

Course Catalog

Free online learning for Nova Scotia businesses and not for profit organizations and their workers.



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- Microsoft Word
- Excel
- Human Resource Management
- NS Occupational Health and Safety
- Interpersonal Communications
- Financial Management
- Advanced Leadership Skills
- Supply Chain Management
- International Trade
- Social Media

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Course List:

These training courses are free of charge to Nova Scotia businesses, individuals and not for profit organizations. Most courses take 20 minutes to complete.

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NOVA SCOTIA CUSTOM COURSES:

HUMAN RESOURCES

HR Fundamentals

Human Resources Fundamentals

The Hiring Process

When is the Right Time to Hire?

The Interviewing Process

Employee Screening

Hiring the Right People

Managing the Onboarding Process

Day-to-Day Performance Management

How Do I Deal with Poor Employee Performance?

How Do I Deal with Difficult Personalities and Conflict Resolution?

How Do I Manage Absenteeism and Sick Leave Abuse

How Do I Minimize Employee Turnover?

HUMAN RESOURCES

Compensation and Perks

Introduction to Total Compensation

Direct Compensation

Indirect Compensation

Non-Monetary Rewards

Incentive Programs/Profit Sharing

Alternate Solutions

Flexible Work Arrangements

Seasonal and Contract Workers

Navigating the Multigenerational Workplace

The Who, the What, and the Why About Gen-Y

How Do I Recruit and Retain Gen-Y Employees?

How Do I Talk to My Gen-Y Employees?

How Do I Motivate My Gen-Y Employees to Perform

How Do I Manage the Expectations of My Gen-Y Employees?

Creating an Age-Friendly Workplace

Why Your Business Needs Older Workers

Creating an Age Friendly Workplace What, Why and How

Attracting Older Workers

Caregiving and the Modern Workplace

How Age-Friendly is Your Workplace? An Assessment Tool & Resources

Welcoming Workplaces

An Introduction to Welcoming Workplaces

Welcoming Workplaces Diversity Assessment

FINANCIAL LITERACY

Financial Literacy

Business Finances: Organizing for Success

Accounting Basics for Small Business

Budgeting, Cash Flow & Break-even

Small Business Reporting

Understanding Small Business Tax Form

Small Business Financing

Indigenous Financial Literacy

Business Finances: Organizing for Success

Accounting Basics for Small Business

Budgeting, Cash Flow & Break-even

Small Business Reporting

Understanding Small Business Tax Form

Small Business Financing

SUPPLY CHAIN READINESS TRAINING:

Legislation, Government Programs and LMI

A Guide to New and Updated Workplace-related Legislation

Navigating Government Programs and Resources for Nova Scotia Businesses

Using Labour Market and Other Information as a Competitive Tool

Workforce Development

Upskilling Your Workforce

Diversifying Your Workforce

Recognizing Prior Learning (RPL) Benefits

Implementing RPL in your Workplace

Workforce Development

Competency- based Performance Management Basics

Implementing Competency-based Performance Management

Management Systems

Why Invest in Management Systems

Quality Management Systems

Environmental Management Systems

Occupational Health and Safety Management Systems

Supply Chain Management

Bidding Process

Preparing to Bid in Competitions

Strategies for Winning Competitions

INTERNATIONAL TRADE

Introduction to International Trade

Finding Customers and Marketing to Them

Ways to Enter the Target Market

Shippers and Shipping

Financing, Legalities & Insurance

LEAN PRODUCTIVITY

An Introduction to Productivity

The 5S Process (Sort, Set in Order, Shine Standardize, Sustain)

Introduction to Lean Thinking

The 8 Deadly Wastes

Kaizen

The Value Stream Map

LEAN ENTREPRENEURSHIP

The LEAN Approach to Entrepreneurship
Using the Business Model Canvas

NON-PROFIT

What is a Non-Profit Organization?
What is Risk?
Becoming a Registered Charity
Social Fundraising
Getting a Handle on Good Governance

SOCIAL MEDIA

Social Media for Business
Introduction to Social Media for Business
Using Social Media to Sell Products and Services
Using Social Media for Recruiting

