



Vubiz Catalog 2010





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Vubiz Most Popular

Category: Business Communication

Program: P1183EN Email Etiquette

Description: Email offers a clear business advantage, speeding up transactions and long distance discussions. In the past few years, email has become the communication medium of choice in the office, replacing the phone and one-on-one contact. Email etiquette or protocol is the unwritten rules of email messaging. These rules help to improve communication, resulting in more effective emails. This module will provide you with the most up-to-date information on email etiquette and give you the skills to communicate effectively using email.

This program contains 1 module(s).

Program: P5871EN Business Writing: Reports and Proposals

Description: This course presents solid, logical techniques for writing two crucial business documents—proposals and reports. It covers the various types of business reports and proposals, their structure, purpose and content, as well as professional models of reports written by seasoned experts. It is designed to show the student the basic components of each kind of business report and proposal in use today, including formal and informal formats.

This program contains 1 module(s).

Program: P5878EN Communicating Persuasively

Description: This course presents techniques in the art of persuading others. It shows you how to use the 3 x 3 Writing Plan to organize and compose messages. It also presents a toolbox of new techniques for writing persuasive internal messages, sales messages, news releases, claims and adjustments, and action requests.

This program contains 1 module(s).

Program: P5910EN Communication Basics

Description: You're convinced that you said it clearly, but the person you were talking to just didn't seem to get it. You might as well have been speaking two different languages. Learn the basics of effective communication and you can be on your way to having greater confidence in your ability to make sure that your messages are understood.

This program contains 1 module(s).

Program: P5939EN Presentation Skills

Description: One of the biggest fears for managers and others is speaking in public. You will receive worksheets and checklists to help you plan and present your remarks for the most impact, and you will learn how to deal with the anxiety that so often accompanies such assignments. The course includes tools and techniques to help you determine what the audience wants and needs, methods to gauge their needs, and a structure for organizing and formatting a good presentation.

This program contains 1 module(s).

Vubiz Most Popular

Category: Compliance

Program: P1914EN Preventing Harassment and Illegal Discrimination for Supervisors [California]

Description: Harassment and discrimination are costly to organizations. Everyone is affected by the negative consequences of a workplace that allows harassing and discriminatory behavior. This e-learning course is designed to inform managers and supervisors of their legal obligations and their critical role in ensuring a harassment-free workplace. We'll discuss the laws that govern discrimination, harassment and retaliation; define these behaviors; outline the obligations of employers and employees; and describe the role of the supervisor in preventing harassment and discrimination.

This program contains 1 module(s).

Program: P1915EN Harassment Prevention for Employees [California]

Description: Harassment and discrimination are costly to organizations. Everyone is affected by the negative consequences of a workplace that allows harassing and discriminatory behavior. This e-learning course is designed to inform managers and supervisors of their legal obligations and their critical role in ensuring a harassment-free workplace. We'll discuss the laws that govern discrimination, harassment and retaliation; define these behaviors; outline the obligations of employers and employees; and describe the role of the supervisor in preventing harassment and discrimination.

This program contains 1 module(s).

Program: P1926EN Preventing Harassment and Illegal Discrimination for Supervisors [Federal]

Description: The Equal Employment Opportunity Commission (EEOC) has stated that 'Prevention is the best tool to eliminate sexual harassment in the workplace. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring.'

This program contains 1 module(s).

Program: P1927EN Harassment Prevention for Employees [Federal]

Description: Federal law requires employers to do everything reasonable to help prevent harassment in the workplace. This includes the training of non-supervisory employees in harassment prevention.

This e-learning module was developed to meet these requirements.

This program contains 1 module(s).

Program: P2027EN How to Comply with HIPAA – A General Overview

Description: The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) include national standards for electronic health care transactions, codes, identifiers and security and privacy standards for personal health information.

This e-learning module provides a general overview of what is referred to as the Privacy Rule and discusses the key provisions and significant exceptions. Note that certain actions permitted by these regulations may nonetheless be prohibited or restricted by other state or federal law.

