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EPIGNOSIS

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BUSINESS SKILLS

- Entrepreneur Keys to Business
- Basic Business Finance
- Network Essentials CompTIA Network Plus
- New Manager Starter Kit
- Planner Essentials
- Storytelling in Business



COMMUNICATION

- Increase your Listening Power
- Persuasion the Art of Communication



HEALTH & SAFETY

- Awkward at the office
- Workplace Safety - Active Shoo



IT SKILLS

- Advanced QuickBooks 2016
- Email Management
- Excel Creating Dashboards
- Excel for Mac Basics
- Excel Introduction to Power Pivot
- Excel Data Analysis with Pivot Tables
- GMAIL Essentials 2015
- GSuite Essentials 2016
- Intro to Sharepoint
- Managing Emails
- Mastering Adobe Acrobat DC Essentials 2016
- Mastering Access 2013
- Mastering Excel 2016 - Intermediate
- Mastering Excel 2016 - Advanced
- Mastering Excel 2016 - Basics
- Mastering Outlook 2016 - Basics
- Mastering Outlook 2016 - Advanced
- Mastering Excel 2016 - Full Course
- Mastering Powerpoint 2013 - Full course
- Mastering Office 365 Essentials 2017
- Microsoft Sway Essentials
- Microsoft Lync Essentials
- Mastering Word 2016 - Full Course
- Mastering Word 2016 - Advanced
- Mastering Word 2013 - Full Course
- Mastering Word 2010 - Full Course
- Mastering QuickBooks Online
- Mastering PowerPoint 2010 - Full course
- Mastering Outlook 2013 - Full Course
- Mastering OneNote 2016
- Mastering Outlook 2013 - Basics
- Mastering Outlook 2016 - Full course
- Mastering Powerpoint 2016 - Advanced
- Mastering Powerpoint 2016 - Basics
- Mastering Powerpoint 2016 - Full Course
- Mastering Word 2016 - Basics
- Mastering Word 2016 - Intermediate
- Mastering Excel 2010 - Full Course
- Mastering OneNote 2013
- Migrating from Office 2003 to Office 2013
- Office 365 Essentials 2017
- Organizing your Files
- Outlook Online Essentials 2017
- Outlook Online Essentials 2018

- Power Up Powerpoint
- QuickBooks
- Sharepoint Online Basics
- Sharing Calendars
- Skype for Business Essentials
- Staying Safe Online
- Think before you click
- Using Windows 10
- What's New in Excel 2019?
- What's New in Outlook 2019?
- What's New in Word 2019?
- Windows 10 Essentials



PERSONAL DEVELOPMENT

- Time Management - Basics
- Time Management
- Secrets of the Web
- Motivational
- Secrets of the Office Guru
- Keys to Excellence



POLICY & COMPLIANCE

- Awkward at the Office: Workplace and Sexual Harassment (Supervisor Edition)
- Intro to HIPPA for Business Associates
- Intro to HIPPA for Covered Entities
- Intro to HIPPA for MSP



PROJECT MANAGEMENT

- MS Project 2016 - Part1
- MS Project 2016 - Part2
- Project Management Fundamentals



SALES

- Sales 101



MARKETING

- Internet Marketing
- Top 5 Marketing Mistakes



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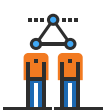
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BUSINESS SKILLS

- Advanced Train the Trainer
- BizLibrary Production's "How To" Series
- Building Great Relationships
- Business Etiquette
- Character in the Workplace
- Complex Problem Solving
- Cybersecurity Crash Course
- Decision-Making: Groups
- Ethics Essentials
- Ethics for Employees
- Ethics for Managers
- Etiquette for Business Meals
- Fundamentals of Customer Service
- Getting Customer Feedback
- Going Green
- HIPAA: Advanced - Breach Notification Rule
- How to Effectively Manage Time
- Insight-Based Selling
- Intro to Marketing
- Make Change Work
- Maximizing Productivity With Stand-Up Meetings
- Organizational Change
- Performance Excellence: Introduction
- Selling You
- Setting and Managing Priorities
- Setting Personal Financial Goals
- Team Facilitation Skills: Meeting Guidelines
- The Art of Presentational Speaking: Preparation and Follow-Up
- The Art of Presentational Speaking: Materials
- The Art of Presentational Speaking: Advanced Presentation Skills
- Using Surveys to Get Feedback



