MindLeaders®

Business Skills Development Course List

March 2008

Basics of Business Math - MATHBB
Basics of Business Math: 1 Fractions
Basics of Business Math: 2 Decimals
Basics of Business Math: 3 Calculator
Basics of Business Math: 4 Equations
Basics of Business Math: 5 Percents
Basics of Business Math: 6 Reports

Building Relationships - BLDREL
Building Relationships: 1 Socializing at Work
Building Relationships: 2 Understanding Behavioral Intentions
Building Relationships: 3 Choosing Your Approach

Business Ethics - BETHIC
Business Ethics: 1 What You Don't Know Can Hurt You
Business Ethics: 2 Everyday Ethical Dilemmas
Business Ethics: 3 Ethical Dliemmas and the Law
Business Ethics: 4 Individual Values; Organizational Values

***Communicating with Power - POCOMM**
Communicating with Power: 1 Elements of Powerful Communication
Communicating with Power: 2 Persuasive Appeals
Communicating with Power: 3 Modes of Persuasion
*Communicating with Power: 4 Active Listening
*Communicating with Power: 5 Resolving Conflict
*Communicating with Power: 6 Negotiation

Customer Service - CUSLIB
Customer Service: 1 Defining Service
Customer Service: 2 Communicating
Customer Service: 3 Fixing Problems
Customer Service: 4 Building a Department
Customer Service: 5 Tools of the Trade

Dealing with Difficult People - DIFFIP
Dealing with Difficult People: 1 Managing Against the Odds
Dealing with Difficult People: 2 Consideration
Dealing with Difficult People: 3 Attitude
Dealing with Difficult People: 4 Trust
Dealing with Difficult People: 5 Power
Dealing with Difficult People: 6 Communication
Dealing with Difficult People: 7 Responsibility

Effective Business Communication - BUSCOM
Effective Business Communication: 2 The Planning Worksheet
Effective Business Communication: 3 Writing Skills
Effective Business Communication: 4 Patterns of Development
Effective Business Communication: 5 Letters
Effective Business Communication: 6 Memos, E-Mail, and Other Communications
Effective Business Communication: 7 Reports
Effective Business Communication: 8 Documentation

Effective Presentations - EFPRES
Effective Presentations: 1 Preparing for a Presentation
Effective Presentations: 2 Developing an Effective Message
Effective Presentations: 3 Improving Delivery Skills
Effective Presentations: 4 Using PowerPoint and Other Visuals

Fundamentals of Business Management - BIZMNG
Fundamentals of Business Management: 1 Management in Perspective
Fundamentals of Business Management: 2 Functions of Front-Line Management
Fundamentals of Business Management: 3 Managerial Finance and Accounting

Grammar - GRAMBB
Grammar: 1 Fundamental Sentence Structures
Grammar: 2 Punctuation
Grammar: 3 Complex Sentence Structures
Grammar: 4 Advanced Grammar

Instructional Design - INSDES
Instructional Design: 1 Process, Needs, and Roles
Instructional Design: 2 Analysis and Objectives
Instructional Design: 3 Design Concepts
Instructional Design: 4 Planning and Implementation
Instructional Design: 5 Evaluation

Management Skills Introduction - MNGSKL
Management Skills Introduction: 1 Ready! Set! Manage!
Management Skills Introduction: 2 Motivating
Management Skills Introduction: 3 Planning
Management Skills Introduction: 4 Communication
Management Skills Introduction: 5 Getting Input
Management Skills Introduction: 6 Dealing with Challenging People and Times
Management Skills Introduction: 7 Building Success

Managing Change - MNGCHG
Managing Change: 1 Refocusing Yourself
Managing Change: 2 Leading the Team
Managing Change: 3 Working with Individuals

Motivation Methods and Strategies - MOTIVE
Motivation Methods and Strategies: 2 Leading for Commitment

Motivation - MOTLIB
Motivation: 1 Leading with a Vision
Motivation: 2 Communicating
Motivation: 3 Rewarding and Correcting
Motivation: 4 Performance and Training
Motivation: 5 Building Trust

