

GEM LEARN

List of Courses Included

Workplace Essentials

Strategic Planning

Business Ethics For The Office

Workplace Diversity Training: Celebrating Diversity in the Workplace

Safety in the Workplace

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

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

Lean Process Improvement

Employee Accountability

Balanced Scorecard Basics

Bullying in the Workplace

Disability Awareness: Working with People with Disabilities

Workplace Ergonomics – Injury Prevention Through Ergonomics

Crisis Management

Business Process Management

Knowledge Management

Process Improvement with Gap Analysis

Creating a Workplace Wellness Program

Developing a High Reliability Organization

Encouraging Sustainability and Social Responsibility in Business

Purchasing and Procurement Basics

Continuous Improvement with Lean

Environmental Sustainability: A Practical Approach to Greening Your Organization

An Environmental Audit Primer

Planning for Workplace Safety

Developing a Safety Procedures Manual

Creating a Positive Work Environment

Creating Successful Staff Retreats

Six Sigma: Entering the Dojo

Beyond Workplace Politics

English as a Second Language: A Workplace Communications Primer

Digital Citizenship: Conducting Yourself in a Digital World

Code of Conduct: Setting the Tone for Your Workplace

Being a Team Player

Digital Transformation

GDPR Readiness: Creating a Data Privacy Plan

Collaboration

GDRP Readiness: Getting The Message Out

Office 365

Microsoft Office 365 Part 1

Microsoft Office 365 Part 2

Microsoft Outlook 2016 Part One

GEM LEARN

List of Courses Included

Microsoft Excel 2016 Part One
Microsoft PowerPoint 2016 Part One
Microsoft OneNote 2016
Microsoft Word 2016 Part One
Microsoft Access 2016 Part One
Microsoft Project 2016 – Part One
Microsoft Visio 2016: Part One
Microsoft SharePoint 2016 For Site Owners
Microsoft Excel 2016 Part Two
Microsoft Outlook 2016 Part Two
Microsoft PowerPoint 2016 Part Two
Microsoft Project 2016 – Part Two
Microsoft Access 2016 Part Two
Microsoft Word 2016 Part Two
Microsoft Visio 2016 Part Two
Microsoft Excel 2016 PowerPivot
Microsoft Excel 2016 Part Three
Microsoft SharePoint 2016 For Administrators
Microsoft Word 2016 Part Three
Microsoft Publisher 2016
Microsoft SharePoint 2016 For Users
Microsoft Excel 2016 and VBA

Office 2016

Microsoft Word 2016 Part One
Microsoft Word 2016 Part Two
Microsoft Word 2016 Part Three
Microsoft Outlook 2016 Part One
Microsoft Outlook 2016 Part Two
Microsoft Excel 2016 Part One
Microsoft Excel 2016 Part Two
Microsoft Excel 2016 Part Three
Microsoft PowerPoint 2016 Part One
Microsoft PowerPoint 2016 Part Two
Microsoft Access 2016 Part One
Microsoft Access 2016 Part Two
Microsoft Excel 2016 PowerPivot
Microsoft Excel 2016 and VBA
Microsoft OneNote 2016
Microsoft Project 2016 – Part One
Microsoft Project 2016 – Part Two
Microsoft Visio 2016: Part One
Microsoft Visio 2016 Part Two
Microsoft Publisher 2016
Microsoft SharePoint 2016 For Users

GEM LEARN

List of Courses Included

Microsoft SharePoint 2016 For Site Owners
Microsoft SharePoint 2016 For Administrators
Microsoft Sway
Power BI
Microsoft Teams
Microsoft Skype for Business 2016
Microsoft Word Online
Microsoft Excel Online
Microsoft PowerPoint Online
Microsoft OneNote Online

