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Find the provider with the courses you and your team need, purchase licenses, and get instant access to a library full of ready-made courses.

Unlock your team's potential by offering learning opportunities to build the skills needed to lead and manage others, strengthen individual performance, and increase business results.



## COMMUNICATION

- Communicating with Others
- Communication Skills for Managers
- Giving Great Feedback
- Meeting Management



## CUSTOMER SERVICE

- Customer Service Basics
- Customer Service Management



## HUMAN RESOURCES

- Developing and Coaching Employees
- Discussing Total Compensation
- Onboarding New Employees
- Retaining Your Employees
- HR Compliance Toolkit



## MANAGEMENT & LEADERSHIP

- Bud to Boss
- Building Trust and Respect
- Building Your Leadership Skills
- Conflict Management Skills
- Creating Great Teamwork
- Delegating Work
- Increasing Employee Engagement
- Leading the Organization Strategy
- Management Essentials
- Managing for Success
- Recognizing Employees
- Supervision Basics



## PERSONAL DEVELOPMENT

- Basic Business Skills
- Become a Contributing Project Team Member
- Building Your Career
- Coaching Career Development
- Creating Great Work
- Developing for Success
- Developing Work Relationships
- Increasing Your Contribution at Work

- Personal Behaviors and Conduct
- Providing Resources for Success
- Starting a New Job
- You and Your Boss
- How to Work Successfully from Home



## POLICY & COMPLIANCE

- Preventing Discrimination and Harassment for California/Connecticut Managers
- Preventing Discrimination and Harassment for Employees
- Preventing Discrimination and Harassment for Managers



## PROJECT MANAGEMENT

- Project Management for Managers



## SALES

- Conducting Great Online Demos and Sales Calls
- Lead Generation- Spears (Outbound Prospecting)
- Lead Generation-Nets (Inbound Marketing)
- Lead Generation-Seeds (Customer Success)
- Leadership Essentials
- Relationship Selling Toolkit

## \$ Pricing

Get access to Vado's full library of courses

**\$4500/year**  
for **100 library licenses.**  
(\$45 per user)

### DISCOUNTS

▼ For 150+ licenses ▼

150-200  
**20%**  
discount  
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250-500  
**30%**  
discount  
licenses

550-1000  
**40%**  
discount  
licenses

1050+  
**50%**  
discount  
licenses



## BUSINESS SKILLS

Entrepreneuring Keys to Business  
Basic Business Finance  
Planner Essentials  
Network Essentials CompTIA Network Plus  
Storytelling in Business



## COMMUNICATION

Increase your Listening Power  
Persuasion the Art of Communication



## HEALTH & SAFETY

Workplace Safety - Active Shoo  
Awkward at the office



## IT SKILLS

Mastering Access 2013  
Email Management  
Organizing your Files  
Staying Safe Online  
Using Windows 10  
Excel Data Analysis with Pivot Tables  
Managing Emails  
Sharing Calendars  
GMAIL Essentials 2015  
GSuite Essentials 2016  
Intro to Sharepoint  
Mastering Adobe Acrobat DC Essentials 2016  
Mastering Excel 2016 - Intermediate  
Mastering Excel 2016 - Advanced  
Mastering Excel 2016 - Basics  
Mastering Outlook 2016 - Basics  
Mastering Outlook 2016 - Advanced  
Mastering Excel 2016 - Full Course  
Windows 10 Essential  
QuickBooks  
Mastering Powerpoint 2013 - Full course  
Power Up Powerpoint  
Outlook Online Essentials 2017  
Mastering Office 365 Essentials 2017  
Microsoft Sway Essentials  
Microsoft Lync Essentials  
Mastering Word 2016 - Full Course  
Mastering Word 2016 - Advanced  
Mastering Word 2013 - Full Course  
Mastering Word 2010 - Full Course  
Mastering QuickBooks Online  
Mastering PowerPoint 2010 - Full course  
Mastering Outlook 2013 - Full Course  
Mastering OneNote 2016  
Mastering Outlook 2013 - Basics  
Mastering Outlook 2016 - Full course  
Mastering Powerpoint 2016 - Advanced

Mastering Powerpoint 2016 - Basics  
Mastering Powerpoint 2016 - Full Course  
Mastering Word 2016 - Basics  
Mastering Word 2016 - Intermediate  
Advanced QuickBooks 2016  
Mastering Excel 2010 - Full Course  
Mastering OneNote 2013  
Office 365 Essentials 2017  
Windows 10 Essentials  
Migrating from Office 2003 to Office 2013  
Sharepoint Online Basics  
Excel Creating Dashboards  
Excel Introduction to Power Pivot



## PERSONAL DEVELOPMENT

Time Management - Basics  
Time Management  
Secrets of the Web  
Motivational  
Secrets of the Office Guru  
Keys to Excellence