Please note that the information contained in this module is intended for general use by employers and employers that sponsor group health plans. Thus it may not include all of the specific requirements for all types of covered entities (for example, physicians or hospitals). Therefore, it should not be relied upon to meet the specific training requirements for employees of those covered entities. For specific legal advice you should consult legal counsel.

This program includes an exam.

This program contains 1 module(s).

Program: P2321EN The Family and Medical Leave Act (Revised 2009)

Description: This course presents an overview of the Family and Medical Leave Act of 1993 (FMLA) and the modifications effective on January 16, 2009. FMLA requires employers of a certain size to allow employees to take unpaid, job-protected leave in certain situations. It discusses employer and employee eligibility and highlights employer responsibilities, as well as providing practical tips on complying with these responsibilities.

This program contains 1 module(s).

Vubiz Most Popular

Category: Compliance

Program: P2324EN Business Ethics

Description: Business ethics is a serious subject for executives, managers and employees. All employees are expected to make good decisions everyday based on the organization's values and contemporary standards in business ethics. If they do not, the cost to their organization impacts both their financials and their reputation. This e-learning module focuses on the importance of recognizing an ethical dilemma and then acting accordingly. It will help you make ethical decisions in your daily work life.

This program contains 1 module(s).

Program: P5898EN Developing Diverse Teams

Description: Simply putting a group of people together to accomplish a collective task does not make a team. This course will help you understand the impact of cultural factors when you attempt to build harmonious and productive work units. You will learn to build a team that encourages mutual accountability, trust, problem solving, conflict management, and an appreciation for the unique contributions by all. You will also learn to foster enthusiasm about the collective purpose of the team and each person's role in accomplishing that purpose.

This program contains 1 module(s).

Program: P5905EN Ethics for Managers

Description: Understanding business ethics is different from learning other subjects, where there is usually one correct answer to a question. In business ethics, there is rarely a correct answer and usually the process of decision-making is as important as the conclusion. Managers need to know how ethical business practices can prevent wrongdoing in their organizations and how ethics can help employees make right choices. This course explains what is meant by the concept business ethics and why initiatives to develop and maintain ethical cultures in organizations are more important than ever.

This program contains 1 module(s).

Program: P5906EN Employee Ethics

Description: Business ethics is no longer a subject reserved for executives and managers. Employees on the front line who deal with customers, suppliers, competitors and their peers are expected to make good decisions everyday based on the organization's values and contemporary standards in business ethics. If they do not, the cost to their organization impacts both their financials and their reputation. This course helps you understand the importance of recognizing an ethical dilemma and then acting accordingly. It helps you make ethical decisions in your daily work life.

This program contains 1 module(s).

Program: P5920EN Handling Violence in the Workplace

Description: One out of every four full time worker is harassed, threatened, or attacked on the job each year. That is a shocking statistic, yet most companies do not have a written policy on workplace violence, have not taken preventative measures, and probably do not understand the causes or warning signs of such behavior. While you hope a violent situation never occurs in your company, this course will help prepare you and your company to effectively manage violent situations should they occur.

This program contains 1 module(s).

Program: P5923EN Discharging An Employee

Description: Discharging an employee can be uncomfortable because it's not something anyone really wants to do. There are also serious implications for the organization. Understand more about the process of discharging an employee and learn about the details that you don't want to overlook.

This program contains 1 module(s).

Vubiz Most Popular

Category: Compliance

Program: P5924EN Employee Disciplining

Description: The Strategies and Tips in this course will help a manager to improve overall performance by knowing when and how to take corrective action with problem employees. You are given specific disciplinary methods in this course, and techniques to ensure compliance. There are also tools and techniques for developing workable solutions with the individual involved and direction on what can be done if efforts are not successful.

This program contains 1 module(s).

Vubiz Most Popular

Category: Customer Service

Program: P1032EN Telepro Online - Complete Program

Description: In order to be effective in today's competitive environment, professional service representatives must develop effective telephone skills. The TelePro® Online Program is essential for anyone who interacts with internal or external customers over the telephone. Skill areas include before the call activities, using the greeting, establishing and maintaining rapport, and effective listening and questioning skills. Difficult customer interactions can be handled more effectively with improved interpersonal skills; communicating through accents, holding and transferring calls, and maintaining positive control of the call are also topics within the program.

