



ELITE ONLINE COURSES 2023		
Microsoft Office Specialist (MOS)		Type of Course
1	Access 2016 Essentials	Workplace Skills Training
2	Excel 2016 Essentials	Workplace Skills Training
3	Outlook 2016 Essentials	Workplace Skills Training
4	PowerPoint 2016 Essentials	Workplace Skills Training
5	Word 2016 Essentials	Workplace Skills Training
6	Excel 2016 Expert	Workplace Skills Training
7	Word 2016 Expert	Workplace Skills Training
Administrative Skills		Type of Course
8	Administrative Office Procedures	Workplace Skills Training
9	Administrative Support	Workplace Skills Training
10	Archiving and Records Management	Workplace Skills Training
11	Basic Bookkeeping	Workplace Skills Training
12	Business Writing	Workplace Skills Training
13	Collaborative Business Writing	Workplace Skills Training
14	Executive and Personal Assistants	Workplace Skills Training
15	Meeting Management	Workplace Skills Training
16	Organizational Skills	Workplace Skills Training
17	Social Media In The Workplace	Workplace Skills Training
18	Supply Chain Management	Workplace Skills Training

Career Development		Type of Course
19	Assertiveness And Self-Confidence	Workplace Skills Training
20	Communication Strategies	Workplace Skills Training
21	Creative Problem Solving	Workplace Skills Training
22	Developing Creativity	Workplace Skills Training
23	Digital Citizenship	Workplace Skills Training
24	Entrepreneurship	Workplace Skills Training
25	Interpersonal Skills	Workplace Skills Training
26	mLearning Essentials	Workplace Skills Training
27	Negotiation Skills	Workplace Skills Training
28	Personal Branding	Workplace Skills Training
29	Project Management	Workplace Skills Training
30	Telework And Telecommuting	Workplace Skills Training
31	Ten Soft Skills You Need	Workplace Skills Training
32	The Cloud and Business	Workplace Skills Training
33	Time Management	Workplace Skills Training
34	Women in Leadership	Workplace Skills Training
Human Resources		Type of Course
35	Business Succession Planning	Workplace Skills Training
36	Contract Management	Workplace Skills Training
37	Crisis Management	Workplace Skills Training
38	Developing a Lunch and Learn	Workplace Skills Training
39	Employee Onboarding	Workplace Skills Training
40	Employee Recruitment	Workplace Skills Training

41	Employee Termination Processes	Workplace Skills Training
42	Generation Gaps	Workplace Skills Training
43	Health and Wellness at Work	Workplace Skills Training
44	Hiring Strategies	Workplace Skills Training
45	Human Resource Management	Workplace Skills Training
46	Measuring Results From Training	Workplace Skills Training
47	Millennial Onboarding	Workplace Skills Training
48	Talent Management	Workplace Skills Training
49	Train-The-Trainer	Workplace Skills Training
50	Universal Safety Practices	Workplace Skills Training
51	Workplace Diversity	Workplace Skills Training
52	Workplace Harassment	Workplace Skills Training
53	Workplace Violence	Workplace Skills Training
Personal Development		Type of Course
54	Adult Learning - Mental Skills	Workplace Skills Training
55	Adult Learning - Physical Skills	Workplace Skills Training
56	Anger Management	Workplace Skills Training
57	Attention Management	Workplace Skills Training
58	Being A Likeable Boss	Workplace Skills Training
59	Critical Thinking	Workplace Skills Training
60	Emotional Intelligence	Workplace Skills Training
61	Goal Setting and Getting Things Done	Workplace Skills Training
62	Improving Mindfulness	Workplace Skills Training
63	Improving Self-Awareness	Workplace Skills Training

