

- 7 Magic Words for Dignity, Respect & Power
- Active Listening Techniques for Effective Communication
- Advanced Techniques for Microsoft® PowerPoint®
- Are You a Good Listener
- Assertive Communication
- Assertive Communication Rights We all Have
- Assertiveness Skills: A Guide to Positively Successful Communication
- Avoiding the Top Ten Most Common Writing Blunders
- Breaking Bad Communication Habits
- Building Better Team Communication
- Building Relationships—Increasing Your Chance To Shine
- Building Trust & Cooperation Across Organizational Lines
- Business Communication Strategies
- Business Grammar Tips, Tricks, & Techniques
- Business Proofing & Editing Made Easy
- Business Writing & Grammar Techniques
- Business Writing Essentials
- Clear and Confident Communication Skills
- Collaboration Skills in the Workplace
- Collaborative Intelligence in the Workplace
- Communicating Technical Information to Non-techies
- Communicating Through E-Mail: Top 10 Dos and Don'ts
- Communicating With Highly Sensitive People
- Communicating with Power & Influence for Women
- Communicating With Tact & Finesse
- Communication- Utilize Persuasion Techniques When Negotiating
- Confidence & Assertiveness Skills for Women
- Conflict & Confrontation Skills for Women
- Constructive Ways to Manage Anger
- Create Better Understanding Through Active Listening
- Creating Open Communication Channels in the Workplace
- Critical Thinking & Problem-solving Skills
- Defeating Negativity in the Workplace
- Developing Trust and Respect in the Workplace
- Developing Your Emotional Intelligence
- Getting Results Without Authority
- Handling Personality Clashes in the Workplace
- How to Handle Emotionally Charged Situations In the Workplace
- How to Handle Emotions Under Pressure
- Interested in professional development?
- Mastering Excel Functions & Formulas
- Maximizing the Use of Excel® Dashboards
- Navigating Gossip and Grapevines in the Workplace
- Persuasive Communication: Building Trust and Influence

- Proofreading Skills and Strategies
- Secrets of Clear Communication
- The Business Grammar "Crash Course"
- Thinking on Your Feet: How to Speak Intelligently at a Moment's Notice
- Top Excel® Hacks for Every Day
- Workplace Conflict Resolution for Managers and Supervisors