

Business Fundamentals Library

Description:

Liberty Skill Center's on-line training courses are web based, self paced, and completely interactive tutorials. The courses are licensed for one year allowing you full access to these courses for a one year period.

How it works:

You will be provided a unique user name and password allowing you access to a learning portal. Since it is web based, you can access the courses from anywhere (even without the application being loaded on the machine you are using) since it simulates the software for you. Because it is self paced, you do not need to set aside several hours all at once. You can begin your on-line training on your schedule and pick up where you left off (if you want to) the next time you log in. You can go back as many times as you would like to any title for a one year term.

The Business Fundamentals Library includes the following on-line courses.

- Applying Leadership Basics
- Balancing Work and Family
- Basics of Effective Communication
- Basics of Effective Selling
- Building Strong Customer Relationships
- Conducting Performance Reviews
- Conflict Intervention
- Creating a Strong Leadership Team
- Delegating
- Developing a Strategic Plan
- Discharging Employees
- Disciplining and Redirecting Employees
- Financial Basics for Non-Financial Managers
- Grammar Essentials
- Intercultural Business Etiquette
- Interviewing Job Candidates
- Leading Effective Meetings
- Leading Effective Teams
- Managing a Virtual Office
- Managing Company Change
- Managing Personal Stress
- Managing Projects
- Mastering Cold Calls
- Motivating Employees
- Negotiating for the Sales Professional
- Personal Financial Planning
- Presentation Skills
- Providing Effective Feedback
- Qualifying Sales Prospects
- Recognizing and Avoiding Burnout
- Recognizing and Managing Anger
- Recognizing Employee Performance
- Setting Performance Goals and Expectations
- Solving Problems As A Team
- Telephone Sales Skills
- Time Management
- Understanding and Using Contracts

Contact us for more details or visit us online at www.LibertySkillCenter.com