

**Online Learning** *Anytime, Anywhere...* **Just a click away!**



## Management and Leadership Online Courses

### **Sharpen your skills, or learn new ones with our instructor-led online courses.**

Online Continuing Education courses run for six weeks (with a 10-day extension period available at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

### **Master the fundamentals of business, supervision, leadership, communication, and more.**

#### **Building Teams that Work**

Learn the secrets of dynamic team building.

#### **Fundamentals of Supervision and Management**

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

#### **Fundamentals of Supervision and Management II**

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

#### **Individual Excellence**

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

#### **Interpersonal Communication**

Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

#### **Introduction to Business Analysis**

Learn powerful techniques to improve your decision-making skills at work.

#### **Keys to Effective Communication**

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

#### **Leadership**

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

#### **Mastery of Business Fundamentals**

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

**Enroll Today!**

**Details on any of these courses can be found at:**

**You can also reach us by calling**