



eTechnology Consultants Soft Skills Training Curriculum Options

#	Title	Category
1	Accounting Skills for New Supervisors	Human Resources
2	Active Listening	Personal Development
3	Advanced Project Management	Supervisors and Managers
4	Advanced Skills for the Practical Trainer	Train the Trainer
5	Advanced Writing Skills	Career Development
6	An Environmental Audit Primer	Personal Development
7	Anger Management - Understanding Anger	Human Resources
8	Appreciative Inquiry	Personal Development
9	Balanced Scorecard Basics	Workplace Essentials
10	Basic Business Management - Boot Camp for Business Owners	Business Essentials
11	Basic Internet Marketing	Internet Marketing
12	Body Language: Reading Body Language as a Sales Tool	Sales and Marketing
13	Branding: Creating and Managing Your Corporate Brand	Sales and Marketing
14	Budgets and Managing Money	Supervisors and Managers
15	Building Better Teams	Human Resources
16	Building Relationships for Success in Sales	Sales and Marketing
17	Building Your Self Esteem and Assertiveness Skills	Personal Development
18	Bullying in the Workplace	Workplace Essentials
19	Building a Consulting Business	Business Essentials
20	Building a Online Business	Internet Marketing
21	Bullying in the Workplace	Supervisors and Managers
22	Business Ethics for the Office	Business Essentials
23	Business Etiquette - Gaining That Extra Edge	Career Development
24	Business Leadership - Becoming Management Material	Supervisors and Managers
25	Business Process Management	Workplace Essentials
26	Business Succession Planning - Developing and Maintaining a Succession Plan	Human Resources
27	Business Writing That Works	Career Development
28	Call Center Training - Sales and Customer Service Training for Call Center Agents	Sales and Marketing
29	Change Management - Change and How to Deal With It	Human Resources
30	Coaching - A Leadership Skill	Supervisors and Managers
31	Coaching and Mentoring	Supervisors and Managers
32	Communication Strategies	Career Development
33	Communications for Small Business Owners	Supervisors and Managers
34	Conducting Accurate Internet Research	Internet Marketing
35	Conducting Effective Performance Reviews	Supervisors and Managers
36	Conference and Event Management	Supervisors and Managers
37	Conflict Resolution - A One Day Primer	Career Development
38	Conflict Resolution - Dealing With Difficult People	Career Development
39	Conflict Resolution - Getting Along In The Workplace	Human Resources
40	Conquering Your Fear of Speaking in Public	Personal Development
41	Controlling Anger Before It Controls You - A One Day Primer	Business Essentials
42	Core Negotiation Skills - A One Day Primer	Supervisors and Managers
43	Continuous Improvement with Lean	Supervisors and Managers

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44	Conversational Leadership	Supervisors and Managers
45	Creating Successful Staff Retreats	Train the Trainer
46	Creating Winning Proposals	Business Essentials
47	Creating a Dynamite Job Portfolio	Career Development
48	Creating a Google AdWords Campaign	Internet Marketing
49	Creating a Positive Work Environment	Supervisors and Managers
50	Creating a Top-Notch Talent Management Program	Human Resources
51	Creative Thinking and Innovation	Career Development
52	Crisis Management	Supervisors and Managers
53	Critical Thinking	Career Development
54	CRM - An Introduction to Customer Relationship Management	Sales and Marketing
55	Current Project Management Techniques to Increase Effectiveness - A One Day Prime	Supervisors and Managers
56	Customer Relationship Management	Sales and Marketing
57	Customer Service Training - Critical Elements of Customer Service	Business Essentials
58	Customer Service Training - Managing Customer Service	Human Resources
59	Delegation - The Art Of Delegating Effectively	Supervisors and Managers
60	Developing Your Executive Presence	Personal Development
61	Developing Your Training Program	Train the Trainer
62	Disability Awareness - Working with People with Disabilities	Workplace Essentials
63	Developing a Safety Procedures Manual	Supervisors and Managers
64	Developing a Training Needs Analysis	Train the Trainer
65	Disability Awareness - Working with People with Disabilities	Supervisors and Managers
66	Diversity Training - Celebrating Diversity in the Workplace	Workplace Essentials
67	Dynamite Sales Presentations	Sales and Marketing
68	E-Commerce Management	Internet Marketing
69	Effective Planning and Scheduling	Personal Development
70	Emotional Intelligence	Supervisors and Managers
71	Employee Accountability	Supervisors and Managers
72	Employee Dispute Resolution - Mediation through Peer Review	Human Resources
73	Encouraging Sustainability and Social Responsibility in Business	Supervisors and Managers
74	Entrepreneurship 101	Supervisors and Managers
75	Environmental Sustainability: A Practical Approach to Greening Your Organization	Supervisors and Managers
76	Facilitation Skills	Train the Trainer
77	Generation Gap - Closing the Generation Gap in the Workplace	Human Resources
78	Getting Stuff Done - Personal Development Boot Camp	Personal Development
79	Getting Your Job Search Started	Personal Development
80	Giving Effective Feedback	Supervisors and Managers
81	Global Business Strategies	Supervisors and Managers
82	Goal Setting	Career Development
83	High Reliability Organizations	Supervisors and Managers
84	Hiring for Success - Behavioral Interviewing Techniques	Human Resources
85	Human Resources Training - HR for the Non-HR Manager	Supervisors and Managers
86	Influence and Persuasion	Career Development
87	Intermediate Project Management	Supervisors and Managers
88	Intrapreneurship	Supervisors and Managers
89	Introduction to E-Mail Marketing	Internet Marketing

