SKILLSOFT
INTRODUCTORY COURSE BUNDLE

Whether your company requires training for safety and compliance, technical topics, or business skills, GP Strategies® is the partner you need to deliver and track your programs. The GPiLEARN+™ solution consists of a best in-class LMS, industry-driven technical, compliance, and safety content, and an experienced customer support team. Coupled with GP Strategies global subject matter expertise, GPiLEARN+ delivers a seamless experience that allows organizations to develop industry-leading training programs and solve some of the most complex human performance improvement challenges.

This bundle of courses provides an introduction to the Human Resources and Legal Compliance, Business Skills, and Productivity courses that can be pulled into your GPiLEARN+ solution through our partnership with Skillsoft. In addition to this bundle, other packages are available to pull in content that aligns to your goals and initiatives. Expand your GPiLEARN+ training offerings today and ask us about how you can add this bundle and other offerings to your site!

LEGAL COMPLIANCE

US Anti-Trust   0.5 Hours
US Supreme Court Justice Thurgood Marshall referred to antitrust laws as the "Magna Carta of free enterprise." Without these laws, competition would suffer and the likely results would be fewer choices, higher prices, and poor service. Who wants that? Antitrust laws not only benefit you as a consumer but also your organization, by protecting it against those who conspire to limit competition. Understanding what constitutes a violation of antitrust law can help you avoid breaching the law and saddling your organization, and yourself, with serious fines and penalties. This course describes behaviors that may violate antitrust law and explains how to respond appropriately to potential antitrust violations. This course was developed with subject matter support provided by the Labor, Employment, and Employee Benefits Law Group of the law firm of Sheehan Phinney Bass + Green PA. Please note, however, that the course materials and content are for informational purposes only and do not constitute legal advice. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with any federal, state, or local laws. Transmission of the information is not intended to create, and receipt does not constitute, an attorney-client relationship. Readers should not act upon this information without seeking professional counsel. The information contained herein is provided only as general information that may or may not reflect the most current legal developments. This information is not provided in the course of an attorney-client relationship and is not intended to constitute legal advice or to substitute for obtaining legal advice from an attorney licensed in your state.

Code of Conduct Awareness   0.5 Hours
A company's Code of Conduct is a key part of its ethical framework. Outlining an organization's key ethical principles and providing guidance on the expected standards of behavior for employees, the Code serves as an important resource for employees as they navigate the sometimes challenging waters of the workplace. This course will introduce employees to the uses and benefits of their organization's Code of Conduct, and offer practical advice on how to apply the Code to ethical dilemmas they may encounter in the business environment. The course materials and content are for informational purposes only and do not constitute legal advice. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with any federal, state, or local laws. Transmission of the information is not intended to create, and receipt does not constitute, an attorney-client relationship. Readers should not act upon this information without seeking professional counsel. The information contained herein is provided only as general information that may or may not reflect the most current legal developments. This information is not provided in the course of an attorney-client relationship and is not intended to constitute legal advice or to substitute for obtaining legal advice from an attorney licensed in your state.

EU General Data Protection Regulations (GDPR)   0.4 Hours
In today's data-driven society, corporate and non-profit organizations alike rely on the collection and processing of user data in ever-evolving ways. Employees working in these organizations share a duty to protect the rights of individuals' personal data, which includes complying with the EU General Data Protection Regulation (GDPR). This course outlines the purpose and principles of this regulation. It explains obligations of controllers and processors under the GDPR, and discusses the rights of data subjects. The course also covers measures employees can take to support their organizations' compliance with the GDPR. This course was developed with subject matter support provided by The Potomac Law Group, PLLC. Please note, however, that the course materials and content are for informational purposes only and do not constitute legal advice and may or may not reflect the most current legal developments. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with legal statutes or statutory instruments. Transmission of the information is not intended to create, and receipt does not constitute, an attorney-client relationship. Readers should not act upon this information without seeking independent legal advice.

