

Talent Development Catalog

Your source for training and human resources tools.



2023



Table Of Contents

| | |
|--|-------|
| Table of Contents & Schedule a Consultation_____ | 2-3 |
| Learning Opportunities & Manufacturer Training Partners_____ | 4-5 |
| EPEC_____ | 6-7 |
| CEP_____ | 8-9 |
| NAED Industry Bundle & EFC Playbook_____ | 10-11 |
| Talent Development Tools & Skillset Bundles_____ | 12-13 |
| Skillset Bundles_____ | 14-15 |
| Management Bundle_____ | 16-17 |
| Safety Training_____ | 18-19 |
| Leadership Development Program_____ | 20-21 |
| Special Development Opportunities & Learning Plans_____ | 22-23 |
| Learning Plans, cont._____ | 24-27 |

“The only thing worse than training your employees and having them leave is not training them and having them stay.”

- Henry Ford, Ford Motor Company





Schedule a Consultation

Create a culture of learning in your organization with help from your NAED Member Engagement team. We are here to help you develop, implement, and track your employees' success and to help you understand how to get the most of your investment with NAED. Schedule a consultation with your NAED Member Engagement representative, and you will:

- Learn about the extensive training programs NAED has to offer including online, self-paced and live training.
- Gain an understanding of how initiatives such as Achieve 40 and Green to Great can have an impact on your business.
- Create learning paths or tracks of training based on job position and the specific needs of your organization.
- Learn about the functionality and design of the NAED Learning Center, which can be customized for your business.

Contact the NAED Member Engagement team at 888.791.2512 or memberengagement@naed.org.



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Member Engagement
Manager









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Sr. Member Engagement
Manager



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YOUR SUCCESS IS OUR PASSION

NAED Offers A Variety Of Programs To Meet All Your Learning Needs

| | EPEC | Leadership Development Program | Management Bundle | CEP | NAED Industry Bundle | Learning Plans | Skillset Bundles | Safety Training |
|---|---|---|---|------------------------|-------------------------------|------------------------------|------------------------------|---------------------|
|  Recommended Audience | Employees with 1+ years industry experience or employees in sales | Emerging leaders, high-potentials, and mid-level managers | Branch managers, supervisors, employees on managerial track | Sales Associates | Employees new to the industry | Entry to mid-level employees | Entry to mid-level employees | All Employees |
|  Online | X | X | X | X | X | X | X | X |
|  Live, Face to Face | | X | | | | | | |
|  Pre-Requisites Required | X | | | | | | | |
|  Certificate of Completion | X + digital badge | X + digital badge | | X + digital badge | | | | |
|  Class Length | 31-140 Hours | 60-80 Hours | 10 Minutes - 2 Hours | Approximately 40 Hours | 10 Minutes - 2 Hours | 10 Minutes - 2 Hours | 10 Minutes - 2 Hours | 15 Minutes - 1 Hour |
|  Subscription Length | Expiration upon release of new edition - min. 6 months notice | | 1 Year | 1 Year | 1 Year | 1 Year | 1 Year | 1 Year |
|  Completion Time | 6 Months - 1 Year | 1 Year | Varies | Varies | Varies | Varies | Varies | Varies |

**Also included are manufacturer training courses from NAED training partners.*

Start Today!

Visit naed.org/education-courses to help identify the best training opportunities and learning paths available to put your employees on the right track.

NAED Manufacturer Training Partners

The following manufacturers have made their online product training modules available in the NAED Learning Center, allowing members to assign and track learning for their employees in one convenient place. Login to the NAED Learning Center at naed.org for a full listing of courses available to you.



NAED THANKS ALL OUR PARTNERS!

If your company is interested in hosting your content in the NAED Learning Center, please reach out to the NAED Member Engagement Team at memberengagement@naed.org.

Do You Have Your Own LMS?

Do you have your own learning management system (LMS)? Are you interested in signing your employees up for training, but need access to it through your own LMS? Look no further, because NAED offers content licensing for members with their own LMS.

Courses are delivered from the NAED SCORM cloud directly to your learning management system, giving your employees direct access to specific NAED industry courses.*

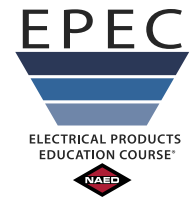
AVAILABLE COURSES INCLUDE:

- NAED Industry Bundle
- Safety Training
- Skillset Bundles
- Management Bundle

For additional information, contact the NAED Member Engagement team: memberengagement@naed.org or call 888-791-2512.

**Additional courses from this catalog may be available for licensing.*

Electrical Products Education Course (EPEC)



Originally developed in 1986, the Electrical Products Education Course® (EPEC) has become known as the cornerstone of sales and product training in the electrical distribution industry, with more than 12,000 graduates to date. EPEC provides information about individual products, their applications, and how they are interrelated with other products in electrical systems.

BRONZE

[2023 NEC / 2018 CE Code]



EPEC Bronze provides you with the beginning sales skills and product knowledge for more than 200 products you work with every day. Each step guides students through residential, industrial and commercial environments as you learn how to increase your sales by acquiring knowledge and the relationship between products in a system.

- **Module 1** – Introduction to Electrical Products
- **Module 2** – Residential
- **Module 3** – Light Industrial
- **Module 4** – Commercial and Outdoor
- **Final Exam**
- **Capstone**

SILVER

[2023 NEC / 2018 CE CODE]



EPEC Silver takes you beyond beginning electrical products to intermediate as you dive deeper into lighting, loads, industrial machinery and hostile and hazardous environments. You will expand your product knowledge and sales skills to exceed your customers' needs while you grow in your career.

- **Module 1** – Lighting
- **Module 2** – Load Considerations
- **Module 3** – Industrial Machinery
- **Module 4** – Hostile & Hazardous Environments
- **Final Exam**
- **Capstone**

GOLD

[2023 NEC / 2018 CE CODE]



EPEC Gold is the final level to master EPEC product knowledge with advanced topics of providing quality power; controllers, relays, drives; and energy management. Once you finish the three modules you will complete the capstone project and final exam that will bring together everything you've learned since your first Bronze module.

- **Module 1** – Delivering Quality Power
- **Module 2** – Controllers, Relays, & Drives
- **Module 3** – Energy Management
- **Final Exam**
- **Capstone**



Manager Guides Available

AUTOMATION



This 2023 edition specialized level explains the fundamental information needed to sell automation products within the electrical distribution field. It promises to broaden the general sales professional's knowledge base and better answer customers' needs in this growing market.

- **Module 1** – Introduction to Automation
- **Module 2** – Basic Automation
- **Module 3** – Intermediate Automation
- **Module 4** – Advanced Automation
- **Final Exam**
- **Capstone**

LIGHTING



[2023 NEC / 2018 CE CODE]

This specialized level takes all of the product knowledge and sales skills from Bronze, Silver, and Gold to create one level detailing only lighting and controls. Topics include introduction to electrical products, lighting basics, lighting sources & ballasts, luminaires & calculations, lighting applications & energy management.

- **Module 1** – Introduction to Electrical Products
- **Module 2** – Lighting Basics
- **Module 3** – Lighting Sources and Ballasts
- **Module 4** – Luminaires and Calculations
- **Module 5** – Lighting Applications and Energy Management
- **Final Exam**
- **Capstone**

DATACOM & VIDEO



[2023 NEC/2018 CE CODE]

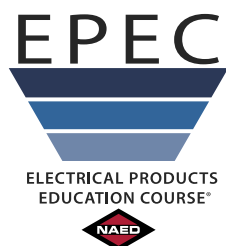
Built from the knowledge of industry experts, EPEC Datacom & Video provides the knowledge of voice, data and video products you need to better recommend products that are appropriate for the needs of customers.

- **Module 1** – Copper Communications
- **Module 2** – Fiber Optics
- **Module 3** – Cable Pathways & Management
- **Module 4** – Networks, Telephony, Sound & Video
- **Final Exam**
- **Capstone**



Manager Guides Available

Digital badges are available upon completion of each program.
Visit naed.org/digitalbadges for more information.



The Cornerstone of Sales and Product Training in the Electrical Distribution Industry

CEP Program

NAED has curated top-level learning content from leading developers to offer the CEP program. Whether you are an inside, outside or counter sales associate, this industry designation is a powerful way to improve your sales skills and elevate your level of professionalism. This program offers engaging videos, online modules, learning activities and supportive job aids to help you strengthen the key sales competencies you need for success.

Competency: Succeed in Sales Today

- 8 courses focused on the evolving sales profession and how to authentically succeed in the new world of sales

Competency: Understand Buyers

- 5 courses focused on approaching the “modern day buyer,” 4 buyer types, and how to think like your buyer.

Competency: Prospect New Opportunities

- 14 courses focused on preparing your online presence to successfully launch your social selling growth plan, and providing skills for modern relationship-building techniques which have the aim of leading to sales.

Competency: Sell with Impact

- 9 courses focused on breaking down goals into a controllable lever, keeping each sale unique, selling the next step of the sales process, and handling objections.

Competency: Win More Deals

- 6 courses focused on psychology of confirming sales, how to ask for the business, increasing close ratios, and getting different buyer styles to “Yes.”

Competency: Negotiate Effectively

- 28 courses focused on setting groundwork and then mastering your negotiation skills.

Competency: Build Customer Relationships

- 9 courses focused on identifying the right target, connecting authentically with the buyer, cultivating trust, maximizing and customizing your account portfolio.

Competency: Prepare to Win

- 5 courses focused on adopting a winning attitude, professionalism, positive thinking, managing your time effectively, dealing with loss, and testing your resilience.

Competency: Sell with Integrity

- 2 courses focused on ethical behavior, entertaining appropriately, and building win-win relationships

Competency: Improve Industry Sales

- 2 courses focused on improving sales:
 - Communicating Across the Generations
 - Selling Green

Competency: Boost Company Profits

- 3 courses focused on company profitability:
 - Bottom Line Basics
 - Boost Profits
 - Leveraging Data

Competency: Know Electrical Products

- 1 course focused on electrical product education:
 - EDGE

A digital badge is available upon completion of the CEP program. Visit naed.org/digitalbadges for more information.



Dual Recognition (CEP & EPEC)

NAED now offers dual recognition for graduates who have completed both EPEC and CEP programs. Coupling CEP's exceptional sales training with the industry's best product training completes the package and positions a sales rep to be more successful in their role. Upon successful completion of both CEP and a level of EPEC:

- Students will receive the standard print certificates for both program (two certificates)
- In addition to the individual program badges, students will also receive a NEW digital badge recognizing this dual achievement known as CEP Bronze, CEP Silver, CEP Gold, CEP Automation, CEP Lighting, or CEP Datacom & Video

For more information on how to receive dual recognition, please contact memberengagement@naed.org.

To learn more about digital badges offered for other NAED training programs, visit naed.org/digitalbadges.

DUAL RECOGNITION LOGOS RECEIVED UPON ACHIEVEMENT:



Take Advantage Of The Opportunity To Learn, Grow And Revitalize Your Sales Numbers And Career

For any organization in the electrical distribution industry looking to help increase engagement and retention among employees while also contributing to gains in sales and profit margin, EPEC is the perfect fit. EPEC has proven itself to be a good investment:*

- EPEC graduates demonstrate a 2-3 year head start compared to peers who have not completed the training, with increased sales and profit margins
- Employees develop increased confidence in selling abilities

For more information on EPEC or to learn how to enroll, please visit naed.org/epec

*Research conducted and highlighted in the September 2018 issue of tED magazine (tedmag.com)

NAED Industry Bundle

The NAED Industry Bundle includes 20 NAED-developed courses to help your staff better understand the industry from profitability to better understanding of electrical products.

Customer Service

- **Customer Service Role Play: Counter or Delivery Driver [0.5 hrs]**
Recommended audience: Counter Sales & Drivers
A customer service role play, designed to increase profitability, maintain customers and promote efficiency.

Ethics

- **Branch Management: Business Ethics [0.5 hrs]**
Recommended audience: Managers
Practice ethical decision-making skills with 10 different business scenarios specific to distribution.
- **Branch Management: Sexual Harassment [0.5 hrs]**
Recommended audience: Managers
Helps associates define sexual harassment, handle complaints and prevent harassment.

