

Current as of Aug. 1, 2017

<b>COURSE TITLE</b>	<b>DESCRIPTION</b>	<b>LOOK UNDER TAG/S</b>
DHS - Civil Rights Awareness - Module 1	40 min. presentation	Civil Rights
DHS - Civil Rights Awareness - Module 2	44 min. presentation	Civil Rights
Advanced Tips and Techniques for Microsoft® Word® Users	1 hr. webinar	Computer - MS WORD
Word 2013 Part 1: Add a Watermark	5 min. video	Computer - MS WORD
Word 2013 Part 1: Add Headers and Footers	8 min. video	Computer - MS WORD
Word 2013 Part 1: Add Images to a Document	10 min. video	Computer - MS WORD
Word 2013 Part 1: Additional Save Options	6 min. video	Computer - MS WORD
Word 2013 Part 1: Align Text Using Tabs	8 min. video	Computer - MS WORD
Word 2013 Part 1: Apply a Page Border and Color	4 min. video	Computer - MS WORD
Word 2013 Part 1: Apply Borders and Shading	5 min. video	Computer - MS WORD
Word 2013 Part 1: Apply Character Formatting	7 min. video	Computer - MS WORD
Word 2013 Part 1: Apply Styles	6 min. video	Computer - MS WORD

Word 2013 Part 1: AutoCorrection	8 min. video	Computer - MS WORD
Word 2013 Part 1: Check Accessibility	5 min. video	Computer - MS WORD
Word 2013 Part 1: Check Spelling and Grammar	8 min. video	Computer - MS WORD
Word 2013 Part 1: Control Page Layout	6 min. video	Computer - MS WORD
Word 2013 Part 1: Control Paragraph Layout	7 min. video	Computer - MS WORD
Word 2013 Part 1: Convert Text to a Table	5 min. video	Computer - MS WORD
Word 2013 Part 1: Convert Text to a Table	5 min. video	Computer - MS WORD
Word 2013 Part 1: Create a Word Document	6 min. video	Computer - MS WORD
Word 2013 Part 1: Customize a List	11 min. video	Computer - MS WORD
Word 2013 Part 1: Customize the Word Interface	6 min. video	Computer - MS WORD
Word 2013 Part 1: Customize the Word Options	4 min. video	Computer - MS WORD
Word 2013 Part 1: Display a Document	4 min. video	Computer - MS WORD
Word 2013 Part 1: Display Text as List Items	7 min. video	Computer - MS WORD

Word 2013 Part 1: Find and Replace Text	7 min. video	Computer - MS WORD
Word 2013 Part 1: Format a Table	8 min. video	Computer - MS WORD
Word 2013 Part 1: Help	3 min. video	Computer - MS WORD
Word 2013 Part 1: Insert a Table	7 min. video	Computer - MS WORD
Word 2013 Part 1: Insert Symbols and Special Characters	7 min. video	Computer - MS WORD
Word 2013 Part 1: Manage Formatting	7 min. video	Computer - MS WORD
Word 2013 Part 1: Modify a Table	9 min. video	Computer - MS WORD
Word 2013 Part 1: Modify Text	4 min. video	Computer - MS WORD
Word 2013 Part 1: Navigate and Select Text	8 min. video	Computer - MS WORD
Word 2013 Part 1: Other Proofing Tools	4 min. video	Computer - MS WORD
Word 2013 Part 1: Printing	6 min. video	Computer - MS WORD
Word 2013 Part 1: Renumber a List	5 min. video	Computer - MS WORD
Word 2013 Part 1: Saving	7 min. video	Computer - MS WORD

Word 2013 Part 1: Sort a List	3 min. video	Computer - MS WORD
Word 2013 Part 1: Working with the Ribbon	8 min. video	Computer - MS WORD
Word 2013 Part 2: Add WordArt and Other Text Effects	5 min. video	Computer - MS WORD
Word 2013 Part 2: Adjust Image Appearance	4 min. video	Computer - MS WORD
Word 2013 Part 2: Advanced Image Management	6 min. video	Computer - MS WORD
Word 2013 Part 2: Apply Document Themes	5 min. video	Computer - MS WORD
Word 2013 Part 2: Automate Tasks Using Macros	7 min. video	Computer - MS WORD
Word 2013 Part 2: Control Cell Layout	7 min. video	Computer - MS WORD
Word 2013 Part 2: Control Paragraph Flow	4 min. video	Computer - MS WORD
Word 2013 Part 2: Create a Chart	6 min. video	Computer - MS WORD
Word 2013 Part 2: Create a Data Source Using Word	4 min. video	Computer - MS WORD
Word 2013 Part 2: Create a Document Using a Template	7 min. video	Computer - MS WORD
Word 2013 Part 2: Create a Macro	9 min. video	Computer - MS WORD

Word 2013 Part 2: Create a Template	8 min. video	Computer - MS WORD
Word 2013 Part 2: Create and Modify Building Blocks	8 min. video	Computer - MS WORD
Word 2013 Part 2: Create and Modify Text Styles	8 min. video	Computer - MS WORD
Word 2013 Part 2: Create Complex Illustrations with SmartArt	6 min. video	Computer - MS WORD
Word 2013 Part 2: Create Custom List or Table Styles	7 min. video	Computer - MS WORD
Word 2013 Part 2: Create Text Boxes and Pull Quotes	7 min. video	Computer - MS WORD
Word 2013 Part 2: Draw Shapes	3 min. video	Computer - MS WORD
Word 2013 Part 2: Insert and Format Screenshots	5 min. video	Computer - MS WORD
Word 2013 Part 2: Insert Building Blocks	6 min. video	Computer - MS WORD
Word 2013 Part 2: Insert Columns	6 min. video	Computer - MS WORD
Word 2013 Part 2: Insert Fields Using Quick Parts	9 min. video	Computer - MS WORD
Word 2013 Part 2: Insert Section Breaks	9 min. video	Computer - MS WORD
Word 2013 Part 2: Insert Video	7 min. video	Computer - MS WORD

Word 2013 Part 2: Integrate Pictures and Text	8 min. video	Computer - MS WORD
Word 2013 Part 2: Link Text Boxes to Control Text Flow	6 min. video	Computer - MS WORD
Word 2013 Part 2: Merge Envelopes and Labels	10 min. video	Computer - MS WORD
Word 2013 Part 2: Perform Calculations in a Table	6 min. video	Computer - MS WORD
Word 2013 Part 2: Resize an Image	4 min. video	Computer - MS WORD
Word 2013 Part 2: Sort Table Data	5 min. video	Computer - MS WORD
Word 2013 Part 2: The Mail Merge Features	13 min. video	Computer - MS WORD
Word 2013 Part 3: Add a Digital Signature to a Document	7 min. video	Computer - MS WORD
Word 2013 Part 3: Add Bookmarks	5 min. video	Computer - MS WORD
Word 2013 Part 3: Add Captions	6 min. video	Computer - MS WORD
Word 2013 Part 3: Add Citations and a Bibliography	9 min. video	Computer - MS WORD
Word 2013 Part 3: Add Cross-References	8 min. video	Computer - MS WORD
Word 2013 Part 3: Add Hyperlinks	5 min. video	Computer - MS WORD

Word 2013 Part 3: Coauthor Documents	9 min. video	Computer - MS WORD
Word 2013 Part 3: Compare and Merge Document Versions	7 min. video	Computer - MS WORD
Word 2013 Part 3: Compare Document Changes	4 min. video	Computer - MS WORD
Word 2013 Part 3: Create a Master Document	8 min. video	Computer - MS WORD
Word 2013 Part 3: Create a New Document Version	9 min. video	Computer - MS WORD
Word 2013 Part 3: Create Forms	11 min. video	Computer - MS WORD
Word 2013 Part 3: Form Data Conversion	5 min. video	Computer - MS WORD
Word 2013 Part 3: Insert a Table of Contents	8 min. video	Computer - MS WORD
Word 2013 Part 3: Insert an Ancillary Table	5 min. video	Computer - MS WORD
Word 2013 Part 3: Insert an Index	9 min. video	Computer - MS WORD
Word 2013 Part 3: Insert Blank and Cover Pages	7 min. video	Computer - MS WORD
Word 2013 Part 3: Insert Footnotes and Endnotes	5 min. video	Computer - MS WORD
Word 2013 Part 3: Manage Outlines	7 min. video	Computer - MS WORD

Word 2013 Part 3: Manipulate Forms	5 min. video	Computer - MS WORD
Word 2013 Part 3: Merge Document Changes	6 min. video	Computer - MS WORD
Word 2013 Part 3: Modify Legacy Form Field Properties	6 min. video	Computer - MS WORD
Word 2013 Part 3: Modify User Information	6 min. video	Computer - MS WORD
Word 2013 Part 3: Restrict Document Access	5 min. video	Computer - MS WORD
Word 2013 Part 3: Review a Document	4 min. video	Computer - MS WORD
Word 2013 Part 3: Review Tracked Changes	4 min. video	Computer - MS WORD
Word 2013 Part 3: Set Formatting and Editing Restrictions	5 min. video	Computer - MS WORD
Word 2013 Part 3: Share a Document	4 min. video	Computer - MS WORD
Word 2013 Part 3: Suppress Information	8 min. video	Computer - MS WORD
Microsoft® Word 2010 Advanced	2.5 hr. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2010 Advanced	E-Book - useful for reference	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2010 Basic	E-Book - useful for reference	Computer - MS WORD; Computer - MS OFFICE



