps maintain productivity while supporting employees.

SCORM | Updated: 9.2025

Management: Creating a Healthy Workplace

This course focuses on building a workplace that supports physical and mental well-being. It highlights the role of leadership in shaping a healthy environment.

Learners will explore strategies to reduce stress and promote well-being. This helps improve engagement and overall performance.

SCORM | Updated: 9.2025

Management: Discrimination Free Workplace (CAN)

This course explains how to maintain a workplace free from discrimination under Canadian laws. It focuses on human rights obligations and employer responsibilities.

Learners will explore how to recognize and prevent discriminatory practices. This helps ensure compliance and a respectful workplace.

SCORM | Updated: 9.2025

Management: Ethics & Code of Conduct

This course focuses on ethical behavior and the role of a code of conduct in the workplace. It highlights expectations for integrity and accountability.

Learners will explore how to apply ethical principles in daily decisions. This helps build trust and reduce organizational risk.

SCORM | Updated: 9.2025

Management: Leading Internal Investigations

This course provides guidance on conducting workplace investigations. It focuses on fairness, documentation, and process.

Learners will explore how to gather information and make objective decisions. This helps ensure investigations are thorough and defensible.

SCORM | Updated: 9.2025

Management: Leading Virtual Teams

This course focuses on managing teams that work remotely. It highlights challenges such as communication, engagement, and performance tracking.

Learners will explore strategies to lead effectively in a virtual environment. This helps maintain productivity and team connection.

SCORM | Updated: 9.2025

Management: Re-Engaging With Team Members

This course focuses on re-engaging employees who may be disengaged or underperforming. It highlights the importance of communication and support.

Learners will explore practical steps to rebuild motivation and commitment. This helps improve performance and retention.

SCORM | Updated: 9.2025

Management: Right to Work (US)

This course explains “right to work” laws in the U.S. and how they impact employers and employees. It focuses on union-related considerations.

Learners will explore how these laws affect workplace policies and practices. This helps ensure compliance and understanding.

SCORM | Updated: 9.2025

Management: Stress Management

This course focuses on managing stress in the workplace. It highlights how stress affects performance and well-being.

Learners will explore techniques to reduce stress and build resilience. This helps create a healthier and more productive environment.

SCORM | Updated: 9.2025

Management: Wage and Hours Laws (CAN)

This course provides an overview of wage and hour requirements in Canada. It focuses on minimum standards such as pay, overtime, and hours of work.

Learners will explore how to apply these laws in practice. This helps ensure compliance and reduce risk.

SCORM | Updated: 9.2025

Management: Whistleblowing, Reporting and Retaliation

This course focuses on how organizations handle employee reports of misconduct. It highlights the importance of protecting individuals who come forward.

Learners will explore how to respond appropriately and prevent retaliation. This helps build trust and maintain compliance.

SCORM | Updated: 9.2025

Managing Conflict in Meetings

This course focuses on handling conflict that arises during meetings. It highlights how disagreements can disrupt progress if not managed effectively.

Learners will explore techniques to address tension while keeping discussions productive. This helps maintain focus, respect, and better outcomes.

SCORM | Updated: 9.2025

Managing Different Generations in The Workplace

This course explores the challenges and opportunities of a multigenerational workforce. It highlights how different perspectives can impact communication and expectations.

Learners will explore strategies to bridge gaps and improve collaboration. This helps teams work more effectively across age groups.

SCORM | Updated: 9.2025

Managing for Accountability

This course focuses on building accountability

within teams. It highlights the importance of clear expectations and follow-through.

Learners will explore how to set standards and address performance issues. This helps improve consistency and results.

SCORM | Updated: 9.2025

Managing Interns

This course focuses on effectively managing interns in the workplace. It highlights the importance of structure, guidance, and feedback.

Learners will explore how to support development while ensuring productivity. This helps create a positive and valuable experience for both the organization and the intern.

SCORM | Updated: 9.2025

Managing Remote Workforces

This course focuses on managing employees who work remotely. It highlights challenges related to communication, engagement, and oversight.

Learners will explore strategies to maintain performance and connection. This helps ensure remote teams remain effective and aligned.

SCORM | Updated: 9.2025

Managing the Grapevine

This course explores informal communication in the workplace, often referred to as the "grapevine." It highlights how rumors and misinformation can spread quickly.

Learners will explore how to manage communication proactively and address concerns. This helps maintain trust and clarity.

SCORM | Updated: 9.2025

Meetings: Running Effective Meetings

This course focuses on planning and leading

effective meetings. It highlights common issues such as lack of structure and wasted time.

Learners will explore how to set agendas, manage discussions, and follow up. This helps improve productivity and outcomes.

SCORM | Updated: 9.2025

Microaggressions at Work

This course focuses on subtle behaviors that can negatively impact others. It highlights how microaggressions affect workplace culture.

Learners will explore how to recognize and address these behaviors. This helps create a more respectful and inclusive environment.

