



<b>Solution Area</b>	<b>Curriculum</b>	<b>Series</b>	<b>Course Title</b>	<b>Estimated Duration Hours</b>
<b>SkillChoice Business</b>				
	<b>BUSINESS STRATEGY and OPERATIONS</b>			
	<b>Business Law</b>			
		<b>Fundamentals of Business Law</b>		
		A Manager's Introduction to Business Law		3
		Contracts in Commercial Transactions		4
		Employment and Labor Law		3,5
		American Business Formations in the 21st Century		3,5
		Intellectual Property and Proprietary Rights		4
		Lawsuits and Negotiations		2,5
	<b>Operations Curriculum</b>			
		<b>Managing Customer-Driven Process Improvement</b>		
		Why Customer Driven?		2,5
		Identifying What the Customer Wants		3
		Translating Requirements into Process Goals		3,5
		Understanding Processes		2,5
		Implementing Improvements		2,5
		Managing Process Improvements		3
		Managing Customer-Driven Process Improvement Simulation		0,5
		<b>Six Sigma Foundations</b>		
		Six Sigma Introduction: Replaced		3,5
		Final Exam: Six Sigma Foundations		
		<b>Six Sigma Team Implementation</b>		
		Six Sigma: Reducing Variation to Improve Quality		4
		Six Sigma: Listening to the Voice of the Customer		5,5
		Six Sigma DMAIC: Defining the Problem		4

Six Sigma DMAIC: Measuring the Process	5
Six Sigma DMAIC: Analyzing the Data	5,5
Six Sigma DMAIC: Analyzing the Process	3
Six Sigma DMAIC: Improving the Process	4,5
Six Sigma DMAIC: Controlling the Improved Process	4
Six Sigma Team Implementation	
Final Exam: Six Sigma Team Implementation	
<b>Lean Manufacturing</b>	
Lean Logic	4
Lean Value	4
Lean Techniques	6
Lean Strategies	4,5
Final Exam: Lean Manufacturing	
<b>Six Sigma Black Belt: Deployment</b>	
Six Sigma and the Corporate Enterprise	2,5
Leadership in Six Sigma	3
Organizational Goals and Objectives	2
History of Organizational Improvement and the Foundations of Six Sigma	2
Overview of Business Process Management	2,5
The Importance of Metrics to Six Sigma	1,5
Final Exam: Six Sigma Black Belt: Deployment	
<b>Six Sigma Black Belt: The Define Phase</b>	
Define the Six Sigma Opportunity	3
The Six Sigma Project Charter and Plan	2
Six Sigma Team Leadership	3
Six Sigma Team Dynamics and Performance	3
The Six Sigma Change Agent	2,5
Six Sigma Management and Planning Tools	1,5
Six Sigma and the Voice of the Customer	2
Six Sigma and Critical Customer Requirements	2
Defining and Mapping the Six Sigma Process	2,5
Scoping the Six Sigma Project	3
Final Exam: Six Sigma Black Belt: The Define Phase	
<b>Six Sigma Black Belt: The Measurement Phase</b>	
Process Analysis and Documentation	2,5
Probability and Statistics	2

	Collecting and Summarizing Data	2,5
	Properties and Applications of Probability Distributions	1,5
	Measurement Systems	2
	Analyzing Process Capability	2
	Calculating Process Capability	1,5
	Final Exam: Six Sigma Black Belt: The Measurement Phase	
	<b>Six Sigma Black Belt: The Improve Phase</b>	
	Design of Experiments (DOE)	2
	Design and Analysis	2
	Taguchi and Quality Improvement	2
	Experimenting for Process Improvement	2
	Final Exam: Six Sigma Black Belt: The Improve Phase	
	<b>Six Sigma Black Belt: The Control Phase</b>	
	Six Sigma--Statistical Process Control	1,5
	Control Charts and the Pre-control Process	2
	Six Sigma--Lean Tools for Control	2
	Six Sigma--Measurement System Re-analysis	2,5
	Final Exam: Six Sigma Black Belt: The Control Phase	
	<b>Six Sigma Black Belt: The Analyze Phase</b>	
	Exploratory Data Analysis	2,5
	Hypothesis Testing	2,5
	Tracking and Reporting Progress using Project Professional 2003	3
	Variance, Contingency Tables, and Nonparametric Tests	2,5
	Final Exam: Six Sigma Black Belt: The Analyze Phase	
	<b>Six Sigma Black Belt: The Lean Enterprise</b>	
	Lean Concepts	3,5
	Non-value-added Steps and Tasks	3
	Lean Tools	3
	Total Productive Maintenance	2,5
	Final Exam: Six Sigma Black Belt: The Lean Enterprise	
	<b>Six Sigma Black Belt: Design for Six Sigma Black Belt</b>	
	Quality Function Deployment (QFD)	2
	Robust Design and Process	3
	Failure Mode and Effect Analysis	2
	Design for X (DFX)	2
	Special Design Tools	3