EMPLOYMENT READINESS

Planning Your Career
Introduction to the Career Planning Process
Self-Exploration
Occupational Choices
Career Decision-Making

WORKPLACE HEALTH AND SAFETY

Health and Safety Planner for Nova Scotia Workplaces

Health and Safety Planner for Nova Scotia Workplaces

Learn about Workplace Safety Rights, Responsibilities and Hazard Control

Introduction to Young Workers Safety

Workplace Safety and the IRS

Workplace Health and Safety Hazards

Recognizing Hazards at Work

Alcohol and Drug Workplace Policy Program

Considerations for Creating a Drug and Alcohol Acceptable Use Policy

Developing a Drug and Alcohol Policy

Roles and Responsibilities of Employees Following Drug and Alcohol Acceptable Use Policies

OLDER WORKER TRAINING

Creating an Age-Friendly Workplace

Computer Skills for Job Seekers

Older Adult Business Start-Up Bundle

PROFESSIONAL DEVELOPMENT COURSES: (GENERIC OFF THE SHELF)

ESSENTIAL SKILLS: (SKILLS SOUGHT AFTER BY MOST EMPLOYERS)

TIER I: Foundation for improved communication, personal accountability and productivity in the work place.

Interpersonal Communication: Listening Essentials

Interpersonal Communication: Communicating with Confidence

Personal Productivity: Self-organization and Overcoming Procrastination

Working with Difficult People: Identifying Difficult People

Working for your Inner Boss: Personal Accountability

Business Writing: How to Write Clearly and Concisely

Problem Solving: The Fundamentals

TIER II: Critical problem solving skills, customer service fundamentals, and computer literacy.

Getting Results without Direct Authority: Building Relationships & Credibility

Problems Solving: The Fundamentals

Customer Service: Building Rapport in Customer Relationships

Basic Presentation Skills: Delivering a Presentation

Getting Started with PowerPoint 2010

Getting Started with Excel 2010

Getting Started with Word 2010

ESSENTIAL SKILLS: (SKILLS SOUGHT AFTER BY MOST EMPLOYERS)

Basic Business Math

Averages and Equations

Charts and Graphs

Percentages and Ratios

Using Whole Numbers and Decimals

SPECIALTIES

Administrative Support Professionals

Common Administrative Support Tasks

Interacting with Others

Maximizing Your Relationship with Your Boss

Putting Your Best Foot Forward

Representing Your Boss

Customer Service

The Customer Service Representative (CSR)

