

Course Catalogue



**A Comprehensive
Digital MicroLearning Solution
That Serves
Today's Workforce Needs**



E-LIBRARY MICRO COURSE CATALOGUE

Foundations Library

Our flagship Foundations Library is designed for people at all stages of their careers and lives. Whether you're looking for new and more effective ways to accomplish goals, becoming more resilient, or becoming a master strategist, we've got you covered.

COURSE NAME	COURSE DESCRIPTION	# of Modules
(The) Art of Cultivating Lasting Relationships	Inside this micro course, you'll get the entire step-by-step process to create, foster and maintain incredible lasting relationships. We'll show you everything you need to know about the art of great relationships...how to navigate relationships in different contexts and areas of your life... how to create an environment that is built upon open communication... and much more.	4
Creativity Booster	This course contains a step-by-step process for generating and developing creative ideas, products and services. You'll learn how to generate and develop creative ideas... how to turn those ideas into tangible items.	5
Get IT Done: Bring Your Ideas to Life	inside this micro course, you'll get the entire step-by-step process to bring your ideas to life. This micro course will show you exactly how to bring your ideas to life..... how to start a project and get IT done... how to create an environment that encourages focus and productivity... and much more. In Get IT Done, you'll be able to say goodbye to unnecessary distractions, so you'll be able to focus longer, complete more projects, and consistently take your ideas from great ideas to great outcomes.	4
Go for Your Goals	In this course, you'll discover the FULL step-by-step process to achieve your biggest dreams. You'll learn exactly what actions you need to take to set yourself up for success; how to choose goals that you're passionately committed to achieving; and how to create the unwavering focus, momentum, and resilience you'll need to cross the finish line.	5
Good Habits That Stick	In this three-phase micro cour, you'll have an easy-to-follow blueprint you can use for the rest of your life to once-and-for-all get rid of those bad habits and build long-term good habits that will improve your life and success. Use it to build any habit in any area of your life you want to improve - whether it's your health, your relationships, your career, or even your finances.	5
(The) Master Strategist	Never struggle with an impossible problem again. The course will help you focus, identify creative solutions, and choose the right course of action for your situation. You'll learn the secrets that master strategists use to make better business decisions and increase their odds of success.	6
Navigate Challenging Times Calmly & Confidently	In this course you'll learn the secrets that some of the most successful, most resilient people have used to confidently navigate even the stormiest weather. We'll show you a step-by-step process for building your "resilience muscle" and exactly how you can improve your ability to remain calm under pressure and deal with challenging situations confidently.	6
(The) Path to Leadership	When you enroll in The Path to Leadership, you'll learn the characteristics and qualities you'll need to develop to effectively lead your team, any group of people and be a better partner and friend. This course includes a combination of detailed strategies and hands-on activities.	5
(The) Power of Powerful Listening	The ability to use powerful listening skills is often the #1 trait of those chosen for leadership roles — both at work and at home. You'll find out exactly what good listening is (and is not)... how to understand someone's full communication... how to reach an important agreement... tools for highly-emotional conversations... specific skills for business and negotiation... and more...	6
(A) Productivity Master's Guide	In this course, you'll discover how to become the kind of person that gets the things that matter, done (all without tons of stress or overwhelm). You'll know exactly what you need to do to be productive (and which habits you need to let go of that are robbing your time). And you'll learn how to create your own, personalized productivity system that works for you and your personality.	5
Stop Procrastinating	In this course you'll learn the entire, step-by-step process for overcoming procrastination at work or at home, making the most of your time and energy, and maintaining steady momentum on your tasks and projects.	4



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Workplace Competency Library

The Workplace Competency Library is designed for people at all stages of their careers. In today's complex work environment, these research-based competency courses are essential to success.

