Advanced Skillsoft® Library

Relias has added additional Skillsoft® content to our course offering. See our broadened course listing below:

Skillsoft® Management and Leadership

The Reality of Being a First-time Manager
Facing Challenges as a First-time Manager
Planning an Effective Performance Appraisal
Creating a Plan for Performance Management
Detecting and Dealing with Performance Problems
Effectively Directing and Delegating as a Manager
Managing Employee Development
Facing the Management Challenges of Difficult Behavior and Diverse Teams
Being a Fair and Caring Manager
Managing for Cross-functionality
Fostering Mentoring Relationships
Maintaining a Cohesive Multigenerational Workforce
Managing Multigenerational Employees
Being an Effective Manager When Times Are Tough
Managing Motivation during Organizational Change
How to Manage Difficult Conversations
Driving Change with Coaching
Taking Your Team to the Next Level with Delegation
Keeping Top Performers Challenged
Motivating Your Employees
Leading through Positive Influence
Leveraging Emotional Intelligence
Leading Your Team through Change
Building a Leadership Development Plan
Positive Atmosphere: Establishing an Engaged Workforce
Positive Atmosphere: Establishing a Positive Work Environment
Positive Atmosphere: How Organizational Learning Drives Positive Change
Becoming an Inspirational Leader
Assessing Your Own Leadership Performance
Gender and Leadership
Choosing to Lead as a Woman
Career and Family Challenges for Women Leaders
Gaining Insight through Organizational Awareness
Developing a Successful Team

Encouraging Team Communication and Collaboration

Handling Team Conflict

Leading a Cross-functional Team

Communicating Vision to Your Employees

Ensuring Onboarding Success

Operations Management Functions and Strategies

Strategic Product and Service Management

Supply Chain Management Basics: Cutting Costs and Optimizing Delivery

Inventory Management: Aligning Inventory with Production and Demand

Optimizing Operations Using Demand Forecasting and Capacity Management

Using Lean to Perfect Organizational Processes

Using Lean to Improve Flow and Pull

Using Lean to Reduce Waste and Streamline Value Flow

Applying Value Stream Mapping in Lean Business

Hiring Strategic Thinkers

Preventing High Turnover Rates: How to Keep the Best

Surviving the Talent Crunch

Managing Fairly

Acting Decisively

Employee Dismissal

Making the Move into Management

Underperforming Employee – Now What?

Managing Performance

Gauging Your Organization's High-performing Potential

Managing for Cross-functionality

Managing Your Company's Talent

Managing the Unique Needs of Experts

Leader as Motivator

Succession Planning

Succession Planning and Management Programs

Managing Top Performers Is Always Easy...Right?

Building Upward Relationships

Developing Adaptable Managers

Recognizing Natural Leaders

The Emotionally Intelligent Leader

Crafting an Organizational Vision

Implementing and Sustaining Change

Skillsoft® Communication

The Art and Science of Communication
Making an Impact with Non-verbal Communication
Trust Building through Effective Communication
Listening Even When It's Difficult to Listen
Using Active Listening in Workplace Situations
Facing and Resolving Conflict in the Workplace
Navigating Your Own Emotions
Navigating Other People's Emotions
Navigating the Workplace with Emotional Intelligence
Polishing Your Feedback Skills
Acting with Diplomacy and Tact
Navigating Challenging Situations with Diplomacy and Tact
Effective Team Communication
Difficult People: Can't Change Them, so Change Yourself
Difficult People: Strategies to Keep Everyone Working Together
How Culture Impacts Communication
Using Communication Strategies to Bridge Cultural Divides
The Essentials for Anger Management
Writing Effective E-mails and Instant Messages
Sending E-mails to the Right People
Organizing Your E-mail
Keeping Business Calls Professional
Troublesome Words and Phrases: Common Usage Mistakes in Writing
Planning an Effective Presentation
Administrative Support: Interacting Effectively with Colleagues
Facing Confrontation in Customer Service
Providing Effective Internal Customer Service
Rapport Building in Customer Service

Skillsoft® Personal Development

Cultivating Relationships with Your Peers
Building Your Professional Network
Bridging the Diversity Gap
Your Role in Workplace Diversity
Managing Pressure and Stress to Optimize Your Performance
Developing Your Business Ethics
Aligning Goals and Priorities to Manage Time
Make the Time You Need: Get Organized