Customer Interactions

Communication Skills

Conflict, Stress and Time Management

Customer Service Fundamentals: Building Rapport in Customer Relationships

Customer Service over the Phone

Customer Service Confrontation and Conflict

SPECIALTIES

Cross Cultural Communication

Communicating Across Cultures

Communicating with a Cross-cultural Audience

Culture and Its Effect on Communication

Dispute Resolution in International Contracts

Improving Communication in Cross-cultural Relationships

Leading Teams

Establishing Goals, Roles and Guidelines

Fostering Effective Communication and Collaboration

Dealing with Conflict

Building Trust and Commitment

Developing the Team and its Culture

Motivating and Optimizing Performance

Marketing

Marketing Essentials: Place

Marketing Essentials: Planning and People

Marketing Essentials: Product and Price

Marketing Essentials: Promotion

Global Brand Management

Building Lasting Customer-Brand Relationships

Competitive Marketing Strategies

Competitive Marketing Strategies: Analyzing Competitors

Competitive Marketing Strategies: Conducting an Internal Analysis

Competitive Marketing Strategies: Selecting and Implementing Strategies

Increasing Competitiveness through Collaboration

SPECIALTIES

Selling

Essential Selling Skills: Mastering Cold Calling

Essential Selling Skills: Qualifying Sales Prospects

Essential Selling Skills: Closing the Sale

Professional Networking Essentials – Developing Confidence

Professional Networking Essentials – Finding Opportunities To Make Connections

Public Speaking Strategies- Confident Public Speaking

Public Speaking Strategies- Preparing Effective Speeches

Operations Management

Operations Management and the Organization

Facilities Planning and Management

Forecasting and Capacity Planning

Inventory Management

Management of Quality

Operations Scheduling

Product and Service Management

Project Management for Non-Project Managers

Project Management Fundamentals

Transitioning into a Project Management Role

Initiating and Planning a Project

Managing a Project

Troubleshooting and Closing the Project

SPECIALTIES

Finance for Non-Financial Professionals

Principles of Accounting and Finance

Analyzing Financial Statements

Cash Flow Management Essentials

Financial Statements

The Essentials for Budgeting

The Time Value of Money and Investment Decisions

Leadership

Building your Influence as a Leader

Setting and Managing Priorities: Mission and Goals

Motivating Employees

HR Management

Management Essentials: Developing your Direct Reports

Managing Workforce Generations: Intro to Cross-generational Employees

Planning for Performance

Recognizing and Diagnosing Problem Performance

Talent Management: Basics

Implementing and Assessing a Succession Planning Program

SPECIALTIES

Small Business Management

Cash Flow Management Essentials for Non-financial Professionals

Financial Statements for Non-financial Professionals

Introduction to Information Security

Leadership Essentials: Building Your Influence as a Leader

Principles of Accounting and Finance for Non-financial Professionals

Setting and Managing Priorities within the Organization: Mission and Goals

Talent Management: Basics

The Essentials of Budgeting for Non-financial Professionals

Using E-mail, the Internet, and Social Media Safely in a Corporate Environment

Leadership essentials

Leading Business Execution

Leading Innovation

Leading with Emotional Intelligence

Email essentials

Addressing and Redistributing E-mail

Managing Your E-mail

Using E-mail and Instant Messaging Effectively

Optimizing your work life balance

Analyzing Your Life Balance

Maintaining Your Life Balance

Taking Control of Your Stress

SPECIALTIES

Customer Service Representative Professionalism

Support Center Services and Work Environment

Team and Customer Relationships

The Customer Service Representative

Polishing Your Professional Edge

Becoming More Professional through Business Etiquette

Becoming Your Own Best Boss

Becoming an Accountable Professional

Broadening Your Learning Horizons

Developing a Personal Accountability Framework

Disciplines of Organizational Learning: Personal Mastery

Managing Goals

Reframing Negative Situations

Procurement (PMBOK® Guide Fifth Edition)

Procurement Management

Procurement Planning

Intellectual Property Overview

Intellectual Property Overview

SPECIALTIES

Thinking Strategically and Managing Risk

Thinking Strategically and Managing Risk: Thinking Strategically as a Manager Course

Using Strategic Thinking to Consider the Big Picture Course

Identifying Risks in Your Organization Course

Assessing Your Organization's Risks Course

Responding Effectively to Risks Course

Effective Critical Analysis of Business Reports Business Impact Series

Returning to Core Competencies Business Impact Series

Competitive Awareness and Strategy Challenge Series

First Time Manager

Challenges

Meeting Expectations

Understanding a Manager's Role

Doing Business Professionally

Creating a Positive Attitude

Goals and Setting Goals

Managing from Within: Self-empowerment

Pursuing Successful Lifelong Learning

Working for Your Inner Boss: Personal Accountability

SPECIALTIES

Business Essentials - Workplace Conflict

Managing Conflict

Personal Conflict Styles

Workplace Conflict: Recognizing and Responding to Conflict

Workplace Conflict: Strategies for Resolving Conflicts

Business Essentials - Communication

Interpersonal Communication: Being Approachable

Interpersonal Communication: Communicating Assertively

Interpersonal Communication: Communicating with Confidence

Interpersonal Communication: Targeting Your Message

Business grammar

Business Grammar: Common Usage Errors

Business Grammar: Sentence Construction

Parts of Speech

Punctuation

The Mechanics of Writing

Working with Words

Computer Skills for Job Seekers

Creating Presentations in PowerPoint 2013

Creating Workbooks, Worksheets, and Data in Excel 2013

Creating and Populating a Database in Access 2013

Performing Basic Tasks in Word 2013

SPECIALTIES

Negotiation Essential

Effective Body Language in Negotiations

Negotiation: Does Location Matter?

