

## E-Learning Titles

### **Productivity & Time Management:**

- Personal Productivity
- Brain Bites – Time Management
- Productivity & Time Management

### **Effective Communication:**

- Effective Email Writing & Office Communication Tips
- Effective Communications – Electronic Communications
- Three Routes to Good Communication (US English)

### **Leadership Development:**

- Becoming a Great Leader: 13. Developing Yourself
- You Can Learn to Lead
- Emerging Leaders

### **Customer Service Essentials:**

- Service Matters: Building Rapport
- Business Power Skills – Customer Service
- Customer Service Success

### **Problem Solving:**

- Problem Solving Basics
- Problem Solving Tools & Methods (Part A)
- Problem Solving Tools & Methods (Part B)

\*Search by Title or Online Video