## POLICY & COMPLIANCE

Intro to HIPPA for Business Associates  
Intro to HIPPA for Covered Entities  
Intro to HIPPA for MSP



## PROJECT MANAGEMENT

Project Management Fundamentals  
MS Project 2016 - Part1  
MS Project 2016 - Part2



## SALES

Sales 101



## MARKETING

Top 5 Marketing Mistakes  
Internet Marketing

## \$ Pricing

Get access to Bigger Brains full library of courses

**\$2000/year**  
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(\$20 per user)

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1050+  
**50%**  
discount  
licenses



## BUSINESS SKILLS

Advanced Train the Trainer:  
Delivering Training  
BizLibrary Production's "How To" Series  
Building Great Relationships  
Business Etiquette  
Character in the Workplace  
Complex Problem Solving  
Decision-Making: Groups  
Ethics for Employees  
Ethics for Managers  
Etiquette for Business Meals  
Fundamentals of Customer Service  
Getting Customer Feedback  
How to Effectively Manage Time  
Make Change Work  
Maximizing Productivity With Stand-Up Meetings  
Performance Excellence: Introduction  
Setting and Managing Priorities  
Setting Personal Financial Goals  
Using Surveys to Get Feedback



## COMMUNICATION

A Guide for Healthy Communications  
Addressing Workplace Dysfunctions  
Art of Assertiveness  
Coaching for Higher Performance  
Communicating Through Body Language  
Coordinating With Others  
Effective Writing Skills  
Having Great Conversations  
Persuasion Basics  
Understanding DISC  
Verbal Self-Defense at Work



## CUSTOMER SERVICE

Analyzing Your Customer Service  
Customer Service Communication Skills



## FINANCE

Decision-Making: Financial



## HEALTH AND SAFETY

Bloodborne Pathogens: Learn Your Risk  
Health Hazards at Work  
Learning Ergonomics



## HUMAN RESOURCES

Learning Retention Strategies  
Stay Interviews: Retaining Top Performers  
The Interviewing Process  
Working With the Five Generations



## IT SKILLS

Cyber Security Awareness



## MANAGEMENT AND LEADERSHIP

Creating Accountability  
Creating Engagement Among Employees  
Developing B-Players Into Top Performers  
Disagreements at Work  
Enhancing Productivity With Remote Workers  
Happiness at Work  
How to Handle Angry People  
Leadership and Building an Effective Team  
Leadership and Change  
Leadership and Delegation  
Leadership and Empowerment  
Leadership and Motivation  
Leadership and Red Flags  
Leadership and Vision Mission and Values  
Leadership Fundamentals  
Managing the Family Business;  
Propelling Performance  
With Open-Book Management  
Succession Planning  
Supervisor Fundamentals  
Team Facilitation Skills: Getting Started  
Team Facilitation Skills: Introduction  
Team Facilitation Skills: Meeting Management  
The Value of Followers  
Using the Discipline Process



## PERFORMANCE EXCELLENCE

Business Process Reengineering (BPR):  
Implementing Radical Change

CQI: Charts

CQI: Data

CQI: Diagrams

CQI: Flow

CQI: Overview

CQI: Statistics

Lean: Doing More with Less

Six Sigma: A Method for Eliminating Defects

Total Quality Management (TQM)



## PERSONAL DEVELOPMENT

Advanced Train the Trainer: Content Development

Advanced Train the Trainer: The New Learner

Advanced Train the Trainer: Training Management

Becoming an Expert at Remembering Names

Being a Great Mentor or Mentee

Best Practices for Knowledge Management

Building Strategic Relationships

Career Advancement

Cognitive Flexibility

Conducting a Formal Mentoring Program

Creating a Motivating Experience

Critical Thinking 101

Effectance: The Key to Motivation

Effective Online Meetings

How to Be Liked and Respected

How to Effectively Manage Stress

Igniting Creativity

Making Better Decisions with Framing

The Art of Presentational Speaking: Content

Transcribing Audio and Notes to Text

Using Emotional Intelligence



## POLICY AND COMPLIANCE

Diversity: Seeking Commonality (Employee Version)

Diversity: Seeking Commonality (Manager Version)

Export Compliance: What You Need to Know

HIPAA Intermediate for Security Officers

HIPAA: Basics

HR Law for Managers

Performance Appraisals

Stop Bullying in the Workplace: Manager Version

Stop Sexual Harassment Now: Employee Version

Stop Sexual Harassment Now: HR Version

Stop Sexual Harassment Now: Supervisor Version

Understanding Workplace Substance Abuse for Employees

Understanding Workplace Substance Abuse for Managers



## PROJECT MANAGEMENT

Mastering Project Management:  
Project Management Fundamentals

Project Implementation



## SALES

Account Management:  
Establishing Lasting Partnerships

Negotiating Skills

Selling at a Distance

Selling at a Distance: Prospecting by Phone



## VIDEO PRODUCTION

Creating Great Business Video: Design

Creating Great Business Video: Facilities

Creating Great Business Video: Format

Creating Great Business Video: Introduction

Creating Great Business Video: Materials

Creating Great Business Video: Present!