Negotiation Essentials: Avoiding Pitfalls in Negotiations

Negotiation Essentials: Communicating

Negotiation Essentials: Persuading

Negotiation Essentials: Planning for Negotiation

Negotiation Essentials: What Is Negotiation?

Vendor Negotiations: Choosing the Best Approach

Working with Difficult People

Working with Difficult People: Dealing with Micromanagers

Working with Difficult People: How to Work with Aggressive People

Working with Difficult People: How to Work with Manipulative People

Working with Difficult People: How to Work with Negative People

Working with Difficult People: How to Work with Procrastinators

Working with Difficult People: How to Work with Self-serving People

Working with Difficult People: Identifying Difficult People

Dealing with Organizational Change

Developing Organizational Agility

Embracing Organizational Change

Managing the Stress of Organizational Change

Preparing for Organizational Change

The Importance of Flexibility in the Workplace

Understanding Organizational Change

SPECIALTIES

Handling Team Conflict

Handling Team Conflict

Facing and Resolving Conflict in the Workplace

Personal Conflict Styles

Introduction to Incident Management

Introduction to Incident Management

Incident Management Interactions

Adobe Illustrator CC

Adobe Illustrator CC 2015 Introduction and New Features

Adobe Illustrator CC 2015 Fundamentals

Drawing in Adobe Illustrator CC 2015

Working with Text in Adobe Illustrator CC 2015

Adobe Illustrator CC 2015 Tools

Adobe Illustrator CC 2015 Working with the Pen Tools and Objects

Adobe Illustrator CC 2015 Gradients and Bitmap Images

Adobe Illustrator CC 2015 Advanced Tools and Effects

Bullying and Violence in the Workplace

Bullying and Violence in the Workplace

Workplace Violence – The Warning Signs

Respectful Workplace – The Bully

SPECIALTIES

Managing your productivity

Organize Your Physical and Digital Workspace

Avoid Procrastination by Getting Organized Instead

Maximize Your Productivity by Managing Time and Tasks

Achieve Productivity in Your Personal Life

Essential Marketing Strategies

The Basics of Marketing

The People and Planning in Marketing

Product, Pricing, and Promotion in the Marketing Mix

Distribution and E-Marketing Ethics in the Marketing Mix

Competitive Marketing Strategies: Analyzing Your Organization

Adobe Photoshop CC

Adobe Photoshop CC 2015 Basics

Adobe Photoshop CC 2015: File Types and Color Editing

Adobe Photoshop CC 2015: Selection Tools and Techniques

Adobe Photoshop CC 2015: Layers and Type

Adobe Photoshop CC 2015 Enhancement Tools and Techniques

Adobe Photoshop CC 2015 Cloning and Editing

Adobe Photoshop CC 2015 Paths and Techniques

IT Security for End Users

IT Security for End Users: IT Security Fundamentals

IT Security for End Users: Using Corporate Devices Securely

IT Security for End Users: Secure Corporate Communications and Networking

SPECIALTIES

Google Apps Fundamentals

Google Apps: Google Drive

Google Apps: Gmail and Calendar

Google Apps: Docs and Sheets

Google Apps: Slides, Sites, and Google+

Marketing in the Digital Age

Reaching Customers Digitally

Helping Customers Find You

Managing Your Corporate Reputation Online

Effective Succession Planning

Succession Planning Skillsoft

Succession Planning and Management Programs

Women in Leadership

Gender and Leadership

Choosing to Lead as a Woman

Career and Family Challenges for Women Leaders

Sales Foundations

Prospecting: Panning for Sales Gold

The Discovery Meeting: Starting Off on the Right Foot

The Value Proposition: Getting Your Pitch Right

Turning Objection into Opportunity during a Sales Call

Negotiating Well and Going for the Close

SPECIALTIES

Workplace Harassment Prevention for Employees

Sexual Harassment Prevention for Employees

Workplace Harassment Prevention for Employees

Preventing Harassment in the Global Workplace – Employee Edition

Preventing Harassment in the Global Workplace – Manager Edition

Public Speaking Strategies

Writing and Preparing an Effective Speech

Conquering the Challenges of Public Speaking

Unconscious Bias

Understanding Unconscious Bias

Overcoming Your Own Unconscious Biases

Overcoming Unconscious Bias in the Workplace

Business Ethics Essentials

Developing Your Business Ethics

Office Politics – What Will You Do?