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90	Introduction to Neuro Linguistic Programming	Career Development
91	Inventory Management - The Nuts and Bolts	Supervisors and Managers
92	Kickstarting Your Business with Crowdsourcing	Internet Marketing
93	Knowledge Management	Workplace Essentials
94	Leadership Skills for Supervisors - Communication, Coaching, and Conflict	Supervisors and Managers
95	Lean Process Improvement	Supervisors and Managers
96	Logistics and Supply Chain Management	Supervisors and Managers
97	Making Training Stick	Train the Trainer
98	Managing Across Cultures	Supervisors and Managers
99	Managing Difficult Conversations	Supervisors and Managers
100	Managing Pressure and Maintaining Balance	Career Development
101	Managing the Virtual Workplace	Supervisors and Managers
102	Marketing and Sales	Supervisors and Managers
103	Marketing for Small Businesses	Sales and Marketing
104	Marketing with Social Media	Internet Marketing
105	Mastering the Interview to Further your Career	Career Development
106	Measuring Training Results	Train the Trainer
107	Meeting Management - The Art of Making Meetings Work	Supervisors and Managers
108	Motivation Training - Motivating Your Workforce	Supervisors and Managers
109	Negotiating for Results	Supervisors and Managers
110	Networking for Success	Sales and Marketing
111	NLP Tools for Real Life	Career Development
112	Onboarding – The Essential Rules for a Successful Onboarding Program	Human Resources
113	Orientation Handbook - Getting Employees Off to a Good Start	Human Resources
114	Overcoming Objections to Nail the Sale	Sales and Marketing
115	Performance Management - Managing Employee Performance	Human Resources
116	Personal Brand: Maximizing Personal Impact	Career Development
117	Planning for Workplace Safety	Supervisors and Managers
118	Problem Solving & Decision Making	Human Resources
119	Process Improvement with Gap Analysis	Supervisors and Managers
120	Project Management Fundamentals	Supervisors and Managers
121	Project Management Training - Understanding Project Management	Supervisors and Managers
122	Prospecting for Leads like a Pro	Sales and Marketing
123	Public Relations Boot Camp	Human Resources
124	Public Speaking - Presentation Survival School	Personal Development
125	Public Speaking - Speaking Under Pressure	Personal Development
126	Purchasing and Procurement Basics	Supervisors and Managers
127	Research Skills	Career Development
128	Risk Management	Supervisors and Managers
129	Safety in the Workplace	Workplace Essentials
130	Secrets of Change Management - A One Day Primer	Supervisors and Managers
131	Self-Leadership	Career Development
132	Selling Smarter	Sales and Marketing
133	Six Sigma: Entering the Dojo	Personal Development
134	Skills for the Administrative Assistant	Career Development
135	Social Selling for Small Businesses	Sales and Marketing

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136	Strategic Planning	Supervisors and Managers
137	Stress Management	Personal Development
138	Stress Relief and Stress Reduction - A One Day Primer	Personal Development
139	Survival Skills for the New Trainer	Train the Trainer
140	Team Building - Developing High Performance Teams	Supervisors and Managers
141	Telemarketing - Using the Telephone as a Sales Tool	Sales and Marketing
142	The ABCs of Supervising Others	Supervisors and Managers
143	The Minute Taker's Workshop	Career Development
144	The Practical Trainer	Train the Trainer
145	The Professional Supervisor	Supervisors and Managers
146	Time Management - Get Organized for Peak Performance	Business Essentials
147	Tough Topics: Talking to Employees about Personal Hygiene	Supervisors and Managers
148	Train-the-Trainer - Inspire, Motivate and Educate - A One Day Primer	Train the Trainer
149	Training with Visual Storytelling	Train the Trainer
150	Using Activities to Make Training Fun	Train the Trainer
151	Working Smarter - Using Technology to your Advantage	Career Development
152	Workplace Ergonomics: Injury Prevention Through Ergonomics	Workplace Essentials
153	Workplace Harassment - What It is and What to Do About It	Workplace Essentials
154	Workplace Violence - How to Manage Anger and Violence in the Workplace	Workplace Essentials
155	Workplace Wellness	Workplace Essentials
156	Writing a Business Plan	Business Essentials
157	Writing for the Web	Internet Marketing
158	Writing Reports and Proposals	Business Essentials