Finance & Analytics

- **Bottom Line Basics® [2 hrs]**
Recommended audience: Associates at every level
Learn the key financial indicators and formulas used to measure profitability, how electrical distributors generate a profit and how every associate can contribute to the bottom line.
- **Branch Management: Using the Income Statement [0.5 hrs]**
Recommended audience: Managers
Provides the fundamentals in branch profitability and using an income statement. Allows associates to practice analyzing an income statement to spot trends and make business decisions.
- **Leveraging Data [3 hrs]**
Recommended audience: any employee or manager involved in financial reporting or data analytics
This course teaches key data analytics tools that a distributor can utilize to be successful in today's marketplace, to drive a data driven culture in their organization, and to help identify areas for improvement in profitability and sales efficiency.

Onboarding

- **Electrical Distributor Guided Education® [EDGE] [Modules between 1 1/2 - 2 1/2 hrs long]**
Recommended audience: Associates at all levels
Associates will gain a fundamental understanding of electrical principles and terms, basic electrical principles and customer applications.
- **Introduction to Electrical Distribution [0.5 hrs]**
Recommended audience: New hires in any role
In this online game you will learn about industry career options and receive basic product introductions while you earn virtual prizes.

Managing People

- **Engaging & Retaining [0.5 hrs]**
Recommended audience: Hiring managers and HR professionals
Managers will learn strategies for identifying, engaging, and retaining their full, key, and rookie contributors.
- **Knowledge Share: Grow Your Staff Expertise [0.5 hrs]**
Recommended audience: HR, Training Managers
Learn different examples on how explicit and tacit knowledge can be retained.
- **Recruit Locally [0.5 hrs]**
Recommended audience: Hiring managers and HR professionals
Learn how to attract the top local talent to your company by developing your centers of influence and a successful recruiting plan.
- **Recruiting with Social Media (.5 hrs.)**
Target audience: Recruiting with Social Media is designed for Human Resources, recruiters, managers, or any other manager associated with recruiting.
Recruiting with Social Media will introduce you to the basic concepts of how to recruit using social media. This course will teach you how to leverage social media networks such as Facebook, Twitter, and LinkedIn to pipeline and hire talent.

Warehouse

- **Warehouse Pro [2.25 hrs]**
Recommended audience: Warehouse associates
Students learn a foundational understanding of the electrical distribution industry and the important role they play within their companies.

Sales

- **Boost Profits: Increase Customer Profitability [0.5 hrs]**
Recommended audience: Sales Associates
Students learn how to identify their profitable customers so they can spend time where it has the most positive impact.
- **Communicating Across the Generations [.75 hrs]**
Recommended audience: Inside and outside sales
This mobile-friendly, six-part series gives associates the ideas and skills to connect and communicate with multiple generations, both within the company and with external customers.
- **Counter Pro® [1.25 hrs]**
Recommended audience: Counter Sales Associates
Learn how the right greeting, active listening, up-selling and overcoming objections will increase sales in your counter area.
- **Inside Sales Pro [1 hr]**
Recommended audience: Inside Sales Associates
Identify strengths and weaknesses in areas for inside sales success, including: selling products and services, preparing, processing and managing sales orders and enhancing customer relationships.
- **Outside Sales Pro [1 hr]**
Recommended audience: Outside Sales Associates
Identify strengths and weaknesses in areas for outside sales success, including: selling products and services, managing accounts, and using company and personal resources.
- **Selling Green [3.25 hrs]**
Recommended audience: Distributors interested in green solutions

This series consists of five short, separate courses, each concentrating on a specific green sales opportunity.

ASA Courses

These courses are being offered as part of a collaboration between NAED and ASA, The American Supply Association.

• Essentials of Leadership for Wholesaler-Distributors:

ASA's "Essentials of Leadership for Wholesaler-Distributors" provides five in-depth modules that cover aligning team direction, continuous coaching, localized strategic planning, manpower planning, and finally, performance reviews.

• Essentials of Leadership for Wholesaler-Distributors Scenarios [.75 hr]

This companion course expands on the knowledge presented in ASA-US "Essentials of Leadership for Wholesaler-Distributors". In this course, the student is asked to evaluate a series of scenarios and choose the best path forward based on what they have learned about best practice leadership skills.

• Essentials of Profitable Purchasing and Inventory Management:

Essentials of Profitable Purchasing and Inventory Management explains the role of purchasing and inventory management in wholesale distribution. The course covers why some companies blend purchasing and inventory management under the umbrella known as supply chain management.

• Essentials of Superb Service in Distribution [.5 hr]

Essentials of Superb Service in Distribution provides team members with a concise explanation of the most important keys to providing superb service from a distribution perspective. This interactive course addresses the critical operational, economic, and interpersonal aspects of superb service from a wholesale distribution perspective.



Manager Coaching Guides Available

Electrical Industry Playbook:

An Introduction to the Market, its Players and the Business

The Electrical Industry Playbook is an online training module for new employees to help jump-start their understanding of the electrical market so they can successfully navigate the industry. This module is also an important resource for existing, tenured employees to help further sharpen their skillsets and advance their industry knowledge.

Empowering your team with training resources provide tangible benefits to you and your team, and ultimately, to your partners and customers.

The Electrical Industry Playbook includes a complete toolkit of resources:

- 60-minute online training module with interactive activities featuring key takeaways
- Glossary of important terminology
- Discussion guide for learning customization

| Overview | Who Should Take This Program | Details |
|---|---|---|
| <p>Chapter 1: The Electrical Ecosystem (market segments, channel players)</p> <p>Chapter 2: Project Types and the Bidding Process (the project and specification process for new construction; in-plant industrial automation; renovation market)</p> <p>Chapter 3: Selling Through Distribution</p> | <p>Designed for employees across North America in any department (inside/outside sales, counter sales, marketing, quotations, purchasing, project management, customer service...just to name some areas) who need to understand the market, the interrelationships among channel partners, and the bidding/buy/sell process.</p> <p>This would be an excellent introduction to the industry for new employees as part of an orientation program.</p> | <ul style="list-style-type: none">• Available online in English and French• Duration: one-hour• Includes interactive activities to further engage learners and to check for understanding• Features various resources: glossary and user manuals (for trainees and managers) to support each learner's journey through the program |

Talent Development Tools

NAED has the tools to help you nurture and grow your employees from the start. By creating a culture of learning in your organization, you have the ability to engage your employees and put them on the right track for success.

Learning Plans

NAED offers several role-based learning plans to help develop your employees at every step of their career. Roles include: onboarding, counter sales, inside sales, outside sales, warehouse, and finance-credit.

Download full learning plans at naed.org/learning-plans-job-role, or check out pages 23-27 for a full list of courses included in each plan.

Green To Great

Establish a systematic approach to on-boarding new sales associates and branch managers with a consistent welcome experience. The green-to-great on-boarding program will inspire confidence in the new employee's ability to sell by demonstrating a high-quality professional experience.



BRANCH MANAGER | INSIDE SALES | OUTSIDE SALES

Employee Compensation Report (COMP report)

Hiring and keeping good employees is essential to the profitability of your business. To achieve this goal, you must consider your overall employee compensation plan – not just your pay scales, but your benefits program as well – in comparison to other distribution firms. You need benchmarks. NAED has joined together with 19 other distribution organizations in sponsoring this large cross-industry compensation study. The latest survey available is 2022 COMP (based off of 2011 calendar year).

Talent Development Benchmarking Study

The Talent Development Benchmarking Report allows members to view how their talent development practices stack up against other NAED distributor members. Survey results highlight general HR practices, onboarding, organizational statistics, training requirements, talent development spending, and trends in recruiting. (2021 report available for purchase)



Ways to Get Involved

Education and Development Council (EDC) - The EDC guides the NAED Foundation toward leading edge training and education programs, provides a vision on future training and education programs and the industries education and development. The committee meets quarterly on teleconference and has one National meeting. The EDC is made up of human resource and training professionals from electrical distribution and manufacturing companies.

Futures Group - The Futures Group is a group of committed leaders coming together to explore the future of the industry and looks at the future through the lens of major societal and economic trends. The Futures Group endeavors to learn about the impact of emerging trends not only on distributors, but on our supplier and customer partners. For more information about the purpose of the Futures Group and to get connected reach out to futures@naed.org.

Skillset Bundles

Take a step into the electrical industry's most comprehensive and relevant online training. Keeping with training industry trends, NAED is offering 13 new skillset bundles with curated content to meet the challenges of individual training needs. Each skillset bundle provides specific courses to meet a specific need.

Business Strategy & Ethics

- Corporate Strategy [150 min]
- Corporate Social Responsibility [30 min]
- Building a Customer-Centric Organization [24 min]
- Business Strategy for the Post-pandemic Economy [29 min]
- Being a Responsible Corporate Digital Citizen [23 min]
- Branch Management: Business Ethics [0.5 hrs][30 min]
- Business Ethics (Thrive Learning)[7 min]
- Business Ethics Interactive Learning) [20 min]
- Cross-Cultural Business Etiquette [9 min]
- Ethics Of Being A Global Leader [3 min]
- Leading Across New Borders [34 min]
- Dealing with Office Politics [26 min]
- 7 Ways to Use Office Politics Positively [10 min]
- Corporate Social Responsibility [30 min]

Communications

- Acting with Diplomacy and Tact [90 min]
- Audience and Purpose in Business Writing [29 min]
- Choosing the Right Interpersonal Communication Method to Make Your Point [25 min]
- Communicating Effectively with Customers [30 min]
- Effective Business Communication [10 min]
- Effective Middle and Closing Paragraphs [10 min]
- Effective Writing Module [15 min]
- Effective Writing Skills: Parts of Speech (Part 1 of 2) [8 min]
- Effective Writing Skills: Parts of Speech (Part 2 of 2) [7 min]
- Electronic Communications [15 min]
- Email Etiquette [10 min]
- Five Stars [15 min]
- Forecasting Subject Lines [10 min]
- Getting the Details Right: Spelling Basics [29 min]
- Grammar Foundations [40 min]
- Influence and persuasion in negotiation [30 min]
- Influencing Key Decision Makers [125 min]
- Keeping Business Calls Professional [28 min]
- Listening Bundle [80 min]
- Making an Impact with Non-verbal Communication [23 min]
- Most Common Business Writing Model [10 min]
- Navigating Challenging Situations with Diplomacy and Tact [60 min]

- Personal Power and Credibility [51 min]
- Planning an Effective Presentation [29 min]
- Polishing Your Feedback Skills [34 min]
- Pre-Presentation Planning [10 min]
- Prestar atención a los detalles: conceptos básicos de ortografía Getting the Details Right: Spelling Basics [29 min]
- Selecting the Best Writing Model [10 min]
- Staying Balanced in a Shifting World [25 min]
- Top Ten Business Etiquette Behaviors (24/7 Professional People Skills to Take You to the Top) [4 min]
- Troublesome Words and Phrases: Common Usage Mistakes in Writing [36 min]
- Trust Building through Effective Communication [40 min]
- Using the Reporting Process [10 min]
- Write Effective Opening Paragraphs [10 min]

Customer Service

- Customer Service Role Play [30 min]
- Service Attitude: Maintaining a Positive Attitude (Adaptive Learning AI) [14 min]
- Service Attitude: Character & Integrity (Adaptive Learning AI) [30 min]
- Service Attitude: Service Mistakes (Adaptive Learning AI) [30 min]
- Service Attitude: Equal Respect [30 min]
- Service Attitude: Service Resiliency (Adaptive Learning AI) [30 min]
- Controlling Conflict, Stress and Time in a Customer Service Environment [30 min]
- Dealing with Customer Service Incidents and Complaints [32 min]
- Designing a Customer Service Strategy [30 min]
- Embracing a Customer-obsessed Mentality [23 min]
- Facing Confrontation in Customer Service [30 min]
- Polishing Your Skills for Excellent Customer Service [30 min]
- Providing Effective Internal Customer Service [31 min]
- Providing On-site Customer Service [29 min]
- Providing Telephone Customer Service [29 min]
- Rapport Building in Customer Service [24 min]
- Remaining Tactful and Diplomatic under Pressure [23 min]
- Customer Service Self-Management [594 min]