Creating Great Business Video: Record

Creating Great Business Video: Structure

Creating Great Business Video: Writing



## Pricing

Get access to BizLibrary's full library of courses

**\$9000/year for 100 library licenses. (\$90 per user)**

### DISCOUNTS for 150+ licenses

150-200 licenses  
**20% discount**

250-500 licenses  
**30% discount**

550-1000 licenses  
**40% discount**

1050+ licenses  
**50% discount**





## BUSINESS SKILLS

Time Management and Identifying Priorities  
 Dealing with Conflict and Handling Emotions  
 Presentation Skills  
 SMART Goal Setting  
 Problem Solving Basics  
 Building Your Career Brand  
 Interview & CV tips



## COMMUNICATION

Communication and Influencing Skills



## CUSTOMER SERVICE

Sales and Customer Service Essentials



## FINANCE

Personal Finance Explained



## IT SKILLS

Top Excel Tips and Tricks



## PROJECT MANAGEMENT

Introduction to Agile Project Management  
 Project Management Toolkit  
 Project Management Basics



## PERSONAL DEVELOPMENT

Stress Busting Tips  
 Fatigue Fighting Tips  
 Healthy Quick Bites  
 Which Personality Style are You?  
 What is Mindfulness?



## MANAGEMENT & LEADERSHIP

Leadership Essentials



## FRENCH

### BUSINESS SKILLS

Gestion du temps et Identifier vos priorités quotidiennes  
 Gérer les conflits et gérer les émotions  
 Compétences de présentation  
 Établir des objectifs SMART  
 Les bases de la résolution de problèmes  
 Construire votre marque professionnelle  
 Astuces pour les entretiens

### COMMUNICATION

Compétences de communication et Aptitudes d'Influence

### CUSTOMER SERVICE

Les bases de la vente et du service client

### FINANCE

Les finances personnelles expliquées

### IT SKILLS

Trucs et astuces Excel

### MANAGEMENT & LEADERSHIP

Les bases du leadership

### PERSONAL DEVELOPMENT

Astuces pour chasser le stress  
 Astuces pour combattre la fatigue  
 Collations saines  
 Quel est votre style de personnalité ?  
 Qu'est-ce que la pleine conscience ?

### PROJECT MANAGEMENT

Introduction à la gestion de projet agile  
 Boite à outils de gestion de projet  
 De quelles compétences un chef de projet a-t-il besoin ?

**PORTUGUESE****BUSINESS SKILLS**

Construindo sua Marca de Carreira  
 Lidando com Conflito e Emoções  
 Técnicas de Entrevista & CV  
 Habilidades de Apresentação  
 O Básico da Solução de Problemas  
 Definição de Meta SMART  
 Administração de Tempo e Identificando Prioridades

**COMMUNICATION**

Habilidades de Comunicação e Influencia

**CUSTOMER SERVICE**

Fundamentos de Vendas e Atendimento ao Cliente

**FINANCE**

Explicando Finanças Pessoais

**IT SKILLS**

Dicas e Truques para Excel

**MANAGEMENT & LEADERSHIP**

Fundamentos de Liderança

**PERSONAL DEVELOPMENT**

Dicas para Lutar Contra a Fadiga  
 Lanchinhos Saudáveis  
 Que Estilo de Personalidade é Você?  
 O Que é Atenção Plena?  
 Dicas para Acabar com o Stress

**PROJECT MANAGEMENT**

Introdução ao Gerenciamento de Projetos Agile  
 Gerenciamento de Projetos  
 Ferramentas de Gerenciamento de Projetos

**SPANISH****BUSINESS SKILLS**

Manejo del tiempo e Identificar prioridades  
 Lidar con el conflicto y manejando las emociones  
 Herramientas de presentación  
 Creación de tu meta inteligente SMART

Entrevista y consejos para tu CV  
 Fundamentos de la resolución de problemas  
 Construyendo tu marca de carrera

**COMMUNICATION**

Habilidades de comunicación e influencia

**CUSTOMER SERVICE**

Fundamentos de ventas y servicio al cliente

**FINANCE**

Finanzas personales explicadas

**IT SKILLS**

Los mejores consejos y trucos de Excel

**MANAGEMENT & LEADERSHIP**

Elementos esenciales del liderazgo

**PERSONAL DEVELOPMENT**

¿Qué clase de personalidad tienes?  
 Consejos para combatir la fatiga  
 Bocadillos rápidos y saludables  
 Consejos para eliminar el estrés  
 ¿Qué es Mindfulness?

**PROJECT MANAGEMENT**

Introducción a la gerencia de Proyecto ágil  
 Procesos de la gerencia de proyectos  
 Herramientas de la gerencia de proyectos

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