Global Business Ethics   0.5 Hours
In today's business environment, companies are under intense scrutiny in the media, by investors, and by customers over the way they operate. People prefer to do business with companies and individuals that share their values, and avoid business that they feel are unethical, secretive, or corrupt. Organizations and their employees who hold themselves to high ethical standards often reap the rewards of fair and honest business practices, both financially and in terms of public opinion. In this course, you will learn the traits and benefits of ethical conduct, as well as how to identify unethical behavior, and what to do when you have questions. This course was developed with subject matter support provided by Gordon Dadds LLP. Please note, however, that the course materials and content are for informational purposes only and do not constitute legal advice and may or may not reflect the most current legal developments. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with legal statutes or statutory instruments. Gordon Dadds LLP accepts no responsibility for their contents, and the reliance on the contents is prohibited and at the user's risk. Transmission of the information is not intended to create, and receipt does not constitute, a solicitor-client relationship. Readers should not act upon this information without seeking independent legal advice.

Integrity in the Workplace   1 Hour

Whistleblowing and ethics in the workplace have been in the headlines over the past few years because high-profile employees have blown the whistle on large public companies, such as Enron and WorldCom. However, integrity and ethics in the workplace are not just for large, high-profile companies. Almost every employer is subject to state or federal laws and regulations, and if the employer does not promote an ethical culture, individual employees with integrity may choose to blow the whistle on their employer's wrongdoing. Whistleblowing isn't just for accountants or lawyers who uncover widespread evidence of fraud. It's also for average, everyday employees who discover illegal or unethical behavior in the workplace, and decide to report it. This course discusses various aspects of corporate ethics, including fraud and abuse associated with financial, safety, health, environmental, and other workplace issues, and the regulatory agencies, laws, and regulations that govern them. The course also discusses how both employers and employees can improve integrity and promote an ethical workplace culture. For employees, it is important to understand how to blow the whistle objectively, and also to understand the general protections afforded to whistleblowers by law, which protect them from retaliation by their employers. For employers, this means implementing policies and practices that promote openness and transparency in the workplace, encouraging employees to report their concerns internally, and rewarding employees and managers for strict compliance with laws and regulations. This course was developed with subject matter support provided by The Beale Firm, PLLC. Please note, however, that the course materials and content are for informational purposes only and do not constitute legal advice. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with any federal, state, or local laws. Transmission of the information is not intended to create, and receipt does not constitute, an attorney-client relationship. Readers should not act upon this information without seeking professional counsel. The information contained herein is provided only as general information that may or may not reflect the most current legal developments. This information is not provided in the course of an attorney-client relationship and is not intended to constitute legal advice or to substitute for obtaining legal advice from an attorney licensed in your state.

Global Anti-Bribery   0.33 Hours

No one can afford to be complacent about the potential for corruption when doing business. Bribery is unethical and, in many locations around the world, illegal. Despite the harsh penalties for both the individual and the company that can result from violations, bribery remains a serious risk. This course defines bribery in the context of international business dealings. It describes the basic concepts of bribery, and explores strategies for preventing bribery in international transactions. This course was developed with subject matter support provided by the Labor & Employment Law Group of the law firm of Baker, Donelson, Bearman, Caldwell & Berkowitz, PC. Please note, however, that the course materials and content are for informational purposes only and do not constitute legal advice. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with any federal, state, or local laws. Transmission of the information is not intended to create, and receipt does not constitute, an attorney-client relationship. Readers should not act upon this information without seeking professional counsel. The information contained herein is provided only as general information that may or may not reflect the most current legal developments. This information is not provided in the course of an attorney-client relationship and is not intended to constitute legal advice or to substitute for obtaining legal advice from an attorney licensed in your state.

Global Diversity   0.5 Hours

The modern workforce is as diverse as the world in which it exists, with employees representing an extraordinary variety of abilities, cultures, ethnicities, beliefs, and languages. But not all organizations have the strategic foresight to tap in to the wealth of human capital available to them. Even when there is commitment from leadership, inclusion and diversity goals don't always make it through to the workplace. To leverage the full potential of the workforce, it's important for organizations, managers, and employees to evaluate and improve the ways in which they support diversity and inclusion, and help ensure employees are being treated fairly. In this course, you'll learn about the characteristics of inclusive workplaces and the benefits of supporting diversity. You'll discover the challenges and barriers to inclusion in the workplace, and learn about recognizing discrimination and bullying. You'll also cover workplace inclusion and accommodation practices, including strategies for promoting inclusion, and how inclusion policies and procedures support employees.

