

## ANNUAL SUBSCRIPTION BASED PRICING

	1 Year Subscription	2 Year Subscription	3 Year Subscription
Training Course/Category	CUSTOMER DISCOUNT off MSRP (%)	CUSTOMER DISCOUNT off MSRP (%)	CUSTOMER DISCOUNT off MSRP (%)
Adult Basic Education	18.66%	20.87%	25.21%
ACT prep	18.66%	20.87%	25.21%
Accounting and Finance	18.66%	20.87%	25.21%
Business Essentials	18.66%	20.87%	25.21%
Business Ethics	18.66%	20.87%	25.21%
Change Management	18.66%	20.87%	25.21%
Communication	18.66%	20.87%	25.21%
Health and Wellness	18.66%	20.87%	25.21%
Marketing	18.66%	20.87%	25.21%
Performance Excellence	18.66%	20.87%	25.21%
Personal and Career Development	18.66%	20.87%	25.21%
Presentation and Facilitation Skills	18.66%	20.87%	25.21%
Project Management	18.66%	20.87%	25.21%
Social Media	18.66%	20.87%	25.21%
Time Management	18.66%	20.87%	25.21%
Video Production	18.66%	20.87%	25.21%
Anti-Harassment	18.66%	20.87%	25.21%
Conflict Management	18.66%	20.87%	25.21%
Discrimination	18.66%	20.87%	25.21%
Diversity	18.66%	20.87%	25.21%
Drugs and Alcohol	18.66%	20.87%	25.21%
HIPAA	18.66%	20.87%	25.21%
HR General	18.66%	20.87%	25.21%
HR Law	18.66%	20.87%	25.21%
Workplace Violence	18.66%	20.87%	25.21%
Banks and Credit Unions	18.66%	20.87%	25.21%
Healthcare	18.66%	20.87%	25.21%
Big Data	18.66%	20.87%	25.21%
Cisco	18.66%	20.87%	25.21%
Citrix Systems	18.66%	20.87%	25.21%
Cloud Computing	18.66%	20.87%	25.21%
CompTIA	18.66%	20.87%	25.21%
Data Warehousing	18.66%	20.87%	25.21%
Databases	18.66%	20.87%	25.21%
Desktop & Office Applications	18.66%	20.87%	25.21%
Enterprise Computing	18.66%	20.87%	25.21%
HTML5	18.66%	20.87%	25.21%
Internet & Web Development	18.66%	20.87%	25.21%
IT Security	18.66%	20.87%	25.21%
Microsoft Exchange Server 2013	18.66%	20.87%	25.21%
Microsoft Lync Server	18.66%	20.87%	25.21%
Microsoft SQL Server 2012	18.66%	20.87%	25.21%
Microsoft SQL Server 2014	18.66%	20.87%	25.21%
Operating Systems	18.66%	20.87%	25.21%
Operating Systems and Servers	18.66%	20.87%	25.21%
Programming Fundamentals	18.66%	20.87%	25.21%
Security	18.66%	20.87%	25.21%

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Training Course/Category	CUSTOMER DISCOUNT off MSRP (%)	CUSTOMER DISCOUNT off MSRP (%)	CUSTOMER DISCOUNT off MSRP (%)
Security Essentials	18.66%	20.87%	25.21%
Software Design and Development	18.66%	20.87%	25.21%
Software Engineering	18.66%	20.87%	25.21%
Software Testing and Quality	18.66%	20.87%	25.21%
Storage	18.66%	20.87%	25.21%
Virtualization	18.66%	20.87%	25.21%
Web Development and Graphic Design	18.66%	20.87%	25.21%
Coaching and Counseling	18.66%	20.87%	25.21%
Leadership	18.66%	20.87%	25.21%
Management and Supervision	18.66%	20.87%	25.21%
Team Building	18.66%	20.87%	25.21%
Customer Service	18.66%	20.87%	25.21%
Sales	18.66%	20.87%	25.21%
Telephone Skills	18.66%	20.87%	25.21%
Business Applications	18.66%	20.87%	25.21%
Desktop Applications	18.66%	20.87%	25.21%
General Skills	18.66%	20.87%	25.21%
Microsoft Access 2010	18.66%	20.87%	25.21%
Microsoft Access 2013	18.66%	20.87%	25.21%
Microsoft Excel 2010	18.66%	20.87%	25.21%
Microsoft Excel 2013	18.66%	20.87%	25.21%
Microsoft Lync 2013	18.66%	20.87%	25.21%
Microsoft Office 2016	18.66%	20.87%	25.21%
Microsoft Office 365	18.66%	20.87%	25.21%
Microsoft OneNote 2013	18.66%	20.87%	25.21%
Microsoft Outlook 2010	18.66%	20.87%	25.21%
Microsoft Outlook 2013	18.66%	20.87%	25.21%
Microsoft PowerPoint 2010	18.66%	20.87%	25.21%
Microsoft PowerPoint 2013	18.66%	20.87%	25.21%
Microsoft SharePoint 2010	18.66%	20.87%	25.21%
Microsoft SharePoint 2013	18.66%	20.87%	25.21%
Microsoft Word 2010	18.66%	20.87%	25.21%
Microsoft Word 2013	18.66%	20.87%	25.21%
Skype for Business	18.66%	20.87%	25.21%
Windows 10	18.66%	20.87%	25.21%
Windows 7	18.66%	20.87%	25.21%
Windows 8	18.66%	20.87%	25.21%
Windows 8.1	18.66%	20.87%	25.21%
Construction Safety	18.66%	20.87%	25.21%
General Safety	18.66%	20.87%	25.21%
Laboratory Safety	18.66%	20.87%	25.21%
Regulatory Compliance	18.66%	20.87%	25.21%

Appendix C - Pricing Index  
Workforce Ready Koncepts, LLC  
DIR-TSO-4009

<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Identity Theft: Red Flags Rule	19.45%
National Flood Insurance Program	19.45%
Business Math: Basics: Introduction to Business Math	19.45%
Business Math: Basics: Multiplying and Dividing Signed Numbers	19.45%
Business Math: Basics: Positive and Negative Numbers	19.45%
Business Math: Business Statistics: Standard Deviation	19.45%
Business Math: Business Statistics: The Bell Curve	19.45%
Business Math: Business Statistics: Variance	19.45%
Business Math: Business Statistics: Mean, Median and Mode	19.45%
Business Math: Business Statistics: Weighted Averages	19.45%
Business Math: Business Statistics: When to Use Mean, Median and Mode	19.45%
Business Math: Conversions: Decimal to Percent and Fraction	19.45%
Business Math: Conversions: Fraction to Decimal and Percent	19.45%
Business Math: Conversions: Percent to Decimal and Fraction	19.45%
Business Math: Decimals: Adding and Subtracting Decimals	19.45%
Business Math: Decimals: Dividing Decimals	19.45%
Business Math: Decimals: Introduction to Decimals	19.45%
Business Math: Decimals: Multiplying Decimals	19.45%
Business Math: Decimals: Rounding Decimals	19.45%
Business Math: Decimals: Scientific Notation	19.45%
Business Math: Decimals: Significant Digits	19.45%
Business Math: Estimation: Computing Estimation	19.45%
Business Math: Estimation: Visual Estimation	19.45%
Business Math: Estimation: What, When, and Why to Use	19.45%
Business Math: Formulas: Basic Number Properties	19.45%
Business Math: Formulas: Basic Operations	19.45%
Business Math: Formulas: Order of Operations	19.45%
Business Math: Fractions: Adding and Subtracting Fractions	19.45%
Business Math: Fractions: Least Common Denominator	19.45%
Business Math: Fractions: Multiplying and Dividing Fractions	19.45%
Business Math: Fractions: Positive, Negative and Equivalent Fractions	19.45%
Business Math: Fractions: Proper Fractions, Improper Fractions, Mixed Numbers, and Fraction Conversions	19.45%
Business Math: Fractions: Simplifying Fractions	19.45%
Business Math: Geometry: Area of a Circle	19.45%
Business Math: Geometry: Area of a Square or Rectangle	19.45%
Business Math: Geometry: Area of a Triangle	19.45%
Business Math: Geometry: Circumference	19.45%
Business Math: Geometry: Geometric Shapes	19.45%
Business Math: Geometry: Lines and Angles	19.45%
Business Math: Geometry: Perimeter	19.45%
Business Math: Geometry: Volume of a Box	19.45%
Business Math: Geometry: Volume of a Cylinder	19.45%

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Business Math: Geometry: Volume of a Pyramid	19.45%
Business Math: Graphs: Bar Graph	19.45%
Business Math: Graphs: Circle Graphs	19.45%
Business Math: Graphs: Control Chart	19.45%
Business Math: Graphs: Line Graphs and Trend Analysis	19.45%
Business Math: Graphs: Pareto Chart	19.45%
Business Math: Graphs: XY Grid	19.45%
Business Math: Percents: Calculating from a Survey	19.45%
Business Math: Percents: Discounts and Markup	19.45%
Business Math: Percents: Growth and Loss	19.45%
Business Math: Percents: Margin	19.45%
Business Math: Percents: Percentiles	19.45%
Business Math: Ratios: Calculating Ratios	19.45%
Business Math: Ratios: Solving Proportion Equations	19.45%
Business Math: The Metric System: Conversion Rates	19.45%
Business Math: The Metric System: Converting Celsius to Fahrenheit	19.45%
Business Math: The Metric System: Prefix Terms and Metric Measures	19.45%
Business Math: Time Value of Money: Excel Functions	19.45%
Business Math: Time Value of Money: Future Value of a Payment Series	19.45%
Business Math: Time Value of Money: Future Value of an Amount	19.45%
Business Math: Time Value of Money: Interest Rates	19.45%
Business Math: Time Value of Money: Money Value Over Time	19.45%
Business Math: Time Value of Money: Number of Periods	19.45%
Business Math: Time Value of Money: Present Value of a Payment Series	19.45%
Business Math: Time Value of Money: Present Value of an Amount	19.45%
Assets	19.45%
Budget Reporting	19.45%
Budgeting Expenses	19.45%
Budgeting Revenue	19.45%
Cash vs Accrual	19.45%
Common Financial Terms	19.45%
Controllable and Uncontrollable Expenses	19.45%
Cost of Goods Sold	19.45%
COGS	19.45%
Direct and Indirect Expenses	19.45%
Discounts	19.45%
Expense Classification	19.45%
Expenses	19.45%
Financial Statement Analysis	19.45%
Fraud	19.45%
How to Read Cash Flow Statements	19.45%
Income Statement	19.45%
Introduction to Financial Statements	19.45%

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Inventory	19.45%
Liabilities	19.45%
Managing Inventory	19.45%
Managing Payables	19.45%
Managing Receivables	19.45%
Margin	19.45%
Net Investment Ratios	19.45%
Overview of a Balance Sheet	19.45%
Principles of Accounting	19.45%
Revenue Ratios	19.45%
Sales	19.45%
Variable and Fixed Costs	19.45%
What is an Annual Report?	19.45%
What is Budgeting?	19.45%
Working Capital	19.45%
How to Lower Your Energy Bills: Saving Fuel Costs	19.45%
How to Lower Your Energy Bills: Creating a Comprehensive Energy Savings Plan	19.45%
How to Lower Your Energy Bills: Doing Your Part at Work	19.45%
Accounting Statements, Balance Sheets and More!	19.45%
Accrual Accounting, Part 1	19.45%
Accrual Accounting, Part 2	19.45%
Analyzing Financial Leverage for a Business	19.45%
Applying Breakeven Analysis in the Workplace	19.45%
Balancing the Books	19.45%
Bookkeeping and Accounting	19.45%
Business and Financial Information for Small Businesses	19.45%
Business Graphs, Charts and Other Calculations	19.45%
Business Math	19.45%
Challenges Facing the Accounting Profession	19.45%
Cost of Capital: What does money cost?	19.45%
Efficiency Indicators: Days Inventory	19.45%
Efficiency Indicators: Days Payable	19.45%
Efficiency Indicators: Days Receivable	19.45%
Efficiency Indicators: The Cash Conversion Cycle	19.45%
Filing Business Taxes	19.45%
Financial Statements: An Introduction	19.45%
Financial Statements: Introducing the Balance Sheet	19.45%
Financial Statements: Introducing the Income Statement	19.45%
Financial Statements: Introducing the Statement of Cash Flows	19.45%
Financial Statements: Reading a Balance Sheet	19.45%
Financial Statements: Reading a Statement of Cash Flows	19.45%
Financial Statements: Reading an Income Statement	19.45%
Financing Solutions for Small Businesses	19.45%

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Forecasting Demand & Breakeven Analysis	19.45%
Getting Down to Business	19.45%
International Finance Considerations for Business	19.45%
Intro to Financial Analysis: Assessing the Performance of Your Company	19.45%
Investing With the Time Value of Money	19.45%
Linking Risk and Return to Business	19.45%
More SBA Loan Programs	19.45%
Performance Drivers: Calculating Asset Efficiency	19.45%
Performance Drivers: Calculating Margins	19.45%
Reviewing the Basics of Business Structures	19.45%
ROI: Calculating Internal Rate of Return	19.45%
ROI: Calculating Net Present Value	19.45%
ROI: Calculating the Payback Method	19.45%
The Many Forms of Money	19.45%
The Role of Accounting in Business	19.45%
The Triple Bottom Line	19.45%
Understanding Bonds and their Values	19.45%
Using ROA and ROE as Performance Indicators	19.45%
Quickbooks Premier 2014	19.45%
Managing Personal Finances	19.45%
Controlling Credit Card Debt	19.45%
Establishing Your Financial Goals	19.45%
Making a Budget	19.45%
Prioritizing Your Financial Goals	19.45%
Setting Personal Financial Goals	19.45%
Operations Processes	19.45%
Ethics for Everyone	19.45%
7 Levers to Success	19.45%
Entrepreneur Skills	19.45%
Growing a Franchise	19.45%
Improving Profitability in Tough Times	19.45%
Increasing Website Traffic	19.45%
Mergers, Acquisitions & Divestments	19.45%
Taking Ideas into Business Reality	19.45%
The Value of Employee Ownership	19.45%
The Truth Series: The Truth About Business Casual	19.45%
Workplace Standards: Appearance	19.45%
Business Attire Basics for Men: Black Tie	19.45%
Business Attire Basics for Men: Black Tie Optional	19.45%
Business Attire Basics for Men: Business Casual	19.45%
Business Attire Basics for Men: Business Formal	19.45%
Business Attire Basics for Men: Casual Attire	19.45%
Business Attire Basics for Men: Semi-Formal/Cocktail	19.45%



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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Business Attire Basics for Women: Black Tie	19.45%
Business Attire Basics for Women: Black Tie Optional	19.45%
Business Attire Basics for Women: Business Casual	19.45%
Business Attire Basics for Women: Business Formal	19.45%
Business Attire Basics for Women: Casual Attire	19.45%
Business Attire Basics for Women: Semi-Formal/Cocktail	19.45%
Are Tattoos Workplace Appropriate	19.45%
Small Business Management Series	19.45%
Cutting Edge Communication: De-Cluttering the Office	19.45%
Cutting Edge Success at Work: Appreciate Feedback	19.45%
Cutting Edge Success at Work: Be Confident and Assertive	19.45%
Cutting Edge Success at Work: Build Employability Skills	19.45%
Cutting Edge Success at Work: Communicate Effectively	19.45%
Cutting Edge Success at Work: Contribute to the Team	19.45%
Cutting Edge Success at Work: Demonstrate Strengths	19.45%
Cutting Edge Success at Work: Impress at job Interviews	19.45%
Cutting Edge Success at Work: Make a Great Impression	19.45%
Cutting Edge Success at Work: Prioritize and Organize	19.45%
Cutting Edge Success at Work: Set and Achieve Goals	19.45%
Stop Procrastinating: Getting Started (Part 2 of 2)	19.45%
Stop Procrastinating: The Pain of Putting it Off (Part 1 of 2)	19.45%
5 Hacks for Workplace Sanity	19.45%
5 Hacks to a Clean and Comfortable Space	19.45%
6 Hacks to Controlling Your Inbox	19.45%
7 Hacks for Office Productivity	19.45%
7 Hacks to Maintain Work/Home Balance	19.45%
Conducting an Audit	19.45%
Green Cleaning Concepts	19.45%
Green Purchasing	19.45%
Managing Your Waste	19.45%
Recycling in the Workplace	19.45%
The ROI of Green	19.45%
Understanding Hazardous Waste	19.45%
Water Conservation	19.45%
Work Hacks: Go Green	19.45%
Creating a Powerful Resume	19.45%
Employee Engagement - Bad Deal or Real Deal?	19.45%
How to Improve Your Engagement at Work	19.45%
Ideas for Improving Engagement	19.45%
Improving Your Team's Employee Engagement	19.45%
Measuring Employee Engagement	19.45%
The Employee Engagement Continuum	19.45%
The What and Why of Employee Engagement	19.45%

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Employee: How to be Accountable	19.45%
Employee: What is Accountability?	19.45%
Achieving Best Practice in Crisis Management	19.45%
Accessing Internet at the Office	19.45%
Alternatives to the U.S. Postal Service	19.45%
Basics of a Business Letter	19.45%
Beginning a Business Letter	19.45%
Business Email Guidelines	19.45%
Ending a Business Letter	19.45%
Exploring Competition in Business	19.45%
Facility Planning and Management for Service Providers	19.45%
Filing and Record-Keeping	19.45%
Identifying Business Opportunities	19.45%
Introducing Office Management	19.45%
Introducing the Foundations of Business	19.45%
Mailing Letters	19.45%
Managing Deposits and Withdrawals	19.45%
Managing the Production Process	19.45%
Managing the Production Process through Facility Layouts	19.45%
Measurements and Magnitudes with Numbers	19.45%
Measuring the Health of the Economy	19.45%
Meeting Agendas and Minutes	19.45%
Messages, Dictation and Transcription	19.45%
Numbers and Numerals	19.45%
Operations Management for Service Providers	19.45%
Operations Management in Manufacturing	19.45%
Opportunities in International Business	19.45%
Organizational Structure of an Office	19.45%
Organizing and Alphabetizing Files	19.45%
Organizing Computer Files	19.45%
Other Types of Letters and Business Communication	19.45%
Other USPS Services	19.45%
Overview for the New Administrative Assistant	19.45%
Postal Automation	19.45%
Printing Envelopes	19.45%
Producing for Quality	19.45%
Product Development and Patents	19.45%
Recognizing Trade Controls	19.45%
Reducing International Trade Barriers	19.45%
Scheduling Meetings	19.45%
Sending Packages	19.45%
Telephone Etiquette	19.45%
Telephone Special Services, Cellular Phones and Fax Machines	19.45%



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Telephone Usage	19.45%
The Global Business Environment: Maximizing Cultural Awareness	19.45%
The Global Business Environment: Working in Different Economies	19.45%
The Globalization of Business	19.45%
The Product Life Cycle	19.45%
Types and Anatomy of Meetings	19.45%
Typewriters, Copy Machines, Calculators and More	19.45%
U.S. Postal Service Mail Services	19.45%
Understand Your Industry	19.45%
Using Numbers for Time and Money	19.45%
Using Phones in the Office	19.45%
Using Tools and Technology for Planning and Production	19.45%
Using Words or Figures for Numbers	19.45%
What is a Product?	19.45%
What is Economics?	19.45%
Where Do Product Ideas Come From?	19.45%
Employee Recognition	19.45%
Creating Engagement Among Employees	19.45%
Business Etiquette: Why Etiquette?	19.45%
Business Etiquette: What Is Etiquette?	19.45%
Business Etiquette: Written Communications	19.45%
Business Etiquette: Verbal Communications: The Office Telephone	19.45%
Business Etiquette: Verbal Communications: Cell and Smart Phones	19.45%
Business Etiquette: The Workplace	19.45%
Business Etiquette: Meetings	19.45%
Business Etiquette: Enhancing Your Image	19.45%
Business Etiquette: Business Social	19.45%
Business Etiquette: Top Ten Business Dining Tips	19.45%
Business Etiquette: The 24/7 Professional	19.45%
Business Etiquette: Proper Introductions	19.45%
Business Meals: Attending a Business Meal (Part 2 of 3)	19.45%
Business Meals: Hosting a Business Meal (Part 1 of 3)	19.45%
Business Meals: Table Manners (Part 3 of 3)	19.45%
Intellectual Property	19.45%
Office Etiquette	19.45%
Thank You Notes	19.45%
Etiquette Bites! - Bulletin Board	19.45%
Etiquette Bites! - Dining Conversation	19.45%
Etiquette Bites! - Facial Expressions Matter	19.45%
Etiquette Bites! - Grooming at the Table	19.45%
Etiquette Bites! - Guest Food Allergies and Dinner Parties	19.45%
Etiquette Bites! - Handwritten Note vs. Email	19.45%
Etiquette Bites! - Holiday Gift Thank You	19.45%

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Etiquette Bites! - Host Who Has Guests with Food Allergies	19.45%
Etiquette Bites! - Impromptu Parties	19.45%
Etiquette Bites! - Kitchen Sink	19.45%
Etiquette Bites! - Successful Carpooling	19.45%
Etiquette Bites! - Voice Communications	19.45%
Business Travel: Before Leaving (Part 2 of 10)	19.45%
Business Travel: Hotel, Motel, Holiday Inn (Part 5 of 10)	19.45%
Business Travel: International Business Travel (Part 6 of 10)	19.45%
Business Travel: Introduction (Part 1 of 10)	19.45%
Business Travel: I've Got a Plane to Catch (Part 4 of 10)	19.45%
Business Travel: My Bags are Packed (Part 3 of 10)	19.45%
Business Travel: Safe Travels (Part 8 of 10)	19.45%
Business Travel: Staying Healthy (Part 7 of 10)	19.45%
Business Travel: Technology Security (Part 10 of 10)	19.45%
Business Travel: There's an App for That (Part 9 of 10)	19.45%
International Travel for Business	19.45%
Making Travel Plans and Reservations	19.45%
Planning for a Business Trip	19.45%
Travel and Automobile Expense Reports	19.45%
Criminal versus Civil Law for Business	19.45%
Government's Role in Managing the Economy	19.45%
Grammalogues, Legal Documents and a Glossary	19.45%
Misgoverning Corporations: An Overview	19.45%
Product Liability: Strict Liability and Negligence	19.45%
Product Liability: Warranties, Agency and Damages	19.45%
Public Law: Government and the Economic Environment	19.45%
Public Law: Introducing the Principles	19.45%
Public Law: Understanding Statutory and Administrative Law	19.45%
Reviewing Law and the Legal System	19.45%
Understanding Negligence Torts in Business	19.45%
Workplace Law	19.45%
Compliance is Just the Beginning: 3 Steps to Ethical Decisions	19.45%
Compliance is Just the Beginning: Ethical Situations to Consider	19.45%
L.E.A.D. with Integrity™: Promoting a Culture of Ethical Conduct	19.45%
A.C.T. with Integrity™: Real Situations for Discussion	19.45%
SMART-START™ Integrity: The Way We Do Business	19.45%
Integrity Every Day™: Real Choices. Right Decisions.	19.45%
Compliance is Just the Beginning: 3 Steps to Ethical Decisions - Spanish	19.45%
Compliance is Just the Beginning: Ethical Situations to Consider - Spanish	19.45%
Foundations for an Ethical Workplace: Competency 1: Modules 1 - 4	19.45%
Foundations for an Ethical Workplace: Competency 1: Modules 5 - 8	19.45%
Workplace Ethics Fundamentals: Competency 2: Modules 1 - 4	19.45%
Workplace Ethics Fundamentals: Competency 2: Modules 5 - 8	19.45%

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A.C.T. with Integrity™: Real Situations for Discussion - Spanish	19.45%
Corporate Social Responsibility	19.45%
Q&A: Ethical Behavior	19.45%
Ethics and Social Responsibility in Management	19.45%
Character Is Destiny by Russell W. Gough	19.45%
Ethics in the Workplace - Houndville Business Animation	19.45%
What to Say When: You're Asked to Compromise Your Ethics	19.45%
Considering Confidentiality and Intellectual Property (IP) - Part 1: Ethical Issues and Problems	19.45%
Considering Confidentiality and Intellectual Property (IP) - Part 2: Workplace Skills for Success	19.45%
Ethical Decision-Making Skills: Actions for Success (Section 4)	19.45%
Ethical Decision-Making Skills: Connecting Character (Section 2)	19.45%
Ethical Decision-Making Skills: Ethical Issues and Problems (Section 1)	19.45%
Ethical Decision-Making Skills: What You Need to Know (Section 3)	19.45%
Ethical Expectations: Code of Conduct and Compliance Training (Section 1)	19.45%
Ethical Expectations: Code of Conduct and Compliance Training (Section 2)	19.45%
Ethical Expectations: Code of Conduct and Compliance Training (Section 3)	19.45%
Ethical Expectations: Code of Conduct and Compliance Training (Section 4)	19.45%
Ethical Expectations: Code of Conduct and Compliance Training (Section 5)	19.45%
Gift and Hospitality in the Workplace - Part 1: Ethical Issues and Problems	19.45%
Gift and Hospitality in the Workplace - Part 2: Workplace Skills for Success	19.45%
Good Company (Pt. 1): Be the Organization that People Want to Work For, Partner With, Invest In, and Buy From	19.45%
Good Company (Pt. 2): Be the Organization that People Want to Work For, Partner With, Invest In, and Buy From	19.45%
Good Company (Pt. 3): Be the Organization that People Want to Work For, Partner With, Invest In, and Buy From	19.45%
Good Company (Pt. 4): Be the Organization that People Want to Work For, Partner With, Invest In, and Buy From	19.45%
Good Company (Pt. 5): Be the Organization that People Want to Work For, Partner With, Invest In, and Buy From	19.45%
Respect and Fair Treatment: Preventing Harassment and Bullying - Section 1	19.45%
Respect and Fair Treatment: Preventing Harassment and Bullying - Section 2	19.45%
Respect and Fair Treatment: Preventing Harassment and Bullying - Section 3	19.45%
Respect and Fair Treatment: Preventing Harassment and Bullying - Section 4	19.45%
Respect and Fair Treatment: Preventing Harassment and Bullying - Section 5	19.45%
Respect and Fair Treatment: Preventing Harassment and Bullying - Section 6	19.45%
Stewardship of Company Assets - Part 1: Ethical Issues and Problems	19.45%
Stewardship of Company Assets - Part 2: Workplace Skills for Success	19.45%
Taking the High Road - Part 1	19.45%
Taking the High Road - Part 2	19.45%
Taking the High Road - Part 3	19.45%

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Taking the High Road - Part 4	19.45%
Taking the High Road - Part 5	19.45%
Understanding Conflicts of Interest - Part 1: Ethical Issues and Problems	19.45%
Understanding Conflicts of Interest - Part 2: Workplace Skills for Success	19.45%
Ethics Episode 1: Why Even Bother With Ethics Training?	19.45%
Ethics Episode 2: The Remarkably Obvious Difference Between A Gift And A Bribe	19.45%
Ethics Episode 3: Probably The Best Reason Ever For Not Taking Bribes	19.45%
Ethics Episode 4: Everything You Ever Wanted To Know About Conflicts Of Interest But Were Too Lazy To Ask	19.45%
Ethics Episode 5: How To Avoid Sexual Harassment In Under Four Minutes!	19.45%
Ethics Episode 6: How To Deal With Anybody For Whom Episode 5 Was Hard To Understand	19.45%
Ethics Episode 7: To Borrow, Or Not To Borrow? That Is The Question, And This Video Is The Answer!	19.45%
Ethics Episode 8: Privacy - Or The Total Lack Of It, Depending On What You Do!	19.45%
Ethics Episode 9: How To Handle Customer Information. Boring Title, Awesome Video	19.45%
Integrity Is...™	19.45%
Honesty Made Simple: Avoiding "Spin" and Other Rationalizations	19.45%
Honesty Made Simple: Honesty and Personal Values at Work	19.45%
Honesty Made Simple: Making Honesty Intrinsic	19.45%
Honesty Made Simple: Something for Nothing - The Reality Behind Employee Theft	19.45%
Honesty Made Simple: What Makes You Ethical?	19.45%
Me First! Building a Balanced Ethical Perspective: Ethics and Ego at Work	19.45%
Me First! Building a Balanced Ethical Perspective: Focusing on Others	19.45%
Me First! Building a Balanced Ethical Perspective: Greed - Choosing Principle Over Profit	19.45%
Me First! Building a Balanced Ethical Perspective: The Golden Rule	19.45%
Character Matters! Character and Courage	19.45%
Character Matters! Connecting Character in the Workplace	19.45%
Character Matters! Standing on Principle	19.45%
Character Matters! The Character Makeover	19.45%
Character Matters! Your Moral Compass	19.45%
Rediscovering Self-Discipline	19.45%
Rediscovering Self-Discipline: A Disciplined Life, and Ethical Life	19.45%
Rediscovering Self-Discipline: Promoting Self-Discipline at Work	19.45%
Rediscovering Self-Discipline: Steps for Success	19.45%
10 Important Ethical Questions to Ask	19.45%
An Overview of Business Ethics	19.45%
Creating and Maintaining a Code of Conduct	19.45%
Ethical Issues in Advertising and Marketing	19.45%
Ethics in Business	19.45%
Identifying Ethical Issues: Part 1	19.45%

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Identifying Ethical Issues: Part 2	19.45%
Legal But Unethical - How Can That Be?	19.45%
Promoting Ethical Values and Behavior	19.45%
Stakeholders and Your Ethical Duty to Them	19.45%
The Individual Approach to Ethics	19.45%
The Organizational Approach to Ethics	19.45%
The Smell Test: A First Look at Ethics in Business	19.45%
Top 10 Ethical Issues	19.45%
Creating an Ethical Workplace for Managers	19.45%
Effectiveness of Ethics Training	19.45%
Ethics For Employees	19.45%
Ethics for Managers	19.45%
Handling Ethics Situations	19.45%
Organizational Ethics	19.45%
Personal Ethics	19.45%
Professional Ethics	19.45%
What Doesn't Work with Ethics	19.45%
Moral Conscience and Ethical Balance at Work: Absolutes and Ethical Relativism in the Workplace	19.45%
Moral Conscience and Ethical Balance at Work: Ethical Balance	19.45%
Moral Conscience and Ethical Balance at Work: Feeling Ethical	19.45%
Moral Conscience and Ethical Balance at Work: What is a Conscience?	19.45%
Moral Conscience and Ethical Balance at Work: Your Gilt Trip	19.45%
Crisis Control: Apology Accepted	19.45%
Crisis Control: Keeping Your Promises	19.45%
Crisis Control: The Cover-up	19.45%
Crisis Control: Your Ethical Appearance	19.45%
People Matter! Beginning with Respect	19.45%
People Matter! Ethics and Human Value	19.45%
People Matter! Ethics and Respect Connection: Do you "Care"?	19.45%
People Matter! Roadblocks to Respect	19.45%
The New Workplace: Making the Change	19.45%
The New Workplace: Leading the Change	19.45%
Ready. Set. CHANGE!™: Reacting Smarter. Adapting Faster. Engaging Together.	19.45%
Managing Change in Tough Times	19.45%
How to Cope in Harsh Times	19.45%
Don't Panic! A Recipe for Success in Times of Stress	19.45%
Tactics of Innovation with Joel Barker	19.45%
The Power of Vision	19.45%
When the Going Gets Tough	19.45%
Leading Through Change with Intel's Andy Grove	19.45%
The Benefit of Behavior Change with Marshall Goldsmith	19.45%
The Benefit of Visualizing Change	19.45%

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Expand Your Options with Stephen Covey	19.45%
Personal and Passionate Change	19.45%
Lead Through Uncontrollable Change	19.45%
Australian International Business: A Case Study	19.45%
Operations Management: A Case Study of a Hotel	19.45%
Cutting Edge Communication: Accepting Change	19.45%
Self-Awareness and Successful Change	19.45%
Confront Your Values with Marshall Goldsmith	19.45%
Changing the World through Social Responsibility	19.45%
Recipe for Change	19.45%
Embracing Change	19.45%
Business Recovery after a Natural Disaster	19.45%
Employee Awareness Series: Open To Change (2013 Edition)	19.45%
The New Business of Paradigms – Second Edition	19.45%
Coping with Change: Change Behaviors	19.45%
Coping with Change: Change for Managers	19.45%
Coping with Change: Change Model	19.45%
Coping with Change: Change Phases	19.45%
Use Resistance as Your Friend-Follower	19.45%
When Change Isn't a Choice-Follower	19.45%
Change Theory: Using a Change Model	19.45%
Helping Yourself and Others Through Change	19.45%
Questions We Ask About Change	19.45%
Talking About Change	19.45%
The Innovation Curve	19.45%
Understanding Two Theories About Change	19.45%
Ups and Downs of Adapting to Change	19.45%
Embracing Change	19.45%
Make Change Work	19.45%
TrainingBytes™ Achieving Communication Excellence	19.45%
Email Communication - Houndville Business Animation	19.45%
As Old As You Feel: Promoting Age Diversity At Work	19.45%
The Workplace Excellence Series: Open Communication & Teamwork	19.45%
Dealing With Manipulative People	19.45%
The Four Styles	19.45%
Communication Intelligence - Being Assertive	19.45%
Who's On First?	19.45%
Avoiding Touchy Topics In The Workplace - Houndville Business Animation	19.45%
Reducing Careless Errors - Houndville Business Animation	19.45%
Proper Office Cell Phone Use - Houndville Business Animation	19.45%
How Do You Know What You Don't Know	19.45%
What to say When: There's a New Team Member	19.45%
What to say When: The Boss Keeps Changing Priorities	19.45%



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What to Say When: A Co-Worker Has an Embarrassing Problem	19.45%
What to Say When: You're New on the Job	19.45%
Writing Effective Memos	19.45%
Employee Awareness Series: Cell Phones: Use and Misuse (2013 Edition)	19.45%
How to Leave Phone Messages that get Returned	19.45%
Cutting Edge Communication: Achieving SMART Goals	19.45%
Cutting Edge Communication: Responding Thoughtfully	19.45%
Cutting Edge Communication: Using Goals to GROW	19.45%
Cutting Edge Communication: Sharing Feedback	19.45%
Cutting Edge Communication: Enhancing Service	19.45%
Cutting Edge Communication: Transforming SILOS	19.45%
Cutting Edge Communication: Overcoming Setbacks	19.45%
Cutting Edge Communication: Handling Anyone Difficult	19.45%
Cutting Edge Communication: Resolving Conflict	19.45%
Cutting Edge Communication: Mediating for Resolution	19.45%
Cutting Edge Communication: Preparing for Emergencies	19.45%
Cutting Edge Communication: Ensuring Security	19.45%
Cutting Edge Communication: Handling the New Wave	19.45%
Cutting Edge Communication: Coaching New People	19.45%
A Competitor Analysis in Social Media: Researching your Competition	19.45%
Call to Action Examples Used in Social Media	19.45%
Content Plan: Brainstorming the Best Blog Topics	19.45%
Content Plan: Using Key Phrase Analysis to Make Headlines	19.45%
Conversion: Creating Effective Calls to Action	19.45%
Conversion: Maximizing Social Media Conversion Rates	19.45%
Creating a Social Media Strategy Using the Three Legged Stool	19.45%
Developing Social Media Objectives	19.45%
Different Types of Buyers Calls for Different Calls to Action	19.45%
Finding the Right Social Media Tone for your Business	19.45%
How to Research Key Phrases? Find Seed Words!	19.45%
Measuring Success in Social Media: Why is it important?	19.45%
Overview: What is a Social Media Response Policy?	19.45%
Research: Finding the Right Audience to Target	19.45%
Response: Getting the Right Customer Action	19.45%
Response: Responding to Negative Feedback	19.45%
Social Media Business Plan - Step 1: Your Social Media Activation Strategy	19.45%
Social Media Business Plan - Step 2: External Activation	19.45%
Social Media Business Plan - Step 4: Your Social Media Activation	19.45%
Social Media Business Plan - Step 5: Your Social Media Activation Plan	19.45%
Social Media Business Plan - Step 6: Social Media Activation	19.45%
Social Media Mission Statements for Business	19.45%
Social Media Response Policy: Responding to Positive Comments	19.45%
What is a Content Plan?	19.45%

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What is a Key Phrase Analysis?	19.45%
What is a Social Media Business Plan?	19.45%
What is Value Proposition and Why is it Important in Social Media?	19.45%
Global One Series: Cross-Cultural Understanding	19.45%
Global One Series: Intercultural Communication	19.45%
Global One Series: International Negotiation	19.45%
Global Scenarios Series: Building the Multicultural Team	19.45%
Global Scenarios Series: Cross-Cultural Communications	19.45%
How to be a Great Conversationalist	19.45%
Straight Talk on Bad Language	19.45%
How to Work a Room: Part 1	19.45%
How to Work a Room: Part 2	19.45%
Aligning Nonverbal Communication with Intentions	19.45%
Defining Nonverbal Communication	19.45%
Leveraging Nonverbals for Success	19.45%
Workplace Standards	19.45%
Assertive Verbal Skills: Dealing with Manipulation (Part 2)	19.45%
Assertive Verbal Skills: Developing Assertiveness (Part 1)	19.45%
Assertive Verbal Skills: Communication Techniques (Part 3)	19.45%
Business Writing: Abbreviations	19.45%
Business Writing: Acronyms	19.45%
Business Writing: Appropriate Language	19.45%
Business Writing: Executive Reports & Memos	19.45%
Business Writing: Misused Words	19.45%
Business Writing: Processes	19.45%
Business Writing: Proposals	19.45%
Business Writing: Sentences and Paragraphs	19.45%
The Five Secrets of Communication: Secret #1 Lesson 3	19.45%
The Five Secrets of Communication: Secret #1 Lessons 1 - 2	19.45%
The Five Secrets of Communication: Secret #2	19.45%
The Five Secrets of Communication: Secret #3	19.45%
The Five Secrets of Communication: Secret #4	19.45%
The Five Secrets of Communication: Secret #5	19.45%
Healthy Communication: Everyone's OK (Part 4 of 7)	19.45%
Healthy Communication: Games Workers Play (Part 6 of 7)	19.45%
Healthy Communication: Hired to Win (Part 3 of 7)	19.45%
Healthy Communication: How We Recognize Each Other (Part 1 of 7)	19.45%
Healthy Communication: PAC Analysis (Part 5 of 7)	19.45%
Healthy Communication: Personal Tapes (Part 2 of 7)	19.45%
Healthy Communication: The OK Worker (Part 7 of 7)	19.45%
High Impact Communication - Part 1: Be Clear	19.45%
High Impact Communication - Part 2: Be Concise	19.45%
High Impact Communication - Part 3: Be Correct	19.45%

