



SkillSoft e-Learning Recommended Learning List

Wellness in the Workplace

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

Optimizing Your Work/Life Balance: Analyzing your Life Balance

[pd_06_a01_bs_enus](#)

Optimizing Your Work/Life Balance: Maintaining your Life Balance

[pd_06_a02_bs_enus](#)

Optimizing Your Work/Life Balance: Taking control of your Stress

[pd_06_a03_bs_enus](#)

Modules

Leadership

The Model Leader

[lead_01_a08_bs_enus](#)

Dynamics of Leadership

[lead0126](#)

Emotionally Intelligent Leadership

[comm_09_a05_bs_enus](#)

The Communication of a Shared Vision

[lead_01_a02_bs_enus](#)

Foundations for Business Execution

[lead0151](#)

Leadership Communication Skills

[comm_02_a05_bs_enus](#)

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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Leading Without Authority	comm 13 a03 bs enus
Management	
Managing for High Performance	mgmt 02 a03 bs enus
Managing the Change Process	mgmt 06 a02 bs enus
Successfully Coaching Relationships	mgmt 09 a02 bs enus
An Essential Guide to Giving Feedback	comm0521
Mentoring Effectively	mgmt 10 a01 bs enus
Business Etiquette for Supervisors	comm 11 a04 bs enus
Teamwork	
Effective Teambuilding Strategies	team0171
Effectively Communicating in Teams	team0172
Emotional Intelligence and Teamwork	comm 09 a03 bs enus
Effective Inter-functional Relationships	comm 12 a01 bs enus
Getting Results by Building Relationships	comm 13 a01 bs enus
Making Cross-generational Teams Work	lead0235
The Reasons Why Diversity Matters	hr 02 a01 bs enus
Workplace Communication Skills	comm 02 a03 bs enus
Enhancing Listening Skills	comm 03 a04 bs enus
Connecting and Communicating	comm 08 a02 bs enus
Perspectives on Conflict in the Workplace	comm 07 a01 bs enus
Handling Conflict	comm 07 a02 bs enus
Personal Development	
Emotional Intelligence in the Workplace	comm_09_a02_bs_enus
The Foundations of Creativity and Innovation	pd0031
Standard Business Etiquette	comm_11_a01_bs_enus
Your Time and You	pd_01_a01_bs_enus
Building Your Support System	lead0132
Finding Your Life Balance	pd0181
Success Over Stress	pd0182
Strategies for Better Balance	pd0183

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