COURSE NAME	COMPETENCY DEFINITION	# OF MODULES	ALSO PART OF THESE MICRO COURSES
Accountability for Others	Being responsible for the consequences of the actions of those whom you manage.	3	
Accurate Listening	Coming Q1 2023		
Attention to Detail	Coming Q1 2023		
Attitude Toward Honesty	Coming Q1 2023		
Attitude Towards Others	Coming Q1 2023		
Balanced Decision Making	The ability to make consistently sound and timely decisions in one's personal and professional life.	3	Decision Making; Diplomacy & Tact
Commitment to the Job	Coming Q1 2023		
Conceptual Thinking	The ability to identify and evaluate resources and plan for their utilization throughout the execution of comprehensive, long-range plans.	3	Decision Making
Conflict Management	The ability to address and resolve conflict constructively.	3	
Consistency & Reliability	Coming Q1 2023		
Continuous Learning	Continuous Learning is comprised of two micro courses: Personal Drive & Self Improvement		
Conveying Role Value	The ability to draw upon a variety of capacities (empathetic, interpersonal, and leadership) to instill in an employee a sense of value for the task at hand.	3	Influencing Others
Correcting Others	Correcting Others is the ability to confront controversial or difficult issues in an objective manner; the ability to have non-emotional discussions about disciplinary matters.	3	
Creativity	Coming Q1 2023		
Customer Focus	Coming Q1 2023		
Decision Making	Good decision making is all about defining the problem and then selecting the course of action that is most likely to lead to a desired outcome. Decision Making is made up of this cluster of competencies: Theoretical Problem Solving, Conceptual Thinking, Role Confidence; and, Balanced Decision Making.	4 x 3	
Developing Others	Coming Q1 2023		
Diplomacy & Tact	Diplomacy and Tact are skills centered around an understanding of other people and being sensitive to their opinions, beliefs, ideas and feelings. This competency is comprised of a cluster of competencies as follows: Balanced Decision Making; Emotional Control; Freedom from Prejudices; and Human Awareness.	4 x 3	
Emotional Control	The ability to maintain a rational and objective demeanor when faced with stressful or emotional situations; a measure of self-composure in a difficult situation and the ability to act objectively, rather than impulsively or emotionally.	4	Diplomacy & Tact; Interpersonal Skills
Empathetic Outlook	The ability to perceive and understand the feelings and attitudes of others, the ability to place oneself "in the shoes" of another and to view a situation from their perspective.	3	Influency Others
Enjoyment of the Job	Coming Q1 2023		
Evaluating Others	Coming Q1 2023		
Evaluating What is Said	The ability to be open to people and willingness to hear what other people are saying and not what they think they should say or are going to say.	3	
Flexibility	Coming Q1 2023		



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Following Directions	Coming Q1 2023		
Freedom from Prejudices	The ability to not allow unfair implications of prejudices information to enter into and effect an interpersonal relationship; not allowing a person's class, race, sex, ethnicity, or personal philosophy to cause you to prejudge the actions, potential, intentions, or attitudes of others.	3	Diplomacy & Tact
Frequent Change	Coming Q1 2023		
Gaining Commitment	Coming Q1 2023		
Goal Achievement	Goal achievement is the ability to achieve goals, identify and implement objectives, and take action towards goal accomplishment. It is comprised of a family of four competences: Persistence; Realistic Personal Goal Setting; Results Orientation; and, Project & Goal Focus for its success.	4 x 3	
Goal Directedness	Coming Q1 2023		
Handling Rejection	The ability to handle rejection on a personal level, based solely on your self-esteem, the ability to see yourself as valuable, separate, and apart from your role or position in life.	3	
Handling Stress	The ability to balance and defuse inner tensions and stresses; the ability to appropriately separate yourself from stressful situations and maintain your own sense of inner peace.	3	
Human Awareness	The ability to be conscious of the feelings and opinions of others as well as to value them is key in any organization.	3	
Influencing Others	The ability to get people on board with what you need them to do without resorting to negative behaviours. The Influencing Others family of micro courses includes: Empathetic Outlook; Understanding Motivational Needs; Gaining Commitment; and Conveying Role Value.	4 x 3	
Initiative	The ability to direct one's energies toward the completion of a goal, without an external catalyst; the ability to initiate actions based on one's own interpretation or understanding of a situation.		Resilience
Integrative Ability	Coming Q1 2023		
Internal Self Control	The ability to maintain rational and objective actions when faced with a stressful and emotional situation.	3	
Interpersonal Skills	The ability to effectively communicate, build rapport and relate well to all kinds of people.	3	
Intuitive Decision Making	Coming Q1 2023		
Job Ethic	Coming Q1 2023		
Leadership	The ability to achieve extraordinary results through people.	3	
Leading Others	The ability to organize and motivate people to get things accomplished in a way that everyone feels a sense of order and direction.	3	
Long Range Planning	The capacity to see the big picture and long-term goals and to forge clear, realistic plans to accomplish the desired results.	3	
Material Possessions	Coming Q1 2023		
Meeting Standards	Coming Q1 2023		
Monitoring Others	Coming Q1 2023		
Objective Listening	Coming Q1 2023		