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High Impact Communication - Part 4: Be Creative	19.45%
High Impact Communication - Part 5: Be Conversational	19.45%
High Impact Communications-Assessment	19.45%
High Impact Communications-Introduction	19.45%
Remembering Names and Faces	19.45%
DISC Styles: C	19.45%
DISC Styles: D	19.45%
DISC Styles: I	19.45%
DISC Styles: S	19.45%
DISC: Determine Styles of Others	19.45%
DISC: DISC Introduction	19.45%
DISC: DISC Questionnaire	19.45%
DISC: Leading C	19.45%
DISC: Leading D	19.45%
DISC: Leading I	19.45%
DISC: Leading S	19.45%
DISC: Selling C	19.45%
DISC: Selling D	19.45%
DISC: Selling I	19.45%
DISC: Selling S	19.45%
DISC: Understanding DISC Styles	19.45%
Text Messages: Can You Say What You Want?	19.45%
Assertive Communication Skills - Module 1: Three "V's" of Communicaton	19.45%
Assertive Communication Skills - Module 2: Aggressive vs. Passive	19.45%
Assertive Communication Skills - Module 3: Passive, Passive-Aggressive and Lesser-known Styles	19.45%
Assertive Communication Skills - Module 4: Assertive Techniques	19.45%
Assertive Communication-Introduction	19.45%
Body Language: At Work	19.45%
Body Language: Introduction	19.45%
Body Language: Movement	19.45%
Body Language: Position	19.45%
Body Language: Reading	19.45%
Email Matters: Address Fields	19.45%
Email Matters: Composing a Message	19.45%
Email Matters: Handling Irate Customers	19.45%
Email Matters: Internal Customer Service	19.45%
Email Matters: Introduction	19.45%
Email Matters: Message Length	19.45%
Email Matters: Opening & Closing Lines	19.45%
Email Matters: Proofreading	19.45%
Email Matters: Synchronous vs Asynchronous	19.45%
Email Matters: The Subject Line	19.45%

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Email Matters: Authoring Emails When Angry	19.45%
Email Matters: Confidentiality	19.45%
Email Matters: Humor in Email	19.45%
Email Matters: Inappropriate Topics	19.45%
Email Matters: Jargon and Shortcuts	19.45%
Email Matters: Replying to All	19.45%
Email Matters: Respond Promptly	19.45%
Email Matters: Tools for Emphasis	19.45%
Email Matters: Writing with Conviction	19.45%
Delivering the Bad News Message	19.45%
Tips for Delivering Bad News	19.45%
Communicating Effectively in the Workplace	19.45%
Communicating Ethically in Business	19.45%
Communication Channels	19.45%
Decoding Indirect and Direct Messages	19.45%
Exploring Indian Culture	19.45%
Exploring Latino Culture	19.45%
Exploring Russian Culture	19.45%
Good Communication	19.45%
Interview Communication	19.45%
Lead by Listening	19.45%
Maximizing the Communication Process	19.45%
Overcoming Barriers to Workplace Communication	19.45%
Recognizing Common Barriers to Communication	19.45%
The Business of Communication	19.45%
Understanding Linear and Circular Communication Styles	19.45%
Workplace Communication: Presentations and Nonverbal Communication	19.45%
Pay Attention and Listen!	19.45%
Difficult Conversations - Addressing Sexual Harassment Concerns	19.45%
Difficult Conversations - Announcing Major Changes	19.45%
Difficult Conversations - Communicating a Low Performance Review	19.45%
Difficult Conversations - Dealing with Personality Issues	19.45%
Difficult Conversations - Denying Vacation Requests	19.45%
Difficult Conversations - Discussing Inappropriate Dress	19.45%
Difficult Conversations - Letting Somone Go	19.45%
Difficult Conversations - Odor Issues	19.45%
Difficult Conversations - Saying No to Promotions or New Jobs	19.45%
Difficult Conversations - Technology In Meetings	19.45%
Stop Screaming	19.45%
How to Ask Positive Questions	19.45%
Cutting Edge Communication: Giving Managers Feedback	19.45%
What to Say When: A Co-Worker is Negative	19.45%
What to Say When: You Have a Personality Clash With A co-worker	19.45%

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What to Say When: Someone Resists Change	19.45%
What to Say When: Someone Disagrees With You	19.45%
What to Say When: Your Boss Doesn't Notice Your Contributions	19.45%
What to Say When: It's Someone Else's Fault	19.45%
What to Say When: You Want To Offer Praise	19.45%
What to Say When: You See An Opportunity To Do Things Better	19.45%
What to Say When: Someone Criticizes You	19.45%
What to Say When: A Team Member is Uncooperative	19.45%
What to Say When: You Need Help With Work	19.45%
What to Say When: You Need to Break A Commitment	19.45%
What to Say When: Someone Breaks A Commitment	19.45%
What to say When: You Need To Persuade a Colleague	19.45%
What to Say When: You're Asked to Host a Meeting	19.45%
What to Say When: A Co-Worker is Too Social	19.45%
English at Work Series: Greeting and Introducing	19.45%
English at Work Series: Saying Where People Are	19.45%
English at Work Series: Describing People	19.45%
English at Work Series: Asking Questions	19.45%
English at Work Series: Saying What's Needed	19.45%
English at Work Series: Giving Reasons	19.45%
English at Work Series: Describing Feelings	19.45%
English at Work Series: Making Suggestions	19.45%
English at Work Series: Talking about Rules	19.45%
English at Work Series: Communicating Feedback	19.45%
English at Work Series: Complaining and Criticizing	19.45%
English at Work Series: Clarifying and Explaining	19.45%
English at Work Series: Agreeing and Disagreeing	19.45%
English at Work Series: Discussing Responsibilities	19.45%
English at Work Series: Giving Warnings	19.45%
English at Work Series: Expressing Ideas and Attitudes	19.45%
English at Work Series: Apologizing	19.45%
English at Work Series: Encouraging Others	19.45%
English at Work Series: Comparing and Contrasting	19.45%
English at Work Series: Considering Options	19.45%
Employee Awareness Series: What is in a Written or Spoken Word (2013 Edition)	19.45%
Active Listening	19.45%
Business Grammar: Active/Passive Verbs	19.45%
Business Grammar: Adjectives	19.45%
Business Grammar: Adverbs	19.45%
Business Grammar: Apostrophes	19.45%
Business Grammar: Colons and Semicolons	19.45%
Business Grammar: Commas	19.45%
Business Grammar: Common Errors	19.45%

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Business Grammar: Conjunction	19.45%
Business Grammar: End punctuation	19.45%
Business Grammar: Indefinite Pronouns	19.45%
Business Grammar: Interrogative Pronouns	19.45%
Business Grammar: Irregular Verbs	19.45%
Business Grammar: Other Nouns	19.45%
Business Grammar: Parentheses	19.45%
Business Grammar: Personal Pronouns	19.45%
Business Grammar: Plural Nouns	19.45%
Business Grammar: Possessive Pronouns	19.45%
Business Grammar: Prepositions	19.45%
Business Grammar: Quotation Marks	19.45%
Business Grammar: Reflexive and Reciprocal Pronouns	19.45%
Business Grammar: Regular Verbs	19.45%
Business Grammar: Relative Pronouns	19.45%
Cutting Edge Basic English: A Typical Day	19.45%
Cutting Edge Basic English: Asking for Help	19.45%
Cutting Edge Basic English: Be Careful	19.45%
Cutting Edge Basic English: Can I Help?	19.45%
Cutting Edge Basic English: Chatting	19.45%
Cutting Edge Basic English: Comparing	19.45%
Cutting Edge Basic English: Do You Like Them?	19.45%
Cutting Edge Basic English: Friends and Family	19.45%
Cutting Edge Basic English: Giving Information	19.45%
Cutting Edge Basic English: How Do You Feel?	19.45%
Cutting Edge Basic English: How Was Your Week?	19.45%
Cutting Edge Basic English: Instructions and Advice	19.45%
Cutting Edge Basic English: Let's Go	19.45%
Cutting Edge Basic English: Meeting People	19.45%
Cutting Edge Basic English: Thanks	19.45%
Cutting Edge Basic English: What Are You Going to Do?	19.45%
Cutting Edge Basic English: What Do You Do?	19.45%
Cutting Edge Basic English: What's Happening?	19.45%
Cutting Edge Basic English: Where Can We Meet?	19.45%
Cutting Edge Basic English: You Choose	19.45%
Advanced Spelling: Suffixes and Capitalization	19.45%
Advanced Uses of the Comma	19.45%
Basic Uses of the Comma	19.45%
Common Word Usage Errors	19.45%
Correct Word Usage	19.45%
Everyday Word Usage Blunders	19.45%
Frequent Word Usage Mistakes	19.45%
Italics, the Apostrophe, Dash and Ellipses	19.45%



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Modifiers and Sentence Structure Varieties	19.45%
Office Spelling: Confusing Homonyms, Compounds and Negative Formations	19.45%
Parentheses, Brackets, the Hyphen, and the Slash	19.45%
Pronoun Problems	19.45%
Proper Grammar: Adjectives	19.45%
Proper Grammar: Advanced Adverbs	19.45%
Proper Grammar: Advanced Pronouns	19.45%
Proper Grammar: Advanced Verbs	19.45%
Proper Grammar: Articles, Determiners, Quantifiers, and Interjections	19.45%
Proper Grammar: Conjunctions	19.45%
Proper Grammar: Introduction to Adverbs	19.45%
Proper Grammar: Introduction to Pronouns	19.45%
Proper Grammar: Introduction to Verbs	19.45%
Proper Grammar: Nouns	19.45%
Proper Grammar: Prepositions	19.45%
Spelling: Applying the Office Dictionary	19.45%
Subject and Verb Relationships	19.45%
The Period, Question Mark, and Exclamation Point	19.45%
The Semicolon, Colon, and Quotation Marks	19.45%
Transitions, Repetition, Parallelism and Avoiding Redundancies/Cliche	19.45%
Typical Word Usage Problems	19.45%
Using and Identifying Phrases	19.45%
Using Clauses and Sentences	19.45%
Using Predicates, Objects, Complements and Modifiers	19.45%
10 Healthy Work Habits	19.45%
Gifts from the Mountain: Simple Truths for Life's Complexities	19.45%
Switch On Caring	19.45%
How Things Feel Affects What We Do	19.45%
Cutting Edge Communication: Surviving Stress and Burnout	19.45%
Cutting Edge Communication: Stretching the Team	19.45%
Cutting Edge Communication: Removing Tension	19.45%
Who Will Teach Me About Hate?	19.45%
Employee Awareness Series: Rid the Habit of Worrying (2013 Edition)	19.45%
And It Gets Better	19.45%
Employee Awareness Series: Relax, Refocus, Rejoin: Two Minute Break (2013 Edition)	19.45%
What Stresses Employees at Work?	19.45%
You Can Do It!	19.45%
Coping with Loss	19.45%
Stress Management: Avoidable Stress (Part 2 of 5)	19.45%
Stress Management: Handling Stress (Part 4 of 5)	19.45%
Stress Management: Managing Stress (Part 5 of 5)	19.45%
Stress Management: Unavoidable Stress (Part 3 of 5)	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Stress Management: Understanding Stress (Part 1 of 5)	19.45%
Convenience Store Diet	19.45%
Keep Your Cool: Attitude (Part 3)	19.45%
Keep Your Cool: Control (Part 5)	19.45%
Keep Your Cool: Signs (Part 2)	19.45%
Keep Your Cool: Truths (Part 1)	19.45%
Keep Your Cool: Venting (Part 4)	19.45%
Know Your Numbers: Blood Pressure	19.45%
Know Your Numbers: Body Mass Index	19.45%
Know Your Numbers: Cholesterol	19.45%
Know Your Numbers: Glucose	19.45%
Workplace Stress	19.45%
Workplace Stress - Spanish	19.45%
Are You Stressed?	19.45%
Dealing with Stress at Work	19.45%
How to Handle Unavoidable Stress	19.45%
How to Reduce Anxiety	19.45%
Leadership and Stress	19.45%
Understanding Stress at Work	19.45%
Dealing with Stressful People	19.45%
Destressing your Inner and Outer World	19.45%
Linking Ethics to Stress and Emotions	19.45%
Managing Stress	19.45%
Protecting Yourself: Poisonous Plants	19.45%
Protecting Yourself: Stinging Insects	19.45%
Protecting Yourself: Ticks and Mosquitoes	19.45%
Reducing Stress Through Time Management	19.45%
Reducing Stress: Meditation and Visualization	19.45%
Reducing Stress: Techniques to Relax	19.45%
Stress at Work	19.45%
Stress Management: Stress Awareness Comes First	19.45%
Stress Management: Taking Care of Yourself	19.45%
Understanding Emotion in the Workplace	19.45%
What are Emotions?	19.45%
What can be done about job stress?	19.45%
What is Stress?	19.45%
Fitness and Wellness	19.45%
The Impact of Being Human (Part 1 of 6)	19.45%
The Impact of Being Human (Part 2 of 6)	19.45%
The Impact of Being Human (Part 3 of 6)	19.45%
The Impact of Being Human (Part 4 of 6)	19.45%
The Impact of Being Human (Part 5 of 6)	19.45%
The Impact of Being Human (Part 6 of 6)	19.45%

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How to Effectively Manage Stress	19.45%
Deskercises: Arms and Shoulders	19.45%
Deskercises: Chest, Neck, and Back	19.45%
Deskercises: Legs and Backside, While Sitting	19.45%
Deskercises: Legs and Backside, While Standing	19.45%
Deskercises: Simple, Cardio, and Core	19.45%
Fighting the Flu: Call For Backup	19.45%
Fighting the Flu: Gain the Upper Hand	19.45%
Fighting the Flu: Get to Know Your Opponent	19.45%
Fighting the Flu: The Fight is On!	19.45%
Fighting the Flu: Throw in the Towel	19.45%
Surprising Headache Triggers	19.45%
The Science of Sleep: How Much Sleep Do You Need?	19.45%
The Science of Sleep: Sleep Hygiene	19.45%
The Science of Sleep: Sleeping for Shift Work	19.45%
The Science of Sleep: The Science of Sleep	19.45%
The Unfortunate Effects of Anger - Part 1 of 5	19.45%
The Unfortunate Effects of Anger - Part 2 of 5	19.45%
The Unfortunate Effects of Anger - Part 3 of 5	19.45%
The Unfortunate Effects of Anger - Part 4 of 5	19.45%
The Unfortunate Effects of Anger - Part 5 of 5	19.45%
Understanding Headaches	19.45%
10 Mistakes in Marketing	19.45%
Talking Up Your Business	19.45%
Preparing Your Business Case	19.45%
Negotiating With Suppliers	19.45%
The Four P's: Marketing Strategies	19.45%
Competitive Marketing in Tourism	19.45%
The Marketing Link	19.45%
Brand Marketing	19.45%
Building Brand and Reputation	19.45%
Creating Your Brand Proposition	19.45%
Managing Bad Press	19.45%
Stakeholder Reputation Research	19.45%
The Value of Podcasts	19.45%
Designing Marketing Communications	19.45%
Developing a Value Proposition	19.45%
Introducing the Marketing Mix	19.45%
Placing a Product: Creating Value With Supply Chains	19.45%
Placing a Product: Exploring Distribution	19.45%
Pricing a Product	19.45%
Promoting a Product	19.45%
Selecting Target Markets	19.45%

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Setting a Marketing Communications Budget	19.45%
Setting Communication Objectives	19.45%
The Marketing Environment: Consumer Behavior	19.45%
The Marketing Environment: Generational Differences	19.45%
The Marketing Environment: The Basics	19.45%
The Role of Public Relations in Earned Media	19.45%
Tracking Marketing and Communications Campaigns	19.45%
Understanding Integrated Marketing Communications	19.45%
What is Marketing?	19.45%
Representing Your Brand	19.45%
Performance Excellence: Cost (Part 4 of 6)	19.45%
Performance Excellence: Introduction (Part 1 of 6)	19.45%
Performance Excellence: Requirements (Part 5 of 6)	19.45%
Performance Excellence: Roadblocks (Part 6 of 6)	19.45%
Performance Excellence: Terms (Part 2 of 6)	19.45%
Performance Excellence: Why (Part 3 of 6)	19.45%
Professional Excellence Episode 1: What (Not) To Talk About at Work!	19.45%
Professional Excellence Episode 10: Meeting Groups of People	19.45%
Professional Excellence Episode 11: Exchanging Business Cards, Following Up, and Networking Events	19.45%
Professional Excellence Episode 2: Shouting, Rampant Negativity, and Other Terrible Ideas!	19.45%
Professional Excellence Episode 3: Gossip: For People Who Don't Want Friends!	19.45%
Professional Excellence Episode 4: Meetings Aren't Actually for Texting – Sorry!	19.45%
Professional Excellence Episode 5: How to Use the Internet for Good and Not Evil	19.45%
Professional Excellence Episode 6: How to Use Email So That People Don't Want to Hurt You	19.45%
Professional Excellence Episode 7: The Speakerphone – Why Talk When Shouting Will Do?	19.45%
Professional Excellence Episode 8: Various Ways to Succeed (And Fail!) at Introductions	19.45%
Professional Excellence Episode 9: How to Shake Someone's Hand	19.45%
Analyzing Social Networks in Your Organization	19.45%
Corporate Social Responsibility: Part 1	19.45%
Corporate Social Responsibility: Part 2	19.45%
Corporate Social Responsibility: Part 3	19.45%
Environmentalism and Corporate Social Responsibility	19.45%
Identifying and Overcoming Business Challenges	19.45%
Managing Politics in Your Organization	19.45%
Stages of Corporate Responsibility	19.45%
Understanding Organizational Behavior	19.45%
Understanding Power and Dependency	19.45%
Understanding Your Learning Style	19.45%

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Using Power and Influence Ethically	19.45%
Utilizing Power and Influence Effectively	19.45%
A Framework for Excellence	19.45%
Criteria Categories and Linkages	19.45%
Introduction to Performance Excellence	19.45%
Primary Threats to Performance Excellence	19.45%
Values for Excellence	19.45%
Six Sigma Black Belt - V1	19.45%
Six Sigma Green Belt - V1	19.45%
Attitudes in Customer Service	19.45%
Breaking Out of the Non-Person Box	19.45%
Customer Lifetime Value	19.45%
Forces of Change	19.45%
Fun Facts About Customer Service	19.45%
Service as a DIS-satisfier	19.45%
The Two Factors in Customer Service	19.45%
Who Affects Service the Most?	19.45%
Who Gets Your Attention?	19.45%
Who is Your Customer?	19.45%
Why Customers Don't Complain	19.45%
Performance Excellence - Fundamentals of Customer Service	19.45%
Performance Excellence - Customer Service Communication Skills	19.45%
Performance Excellence - Introduction	19.45%
How to Avoid Emotional Leakage - Not Letting Negative Emotions Affect Innocent Situations	19.45%
How You Think is Everything	19.45%
Effective People Skills	19.45%
TrainingBytes™ Increasing Emotional Intelligence	19.45%
Motivation: Dream it. Walk it. Believe it.™	19.45%
Courage to Coach™: A Common Sense Approach to Confronting Difficult Employee Performance Issues	19.45%
SMART-START™ Motivation	19.45%
SMART-START™ Attitude: It's All In How You Look At It	19.45%
WorkSmarts™ How to Get Along, Get Noticed, and Get Ahead	19.45%
People	19.45%
SMART-START™ Problem Solving: What's Your Problem?	19.45%
SMART-START™ Taking Care of Your Future	19.45%
Live and Learn: Learning Skills in the Workplace	19.45%
The Baboon in Your Business (Lessons from the Wild)	19.45%
My Idea	19.45%
Lincoln	19.45%
Handling the Baggage	19.45%
6 Ways to Prevent Sloppy Work	19.45%

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WorkSmarts™: How to Get Along, Get Noticed and Get Ahead - Spanish	19.45%
Getting Motivated	19.45%
Looking Good	19.45%
Whale Done!™ The Power of Relationships	19.45%
Whale Done!™ in Action	19.45%
Creative Brainstorming for Innovation	19.45%
How to Develop Your People	19.45%
Seeing Red Cars with Laura Goodrich	19.45%
Everyday Creativity with Dewitt Jones	19.45%
Celebrate What's Right with the World with Dewitt Jones	19.45%
Yes Lives in the Land of No	19.45%
For The Love of It with Dewitt Jones	19.45%
Focus Your Vision with Dewitt Jones	19.45%
Juice: a short film by Dewitt Jones	19.45%
How Do You Put a Giraffe Into a Refrigerator?	19.45%
Your Summit Awaits with Jamie Clarke - Revised Edition	19.45%
Twelve Angry Men: Teams That Don't Quit	19.45%
A Second Chance	19.45%
Character Is Destiny by Russell W. Gough	19.45%
Life & Work: A Manager's Search For Meaning by James Autry	19.45%
The Spirit at Work by James Autry	19.45%
The Star Thrower Story by Joel Barker	19.45%
We Are The Ones	19.45%
More Than One Right Answer, a short film by Dewitt Jones	19.45%
3 R's of Sustainability: Reduce, Reuse, Recycle	19.45%
All Washed Up	19.45%
What is Success?	19.45%
Succeeding at Change with Stephen Covey	19.45%
Making a Difference (Finding your passion and contributing it)	19.45%
Leading Engagement: Starbucks with Howard Schultz	19.45%
Attitude, Attitude, Attitude!	19.45%
Bring out Positive Attitude	19.45%
Switch On Everyone (Manager)	19.45%
Switch On Everyone (Staff)	19.45%
Developing a Career Portfolio	19.45%
Switch On Everyone	19.45%
Switch On Service	19.45%
Switch On Respect	19.45%
Switch On Assertiveness	19.45%
Cutting Edge Communication: Creating Positive Impressions	19.45%
Cutting Edge Communication: Developing Successful Mindsets	19.45%
Cutting Edge Communication: Overcoming Disempowerment	19.45%
Cutting Edge Communication: Embracing New Ideas	19.45%



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The Comeback	19.45%
Cutting Edge Communication: Understanding Accountability	19.45%
Cutting Edge Communication: Staying Motivated at Work	19.45%
Would You Be Prepared?	19.45%
Cutting Edge Communication: Welcoming New People	19.45%
Cutting Edge Communication: Listening Actively	19.45%
Cutting Edge Communication: Teaching Greetings	19.45%
Cutting Edge Communication: Facing Social Media	19.45%
Cutting Edge Communication: Explaining Skillfully	19.45%
Cutting Edge Communication: Building Relationships	19.45%
Cutting Edge Communication: Planning and Organizing	19.45%
Cutting Edge Communication: Supervising Effectively	19.45%
Cutting Edge Communication: Supporting Others	19.45%
Cutting Edge Communication: Managing a Complainer	19.45%
Cutting Edge Communication: Diffusing Anger	19.45%
Cutting Edge Communication: Working Safely	19.45%
Cutting Edge Communication: Negotiating for Results	19.45%
Cutting Edge Communication: Apologizing Carefully	19.45%
Cutting Edge Communication: Behaving Unprofessionally	19.45%
Cutting Edge Communication: Making Decisions	19.45%
Wonders	19.45%
Employee Awareness Series: Right Attitude, Right Results (2013 Edition)	19.45%
Celebrate! Change Your Lens, Change Your Life	19.45%
Biggest Employee Time Wasters	19.45%
Employee Awareness Series: Shades of Gossip (2013 Edition)	19.45%
Embracing Change	19.45%
Employee Awareness Series: Habits and the Considerate (2013 Edition)	19.45%
Employee Awareness Series: Creating a Healthy Outlook (2013 Edition)	19.45%
Employee Awareness Series: Managing Ourselves in a Timely Manner (2013 Edition)	19.45%
Employee Awareness Series: Essential to the Team (2013 Edition)	19.45%
Employee Awareness Series: Go Green, Save Green (2013 Edition)	19.45%
Emotional Intelligence: Developing Effective Relationships	19.45%
Emotional Intelligence: Developing Empathy	19.45%
Emotional Intelligence: Developing Self-Awareness	19.45%
Emotional Intelligence: Developing Self-Motivation	19.45%
Emotional Intelligence: Developing Self-Regulation	19.45%
Emotional Intelligence: Emotional IQ and DISC	19.45%
Emotional Intelligence: What is Emotional Intelligence?	19.45%
Customer Service: Do They Like You?	19.45%
S.M.A.R.T. Goals	19.45%
Diana Nyad: The Power of Persistence	19.45%
Fall Seven Times, Stand Up Eight	19.45%

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Ooops! How to Remember Not to Forget	19.45%
On a High Note	19.45%
Putdown Offenders	19.45%
Study Skills: How to Study Effectively (Part 3)	19.45%
Study Skills: Studying Groups (Part 4)	19.45%
Study Skills: When to Study (Part 2)	19.45%
Study Skills: Where to Study (Part 1)	19.45%
How to Motivate Employees	19.45%
4 Ways to Enhance Your Career	19.45%
Career Resilience	19.45%
How to NOT Miss the Details!	19.45%
Paying Attention to Detail	19.45%
What to do When You Hate Your Job	19.45%
Why do People Hate Their Jobs?	19.45%
Common Mistakes in Writing	19.45%
How to Accurately Proofread	19.45%
Taking Care of Your Future... <sup>TM</sup>	19.45%
Creating Better Audio for Transcription	19.45%
How to Transcribe Audio to Text	19.45%
Options for Transcribing Audio to Text	19.45%
Questions to Ask Before Transcribing Audio	19.45%
Transcribing Handwriting to Digital Text	19.45%
Transcribing Spoken Audio to Digital Content	19.45%
Avoiding Faulty Decision Making	19.45%
Basic Training for New Dads: A Cheat Sheet	19.45%
Basic Training for New Dads: An Overview	19.45%
Basic Training for New Dads: Paternal Postpartum Depression	19.45%
Decision Making: A Model for the Best Style	19.45%
Decision Making: An Overview	19.45%
How Attitudes affect Employee Behavior	19.45%
How Ethics affect Attitude and Behavior	19.45%
How Perceptual Style affects Behavior	19.45%
How Personality affects Employee Behavior	19.45%
Improving Employee Attitude and Job Satisfaction	19.45%
Improving Your Critical Thinking Skills	19.45%
Improving Your Daily Routine	19.45%
Making Command Decisions Work for You	19.45%
Making Consensus Decisions Work for You	19.45%
Making Consultative Decisions Work for You	19.45%
Making Decisions as a Group	19.45%
Making Delegated Decisions Work for You	19.45%
Making Ethical Decisions	19.45%
Motivating Employees: Part 1	19.45%

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Motivating Employees: Part 2	19.45%
Understanding Decision Making	19.45%
Your Future with the Company	19.45%
Can-Do, Will-Do: Actions	19.45%
Can-Do, Will-Do: Introduction	19.45%
Can-Do, Will-Do: Questions and Tips	19.45%
Spirit of the Dolphin	19.45%
Decision Key: Because	19.45%
Decision Key: Candor	19.45%
Decision Key: Contrast	19.45%
Decision Key: Imagination	19.45%
Decision Key: In-Print	19.45%
Decision Key: Labeling	19.45%
Decision Key: Losses Versus Gains	19.45%
Decision Key: Mental Accounting	19.45%
Decision Key: Risk-Value Curve	19.45%
Putting it all Together	19.45%
The Psychology of Decision-Making	19.45%
Motivating Won't Do's	19.45%
A Positive Future	19.45%
Embracing Change	19.45%
Focusing on What You Want	19.45%
Is it Pain or Opportunity	19.45%
Playing to Your Strengths	19.45%
A Sightline to What You Want	19.45%
A True Example of Positive Focus	19.45%
Being Aware of Our Changing World	19.45%
Building Great Relationships	19.45%
Building Great Relationships at Work	19.45%
Building Great Relationships with Bosses	19.45%
Building Great Relationships with Co-workers	19.45%
Building Great Relationships with Subordinates	19.45%
Building Relationships with Jerks	19.45%
Change Is Hard	19.45%
Creating a Great Day	19.45%
The Seeing Red Cars Mindset	19.45%
Creating a Positive Focus	19.45%
Creating Clarity	19.45%
Don't Want... Don't Want... Don't Want...	19.45%
How Leaders Can Influence Others	19.45%
How to Manage Your Moments	19.45%
It Started in Your Youth (3rd Grade Story)	19.45%
It's Never Too Late To Change	19.45%

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Keeping on Track	19.45%
People Can Tell What You Are Thinking	19.45%
Seeing Red Cars, 5 Minute Version	19.45%
Take Charge	19.45%
The 70%	19.45%
Understanding the Dynamics of a Team	19.45%
Why Is It so Hard to Change	19.45%
Working With Your Strengths	19.45%
You Have to Be Bad Before You Get Good	19.45%
Completing the Effectance Motivation Questionnaire	19.45%
Creating a More Motivating Experience	19.45%
Effectance Motivation Fundamentals	19.45%
Effectance: The Key to Motivation	19.45%
Hallmarks of a Motivating Experience	19.45%
How People Get Their Kicks	19.45%
Maximizing the Effectance Experience	19.45%
The Three Types of Effectance	19.45%
Making Better Decisions with Framing	19.45%
Tips for Transcribing Audio and Notes	19.45%
Valuing Learning Opportunities - Houndville Business Animation	19.45%
Basic Facilitation	19.45%
Life IS a Series of Presentations: Inspire, Inform & Influence. Anytime. Anywhere.™	19.45%
Fearless Facilitation!™ - How to Lead Effective Training	19.45%
SMART-START™ Presentations: What IS a Presentation?	19.45%
Meeting Case Study	19.45%
Setting Agendas and Taking Minutes	19.45%
Board Roles and Responsibilities	19.45%
Making Committees More Effective	19.45%
Cutting Edge Communication: Presenting with Passion	19.45%
Employee Awareness Series: Meeting the Criteria for a Meeting (2013 Edition)	19.45%
The Invisible Meeting	19.45%
Presentation Skills: After the Presentation	19.45%
Presentation Skills: Basic Questions	19.45%
Presentation Skills: Closing	19.45%
Presentation Skills: Creating Slides	19.45%
Presentation Skills: Handling Distractions	19.45%
Presentation Skills: Handling Questions	19.45%
Presentation Skills: Handouts	19.45%
Presentation Skills: How to Make a Point	19.45%
Presentation Skills: Opening	19.45%
Presentation Skills: Organizing	19.45%
Presentation Skills: Psyching Up, Not Out	19.45%

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Presentation Skills: Punching Up Your Presentation	19.45%
Presentation Skills: Right Before the Presentation	19.45%
Presentation Skills: Using Audio Visuals	19.45%
Persuasive Presentation Skills: A Winning Outline (Part 2)	19.45%
Persuasive Presentation Skills: Go For the Goal (Part 1)	19.45%
Persuasive Presentation Skills: Open Strong (Part 3)	19.45%
Persuasive Presentation Skills: Open Strong Examples (Part 4)	19.45%
Powerful Presentation Skills: Module 1 Begin and End with a Bang!	19.45%
Powerful Presentation Skills: Module 2 Constructing Your Content the EASY WAY	19.45%
Powerful Presentation Skills: Module 3 Confidence-It Will Make or Break You	19.45%
Powerful Presentation Skills: Module 4 Your Body Language Speaks Loudly	19.45%
Powerful Presentation Skills: Module 5 Connect with Your Audience	19.45%
Powerful Presentation Skills: Module 6 Handling Unexpected Situations With Immediate Resolve	19.45%
Powerful Presentation Skills: Module 7 Digital Age Dilemmas	19.45%
Powerful Presentations: Introduction	19.45%
Effective Online Meetings 1: Manage	19.45%
Effective Online Meetings 2: Plan	19.45%
Effective Online Meetings 3: Technology	19.45%
Effective Online Meetings 4: Structure	19.45%
Effective Online Meetings 5: Design	19.45%
Effective Online Meetings 6: Preparation	19.45%
Effective Online Meetings 7: Presentation	19.45%
Effective Online Meetings 8: Follow-Up	19.45%
Online Demos Made Easy	19.45%
Get People to Take Your Training!	19.45%
Research Your Research	19.45%
Speed Up Training "Time to Market"	19.45%
Today's Training Challenges	19.45%
Training Payback vs. ROI	19.45%
True Costs of Training	19.45%
Who Are Customers of Training?	19.45%
A Six-Step Learning Cycle	19.45%
Choosing a Program Backbone	19.45%
Don't Forget Forgetting!	19.45%
How Working Memory Works	19.45%
Managing Cognitive Load	19.45%
Media Options and Learning	19.45%
Memory Fix Teaching™	19.45%
Realities of Attention	19.45%
Role of "Seductive Content" (No, not that!)	19.45%
See, Know and Do Goals	19.45%
The Case for e-Learning	19.45%

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Three-Level Content Strategy Model	19.45%
Becoming a "Learning Organization"	19.45%
Creating Effective Program Notes	19.45%
Engagement vs Interaction	19.45%
Follow-Up and Coaching	19.45%
Multi-Purposed Learning™	19.45%
Training as a Promotion Qualifier	19.45%
Training Process vs Programs	19.45%
Transferring Skills to the Next Generation	19.45%
A Positive Approach to Speaking	19.45%
An Efficient Approach to Online Dating	19.45%
Building Your Personal Brand	19.45%
Elevator Pitch	19.45%
Advanced Presentation Skills	19.45%
Conferences	19.45%
Giving Your Best Presentation	19.45%
Organizing and Planning a Web Conference	19.45%
Overview of Web Conferences	19.45%
Presenting at a Web Conference	19.45%
Persuasive PowerPoint- Absentee Test and Handout Strategy	19.45%
Persuasive PowerPoint- Divide and Conquer	19.45%
Persuasive PowerPoint- Never Let Them See This...	19.45%
Persuasive PowerPoint- Slide Sorter Test for Engaging Slides	19.45%
Persuasive Presentation Skills- Analogy, Story, Humor	19.45%
Persuasive Presentation Skills- Anchors, Involvement	19.45%
Persuasive Presentation Skills- Repetition	19.45%
Persuasive Presentation Skills- Spice It Up	19.45%
Learning Retention Strategies	19.45%
Train the Trainer - The New Learner	19.45%
Train the Trainer - Content Development	19.45%
Train the Trainer - Delivering Training	19.45%
Train the Trainer - Training Management	19.45%
Project Management: What is a Project (Part 1 of 10)	19.45%
Project Management: The Project Charter (Part 2 of 10)	19.45%
Project Management: Estimating Timelines (Part 3 of 10)	19.45%
Project Management: Negotiating (Part 4 of 10)	19.45%
Project Management: Communications (Part 5 of 10)	19.45%
Project Management: Measuring and Tracking (Part 6 of 10)	19.45%
Project Management: Handling Change (Part 7 of 10)	19.45%
Project Management: Preparing for People Problems (Part 8 of 10)	19.45%
Project Management: Completing the Project (Part 9 of 10)	19.45%
Project Management: Managing a Project Manager (Part 10 of 10)	19.45%
Project Management Essentials: Introduction	19.45%



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Project Management Essentials: Module 1 Initiation	19.45%
Project Management Essentials: Module 2 Planning & Execution	19.45%
Project Management Essentials: Module 3 Monitoring & Controlling	19.45%
Project Management Essentials: Module 4 Closing	19.45%
Alternative Routes to Accomplishing the Project Goal	19.45%
Basics of the Project Pre-Work Process	19.45%
Brainstorming Project Tasks	19.45%
Building Commitment	19.45%
Collaborative Project Management in the Cloud	19.45%
Communicating with Your Project Team	19.45%
Contingency Planning	19.45%
Controlling Change in Project Management	19.45%
Cross-Cultural Considerations for Managing Projects	19.45%
Day-to-Day Project Management	19.45%
Dealing with External Approvals	19.45%
Defining Project Problems or Opportunities	19.45%
Determining Project Requirements	19.45%
Developing a Project Goal Statement	19.45%
Effective Styles for Interpersonal Communication	19.45%
Estimating Task and Activity Durations	19.45%
Exploring the History of Agile	19.45%
Garnering Agreement on Project Requirements	19.45%
Getting Project Requests Right	19.45%
How Teams Form and Grow	19.45%
Identifying Personnel	19.45%
Identifying Project Risks	19.45%
Intro to Scrum	19.45%
Introduction to Project Management	19.45%
Introduction to Project Planning	19.45%
Leading a Team as it Forms and Grows	19.45%
Managing Project Closure	19.45%
Managing Project Portfolios	19.45%
Overview of Project Stakeholders	19.45%
Planning Process Summary	19.45%
Planning Project Phases	19.45%
Post-Project Evaluation	19.45%
Problem Solving on Projects	19.45%
Project Authority Planning	19.45%
Project Budgeting	19.45%
Project Complexity Analysis	19.45%
Project Management Program Closer	19.45%
Project Management Program Opener	19.45%
Project Management: Impact of Constraints	19.45%

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Project Management: Project Process Model	19.45%
Project Organization in the Planning Process	19.45%
Project Planning Summary	19.45%
Project Proposals	19.45%
Project Resource Planning	19.45%
Project Scheduling: Basic Concepts	19.45%
Project Scheduling: Changing the Plan	19.45%
Project Scheduling: Critical Path	19.45%
Project Scheduling: Overlapping Tasks	19.45%
Project Tasks and Sub-Tasks	19.45%
Projects as a Form of Work	19.45%
Quantifying Project Risks	19.45%
Responsibility Allocation	19.45%
Separating and Ranking Needs and Wants	19.45%
Shortening the Critical Path	19.45%
Stakeholder Analysis Alternatives	19.45%
Stakeholder Analysis Matrix	19.45%
The PERT Chart	19.45%
The Process of a Project	19.45%
The Project Kickoff Meeting	19.45%
The Responsibility Matrix	19.45%
The Work Breakdown Structure	19.45%
Turning a Project into a Process	19.45%
Types of Work Teams	19.45%
Understanding What Drives Your Project	19.45%
Using Gantt Charts for Your Project	19.45%
Using The Critical Chain	19.45%
Validating Project Needs and Wants	19.45%
Working With Status Reports	19.45%
Certified Associate in Project Management (CAPM)® 5th Edition	19.45%
Project Management Professional (PMP) 6th Edition	19.45%
PMI Risk Management Professional - PMI-RMP	19.45%
Social Networking: Does it Work at Work?	19.45%
Social Networking: LinkedIn	19.45%
Social Networking: Twitter	19.45%
Social Networking: Instant Messenger	19.45%
Social Networking: Facebook	19.45%
Social Networking: Don't Press Send	19.45%
5 Types of Social Media Users and How to Identify Them	19.45%
An Overview of Social Media Publishers	19.45%
Attract Customers to Your Store With Facebook Contests	19.45%
Basic Facebook Contest Examples and Best Practices	19.45%
Best Practices for Account Security on Facebook	19.45%

