

OUR COURSEWARE CONTENT



RISING KNOWLEDGE
BUILDING BRIGHTER MINDS

We provide affordable, convenient and customized workforce development training & certifications designed to develop skills, increase productivity, and advance careers through online training, classroom training, workshops, seminars, coaching and mentoring

Business Skills Training	Leadership & Management Training	Personal Development & Life Skills Training	Sales & Marketing Training
<ul style="list-style-type: none"> * Administrative Support * Business Acumen * Business Ethics * Business Etiquette * Business Succession Planning * Business Writing * Change Management * Civility in the Workplace * Collaborative Business Writing * Communications Strategy * Conflict Resolution * Contract Management * Developing a Lunch and Learn * Event Planning * Entrepreneurship * Executive and Personal Assistants * Facilitation Skills * Knowledge Management * Meeting Management * Negotiation Skills * Organizational Skills * Project Management * Proposal Writing * Risk Assessment and Management 	<ul style="list-style-type: none"> * Being A Likeable Boss * Coaching and Mentoring * Creative Problem Solving * Crisis Management * Delivering Constructive Criticism * Developing Corporate Behavior * Developing New Managers * Employee Motivation * High Performance Teams (Inside) * High Performance Teams (Remote) * Leadership and Influence * Manager Management * Managing Workplace Anxiety * Measuring Results from Training * Middle Manager * Office Politics for Managers * Servant Leadership * Supervising Others * Team Building Through Chemistry * Team Building for Managers * Teamwork and Team Building * Women in Leadership * Virtual Team Building and Management 	<ul style="list-style-type: none"> * Citizens Having Awareness & Respect for Police Officers (CHARP) * 10 Soft Skills You Need * Anger Management * Appreciative Inquiry * Assertiveness and Self-Confidence * Attention Management * Body Language Basics * Critical Thinking * Developing Creativity * Emotional Intelligence * Goal Setting and Getting Things Done * Improving Mindfulness * Improving Self-Awareness * Increasing Your Happiness * Interpersonal Skills * Life Coaching Essentials * Personal Branding * Personal Productivity * Public Speaking * Stress Management * Taking Initiative * Time Management * Work-Life Balance 	<ul style="list-style-type: none"> * Coaching Salespeople * Internet Marketing Fundamentals * Marketing Basics * Media and Public Relations * Motivating Your Sales Team * Multi-Level Marketing * Networking (Outside the Company) * Networking Within the Company * Overcoming Sales Objections * Presentation Skills * Prospecting and Lead Generation * Sales Fundamentals * Social Media Marketing * Social Intelligence * Social Learning * Social Media in the Workplace * Top Ten Sales Secrets * Trade Show Staff Training
			Finance & Accounting Training
			<ul style="list-style-type: none"> * Basic Bookkeeping * Budgets and Financial Reports * Managing Personal Finances
Human Resources Training	Microsoft & Office Suite Training	Technology & Services Training	CIW Certifications
<ul style="list-style-type: none"> * Conducting Annual Employee Reviews * Employee Onboarding * Employee Recognition * Employee Recruitment * Employee Termination Processes * Generation Gaps * Hiring Strategies * Health and Wellness * Human Resource Management * Job Search Skills * Millennial Onboarding * Performance Management * Safety in the Workplace * Talent Management * Telework and Telecommuting * Train-The-Trainer * Workplace Diversity * Workplace Harassment * Workplace Violence 	<ul style="list-style-type: none"> * Access * Excel * Groove * InfoPath * Lync 365 * OneNote * Outlook * PowerPoint * Project * Publisher * SharePoint * SharePoint Designer * Visio * Windows * Word <p><i>NOTE: Courses Come in Essentials and Advanced Levels. Some Include Additional Expert Levels</i></p>	<ul style="list-style-type: none"> * Archiving and Records Management * Call Center Training * Contact Center Training * Customer Support * Customer Service * Cyber Security * Digital Citizenship * Handling a Difficult Customer * Lean Process and Six Sigma * mLearning Essentials * Supply Chain Management * Telephone Etiquette 	<ul style="list-style-type: none"> * CIW (Internet Business Associate) * CIW (Site Development Associate) * CIW (Network Tech Associate) * CIW (Web Security Associate) * CIW (Data Analyst) * CIW (Social Media Strategies)
		Key IT and Industry Certifications	ICT Essentials
		<ul style="list-style-type: none"> * PMP, ITIL * CISSP, CISM, CEH, CFA * Comptia, Net+, Security+ * CISCO, Microsoft, Oracle 	<ul style="list-style-type: none"> * ICT Communications Essentials * ICT Database Essentials * ICT Spreadsheet Essentials * ICT Word Processing Essentials * ICT Computing Essentials * ICT CyberSecurity Essentials * ICT Programming & Logic * ICT Gaming Essentials * ICT Multimedia Essentials * ICT Web Design Essentials