Final Exam: Six Sigma Black Belt: Design for Six Sigma Black Belt	
<b>Six Sigma Black Belt (2007 BOK): Enterprise-Wide Deployment</b>	
Lean and Six Sigma	2
Six Sigma Projects and the Black Belt Role	2
Six Sigma Leadership and Change Management	2
<b>Six Sigma Black Belt (2007 BOK): Organizational Process Management and Measures</b>	
Critical Requirements and Benchmarking for Six Sigma	2
Business Performance and Financial Measures in Six Sigma	2
<b>Six Sigma Black Belt (2007 BOK): Team Management</b>	
Forming Project Teams for Six Sigma	2
Motivation and Communication in Six Sigma Teams	2
Managing Six Sigma Team Performance	2
<b>Six Sigma Black Belt (2007 BOK): Define</b>	
Using Voice of the Customer in Six Sigma	2
Developing Project Charters and Tracking Six Sigma Projects	1,5
<b>Six Sigma Black Belt - The Measurement Phase (ASQ-aligned)</b>	
Process Characteristics for Six Sigma	2
Data Collection and Measurement in Six Sigma	2
Probability for Six Sigma	2
<b>Six Sigma Black Belt - The Analyze Phase (ASQ-aligned)</b>	
Correlation and Regression Analysis in Six Sigma	1,5
Multivariate Analysis and Attribute Data Analysis in Six Sigma	1,5
<b>Six Sigma Black Belt - The Improve Phase (ASQ-aligned)</b>	
Improvement Methods and Implementation Issues in Six Sigma	2
<b>Six Sigma Black Belt - Design for Six Sigma (DFSS) Framework and Methodologies (ASQ-aligned)</b>	
Common DFSS Methodologies and Design for X	2
<b>Six Sigma: Champion Training</b>	
Introduction to Six Sigma for Champions	3
Six Sigma Process Improvement	3
Six Sigma Projects and Project Teams	2,5
Managing and Deploying Six Sigma	3,5

<b>Certified Manager of Quality/Organizational Excellence</b>	
Leadership	2,5
Team Dynamics	2
Developing and Deploying Strategic Plans	2,5
Managerial Skills and Abilities	2,5
Communication Skills and Project Management	2
Quality Systems, Models, and Theories	2
Problem-Solving and Process Management Tools	2,5
Measurement: Assessment and Metrics	1,5
Customer-Focused Management	2
Supply Chain Management	1,5
Training and Development	2
<b>Six Sigma Green Belt: Six Sigma and the Organization</b>	
Six Sigma and Lean in the Organization	2,5
Design for Six Sigma in the Organization	2
<b>Six Sigma Green Belt: Define</b>	
Processes and Customer Analysis in Six Sigma Projects	2,5
Basics of Six Sigma Projects and Teams	2,5
Tools for Planning and Managing Six Sigma Project Opportunities	2,5
Using Six Sigma Analysis Tools and Metrics for Project Decisions	1,5
<b>Six Sigma Green Belt: Measure</b>	
Modeling and Analyzing Processes in Six Sigma	2
Statistics and Probability in Six Sigma	2
Data Classification and Collection in Six Sigma	1,5
Summarizing and Presenting Data in Six Sigma	1,5
Probability Distributions and Measurement Systems Analysis in Six Sigma	2
Measuring Process Capability and Performance in Six Sigma	2
<b>Six Sigma Green Belt: Analyze</b>	
Exploratory Data Analysis in Six Sigma	1,5
Introduction to Hypothesis Testing and Testing for Means in Six Sigma	2
Hypothesis Tests for Variances, Proportions, ANOVA, and Chi-Square in Six Sigma	1,5
<b>Six Sigma Green Belt: Improve and Control</b>	
Design of Experiments and Validation of Solutions in Six Sigma	1,5
Statistical Process Control and Control Plans in Six Sigma	1,5
Using Basic Control Charts in Six Sigma	2,5

