














































Learn & Grow.

Course List.

 Video Lesson
  Video Course
  Interactive Video

Course	Format
Business Skills	
9 Easy Ways to Be Smarter Every Day	
A Guide for Healthy Communications: Winning at Work	
Being Truthful About Tough Messages	
Building Strategic Relationships	
Business Etiquette: Using Email Professionally	
Career Success Strategy: Career Resilience	
Career Success Strategy: Creating a Powerful Resume	
Conversation Starters: Embracing Change	
Customer Service Communication Skills	
Cutting Edge Communication: Handling Anyone Difficult	
Decision-Making: Financial (Part 1 of 9) – Understanding Financial Decisions	
Decision-Making: Financial (Part 2 of 9) – Key Terms in Financial Analysis	
Decision-Making: Financial (Part 3 of 9) – Amounts and Costs	
Decision-Making: Financial (Part 4 of 9) – Time Value of Money	
Decision-Making: Financial (Part 5 of 9) – Cash Flow Is King	
Decision-Making: Financial (Part 6 of 9) – Payback Method	

Courses may be periodically updated, added, or removed.

Course	Format
Decision-Making: Financial (Part 7 of 9) – Net Present Value Method	
Decision-Making: Financial (Part 8 of 9) – Return on Investment Method	
Decision-Making: Financial (Part 9 of 9) – Advanced Financial Decision-Making	
Ethics for Employees	
Ethics for Managers	
Finding Common Ground	
Four Ways to Enhance Your Career	
Fundamentals of Customer Service	
Listen Up People	
Managing Stress: Dealing With Stress at Work	
People Matter! Beginning With Respect	
Performance Excellence: Introduction	
Preparing for an Epidemic	
Preparing for My Appraisal	
Project Management Fundamentals	
Project Management Fundamentals (Part 1 of 10): Project Management Introduction	
Project Management Fundamentals (Part 2 of 10): Characteristics of Projects	
Project Management Fundamentals (Part 3 of 10): Prioritizing Project Work	
Project Management Fundamentals (Part 4 of 10): The Project Management Life Cycle Model	
Project Management Fundamentals (Part 5 of 10): The Five Processes of Project Management	
Project Management Fundamentals (Part 6 of 10): Types of Project Stakeholders	
Project Management Fundamentals (Part 7 of 10): The Stakeholder Analysis Matrix	
Project Management Fundamentals (Part 8 of 10): Stakeholder Analysis Alternatives	
Project Management Fundamentals (Part 9 of 10): Managing Project Constraints	
Seeing Red Cars: A True Example of Positive Focus	
Setting and Managing Priorities	
Time Management (Part 1 of 8): Managing the Time of Your Life, Part I	

Courses may be periodically updated, added, or removed.







117 Main St, Seymour, CT 06483
 HRhelp@HR-Consulting-Group.com
 P: 203.881.1755 | F: 203.881.3135











Course	Format
Time Management (Part 2 of 8): Managing the Time of Your Life, Part II	
Time Management (Part 3 of 8): Planning Your Week	
Time Management (Part 4 of 8): Prioritize Your Tasks	
Time Management (Part 5 of 8): Creating Extra Time	
Time Management (Part 6 of 8): Working More Efficiently	
Time Management (Part 7 of 8): Getting Organized	
Time Management (Part 8 of 8): Stop Procrastinating	
To the Point About: Ergonomics	
To the Point About: Preventing Back Injuries	
Understanding and Controlling Ergonomic Risk Factors, Concise	
Using Emotional Intelligence	

HR Compliance

Active Shooter and Workplace Violence	
Active Shooter: Surviving an Attack	
Anti-Harassment Training for Employees	
Anti-Harassment Training for Employees (California)	
Anti-Harassment Training for Employees (New York)	
Anti-Harassment Training for Supervisors	
Anti-Harassment Training for Supervisors (California)	
Anti-Harassment Training for Supervisors (New York)	
Bullying and Other Disruptive Behavior (for Employees)	
Conflict Resolution Episode 1: The Loudest Person Wins!	
Diversity: Seeking Commonality (Employee Version)	
Diversity: Seeking Commonality (Manager Version)	
HIPAA Intermediate for Security Officers	
HIPAA: Basics	
HR Law for Managers	

Courses may be periodically updated, added, or removed.