COMMUNICATION

- A Guide for Healthy Communications
- Addressing Workplace Dysfunctions
- Art of Assertiveness
- Coaching for Higher Performance
- Communicating Through Body Language

- Coordinating With Others
- Crisis Communication
- Effective Writing Skills
- Having Great Conversations
- Marketing Communications
- Persuasion Basics
- Understanding DISC
- Verbal Self-Defense at Work



CUSTOMER SERVICE

- Analyzing Your Customer Service
- Customer Service Communication Skills



FINANCE

- Decision-Making: Financial



HEALTH AND SAFETY

- Bloodborne Pathogens: Learn Your Risk
- Health Hazards at Work
- Learning Ergonomics
- Managing Stress
- Workplace Mental Health



HUMAN RESOURCES

- Affirmative Action in the Workplace
- Learning Retention Strategies
- Stay Interviews: Retaining Top Performers
- The Interviewing Process
- Working With the Five Generations



IT SKILLS

- Cyber Security Awareness



MANAGEMENT AND LEADERSHIP

- Boosting Employee Retention
- Creating Accountability
- Creating Engagement Among Employees
- Dealing With Angry People

- Developing B-Players Into Top Performers
- Disagreements at Work
- Enhancing Productivity With Remote Workers
- Happiness at Work
- How to Handle Angry People
- Leadership and Building an Effective Team
- Leadership and Change
- Leadership and Delegation
- Leadership and Empowerment
- Leadership and Motivation
- Leadership and Red Flags
- Leadership and Vision Mission and Values
- Leadership Fundamentals
- Leveraging Servant Leadership for Your Team
- Management Basics
- Managing the Family Business
- Motivating Employees with Recognition
- Overcoming Barriers to Time Management
- Propelling Performance With Open-Book Management
- Strategic Planning for Long-Term Success
- Succession Planning
- Supervisor Fundamentals
- Team Facilitation Skills: Getting Started
- Team Facilitation Skills: Introduction
- Team Facilitation Skills: Meeting Management
- The Value of Followers
- Time Management Essentials
- Using the Discipline Process



PERSONAL DEVELOPMENT

- Advanced Train the Trainer: Content Development
- Advanced Train the Trainer: The New Learner
- Advanced Train the Trainer: Training Management
- Becoming an Expert at Remembering Names
- Being a Great Mentor or Mentee
- Best Practices for Knowledge Management
- Building Strategic Relationships
- Career Advancement
- Cognitive Flexibility
- Conducting a Formal Mentoring Program
- Creating a Motivating Experience
- Creating Development Plans
- Critical Thinking 101
- Effectance: The Key to Motivation
- Effective Online Meetings
- How to Be Liked and Respected
- How to Effectively Manage Stress
- Igniting Creativity
- Making Better Decisions with Framing
- The Art of Presentational Speaking: Content
- Transcribing Audio and Notes to Text
- Using Emotional Intelligence



POLICY AND COMPLIANCE

- Anti-Harassment Crash Course
- Anti-Harassment Training for Employees Diversity: Seeking Commonality (Employee Version)
- Anti-Harassment Training for Employees (California)
- Anti-Harassment Training for Employees (Connecticut)
- Anti-Harassment Training for Employees (New York)
- Anti-Harassment Training for Supervisors
- Anti-Harassment Training for Supervisors (California)
- Anti-Harassment Training for Supervisors (Connecticut)
- Anti-Harassment Training: Addressing Abusive Conduct
- Anti-Harassment Training: Defining Sexual Harassment
- Anti-Harassment Training: What Is Harassment?