<b>Six Sigma Foundations</b>	
Introduction to Six Sigma	2
<b>Logistics Management</b>	
Overview of Logistics Management	3,5
Inventory Management	3
Supply Chain Logistics Management	3
<b>ISO 9000:2000 Overview</b>	
The Who, What & Why of ISO 9000:2000	3
Building a Quality Management System	2
Quality-minded Management	2,5
Customer Satisfaction Through Resource Management	2,5
Processes for Quality Products and Services	4
Continual Quality Improvement	4
Steps for Successful ISO Registration	3
Transitioning from ISO 9000:1994 to ISO 9001:2000	2,5
<b>Supply Chain Management</b>	
The Fundamentals of Supply Chain Management	2
Supply Chain Management Strategies	5,5
Supply Chain Planning and Inventory Management	5
Supply Chain Management and e-Business	4
Supply Chain Transportation and Facility Design	4,5
<b>Mentoring Asset</b>	
Mentoring Six Sigma Green Belt (SSGB)	
<b>Test Prep</b>	
TestPrep Six Sigma Green Belt Certification (SSGB)	
<b>Strategic Planning Curriculum</b>	
<b>Moving From an Operational Manager to a Strategic Thinker</b>	
Thinking Strategically	2
Sustaining Competitive Advantage	3
The Imperatives of Innovation and Leadership in Strategy	2,5
Planning and Implementing a Business Strategy	2,5
Moving from an Operational Manager to a Strategic Thinker Simulation	0,5

<b>Strategic IT Planning</b>	
Setting the Stage for IT Success	2,5
Strategic Decision Making	1,5
IT Challenges: Present and Future	2,5
Strategic IT Planning Simulation	0,5
<b>The Fundamentals of Globalization</b>	
Globalization and Our Changing World	1,5
Globalization and Your Company	4
The Process of Globalizing a Product or Service	3,5
Managing from a Global Viewpoint	4,5
<b>Systems Thinking in the 21st Century</b>	
What is Systems Thinking?	2,5
Building a Healthy System	2,5
Systems-thinking Models and Thinking Skills	2,5
System Archetypes	3
Redesigning Your Organization: Part 1	3
Redesigning Your Organization: Part II	3
Taking Systems Thinking into Your Personal Life	3
<b>Marketing Curriculum</b>	
<b>Strategic Marketing in Action</b>	
Elements of Marketing Strategy	3
Analyzing the Market	2,5
Competitive Factors in Strategic Marketing	2,5
Writing a Marketing Plan: Phase 1	3
Writing the Marketing Plan: Creative Strategy	2,5
Creating a Marketing Campaign	4
Marketing Management	4
Financial Analysis for Successful Marketing	4,5
<b>Strategic Brand Management</b>	
Introduction to Brand Management	3,5
Building Brand Equity	3,5
Managing the Creative Elements of Brand	3,5
Promoting Your Brand to Consumers	3
Evaluating Brand Effectiveness	6
Managing and Maintaining Brand Equity	4,5

<b>Online Branding Strategy</b>	
Introduction to Online Branding	3,5
The Online Branding Environment	3
Strategies for Building an Online Brand	7
<b>Competitive Marketing Strategies</b>	
Competitive Strategies for a New Marketplace	2,5
Surpassing the Competition	3
<b>Product Management Essentials</b>	
Introduction to Product Management	2
Developing a New-product Strategy	2
Pricing and Profitability for Product Managers	3
<b>FINANCE, HUMAN RESOURCES and ADMINISTRATION</b>	
<b>Finance &amp; Accounting Curriculum</b>	
<b>Fundamental Finance for non-Finance Professionals</b>	
The Principles of Financial Management	2,5
The Basics of Budgeting	2
Management of Cash Flows	2
Financial Statements	2
<b>Accounting 101</b>	
Accounting Fundamentals	3,5
Accrual Accounting Procedures	2
Accounting Systems and Closing Activities	2,5
Accounting for Cash Control	3
Accounting for Merchandising Businesses	2,5
Final Exam: Accounting 101	
<b>Finance Fundamentals for non-Finance Professionals</b>	
Principles of Financial Management: Replaced	4
Basics of Budgeting: Replaced	3,5
Managing Cash Flows: Replaced	2,5
Understanding Financial Statements: Replaced	3,5
<b>Practical Budgeting Skills for Business</b>	
Creating and Analyzing an Operating Budget	3,5
The Ins and Outs of Capital Budgeting	3,5
Effective Budget Management	3