Data Analytics & Software

- Expanding Your Digital Mindset [21 min]
- Business Analysis Overview [64 min]
- Personal Skills for Effective Business Analysis [62 min]
- Statistics for Data Science and Business Analysis [300 min]
- Leveraging Data [180 min]
- Software for Data Analytics
- Excel for Business Analysts [420 min]
- Logical Functions in Microsoft Excel - Short Course [63 min]
- Microsoft Power BI for Beginners [240 min]
- Power BI Intermediate Course - Beyond the Basics [393 min]
- Data Analysts Toolbox: Advanced Excel, Python, Power BI, PivotTables [1277 min]

Financial Acumen

- Bottom Line Basics [120 min]
- Branch Management: Using the Income Statement [30 min]
- Leveraging Data [180 min]
- Business Acumen-Finance [15 min]
- BUSINESS MATH
- Specialized Math: Interest Rates [3 min]
- Specialized Math: Understanding ROI [4 min]
- Specialized Math: Determining Pricing [8 min]
- Specialized Math: Calculating Production Costs [5 min]
- Specialized Math: Understanding Profits and Profit Margins [3 min]
- Specialized Math: Inventory Basics [7 min]
- Specialized Math: Net vs Gross [3 min]
- Specialized Math: Compound vs. Simple Interest [9 min]
- Specialized Math: Understanding Ratios, Proportions, and Percentages [6 min]
- New Employee Math: Taxation Basics [4 min]
- New Employee Math: Budgeting Basics [6 min]
- Principles of Accounting 01: Principles of Accounting [6 min]
- Principles of Accounting 02: Common Accounting Terms [4 min]
- Principles of Accounting 03: Cash vs. Accrual Basis [3 min]
- Principles of Accounting 04: Fraud [7 min]
- Intro to Finance 01: Why Learn About Finance?
- Intro to Finance 02: Finance Terms [6 min]
- Intro to Finance 03: Resources & Documents [4 min]

- Accounting and Financial Statement Analysis [600 min]
- Changing Accounting Principles for the New Economy [27 min]

Principles of Leadership

- Dynamic Leadership – Key Leadership Qualities – 1 of 9 [21 min]
- Dynamic Leadership – Developing Trust – 2 of 9 [23 min]
- Dynamic Leadership – Creating Buy-In – 3 of 9 [21 min]
- Dynamic Leadership – Communicating Why – 4 of 9 [21 min]
- Dynamic Leadership – Key Training Principles – 5 of 9 [21 min]
- Dynamic Leadership – Coaching To Peak Performance – 6 of 9 [20 min]
- Dynamic Leadership – Effective Meetings – 7 of 9 [19 min]
- Dynamic Leadership – Accountability Meetings – 8 of 9 [22 min]
- Dynamic Leadership – Employee Development Planning – 9 of 9 [21 min]
- Influence Bundle [84 min]
- Influence: Appropriate Use of Power
- Influence: Six Influence Techniques
- Influence: Getting Others to Follow Your Lead
- Influence: Win-Win-Negotiation
- Influence: Credibility—Maximizing Core Influence
- Influence: Preventing Groupthink
- Influence: Influencing Change
- Six Steps to Build a High Performance Team
- Step 1: Leading Past Losing [4 min]
- Step 2: Committing To Growth [2 min]
- Step 3: Changing Behaviors [8 min]
- Step 4: Embracing Adversity [4 min]
- Step 5: Achieving Success [5 min]
- Step 6: Culture Of Excellence [5 min]
- Motivation [3 min]
- Impactful Communication – Setting Proper Expectations 1 of 8 [18 min]
- Impactful Communication – Communication Rules 2 of 8 [18 min]
- Impactful Communication – Keys To Successful Emails 3 of 8 [18 min]
- Impactful Communication – Graduated Learning 4 of 8 [17 min]
- Impactful Communication – Effective Listening 5 of 8 [21 min]
- Impactful Communication – How To Be Assertive 6 of 8 [17 min]
- Impactful Communication – Healthy Conflict 7 of 8 [18 min]
- Impactful Communication – Public Speaking 8 of 8 [18 min]
- Being Accountable [4 min]
- Developing Personal Accountability [8 min]
- Responsible Initiative: Personal Accountability (Adaptive Learning AI) [30 min]
- Responsible Initiative: Personal Leadership (Adaptive Learning AI) [30 min]
- Responsible Initiative: Overcoming Obstacles (Adaptive Learning AI) [30 min]
- Responsible Initiative: Initiative for Responsible Results (Adaptive Learning AI) [30 min]
- Responsible Initiative: Achieving Results with Others (Adaptive Learning AI) [30 min]
- Get more of what you want in your current role: Creating a Work Life you Love [2 min]
- Taking Control of Your Career: 01. Planning [6 min]
- Taking Control of Your Career: 02. Knowing Yourself [5 min]
- Taking Control of Your Career: 03. Taking Action [5 min]
- Does Your Job Play to Your Strengths? [5 min]
- Stop stagnating and make a change [15 min]
- Manage Your Personal Performance & Development: Accelerate Your Career [40 min]
- Career Development: Moving Up the Ladder [14 min]
- TRANSFORM YOUR MINDSET, TRANSFORM YOUR CAREER [6 min]
- Stress Management: Balancing Home and Career (Adaptive Learning AI) [30 min]
- Creating a More Balanced Workplace: Introduction to Balance Strategies [5 min]
- Creating a More Balanced Workplace: What is Work-Life Balance and Why Does it Matter? [9 min]
- Creating a More Balanced Workplace: Strategy #1: Being a Present Listener [4 min]
- Creating a More Balanced Workplace: Strategy #2: Having a Sense of Purpose [5 min]
- Creating a More Balanced Workplace: Strategy #3: Adopting Change Strategies [5 min]
- The Basics: What is Equity [7 min]
- The Basics: What is Inclusion [7 min]
- The Basics: What is Belonging? [7 min]
- The Basics: What is Diversity? [7 min]
- 01. Problem Solving: Introduction to Problem Solving [4 min]
- 02. Problem Solving: Define the Problem [6 min]
- 03. Problem Solving: Determine the Root Cause [4 min]
- 04. Problem Solving: Generate Solutions [4 min]
- 05. Problem Solving: Evaluate and Select Solutions [4 min]
- 06. Problem Solving: Implement Solutions [5 min]
- 07. Problem Solving: Monitor the Resolution [4 min]
- Problem Solving: Four Stages of Creative Problem Solving (Adaptive Learning AI) [30 min]

Professional Development

- Customer Service Self-Management [594 min]

Project & Time Management

- Project Management Processes [2 min]
- Project Management: 01. What is a Project? [5 min]
- Project Management: 02. Project Charter [4 min]
- Project Management: 03. Timelines [5 min]
- Project Management: 04. Negotiating [5 min]
- Project Management: 05. Communicating [5 min]
- Project Management: 06. Measuring and Tracking [5 min]
- Project Management: 07. Handling Change [5 min]
- Project Management: 08. People Problems [4 min]
- Project Management: 09. Completing the Project [3 min]
- Project Management: Introduction (Adaptive Learning AI) [30 min]
- Project Management: Project Definition (Adaptive Learning AI) [30 min]
- Project Management: Project Planning (Adaptive Learning AI) [30 min]
- Project Management: Project Implementation (Adaptive Learning AI) [30 min]
- Project Management: Project Closure (Adaptive Learning AI) [30 min]
- Agile Project Management – Basics [55 min]
- 10 Common Time-Management Mistakes [12 min]
- Time Management Tips Infographic [1 min]
- Common Time Management Problems: 01. Procrastination [5 min]
- Common Time Management Problems: 02. Procrastination [4 min]
- Time Management: Efficiency (Adaptive Learning AI) [30 min]
- Time Management: Scheduling Smarts (Adaptive Learning AI) [30 min]
- Time Management: Finding Hidden Time (Adaptive Learning AI) [30 min]
- Time Management: Maximizing Productivity (Adaptive Learning AI) [30 min]
- Time Management: Scheduling Smarts (Adaptive Learning AI) [30 min]
- Managing Time Successfully: Cutting Edge Communication Comedy Series [10 min]
- Sales Time Management [6 min]

Purchasing

- Negotiating [7 min]
- Negotiating Yourself [20 min]
- Vendor Management for Technology Professionals [22 min]
- Remaining Tactful and Diplomatic Under Pressure [23 min]
- Learn to Negotiate with Suppliers [35 min]
- Essentials of Profitable Purchasing and Inventory [183 min]
- Basics of Negotiations [60 min]

- Difficult Negotiations [60 min]
- Online Negotiations [70 min]

Recruitment & Retention

- The Recruitment Process [4 min]
- Craft The Perfect Job Descriptions | How To Target High-Quality Recruits [52 min]
- Interviewing Skills for Managers: Conducting an Interview [25 min]
- Rockstar Recruiting - Introduction to Recruiting - 1 of 8 [7 min]
- Rockstar Recruiting - Selling Top Talent - 2 of 8 [45 min]
- Rockstar Recruiting - Creating a Process - 3 of 8 [42 min]
- Rockstar Recruiting - Playing the Numbers - 4 of 8 [38 min]
- Rockstar Recruiting - Identifying Rockstars - 5 of 8 [42 min]
- Rockstar Recruiting - Behavioral Interviewing - 6 of 8 [36 min]
- Rockstar Recruiting - Recruiting for Retention - 7 of 8 [42 min]
- Rockstar Recruiting - Recruiting Summary - 8 of 8 [3 min]
- Expertise and Employee Retention: Leadership Expertise [15 min]
- Expertise and Employee Retention: Confidence in Any Situation [20 min]
- Expertise and Employee Retention: Leadership Credibility [16 min]
- Expertise and Employee Retention: Hiring the Right Talent [16 min]
- Expertise and Employee Retention: Retaining the Right Talent [18 min]
- Part 1: Understanding Social Entrepreneurship [8 min]
- What Is Social Entrepreneurship [2 min]
- Relationship Between Philanthropy And Entrepreneurship [4 min]
- Case Study - Local Communities And The Role Of Women [7 min]
- Brac Home-Page (from Case Study)
- Part 2: Talent Management
- Recruiting Right For A Social Business [4 min]
- Succession Planning [3 min]
- Part 2: Local Communities and the Role of Women
- Case Study - Local Communities And The Role Of Women [7 min]

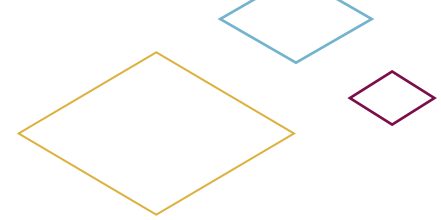
Sales Skills

- Counter Pro® [150 min]
- Inside Sales Pro [270 min]
- Outside Sales Pro [270 min]
- Introduction To Selling — Full Course [25 min]
- The Sales Bible [15 min]
- Competitive Analysis [30 min]
- Selling Strategies: Consultative Selling [5 min]

- Selling Strategies: Upsell and Add-Ons [6 min]
- Selling Strategies: Field Sales [5 min]
- Emotional Selling and Storytelling [8 min]
- The Psychology of Selling [15 min]
- Enterprise Selling [8 min]
- ABC= Always Be Closing [2 min]
- Closing Sales: Increasing Closing Ratios (Adaptive Learning AI) [30 min]
- Closing Sales: Getting to Yes (Adaptive Learning AI) [30 min]
- Closing Sales: Confirming Different Buyer Styles (Adaptive Learning AI) [30 min]
- Closing Sales: Psychology of Confirming Sales (Adaptive Learning AI) [30 min]
- Closing Sales: How to Ask for the Business (Adaptive Learning AI) [30 min]

Workplace Culture

- The Culture Map [15 min]
- Who's Got Your Back by Keith Ferrazzi [25 min]
- Unconscious Bias [30 min]
- Team Effectiveness Assessment [17 min]
- Creating a Strong Team Culture [10 min]
- Teamwork [6 min]
- 4 Strategies for Building Collaboration - Interactive [11 min]
- High-Performance Team Building Series [138 min]
- Bullying & Harassment [3 min]
- Bullying & Harassment [9 min]
- LGBTQI+ Inclusion [10 min]
- Disability Inclusiveness [20 min]
- Inclusive Leadership [20 min]
- How Women Rise [15 min]
- Creating a trust culture [8 min]
- Introduction to Teamwork and Conflict Resolution: Finding Space to Work Together [30 min]
- Leading through failure [10 min]
- Introduction to Emotional Intelligence: Navigating Workplace Relationships [30 min]
- Understanding Diversity and Inclusion: Workplace Well-Being [25 min]





Management Bundle

The Management Bundle consists of 145 courses in five key areas: Managing Yourself, Managing People, Managing Change, Managing the Business, and Managing Meetings. This bundle is designed to help develop management trainees, new branch managers or anyone in a management role. Build upon your core skills and learn new methods that will allow you to expand your knowledge and become the best manager possible.

