**

**Course Related Paperback Books**

**On Demand thru Amazon, Kindle or Opportunities For Change**

 **Suggested retail $10.00 US**

10 Soft Skills You Need Administrative Support Anger Management Appreciative Inquiry

Assertiveness And Self-Confidence Attention Management

Basic Bookkeeping Being A Likeable Boss Body Language Basics

Budgets And Financial Reports Business Acumen

Business Ethics Business Etiquette

Business Succession Planning

Business Writing Call Center Training

Change Management Civility In The Workplace Coaching And Mentoring

Collaborative Business Writing Communication Strategies Conflict Resolution

Creating a Great Webinar Creative Problem Solving Critical Thinking Customer Service

Delivering Constructive Criticism Developing a Lunch and Learn Developing Corporate Behavior Developing Creativity Developing New Managers Digital Citizenship

Emotional Intelligence Employee Motivation Employee Onboarding Employee Recognition Employee Recruitment Entrepreneurship Event Planning

Executive and Personal Assistants Facilitation Skills

Generation Gaps

Goal Setting and Getting Things Done Handling a Difficult Customer

Health and Wellness at Work Hiring Strategies

Human Resource Management Improving Mindfulness Improving Self-Awareness Increasing Your Happiness Internet Marketing Fundamentals Interpersonal Skills

Job Search Skills

Knowledge Management Leadership and Influence

Learn Process And Six Sigma Life Coaching

Manager Management Managing Workplace Anxiety Marketing Basics

Measuring Results From Training Media And Public Relations Meeting Management

Middle Manager Millennial Onboarding

Motivating Your Sales Team Negotiation Skills

Networking Outside the Company Networking Within the Company Office Politics For Managers Organizational Skills

Overcoming Sales Objections Performance Management Personal Branding

Personal Productivity Presentation Skills Project Management Proposal Writing Public Speaking

Risk Assessment and Management Safety In The Workplace

Sales Fundamentals Social Intelligence Social Learning

Social Media In The Workplace Stress Management Supervising Others

Supply Chain Management Talent Management

Team Building For Managers Teamwork And Team Building Telephone Etiquette Telework And Telecommuting Time Management

Trade Show Staff Training Train-The-Trainer

Virtual Team Building And Management Women in Leadership

Work-Life Balance Workplace Diversity Workplace Harassment Workplace Violence



COPYR IGHT 2011 GLOBAL COURSEWARE PRIVACY POLICY