<b>Advanced Business Finance</b>	
Introduction to Advanced Finance	3
Investment Project Analysis and Selection	2
Raising Capital and Financing Decisions	3
Managing Working Capital	4
Corporate Restructuring	2,5
Financial Risk Management	1,5
International Finance	2
Final Exam: Advanced Business Finance	
<b>Accounting 102</b>	
Accounting for Partnerships	3,5
Accounting for Corporations	2,5
Analyzing Cash Flow Statements	2
Master Budgets	4
Final Exam: Accounting 102	
<b>Auditing: A Practical Approach</b>	
Introduction to Auditing	3
Introduction to Internal Auditing	4,5
Principles of Internal Auditing	3
Introduction to External Auditing	3,5
Principles of External Auditing	4
<b>Managerial Accounting</b>	
Overview of Managerial Accounting	5
Managerial Decisions and Capital Budgeting	5
Managing for Asset Control	5,5
Cost Accounting Decisions	4
<b>Using Financial Statements (co-Developed with Wharton)</b>	
Components of Financial Statements	3
<b>Administrative Support Curriculum</b>	
<b>The Effective Administrative Support Professional</b>	
Getting Started--The Administrative Support Professional	3
Overview to Effective Business Communication	3
Using Effective Business Communication	2
Administrative Functions	3
Advancing Your Administrative Career	3
Effective Administrative Support Professional Simulation	0,5

<b>Advanced Skills for Administrative Support Professionals</b>		
	Behavior: Putting Your Best Foot Forward	4
	Managing Yourself and Those Around You	4
	Partnering with Your Boss	3
	Communicating with Power and Confidence	3
	Advanced Administrative Support Simulation	0,5
<b>Knowledge Management</b>		
<b>Knowledge Management Fundamentals</b>		
	The Art of Knowledge Management	3,5
	Knowledge as Capital	3
	Putting Knowledge to Work	4
	Managing Knowledge Workers	2
	Being a Knowledge Activist	3
	Final Exam: Knowledge Management Fundamentals	
<b>The 21st Century Learning Curve</b>		
	Knowledge as Strategy: Performance Improvement	3
	The Power of the Learning Organization	3
	The Potential of Self-directed Learning	2,5
	Benchmarking for Best Practices	3
	Implementing and Evaluating Self-directed Learning	3
	Performance Support	3
<b>Achieving Measurable Performance Impact from Training</b>		
	Training for Business Results	2,5
<b>Human Resources Curriculum</b>		
<b>Managing Diversity in the Workplace</b>		
	The Reasons Why Diversity Matters	1,5
	Changing Corporate Culture	1,5
	Planning a Diversity Initiative	2,5
	Diversity: the Future	2
	Managing Diversity in the Workplace Simulation	0,5
<b>Effective Hiring and Interviewing</b>		
	What to Consider When Hiring	2
	Interviewing Effectively	2,5
	Choosing the Best Applicant	1,5
	Effective Hiring and Interviewing Simulation	0,5

<b>HRCI Senior Professional in Human Resources (SPHR)</b>	
HR's Strategic Role in the Organization (HRCI/SPHR - 2007-aligned)	1
Management of the HR Process (HRCI/SPHR - 2007-aligned)	2
Strategic Approaches to Workforce Planning and Employment (HRCI/SPHR - 2007-al	3
Strategic Approaches to Human Resource Development (HRCI/SPHR - 2007-aligned)	2,5
Strategic Approaches to Total Rewards (HRCI/SPHR - 2007-aligned)	2
Strategic Approaches to Labor Relations (HRCI/SPHR - 2007-aligned)	4,5
Strategic Approaches to Risk Management (HRCI/SPHR - 2007-aligned)	2
Final Exam: HRCI/SPHR (Senior Professional Human Resource)	
<b>HRCI Professional in Human Resources (PHR)</b>	
Human Resources Fundamentals (HRCI/PHR - 2007-aligned)	2
Strategic Management (HRCI/PHR - 2007-aligned)	2,5
Affirmative Action and the EEO (HRCI/PHR - 2007-aligned)	2,5
Employment Management (HRCI/PHR - 2007-aligned)	2,5
Recruiting and Selecting Candidates (HRCI/PHR - 2007-aligned)	2
Offers, Contracts, and Exit from the Organization (HRCI/PHR - 2007-aligned)	3
Developing Employees (HRCI/PHR - 2007-aligned)	1,5
Developing Human Resources (HRCI/PHR - 2007-aligned)	1,5
Compensating Employees (HRCI/PHR - 2007-aligned)	3
Programs to Benefit Employees (HRCI/PHR - 2007-aligned)	1,5
Employment Relations (HRCI/PHR - 2007-aligned)	1,5
Sexual Harassment at Work (HRCI/PHR - 2007-aligned)	1,5
Non-Unionized Workplaces (HRCI/PHR - 2007-aligned)	1,5
Unionized Workplaces (HRCI/PHR - 2007-aligned)	1,5
Health and Safety in the Workplace (HRCI/PHR - 2007-aligned)	1,5
Risk Assessment and Prevention (HRCI/PHR - 2007-aligned)	2,5
<b>Behavioral Interviewing</b>	
Building a Firm Foundation	3
Screening Applicants	3
Preparing for the Behavioral Interview	3
Conducting the Behavioral-based Interview	2,5
Preparing as the Interviewee	2,5
Experiencing the Behavioral-based Interview	2,5
Behavioral Interviewing Simulation	0,5

