

Course Selection	COURSE NAME
	LEAN TOOLS (for Hourly, Supervisors, and Tech Personnel)
	Lean Awareness
	Dealing with Change
	Identifying and Eliminating Waste
	Identifying and Eliminating Office Waste
	Workplace Organization & 5S
	Teamwork for Results - Standard
	Teamwork for Results - Admin
	Teamwork in a Project Environment
	Lean 5M - Team-Based Problem Solving
	Kaizen Workshop
	LEAN SERVICE TOOLS (for Supervisors, Managers, and Tech Personnel)
	Bringing "Lean" Principles to Service Industries
	Implementing Workplace Organization & 5S
	Implementing a Continuous Improvement Program
	The Visual Workplace
	Value Stream Mapping
	Lean Office
	Practical Lean Workshop
	Lean Assessment
	Lean Yellow Belt Contributor
	Lean Practitioner
	Lean Six Sigma Yellow Belt
	OPERATIONS MANAGEMENT
	Inventory Management
	FINANCIAL TOOLS FOR OPERATIONS
	Essentials of Budgeting
	MANAGEMENT AND LEADERSHIP
	Fundamentals of Supervision
	Competencies of Day-to-Day Management
	Practical Leadership
	Leadership Skills for Managers
	Effective Management Practices

Course Selection	COURSE NAME
	Emotional Intelligence
	Critical Thinking
	Managing Up
	Leadership Tools - Strategic Measurements
	Leadership Tools - Performance Measurements
	Leadership Tools - Managerial Measurements
	Leadership Tools - Operational Measurements
	Coaching - a Leadership Skill
	Building Champion Teams
	Critical Skills of Team Building
	Advanced Problem Solving
	Conflict Resolution
	Time Management
	Meeting Management
	Managing Change
	Managing Remote Workers
	Work Remote...Effectively!
	HR for Non-HR Managers
	Train the Trainer - The Practical Trainer
	Fundamentals of Performance Management
	Conducting Performance Reviews and Appraisals
	Fundamentals of Organizational Structure
	Succession Planning
	Professional Manager
	Situational Interviewing
QUALITY MANAGEMENT	
	Total Quality Management (TQM)
	Risk Management and Mitigation
6Σ PRACTICAL APPLICATIONS	
	Lean Six Sigma Overview
	Business Process Analysis and Improvement
	Measuring Organizational Performance
	Voice of the Customer (VoC) - Standard
	Voice of the Customer (VoC) - Product Development
	Six Sigma DMAIC Problem Solving

Course Selection	COURSE NAME
	Six Sigma Team Dynamics
	Six Sigma Communication Strategies
	Six Sigma Data Analytics
	Six Sigma Sales Effectiveness
	Six Sigma Green Belt
PROJECT MANAGEMENT	
	Fundamentals of Project Management
	Advanced Project Management
	Microsoft Project
CUSTOMER SERVICE	
	Value-Based Customer Service
	Critical Skills of Customer Service
	Building Strong Customer Relationships
	Dealing with Difficult Customers
	Customer Service Skills for Field Service Workers
SALES & MARKETING	
	Winning Marketing
	Sales Skills for Sales Professionals
	Sales Skills for Technical and Professional Personnel
	Sales Skills for Customer Service
	Selling Smarter
BUSINESS COMMUNICATION	
	Presentation Skills
	Effective Communication Skills
	Negotiation Skills to Influence
	Better Business Writing
	Writing Effective Email
COMPUTER SKILLS	
	Basic Computer Skills
	SKYPE for Business with Office 365
	Microsoft TEAMS
	Microsoft Excel – Level I
	Microsoft Excel – Level II

Course Selection	COURSE NAME
	Microsoft Excel – Level III
	Microsoft Excel – Advanced Applications
	Microsoft Word – Level I
	Microsoft Word – Level II
	Microsoft Word – Level III
	Microsoft PowerPoint
	Microsoft Outlook
	Writing Effective Emails with Microsoft Outlook
	Microsoft Access
	Adobe Acrobat
	QuickBooks Accounting - Introduction
	QuickBooks Accounting - Advanced Topics
COMPENSATION STRATEGIES	
	Performance-Based Compensation
	Skills Based Compensation
	Non-Monetary Compensation
WORKPLACE ESSENTIALS	
	Celebrating Diversity
	Workplace Ethics and You
	Safety in the Workplace
	Workplace Harassment - Management Briefing
	Workplace Harassment - Employee Awareness
	Workplace Violence
	Self-Care and Preventing Burnout