Negotiating - NGOLIB
Negotiating: 1 Negotiating Techniques
Negotiating: 2 Gaining Control
Negotiating: 3 Closing the Deal
Negotiating: 4 Everyday Negotiations

***Project Management from a People Perspective - PMEFFE**
Project Management from a People Perspective: 1 Working Across Departments
Project Management from a People Perspective: 2 Building and Leading a Team
Project Management from a People Perspective: 3 Managing Project Stakeholders
*Project Management from a People Perspective: 4 Communicating Effectively
*Project Management from a People Perspective: 5 Key Documentation
*Project Management from a People Perspective: 6 Balancing Multiple Projects

Project Management Professional Certification 2005 - PMP5UP
Project Management Professional Certification 2005: 1 Project Management Framework and Initiating the Project
Project Management Professional Certification 2005: 2 Project Planning Processes
Project Management Professional Certification 2005: 3 Project Execution and Quality Management
Project Management Professional Certification 2005: 4 Project Monitoring and Control
Project Management Professional Certification 2005: 5 Project Closing
Project Management Professional Certification 2005: 6 Professional Responsibility
Project Management Professional Certification 2005: 7 Practice Exams

Project Management - PROJMG
Project Management: 1 Project Management Overview
Project Management: 2 Understanding the Project Manager's Role
Project Management: 3 Defining the Problem
Project Management: 4 Determining the Strategy
Project Management: 5 Developing the Work Breakdown Structure
Project Management: 6 Estimating and Scheduling Resources
Project Management: 7 Understanding Scheduling Computations
Project Management: 8 Tracking Project Activities
Project Management: 9 Closing Out the Project
Project Management:10 Formalizing Project Management Standards
Project Management:11 Developing Project Teams
Project Management:12 Ensuring Your Own Effectiveness

Sarbanes-Oxley Act - SARBOX
Sarbanes-Oxley Act: 1 Overview, Disclosures, and Reporting
Sarbanes-Oxley Act: 2 Standards, Regulations, and Penalties

Self-Management (Videos) - PBS002
Self-Management (Videos): Becoming More Assertive
Self-Management (Videos): Business Protocol
Self-Management (Videos): Creative Time Management for the New Millennium
Self-Management (Videos): Dealing with Non-Stop Change
Self-Management (Videos): Goal Setting and Action Planning
Self-Management (Videos): Leap of Faith
Self-Management (Videos): Self-Motivation Through Self-Talk
Self-Management (Videos): Self-Talk First Aid Kit
Self-Management (Videos): The Dynamics of Self-Talk (Interview)
Self-Management (Videos): The Influence Edge and Change
Self-Management (Videos): The Influence Edge Model
Self-Management (Videos): Working Wounded: Dealing with a Messy Desk
Self-Management (Videos): Working Wounded: Getting More Work Done
Self-Management (Videos): Working Wounded: Office Politics
Self-Management (Videos): Working Wounded: Performance Appraisals

Sexual Harassment in the Workplace - SHARSS
Sexual Harassment in the Workplace: 1 Why Can't We All Just Get Along
Sexual Harassment in the Workplace: 2 Defining Sexual Harassment
Sexual Harassment in the Workplace: 3 Preventing Sexual Harassment
Sexual Harassment in the Workplace: 4 Responding to Sexual Harassment

Stress Management - STRESS
Stress Management: 1 Stress on the Job
Stress Management: 2 Resisting Stress
Stress Management: 3 Assertiveness
Stress Management: 4 Coping with Anger

Teams That Work - TEAMWK
Teams That Work: 1 Building Effective Teams
Teams That Work: 2 Leading Effective Teams

Time Management Fundamentals - TIMEMG
Time Management Fundamentals: 2 Evaluating and Improving Time Management
Time Management Fundamentals: 3 Organizing Tasks and Creating Uninterrupted Time
Time Management Fundamentals: 4 Managing Meetings
Time Management Fundamentals: 5 Managing Workload
Time Management Fundamentals: 6 Managing Time with Co-Workers