This program contains 12 module(s).

Program: P1199EN New Business Development: Cold Calling3 modules

Description: New business development is critical for the ongoing success of any business. Contacting prospective new customers ('prospects') on the phone is one of the most powerful ways to maintain this new business stream. New business development in the form of 'cold calling' prospects is a unique form of telephone sales, requiring and approach and a skill set that are different than typical 'selling' skills. This program examines these areas of difference and guides learners through the creation of a roadmap to successful new customer generation.

This program contains 3 module(s).

Program: P5814EN Customer Loyalty Improvement

Description: This course will provide employees and managers with a basic understanding of and tools for building customer loyalty. It covers basic principles and approaches to dealing with customers and creating loyal, repeat customers.

This program contains 1 module(s).

Program: P5913EN Developing Strong Customer Relationships

Description: Your customers will make you or break you, and developing relationships is the bottom line. Find out how you can provide consistent and legendary customer service to maintain your competitive position.

This program contains 1 module(s).

Program: P5919EN Handling Difficult Customers

Description: Today's information-age customers are the most informed and demanding shoppers ever. For a service representative, meeting the demands of one of these savvy customers can be a customer service nightmare! Taking this course will wake you from the nightmare and show you how to calm angry customers and resolve their complaints while keeping your cool.

This program contains 1 module(s).

Vubiz Most Popular

Category: Health & Safety

Program: P1068EN Ladder Safety

Description: Learn how to use ladders safely in the workplace.

This program contains 1 module(s).

Program: P1069EN Office Safety

Description: Learn how to make the office a safe working environment.

This program contains 1 module(s).

Program: P1070EN Personal Protective Equipment (PPE) – Generic

Description: Protect yourself from workplace injuries by using the correct PPE.

This program contains 1 module(s).

Program: P1071EN Slips, Trips and Falls

Description: Reduce the risk of slip, trip and fall injuries in the workplace.

This program contains 1 module(s).

Program: P1188EN Fall Prevention and Fall Arrest

Description: Find out how to protect yourself from, and prevent falls in the workplace.

This program contains 1 module(s).

Program: P1189EN Electrical Hazards

Description: Find out how to protect yourself from risk of electrocution in the workplace.

This program contains 1 module(s).

Program: P1190EN Lockout/Tagout 1: Electrical Sources of Energy

Description: Find out how to correctly and effectively complete electrical lockout/tagout procedures in the workplace.

This program contains 1 module(s).

Program: P1342EN Asbestos Awareness

Description: Asbestos is a serious workplace and health issue. In this module we look at how to define asbestos and where it can be found, including different asbestos uses. We also examine the health concerns and how to evaluate exposure to asbestos. Finally, we review the legislation concerning asbestos and provide an overview of encapsulation.

This program contains 1 module(s).

Program: P1343EN Manual Material Handling and Back Safety

Description: Back injury is certainly aggravating in the short term but it can also have a serious, long-term impact on a worker's quality of life. In this module we examine the back and how it works and we describe different injuries of the back and how to prevent them.

This program contains 1 module(s).

Program: P1419EN Office Ergonomics

Description: Each job in an office is slightly different, using various materials and tools; therefore every office job creates a distinct set of demands on the human body. Ergonomics takes a look at these demands, examines the work to be completed and the equipment and tools used, ensuring that each employee performs their job in the most effective and safe way possible.

This program contains 1 module(s).

Vubiz Most Popular

Category: Health & Safety

Program: P2084EN First Aid Basics [US]

Description: The First Aid Basics program has been developed to give certified first aid attendants an opportunity to refresh and update their basic first aid knowledge. Note that this two-module program is not meant to provide the participant with the necessary skills and information required to perform first aid, nor is it intended to replace a certified first aid training course from an approved First Aid training provider.

This program contains 3 module(s).

Program: P2146EN H1N1 Flu Preparedness for Employees

Description: According to the World Health Organization (WHO), 5% to 20% of the world's population is infected each year with an influenza virus. In March 2009, a new strain of flu – H1N1 – appeared in Mexico, and then quickly spread around the world through human-to-human transmission. The sudden appearance of the virus, its capacity for human-to-human transmission, and its rapid worldwide expansion led the World Health Organization to declare a state of pandemic.