Managing Meetings

- Plan for Effective Meetings [15 min]
- Effective meetings [9 min]
- Setting Up a Meeting [4 min]
- Effective meetings [9 min]
- Present Online with Impact [2 min]
- Running Effective Meetings [9 min]
- Developing rapport with your team [15 min]
- I dont listen to my team [15 min]
- Execution meetings - Meeting Guidelines [4 min]
- 1 Minute Effective Training Room [1 min]
- Planning a Training Session [11 min]
- Developing Trainer Skills - Interactive [20 min]
- Managing Difference [4 min]
- Opportunities and Ways to Learn [5 min]
- Kolb Learning Cycle [5 min]
- The Basics: What is Accessibility?

- Empathy in the Workplace [3 min]
- Class Introduction & Warm-up (Become An Inclusive Presenter) [18 min]
- How to Become an Empathetic Leader (Become An Inclusive Presenter) [13 min]
- How to Be an Empathy Machine (Become An Inclusive Presenter) [19 min]

Managing Yourself

- Emotional Awareness [5 min]
- Build Resilience Through Perseverance [5 min]
- The Right Level of Challenge [10 min]
- Effective Problem Solving - Asking The 5 Whys [3 min]
- Clear Work Expectations [10 min]
- Break the Crazy Busy Cycle [5 min]
- How To Ask For Help In The Right Way [2 min]
- Developing Your Business Ethics [26 min]
- You Can Learn to Lead [5 min]

Managing Change

- Change Management [120 min]
- Change Management: Successfully shaping change processes [60 min]
- Change Management: Understanding Change (Adaptive Learning AI) [30 min]
- Change Management: Initiating and Leading Change (Adaptive Learning AI) [30 min]
- Change Management: Four Stages of Change Transitions (Adaptive Learning AI) [30 min]
- Change Management: Communicating During Change (Adaptive Learning AI) [30 min]
- Change Management: Leading Non-Stop Change (Adaptive Learning AI) [30 min]
- Problem Solving: Crisis Resolution (Adaptive Learning AI) [30 min]

Managing People

- COMPLIANCE EXPERT: Bullying – The Manager's Role [0.2 hrs] [2 hrs 56 mins]
- COMPLIANCE EXPERT: Harassment and Retaliation for Managers [0.2 hrs][1 hr 30 mins]
- COMPLIANCE IMPACT: Harassment – Handling the Complaint [0.1 hr] [6 mins]
- Americans with Disabilities Act: An Overview for Managers [0.25 hrs][36 mins]
- Engaging & Retaining full, key, and rookie contributors. [45 min]
- Knowledge Share: Grow Your Staff Expertise [30 min]
- Recruit Locally [30 min]
- Recruiting with Social Media [30 min]
- Giving Feedback that Works [5 min]
- Give Fair and Balanced Feedback with S.S.B.I.R. [15 min]
- How to Deliver Bad News [5 min]
- Set Expectations for Your Team [15 min]
- How To Have Difficult Conversations With Poor Performers [4 min]
- Why Having Difficult Conversations Can Be Beneficial [4 min]
- Every Relationship Teaches You Something About Yourself [5 min]
- Change the Task, Not the Person [5 min]
- How Managers Empower Their Staff Through Open Questions [3 min]
- Providing Performance Feedback [60 min]
- Improving Work Habits [70 min]
- Developing Performance Goals & Standards [50 min]
- Coaching Job Skills – Office Edition [60 min]
- Understanding Managerial Styles [5 min]
- Which Style Are You Using The Most? [2 min]
- How to Hold Someone Accountable [5 min]
- Appraisal – Manager's Guide [5 min]
- Appraisals – The Appraisee's Guide [5 min]
- Performance Management 101 from Mind Tools for Business (Emerald Works) [60 min]
- Managing Employee Performance Beginner [31 min]
- Identifying key performance indicators [8 min]
- Performance Reviews: Powerful or Pathetic? [50 min]
- 10 minute Effective Performance Reviews
- Managing Performance [30 min]
- How To Structure The Appraisal Discussion [5 min]
- Performance Management is Killing Performance [52 min]
- Conducting Effective Performance Reviews [67 min]
- Appraisal that adds value [22 min]

- Resilience: Personal resilience [18 min]
- Resilience: Building a resilient team [16 min]
- Resilience: Staying adaptable and resilient [18 min]
- Resilience: Leading through a challenge [20 min]
- Problem Solving: Early Problem Recognition [18 min]
- Emotional Intelligence: The EI framework [22 min]
- Emotional Intelligence: Techniques to build EI skills [25 min]
- Emotional Intelligence: Practical steps to develop EI [22 min]
- Emotional Intelligence: Managing Emotions and Mindset [25 min]
- Emotional Intelligence: Defining and Understanding EI [24 min]
- Coaching and Mentoring: Giving and Receiving Feedback [24 min]
- Coaching and Mentoring: Coaching Peers [24 min]
- Understanding Diversity and Inclusion: Working Across Cultures [28 min]
- Understanding Diversity and Inclusion: Diversity, Inclusion and Belonging [30 min]
- Understanding Diversity and Inclusion: Unconscious Bias [25 min]
- Change Management: Communicating During Change [20 min]
- Change Management: Initiating and Leading Change [20 min]
- Change Management: Understanding Change [20 min]
- Five Ways to Identify and Develop Future Leaders [10 min]
- The Leadership Pipeline Model [14 min]

Managing The Business

- COMPLIANCE EXPERT: Privacy & Information Security – Some Examples [5 min]
- COMPLIANCE EXPERT: Privacy & Information Security – The Basics [5 min]
- COMPLIANCE IMPACT: Antitrust – Rigging the Bid [6 min]
- Acting Decisively [15 min]
- Business Analysis Activities and Tools [101 min]
- Business Analysis Analytical Techniques [98 min]
- Business Analysis Documentation and Criteria [61 min]
- Business Analysis Overview [64 min]
- Business Analysis Professional Effectiveness Competencies [127 min]
- Defining Alternative Solutions to a Problem [27 min]
- Developing an Effective Business Case [30 min]

- Gauging Your Organization's High-Performing Potential [23 min]
- Key Elements of Business Execution [30 min]
- Key Elements of Business Execution (SPANISH) [30 min]
- Making Meetings Work [6 min]
- Managing for Cross-Functionality [22 min]
- Managing Goals [15 min]
- Running Effective Meetings [9 min]
- Personal Skills for Effective Business Analysis [62 min]
- Perspectives for Effective Analysis [110 min]
- Planning Meetings Fit for Purpose [30 min]
- Playing the Devil's Advocate in Decision Making [52 min]
- RADD Knowledge: Part 1 [46 min]
- RADD Knowledge: Part 2 [53 min]
- Running Meetings in Better Directions [20 min]
- Sharing a Vision [17 min]
- The BA Elicitation and Collaboration Knowledge Area [60 min]
- The BA Planning and Monitoring Knowledge Area [60 min]
- The Requirements Life Cycle Management Knowledge Area [60 min]
- The Solution Evaluation Knowledge Area [61 min]
- The Strategy Analysis Knowledge Area [70 min]
- Thinking Strategically as a Manager [70 min]
- Verifying and Building on Creative Ideas [23 min]
- The Culture Map [15 min]
- Who's Got Your Back by Keith Ferrazzi [25 min]
- Unconscious Bias [30 min]
- Team Effectiveness Assessment [17 min]
- Creating a Strong Team Culture [10 min]
- Teamwork [6 min]
- 4 Strategies for Building Collaboration – Interactive [11 min]
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- Disability Inclusiveness [20 min]
- Inclusive Leadership [20 min]
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- Introduction to Emotional Intelligence: Navigating Workplace Relationships [30 min]
- Understanding Diversity and Inclusion: Workplace Well-Being [25 min]

Safety Training Bundles

The Safety bundles include over 170 courses offered in three categories: HR Compliance, Transportation Safety, and Workplace Safety. Fulfill sexual harassment requirements for every employee with HR Compliance; driving safety/advanced topics, Hazmat, and CDL training with Transportation Safety; and forklift and common warehouse practices with the Workplace Safety training.

Training available for purchase in the following: HR Compliance, Transportation Safety, Workplace Safety, or All Safety Topics Bundle (access to all three bundles).

HR Compliance

- Diversity, Inclusion and Equity: Microaggressions [10 min]
- Equity and Diversity [20 min]
- Preventing Discrimination & Harassment: Employees [40 min]
- Family and Medical Leave Act (FMLA) for Employees [7 min]
- Family and Medical Leave Act (FMLA) for Managers [8 min]
- Sexual Harassment Prevention Training [60 min]
- Preventing Discrimination & Harassment in Retail: Employees [40 min]
- Preventing Discrimination and Harassment US: Fundamentals [Spanish [LATAM]] [45 min]
- Preventing Discrimination and Harassment for Employees (US) [Spanish [LATAM]] [45 min]
- Preventing Discrimination & Harassment: Managers [55 min]
- Preventing Discrimination & Harassment in Retail: Multiple courses by state
- Preventing Discrimination and Harassment for Managers (US) [Spanish [LATAM]] [60 min]
- Preventing Discrimination and Harassment for Employees (BY STATE) [Spanish [LATAM]] [70 min]
- Preventing Discrimination and Harassment (Global) [Spanish [LATAM]] [60 min]
- Substance Abuse in the Workplace: What Employees Need to Know (MM) [18 min]
- Mental Health Series: Substance Abuse [18 min]
- Bullying and harassment bullying-and-harassment-1666278084.7448 [9 min]
- Bullying and harassment bullying-and-harassment-1666278135.3453 [15 min]
- Anti-Harassment, Bullying and Violence Global Certification Course [60 min]
- Workplace Violence in Transportation and Warehouse Environments [30 min]
- Introduction to Diversity, Inclusion and Equity [5 min]
- Introducción a la diversidad, inclusión y la equidad (Introduction to Diversity, Inclusion and Equity) [5 min]
- Introduction to Diversity, Equity, and Inclusion [66 min]
- DEI: The Basics from Mindscaling [50 min]
- The Basics: What is Equity [7 min]
- The Basics: What is Inclusion [7 min]
- The Basics: What is Belonging? [7 min]
- The Basics: What is Diversity? [7 min]
- The Basics: What is Meritocracy? [7 min]
- The Basics: What Are Intent and Impact? [7 min]
- The Basics: What is Accessibility? [7 min]
- The Basics: What is Unconscious Bias? [7 min]
- Understanding Diversity and Inclusion: Working Across Cultures [28 min]
- Understanding Diversity and Inclusion: Discrimination [25 min]
- Understanding Diversity and Inclusion: Unconscious Bias [25 min]
- Lets stop talking about diversity and start working towards equity | Paloma Medina | TEDxPortland
- Branch Management: Sexual Harassment [0.5 hrs] [30 min]

