



SkillSoft e-Learning Recommended Learning List

Training and Presentation Skills

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

Training and Development	oper_04_a11_bs_enus
Training for Business Results	know0301
Presentation Resources Available to You	comm0303
Presenting to Succeed	comm0301

Simulations

Delivering Successful Presentations	comm0300
Giving Successful Presentations	comm005a

SkillBriefs

Training Plans	oper_04_a11_bs_enus
Conducting a Needs Analysis	oper_04_a11_bs_enus
Training Materials and Curriculum Development	oper_04_a11_bs_enus
Designing Training for Target Audiences	oper_04_a11_bs_enus
Training Effectiveness and Evaluation	oper_04_a11_bs_enus
Training Delivery Methods	oper_04_a11_bs_enus
Identifying Business Needs	know0301
Identifying Performance Gaps	know0301
Understanding the Training Environment	know0301
Understanding Learning Measurement	know0301
Successful Question-and-Answer Sessions	comm0303
Computer-aided Presentations	comm0303

For SkillSoft login information and a Quick Start Guide go to:

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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Being a Successful Presenter	comm0301
Choosing Presentation Types	comm0301
Job Aids	
Needs Analysis Phases	oper 04 a11 bs enus
The ADDIE Model	oper 04 a11 bs enus
Kirkpatrick's Training Evaluation Levels	oper 04 a11 bs enus
Needs Analysis Goals	oper 04 a11 bs enus
Training Delivery Methods	oper 04 a11 bs enus
Effective Training Plans	oper 04 a11 bs enus
Creating an Encouraging Environment	know0301
The Keys to Developing an Objectives Matrix	know0301
How to Use Surveys as a Method for Assessing Pretraining Skills	know0301
Types of Visual Aids	comm0303
The Proper Use of Slides	comm0303
Controlling Your Anxiety	comm0301
Rehearsing Your Presentation	comm0301

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