Microsoft® Word 2010 Intermediate	2 hr. 15 min. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2010 Intermediate Training	E-Book - useful for reference	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2010 Intro	3 hr. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Adding Graphics	15 min. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Adding Page Elements	15 min. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Adding Special Formatting	15 min. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Advanced Training	E-Book - useful for reference	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Basic Training	E-Book - useful for reference	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Building References	1 hr. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Creating Forms	33 min. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Editing Graphics	15 min. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Editing Tables	15 min. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Finishing and Customizing Your Document	15 min. video	Computer - MS WORD; Computer - MS OFFICE

Microsoft® Word 2013 Formatting Paragraphs	15 min. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Formatting Paragraphs- REV	15 min. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Formatting Text	15 min. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Intro Training	1 hr. 25 min. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Mail Merge	30 min. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Newsletter Training	1 hr. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Proofreading	15 min. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Tables and Graphics	45 min. video	Computer - MS WORD; Computer - MS OFFICE
Microsoft® Word 2013 Tracking Changes and Comments Training	30 min. video	Computer - MS WORD; Computer - MS OFFICE
60 Minutes of Microsoft® Access® Secrets	1 hr. webinar	Computer - MS ACCESS; Computer - MS OFFICE
60 Minutes of Microsoft® Excel® Secrets 2013	1 hr. course	Computer - MS EXCEL
Advanced Microsoft® Excel® Tips for the Power User	1 hr. webinar	Computer - MS EXCEL
Microsoft® Excel® Keyboard Shortcuts for PC - SkillBuilder Game	Skill Building Tool	Computer - MS EXCEL

Excel® 2013 Part 1: Absolute Cell References	10 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Add Borders and Color to Cells	7 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Align Cell Contents	9 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Apply Cell Styles	9 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Apply Number Formats	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Cell Names and Range Names	7 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Column Width and Row Height Alteration Methods	7 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Create a Basic Worksheet	7 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Create Formulas in a Worksheet	10 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Customize Advanced Options	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Customize Formula Options	4 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Customize General and Language Options	8 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Customize Proofing and Save Options	3 min. video	Computer - MS EXCEL, Computer - MS OFFICE

Excel® 2013 Part 1: Customize the Functionality of Excel® by Enabling Add-Ins	4 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Customize the Quick Access Toolbar	8 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Customize the Ribbon	9 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Customize Trust Center Options	3 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Cut and Paste Commands	9 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Define the Basic Page Layout for a Workbook	8 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Format Worksheet Tabs	6 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Identify the Elements of the Application Window	8 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Identify the Elements of the Workbook Window	16 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Insert MIN and MAX Functions in a Worksheet	11 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Insert SUM and AVERAGE Functions in a Worksheet	12 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Manage the View of Worksheets and Workbooks	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Manage Worksheets	8 min. video	Computer - MS EXCEL, Computer - MS OFFICE

Excel® 2013 Part 1: Modify Fonts	8 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Refine the Page Layout and Apply Print Options	8 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Spell Check a Worksheet	6 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: The Auto Fill Feature	9 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: The Find and Replace Commands	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: The Hide and Unhide Options	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: The Insert and Delete Options	9 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: The Undo and Redo Commands	7 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 1: Use the Help System	4 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Add Range Names	7 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Advanced Field Settings	7 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Analyze Data by Using PivotCharts	7 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Change the Default Chart Type	4 min. video	Computer - MS EXCEL, Computer - MS OFFICE

Excel® 2013 Part 2: Comments	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Create a PivotTable	7 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Create a Trendline	10 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Create Advanced Charts	11 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Create and Modify Tables	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Create and Use Templates	6 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Create Charts	10 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Edit and Delete Range Names	4 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Edit Axes	9 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Filter Data by Using Slicers	6 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Filter Data with the Advanced Filter	6 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Filter Data with the Auto Filter	3 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Format Charts	4 min. video	Computer - MS EXCEL, Computer - MS OFFICE

Excel® 2013 Part 2: Hyperlinks	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Incorporate SmartArt	6 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Insert and Group Shapes	7 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Insert and Modify Graphic Objects	7 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Manage Themes	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Modify Charts	10 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Protect Files	8 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Remove Duplicates	4 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Sort Data	4 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Total Row	6 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Use COUNT, COUNTA and COUNTIF Functions	7 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Use HLOOKUP and VLOOKUP Functions	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Use Range Names in a Formula	6 min. video	Computer - MS EXCEL, Computer - MS OFFICE

Excel® 2013 Part 2: Use Specialized Functions	7 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Use the AND Function	4 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Use the AVERAGE Function	3 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Use the CONCATENATE Function	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Use the MAX Function	4 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Use the MIN Function	4 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Use the Nested IF Function	4 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Use the ROUND Function	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Use the SUM Function	3 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Watermarks	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 2: Work with Logical Functions	6 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Add Data Validation Criteria	8 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Add Subtotals to Grouped Data	3 min. video	Computer - MS EXCEL, Computer - MS OFFICE



Excel® 2013 Part 3: Apply Conditional Formatting	6 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Consolidate Data	4 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Create a Data List Outline	3 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Create a Web Query	7 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Create Scenarios	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Create Sparklines	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Edit a Conditional Formatting Rule	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Evaluate Formulas	3 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Export Excel® Data	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Import a Delimited Text File	6 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Integrate Excel® Data with the Web	6 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Link Cells in Different Workbooks	5 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Merge Workbooks	2 min. video	Computer - MS EXCEL, Computer - MS OFFICE

Excel® 2013 Part 3: Perform a What-If Analysis	3 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Trace Cells	3 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Troubleshoot Invalid Data	3 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Troubleshoot Invalid Formulas	6 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Update Workbook Properties	4 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Excel® 2013 Part 3: Watch Formulas	2 min. video	Computer - MS EXCEL, Computer - MS OFFICE
Microsoft® Excel® 2010 Intermediate Training	2.5 hr. webinar	Computer - MS EXCEL; Computer - MS OFFICE
Microsoft® Excel® 2010 Intro Training	3 hr. webinar	Computer - MS EXCEL; Computer - MS OFFICE
Microsoft® Excel® 2010 Made Easy	1 hr. webinar	Computer - MS EXCEL; Computer - MS OFFICE
Microsoft® Excel® 2013 Advanced - Part 3 of Excel Ebook series	E-Book - useful for reference	Computer - MS EXCEL; Computer - MS OFFICE
Microsoft® Excel® 2013 Basic - Part 1 of Excel Ebook series	E-Book - useful for reference	Computer - MS EXCEL; Computer - MS OFFICE
Microsoft® Excel® 2013 Intermediate - Part 2 of Excel Ebook series	E-Book - useful for reference	Computer - MS EXCEL; Computer - MS OFFICE
Microsoft® Excel® 2013 Intro Training	4 hr. video	Computer - MS EXCEL; Computer - MS OFFICE

Microsoft® Excel® 2013 Shortcuts, Tips, and Tricks - Intermediate level	15 min. video	Computer - MS EXCEL; Computer - MS OFFICE
Microsoft® Excel® 2013 Using Basic Formulas Part 1 - Beginner level	15 min. video	Computer - MS EXCEL; Computer - MS OFFICE
Microsoft® Excel® 2013 Using Basic Formulas Part 2 - Intermediate level	15 min. video	Computer - MS EXCEL; Computer - MS OFFICE
Microsoft® Excel® Charts and Graphs Made Easy	1 hr. overview course	Computer - MS EXCEL; Computer - MS OFFICE
Microsoft® Excel® Formulas Made Easy	1 hr. overview course	Computer - MS EXCEL; Computer - MS OFFICE
Microsoft® Excel® PivotTables Made Easy 2013	1 hr. course	Computer - MS EXCEL; Computer - MS OFFICE
Microsoft® Office 2013 What's New Training	1 hr. 15 min. overview course	Computer - MS OFFICE
Microsoft® WordPress®	1 hr. 24 min. video	Computer - MS OFFICE, Computer - MS OTHER
Microsoft® Publisher® 2013	1 hr. video	Computer - MS OFFICE; Computer - MS OTHER
Microsoft® SharePoint® 2013 Basics Training	1.5 hr. video	Computer - MS OFFICE; Computer - MS OTHER
Microsoft® Office 2013 Word	6 hr. video course	Computer - MS OFFICE; Computer - MS WORD
60 Minutes of Photoshop® Secrets	1 hr. webinar	Computer - MS OTHER
Getting Started with Google Docs(TM)	1 hr. course	Computer - MS OTHER

60 Minutes of Microsoft® Outlook® Secrets	1 hr. course	Computer - MS OUTLOOK
Add a New Contact in Microsoft® Outlook® 2016	5 min. video	Computer - MS Outlook
Add Voting and Tracking Options to an Email in Microsoft® Outlook®	3 min. video	Computer - MS Outlook
Clean Clutter Out of Your Inbox in Microsoft® Outlook®	2 min. video	Computer - MS Outlook
Create a Calendar Group in Microsoft® Outlook® 2016	3 min. video	Computer - MS Outlook
Create a New Email Folder in Microsoft® Outlook®	2 min. video	Computer - MS Outlook
Create an Appointment in Microsoft® Outlook®	2 min. video	Computer - MS Outlook
Create and Manage Quick Steps in Microsoft® Outlook®	3 min. video	Computer - MS Outlook
Create and Manage Rules in Microsoft® Outlook®	3 min. video	Computer - MS Outlook
Modify Delivery Date and Reply Settings in Microsoft® Outlook®	2 min. video	Computer - MS Outlook
Outlook® 2013 Part 1: Attach Files and Items	2 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Check Spelling and Grammar	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Create a Recurring Meeting Request	7 min. video	Computer - MS OUTLOOK