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Broadcasting on Facebook: Cross Promotion on Social Media Platforms	19.45%
Building a Social Media Community	19.45%
Commenting on Facebook Pages Without Liking Them	19.45%
Conversion: Now vs. Future Buyers and Social Media Conversion Rates	19.45%
Conversion: Providing Social Media Value to Customers	19.45%
Conversion: Web Marketing Basics - Remember Your ABCs	19.45%
Creating a Facebook Username for your Business Page	19.45%
Creating Brand Evangelists: Turning Strangers into Friends and Friends into Customers	19.45%
Disabled on Facebook: What To Do If Your Account Has Been Disabled or Blocked	19.45%
Engaging Facebook Posts: How to Build Your Community Through Engaging Posts	19.45%
Engaging Facebook Posts: How to Maintain Your Community and Keep Your Fans Happy	19.45%
Facebook Ad Pricing: Suggestions for Bids, Max Bids, Cost per Click, and Cost per Mention	19.45%
Facebook Ads: Identifying Goals and Creating Strategy	19.45%
Facebook Ads: Targeting Users	19.45%
Facebook Comment Spam: How to Identify and Unmark It	19.45%
Facebook Glossary of Terms for Ads Platform	19.45%
Facebook Lead Capture: Improving your Conversion Rates with Landing Pages	19.45%
Facebook Listening to Promote your Page and Products	19.45%
Facebook Page Post Ads: What Are They and Why Would You Use Them?	19.45%
Facebook Post Ideas: The Importance of Sharing Original Content in your Social Media Marketing Efforts	19.45%
Facebook Promo Codes: How to Use Them to Increase Conversion	19.45%
Facebook Promotion Guidelines	19.45%
Facebook Timeline for Business: Key Features	19.45%
Facebook: Better Fan Engagement through Custom Tabs	19.45%
Facebook: How to Use Secret Facebook Groups	19.45%
Facebook: Tag Controls and Privacy Settings	19.45%
Finding Friends on Facebook	19.45%
Friend List on Facebook: How to Classify Your Friends into Groups	19.45%
Gaining Conversions by Using an Exclusive Content or a Reveal Tab on Facebook	19.45%
Get More Facebook Likes by Telling Your Friends, Employees, Customers	19.45%
Getting Started Creating Facebook Ads	19.45%
How to Add Facebook to Website via Social Plugins	19.45%
How to Best Design Facebook Ads	19.45%
How to Create a Facebook Account	19.45%
How To Create a Facebook Business Page: Choosing the Page Category	19.45%
How to Create a Facebook Event	19.45%
How to Create a Facebook Group and Manage It	19.45%
How to Create a Facebook Page for Business: A Step by Step Process	19.45%
How to Create Effective Facebook Ads: Tips for Images, Copy and Landing Sites	19.45%

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How to Edit Page Info and Settings	19.45%
How to Like Things on Facebook	19.45%
How to Login to Facebook with Your Password	19.45%
How to Optimize your Page's Status Updates	19.45%
How to Promote Facebook Events for Pages	19.45%
How to Share a Facebook Page: Building Your Community in an Easy Way	19.45%
How to Target Facebook Ads to Effectively Reach Your Target Market	19.45%
How to Use Effective Content Marketing Tactics	19.45%
How to Use Facebook Ad Manager	19.45%
How to Use Facebook Mobile	19.45%
How to Use Facebook Notes	19.45%
How to Use Facebook Notes: When to Use Facebook Notes	19.45%
Ideas for Advanced Facebook Contests	19.45%
Listening On Facebook: Setting up Notifications and Responding to Users	19.45%
Listening: Finding the Right Audience Using Search Functions	19.45%
Managing Your Account on Facebook: Editing Your Profile and Name	19.45%
Managing Your Privacy Settings on Facebook	19.45%
Optimize Facebook Ads: How to Run Facebook Ad Reports	19.45%
Optimizing Facebook Ads	19.45%
Overview: What is Social Media Marketing?	19.45%
Posting Links to Facebook	19.45%
Profile Picture for Facebook: Best Practices for Optimization	19.45%
Reporting Abuse on Facebook	19.45%
Search Engine Optimization in Facebook Notes	19.45%
Setting Your Page Name on Facebook	19.45%
Social Media Publishers for Facebook	19.45%
Social Media Rules of Engagement	19.45%
Social Posting on Facebook: Best Practices for Sharing Content	19.45%
The Facebook Safety Center	19.45%
The Value of Uploading Videos to Facebook	19.45%
Understanding and Using the Facebook News Feed Ticker	19.45%
Understanding Facebook's News Feed Algorithm	19.45%
Understanding Notifications on Facebook	19.45%
Understanding Your Facebook Strategy Before You Start Marketing	19.45%
Using Facebook as Your Page to Build Community	19.45%
Using Facebook Notes to Promote Your Blog	19.45%
Using Facebook's Follow Feature	19.45%
Using Self Promotion on Facebook	19.45%
Using the Facebook Timeline	19.45%
Viewing Page Notifications and Setting Up Activity Alerts	19.45%
Welcome to the Facebook Track: Learning to Market Using Facebook	19.45%
What Are Facebook Ads?	19.45%
What is a Facebook Business Page? Difference Between a Profile and a Page	19.45%

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What is Facebook and How Does it Work? A Brief Overview of the World's Largest Social Network	19.45%
What is Social Brand Management? Social Media Reputation Management	19.45%
What is Social Media Listening and Why is it Important?	19.45%
Why Blogs Are Important: The Central Hub of your Social Media Strategy	19.45%
Why Use Facebook for Business? The New Frontier of Brand Communication	19.45%
Why Use Social Media Marketing vs. Traditional Marketing?	19.45%
Social Media for Business: What You Need to Know	19.45%
Selfies Gone Wrong	19.45%
Regaining Control of Your Day	19.45%
Back-Time To What Matters Most	19.45%
Endurance and Self-Management	19.45%
Time Equals Energy and Attention	19.45%
High Stress Coaching for Team Wins	19.45%
Team Building Without Time Wasting	19.45%
Time Effective Stress Relief Exercises	19.45%
Lower Stress to Become More Effective	19.45%
Time Challenged	19.45%
Helping Employees Use Their Time Wisely	19.45%
Personal Time Management	19.45%
Time Management Tune-up - Part 1: Accept the Facts of Time	19.45%
Time Management Tune-up - Part 2: Mind Your Minutes	19.45%
Time Management Tune-up - Part 3: Deal With It and Be Done With It	19.45%
Time Management Tune-up - Part 4: Gain Time with Technology	19.45%
Time Management Tune-up - Part 5: Master the Two-minute Drill	19.45%
Time Management Tune-Up-Assessment	19.45%
Time Management Tune-Up-Introduction	19.45%
Planning and Scheduling for Results	19.45%
Creating Extra Time	19.45%
Getting Organized	19.45%
Managing the Time of Your Life Part I	19.45%
Managing the Time of Your Life Part II	19.45%
Planning Your Week	19.45%
Prioritize Your Tasks	19.45%
Stop Procrastinating	19.45%
Working More Efficiently	19.45%
Bending Time to Your Will: Scheduling and Time-Logging	19.45%
Don't Let Priorities Go Awry	19.45%
Effective vs. Efficient	19.45%
Experiencing An Ideal Day	19.45%
How Long, How Much, How Good: Juggling Project Resources	19.45%
How to Avoid Self-Inflicted Delay	19.45%
How to Communicate with Time in Mind	19.45%

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How to Manage Travel Time - The On-the-Go-Guide	19.45%
How to Tame the Incoming Telephone Time Thief	19.45%
How to Tame the Outgoing Telephone Time Snatcher	19.45%
How to Think About Time	19.45%
In the Field: How Time Managers Make It Work	19.45%
Laying Out the Time-Sensitive Project	19.45%
March of Time in the Global Village	19.45%
Meeting Deadlines and Avoiding Procrastination	19.45%
Project Management = Time Management Turned Up a Notch	19.45%
Save Time and Save Stress	19.45%
Starving Out the Interrupting Time Gobblers	19.45%
Stocking Your Project Management Toolkit	19.45%
Taking Control of Your Inbox	19.45%
The Art of Delegation: Give It to Phil and Phyllis To Do	19.45%
The Daily To-Do List: Your Basic Tool	19.45%
The Meeting: Opportunity or Time Waster?	19.45%
Time Management and Preventing Procrastination	19.45%
Time Management with Plans and Scheduling	19.45%
Time-Saving Tips from Viewers Like You	19.45%
Using Your Prime Energy Time for Priority Tasks	19.45%
Why Do We Procrastinate - and What Can We Do About It?	19.45%
Writing the Right -and Quick- Way	19.45%
Creating a Work Plan	19.45%
Helping Employees Use Their Time Wisely	19.45%
How to Effectively Manage Time	19.45%
Creating Great Business Video: 3 Levels of Video Content	19.45%
Creating Great Business Video: Building the Production Team	19.45%
Creating Great Business Video: Introduction	19.45%
Creating Great Business Video: The Case for Video	19.45%
Creating Great Business Video: The New Learner	19.45%
Creating Great Business Video: Basics of Structure	19.45%
Creating Great Business Video: Coaching the Presenter	19.45%
Creating Great Business Video: Instructional Design Guidelines	19.45%
Creating Great Business Video: Instructional Design Tips	19.45%
Creating Great Business Video: Project Scope Issues	19.45%
Creating Great Business Video: Quality Recording	19.45%
Creating Great Business Video: Recording Set-Up	19.45%
Creating Great Business Video: Running a Teleprompter	19.45%
Creating Great Business Video: Structuring Programs	19.45%
Creating Great Business Video: Structuring Scenes	19.45%
Creating Great Business Video: Animation Formats	19.45%
Creating Great Business Video: Background Formats	19.45%
Creating Great Business Video: Color Formats	19.45%



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Creating Great Business Video: Creating Tests	19.45%
Creating Great Business Video: Creating Viewer Notes	19.45%
Creating Great Business Video: Desktop Video	19.45%
Creating Great Business Video: Graphic Formats	19.45%
Creating Great Business Video: Lighting	19.45%
Creating Great Business Video: Mini-Studio Video	19.45%
Creating Great Business Video: Mobile Video	19.45%
Creating Great Business Video: Text Formats	19.45%
Creating Great Business Video: Video Authoring	19.45%
Creating Great Business Video: Write for Mental Engagement	19.45%
Creating Great Business Video: Writing Guidelines	19.45%
Creating Great Business Video: Writing Processes	19.45%
Creating Great Business Video: Narrating Screen Captures	19.45%
Creating Great Business Video: Presentation Tips	19.45%
Creating Great Business Video: Presenter Appearance	19.45%
Creating Great Business Video: Presenter Body Language	19.45%
Creating Great Business Video: Presenter Gestures	19.45%
Creating Great Business Video: Presenter Images	19.45%
Creating Great Business Video: Presenter Voice	19.45%
Creating Great Business Video: Reading a Script	19.45%
Creating Great Business Video: Using a Teleprompter	19.45%
The Issue is Respect	19.45%
You Can STOP Harassment: The Responsible Leader	19.45%
You Can STOP Harassment Training Scenes	19.45%
Management's New Responsibilities	19.45%
Patterns: Preventing Sexual Harassment	19.45%
Patterns: Responding to Sexual Harassment	19.45%
Patterns: Rights & Responsibilities	19.45%
Patterns Training Scenes	19.45%
It's Not Just About Sex Anymore™: Harassment and Discrimination in the Workplace	19.45%
Legal Briefs™ Harassment & Discrimination: Promoting Respect & Preventing Discrimination	19.45%
Sexual Harassment - It Can Happen Here™	19.45%
The Lilly Ledbetter Fair Pay Act of 2009™	19.45%
SMART-START™ Sexual Harassment: It's Everyone's Responsibility	19.45%
SMART-START™ Harassment and Discrimination: It's More Than You May Think	19.45%
You Can STOP Harassment: Taking Responsibility	19.45%
You Need To Know...Sexual Harassment is Illegal	19.45%
It's Not Just About Sex Anymore™: Harassment and Discrimination in the Workplace - Spanish	19.45%
Legal Briefs™ Harassment & Discrimination: Promoting Respect & Preventing Discrimination - Spanish	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Sexual Harassment? You Decide.™: Real Situations for Discussion - Spanish	19.45%
The Right Side of the Line: Creating a Respectful and Harassment-Free Workplace™ - Spanish	19.45%
Harassment Hurts: It's Personal	19.45%
Q & A: Discrimination in the Workplace	19.45%
Harassment Hurts: It's Personal - Spanish	19.45%
Anti-Harassment: Chapter 4 - Determining if Harassment Exists	19.45%
Anti-Harassment: Chapter 5 - Employer/Employee Responsibilities	19.45%
Anti-Harassment: Chapter 6 - Response to Complaints	19.45%
Anti-Harassment: Chapter 1 - Why Anti-Harassment Training?	19.45%
Anti-Harassment: Chapter 2a - The Protected Zone Part 1	19.45%
Anti-Harassment: Chapter 2b - The Protected Zone Part 2	19.45%
Anti-Harassment: Chapter 3b - Examples of Harassment and Discrimination	19.45%
Anti-Harassment: Chapter 3a - What is Harassment and Discrimination	19.45%
Workplace Harassment: Prevention and the Law - Employee Field 50	19.45%
Workplace Harassment: Prevention and the Law - Employee Office 50	19.45%
Workplace Harassment: Prevention and the Law - Supervisor Field 120	19.45%
Workplace Harassment: Prevention and the Law - Supervisor Office 70	19.45%
Workplace Harassment: Prevention and the Law - Supervisor Office 120	19.45%
Workplace Harassment: Prevention and the Law - Faculty and Staff (Higher Education)	19.45%
Workplace Harassment: Prevention and the Law - Supervisor (Higher Education)	19.45%
Workplace Harassment: Prevention and the Law - Employee Spanish Field Course	19.45%
Cutting Edge Communication: Breaking Bullying	19.45%
Why Do Bullies Bully?	19.45%
Sexual Harassment - Houndville Business Animation	19.45%
Handling a Sexual Harassment Investigation	19.45%
Preventing Sexual Harassment... for Employees	19.45%
Preventing Sexual Harassment... for Managers and Supervisors	19.45%
Workplace Harassment in Industrial Facilities	19.45%
Understanding Harassment - California	19.45%
Harassment Charge Resolved. Now What?	19.45%
Employee Awareness Series: Sexual Harassment (2013 Edition)	19.45%
Preventing Harassment in Industry	19.45%
Preventing Harassment in Industry - Spanish	19.45%
Preventing Harassment in Industry Concise	19.45%
Preventing Harassment in Industry Concise - Spanish	19.45%
Preventing Harassment in the Office	19.45%
Preventing Harassment in the Office - Spanish	19.45%
Preventing Harassment in the Office Concise	19.45%
Preventing Harassment in the Office Concise - Spanish	19.45%
Understanding Harassment: Introduction to Understanding Harassment	19.45%
Understanding Harassment: Keeping Your Workplace Free of Harassment	19.45%

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Understanding Harassment: Office Instigators	19.45%
Understanding Harassment: Understanding Offenders	19.45%
Understanding Harassment: Understanding Targets	19.45%
Understanding Harassment: Warning Signs	19.45%
Anti-Harassment for Managers	19.45%
Anti-Harassment in Court	19.45%
Anti-Harassment Review	19.45%
Anti-Harassment Investigating Complaints	19.45%
Anti-Harassment for Everyone	19.45%
Anti-Harassment Writing and Communicating a Sexual Harassment Policy	19.45%
Introduction to California Anti-Harassment	19.45%
Introduction to Connecticut Anti-Harassment	19.45%
Introduction to Maine Anti-Harassment	19.45%
Respect Series: How to Be Liked	19.45%
Respect Series: How to Be Respected	19.45%
Respect Series: Working with Dislike	19.45%
Understanding Harassment – Connecticut	19.45%
Understanding Harassment – Maine	19.45%
Understanding Harassment in Review	19.45%
H.E.R.O. (Harassment Education and Retaliation Overview)	19.45%
Sexual Harassment? You Decide.™: Real Situations for Discussion (Remastered!)	19.45%
Preventing Sexual Harassment...for Employees - Spanish	19.45%
Workplace Harassment: Abusive Conduct	19.45%
Let's Talk . . . Bullying, Abusive Conduct and Their Consequences	19.45%
Let's Talk . . . Harassment-It Happens!	19.45%
H.E.R.O. Employee Version (Harassment Education and Retaliation Overview)	19.45%
Sexual Harassment Is...™	19.45%
Offender Stereotypes	19.45%
Stop Sexual Harassment Now - A Quick Quiz	19.45%
Stop Sexual Harassment Now - Questions	19.45%
The EEOC Definition	19.45%
The Psychology of Sexual Harassment	19.45%
The Six Levels of Sexual Harassment	19.45%
Where to Draw the Line	19.45%
Discrimination and Harassment Basics	19.45%
Harassment Basics: Employment Law in the Workplace	19.45%
Harassment Prevention: Managers' Responsibilities	19.45%
Non-Discrimination and Non-Harassment Policies	19.45%
Reporting and Preventing Harassment	19.45%
Sexual Harassment - What Is It?	19.45%
Sexual Harassment: Take Action	19.45%
Conducting the Investigation	19.45%

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HR Responsibilities	19.45%
Organizational Red Flags	19.45%
Supervisor Responsibilities	19.45%
Tips for Supervisors	19.45%
Warning Signs	19.45%
Stop Sexual Harassment Now - Employee Version	19.45%
California Anti-Harassment for Employees	19.45%
Sexual Harassment — the "TAKEAWAY" for Managers™	19.45%
Sexual Harassment, California Edition — the "TAKEAWAY" for Managers™	19.45%
Stop Sexual Harassment Now - HR Version	19.45%
Stop Sexual Harassment Now - Supervisor Version	19.45%
H.E.R.O. (Harassment Education and Retaliation Overview) UPDATED 4/2016	19.45%
H.E.R.O. Employee Version (Harassment Education and Retaliation Overview) UPDATED 4/2016	19.45%
Workplace Harassment: Abusive Conduct UPDATED 4/2016	19.45%
California Sexual Harassment Training - Part 1	19.45%
California Sexual Harassment Training - Part 2	19.45%
California Sexual Harassment Training - Part 3	19.45%
Everybody Wins: How to Turn Conflict into Collaboration™	19.45%
SMART-START™ Conflict: Resolving Conflict	19.45%
Everybody Wins: How to Turn Conflict into Collaboration™ - Spanish	19.45%
Practical Strategies for Resolving Conflict	19.45%
Conflict of Interest	19.45%
Conflict Resolution Episode 7: What Did You Say?	19.45%
Conflict Resolution Episode 1: The Loudest Person Wins!	19.45%
Conflict Resolution Episode 10: Conflict Resolution – Three Scenarios, One Right Answer	19.45%
Conflict Resolution Episode 2: Here's a Few Things You Probably Shouldn't Say (or Do)!	19.45%
Conflict Resolution Episode 3: The Power of an Angry Silence	19.45%
Conflict Resolution Episode 4: The Closer You Get, The Less People Like You!	19.45%
Conflict Resolution Episode 5: There's No Such Thing as Personal Space!	19.45%
Conflict Resolution Episode 6: How Not to Deal With Other People's Problems	19.45%
Conflict Resolution Episode 8: Don't Try to Understand People	19.45%
Conflict Resolution Episode 9: You Are Never Wrong	19.45%
An Introduction to Productive Conflict Resolution	19.45%
Conflict Management	19.45%
Handling Conflict and Negotiation Ethically	19.45%
Handling Conflict with the Thomas-Kilmann Model	19.45%
Handling Conflicts in High-Value Relationships	19.45%
Handling Conflicts in Low-Value Relationships	19.45%
Identifying the Causes of Conflict	19.45%

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Understanding Conflict in the Workplace	19.45%
Win-Win Negotiations for Conflict Resolution	19.45%
The Unfortunate Effects of Anger - Part 1 of 5	19.45%
The Unfortunate Effects of Anger - Part 2 of 5	19.45%
The Unfortunate Effects of Anger - Part 3 of 5	19.45%
The Unfortunate Effects of Anger - Part 4 of 5	19.45%
The Unfortunate Effects of Anger - Part 5 of 5	19.45%
Insubordination Trumps Discrimination	19.45%
Gender Identity and Discrimination	19.45%
Avoiding Discrimination: Five Keys	19.45%
Discrimination: The Protected Classes	19.45%
When to Use the N Word	19.45%
Preventing Religious Discrimination	19.45%
Questions and Answers about Religious Discrimination in the Workplace	19.45%
Questions and Answers about Religious Discrimination in the Workplace 2	19.45%
Questions and Answers about Religious Discrimination in the Workplace 3	19.45%
Race, Ethnicity, Language & Religion Workplace Issues	19.45%
On the Threshold of Change	19.45%
Age & Physical Ability Workplace Issues	19.45%
M.E.E.T. on Common Ground™ - Speaking Up for Respect in the Workplace	19.45%
SMART-START™ Respect: It Just Takes a Little Respect	19.45%
Dialogue - Now You're Talking! Communicating in a Diverse World	19.45%
Dialogue - Now You're Talking! Dialogue for Cultural Understanding	19.45%
Dialogue - Now You're Talking! Dialogue Between Genders	19.45%
Dialogue - Now You're Talking! Dialogue Among Generations	19.45%
Diversity Training Scenes	19.45%
Just Be F.A.I.R.™: A Practical Approach to Diversity in the Workplace	19.45%
M.E.E.T. Zero Tolerance: Enforcing Zero Tolerance with Fairness and Respect™	19.45%
We Need to M.E.E.T.™: Managing for Respect in the Workplace	19.45%
SMART-START™ Diversity: What is Diversity?	19.45%
Ouch! That Stereotype Hurts	19.45%
Handling Customer Diversity - Houndville Business Animation	19.45%
Generations: M.E.E.T. for Respect in the Workplace™	19.45%
Awesome!	19.45%
Dialogue - Now You're Talking! Communicating in a Diverse World - Spanish	19.45%
Awesome! - Spanish	19.45%
Overcoming Personal Barriers to Diversity	19.45%
Just Be F.A.I.R.™: A Practical Approach to Diversity in the Workplace - Spanish	19.45%
M.E.E.T. on Common Ground™: Speaking Up for Respect in the Workplace - Spanish	19.45%
M.E.E.T. Zero Tolerance: Enforcing Zero Tolerance with Fairness & Respect™ - Spanish	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
We Need to M.E.E.T.™: Managing for Respect in the Workplace - Spanish	19.45%
Diversity: Face to Face	19.45%
Village of 100, 3rd Edition	19.45%
OpeningLines: Facing Diversity	19.45%
As Simple As Respect: Diversity, Respect and Inclusion In the Workplace	19.45%
OpeningLines: Understanding Respect	19.45%
Let's Get Together! Communicating Respect in a Diverse Workplace	19.45%
Ouch! Your Silence Hurts	19.45%
PLEASE Respect My Generation! 5 Generations At Work	19.45%
Q & A: Understanding Personality Differences	19.45%
Managing Four Generations in the Workplace	19.45%
Is It Bias? Making Diversity Work	19.45%
Mixing Four Generations in the Workplace	19.45%
Little Things Mean A Lot: From Micro Inequities to Micro Affirmations	19.45%
Real World Guide to Diversity in the Workplace	19.45%
Diversity Challenges: What Would You Do?	19.45%
The Plus of Us: Dynamic Diversity Training (Employee Version)	19.45%
The Plus of Us: Dynamic Diversity Training (Supervisor Version)	19.45%
The Plus of Us: Dynamic Diversity Training (Full Court Pres)	19.45%
Do Respect	19.45%
As Simple As Respect: Diversity, Respect and Inclusion In the Workplace - Spanish	19.45%
Village of 100, 3rd Edition - Spanish	19.45%
Wealth, Innovation & Diversity	19.45%
Generation F: Women in the Workforce	19.45%
Cutting Edge Communication: Giving Hygiene Feedback	19.45%
Inclusion Insights: Stereotypes	19.45%
Inclusion Insights: Lazy Brains	19.45%
Inclusion Insights: Unintentional Intolerance	19.45%
Anyone Can Be An Ally: With Brian McNaught	19.45%
Employing Workers with Disabilities - Beneficial to Business	19.45%
Open Mind, Open World Improving Intercultural Interactions™	19.45%
Diversity in the Workplace - Houndville Business Animation	19.45%
Cutting Edge Communication: Appreciating Diversity	19.45%
Looking Outside Yourself	19.45%
Gateways to Inclusion	19.45%
Workplace Pet Peeves – What Are Yours?	19.45%
Ideocracy of an MTV Workplace	19.45%
Time Off for Religious Observance?	19.45%
Consciously Overcoming Unconscious Bias	19.45%
Working Well with Others: Diversity Equals Greatness	19.45%
Working Well with Others: The Diversity Continuum	19.45%
Working Well with Others: The Mistake of Stereotyping	19.45%
Working Well with Others: The Power of Inclusion	19.45%



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Working Well with Others: What is Diversity?	19.45%
Leadership of a Diverse Team	19.45%
Mark of the Beast	19.45%
When a Man Becomes a Woman	19.45%
M.E.E.T.: Breaking New Ground™ Respect & Inclusion - Inappropriate Workplace Comments	19.45%
M.E.E.T.: Breaking New Ground™ Respect & Inclusion - Inappropriate Workplace Thoughts	19.45%
M.E.E.T.: Breaking New Ground Respect & Inclusion in the Workplace	19.45%
Diversity Is...™	19.45%
Let's Talk... Respect-It Matters	19.45%
Exploring Diverse Cultures	19.45%
Initiating Diversity Plans	19.45%
Linking Diversity and Ethics	19.45%
Managing Diversity in the Workplace	19.45%
Maximizing Diversity	19.45%
Minimizing Dilemmas in a Diverse Workplace	19.45%
Village of 100, 4th Edition	19.45%
Arrogance and Humility	19.45%
Eric's Story	19.45%
Finding Common Ground	19.45%
Generation Gap	19.45%
Global Cultural Awareness	19.45%
Prejudice and Discrimination	19.45%
Seeing Our Differences as Strengths	19.45%
Shifting Your Perception	19.45%
Stereotyping and Diversity	19.45%
Getting to Know the Generations	19.45%
Alcohol Abuse in the Workplace Series: Testing Procedures	19.45%
Alcohol Abuse in the Workplace Series: Alcohol and Detection Periods	19.45%
Alcohol Abuse in the Workplace Series: Signs and Symptoms of Abuse	19.45%
Substance Abuse in the Workplace Series: Testing Procedures	19.45%
Substance Abuse in the Workplace Series: Drugs and Detection	19.45%
Substance Abuse in the Workplace Series: Signs and Symptoms of Abuse	19.45%
Dealing with Drug and Alcohol Abuse for Employees - Spanish	19.45%
Dealing with Drug and Alcohol Abuse for Managers and Supervisors - Spanish	19.45%
Drugs and Alcohol at Work – Protected?	19.45%
Substance Abuse	19.45%
How Well Do You Know Your Employees?	19.45%
A Drug-free Workplace	19.45%
A Drug-free Workplace for Construction	19.45%
A Drug-free Workplace for General Industry	19.45%
A Drug-free Workplace for Health Care	19.45%

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A Drug-free Workplace for Manufacturing	19.45%
A Drug-free Workplace for Transportation	19.45%
Substance Abuse: Addressing Abuse	19.45%
Substance Abuse: Problems and Effects	19.45%
Substance Abuse: Supervisors' Responsibilities	19.45%
HIPAA #1 Introduction	19.45%
HIPAA #2 Background	19.45%
HIPAA #3 PHI	19.45%
HIPAA #4 Disclosing PHI	19.45%
HIPAA #5 Minimum Necessary	19.45%
HIPAA #6 Protecting PHI	19.45%
HIPAA #12 Summary	19.45%
HIPAA #11 Risk Analysis and Administrative Safeguards	19.45%
HIPAA #10 Security Rule	19.45%
HIPAA #9 Penalties	19.45%
HIPAA #8 HHS Requirements	19.45%
HIPAA #7 Patient Rights Notification	19.45%
HIPAA HITECH: Breach Notification	19.45%
HIPAA HITECH: Business Associates Part 1	19.45%
HIPAA HITECH: Business Associates Part 2	19.45%
HIPAA HITECH: Business Associates Part 3	19.45%
HIPAA HITECH: Individual Rights	19.45%
HIPAA HITECH: Introduction	19.45%
HIPAA HITECH: Privacy Notice	19.45%
HIPAA HITECH: Restrictions on PHI	19.45%
Your Health Plan and HIPAA	19.45%
Your Health Plan and HIPAA 2	19.45%
Your Health Plan and HIPAA 3	19.45%
Your Health Plan and HIPAA 4	19.45%
Your Health Plan and HIPAA 5	19.45%
Your Health Plan and HIPAA 6	19.45%
HIPAA: 1. The Basics	19.45%
HIPAA: 10. Penalties	19.45%
HIPAA: 11. General Disclosures - FAQ	19.45%
HIPAA: 12. Marketing - FAQ	19.45%
HIPAA: 13. Protections Against Violations - Risk Analysis	19.45%
HIPAA: 14. Protections Against Violations - Safeguards	19.45%
HIPAA: 15. Quick Learn for Employees	19.45%
HIPAA: 2. What is HITECH?	19.45%
HIPAA: 3. HITECH - Understanding Business Associates	19.45%
HIPAA: 4. What is Protected Health Information?	19.45%
HIPAA: 5. The Privacy Rule - Authorizations	19.45%
HIPAA: 6. The Privacy Rule - Disclosures	19.45%

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HIPAA: 7. The Security Rule	19.45%
HIPAA: 8. Enforcement	19.45%
HIPAA: 9. Breaches	19.45%
The Right Side of the Line: Creating a Respectful and Harassment-Free Workplace™	19.45%
Interviewing Panels	19.45%
9 Essentials for Exit Interviews	19.45%
Do I Know You?	19.45%
Human Resource Function	19.45%
Are Employees Using Their Mobile Phones to Conduct Business?	19.45%
Fired for Being Too 'Hot'	19.45%
Progressive Discipline Coaching	19.45%
Factors in RIF Must Be Reasonable	19.45%
Legally Firing	19.45%
Termination Checklist	19.45%
Concerned About Retiring Employees?	19.45%
Is On-Call Time Compensable?	19.45%
Confidentiality Obligations by HR	19.45%
HR Dashboard of Metrics and Analytics	19.45%
HR Strategy and Management	19.45%
A Safe Workplace: OSHA and Right-to-Know Laws	19.45%
Applying Management Styles in an Organization	19.45%
Communication Styles and Emotional Intelligence	19.45%
Communication Styles in an Organization	19.45%
Determining International Employee Compensation	19.45%
Developing Employees	19.45%
Directions of Communication in an Organization	19.45%
Employee Compensation and Benefits	19.45%
Expatriate Selection, Cultural Training and Other Considerations	19.45%
Exploring the Need for Labor Unions	19.45%
Health Hazards at Work: Cumulative Trauma and Exposures	19.45%
Health Hazards at Work: Promoting a Culture of Safety and Health	19.45%
Health Hazards at Work: Stress	19.45%
Health Hazards at Work: Violence and Bullying	19.45%
Hiring Employees	19.45%
International Law for Expatriates	19.45%
Introducing Human Resource Management	19.45%
Managing Expatriates: Reducing Stress and Homesickness	19.45%
Nonverbal Communication and Listening	19.45%
Performance Appraisals	19.45%
Providing Voluntary Benefits: Incentive Pay and Paid Time Off	19.45%
Providing Voluntary Benefits: Medical Insurance and 401 (k)s	19.45%
Staffing Internationally	19.45%
Types of Management Styles in an Organization	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer</b> <b>Discount % off</b> <b>MSRP</b>
What Makes a Great Place to Work?	19.45%
FAQ: Seasonal Employee Hours and Pay	19.45%
Should We Pay Interns?	19.45%
Do you have to pay them?	19.45%
Reward and Remuneration	19.45%
Analyzing Pay Theories	19.45%
Deciding on a Pay System	19.45%
Determining Internal and External Pay Factors	19.45%
Developing a Compensation Package	19.45%
Introduction to Compensation and Benefits	19.45%
Laws Relating to Pay	19.45%
Pay Types and Considerations	19.45%
Providing Government-Mandated Benefits	19.45%
Taking Action Based on a Criminal Record or Credit Report	19.45%
Balancing Employee Privacy Rights with an Employer's Right to Know	19.45%
Think You Can Fire Someone For What They Say on Facebook?	19.45%
Have You Protected Your Confidential Company Information?	19.45%
Can We Prohibit Employees From Moonlighting?	19.45%
Is A Verbal Complaint Enough? The Supreme Court Says...Maybe.	19.45%
Reducing Unpaid Lunch Breaks Under 30 Minutes - Legal?	19.45%
Indefinite Leave - Not Reasonable	19.45%
Laid Off vs. Terminated - Is There a Difference?	19.45%
A Pregnant Employee, Now What?	19.45%
Sick Day Excuses - Honest or Fraudulent?	19.45%
Social Media – Do You Have a Policy?	19.45%
Employee Fired Over Bag of Chips - Illegal?	19.45%
Have a Fun Yet Safe Holiday Party	19.45%
"Chink in the Armor." Is it Offensive?	19.45%
Beware Affinity Groups	19.45%
Costumes, Parties, & Booze – Who Knew!	19.45%
Attempted Suicide and the ADA	19.45%
No Accommodation if Can't Perform the Essential Functions	19.45%
What is Your Policy for Inclement Weather?	19.45%
Could You be Liable?	19.45%
Employee or Independent Contractor?	19.45%
No Complaint No Liability	19.45%
Reading Employee's Emails, Is It Your Right?	19.45%
Fifty Shades of Grey in the Workplace	19.45%
Guns At Work	19.45%
Is Profanity A Terminable Offense?	19.45%
Administration of a Collective Bargaining Agreement	19.45%
Current Labor Challenges and Labor Laws	19.45%
Exploring the Global Business Environment	19.45%

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Human Resources Global Strategies	19.45%
Introduction to Labor Unions	19.45%
Multiculturalism and the Law	19.45%
The Collective Bargaining Process	19.45%
Unionization and Corporate Resistance	19.45%
Working with Unions and Bargaining Breakdowns	19.45%
New Employee Orientation - Thought Provoking Scenarios	19.45%
After the Hire: Retaining Good Employees	19.45%
Onboarding Tools	19.45%
Onboarding: Best Practices	19.45%
Onboarding: Orientations	19.45%
Onboarding: The Power of Day One	19.45%
Onboarding: Transmitting Culture	19.45%
Onboarding: Why You Should Care	19.45%
What is New Employee Onboarding?	19.45%
Let's T.A.L.K.: Handling the Difficult Performance Appraisal™	19.45%
SMART-START™ Performance Appraisal: What It's Really All About	19.45%
Once and for All: Resolving Performance Challenges	19.45%
Skills for Answering Questions	19.45%
10 Steps to Flawless Appraisal Interviews	19.45%
Conducting Successful Discipline Interviews	19.45%
Let's T.A.L.K. - Handling the Difficult Performance Appraisal™ - Spanish	19.45%
Q&A: Difficult Appraisal Situations	19.45%
Discussing Performance	19.45%
Effective Performance Review: Course #1 - Purpose of Conducting Effective Performance Reviews	19.45%
Effective Performance Review: Course #2 - Preparing for the Annual Review	19.45%
Effective Performance Review: Course #3 - Conducting the Review Meeting	19.45%
Effective Performance Review: Course #4 - After the Review Meeting	19.45%
Conduct an Effective, Legal Performance Review	19.45%
Performance Appraisals	19.45%
Career Management and Talent Review	19.45%
Completing and Conducting Employee Performance Appraisals	19.45%
Designing a Performance Appraisal System	19.45%
Introduction to Employee Assessment	19.45%
Organizing the Performance Appraisal Process and Conducting Appraisal Interviews	19.45%
Performance Appraisal System Errors and Legal Considerations	19.45%
Understanding Performance Appraisal Methods, Part 1	19.45%
Understanding Performance Appraisal Methods, Part 2	19.45%
Understanding Performance Appraisal Methods, Part 3	19.45%
Utilizing Job Evaluation Systems	19.45%
Handling a Bad Performance Review	19.45%

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Performance Reviews for Managers	19.45%
Preparing for Your Review	19.45%
Self-Assessments	19.45%
SMART-START™ Interviewing: Hire the Right Person	19.45%
Legal Briefs™ Recruiting and Hiring: A Manager's Guide to Staying Out of Court	19.45%
A Question of Evidence - The Behavioral-based Interview	19.45%
Job Interviews - No Surprises	19.45%
Receptionist Interviews	19.45%
Cafe Interviews Mistakes & Success	19.45%
Event Assistant Interviews	19.45%
Customer Service Role Plays	19.45%
Cadetships - Students Face a Panel	19.45%
Group Assessment Interview	19.45%
Graduate Interviews	19.45%
Office Interview - Confidence & Persistence	19.45%
Success at Every Level	19.45%
Pitching Your Business	19.45%
Show Enthusiasm & Confidence	19.45%
Body Language & Rapport in Interviewing	19.45%
Question Types in Interviews	19.45%
Office Manager Interview	19.45%
Anna or Mat?	19.45%
Interviewing for Receptionist	19.45%
Sales Rep Interview	19.45%
Property Manager Interview	19.45%
Assessment Centre Interview	19.45%
Behavioral Interview Triggers	19.45%
Role Plays & Work Tests	19.45%
Reference Check	19.45%
The Art of Behavioural Interviewing	19.45%
Legal Briefs™ Recruiting and Hiring: A Manager's Guide to Staying Out of Court - Spanish	19.45%
Get the Whole Picture™: Asking Probing Questions in a Behavior-Based Interview	19.45%
Beyond Words: Hiring & Interviewing I	19.45%
Beyond Words: Hiring & Interviewing II	19.45%
Beyond Words: Hiring & Interviewing III	19.45%
Demand to Exceed Supply for Educated Workers by 2018	19.45%
Consider Arrests and Convictions (or not)?	19.45%
Employee Awareness Series: Interviewing for a Job, Career or Promotion (2013 Edition)	19.45%
Recruiting Toolkit: Job Postings	19.45%
Recruiting Toolkit: Reviewing Resumes	19.45%
Recruiting Toolkit: Conducting Interviews	19.45%



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Recruiting Toolkit: Unacceptable Questions	19.45%
Recruiting Toolkit: Offers	19.45%
Applicants with Criminal Records	19.45%
Background Checks	19.45%
Background Checks	19.45%
Handling References	19.45%
Interviewing Checklist	19.45%
Legally Hiring	19.45%
Managing Recruitment Effectively	19.45%
The Induction Promise	19.45%
Recruiting High Achievers	19.45%
Disabilities - Opening Doors to All Candidates	19.45%
Hiring for a Diverse Workforce	19.45%
Matching Personality to the Right Job	19.45%
Maximizing Productivity - Accommodations for Employees with Psychiatric Disabilities	19.45%
Recruitment: Job Analysis and Job Descriptions	19.45%
Recruitment: Process and Strategy	19.45%
Recruitment: Recruitment Law, Part I: IRCA and Patriot Act	19.45%
Recruitment: Recruitment Law, Part II: EEO Set of Laws	19.45%
Recruitment: Recruitment Strategies, Part I	19.45%
Recruitment: Recruitment Strategies, Part II	19.45%
Selecting New Employees: Criteria Development and Resume Review	19.45%
Selecting New Employees: Interview Methods and Avoiding Mistakes	19.45%
Selecting New Employees: Making the Offer	19.45%
Selecting New Employees: Selection Methods	19.45%
Selecting New Employees: Testing	19.45%
Selecting New Employees: The Selection Process	19.45%
Selecting New Employees: Types of Interviews and Interview Questions	19.45%
Conducting Professional Interviews	19.45%
Evaluating Candidate Responses	19.45%
Interviewing Basics	19.45%
Recognizing Behavior Responses	19.45%
The Blended Interview Process	19.45%
The Legal Aspects of Interviewing	19.45%
Conduct the Interview	19.45%
Determine the Competencies Required	19.45%
Develop the List of Questions	19.45%
Document the Job Requirements	19.45%
Interviewing Tips	19.45%
Psychology of the Hiring Process	19.45%
Staying Out of Trouble	19.45%
The Interviewing Process	19.45%

