



# SkillSoft e-Learning Recommended Learning List

## Career Development

### Sample SkillSoft Courseware

#### Business Impact Series (5 to 10 minutes)

These analyze frequently encountered business problems and deliver practical solutions. Each Business Impact focuses on a key scenario, uses innovative video and animation techniques to dramatize its core elements, and recommends a specific course of action.

In SkillSoft, click on 'Catalog' and look for 'Business Exploration Series,' then 'Business Impact Series.'

#### Challenge Series (15 to 20 minutes)

These briefly immerse learners in a business situation and get you back to the job with tools to apply the concepts. The interactive case studies focus on analysis, problem solving, and decision making within first-person role-play targeted at a specific business scenario.

In SkillSoft, click on 'Catalog' and look for 'Business Exploration Series,' then 'Challenge Series.'

### Course Name

### Course Number

#### 1-Hour Modules

Managing Your Career: Creating a Plan	<a href="#">pd 10 a01 bs enus</a>
Managing Your Career: Getting on the Right Track	<a href="#">pd 10 a02 bs enus</a>
Managing Your Career: Professional Networking Essentials	<a href="#">pd 10 a03 bs enus</a>
Managing Your Career: You and Your Boss	<a href="#">pd 10 a04 bs enus</a>
Managing Your Career: Leveraging the Performance Appraisal	<a href="#">pd 10 a05 bs enus</a>

#### Modules

Get Your Career on the Fast Track	<a href="#">pd0131</a>
Achieving Success: the Help of a Mentor	<a href="#">mgmt 10 a05 bs enus</a>
Communication Skills to Fast-Track Your Career	<a href="#">pd0133</a>
Improving Your Image	<a href="#">pd0136</a>
Evaluation and Review	<a href="#">cons0115</a>
Developing Career Plans for Your Technical Professionals	<a href="#">mgmt0294</a>
Advancing Your Administrative Career	<a href="#">adm0105</a>

#### Simulations

Fast-Tracking Your Career Simulation	<a href="#">pd0130</a>
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For SkillSoft login information and a Quick Start Guide go to:

[www.umbc.edu/skillsoft](http://www.umbc.edu/skillsoft)

New content is continuously being added. For a current list of courses available, look under 'Course List by Subject.' New releases are at the end of the lists.



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