SCORM | Updated: 9.2025

People Analytics

This course introduces the use of data to manage people and performance. It highlights how analytics can support better decision-making.

Learners will explore key metrics and how to apply them. This helps improve workforce planning and outcomes.

SCORM | Updated: 9.2025

Performance Management: Developmental Conversations

This course focuses on conversations that support employee growth. It highlights how regular discussions improve performance and engagement.

Learners will explore how to guide development effectively. This helps employees build skills and reach their potential.

SCORM | Updated: 9.2025

Performance Management: Giving and Receiving Feedback

This course focuses on the importance of

feedback in performance management. It highlights how feedback drives improvement.

Learners will explore how to give clear, constructive feedback and respond to it effectively. This helps improve communication and performance.

SCORM | Updated: 9.2025

Performance Management: Performance Management Primer

This course provides an overview of performance management processes. It explains how organizations set expectations and measure results.

Learners will explore key components such as goal setting and evaluation. This helps create a structured approach to managing performance.

SCORM | Updated: 9.2025

Performance Management: Progressive Discipline

This course focuses on addressing performance issues through progressive discipline. It highlights the importance of fairness and consistency.

Learners will explore how to document and manage each step. This helps reduce risk and support improvement.

SCORM | Updated: 9.2025

Performance Review - Handling a Bad Performance Review

This course focuses on responding to a negative performance review. It highlights how to manage reactions and move forward constructively.

Learners will explore how to seek clarity and create an improvement plan. This helps turn feedback into progress.

SCORM | Updated: 9.2025

Performance Reviews - Self Assessments

This course focuses on preparing self-assessments for performance reviews. It highlights how reflection supports meaningful discussions.

Learners will explore how to present achievements and identify areas for growth. This helps improve the quality of reviews.

SCORM | Updated: 9.2025

Presenting with Impact

This course focuses on delivering clear and engaging presentations. It highlights how structure and delivery affect outcomes.

Learners will explore how to communicate ideas effectively to different audiences. This helps improve confidence and influence.

SCORM | Updated: 9.2025

Preventing Workplace Harassment

This course focuses on recognizing and preventing harassment in the workplace. It highlights legal and organizational responsibilities.

Learners will explore how to identify inappropriate behavior and respond appropriately. This helps create a safe and respectful environment.

SCORM | Updated: 9.2025

Privacy US HIPAA

This course provides an overview of HIPAA and how it applies to handling health information in the U.S. It focuses on protecting sensitive data.

Learners will explore key requirements and responsibilities. This helps ensure compliance and reduce risk.

SCORM | Updated: 9.2025

Privacy: Dealing With a Breach

This course focuses on responding to a privacy breach. It highlights the importance of timely and appropriate action.

Learners will explore steps to contain, assess, and report incidents. This helps minimize impact and meet legal obligations.

SCORM | Updated: 9.2025

Privacy: Guidance For Businesses Doing E-Marketing

This course focuses on privacy requirements related to electronic marketing. It highlights consent and communication rules.

Learners will explore how to comply with regulations while engaging customers. This helps reduce risk and maintain trust.

SCORM | Updated: 9.2025

Privacy: Malicious Software

This course focuses on risks related to malicious software. It highlights how threats can impact systems and data.

Learners will explore how to recognize and prevent these risks. This helps protect organizational information.

SCORM | Updated: 9.2025

Privacy: Passwords, Email & Faxes, Devices & Disposal

This course focuses on everyday practices for protecting information. It highlights risks related to communication and device use.

Learners will explore how to handle data securely in daily tasks. This helps reduce exposure to breaches.

SCORM | Updated: 9.2025

Privacy: Summary of Privacy Laws in Canada

This course provides an overview of Canadian privacy laws. It highlights federal and provincial requirements.

Learners will explore how these laws apply in the workplace. This helps ensure proper handling of personal information.

SCORM | Updated: 9.2025

Privacy: Summary of Privacy Laws in US

This course explains the U.S. privacy landscape across federal and state levels. It highlights key differences from other jurisdictions.

Learners will explore how to manage compliance across multiple laws. This helps reduce complexity and risk.

SCORM | Updated: 9.2025

Privacy: What is Meaningful Consent

This course focuses on the concept of meaningful consent in privacy practices. It highlights the importance of transparency.

Learners will explore how to obtain and manage consent properly. This helps ensure compliance and build trust.

SCORM | Updated: 9.2025

Privacy: Why It Makes Good Business Sense

This course explains the business value of strong privacy practices. It highlights how privacy impacts reputation and trust.

Learners will explore how good practices support long-term success. This helps align compliance with business goals.

SCORM | Updated: 9.2025

Privacy: Your Responsibilities

This course focuses on individual responsibilities

in protecting personal information. It highlights how everyday actions impact privacy.

Learners will explore how to handle data properly in their roles. This helps reduce risk and support compliance.

SCORM | Updated: 9.2025

Productivity: Adapting to Change

This course focuses on how individuals can respond effectively to change in the workplace. It highlights how change can impact performance, motivation, and stress levels.

