

Course	Course Description	Register for Course	Support Material	Cost of Courses
4 Essential Roles of Leadership Session 1	Leaders will discover how to build credibility, create a culture of trust, develop a team vision and strategy and align team efforts for consistent results.	Click Here	Receive in class only	\$60.00
4 Essential Roles of Leadership Session 2	Leaders will discover how to build credibility, create a culture of trust, develop a team vision and strategy and align team efforts for consistent results.	Click Here	Receive in class only	\$60.00
6 Critical Practices for Leading a Team	This course will equip first-level managers with the skills to get work done with and through other people. This program will assist a new leader in the transition from individual contributor to manager of a team. *Designated Leadership Course*	Click Here	Receive in class only	\$60.00
7 Habits Foundations	Great performance requires a common set of values, behaviors, and skills that align individual capabilities to their organization's strategy. In the 7 Habits of Highly Effective People Foundations participants will learn how to make better choices about how they spend their time and energy and also learn how to work more effectively with others to achieve far better results. They'll also learn how to balance their time and renew so they can achieve the most important goals of their organization.	Click Here	Receive in class only	\$60.00
The 5 Choices of Extraordinary Productivity	This course will empower people with clear discernment to avoid distractions and to accomplish the goals that matter most in their professional and personal lives. Supported by science and years of experience, The 5 Choices not only produce a measurable increase in productivity, but provide a renewed sense of engagement and accomplishment.	Click Here	Receive in class only	\$60.00
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	\$0.00
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	\$0.00
Dealing with Difficult Customers	This course will provide strategies and tools to help you cope with difficult customers.	Click Here	Click Here	\$35.00
Gateways to Inclusions	This course will demonstrate ways to turn tense moments into productive conversations. In today's world, you may hear something offensive, say something offensive or have	Click Here	Receive in class only	\$35.00

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	your words taken out of context. These negative encounters don't have to remain negative. When handled properly, these situations can be transformed into opportunities for better working relationships and increased understanding.			
Harassment: Sex, Religion and Beyond	Managers need to understand more than the basic rights and wrongs surrounding workplace harassment. They also need a healthy dose of empathy—one that helps them appreciate not only the legal implications of maintaining a respectful workplace, but the emotional aspects as well.	Click Here	Receive in class only	\$35.00
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	\$35.00
Merging Generations	Merging Generations will provide a deeper understanding of generational differences in the workplace and how to leverage those differences to unleash employee creativity and potential. *Designated Leadership Course*	Click Here	Receive in class only	\$35.00
Presentation Advantage	Wasted time, unproductive meetings, and lost opportunities occur due to poor presentations. Discover how to craft presentations around essential objectives, present key concepts and ideas with power and enthusiasm, and design and present effective visuals. The Presentation Advantage work session will help participants consistently deliver highly successful presentations. They will learn the skills and the latest neuroscience to better inform, influence, and persuade others in today's knowledge-based world. Creating a purposeful shift in knowledge or behavior through successful presentations equips people, teams, and organizations with the competitive edge. *Participants are required to bring a presentation topic to use during the work session (class). *Designated Leadership Course*	Click Here	Receive in class only	\$60.00
Project Management Essentials	Project management isn't about managing logistics and hoping the project team is ready to play to win. The skills of "informal authority" are more important than ever before, so team members are inspired to contribute to project success. Project Management Essentials will provide the mindset, skillset, and toolset that will consistently deliver successful projects to completion. *Designated Leadership Course*	Click Here	Receive in class only	\$60.00

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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	\$0.00
Speed of Trust Foundations	In the Speed of Trust Foundations work session, individuals identify and address "trust gaps" in their personal credibility and relationships at work. Using "real work" situations in the work session, participants: Practice the 13 Behaviors of High Trust to develop, restore, and extend trust. Create a Trust Action Plan to increase personal credibility and influence. Practice communication transparently, respectfully, and directly. Identify how to extend appropriate levels of trust with co-workers. Improve their track record of keeping commitments through a Peer Accountability Process. *Designated Leadership Course*	Click Here	Receive in class only	\$60.00
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	\$0.00
Writing Advantage	This course presents document creation using the following steps: 1. Focusing on the reader as a customer. 2. Developing quality writing standards. 3. Using an effective process and a tool to write quality documents. *Designated Leadership Course*	Click Here	Receive in class only	60.00