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Struggling to Retain Top Talent?	19.45%
Compiling Employee Satisfaction Data	19.45%
Employee Retention Strategies: Pay for Performance and Work-Life Balance	19.45%
Employee Rights: Job Protection Rights	19.45%
Employee Rights: Labor Unions	19.45%
Employee Rights: Privacy	19.45%
Employee Separation, Rightsizing and Layoffs	19.45%
Implementing Retention Strategies	19.45%
Practicing Advanced Retention Strategies	19.45%
Retaining Your Best People	19.45%
The Costs and Causes of Employee Turnover	19.45%
Compensation Rule of Thumb	19.45%
Creating Work Autonomy	19.45%
Decreasing Employee Turnover	19.45%
Keeping Your Employees	19.45%
Maximizing Employee Talents	19.45%
Overall Satisfaction at Work	19.45%
Who Needs Better Work-Life Balance?	19.45%
Your Own Requirements to Stay	19.45%
Succeeding at Work: The Adventure Begins	19.45%
Insights to Better Mentoring	19.45%
A.I.M. For Development - Setting Personal Development Objectives That Work	19.45%
Employee Awareness Series: Acclimating to a Successful Organization (2013 Edition)	19.45%
How to Create a Hostile Work Environment	19.45%
Time to Consider a Flexible Workplace?	19.45%
5 Ways To Engage Employees (plus one)	19.45%
Implementing Successful Training	19.45%
Setting Goals to Stretch and Grow	19.45%
A New Way to Train Employees	19.45%
Beginning Development for Training Programs	19.45%
Building Framework for the Development of Training Programs	19.45%
Career Development Programs	19.45%
Completing the Framework for Developing Training Programs	19.45%
Dealing With Performance Issues	19.45%
Introduction to Managing Employee Performance	19.45%
Managing Employee Performance: A Look at Influences and Discipline	19.45%
More Methods for Training Delivery	19.45%
The Four Stages of Employee Training	19.45%
Training Delivery Methods	19.45%
Types of Professional Training for Employees	19.45%
Types of Training for Employees	19.45%
Understanding and Investigating Performance Issues	19.45%

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Learning Retention Strategies	19.45%
SMART-START™ Employment Law: The Manager and The Law	19.45%
It's the Law™: The Legal Side of Management	19.45%
E-Mail Essentials: Legal & Appropriate Use of E-Mail	19.45%
Legal Briefs™ Substance Abuse: The Manager's Role in Creating & Maintaining a Drug-Free Workplace	19.45%
Legal Briefs™ Workplace Privacy: Does It Really Exist?	19.45%
Legal Briefs™ Discipline & Termination: Improving Performance & Reducing Liability	19.45%
Can You Request A Medical Exam for Employee on Intermittent FMLA Leave?	19.45%
DOL Clarifies Definition of...	19.45%
Two Unanimous Supreme Court Opinions - One Favors Employers, One Favors Employees	19.45%
Supreme Court Finds in Favor of Cat's Paw Theory of Liability	19.45%
You Might Not Realize It But Pregnancy Is A Protected Class	19.45%
Conducting Effective and Legal Internal Investigations	19.45%
EEOC and Employment of Veterans	19.45%
Avoid the Secret Service Recent Debacle	19.45%
Internal Investigations and Confidentiality	19.45%
Busted on Facebook: What I Did on FMLA Leave	19.45%
No Smoking/No-Smokers Policies - Legal?	19.45%
Family and Medical Leave Act	19.45%
Americans with Disabilities Act	19.45%
Fair Labor Standards Act	19.45%
Age Discrimination in Employment Act	19.45%
Older Worker Benefit Protection Act	19.45%
Pregnancy Discrimination Act	19.45%
Title VII of the Civil Rights Act of 1964	19.45%
Age Discrimination in Employment Act	19.45%
Americans with Disabilities Act	19.45%
Fair Labor Standards Act Part 1	19.45%
Fair Labor Standards Act Part 2	19.45%
Family Medical Leave Act	19.45%
Military FMLA	19.45%
Occupational Safety and Health Act	19.45%
Pregnancy Discrimination Act	19.45%
Uniformed Services Employment and Reemployment Rights Act	19.45%
Consolidated Omnibus Budget Reconciliation Act	19.45%
Immigration Reform and Control Act	19.45%
Call-in Policies and the FMLA	19.45%
Retaliation	19.45%
Bag of Chips Worth \$180,000?	19.45%
Can You Require Employees To Speak English?	19.45%

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FMLA Leave to Care for a Grandchild - Legal?	19.45%
GINA, The EEOC & You	19.45%
What is Sufficient Notice for FMLA Leave?	19.45%
Legal Briefs: ADA	19.45%
Employment Law is... <sup>TM</sup>	19.45%
Basics of the Americans with Disabilities Act	19.45%
Determining Hours Worked	19.45%
Determining Overtime Exemptions	19.45%
Employment Law and Marijuana Legalization	19.45%
Employment Laws - Medical and Disability	19.45%
Making Sense of FMLA and Other Leave Laws	19.45%
Minimizing the Legal Risk of Terminations	19.45%
Navigating Religious Non-Discrimination Laws	19.45%
Reasonable Accommodation Under the ADA	19.45%
The American Disability Act: An Overview	19.45%
Understanding the Family and Medical Leave Act	19.45%
Understanding the Interrelation of Leave & Disability Laws	19.45%
Worker's Compensation Overview	19.45%
"Can I Ask That?" Legal Interviewing — the "TAKEAWAY" for Managers <sup>TM</sup>	19.45%
ADA in a Nutshell — the "TAKEAWAY" for Managers <sup>TM</sup>	19.45%
Discipline, Documentation, & Termination — the "TAKEAWAY" for Managers <sup>TM</sup>	19.45%
Diversity, Respect, & Legal Compliance — the "TAKEAWAY" for Managers <sup>TM</sup>	19.45%
FMLA in a Nutshell — the "TAKEAWAY" for Managers <sup>TM</sup>	19.45%
HR Law for Managers	19.45%
Conflict Resolution Training Scenes	19.45%
Managing Harmony	19.45%
Be S.A.F.E. (Not Sorry) <sup>TM</sup> : Preventing Violence in the Workplace	19.45%
Legal Briefs <sup>TM</sup> Workplace Violence: The Legal Role in Keep Your Workplace Safe	19.45%
SMART-START <sup>TM</sup> Workplace Violence: Before It's Too Late	19.45%
Opening the Right Doors	19.45%
Opening the Right Doors - Spanish	19.45%
Managing Harmony - Spanish	19.45%
Be S.A.F.E. (Not Sorry) <sup>TM</sup> : Preventing Violence in the Workplace - Spanish	19.45%
OpeningLines: Exploring Harassment	19.45%
SMART-START <sup>TM</sup> Retaliation: Retaliation-Free Workplace	19.45%
Preventing Retaliation in the Workplace: Recognize. Respond. Resolve. <sup>TM</sup>	19.45%
Threat Detector: Your Role in Preventing Workplace Violence	19.45%
Taking Control of Workplace Violence	19.45%
Workplace Violence	19.45%
Preventing Workplace Violence	19.45%
Employee Awareness Series: Violence in the Workplace (2014 Edition)	19.45%
Employee Awareness Series: The Worker and the Bully (2013 Edition)	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Workplace Violence	19.45%
Active Shooter & Workplace Violence - Spanish	19.45%
Workplace Bullying	19.45%
Workplace Violence	19.45%
Test Your Threat Detector	19.45%
Retail Violence Prevention: Hazard Prevention and Control	19.45%
Retail Violence Prevention: Introduction	19.45%
Retail Violence Prevention: Program Roles and Security Analysis	19.45%
Retail Violence Prevention: Training and Program Evaluation	19.45%
Workplace Violence: An Overview	19.45%
Understanding Financial Information	19.45%
Bank Secrecy: Before You Start	19.45%
Bank Secrecy: Currency Transaction Report	19.45%
Bank Secrecy: Overview	19.45%
Bank Secrecy: Customer Identification	19.45%
Bank Secrecy: Suspicious Activity Report	19.45%
Bank Secrecy: USA PATRIOT Act	19.45%
Bank Secrecy: Recordkeeping and Retention	19.45%
Bank Secrecy: Politically Exposed Persons	19.45%
Bank Secrecy: Know Your Customer	19.45%
Credit Union and Banks: the Differences	19.45%
Credit Unions	19.45%
Credit Union Regulations	19.45%
Credit Union Services	19.45%
Fair Debt Collection Practices Act	19.45%
Regulation O	19.45%
Regulation W	19.45%
Office of Foreign Assets Control	19.45%
Right to Financial Privacy Act Part 1	19.45%
Right to Financial Privacy Act Part 2	19.45%
Regulation E: Changes Coming in July 2010	19.45%
Regulation E: Overview	19.45%
Regulation E: Error Resolution Procedures	19.45%
Regulation E: Electronic Check Conversion (ECK)	19.45%
Regulation E: Issuances of Access Devices	19.45%
Regulation E: Electronic Terminal Receipts and Periodic Statements	19.45%
Financial Basics: Banks	19.45%
Financial Basics: Bank Regulations	19.45%
Financial Basics: Bank Assets	19.45%
Financial Basics: Calculating Percentages	19.45%
Financial Basics: Interest Rates	19.45%
Consumer Privacy Act	19.45%
Bank Bribery Act	19.45%

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FDIC	19.45%
Regulation BB	19.45%
Fair Credit Reporting Act	19.45%
Regulation DD	19.45%
Fair Housing Act	19.45%
Check Kiting	19.45%
Teller Cash Handling	19.45%
Responsibilities of the Teller	19.45%
Four Basic Elements	19.45%
Phone Calls	19.45%
Escrow Accounts	19.45%
Cross Selling	19.45%
Loan Processing: Taking the Application	19.45%
Loan Processing: Verification	19.45%
Loan Processing: Compliance	19.45%
Loan Processing: Underwriting	19.45%
Loan Processing: The Decision	19.45%
Adult Financial Abuse	19.45%
Adult Financial Abuse - California	19.45%
Lending Laws	19.45%
Components of Check Fraud	19.45%
Types of Check Fraud	19.45%
ACH	19.45%
Check Processing	19.45%
Customer Interactions	19.45%
ECOA Reg-B	19.45%
Federal Reserve and Monetary Policy	19.45%
HPA	19.45%
Negotiable Instruments and Endorsement	19.45%
RESPA	19.45%
Handling Consumer Complaints	19.45%
Non deposit Investment Products	19.45%
Pandemic Planning	19.45%
Robbery Training	19.45%
The Importance of Good Communication Skills	19.45%
Regulation C: Home Mortgage Disclosure Act	19.45%
Regulation CC: Check 21	19.45%
Regulation CC: Expedited Funds Act	19.45%
Zero Based Budgeting	19.45%
Reform, Recovery, and Enforcement Act of 1989	19.45%
Truth in Lending Act and Regulation Z	19.45%
Banking 101	19.45%
120 Hours and Counting	19.45%



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Banking the Unbanked	19.45%
Better Safe Than Sorry	19.45%
Cash-less Money Laundering	19.45%
Exceptions to the Rule	19.45%
Giving More Than 100%	19.45%
Manipulating the System	19.45%
Putting the Pieces Together	19.45%
Red Flags Ahead	19.45%
So What's the Big Deal?	19.45%
Structuring and Layering and Integration, Oh My!	19.45%
The Customer is Always Right...Except When They Aren't	19.45%
The List	19.45%
True Stories of Money Laundering	19.45%
What Do You Do with \$10,000 in Cash?	19.45%
What is Money Laundering?	19.45%
What SAR? I Don't Know Anything About an SAR.	19.45%
Who is a Customer and How Do You Prove It?	19.45%
Why Are You So Suspicious?	19.45%
Another Look: Defining Respect in Healthcare™	19.45%
Mental Health: The Individual and Society	19.45%
Understanding the Nature of Conflict: Conflict Management in Health Care	19.45%
Emerging Diseases: Prions and Viruses	19.45%
Anatomy: Functional Body Systems	19.45%
Preventing Falls in Aged Care	19.45%
Caring for the Frail and Immobile	19.45%
Assessing Skin Conditions	19.45%
Aged Care: Managing Incontinence	19.45%
Developing a Nursing Portfolio	19.45%
Encountering Grief and Loss	19.45%
End of Life Care	19.45%
Palliative Care Nursing - Caring For Yourself	19.45%
Recognizing Mental Illness in Your Patient	19.45%
CPC/CPB Certification - Medical Coding and Billing ICD-10	19.45%
CPC/CPB Certification - Medical Coding and Billing ICD-9	19.45%
Big Data in the Enterprise: An Introduction	19.45%
Guerrilla Business Intelligence	19.45%
Business Intelligence: Best Practices for Successful Project Management	19.45%
Effective Data Management	19.45%
Best Practices for Improving Data Quality	19.45%
Cisco 100-101: CCENT - ICND1 - Interconnecting Cisco Networking Devices Part 1	19.45%
Cisco 200-101: CCNA - ICND2 - Interconnecting Cisco Networking Devices Part 2	19.45%
Cisco 300-101: CCNP - ROUTE - Implementing Cisco IP Routing	19.45%
Cisco 300-115: CCNP - SWITCH - Routing and Switching	19.45%

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Cisco 300-135: CCNP - TSHOOT - Troubleshooting and Maintaining Cisco IP Networks	19.45%
Cisco 640-461: CCNA Voice - ICOMM v8.0 - Cisco Voice and Unified Communications Administration	19.45%
Cisco 640-722: CCNA Wireless - Implementing Cisco Unified Wireless Networking Essentials	19.45%
Cisco 640-864: CCDA Cisco Certified Design Associate	19.45%
Cisco 640-554: CCNA Security - Implementing Cisco IOS Network Security - IINS	19.45%
Citrix CXA-206: XenApp 7.5 Design, Implement and Administer	19.45%
Citrix CXD-203: Managing App and Desktop Solutions with Citrix XenApp and XenDesktop 7.6	19.45%
Citrix CXS-203: XenServer 6.5 Design, Implement and Administer	19.45%
Computing Securely in the Cloud	19.45%
Cloud Computing: Trends, Strategies and Best Practices	19.45%
Creating Effective SLAs For Cloud Computing Services	19.45%
Success With Cloud Computing Through SOA Governance	19.45%
Global Connectivity: Revolutionizing the Way We Do Business	19.45%
Master Data Management and Cloud Computing	19.45%
Cloud Platforms: Opportunities and Risk Factors	19.45%
EXIN Cloud Computing	19.45%
Microsoft 70-246: Monitoring and Operating a Private Cloud 2012	19.45%
Microsoft 70-247: Configuring and Deploying a Private Cloud 2012	19.45%
VMware vSphere VCP 5.5	19.45%
Microsoft 70-409: Server Virtualization with Windows Server Hyper-V and System Center	19.45%
Microsoft 70-410: Installing and Configuring Windows Server 2012	19.45%
Microsoft 70-411: Administering Windows Server 2012	19.45%
Microsoft 70-412: Configuring Advanced Windows Server 2012 Services	19.45%
CompTIA 220-801 or JK0-801: CompTIA A+ Essentials	19.45%
CompTIA 220-802 or JK0-802: CompTIA A+ Practical Application	19.45%
CompTIA CAS-001: Advanced Security Practitioner (CASP)	19.45%
CompTIA CV0-001: CompTIA Cloud +	19.45%
CompTIA LX0-101 & LX0-102: CompTIA Linux+	19.45%
CompTIA MB0-001: Mobility+	19.45%
CompTIA SY0-401 or JK0-018: Security+	19.45%
CompTIA Cloud Overview CLO-001	19.45%
CompTIA FC0-U51: IT Fundamentals	19.45%
CompTIA N10-006: CompTIA Network+	19.45%
Unix Administration Basics Version 5.0	19.45%
CompTIA CV0-001: CompTIA Cloud +	19.45%
Energy Efficient Data Centers: Best Practices	19.45%
Oracle 12c OCP 1Z0-061: SQL Fundamentals	19.45%
Oracle 12c OCP 1Z0-062: Installation and Administration	19.45%

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Oracle Database 11g Certified Associate (OCA) Fundamentals 1Z0-051 and Admin 1z0-052	19.45%
Microsoft 70-461: Querying SQL Server 2012	19.45%
Microsoft 70-462: Administering SQL Server 2012 Databases	19.45%
Microsoft 70-463: Implementing a Data Warehouse with SQL Server 2012	19.45%
Microsoft 70-464: Developing Microsoft SQL Server 2012 Databases	19.45%
Microsoft 70-467: Designing Business Intelligence Solutions with SQL Server 2012	19.45%
Modern Information Systems - IT Infrastructure: Part 1	19.45%
Modern Information Systems - IT Infrastructure: Part 2	19.45%
Big Iron in the House: The Role of the Mainframe Today	19.45%
Converged Infrastructure: Benefits and Challenges	19.45%
Legacy Modernization - In a Budget Constrained Environment	19.45%
Managing Supply Chain Risk	19.45%
Sage 50 Certificate Course	19.45%
Utility Computing: An Introduction	19.45%
Enterprise Automation: What You Need to Know	19.45%
Microsoft 70-332: Advanced Solutions of SharePoint Server 2013	19.45%
Microsoft 70-480: Programming in HTML5 with JavaScript and CSS3	19.45%
The Five Big Bang Theory of the Internet	19.45%
Privacy Issues	19.45%
Application Security Principles	19.45%
Semantic Intelligence: The Enabler of Mobile Search and Advertising	19.45%
Semantic Technologies: Enabling Next-Generation Web Advertising	19.45%
Shore Up Your Privacy Policy Before Disaster Strikes	19.45%
Due Diligence and Don't Be Sorry	19.45%
Insider Threats and Attacks: Detection and Prevention	19.45%
Enterprise Security Landscape	19.45%
Cyber Terror and Cyber Risk: What You Need To Know	19.45%
Cyber Attacks & Security Breaches: Coping with External Threats	19.45%
Cyber Attacks: The Best Defense is a Good Offense	19.45%
Red Teams: Securing the Enterprise	19.45%
Rootkits: A Growing Security Threat	19.45%
Are You on the Software Police's Most Wanted List?	19.45%
Protecting Your Mobile Devices: Loss	19.45%
Protecting Your Mobile Devices: Malware	19.45%
Perspectives on Net Neutrality	19.45%
The Role of Technology in Counter-Terrorism	19.45%
Theft and the Protection of Data	19.45%
Protecting Your PC	19.45%
Big Data: Good for the Customer Not Just the Business	19.45%
Customer Engagement Today: A Revolutionary Approach	19.45%
Enterprise Security Update	19.45%
Insider Threats: Avoiding the Next Snowden	19.45%

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Introducing IoT: The Internet of Things	19.45%
Testing Methodologies and Improvements: Thinking Outside the Box	19.45%
To BYOD or Not to BYOD - That's the Question	19.45%
Authentication, Authorization and Accounting: Best Practices	19.45%
Cyber Ethics: A Growing Business Challenge	19.45%
Privileged User Accounts: Best Practices	19.45%
Social Media in the Workplace: Advice and Best Practices	19.45%
Streamlining System Testing for Enterprise Releases	19.45%
User-Centered Design: Benefits, Challenges and Best Practices	19.45%
Data Security Compliance	19.45%
Microsoft 70-342: Advanced Solutions of Exchange Server 2013	19.45%
Microsoft 70-341: Core Solutions of Exchange Server 2013	19.45%
Microsoft 70-336: MCSE: Core Solutions Lync Server 2013	19.45%
Microsoft 70-337: MCSE: Communication - Lync Server	19.45%
Microsoft 70-465: Designing Database Solutions for Microsoft SQL Server 2012	19.45%
Microsoft 70-466: Implementing Data Models & Reports with SQL Server 2012	19.45%
Microsoft 70-432: SQL Server 2008, Implementation and Maintenance	19.45%
Microsoft 70-448: Microsoft SQL Server 2008, Business Intelligence Development and Maintenance	19.45%
Microsoft 70-680 TS: Configuring Windows 7	19.45%
Microsoft 70-685 Pro: Windows 7, Enterprise Desktop Support Technician	19.45%
Microsoft 70-686 Pro: Windows 7, Enterprise Desktop Administrator	19.45%
Microsoft 70-688: Managing and Maintaining Windows 8	19.45%
Microsoft 70-640 TS: Windows Server 2008 Active Directory, Configuring	19.45%
Microsoft 70-642 TS: Windows Server 2008 Network Infrastructure, Configuring	19.45%
Microsoft 70-646 Pro: Windows Server 2008, Server Administrator	19.45%
Unix Administration Basics Version 5.0	19.45%
Microsoft 70-346: Managing Office 365 Identities and Requirements	19.45%
Microsoft 70-347: Enabling Office 365 Services	19.45%
Microsoft 70-697: Configuring Windows Devices (Windows 10)	19.45%
Microsoft 70-243: Administering and Deploying SCCM 2012	19.45%
Microsoft Office 365 Online Versions - 77-891	19.45%
Microsoft 70-246: Monitoring and Operating a Private Cloud 2012	19.45%
Microsoft 70-247: Configuring and Deploying a Private Cloud 2012	19.45%
Microsoft 70-413: Designing and Implementing a Server Infrastructure	19.45%
Microsoft 70-414: Implementing an Advanced Server Infrastructure	19.45%
Microsoft 70-480: Programming in HTML5 with JavaScript and CSS3	19.45%
Microsoft 70-640 TS: Windows Server 2008 Active Directory, Configuring	19.45%
Microsoft: Windows 10 Power User (How to use Windows 10)	19.45%
Microsoft 70-463: Implementing a Data Warehouse with SQL Server 2012	19.45%
Microsoft 70-464: Developing Microsoft SQL Server 2012 Databases	19.45%
Microsoft 70-467: Designing Business Intelligence Solutions with SQL Server 2012	19.45%
Microsoft 70-642 TS: Windows Server 2008 Network Infrastructure, Configuring	19.45%

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Microsoft 70-687: Configuring Windows 8	19.45%
Microsoft Access 2010 Advanced - 77-885	19.45%
Microsoft Access 2010 Basic - 77-885	19.45%
Microsoft Access 2010 Intermediate - 88-885	19.45%
Microsoft Excel 2010 Advanced - 77-888	19.45%
Microsoft Excel 2010 Basic - 70-882	19.45%
Microsoft Excel 2010 Intermediate - 70-882	19.45%
Microsoft Outlook 2010 Advanced 77-884	19.45%
Microsoft Outlook 2010 Basic - 77-884	19.45%
Microsoft Outlook 2010 Intermediate - 77-884	19.45%
Microsoft PowerPoint 2010 Advanced - 77-883	19.45%
Microsoft PowerPoint 2010 Basic - 77-883	19.45%
Microsoft PowerPoint 2010 Intermediate - 77-883	19.45%
Microsoft Word 2010 Advanced - 77-887	19.45%
Microsoft Word 2010 Basic - 77-887	19.45%
Microsoft Word 2010 Intermediate - 77-887	19.45%
Microsoft 70-646 Pro: Windows Server 2008, Server Administrator	19.45%
Microsoft Access 2013 Advanced - 77-424	19.45%
Microsoft Access 2013 Basic - 77-424	19.45%
Microsoft Access 2013 Intermediate - 77-424	19.45%
Microsoft Excel 2013 Advanced - 77-420	19.45%
Microsoft Excel 2013 Basic - 77-420	19.45%
Microsoft Excel 2013 Intermediate - 77-420	19.45%
Microsoft Outlook 2013 Advanced - 77-423	19.45%
Microsoft Outlook 2013 Basic - 77-423	19.45%
Microsoft Outlook 2013 Intermediate - 77-423	19.45%
Microsoft Powerpoint 2013 Basic - 77-422	19.45%
Microsoft Powerpoint 2013 Intermediate - 77-422	19.45%
Microsoft Word 2013 Advanced - 77-418	19.45%
Microsoft Word 2013 Basic - 77-418	19.45%
Microsoft Word 2013 Intermediate - 77-418	19.45%
Information Technology Infrastructure Library (ITIL Foundations V3)	19.45%
Certified Ethical Hacker (CEH) Version 7	19.45%
Certified Information Security Manager (CISM) 6th Edition	19.45%
Certified Information Systems Security Pro (CISSP)	19.45%
Cloud Computing Security Knowledge (CCSK) Version 3	19.45%
Computer Hacking Forensic Investigator (CHFI) Version 8	19.45%
Introduction to PCI DSS Compliance	19.45%
Negotiating Agreements for Software Development and ERP Projects	19.45%
Agile Software Development: An Introduction	19.45%
Microsoft .NET 4.5 Programming with HTML 5 - 70-480	19.45%
Extensible Business Reporting Language Part 1: An Introduction to XBRL	19.45%
Extensible Business Reporting Language Part 2: Taxonomy Building & Coding	19.45%



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Extensible Business Reporting Language Part 3: Using XBRL with Spreadsheets and Other Systems	19.45%
Unified Communications: An Introduction	19.45%
Secure Document Sharing with Mobile Devices	19.45%
Mobile Application Management: An Introduction	19.45%
Mobile Payments: Trends and Insights	19.45%
Mobile Strategy for B2B - It's All About the Quality of the Visit	19.45%
Optimize Your Website for MOBILE!	19.45%
Certified Scrum Master (CSM)	19.45%
Certified Information Systems Auditor (CISA) 2nd Edition	19.45%
PRINCE2 Foundation 2009 Edition	19.45%
PRINCE2 Practitioner 2009 Edition	19.45%
Storage Optimization: An Introduction	19.45%
Virtualization: An Introduction	19.45%
Virtual Appliances: An Introduction	19.45%
Virtual Teams: Strategies for Success	19.45%
VMware vSphere VCP 5.5	19.45%
Content Plan: What is the Universal Marketing Funnel?	19.45%
Social Media	19.45%
Dimensions of Coaching	19.45%
A.C.E. It!™: How to Solve Tough Workplace Problems	19.45%
SMART-START™ Coaching: It Takes Work!	19.45%
Courage to Coach™ for Retail: A Common Sense Approach to Confronting Tough Employee Performance Situations	19.45%
Millennium - The Leader as Coach	19.45%
Millennium - Coaching and Performance Feedback Training Scenes	19.45%
Delivering Feedback - Fixing Performance Problems	19.45%
Coaching - The Power of Questions	19.45%
How to Mentor	19.45%
Courage to Coach™: A Common Sense Approach to Confronting Tough Employee Performance Situations - Spanish	19.45%
Managing Boundaries	19.45%
Coaching Skills: Introduction (Part 1 of 5)	19.45%
Coaching Skills: Leadership Styles (Part 2 of 5)	19.45%
Coaching Skills: Adapting Your Style (Part 3 of 5)	19.45%
Coaching Skills: Giving Feedback (Part 5 of 5)	19.45%
Coaching Skills: The Coaching Process (Part 4 of 5)	19.45%
The Manager as Coach	19.45%
Succeeding in Tough Times (Lessons From the Wild)	19.45%
Surviving and Succeeding Against the Odds (Lessons from the Wild)	19.45%
Feedback: Introduction to Feedback	19.45%
Coaching Your Team to Higher Performance - Introduction	19.45%
Coaching Your Team to Higher Performance - Stage 1: Forming	19.45%



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Coaching Your Team to Higher Performance - Stage 2: Storming	19.45%
Coaching Your Team to Higher Performance - Stage 3: Norming	19.45%
Coaching Your Team to Higher Performance - Stage 4: Performing	19.45%
Coaching Your Team to Higher Performance-Assessment	19.45%
Closing the Loop with Feedback	19.45%
Coaching Novices to Experts	19.45%
Coaching Others Step-by-Step	19.45%
Coaching Others to a Higher Performance	19.45%
Coaching Tips	19.45%
The Readiness Stairs Model	19.45%
Using the Right Style	19.45%
Concerned Conversation	19.45%
Progressive Discipline	19.45%
Riding Along with Sales Reps	19.45%
Coaching Skills: Introduction	19.45%
Coaching Skills: The Captain	19.45%
Coaching Skills: The Coaching Conversation	19.45%
Coaching Skills: The Contributor	19.45%
Coaching Skills: The Key Player	19.45%
Coaching Skills: The Rookie	19.45%
Millennium - The Leader as Mentor	19.45%
Once Upon a Leader™: Tales of Legendary Leadership	19.45%
The Extraordinary Leader: Going from Good to Great™	19.45%
Millennium - Leadership Is...	19.45%
Millennium - In Compliance	19.45%
SMART-START™ Leadership: The Myth and The Reality	19.45%
Stephen Covey on Leadership™	19.45%
Millennium - Leadership Is... - Spanish	19.45%
The Leadership/Management Mix	19.45%
The Extraordinary Leader: Going from Good to Great™ - Spanish	19.45%
The Workplace Excellence Series: Inspirational Leadership	19.45%
The Workplace Excellence Series: Innovation & Continuous Improvement	19.45%
Leadership in Action - Training Point Leadership Series 1	19.45%
Enhancing Morale - Training Point Leadership Series 2	19.45%
A Greener Workplace: Planning and Managing Sustainability	19.45%
Outstanding Leadership	19.45%
Results Rule! Build a Culture that Makes Your Team a Hero	19.45%
It's a Wonderful Life: Leading Through Service	19.45%
Innovation at the Verge	19.45%
Character in Action... The United States Coast Guard on Leadership	19.45%
Love & Profit: The Art of Caring Leadership by James Autry	19.45%
Leadership & Engagement - A Correlation?	19.45%
Framework for Execution: Reasons for Poor Execution (Part 2 of 4)	19.45%

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Framework for Execution:The Current Situation (Part 3 of 4)	19.45%
Framework for Execution: The Failure to Execute (Part 1 of 4)	19.45%
Leadership and Power	19.45%
Characteristics of Leaders	19.45%
Leadership Checklist	19.45%
Creating Focus During Change	19.45%
Creating Followership	19.45%
Vision, Mission and Values	19.45%
Dealing with Resistance	19.45%
Developing Followers	19.45%
Developing Yourself as a Leader	19.45%
Empowering Followers	19.45%
Leadership Fundamentals	19.45%
Motivational Leadership	19.45%
Investment Based Budgeting: Running IT Like a Business! A Case Study Report: Georgia St. U.	19.45%
Leading More with Less	19.45%
Leadership: What's Trust Got to Do With It? 2nd Edition	19.45%
Would I Follow Me?	19.45%
Would I Inspire Me?	19.45%
Leader Madness	19.45%
Trust Me! Insights into Ethical Leadership (Part 1)	19.45%
Trust Me! Insights into Ethical Leadership (Part 2)	19.45%
Trust Me! Insights into Ethical Leadership (Part 3)	19.45%
Trust Me! Insights into Ethical Leadership (Part 4)	19.45%
Trust Me! Insights into Ethical Leadership (Part 5)	19.45%
The Wisdom of Caring Leaders	19.45%
Impedership	19.45%
Building an Effective Leadership Team	19.45%
How to be a Followable Leader	19.45%
THE Answer to Business Success	19.45%
Leadership Feedback: What employees want to tell you...but don't!	19.45%
Leadership Best Practices - Assessment	19.45%
Leadership Best Practices - Introduction: How to Develop Your Own Leadership Style	19.45%
Leadership Best Practices - Part 1: The Leaders in Leadership	19.45%
Leadership Best Practices - Part 2: Four Competencies of Great Leaders	19.45%
Leadership Best Practices - Part 3: The Irrefutable Laws of Leadership	19.45%
Leadership Best Practices - Part 4: Five Practices of Exemplary Leaders	19.45%
Leadership Best Practices - Part 5: Developing Your Own Leadership Best Practices	19.45%
Achieving Buy-In for Change: Part 1	19.45%
Achieving Buy-In for Change: Part 2	19.45%
Building and Sustaining a Nimble Culture	19.45%

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Dodos and Coyotes - Only the Nimble Survive	19.45%
The New Realities of Change	19.45%
Use Resistance as Your Friend-Leader	19.45%
What Change Leaders Do	19.45%
When Change Isn't a Choice-Leader	19.45%
Emerging Leaders Episode 1: Everyone Judges a Book By Its Cover	19.45%
Emerging Leaders Episode 2: Give It 20%	19.45%
Emerging Leaders Episode 3: You're Going to Fail...a Lot!	19.45%
Emerging Leaders Episode 4: Who Left the Door Open?	19.45%
Emerging Leaders Episode 5: The Danger of Too Much Fraternizing With Your Employees	19.45%
Emerging Leaders Episode 6: A Terrible (And Terribly Common) Way to Motivate Others	19.45%
Emerging Leaders Episode 7: The Importance of Vision	19.45%
Emerging Leaders Episode 8: The Importance of Execution	19.45%
Emerging Leaders Episode 9: Sentences of the Terrified!	19.45%
Superior Leadership Episode 1: The Little Things ARE the Big Things	19.45%
Superior Leadership Episode 10: Al Dunlap	19.45%
Superior Leadership Episode 11: Harry Cohn	19.45%
Superior Leadership Episode 2: Training Trumps Equipment	19.45%
Superior Leadership Episode 3: Why You Should Encourage Failure	19.45%
Superior Leadership Episode 4: Knowing When to Quit	19.45%
Superior Leadership Episode 5: Don't Abuse Your Authority!	19.45%
Superior Leadership Episode 6: The Power (and Problem) of Body Language	19.45%
Superior Leadership Episode 7: Micromanagement!	19.45%
Superior Leadership Episode 8: The Dangers of Trust	19.45%
Superior Leadership Episode 9: Lyndon Johnson	19.45%
4 Ways to Boost Your Leadership Skills	19.45%
A Formula for Team Success	19.45%
Copyright Warning	19.45%
Culture and Oneness	19.45%
Inspiring Social Change	19.45%
Rock Star Leadership	19.45%
Seeking Legal Advice	19.45%
Take Care Giving Expert Advice	19.45%
Understanding Intellectual Property	19.45%
Working with the Board	19.45%
You Manage the Culture	19.45%
Make Change Work	19.45%
Leaders' QuickTip #1: Clarify Team Expectations	19.45%
Leaders' QuickTip #10: Coach for Performance	19.45%
Leaders' QuickTip #11: Facilitate a Culture of Accountability	19.45%
Leaders' QuickTip #12: Tap into Their Passion, Unleash the Energy	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Leaders' QuickTip #13: Hold Standing One-on-Ones	19.45%
Leaders' QuickTip #14: Help Make Their Vision a Reality	19.45%
Leaders' QuickTip #15: Solidify Their Learning	19.45%
Leaders' QuickTip #16: Stretch Your Team-Always	19.45%
Leaders' QuickTip #17: Switch It Up	19.45%
Leaders' QuickTip #18: Have Them Lead the Team	19.45%
Leaders' QuickTip #19: Create Great Communicators	19.45%
Leaders' QuickTip #2: Model the Way	19.45%
Leaders' QuickTip #20: Grow Their Roles	19.45%
Leaders' QuickTip #21: Let Them Answer the "How"	19.45%
Leaders' QuickTip #22: Establish Action Learning Projects	19.45%
Leaders' QuickTip #23: Design a Department Retreat	19.45%
Leaders' QuickTip #24: Implement an Operating Calendar	19.45%
Leaders' QuickTip #25: Create a Culture of Benchmarking	19.45%
Leaders' QuickTip #26: Foster Critical Reflection	19.45%
Leaders' QuickTip #27: Host a Reading Club	19.45%
Leaders' QuickTip #28: Foster Friendly Debate	19.45%
Leaders' QuickTip #29: Create an Organizational FAQ	19.45%
Leaders' QuickTip #3: Recognize and Reward Achievement	19.45%
Leaders' QuickTip #30: Conduct a Quick Case Study	19.45%
Leaders' QuickTip #31: Bring in Support	19.45%
Leaders' QuickTip #32: Remain Focused on Solutions, Not Barriers	19.45%
Leaders' QuickTip #33: Conducting After-Action Reviews	19.45%
Leaders' QuickTip #34: Diagnose Technical or Adaptive Challenges	19.45%
Leaders' QuickTip #35: Transfer School Work Back to Your Work	19.45%
Leaders' QuickTip #36: Foster Growth Through Personal Development Plans	19.45%
Leaders' QuickTip #37: Capture and Share Conference Learning	19.45%
Leaders' QuickTip #38: Developing Emotional Intelligence in the Team	19.45%
Leaders' QuickTip #39: Facilitate Developmental Relationships	19.45%
Leaders' QuickTip #4: Model Effective Confrontation	19.45%
Leaders' QuickTip #40: Serving in the Community	19.45%
Leaders' QuickTip #41: Get Out in the Field	19.45%
Leaders' QuickTip #42: Coordinate an On-Boarding Process	19.45%
Leaders' QuickTip #43: Facilitate Cross-Departmental Problem Solving	19.45%
Leaders' QuickTip #44: Become a Teacher and Leader	19.45%
Leaders' QuickTip #45: The Monumental Assignment	19.45%
Leaders' QuickTip #46: Create a Culture of Feedback	19.45%
Leaders' QuickTip #47: Set Aside Time for Self-Evaluation	19.45%
Leaders' QuickTip #48: Provide Development Through Assessment	19.45%
Leaders' QuickTip #49: Ask the Tough Questions	19.45%
Leaders' QuickTip #5: Provide Challenge and Support	19.45%
Leaders' QuickTip #50: Capture the Learning from Hardships and Failure	19.45%
Leaders' QuickTip #6: Keep the Troops in the Loop	19.45%

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Leaders' QuickTip #7: Check in with a Thought of the Day	19.45%
Leaders' QuickTip #8: Realize Your Team is Your Customer	19.45%
Leaders' QuickTip #9: Use the Pygmalion Effect	19.45%
Workplace Leadership	19.45%
Becoming a Leader	19.45%
Communicate Credibility and Confidence	19.45%
Communicate with Power	19.45%
Creating an Effective Leadership Style	19.45%
Developing Your Leadership Style	19.45%
Identifying the Characteristics of Leaders	19.45%
Inspiring Creativity as a Leader	19.45%
Leadership and Decision Making	19.45%
Leadership and Ethics	19.45%
Leadership and Problem Solving	19.45%
Leadership: Earning Trust	19.45%
Leadership: Giving Non-Cash Recognition	19.45%
Leadership: Trusting Others	19.45%
Leading by Listening	19.45%
Leading Your Team Ethically	19.45%
The Heart of a Leader and the Seven Qualities of Leadership	19.45%
The Principle of Exploitation	19.45%
The Principle of Maneuver	19.45%
The Principle of the Mass	19.45%
The Principle of the Objective, Part 1	19.45%
The Principle of the Objective, Part 2	19.45%
The Principle of the Offensive	19.45%
The Principles of Intelligence and Concerted Action	19.45%
The Principles of Surprise and Economy	19.45%
The Principles of Unity of Command, Simplicity and Security	19.45%
The Seven Qualities of Leadership: Courage and Integrity	19.45%
The Seven Qualities of Leadership: Focus and Cooperation	19.45%
The Seven Qualities of Leadership: Humility and Foresight	19.45%
The Seven Responsibilities of Leadership	19.45%
Understanding the Behavior of Leaders	19.45%
Lead By Example #1: It All Starts with Character	19.45%
Lead By Example #10: Listening for Ideas	19.45%
Lead By Example #11: Developing Questions	19.45%
Lead By Example #12: Giving Feedback	19.45%
Lead By Example #13: Decisiveness: Decide or Not	19.45%
Lead By Example #14: Influence: Getting People on Board	19.45%
Lead By Example #15: Influencing Without Authority	19.45%
Lead By Example #16: Know How to Win	19.45%
Lead By Example #17: Hang Out the Lifelines	19.45%