Transportation

- Compliance, Safety, Accountability (CSA) Overview for Drivers (US) [21 min]
- Defensive Driving - Small Vehicles [24 min]
- Defensive Driving - Large Vehicles [45 min]
- Driving Defensively for CDL/Large Vehicle Drivers... the Basics - The Mental Side of Driving Defensively [3 min]
- HAZMAT Transportation Awareness (US) [10 min]
- Avoiding Retaliation
- Driving Safety: Changing Lanes (US)
- Delivery Truck Maintenance [30 min]
- Driving Safety: The Basics - Driving at Night and in Bad Weather [3 min]
- Distracted Driving: Rewind [15 min]
- CDL: 01. Basics [7 min]
- CDL: 02. Basic Vehicle Control [13 min]
- CDL: 03. Transporting Cargo Safety [5 min]
- CDL: 04. Transporting Hazardous Materials [8 min]
- CDL: 05. Hazardous Driving Conditions [10 min]
- CDL: 06. Accident and Fire Procedures [7 min]
- CDL: 07. Vehicle Inspections [5 min]
- Driving Defensively for CDL/Large Vehicle Drivers: The Basics [45 min]
- Driving Defensively for CDL/Large Vehicle Drivers... the Basics - Turns and Intersections [3 min]
- Driving Defensively for CDL/Large Vehicle Drivers... the Basics - Using Your Headlights [3 min]
- Driving Defensively for CDL/Large Vehicle Drivers... the Basics - Hitting the Road [3 min]
- Driving Defensively for CDL/Large Vehicle Drivers... the Basics - Preparing for Your Trip [3 min]
- Driving Defensively for CDL/Large Vehicle Drivers... the Basics - Negotiating Curves and Downgrades [3 min]
- Driving Defensively for CDL/Large Vehicle Drivers... the Basics - The Mental Side of Driving Defensively [3 min]
- Driving Defensively for CDL/Large Vehicle Drivers... the Basics - Right-of-Way, Lane Control and Passing [3 min]
- Driving Defensively for CDL/Large Vehicle Drivers: Handling Adverse Conditions [45 min]
- Driving Defensively For CDL/Large Vehicle Drivers... Handling Adverse Conditions - Handling a Blowout [3 min]
- Driving Defensively For CDL/Large Vehicle Drivers... Handling Adverse Conditions - Driving Safely in Bad Weather [3 min]
- Driving Defensively For CDL/Large Vehicle Drivers... Handling Adverse Conditions - Dealing with Distracted and Aggressive Drivers [3 min]
- Driving Defensively For CDL/Large Vehicle Drivers... Handling Adverse Conditions - Pedestrians, Work Zones and Emergency Situations [3 min]
- Driving Defensively For CDL/Large Vehicle Drivers... Handling Adverse Conditions - Sharing the Road with Other Trucks and Buses [3 min]
- DOT Roadside Inspections [15 min]
- DOT Driver Compliance (US) [31 min]
- Load Securement and Distribution [41 min]
- Safe Driving Behavior for Commercial Motor Vehicles (CMVs) [35 min]
- DOT Drug and Alcohol Testing for CDL Drivers [45 min]
- Drug and Alcohol Testing for CDL Drivers - Drug and Alcohol Testing Basics [4 min]
- Driving Safety: Speeding and Stopping Distance (US) [13 min]

- Reasonable Suspicion Training for Alcohol and Substance Abuse (US) [55 min]
- Defensive Driving Fundamentals – Canada – Defensive Driving Fundamentals – Canada [60 min]
- Lift Truck Safety Canada [120 min]
- Aerial Lift Safety Canada [120 min]
- Transportation of Dangerous Goods (Canada) [18 min]
- Transport Canada TDG: Introduction and Responsibilities [30 min]
- Transport Canada TDG: Related Regulations and Standards [30 min]
- Transport Canada TDG: Special Situations and Emergency Actions [30 min]

Workplace

- Warehouse Safety Awareness [13 min]
- Warehouse Safety [39 min]
- Asbestos Hazard Awareness [20 min]
- Electrical Safety: 01. Basics for General Employees [7 min]
- Electrical Safety: 02. Safe Work Practices and PPE [9 min]
- Electrical Safety: 03. Hazard Recognition [7 min]
- Electrical Safety: 04. Understanding Grounding [6 min]
- Electrical Safety: 05. Arc Flash [7 min]
- Electrical Safety: 06. Wiring, GFCI, and Extension Cords [7 min]
- Electrical Safety: 07. Responding to Emergencies [5 min]
- Electrical Safety: 08. OSHA Requirements for Employers [5 min]
- Personal Protective Equipment: 08. PPE for Managers [7 min]
- Personal Protective Equipment (PPE) Part One
- Personal Protective Equipment (PPE) Part Two [10 min]
- Personal Protective Equipment (PPE) Part Three [13 min]
- Personal Protective Equipment (PPE) Part Four [10 min]
- Personal Protective Equipment (PPE) Part Five [7 min]
- Personal Protective Equipment (PPE) Part Six [9 min]
- Personal Protective Equipment (PPE) Part Seven [10 min]
- Personal Protective Equipment (PPE) Part Eight [10 min]
- Personal Protective Equipment (PPE) Part Nine [11 min]
- Personal Protective Equipment (PPE) Part Ten [13 min]
- Bloodborne Pathogens: Bloodborne Pathogens for Employers [5 min]
- Confined Spaces for Employers: 01. Rules and Responsibilities [8 min]
- Confined Spaces for Employers: 02. Emergency Procedures and Rescue
- Confined Spaces for Employees: 01. Personnel Responsibilities [7 min]
- Confined Spaces for Employees: 02. Understanding Permits [6 min]
- Confined Spaces for Employees: 03. Atmospheric Hazards [9 min]
- Confined Spaces for Employees:

- 04. Personal Protective Equipment [6 min]
- Confined Spaces for Employees: 05. Confined Spaces for Construction [6 min]
- Crystalline Silica Awareness [13 min]
- Concientización sobre sílice cristalina – Global (Crystalline Silica Awareness – Global Spanish) [15 min]
- Using Eyewashes and Emergency Showers [16 min]
- Usar estaciones de lavado de ojos y duchas de emergencia – Internacional (Using Eyewashes and Emergency Showers – International Spanish) [18 min]
- Emergency Planning – Your Role in Emergency Planning [3 min]
- When Falls Happen [7 min]
- Pause for Performance: Fire Extinguishers [5 min]
- Safety Matters: Fire Safety
- Emergency First Aid [30 min]
- Powered Industrial Trucks Awareness [12 min]
- Powered Industrial Trucks Operators Overview – Global [32 min]
- Powered Industrial Trucks Part 1 – Introduction to Powered Industrial Trucks – Global [19 min]
- Powered Industrial Trucks Part 2 – Pre-Operation Inspection and Maintenance – Global [20 min]
- Powered Industrial Trucks Part 3 – Stability and Handling Loads
- Powered Industrial Trucks Part 4: Fueling and Charging [12 min]
- Powered Industrial Trucks Part 5: Preventing Incidents [14 min]
- Powered Industrial Trucks Part 6: Picking Up and Placing Loads [8 min]
- Powered Industrial Trucks Part 7: Loading Dock Operations [9 min]
- Camiones industriales motorizados – Descripción general para operadores (Powered Industrial Trucks – Operators Overview Spanish) [36 min]
- Powered Industrial Trucks Part 1: Classes and Types (Spanish) Camiones industriales motorizados Parte 1: Clases y tipos [19 min]
- Powered Industrial Trucks Part 2: Pre-Operation Inspection (Spanish) Camiones industriales motorizados Parte 2: Inspección previa a la operación [15 min]
- Powered Industrial Trucks Part 3: Operational Inspection and Maintenance (Spanish) Camiones industriales motorizados Parte 3: Inspección operativa y mantenimiento [14 min]
- Powered Industrial Trucks Part 4: Fueling and Charging (Spanish) Camiones industriales motorizados Parte 4: Abastecimiento de combustible y carga [14 min]
- Powered Industrial Trucks Part 5: Preventing Incidents (Spanish) Camiones industriales motorizados Parte 5: Prevención de incidentes [18 min]
- Powered Industrial Trucks Part 6: Picking Up and Placing Loads (Spanish) Camiones industriales motorizados Parte 6: Levantamiento y colocación de cargas [9 min]

- Powered Industrial Trucks Part 7: Loading Dock Operations (Spanish) Camiones industriales motorizados Parte 7: Operaciones en los muelles de carga [11 min]
- HAZWOPER Refresher Training – Module 1 – Scope, Application and Training Requirements [34 min]
- HAZWOPER Refresher Training – Module 2 – Environmental Issues for HAZWOPER [29 min]
- HAZWOPER Refresher Training – Module 3 Hazard Communication: Your Right to Know [36 min]
- HAZWOPER Refresher Training – Module 4 – Hazard and Risk Assessment Techniques [36 min]
- HAZWOPER Refresher Training – Module 5 – Toxicology [30 min]
- HAZWOPER Refresher Training – Module 6 – Monitoring and Medical Surveillance [30 min]
- HAZWOPER Refresher Training – Module 7 – Respiratory Protection [30 min]
- HAZWOPER Refresher Training – Module 8 – Personal Protective Equipment [14 min]
- HAZWOPER Refresher Training – Module 9 – Confined Spaces [30 min]
- HAZWOPER Refresher Training – Module 10 – Spill Prevention [25 min]
- HAZWOPER Refresher Training – Module 11 – Site Control [17 min]
- HAZWOPER Refresher Training – Module 12 – Decontamination [23 min]
- Hydrogen Sulfide Safety Part 1 [22 min]
- Hydrogen Sulfide Safety Part 2 [22 min]
- Pause for Performance: Ladder Safety [5 min]
- Safety Matters: Lockout/Tagout
- Workplace Safety: Material Handling [14 min]
- Control Safety Hazards: Storing and Handling Material [15 min]
- Operating Electric Pallet Jacks Safely [15 min]
- Operating Electric Pallet Jacks Safely, concise version [10 min]
- Operating Electric Pallet Jacks Safely, concise version, Spanish [15 min]
- Operating Electric Pallet Jacks Safely, concise version, Spanish [10 min]
- Materials Handling Safety – Platform Trucks, Carts and Pallet Jacks [3 min]
- Slips, Trips, and Falls [15 min]
- Slips, Trips, & Falls 1: Causes [7 min]
- Slips, Trips, & Falls 2: Hazards [7 min]
- Slips, Trips, & Falls 3: Prevention [8 min]
- New Worker Safety Orientation [45 min]
- Safety Attitudes and Actions [30 min]
- Your Workplace Safety Attitude [7 min]
- Your Workplace Safety Culture [7 min]
- Back Safety & Injury Prevention [30 min]



**Leadership
Development**

EMBRACE | EMBODY | EXEMPLIFY

What Is The NAED Leadership Development Program?

The NAED Leadership Development Program is a twelve-month curriculum specifically designed for developing leaders in the electrical distribution industry. The program is ideal for a manager at any level who needs to refine his or her leadership skills. With a mixture of assessments, one-on-one coaching, live and virtual training, case studies, and peer coaching, this experience blends together learning and development best practices. The program, created in response to key challenges NAED members have identified, will help current and future leaders face issues such as changes in the industry, new technology, and strengthening the customer experience.

Why Is The Leadership Development Program Important To You?

The electrical distribution industry looks radically different than it did 20 years ago, and it will look radically different in the next decade. The leaders in your organization are going to have to be able to face these changes head on or risk the survival of your businesses. NAED's new leadership development program will help your current and future leaders.

Competency-Based Curriculum

Strong leadership is not about having one right way of communicating, behaving, or working with others. It is about taking your own unique strengths and leveraging them in a way that works for you and your organization. After interviews with members of NAED and research from trusted institutions around the United States, NAED partnered with Dale Carnegie to develop five leadership competencies which are critical for electrical distribution leaders to embrace, embody, and exemplify to be successful in the future. These competencies are embedded into every component of this leadership program.

Contact the Member Engagement Team with any questions or visit naed.org/leadership.

