



COURSE LLC

CORPORATE TRAINING CATALOG

Course LLC
www.coursellc.com
(904) 404-9507

Jacksonville, Florida

A

Accounting Skills for New Supervisors
Advanced Project Management
Advanced Skills for the Practical Trainer
Advanced Writing Skills
Anger Management - Understanding Anger
Active Listening
Appreciative Inquiry
An Environmental Audit Primer

B

Balanced Scorecard Basics
Body Language: Reading Body Language as a Sales Tool
Branding: Creating and Managing Your Corporate Brand
Budgets and Managing Money
Building Better Teams
Building Relationships for Success in Sales
Building Your Self Esteem and Assertiveness Skills
Bullying in the Workplace
Business Ethics for the Office
Business Etiquette - Gaining That Extra Edge
Business Leadership - Becoming Management Material
Business Succession Planning - Developing and Maintaining a Succession Plan
Business Writing That Works
Basic Internet Marketing
Business Process Management
Basic Business Management
Building a Consulting Business
Building a Brand on Social Media
Beyond Workplace Politics
Building an Online Business
Being a Team Player
Becoming a Progressive Employer
Beyond Workplace Politics

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C

Call Center Training - Sales and Customer Service for Call Center Agents
Change Management - Change and How to Deal With It
Coaching - A Leadership Skill
Communication Strategies
Conducting Effective Performance Reviews
Conference and Event Management
Conflict Resolution - Dealing With Difficult People
Conflict Resolution - Getting Along In The Workplace
Conquering Your Fear of Speaking in Public
Creating a Dynamite Job Portfolio
Creating a Top-Notch Talent Management Program
Crisis Management
Critical Thinking
CRM - An Introduction to Customer Relationship Management
Customer Service Training - Critical Elements of Customer Service
Customer Service Training - Managing Customer Service
Creating a Google AdWords Campaign
Creative Thinking and Innovation
Communications for Small Business Owners
Conducting Accurate Internet Research
Conversational Leadership
Continuous Improvement with Lean
Creating Winning Proposals
Creating a Positive Work Environment
Creating Successful Staff Retreats
Creating Winning Webinars: Getting Your Message Out
Code of Conduct: Setting the Tone for Your Workplace

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D

Delegation - The Art of Delegating Effectively
Developing Your Training Program
Disability Awareness - Working with People with Disabilities
Diversity Training - Celebrating Diversity in the Workplace
Dynamite Sales Presentations
Developing a High Reliability Organization
Developing Your Executive Presence
Developing a Training Needs Analysis
Developing a Safety Procedures Manual
Developing a Lunch and Learn Program
Dealing with the Media: Creating a positive working relationship
Digital Citizenship
Developing a Safety Procedures Manual
Digital Transformation

E

Effective Planning and Scheduling
Emotional Intelligence (One Day)
Employee Accountability
Employee Dispute Resolution - Mediation through Peer Review
Entrepreneurship 101
Encouraging Sustainability and Social Responsibility in Business
Environmental Sustainability
Employee Recognition: Appreciating Your Workforce
English as a Second Language: A Workplace Communications Primer
E-Commerce
English as A Second Language

F

Facilitation Skills

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G

Generation Gap - Closing the Generation Gap in the Workplace
Getting Stuff Done - Personal Development Boot Camp
Getting Your Job Search Started
Giving Effective Feedback
Goal Setting
Global Business Strategies
GDPR Readiness: Creating a Data Privacy Plan
GDRP Readiness: Getting the Message Out
Growth Hacking

H

Hiring for Success - Behavioral Interviewing Techniques
Human Resources Training - HR for the Non-HR Manager
Honing and Delivering Your Message

I

Influence and Persuasion
Intermediate Project Management
Introduction to Neuro-Linguistic Programming
Inventory Management - The Nuts and Bolts
Intrapreneurship
Introduction to E-Mail Marketing
Identifying and Combatting Fake News

K

Knowledge Management
Kick-starting Your Business with Crowdsourcing

L

Leadership Skills for Supervisors - Communication, Coaching, and Conflict
Lean Process Improvement
Logistics and Supply Chain Management

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M

Managing Difficult Conversations
Marketing and Sales
Mastering the Interview
Meeting Management - The Art of Making Meetings Work
Motivation Training - Motivating Your Workforce
Marketing with Social Media
Managing Pressure and Maintaining Balance
Marketing for Small Businesses
Managing the Virtual Workplace
Making Training Stick
Measuring Training Results
Making Your Business Better
Managing Across Cultures

N

Negotiating for Results
NLP Tools for Real Life
Networking for Success

O

Onboarding – The Essential Rules for a Successful Onboarding Program
Orientation Handbook - Getting Employees Off to a Good Start
Overcoming Objections to Nail the Sale

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P

Performance Management - Managing Employee Performance
Personal Brand - Maximizing Personal Impact
Problem Solving & Decision Making
Project Management Fundamentals
Project Management Training - Understanding Project Management
Prospecting for Leads like a Pro
Public Speaking - Presentation Survival School
Public Speaking - Speaking Under Pressure
Public Relations Boot Camp
Process Improvement with Gap Analysis
Purchasing and Procurement Basics
Planning for Workplace Safety
Project Planning: All You Need to Know
Project Management: All You Need to Know
Planning for Workplace Safety

R

Research Skills
Risk Management

S

Safety in the Workplace
Self-Leadership
Selling Smarter
Skills for the Administrative Assistant
Strategic Planning
Stress Management
Survival Skills for the New Trainer
Social Selling for Small Businesses
Six Sigma: Entering the Dojo
Skills You Need for Workplace Success

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T

Team Building - Developing High Performance Teams

Telemarketing - Using the Telephone as a Sales Tool

The ABCs of Supervising Others

The Minute Taker's Workshop

The Practical Trainer

The Professional Supervisor

Time Management - Get Organized for Peak Performance

Tough Topics: Talking to Employees about Personal Hygiene

Training with Visual Storytelling

Trade Shows: Getting the Most Out Of Your Trade Show Experience

Transgender Employees: Creating an Inclusive Work Community

U

Using Activities to Make Training Fun

V

W

Working Smarter - Using Technology to your Advantage

Workplace Ergonomics - Injury Prevention through Ergonomics

Workplace Harassment - What It is and What to Do About It

Workplace Violence - How to Manage Anger and Violence in the Workplace

Writing Reports and Proposals

Writing for the Web

Writing a Business Plan

Workplace Wellness

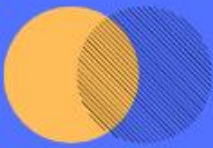
Writing a Business Plan

Workplace Health and Safety: The Supervisor's Role and Responsibilities

Women and Leadership: Owning Your Strengths and Skills

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Why choose Course LLC for your training needs?

Consider us your training partner. As your partner, we take the time to evaluate your training needs and work with you to provide the right curriculum. We are a boutique style agency, meaning we customize our training to suit your needs.

Each of our training programs can be altered to fit your business needs. If you need project management and business writing, we can do that as part of one training program. If you need in-depth leadership training, we can also do that.

Give us a call at (904)404-9507 to discuss your training needs. One of our account representatives will speak to you in detail about your training goals and conduct a complimentary business assessment.

Visit www.coursellc.com for more information about our courses and services.