<b>Recruiting &amp; Retention Strategies for the Tight Labor Market</b>		
	Recruiting for the 21st Century: The Market	3
	Recruiting for the 21st Century: Strategies	4
	Recruiting Successfully	3,5
	Online Recruiting	2,5
	Facilitating Effective Hiring	2,5
	Retention	3
<b>HRCI/SPHR (Senior Professional Human Resource)</b>		
	Workforce Planning and Employment Strategies	3
	Strategic Human Resource Development	3,5
	Employee and Labor Relations Strategies	4,5
<b>Test Preps</b>		
	TestPrep Professional in Human Resources (PHR) 2007-aligned	
<b>Mentoring Assets</b>		
<b>Mentoring Assets</b>		
	Mentoring Professional in Human Resources (PHR)	
<b>MANAGEMENT and LEADERSHIP</b>		
<b>Management Curriculum</b>		
<b>Effectively Managing Top Performers</b>		
	Managing and Rewarding Top Performers	2,5
<b>Advanced Management Skills</b>		
	Managing in a Global Business Environment	3
	Managing Cross-Functions	3
	Managing for High Performance	4
	Managing Managers	3,5
	Managing Upward Relationships	3
	Advanced Management Skills Simulation	0,5
<b>Moving into Management</b>		
	Taking on a Management Role	3,5
	Becoming a Manager: Responsibilities and Fears	3,5
	Becoming a Manager: Leading and Communicating	4
	A New Manager and the Company's Future	3,5
	Moving into a Management Role Simulation	0,5
	Leadership and Management Simulation	0,5

<b>Crucial Skills for Tomorrow's Managers</b>	
Tomorrow's Managers' Competencies	3
Tomorrow's Managers' Development Tools	3,5
Managing as Coach and Counselor	3,5
Managing as Project Champion	3,5
A Primer for Ensuring Accountability	4,5
Crucial Skills for Tomorrow's Managers Simulation	0,5
<b>Problem Performance Management</b>	
Problem Performance Prevention	2,5
Problem Performance Identification	2,5
Problem Performance Improvement	3
Addressing Problem Performance	2,5
Avoiding Problem Performance Simulation	0,5
Dealing with Problem Performance Simulation	0,5
<b>Using Change Process to Support Employees</b>	
Starting the Change Process	3
Managing the Change Process	3
Integrating Change in Your Organization	3
Using Change Process to Support Employees Simulation	0,5
Using Change Process to Support Teams Simulation	0,5
<b>Effective Delegation</b>	
The Basics of Delegation	1,5
Delegation: the Personal Approach	2
Managing Delegation	3
Delegating Effectively Simulation	0,5
<b>Facilitating Successfully</b>	
The Facilitator Role	4
Facilitative Fundamentals: Tools and Techniques	4,5
Facilitating Meetings and Work Groups	4,5
Facilitating Difficult Situations	5
Facilitative Tools and Formats: Offering Options	4,5
Facilitative Leadership	4,5
Facilitating Successfully Simulation	0,5
<b>Coaching with Confidence</b>	
Business Coaching	2,5
Successfully Coaching Relationships	5

	The Key Stages of Coaching	4
	The Coaching Skillset	3
	Emotions, Mindsets and Coaching	2,5
	Trends in Coaching	2,5
	Coaching with Confidence Simulation	0,5
	Coaching Teams and Personalities Simulation	0,5
	<b>The Essentials of Mentoring</b>	
	Mentoring Effectively	2
	Mentoring as a Manager	2
	Implementing a Mentoring Program for the Organization	2,5
	Mentoring Strategies for the 21st Century	2,5
	Achieving Success: the Help of a Mentor	3
	Mentoring On-line	2,5
	The Essentials of Mentoring Simulation	0,5
	<b>Appraising Performance</b>	
	Assessing Performance Continuously	3
	Performance Reviews	3,5
	Appraising Performance Simulation	0,5
	<b>Moving from Technical Professional to Management</b>	
	Management Development for Technical Professionals	3,5
	Communication Skills for Successful Management	3
	Process Management Skills	4,5
	Leadership Development for Technical Professionals	3
	Strategies for Transitioning into Management	6,5
	Transitioning From Technical Professional to Management	0,5
	From Technical Professional to Leadership Simulation	0,5
	<b>360-Degree Performance Appraisal</b>	
	About 360-Degree Performance Feedback	2,5
	Elements of a 360-degree Performance Review	2
	Delivering 360-Degree Performance Feedback	5
	360-Degree Performance Appraisal Simulation	0,5
	<b>The Fundamentals of Business Crises Management</b>	
	Preparing for Business Crises	2
	Responding to Business Crises	3
	Recovering from Business Crises	2
	The Fundamentals of Business Crises Management Simulation	0,5