Outlook® 2013 Part 1: Create an Email Message	2 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Create an Email Message	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Create and Apply an Email Signature	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Create and Manage Quick Steps	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Create and Update Contacts	8 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Customize Reading Options	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Customize the Background and Theme of the Outlook® Interface	3 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Customize the Quick Access Toolbar	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Customize the Ribbon	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Delete Email Messages	3 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Enhance an Email Message with an Image	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Enhance an Email Message with SmartArt and Themes	6 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Format Message Content	4 min. video	Computer - MS OUTLOOK

Outlook® 2013 Part 1: Identify the Elements of the Application Window	7 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Identify the Workspaces	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Manage Appointments	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Manage Notes	6 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Manage Tasks	7 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Organize Messages Using Folders	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Paste in an Email Message	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Print an Email Message	3 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Print Your Calendar	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Print Your Contacts	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Propose a New Time for a Meeting	3 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Read and Respond to Emails	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Recall a Sent Message	3 min. video	Computer - MS OUTLOOK

Outlook® 2013 Part 1: Respond to a Meeting Request	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Specify Font Options	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Use Commands to Manage Messages	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Use Flags to Manage Messages	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Use Outlook® Help	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Use Tags to Manage Messages	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Use Tracking Options	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: View and Organize Your Contacts	3 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: View the Calendar	6 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 1: Work with Attachments	3 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Advanced Options	3 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Assign a Task	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Assign a Task	5 min. video	Computer - MS Outlook

Outlook® 2013 Part 2: Change Data File Settings	2 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Change Data File Settings	2 min. video	Computer - MS Outlook
Outlook® 2013 Part 2: Create a Data File	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Create a Data File	4 min. video	Computer - MS Outlook
Outlook® 2013 Part 2: Delegate Folder Access by Using Folder Permissions	2 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Delegate Folder Access by Using Folder Permissions	2 min. video	Computer - MS Outlook
Outlook® 2013 Part 2: Edit an Electronic Business Card	6 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Export Contacts	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Export Contacts	4 min. video	Computer - MS Outlook
Outlook® 2013 Part 2: Filter Messages	3 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Forward Contacts	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Forward Contacts	4 min. video	Computer - MS Outlook
Outlook® 2013 Part 2: Insert Advanced Characters and Objects in an Email	14 min. video	Computer - MS OUTLOOK



Outlook® 2013 Part 2: Language Options	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Manage a Task Assigned to You	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Manage a Task Assigned to You	4 min. video	Computer - MS Outlook
Outlook® 2013 Part 2: Manage Additional Calendars	7 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Manage Advanced Calendar Options	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Manage Journal Entries	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Manage Journal Entries	5 min. video	Computer - MS Outlook
Outlook® 2013 Part 2: Manage Junk Mail	4 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Manage Meeting Responses	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Manage Your Mailbox	7 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Modify Message Settings and Properties	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Organize Messages	9 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Reply to a Task Request	3 min. video	Computer - MS OUTLOOK

Outlook® 2013 Part 2: Reply to a Task Request	3 min. video	Computer - MS Outlook
Outlook® 2013 Part 2: Search Messages	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Share Your Calendar with Another User	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Share Your Calendar with Another User	5 min. video	Computer - MS Outlook
Outlook® 2013 Part 2: Share Your CONTACTS with Another User	2 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Share Your Contacts with Another User	2 min. video	Computer - MS Outlook
Outlook® 2013 Part 2: Sort Messages	3 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Use Automatic Replies	6 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Use Search Folders	5 min. video	Computer - MS OUTLOOK
Outlook® 2013 Part 2: Work with a Contact Group	7 min. video	Computer - MS OUTLOOK
Print a Calendar in Microsoft® Outlook® 2016	1 min. video	Computer - MS Outlook
Schedule a Meeting in Microsoft® Outlook® 2016	4 min. video	Computer - MS Outlook
Search Your Email Messages in Microsoft® Outlook®	3 min. video	Computer - MS Outlook

Send an Out of Office Reply in Microsoft® Outlook®	2 min. video	Computer - MS Outlook
Set a Recurring Appointment in Microsoft® Outlook® 2016	2 min. video	Computer - MS Outlook
Share a Calendar in Microsoft® Outlook® 2016	3 min. video	Computer - MS Outlook
Show in Favorites in Microsoft® Outlook®	1 min. video	Computer - MS Outlook
Sort and Group Email Messages in Microsoft® Outlook®	1 min. video	Computer - MS Outlook
Use Scheduling Assistant to Plan Meetings in Microsoft® Outlook® 2016	1 min. video	Computer - MS Outlook
Microsoft® Outlook® 2013	1 hr. course	Computer - MS OUTLOOK; Computer - MS OFFICE
Microsoft® Outlook® 2013 Advanced	E-Book - useful for reference	Computer - MS OUTLOOK; Computer - MS OFFICE
Microsoft® Outlook® 2013 Basic	E-Book - useful for reference	Computer - MS OUTLOOK; Computer - MS OFFICE
Microsoft® Outlook® 2013 Creating and Grouping Contacts	15 min. video	Computer - MS OUTLOOK; Computer - MS OFFICE
Microsoft® Outlook® 2013 Managing Contacts	15 min. video	Computer - MS OUTLOOK; Computer - MS OFFICE
Microsoft® Outlook® 2013 Managing Email	15 min. video	Computer - MS OUTLOOK; Computer - MS OFFICE
Microsoft® Outlook® 2013 Organizing Messages	15 min. video	Computer - MS OUTLOOK; Computer - MS OFFICE

Microsoft® Outlook® 2013 Reading and Writing Email	15 min. video	Computer - MS OUTLOOK; Computer - MS OFFICE
Microsoft® Outlook® 2013 Sending Email	15 min. video	Computer - MS OUTLOOK; Computer - MS OFFICE
Microsoft® Outlook® 2013 Working with Outlook®	15 min. video	Computer - MS OUTLOOK; Computer - MS OFFICE
Microsoft® Outlook® 2013: Creating and Editing Appointments	15 min. video	Computer - MS OUTLOOK; Computer - MS OFFICE
Microsoft® Outlook® 2013: Customizing Outlook® Views	15 min. video	Computer - MS OUTLOOK; Computer - MS OFFICE
Microsoft® Outlook® 2013: Organizing Appointments	15 min. video	Computer - MS OUTLOOK; Computer - MS OFFICE
Microsoft® Outlook® 2013: Personalizing Outlook®	15 min. video	Computer - MS OUTLOOK; Computer - MS OFFICE
Microsoft® Outlook® 2013: Planning Meetings	15 min. video	Computer - MS OUTLOOK; Computer - MS OFFICE
Writing Effective Emails	11 min. video	Computer - MS OUTLOOK; Computer - MS OTHER; Writing Skills
Persuasive PowerPoint® Absentee Test and Handout Strategy	5 min. video	Computer - MS POWERPOINT; Computer MS OFFICE
Persuasive PowerPoint® Divide and Conquer	5 min. video	Computer - MS POWERPOINT; Computer MS OFFICE
Persuasive PowerPoint® Never Let Them See This	4 min. video	Computer - MS POWERPOINT; Computer MS OFFICE
Persuasive PowerPoint® Slide Sorter Test for Engaging Slides	5 min. video	Computer - MS POWERPOINT; Computer MS OFFICE

Microsoft® PowerPoint® 2010 - Intermediate Training	2 hr. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2010 Advanced	2 hr. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2010 Advanced	E-Book - useful for reference	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2010 Basic	E-Book - useful for reference	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2010 Getting Started	1 hr. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2010 Intro	2.5 hr. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2013 Adding Motion	15 min. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2013 Adding Text to Your Presentation	15 min. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2013 Advanced	E-Book - useful for reference	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2013 Animation Effects	40 min. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2013 Basic	E-Book - useful for reference	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2013 Getting Started	15 min. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2013 Intro Training	3.5 hr. video	Computer - MS POWERPOINT; Computer - MS OFFICE

Microsoft® PowerPoint® 2013 Modifying and Arranging Graphics	15 min. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2013 Organizing Your Presentation	15 min. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2013 Preparing Your Slideshow	15 min. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2013 Presenting Data with Spreadsheets and Charts	15 min. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2013 Printing and Saving a Presentation	15 min. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2013 Working with Pictures	25 min. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® PowerPoint® 2013 Working with SmartArt	15 min. video	Computer - MS POWERPOINT; Computer - MS OFFICE
Microsoft® Word Keyboard Shortcuts for PC -skillbuilder Game	Skill Building Tool	Computer - MS WORD
Printing Envelopes	10 min. video	Computer-MS WORD; Office Basics
14Things to Improve Your Customer Service in 5 Seconds	QRG	Customer Service
Attitudes In Customer Service	6 min. video	Customer Service
Breaking Out of the Non-Person Box	7 min. video	Customer Service
Business Friendly Customer Service - The Core Values of Delivering Exceptional Service	18 min. video	Customer Service