Ethics, Integrity, and Trust

The Ethics Enigma

Effective Business Writing

Audience and Purpose in Business Writing

Clarity and Conciseness in Business Writing

Editing and Proofreading Business Documents

Writing for Business

Written Communication

SPECIALTIES

Fundamentals for Business Planning

Preparing and Implementing a Business Plan

Effective Critical Analysis of Business Reports

Leading Outside the Organization

Returning to Core Competencies

Competitive Awareness and Strategy

MICROSOFT OFFICE

Microsoft Advanced Excel 2013

Creating and Customizing Visual Elements in Excel 2013

Customizing Options and Views in Excel 2013

Data Search, Data Validation, and Macros in Excel 2013

Manipulating Data in Excel 2013

Microsoft Advanced Word 2013

Adjusting Document Views and Customizing the Appearance of Word 2013

Advanced Formatting in Word 2013

Advanced Table Customization in Word 2013

Customizing Document Layout in Word 2013

Inserting and Formatting Graphics in Word 2013

Navigating and Reviewing Documents in Word 2013

Reference Tools and Mail Merge in Word 2013

Sharing and Collaboration in Word 2013

Microsoft Beginner Word 2013

Adding Lists and Objects in Word 2013

Editing and Formatting in Word 2013

Performing Basic Tasks in Word 2013

MS Office 2007: Word for the Power User

Advanced Data Manipulation Features in Word 2007

Advanced Document Features in Word 2007

Advanced Document Navigation and Document Reviews in Word 2007

Collaborative Features in Word 2007

Microsoft Beginners Excel 2013

Creating Workbooks, Worksheets, and Data in Excel 2013

Formatting Cells and Worksheets in Excel 2013

Formatting Data in Excel 2013

Presenting Data in Tables and Charts in Excel 2013

Performing Calculations Using Functions in Excel 2013

Saving and Printing Data in Excel 2013

Microsoft Outlook 2013: Beginner

Managing E-mail in Outlook 2013

Scheduling with Appointments, Events, and Tasks in Outlook 2013

Working with Meetings in Outlook 2013

Working with Contacts in Outlook 2013

Working with e-mail in Outlook 2013

MICROSOFT OFFICE

MS Office 2013: Sharepoint for End Users

Community Sites, Search, and Office Integration in SharePoint 2013

My Site and Social Features in SharePoint 2013

Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013

Microsoft Windows 10 End User

Microsoft Windows 10 End User: Browsing with Edge

Microsoft Windows 10 End User: Cortana

Microsoft Windows 10 End User: Customizing Windows 10

Microsoft Windows 10 End User: Hardware, Software, and Security Settings

Microsoft Windows 10 End User: New Features

Microsoft Windows 10 End User

MS Office 2016 Overview and Beginning Access

Creating Relationships, Queries, Forms and Reports in Access 2016

Introduction to the Access 2016 Interface, Database Management, and Tables

Microsoft Office 2016: First Look Functionality and Collaboration

Microsoft Office 2016: First Look Modern Productivity

Microsoft Office 2016: Beginning PowerPoint

Microsoft Office 2016: Beginning PowerPoint

Modifying and Formatting Slides in PowerPoint 2016

Formatting Text Boxes and Working with Graphic Content in PowerPoint 2016

Working with Graphic, Audio, and Video Content in PowerPoint 2016

Constructing and Modifying Tables and Charts in PowerPoint 2016

MICROSOFT OFFICE

Microsoft Office 2016: Beginning Word

Working with the Interface and Performing Basic Tasks in Word 2016

Formatting Text in Word 2016

Customizing Options and Using Document Views in Word 2016

Creating and Formatting Tables in Word 2016

Headers, Footers, Page Numbering, and Layout in Word 2016

Using the Navigation Pane and Creating Lists in Word 2016

Microsoft Office 2016: Beginning Excel

Microsoft Excel 2016 Essentials: Creating, Editing, and Saving Workbooks

Microsoft Excel 2016 Essentials: Formatting Data

Microsoft Excel 2016 Essentials: Data Presentation Strategies

