



TalentLMS and CPM Academy Professional Development Course Bundles for Continuing Education Credits

Catalog

100% Online ready-made courses that cover the skills your teams need for **success at work**.

Bundles approved for Continuing Education credits. Each bundle of 10 courses is equivalent to 5 credit hours.



Business Skills Bundles

Business Continuity Bundle – Technical Business Continuity Essentials

Introduction to Business Emergency
Preparedness Planning
Developing a Contingency Plan
Managing Business Resilience
Dealing With Business Continuity and Disaster
Recovery
The Incident Manager's Tool Kit

Business Continuity Applied

Incidents & The Importance of Accurate
Information
The Challenges of Communication during an
Incident
Testing Business Continuity
Integrated Response & Recovery
Dealing with Supply Chain Disruptions

Coaching Essentials Bundle - General Coaching Essentials 1

Introduction to Coaching
Using Coaching Models
Asking the Right Questions
The Art of Listening (for coaching)
The Importance of Goal Setting

Coaching Essentials 2

Establishing a Coaching Culture
Building Trust and Rapport
The Power of Silence
Creating Accountability
Giving Effective Feedback

Business Innovation Bundle – Technical Business Innovation 1

The 7 Skills of Critical Thinking
Creative Thinking
Thinking Logically
Problem Solving
The Power of Analysis

Business Innovation 2

Critical Observation
Being Adaptable
Driving Innovation
Dealing with Uncertainty
Being Resourceful

Data Analysis Bundle 1 - Technical Data Analysis 1

Data Literacy
The Power of Big Data
Visualizing Data
Data Ownership

Data Analysis 2

The 5 Cs of Report Writing
Developing Research Skills
The Basics of Business Writing
The Stages of Report Writing: Investigating,
Planning, Writing and Revising
Report Writing: The Power of Visuals



Data Analysis Bundle 2 – Technical

Data Analysis 3

Business Analysis Technique - MOST & SWOT
Business Analysis Technique - PESTLE
Business Analysis Technique - MoSCoW
Business Analysis Technique - The 5 Whys
Business Analysis Technique - Six Thinking Hats

Data Analysis 4

Qualitative & Quantitative Data Analysis
Methods of Analyzing Qualitative & Quantitative Data
Descriptive and Exploratory Data Analysis Techniques
Inferential and Predictive Data Analysis Techniques
Causal and Mechanistic Data Analysis Techniques

Networking Bundle - General

Networking 1

What is Networking?
Key Traits of a Successful Networker
Common Networking Pitfalls
Preparing to Network (Research and Prep)
Overcoming Shyness

Networking 2

Your Personal Elevator Pitch
Approaching People and Introductions
Carrying and Ending a Conversation
Following up with Your Connections
Virtual Networking

KPIs & OKRs Bundle – Technical

KPIs & OKRs

OKRs vs KPIs
OKRs - Vision, Planning & Measuring
Types of OKRs - Committed & Aspirational
How to Write Effective OKRs
OKRs and Going Beyond Vanity Metrics

KPIs & OKRs 2

Setting Business KPIs
KPIs and Employee Performance Management
The Balanced Scorecard
Leading and Lagging KPIs
KPIs and The Golden Thread

Performance Management Bundle – Technical

Performance Management 1

Preparing for a One-to-One Meeting (Manager)
Preparing for a One-to-One Meeting (Employee)
Running an Effective One-to-One Meeting
Effective questioning for One-to-One Meetings

Performance Management 2

How to take good notes in a Meeting
Having a Constructive Conversation About Low Performance
Running One-to-One Meetings Remotely
Manager vs. Coach vs. Mentor
Managing Short & Long-Term Sickness



Project Management Bundle 1 – Technical

Project Management Applied 1

Project Management Methodologies 1
Project Management Methodologies 2
Activity & Resource Planning
Organizing & Motivating a Team
Time Management in Projects

Project Management Applied 2

Developing a Budget (Cost Estimating)
Ensuring Customer Satisfaction
Managing Project Risk
Monitoring Progress
Producing Reports

Strategy Development Bundle – Technical

Strategy Development 1

Strategic Thinking
Formulating a Winning Strategy
Scenario Planning and Risk Management
A Walkthrough of Business Operating Models
Business Model Innovation

Strategy Development 2

Global Market Entry Strategies
Measuring and Evaluating Strategy Success
Crisis Management and Adapting Strategies
Strategic Leadership and Strategy Success
Integrating Ethics into Strategy Development

Project Management Bundle 2 – Technical

Project Management Essentials

Initiating a Project
Planning a Project
Executing a Project
Monitoring a Project
Closing a Project

Project Management Mastery

Agile in Practice
Kanban in Practice
Scrum in Practice
Waterfall in Practice
Choosing the Right Project Methodology

Teamwork Essentials Bundle - General

Teamwork Essentials 1

The Power of Teamworking
Setting Common Goals
Collaboration
Communicating Openly
Encouraging Different Opinions

Teamwork Essentials 2

Celebrating Differences & Diversity
Building Trust & Respect
Roles & Responsibilities
Dealing with Difficult Personalities
Celebrating Success



Leadership Bundles

Leadership Bundle 1 - General Leadership Essentials 1

The Four Types of Leaders
Delegation and Empowerment
Humility
Emotional & Cultural Intelligence
Being Authentic