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Lead By Example #18: Manage (and Lead)	19.45%
Lead By Example #19: Managing by Inclusion	19.45%
Lead By Example #2: Knowing What You Don't Know	19.45%
Lead By Example #20: Manage Around Obstacles	19.45%
Lead By Example #21: Leading Innovation	19.45%
Lead By Example #22: Moving from What to How	19.45%
Lead By Example #23: Delegate (and Execute) for Results	19.45%
Lead By Example #24: Upside-Down Leadership	19.45%
Lead By Example #25: Make It Personal (Sometimes)	19.45%
Lead By Example #26: Sustaining a Winning Culture	19.45%
Lead By Example #27: Defusing Tension	19.45%
Lead By Example #28: Engage the Enemy	19.45%
Lead By Example #29: Managing Crises	19.45%
Lead By Example #3: The Buck Stops Here	19.45%
Lead By Example #30: Avoiding the CrossPurposes Trap	19.45%
Lead By Example #31: Delivering Bad News	19.45%
Lead By Example #32: Persuading the Unpersuaded	19.45%
Lead By Example #33: Handling Defeat	19.45%
Lead By Example #34: Perseverance - Keep Pounding the Rock	19.45%
Lead By Example #35: Resilience - Get Up and Do It Again	19.45%
Lead By Example #36: Adaptability - Everything Changes, Even Leaders	19.45%
Lead By Example #37: Forgive (Not Forget)	19.45%
Lead By Example #38: Avoid the Blame Game	19.45%
Lead By Example #39: Negotiate Position, Not Values	19.45%
Lead By Example #4: Stand Up for What You Believe	19.45%
Lead By Example #40: Being Tough	19.45%
Lead By Example #41: Letting off Steam	19.45%
Lead By Example #42: Developing Team Confidence	19.45%
Lead By Example #43: Managing Dissent	19.45%
Lead By Example #44: Recruiting Good People	19.45%
Lead By Example #45: All You Need Is Love, Part 1	19.45%
Lead By Example #45: All You Need Is Love, Part 2	19.45%
Lead By Example #46: Get Off The Pedestal	19.45%
Lead By Example #47: Grace: Make It Look Effortless	19.45%
Lead By Example #48: Humility: Get Out Of The Limelight	19.45%
Lead By Example #49: Remembering the Past	19.45%
Lead By Example #5: Check Your Ego	19.45%
Lead By Example #50: Humor: Lighten Up, It's Only Work	19.45%
Lead By Example #6: Take a Hard Look in the Mirror	19.45%
Lead By Example #7: Learn to Be Patient	19.45%
Lead By Example #8: Make Your Presence Felt	19.45%
Lead By Example #9: Communicate, Communicate, Communicate!	19.45%
Peer Today, Boss Tomorrow™: Navigating Your Changing Role	19.45%



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Millennium - Providing Performance Feedback	19.45%
Millennium - Beginning Employment Relationships	19.45%
Millennium - Ending Employment Relationships	19.45%
A Manager's Guide: Surviving the Slings & Arrows	19.45%
A Manager's Guide: To Lead Or Not To Lead	19.45%
Bury My Heart at Conference Room B™	19.45%
SMART-START™ New Supervisor: So, Now You're the Boss	19.45%
I Wish My Manager Would Just...™	19.45%
Managing - Only Just! Managing Performance Under Pressure	19.45%
Recipe for Success: Introduction To Management and Motivation	19.45%
Managing Generation Y	19.45%
Peer Today, Boss Tomorrow: Navigating Your Changing Role™ - Spanish	19.45%
Gaining Commitment - Setting Performance Objectives That Work	19.45%
Seven Wrong Ways to Manage	19.45%
The Workplace Excellence Series: Vision & Values	19.45%
Using Competencies Successfully - Communicating the Way We Want People To Work	19.45%
The Workplace Excellence Series: Motivating Fun Workplace	19.45%
The Workplace Excellence Series: Green & Giving	19.45%
The Workplace Excellence Series: Recognition & Feedback	19.45%
The Workplace Excellence Series: Wellbeing & Balance	19.45%
The Workplace Excellence Series: Employer of Choice	19.45%
The Aging Workforce	19.45%
Managing Multiple Sites	19.45%
Succession Planning	19.45%
Q & A: Essentials for New Managers	19.45%
Q&A: Manager and Psychologist	19.45%
Q&A: Delegating and Empowering	19.45%
The Encouraging Manager	19.45%
Building Strategic Alliances	19.45%
Improving Governance	19.45%
Employing Generation Why: Differences Between Us and Them	19.45%
Employing Generation Why: Common Characteristics of Generation Why	19.45%
Employing Generation Why: Recruiting the New Breed	19.45%
Employing Generation Why: Managing Your Crew	19.45%
Employing Generation Why: Training Young Minds	19.45%
Employing Generation Why: Communication Strategies	19.45%
Employing Generation Why: Motivate for Peak Performance	19.45%
Employing Generation Why: Retaining Young Talent	19.45%
Shifting Years: Leveraging the Power of Generations	19.45%
Success Is an Attitude!	19.45%
Manager and Friend: The Right Balance	19.45%
1 on 1 - Informal Employee Performance Review	19.45%

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Building Employee Morale - Missed Opportunities	19.45%
Beyond Words - For Managers	19.45%
The Paradigm Mastery Series by Joel Barker: The Paradigm Partners	19.45%
The Paradigm Mastery Series by Joel Barker: The Paradigm Hunting	19.45%
Free Radicals of Innovations	19.45%
The Paradigm Mastery Series by Joel Barker: Change and Leadership	19.45%
The Paradigm Mastery Series by Joel Barker: The Paradigm Effect	19.45%
The Paradigm Mastery Series by Joel Barker: The Paradigm Curve	19.45%
Father & Son	19.45%
Employer OK to Search Text Messages	19.45%
What Rights Do Employees Have to Their Personnel Files?	19.45%
DCOI - This is kind of like Document, Document, Document, and then some...	19.45%
Is it Legal to Terminate an Employee on FMLA Leave?	19.45%
Interviewing Dos and Don'ts	19.45%
What To Do When Employees Show Too Much	19.45%
Are Employees Really Sick When They Call in Sick?	19.45%
Cutting Edge Communication: Handling Tricky Appraisals	19.45%
Cutting Edge Communication: Creating a No-Blame Culture	19.45%
The Boss/Employee Relationship - Is Yours Good or Bad?	19.45%
It's That Time of Year - Performance Reviews - Make Sure Yours are Effective and Legal	19.45%
Mercer Finds 1 in 3 Employees Are Not Happy	19.45%
Effective Performance Reviews	19.45%
Managing Different Generations	19.45%
Turn 'Em On ... Turn 'Em Loose!	19.45%
Follow the Leader Part 1 of 3: Vision & Communications	19.45%
Follow the Leader Part 2 of 3: Integrity & Realism	19.45%
Follow the Leader Part 3 of 3: Love & Passion	19.45%
Employee Engagement: Creating an Engaged Organization	19.45%
Employee Engagement: Managing for Engagement	19.45%
Employee Engagement: Measuring Employee Engagement	19.45%
Employee Engagement: Ridiculous or Strategic	19.45%
Employee Engagement: The Business Case for Engagement	19.45%
Mentoring: Creating a Mentoring Program	19.45%
Mentoring: How to be a Mentor	19.45%
Mentoring: How to be a Protege	19.45%
How to Know What We Know: Leading Knowledge Transfer (Part 4 of 4)	19.45%
Mentoring: Making a Mentoring Agreement	19.45%
Mentoring: Matching Proteges with Mentors	19.45%
Mentoring: Mentoring Meeting Guidelines	19.45%
How to Know What We Know: The Knowledge Transfer Process (Part 2 of 4)	19.45%
How to Know What We Know: Understanding Better Practices (Part 1 of 4)	19.45%
Mentoring: What is Mentoring	19.45%

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Mentoring: Why a Mentoring Program	19.45%
What Managers Don't Know Can Hurt You	19.45%
A Framework for Execution (Part 4 of 4)	19.45%
How to Know What We Know: Getting Started (Part 3 of 4)	19.45%
Meeting Management Challenges 1	19.45%
Meeting Management Challenges 2	19.45%
Analyzing Poor Performers	19.45%
Productivity Through Praise	19.45%
Assertiveness without Aggressiveness	19.45%
Delegation	19.45%
Supervising a Pronoid	19.45%
Introduction to Leadership	19.45%
Putting it All Together	19.45%
Staying Positive	19.45%
Tranforming the Organization	19.45%
Using ej4 to Lead	19.45%
Leading and Managing Through the Stress with Ernest Shackleton	19.45%
Managing Virtual Teams: Techniques and Best Practices	19.45%
Effective Global Program Management for IT	19.45%
Optimizing IT to Meet Business Objectives	19.45%
Labor Automation: The Next Wave of Innovation	19.45%
Conflict Management: Unavoidable Truths (Part 1 of 4)	19.45%
Conflict Management: Maintaining Self Control (Part 2 of 4)	19.45%
Conflict Management: The Conflict Process (Part 3 of 4)	19.45%
Conflict Management: Special Situations (Part 4 of 4)	19.45%
Managing Me	19.45%
Feedback: Advisory Panels	19.45%
Feedback: Feedback Basics	19.45%
Feedback: Focus Groups	19.45%
Feedback: Interviews	19.45%
Feedback: Management By Walking Around (MBWA)	19.45%
Feedback: Mystery Shopper	19.45%
Feedback: Question of the Week	19.45%
Feedback: Report Cards and Phone Calls	19.45%
Feedback: Ways to Get Feedback	19.45%
Wisdom of Teams	19.45%
Eight Signs of a Dysfunctional Organization	19.45%
Fixing the Dysfunction	19.45%
Six Wrong Ways to Manage	19.45%
What to Say When: A Team Member is Late	19.45%
What to Say When: Conducting Interviews and Appraisals	19.45%
What to Say When: Criticizing a Team Member's Work	19.45%
What to Say When: Haunted by the Ghost of Your Predecessor	19.45%

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What to Say When: People are Wasting Time Online	19.45%
What to Say When: Setting Objectives	19.45%
What to Say When: Someone's Not Doing What You Need	19.45%
What to Say When: There's Conflict Between Team Members	19.45%
What to Say When: When Generations Clash	19.45%
What a Manager Should Say	19.45%
Supervisors Success Secrets - Secret #1: Create Availability	19.45%
Supervisors Success Secrets - Secret #2: Ensure Accountability	19.45%
Supervisors Success Secrets - Secret #3: Develop Consistency	19.45%
Supervisors Success Secrets - Secret #4: Encourage Tolerance	19.45%
Supervisors Success Secrets - Secret #5: Demonstrate Perseverance	19.45%
Supervisors Success Secrets - Secret #6: Model Patience	19.45%
Supervisors Success Secrets - Secret #7: Practice Humility	19.45%
Supervisors Success Secrets - Assessment	19.45%
Supervisors Success Secrets - Introduction	19.45%
Managing Negativity	19.45%
Congratulations, You're a Supervisor! (Part 1 of 12)	19.45%
Develop a Team Strategic Plan (Part 11 of 12)	19.45%
Establish Credibility to Lead (Part 4 of 12)	19.45%
Get Team Feedback from Others (Part 8 of 12)	19.45%
Going From Buddy to Boss (Part 5 of 12)	19.45%
How Good Do You Want to Be? (Part 2 of 12)	19.45%
Interview Your Team (Part 9 of 12)	19.45%
Mistakes to Avoid (Part 12 of 12)	19.45%
Observe Your Team in Action (Part 10 of 12)	19.45%
Personal Traits for Success (Part 3 of 12)	19.45%
Research Your New Team (Part 7 of 12)	19.45%
Your First Team Meeting (Part 6 of 12)	19.45%
Rethinking Brainstorming	19.45%
S.C.A.M.P.E.R.	19.45%
Family Business: Creating a Business Plan	19.45%
Family Business: The Triangle	19.45%
Family Business: Threats and Tips	19.45%
Succession Planning : 8 Critical Steps	19.45%
Succession Planning: People Back-up	19.45%
Succession Planning: The Private Business	19.45%
Succession Planning: The Transition Process	19.45%
What to Say When: Haunted by the Ghost of Your Predecessor	19.45%
What to Say When: There's Conflict Between Team Members	19.45%
What to Say When: People are Wasting Time Online	19.45%
What to Say When: Criticizing a Team Member's Work	19.45%
What to Say When: Setting Objectives	19.45%
What to Say When: Conducting Interviews and Appraisals	19.45%

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What to Say When: A Team Member is Late	19.45%
What to Say When: Someone's Not Doing What You Need	19.45%
What to Say When: Generations Clash	19.45%
What to Say When: You Want to Offer Praise	19.45%
Ethics for Managers	19.45%
What Is A Supervisor	19.45%
Dealing With Angry People: Easy Process to Resolve Anger	19.45%
Dealing With Angry People: Maintaining Self-Control	19.45%
Dealing With Angry People: Unavoidable Truths	19.45%
Dealing With Angry People: What to do in Special Circumstances	19.45%
Dealing With Angry People: When Someone is Angry	19.45%
Disagreements at Work: Communicating Disagreement	19.45%
Disagreements at Work: Handling Disagreement	19.45%
Disagreements at Work: Introduction	19.45%
Disagreements at Work: Resolving Disagreement	19.45%
Dealing with Difficult People - Introduction	19.45%
Dealing with Difficult People - Part 1: Pinpointing Your Triggers	19.45%
Dealing with Difficult People - Part 2: Culture, Upbringing and Personality: Your Responses to Difficult Circumstances	19.45%
Dealing with Difficult People - Part 3: Techniques for Defusing Difficult People and Challenging Situations	19.45%
Dealing with Difficult People - Part 4: What to Do and Say to De-escalate Volatile People and Situations	19.45%
Leveraging the Power of Generations Episode 1: Establishing the Playing Field	19.45%
Leveraging the Power of Generations Episode 2: Choosing Sides	19.45%
Leveraging the Power of Generations Episode 3: Advancement is a Process	19.45%
Leveraging the Power of Generations Episode 4: Advancement Never Stops	19.45%
Leveraging the Power of Generations Episode 5: If You Don't Slow Down We're Going to Crash	19.45%
Leveraging the Power of Generations Episode 6: Why All Age Groups Should Continue Learning	19.45%
Leveraging the Power of Generations Episode 7: Finding Common Ground	19.45%
Conducting a Disciplinary Conversation	19.45%
Discipline and Accountability for Results	19.45%
Elements of a Disciplinary Conversation	19.45%
Progressive Discipline	19.45%
Bullying Even at the Top	19.45%
Gender Inequality	19.45%
Laying off and Redeploying People	19.45%
Managing Disruptive Conduct	19.45%
Managing Grievances	19.45%
Skills for Managing Redundancy / Layoffs	19.45%
The Problem of Nightmare Staff	19.45%

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Manager: Getting Started on Accountability	19.45%
Manager: Leading Accountable Teams	19.45%
Manager: Transforming into a Culture of Accountability	19.45%
Crisis Management Strategy Planning	19.45%
Managing Crises and Brand Damage	19.45%
Running an Effective Crisis Simulation	19.45%
The Power of Checklists in Crisis Management	19.45%
The Transition to Boss Is...™	19.45%
Management Styles: Authoritarian and Delegative	19.45%
Management Styles: Paternalistic and Collaborative	19.45%
Contract Renegotiation: What You Need to Know	19.45%
Changing Organizational Culture	19.45%
Changing the Culture of Your Organization	19.45%
Constructive Feedback	19.45%
Creating and Maintaining a Successful Organizational Culture	19.45%
Creating and Maintaining the Culture of Your Organization	19.45%
Demystifying Management	19.45%
Embedding Organizational Culture	19.45%
Evolution of Management	19.45%
Expectancy Theory	19.45%
Extrinsic and Intrinsic Rewards	19.45%
Five Tips for New Managers and Supervisors	19.45%
Goal Theory	19.45%
How Perceptions and Expectations Affect Motivation	19.45%
Identifying Obstacles to Organizational Change	19.45%
Identifying the Culture of Your Organization	19.45%
Key Tools and Knowledge of Motivation	19.45%
Keys to Lively and Effective Meetings	19.45%
Leadership vs. Management	19.45%
Linking Ethical Behavior to Your Organization's Structure	19.45%
Maintaining Organizational Culture	19.45%
Management Skills - What Does it Take?	19.45%
Managing Change in Your Organization	19.45%
Marketing the Culture of Your Organization	19.45%
Maximizing the Benefits of Your Organization's Structure	19.45%
Minimizing Gossip and Rumor	19.45%
Motivating Employees Ethically	19.45%
Motivating Employees: Appraising Performance	19.45%
Motivating Employees: Creating an Inspiring Workplace	19.45%
Motivating Employees: Designing Satisfying Jobs	19.45%
Motivating Employees: Rewarding Performance	19.45%
Motivation and Job Performance	19.45%



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Performance Management: A Manager's Responsibility	19.45%
Performance Management: A Systems View	19.45%
Performance Management: Setting Goals	19.45%
Performance Management: The Coaching Conversation	19.45%
Promoting an Ethical Culture in Your Organization	19.45%
Rational Decision Making	19.45%
The Benefits of an Environmental Management System	19.45%
The External Environment	19.45%
The Four Levels of Management	19.45%
The Legal Environment in Human Resources	19.45%
The Theory of Reinforcement	19.45%
Top 10 Mistakes of Managers	19.45%
Transitioning to Management - The First Year	19.45%
Understanding Motivation	19.45%
Understanding Motivation: Managing Expectations	19.45%
Understanding Motivation: Meeting Employee Needs	19.45%
Understanding Motivation: Processes that Inspire	19.45%
Understanding Successful Negotiation	19.45%
Understanding the Impact of Culture in Your Organization	19.45%
Working within the General and Specific Environment	19.45%
How to Pay Attention and Listen!	19.45%
Conducting Professional Interviews	19.45%
Evaluating Candidate Responses	19.45%
Interviewing Basics	19.45%
Recognizing Behavior Responses	19.45%
The Blended Interview Process	19.45%
The Legal Aspects of Interviewing	19.45%
Ethics for Managers	19.45%
The Interviewing Process	19.45%
Completing the Effectance Motivation Questionnaire	19.45%
Creating a More Motivating Experience	19.45%
Effectance Motivation Fundamentals	19.45%
Effectance: The Key to Motivation	19.45%
Hallmarks of a Motivating Experience	19.45%
How People Get Their Kicks	19.45%
Maximizing the Effectance Experience	19.45%
The Three Types of Effectance	19.45%
Supervisor Fundamentals	19.45%
A Motivator's Tool Kit	19.45%
Barriers to Communication Success, Part 1	19.45%
Barriers to Communication Success, Part 2	19.45%
Become An Effective Leader, Part 1	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Become An Effective Leader, Part 2	19.45%
Build Your Team	19.45%
Business Writing Tips: Edit, Rewrite and Say It Right	19.45%
Business Writing Tips: Make an Outline and a First Draft	19.45%
Choosing an Interview Format and Considering Legal Issues	19.45%
Choosing the Best Person for the Task	19.45%
Conducting a Performance Evaluation Conference and Revamping Evaluation	19.45%
Defending Against Reverse Delegation	19.45%
Delegating Authority	19.45%
Developing Management Skills	19.45%
Feedback and Non-Verbal Communication	19.45%
Group Decision Making	19.45%
Hire Team-Oriented Employees	19.45%
HR: The Cornerstone of Successful Organizations	19.45%
Introduction to Discipline	19.45%
Introduction to Performance Appraisals and Appraisal Systems	19.45%
Job Rotation, Motivation and Morale	19.45%
Leading A Diverse Workforce, Part 1	19.45%
Leading A Diverse Workforce, Part 2	19.45%
Leading Team Meetings	19.45%
Make Effective Decisions	19.45%
Manage Your Time By Organizing Paperwork	19.45%
Management, Communication and Growth	19.45%
Maslow's Theory of Motivation	19.45%
Matching Applicants with Job Specifications and Conducting Interviews	19.45%
Motivating Your People and Being a Positive Role Model	19.45%
Motivational Theorists Whose Theories Work in Practice	19.45%
Organization for Efficiency	19.45%
Orientation: Where Do We Go From Here?	19.45%
Principles of Planning	19.45%
Put On Your Manager's Hat	19.45%
Quantify Performance Goals if Possible	19.45%
Recruiting New People	19.45%
Self Evaluation and Common Pitfalls in Performance Appraisals	19.45%
Setting Sound Goals	19.45%
Speaking and Listening	19.45%
Terminating Employees	19.45%
The Decision Making Process, Part One	19.45%
The Decision Making Process, Part Two	19.45%
The Disciplinary Conference and Grievances	19.45%
The Progressive Discipline Process	19.45%
Time Management for Managers	19.45%
Tracking Progress with Controls	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Types of Organizational Plans	19.45%
Work Teams: Some Basic Guidelines	19.45%
Work With the Confused Employee	19.45%
Managing Retail Employees	19.45%
Benefits and Pitfalls of Planning	19.45%
Competitive Advantage in Organizational Strategy	19.45%
Implementing the Strategic Plan	19.45%
Making a Plan that Works	19.45%
Operational Plans: Budgets	19.45%
Operational Plans: The Single Use Plan	19.45%
Operational Plans: The Standing Plan	19.45%
Organizational Strategy	19.45%
Planning at the Top and Senior Level	19.45%
Strategic Planning at its Best	19.45%
Tools and Knowledge for Successful Plans	19.45%
Five Star Teamwork	19.45%
SMART-START™ Generations: Bridging the Gap	19.45%
The Leopard in Your Business (Lessons from the Wild)	19.45%
Tusks or Fangs (Lessons from the Wild)	19.45%
The Story of Shingalana (Lessons from the Wild)	19.45%
The Ecosystem in Your Business (Lessons from the Wild)	19.45%
The Tiger in Your Business (Lessons from the Wild)	19.45%
The Wild Dog in Your Business (Lessons from the Wild)	19.45%
Tusks	19.45%
Bad Fur Day	19.45%
The Cheetah in Your Business (Lessons from the Wild)	19.45%
Walk on the Wild Side (Lessons from the Wild)	19.45%
Has That Buck Stopped Yet?	19.45%
It's All About Culture	19.45%
Q & A: Inspiring Your Team With a Vision	19.45%
Working Without a Script	19.45%
The Vision of Teams	19.45%
Workteams and the Wizard of Oz	19.45%
Pit Crew Challenge: Driven to Perform	19.45%
Cutting Edge Communication: Surviving Team Conflicts	19.45%
Cutting Edge Communication: Ensuring a Respectful Workplace	19.45%
Chilean Mine Rescue: The Unstoppable Team	19.45%
Defining Roles (Part 4 of 6)	19.45%
Effective Members (Part 5 of 6)	19.45%
Team Development Characteristics (Part 2 of 6)	19.45%
Teamwork in Critical Situations (Part 6 of 6)	19.45%
The Power of Teamwork Inspired by The Blue Angels	19.45%
Types of Teams (Part 3 of 6)	19.45%

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What is Teambuilding? (Part 1 of 6)	19.45%
Designing and Managing Effective Teams	19.45%
Identifying the Characteristics of a Successful Team	19.45%
Increasing Team Effectiveness	19.45%
Key Tools and Knowledge for Team Leading	19.45%
Managing Team Development	19.45%
Managing Teams Ethically	19.45%
Managing Teams within an Organization	19.45%
Managing the Stages of Groups	19.45%
Team Autonomy and Degrees of Freedom	19.45%
Team Training, Compensation, and Recognition	19.45%
The Team and Its Members	19.45%
The Team and the Organization	19.45%
Why Teamwork Works	19.45%
Work Team Characteristics	19.45%
Work Teams - Types and Environments	19.45%
Introduction	19.45%
The Change Allergic	19.45%
The Close	19.45%
The Downer	19.45%
The Excuse Maker	19.45%
The Gossip	19.45%
The Knowledge Hog	19.45%
The Lone Wolf	19.45%
The Prima Donna	19.45%
The Socially Inept	19.45%
The Tornado	19.45%
Lessons From Geese	19.45%
The Journey	19.45%
Brainstorming and Solving	19.45%
Chilean Mine Rescue: The Unstoppable Team - Spanish	19.45%
Recruiting the Best	19.45%
Trying Myers-Briggs	19.45%
Workteams and the Wizard of Oz - Spanish	19.45%
Team Expectations	19.45%
How to Deal With the Foreign Accent	19.45%
The 5 Values of Great Customer Service	19.45%
SMILE!	19.45%
Essential Elements of Internal Customer Service - We Are Customers To Each Other	19.45%
What's in it for Me?	19.45%
Glad I Could Help: Real Customer Service Situations for Discussion™	19.45%
SMART-START™ Customer Service: Think Like a Customer	19.45%
Diffusing Hostility Through Customer Service	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Seven Keys to a Positive Mental Attitude	19.45%
Six Steps to Service Recovery - Demonstrates How To Get Beyond Just Solving The Problem	19.45%
Maintaining Customer Relationships - Cementing Relationships After The Purchase	19.45%
Giving Feedback: Emotional Intelligence In Action	19.45%
It's Personal: For the Customer and For You	19.45%
Influencing The Interaction - Six Practices Which Lead To A More Satisfying Customer Experience	19.45%
Diffusing Hostility Through Customer Service - Spanish	19.45%
Johnny the Bagger®: A True Story of Customer Service	19.45%
Johnny the Bagger®: A True Story of Customer Service - Spanish	19.45%
Service from the Heart™	19.45%
Service From the Heart™ - Spanish	19.45%
The Workplace Excellence Series: Passion for Service Excellence	19.45%
Handling the Difficult Customer	19.45%
The Customer Service Zone	19.45%
Service Impact Series: Cross-Cultural Communication	19.45%
Service Impact Series: Levels of Learning	19.45%
Service Impact Series: The Angry Customer	19.45%
Service Impact Series: Credibility Through Honesty	19.45%
Service Impact Series: Dimensions of Service	19.45%
It's Your Call	19.45%
Taking C.A.R.E. of Business	19.45%
Six Cardinal Rules of Customer Service 3 - Meet Six Inductees To The Hall of Shame	19.45%
The Truth Series: The Truth About Customer Service	19.45%
Working Front of House	19.45%
Service Matters - Introduction To Our Group	19.45%
Service Matters - What Motivates you to Excel	19.45%
Service Matters - What's In It For You?	19.45%
Service Matters - What Advice Would You Offer A New Person?	19.45%
Service Matters - What Does Taking Ownership Mean To You?	19.45%
Service Matters - How Do You Build Rapport?	19.45%
Service Matters - How Do You Handle Bad Days?	19.45%
Service Matters - How Do You Handle Varying Customer Styles?	19.45%
Service Matters - Is The Customer Always Right?	19.45%
Service Matters - How Do You Demonstrate You Care?	19.45%
Service Matters - If You Were Hiring Your Replacement, Which Traits Would You Look For?	19.45%
Service Matters - Excellent Customer Service: Natural or Learned?	19.45%
Beyond Words: Customer Service and Sales I	19.45%
Mad About Customer Service	19.45%
Beyond Words: Customer Service and Sales II	19.45%
What Do You See?	19.45%

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Creating Great Customer Conversations	19.45%
Four Basic Elements	19.45%
Phone Calls	19.45%
Customer Interactions	19.45%
Surveys: Writing Statements	19.45%
Surveys: Planning	19.45%
Surveys: Reporting and Interpreting	19.45%
Surveys: Response Formats	19.45%
Surveys: Satisfaction Items	19.45%
Killer Words of Customer Service	19.45%
Employee Awareness Series: Excellence in Customer Service (2013 Edition)	19.45%
Customer Service Gone Viral	19.45%
Would I Work for Me?	19.45%
So Help Me - Employee Edition	19.45%
So Help Me - Supervisor Edition	19.45%
Beyond Customer Service: Gracious Hospitality the Biltmore Way	19.45%
Customer Service: Cutting Expenses	19.45%
Customer Service: The Next Level	19.45%
Feedback: Complaint Tracking	19.45%
Handling Angry Callers	19.45%
Customer Service Basics	19.45%
The 4 P's in Creating Loyal Customers	19.45%
Customer Service Episode 1: A Tale of Two Businesses	19.45%
Customer Service Episode 10: Sound Excited Already!	19.45%
Customer Service Episode 2: Pay Attention to Your Environment	19.45%
Customer Service Episode 3: Little Things Matter	19.45%
Customer Service Episode 4: Your Wait Time is Approximately...Forever	19.45%
Customer Service Episode 5: Customer Service 101: The Basics of Bad Customer Service	19.45%
Customer Service Episode 6: A Playful Way to Annoy Your Customers	19.45%
Customer Service Episode 7: Dealing with Irate Customers	19.45%
Customer Service Episode 8: Follow Every Rule	19.45%
Customer Service Episode 9: Using Proper English and Grammar Can Only Hurt Your Career	19.45%
The Service Mentality	19.45%
Listening Skills	19.45%
From Curt to Courteous	19.45%
Questioning Techniques	19.45%
Five Forbidden Phrases	19.45%
Six Cardinal Rules of Customer Service	19.45%
Proactive Customer Service	19.45%
Essential Telephone Skills	19.45%
Six Steps to Service Recovery	19.45%



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Seven Keys to a Positive Mental Attitude	19.45%
Business Friendly Customer Service	19.45%
Influencing the Interaction	19.45%
How to Handle the Irate Customer	19.45%
Essential Elements of Internal Customer Service	19.45%
Killer Words of Customer Service	19.45%
That's Just Rude	19.45%
Maintaining Customer Relationships	19.45%
The Service Mentality: Adaptability	19.45%
The Service Mentality: Balance	19.45%
The Service Mentality: Empathy	19.45%
The Service Mentality: Enthusiasm	19.45%
The Service Mentality: Introduction	19.45%
The Service Mentality: Ownership	19.45%
The Service Mentality: Resiliency	19.45%
The Service Mentality: Responsibility	19.45%
The Service Mentality: Review	19.45%
Handling Tough Customers	19.45%
Retailer Hot Buttons: Traffic	19.45%
Retailer Hot Buttons: Transaction Size	19.45%
SMILE! - Spanish	19.45%
Applying Service Gap Analysis	19.45%
Applying the Service Experience Chart	19.45%
Characteristics of a Value-Centered Organization	19.45%
Customer Service Communication Skills	19.45%
Diffusing Techniques for Healing Customer Relationships	19.45%
Ensure that What You Do Matters: Apply the Customer Window	19.45%
Healing Customer Relationships	19.45%
Key Qualities in Building Customer Loyalty	19.45%
Know and Work With the Expectations of Those You Serve	19.45%
Learn to be On-Stage to Provide the Best Service	19.45%
Manage Your Body Language - And Read Theirs	19.45%
Over-Service to Leave a Lasting Impression	19.45%
Package Your Service with Warmth	19.45%
Promote Your Service Value	19.45%
Take Care of Yourself to Provide Sustainable Service	19.45%
The Four Key Qualities of Stellar Customer Service	19.45%
Turn Lemons into Lemonade: Handling Complaints Effectively	19.45%
Turning Customer Satisfaction into Customer Loyalty	19.45%
Understand What Those You Serve Value: Evaluation Values	19.45%
Understand What Those You Serve Value: Selection Values	19.45%
Use Effective Phone Skills	19.45%
When You Can't Say Yes	19.45%

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Win Over that Difficult Person	19.45%
Attitudes in Customer Service	19.45%
Breaking Out of the Non-Person Box	19.45%
Customer Lifetime Value	19.45%
Forces of Change	19.45%
Fun Facts About Customer Service	19.45%
Service as a DIS-satisfier	19.45%
The Two Factors in Customer Service	19.45%
Who Affects Service the Most?	19.45%
Who Gets Your Attention?	19.45%
Who is Your Customer?	19.45%
Why Customers Don't Complain	19.45%
Creating Great Customer Conversations	19.45%
Performance Excellence - Fundamentals of Customer Service	19.45%
Basics of a Great Customer Conversation	19.45%
Customer Service and DISC Styles	19.45%
Great Tips for Great Service	19.45%
How to Say You're Sorry	19.45%
How to Tell a Customer "No"	19.45%
I Can't Find This	19.45%
I'm Just Looking	19.45%
I'm on a Mission	19.45%
I'm With My Kids. Please Hurry.	19.45%
I've Got a Coupon for That	19.45%
I've Got Time and Money	19.45%
Maintaining a Positive Service Attitude	19.45%
Performance Excellence - Customer Service Communication Skills	19.45%
Projecting Competence and Credibility	19.45%
Taking the Customer Point of View	19.45%
The "First Person" Syndrome	19.45%
The 3 Traits of Great Customer Service	19.45%
When Things Go Wrong	19.45%
You Have to LOVE Customers	19.45%
How to Give Exceptional Service	19.45%
How to Handle Feedback	19.45%
How to Stay Positive with Customers	19.45%
Delivering Sensational Service	19.45%
Customer Service Later	19.45%
SMART-START™ Sales Truths	19.45%
Coach the S.A.L.E. for Sales Managers™	19.45%
Support the S.A.L.E. for Service & Support Professionals™	19.45%
Key Account Selling: How to Sell More	19.45%
Key Account Selling: Introduction to Key Account Selling	19.45%

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Key Account Selling: Creating a GREAT Sales Company	19.45%
Key Account Selling: Value-Added Selling	19.45%
Key Account Selling: Lifetime Customer Value	19.45%
Key Account Selling: What Customers Want from Salespeople: No Push Selling	19.45%
Key Account Selling: Key Account Selling Worksheet	19.45%
Key Account Selling: Account Types	19.45%
Key Account Selling: Stages of the Sale: Conceptual Selling	19.45%
Key Account Selling: Buyer Roles: Selling to Key Account Buyers	19.45%
Key Account Selling: Buying Criteria: Influencing the Decision Criteria	19.45%
Key Account Selling: Business Condition: Analyzing the Opportunity	19.45%
Key Account Selling: Sales Call Planning Worksheet	19.45%
Key Account Selling: Improving Sales with the Sales Cycle	19.45%
Key Account Selling: Setting Sales Call Goals	19.45%
Key Account Selling: The 5-Minute Call Pre-Brief	19.45%
Key Account Selling: The 5-Minute Call De-Brief	19.45%
Key Account Selling: Opening the Call	19.45%
Key Account Selling: Finding Unmet Needs	19.45%
Key Account Selling: Summary/Checkpoint	19.45%
Key Account Selling: Selling Benefits	19.45%
Key Account Selling: Handling Objections	19.45%
Key Account Selling: No Push Selling	19.45%
Sales & Service Masterclass: What Customers Love and Hate	19.45%
Sales & Service Masterclass: Selling Yourself First	19.45%
Sales & Service Masterclass: Presenting With Impact	19.45%
Sales & Service Masterclass: Overcoming Objections	19.45%
Sales & Service Masterclass: Closing the Sale	19.45%
Key Account Selling: Creating an 'Elevator Pitch'	19.45%
Sales & Service Masterclass: The Phone as a Friend	19.45%
Sales & Service Masterclass: Managing Difficult Customers and Complaints	19.45%
Sales & Service Masterclass: Working Constructively in a Sales Team	19.45%
Key Account Selling: Dealing with Competition	19.45%
Key Account Selling: Gotchas!	19.45%
Key Account Selling: Long-Term Development	19.45%
Key Account Selling: Coaching the Key Account Selling Series	19.45%
Sales Is Not a Dirty Word	19.45%
Negotiations: Solving the Tough Problems	19.45%
Coaching Sales Reps	19.45%
Running a Sales Meeting	19.45%
Key Account Selling: Identifying Personal and Organizational Wins	19.45%
Negotiation (Part 1 of 11): Introduction to Negotiations	19.45%
Negotiation (Part 2 of 11): Developing the Right Mindset	19.45%
Negotiation (Part 3 of 11): Using Decision Keys (Framing)	19.45%
Negotiation (Part 4 of 11): Negotiating Styles	19.45%

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Negotiation (Part 5 of 11): Analyzing the Upcoming Negotiation	19.45%
Negotiation (Part 6 of 11): Identifying and Developing Leverage	19.45%
Negotiation (Part 7 of 11): The Negotiation Process	19.45%
Negotiation (Part 8 of 11): Reaching Agreement	19.45%
Negotiation (Part 9 of 11): Evaluate Your Performance	19.45%
Negotiation (Part 10 of 11): Adapting DISC Styles	19.45%
Negotiation (Part 11 of 11): Recognizing and Dealing with Strategies	19.45%
Turning Features Into Benefits	19.45%
Closing the Sale	19.45%
Determining Customer Needs	19.45%
Selling Skills: Smile!	19.45%
Advanced Questioning Techniques	19.45%
Analytics and Metrics	19.45%
Analyzing Territory	19.45%
Building the Sales Plan	19.45%
Decision Makers vs. Influencers	19.45%
Defeating Stalls	19.45%
DISC	19.45%
Elevator Speech Value Proposition	19.45%
Exceptional Service	19.45%
Gathering Prospect Information	19.45%
How Customers Want To Be Sold To	19.45%
Internal Sales Communication	19.45%
Introduction to the Sales Cycle LINE	19.45%
Key Account Selling Overview	19.45%
Managing a New Territory	19.45%
Managing Your Sales Pipeline	19.45%
New Sales Skills	19.45%
No Fuss Closing	19.45%
Overcoming Objections	19.45%
Personal Management Tracking	19.45%
Phone Selling	19.45%
Prioritizing Your Territory	19.45%
Product Knowledge	19.45%
Record Keeping	19.45%
Sales Cycle LINE A	19.45%
Sales Cycle LINE B	19.45%
Social Media Networking	19.45%
Summarizing the Business Situation	19.45%
The Realities of Selling in the 21st Century	19.45%
The Sales Funnel	19.45%
The Virtual Presentation	19.45%
Uncovering Needs	19.45%