Wage and Hour for Employees   0.25 Hours

As an employee, it's important to be familiar with how wage and hour laws affect you. In this course you will learn about wage and hour laws in the context of everyday life on the job. You'll also learn about the importance of accurately documenting your working time, and explore your responsibilities with regard to overtime. Finally, you'll learn what you should do if you have questions about wage and hour issues. This course was developed with subject matter support provided by the Labor & Employment Law Group of the law firm of Baker, Donelson, Bearman, Caldwell & Berkowitz, PC. Please note, however, that the course materials and content are for informational purposes only and do not constitute legal advice. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with any federal, state, or local laws. Transmission of the information is not intended to create, and receipt does not constitute, an attorney-client relationship. Readers should not act upon this information without seeking professional counsel. The information contained herein is provided only as general information that may or may not reflect the most current legal developments. This information is not provided in the course of an attorney-client relationship and is not intended to constitute legal advice or to substitute for obtaining legal advice from an attorney licensed in your state.

BUSINESS SKILLS

Basic Accounting Concepts for
Non-Financial Professionals   0.5 Hours

Finance and accounting are at the heart of every business. Even if your role isn't directly related to finance, your activities may still have financial implications. This course explains the basics of finance for non-finance professionals, and covers key accounting and finance essentials and concepts: the basic accounting equation, accrual-based accounting, and basic accounting principles. It explores business finance, including how business transactions affect financial statements and the bottom line. You'll walk through the four-step accounting process, and you'll learn the fundamental principles of cash flow management and the four types of financial risk.

Basic Budgeting for Non-Financial Professionals   0.5 Hours

It's not only the Finance department that needs to understand budgeting and finance essentials. Given the importance of finance for non-finance professionals, it's in everyone's best interest to have some basic knowledge of one of the most important aspects of business finance – budgeting. In this course, you'll learn to identify the characteristics of an effective budget, the stages in planning one, and how to distinguish between budgets types. You'll also explore budgeting concepts and techniques such as historical and zero-based budgeting, variance analysis, capital budgeting, and performing budgeting calculations.

The Art and Science of Communication   0.3 Hours

There is a science behind communication, including how we react neuro-physiologically to others – through verbal communication such as their words and tone, as well as the non-verbal communication of their actions and body language. There's also an art to communication, allowing your authentic self to shine through and allowing the exchange with another person to unfold naturally. In this course, you'll learn about the art and science of communication. You'll explore techniques for connecting with your audience and building trust with them so that your communication intention is clear and understood. You'll also learn the basic principles of assertive communication that is positive and not aggressive.

Aligning Goals and Priorities to Manage Time   0.4 Hours

Too much to do and too little time? Everything is urgent? Modern technology means our employers can reach us 24/7, so schedule management and goal setting are more important than ever. When you're under pressure to deliver, you need to know your priorities. Meeting targets and achieving goals consistently regardless of the business situation isn't easy. And this means managing your time effectively. In this course, you'll learn about aligning each goal with your employer's expectations, clarifying your goals, and prioritizing your most important work. You'll also learn how to ask questions to clarify goals, and how to establish and schedule priorities based on these goals.

Getting to the Root of a Problem   0.4 Hours

Solving problems requires strategic thinking. You need to ask the right people the right questions to get to the source of the issue and find the solution. In this course, you'll learn about identifying stakeholders, gaining their input and trust, and using analysis techniques to get to the root cause of a problem.

Being an Effective Team Member   0.5 Hours

Making a real, positive difference on a team is not necessarily about showing team leadership. Even if your role doesn't involve managing teams, you can still make an important contribution by being a strong team member. This course covers strategies and techniques to help you become a more effective and valued team member. You'll explore ways to adopt a positive mindset toward teamwork, so that you can make a significant contribution. Because your success when working on a team depends on pulling together with other people, you'll also learn constructive ways to acknowledge differences and show respect for teams, and specific strategies for team collaboration.