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People Reading	Coming Q1 2023		
Persistence	The ability to stay the course in times of difficulty; the ability to remain motivated to accomplish goals in the face of adversity or obstacles.	3	Goal Achievement; Resilience
Personal Accountability	The ability to be responsible for the consequences of one's own actions and decisions; taking responsibility for these decisions and not shifting focus on blame or poor performance somewhere else or on others.	3	
Personal Commitment	Coming Q1 2023		
Personal Drive	Personal Drive is a measurement of how strongly a person feels the need to achieve, accomplish, or complete something.	3	Continuous Learning
Personal Relationships	The motivation generated by the importance of forming personal relationships with the people with whom you work.	3	
Persuasion	The ability to convince others to change the way they think, believe or behave.	3	
Planning & Organizing	The ability to utilize logical, systematic and orderly procedures to meet objectives.	3	
Practical Thinking	Coming Q1 2023		
Proactive Thinking	Coming Q1 2023		
Problem Management	Coming Q1 2023		
Problem & Situation Analysis	Coming Q1 2023		
Problem Solving Ability	The ability to identify alternative solutions to a problem and to select the best option, the ability to identify the system component that is causing the error, as well as the options available for resolving it and completing the task.	3	
Project & Goal Focus	The ability to maintain your direction in spite of obstacles in your path; the ability to stay on target, regardless of circumstances.	3	
Project Scheduling	Coming Q1 2023		
Quality Orientation	Coming Q1 2023		
Realistic Expectations	Coming Q1 2023		
Realistic Goal Setting for Others	Coming Q1 2023		
Realistic Personal Goal Setting	The ability to set goals for yourself that can be achieved using available resources and operating within a projected timeframe.	3	Goal Achievement
Relating to Others	The ability to coordinate personal insights and knowledge to others into effective actions; the ability to make use of accurate interpersonal skills in interacting with others.	3	Teamwork
Resilience	Handling Rejection, Initiative, and Persistence make up the micro course family that together comprise resilience.		
Respect for Policies	Coming Q1 2023		
Respect for Property	Coming Q1 2023		
Results Orientation	The ability to identify actions necessary to achieve task completion and to obtain results; the ability to meet schedules, deadlines, quotas, and performance goals.	3	Goal Achievement
Role Awareness	Coming Q1 2023		
Role Confidence	Coming Q1 2023		



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Seeing Potential Problems	Coming Q1 2023		
Self Assessment	Coming Q1 2023		
Self Confidence	Coming Q1 2023		
Self Direction	Coming Q1 2023		
Self Discipline & Sense of Duty	Coming Q1 2023		
Self Esteem	Coming Q1 2023		
Self Improvement	Self Improvement is the motivation that a person has based on the importance of improving oneself; the motivation to obtain training and educational growth opportunities.	3	Continuing Learning
Self Management	The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.	3	
Self Starting Ability	The ability to find your own motivation for accomplishing a task, and the degree to which you will maintain this course in the face of adversity.	3	
Sense of Belonging	The extent to which a person is motivated by wanting to feel like being part of a team or a member of a group.	3	
Sense of Self	Coming Q1 2023		
Sense of Mission	Coming Q1 2023		
Sensitivity Towards Others	The ability to be sensitive and aware of the feelings of others, but not allow this awareness to get in the way of making objective decisions.	3	Teamwork
Status & Recognition	Coming Q1 2023		
Surrendering Control	The ability to surrender control of a given situation; the ability to be comfortable in a situation where a significant portion of the responsibility for achieving a goal lies in the hands of others.	3	
Systems Judgement	Coming Q1 2023		
Takes Responsibility	Coming Q1 2023		
Teamwork	The ability to cooperate with others to meet objectives. Teamwork is comprised of four competencies: Relating to Others; A Sense of Belonging; Sensitivity Towards Others; and, Surrendering Control.	4x3	
Theoretical Problem Solving	The ability to apply problem solving abilities in a mental or abstract scenario; the ability to create, operate, and identify problems in a hypothetical situation, then to manufacture the appropriate response to resolve the problem.	3	Decision Making
Understanding Attitude	Coming Q1 2023		
Understanding Motivational Needs of Others	Coming Q1 2023		
Using Common Sense	Coming Q1 2023		
Versatility	Coming Q1 2023		



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Personal Development & Wellness Library

A strong and healthy personal foundation is crucial to success in all areas of life...including your career.