Leadership Essentials 2

Inspiring Others
Taking Accountability
Making Decisions
Being Confident
Being Brave

Leadership Bundle 3 - General The Leadership Role Model 1

Leading with Respect & Respecting Others
Leading with Energy
Being Positive
Leading with Commitment
Using Humor

The Leadership Role Model 2

The Power of Patience
Recognizing and Rewarding Others
Leading with Empathy
Knowing when you're wrong
A Healthy Manager is a Good Manager

Leadership Bundle 2 - General Leadership Toolkit 1

Managers vs. Leaders
Conflict Management
Effective Meetings
Motivating Others
Leading Remote Teams

Leadership Toolkit 2

Promoting Talent
Leading by Example
Facilitating Results
Making Deals
Managing Change

Leadership Bundle 4 - General Adaptive Leadership

What is Adaptive Leadership?
Using Authority and Power (Taking Chances)
Overcoming Resistance to Shared
Responsibility
Learning through Self-Correction
Building a Culture of Adaptability

Situational Leadership

Telling Leadership
Selling Leadership
Participating Leadership
Delegating Leadership
Practicing Situational Leadership



Leadership Bundle 5 - General Safety Leadership

What is Safety Leadership?
What is Behavioral Safety?
Building a Proactive Safety Culture
Understanding your Health and Safety Responsibilities
The Consequences of poor Health and Safety Practices

Remote Leadership

The Remote Leadership Model
Building Trust at a Distance
Remote Goal Setting
Engaging Remote Workers
Remote Team Communication

Entrepreneurship Bundle - General

Entrepreneurship 1

The Five P's
The Entrepreneurial Mindset
Being Curious
The Power of Imagination
Being Self Aware

Entrepreneurship 2

Building Relationships & Networking
The Power of Influence
Taking Calculated Risks
Being Prepared to Fail
Turning Ideas into Action

Communication Skills Bundle - General

Communication Skills Applied

Communicating under Stress
Using Body Language
Interpreting Body Language
Tone of Voice
The Art of Storytelling

Communication Skills Applied 2

Assertive Communication
Managing Anger
Emotional Literacy
Managing Up
Email Etiquette

The Creative Process Bundle – General

The Creative Process 1

Creative Thinking Techniques
Overcoming Creative Blocks
Ideation and Generating Concepts
Creating Content for Impact
Using Visual Communication to Get Your Point Across

The Creative Process 2

User-Centered Design
Team Creativity and Collaboration
Ethics and Creativity
Creativity and Problem-Solving
The Future of Creativity (AI)



Safety and Compliance Bundles

Workplace Safety Bundle 1 - Technical OSHA-Workplace Safety 1

OSHA Worker Rights and Protection
Fall Prevention
PPE (Personal Protective Equipment)
OSHA Severe Injury Reporting and
Record Keeping
Trenching and Excavation

OSHA-Workplace Safety 2

First Aid: CPR
Spills & Hazardous Waste (HAZWOPER)
Chemical Hazards & Toxic Substances
Occupational Noise Exposure
The Dangers of Working in the Heat

Workplace Safety Bundle 3 - Technical OSHA Workplace Safety 5

Forklift Truck Safety
Asbestos Hazard Management
Safety Audits
Incident Investigation
Hand and Power Tools

Environment & Sustainability

Wishcycling
Sustainability & Innovation
The Benefits of Becoming a B Corp
Going Net Zero
Sustainable Construction

Workplace Safety Bundle 2 - Technical OSHA-Workplace Safety 3

Bloodborne Pathogens
Confined Spaces
Electrical Safety
Ladder Safety
Machine Guarding

OSHA-Workplace Safety 4

Basic Respiratory Protection
Cold Stress
Driver Safety
Lockout / Tagout
Hazard Communication

Workplace Essentials Bundle - Technical

Workplace Essentials 1

Slips, Trips & Falls
Use the Handrail
Cable Management
Reporting a Hazard
Manual Handling

Workplace Essentials 2

Workstation Ergonomics
Don't Speed on Site
Driving & Using Your Phone
Don't Walk & Text
Going Remote



Technology Bundles

Artificial Intelligence Bundle 1 - Technical

Artificial Intelligence Essentials 1

What is Artificial Intelligence?
What is Machine Learning?
Deep Reinforcement Learning
Harnessing the Power of AI
Ethics and Artificial Intelligence

Artificial Intelligence Essentials 2

The Beginner's Guide to Using ChatGPT
ChatGPT and Creating Content Part 1
ChatGPT and Creating Content Part 2
ChatGPT and Translations
Building Chatbots with ChatGPT

Artificial Intelligence Bundle 2 - Technical

Artificial Intelligence Essentials 3

ChatGPT: Personal Development and Growing Your Career
Prompt Engineering: How to Create Effective Prompts
Troubleshooting and Debugging with ChatGPT
Managing Your Data with ChatGPT
ChatGPT and Customer Support
ChatGPT and Marketing

Artificial Intelligence Essentials 4

ChatGPT and Cybersecurity
AI for Accessibility
The Ethical Use of AI in the Workplace
ChatGPT for SQL Queries
Generative AI: A Tools Walkthrough

For more information or register

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*This Catalog may be subject to change.