In spite of widespread concern about the impact of H1N1, it is important not to panic! This module will tell you about simple steps you can take to stay healthy and prevent the spread of the virus.

This program contains 1 module(s).

Program: P2147EN H1N1 Flu Preparedness for Employers

Description: According to the World Health Organization (WHO), 5% to 20% of the world's population is infected each year with an influenza virus. In March 2009, a new strain of flu – H1N1 – appeared in Mexico, and then quickly spread around the world, leading the World Health Organization to declare a state of pandemic.

H1N1 seems to affect people under 65 years more severely than regular seasonal flu, which could mean a greater impact on the workplace.

This module will provide managers and employers with simple strategies for protecting their employees and managing the risks of business disruption during the upcoming flu season.

This program contains 1 module(s).

Program: P2266EN Health and Safety for Managers and Supervisors in the USA New

Description: Our objective is a workplace free from the risk of injury and illness. Health and Safety for Managers and Supervisors is a computer-based course designed to give managers and supervisors an understanding of the components of workplace safety and health. Prior technical knowledge of safety and health is not a prerequisite. However, familiarity with workplace processes and practices is helpful.

This program contains 10 module(s).

Program: P5423EN OSHA

Description: This course presents the fundamentals of chemical safety and highlights the major elements of OSHA's Laboratory Standard. This course is also designed to familiarize you with OSHA's Hazardous Communications Standard (Right-To-Know) as it relates to various types of hazardous substances in the workplace. Each module has a test. With successful completion of the test, you will receive a Certificate of Completion.

This program contains 2 module(s).

Program: P5425EN Safety in Bloodborne Pathogens for Employees

Description: Exposure to bloodborne diseases is a serious concern today. In 1991, the Occupational Safety and Health Administration (OSHA) created a regulation dealing with bloodborne pathogens-the disease-causing microorganisms found in human blood components and products. This course will show you how exposure to bloodborne pathogens occurs so that you can help protect yourself and others. The course has a test. With successful completion of the test, you will receive a Certificate of Completion.

This program contains 1 module(s).

Vubiz Most Popular

Category: Health & Safety

Program: P5429EN Back Safety

Description: This course explains the physiology of the back and presents common types and causes of back injuries. It also describes injury prevention, safety practices, basic back exercises, and proper lifting techniques. The course has a test. With successful completion of the test, you will receive a Certificate of Completion.

This program contains 1 module(s).

Vubiz Most Popular

Category: Human Resources

Program: P1624EN Selecting Top Talent

Description: Hiring top talent is a critical factor in business success. This e-learning module will give you an understanding of our recruitment and selection process, the four steps of effective interviewing and selection, and the key interviewing skills that will help you conduct an efficient and effective interview.

The module has a test. With successful completion of the test, you will receive a Certificate of Completion.

This program contains 1 module(s).

Program: P2130EN Union Free: A Guide for Managers and Supervisors

Description: Today's union movement is drastically different from what it was historically. Companies need to be prepared, and as a supervisor or manager, you have an important role to play. This module is designed to familiarize you with union organizing tactics, positive employee relations, and union do's and don'ts.

This program includes an exam.

This program contains 1 module(s).

Program: P5915EN Doing Performance Reviews

Description: Everyone benefits when you take a collaborative, positive approach to performance reviews. Whether once a year or once a week, you will know how to do it effectively.

This program contains 1 module(s).

Program: P5923EN Discharging An Employee

Description: Discharging an employee can be uncomfortable because it's not something anyone really wants to do. There are also serious implications for the organization. Understand more about the process of discharging an employee and learn about the details that you don't want to overlook.

This program contains 1 module(s).

Program: P5924EN Employee Disciplining

Description: The Strategies and Tips in this course will help a manager to improve overall performance by knowing when and how to take corrective action with problem employees. You are given specific disciplinary methods in this course, and techniques to ensure compliance. There are also tools and techniques for developing workable solutions with the individual involved and direction on what can be done if efforts are not successful.

This program contains 1 module(s).

