



TalentLMS and CPM Academy Professional Development Course Bundles for Continuing Education Credits

Catalog

100% Online ready-made courses that cover the skills your teams need for **success at work**.

Bundles approved for Continuing Education credits. Each bundle of 10 courses is equivalent to 5 credit hours.



Business Skills Bundles

Business Continuity Bundle

Business Continuity Essentials

Introduction to Business Emergency
Preparedness Planning
Developing a Contingency Plan
Managing Business Resilience
Dealing With Business Continuity and Disaster Recovery
The Incident Manager's Tool Kit

Business Continuity Applied

Incidents & The Importance of Accurate Information
The Challenges of Communication during an Incident
Testing Business Continuity
Integrated Response & Recovery
Dealing with Supply Chain Disruptions

Coaching Essentials Bundle

Coaching Essentials 1

Introduction to Coaching
Using Coaching Models
Asking the Right Questions
The Art of Listening (for coaching)
The Importance of Goal Setting

Coaching Essentials 2

Establishing a Coaching Culture
Building Trust and Rapport
The Power of Silence
Creating Accountability
Giving Effective Feedback

Business Innovation Bundle

Business Innovation 1

The 7 Skills of Critical Thinking
Creative Thinking
Thinking Logically
Problem Solving
The Power of Analysis

Business Innovation 2

Critical Observation
Being Adaptable
Driving Innovation
Dealing with Uncertainty
Being Resourceful

Data Analysis Bundle 1

Data Analysis 1

Data Literacy
The Power of Big Data
Visualizing Data
Data Ownership

Data Analysis 2

The 5 Cs of Report Writing
Developing Research Skills
The Basics of Business Writing
The Stages of Report Writing: Investigating, Planning, Writing and Revising
Report Writing: The Power of Visuals



Data Analysis Bundle 2

Data Analysis 3

Business Analysis Technique - MOST & SWOT
Business Analysis Technique - PESTLE
Business Analysis Technique - MoSCoW
Business Analysis Technique - The 5 Whys
Business Analysis Technique - Six Thinking Hats

Data Analysis 4

Qualitative & Quantitative Data Analysis
Methods of Analyzing Qualitative & Quantitative Data
Descriptive and Exploratory Data Analysis Techniques
Inferential and Predictive Data Analysis Techniques
Causal and Mechanistic Data Analysis Techniques

Networking Bundle

Networking 1

What is Networking?
Key Traits of a Successful Networker
Common Networking Pitfalls
Preparing to Network (Research and Prep)
Overcoming Shyness

Networking 2

Your Personal Elevator Pitch
Approaching People and Introductions
Carrying and Ending a Conversation
Following up with Your Connections
Virtual Networking

KPIs & OKRs Bundle

KPIs & OKRs

OKRs vs KPIs
OKRs - Vision, Planning & Measuring
Types of OKRs - Committed & Aspirational
How to Write Effective OKRs
OKRs and Going Beyond Vanity Metrics

KPIs & OKRs 2

Setting Business KPIs
KPIs and Employee Performance Management
The Balanced Scorecard
Leading and Lagging KPIs
KPIs and The Golden Thread

Performance Management Bundle

Performance Management 1

Preparing for a One-to-One Meeting (Manager)
Preparing for a One-to-One Meeting (Employee)
Running an Effective One-to-One Meeting
Effective questioning for One-to-One Meetings

Performance Management 2

How to take good notes in a Meeting
Having a Constructive Conversation About Low Performance
Running One-to-One Meetings Remotely
Manager vs. Coach vs. Mentor
Managing Short & Long-Term Sickness



Product Teams Bundle

Product Teams 1

Introduction to Agile and Scrum for Product Teams
User Story Writing and Product Backlog Management
Managing Product Handoffs
Release Planning and Roadmap Management
Iteration and Minimum Viable Product (MVP)

Product Teams 2

Stakeholder Management for Product Owners
Product Vision and Strategy
KPIs for Product Owners
Risk Management in Product Ownership
KPIs for Product Managers

Project Management Bundle 2

Project Management Essentials

Initiating a Project
Planning a Project
Executing a Project
Monitoring a Project
Closing a Project

Project Management Mastery

Agile in Practice
Kanban in Practice
Scrum in Practice
Waterfall in Practice
Choosing the Right Project Methodology

Project Management Bundle 1

Project Management Applied 1

Project Management Methodologies 1
Project Management Methodologies 2
Activity & Resource Planning
Organizing & Motivating a Team
Time Management in Projects

Project Management Applied 2

Developing a Budget (Cost Estimating)
Ensuring Customer Satisfaction
Managing Project Risk
Monitoring Progress
Producing Reports

Strategy Development Bundle

Strategy Development 1

Strategic Thinking
Formulating a Winning Strategy
Scenario Planning and Risk Management
A Walkthrough of Business Operating Models
Business Model Innovation

Strategy Development 2

Global Market Entry Strategies
Measuring and Evaluating Strategy Success
Crisis Management and Adapting Strategies
Strategic Leadership and Strategy Success
Integrating Ethics into Strategy Development



Teamwork Essentials Bundle

Teamwork Essentials 1

The Power of Teamworking

Setting Common Goals

Collaboration

Communicating Openly

Encouraging Different Opinions

Teamwork Essentials 2

Celebrating Differences & Diversity

Building Trust & Respect

Roles & Responsibilities

Dealing with Difficult Personalities

Celebrating Success



Leadership Bundles

Leadership Bundle 1

Leadership Essentials 1

The Four Types of Leaders
Delegation and Empowerment
Humility
Emotional & Cultural Intelligence
Being Authentic