PERFORMANCE EXCELLENCE

- Business Process Reengineering (BPR): Implementing Radical Change
- CQI: Charts
- CQI: Data
- CQI: Diagrams
- CQI: Flow
- CQI: Overview
- CQI: Statistics
- Improving Organizational Execution
- Lean: Doing More with Less
- Six Sigma: A Method for Eliminating Defects
- Total Quality Management (TQM)

Diversity: Seeking Commonality (Manager Version)
 Export Compliance: What You Need to Know
 HIPAA: Advanced – Breach Notification Rule
 HIPAA Intermediate for Security Officers
 HIPAA: Basics
 HR Law for Managers
 Performance Appraisals
 Section 508 Compliance: Enhancing Accessibility and Elevating Engagement
 Stop Bullying in the Workplace: Manager Version
 Stop Sexual Harassment Now: Employee Version
 Stop Sexual Harassment Now: HR Version
 Stop Sexual Harassment Now: Supervisor Version
 Understanding Workplace Substance Abuse for Employees
 Understanding Workplace Substance Abuse for Managers

Project Implementation
 Project Management Pre-Work
 Project Teams



SALES

Account Management:
 Establishing Lasting Partnerships
 Closing Sales with Confidence
 Negotiating Skills
 Selling at a Distance
 Selling at a Distance: Prospecting by Phone



VIDEO PRODUCTION

Creating Great Business Video: Design
 Creating Great Business Video: Facilities
 Creating Great Business Video: Format
 Creating Great Business Video: Introduction
 Creating Great Business Video: Materials
 Creating Great Business Video: Present!
 Creating Great Business Video: Record
 Creating Great Business Video: Structure
 Creating Great Business Video: Writing



PROJECT MANAGEMENT

Making the Most of Part-Time Workers
 Mastering Project Management:
 Project Management Fundamentals
 Mastering Project Management: Project Planning

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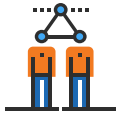
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COMMUNICATION

- Communicating with Others
- Communication Skills for Managers
- Giving Great Feedback
- Meeting Management
- Writing to Get Things Done® Toolkit



CUSTOMER SERVICE

- Customer Service Basics
- Customer Service Management



HUMAN RESOURCES

- Compliance Toolkit
- Developing and Coaching Employees
- Discussing Total Compensation
- Compliance Toolkit
- Onboarding New Employees
- Retaining Your Employees
- Stay Interview Toolkit



totalView Behavioral Based Interviewing Toolkit

MANAGEMENT & LEADERSHIP

- Bud to Boss
- Building Trust and Respect
- Building Your Leadership Skills
- Conflict Management Skills
- Creating Great Teamwork
- Delegating Work
- Increasing Employee Engagement
- Leadership Essentials
- Leading the Organization Strategy
- Management Essentials
- Managing for Success
- Performance Management and Development Toolkit
- Recognizing Employees
- Remote Leadership Toolkit
- Supervision Basics



PERSONAL DEVELOPMENT

- Basic Business Skills
- Become a Contributing Project Team Member
- Building Your Career
- Coaching Career Development
- Creating Great Work
- Developing for Success
- Developing Work Relationships
- How to Work Successfully from Home
- Increasing Your Contribution at Work

- Personal Behaviors and Conduct
- Providing Resources for Success
- Starting a New Job
- You and Your Boss



POLICY & COMPLIANCE

- The Respectful Workplace California *Employee Version*
- The Respectful Workplace California *Manager Version*
- The Respectful Workplace Connecticut *Employee Version*
- The Respectful Workplace Connecticut *Manager Version*
- The Respectful Workplace Delaware *Employee Version*
- The Respectful Workplace Delaware *Manager Version*
- The Respectful Workplace Illinois *Employee Version*
- The Respectful Workplace Illinois *Manager Version*
- The Respectful Workplace Maine *Employee Version*
- The Respectful Workplace Maine *Manager Version*
- The Respectful Workplace New York *Employee Version*
- The Respectful Workplace New York *Manager Version*
- The Respectful Workplace Washington *Employee Version*
- The Respectful Workplace Washington *Manager Version*
- The Respectful Workplace General *Employee Version*
- The Respectful Workplace General *Manager Version*



PROJECT MANAGEMENT

- Project Management for Managers



SALES

- Conducting Great Online Demos and Sales Calls
- Lead Generation – Spears (Outbound Prospecting)
- Lead Generation-Nets (Inbound Marketing)
- Lead Generation-Seeds (Customer Success)
- Leadership Essentials
- Predictable Revenue Toolkit

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