<b>Mentoring Essentials</b>	
Effective Mentoring: Replaced	3
The Mentoring Manager: Replaced	2,5
Implementing an Organizationwide Mentoring Program: Replaced	2,5
Mentoring Strategies in the 21st Century: Replaced	3
Achieving Success with the Help of a Mentor: Replaced	3,5
e-Mentoring: Replaced	3,5
Mentoring Essentials Simulation: Replaced	0,5
<b>Managing Technical Professionals</b>	
Understanding Technical Professionals	2,5
Attracting, Motivating, and Retaining Technical Professionals	3,5
Models for Managing Technical Professionals	4,5
Developing Career Plans for Your Technical Professionals	3,5
Managing Technical Professionals Simulation	0,5
<b>Performance Appraisal</b>	
Continuous Performance Assessment: Replaced	3,5
Reviewing Performance: Replaced	4
Performance Appraisal Simulation: Replaced	0,5
Performance Appraisals Blended Learning Toolkit	
<b>Managing Contractors and Temporary Employees</b>	
Doing Business with Independent Contractors	4,5
Hiring Temporary (Contingent) Employees	5
Managing Contingent Employees	4,5
Legal Pitfalls Regarding Independent Contractors	3
Working with Temporary Agencies	5,5
Hiring and Managing Contractors Simulation	0,5
Final Exam: Managing Contractors and Temporary Employees	
<b>Leadership Curriculum</b>	
<b>Moving from Management to Leadership</b>	
Recognizing a Leader	5
The Communication of a Shared Vision	5
Leading by Enabling	4
Communication and Leadership	4
Coaching Performance	2
Leadership and Change	1,5
The Model Leader	2

	Moving from Management to Leadership Simulation	0,5
	Growing from Management into Leadership Simulation	0,5
	<b>Leading from the Front Line</b>	
	Challenges of the 21st Century	2
	Organizational Culture and Leadership	2,5
	Energizing and Empowering Employees	2,5
	Leadership and the Knowledge Worker	2,5
	Leading Change from the Front Line	2,5
	Dynamics of Leadership	3
	Leading from the Front Line Simulation	0,5
	<b>Going from Management to Leadership</b>	
	The Mark of a Leader: Replaced	4,5
	Communicating a Shared Vision: Replaced	4,5
	The Enabling Leader: Replaced	5
	Communicating as a Leader: Replaced	4,5
	Coaching for Performance: Replaced	2,5
	Leading through Change: Replaced	3
	The Leader as a Model: Replaced	3
	Going from Management to Leadership Simulation: Replaced	0,5
	Growing from a Manager to a Leader Simulation: Replaced	0,5
	Going from Management to Leadership	
	<b>Business Execution</b>	
	Foundations for Business Execution	4
	Creating a Business Execution Culture	4,5
	Business Execution in Action	3
	Business Execution Simulation	0,5
	Business Execution Blended Learning Toolkit	
	<b>Leading the Workforce Generations</b>	
	Introduction to Work Force Generations	2,5
	Attracting, Developing, and Retaining Generations	3
	Leading Silent Generation and Baby Boom Workers	3
	Leading Generations X and Next	3,5
	Making Cross-generational Teams Work	3
	Cross-generational Workers in the 21st Century	3
	Leading the Workforce Generations Simulation	0,5