Grow the company during industry changes

Enhance the customer experience

Improve employee retention

Build emotional intelligence

Increase company performance

Increase overall employee fulfillment

Enhance the workplace culture

Leadership Competencies

After interviewing industry leaders from across the country in a wide variety of electrical distribution businesses combined with research from leadership experts, industry experts, and respected consultants across the United States, five key leadership competencies emerged. These competencies are critical for electrical distribution leaders in today's world to embrace, embody, and exemplify if they want to be successful in the industry in the future.

| Competency | Embrace | Embody | Exemplify |
|---|---|--|--|
| | Embrace the Idea of the Competency | Embody the Attitudes & Skills of the Competency | Exemplify the Competency Externally to Others |
| Be Okay with the Gray Embrace Ambiguity | <ul style="list-style-type: none"> • Ambiguity is part of business today • There will not always be black and white problems, solutions, or answers | <ul style="list-style-type: none"> • Willing to take risks when the outcome is unknown • Optimistic, positive, and forward-thinking mindset in dealing with uncertainty | <ul style="list-style-type: none"> • Helps others through uncertainty and change • Uses an innovative and creative approach when working on issues • Influences others to follow them |
| From Me to We Collaborate with Others | <ul style="list-style-type: none"> • Collaboration is rising and necessary to complete initiatives • We must surround ourselves with high performers • All departments and locations must work together to achieve goals | <ul style="list-style-type: none"> • Has an open mind to other's opinions and ideas • Willingness to go against our own ideas and ask, "Why might I be wrong?" • Builds genuine relationships with others • Thinks about the impact they have on other departments | <ul style="list-style-type: none"> • Listens and acts on the ideas and thoughts of others using empathy • Spends time coaching and developing others based on their strengths • Works with all departments and locations to achieve strategic initiatives |
| Boldly Step Out Be Vulnerable and Transparent | <ul style="list-style-type: none"> • We must be ready to go first and be ready to fail • Using transparency in our communication and actions with others | <ul style="list-style-type: none"> • Has confidence to be vulnerable enough to admit flaws • Is willing to surround ourselves with people smarter than us | <ul style="list-style-type: none"> • Admits mistakes and successes publicly to team and in one on ones • Lets people on your team see and know your whole self |
| Think Socially Remember the Greater Good | <ul style="list-style-type: none"> • Work and life are intertwined in today's world • Organizations should not only seek to improve themselves but the lives of employees and customers | <ul style="list-style-type: none"> • Values people as the most important asset of the organization • Displays empathy towards others by seeing things from their perspectives | <ul style="list-style-type: none"> • Acts in the best interest of the company, employees, and customers • Learns and knows about the passions and desires of each team member |
| Never Settle Pursue Growth | <ul style="list-style-type: none"> • No matter how much experience and talent we have, there is always room for growth • If we aren't growing, we're dying | <ul style="list-style-type: none"> • Has self-awareness of our own strengths and weaknesses • Creates visions and goals for who we want to be and what we want to achieve | <ul style="list-style-type: none"> • Constantly challenges themselves and others to do/be better • Encourages innovation, change, and technology throughout the organization |

Special Interest Development Opportunities

The NAED staff is busy planning development opportunities for a variety of job functions and special interests. Below are brief summaries of these unique industry specific opportunities.

◆ Women In Industry Forum

June 3-6, 2024 | Arlington, Texas

NAED's Women in Industry Forum provides an environment for female professionals within electrical distribution to take steps toward advancing their careers by leveraging educational opportunities. This conference is ideal for all females, from entry level to upper management, in the electrical industry. The Forum provides education opportunities for attendees allowing them to connect with senior leadership within industry-leading companies. Stay informed at naed.org/womeninindustry.

◆ Adventure Conference

TBD

The NAED Adventure Conference is all about the customer experience, and how we in the electrical industry can learn from new business and marketing trends to ensure our customers expectations are exceeded. The Adventure Conference packed with education sessions and keynotes from authors, business and marketing experts, data security specialists, and many more. Stay informed at naed.org/Adventure.

◆ eBiz Conference hosted by IDEA & NAED

September 18-20, 2023 | Nashville, TN - Loews Vanderbilt Hotel

The **eBiz Conference** brings together the digital and technology decision makers in electrical distribution and manufacturing. Through networking, education, and one-on-one sessions, attendees gain a competitive edge while learning how and why to enhance their product data syndication and digital automation processes.

◆ LEAD Conference

October 3 - 5, 2023 | Denver, Colorado - Hilton Denver City Center

The Leadership Enhancement and Development (LEAD) Conference mission is to provide a forum to develop the electrical industry's current and emerging leadership. With education, training, advocacy, and networking serving as cornerstones, LEAD strives to prepare NAED members and affiliates for active participation, growth, and leadership within their own organizations, as well as in the electrical industry. Stay informed at naed.org/lead.

◆ University of Innovative Distribution

March 11 - 14, 2024 | Indianapolis, Indiana

The University of Innovative Distribution (UID) is a concentrated educational program focused on the unique needs of the wholesale distribution industry. Known worldwide for excellence in education, UID is sponsored by the leading distribution professional associations, in cooperation with the Department of Technology Leadership and Innovation of Purdue University. This three-day event is recommended for CEOs, Branch Managers, Sales & Marketing Managers, Purchasing Managers, Sales Personnel, HR Directors, Operations Managers. Learn more at naed.org/UID

Learning Plans

Counter Sales

Business Strategy & Ethics

- Dealing with Office Politics | Course #: Emeritus | Course: Business Strategy & Ethics [0.43 hr]
- Building a Customer-Centric Organization | Course #: Sarder Learning | Course: Business Strategy & Ethics [0.40 hr]
- Being a Responsible Corporate Digital Citizen | Course #: Interaction Training | Course: Business Strategy & Ethics [0.38 hr]

Communication Courses

- Authentic Listening Bundle | Course: Communication [TOTAL TIME: 1.33 hr]
- Authentic Listening: Introduction | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Increasing Concentration | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Building Curiosity | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Gaining Clarity | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Critical Listening | Course #: Chart Learning Solutions | Course: Communication
- Communicating Effectively with Customers | Course #: SkillSoft | Course: Communication [0.50 hr]
- Polishing Your Feedback Skills | Course #: SkillSoft | Course: Communication [0.57 hr]
- Acting with Diplomacy and Tact | Course #: SkillSoft | Course: Communication [1.50 hr]
- Navigating Challenging Situations with Diplomacy and Tact | Course #: SkillSoft | Course: Communication [1.00 hr]
- Communicating Across the Generations | Course #: NAED | Course: NAED Industry Courses [0.75 hr]

Customer Service

- Service Attitude: Maintaining a Positive Attitude (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Customer Service [0.23 hr]
- Service Attitude: Character & Integrity (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Customer Service [0.50 hr]
- Service Attitude: Service Mistakes (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Customer Service [0.50 hr]
- Service Attitude: Equal Respect | Course #: Chart Learning Solutions | Course: Customer Service [0.50 hr]
- Service Attitude: Service Resiliency (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Customer Service [0.50 hr]

Industry

- Bottom Line Basics | Course #: NAED | Course: NAED Industry Courses [2.00 hr]

- Counter Pro | Course #: NAED | Course: NAED Industry Courses [1.25 hr]
- Customer Service Role Play - Counter | Course #: NAED | Course: NAED Industry Courses [0.50 hr]
- Selling Green | Course #: NAED | Course: NAED Industry Courses [3.25 hr]

Professional Development

- Taking Control of Your Career: 01. Planning | Course #: ej4 | Course: Professional Development [0.10 hr]
- Taking Control of Your Career: 02. Knowing Yourself | Course #: ej4 | Course: Professional Development [0.08 hr]
- Taking Control of Your Career: 03. Taking Action | Course #: ej4 | Course: Professional Development [0.08 hr]
- Problem Solving: Four Stages of Creative Problem Solving (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Professional Development [0.50 hr]
- 01. Problem Solving: Introduction to Problem Solving | Course #: ej4 | Course: Professional Development [0.07 hr]
- 02. Problem Solving: Define the Problem | Course #: ej4 | Course: Professional Development [0.10 hr]
- 03. Problem Solving: Determine the Root Cause | Course #: ej4 | Course: Professional Development [0.07 hr]
- 04. Problem Solving: Generate Solutions | Course #: ej4 | Course: Professional Development [0.07 hr]
- 05. Problem Solving: Evaluate and Select Solutions | Course #: ej4 | Course: Professional Development [0.07 hr]
- 06. Problem Solving: Implement Solutions | Course #: ej4 | Course: Professional Development [0.08 hr]
- 07. Problem Solving: Monitor the Resolution | Course #: ej4 | Course: Professional Development [0.07 hr]
- Get More of What You Want in Your Current Role: Creating a Work Life You Love | Course #: Thrive Learning | Course: Professional Development [0.03 hr]
- Stress Management: Balancing Home and Career (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Professional Development [0.50 hr]
- Manage Your Personal Performance & Development - Accelerate Your Career | Course #: Adam Lacey | Course: Professional Development [0.67 hr]

Sales Skills

- Knowing Your Customers | Course #: Learnbox | Course: Sales Skills [0.08 hr]
- Emotional Selling and Storytelling | Course #: ej4 | Course: Sales Skills [0.13 hr]
- The Psychology of Selling | Course #: Blinkist | Course: Sales Skills [0.25 hr]
- Negotiating Well and Going for the Close | Course #: Skillsoft | Course: Sales Skills [0.37 hr]

Time Management

- Time Management: Efficiency (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]

- Time Management: Scheduling Smarts (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Finding Hidden Time (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Maximizing Productivity (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Scheduling Smarts (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]

You Might Consider

- EDGE | Course #: NAED [12.00 hr]
- EPEC Bronze / Silver / Gold | Course #: NAED [140 / 140 / 112 hr]
- EPEC Lighting | Course #: NAED [168 hr]
- EPEC Automation | Course #: NAED [22.00 hr]
- EPEC Voice Data Video | Course #: NAED [35.00 hr]
- CEP Counter Sales | Course #: NAED [30.00 hr]
- Selling & Communicating to all Generations | Course #: NAED [3.5 hr]

Finance-Credit

Business Strategy & Ethics

- Dealing with Office Politics | Course #: Emeritus | Course: Business Strategy & Ethics [0.43 hr]
- Building a Customer-Centric Organization | Course #: Sarder Learning | Course: Business Strategy & Ethics [0.40 hr]
- Being a Responsible Corporate Digital Citizen | Course #: Interaction Training | Course: Business Strategy & Ethics [0.38 hr]
- Business Ethics | Course #: Interaction Training | Course: Business Strategy & Ethics [0.33 hr]

Industry

- Bottom Line Basics | Course #: NAED [2.00 hr]

Communication

- Authentic Listening Bundle | Course: Communication [TOTAL TIME: 1.33 hr]
- Authentic Listening: Introduction | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Increasing Concentration | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Building Curiosity | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Gaining Clarity | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Critical Listening | Course #: Chart Learning Solutions | Course: Communication
- Communicating Effectively with Customers | Course #: SkillSoft | Course: Communication [0.50 hr]

- Acting with Diplomacy and Tact | Course #: SkillSoft | Course: Communication [1.50 hr]
- Navigating Challenging Situations with Diplomacy and Tact | Course #: SkillSoft | Course: Communication [1.00 hr]
- Electronic Communications | Course: Communication [0.25 hr]

Customer Service

- Controlling Conflict, Stress and Time in a Customer Service Environment | Course #: Skillsoft | Course: Customer Service [0.50 hr]
- Rapport Building in Customer Service | Course #: Skillsoft | Course: Customer Service [0.40 hr]
- Providing Effective Internal Customer Service | Course #: Skillsoft | Course: Customer Service [0.50 hr]
- Providing Telephone Customer Service | Course #: Skillsoft | Course: Customer Service [0.48 hr]
- Facing Confrontation in Customer Service | Course #: Skillsoft | Course: Customer Service [0.50 hr]

