

## Ethics

### Ethics in Action: Six Pillars of Character

The LearnCom Group

23:49

Daily headlines tell the story... lying, cheating, stealing and disrespect – by organizations and individuals. Increasingly, business is searching for integrity and honesty! Michael Josephson, founder of the Josephson Institute of Ethics, offers strong, clear guidance in *The Six Pillars of Character* to strengthen and build your company's ethical culture.

## Management

### Interviewing: More Than A Gut Feeling III

The LearnCom Group

31:19

This course teaches you to select the most qualified job candidate by applying the ever-popular behavioral approach to interviewing. This method, developed by industrial psychologist Dr. Paul Green, directs you to probe the job applicant for specific examples of their past. The reason is simple: The best predictor of a job applicant's future work behavior is their past work behavior.

## Microsoft Office 2003

### Microsoft Excel 2003 Level 1

Specialized Solutions

2:11:53

In this course you will learn how to use: formulas, formatting, hyperlinks, printing, and graphics.

Excel 2003 gives you the comprehensive tools to create spreadsheets and share them on the Web for universal viewing and collaboration. You'll be able to easily analyze data with charts, Microsoft PivotTable views and graphs. And, use automatic formatting to create data-rich spreadsheets. This series will show you how to utilize all of the tools contained within the most popular spreadsheet program on the market!

## Productivity

### Productivity 05 – Staying Focused

Jason Jennings

10:33

Transform your people into business leaders who will dramatically generate more revenues profits. Jason Jennings' PRODUCTIVITY! Contains valuable lessons from the world's fastest and most productive companies.

Keep everyone focused on your CAUSE and BIG OBJECTIVE. Learn the Three Tracks Model and you will keep your Image, Reality, and Financial tracks aligned.

### Productivity 06 – Transformational Systems

Jason Jennings

15:04

Transform your people into business leaders who will dramatically generate more revenues profits. Jason Jennings' PRODUCTIVITY! Contains valuable lessons from the world's fastest and most productive companies.

Implement transformational systems to increase speed, reduce time, and streamline every process. Identify your best practices and strive for continuous improvement.

## Sales

### Building and Delivering Persuasive Presentations – Part 1

Terri Sjodin

44:38

In today's competitive sales environment, polished and persuasive presentation skills are essential for sales success. In this course, Terri Sjodin outlines important presentation skills, focusing on three major points: believing you can create a better presentation, creating a presentation worth listening to, and delivering persuasive rather than informative speeches. Sjodin covers first impressions, three-minute elevator speeches, audience retention, visual aids, and persuasive arguments to help unlock the keys to a successful presentation.

### Building and Delivering Persuasive Presentations – Part 2

Terri Sjodin

38:34

In today's competitive sales environment, polished and persuasive presentation skills are essential for sales success. In this course, Terri Sjodin describes the elements of an effective presentation, recounts her personal attempt to get her foot in the door, and discusses professional business dress.