Program: P5928EN Job Candidate Interviewing

Description: This is a practical course with tools and methods to help you prepare to get the results you want. You will learn how to define exactly what you are looking for in a job candidate, and be given checklists and discussion guides to ask the right questions and get relevant answers. The course addresses the most common legal pitfalls and how to avoid them, as well as issues you should consider when evaluating a candidate.

This program contains 1 module(s).

Program: P5940EN Delivering Effective Feedback

Description: Do you wonder how you can provide effective feedback to someone? Do you hope that it's not taken the wrong way or misunderstood? Learn how to provide feedback that serves as a tool to enhance performance and morale.

This program contains 1 module(s).

Vubiz Most Popular

Category: Human Resources

Program: P5944EN Employee Performance Recognition

Description: Recognizing employee performance and giving positive reinforcement is a key element of motivation. Master this ability and reap the benefits of a motivated, high performing individual or team.

This program contains 1 module(s).

Vubiz Most Popular

Category: Management

Program: P1158EN Change Management

Description: Change Management is a two-part series designed to help organizations manage change in an efficient and effective manner while helping employees prepare and cope with planned changes.

This program contains 3 module(s).

Program: P1612EN Introduction to Risk Management

Description: Risk has been the mainspring of commerce for centuries. Managing risks to achieve economic gain and avoid economic loss is just as essential for corporate CEOs in the 21st century as it was for Venetian merchants in the 15th century. However, in an increasingly competitive and complex world, the effective management of risk has now become an essential skill for all levels within a business. Even with a plethora of frameworks, guidelines, and models to choose from, there is no 'silver bullet.' Is it practical to address risk effectively by delegating responsibility to a standardized, 'one size fits all' approach, with resources to match? Defects in risk management practices are causing losses amounting to billions of dollars. Boards of Directors are being challenged to accept responsibility for managing risk. International public accounting firms are strongly advising businesses to return to the basics of risk and risk management. This online course lays the foundation for an understanding of business risk. It examines the topic of risk, places it in an historical context, views it from the perspective of business, and takes a long, hard look at how corporate-wide risk management is faring today, and what can be done to improve it.

With successful completion of a test, you will receive a Certificate of Completion.

Target Audience:

Those who wish to develop a solid foundation for understanding business risk or refresh their existing knowledge.

This program contains 1 module(s).

Program: P1819EN Playing Big – EI for Personal Leadership

Description: How effective are you as a leader? Even if you do not hold 'positional' power, how good are you at motivating and managing yourself and the people around you to higher performance and greater purpose? Emotional Intelligence (EI) - our ability to manage ourselves and others around us - is the single greatest contributor to personal excellence and leadership.

Gain a deeper understanding of the impact you are having as a leader. Understand what influences your behavior and how to drive greater performance in your organization with this dynamic new program, Emotional Intelligence for Personal Leadership!

With successful completion of the assessment following the module, you will receive a Certificate of Completion.

This program contains 2 module(s).

Program: P2290EN Emotional Intelligence for Personal Leadership

Description: Gain a deeper understanding of the impact you are having as a leader, understand what influences your behavior and learn how to drive greater performance in your organization with this dynamic new program.

There is a final exam with this program.

This program contains 1 module(s).

Program: P5803EN Basics of Business Finance

Description:

This program contains 1 module(s).

Vubiz Most Popular

Category: Management

Program: P5908EN Using Leadership Basics

Description: Using Leadership Basics provides the fundamental skills for leading a group: defining the task, establishing a vision, gaining commitment, and building relationships. It tells you how and when to use various leadership styles and gives smart techniques to help leaders direct the efforts of others. The Strategies and Tips in this module teach you how to foster innovation, provide appropriate direction, and develop and maintain positive relationships.

This program contains 1 module(s).

Program: P5912EN Acting Effectively On A Team

Description: Working in a team is an art. Each member of the team must strike a fine balance between team involvement and individual responsibility. This course will teach you how to contribute more effectively to your team and help your teammates do the same. And it will expand your understanding of the challenges teams face and what you can do to meet them.

This program contains 1 module(s).

