

isolved Learn Pro Course Listing

Course	Format
Business Skills	
9 Easy Ways to Be Smarter Every Day	
A Guide for Healthy Communications: Winning at Work	•
Being Truthful About Tough Messages	•
Building Strategic Relationships	- -
Business Etiquette: Using Email Professionally	
Career Success Strategy: Career Resilience	•
Career Success Strategy: Creating a Powerful Resume	•
Conversation Starters: Embracing Change	•
Customer Service Communication Skills	- -
Cutting Edge Communication: Handling Anyone Difficult	•
Decision-Making: Financial (Part 1 of 9) Understanding Financial Decisions	•
Decision-Making: Financial (Part 2 of 9) Key Terms in Financial Analysis	•
Decision-Making: Financial (Part 3 of 9) Amounts and Costs	d [*]
Decision-Making: Financial (Part 4 of 9) Time Value of Money	d [*]
Decision-Making: Financial (Part 5 of 9) Cash Flow Is King	ø
Decision-Making: Financial (Part 6 of 9) Payback Method	ø
Decision-Making: Financial (Part 7 of 9) Net Present Value Method	d [*]
Decision-Making: Financial (Part 8 of 9) Return on Investment Method	ø
Decision-Making: Financial (Part 9 of 9) Advanced Financial Decision-Making	ø
Ethics for Employees	
Ethics for Managers	
Finding Common Ground	d ^a
Four Ways to Enhance Your Career	d ^a
Fundamentals of Customer Service	a
isten Up People	₫ ⁸
Managing Stress: Dealing With Stress at Work	•
People Matter! Beginning With Respect	Ø ³
Performance Excellence: Introduction	
Preparing for an Epidemic	•
Preparing for My Appraisal	8
Project Management Fundamentals	a
Project Management Fundamentals (Part 1 of 10): Project Management Introduction	₽ [®]
Project Management Fundamentals (Part 2 of 10): Characteristics of Projects	•

Course	Format
Project Management Fundamentals (Part 3 of 10): Prioritizing Project Work	•
Project Management Fundamentals (Part 4 of 10): The Project Management Life Cycle Model	•
Project Management Fundamentals (Part 5 of 10): The Five Processes of Project Management	<u> </u>
Project Management Fundamentals (Part 6 of 10): Types of Project Stakeholders	•
Project Management Fundamentals (Part 7 of 10): The Stakeholder Analysis Matrix	•
Project Management Fundamentals (Part 8 of 10): Stakeholder Analysis Alternatives	•
Project Management Fundamentals (Part 9 of 10): Managing Project Constraints	·
Seeing Red Cars: A True Example of Positive Focus	•
Setting and Managing Priorities	
Time Management (Part 1 of 8): Managing the Time of Your Life, Part I	<u> </u>
Time Management (Part 2 of 8): Managing the Time of Your Life, Part II	•
Time Management (Part 3 of 8): Planning Your Week	•
Time Management (Part 4 of 8): Prioritize Your Tasks	•
Time Management (Part 5 of 8): Creating Extra Time	•
Time Management (Part 6 of 8): Working More Efficiently	•
Time Management (Part 7 of 8): Getting Organized	·
Time Management (Part 8 of 8): Stop Procrastinating	•
To the Point About: Ergonomics	•
To the Point About: Preventing Back Injuries	·
Understanding and Controlling Ergonomic Risk Factors, Concise	<i>•</i>
Using Emotional Intelligence	
HR Compliance	
Active Shooter and Workplace Violence	•
Active Shooter: Surviving an Attack	<i>P</i>
Anti-Harassment Training for Employees	a
Anti-Harassment Training for Employees (California)	a
Anti-Harassment Training for Employees (New York)	a
Anti-Harassment Training for Supervisors	<i>-</i>
Anti-Harassment Training for Supervisors (California)	
Anti-Harassment Training for Supervisors (New York)	
Bullying and Other Disruptive Behavior (for Employees)	
Conflict Resolution Episode 1: The Loudest Person Wins!	<i>•</i>
Diversity: Seeking Commonality (Employee Version)	
Diversity: Seeking Commonality (Manager Version)	
HIPAA Intermediate for Security Officers	
HIPAA: Basics	
HR Law for Managers	
LGBT+ Equality in the Workplace	<i>•</i>
Performance Appraisals	
Preventing Harassment in Industry, Concise	
Preventing Sexual Harassment (for Employees)	•
Sexual Harassment: Taking Action - Preventing and Addressing Sexual Harassment	0