Office 2010

Microsoft Office Access 2010: Advanced
Microsoft Office Access 2010: Intermediate
Microsoft Office Access 2010: Basic
Microsoft Office Excel 2010: Advanced
Microsoft Office Excel 2010: Intermediate
Microsoft Office Excel 2010: Basic
Microsoft Office Outlook 2010: Advanced
Microsoft Office Outlook 2010: Intermediate
Microsoft Office Outlook 2010: Basic
Microsoft Office PowerPoint 2010: Advanced
Microsoft Office PowerPoint 2010: Intermediate
Microsoft Office PowerPoint 2010: Basic
Microsoft Office Word 2010: Expert
Microsoft Office Word 2010: Advanced
Microsoft Office Word 2010: Intermediate
Microsoft Office Word 2010: Basic
Microsoft Office Project 2010: Advanced
Microsoft Office Project 2010: Intermediate
Microsoft Office Project 2010: Basic Level
Microsoft Office Publisher 2010: Advanced
Microsoft Office Publisher 2010: Intermediate
Microsoft Office Publisher 2010: Basic
Microsoft Office SharePoint Server 2010
Microsoft Office Visio 2010: Advanced
Microsoft Office Visio 2010: Intermediate
Microsoft Office Visio 2010 Basic
Microsoft Office InfoPath Designer 2010: Advanced
Microsoft Office InfoPath Designer 2010: Intermediate
Microsoft Office InfoPath Designer 2010: Basic
Microsoft Office OneNote 2010: Advanced
Microsoft Office OneNote 2010: Intermediate
Microsoft Office OneNote 2010: Basic
Microsoft Office SharePoint Designer 2010: Advanced

GEM LEARN

List of Courses Included

Microsoft Office SharePoint Designer 2010: Intermediate
Microsoft Office SharePoint Designer 2010: Basic
Microsoft Business Contact Manager 2010 Complete

Office 2013

Microsoft Outlook 2013 Expert
Microsoft Outlook 2013 Core Essentials
Outlook 2013 Advanced Essentials
Microsoft Word 2013 Expert
Word 2013 Advanced Essentials
Microsoft Word 2013 Core Essentials
Microsoft Excel 2013 Expert
Excel 2013 Advanced Essentials
Office Excel 2013 Core Essentials
Microsoft OneNote 2013 Expert
OneNote 2013 Advanced Essentials
Microsoft Office OneNote 2013 Core Essentials
Microsoft PowerPoint 2013 Expert
PowerPoint 2013 Advanced Essentials
PowerPoint 2013 Core Essentials
Microsoft Access 2013 Expert
Access 2013 Advanced Essentials
Microsoft Access 2013 Core Essentials
Microsoft Visio 2013 Expert
Visio 2013 Advanced Essentials
Microsoft Visio 2013 Core Essentials
Publisher 2013 Advanced Essentials
Publisher 2013 Core Essentials
SharePoint Designer 2013 Expert
SharePoint Designer 2013 Advanced
SharePoint Designer 2013 Core Essentials
SharePoint Server 2013 Core Essentials
Microsoft InfoPath Filler Core Essentials
Microsoft InfoPath Designer Core Essentials
InfoPath Designer 2013 Advanced Essentials
Microsoft Project 2013 Expert
Microsoft Project 2013 Advanced Essentials
Project 2013 Core Essentials
Microsoft Skype for Business

GEM LEARN

List of Courses Included

Introducing G Suite Courseware from Velsoft

Google G Suite Create
Google G Suite Connect

Career Development

Mastering the Interview
Customer Service: Critical Elements of Customer Service
Creating a Dynamite Job Portfolio
Getting Your Job Search Started
Critical Thinking
NLP: An Introduction to Neuro Linguistic Programming
NLP (Neuro Linguistic Programming): Tools For Real Life
Self Leadership
Creative Thinking And Innovation
Managing Pressure and Maintaining Balance
Networking for Success
Public Speaking: Presentation Survival School
Influence and Persuasion Skills
Active Listening
Working Smarter: Using Technology to your Advantage
Time Management: Get Organized for Peak Performance
Business Etiquette: Gaining that Extra Edge
Research Skills
Writing Reports and Proposals
Advanced Writing Skills
Business Writing That Works
Getting Stuff Done: Personal Development Boot Camp
Emotional Intelligence
Conducting Accurate Internet Research
Developing Your Executive Presence
Creating Winning Proposals in a two-day course
Building Self Esteem and Assertiveness Skills
Communication Strategies
Skills for the Administrative Assistant
The Minute Taker's Workshop
Conquering Your Fear of Speaking in Public
Public Speaking: Speaking Under Pressure
Goal Setting
Personal Branding
Project Planning: All You Need to Know for project management
Project Management: All You Need to Know

GEM LEARN

List of Courses Included

Workplace Success: Eight Key Skills You'll Need
Conflict Resolution: Dealing with Difficult People
Dealing with the Media: Creating a positive working relationship
Honing and Delivering Your Message
Identifying and Combatting Fake News