Call Center Challenges - Thought Provoking Scenarios	22 min. video	Customer Service
Customer Life Time Value	6 min. video	Customer Service
Customer Service Gone Viral	16 min. video	Customer Service
Essential Telephone Skills 3.0 - Ten Core Skills To Delivering Excellent Service Over The Phone	21 min. video	Customer Service
Five Forbidden Phrases - Don't Tell Them What You Can't Do, Tell Them What You CAN Do	19 min. video	Customer Service
Forces of Change	6 min. video	Customer Service
From Curt to Courteous: Mastering the 7 Touch Points of Communication	23 min. video	Customer Service
Fun Facts About Customer Service	6 min. video	Customer Service
Get Ready for an Upset Customer Worksheet	Worksheet	Customer Service
Handling the Difficult Customer	16 min. video	Customer Service
How to Handle The Irate Caller	11 min. video	Customer Service
How to Improve a Situation with an Upset Customer	QRG	Customer Service
Service as a DIS-satisfier	7 min. video	Customer Service

Service Impact Series: Credibility Through Honesty	4 min. video	Customer Service
Service Impact Series: Cross Cultural Communication	4 min. video	Customer Service
Service Impact Series: Dimensions of Service	4 min. video	Customer Service
Service Impact Series: Levels of Learning	5 min. video	Customer Service
Service Impact Series: The Angry Customer	3 min. video	Customer Service
Service Matters: Customer Service Natural or Learned? (Part 12 of 12)	5 min. video	Customer Service
Service Matters: How Do You Build Rapport? (Part 6 of 12)	7 min. video	Customer Service
Service Matters: How Do You Demonstrate You Care? (Part 10 of 12)	5 min. video	Customer Service
Service Matters: How Do You Handle Bad Days? (Part 7 of 12)	6 min. video	Customer Service
Service Matters: How Do You Handle Varying Customer Styles? (Part 8 of 12)	5 min. video	Customer Service
Service Matters: If You Were Hiring Your Replacement Which Traits Would You Look For (Part 11 of 12)	6 min. video	Customer Service
Service Matters: Introduction To Our Group (Part 1 of 12)	6 min. video	Customer Service
Service Matters: Is the Customer Always Right? (Part 9 of 12)	7 min. video	Customer Service



Service Matters: What Advice Would You Offer a New Person (Part 4 of 12)	5 min. video	Customer Service
Service Matters: What Does Taking Ownership Mean to You? (Part 5 of 12)	6 min. video	Customer Service
Service Matters: What Motivates You To Excel (Part 2 of 12)	6 min. video	Customer Service
Service Matters: What's In It For You (Part 3 of 12)	5 min. video	Customer Service
Taking C.A.R.E. of Business	25 min. video	Customer Service
The 5 Values of Great Customer Service	24 min. video	Customer Service
The Two Factors In Customer Service	6 min. video	Customer Service
Who Affects Service the Most?	6 min. video	Customer Service
Who Gets Your Attention?	6 min. video	Customer Service
Who Is Your Customer?	6 min. video	Customer Service
Why Customers Don't Complain	7 min. video	Customer Service
Adapting Your Coaching Style	4 min. video	DiSC class follow-up
DiSC Styles: C	4 min. video	DiSC class follow-up

DiSC Styles: S	4 min. video	DiSC class follow-up
DiSC Styles: D	4 min. video	DiSC class follow-up
DiSC Styles: I	3 min. video	DiSC class follow-up
DiSC: Determine Styles of Others	6 min. video	DiSC class follow-up
DiSC: Leading C	5 min. video	DiSC class follow-up
DiSC: Leading D	6 min. video	DiSC class follow-up
DiSC: Leading I	5 min. video	DiSC class follow-up
DiSC: Leading S	5 min. video	DiSC class follow-up
DiSC: Understanding DiSC Styles	13 min. video	DiSC class follow-up
Conducting Investigations Trng - Live Classroom Handouts	Pdf Handouts	EEO
How to Deal with Employee Complaints and Concerns	1 hr. video	EEO
Manager's Guide to the Americans with Disabilities Act	5 min. video	EEO - ADA
Reasonable Accommodation Training	40 min. presentation	EEO - ADA

Disability Discrimination and Accommodation for Managers	45 min. course	EEO - Discrimination
Five Ways to Avoid a Discrimination Claim	4 min. video	EEO - Discrimination
How to Avoid Discrimination Claims	4 min. video	EEO - Discrimination
Preventing Age Discrimination for Managers and Supervisors	20 min. video	EEO - Discrimination
Preventing Employment Discrimination for Managers and Supervisors	45 min. course	EEO - Discrimination
Religious Discrimination and Accommodation for Managers and Supervisors	20 min. course	EEO - Discrimination
Understanding Employment Discrimination for Employees	45 min. video	EEO - Discrimination
As Simple as Respect: Diversity, Respect and Inclusion in the Workplace	25 min. video	EEO - Diversity
Anti-Harassment for Everyone	9 min. video	EEO - Harassment
Anti-Harassment for Managers	12 min. video	EEO - Harassment
Preventing Sexual Harassment: for Managers and Supervisors	17 min. course	EEO - Harassment
Preventing Sexual Harassment: for Employees	17 min. course	EEO - Harassment
Preventing Unlawful Workplace Harassment Employee Edition	30 min. course	EEO - Harassment

Preventing Unlawful Workplace Harassment Manager Edition	45 min. course	EEO - Harassment
Sexual Harassment? You Decide	24 min. course	EEO - Harassment
Understanding Harassment - Introduction to Understanding Harassment	7 min. video	EEO - Harassment
Understanding Harassment - Keeping Your Workplace Free of Harassment	3 min. video	EEO - Harassment
Understanding Harassment - Levels of Sexual Harassment	5 min. video	EEO - Harassment
Understanding Harassment - Office Instigators	3 min. video	EEO - Harassment
Understanding Harassment - Understanding Offenders	9 min. video	EEO - Harassment
Understanding Harassment - Understanding Targets	6 min. video	EEO - Harassment
Understanding Harassment - Warning Signs	5 min. video	EEO - Harassment
Understanding Sexual Harassment	30 min. course	EEO - Harassment
Workplace Harassment Prevention for Employees	1 hr. course	EEO - Harassment
Preventing Unlawful Retaliation in the Workplace	45 min. course	EEO - Retaliation
Retaliation	6 min. video	EEO - Retaliation

Conducting Investigations Training	55 min. video	EEO (for Supervisors & Managers who handle EEO investigations)
Mandatory EEO Trng - Employees + Supervisors (Part 1 of 2)	35 min. course	Featured Events; EEO
Mandatory EEO Trng - Employees + Supervisors (Part 2 of 2)	25 min. course	Featured Events; EEO
Mandatory EEO Trng - Employees+Supervisors Module 1 SCR (screen reader version)	35 min. course	Featured Events; EEO
Mandatory EEO Trng - Employees+Supervisors Module 2 SCR (screen reader version)	25 min. course	Featured Events; EEO
Mandatory EEO Trng - Supervisors + Managers	35 min. course	Featured Events; EEO
Mandatory EEO Trng for Supervisors+Managers Module 3 SCR (screen reader version)	35 min. course	Featured Events; EEO
Articles, Determiners, Quantifiers, and Interjections	5 min. video	Grammar Skills
Commonly Misused Words - Skills and Drills	Skill Building Tool	Grammar Skills
Grammar Shootout - SkillBuilder Game	Skill Building Tool	Grammar Skills
Parts of Speech: Active/Passive Verbs	3 min. video	Grammar Skills
Parts of Speech: Adjectives	5 min. video	Grammar Skills
Parts of Speech: Adverbs	3 min. video	Grammar Skills

Parts of Speech: Conjunction	3 min. video	Grammar Skills
Parts of Speech: Indefinite Pronouns	2 min. video	Grammar Skills
Parts of Speech: Interrogative Pronouns	2 min. video	Grammar Skills
Parts of Speech: Irregular Verbs	2 min. video	Grammar Skills
Parts of Speech: Other Nouns	2 min. video	Grammar Skills
Parts of Speech: Personal Pronouns	6 min. video	Grammar Skills
Parts of Speech: Plural Nouns	3 min. video	Grammar Skills
Parts of Speech: Possessive Pronouns	1 min. video	Grammar Skills
Parts of Speech: Prepositions	2 min. video	Grammar Skills
Parts of Speech: Reflexive and Reciprocal Pronouns	1 min. video	Grammar Skills
Parts of Speech: Regular Verbs	4 min. video	Grammar Skills
Parts of Speech: Relative Pronouns	3 min. video	Grammar Skills
Punctuation: Apostrophes	4 min. video	Grammar Skills

Punctuation: Colons and Semicolons	1 min. video	Grammar Skills
Punctuation: Commas	5 min. video	Grammar Skills
Punctuation: Common Errors	6 min. video	Grammar Skills
Punctuation: End Punctuation	2 min. video	Grammar Skills
Punctuation: Parentheses	1 min. video	Grammar Skills
Punctuation: Quotation Marks	1 min. video	Grammar Skills
Sentence Construction - Skills and Drills	Skill Building Tool	Grammar Skills
Using Active Voice - Skills and Drills	Skill Building Tool	Grammar Skills
Using Numbers in Sentences - Skills and Drills	Skill Building Tool	Grammar Skills
Barriers to Communication Success, Part 1	8 min. video	Interpersonal Skills
Barriers to Communication Success, Part 2	8 min. video	Interpersonal Skills
Feedback and Non-Verbal Communication	5 min. video	Interpersonal Skills
Nonverbal Communication: Aligning Nonverbal Communication with Intentions	5 min. video	Interpersonal Skills

