

# Introducing Your Assessment & Soft Skill Courses



We offer a wide range of free integrated online courses designed for Soft Skills development for Employees and Managers plus Assessments designed for self-evaluation.

## Employee Skills (84 Units)

- Adaptability and Flexibility (1 Unit)
- Anger Management (5 Units)
- Assertiveness And Self-Confidence Processes (5 Units)
- Attitude and Work Ethic (1 Unit)
- Communication (3 Units)
- Emotional Intelligence at Work (5 Units)
- Goal Setting and Getting Things Done (3 Units)
- Increasing Your Happiness (5 Units)
- Interpersonal Skills (1 Unit)
- Managing Personal Finances (6 Units)
- Mindfulness (6 Units)
- Presentation Skills (7 Units)
- Problem-Solving (1 Unit)
- Project Management (4 Units)
- Social Intelligence (8 Units)
- Stress Management (1 Unit)
- Teamwork (1 Unit)
- Telework and Telecommuting (2 Units)
- Time Management (1 Unit)
- Work Life Balance (4 Units)
- Working in a Home Office (1 Unit)
- Workplace Diversity (7 Units)
- Workplace Harassment (6 Units)

## Manager Skills (110 Units)

- Attention Management (10 Units)
- Being a Likable Boss (10 Units)
- Business Ethics (9 Units)
- Business Writing (10 Units)
- Change Management (10 Units)
- Civility in the Workplace (7 Units)
- Conflict Resolution (8 Units)
- Creative Problem Solving (7 Units)
- Employee Onboarding (6 Units)
- Employee Termination Process (8 Units)
- Office Politics for Managers (9 Units)
- Social Media in the Workplace (6 Units)
- Team Building for Manager (10 Units)

## Assessments (10 modules)

- Alcohol Use
- Anxiety
- Depression
- Diabetes
- Financial Wellness
- Gambling
- Resiliency
- Sleepiness
- Life Satisfaction
- Stress

*After full completion, members can print and save course certificates in their member profiles for future use.*