Computer Fundamentals

Microsoft Windows Vista Expert
Microsoft Windows Vista: Advanced
Microsoft Windows Vista Intermediate
Microsoft Windows Vista Basic
Microsoft Windows XP Advanced
Windows XP Intermediate
Microsoft Windows XP Foundation
Corel WordPerfect 12 Advanced
Corel WordPerfect 12 Intermediate
Corel WordPerfect 12 Foundation
Microsoft Windows Mail 7
Microsoft Outlook Express 6
Computer Basics Expert
Computer Basics Advanced
Computer Basics Intermediate
Computer Basics Foundation
Adobe Acrobat 7
Adobe Acrobat 8 Professional
Adobe Acrobat Pro XI Part One
Adobe Photoshop CS Intermediate
Adobe Photoshop CS Foundation
Adobe Photoshop CS3 Expert
Adobe Photoshop CS3 Advanced
Adobe Photoshop CS3 Intermediate
Adobe Photoshop CS3 Foundation
Intuit QuickBooks 2008 Expert
Intuit QuickBooks 2008 Advanced
Intuit QuickBooks 2008 Intermediate
Intuit QuickBooks 2008 Foundation
Microsoft Internet Explorer 6
Microsoft Internet Explorer 7
Microsoft Internet Explorer 8
Windows 7 Expert
Microsoft Windows 7 Advanced
Windows 7 Intermediate
Microsoft Windows 7 Foundation
Upgrading to Windows 7 from XP
Upgrading to Windows 7 from Vista

GEM LEARN

List of Courses Included

Upgrading to Windows 8.1
Microsoft Windows 8 Expert
Microsoft Windows 8 Advanced
Microsoft Windows 8 Intermediate
Microsoft Windows 8 Foundation
Microsoft Windows 10 Part One
Microsoft Windows 10 Part Two
Microsoft Windows 10: Transition from Microsoft Windows 8.1
Microsoft Windows 10: Navigating the new Windows Environment
Slack for Business
Google G Suite Create
Google G Suite Connect
Introduction to HTML and CSS Coding

Conversations That Matter

Workplace Harassment: What It is and What to Do About It
Crisis Management
Managing Difficult Conversations
Conflict Resolution: Dealing with Difficult People
Dispute Resolution: Mediation through Peer Review
Workplace Violence: How to Manage Anger and Violence in the Workplace
Orientation Handbook: Getting Employees Off to a Good Start
Code of Conduct: Setting the Tone for Your Workplace
Creating a Positive Work Environment
Workplace Diversity Training: Celebrating Diversity in the Workplace
Bullying in the Workplace

Human Resources

Problem Solving and Decision Making
Building Better Teams
Hiring for Success: Behavioural Interviewing Techniques
Orientation Handbook: Getting Employees Off to a Good Start
Creating a Top Notch Talent Management Program
Stress Management
Conflict Resolution: Getting Along in the Workplace
Dispute Resolution: Mediation through Peer Review
Generation Gap: Closing the Generation Gap in the Workplace
Accounting Skills for the New Supervisor
Public Relations (PR)
Onboarding -The Essential Rules for a Successful Onboarding Program
Successfully Managing Change

GEM LEARN

List of Courses Included

Business Succession Planning: Developing and Maintaining a Succession Plan
Anger Management: Understanding Anger
Performance Management: Managing Employee Performance
Conducting Effective Performance Reviews
Appreciative Inquiry
Customer Service Training: Managing Customer Service
Employee Recognition: Appreciating Your Workforce
Transgender Employees: Creating an Inclusive Work Community

Internet Marketing

Writing for the Web
Basic Internet Marketing
Marketing with Social Media
Creating A Google AdWords Campaign
Building a Brand on Social Media
Introduction to E-Mail Marketing
Creating Winning Webinars: Getting Your Message Out
Growth Hacking
Promoting a Marketing Webinar

Sales and Marketing

Building Relationships for Success in Sales
Dynamite Sales Presentations
Overcoming Objections to Nail the Sale
Prospecting for Leads like a Pro
Selling Smarter
CRM – Introduction To Customer Relationship Management
Call Center Sales Training
Telemarketing: Using the Telephone as a Sales Tool
Body Language: Reading Body Language As A Sales Tool
Corporate Branding: How to Create and Manage
Social Selling for Small Businesses
Trade Shows: Getting the Most Out Of Your Experience