<b>Succession Planning for Business Environment</b>		
	Succession Planning Overview	2
	Succession Planning Strategies	4,5
	Succession Planning and Human Resources	5
	Succession Planning Management	2,5
	Initiating a Succession Plan Simulation	0,5
	Implementing a Succession Plan Simulation	0,5
<b>PROFESSIONAL EFFECTIVENESS</b>		
<b>Communication Curriculum</b>		
<b>How to Write an Effective Internal Business Case</b>		
	Preparing a Business Case	2,5
	Writing a Business Case	2,5
	Presenting Your Case	2,5
	Preparing an Effective Internal Business Case Simulation	0,5
<b>Business Interpersonal Communication Skills</b>		
	Interpersonal Communications: The Process	3
	The Mechanics of Communicating Effectively	3
	Workplace Communication Skills	3
	Communicating for Results	3,5
	Leadership Communication Skills	3,5
	Resolving Conflict with Communication Skills	3
	Communicating for Contacts	3
	Business Interpersonal Communication Skills Simulation	0,5
	Team Interpersonal Communication Skills Simulation	0,5
<b>Effective Listening</b>		
	Listening Basics	2
	Listening to Comprehend	4
	Higher Purpose Listening	1,5
	Enhancing Listening Skills	2
	Effective Listening Simulation	0,5
<b>Working with and Managing Difficult People</b>		
	Difficult People in the Workplace Environment	3
	How to Work with Aggressive People	3
	How to Work with Negative People and Procrastinators	3
	How to Work with Arrogant and Duplicitous People	2
	Working with and Managing Difficult People Simulation	0,5

Effective Communication with Difficult Coworkers Simulation	0,5
<b>Giving Successful Presentations</b>	
Presenting Successfully	3
Delivering the Message	3
Available Presentation Resources	3,5
Giving Successful Presentations Simulation	0,5
<b>The Effective Business Meeting</b>	
Planning an Effective Business Meeting	2,5
Leading an Effective Business Meeting	2,5
Participating Effectively in a Business Meeting	2,5
The Effective Business Meeting Simulation	0,5
<b>Conflict in the Workplace</b>	
Perspectives on Conflict in the Workplace	3,5
Handling Conflict	3,5
Managing Organization Conflict	3,5
Conflict in the Workplace Simulation	0,5
Managing Workplace Conflict Simulation	0,5
<b>Getting the Results You Want: Negotiating to Win</b>	
Crafting Deals	2,5
Connecting and Communicating	2
The Process of Negotiation	2
The Dynamics of Interacting	2
Negotiating Inclusively	2
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	<b>Economics Curriculum</b>	
	Economics: Basic Concepts in Microeconomics	4
	Economics: Products and Markets	4
	Economics: Foundations of Macroeconomics	4
	Economics: The Principles of Economics	4
	<b>Government</b>	
	<b>Government Curriculum</b>	
	Government Contracting: Overview of Government Contracts	1
	Government Contracting: Working with Government Contracts	3
	<b>Human Resources &amp; Workplace Issues</b>	
	<b>German Laws for Equality of Treatment</b>	
	AGG (GETA) - Information for Employees	1
	AGG (GETA) - Information for Management	1,5

<b>Knowledge Management Curriculum</b>	
Organizational Learning: Developing a Knowledge Management System	4
Organizational Learning: Transferring Knowledge within an Organization	4
Organizational Learning: Deploying a Knowledge Management System	4
E-Learning Essentials Pt. 1: E-Learning and Successful Strategy	3
E-Learning Essentials Pt. 2: Marketing Your Solution	3
E-Learning Essentials Pt. 3: Deploying and Measuring Your Solution	3
<b>Human Resources Curriculum</b>	
Exit Interviewing Skills: Preparing for an Exit Interview	2
Exit Interviewing Skills: Conducting an Exit Interview	3
Exit Interviewing Skills: The Termination Process	3
<b>Management and Leadership</b>	
<b>Management Curriculum</b>	
Business Case: Preparing	2
Organizational Behavior: Organizational Dynamics for Individuals	3
Organizational Behavior: Organizational Group Dynamics	2
Organizational Behavior: The Organizational System	3
Managing the Expert: Understanding Experts	2
Managing the Expert: Developing a Successful Environment	4
Managing the Expert: Managing the Unique Needs of Experts	4
Managing High Performers: Creating a Retention Strategy	4
Managing High Performers: Defining and Finding High Performers	3
Managing High Performers: Implementing Recognition Programs	3
Balanced Scorecard: Corporate Strategy	2
Balanced Scorecard: Implementing	3
Balanced Scorecard: Measuring Business Objectives	3
Talent Management: Knowing Talent	2,5
Talent Management: Selecting Talent	3
Talent Management: Developing Talent	2
Remote Manager Practices - Hiring a Telecommuting Employee	1
Remote Manager Practices - Communicating with Employees	1
Remote Manager Practices - Motivating Employees	1
Remote Manager Practices- Monitoring Employee Performance	1
Remote Manager Practices- Delivering Performance Evaluations	1
Remote Manager Practices- Managing Poor Performance	1