The Art of Staying Focused

Self-improvement for Lifelong Success

Understanding Unconscious Bias

Overcoming Unconscious Bias in the Workplace

Developing a Growth Mind-set

Learning from Failure

Being an Effective Team Member

Getting to the Root of a Problem

Defining Alternative Solutions to a Problem

Confronting Your Assumptions

Forging Ahead with Perseverance and Resilience

Reaching Goals Using Perseverance and Resilience

Taking Stock of Your Work/Life Balance

Building Better Relationships through Understanding

Critical Thinking

Building Peer Relationships

Overcoming Your Own Unconscious Biases

Staying Balanced in a Shifting World

Take a Deep Breath and Manage Your Stress

Organize Your Physical and Digital Workspace

Avoid Procrastination by Getting Organized Instead

Becoming More Professional through Business Etiquette

Reframing Negative Situations

Rebuilding Trust

Persevering through Setbacks

Becoming Your Own Best Boss

Ethics and Project Management

Ethical Standards and PMI® Core Values

Finding Your Bearings as a Project Manager

Getting the Big Picture by Defining the Project's Scope and Team

Mastering the Details of a Project's Schedule and Budget

Managing a Project to Minimize Risk and Maximize Quality

Navigating through Changes and Conflicts in Projects

Taking Final Steps to Bring a Project to Its Close

Skillsoft® Business Skills

Key Accounting Concepts and Principles

Recording, Posting, and Balancing the Books

Preparing Financial Statements and Closing Accounts

Accounting for Stock Transactions

Outsourcing Financial Activities
Deconstructing the Balance Sheet
Microsoft Office 2016: First Look Modern Productivity
Microsoft Office 2016: First Look Functionality and Collaboration
Introduction to the PowerPoint 2016 Interface and Basic Tasks
Modifying and Formatting Slides in PowerPoint 2016
Formatting Text Boxes and Working with Graphic Content in PowerPoint 2016
Working with Graphic, Audio, and Video Content in PowerPoint 2016
Constructing and Modifying Tables and Charts in PowerPoint 2016
Working with the Interface and Performing Basic Tasks in Word 2016
Formatting Text in Word 2016
Customizing Options and Using Document Views in Word 2016
Creating and Formatting Tables in Word 2016
Headers, Footers, Page Numbering, and Layout in Word 2016
Using the Navigation Pane and Creating Lists in Word 2016
Creating Photo Albums, Sections, Transitions, and Animations in PowerPoint 2016
Using Hyperlinks, Actions, and Comments in PowerPoint 2016
Using Slide Show Presentation Tools in PowerPoint 2016
Customizing Proofing and Default Options in PowerPoint 2016
Sharing and Protecting Presentations in PowerPoint 2016
Exporting Presentations and Compressing Media in PowerPoint 2016
Using Illustrations, Styles, and Themes in Word 2016
Designing and Formatting Illustrations in Word 2016
Advanced Table Customization in Word 2016
Maintaining, Protecting, and Reviewing Documents in Word 2016
References, Proofing, Mail Merges, and Forms in Word 2016
Sharing and Collaborating on Documents in Word 2016
Microsoft Excel 2016 Essentials: Creating, Editing, and Saving Workbooks
Microsoft Excel 2016 Essentials: Formatting Data
Microsoft Excel 2016 Essentials: Data Presentation Strategies
Microsoft Excel 2016 Essentials: Formulas and Functions
Microsoft Excel 2016 Essentials: Charts, Tables, and Images
Microsoft Excel 2016 Intermediate: Customizing Views, Styles, and Templates
Microsoft Office 2016 Intermediate Excel: Creating Custom Visual Effects
Microsoft Office 2016 Intermediate Excel: Working with Data
Microsoft Office 2016 Intermediate Excel: Macros and Advanced Queries
Microsoft Office 2016 Intermediate Excel: PivotTables and Advanced Charts
Microsoft Office 2016 Intermediate Excel: Share, Review, and Collaborate
Microsoft Excel 2016 Advanced: Apps and What-if Analysis
Microsoft Excel 2016 Advanced: Power Pivot, Custom Formatting, Fills, and Forms
Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors

Skillsoft® Safety

Active Shooter 2.0

What You Need to Know About Phishing

Preventing Identity Theft

Privacy and Information Security

IT Security for End Users: IT Security Fundamentals

IT Security for End Users: Using Corporate Devices Securely

IT Security for End Users: Secure Corporate Communications and Networking

CompTIA Cybersecurity Analyst+ CS0-001: Network Architecture and Reconnaissance

CompTIA Cybersecurity Analyst+ CS0-001: Threat Identification

CompTIA Cybersecurity Analyst+ CS0-001: Threat Mitigation

CompTIA Cybersecurity Analyst+ CS0-001: Reducing Vulnerabilities

CompTIA Cybersecurity Analyst+ CS0-001: Investigate Security Incidents

CompTIA Cybersecurity Analyst+ CS0-001: Monitoring for Security Issues

Laboratory Safety Impact: Emergency Guidelines and Procedures

Laboratory Safety Impact: Hazardous Waste Accumulation and Disposal

Laboratory Safety Impact: Laboratory Safety Requirements

Laboratory Safety Impact: Preventing Fire and Burn Hazards

Laboratory Safety Impact: Safety Data Sheets and Chemical Storage

Laboratory Safety Impact: Safety Guidelines and Procedures