Program: P5917EN Developing A Strong Leadership Team

Description: This course delivers the key elements of how to create a leadership team that is a model for the rest of the organization. The Strategies and Tips are practical tools and methods to create and maintain a shared vision, define roles and responsibilities, and determine mutual goals and priorities. Key Points also include techniques for avoiding power struggles and resolving issues to keep leaders focused and aligned.

This program contains 1 module(s).

Program: P5922EN Developing A Strategic Plan

Description: This course will lead you step-by-step through the development of a strategic plan, beginning with a powerful mission statement, analysis of your organization's strengths and weaknesses, and assessment of your competitive position. It includes tips on how to communicate the plan throughout the organization, convert it into action by developing supporting tactical plans, and reinforce results at all levels.

This program contains 1 module(s).

Program: P5930EN Running Effective Meetings

Description: Meetings, meetings, meetings. You can't live with them and you can't live without them. Make sure that the meetings you lead are organized, focused, and productive.

This program contains 1 module(s).

Program: P5931EN Running Effective Teams

Description: Teams can provide wonderful opportunities for collaboration and innovation. But sometimes, as a leader of a team, you encounter frustrations and roadblocks and just want to pull your hair out! Overcome the hurdles that get in the way of your team reaching its goals by leading your team to success with these strategies.

This program contains 1 module(s).

Program: P5937EN Employee Motivation

Description: The difference between a business just surviving and a thriving one is the energy and commitment of its people. A motivated and dedicated workforce is the formula for long term success. This course gives practical suggestions for identifying group and individual motivating factors and mobilizing them to energize employees. There are tools, techniques, and methods for revitalizing the workplace and encouraging initiative in each person in order to move everyone forward.

This program contains 1 module(s).

Vubiz Most Popular

Category: Management

Program: P5944EN Employee Performance Recognition

Description: Recognizing employee performance and giving positive reinforcement is a key element of motivation. Master this ability and reap the benefits of a motivated, high performing individual or team.

This program contains 1 module(s).

Program: P5945EN Establishing Performance Goals and Expectations

Description: Productive and motivated employees are those who clearly understand what is expected of them in terms of performance and behavior. This course has tools and methods for collaboratively establishing goals and specific performance criteria for all employees. There are tips to help you obtain commitment to your goals and methods to help you review performance goals regularly. It also includes documentation guidelines and techniques to help you get results through effective feedback and positive reinforcement.

This program contains 1 module(s).

Program: P5946EN Team Problem Solving

Description: Problem-solving as a team can lead to exceptional results - or it can be a disaster! As a team leader, you have the responsibility to make sure your team finds the best solution. Learn the strategies and tips that will get you there.

This program contains 1 module(s).

Program: P5947EN Being A Successful Supervisor

Description: A supervisor is a critical player in an organization's success. Here is where the most valuable resources, particularly the workforce, are either maximized or wasted. This course details the most important elements of successful supervision, with attention to both people and organizational skills. There are tools and techniques for making the most of the talents of the work group, personal skill assessments, and methods for organizing and managing the workflow.

This program contains 1 module(s).

Program: P5951EN Valuing Diversity

Description: This course provides an excellent base for the manager to learn about his or her own beliefs and to see the potential of a diverse workplace. There are tools and techniques to help a supervisor learn to recognize the positive contributions all employees make in achieving the goals of the organization. There are suggestions for modeling and promoting organizational values and methods to gain involvement from diverse populations. The course also provides guidance on developing important organizational processes that support diversity, and methods for soliciting participation from non-traditional contributors.

This program contains 1 module(s).

Vubiz Most Popular

Category: Personal Development

Program: P1623EN Banking, Credit and Money (6 module program)

Description: The six modules in this e-learning program will help you understand the basics of banking, credit and money. The information in this program is introductory, but remember, there are many online resources you can use to increase your knowledge. We will give you links to some of these resources in the program and you can also search the Internet using your favorite search engine.

This program has a final exam.

Target Audience:
Consumers

This program contains 7 module(s).

Program: P2217EN Mind Your Mood - New

Description: Mind Your Mood is the first in a library of Computerized Cognitive Behavioral Courses (CCBC) created specifically to help you assess and manage your mood.

