

Leadership

Follow The Leader

The LearnCom Group

57:38

This course is a "rubber meets the road" course featuring three very different business leaders – different ages, different places in their careers, and very different industries. But there's a common thread – they're all successful, and they all possess similar traits and behaviors as business leaders. We follow them around and learn from them on the job. We hear from their people. No gurus. No acronyms. It's about positive role models.

Management

Mixing Four Generations in the Workplace

The LearnCom Group

37:15

Generation conflict costs billions of dollars in lost productivity to organizations like yours worldwide – not to mention the incalculable effects on motivation and morale. Now there's help with generational expert Cam Marston's new course. This course will educate and stimulate positive interaction among your people. It will also dramatically reduce workplace conflict and provide managers and supervisors with strategies for dealing with recruiting, retaining, and motivating, using the generational differences in a positive way.

Microsoft Office 2003

Microsoft Access 2003 Level 1

Specialized Solutions

41:51

In this course you will learn how to create a database, use auto functions, and how to work with tables.

Access 2003 gives you powerful new tools for managing your data. Share your database with co-workers over an Intranet, find and retrieve information quickly, and take advantage of automated, pre-packaged solutions to quickly create databases. This series will show you how to utilize all of the tools contained within the most versatile and popular database program available!

Productivity

Productivity 07 – Breaking the Commodity Code

Jason Jennings

12:37

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.

Turn your commodity products into value-added solutions. Strategize ways to increase the value and revenue of your current products and services leading to new revenue streams.

Productivity 08 – Measure, Measure, Measure

Jason Jennings

14:53

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.

Increased productivity is achieved when you measure all the right things. Learn what the fastest and most productive companies measure. Understand and identify the key drivers that lead to your business success.

Project Management

Initiating a Project and Preparing the Project Plan

SkillSoft

3:00:00

Project integration management is concerned with ensuring the proper coordination of project processes so project objectives are achieved. Successful project managers use project integration management to integrate project processes, maximize performance, and meet project goals throughout the life cycle of a project. This course will highlight the importance of project integration management to project performance. It will cover the project inputs, tools and techniques, and outputs of the following processes in the Project Integration Management knowledge area: Develop Project Charter, Develop Preliminary Project Scope Statement, and Develop Project Management Plan. Through interactive learning strategies and real-life scenarios, the learner will explore these concepts and gain a better understanding of the project integrative processes in action.