Stop Seual Harassment	Course	Format
Stop Sexual Harassment. Substance Abuse for Employees Substance Abuse for Employees Substance Abuse for Employees Substance Abuse for Employees Substance Abuse for Managers Substance Su	Stop Bullying in the Workplace (Employee Version): Bullying 101	₽ [®]
Understanding Workplace Substance Abuse for Employees Industry Specific Cyber Security Awareness Information Technology / Cyber Security Cyber Security Awareness Leadership and Management Creating Accountability Bealing With Difficult People Introduction Dealing With Difficult People Introduction Poseling With Difficult People Part 1 - Pinpointing Your Triggers Developing B-Players Into Top Performers Emerging Leaders Episode 2: The Importance of Appearances Emerging Leaders Episode 3: Learning to Live with Failure Emerging Leaders Episode 3: Learning to Live with Failure Emerging Leaders Episode 3: Learning to Live with Failure Emerging Leaders Episode 3: Learning to Live with Failure Emerging Leaders Episode 4: The Importance of Beng Present Emerging Leaders Episode 5: The Danger of Too Much Fraternizing With Your Employees Jen Ways to Book Your Leadership Skills Leadership Best Practices Introduction How to Develop Your Own Leadership Skyle Leadership Fundamentals Leadership Fundamentals Leadership Fundamentals Leadership Fundamentals Leveraging the Power of Generations Episode 2: Choosing Sides Leveraging the Power of Generations Episode 3: Advancement is a Process Leveraging the Power of Generations Episode 3: Advancement is a Process Leveraging the Power of Generations Episode 4: Advancement News Stoos Leveraging the Power of Generations Episode 3: Mys All Age Groups Should Continue Learning He New Your Ederstance Episode 3: Finding Common Ground Amaging Me New Supervisor Fundamentals Be Succession Planning The Power of Fearantons Episode 6: Why All Age Groups Should Continue Learning Prover of Fearantons Episode 5: Finding Common Ground Amaging Me New Supervisor Fundamentals Be Succession Planning The Power of Fearantons Episode 6: Why All Age Groups Should Continue Learning Prover of Fearantons Episode 5: Finding Common Ground Amaging Me New Supervisor Fundamentals Be Succession Planning The Power of Fearantons Episode 9: Finding Common Ground Amaging Me R	Stop Bullying in the Workplace (Manager Version): Bullying 101	•
Industry Specific Cyber Security Awareness Information Technology / Cyber Security Information Technology / Cyber Security / Cyber Security Information Technology / Cyber Security / Cyb	Stop Sexual Harassment	
Information Technology / Cyber Security Cyber Security Awareness Information Technology / Cyber Security Cyber Security Awareness Leadership and Management Creating Accountability Dealing With Difficult People: Introduction Dealing With Difficult People: Introduction Dealing With Difficult People: Part 1 Pinpointing Your Triggers Developing B-Pleyers Into Top Performers Pemering Leaders Episode 1: The Importance of Apoperances Pemering Leaders Episode 1: The Importance of Apoperances Pemering Leaders Episode 2: How to Avoid Becoming a Micromanager Pemering Leaders Episode 3: Learning to Like with Failure Pemering Leaders Episode 3: Learning to Like with Failure Pemering Leaders Episode 3: The Danager of Too Much Fraternizing With Your Employees Pour Ways to Boost Your Leadership Skills Leadership Best Practices: Introduction How to Develop Your Gwn Leadership Style Performance of Pemering Skills Leadership More With Less Performance of Generations Episode 4: Establishing the Playing Field Pewereging the Power of Generations Episode 4: Advancement is a Process Pewereging the Power of Generations Episode 4: Advancement Newer Stops Pewereging the Power of Generations Episode 4: Advancement Newer Stops Pewereging the Power of Generations Episode 4: Advancement Newer Stops Pewereging the Power of Generations Episode 4: Advancement Newer Stops Pewereging the Power of Generations Episode 4: Advancement Newer Stops Pewereging the Power of Generations Episode 4: Advancement Newer Stops Pewereging the Power of Generations Episode 4: Advancement Newer Stops Pewereging the Power of Generations Episode 4: Advancement Newer Stops Pewereging the Power of Generations Episode 4: Advancement Newer Stops Pewereging the Power of Generations Episode 4: Advancement Newer Stops Pewereging the Power of Generations Episode 5: With All Age Groups Should Continue Learning Pewereging the Power of Generations Episode 5: With All Age Groups Should Continue Learning Pewereging the Power of Generations Episode 6: With All Age Groups S	Understanding Workplace Substance Abuse for Employees	
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Would I Work for Me? Sales and Service Act: Customer Service is All About Solving Problems (Part 4 of 4)	Using the Discipline Process	
Sales and Service Act: Customer Service is All About Solving Problems (Part 4 of 4)	Would I Follow Me?	•
Act: Customer Service is All About Solving Problems (Part 4 of 4)	Would I Work for Me?	•
	Sales and Service	
Customer Service Episode 1: A Tale of Two Businesses	Act: Customer Service is All About Solving Problems (Part 4 of 4)	
	Customer Service Episode 1: A Tale of Two Businesses	•