Nonverbal Communication: Defining Nonverbal Communication	4 min. video	Interpersonal Skills
Nonverbal Communication: Leveraging Nonverbals for Success	5 min. video	Interpersonal Skills
Nonverbal Communication: Workplace Standards	6 min. video	Interpersonal Skills
Nonverbal Communication: Workplace Standards - Appearance	4 min. video	Interpersonal Skills
Proper Introductions	5 min. video	Interpersonal Skills
Remembering Names and Faces	8 min. video	Interpersonal Skills
Speaking and Listening	5 min. video	Interpersonal Skills
Working Well with Everyone: Diversity = Greatness - Part 5 of 5	5 min. video	Interpersonal Skills; EEO - Diversity
Working Well with Everyone: The Diversity Continuum - Part 2 of 5	3 min. video	Interpersonal Skills; EEO - Diversity
Working Well with Everyone: The Mistake of Stereotyping - Part 3 of 5	3 min. video	Interpersonal Skills; EEO - Diversity
Working Well with Everyone: The Power of Inclusion - Part 4 of 5	4 min. video	Interpersonal Skills; EEO - Diversity
Working Well with Everyone: What is Diversity? - Part 1 of 5	4 min. video	Interpersonal Skills; EEO - Diversity
Are You Really Listening?	1 hr. course	Interpersonal Skills; Office Basics



Business Intelligence: Best Practices for Successful Project Management	43 min. course	IT Specialist
Certified Information Security Manager (CISM) 6th Edition	12.5 hr. course	IT Specialist
Certified Information Security Manager (CISM) 6th Edition	12.5 hr. course	IT Specialist
Certified Information Systems Security Pro (CISSP)	20.5 hr. course	IT Specialist
Cisco® 100-101: CCENT - ICND1 - Interconnecting Cisco® Networking Devices Part 1	13.75 hr. course - Preparation for the Cisco 100-101 ICND1	IT Specialist
Cisco® 200-101: CCNA - ICND2 - Interconnecting Cisco® Networking Devices Part 2	12 hr course - Preparation for the Cisco 200-101 ICND2	IT Specialist
Cisco® 300-135: CCNP - TSHOOT - Troubleshooting and Maintaining Cisco® IP Networks	2 hr. video - The TSHOOT 300-135 exam	IT Specialist
Cisco® 300-135: CCNP - TSHOOT - Troubleshooting and Maintaining Cisco® IP Networks	2 hr. video	IT Specialist
Cloud Computing Security Knowledge (CCSK) Version 3	9.5 hr. course	IT Specialist
CompTIA® CAS-001: Advanced Security Practitioner (CASP)	19 hr. course	IT Specialist
CompTIA® CAS-001: Advanced Security Practitioner (CASP)	19 hr. course	IT Specialist
CompTIA® SY0-401 or JK0-018: Security+	8.75 hr. course	IT Specialist
CompTIA® SY0-401 or JK0-018: Security+	8.75 hr. course	IT Specialist

Data Security Compliance - Module 1: Common Data Breaches and the Costs	14 min. video	IT Specialist
Data Security Compliance - Module 2: Data Threats, The Law, And Your Responsibilities	11 min. video	IT Specialist
Data Security Compliance - Module 3: Data Security-Device Access	10 min. video	IT Specialist
Microsoft® 70-243: Administering and Deploying SCCM 2012	6.25 hr. course - Preparation for the 70-243 exam	IT Specialist
Microsoft® 70-243: Administering and Deploying SCCM 2012	6.25 hr. course - Preparation for the 70-243 exam	IT Specialist
Microsoft® 70-413: Designing and Implementing a Server Infrastructure	5 hr. course - Preparation for the 70-413 exam	IT Specialist
Microsoft® 70-414: Implementing an Advanced Server Infrastructure	5 hr. course - Preparation for the 70-414 exam	IT Specialist
Microsoft® 70-461: Querying SQL Server 2012	12.25 hr. course - Microsoft 70-461	IT Specialist
Microsoft® 70-462: Administering SQL Server 2012 Databases	8.5 hr. course - Preparation for the 70-462 Exam.	IT Specialist
Microsoft® 70-463: Implementing a Data Warehouse with SQL Server 2012	7 hr. course - Preparation for the 70-463 exam	IT Specialist
Microsoft® 70-464: Developing Microsoft® SQL Server 2012 Databases	10.75 hr. course - Preparation for the 70-464 exam	IT Specialist
Microsoft® 70-465: Designing Database Solutions for Microsoft® SQL Server 2012	9.75 hr. course	IT Specialist
Microsoft® 70-466: Implementing Data Models & Reports with SQL Server 2012	13 hr. course - Preparation for the 70-466 exam	IT Specialist

Microsoft® 70-467: Designing Business Intelligence Solutions with SQL Server 2012	20 hr. course - for business intelligence (BI) architects	IT Specialist
Microsoft® 70-480: Programming in HTML5 with JavaScript and CSS3	35.5 hr. course - Preparation for Microsoft Exam 70-480	IT Specialist
Microsoft® 70-640 TS: Windows® Server 2008 Active Directory, Configuring	20.5 hr. course - Preparation for the 70-640 exam.	IT Specialist
Modern Information Systems - IT Infrastructure: Part 1	34 min course	IT Specialist
Modern Information Systems - IT Infrastructure: Part 2	32 min course	IT Specialist
Oracle 12c OCP 1Z0-061: SQL Fundamentals	16 hr. course - Oracle 1Z0-061 Database 12c: SQL Fundamentals	IT Specialist
Oracle 12c OCP 1Z0-062: Installation and Administration	19 hr. course	IT Specialist
Oracle Database 11g Certified Associate (OCA) Fundamentals 1Z0-051 and Admin 1Z0-052	7.5 hr. course - The Oracle Database 11g Administrator	IT Specialist
Unix Administration Basics Version 5.0	14.25 hr. course	IT Specialist
Using Microsoft® Windows® 10 - Accessing Windows® 10: Navigate the Windows® 10 Desktop	3 min. video	IT Specialist
Using Microsoft® Windows® 10 - Accessing Windows® 10: Sign in to Windows® 10	4 min. video	IT Specialist
Using Microsoft® Windows® 10 - Accessing Windows® 10: Use the Start Menu	4 min. video	IT Specialist
Achieving Buy-in Part 1	5 min. video	Leadership - Change Management

Achieving Buy-in Part 2	5 min. video	Leadership - Change Management
Creating Focus During Change	6 min. video	Leadership - Change Management
What Change Leaders Do	5 min. video	Leadership - Change Management
A Coach's Guide to Feedback	4 min. video	Leadership - Coaching
S.M.A.R.T. Goals	4 min. video	Leadership - Coaching
The Art of Nonverbal Communication	3 min. video	Leadership - Communication
The Secret to Effective Communication	3 min. video	Leadership - Communication
Your Body is Talking: What is it Saying?	3 min. video	Leadership - Communication
Confronting Workplace Conflict	1 hr. course	Leadership - Conflict
Manage Yourself in the Midst of Conflict	4 min. video	Leadership - Conflict
Managing Conflict in Special Circumstances	4 min. video	Leadership - Conflict
Managing Conflict Step-by-Step	3 min. video	Leadership - Conflict
The Truth About Conflict	4 min. video	Leadership - Conflict

Leadership of a Diverse Group	8 min. video	Leadership - Diversity
Managing an Age Diverse Workforce	E-Book - useful for reference	Leadership - Diversity
Managing Different Generations	16 min. video	Leadership - Diversity
Valuing Diversity for Managers	30 min. course	Leadership - Diversity
Valuing Diversity in the Workplace	4 min. video	Leadership - Diversity
EQ Toolbox: Becoming Socially Aware - Part 2 of 4	4 min. video	Leadership - Emotional Intelligence
EQ Toolbox: How to be More Self-Aware - Part 1 of 4	3 min. video	Leadership - Emotional Intelligence
EQ Toolbox: How to Express Empathy - Part 3 of 4	4 min. video	Leadership - Emotional Intelligence
EQ Toolbox: Managing Your Relationships - Part 4 of 4	4 min. video	Leadership - Emotional Intelligence
Improving Your Self-Awareness	7 min. video	Leadership - Emotional Intelligence
Improving Your Self-Management	7 min. video	Leadership - Emotional Intelligence
Improving Your Social-Awareness	6 min. video	Leadership - Emotional Intelligence
Introduction to Emotional Intelligence	6 min. video	Leadership - Emotional Intelligence

Social Awareness Tools	7 min. video	Leadership - Emotional Intelligence
The Basics of Emotional Intelligence	4 min. video	Leadership - Emotional Intelligence
Manager's Toolbox: Time Management and Your Team	3 min. video	Leadership - Time Management
The Secrets of Successful Time Management	1 hr. course	Leadership - Time Management
The Time of Your Life	3 min. video	Leadership - Time Management
8 Steps to Effective Team Meetings	2 min. video	Leadership Development
A Coach's Guide to Embracing Leadership Styles	3 min. video	Leadership Development
Assertive Communication Skills for Managers	1 hr. course	Leadership Development
Becoming a Great Leader: Leadership and Power	4 min. video	Leadership Development
Body Language: At Work	7 min. video	Leadership Development
Body Language: Introduction	6 min. video	Leadership Development
Body Language: Movement	7 min. video	Leadership Development
Body Language: Position	7 min. video	Leadership Development

Body Language: Reading	7 min. video	Leadership Development
Budget Management Overview	1 hr. course	Leadership Development
Budgeting Essentials - Budget Reporting	2 min. video	Leadership Development
Budgeting Essentials - What is Budgeting?	1 min. video	Leadership Development
Business Intelligence: Best Practices for Successful Project Management	43 min. course	Leadership Development
Coaching with a Process	3 min. video	Leadership Development
Creating Accountability	33 min. course	Leadership Development
Dealing with Resistance	7 min. video	Leadership Development
Decision Making	1 hr. video	Leadership Development
Diversity Challenge: What Would You Do	16 min. video	Leadership Development
Diversity Is	3 min. video	Leadership Development
Do Respect	3 min. video	Leadership Development
Employee Engagement - Bad Deal or Real Deal?	7 min. video	Leadership Development