COURSE NAME	COURSE DESCRIPTION	# of Modules
Declutter Your Mind, Relieve Anxiety & Sleep Better in 30 Days	In this course, you will learn why mindfulness is so beneficial to creating serenity in our harried lives, multiple ways you can practice it, and how you incorporate what you learned into your everyday life. And you'll learn a set of simple techniques to practice daily, so you can reap all the benefits of mindfulness meditation.	7
Defeating Stress Mastery	In this course, you'll discover exactly how to use stress as a powerful force to become more resilient in the face of your greatest challenges and difficulties. Stress does not have to steamroll your happiness or energy, or take over your life! This course shows you exactly how to thrive and endure no matter what.	5
(An) Energy & Health Breakthrough	In this course, you'll discover the full step-by-step process to dramatically increase your health, energy levels, and positive emotion. You'll learn exactly what the six pillars are, and how to optimize each one, so you can truly feel like a million bucks every morning you wake up.	7
Get Off Yo-Yo Diets: Jumpstart Healthy & Delicious Eating	In this course, you'll learn exactly what actions you need to take to set yourself up for success; how to plan out your meals; and even how to incorporate the simple-to-do habits of the "naturally thin" into your lifestyle.	7
Goodbye Couch Potato: Boost Your Energy & Health	In Goodbye Couch Potato: Boost Your Energy and Health, you'll learn the secrets to finally making exercise something you love to do. Through simple at-home exercises includes a combination of in-depth and detailed instruction and hands-on activities to help you learn the foundations of an active lifestyle.	4
Healthy Sleep Habits for a Great Day Every Day	In this course, you'll discover why sleep is so important to our bodies and how getting anything less than "super sleep" is leaving you with less than optimal health. You'll learn why most of the modern world struggles to get good sleep what they're doing wrong and how to start getting "super sleep" as soon as tonight! You'll also learn how to fall asleep faster, get more restorative deep sleep, and wake up full of energy so you can tackle your days with ease.	5
How to Earn, Save & Spend Like the Ultra Wealthy	In this course, you will learn how to change your mindsets, attitudes, and habits so you can take control over your financial life, once and for all. You'll learn a step-by-step system that will help you A) earn more income B) save more of it and C) invest it so that it grows into serious long-term wealth.	6
Meditation Made Easy, Fun & Practical	In this course, you will learn a step-by-step process to cultivate an enduring meditation practice that benefits your physical and emotional wellbeing and helps you live a more resilient, balanced, and fulfilling life.	5
Path to Happiness, Joy & Gratitude	You'll learn the science-based strategies to change your mindset, attitude, and develop a happiness habit for yourself. With two core pillars in place, you can transform your emotional life and you can finally feel authentically happy.	5
(The) Path to Peaceful Work	In The Path to Peaceful Work, you'll learn the secrets proven by top scientists that show that mindfulness at work relieves stress, promotes happiness, balance, and peace of mind, and leads to a greater sense of balance, resilience, and meaning.	7
(A) Practical Guide to What You Need for a Meaningful and Happy Life	In this course, you'll discover a step-by-step process for creating a full, rich, and satisfying life. You'll learn how to identify what's most important to you, visualize the future you desire, and create an action plan for creating your ideal Level 10 life.	4
Short Circuit Procrastination & Stay on Track	You will learn how to overcome distractions, so you can stay on track to meet your goals and most importantly, relieve that horrible burden that you've been living with. You will also learn the key to getting things done once you learn how to safeguard against distraction.	4
365 Days: How to Make Them Count	In this course, you'll discover how to create a vision for yourself and turn it into a reality. We'll teach you how to set goals for yourself and follow through on them... You'll learn how to banish all the biggest time vampires from your life...Finally, you'll be able to STOP living the same year over and over again. While doing so, you'll also work on making each of the seven key areas of your life better resulting in a happier you.	5
(The) 21-Day Clean Energy Challenge	The 21-Day Clean Energy Challenge includes a combination of in-depth and detailed instructions and hands-on activities to help you learn how to improve your natural energy in a short period of time.	5