Small Business Training for Entrepreneurs

Basic Business Management: Boot Camp
Writing A Business Plan

GEM LEARN

List of Courses Included

Entrepreneurship 101
Intrapreneurship
Communications for Small Business Owners
Marketing for Small Businesses
Kickstarting Your Business with Crowdsourcing
Building a Consulting Business
Building an Online Business
E Commerce Management
Global Business Strategies

Supervisors and Managers

Leadership Skills for Supervisors
Human Resources Training: Training HR for the Non HR Manager
The ABCs of Supervising Others
The Professional Supervisor
Delegation: The Art of Delegating Effectively
Team Building: Developing High Performance Teams
Inventory Management: The Nuts and Bolts
Project Management Fundamentals
Intermediate Project Management
Advanced Project Management
Project Management Training: Understanding Project Management
Risk Management
Meeting Management: The Art of Making Meetings Work
Talking To Employees About Personal Hygiene
Conference and Event Management
Managing Difficult Conversations
Giving Effective Feedback
Motivation Training: Motivating Your Workforce
Negotiating for Results
Managing the Virtual Workplace
Marketing And Sales
Effective Planning And Scheduling
Business Leadership: Becoming Management Material
Budgets and Managing Money
Logistics and Supply Chain Management
Managing Across Cultures
Conversational Leadership
Workplace Health and Safety: The Supervisor's Role and Responsibilities
Women Leadership: Owning Your Strengths and Skills
Coaching and Mentoring
Becoming a Progressive Employer

GEM LEARN

List of Courses Included

Train the Trainer

Advanced Skills for the Practical Trainer
Developing Your Training Program
Facilitation Skills
Survival Skills for the New Trainer
The Practical Trainer
Using Activities to Make Training Fun
Making Training Stick
Training with Visual Storytelling
Developing a Training Needs Analysis
Measuring Training Results
Developing a Lunch and Learn Program

MOS Preparation for Office 2010

Microsoft Excel 2010: Part One
Microsoft Excel 2010: Part Two
Microsoft Excel 2010: Part Three
Microsoft Excel 2010: PowerPivot
Microsoft Excel 2010: VBA
Microsoft PowerPoint 2010: Part One
Microsoft PowerPoint 2010: Part Two
Microsoft Access 2010: Part One
Microsoft Access 2010: Part Two
Microsoft Word 2010: Part One
Microsoft Word 2010: Part Two
Microsoft Word 2010: Part Three
Microsoft Outlook 2010: Part One
Microsoft Outlook 2010: Part Two
Microsoft OneNote 2010

Upgrading to Office 2010

Upgrading to Microsoft Office Access 2010
Upgrading to Microsoft Office Excel 2010
Upgrading to Microsoft Office InfoPath 2010
Upgrading to Office OneNote 2010
Upgrading to Outlook 2010
Upgrading to Microsoft Office PowerPoint 2010
Upgrading to Office Project 2010
Upgrading to Publisher 2010 Complete

GEM LEARN

List of Courses Included

Upgrading to SharePoint Designer 2010
Upgrading to Visio 2010
Upgrading to Microsoft Office Word 2010

Core Essentials for Office 2007

Microsoft Office Word 2007 Core Essentials
Microsoft Office Excel 2007 Core Essentials
Microsoft Office PowerPoint 2007 Core Essentials
Microsoft Office Access 2007 Core Essentials
Office Outlook 2007 Core Essentials
Office Project 2007 Core Essentials
Office Publisher 2007 Core Essentials
Upgrading to Microsoft Office InfoPath 2007
Upgrading to Microsoft Office Project 2007
Upgrading to Windows Vista

Upgrading to Office 2007

Upgrading to Office Access 2007
Upgrading to Microsoft Office Outlook 2007
Upgrading to Windows Vista
Upgrading to Microsoft Office Excel 2007
Upgrading to Office PowerPoint 2007
Upgrading to Microsoft Office Word 2007
Upgrading to Microsoft Office InfoPath 2007
Upgrading to Microsoft Office Project 2007
Upgrading to Microsoft Office SharePoint Designer 2007
Upgrading to Microsoft Office Publisher 2007