The Reality of Being a First-time Manager   0.4 Hours

The first-time manager often doesn't realize how much their new role differs from that of an individual contributor. They may have misconceptions about what being a new boss entails, and be surprised to learn that the skills and methods required for success as an individual contributor and those needed for success as a new manager are very different. This course describes some of the myths about managing people and their corresponding truths in order to clarify what a new leader really does. It also points to the typical demands and constraints of a manager's job. Finally, it describes strategies for dealing with common mistakes when managing for the first time.

Writing Effective E-mails and Instant Messages   0.5 Hours

Email has become an indispensable communication tool for organizations, and plays a vital role in how they conduct business and maintain their operations. As a result, one of the most important communication skills to have in the workplace today is email etiquette. It can help ensure you get messages across quickly, appropriately, and concisely. In this course, you'll learn some tried and tested guidelines for writing emails. You'll explore the fundamental elements of written communication that every email should contain, and the importance of keeping emails concise. The course also covers the etiquette associated with using instant messaging programs as an extension of email.

Ethics and Project Management   0.9 Hours

Do the right thing but make sure you do it on time, under budget, and within scope, all the while maintaining your professional integrity in a constantly evolving global business environment. How do project managers do it, given that most ethical dilemmas are not black and white and usually require diligent deliberation? This course provides an introduction to how the project management community and the Project Management Institute (PMI®) have established standards of ethics to help members navigate the sometimes murky waters of ethical issues, keeping with the vision of establishing project management as a professional industry.

PRODUCTIVITY

Microsoft Office 2016 Intermediate Excel: PivotTables and Advanced Charts   0.9 Hours

In Microsoft Excel 2016, PivotTables and PivotCharts let you dynamically reorganize and display your data. They can summarize huge amounts of data by category without the need to input complex formulas or spend long hours manually reorganizing your spreadsheet. You can choose and change what you want to summarize. In this course, you will also learn how to use advanced chart features like trendlines and dual axis charts.

Microsoft Excel 2016 Advanced: Power Pivot, Custom Formatting, Fills, and Forms   1.2 Hours

Using Power Pivot in Microsoft Excel 2016, you can pull together huge amounts of data from different sources and analyze it. In this course, you will learn how to use Power Pivot, which was formerly an add-in and is now a feature of Excel 2016. This course also covers the creation of custom and conditional formatting and filters, as well as custom fills.

Headers, Footers, Page Numbering, and Layout in Word 2016   0.7 Hours

Headers and footers, as well as appropriate page layout, play an important role in making documents look professional. In this course, you'll learn about all the options for creating headers and footers, adding page numbering and the date and time, and creating custom page layouts for documents in Word 2016. This course is one of a series in the Skillsoft learning path that covers Microsoft Word 2016 for beginners.

Maintaining, Protecting, and Reviewing Documents in Word 2016   0.9 Hours

Microsoft Word 2016 makes it possible for multiple contributors to collaborate in reviewing documents, as well as providing features that help protect documents from unwanted changes. In this course, you'll learn how to use comments, check document revisions, track document changes, and combine or compare revisions in different document versions. You'll also learn how to protect a document from specific types of changes, manage draft versions, and alter document properties. This course is one of a series in the Skillsoft learning path that covers Microsoft Word 2016 for intermediate-level users.

Using Slide Masters and Slide Elements to Optimize Impact   1 Hour

Proper use of slide masters and slide elements like timelines, charts, shapes, animations, and hyperlinks can simplify the design process and enhance a PowerPoint 2016 presentation. In this course, you'll learn how to create and customize a slide master and how to use a range of elements to add impact to presentation slides. You'll also learn best practices for delivering a presentation. This course is one of a series in the Skillsoft learning path that covers best practices when using PowerPoint 2016.

Designing Effective PowerPoint Presentations   0.8 Hours

To be effective, a presentation has to capture your audience's attention and deliver a compelling message. In this course, you'll learn design principles for creating engaging presentations in PowerPoint 2016. You'll also learn how to ensure your message is clear and persuasive, and how to use sound, images, color, and styles to optimize the visual impact that a presentation has on your audience. This course is one of a series in the Skillsoft learning path that covers best practices when using PowerPoint 2016.