Financial Acumen

- Specialized Math Bundle | Course #: ej4 | Course: Financial Acumen [0.97 hr]
- Intro to Finance 01: Why Learn About Finance? | Course #: ej4 | Course: Financial Acumen [0.07 hr]
- Intro to Finance 02: Finance Terms | Course #: ej4 | Course: Financial Acumen [0.10 hr]
- Intro to Finance 03: Resources & Documents | Course #: ej4 | Course: Financial Acumen [0.07 hr]
- Accounting and Financial Statement Analysis | Course #: 365 Careers | Course: Financial Acumen [10.00 hr]
- Changing Accounting Principles for the New Economy | Course #: Sarder Learning | Course: Financial Acumen [0.45 hr]

Professional Development

- Taking Control of Your Career: 01. Planning | Course #: ej4 | Course: Professional Development [0.10 hr]
- Taking Control of Your Career: 02. Knowing Yourself | Course #: ej4 | Course: Professional Development [0.08 hr]
- Taking Control of Your Career: 03. Taking Action | Course #: ej4 | Course: Professional Development [0.08 hr]
- Problem Solving: Four Stages of Creative Problem Solving (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Professional Development [0.50 hr]
- 01. Problem Solving: Introduction to Problem Solving | Course #: ej4 | Course: Professional Development [0.07 hr]
- 02. Problem Solving: Define the Problem | Course #: ej4 | Course: Professional Development [0.10 hr]
- 03. Problem Solving: Determine the Root Cause | Course #: ej4 | Course: Professional Development [0.07 hr]
- 04. Problem Solving: Generate Solutions | Course #: ej4 | Course: Professional Development [0.07 hr]
- 05. Problem Solving: Evaluate and Select Solutions | Course #: ej4 | Course: Professional Development [0.07 hr]
- 06. Problem Solving: Implement Solutions | Course #: ej4 | Course: Professional Development [0.08 hr]
- 07. Problem Solving: Monitor the Resolution | Course #: ej4 | Course: Professional Development [0.07 hr]

Time Management

- Time Management: Efficiency (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Scheduling Smarts (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Finding Hidden Time (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Maximizing Productivity (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Scheduling Smarts (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Agile Project Management – Basics | Course #: Pinktum | Course: Project & Time Management [0.92 hr]

You Might Consider

- EDGE | Course #: NAED [12.00 hr]
- Project Management Bundle by ej4 | Course #: ej4 [0.68 hr]
- Project Management: Introduction (Adaptive Learning AI) | Course #: Chart Learning Solutions [2.50 hr]

Inside Sales

Business Strategy & Ethics

- Dealing with Office Politics | Course #: Emeritus | Course: Business Strategy & Ethics [0.00 hr]
- Building a Customer-Centric Organization | Course #: Sarder Learning | Course: Business Strategy & Ethics [0.43 hr]
- Being a Responsible Corporate Digital Citizen | Course #: Interaction Training | Course: Business Strategy & Ethics [0.40 hr]

Communication

- Authentic Listening Bundle | Course: Communication [TOTAL TIME: 1.33]
- Authentic Listening: Introduction | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Increasing Concentration | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Building Curiosity | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Gaining Clarity | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Critical Listening | Course #: Chart Learning Solutions | Course: Communication
- Communicating Effectively with Customers | Course #: SkillSoft | Course: Communication [0.50 hr]
- Acting with Diplomacy and Tact | Course #: SkillSoft | Course: Communication [1.50 hr]
- Navigating Challenging Situations with Diplomacy and Tact | Course #: SkillSoft | Course: Communication [1.00 hr]
- Electronic Communications | Course: Communication [0.25 hr]
- Communicating Across the Generations | Course #: NAED | Course: NAED Industry Courses [0.75 hr]

Customer Service

- Providing Effective Internal Customer Service | Course #: Skillsoft | Course: Customer Service [0.52 hr]
- Providing Telephone Customer Service | Course #: Skillsoft | Course: Customer Service [0.48 hr]
- Facing Confrontation in Customer Service | Course #: Skillsoft | Course: Customer Service [0.50 hr]
- Service Attitude: Maintaining a Positive Attitude (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Customer Service [0.23 hr]
- Service Attitude: Character & Integrity (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Customer Service [0.50 hr]
- Service Attitude: Service Mistakes (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Customer Service [0.50 hr]
- Service Attitude: Equal Respect | Course #: Chart Learning Solutions | Course: Customer Service [0.50 hr]
- Service Attitude: Service Resiliency (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Customer Service [0.50 hr]

Industry

- Bottom Line Basics | Course #: NAED | Course: NAED Industry Courses [2.00 hr]
- Inside Sales Pro | Course #: NAED | Course: NAED Industry Courses [1.00 hr]
- Boost Profits | Course #: NAED | Course: NAED Industry Courses [0.5 hr]
- Selling Green | Course #: NAED | Course: NAED Industry Courses [3.25 hr]

Professional Development

- Taking Control of Your Career: 01. Planning | Course #: ej4 | Course: Professional Development [0.10 hr]
- Taking Control of Your Career: 02. Knowing Yourself | Course #: ej4 | Course: Professional Development [0.08 hr]
- Taking Control of Your Career: 03. Taking Action | Course #: ej4 | Course: Professional Development [0.08 hr]
- Problem Solving: Four Stages of Creative Problem Solving (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Professional Development [0.50 hr]
- 01. Problem Solving: Introduction to Problem Solving | Course #: ej4 | Course: Professional Development [0.07 hr]
- 02. Problem Solving: Define the Problem | Course #: ej4 | Course: Professional Development [0.10 hr]
- 03. Problem Solving: Determine the Root Cause | Course #: ej4 | Course: Professional Development [0.07 hr]
- 04. Problem Solving: Generate Solutions | Course #: ej4 | Course: Professional Development [0.07 hr]
- 05. Problem Solving: Evaluate and Select Solutions | Course #: ej4 | Course: Professional Development [0.07 hr]
- 06. Problem Solving: Implement Solutions | Course #: ej4 | Course: Professional Development [0.08 hr]
- 07. Problem Solving: Monitor the Resolution | Course #: ej4 | Course: Professional Development [0.07 hr]

Sales Skills

- Knowing Your Customers | Course #: Learnbox | Course: Sales Skills [0.08 hr]
- Emotional Selling and Storytelling | Course #: ej4 | Course: Sales Skills [0.13 hr]
- The Psychology of Selling | Course #: Blinkist | Course: Sales Skills [0.25 hr]
- Negotiating Well and Going for the Close | Course #: Skillsoft | Course: Sales Skills [0.37 hr]
- Enterprise Selling | Course #: Sarder Learning | Course: Sales Skills [0.13 hr]
- Sales Prospecting: Sales Analytics and Metrics | Course #: Skillsoft | Course: Sales Skills [0.15 hr]
- Preparing for Online Sales Demos and Calls | Course #: Vado | Course: Sales Skills [0.17 hr]

Negotiation

- From the Purchasing Bundle
- Basics of Negotiations | Course #: Piktum | Course: Purchasing [1.00 hr]
- Difficult Negotiations | Course #: Piktum | Course: Purchasing [1.00 hr]
- Online Negotiations | Course #: Piktum | Course: Purchasing [1.17 hr]

Time Management

- Time Management: Efficiency (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Scheduling Smarts (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Finding Hidden Time (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Maximizing Productivity (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Scheduling Smarts (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]

You Might Consider

- EDGE | Course #: NAED [12.00 hr]
- EPEC Bronze / Silver / Gold | Course #: NAED [140 / 140 / 112 hr]
- EPEC Lighting | Course #: NAED [168 hr]
- EPEC Automation | Course #: NAED [22.00 hr]
- EPEC Voice Data Video | Course #: NAED [35.00 hr]
- CEP Inside Sales | Course #: NAED [30.00 hr]
- Selling & Communicating to all Generations | Course #: NAED [3.5 hr]

Onboarding

Business Strategy & Ethics

- Business Ethics | Course #: Thrive Learning | Course: Business Strategy & Ethics [0.12 hr]

- Corporate Social Responsibility | Course #: Mind Tools | Course: Business Strategy & Ethics [0.50 hr]
- The Basics: What is Equity | Course #: Mindscaling | Course: Compliance [0.12 hr]
- The Basics: What is Accessibility? | Course #: Mindscaling | Course: Compliance [0.12 hr]

Communication

- Choosing the Right Interpersonal Communication Method to Make Your Point | Course #: Skillsoft | Course: Communication [0.42 hr]
- Trust Building through Effective Communication | Course #: Skillsoft | Course: Communication [0.67 hr]
- Making an Impact with Non-verbal Communication | Course #: Skillsoft | Course: Communication [0.38 hr]
- Email Etiquette | Course #: Vado | Course: Communication [0.17 hr]

Customer Service

- Providing Effective Internal Customer Service | Course #: Skillsoft | Course: Customer Service [0.52 hr]
- Polishing Your Skills for Excellent Customer Service | Course #: Skillsoft | Course: Customer Service [0.50 hr]
- Embracing a Customer-Obsessed Mentality | Course #: Skillsoft | Course: Customer Service [0.38 hr]

Industry

- Introduction to Electrical Distribution | Course #: NAED Original Bundle: NAED Industry Courses [0.50 hr]
- Bottom Line Basics | Course #: NAED | Original Bundle: NAED Industry Courses [2.00 hr]

Professional Development

- Being Accountable | Course #: Seven Dimensions | Course: Professional Development [0.07 hr]
- Developing Personal Accountability | Course #: Mind Tools | Course: Professional Development [0.13 hr]
- Responsible Initiative: Personal Accountability (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Professional Development [0.50 hr]
- Responsible Initiative: Personal Leadership (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Professional Development [0.50 hr]
- Responsible Initiative: Overcoming Obstacles (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Professional Development [0.50 hr]
- Responsible Initiative: Initiative for Responsible Results (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Professional Development [0.50 hr]
- Responsible Initiative: Achieving Results with Others (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Professional Development [0.50 hr]
- Get more of what you want in your current role: Creating a Work Life you Love | Course #: Thrive Learning | Course: Professional Development [0.03 hr]
- Stress Management: Balancing Home and Career (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Professional Development [0.50 hr]
- Manage Your Personal Performance & Development - Accelerate Your Career | Course #: Adam Lacey | Course: Professional Development [0.67 hr]

Financial Acumen

- Business Acumen-Finance | Course #: Talent Quest | Course: Financial Acumen [0.25 hr]
- Intro to Finance 01: Why Learn About Finance? | Course #: ej4 | Course: Financial Acumen [0.07 hr]
- Intro to Finance 02: Finance Terms | Course #: ej4 | Course: Financial Acumen [0.10 hr]
- Intro to Finance 03: Resources & Documents | Course #: ej4 | Course: Financial Acumen [0.07 hr]

Time Management

- Managing Time Successfully - Cutting Edge Communication Comedy Series | Course #: Seven Dimensions | Course: Project & Time Management [0.17 hr]
- 10 Common Time-Management Mistakes | Course #: Mind Tools | Course: Project & Time Management [0.20 hr]
- Time Management Tips Infographic | Course #: Mind Tools | Course: Project & Time Management [0.02 hr]
- Common Time Management Problems: 01. Procrastination | Course #: ej4 | Course: Project & Time Management [0.08 hr]
- Common Time Management Problems: 02. Procrastination | Course #: ej4 | Course: Project & Time Management [0.07 hr]
- Project Management Processes | Course #: Mind Channel | Course: Project & Time Management [0.03 hr]

You May Also Consider

- EDGE | Course #: NAED [12.00 hr]
- Electrical Industry Playbook | Course #: EFC [1.00 hr]

Outside Sales

Business Strategy & Ethics

- Dealing with Office Politics | Course #: Emeritus | Course: Business Strategy & Ethics [0.43 hr]
- Building a Customer-Centric Organization | Course #: Sarder Learning | Course: Business Strategy & Ethics [0.40 hr]
- Being a Responsible Corporate Digital Citizen | Course #: Interaction Training | Course: Business Strategy & Ethics [0.38 hr]
- Business Ethics | Course #: Interaction Training | Course: Business Strategy & Ethics [0.33 hr]
- Gift and Hospitality Issues - Part 4: Actions for Success | Course #: Global Ethics University | Course: Business Strategy & Ethics [0.07 hr]