Microsoft Excel 2016 Essentials: Formulas and Functions

Microsoft Excel 2016 Essentials: Charts, Tables, and Images

Microsoft Office 2016: Beginning Outlook

Getting to Know Outlook 2016

Managing Conversations and E-mail in Outlook 2016

Managing Attachments, and Inserting Items and Signatures in Outlook 2016

Organizing Contacts in Outlook 2016

Using the Calendar to Schedule Appointments, Events, and Tasks in Outlook 2016

Configuring and Managing Meetings and Notes in Outlook 2016

Microsoft Office 2016: Beginning OneNote

Getting to Know Microsoft OneNote 2016

Working with Microsoft OneNote 2016

MICROSOFT OFFICE

Microsoft Office 2016: Advanced Excel

Microsoft Excel 2016 Advanced: Apps and What-if Analysis

Microsoft Excel 2016 Advanced: Power Pivot, Custom Formatting, Fills, and Forms

Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors

Microsoft Office 2016: Intermediate Word

Using Illustrations, Styles, and Themes in Word 2016

Designing and Formatting Illustrations in Word 2016

Advanced Table Customization in Word 2016

Maintaining, Protecting, and Reviewing Documents in Word 2016

References, Proofing, Mail Merges, and Forms in Word 2016

Sharing and Collaborating on Documents in Word 2016

Microsoft Office 365

Microsoft Office 365: Applications

Microsoft Office 365: Document Management

CYBERBULLYING

Preventing and Responding to Cyberbullying

FRENCH CUSTOM COURSES:

LITTÉRATIE EN MATIÈRE FINANCIÈRE

Budget, trésorerie et seuil de rentabilité

Comprendre votre formulaire d'impôt pour petite entreprise

Financement des petites entreprises

Le succès passe par l'organisation

Principes de base en comptabilité

Rapports administratifs pour petites entreprises

COMMERCE INTERNATIONAL

Entrée sur le marché cible

Expéditeurs et transport – Livraison de marchandises

Finances, questions juridiques et assurances

Identifier des clients et leur proposer une vente

Introduction au commerce international

PRINCIPES FONDAMENTAUX CONCERNANT LES ORGANISMES SANS BUT LUCRATIF

Collecte de fonds via les réseaux sociaux

Comprendre la bonne gouvernance

Création d'un cadre stratégique efficace

Création d'un conseil d'administration au service de votre organisation

Devenir un organisme de bienfaisance enregistré

Qu'est-ce que la gestion du risque?

Qu'est-ce que le risque?

Qu'est-ce qu'une organisation à but non lucratif?

CRÉER UN MILIEU DE TRAVAIL AMI DES ÂÎNÉS

Pourquoi votre entreprise a besoin de travailleurs plus âgés

Amie des aîné Quoi, Pourquoi et Comment

Attirer des travailleurs plus âgés

Les Aidants et le Milieu de Travail Moderne

Votre milieu de travail est-il ami des aînés?

PROGRAMMES JEUNESSE

Les parents et l'orientation

FRENCH PROFESSIONAL DEVELOPMENT CUSTOM COURSES: (GENERIC OFF THE SHELF)

SPÉCIALITÉS: SERVICE CLIENT

Modelage de l'orientation du service client dans votre entreprise

Service client interne

Service client par téléphone Service client par téléphone

Service client sur le terrain

Éléments fondamentaux du service client : Établissement d'un bon rapport dans le cadre d'une relation clientèle

SPÉCIALITÉS: GESTION DE PROJET

Aperçu du management de projet

Exigences du projet et définition du contenu

Groupes de processus de management de projet

Initiation et planification intégrées

Management de projet en organisation

SPÉCIALITÉS: APTITUDES À LA COMMUNICATION – ÉCOUTE

Communication interpersonnelle : Principes d'écoute fondamentaux

Principes d'écoute fondamentaux : Amélioration de vos capacités d'écoute

Principes d'écoute fondamentaux : Bases de l'écoute

SPÉCIALITÉS: APTITUDES À LA COMMUNICATION

Communication interpersonnelle : Communiquer avec assurance

Communication interpersonnelle : Principes d'écoute fondamentaux

Culture et son effet sur la communication

Obtention de résultats sans recourir à l'autorité : Établissement de relations et de crédibilité