Course	Format
LGBT+ Equality in the Workplace	
Performance Appraisals	
Preventing Harassment in Industry, Concise	
Preventing Sexual Harassment (for Employees)	
Sexual Harassment: Taking Action - Preventing and Addressing Sexual Harassment	
Stop Bullying in the Workplace (Employee Version): Bullying 101	
Stop Bullying in the Workplace (Manager Version): Bullying 101	
Stop Sexual Harassment	
Understanding Workplace Substance Abuse for Employees	
Understanding Workplace Substance Abuse for Managers	













Industry Specific

Cyber Security Awareness	
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








Information Technology / Cyber Security

Cyber Security Awareness	
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Leadership and Management

Creating Accountability	
Dealing With Difficult People: Introduction	
Dealing With Difficult People: Part 1 – Pinpointing Your Triggers	
Developing B-Players Into Top Performers	
Emerging Leaders Episode 1: The Importance of Appearances	
Emerging Leaders Episode 2: How to Avoid Becoming a Micromanager	
Emerging Leaders Episode 3: Learning to Live with Failure	
Emerging Leaders Episode 4: The Importance of Being Present	
Emerging Leaders Episode 5: The Danger of Too Much Fraternizing With Your Employees	
Four Ways to Boost Your Leadership Skills	
Leadership Best Practices: Introduction – How to Develop Your Own Leadership Style	
Leadership Fundamentals	





Courses may be periodically updated, added, or removed.

Course	Format
Leading More With Less	
Leveraging the Power of Generations Episode 1: Establishing the Playing Field	
Leveraging the Power of Generations Episode 2: Choosing Sides	
Leveraging the Power of Generations Episode 3: Advancement is a Process	
Leveraging the Power of Generations Episode 4: Advancement Never Stops	
Leveraging the Power of Generations Episode 5: If You Don't Slow Down We're Going to Crash	
Leveraging the Power of Generations Episode 6: Why All Age Groups Should Continue Learning	
Leveraging the Power of Generations Episode 7: Finding Common Ground	
Managing Me	
New Supervisor Fundamentals	
Succession Planning	
The Power of Teamwork Inspired by The Blue Angels	
Using the Discipline Process	
Would I Follow Me?	
Would I Work for Me?	







Sales and Service

Act: Customer Service is All About Solving Problems (Part 4 of 4)	
Customer Service Episode 1: A Tale of Two Businesses	
Customer Service Episode 2: Pay Attention to Your Environment	
Customer Service Episode 3: Little Things Matter	
Customer Service Episode 4: Your Wait Time is Approximately...Forever	
Customer Service Episode 5: Customer Service 101 – The Basics of Bad Customer Service	
Customer Service Episode 6: A Playful Way to Annoy Your Customers	
Customer Service Episode 7: Dealing With Irrate Customers	
Customer Service Episode 8: Follow Every Rule	
Customer Service Episode 9: Using Proper English and Grammar Can Only Hurt Your Career	
Customer Service Episode 10: Sound Excited Already!	













Courses may be periodically updated, added, or removed.

Course	Format
Customer Service Gone Viral	
Customer Service: Make it Easy (Part 1 of 4) – Make Customers Your Top Priority	
Negotiating Skills	
Selling at a Distance	
Selling at a Distance: Prospecting by Phone	
So HELP Me: Employee Edition	
So HELP Me: Supervisor Edition	








Software

dummies®: Microsoft Office 2016	
SkillPath® PowerPoint 2016 Essentials	
SkillPath® Word 2016 Essentials	
Using Microsoft Windows 10 - Managing Files and Folders	
Using Microsoft Windows 10 - Using Windows 10 Security Features	
Working With Excel 2016	

Workplace Safety

Back to Work, Back to Safety: Regaining Safety Habits After Time Away From Work, Concise	
Bloodborne Pathogens: The Unexpected Hazard, Concise	
Computer Workstation Safety	
Distracted Driving	
Electrical Safety for Everyone, Concise	
HazCom, the GHS, and You, Concise	
I Can't Get No Traction (Music Video/Meeting Opener)	
Learning Ergonomics	
Making Safety Work: Overview of Workplace Safety and Responsibilities, Concise	
OSHA Recordkeeping for Employees	
OSHA Recordkeeping for Managers and Supervisors	
Personal Protective Equipment	

Courses may be periodically updated, added, or removed.

Course	Format
Respiratory Protection (HAZWOPER)	
Safety Housekeeping and Accident Prevention	
Safety Orientation	
The Emergency Response Plan	
To the Point About: Fire Prevention and Response	
To the Point About: Preventing Slips and Falls	
To the Point About: Safe Forklift Operation	

Courses may be periodically updated, added, or removed.

Transforming employee experience for a better today and a better tomorrow.