Employee Engagement: Creating an Engaged Organization (Part 4 of 4)	9 min. video	Leadership Development
Employee Engagement: Managing for Engagement (Part 3 of 4)	4 min. video	Leadership Development
Employee Engagement: Measuring Employee Engagement (Part 2 of 4)	6 min. video	Leadership Development
Employee Engagement: Ridiculous or Strategic? (Part 1 of 4)	9 min. video	Leadership Development
Employing Generation Why: Common Characteristics of Generation Why	24 min. video	Leadership Development
Employing Generation Why: Communication Strategies	14 min. video	Leadership Development
Employing Generation Why: Differences Between Us and Them	31 min. video	Leadership Development
Employing Generation Why: Managing Your Crew	23 min. video	Leadership Development
Employing Generation Why: Motivate for Peak Performance	18 min. video	Leadership Development
Employing Generation Why: Retaining Young Talent	16 min. video	Leadership Development
Finding Common Ground	2 min. video	Leadership Development
Generation Gap	1 min. video	Leadership Development
Generation Z	7 min. video	Leadership Development



Getting To Know the Generations	2 min. video	Leadership Development
Handling Conflict: An Employees' Guide	45 min. course	Leadership Development
How Much Does Your Meeting Cost?	Skill Building Tool	Leadership Development
How to be a Followable Leader	9 min. video	Leadership Development
How to Improve Your Engagement at Work	7 min. video	Leadership Development
How to Motivate Employees	9 min. video	Leadership Development
How to Overcome Disruptive Workstyle Differences	1 hr. course	Leadership Development
Ideas for Improving Engagement	6 min. video	Leadership Development
Improving Your Critical Thinking Skills	8 min. video	Leadership Development
Improving Your Team's Employee Engagement	7 min. video	Leadership Development
Introverts and Extroverts: Introduction - Part 1 of 3	5 min. video	Leadership Development
Introverts and Extroverts: Managing Extroverts - Part 2 of 3	7 min. video	Leadership Development
Introverts and Extroverts: Managing Introverts - Part 3 of 3	8 min. video	Leadership Development

Leaders Working with Leaders: Building Your Team	4 min. video	Leadership Development
Leadership & Engagement - A Correlation?	3 min. video	Leadership Development
Leadership vs. Management	7 min. video	Leadership Development
Manager's Toolbox: The Power of Positive Language	3 min. video	Leadership Development
Managing 4 Generations In The Workplace	26 min. video	Leadership Development
Managing Negativity	11 min. video	Leadership Development
Managing the Grapevine	8 min. video	Leadership Development
Managing Up: The Art of Managing Your Manager	6 min. video	Leadership Development
Measuring Employee Engagement	7 min. video	Leadership Development
Minimizing Gossip and Rumor	10 min. video	Leadership Development
Problem Solving: Define the Problem - Part 2 of 7	5 min. video	Leadership Development
Problem Solving: Determine the Root Cause - Part 3 of 7	3 min. video	Leadership Development
Problem Solving: Evaluate and Select Solutions - Part 5 of 7	3 min. video	Leadership Development

Problem Solving: Generate Solutions - Part 4 of 7	3 min. video	Leadership Development
Problem Solving: Implement Solutions - Part 6 of 7	4 min. video	Leadership Development
Problem Solving: Introduction to Problem Solving - Part 1 of 7	3 min. video	Leadership Development
Problem Solving: Monitor the Resolution - Part 7 of 7	4 min. video	Leadership Development
Productivity Through Praise	6 min. video	Leadership Development
Project Definition Questions - QRG	Skill Building Tool	Leadership Development
Project Evaluation Questions - QRG	Skill Building Tool	Leadership Development
Project Management Essentials: Introduction	10 min. video	Leadership Development
Project Management Essentials: Module 1 Initiation	10 min. video	Leadership Development
Project Management Essentials: Module 2 Planning & Execution	20 min. video	Leadership Development
Project Management Essentials: Module 3 Monitoring & Controlling	11 min. video	Leadership Development
Project Management Essentials: Module 4 Closing	3 min. video	Leadership Development
Succession Planning: Identifying HiPos	3:10 min. video	Leadership Development

Succession Planning: The Importance of Succession Planning	2.55 min. video	Leadership Development
Succession Planning: What is HiPo?	3:16 min. video	Leadership Development
Succession Planning: HiPos vs. High Performers	3 min. video	Leadership Development
Team Building: Defining Roles	7 min. video	Leadership Development
Team Building: Effective Team Members	8 min. video	Leadership Development
Team Building: Team Development Characteristics	8 min. video	Leadership Development
Team Building: Teamwork in Critical Situations	9 min. video	Leadership Development
Team Building: Types of Teams	5 min. video	Leadership Development
Team Building: What is Team Building? - View first before other Team Building Videos	7 min. video	Leadership Development
Teams that Work	1 hr. course	Leadership Development
The Baby Boomers	7 min. video	Leadership Development
The Employee Engagement Continuum	6 min. video	Leadership Development
The Generation Xers	7 min. video	Leadership Development

The Millenials	7 min. video	Leadership Development
The Secret to Employee Motivation	4 min. video	Leadership Development
The Traditionalists	7 min. video	Leadership Development
The What and Why of Employee Engagement	6 min. video	Leadership Development
The Why Behind Poor Performance	4 min. video	Leadership Development
Understanding Power, Influence, and Leadership	4 min. video	Leadership Development
Working with Different Generations	7 min. video	Leadership Development
Critical Thinking	33 min. video	Leadership Development; Interpersonal Skills
Change Management: After the Announcement	2 min. video	Leadership Development; Leadership-Change Management
Change Management: An Introduction	2 min. video	Leadership Development; Leadership-Change Management
Change Management: Analysis	3 min. video	Leadership Development; Leadership-Change Management
Change Management: Creating Employee Excitement	2 min. video	Leadership Development; Leadership-Change Management
Change Management: Making the Announcement	3 min. video	Leadership Development; Leadership-Change Management

Change Management: Preparing for Change	3 min. video	Leadership Development; Leadership-Change Management
Change Management: The Phases of Change	3 min. video	Leadership Development; Leadership-Change Management
Change Management: Working Through the Change	3 min. video	Leadership Development; Leadership-Change Management
Going from Coworker to Boss	3 min. video	Leadership Development; New Leader
Going from Co-worker to Boss	3 min. video	Leadership Development; New Leader
Basics of Accounting	1 hr. read only course	Math Skills
Basics: Introduction to Business Math	1 min. video	Math Skills
Basics: Multiplying and Dividing Signed Numbers	2 min. video	Math Skills
Basics: Positive and Negative Numbers	2 min. video	Math Skills
Business Math	10 min. video	Math Skills
Business Statistics: Mean, Median and Mode	4 min. video	Math Skills
Business Statistics: Standard Deviation	3 min. video	Math Skills
Business Statistics: The Bell Curve	2 min. video	Math Skills

Business Statistics: Variance	3 min. video	Math Skills
Business Statistics: Weighted Averages	4 min. video	Math Skills
Business Statistics: When to use Mean, Median and Mode	3 min. video	Math Skills
Calculating Percentages	2 min. video	Math Skills
Conversions: Decimal to Percent and Fraction	2 min. video	Math Skills
Conversions: Fraction to Decimal and Percent	2 min. video	Math Skills
Conversions: Percent to Decimal and Fraction	3 min. video	Math Skills
Decimals: Adding and Subtracting Decimals	2 min. video	Math Skills
Decimals: Dividing Decimals	3 min. video	Math Skills
Decimals: Introduction to Decimals	3 min. video	Math Skills
Decimals: Multiplying Decimals	1 min. video	Math Skills
Decimals: Rounding Decimals	3 min. video	Math Skills
Decimals: Scientific Notation	4 min. video	Math Skills

Decimals: Significant Digits	4 min. video	Math Skills
Percents: Calculating From a Survey	3 min. video	Math Skills
Percents: Growth and Loss	3 min. video	Math Skills
Percents: Percentiles	2 min. video	Math Skills
Business Attire Basics for Women: Business Casual Attire	2 min. video	New Employee
New Employee Orientation - Benefits Overview	16 min. presentation	New Employee
New Employee Orientation - Employees' Retirement System	15 min. presentation	New Employee
New Employee Orientation - Governor Ige's welcome message	1.5 min. video	New Employee
New Employee Orientation - Hawaii State Federal Credit Union	10 min. video	New Employee
New Employee Orientation - Island Savings Plan - Orientation	5 min. video	New Employee
New Employee Orientation - State Departmental Overview	25 min. video	New Employee
Professional Excellence Episode 1: What (Not) To Talk About at Work!	3 min. video	New Employee
Professional Excellence Episode 10: Meeting Groups of People	1 min. video	New Employee