Once you have completed this module you will have learned the basics of what mood is and how you can affect it. You will then be ready to use subsequent modules which will provide you with an actual course of treatment.

This program contains 1 module(s).

Program: P2218EN Conquer Your Anxiety - New

Description: Conquer Your Anxiety is the second in a library of Computerized Cognitive Behavioral Courses (CCBC) created specifically to help you assess and manage your anxiety.

Once you have completed this module you will have learned the basics of what anxiety is and how you can affect it. You will then be ready to use subsequent modules which will provide you with an actual course of treatment.

This program contains 1 module(s).

Program: P5907EN Reaching Personal Goals

Description: You know your life could be better. You're not fulfilling your potential. Or maybe you've been wondering when your dreams will come true. Achieving Personal Goals will get you headed in the right direction and give you some tips for making it all happen!

This program contains 1 module(s).

Program: P5949EN Time Management

Description: This course addresses the nuts and bolts of time management and includes tools for setting goals, keeping logs, and planning your time. It includes methods for identifying low pay-off activities and time-wasters, along with suggestions for getting rid of them. It provides tips for organizing your materials and your surroundings for more efficiency, and has other practical suggestions for taking control of your time and your life with simple, tried-and-true tools and techniques.

This program contains 1 module(s).

Vubiz Most Popular

Category: Sales

Program: P1059EN Systematic Selling - The Complete Program

Description: Learn professional selling techniques and develop your own strategies for applying them to your market. This complete 8 module program will give you a highly effective process for planning, conducting and reviewing your critical selling activities. With interactive exercises, planning forms and checklists.

Target Audience:
Sales professionals

This program contains 8 module(s).

Program: P5878EN Communicating Persuasively

Description: This course presents techniques in the art of persuading others. It shows you how to use the 3 x 3 Writing Plan to organize and compose messages. It also presents a toolbox of new techniques for writing persuasive internal messages, sales messages, news releases, claims and adjustments, and action requests.

This program contains 1 module(s).

Program: P5911EN Sales: The Basics

Description: Selling is a complex and sophisticated process, but successful sales begin and end with the basic essentials. This course includes an overview of the selling process, and provides worksheets and checklists to take you from contact lists through sales calls and on to follow-ups and referrals. There are tools for identifying the features and benefits of your product and service, doing a competitive analysis, and preparing your sales presentation. There are also practical tips on dealing with customers, handling objections, and using customer feedback to improve your own performance.

This program contains 1 module(s).

Program: P5914EN Sales: Closing

Description: Many potentially effective sales people are unable to complete the only element of a sale that results in income --- closing. This course examines the issues related to preparing and setting the stage for a commitment to buy, looks at some of the reasons that this is such a tough step for many aspiring sales professionals, and gives techniques and methods for making sure it happens.

This program contains 1 module(s).

Program: P5918EN Sales Team Effectiveness

Description: Leadership is the most important element of a sales force's success, and it has some unique challenges. In this course, a sales force leader will learn how to get a sales team organized, motivated, and focused on results. There are suggestions and tools for creating a cohesive team, developing a high level of commitment to goals, and coaching sales professionals for improved performance.

This program contains 1 module(s).

Program: P5936EN Sales: Cold Calls

Description: There are some specific strategies that can help a sales person become more confident and competent in making cold calls, and this course has them. It describes both the technical and the psychological techniques and methods to help you overcome your apprehension and conduct a call that gets results.

This program contains 1 module(s).

Program: P5938EN Negotiating Skills for the Professional

Description: An effective sales professional knows how to meet customer needs while assuring reasonable terms and profit for his or her own company. This course has techniques for identifying customer expectations and determining how to meet them in a way that both parties are satisfied by the results. There are checklists and discussion guidelines to help a sales professional master this essential communication skill.

This program contains 1 module(s).

Vubiz Most Popular

Category: Sales

Program: P5941EN Sales: Qualifying Prospects

Description: Everyone must manage the time and energy they have to get the most results for their efforts. For sales professionals, part of this efficiency comes from qualifying sales prospects. This course has tools, techniques and methods for making sure that you are following sound principles as you qualify prospects and determine where to invest your time for the best potential payoff.

This program contains 1 module(s).