

Course	Course Description	Register for Course	Support Material
7 Habits for Managers Session 1	The 7 Habits for Managers equips team leaders to effectively lead a team of people, by first focusing on who a manager IS, then what a manager DOES. Habit 1-Habit 3	Click Here	Receive in class only
7 Habits for Managers Session 2	The 7 Habits for Managers equips team leaders to effectively lead a team of people, by first focusing on who a manager IS, then what a manager DOES. Habit 4-Habit 7	Click Here	Receive in class only
ARState Jobs Administrator eLearning	This course is intended for state employees that are responsible for using the ARState Jobs Website. In this course, you will learn procedures and steps you need to follow when processing an applicant through the hiring process.	Click Here	Click Here
ARState Jobs Hiring Official eLearning	This course is intended for Hiring Officials that use ARState Jobs. In this course, you will learn the procedures to follow to review applications, complete applicant selection forms, and hire candidates in ARState Jobs. You will have opportunities for hands-on practice during this course.	Click Here	Click Here
Dealing with Difficult Customers	This course will provide strategies and tools to help you cope with difficult customers.	Click Here	Click Here
Five Dysfunctions of a Team	This course allows teams of all types to begin the journey to greater productivity and cohesion.	Available by Request	
Interpersonal Communication	This course will cover the different ways in which we communicate, barriers to communication, the importance of perception, and techniques for clear and effective communication.	Click Here	Click Here
Mixing 4 Generations in the Workplace	This course is designed to give participants a generational insight on the 4 generations currently working together in the workplace.	Click Here	Receive in class only
Presenting Testimony	This course will prepare participants to testify in formal proceedings.	Click Here	N/A
Purchase Card eLearning	This course is to review the key responsibilities and benefits of purchasing cards (P-Cards). This course contains the standard policies and procedures every P-Card holder must follow. This course is a required prerequisite before a P-Card can be issued to an individual.	Click Here	Click Here

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Travel Card eLearning	This course is to review the key responsibilities and benefits of travel cards (T-Cards). This course contains the standard policies and procedures every T-Card holder must follow. This course is a required prerequisite before a T-Card can be issued to an individual.	Click Here	Click Here