Professional Excellence Episode 11: Exchanging Business Cards, Following Up, and Networking Events	3 min. video	New Employee
Professional Excellence Episode 2: Shouting, Rampant Negativity, and Other Terrible Ideas!	4 min. video	New Employee
Professional Excellence Episode 3: Gossip: For People Who Don't Want Friends!	3 min. video	New Employee
Professional Excellence Episode 4: Meetings Aren't Actually for Texting Sorry!	6 min. video	New Employee
Professional Excellence Episode 5: How to Use the Internet for Good and Not Evil	2 min. video	New Employee
Professional Excellence Episode 6: How to Use Email So That People Don't Want to Hurt You	3 min. video	New Employee
Professional Excellence Episode 7: The Speakerphone Why Talk When Shouting Will Do?	1 min. video	New Employee
Professional Excellence Episode 8: Various Ways to Succeed (And Fail!) at Introductions	5 min. video	New Employee
Professional Excellence Episode 9: How to Shake Someone's Hand	3 min. video	New Employee
Welcome to State Employment	1 min. 50 sec. video	New Employee
Workplace Life Jacket: 8 Tips to Control Your Email	3 min. video	New Employee
Workplace Life Jacket: Tips for an Organized Workspace	3 min. video	New Employee
WorkSmarts How to Get Along, Get Noticed, and Get Ahead	19 min. video	New Employee

Effective and Appropriate Email Use	45 min. course	New Employee; Office Basics
Effective Telephone Communication Skills for Receptionists	1 hr. course	New Employee; Office Basics
Office Etiquette	10 min. video	New Employee; Office Basics
An Introduction to Effective Leadership	4 min. video	New Leader
Balancing Priorities	26 min. presentation	New Leader
Balancing Priorities for Productivity and Performance	26 min. presentation	New Leader
Become an Effective Leader, Part 1	8 min. video	New Leader
Become an Effective Leader, Part 2	9 min. video	New Leader
Becoming a Great Leader: Developing Yourself	4 min. video	New Leader
Becoming a Great Leader: Effective Delegation	4 min. video	New Leader
Becoming a Great Leader: Empowering Followers	4 min. video	New Leader
Build Your Team	5 min. video	New Leader
Building Strong Professional Relationships	7 min. video	New Leader

Business Etiquette	1 hr. presentation	New Leader
Communicating in a Diverse World	26 min. video	New Leader
Dealing with Anger and Emotions: Quick Tips	3 min. video	New Leader
Delegating for Growth	30 min. presentation	New Leader
Developing Management Skills	4 min. video	New Leader
Developing Positive Relationships at Work	26 min. presentation	New Leader
Effective Delegation Skills	4 min. video	New Leader
Four Things All New Supervisors Must Remember: E.X.A.L.T. - Part 1 of 4	3 min. video	New Leader
Four Things All New Supervisors Must Remember: L.E.A.R.N. - Part 2 of 4	5 min. video	New Leader
Four Things All New Supervisors Must Remember: S.H.A.K.E. - Part 3 of 4	3 min. video	New Leader
Four Things All New Supervisors Must Remember: S.U.P.E.R. - Part 4 of 4	3 min. video	New Leader
Goal Setting in the Workplace	45 min. course	New Leader
Group Decision Making	7 min. video	New Leader

Helping Employees Use Their Time Wisely	6 min. video	New Leader
How to Avoid the Most Common Mistakes New Managers Make	1 hr. course	New Leader
How to Manage Your Time Effectively	4 min. video	New Leader
Lead by Listening	10 min. video	New Leader
Leading a Diverse Workforce, Part 1 of 2	6 min. video	New Leader
Leading a Diverse Workforce, Part 2 of 2	6 min. video	New Leader
Leading Team Meetings	12 min. video	New Leader
Make Effective Decisions	7 min. video	New Leader
Management Skills - What Does It Take?	8 min. video	New Leader
Management, Communication and Growth	5 min. video	New Leader
Manager's Toolbox: Building an Engaged Team	4 min. video	New Leader
Manager's Toolbox: Modeling Engagement Behaviors	3 min. video	New Leader
Managing for Accountability	5 min. video	New Leader

Motivating Your People and Being a Positive Role Model	4 min. video	New Leader
Motivational Theorists Whose Theories Work in Practice	5 min. video	New Leader
Organization for Efficiency	4 min. video	New Leader
Organizational Trust	30 min. presentation	New Leader
Performance Management: A Manager's Responsibility	6 min. video	New Leader
Productive Work Habits - Lessons in Time Management	30 min. presentation	New Leader
Put On Your Manager's Hat	5 min. video	New Leader
Setting Sound Goals	4 min. video	New Leader
Super Manager	30 minute presentation	New Leader
Team Excellence	37 min. presentation	New Leader
The Hiring Process - In State Government	13 min. presentation	New Leader
Time Management for Managers	4 min. video	New Leader
Top 10 Mistakes of Managers	4 min. video	New Leader

Transitioning from Staff to Supervisor	1 hr. course	New Leader
Work Teams: Some Basic Guidelines	7 min. video	New Leader
You Get What You Manage: The Pygmalion Effect	7 min. video	New Leader
Employee Engagement - Participant's Guide	Pdf Handout Guide	New Leader (* Pdf Handout Guide)
Employee Engagement	30 min. presentation	New Leader (see * for Pdf Handout Guide)
Becoming a Great Leader: Characteristics	4 min. video	New Leader/ Prerequisite for Coaching 101
Becoming a Great Leader: Creating Followership	5 min. video	New Leader/ Prerequisite for Coaching 102
Manage Your Time By Organizing Paperwork	3 min. video	New Leader; Leadership - Time Management
8 Steps to Effective One-on-Ones	2 min. video	New Leader; Leadership Development
A Motivator's Tool Kit	5 min. video	New Leader; Leadership Development
Contingency Planning Worksheet	Skill Building Tool	New Leader; Leadership Development
Do You Need a Meeting?	Skill Building Tool	New Leader; Leadership Development
Effective Meetings for Supervisors	40 min. presentation	New Leader; Leadership Development

Generational Differences	4 min. video	New Leader; Leadership Development
Helping Others Solve Problems	Skill Building Tool	New Leader; Leadership Development
How to Pay Attention and Listen!	6 min. video	New Leader; Leadership Development
Introduction to Leadership: What Every Leader Needs	4 min. video	New Leader; Leadership Development
Maslow's Theory of Motivation	6 min. video	New Leader; Leadership Development
Providing Feedback - Interactive	Skill Building Tool	New Leader; Leadership Development
The Decision Making Process, Part 1 of 2	5 min. video	New Leader; Leadership Development
The Decision Making Process, Part 2 of 2	6 min. video	New Leader; Leadership Development
What Makes a Leader?	4 min. video	New Leader; Leadership Development
Coping with Change: Change Behaviors - Part 2 of 4	3 min. video	New Leader; Leadership-Change Management
Coping with Change: Change for Managers - Part 4 of 4	5 min. video	New Leader; Leadership-Change Management
Coping with Change: Change Model - Part 3 of 4	4 min. video	New Leader; Leadership-Change Management
Coping with Change: Change Phases - Part 1 of 4	5 min. video	New Leader; Leadership-Change Management

Bad Email Habits: What Message Are You Sending?	1 hr. course	New Leader; Office Basics; Professional Development
Email Etiquette Infographic	Skill Building Tool	Office Basics
Email Matters: Address Fields	4 min. video	Office Basics
Email Matters: Authoring Emails When Angry	3 min. video	Office Basics
Email Matters: Composing a Message	5 min. video	Office Basics
Email Matters: Confidentiality	3 min. video	Office Basics
Email Matters: Handling Irate Customers	4 min. video	Office Basics
Email Matters: Humor in Email	4 min. video	Office Basics
Email Matters: Inappropriate Topics	3 min. video	Office Basics
Email Matters: Internal Customer Service	3 min. video	Office Basics
Email Matters: Introduction	2 min. video	Office Basics
Email Matters: Jargon and Shortcuts	3 min. video	Office Basics
Email Matters: Message Length	3 min. video	Office Basics



Email Matters: Opening & Closing Lines	3 min. video	Office Basics
Email Matters: Proofreading	3 min. video	Office Basics
Email Matters: Replying to All	3 min. video	Office Basics
Email Matters: Respond Promptly	4 min. video	Office Basics
Email Matters: Synchronous vs Asynchronous	3 min. video	Office Basics
Email Matters: The Subject Line	3 min. video	Office Basics
Email Matters: Tools for Emphasis	4 min. video	Office Basics
Email Matters: Writing with Conviction	3 min. video	Office Basics
Filing and Record-Keeping	6 min. video	Office Basics
Finance Vocabulary - SkillBuilder Game	Skill Building Tool	Office Basics
How to Leave Phone Messages that Get Returned	12 min. video	Office Basics
Meeting Agendas and Minutes	5 min. video	Office Basics
Messages, Dictation and Transcription	13 min. video	Office Basics

Organizing and Alphabetizing Files	8 min. video	Office Basics
Organizing Computer Files	5 min. video	Office Basics
Professional Telephone Skills	1 hr. course	Office Basics
Scheduling Meetings	7 min. video	Office Basics
Telephone Etiquette	8 min. video	Office Basics
Telephone Techniques: Greeting	2 min. video	Office Basics
Telephone Techniques: Handling Angry Callers	3 min. video	Office Basics
Telephone Techniques: Hold Please	2 min. video	Office Basics
Telephone Techniques: Phone Etiquette	3 min. video	Office Basics
Telephone Techniques: Taking Calls	3 min. video	Office Basics
Telephone Techniques: Taking Messages	3 min. video	Office Basics
Telephone Usage	11 min. video	Office Basics
Work Hacks: 5 Hacks to a Clean and Comfortable Space	1 min. video	Office Basics