64	Increasing Your Happiness	Workplace Skills Training
65	Job Search Skills	Workplace Skills Training
66	Life Coaching Essentials	Workplace Skills Training
67	Managing Personal Finances	Workplace Skills Training
67	Managing Personal Finances	Workplace Skills Training
68	Managing Workplace Anxiety	Workplace Skills Training
69	Personal Productivity	Workplace Skills Training
70	Public Speaking	Workplace Skills Training
71	Social Intelligence	Workplace Skills Training
72	Social Learning	Workplace Skills Training
73	Stress Management	Workplace Skills Training
74	Taking Initiative	Workplace Skills Training
75	Work-Life Balance	Workplace Skills Training
Sales And Marketing		Type of Course
76	Body Language Basics	Workplace Skills Training
77	Call Center Training	Workplace Skills Training
78	Coaching Salespeople	Workplace Skills Training
79	Contact Center Training	Workplace Skills Training
80	Creating a Great Webinar	Workplace Skills Training
81	Employee Recognition	Workplace Skills Training
82	Event Planning	Workplace Skills Training
83	High Performance Teams Inside the Company	Workplace Skills Training
84	High Performance Teams Remote Workforce	Workplace Skills Training

85	In Person Sales	Workplace Skills Training
86	Internet Marketing Fundamentals	Workplace Skills Training
87	Marketing Basics	Workplace Skills Training
88	Media And Public Relations	Workplace Skills Training
89	Motivating Your Sales Team	Workplace Skills Training
90	Multi-Level Marketing	Workplace Skills Training
91	Overcoming Sales Objections	Workplace Skills Training
92	Presentation Skills	Workplace Skills Training
93	Proposal Writing	Workplace Skills Training
94	Prospecting and Lead Generation	Workplace Skills Training
95	Sales Fundamentals	Workplace Skills Training
96	Servant Leadership	Workplace Skills Training
97	Social Media Marketing	Workplace Skills Training
98	Telephone Etiquette	Workplace Skills Training
99	Top 10 Sales Secrets	Workplace Skills Training
100	Trade Show Staff Training	Workplace Skills Training
Supervisors And Managers		Type of Course
101	Budgets And Financial Reports	Workplace Skills Training
102	Coaching And Mentoring	Workplace Skills Training
103	Conducting Annual Employee Reviews	Workplace Skills Training
104	Developing New Managers	Workplace Skills Training
105	Employee Motivation	Workplace Skills Training
106	Facilitation Skills	Workplace Skills Training
107	Knowledge Management	Workplace Skills Training

108	Leadership And Influence	Workplace Skills Training
109	Lean Process And Six Sigma	Workplace Skills Training
110	Manager Management	Workplace Skills Training
111	Middle Manager	Workplace Skills Training
112	Office Politics For Managers	Workplace Skills Training
113	Performance Management	Workplace Skills Training
114	Self-Leadership	Workplace Skills Training
115	Supervising Others	Workplace Skills Training
116	Team Building Through Chemistry	Workplace Skills Training
117	Virtual Team Building And Management	Workplace Skills Training
Workplace Essentials		Type of Course
118	Appreciative Inquiry	Workplace Skills Training
119	Business Acumen	Workplace Skills Training
120	Business Ethics	Workplace Skills Training
121	Business Etiquette	Workplace Skills Training
122	Change Management	Workplace Skills Training
123	Civility In The Workplace	Workplace Skills Training
124	Conflict Resolution	Workplace Skills Training
125	Customer Service	Workplace Skills Training
126	Customer Support	Workplace Skills Training
127	Cyber Security	Workplace Skills Training
128	Delivering Constructive Criticism	Workplace Skills Training
129	Developing Corporate Behavior	Workplace Skills Training
130	Handling a Difficult Customer	Workplace Skills Training

131	Networking Outside the Company	Workplace Skills Training
132	Networking Within the Company	Workplace Skills Training
133	Risk Assessment and Management	Workplace Skills Training
134	Safety In The Workplace	Workplace Skills Training
135	Team Building For Managers	Workplace Skills Training
136	Teamwork And Team Building	Workplace Skills Training