

# H&H eLearning Training Course

No.	Administrative Skills	Duration
1	Administrative Office Procedures	Two days (16 Hours)
2	Administrative Support	Two days (16 Hours)
3	Archiving and Record management	Two days (16 Hours)
4	Basic Bookkeeping	Two days (16 Hours)
5	Business Writing	Two days (16 Hours)
6	Collaborative Business Writing	Two days (16 Hours)
7	Executive and Personal Assistants	Two days (16 Hours)
8	Meeting Management	Two days (16 Hours)
9	Organizational Skills	Two days (16 Hours)
10	Social Media in Workplace	Two days (16 Hours)
11	Supply Chain Management	Two days (16 Hours)
Career Development		Duration
1	Assertiveness and Self-Confidence	Two days (16 Hours)
2	Communication Strategies	Two days (16 Hours)
3	Creative Problem Solving	Two days (16 Hours)
4	Developing Creativity	Two days (16 Hours)
5	Digital Citizenship	Two days (16 Hours)
6	Entrepreneurship	Two days (16 Hours)
7	Interpersonal Skills	Two days (16 Hours)
8	mLearning Essentials	Two days (16 Hours)
9	Negotiation Skills	Two days (16 Hours)
10	Personal Branding	Two days (16 Hours)
11	Project Management	Two days (16 Hours)
12	Telework and Telecommuting	Two days (16 Hours)
13	Ten Soft Skills You Need	Two days (16 Hours)
14	The Cloud and Business	Two days (16 Hours)
15	Time Management	Two days (16 Hours)
16	Women in Leadership	Two days (16 Hours)
Human Resources		Duration
1	Business Succession Planning	Two days (16 Hours)
2	Developing a Lunch and Learn	Two days (16 Hours)
3	Employee Onboarding	Two days (16 Hours)
4	Employee Recruitment	Two days (16 Hours)
5	Employee Termination Processes	Two days (16 Hours)
6	Generation Gaps	Two days (16 Hours)

7	Health and Wellness at Work	Two days (16 Hours)
8	Hiring Strategies	Two days (16 Hours)
9	Human Resource Management	Two days (16 Hours)
10	Measuring Results from Training	Two days (16 Hours)
11	Millennial Onboarding	Two days (16 Hours)
12	Talent Management	Two days (16 Hours)
13	Train-The-Trainer	Two days (16 Hours)
14	Workplace Diversity	Two days (16 Hours)
15	Workplace Harassment	Two days (16 Hours)
16	Workplace Violence	Two days (16 Hours)
17	Adult Learning - Mental Skills	Two days (16 Hours)
18	Adult Learning - Physical Skills	Two days (16 Hours)
19	Diversity and Inclusion	Two days (16 Hours)
20	Managing Workplace Harassment	Two days (16 Hours)
21	Contract Management	Two days (16 Hours)
22	Crisis Management	Two days (16 Hours)
<b>Personal Development</b>		<b>Duration</b>
1	Adult Learning – Mental Skills	Two days (16 Hours)
2	Adult Learning – Physical Skills	Two days (16 Hours)
3	Anger Management	Two days (16 Hours)
4	Attention Management	Two days (16 Hours)
5	Being A Likeable Boss	Two days (16 Hours)
6	Critical Thinking	Two days (16 Hours)
7	Emotional Intelligence	Two days (16 Hours)
8	Goal Setting and Getting Things Done	Two days (16 Hours)
9	Improving Mindfulness	Two days (16 Hours)
10	Improving Self-Awareness	Two days (16 Hours)
11	Increasing Your Happiness	Two days (16 Hours)
12	Job Search Skills	Two days (16 Hours)
13	Life Coaching Essentials	Two days (16 Hours)
14	Managing Personal Finance	Two days (16 Hours)
15	Managing Workplace Anxiety	Two days (16 Hours)
16	Personal Productivity	Two days (16 Hours)
17	Public Speaking	Two days (16 Hours)
18	Self-Leadership	Two days (16 Hours)
19	Social Intelligence	Two days (16 Hours)
20	Social Learning	Two days (16 Hours)
21	Stress Management	Two days (16 Hours)
22	Work-Life Balance	Two days (16 Hours)