Work Hacks: 6 Hacks to Controlling Your Inbox	1 min. video	Office Basics
Work Hacks: Go Green	1 min. video	Office Basics
Common Time Management Problems: 01. Procrastination	4 min. video	Office Basics; Leadership - Time Management
Common Time Management Problems: 02. Precrastination	4 min. video	Office Basics; Leadership - Time Management
Effective Time Management: 01. How to Manage Your Time	3 min. video	Office Basics; Leadership - Time Management
Effective Time Management: 02. How to Time Block	5 min. video	Office Basics; Leadership - Time Management
Effective Time Management: 03. How To Use the Pomodoro Technique	2 min. video	Office Basics; Leadership - Time Management
Effective Time Management: 04. How to Create a Bullet Journal	2 min. video	Office Basics; Leadership - Time Management
8-Week Get Organized Diet - Quick Reference	Skill Building Tool	Office Basics; Leadership - Time Management
How-To Tool: Decision Matrix	Skill Building Tool	Office Basics; Leadership - Time Management
Tackle These 10 Time Wasters Worksheet	Skill Building Tool	Office Basics; Leadership - Time Management
To-Do List Tool: Paired Comparison	Skill Building Tool	Office Basics; Leadership - Time Management
To-Do List Tool: Rocks, Pebbles, and Sand	Skill Building Tool	Office Basics; Leadership - Time Management

Basics of a Business Letter	7 min. video	Office Basics; Writing Skills
Beginning a Business Letter	9 min. video	Office Basics; Writing Skills
Business Email Guidelines	6 min. video	Office Basics; Writing Skills
Ending a Business Letter	6 min. video	Office Basics; Writing Skills
How to Accurately Proofread	7 min. video	Office Basics; Writing Skills
Mailing Letters	10 min. video	Office Basics; Writing Skills
Measurements and Magnitudes with Numbers	5 min. video	Office Basics; Writing Skills
Numbers and Numerals	4 min. video	Office Basics; Writing Skills
Using Numbers for Time and Money	6 min. video	Office Basics; Writing Skills
Using Words or Figures for Numbers	7 min. video	Office Basics; Writing Skills
Pre-Retirement - Hawaii State Contributory Plan Benefits	Pdf Handout	Pre-Retirement Series
Pre-Retirement - Hawaii State Hybrid Plan Benefits	Pdf Handout	Pre-Retirement Series
Pre-Retirement - Hawaii State Noncontributory Plan Benefits	Pdf Handout	Pre-Retirement Series

Pre-Retirement Series - EUTF (Retiree Health Plan Information)	30 min. presentation	Pre-Retirement Series
Pre-Retirement Series - EUTF Handouts (Retiree Health Plan Handout)	Pdf Handout of Plan	Pre-Retirement Series
Pre-Retirement Series: Dept. of Commerce & Consumer Affairs	11.5 min. video	Pre-Retirement Series
Pre-Retirement Series: Hawaii State Ethics Commission	7.5 min. video	Pre-Retirement Series
Pre-Retirement Series: Island Savings Plan	12 min. video	Pre-Retirement Series
Pre-retirement Series: Long Term Care Ombudsman Program	30 min. video	Pre-Retirement Series
Fearless Facilitation! - How to Lead Effective Training	18 min. video	Presentation Skills
Presentation Skills: After the Presentation - Part 14 of 14	2 min. video	Presentation Skills
Presentation Skills: Basic Questions - Part 1 of 14	5 min. video	Presentation Skills
Presentation Skills: Closing - Part 11 of 14	3 min. video	Presentation Skills
Presentation Skills: Creating Slides - Part 6 of 14	6 min. video	Presentation Skills
Presentation Skills: Handling Distractions - Part 9 of 14	3 min. video	Presentation Skills
Presentation Skills: Handling Questions- Part 10 of 14	5 min. video	Presentation Skills

Presentation Skills: Handouts - Part 8 of 14	3 min. video	Presentation Skills
Presentation Skills: How to Make a Point - Part 3 of 14	3 min. video	Presentation Skills
Presentation Skills: Opening - Part 4 of 14	5 min. video	Presentation Skills
Presentation Skills: Organizing - Part 2 of 14	6 min. video	Presentation Skills
Presentation Skills: Psyching Up - Part 12 of 14	4 min. video	Presentation Skills
Presentation Skills: Punching Up Your Presentation - Part 5 of 14	4 min. video	Presentation Skills
Presentation Skills: Right before the Presentation - Part 13 of 14	4 min. video	Presentation Skills
Presentation Skills: Using Audio Visuals - Part 7 of 14	6 min. video	Presentation Skills
SMART-START Presentations: What IS a Presentation?	4 min. video	Presentation Skills
Bloodborne Pathogens	45 min. course	Safety - Bloodborne Pathogens (B&P)
Bloodborne Pathogens: Needlestick and Safety Prevention Act	3 min. video	Safety - Bloodborne Pathogens (B&P)
Bloodborne Pathogens: Personal Protective Equipment	7 min. video	Safety - Bloodborne Pathogens (B&P)
Aggressive Driving	6 min. video	Safety - Driver Safety

Back Injury Prevention	45 min. course	Safety - Ergonomics
Create an Ergonomic Workstation	1 min. video	Safety - Ergonomics
Ergonomic Programs That Work	3 min. video	Safety - Ergonomics
Ergonomics for Manufacturing	45 min. video	Safety - Ergonomics
How to Sit Correctly	1 min. video	Safety - Ergonomics
Safety Toolbox: Protect Your Back	3 min. video	Safety - Ergonomics
Stretching in the Workplace	2 min. video	Safety - Ergonomics
Two-Wheeled Handcart	6 min. video	Safety - Ergonomics
Alcohol Abuse: How Do I Know if Someone is Impaired?	18 min. video	Safety - General Safety
Electrical Safety Awareness	1 hr . Course	Safety - General Safety
Fall Protection	45 min. course	Safety - General Safety
Forklift Safety: Part 1 of 3	8 min. video	Safety - General Safety
Forklift Safety: Part 2 of 3	14 min. video	Safety - General Safety

Forklift Safety: Part 3 of 3	18 min. video	Safety - General Safety
Heat Stress	4 min. video	Safety - General Safety
Managing Workplace Safety and Health	45 min. course	Safety - General Safety
Safety First: Fire Extinguisher Use	4 min. video	Safety - General Safety
Safety Toolbox: The Safe Use of Aerial Lifts	3 min. video	Safety - General Safety
Safety Toolbox: The Safe Use of Ladders	3 min. video	Safety - General Safety
Substance Abuse: 04. How Do I Know if Someone is Impaired?	19 min. video	Safety - General Safety
HAZCOM Compliance: What You Need to Know	1 hr. course	Safety - Hazard Communication (HAZCOM)
HAZCOM: What's New with OSHA?	4 min. video	Safety - Hazard Communication (HAZCOM)
Workplace Violence - Part 1 of 3	90 min includes all 3 presentations.	Safety - Mandatory Workplace Violence
Workplace Violence - Part 1 of 3 ACC	91 min includes all 3 presentations.	Safety - Mandatory Workplace Violence
Workplace Violence - Part 2 of 3	90 min includes all 3 presentations.	Safety - Mandatory Workplace Violence
Workplace Violence - Part 2 of 3 ACC	92 min includes all 3 presentations.	Safety - Mandatory Workplace Violence



Workplace Violence - Part 3 of 3	90 min includes all 3 presentations.	Safety - Mandatory Workplace Violence
Workplace Violence - Part 3 of 3 ACC	93 min includes all 3 presentations.	Safety - Mandatory Workplace Violence
Personal Protective Equipment	45 min. course	Safety - Personal Protective Equip. (PPE)
Personal Protective Equipment: Eye & Face Protection	45 min. course	Safety - Personal Protective Equip. (PPE)
Personal Protective Equipment: Foot Protection	45 min. course	Safety - Personal Protective Equip. (PPE)
Personal Protective Equipment: Hand & Arm Protection	45 min. course	Safety - Personal Protective Equip. (PPE)
Personal Protective Equipment: Head Protection	45 min. course	Safety - Personal Protective Equip. (PPE)
Respiratory Protection	45 min course	Safety - Personal Protective Equip. (PPE)
Slip, Trip and Fall Prevention	45 min. course	Safety - Slips, Trips and Falls
Slips, Trips and Falls	5.5 min. video	Safety - Slips, Trips and Falls
Keep Your Cool: Attitude	6 min. video	Safety - Workplace Violence
Keep Your Cool: Control	6 min. video	Safety - Workplace Violence
Keep Your Cool: Signs	5 min. video	Safety - Workplace Violence

Keep Your Cool: Truths	6 min. video	Safety - Workplace Violence
Keep Your Cool: Venting	3 min. video	Safety - Workplace Violence
Run, Hide, Fight - Surviving an active shooter event	6 min. video	Safety - Workplace Violence
Defensive Driving: Basics (Part 1)	14 min. video	Safety-Driver Safety
Defensive Driving: Basics (Part 2)	12 min. video	Safety-Driver Safety
Safety Toolbox: Driving Defensively	3 min. video	Safety-Driver Safety
Safety Toolbox: Driving in Poor Conditions	3 min. video	Safety-Driver Safety
Business Writing Tips: Edit, Rewrite and Say It Right	8 min. video	Writing Skills
Business Writing Tips: Make an Outline and a First Draft	6 min. video	Writing Skills
Business Writing: Abbreviations	1 min. video	Writing Skills
Business Writing: Acronyms	1 min. video	Writing Skills
Business Writing: Appropriate Language	3 min. video	Writing Skills
Business Writing: Executive Reports & Memos	2 min. video	Writing Skills