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Using CRM Effectively	19.45%
Using Portable Media	19.45%
Writing Sales Proposals	19.45%
Selling Skills: No But If	19.45%
Selling Skills: Selling in New Products	19.45%
Selling Skills: Speaking Customer	19.45%
Prospecting by Phone: 7 Guidelines for Cold Call Management	19.45%
Prospecting by Phone: Avoiding Common Mistakes	19.45%
Prospecting by Phone: Cold Call Guidelines	19.45%
Prospecting by Phone: Does Cold Calling Work?	19.45%
Prospecting by Phone: Great Incoming Greetings	19.45%
Prospecting by Phone: Standing Out from the Crowd	19.45%
Prospecting by Phone: The 4-Minute Call	19.45%
Prospecting by Phone: The Great Voice Message, Part 1	19.45%
Prospecting by Phone: The Great Voice Message, Part 2	19.45%
Building a Master Distance Sales Presentation	19.45%
Building Sales "Proof Source" Sets	19.45%
Developing a Multi-Channel Contact Approach	19.45%
Researching Prospects & Industry Online	19.45%
The Distance Sales Cycle	19.45%
Using Pre-Call Campaigns	19.45%
Writing a Great Sales Presentation Description	19.45%
Closing the Sale	19.45%
Follow-Up After the Sale	19.45%
Handling Rejection	19.45%
Taking Effective Call Notes	19.45%
The Distance Sales Call	19.45%
The Qualifying Process	19.45%
Writing Effective Sales e-Mails	19.45%
Objections Series: Doubt	19.45%
Objections Series: Indifference	19.45%
Objections Series: Misunderstanding	19.45%
Objections Series: True Negative	19.45%
Selling Skills From A-H	19.45%
Selling Skills From I-Q	19.45%
Selling Skills From R-Z	19.45%
Quicksell®	19.45%
Selling to Different Customer Roles	19.45%
Can I Help You?	19.45%
Developing Sales Capabilities	19.45%
Lobbying and Influence	19.45%
Skills for Lobbying Government	19.45%
Building GREAT Sales Relationships	19.45%

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How to Upsell	19.45%
Selling at a Distance	19.45%
Selling at a Distance - Prospecting by Phone	19.45%
Avoiding Pitfalls in Negotiation	19.45%
Claiming vs. Creating Value in Negotiation	19.45%
Dealing with Difficult Situations	19.45%
Ethical Challenges in Negotiation	19.45%
Managing the Negotiator's Dilemma	19.45%
Mastering Cross-Cultural Negotiations	19.45%
Negotiating a Job Offer	19.45%
Negotiating Electronically	19.45%
Negotiating on Teams and Task Forces	19.45%
Negotiating the Sale	19.45%
Negotiating Through Agents	19.45%
Negotiation Strategies: Zone of Agreement, Reservation Point, and BATNA	19.45%
Planning for a Negotiation	19.45%
Tactics for Claiming Value	19.45%
Tactics for Creating Value	19.45%
The Prisoner's Dilemma in Negotiation	19.45%
Understanding the Steps in Sales Negotiations	19.45%
Using Third-Party Interveners	19.45%
Working with Psychological Biases in Negotiation	19.45%
Negotiating for Success	19.45%
Creating an Effective Sales Proposal	19.45%
Dressing for Your Sales Presentation	19.45%
Finding Good Prospects	19.45%
Forming Strategies for the Sales Approach	19.45%
Identifying the Right Location for Your Sales Presentation	19.45%
Making Your Sales Approach Effective	19.45%
Making Your Sales Presentation Stand Out	19.45%
Managing Others' Impression of You	19.45%
Managing Your Sales Prospects	19.45%
Organizing your Prospect Information	19.45%
Organizing Your Sales Presentation	19.45%
Overcoming Sales Approach Obstacles	19.45%
Practicing for Your Sales Presentation	19.45%
Preparing for Your Sales Call with SMART Goals	19.45%
Preparing for Your Sales Pre-approach	19.45%
Selling You: Developing Your Prospecting Skills	19.45%
Selling You: Getting the Word Out	19.45%
Selling You: Incorporating Your Brand in Your Elevator Pitch	19.45%
Solving Your Customer's Needs	19.45%
Strategizing for Your Sales Presentation	19.45%



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Understanding Techniques for a Sales Approach	19.45%
Using Prospecting in the Selling Process	19.45%
Using SPIN Selling in Your Presentation	19.45%
What are the 6 "Cs" of a Sales Approach?	19.45%
Addressing Objections in Sales	19.45%
Choosing an Effective Closing Method	19.45%
Closing the Sale	19.45%
Communicating Effectively in Sales	19.45%
Connecting Sales and Branding to Achieve Success	19.45%
Defining the Wants and Needs of Customers	19.45%
Effective Selling in Any Situation	19.45%
Entrepreneurship in Sales: Getting Started	19.45%
Establishing Trust with Customers	19.45%
Exploring Entrepreneurship in Sales	19.45%
Following up on Your Sale	19.45%
Identifying the Traits of a Successful Salesperson	19.45%
Managing Yourself in Sales	19.45%
Maximizing Your Sales with Time Management	19.45%
Modifying Your Sales Strategy for Customer Satisfaction	19.45%
Sales and Ethics: Connecting Your Values to Your Career	19.45%
Sales and Ethics: Making Ethical Decisions	19.45%
Sales and Ethics: Managing Conflicts of Interest	19.45%
Sales Strategies for Handling Objections	19.45%
Selling Effectively in B2B Situations	19.45%
Selling through the 7-Step Process	19.45%
Selling You: Branding Your Resume	19.45%
Selling You: Creating a Business Plan	19.45%
Selling You: Defining Yourself in Your Career	19.45%
Selling You: Developing Your Personal Brand	19.45%
Selling You: Guiding Your Career through Informational Interviews	19.45%
Selling You: Negotiating a Job Offer	19.45%
Selling You: Networking for Success	19.45%
Selling You: Overcoming Objections in a Job Interview	19.45%
Selling You: Practicing for Your Job Interview	19.45%
Selling You: Preparing for a Job Interview	19.45%
Selling You: Promoting Your Personal Brand Ethically	19.45%
Selling You: Starting a New Job	19.45%
Setting and Managing Your Sales Goals	19.45%
Staying Motivated in Sales	19.45%
Understanding Communication in Sales	19.45%
Understanding Sales as a Career	19.45%
Understanding the B2B Buying Process	19.45%
Understanding the Benefits of Consultative Selling	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Understanding the Reasons Behind Objections	19.45%
Using Adaptive Selling to Make the Sale	19.45%
Using Business Etiquette in Sales	19.45%
Using FAB to Sell Effectively	19.45%
Starting Relationship Selling	19.45%
How to Handle The Irate Caller	19.45%
Five Forbidden Phrases - Don't Tell Them What You Can't Do, Tell Them What You CAN Do	19.45%
On Incoming Calls 3.0 - Basic Telephone Skills	19.45%
More Call Center Challenges - Thought Provoking Scenarios	19.45%
Debt Collection Challenges - Thought Provoking Scenarios	19.45%
Call Center Challenges - Thought Provoking Scenarios	19.45%
Essential Telephone Skills 3.0 - Ten Core Skills To Delivering Excellent Service Over The Phone	19.45%
From Curt to Courteous: Mastering the 7 Touch Points of Communication	19.45%
Business Friendly Customer Service - The Core Values of Delivering Exceptional Service	19.45%
Listening Skills - Six Steps to Becoming A Better Listener	19.45%
Questioning Techniques - Seven methods to obtain better information and solve problems	19.45%
ServiceSims: Raging Bull	19.45%
ServiceSims: The Hangover	19.45%
ServiceSims: Les Miserables	19.45%
ServiceSims: Look Who's Talking	19.45%
ServiceSims: Show Me the Money	19.45%
ServiceSims: Extremely Loud & Incredibly Close	19.45%
ServiceSims: Just the Facts, Ma'am	19.45%
ServiceSims: Back to the Future	19.45%
ServiceSims: The Terminator	19.45%
ServiceSims: Rules of Attraction	19.45%
ServiceSims: Top Gun	19.45%
ServiceSims: Reality Bites	19.45%
Angry Callers	19.45%
Greeting	19.45%
Hold Please	19.45%
Phone Etiquette	19.45%
Taking Calls	19.45%
Taking Messages	19.45%
SalesForce 2015: Power User	19.45%
Quickbooks Point of Sale (POS) Version 12.0	19.45%
Quickbooks Premier 2014	19.45%
What's New in Office 2010?	19.45%
Creating Passwords	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Computer Networking	19.45%
Computer Storage Devices	19.45%
Connecting with Other Computers	19.45%
Email Attachments	19.45%
Email Blunders to Avoid	19.45%
Exploring Web Features	19.45%
Fundamental Email Functions	19.45%
Hardware Troubleshooting: Monitor and Keyboard	19.45%
Hardware Troubleshooting: Mouse, Printer and Hard Drive	19.45%
Introduction to Email	19.45%
Laptop Computers and Computer Maintenance	19.45%
Maintaining Your Computer's Security	19.45%
Operating Systems Overview and Introduction to Windows	19.45%
Preventing Computer Vandalism	19.45%
Professional Email Protocol	19.45%
Protecting Against Viruses	19.45%
Software Troubleshooting	19.45%
Starting and Using Programs in Windows	19.45%
Surfing the Net	19.45%
Troubleshooting Apple Mac	19.45%
Troubleshooting Microsoft Windows PC	19.45%
Understanding Computer Memory and Input Devices	19.45%
Using Computer Output Devices	19.45%
Using Computers in the Office	19.45%
Using Files, Folders and Help in Windows	19.45%
Using the Control Panel in Windows	19.45%
Utilizing Web Search Engines	19.45%
Your Ideal Computer Setup	19.45%
Access 2010 Part 1: Advanced Filter Options	19.45%
Access 2010 Part 1: AND and OR	19.45%
Access 2010 Part 1: Attachment - Field Data Type	19.45%
Access 2010 Part 1: Change the Navigation Pane View	19.45%
Access 2010 Part 1: Copy and Delete Data Records	19.45%
Access 2010 Part 1: Create a Table in Design View	19.45%
Access 2010 Part 1: Create a Table in Worksheet View	19.45%
Access 2010 Part 1: Date/Time - Field Data Type	19.45%
Access 2010 Part 1: Enter, Process and Delete New Data Records	19.45%
Access 2010 Part 1: Field Data Types	19.45%
Access 2010 Part 1: Field Properties for Numbers - Part 1	19.45%
Access 2010 Part 1: Field Properties for Numbers - Part 2	19.45%
Access 2010 Part 1: Field Properties for Text - Part 1	19.45%
Access 2010 Part 1: Field Properties for Text - Part 2	19.45%
Access 2010 Part 1: Filter	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Access 2010 Part 1: First Normal Form	19.45%
Access 2010 Part 1: Form Design View - Part 1	19.45%
Access 2010 Part 1: Form Design View - Part 2	19.45%
Access 2010 Part 1: Form Layout View - Part 1	19.45%
Access 2010 Part 1: Form Layout View - Part 2	19.45%
Access 2010 Part 1: Format and Input Masks	19.45%
Access 2010 Part 1: How to Use the Access Help	19.45%
Access 2010 Part 1: Hyperlink - Field Data Type	19.45%
Access 2010 Part 1: Link Data with the Help of Queries	19.45%
Access 2010 Part 1: Link Data with the Help of Relationships	19.45%
Access 2010 Part 1: Link Data with the Help of the Lookup Wizard	19.45%
Access 2010 Part 1: Lookup Wizard	19.45%
Access 2010 Part 1: Memo - Field Data Type	19.45%
Access 2010 Part 1: Navigate between Data Records	19.45%
Access 2010 Part 1: Object Dependencies	19.45%
Access 2010 Part 1: Objects in the Navigation Pane	19.45%
Access 2010 Part 1: OLE Object - Field Data Type	19.45%
Access 2010 Part 1: Open and Close a Database	19.45%
Access 2010 Part 1: Open and Close Access	19.45%
Access 2010 Part 1: Query Criteria	19.45%
Access 2010 Part 1: Query Design	19.45%
Access 2010 Part 1: Query Operators	19.45%
Access 2010 Part 1: Referential Integrity	19.45%
Access 2010 Part 1: Relationships - Theory	19.45%
Access 2010 Part 1: Replace Data	19.45%
Access 2010 Part 1: Search for Data	19.45%
Access 2010 Part 1: Second Normal Form	19.45%
Access 2010 Part 1: Selection Filter	19.45%
Access 2010 Part 1: Sort and Filter in Forms	19.45%
Access 2010 Part 1: Sort Data	19.45%
Access 2010 Part 1: Table Properties	19.45%
Access 2010 Part 1: Table Tools - Part 1	19.45%
Access 2010 Part 1: Table Tools - Part 2	19.45%
Access 2010 Part 1: The Access Application Window	19.45%
Access 2010 Part 1: The Navigation Pane - Theory	19.45%
Access 2010 Part 1: The Quick Access Toolbar	19.45%
Access 2010 Part 1: The Ribbon	19.45%
Access 2010 Part 1: Third Normal Form - Part 1	19.45%
Access 2010 Part 1: Third Normal Form - Part 2	19.45%
Access 2010 Part 1: Use Wildcards	19.45%
Access 2010 Part 1: Validation Rule	19.45%
Access 2010 Part 2: Add a Command Button to a Form	19.45%
Access 2010 Part 2: Append Query	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Access 2010 Part 2: Cancel Printing of a Blank Report	19.45%
Access 2010 Part 2: Change the Display of Data Conditionally	19.45%
Access 2010 Part 2: Control Report Pagination	19.45%
Access 2010 Part 2: Create a Junction Table	19.45%
Access 2010 Part 2: Create a Mail Merge	19.45%
Access 2010 Part 2: Create Forms Based on Queries	19.45%
Access 2010 Part 2: Crosstab Query	19.45%
Access 2010 Part 2: Delete Query	19.45%
Access 2010 Part 2: Display a Summary of Data in a Form	19.45%
Access 2010 Part 2: Enhance the Appearance of a Report	19.45%
Access 2010 Part 2: Finding Duplicate Data	19.45%
Access 2010 Part 2: Format the Controls in a Report	19.45%
Access 2010 Part 2: Get to Know Control Elements - Part 1	19.45%
Access 2010 Part 2: Get to Know Control Elements - Part 2	19.45%
Access 2010 Part 2: Grouping Information	19.45%
Access 2010 Part 2: Improve Forms Visually	19.45%
Access 2010 Part 2: Include a Chart in a Report - Part 1	19.45%
Access 2010 Part 2: Include a Chart in a Report - Part 2	19.45%
Access 2010 Part 2: Indirect Joins	19.45%
Access 2010 Part 2: Mailing Label Report	19.45%
Access 2010 Part 2: Make Table Query	19.45%
Access 2010 Part 2: Manual Grouping	19.45%
Access 2010 Part 2: Organize Report Information	19.45%
Access 2010 Part 2: Outer Joins	19.45%
Access 2010 Part 2: Parameter Queries	19.45%
Access 2010 Part 2: Print Data in Columns	19.45%
Access 2010 Part 2: Print Preview	19.45%
Access 2010 Part 2: Property Sheet - Part 1	19.45%
Access 2010 Part 2: Property Sheet - Part 2	19.45%
Access 2010 Part 2: Property Sheet - Part 3	19.45%
Access 2010 Part 2: Quick Print and Printing	19.45%
Access 2010 Part 2: Relate Data Within a Table	19.45%
Access 2010 Part 2: Report Design View - Part 1	19.45%
Access 2010 Part 2: Report Design View - Part 2	19.45%
Access 2010 Part 2: Report Layout View	19.45%
Access 2010 Part 2: Report with no Data	19.45%
Access 2010 Part 2: Report Wizard	19.45%
Access 2010 Part 2: Restrict Data Entry in Forms	19.45%
Access 2010 Part 2: Retrieve Records Based on Input Criteria	19.45%
Access 2010 Part 2: Set the Select Query Properties	19.45%
Access 2010 Part 2: Subform - Part 1	19.45%
Access 2010 Part 2: Subform - Part 2	19.45%
Access 2010 Part 2: Subreports	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Access 2010 Part 2: Summarize Report Information	19.45%
Access 2010 Part 2: Tab Order	19.45%
Access 2010 Part 2: Tab Pages	19.45%
Access 2010 Part 2: Update Query	19.45%
Access 2010 Part 2: Use Functions in Queries - Part 1	19.45%
Access 2010 Part 2: Use Functions in Queries - Part 2	19.45%
Access 2010 Part 2: Using Subqueries	19.45%
Access 2010 Part 3: Action Catalogue	19.45%
Access 2010 Part 3: Activate Macros with the Help of Events	19.45%
Access 2010 Part 3: Analyze a Table	19.45%
Access 2010 Part 3: Analyze the Performance of a Database	19.45%
Access 2010 Part 3: Automate Data Entry Using a Macro	19.45%
Access 2010 Part 3: Compress and Repair a Database	19.45%
Access 2010 Part 3: Create a PivotTable	19.45%
Access 2010 Part 3: Create a Simple Macro	19.45%
Access 2010 Part 3: Database Documenter	19.45%
Access 2010 Part 3: DoMenuItem Action	19.45%
Access 2010 Part 3: Export Access Data	19.45%
Access 2010 Part 3: IF Action	19.45%
Access 2010 Part 3: Import or Link Access Objects	19.45%
Access 2010 Part 3: Import or Link Foreign Data	19.45%
Access 2010 Part 3: Macro Buttons	19.45%
Access 2010 Part 3: RunMacro Action	19.45%
Access 2010 Part 3: Saved Imports and Exports	19.45%
Access 2010 Part 3: Validate Data Using a Macro	19.45%
Microsoft Access 2010 Advanced - 77-885	19.45%
Microsoft Access 2010 Basic - 77-885	19.45%
Microsoft Access 2010 Intermediate - 88-885	19.45%
MS Office 2013 Access: Introduction	19.45%
MS Office 2013 Access: Module 1 - A Databasics Lesson	19.45%
MS Office 2013 Access: Module 10 - Building a Dashboard	19.45%
MS Office 2013 Access: Module 2 - Sorting and Filtering	19.45%
MS Office 2013 Access: Module 3 - Analyzing a Table	19.45%
MS Office 2013 Access: Module 4 - Building Queries	19.45%
MS Office 2013 Access: Module 5 - Understanding Relationships	19.45%
MS Office 2013 Access: Module 6 - Building Forms	19.45%
MS Office 2013 Access: Module 7 - Designing Reports	19.45%
MS Office 2013 Access: Module 8 - Exporting and Importing	19.45%
MS Office 2013 Access: Module 9 - Macros and Modules	19.45%
Access 2013 Part 1: Add Controls to a Report	19.45%
Access 2013 Part 1: Configuring Form Lookup Field	19.45%
Access 2013 Part 1: Create a Form	19.45%
Access 2013 Part 1: Create a Query with Multiple Parameters	19.45%



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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Access 2013 Part 1: Create a Report	19.45%
Access 2013 Part 1: Create a Simple Access Database	19.45%
Access 2013 Part 1: Create Action Queries	19.45%
Access 2013 Part 1: Create Parameter Queries	19.45%
Access 2013 Part 1: Create Unmatched and Duplicate Queries	19.45%
Access 2013 Part 1: Edit Tables and Rows	19.45%
Access 2013 Part 1: Enhance the Appearance of a Report	19.45%
Access 2013 Part 1: Explore Access Ribbon Commands	19.45%
Access 2013 Part 1: Get Help in Access	19.45%
Access 2013 Part 1: Join Data from Different Tables in a Query	19.45%
Access 2013 Part 1: Modify Table Data	19.45%
Access 2013 Part 1: Orientation to Access	19.45%
Access 2013 Part 1: Perform Calculations in a Query	19.45%
Access 2013 Part 1: Prepare a Report for Print	19.45%
Access 2013 Part 1: Purpose of Primary Key	19.45%
Access 2013 Part 1: Sort and Filter Data in a Query	19.45%
Access 2013 Part 1: Sort and Filter Records	19.45%
Access 2013 Part 1: Summarize Data	19.45%
Access 2013 Part 1: The Access Options Dialog Box	19.45%
Access 2013 Part 1: The Records Bar	19.45%
Access 2013 Part 1: Use Forms for Data Entry	19.45%
Access 2013 Part 1: Use Queries	19.45%
Access 2013 Part 1: Use Reports	19.45%
Access 2013 Part 1: Use the Report Wizard	19.45%
Access 2013 Part 1: Use Wildcards in a Parameter Query	19.45%
Access 2013 Part 2: Add a Calculated Field to a Report	19.45%
Access 2013 Part 2: Add a Subreport to an Existing Report	19.45%
Access 2013 Part 2: Add Data Bars to Reports	19.45%
Access 2013 Part 2: Analyzing the Relational Database Design Process	19.45%
Access 2013 Part 2: Create a Self Join	19.45%
Access 2013 Part 2: Create a Table	19.45%
Access 2013 Part 2: Create Inner and Outer Joins	19.45%
Access 2013 Part 2: Create Many to Many Relationship	19.45%
Access 2013 Part 2: Create Subqueries	19.45%
Access 2013 Part 2: Create Table Relationships	19.45%
Access 2013 Part 2: Export Data to Excel	19.45%
Access 2013 Part 2: Export Data to Text File Formats	19.45%
Access 2013 Part 2: Format Reports	19.45%
Access 2013 Part 2: Import Data from Excel File	19.45%
Access 2013 Part 2: Import Data from Text File	19.45%
Access 2013 Part 2: Improve Table Structure	19.45%
Access 2013 Part 2: Join Unrelated Tables	19.45%
Access 2013 Part 2: Make Report Design Modifications	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Access 2013 Part 2: Merge Access Data with Word	19.45%
Access 2013 Part 2: Modify Data in a SubDatasheet	19.45%
Access 2013 Part 2: Run the Table Analyzer Wizard	19.45%
Access 2013 Part 3: Add Controls to Forms	19.45%
Access 2013 Part 3: Analyze the Performance of a Database	19.45%
Access 2013 Part 3: Apply Conditional Formatting	19.45%
Access 2013 Part 3: Automate Data Entry Using a Macro	19.45%
Access 2013 Part 3: Convert a Macro to VBA	19.45%
Access 2013 Part 3: Convert an Access Database to an ACCDE File	19.45%
Access 2013 Part 3: Create a Database Switchboard	19.45%
Access 2013 Part 3: Create a Macro	19.45%
Access 2013 Part 3: Create Subforms	19.45%
Access 2013 Part 3: Determine Object Dependency	19.45%
Access 2013 Part 3: Document a Database	19.45%
Access 2013 Part 3: Enhance Navigation of Forms	19.45%
Access 2013 Part 3: Field and Record Validation	19.45%
Access 2013 Part 3: Form Validation	19.45%
Access 2013 Part 3: Implement Security	19.45%
Access 2013 Part 3: Link Tables to External Data Sources	19.45%
Access 2013 Part 3: Manage a Database	19.45%
Access 2013 Part 3: Modify a Database Switchboard	19.45%
Access 2013 Part 3: Organize Information with Tab Pages	19.45%
Access 2013 Part 3: Package a Database with a Digital Signature	19.45%
Access 2013 Part 3: Restrict Records Using a Condition	19.45%
Access 2013 Part 3: Set Passwords	19.45%
Access 2013 Part 3: Set Startup Options	19.45%
Access 2013 Part 3: Split a Database for Multiple User Access	19.45%
Access 2013 Part 3: Validate Data Using a Macro	19.45%
Microsoft Access 2013 Advanced - 77-424	19.45%
Microsoft Access 2013 Basic - 77-424	19.45%
Microsoft Access 2013 Intermediate - 77-424	19.45%
MS Office 2010 Excel: Quick Excel Selection Shortcuts	19.45%
MS Office 2010 Excel: Instant Formatting Shortcuts and Custom Styles	19.45%
MS Office 2010 Excel: Sleight-of -Hand Navigation and Secrecy Shortcuts	19.45%
Excel 2010 Part 1: Add and Delete New Worksheets	19.45%
Excel 2010 Part 1: AND and OR Conditions	19.45%
Excel 2010 Part 1: Arrange Windows	19.45%
Excel 2010 Part 1: Bold Italic and Underline	19.45%
Excel 2010 Part 1: Cell Alignment	19.45%
Excel 2010 Part 1: Cell Borders	19.45%
Excel 2010 Part 1: Cell Color	19.45%
Excel 2010 Part 1: Change and Delete Cell Contents	19.45%
Excel 2010 Part 1: Change Chart Type	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Excel 2010 Part 1: Chart Data Range	19.45%
Excel 2010 Part 1: Column Width and Row Height	19.45%
Excel 2010 Part 1: Copy Move and Rename Worksheets	19.45%
Excel 2010 Part 1: Create a Trendline	19.45%
Excel 2010 Part 1: Create and Enter Formulas	19.45%
Excel 2010 Part 1: Create and Open Workbooks	19.45%
Excel 2010 Part 1: Create Charts	19.45%
Excel 2010 Part 1: Decimals	19.45%
Excel 2010 Part 1: Expand, Minimize and Move Windows	19.45%
Excel 2010 Part 1: Font Size and Type	19.45%
Excel 2010 Part 1: Format Axis	19.45%
Excel 2010 Part 1: Format Charts	19.45%
Excel 2010 Part 1: Format Painter	19.45%
Excel 2010 Part 1: Header and Footer	19.45%
Excel 2010 Part 1: Improvements to Excel Functions	19.45%
Excel 2010 Part 1: Input Numbers Dates and Text into Cells	19.45%
Excel 2010 Part 1: Insert and Delete Columns Rows and Cells	19.45%
Excel 2010 Part 1: Labels	19.45%
Excel 2010 Part 1: Line Break	19.45%
Excel 2010 Part 1: Margins	19.45%
Excel 2010 Part 1: Merge Cells	19.45%
Excel 2010 Part 1: Move and Resize Charts	19.45%
Excel 2010 Part 1: Navigating the Worksheet	19.45%
Excel 2010 Part 1: Open and Close Excel	19.45%
Excel 2010 Part 1: Page Breaks	19.45%
Excel 2010 Part 1: Page Setup	19.45%
Excel 2010 Part 1: Percent	19.45%
Excel 2010 Part 1: Print Preview	19.45%
Excel 2010 Part 1: Print Titles	19.45%
Excel 2010 Part 1: Print Worksheets	19.45%
Excel 2010 Part 1: Save and Close Workbooks	19.45%
Excel 2010 Part 1: Scale	19.45%
Excel 2010 Part 1: Select Elements of a Table	19.45%
Excel 2010 Part 1: Show and Hide Columns and Rows	19.45%
Excel 2010 Part 1: Sparklines	19.45%
Excel 2010 Part 1: Switch between Open Windows	19.45%
Excel 2010 Part 1: Switching between Worksheets	19.45%
Excel 2010 Part 1: The Average Minimum and Maximum Function	19.45%
Excel 2010 Part 1: The Count Function	19.45%
Excel 2010 Part 1: The Excel Application Window	19.45%
Excel 2010 Part 1: The Help Function	19.45%
Excel 2010 Part 1: The Quick Access Toolbar	19.45%
Excel 2010 Part 1: The Ribbon	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Excel 2010 Part 1: The Round Function	19.45%
Excel 2010 Part 1: The Sum Function	19.45%
Excel 2010 Part 1: Undo	19.45%
Excel 2010 Part 1: Use Absolute Cell References in Formulas	19.45%
Excel 2010 Part 1: Use Relative Cell References in Formulas	19.45%
Excel 2010 Part 1: Zoom In and Out	19.45%
Excel 2010 Part 2: Cell References to other Sheets and Workbooks	19.45%
Excel 2010 Part 2: Comments	19.45%
Excel 2010 Part 2: Conditional Formatting	19.45%
Excel 2010 Part 2: Create a PivotChart	19.45%
Excel 2010 Part 2: Create PivotTable	19.45%
Excel 2010 Part 2: Creating a Data Base	19.45%
Excel 2010 Part 2: Custom Cell Formats	19.45%
Excel 2010 Part 2: Data Grouping	19.45%
Excel 2010 Part 2: Data Grouping in PivotTables	19.45%
Excel 2010 Part 2: Data Validation	19.45%
Excel 2010 Part 2: Database Functions	19.45%
Excel 2010 Part 2: Filter	19.45%
Excel 2010 Part 2: Find and Replace Cells	19.45%
Excel 2010 Part 2: Freeze Lines and Columns	19.45%
Excel 2010 Part 2: Insert and Format Time and Date	19.45%
Excel 2010 Part 2: Insert Calculated Field	19.45%
Excel 2010 Part 2: Manage Themes	19.45%
Excel 2010 Part 2: PivotTable Field List	19.45%
Excel 2010 Part 2: PivotTable Tools	19.45%
Excel 2010 Part 2: Protect Sheets and Cells	19.45%
Excel 2010 Part 2: Protect Workbooks	19.45%
Excel 2010 Part 2: Quick Access to Cells	19.45%
Excel 2010 Part 2: Save in a Different File Type	19.45%
Excel 2010 Part 2: Share Workbooks	19.45%
Excel 2010 Part 2: Simple Time Calculation	19.45%
Excel 2010 Part 2: Sorting	19.45%
Excel 2010 Part 2: Special Filter	19.45%
Excel 2010 Part 2: Split Sheet Window in Sections	19.45%
Excel 2010 Part 2: Subtotal	19.45%
Excel 2010 Part 2: Use Hyperlinks	19.45%
Excel 2010 Part 2: Watermarks & Background Pictures	19.45%
Excel 2010 Part 2: Work with Date and Time Functions	19.45%
Excel 2010 Part 3: Administer Digital Signatures	19.45%
Excel 2010 Part 3: Consolidate Data	19.45%
Excel 2010 Part 3: Create a Macro	19.45%
Excel 2010 Part 3: Create a Workspace	19.45%
Excel 2010 Part 3: Create Scenarios	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Excel 2010 Part 3: Create Tables	19.45%
Excel 2010 Part 3: Delete Duplicates	19.45%
Excel 2010 Part 3: Develop XML Maps	19.45%
Excel 2010 Part 3: Document Properties	19.45%
Excel 2010 Part 3: Edit a Macro	19.45%
Excel 2010 Part 3: Edit Cell Styles	19.45%
Excel 2010 Part 3: Excel Templates	19.45%
Excel 2010 Part 3: Favorite Links	19.45%
Excel 2010 Part 3: Format Tables	19.45%
Excel 2010 Part 3: Formula Auditing	19.45%
Excel 2010 Part 3: Goal Seek	19.45%
Excel 2010 Part 3: Image Styles	19.45%
Excel 2010 Part 3: Import and Export Data	19.45%
Excel 2010 Part 3: Insert and Edit Objects	19.45%
Excel 2010 Part 3: Insert Drawings	19.45%
Excel 2010 Part 3: Insert SmartArts	19.45%
Excel 2010 Part 3: Layer and Group Graphic Objects	19.45%
Excel 2010 Part 3: Mark as Final	19.45%
Excel 2010 Part 3: Merge Workbooks	19.45%
Excel 2010 Part 3: Modify Tables	19.45%
Excel 2010 Part 3: Prepare for Sharing	19.45%
Excel 2010 Part 3: Publish a Worksheet to the Web	19.45%
Excel 2010 Part 3: Save Options	19.45%
Excel 2010 Part 3: Solver	19.45%
Excel 2010 Part 3: Solver Reports	19.45%
Excel 2010 Part 3: Standard Error Message	19.45%
Excel 2010 Part 3: Text in Columns	19.45%
Excel 2010 Part 3: The Function Wizard	19.45%
Excel 2010 Part 3: The General Pane	19.45%
Excel 2010 Part 3: The IF Function	19.45%
Excel 2010 Part 3: The IFERROR Function	19.45%
Excel 2010 Part 3: The Nested IF Function	19.45%
Excel 2010 Part 3: The Save Pane	19.45%
Excel 2010 Part 3: The SharePoint Server	19.45%
Excel 2010 Part 3: VLOOKUP and HLOOKUP	19.45%
Microsoft Excel 2010 Advanced - 77-888	19.45%
Microsoft Excel 2010 Basic - 70-882	19.45%
Microsoft Excel 2010 Intermediate - 70-882	19.45%
MS Office 2013 Excel: Introduction	19.45%
MS Office 2013 Excel: Module 1 - Starting with Excel 2013	19.45%
MS Office 2013 Excel: Module 10 - Macros	19.45%
MS Office 2013 Excel: Module 2 - Shortcuts	19.45%
MS Office 2013 Excel: Module 3 - Formulas	19.45%



Appendix C - Pricing Index  
Workforce Ready Koncepts, LLC  
DIR-TSO-4009

<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
MS Office 2013 Excel: Module 4 - Functions	19.45%
MS Office 2013 Excel: Module 5 - Tables	19.45%
MS Office 2013 Excel: Module 6 - PivotTable Reports	19.45%
MS Office 2013 Excel: Module 7 - Charts and Graphs	19.45%
MS Office 2013 Excel: Module 8 - Printing	19.45%
MS Office 2013 Excel: Module 9 - Conditional Formatting	19.45%
Excel 2013 Part 1: Absolute Cell References	19.45%
Excel 2013 Part 1: Add Borders and Color to Cells	19.45%
Excel 2013 Part 1: Align Cell Contents	19.45%
Excel 2013 Part 1: Apply Cell Styles	19.45%
Excel 2013 Part 1: Apply Number Formats	19.45%
Excel 2013 Part 1: Cell Names and Range Names	19.45%
Excel 2013 Part 1: Column Width and Row Height Alteration Methods	19.45%
Excel 2013 Part 1: Create a Basic Worksheet	19.45%
Excel 2013 Part 1: Create Formulas in a Worksheet	19.45%
Excel 2013 Part 1: Customize Advanced Options	19.45%
Excel 2013 Part 1: Customize Formula Options	19.45%
Excel 2013 Part 1: Customize General and Language Options	19.45%
Excel 2013 Part 1: Customize Proofing and Save Options	19.45%
Excel 2013 Part 1: Customize the Functionality of Excel by Enabling Add-Ins	19.45%
Excel 2013 Part 1: Customize the Quick Access Toolbar	19.45%
Excel 2013 Part 1: Customize the Ribbon	19.45%
Excel 2013 Part 1: Customize Trust Center Options	19.45%
Excel 2013 Part 1: Cut and Paste Commands	19.45%
Excel 2013 Part 1: Define the Basic Page Layout for a Workbook	19.45%
Excel 2013 Part 1: Format Worksheet Tabs	19.45%
Excel 2013 Part 1: Identify the Elements of the Application Window	19.45%
Excel 2013 Part 1: Identify the Elements of the Workbook Window	19.45%
Excel 2013 Part 1: Insert MIN and MAX Functions in a Worksheet	19.45%
Excel 2013 Part 1: Insert SUM and AVERAGE Functions in a Worksheet	19.45%
Excel 2013 Part 1: Manage the View of Worksheets and Workbooks	19.45%
Excel 2013 Part 1: Manage Worksheets	19.45%
Excel 2013 Part 1: Modify Fonts	19.45%
Excel 2013 Part 1: Refine the Page Layout and Apply Print Options	19.45%
Excel 2013 Part 1: Spell Check a Worksheet	19.45%
Excel 2013 Part 1: The Auto Fill Feature	19.45%
Excel 2013 Part 1: The Find and Replace Commands	19.45%
Excel 2013 Part 1: The Hide and Unhide Options	19.45%
Excel 2013 Part 1: The Insert and Delete Options	19.45%
Excel 2013 Part 1: The Undo and Redo Commands	19.45%
Excel 2013 Part 1: Use the Help System	19.45%
Excel 2013 Part 2: Add Range Names	19.45%
Excel 2013 Part 2: Advanced Field Settings	19.45%



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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Excel 2013 Part 2: Analyze Data by Using PivotCharts	19.45%
Excel 2013 Part 2: Change the Default Chart Type	19.45%
Excel 2013 Part 2: Comments	19.45%
Excel 2013 Part 2: Create a PivotTable	19.45%
Excel 2013 Part 2: Create a Trendline	19.45%
Excel 2013 Part 2: Create Advanced Charts	19.45%
Excel 2013 Part 2: Create and Modify Tables	19.45%
Excel 2013 Part 2: Create and Use Templates	19.45%
Excel 2013 Part 2: Create Charts	19.45%
Excel 2013 Part 2: Edit and Delete Range Names	19.45%
Excel 2013 Part 2: Edit Axes	19.45%
Excel 2013 Part 2: Filter Data by Using Slicers	19.45%
Excel 2013 Part 2: Filter Data with the Advanced Filter	19.45%
Excel 2013 Part 2: Filter Data with the Auto Filter	19.45%
Excel 2013 Part 2: Format Charts	19.45%
Excel 2013 Part 2: Hyperlinks	19.45%
Excel 2013 Part 2: Incorporate SmartArt	19.45%
Excel 2013 Part 2: Insert and Group Shapes	19.45%
Excel 2013 Part 2: Insert and Modify Graphic Objects	19.45%
Excel 2013 Part 2: Manage Themes	19.45%
Excel 2013 Part 2: Modify Charts	19.45%
Excel 2013 Part 2: Protect Files	19.45%
Excel 2013 Part 2: Remove Duplicates	19.45%
Excel 2013 Part 2: Sort Data	19.45%
Excel 2013 Part 2: Total Row	19.45%
Excel 2013 Part 2: Use COUNT, COUNTA and COUNTIF Functions	19.45%
Excel 2013 Part 2: Use HLOOKUP and VLOOKUP Functions	19.45%
Excel 2013 Part 2: Use Range Names in a Formula	19.45%
Excel 2013 Part 2: Use Specialized Functions	19.45%
Excel 2013 Part 2: Use the AND Function	19.45%
Excel 2013 Part 2: Use the AVERAGE Function	19.45%
Excel 2013 Part 2: Use the CONCATENATE Function	19.45%
Excel 2013 Part 2: Use the MAX Function	19.45%
Excel 2013 Part 2: Use the MIN Function	19.45%
Excel 2013 Part 2: Use the Nested IF Function	19.45%
Excel 2013 Part 2: Use the ROUND Function	19.45%
Excel 2013 Part 2: Use the SUM Function	19.45%
Excel 2013 Part 2: Watermarks	19.45%
Excel 2013 Part 2: Work with Logical Functions	19.45%
Excel 2013 Part 3: Add Data Validation Criteria	19.45%
Excel 2013 Part 3: Add Subtotals to Grouped Data	19.45%
Excel 2013 Part 3: Apply Conditional Formatting	19.45%
Excel 2013 Part 3: Consolidate Data	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Excel 2013 Part 3: Create a Data List Outline	19.45%
Excel 2013 Part 3: Create a Web Query	19.45%
Excel 2013 Part 3: Create Scenarios	19.45%
Excel 2013 Part 3: Create Sparklines	19.45%
Excel 2013 Part 3: Edit a Conditional Formatting Rule	19.45%
Excel 2013 Part 3: Evaluate Formulas	19.45%
Excel 2013 Part 3: Export Excel Data	19.45%
Excel 2013 Part 3: Import a Delimited Text File	19.45%
Excel 2013 Part 3: Integrate Excel Data with the Web	19.45%
Excel 2013 Part 3: Link Cells in Different Workbooks	19.45%
Excel 2013 Part 3: Merge Workbooks	19.45%
Excel 2013 Part 3: Perform a What-If Analysis	19.45%
Excel 2013 Part 3: Trace Cells	19.45%
Excel 2013 Part 3: Troubleshoot Invalid Data	19.45%
Excel 2013 Part 3: Troubleshoot Invalid Formulas	19.45%
Excel 2013 Part 3: Update Workbook Properties	19.45%
Excel 2013 Part 3: Watch Formulas	19.45%
Microsoft Excel 2013 Advanced - 77-420	19.45%
Microsoft Excel 2013 Basic - 77-420	19.45%
Microsoft Excel 2013 Intermediate - 77-420	19.45%
Lync 2013: Add a Contact	19.45%
Lync 2010: Add a Contact	19.45%
Lync 2013: Answer a Call	19.45%
Lync 2010: Answer a Call	19.45%
Lync 2013: Create a New Whiteboard	19.45%
Lync 2010: Create a New Whiteboard	19.45%
Lync 2013: Join an Online Meeting	19.45%
Lync 2010: Join an Online Meeting	19.45%
Lync 2013: Make a Video Call	19.45%
Lync 2010: Make a Video Call	19.45%
Lync 2010: Make an Audio Call	19.45%
Lync 2013: Make Phone Calls with Lync	19.45%
Lync 2013: Open and Close Lync	19.45%
Lync 2010: Open and Close Lync	19.45%
Lync 2010: Organize Lync Contacts	19.45%
Lync 2013: Organize Lync Contacts	19.45%
Lync 2010: Presence Indicator	19.45%
Lync 2013: Privacy Relationship	19.45%
Lync 2010: Privacy Relationship	19.45%
Lync 2013: Remove a Contact	19.45%
Lync 2010: Remove a Contact	19.45%
Lync 2010: Schedule an Online Meeting	19.45%
Lync 2013: Schedule an Online Meeting	19.45%