<b>Sales and Marketing</b>		<b>Duration</b>
1	Body Language Basics	Two days (16 Hours)
2	Call Center Training	Two days (16 Hours)
3	Coaching Salespeople	Two days (16 Hours)
4	Creating a Great Webinar	Two days (16 Hours)
5	Customer Support	Two days (16 Hours)
6	Employee Recognition	Two days (16 Hours)
7	Event Planning	Two days (16 Hours)
8	High Performance Teams Inside the Company	Two days (16 Hours)
9	High Performance Teams Remote Workforce	Two days (16 Hours)
10	In Person Sales	Two days (16 Hours)
11	Internet Marketing Fundamentals	Two days (16 Hours)
12	Marketing Basics	Two days (16 Hours)
13	Media and Public Relations	Two days (16 Hours)
14	Motivating Your Sales Team	Two days (16 Hours)
15	Multi-Level Marketing	Two days (16 Hours)
16	Overcoming Sales Objections	Two days (16 Hours)
17	Presentation Skills	Two days (16 Hours)
18	Proposal Writing	Two days (16 Hours)
19	Prospecting and Lead Generation	Two days (16 Hours)
20	Sales Fundamentals	Two days (16 Hours)
21	Social Media Marketing	Two days (16 Hours)
22	Telephone Etiquette	Two days (16 Hours)
23	Trade Show Staff Training	Two days (16 Hours)
24	Contact Center Training	Two days (16 Hours)
25	Servant Leadership	Two days (16 Hours)
26	Top Ten Sales Secrets	Two days (16 Hours)
<b>Supervisors and Managers</b>		<b>Duration</b>
1	Budgets and Financial Reports	Two days (16 Hours)
2	Coaching and Mentoring	Two days (16 Hours)
3	Conducting Annual Employee Reviews	Two days (16 Hours)
4	Developing New Managers	Two days (16 Hours)
5	Employee Motivation	Two days (16 Hours)
6	Facilitation Skills	Two days (16 Hours)
7	Knowledge Management	Two days (16 Hours)
8	Leadership and Influence	Two days (16 Hours)
9	Lean Process and Six Sigma	Two days (16 Hours)
10	Manager Management	Two days (16 Hours)
11	Middle Manager	Two days (16 Hours)

12	Office Politics for Managers	Two days (16 Hours)
13	Performance Management	Two days (16 Hours)
14	Supervising Others	Two days (16 Hours)
15	Virtual Team Building and Management	Two days (16 Hours)
16	The Cloud and Business the Cloud and Business	Two days (16 Hours)
17	Self Leadership	Two days (16 Hours)
<b>Workplace Essentials</b>		<b>Duration</b>
1	Appreciative Inquiry	Two days (16 Hours)
2	Business Acumen	Two days (16 Hours)
3	Business Ethics	Two days (16 Hours)
4	Business Etiquette	Two days (16 Hours)
5	Change Management	Two days (16 Hours)
6	Civility in The Workplace	Two days (16 Hours)
7	Conflict Resolution	Two days (16 Hours)
8	Customer Service	Two days (16 Hours)
9	Delivering Constructive Criticism	Two days (16 Hours)
10	Developing Corporate Behavior	Two days (16 Hours)
11	Handling a Difficult Customer	Two days (16 Hours)
12	Networking Outside the Company	Two days (16 Hours)
13	Networking Within the Company	Two days (16 Hours)
14	Risk Assessment and Management	Two days (16 Hours)
15	Safety in The Workplace	Two days (16 Hours)
16	Team Building for Managers	Two days (16 Hours)
17	Teamwork and Team Building	Two days (16 Hours)
18	Crisis Management	Two days (16 Hours)
19	Team Building Through Chemistry	Two days (16 Hours)
20	Universal Safety Practices	Two days (16 Hours)
<b>Microsoft Office Specialist (MOS)</b>		<b>Duration</b>
1	Access 2016 Essentials	Two days (16 Hours)
2	Excel 2016 Essentials	Two days (16 Hours)
3	Outlook 2013 Essentials	Two days (16 Hours)
4	PowerPoint 2016 Essentials	Two days (16 Hours)
5	Word 2016 Essentials	Two days (16 Hours)
6	Excel 2016 Expert	Two days (16 Hours)
7	Word 2016 Expert	Two days (16 Hours)