Leadership Essentials 2

Inspiring Others
Taking Accountability
Making Decisions
Being Confident
Being Brave

Leadership Bundle 3

The Leadership Role Model 1

Leading with Respect & Respecting Others
Leading with Energy
Being Positive
Leading with Commitment
Using Humor

The Leadership Role Model 2

The Power of Patience
Recognizing and Rewarding Others
Leading with Empathy
Knowing when you're wrong
A Healthy Manager is a Good Manager

Leadership Bundle 2

Leadership Toolkit 1

Managers vs. Leaders
Conflict Management
Effective Meetings
Motivating Others
Leading Remote Teams

Leadership Toolkit 2

Promoting Talent
Leading by Example
Facilitating Results
Making Deals
Managing Change

Leadership Bundle 4

Adaptive Leadership

What is Adaptive Leadership?
Using Authority and Power (Taking Chances)
Overcoming Resistance to Shared
Responsibility
Learning through Self-Correction
Building a Culture of Adaptability

Situational Leadership

Telling Leadership
Selling Leadership
Participating Leadership
Delegating Leadership
Practicing Situational Leadership



Leadership Bundle 5

Safety Leadership

What is Safety Leadership?
What is Behavioral Safety?
Building a Proactive Safety Culture
Understanding your Health and Safety Responsibilities
The Consequences of poor Health and Safety Practices

Remote Leadership

The Remote Leadership Model
Building Trust at a Distance
Remote Goal Setting
Engaging Remote Workers
Remote Team Communication

Entrepreneurship Bundle

Entrepreneurship 1

The Five P's
The Entrepreneurial Mindset
Being Curious
The Power of Imagination
Being Self Aware

Entrepreneurship 2

Building Relationships & Networking
The Power of Influence
Taking Calculated Risks
Being Prepared to Fail
Turning Ideas into Action

Communication Skills Bundle

Communication Skills Applied

Communicating under Stress
Using Body Language
Interpreting Body Language
Tone of Voice
The Art of Storytelling

Communication Skills Applied 2

Assertive Communication
Managing Anger
Emotional Literacy
Managing Up
Email Etiquette

The Creative Process Bundle

The Creative Process 1

Creative Thinking Techniques
Overcoming Creative Blocks
Ideation and Generating Concepts
Creating Content for Impact
Using Visual Communication to Get Your Point Across

The Creative Process 2

User-Centered Design
Team Creativity and Collaboration
Ethics and Creativity
Creativity and Problem-Solving
The Future of Creativity (AI)



Safety and Compliance Bundles

Workplace Safety Bundle 1

OSHA-Workplace Safety 1

OSHA Worker Rights and Protection
Fall Prevention
PPE (Personal Protective Equipment)
OSHA Severe Injury Reporting and Record Keeping
Trenching and Excavation

OSHA-Workplace Safety 2

First Aid: CPR
Spills & Hazardous Waste (HAZWOPER)
Chemical Hazards & Toxic Substances
Occupational Noise Exposure
The Dangers of Working in the Heat

Workplace Safety Bundle 3

OSHA Workplace Safety 5

Forklift Truck Safety
Asbestos Hazard Management
Safety Audits
Incident Investigation
Hand and Power Tools

Environment & Sustainability

Wishcycling
Sustainability & Innovation
The Benefits of Becoming a B Corp
Going Net Zero
Sustainable Construction

Workplace Safety Bundle 2

OSHA-Workplace Safety 3

Bloodborne Pathogens
Confined Spaces
Electrical Safety
Ladder Safety
Machine Guarding

OSHA-Workplace Safety 4

Basic Respiratory Protection
Cold Stress
Driver Safety
Lockout / Tagout
Hazard Communication

Workplace Essentials Bundle

Workplace Essentials 1

Slips, Trips & Falls
Use the Handrail
Cable Management
Reporting a Hazard
Manual Handling

Workplace Essentials 2

Workstation Ergonomics
Don't Speed on Site
Driving & Using Your Phone
Don't Walk & Text
Going Remote



Technology Bundles

Artificial Intelligence Bundle 1 **Artificial Intelligence Essentials 1**

What is Artificial Intelligence?
What is Machine Learning?
Deep Reinforcement Learning
Harnessing the Power of AI
Ethics and Artificial Intelligence

Artificial Intelligence Essentials 2

The Beginner's Guide to Using ChatGPT
ChatGPT and Creating Content Part 1
ChatGPT and Creating Content Part 2
ChatGPT and Translations
Building Chatbots with ChatGPT

Artificial Intelligence Bundle 2 **Artificial Intelligence Essentials 3**

ChatGPT: Personal Development and Growing Your Career
Prompt Engineering: How to Create Effective Prompts
Troubleshooting and Debugging with ChatGPT
Managing Your Data with ChatGPT
ChatGPT and Customer Support
ChatGPT and Marketing

Artificial Intelligence Essentials 4

ChatGPT and Cybersecurity
AI for Accessibility
The Ethical Use of AI in the Workplace
ChatGPT for SQL Queries
Generative AI: A Tools Walkthrough

For more information or register

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*This Catalog may be subject to change.