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Workforce Ready Koncepts, LLC  
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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Lync 2013: Send an Email to a Contact	19.45%
Lync 2010: Send an Email to a Contact	19.45%
Lync 2010: Send and Receive Instant Messages	19.45%
Lync 2013: Send and Receive Instant Messages	19.45%
Lync 2013: Share your Desktop	19.45%
Lync 2010: Share Your Desktop	19.45%
Lync 2013: Start a Conference Call	19.45%
Lync 2010: Start a Conference Call	19.45%
Lync 2013: Start Impromptu Lync Meetings	19.45%
Lync 2010: Start Impromptu Lync Meetings	19.45%
Lync 2013: The Presence Indicator	19.45%
Sharepoint 2016 - Calendar	19.45%
Sharepoint 2016 - Discussion Board	19.45%
Sharepoint 2016 - Document Library - First Steps	19.45%
Sharepoint 2016 - Document Library - Set and Manage Alerts	19.45%
Sharepoint 2016 - Document Library - Understanding Versioning	19.45%
Sharepoint 2016 - First Steps	19.45%
Sharepoint 2016 - Introduction	19.45%
Sharepoint 2016 - Lists	19.45%
Sharepoint 2016 - Picture Library	19.45%
Sharepoint 2016 - Share a Site	19.45%
Sharepoint 2016 - Sync Libraries	19.45%
Sharepoint 2016 - Tasks	19.45%
Office 365: Access Office 365 Documents from a Mobile Device	19.45%
Office 365: Add a Calendar	19.45%
Office 365: Add a Contact	19.45%
Office 365: Add and Delete Contacts	19.45%
Office 365: Add and Delete Documents	19.45%
Office 365: Add Documents to OneDrive	19.45%
Office 365: Answer a Call	19.45%
Office 365: Change Calendar Settings	19.45%
Office 365: Change the Theme	19.45%
Office 365: Configure Outlook 2013	19.45%
Office 365: Configure Text Notifications on Your Mobile Phone	19.45%
Office 365: Connect Desktop Apps to Office 365	19.45%
Office 365: Create a Distribution Group	19.45%
Office 365: Create a New Whiteboard	19.45%
Office 365: Create an Automatic Reply	19.45%
Office 365: Create Calendar Items	19.45%
Office 365: Edit a Document in the Word Web App	19.45%
Office 365: Edit a Document in Word 2013	19.45%
Office 365: Explore the Office 365 Environment	19.45%
Office 365: Follow a Document	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Office 365: Import Contacts from Outlook 2013	19.45%
Office 365: Join an Online Meeting	19.45%
Office 365: Make a Video Call	19.45%
Office 365: Make Phone Calls with Lync	19.45%
Office 365: Open and Close Lync	19.45%
Office 365: Organize Lync Contacts	19.45%
Office 365: Privacy Relationship	19.45%
Office 365: Receive and Send Messages in the Outlook Web App	19.45%
Office 365: Remove a Contact	19.45%
Office 365: Schedule an Online Meeting	19.45%
Office 365: Send an Email to a Contact	19.45%
Office 365: Send and Receive Instant Messages	19.45%
Office 365: Set Up Office 365 on Your Mobile Phone	19.45%
Office 365: Share a OneDrive Document	19.45%
Office 365: Share your Desktop	19.45%
Office 365: Sign In to Office 365	19.45%
Office 365: Simultaneously Edit the Same Document	19.45%
Office 365: Sort and Filter Team Sites	19.45%
Office 365: Start a Conference Call	19.45%
Office 365: Start Impromptu Lync Meetings	19.45%
Office 365: Sync OneDrive Documents	19.45%
Office 365: The Presence Indicator	19.45%
Office 365: Use Check Out and Check In	19.45%
Office 365: Use Office 365 on Your Windows 8 Tablet	19.45%
Office 365: View Documents in Web Apps	19.45%
OneNote 2013: Add an Excel Spreadsheet	19.45%
OneNote 2013: Add Audio and Video to a Notebook	19.45%
OneNote 2013: Add Password Security to a Section	19.45%
OneNote 2013: Add Quick Notes and Links	19.45%
OneNote 2013: Add Tags to Help Locate Notes	19.45%
OneNote 2013: Create a Custom Page Template	19.45%
OneNote 2013: Customize the Quick Access Toolbar and OneNote Options	19.45%
OneNote 2013: Embed Files from Other Programs	19.45%
OneNote 2013: Export a Notebook	19.45%
OneNote 2013: Modify Formatting in a Notebook	19.45%
OneNote 2013: Navigate the OneNote 2013 Environment	19.45%
OneNote 2013: Organize and Search Notebook Content	19.45%
OneNote 2013: Proof Your Notebook and Set Up Pages for Printing	19.45%
OneNote 2013: Send a Notebook in Different Formats by Using Outlook	19.45%
OneNote 2013: Share and Collaborate on Notebooks	19.45%
OneNote 2013: Use Outlook Integration Features	19.45%
OneNote 2013: Use Predesigned Templates	19.45%
OneNote 2013: Use the Recycle Bin and Explore the Backup Feature	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
OneNote 2013: View and Work with Notes	19.45%
Outlook 2010 Part 1: All Day Event	19.45%
Outlook 2010 Part 1: Attach Files and Items	19.45%
Outlook 2010 Part 1: Calendar Options	19.45%
Outlook 2010 Part 1: Calendar Symbols	19.45%
Outlook 2010 Part 1: Categorize	19.45%
Outlook 2010 Part 1: Categorize and Follow Up	19.45%
Outlook 2010 Part 1: Check Spelling	19.45%
Outlook 2010 Part 1: Compose and Edit Messages	19.45%
Outlook 2010 Part 1: Create Contacts	19.45%
Outlook 2010 Part 1: Create Custom Business Cards	19.45%
Outlook 2010 Part 1: Create Folders	19.45%
Outlook 2010 Part 1: Create Groups	19.45%
Outlook 2010 Part 1: Customize Folder View	19.45%
Outlook 2010 Part 1: Delete Messages	19.45%
Outlook 2010 Part 1: Deleted Items	19.45%
Outlook 2010 Part 1: Dialog Box Launchers	19.45%
Outlook 2010 Part 1: Draft Folder	19.45%
Outlook 2010 Part 1: Edit and Delete Appointments	19.45%
Outlook 2010 Part 1: Edit and Delete Contacts	19.45%
Outlook 2010 Part 1: Export Contacts	19.45%
Outlook 2010 Part 1: Forward Contacts	19.45%
Outlook 2010 Part 1: Import Contacts	19.45%
Outlook 2010 Part 1: Insert Recipient	19.45%
Outlook 2010 Part 1: Instant Search	19.45%
Outlook 2010 Part 1: Message Format	19.45%
Outlook 2010 Part 1: Minimize Maximize and Move Windows	19.45%
Outlook 2010 Part 1: Modify Delivery Options	19.45%
Outlook 2010 Part 1: Move and Copy Items	19.45%
Outlook 2010 Part 1: New Appointment	19.45%
Outlook 2010 Part 1: New Message Alert	19.45%
Outlook 2010 Part 1: Open and Close Outlook	19.45%
Outlook 2010 Part 1: Open Hyperlinks and Attachments	19.45%
Outlook 2010 Part 1: Outlook Help	19.45%
Outlook 2010 Part 1: Perform a Mail Merge	19.45%
Outlook 2010 Part 1: Print Calendar Data	19.45%
Outlook 2010 Part 1: Print Contacts	19.45%
Outlook 2010 Part 1: Print Messages	19.45%
Outlook 2010 Part 1: Read Received Message	19.45%
Outlook 2010 Part 1: Recurring Appointment	19.45%
Outlook 2010 Part 1: Reminder	19.45%
Outlook 2010 Part 1: Reply and Forward Messages	19.45%
Outlook 2010 Part 1: Save Messages	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Outlook 2010 Part 1: Search for Appointments	19.45%
Outlook 2010 Part 1: Search Messages	19.45%
Outlook 2010 Part 1: Secondary Address Books	19.45%
Outlook 2010 Part 1: Send Calendar Information in an Email Message	19.45%
Outlook 2010 Part 1: Send Message	19.45%
Outlook 2010 Part 1: Set Availability Options	19.45%
Outlook 2010 Part 1: Signatures	19.45%
Outlook 2010 Part 1: Sort and Find Contacts	19.45%
Outlook 2010 Part 1: The Outlook Application Window	19.45%
Outlook 2010 Part 1: The Quick Access Toolbar	19.45%
Outlook 2010 Part 1: The Ribbon	19.45%
Outlook 2010 Part 1: The Room Finder Pane	19.45%
Outlook 2010 Part 1: Use Contacts	19.45%
Outlook 2010 Part 1: Zoom Slider	19.45%
Outlook 2010 Part 2: Apply Stationery and Themes	19.45%
Outlook 2010 Part 2: Arrange Messages	19.45%
Outlook 2010 Part 2: Assign Tasks	19.45%
Outlook 2010 Part 2: Auto Reply	19.45%
Outlook 2010 Part 2: Calendar Groups	19.45%
Outlook 2010 Part 2: Cleanup and Archive Mailbox	19.45%
Outlook 2010 Part 2: Configure Email Message Security Settings	19.45%
Outlook 2010 Part 2: Configure Remote Procedure Calls over HTTP	19.45%
Outlook 2010 Part 2: Create a Folder Home Page	19.45%
Outlook 2010 Part 2: Create a Note	19.45%
Outlook 2010 Part 2: Create Mail Rules	19.45%
Outlook 2010 Part 2: Create Meeting Requests	19.45%
Outlook 2010 Part 2: Create New Tasks	19.45%
Outlook 2010 Part 2: Customize a Form	19.45%
Outlook 2010 Part 2: Daily Task List	19.45%
Outlook 2010 Part 2: Delegate Access	19.45%
Outlook 2010 Part 2: Edit a Note	19.45%
Outlook 2010 Part 2: Enhance an Email Message	19.45%
Outlook 2010 Part 2: Exchange Server	19.45%
Outlook 2010 Part 2: Filter Messages	19.45%
Outlook 2010 Part 2: Find Messages Using Multiple Criteria	19.45%
Outlook 2010 Part 2: Junk Mail	19.45%
Outlook 2010 Part 2: Make Folders Available Offline	19.45%
Outlook 2010 Part 2: Manage Email Messages	19.45%
Outlook 2010 Part 2: Open Additional Mailboxes	19.45%
Outlook 2010 Part 2: Paste Options	19.45%
Outlook 2010 Part 2: Processing Meeting Requests	19.45%
Outlook 2010 Part 2: Protect Archives and Other Personal Folders	19.45%
Outlook 2010 Part 2: Quick Steps	19.45%



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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Outlook 2010 Part 2: Record a Journal Entry Automatically	19.45%
Outlook 2010 Part 2: Scheduling	19.45%
Outlook 2010 Part 2: Search Folders	19.45%
Outlook 2010 Part 2: Share Mailbox Folders	19.45%
Outlook 2010 Part 2: SmartArt, ScreenShots and Background Removal	19.45%
Outlook 2010 Part 2: Sort Messages Using Multiple Criteria	19.45%
Outlook 2010 Part 2: The AutoCorrect Feature	19.45%
Outlook 2010 Part 2: The Translation Feature	19.45%
Outlook 2010 Part 2: Use Voting Buttons	19.45%
Microsoft Outlook 2010 Advanced 77-884	19.45%
Microsoft Outlook 2010 Basic - 77-884	19.45%
Microsoft Outlook 2010 Intermediate - 77-884	19.45%
MS Office 2013 Outlook: Introduction	19.45%
MS Office 2013 Outlook: Module 1 - What's New in 2013?	19.45%
MS Office 2013 Outlook: Module 10 - Bonus Features	19.45%
MS Office 2013 Outlook: Module 2 - Processing Your Inbox With Quick Steps	19.45%
MS Office 2013 Outlook: Module 3 - Meetings and Delegations	19.45%
MS Office 2013 Outlook: Module 4 - Designing Signatures	19.45%
MS Office 2013 Outlook: Module 5 - Custom Views and Custom Lists	19.45%
MS Office 2013 Outlook: Module 6 - Mailbox Cleanup and Archiving	19.45%
MS Office 2013 Outlook: Module 7 - Building Mailbox Rules	19.45%
MS Office 2013 Outlook: Module 8 - Getting Organized with Categories	19.45%
MS Office 2013 Outlook: Module 9 - Working with Contacts	19.45%
Outlook 2013 Part 1: Attach Files and Items	19.45%
Outlook 2013 Part 1: Check Spelling and Grammar	19.45%
Outlook 2013 Part 1: Create a Recurring Meeting Request	19.45%
Outlook 2013 Part 1: Create an Email Message	19.45%
Outlook 2013 Part 1: Create and Apply an Email Signature	19.45%
Outlook 2013 Part 1: Create and Manage Quick Steps	19.45%
Outlook 2013 Part 1: Create and Send an Email	19.45%
Outlook 2013 Part 1: Create and Update Contacts	19.45%
Outlook 2013 Part 1: Customize Reading Options	19.45%
Outlook 2013 Part 1: Customize the Background and Theme of the Outlook Interface	19.45%
Outlook 2013 Part 1: Customize the Quick Access Toolbar	19.45%
Outlook 2013 Part 1: Customize the Ribbon	19.45%
Outlook 2013 Part 1: Delete Email Messages	19.45%
Outlook 2013 Part 1: Enhance an Email Message with an Image	19.45%
Outlook 2013 Part 1: Enhance an Email Message with SmartArt and Themes	19.45%
Outlook 2013 Part 1: Format Message Content	19.45%
Outlook 2013 Part 1: Identify the Elements of the Application Window	19.45%
Outlook 2013 Part 1: Identify the Workspaces	19.45%
Outlook 2013 Part 1: Manage Appointments	19.45%
Outlook 2013 Part 1: Manage Notes	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Outlook 2013 Part 1: Manage Tasks	19.45%
Outlook 2013 Part 1: Organize Messages Using Folders	19.45%
Outlook 2013 Part 1: Paste in an Email Message	19.45%
Outlook 2013 Part 1: Print an Email Message	19.45%
Outlook 2013 Part 1: Print Your Calendar	19.45%
Outlook 2013 Part 1: Print Your Contacts	19.45%
Outlook 2013 Part 1: Propose a New Time for a Meeting	19.45%
Outlook 2013 Part 1: Read and Respond to Emails	19.45%
Outlook 2013 Part 1: Recall a Sent Message	19.45%
Outlook 2013 Part 1: Respond to a Meeting Request	19.45%
Outlook 2013 Part 1: Specify Font Options	19.45%
Outlook 2013 Part 1: Use Commands to Manage Messages	19.45%
Outlook 2013 Part 1: Use Flags to Manage Messages	19.45%
Outlook 2013 Part 1: Use Outlook Help	19.45%
Outlook 2013 Part 1: Use Tags to Manage Messages	19.45%
Outlook 2013 Part 1: Use Tracking Options	19.45%
Outlook 2013 Part 1: View and Organize Your Contacts	19.45%
Outlook 2013 Part 1: View the Calendar	19.45%
Outlook 2013 Part 1: Work with Attachments	19.45%
Outlook 2013 Part 2: Advanced Options	19.45%
Outlook 2013 Part 2: Assign a Task	19.45%
Outlook 2013 Part 2: Change Data File Settings	19.45%
Outlook 2013 Part 2: Create a Data File	19.45%
Outlook 2013 Part 2: Delegate Folder Access by Using Folder Permissions	19.45%
Outlook 2013 Part 2: Edit an Electronic Business Card	19.45%
Outlook 2013 Part 2: Export Contacts	19.45%
Outlook 2013 Part 2: Filter Messages	19.45%
Outlook 2013 Part 2: Forward Contacts	19.45%
Outlook 2013 Part 2: Insert Advanced Characters and Objects in an Email	19.45%
Outlook 2013 Part 2: Language Options	19.45%
Outlook 2013 Part 2: Manage a Task Assigned to You	19.45%
Outlook 2013 Part 2: Manage Additional Calendars	19.45%
Outlook 2013 Part 2: Manage Advanced Calendar Options	19.45%
Outlook 2013 Part 2: Manage Journal Entries	19.45%
Outlook 2013 Part 2: Manage Junk Mail	19.45%
Outlook 2013 Part 2: Manage Meeting Responses	19.45%
Outlook 2013 Part 2: Manage Your Mailbox	19.45%
Outlook 2013 Part 2: Modify Message Settings and Properties	19.45%
Outlook 2013 Part 2: Organize Messages	19.45%
Outlook 2013 Part 2: Reply to a Task Request	19.45%
Outlook 2013 Part 2: Search Messages	19.45%
Outlook 2013 Part 2: Share Your Calendar with Another User	19.45%
Outlook 2013 Part 2: Share Your Contacts with Another User	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Outlook 2013 Part 2: Sort Messages	19.45%
Outlook 2013 Part 2: Use Automatic Replies	19.45%
Outlook 2013 Part 2: Use Search Folders	19.45%
Outlook 2013 Part 2: Work with a Contact Group	19.45%
Microsoft Outlook 2013 Advanced - 77-423	19.45%
Microsoft Outlook 2013 Basic - 77-423	19.45%
Microsoft Outlook 2013 Intermediate - 77-423	19.45%
PowerPoint 2010 Part 1: Background Styles	19.45%
PowerPoint 2010 Part 1: Bullets and Numbering	19.45%
PowerPoint 2010 Part 1: Character Formatting	19.45%
PowerPoint 2010 Part 1: ClipArt as Company Logo	19.45%
PowerPoint 2010 Part 1: Copy and Delete Slides	19.45%
PowerPoint 2010 Part 1: Create Custom Slide Layouts	19.45%
PowerPoint 2010 Part 1: Create Custom Themes	19.45%
PowerPoint 2010 Part 1: Excel Charts	19.45%
PowerPoint 2010 Part 1: Format Painter	19.45%
PowerPoint 2010 Part 1: Headers and Footers	19.45%
PowerPoint 2010 Part 1: Hide Slides	19.45%
PowerPoint 2010 Part 1: Hyperlinks	19.45%
PowerPoint 2010 Part 1: Insert and Edit Images	19.45%
PowerPoint 2010 Part 1: Insert Shapes	19.45%
PowerPoint 2010 Part 1: Insert SmartArt	19.45%
PowerPoint 2010 Part 1: Insert Videos	19.45%
PowerPoint 2010 Part 1: Move between Open Windows	19.45%
PowerPoint 2010 Part 1: New Presentations and Templates	19.45%
PowerPoint 2010 Part 1: Normal View Slide Sorter Reading	19.45%
PowerPoint 2010 Part 1: Open and Close PowerPoint	19.45%
PowerPoint 2010 Part 1: PowerPoint Help	19.45%
PowerPoint 2010 Part 1: Print and Edit Handouts	19.45%
PowerPoint 2010 Part 1: Print and Edit Notes Pages	19.45%
PowerPoint 2010 Part 1: Rehearse Timings	19.45%
PowerPoint 2010 Part 1: Save Close and Open	19.45%
PowerPoint 2010 Part 1: Set Up a Slide Show	19.45%
PowerPoint 2010 Part 1: Slide Layouts	19.45%
PowerPoint 2010 Part 1: Slides and Outline Tabs	19.45%
PowerPoint 2010 Part 1: Text Placeholder	19.45%
PowerPoint 2010 Part 1: The Customize Status Bar Menu	19.45%
PowerPoint 2010 Part 1: The Photo Album Feature	19.45%
PowerPoint 2010 Part 1: The PowerPoint Application Window	19.45%
PowerPoint 2010 Part 1: The Quick Access Toolbar	19.45%
PowerPoint 2010 Part 1: The Ribbon	19.45%
PowerPoint 2010 Part 1: The Slide Master	19.45%
PowerPoint 2010 Part 1: Themes	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
PowerPoint 2010 Part 1: Title and Content Layout with a Chart	19.45%
PowerPoint 2010 Part 1: Title Layout	19.45%
PowerPoint 2010 Part 1: Two Content Layout	19.45%
PowerPoint 2010 Part 1: Undo Redo and Repeat	19.45%
PowerPoint 2010 Part 1: Zoom Slider	19.45%
PowerPoint 2010 Part 2: Action Buttons and Action Settings	19.45%
PowerPoint 2010 Part 2: Advanced Animation Options	19.45%
PowerPoint 2010 Part 2: Align Objects	19.45%
PowerPoint 2010 Part 2: Animation Order	19.45%
PowerPoint 2010 Part 2: Assign Animation	19.45%
PowerPoint 2010 Part 2: Compress Images	19.45%
PowerPoint 2010 Part 2: Create a Video	19.45%
PowerPoint 2010 Part 2: Custom Slide Show	19.45%
PowerPoint 2010 Part 2: Divide a Presentation into Sections	19.45%
PowerPoint 2010 Part 2: Document Properties	19.45%
PowerPoint 2010 Part 2: Exact Object Placement	19.45%
PowerPoint 2010 Part 2: Format Tables	19.45%
PowerPoint 2010 Part 2: Import Tables from Other Office Applications	19.45%
PowerPoint 2010 Part 2: Insert a Table	19.45%
PowerPoint 2010 Part 2: Insert Slides from other Presentations	19.45%
PowerPoint 2010 Part 2: Next Slide	19.45%
PowerPoint 2010 Part 2: Object Levels	19.45%
PowerPoint 2010 Part 2: Paste and Paste Preview Options	19.45%
PowerPoint 2010 Part 2: Presentations without PowerPoint	19.45%
PowerPoint 2010 Part 2: Protect Slide Shows	19.45%
PowerPoint 2010 Part 2: Publish a Presentation to Other File Formats	19.45%
PowerPoint 2010 Part 2: Publish Slides to a Slide Library	19.45%
PowerPoint 2010 Part 2: Review a Presentation	19.45%
PowerPoint 2010 Part 2: Review the Content in a Presentation	19.45%
PowerPoint 2010 Part 2: Save as a Template	19.45%
PowerPoint 2010 Part 2: Save Options	19.45%
PowerPoint 2010 Part 2: Secure a Presentation	19.45%
PowerPoint 2010 Part 2: Slide Transitions	19.45%
PowerPoint 2010 Part 2: Spacing Options and Rulers	19.45%
PowerPoint 2010 Part 2: Text Alignment Options	19.45%
PowerPoint 2010 Part 2: Text Selection Methods	19.45%
PowerPoint 2010 Part 2: The Animation Painter Feature	19.45%
PowerPoint 2010 Part 2: The Cut, Copy, and Paste Options	19.45%
PowerPoint 2010 Part 2: The Grouping Feature	19.45%
PowerPoint 2010 Part 2: The PowerPoint Options Dialog Box	19.45%
PowerPoint 2010 Part 2: The Replace Fonts Option	19.45%
PowerPoint 2010 Part 2: Typography Effects	19.45%
PowerPoint 2010 Part 2: Various File Types and Compatibility	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
PowerPoint 2010 Part 2: WordArt Styles	19.45%
Microsoft PowerPoint 2010 Advanced - 77-883	19.45%
Microsoft PowerPoint 2010 Basic - 77-883	19.45%
Microsoft PowerPoint 2010 Intermediate - 77-883	19.45%
MS Office 2013 PowerPoint: Introduction	19.45%
MS Office 2013 PowerPoint: Module 1 - What's New in 2013?	19.45%
MS Office 2013 PowerPoint: Module 10 - Sharing Your Presentation	19.45%
MS Office 2013 PowerPoint: Module 2 - Design and Organization	19.45%
MS Office 2013 PowerPoint: Module 3 - Adding Text and Objects	19.45%
MS Office 2013 PowerPoint: Module 4 - Modifying Your Presentation Formatting and Themes	19.45%
MS Office 2013 PowerPoint: Module 5 - Adding Photos and Pictures	19.45%
MS Office 2013 PowerPoint: Module 6 - Charts and Graphs	19.45%
MS Office 2013 PowerPoint: Module 7 - SmartArt®	19.45%
MS Office 2013 PowerPoint: Module 8 - Animations and Transitions	19.45%
MS Office 2013 PowerPoint: Module 9 - Presenter View Secrets	19.45%
PowerPoint 2013 Part 1: Add, Delete and Modify Slides	19.45%
PowerPoint 2013 Part 1: Animate Objects	19.45%
PowerPoint 2013 Part 1: Apply Transitions	19.45%
PowerPoint 2013 Part 1: Arrange Objects	19.45%
PowerPoint 2013 Part 1: Arrange Slides	19.45%
PowerPoint 2013 Part 1: Create a Chart	19.45%
PowerPoint 2013 Part 1: Create a Presentation from a Template	19.45%
PowerPoint 2013 Part 1: Create a Table	19.45%
PowerPoint 2013 Part 1: Create and Save a PowerPoint Presentation	19.45%
PowerPoint 2013 Part 1: Deliver Your Presentation	19.45%
PowerPoint 2013 Part 1: Edit Objects	19.45%
PowerPoint 2013 Part 1: Edit Text	19.45%
PowerPoint 2013 Part 1: Format a Chart	19.45%
PowerPoint 2013 Part 1: Format a Table	19.45%
PowerPoint 2013 Part 1: Format Characters	19.45%
PowerPoint 2013 Part 1: Format Objects	19.45%
PowerPoint 2013 Part 1: Format Paragraphs	19.45%
PowerPoint 2013 Part 1: Format Text Boxes	19.45%
PowerPoint 2013 Part 1: Group Objects	19.45%
PowerPoint 2013 Part 1: Insert a Chart from Excel	19.45%
PowerPoint 2013 Part 1: Insert a Table from Other Office Applications	19.45%
PowerPoint 2013 Part 1: Insert Clip Art and Images	19.45%
PowerPoint 2013 Part 1: Insert Shapes	19.45%
PowerPoint 2013 Part 1: Navigate the PowerPoint Environment	19.45%
PowerPoint 2013 Part 1: Print Your Presentation	19.45%
PowerPoint 2013 Part 1: Review Your Presentation	19.45%
PowerPoint 2013 Part 1: Save a Presentation as a PDF	19.45%



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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
PowerPoint 2013 Part 1: Use Bullets and Number Lists	19.45%
PowerPoint 2013 Part 1: Use PowerPoint Help	19.45%
PowerPoint 2013 Part 1: View and Navigate a Presentation	19.45%
PowerPoint 2013 Part 1: Work with Themes	19.45%
PowerPoint 2013 Part 2: Add Action Buttons to a Presentation	19.45%
PowerPoint 2013 Part 2: Add and Manage Comments	19.45%
PowerPoint 2013 Part 2: Add and Manage Sections	19.45%
PowerPoint 2013 Part 2: Add Audio to a Presentation	19.45%
PowerPoint 2013 Part 2: Add Headers and Footers	19.45%
PowerPoint 2013 Part 2: Add SmartArt to a Presentation	19.45%
PowerPoint 2013 Part 2: Add Video to a Presentation	19.45%
PowerPoint 2013 Part 2: Annotate a Presentation	19.45%
PowerPoint 2013 Part 2: Compare and Merge Presentations	19.45%
PowerPoint 2013 Part 2: Convert a Presentation to a Video	19.45%
PowerPoint 2013 Part 2: Create a Custom Slide Layout	19.45%
PowerPoint 2013 Part 2: Create a Custom Slide Show	19.45%
PowerPoint 2013 Part 2: Create Custom Animation Effects	19.45%
PowerPoint 2013 Part 2: Customize the Quick Access Toolbar	19.45%
PowerPoint 2013 Part 2: Customize the Ribbon	19.45%
PowerPoint 2013 Part 2: Customize the Status Bar	19.45%
PowerPoint 2013 Part 2: Modify SmartArt	19.45%
PowerPoint 2013 Part 2: Modify the Notes Master and the Handout Master	19.45%
PowerPoint 2013 Part 2: Package a Presentation	19.45%
PowerPoint 2013 Part 2: Present a Slide Show Online	19.45%
PowerPoint 2013 Part 2: Record a Presentation	19.45%
PowerPoint 2013 Part 2: Secure a Presentation	19.45%
PowerPoint 2013 Part 2: Set PowerPoint 2013 Options	19.45%
PowerPoint 2013 Part 2: Set Up a Slide Show	19.45%
PowerPoint 2013 Part 2: Set Video Playback Options	19.45%
PowerPoint 2013 Part 2: Share a Presentation on the Web	19.45%
PowerPoint 2013 Part 2: Timing Slide Transitions	19.45%
PowerPoint 2013 Part 2: Work with Slide Masters	19.45%
PowerPoint 2013 Part 2: Work with Windows Simultaneously	19.45%
Microsoft Powerpoint 2013 Basic - 77-422	19.45%
Microsoft Powerpoint 2013 Intermediate - 77-422	19.45%
SharePoint 2010: Access SharePoint Content from Mobile Views	19.45%
SharePoint 2010: Announcements and Links	19.45%
SharePoint 2010: Calendar	19.45%
SharePoint 2010: Contribute to a Blog	19.45%
SharePoint 2010: Contribute to a Wiki	19.45%
SharePoint 2010: Create an Alert	19.45%
SharePoint 2010: Modify List Items	19.45%
SharePoint 2010: Navigate through a SharePoint Team Site	19.45%



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SharePoint 2010: Participate in a Discussion Board	19.45%
SharePoint 2010: Simultaneously Edit the Same Document	19.45%
SharePoint 2010: Tasks	19.45%
SharePoint 2010: Understand Properties	19.45%
SharePoint 2010: Understand Site Permissions	19.45%
SharePoint 2010: Understand Versioning	19.45%
SharePoint 2010: Understanding Collaboration Technology and SharePoint Foundation 2010	19.45%
SharePoint 2010: Upload Documents to Libraries	19.45%
SharePoint 2010: Use File Check Out and Check In	19.45%
SharePoint 2010: Work with Offline Content in Office 2010	19.45%
SharePoint 2010: Work with Picture Libraries	19.45%
SharePoint 2010: Work with Shared Calendars	19.45%
SharePoint 2010: Work with Slide Libraries	19.45%
Microsoft 70-331: Core Solutions of SharePoint Server 2013	19.45%
Word 2010 Part 1: The Ribbon	19.45%
Word 2010 Part 1: Adjust Character Spacing	19.45%
Word 2010 Part 1: Automatic Hyphenation	19.45%
Word 2010 Part 1: Capital and Lowercase Letters	19.45%
Word 2010 Part 1: Check Grammar	19.45%
Word 2010 Part 1: Check Spelling	19.45%
Word 2010 Part 1: Check Spelling and Grammar	19.45%
Word 2010 Part 1: Control Paragraph Flow	19.45%
Word 2010 Part 1: Copy and Move Text	19.45%
Word 2010 Part 1: Create and Format Paragraphs	19.45%
Word 2010 Part 1: Delete Text	19.45%
Word 2010 Part 1: Edit the Custom Dictionary	19.45%
Word 2010 Part 1: Enter Text	19.45%
Word 2010 Part 1: Expand Minimize and Move Documents	19.45%
Word 2010 Part 1: Format Text	19.45%
Word 2010 Part 1: Hide Text	19.45%
Word 2010 Part 1: Line Spacing	19.45%
Word 2010 Part 1: Manual Line Break	19.45%
Word 2010 Part 1: Margins	19.45%
Word 2010 Part 1: Modify Text Color	19.45%
Word 2010 Part 1: Modify the Size and Page Orientation of a Document	19.45%
Word 2010 Part 1: Open and Close Documents	19.45%
Word 2010 Part 1: Open and Close Word	19.45%
Word 2010 Part 1: Page Breaks	19.45%
Word 2010 Part 1: Page Color	19.45%
Word 2010 Part 1: Paragraph Framing, Shading and Adding Background Color	19.45%
Word 2010 Part 1: Paragraph Indent	19.45%
Word 2010 Part 1: Paste Options	19.45%

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Word 2010 Part 1: Print Documents	19.45%
Word 2010 Part 1: Print Preview	19.45%
Word 2010 Part 1: Readability Statistics & Word Count	19.45%
Word 2010 Part 1: Replace a Text Element	19.45%
Word 2010 Part 1: Save Documents	19.45%
Word 2010 Part 1: Save in a 2003 Compatible Format	19.45%
Word 2010 Part 1: Search for a Text Element	19.45%
Word 2010 Part 1: Select Text	19.45%
Word 2010 Part 1: Set the Options for Checking Spelling and Grammar	19.45%
Word 2010 Part 1: Show and Hide Built-In Toolbars	19.45%
Word 2010 Part 1: Show Formatting Marks	19.45%
Word 2010 Part 1: Special Character Formatting	19.45%
Word 2010 Part 1: Switch between Open Documents	19.45%
Word 2010 Part 1: Text Alignment	19.45%
Word 2010 Part 1: The Clipboard Task Pane	19.45%
Word 2010 Part 1: The Compatibility Checker Feature	19.45%
Word 2010 Part 1: The Format Painter	19.45%
Word 2010 Part 1: The Quick Access Toolbar	19.45%
Word 2010 Part 1: The Research Task Pane & Options	19.45%
Word 2010 Part 1: The Translate Feature	19.45%
Word 2010 Part 1: The Word Application Window	19.45%
Word 2010 Part 1: The Word Help Function	19.45%
Word 2010 Part 1: Undo and Redo	19.45%
Word 2010 Part 1: Use the Thesaurus to Suggest Synonyms	19.45%
Word 2010 Part 1: Various File Types	19.45%
Word 2010 Part 1: Word Layouts	19.45%
Word 2010 Part 1: Zoom In and Out	19.45%
Word 2010 Part 2: Accent a Document with a Watermark	19.45%
Word 2010 Part 2: Add a Cover Page	19.45%
Word 2010 Part 2: Add Text & Mark Table of Contents Entry	19.45%
Word 2010 Part 2: AutoCorrect	19.45%
Word 2010 Part 2: Bullets and Numbering	19.45%
Word 2010 Part 2: ClipArt & Clip Organizer	19.45%
Word 2010 Part 2: Compress Images	19.45%
Word 2010 Part 2: Create a Table	19.45%
Word 2010 Part 2: Create a Table of Contents	19.45%
Word 2010 Part 2: Create a Table of Figures	19.45%
Word 2010 Part 2: Create an Index	19.45%
Word 2010 Part 2: Create and Change Format Styles	19.45%
Word 2010 Part 2: Create and Edit Drawings	19.45%
Word 2010 Part 2: Create and Edit Text Boxes	19.45%
Word 2010 Part 2: Create and Insert Quick Parts	19.45%
Word 2010 Part 2: Create Charts	19.45%