Course	Format
Customer Service Episode 2: Pay Attention to Your Environment	ø
Customer Service Episode 3: Little Things Matter	•
Customer Service Episode 4: Your Wait Time is ApproximatelyForever	•
Customer Service Episode 5: Customer Service 101 The Basics of Bad Customer Service	ø
Customer Service Episode 6: A Playful Way to Annoy Your Customers	ø
Customer Service Episode 7: Dealing With Irate Customers	ø
Customer Service Episode 8: Follow Every Rule	<i>(</i> *)
Customer Service Episode 9: Using Proper English and Grammar Can Only Hurt Your Career	₽
Customer Service Episode 10: Sound Excited Already!	₽
Customer Service Gone Viral	₽
Customer Service: Make it Easy (Part 1 of 4) Make Customers Your Top Priority	₽
legotiating Skills	8
Selling at a Distance	8
selling at a Distance: Prospecting by Phone	8
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Software	
lummies®: Microsoft Office 2016	
killPath® PowerPoint 2016 Essentials	
ikillPath® Word 2016 Essentials	
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Jsing Microsoft Windows 10 - Using Windows 10 Security Features	
Vorking With Excel 2016	
Workplace Safety	
Back to Work, Back to Safety: Regaining Safety Habits After Time Away From Work, Concise	*
Bloodborne Pathogens: The Unexpected Hazard, Concise	₽
Computer Workstation Safety	₽
Distracted Driving	₽
Electrical Safety for Everyone, Concise	B
lazCom, the GHS, and You, Concise	B
Can't Get No Traction (Music Video/Meeting Opener)	•
earning Ergonomics	
Making Safety Work: Overview of Workplace Safety and Responsibilities, Concise	P
DSHA Recordkeeping for Employees	P
SHA Recordkeeping for Managers and Supervisors	P
ersonal Protective Equipment	ø
respiratory Protection (HAZWOPER)	ø
afety Housekeeping and Accident Prevention	ø
afety Orientation	<i>•</i>
he Emergency Response Plan	ø
o the Point About: Fire Prevention and Response	ø
o the Point About: Preventing Slips and Falls	₽
o the Point About: Safe Forklift Operation	<i>*</i>

Courses may be periodically updated, added, or removed