Office 2007

Microsoft Office Word 2007: Expert
Microsoft Office Word 2007: Advanced
Word 2007 – Intermediate
Microsoft Office Word 2007 Foundation
Microsoft Office Excel 2007: Expert
Microsoft Office Excel 2007 Advanced
Microsoft Office Excel 2007: Intermediate
Microsoft Office Excel 2007: Foundation

GEM LEARN

List of Courses Included

Microsoft Office PowerPoint 2007: Expert
Microsoft Office PowerPoint 2007: Advanced
Microsoft Office PowerPoint 2007: Intermediate
Microsoft Office PowerPoint 2007: Foundation
Microsoft Office Access 2007: Expert
Microsoft Office Access 2007: Advanced
Microsoft Office Access 2007: Intermediate
Microsoft Office Access 2007: Basic
Microsoft Office Outlook 2007: Expert
Microsoft Office Outlook 2007: Advanced
Microsoft Office Outlook 2007: Intermediate
Microsoft Office Outlook 2007: Basic
Microsoft Office Project 2007 Expert
Microsoft Office Project 2007: Advanced
Microsoft Office Project 2007 Intermediate
Microsoft Office Project 2007: Basic
Microsoft Office Publisher 2007 Expert
Microsoft Office Publisher 2007 Advanced
Microsoft Office Publisher 2007 Intermediate
Microsoft Office Publisher 2007 Foundation
Microsoft Office SharePoint Designer 2007 Expert
Microsoft Office SharePoint Designer 2007 Advanced
MS Office SharePoint Designer 2007 Intermediate
Microsoft Office SharePoint Designer 2007 Foundation
Microsoft Office Visio 2007
Microsoft Office InfoPath 2007 Expert
Microsoft Office InfoPath 2007 Advanced
Microsoft Office InfoPath 2007 Intermediate
Microsoft Office InfoPath 2007 Foundation
Microsoft Office OneNote 2007
Microsoft Office Business Contact Manager 3
Microsoft Office SharePoint Server 2007

Office 2003

Microsoft Office Word 2003: Expert
Microsoft Office Word 2003: Advanced
Microsoft Office Word 2003: Intermediate
Microsoft Office Word 2003: Basic
Microsoft Office Excel 2003: Advanced
Microsoft Office Excel 2003: Intermediate
Microsoft Office Excel 2003: Basic
Microsoft Office PowerPoint 2003: Advanced
Microsoft Office PowerPoint 2003: Intermediate
Microsoft Office PowerPoint 2003: Basic
Microsoft Office Access 2003: Advanced

GEM LEARN

List of Courses Included

Microsoft Office Access 2003: Intermediate
Microsoft Office Access 2003: Basic
Microsoft Office Outlook 2003: Advanced
Microsoft Office Outlook 2003: Intermediate
Microsoft Office Outlook 2003: Basic
Microsoft Office Publisher 2003: Advanced
Microsoft Office Publisher 2003: Intermediate
Microsoft Office Publisher 2003: Basic
Project 2003 – Advanced
Project 2003 – Intermediate
Project 2003 – Foundation

Office XP

Microsoft XP Word 2002 Expert
Microsoft XP Word 2002 Advanced
Microsoft XP Word 2002 Intermediate
Word 2002 Basic
Excel 2002 – Advanced
Microsoft XP Excel 2002 Intermediate
Excel 2002 – Foundation
Microsoft XP PowerPoint 2002 Advanced
Microsoft XP PowerPoint 2002 Intermediate
Microsoft XP PowerPoint 2002 Basic
Microsoft XP Access 2002 Advanced
Microsoft XP Access 2002 Intermediate
Microsoft XP Access 2002 Basic
Microsoft XP Outlook 2002 Advanced
Microsoft XP Outlook 2002 Intermediate
Microsoft XP Outlook 2002 Basic
Microsoft XP Publisher 2002 Advanced
Microsoft XP Publisher 2002 Intermediate
Microsoft XP Publisher 2002 Basic
Microsoft XP Project 2002 Advanced
Microsoft XP Project 2002 Intermediate
Microsoft XP Project 2002 Basic

Corel WordPerfect Office X3

Corel WordPerfect X3
Corel Paradox X3
Corel Quattro Pro X3

GEM LEARN

List of Courses Included

Corel WordPerfect Mail
Corel Presentations X3