Communication

- Authentic Listening Bundle | Course: Communication [TOTAL TIME: 1.33 hr]
- Authentic Listening: Introduction | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Increasing Concentration | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Building Curiosity | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Gaining Clarity | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Critical Listening | Course #: Chart Learning

Solutions | Course: Communication

- Communicating Effectively with Customers | Course #: SkillSoft | Course: Communication [0.50 hr]
- Acting with Diplomacy and Tact | Course #: SkillSoft | Course: Communication [1.50 hr]
- Navigating Challenging Situations with Diplomacy and Tact | Course #: SkillSoft | Course: Communication [1.00 hr]
- Electronic Communications | Course: Communication [0.25 hr]
- Communicating Across the Generations | Course #: NAED | Course: NAED Industry Courses [0.75 hr]

Customer Service

- Service Attitude: Maintaining a Positive Attitude (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Customer Service [0.23 hr]
- Service Attitude: Character & Integrity (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Customer Service [0.50 hr]
- Service Attitude: Service Mistakes (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Customer Service [0.50 hr]
- Service Attitude: Equal Respect | Course #: Chart Learning Solutions | Course: Customer Service [0.50 hr]
- Service Attitude: Service Resiliency (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Customer Service [0.50 hr]

Industry

- Bottom Line Basics | Course #: NAED [2.00 hr]
- Outside Sales Pro | Course #: NAED [1.00 hr]
- Boosting Profits | Course #: NAED [0.5 hr]
- Selling Green | Course #: NAED [3.25 hr]

Professional Development

- Taking Control of Your Career: 01. Planning | Course #: ej4 | Course: Professional Development [0.10 hr]
- Taking Control of Your Career: 02. Knowing Yourself | Course #: ej4 | Course: Professional Development [0.08 hr]
- Taking Control of Your Career: 03. Taking Action | Course #: ej4 | Course: Professional Development [0.08 hr]
- Problem Solving: Four Stages of Creative Problem Solving (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Professional Development [0.50 hr]
- 01. Problem Solving: Introduction to Problem Solving | Course #: ej4 | Course: Professional Development [0.07 hr]
- 02. Problem Solving: Define the Problem | Course #: ej4 | Course: Professional Development [0.10 hr]
- 03. Problem Solving: Determine the Root Cause | Course #: ej4 | Course: Professional Development [0.07 hr]
- 04. Problem Solving: Generate Solutions | Course #: ej4 | Course: Professional Development [0.07 hr]
- 05. Problem Solving: Evaluate and Select Solutions | Course #: ej4 | Course: Professional Development [0.07 hr]
- 06. Problem Solving: Implement Solutions | Course #: ej4 | Course: Professional Development [0.08 hr]
- 07. Problem Solving: Monitor the Resolution | Course #: ej4 | Course: Professional Development [0.07 hr]

Purchasing

- Basics of Negotiations | Course #: Piktum | Course: Purchasing
- Difficult Negotiations | Course #: Piktum | Course: Purchasing
- Online Negotiations | Course #: Piktum | Course: Purchasing

Sales Skills

- Knowing Your Customers Learnbox | Course #: Sales Skills [0.08 hr]
- Emotional Selling and Storytelling | Course #: ej4 | Course: Sales Skills [0.13 hr]
- The Psychology of Selling | Course #: Blinkist | Course: Sales Skills [0.25 hr]
- Negotiating Well and Going for the Close | Course #: Skillsoft | Course: Sales Skills [0.37 hr]
- Selling Strategies: Upsell and Add-Ons | Course #: ej4 | Course: Sales Skills [0.10 hr]
- Selling Strategies: Field Sales | Course #: ej4 | Course: Sales Skills [0.08 hr]
- The Sales Bible | Course #: Blinkist | Course: Sales Skills [0.25 hr]
- Enterprise Selling | Course #: Sarder Learning | Course: Sales Skills [0.13 hr]
- Sales Prospecting: Sales Analytics and Metrics | Course #: Skillsoft | Course: Sales Skills [0.15 hr]
- Preparing for Online Sales Demos and Calls | Course #: Vado | Course: Sales Skills [0.17 hr]
- Negotiating Well and Going for the Close | Course #: Skillsoft | Course: Sales Skills [0.37 hr]
- Competitive Analysis | Course #: Adam Lacey | Course: Sales Skills [0.50 hr]

Time Management

- Time Management: Efficiency (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Scheduling Smarts (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Finding Hidden Time (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Maximizing Productivity (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Scheduling Smarts (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]

You Might Consider

- EDGE | Course #: NAED [12.00 hr]
- EPEC Bronze / Silver / Gold | Course #: NAED [140 / 140 / 112 hr]
- EPEC Lighting | Course #: NAED [168 hr]
- EPEC Automation | Course #: NAED [22.00 hr]
- EPEC Voice Data Video | Course #: NAED [35.00 hr]
- CEP Outside Sales | Course #: NAED [30.00 hr]
- Selling & Communicating to all Generations | Course #: NAED [3.5 hr]

Purchasing

Business Ethics

- Interaction Training | Course: Business Strategy & Ethics [0.33 hr]
- Gift and Hospitality Issues - Part 4: Actions for Success | Course #: Global Ethics University | Course: Business Strategy & Ethics [0.07 hr]

Business Strategy & Ethics

- Dealing with Office Politics | Course #: Emeritus | Course: Business Strategy & Ethics [0.43 hr]
- Building a Customer-Centric Organization | Course #: Sarder Learning | Course: Business Strategy & Ethics [0.40 hr]
- Being a Responsible Corporate Digital Citizen | Course #: Skillsoft | Course: Business Strategy & Ethics [0.38 hr]

Customer Service

- Providing Effective Internal Customer Service | Course #: Skillsoft | Course: Customer Service [0.52 hr]

Communication

- Authentic Listening Bundle | Course: Communication [TOTAL TIME: 1.33 hr]
- Authentic Listening: Introduction | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Increasing Concentration | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Building Curiosity | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Gaining Clarity | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Critical Listening | Course #: Chart Learning Solutions | Course: Communication
- Communicating Effectively with Customers | Course #: SkillSoft | Course: Communication [0.50 hr]
- Influence and Persuasion in Negotiation | Course #: Interaction Training | Course: Communication [0.50 hr]
- Pre-Presentation Planning | Course #: Skillshub | Course: Communication [0.17 hr]
- Audience and Purpose in Business Writing | Course #: Skillsoft | Course: Communication [0.48 hr]

Industry

- Bottom Line Basics | Course #: NAED [2.00 hr]

Purchasing

- Market Validation | Course #: LearningWorks | Course: Purchasing [0.33 hr]
- Negotiating | Course #: Thrive Learning | Course: Purchasing [0.12 hr]
- Vendor Management for Technology Professionals | Course #: Skillsoft | Course: Purchasing [0.37 hr]
- Remaining Tactful and Diplomatic under Pressure | Course #: Skillsoft | Course: Purchasing [0.38 hr]
- Essentials of Profitable Purchasing and Inventory Management | Course #: ASA | Course: Purchasing [0.00 hr]
- Basics of Negotiations | Course #: Piktum | Course: Purchasing [1.00 hr]

- Difficult Negotiations | Course #: Piktum | Course: Purchasing [1.00 hr]
- Online Negotiations | Course #: Piktum | Course: Purchasing [1.17 hr]

Professional Development

- Taking Control of Your Career: 01. Planning | Course #: ej4 | Course: Professional Development [0.10 hr]
- Taking Control of Your Career: 02. Knowing Yourself | Course #: ej4 | Course: Professional Development [0.08 hr]
- Taking Control of Your Career: 03. Taking Action | Course #: ej4 | Course: Professional Development [0.08 hr]
- Problem Solving: Four Stages of Creative Problem Solving (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Professional Development [0.50 hr]
- 01. Problem Solving: Introduction to Problem Solving | Course #: ej4 | Course: Professional Development [0.07 hr]
- 02. Problem Solving: Define the Problem | Course #: ej4 | Course: Professional Development [0.10 hr]
- 03. Problem Solving: Determine the Root Cause | Course #: ej4 | Course: Professional Development [0.07 hr]
- 04. Problem Solving: Generate Solutions | Course #: ej4 | Course: Professional Development [0.07 hr]
- 05. Problem Solving: Evaluate and Select Solutions | Course #: ej4 | Course: Professional Development [0.07 hr]
- 06. Problem Solving: Implement Solutions | Course #: ej4 | Course: Professional Development [0.08 hr]
- 07. Problem Solving: Monitor the Resolution | Course #: ej4 | Course: Professional Development [0.07 hr]

Time Management

- Time Management: Efficiency (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Scheduling Smarts (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Finding Hidden Time (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Maximizing Productivity (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Time Management: Scheduling Smarts (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Project & Time Management [0.50 hr]
- Agile Project Management – Basics | Course #: Piktum | Course: Project & Time Management [0.92 hr]

You Might Consider

- EDGE | Course #: NAED [12.00 hr]

Warehouse

Business Strategy & Ethics

- Dealing with Office Politics | Course #: Emeritus | Course: Business Strategy & Ethics [0.43 hr]
- Building a Customer-Centric Organization | Course #: Sarder Learning | Course: Business Strategy & Ethics [0.40 hr]

- Being a Responsible Corporate Digital Citizen | Course #: Interaction Training | Course: Business Strategy & Ethics [0.38 hr]

Communication

- Authentic Listening Bundle | Course: Communication [TOTAL TIME: 1.33 hr]
- Authentic Listening: Introduction | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Increasing Concentration | Course: Chart Learning Solutions | Course: Communication
- Authentic Listening: Building Curiosity | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Gaining Clarity | Course #: Chart Learning Solutions | Course: Communication
- Authentic Listening: Critical Listening | Course #: Chart Learning Solutions | Course: Communication
- Polishing Your Feedback Skills | Course: Communication [0.57 hr]

Customer Service

- Providing Effective Internal Customer Service | Course #: Skillsoft | Course: Customer Service [0.52 hr]

Industry

- Bottom Line Basics | Course #: NAED | Course: NAED Industry Courses [2.00 hr]
- Warehouse Pro | Course #: NAED | Course: NAED Industry Courses [2.25 hr]

Professional Development

- Taking Control of Your Career: 01. Planning | Course #: ej4 | Course: Professional Development [0.10 hr]
- Taking Control of Your Career: 02. Knowing Yourself | Course #: ej4 | Course: Professional Development [0.08 hr]
- Taking Control of Your Career: 03. Taking Action | Course #: ej4 | Course: Professional Development [0.08 hr]
- Does Your Job Play to Your Strengths? | Course #: Mind Scaling | Course: Professional Development [0.08 hr]
- Stop Stagnating and Make a Change | Course #: Adam Lacey | Course: Professional Development [0.25 hr]
- Manage Your Personal Performance & Development – Accelerate Your Career | Course #: Adam Lacey | Course: Professional Development [0.67 hr]
- Career Development: Moving Up the Ladder | Course #: Chart Learning Solutions | Course: Professional Development [0.23 hr]
- TRANSFORM YOUR MINDSET, TRANSFORM YOUR CAREER | Course #: The Career Conversation | Course: Professional Development [0.10 hr]
- Stress Management: Balancing Home and Career (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Professional Development [0.50 hr]
- Problem Solving: Four Stages of Creative Problem Solving (Adaptive Learning AI) | Course #: Chart Learning Solutions | Course: Professional Development [0.50 hr]

Time Management

- 10 Common Time-Management Mistakes | Course #: Mind Tools | Course: Project & Time Management [0.20 hr]
- Common Time Management Problems: 01. Procrastination | Course #: ej4 | Course: Project & Time Management [0.07 hr]
- Common Time Management Problems: 02. Procrastination | Course #: ej4 | Course: Project & Time Management [0.00 hr]

You Might Consider

- EDGE | Course #: NAED [12.00 hr]

Custom Learning Plans

Design your own learning plan to meet the needs of your organization. Custom plans must be a mixture of industry skills and business skills for up to 20 hours of training per learning plan for \$225.





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