Learners will explore strategies to remain flexible and maintain productivity during transitions. This helps build resilience and support ongoing performance.

SCORM | Updated: 9.2025

Productivity: Personal Effectiveness

This course focuses on improving how individuals manage their work and responsibilities. It highlights the importance of focus, organization, and prioritization.

Learners will explore practical techniques to improve efficiency and output. This helps individuals work more effectively and achieve better results.

SCORM | Updated: 9.2025

Productivity: Productivity Primer

This course provides an overview of key productivity principles. It focuses on how to manage time, tasks, and energy more effectively.

Learners will explore simple frameworks to improve daily performance. This helps create more consistent and sustainable productivity.

SCORM | Updated: 9.2025

Productivity: SMART Goals

This course focuses on setting clear and achievable goals using the SMART framework. It highlights how well-defined goals improve performance.

Learners will explore how to create goals that are specific, measurable, and actionable. This helps improve focus and accountability.

SCORM | Updated: 9.2025

Productivity: Time Management

This course focuses on managing time effectively in a busy work environment. It highlights common challenges such as distractions and competing priorities.

Learners will explore strategies to plan, prioritize, and stay on track. This helps improve efficiency and reduce stress.

SCORM | Updated: 9.2025

Project Analytics

This course introduces the use of data and metrics in managing projects. It highlights how analytics can improve decision-making and outcomes.

Learners will explore key measures and how to interpret them. This helps improve project performance and accountability.

SCORM | Updated: 9.2025

Running Effective Team Meetings

This course focuses on leading team meetings that are productive and focused. It highlights how poor meetings waste time and reduce engagement.

Learners will explore how to structure meetings, manage participation, and follow up. This helps improve clarity and results.

SCORM | Updated: 9.2025

Supportive Communication: Bring Out the Best in Your Employees

This course focuses on communication that supports employee growth and performance. It highlights how tone and approach impact outcomes.

Learners will explore how to provide support while maintaining accountability. This helps build stronger and more effective teams.

SCORM | Updated: 9.2025

The Art of Managing Your Manager

This course focuses on how employees can work effectively with their managers. It highlights the importance of communication and alignment.

Learners will explore how to manage expectations and build a productive working relationship. This helps improve outcomes and reduce frustration.

SCORM | Updated: 9.2025

Unconscious Bias

This course explores how unconscious bias influences decisions and behavior. It highlights how bias can impact fairness and inclusion.

Learners will explore how to recognize and reduce bias in the workplace. This helps support more objective and inclusive practices.

SCORM | Updated: 9.2025

Violence and Aggression at Work

This course focuses on identifying and managing risks related to workplace violence and aggression. It highlights warning signs and prevention strategies.

Learners will explore how to respond appropriately and maintain safety. This helps protect employees and reduce risk.

SCORM | Updated: 9.2025

Virtual Teamwork

This course focuses on collaboration within remote or virtual teams. It highlights challenges such as communication and engagement.

Learners will explore strategies to work effectively across locations. This helps improve teamwork and performance.

SCORM | Updated: 9.2025

Wage and Hours Laws: USA

This course provides an overview of wage and hour requirements in the United States. It focuses on minimum wage, overtime, and classification.

Learners will explore how to apply these rules in the workplace. This helps ensure compliance and reduce legal risk.

SCORM | Updated: 9.2025

What is Constructive Dismissal - Canada

This course explains constructive dismissal under Canadian law. It focuses on how changes to employment conditions can lead to legal claims.

Learners will explore how to identify and avoid situations that create risk. This helps organizations manage employment changes properly.

SCORM | Updated: 9.2025

Working With Different Generations: Working With Baby Boomers

This course focuses on understanding Baby Boomers in the workplace. It highlights their experience, expectations, and communication style.

Learners will explore how to work effectively with this group. This helps improve collaboration and respect.

SCORM | Updated: 9.2025

Working With Different Generations: Working With Gen X

This course focuses on understanding Generation X employees. It highlights their approach to work, independence, and expectations.

Learners will explore how to communicate and collaborate effectively. This helps improve teamwork and performance.

SCORM | Updated: 9.2025

Working With Different Generations: Working with Gen Z

This course focuses on understanding Generation Z in the workplace. It highlights their values, communication style, and expectations.

Learners will explore how to support and engage this group. This helps improve retention and performance.

SCORM | Updated: 9.2025

Working With Different Generations: Working with Millennials

This course focuses on understanding Millennials at work. It highlights their preferences for feedback, development, and purpose.

Learners will explore how to manage and collaborate effectively. This helps create a more engaged workforce.

SCORM | Updated: 9.2025

Writing Meeting Notes

This course focuses on creating clear and useful meeting notes. It highlights how documentation supports accountability and follow-up.

Learners will explore how to capture key points and actions effectively. This helps ensure meetings lead to results.

SCORM | Updated: 9.2025