

## JobPath Training Courses

Microsoft 

Office 365

Office 2013

Office 2010

Office 2007

Windows 7

Windows 8

### Employee Development

Administrative Support  
Anger Management  
Assertiveness And Self-Confidence  
Business Ethics  
Business Etiquette  
Body Language Basics  
Creative Problem Solving  
Critical Thinking  
Goal Setting and Getting Things Done  
Increasing Your Happiness  
Interpersonal Skills  
Facilitation Skills  
Job Search Skills  
Negotiation Skills  
Organizational Skills  
Personal Productivity  
Personal Branding  
Safety In The Workplace  
Stress Management  
Time Management  
Work-Life Balance  
Emotional Intelligence  
Meeting Management  
Social Intelligence  
Digital Citizenship  
Generation Gaps  
Middle Manager  
Workplace Harassment  
Workplace Violence

### Marketing

Internet Marketing Fundamentals  
Marketing Basics  
Media and Public Relations

### Employee Training

Call Center Training  
Creating a Great Webinar  
Coaching And Mentoring  
Customer Service  
Delivering Service  
Developing a Lunch and Learn  
Executive and Personal Assistants  
Entrepreneurship  
Trade Show Staff Training  
Train the Trainer  
Social Learning

### Finance Skills

Basic Bookkeeping  
Budgets and Financial Reports

### Writing and Communications

Business Writing  
Collaborative Business Writing  
Communication Strategies  
Presentation Skills  
Proposal Writing  
Public Speaking  
Social Media in the Workplace

### Team Building

Civility in the Workplace  
Teamwork and Team Building  
Telework and Telecommuting  
Virtual Team Building and Management

### Management, Supervision, and Leadership

Appreciative Inquiry  
Attention Management  
Business Succession Planning  
Business Acumen  
Change Management  
Conflict Resolution  
Delivering Constructive Criticism  
Developing Corporate Behavior  
Developing Creativity  
Health and Wellness at Work  
Hiring Strategies  
Human Resource Management  
Employee Motivation  
Employee Recruitment  
Knowledge Management  
Leadership and Influence  
Lean Process And Six Sigma  
Manager Management  
Managing Workplace Anxiety  
Measuring Results from Training  
Office Politics for Managers  
Performance Management  
Project Management  
Risk Assessment and Management  
Supervising Others  
Supply Chain Management  
Talent Management

### Sales

Overcoming Sales Objections  
Sales Fundamentals