Principes d'écoute fondamentaux : Amélioration de vos capacités d'écoute

Principes d'écoute fondamentaux : Bases de l'écoute

SPÉCIALITÉS: GESTION DES TALENTS

Gestion des talents : Acquisition des talents

Gestion des talents : Développement et engagement de talents

Gestion des talents : Notions de base

Gestion des talents : Planification

Gestion des talents : Rétention des talents

SPÉCIALITÉS: MICROSOFT OFFICE 2007: EXCEL POUR L'UTILISATEUR DE PUISSANCE

Analyse de données dans Excel 2007

Protection et partage des classeurs dans Excel 2007

Échange de données avec Excel 2007

SPÉCIALITÉS: MICROSOFT OFFICE 2007: AVANCÉ POWERPOINT

Création de diaporamas personnalisés dans PowerPoint 2007

Distribution de présentations dans PowerPoint 2007

MICROSOFT OFFICE 2010: DÉBUT EXCEL

Application d'une mise en forme de base à des données dans Excel 2010

Démarrer avec Excel 2010

Déplacement de données et modification de feuilles de calcul dans Excel 2010

Déplacements et navigation dans Excel 2010

Enregistrement, envoi et impression des classeurs Excel 2010

Insertion de graphiques de base dans Excel 2010

Révision et protection de contenu dans Excel 2010

Utilisation de formules simples dans Excel 2010

Utilisation de la mise en forme conditionnelle, des tableaux et des graphiques sparkline dans Excel 2010

Utilisation des fonctions de base dans Excel 2010

EXCEL 2016 POUR WINDOWS

Excel 2016: Premiers pas

Excel 2016: Création, enregistrement et partage de classeurs

Excel 2016: Insertion et manipulation de données

Excel 2016: Mise en forme des données

Excel 2016: Illustration de documents

Excel 2016: Recherche, tri et filtrage de données

Excel 2016: Référencement de données

Excel 2016: Formules de base

Excel 2016: Utilisation de formules au travail

ACCESS 2016 POUR WINDOWS

Access 2016 pour Windows: Utilisation de bases de données au travail

Access 2016 pour Windows: Enregistrement, impression et exportation des bases de données

Access 2016 pour Windows: Tables, champs et entrées

Access 2016 pour Windows: Insertion, importation et mise en forme des données

Access 2016 pour Windows: Recherche et organisation des données

Access 2016 pour Windows: Création de formulaires et de requêtes

Access 2016 pour Windows: Utilisation des outils de création de rapports et d'analyse

POWERPOINT 2016 POUR WINDOWS

PowerPoint 2016 pour Windows: Premiers pas

PowerPoint 2016 pour Windows: Création de présentations

PowerPoint 2016 pour Windows: Enregistrement et partage de présentations

PowerPoint 2016 pour Windows: Insertion et manipulation de texte

PowerPoint 2016 pour Windows: Mise en forme de présentations

PowerPoint 2016 pour Windows: Illustration de présentations

PowerPoint 2016 pour Windows: Création de diagrammes et graphiques

PowerPoint 2016 pour Windows: Organisation des éléments d'une présentation

PowerPoint 2016 pour Windows: Ajout d'animations

PowerPoint 2016 pour Windows: Préparation et présentation de diaporamas

WORD 2016 POUR WINDOWS

Word 2016 pour Windows: Ouverture et configuration

Word 2016 pour Windows: Création, ouverture et enregistrement de documents

Word 2016 pour Windows: Modification de documents

Word 2016 pour Windows: Mise en forme de documents

Word 2016 pour Windows: Définition de la forme et de la structure des documents

Word 2016 pour Windows: Utilisation des outils Recherche et remplace

Word 2016 pour Windows: Illustration de documents

Word 2016 pour Windows: Utilisation d'outils de tableau