	<b>Leadership Curriculum</b>	
	Goal Setting: Reaching Individual Goals	2
	Goal Setting: Goal Setting Tools for Managers	2
	Goal Setting: Organizational Goal Setting	2
	Executive Level Leadership: Becoming an Executive Leader	2
	Executive Level Leadership: Change and the Executive Leader	2
	Executive Level Leadership: Leadership and Communication	2
<b>Operations</b>		
	<b>Operations Curriculum</b>	
	Quality Management: The Quality Management Process	2
	Quality Management: Quality Management Tools	3
	Quality Management: Business Process Improvement	4
	Operations Management: Fundamentals of Operations Management	4
	Operations Management: Operations Components	2
	Operations Management: Operations Management Tools	2
	ISO 9001: 2000: Overview of Standards	4
	ISO 9001: 2000: Implementing Standards	4
	ISO 9001: 2000: The Auditing Process	4
	Total Quality Management: Fundamentals	3
	Total Quality Management: Principles	3
	Total Quality Management: Implementation and Tools	2
<b>Personal Development</b>		
	<b>Personal Development Curriculum</b>	
	Remote Employee Practices - Working as a Telecommuting Employee	3
	Business Travel Safety: Domestic Travel	1,5
	Business Travel Safety: International Travel	1,5
	Business Travel Safety: Forming a Corporate Travel Safety Program	4
	Business Travel Safety: Safety Measures for Travelers	4
<b>Project Management</b>		
	<b>Project Management Curriculum</b>	
	Advanced Project Management: Building Productive Stakeholder Relationships	3
	Advanced Project Management: Project Estimating Techniques	2
	Advanced Project Management: Managing Accelerated Projects	3
	Advanced Project Management: Setting Up a Project Office	2
	Advanced Project Management: Portfolio Management	3
	Advanced Project Management: Project Management Maturity	4

	Project Leadership: Leading the Project Team	3
	Project Leadership: Communicating Within a Project Team	2
	Project Leadership: Overcoming Obstacles	3
	Advanced Project Leadership: Organization, Strategy and Business Needs	2
	Advanced Project Leadership: Navigating Corporate Structures	2
	Advanced Project Leadership: Bringing Home the Value	3
	Advanced Project Leadership: Selling Project Management to the Organization	2
	Project Management: Government	2
	ADVANCED PROJECT MANAGEMENT	0
<b>Sales and Marketing</b>		
	<b>Marketing Curriculum</b>	
	Principles of Marketing: Fundamentals of Marketing	2
	Principles of Marketing: Product Strategy	4
	Principles of Marketing: Distribution Strategy	4
	Principles of Marketing: Promotion Strategy	4
	Principles of Marketing: Pricing Strategy	4
	Principles of Marketing: Writing a Marketing Plan	2
	<b>Sales Curriculum</b>	
	Sales Presentations - Preparing for Sales Presentations	2
	Sales Presentations - Developing High Quality Sales Presentations	2
	Sales Presentations - Delivering the Sales Presentation	2
	Competitive Selling: Defining Value	2
	Competitive Selling: Enhancing Value	2
	Competitive Selling: Beating the Competition	2
	Sales Negotiations: Fundamentals of Negotiation	2
	Sales Negotiations: Negotiation Strategies	2
	Sales Negotiations: Negotiation Execution	2
	Sales Forecasting: Forecasting for Success	2
	Sales Forecasting: Forecasting Your Own Accounts	2
	Sales Forecasting: Applying Forecasting Methods	2
	Relationship Management: Preparing the Client Relationship	2
	Relationship Management: Building the Client Relationship	2
	Relationship Management: Maintaining the Client Relationship	2

<b>Strategic Planning</b>	
<b>Strategic Planning Curriculum</b>	
Managing Business Risk: Developing a Risk Management Plan	1,5
Managing Business Risk: Risk Assessment and Control	2
Managing Business Risk: Financing and Contingency Planning	2
<b>Team Building</b>	
<b>Team Building Curriculum</b>	
Team Leadership: Developing A High-Performance Team	2
Team Leadership: Conducting Productive Team Meetings	2
Team Leadership: Promoting Your Team's Effectiveness	2
Project Team Management: Participating in a Project Team	2
Project Team Management: Team Building Techniques	4
Project Teams: Building a Project Team	4
Cross-Functional Teams: Goal Setting in a Cross-Functional Team	2
Cross-Functional Teams: Selecting Cross-Functional Team Members	1,5
Cross-Functional Teams: Cross-Functional Team Development	2
Virtual Team Management: Developing Virtual Teams	3
Virtual Team Management: Managing Virtual Team Relationships	2,5
Virtual Team Management: Coaching Virtual Team Members	3