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Word 2010 Part 2: Drop Caps	19.45%
Word 2010 Part 2: Edit and Delete Quick Parts	19.45%
Word 2010 Part 2: Format an Object	19.45%
Word 2010 Part 2: Format Style Templates	19.45%
Word 2010 Part 2: Input Data into a Table	19.45%
Word 2010 Part 2: Insert a Symbol	19.45%
Word 2010 Part 2: Insert and Delete Objects	19.45%
Word 2010 Part 2: Insert and Format Screenshots in a Document	19.45%
Word 2010 Part 2: Insert Fields Using Quick Parts	19.45%
Word 2010 Part 2: Insert the Date and Time	19.45%
Word 2010 Part 2: Manage Formatting	19.45%
Word 2010 Part 2: Modify an Outline	19.45%
Word 2010 Part 2: Multilevel List	19.45%
Word 2010 Part 2: Organize Format Styles	19.45%
Word 2010 Part 2: Outline a Document	19.45%
Word 2010 Part 2: Page Borders & Border Types	19.45%
Word 2010 Part 2: Position an Object	19.45%
Word 2010 Part 2: Pull Quotes and Sidebars	19.45%
Word 2010 Part 2: Select an Object	19.45%
Word 2010 Part 2: SmartArt	19.45%
Word 2010 Part 2: Sort a List	19.45%
Word 2010 Part 2: Tab Stops	19.45%
Word 2010 Part 2: The Caption Dialog Box	19.45%
Word 2010 Part 2: The Outline View	19.45%
Word 2010 Part 2: The Style and Modify Style Dialog Boxes	19.45%
Word 2010 Part 2: Types of Shapes and Drawing Canvas	19.45%
Word 2010 Part 2: WordArt	19.45%
Word 2010 Part 2: Work with Bookmarks	19.45%
Word 2010 Part 3: Add a Digital Signature to a Document	19.45%
Word 2010 Part 3: Add and Delete Rows and Columns	19.45%
Word 2010 Part 3: Add Cross-References	19.45%
Word 2010 Part 3: Add Headers and Footers	19.45%
Word 2010 Part 3: Add Hyperlinks	19.45%
Word 2010 Part 3: Automate Tasks Using Macros	19.45%
Word 2010 Part 3: Change Column Width and Row Height	19.45%
Word 2010 Part 3: Change Text into a Table and Vice Versa	19.45%
Word 2010 Part 3: Collaboration Stages	19.45%
Word 2010 Part 3: Compare and Combine Documents	19.45%
Word 2010 Part 3: Configure the Document Properties	19.45%
Word 2010 Part 3: Create a Custom List or Table Style	19.45%
Word 2010 Part 3: Create a Form	19.45%
Word 2010 Part 3: Create a Macro	19.45%
Word 2010 Part 3: Create a Master Document	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Word 2010 Part 3: Create and Edit Endnotes and Footnotes	19.45%
Word 2010 Part 3: Create Edit and Save Document Templates	19.45%
Word 2010 Part 3: Customize how Documents are Saved	19.45%
Word 2010 Part 3: Document Protection	19.45%
Word 2010 Part 3: Document Templates	19.45%
Word 2010 Part 3: Draw a Table	19.45%
Word 2010 Part 3: Edit Headers and Footers	19.45%
Word 2010 Part 3: Edit the Data Source	19.45%
Word 2010 Part 3: Format a Table	19.45%
Word 2010 Part 3: Insert an Excel Table	19.45%
Word 2010 Part 3: Insert Merge Fields in a Document	19.45%
Word 2010 Part 3: Insert or Delete a Section Break	19.45%
Word 2010 Part 3: Mark as Final	19.45%
Word 2010 Part 3: Merge Cells	19.45%
Word 2010 Part 3: Perform Calculations in a Table	19.45%
Word 2010 Part 3: Prepare a Document for Sharing	19.45%
Word 2010 Part 3: Prepare a Mail Merge Document	19.45%
Word 2010 Part 3: Print Envelopes and Labels	19.45%
Word 2010 Part 3: Print out a Mail Merge Document	19.45%
Word 2010 Part 3: Quick Tables	19.45%
Word 2010 Part 3: Quickly Access Folders with the Favorites Lists	19.45%
Word 2010 Part 3: Restrict Editing	19.45%
Word 2010 Part 3: Select Recipients	19.45%
Word 2010 Part 3: Select Sections of a Table	19.45%
Word 2010 Part 3: Send a Document as an Email Message	19.45%
Word 2010 Part 3: Send a Document for Review	19.45%
Word 2010 Part 3: Send a Document Outline to PowerPoint	19.45%
Word 2010 Part 3: Sort Tables	19.45%
Word 2010 Part 3: Split Text into Columns	19.45%
Word 2010 Part 3: Table Styles	19.45%
Word 2010 Part 3: Text Direction	19.45%
Word 2010 Part 3: The Comments Group	19.45%
Word 2010 Part 3: The Table Properties Dialog Box	19.45%
Word 2010 Part 3: Track Changes	19.45%
Word 2010 Part 3: Versioning	19.45%
Word 2010 Part 3: Word Documents on the Intranet Internet	19.45%
Microsoft Word 2010 Advanced - 77-887	19.45%
Microsoft Word 2010 Basic - 77-887	19.45%
Microsoft Word 2010 Intermediate - 77-887	19.45%
MS Office 2013 Word: Introduction	19.45%
MS Office 2013 Word: Module 1 - What's New in 2013?	19.45%
MS Office 2013 Word: Module 10 - Creating Fill-in-the-Blank Forms	19.45%
MS Office 2013 Word: Module 2 - Formatting Secrets	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
MS Office 2013 Word: Module 3 - Working With Styles	19.45%
MS Office 2013 Word: Module 4 - Shortcuts	19.45%
MS Office 2013 Word: Module 5 - Working With Lists	19.45%
MS Office 2013 Word: Module 6 - Tables	19.45%
MS Office 2013 Word: Module 7 - Graphic Displays	19.45%
MS Office 2013 Word: Module 8 - Tracking Changes	19.45%
MS Office 2013 Word: Module 9 - Headers, Bibliographies and Indexes	19.45%
Word 2013 Part 1: Add a Watermark	19.45%
Word 2013 Part 1: Add Headers and Footers	19.45%
Word 2013 Part 1: Add Images to a Document	19.45%
Word 2013 Part 1: Additional Save Options	19.45%
Word 2013 Part 1: Align Text Using Tabs	19.45%
Word 2013 Part 1: Apply a Page Border and Color	19.45%
Word 2013 Part 1: Apply Borders and Shading	19.45%
Word 2013 Part 1: Apply Character Formatting	19.45%
Word 2013 Part 1: Apply Styles	19.45%
Word 2013 Part 1: AutoCorrection	19.45%
Word 2013 Part 1: Check Accessibility	19.45%
Word 2013 Part 1: Check Spelling and Grammar	19.45%
Word 2013 Part 1: Control Page Layout	19.45%
Word 2013 Part 1: Control Paragraph Layout	19.45%
Word 2013 Part 1: Convert Text to a Table	19.45%
Word 2013 Part 1: Create a Word Document	19.45%
Word 2013 Part 1: Customize a List	19.45%
Word 2013 Part 1: Customize the Word Interface	19.45%
Word 2013 Part 1: Customize the Word Options	19.45%
Word 2013 Part 1: Display a Document	19.45%
Word 2013 Part 1: Display Text as List Items	19.45%
Word 2013 Part 1: Find and Replace Text	19.45%
Word 2013 Part 1: Format a Table	19.45%
Word 2013 Part 1: Help	19.45%
Word 2013 Part 1: Insert a Table	19.45%
Word 2013 Part 1: Insert Symbols and Special Characters	19.45%
Word 2013 Part 1: Manage Formatting	19.45%
Word 2013 Part 1: Modify a Table	19.45%
Word 2013 Part 1: Modify Text	19.45%
Word 2013 Part 1: Navigate and Select Text	19.45%
Word 2013 Part 1: Other Proofing Tools	19.45%
Word 2013 Part 1: Printing	19.45%
Word 2013 Part 1: Renumber a List	19.45%
Word 2013 Part 1: Saving	19.45%
Word 2013 Part 1: Sort a List	19.45%
Word 2013 Part 1: Working with the Ribbon	19.45%



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Word 2013 Part 2: Add WordArt and Other Text Effects	19.45%
Word 2013 Part 2: Adjust Image Appearance	19.45%
Word 2013 Part 2: Advanced Image Management	19.45%
Word 2013 Part 2: Apply Document Themes	19.45%
Word 2013 Part 2: Automate Tasks Using Macros	19.45%
Word 2013 Part 2: Control Cell Layout	19.45%
Word 2013 Part 2: Control Paragraph Flow	19.45%
Word 2013 Part 2: Create a Chart	19.45%
Word 2013 Part 2: Create a Data Source Using Word	19.45%
Word 2013 Part 2: Create a Document Using a Template	19.45%
Word 2013 Part 2: Create a Macro	19.45%
Word 2013 Part 2: Create a Template	19.45%
Word 2013 Part 2: Create and Modify Building Blocks	19.45%
Word 2013 Part 2: Create and Modify Text Styles	19.45%
Word 2013 Part 2: Create Complex Illustrations with SmartArt	19.45%
Word 2013 Part 2: Create Custom List or Table Styles	19.45%
Word 2013 Part 2: Create Text Boxes and Pull Quotes	19.45%
Word 2013 Part 2: Draw Shapes	19.45%
Word 2013 Part 2: Insert and Format Screenshots	19.45%
Word 2013 Part 2: Insert Building Blocks	19.45%
Word 2013 Part 2: Insert Columns	19.45%
Word 2013 Part 2: Insert Fields Using Quick Parts	19.45%
Word 2013 Part 2: Insert Section Breaks	19.45%
Word 2013 Part 2: Insert Video	19.45%
Word 2013 Part 2: Integrate Pictures and Text	19.45%
Word 2013 Part 2: Link Text Boxes to Control Text Flow	19.45%
Word 2013 Part 2: Merge Envelopes and Labels	19.45%
Word 2013 Part 2: Perform Calculations in a Table	19.45%
Word 2013 Part 2: Resize an Image	19.45%
Word 2013 Part 2: Sort Table Data	19.45%
Word 2013 Part 2: The Mail Merge Features	19.45%
Word 2013 Part 3: Add a Digital Signature to a Document	19.45%
Word 2013 Part 3: Add Bookmarks	19.45%
Word 2013 Part 3: Add Captions	19.45%
Word 2013 Part 3: Add Citations and a Bibliography	19.45%
Word 2013 Part 3: Add Cross-References	19.45%
Word 2013 Part 3: Add Hyperlinks	19.45%
Word 2013 Part 3: Coauthor Documents	19.45%
Word 2013 Part 3: Compare and Merge Document Versions	19.45%
Word 2013 Part 3: Compare Document Changes	19.45%
Word 2013 Part 3: Create a Master Document	19.45%
Word 2013 Part 3: Create a New Document Version	19.45%
Word 2013 Part 3: Create Forms	19.45%



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Word 2013 Part 3: Form Data Conversion	19.45%
Word 2013 Part 3: Insert a Table of Contents	19.45%
Word 2013 Part 3: Insert an Ancillary Table	19.45%
Word 2013 Part 3: Insert an Index	19.45%
Word 2013 Part 3: Insert Blank and Cover Pages	19.45%
Word 2013 Part 3: Insert Footnotes and Endnotes	19.45%
Word 2013 Part 3: Manage Outlines	19.45%
Word 2013 Part 3: Manipulate Forms	19.45%
Word 2013 Part 3: Merge Document Changes	19.45%
Word 2013 Part 3: Modify Legacy Form Field Properties	19.45%
Word 2013 Part 3: Modify User Information	19.45%
Word 2013 Part 3: Restrict Document Access	19.45%
Word 2013 Part 3: Review a Document	19.45%
Word 2013 Part 3: Review Tracked Changes	19.45%
Word 2013 Part 3: Set Formatting and Editing Restrictions	19.45%
Word 2013 Part 3: Share a Document	19.45%
Word 2013 Part 3: Suppress Information	19.45%
Microsoft Word 2013 Advanced - 77-418	19.45%
Microsoft Word 2013 Basic - 77-418	19.45%
Microsoft Word 2013 Intermediate - 77-418	19.45%
Skype for Business - Advanced Presentation Features	19.45%
Skype for Business - Audio & Video Settings	19.45%
Skype for Business - First Steps	19.45%
Skype for Business - Host an Online Meeting	19.45%
Skype for Business - Introduction by the Instructor	19.45%
Skype for Business - PowerPoint Presentation	19.45%
Skype for Business - Record an Online Meeting	19.45%
Skype for Business - Schedule an Online Meeting	19.45%
Skype for Business - Skype Meeting Options	19.45%
Microsoft 70-697: Configuring Windows Devices (Windows 10)	19.45%
Microsoft: Windows 10 Power User (How to use Windows 10)	19.45%
What's New in Office 2010 and Windows 7?: Account Settings	19.45%
What's New in Office 2010 and Windows 7?: Animations	19.45%
What's New in Office 2010 and Windows 7?: Auto Reply	19.45%
What's New in Office 2010 and Windows 7?: Calendar Groups	19.45%
What's New in Office 2010 and Windows 7?: Cell Styles	19.45%
What's New in Office 2010 and Windows 7?: Check for Issues	19.45%
What's New in Office 2010 and Windows 7?: Cleanup Tools	19.45%
What's New in Office 2010 and Windows 7?: Compress Media	19.45%
What's New in Office 2010 and Windows 7?: Conditional Formatting	19.45%
What's New in Office 2010 and Windows 7?: Cover Pages	19.45%
What's New in Office 2010 and Windows 7?: Daily Task List	19.45%
What's New in Office 2010 and Windows 7?: Delete Duplicates	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
What's New in Office 2010 and Windows 7?: Document Views	19.45%
What's New in Office 2010 and Windows 7?: Export in PDF	19.45%
What's New in Office 2010 and Windows 7?: Filter	19.45%
What's New in Office 2010 and Windows 7?: Format Styles	19.45%
What's New in Office 2010 and Windows 7?: Headers and Footers	19.45%
What's New in Office 2010 and Windows 7?: Import Data	19.45%
What's New in Office 2010 and Windows 7?: Insert a Blank Page	19.45%
What's New in Office 2010 and Windows 7?: Insert a Worksheet	19.45%
What's New in Office 2010 and Windows 7?: Insert Check Boxes	19.45%
What's New in Office 2010 and Windows 7?: Jumptlists	19.45%
What's New in Office 2010 and Windows 7?: Mail Merge	19.45%
What's New in Office 2010 and Windows 7?: Manage Versions	19.45%
What's New in Office 2010 and Windows 7?: Managing Windows	19.45%
What's New in Office 2010 and Windows 7?: Mark as Final	19.45%
What's New in Office 2010 and Windows 7?: New Control Elements	19.45%
What's New in Office 2010 and Windows 7?: New Numbering Formats	19.45%
What's New in Office 2010 and Windows 7?: New Worksheet Size	19.45%
What's New in Office 2010 and Windows 7?: Number Formats	19.45%
What's New in Office 2010 and Windows 7?: Open Other User's Folder	19.45%
What's New in Office 2010 and Windows 7?: Picture Tools	19.45%
What's New in Office 2010 and Windows 7?: Pin to Start Menu	19.45%
What's New in Office 2010 and Windows 7?: PivotTable	19.45%
What's New in Office 2010 and Windows 7?: Presentation Views	19.45%
What's New in Office 2010 and Windows 7?: Program Options	19.45%
What's New in Office 2010 and Windows 7?: Quick Parts	19.45%
What's New in Office 2010 and Windows 7?: Quick Steps	19.45%
What's New in Office 2010 and Windows 7?: Quick Tables	19.45%
What's New in Office 2010 and Windows 7?: Reset Slides	19.45%
What's New in Office 2010 and Windows 7?: Save as a Video	19.45%
What's New in Office 2010 and Windows 7?: Schedule View	19.45%
What's New in Office 2010 and Windows 7?: Screenshot	19.45%
What's New in Office 2010 and Windows 7?: Search Folders	19.45%
What's New in Office 2010 and Windows 7?: Search Function	19.45%
What's New in Office 2010 and Windows 7?: Slide Layouts	19.45%
What's New in Office 2010 and Windows 7?: SmartArt	19.45%
What's New in Office 2010 and Windows 7?: Sorting	19.45%
What's New in Office 2010 and Windows 7?: Sparklines	19.45%
What's New in Office 2010 and Windows 7?: The Backstage View	19.45%
What's New in Office 2010 and Windows 7?: The Create Tab	19.45%
What's New in Office 2010 and Windows 7?: The Help Function	19.45%
What's New in Office 2010 and Windows 7?: The Live Preview	19.45%
What's New in Office 2010 and Windows 7?: The Mini Toolbar	19.45%
What's New in Office 2010 and Windows 7?: The Mini Translator	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
What's New in Office 2010 and Windows 7?: The Navigation Pane	19.45%
What's New in Office 2010 and Windows 7?: The Navigation Pane	19.45%
What's New in Office 2010 and Windows 7?: The New File Format	19.45%
What's New in Office 2010 and Windows 7?: The New Interface	19.45%
What's New in Office 2010 and Windows 7?: The New Taskbar	19.45%
What's New in Office 2010 and Windows 7?: The Quick Access Toolbar	19.45%
What's New in Office 2010 and Windows 7?: The Ribbon	19.45%
What's New in Office 2010 and Windows 7?: The Ruler	19.45%
What's New in Office 2010 and Windows 7?: The Slide Master	19.45%
What's New in Office 2010 and Windows 7?: The Status Bar	19.45%
What's New in Office 2010 and Windows 7?: The View Tab	19.45%
What's New in Office 2010 and Windows 7?: Themes	19.45%
What's New in Office 2010 and Windows 7?: Themes	19.45%
What's New in Office 2010 and Windows 7?: Video Tools	19.45%
What's New in Office 2010 and Windows 7?: Windows 7 Start Menu	19.45%
What's New in Office 2010 and Windows 7?: Windows Explorer - Basics	19.45%
What's New in Office 2010 and Windows 7?: Windows Explorer - Libraries	19.45%
What's New in Office 2010 and Windows 7?: Windows Explorer - Search	19.45%
What's New in Office 2010 and Windows 7?: Workbook Views	19.45%
What's New in Office 2010 and Windows 7?: Zoom in and out	19.45%
Windows 7: Changing Folder Options	19.45%
Windows 7: Customizing the Desktop	19.45%
Windows 7: Customizing the Start Menu	19.45%
Windows 7: Getting Help	19.45%
Windows 7: Installing a Printer	19.45%
Windows 7: Managing Folders	19.45%
Windows 7: Navigation in Explorer	19.45%
Windows 7: Open and Close Programs	19.45%
Windows 7: Opening and Saving a File	19.45%
Windows 7: Organizing Windows	19.45%
Windows 7: Parts of a Windows Window	19.45%
Windows 7: Searching with Explorer	19.45%
Windows 7: Using Control Panel	19.45%
Windows 7: Using Keyboard Shortcuts	19.45%
Windows 7: Using the Desktop	19.45%
Windows 7: Using the Menu Bar and Ribbon Strip	19.45%
Windows 7: Using the Mouse	19.45%
Windows 7: Using the Start Menu	19.45%
Windows 7: Using the Taskbar	19.45%
Windows 7: What are Folders and Libraries?	19.45%
What's New in Office 2013 and Windows 8? : Log in to Windows 8	19.45%
What's New in Office 2013 and Windows 8?: Accelerate Data Insertion with Flash Fill	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
What's New in Office 2013 and Windows 8?: Apply a Theme from the Start Screen	19.45%
What's New in Office 2013 and Windows 8?: Apps	19.45%
What's New in Office 2013 and Windows 8?: Browse the Web in the IE 10 New User Interface	19.45%
What's New in Office 2013 and Windows 8?: Charms and Apps	19.45%
What's New in Office 2013 and Windows 8?: Common Features	19.45%
What's New in Office 2013 and Windows 8?: Connect to Social Networks	19.45%
What's New in Office 2013 and Windows 8?: Create and Rearrange Groups on the Start Screen	19.45%
What's New in Office 2013 and Windows 8?: Customize the Desktop	19.45%
What's New in Office 2013 and Windows 8?: Customize Tiles	19.45%
What's New in Office 2013 and Windows 8?: Edit a PDF	19.45%
What's New in Office 2013 and Windows 8?: Edit Documents	19.45%
What's New in Office 2013 and Windows 8?: Incorporate a Clustered Column Chart	19.45%
What's New in Office 2013 and Windows 8?: Incorporate a Combo Chart	19.45%
What's New in Office 2013 and Windows 8?: Incorporate Objects	19.45%
What's New in Office 2013 and Windows 8?: Install an App	19.45%
What's New in Office 2013 and Windows 8?: Leverage the Enhanced Presenter View	19.45%
What's New in Office 2013 and Windows 8?: Libraries	19.45%
What's New in Office 2013 and Windows 8?: Navigate the Desktop	19.45%
What's New in Office 2013 and Windows 8?: Navigate the IE 10 New User Interface	19.45%
What's New in Office 2013 and Windows 8?: Navigate through Outlook 2013	19.45%
What's New in Office 2013 and Windows 8?: Office 2013 and the Cloud	19.45%
What's New in Office 2013 and Windows 8?: Open a PST File	19.45%
What's New in Office 2013 and Windows 8?: Pin to Start and Unpin from Start	19.45%
What's New in Office 2013 and Windows 8?: Quick Analysis	19.45%
What's New in Office 2013 and Windows 8?: Read Documents	19.45%
What's New in Office 2013 and Windows 8?: Slicers	19.45%
What's New in Office 2013 and Windows 8?: The Control Panel	19.45%
What's New in Office 2013 and Windows 8?: The File Explorer	19.45%
What's New in Office 2013 and Windows 8?: The Start Screen	19.45%
What's New in Office 2013 and Windows 8?: The Task Manager	19.45%
What's New in Office 2013 and Windows 8?: Use Modern Apps	19.45%
What's New in Office 2013 and Windows 8?: Work with Tables	19.45%
What's New in Office 2013 and Windows 8?: Workflow with Online Templates	19.45%
What's New in Office 2013 and Windows 8?: Workflow with Templates	19.45%
Windows 8: A First Internet Search with Internet Explorer 10	19.45%
Windows 8: Access and Identify the Charms	19.45%
Windows 8: Account ID	19.45%
Windows 8: Change Privacy Settings	19.45%
Windows 8: Change Your Password	19.45%
Windows 8: Create a Account	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Windows 8: Create a Local User Account	19.45%
Windows 8: Create and Modify Files with Keyboard Commands	19.45%
Windows 8: Create Files and Folders	19.45%
Windows 8: Customize the Desktop	19.45%
Windows 8: Customize the PC Settings	19.45%
Windows 8: File History	19.45%
Windows 8: Further Navigation with Internet Explorer 10	19.45%
Windows 8: Identify the Elements of a Desktop Window	19.45%
Windows 8: Install an App	19.45%
Windows 8: Libraries	19.45%
Windows 8: Manage Folders with the File Explorer	19.45%
Windows 8: Modern Apps and Common Navigation Features	19.45%
Windows 8: Multitask with Apps	19.45%
Windows 8: Navigate the Desktop	19.45%
Windows 8: Navigate the File Explorer	19.45%
Windows 8: Navigate the Start Screen	19.45%
Windows 8: Passwords	19.45%
Windows 8: Search for Files with the File Explorer	19.45%
Windows 8: Search for Files with the Start Screen	19.45%
Windows 8: Sign In to Windows 8	19.45%
Windows 8: Store and Share Files with SkyDrive	19.45%
Windows 8: The App Command Bar	19.45%
Windows 8: The Recycle Bin	19.45%
Windows 8: Use Windows Defender	19.45%
Windows 8: Work with Desktop Windows	19.45%
Microsoft 70-687: Configuring Windows 8	19.45%
Windows 8.1: A First Internet Search with Internet Explorer 11	19.45%
Windows 8.1: Access and Identify the Charms	19.45%
Windows 8.1: Account ID	19.45%
Windows 8.1: Change Privacy Settings	19.45%
Windows 8.1: Change the Screen Resolution	19.45%
Windows 8.1: Change Your Password	19.45%
Windows 8.1: Create a Account	19.45%
Windows 8.1: Create a Local User Account	19.45%
Windows 8.1: Create and Modify Files with Keyboard Commands	19.45%
Windows 8.1: Create Files and Folders	19.45%
Windows 8.1: Customize the Desktop	19.45%
Windows 8.1: Customize the PC Settings	19.45%
Windows 8.1: File History	19.45%
Windows 8.1: Further Navigation with Internet Explorer 11	19.45%
Windows 8.1: Identify the Elements of a Desktop Window	19.45%
Windows 8.1: Install an App	19.45%
Windows 8.1: Libraries	19.45%



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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Windows 8.1: Manage Folders with the File Explorer	19.45%
Windows 8.1: Multitask with Apps	19.45%
Windows 8.1: Navigate the Desktop	19.45%
Windows 8.1: Navigate the File Explorer	19.45%
Windows 8.1: Navigate the Start Screen	19.45%
Windows 8.1: Navigate the Touch Screen	19.45%
Windows 8.1: Passwords	19.45%
Windows 8.1: Search for Files with the File Explorer	19.45%
Windows 8.1: Search for Files with the Start Screen	19.45%
Windows 8.1: Sign In to Windows 8.1	19.45%
Windows 8.1: Store and Share Files with SkyDrive	19.45%
Windows 8.1: Task Manager	19.45%
Windows 8.1: The App Command Bar	19.45%
Windows 8.1: The Recycle Bin	19.45%
Windows 8.1: Use Internet Explorer 11 on the Desktop	19.45%
Windows 8.1: Use Windows Defender	19.45%
Windows 8.1: Windows Store Apps and Common Navigation Features	19.45%
Windows 8.1: Work with Desktop Windows	19.45%
Crane Safety	19.45%
Electrocution Hazards in Construction Environments Part I... Types of Hazards and How You Can Protect Yourself	19.45%
Electrocution Hazards in Construction Environments Part II... Employer Requirements	19.45%
Working with Lead Exposure in Construction Environments	19.45%
Supported Scaffolding Safety in Construction Environments	19.45%
The OSHA Lead Standard in Construction Environments... A Refresher Program	19.45%
Personal Protective Equipment in Construction Environments... A Refresher Program	19.45%
Supported Scaffolding Safety in Construction Environments... A Refresher Program	19.45%
Crane Safety in Construction Environments	19.45%
Dealing With Drug and Alcohol Abuse... for Employees in Construction Environments	19.45%
Dealing With Drug and Alcohol Abuse... for Managers and Supervisors in Construction Environments	19.45%
Eye Safety in Construction Environments	19.45%
First Aid in Construction Environments	19.45%
Hand and Power Tool Safety in Construction Environments	19.45%
Hand, Wrist and Finger Safety in Construction Environment	19.45%
Heat Stress in Construction Environments	19.45%
Ladder Safety in Construction Environments	19.45%
Rigging Safety in Construction Environments	19.45%
Hazard Communication in Construction Environments... A Refresher Program	19.45%
GHS Labeling in Construction Environments	19.45%



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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
GHS Safety Data Sheets in Construction Environments	19.45%
Hazard Communication in Construction Environments	19.45%
Introduction to GHS for Construction Workers	19.45%
Personal Protective Equipment in Construction Environments	19.45%
Safety Orientation in Construction Environments	19.45%
Safe Use & Operation of Industrial Cranes	19.45%
Safe Use & Operation of Industrial Cranes - Concise	19.45%
Safe Use & Operation of Industrial Cranes - Concise - Spanish	19.45%
Safe Use & Operation of Industrial Cranes - Spanish	19.45%
Safety Bob's Comprehensive Construction Safety Orientation	19.45%
Safety Bob's Comprehensive Construction Safety Orientation - Concise	19.45%
Safety Bob's Comprehensive Construction Safety Orientation - Concise - Spanish	19.45%
Safety Bob's Comprehensive Construction Safety Orientation - Spanish	19.45%
Walking and Working Surfaces in Construction Environments	19.45%
Commercial Driver's License Preparation: Vehicle Inspection	19.45%
Commercial Driver's License Preparation: License Preparation	19.45%
Commercial Driver's License Preparation: Hazardous Materials	19.45%
Defensive Driving: Road Rage	19.45%
Defensive Driving: Driving Distractions	19.45%
Safety in the Commercial Kitchen	19.45%
Is Your Business Prepared for a Disaster?	19.45%
Safety in the Workplace - Houndville Business Animation	19.45%
Accident Investigation	19.45%
Back Safety	19.45%
Driving Safety	19.45%
Dealing with Drug and Alcohol Abuse... for Employees	19.45%
Dealing with Drug and Alcohol Abuse... for Managers and Supervisors	19.45%
Industrial Ergonomics	19.45%
Electrical Safety	19.45%
Eye Safety	19.45%
Fall Protection	19.45%
Hand and Power Tool Safety	19.45%
Hand, Wrist and Finger Safety	19.45%
Heat Stress	19.45%
Ladder Safety	19.45%
Machine Guard Safety	19.45%
Materials Handling Safety	19.45%
Rigging Safety	19.45%
Safety Audits	19.45%
Safety Housekeeping and Accident Prevention	19.45%
Safety Showers and Eye Washes	19.45%
Slips, Trips and Falls	19.45%
Using Fire Extinguishers	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Welding Safety	19.45%
Winter Safety	19.45%
Suspended Scaffolding Safety in Construction Environments	19.45%
Suspended Scaffolding Safety in Construction Environments... A Refresher Program	19.45%
Slips, Trips and Falls in Construction Environments	19.45%
Hearing Conservation and Safety (GHS)	19.45%
Working with Lead Exposure in General Industry (GHS)	19.45%
Dealing with the Media in Emergency Situations (HAZWOPER)	19.45%
Exposure Monitoring and Medical Surveillance (HAZWOPER)	19.45%
General Awareness (DOT Hazardous Materials)	19.45%
Hearing Conservation and Safety... A Refresher Program	19.45%
Personal Protective Equipment... A Refresher Program	19.45%
Workplace Ergonomics: Your Chair and You (Part 2 of 5)	19.45%
Employee Awareness Series: Awareness is a Choice (2013 Edition)	19.45%
Back to Work. Back to Safety. Re-gaining Safety Habits after Time Away from Work	19.45%
Back to Work. Back to Safety. Re-gaining Safety Habits after Time Away from Work. - Spanish	19.45%
Back to Work. Back to Safety. Re-gaining Safety Habits after Time Away from Work. Concise	19.45%
Back to Work. Back to Safety. Re-gaining Safety Habits after Time Away from Work. Concise - Spanish	19.45%
Cell Phones in the Workplace: A Dangerous Distraction	19.45%
Cell Phones in the Workplace: A Dangerous Distraction - Spanish	19.45%
Cell Phones in the Workplace: A Dangerous Distraction Concise	19.45%
Cell Phones in the Workplace: A Dangerous Distraction Concise - Spanish	19.45%
Fall Factors: Understanding & Preventing Slips, Trips & Falls	19.45%
Fall Factors: Understanding & Preventing Slips, Trips & Falls - Spanish	19.45%
Fall Factors: Understanding & Preventing Slips, Trips & Falls Concise	19.45%
Fall Factors: Understanding & Preventing Slips, Trips & Falls Concise - Spanish	19.45%
Good Housekeeping: Everyone's Responsibility	19.45%
Good Housekeeping: Everyone's Responsibility - Spanish	19.45%
Good Housekeeping: Everyone's Responsibility Concise	19.45%
Good Housekeeping: Everyone's Responsibility Concise - Spanish	19.45%
I Can't Get No Traction (Music Video/Meeting Opener)	19.45%
Job Safety Analysis, Safety Awareness & You	19.45%
Job Safety Analysis, Safety Awareness & You - Spanish	19.45%
Job Safety Analysis, Safety Awareness & You Concise	19.45%
Job Safety Analysis, Safety Awareness & You Concise - Spanish	19.45%
Making Safety Work: Overview of Workplace Safety & Responsibilities	19.45%
Making Safety Work: Overview of Workplace Safety & Responsibilities - Spanish	19.45%
Making Safety Work: Overview of Workplace Safety & Responsibilities Concise	19.45%
Making Safety Work: Overview of Workplace Safety & Responsibilities Concise - Spanish	19.45%

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Principle to Practice with David Lynn, CSP	19.45%
Principle to Practice with David Lynn, CSP - Spanish	19.45%
Protecting Our Sight	19.45%
Protecting Our Sight - Spanish	19.45%
Protecting Our Sight Concise	19.45%
Protecting Our Sight Concise - Spanish	19.45%
Safety Decision-Making: Overcoming Human Nature	19.45%
Safety Decision-Making: Overcoming Human Nature - Spanish	19.45%
Surviving the Fall: Proper Use of Your Personal Fall Arrest System	19.45%
Surviving the Fall: Proper Use of Your Personal Fall Arrest System - Spanish	19.45%
Surviving the Fall: Proper Use of Your Personal Fall Arrest System Concise	19.45%
Surviving the Fall: Proper Use of Your Personal Fall Arrest System Concise - Spanish	19.45%
Take Time for Safety	19.45%
Take Time for Safety - Spanish	19.45%
Take Time for Safety Concise	19.45%
Take Time for Safety Concise - Spanish	19.45%
Understanding & Preventing Heat-Related Illnesses	19.45%
Understanding & Preventing Heat-Related Illnesses - Spanish	19.45%
Understanding & Preventing Heat-Related Illnesses Concise	19.45%
Understanding & Preventing Heat-Related Illnesses Concise - Spanish	19.45%
Back Smarts	19.45%
Working in Hot Weather	19.45%
DOT HAZMAT: General Awareness	19.45%
Robbery Safety	19.45%
Electrical Safety - Spanish	19.45%
Accident Investigation - Spanish	19.45%
Back Safety - Spanish	19.45%
Crane Safety - Spanish	19.45%
Driving Safety - Spanish	19.45%
Eye Safety - Spanish	19.45%
Fall Protection - Spanish	19.45%
Fire Prevention in the Office - Spanish	19.45%
First Aid - Spanish	19.45%
Fuel Savings: ej4 Driving School	19.45%
Fuel Savings: Idle Time	19.45%
Fuel Savings: Oil, Tune, and Tires	19.45%
Fuel Savings: Order Accuracy	19.45%
Fuel Savings: Power Curve	19.45%
Fuel Savings: Take Home Vehicles	19.45%
Electrical Safety for Everyone	19.45%
Electrical Safety for Everyone - Spanish	19.45%
Electrical Safety for Everyone Concise - Spanish	19.45%

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Electrical Safety for Everyone-Concise	19.45%
Electrical Safety for Qualified Workers	19.45%
Electrical Safety for Qualified Workers - Spanish	19.45%
Electrical Safety for Qualified Workers- Concise	19.45%
Electrical Safety for Qualified Workers Concise - Spanish	19.45%
Emergency Preparedness & Response	19.45%
Emergency Preparedness & Response - Spanish	19.45%
Emergency Preparedness & Response- Concise	19.45%
Emergency Preparedness & Response- Concise - Spanish	19.45%
Preventing Fires in Hot Work Operations	19.45%
Preventing Fires in Hot Work Operations - Spanish	19.45%
Preventing Fires in Hot Work Operations- Concise - Spanish	19.45%
Preventing Fires in Hot Work Operations-Concise	19.45%
Safety First	19.45%
PowerLift: Lifting Training That Works!	19.45%
PowerLift: Lifting Training That Works! - Concise	19.45%
PowerLift: Lifting Training That Works! - Concise - Spanish	19.45%
PowerLift: Lifting Training That Works! - Spanish	19.45%
Bad Weather Driving Basics	19.45%
CSA Part 1 of 2	19.45%
CSA Part 2 of 2	19.45%
Defensive Driving: Basics Part 1 of 2	19.45%
Defensive Driving: Basics Part 2 of 2	19.45%
Stormwater Pollution Prevention Plan General Awareness Training	19.45%
Stormwater Pollution Prevention Plan General Awareness Training - Spanish	19.45%
Understanding Your Facility's Stormwater Pollution Prevention Plan	19.45%
Understanding Your Facility's Stormwater Pollution Prevention Plan - Concise	19.45%
Understanding Your Facility's Stormwater Pollution Prevention Plan - Concise - Spanish	19.45%
Understanding Your Facility's Stormwater Pollution Prevention Plan - Spanish	19.45%
Workplace Ergonomics: Reducing Eye Strain (Part 3 of 5)	19.45%
Workplace Ergonomics: Working with PCs (Part 4 of 5)	19.45%
Workplace Ergonomics: Stretching (Part 5 of 5)	19.45%
Workplace Ergonomics: Things You Can Do (Part 1 of 5)	19.45%
Active Shooter & Workplace Violence	19.45%
Two-Wheeled Handcart	19.45%
Cold Stress	19.45%
Hearing Conservation	19.45%
Working in Cold Weather	19.45%
Fire Prevention in the Office	19.45%
First Aid	19.45%
First Aid: Bites	19.45%
First Aid: Burns	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
First Aid: Choking	19.45%
First Aid: Cuts and Scrapes	19.45%
First Aid: Fractures	19.45%
First Aid: Introduction	19.45%
Industrial Fire Prevention	19.45%
Safety Orientation	19.45%
Site Safety and Health Plan	19.45%
Distracted Driving	19.45%
Distracted Driving - Spanish	19.45%
Severe Weather Alert: Are You Prepared?	19.45%
Severe Weather Alert: Are You Prepared? - Concise	19.45%
Severe Weather Alert: Are You Prepared? - Concise - Spanish	19.45%
Severe Weather Alert: Are You Prepared? - Spanish	19.45%
Safe Driving: Aggressive Driving	19.45%
Safe Driving: Distracted Driving	19.45%
Driving Defensively	19.45%
Driving Safety: The Basics	19.45%
I Chose to Look the Other Way: Three Stories of Workplace Safety	19.45%
I Chose to Look the Other Way: Three Stories of Workplace Safety - Spanish	19.45%
Machine Guarding & Operator Safety	19.45%
Machine Guarding & Operator Safety - Concise	19.45%
Machine Guarding & Operator Safety - Concise - Spanish	19.45%
Machine Guarding & Operator Safety - Spanish	19.45%
Computer Workstation Safety	19.45%
Confined Spaces: Atmosphere	19.45%
Confined Spaces: Introduction to Confined Spaces	19.45%
Confined Spaces: Personnel and Permits	19.45%
Confined Spaces: Professional Protective Equipment	19.45%
Office Ergonomics	19.45%
Office Safety	19.45%
Emergency Planning	19.45%
Evacuation Procedures	19.45%
Safety Awareness for New Employees	19.45%
10 Step Safety Program	19.45%
15-Passenger Van Safety Tips	19.45%
Accidents: An Overview	19.45%
AED-Saving Sudden Cardiac Arrest Victims	19.45%
Aggressive, Distracted, Drowsy, Impaired Driving	19.45%
Arranging Your Ergonomic Workstation	19.45%
Basic Elements of a First Aid Training Program	19.45%
Basic First Aid	19.45%
Basics of Ergonomics	19.45%
Cold Stress for Employees	19.45%

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Cold Stress for Employers	19.45%
Cold Stress: First Aid	19.45%
Elements of a Drivers' Safety Program	19.45%
Ergonomics for Construction & Carpentry	19.45%
Ergonomics for Factories and Manufacturing	19.45%
Ergonomics for Farm Workers	19.45%
Ergonomics for Farm Workers: In the Field 1	19.45%
Ergonomics for Farm Workers: In the Field 2	19.45%
Ergonomics for Farm Workers: In the Field 3	19.45%
Ergonomics for Farm Workers: Packing & Processing 1	19.45%
Ergonomics for Farm Workers: Packing & Processing 2	19.45%
Ergonomics for Health Care	19.45%
Ergonomics for the Workplace	19.45%
Ergonomics for Transportation	19.45%
Evacuating High-rise Buildings	19.45%
Fire Extinguishers	19.45%
Fire Extinguishers 2	19.45%
Fire Extinguishers 3	19.45%
Fire Extinguishers 4	19.45%
Fire Extinguishers 5	19.45%
Fire Safety in the Workplace	19.45%
First Aid for Seizures	19.45%
First Aid for Surface Injuries	19.45%
Healthy Office Seating	19.45%
Heat Stress for Employees	19.45%
Heat Stress for Employers	19.45%
Heat Stress: First Aid	19.45%
Injuries from Mass Casualty Events	19.45%
Keeping Your Workplace Safe	19.45%
Outdoor Work in Warm Climates	19.45%
Planning and Responding to Workplace Emergencies	19.45%
Safety and Health Add Value	19.45%
Safety and Health Management Programs: An Overview	19.45%
Sick Building Syndrome	19.45%
SWPPP - Certification and Notification	19.45%
SWPPP - Development: Inspections, Maintenance, and Recordkeeping	19.45%
SWPPP - Development: Selecting Erosion and Sediment Control BMPs	19.45%
SWPPP - Development: Selecting Good Housekeeping BMPs	19.45%
SWPPP - Development: Site Assessment and Planning	19.45%
SWPPP - Final Stabilization and Permit Termination	19.45%
SWPPP - Getting Started	19.45%
SWPPP - Implementation	19.45%
SWPPP - Introduction	19.45%



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Workforce Ready Concepts, LLC  
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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
SWPPP - Workshop: Calculating the Runoff Coefficient	19.45%
The Benefits of Workplace Drivers' Safety Programs	19.45%
Working Safely with Electricity	19.45%
Workplace First Aid Programs	19.45%
Your Work Station Environment	19.45%
Arc Flash	19.45%
To The Point About: Preventing Hearing Loss	19.45%
To The Point About: Preventing Hearing Loss, Spanish	19.45%
To The Point About: The Hazard Communications Program	19.45%
To The Point About: The Hazard Communications Program, Spanish	19.45%
Walking and Working Surfaces	19.45%
Warehouse Safety	19.45%
Creating Safety in Welding Operations	19.45%
Creating Safety in Welding Operations, concise	19.45%
Creating Safety in Welding Operations, concise, Spanish	19.45%
Creating Safety in Welding Operations, Spanish	19.45%
The OSHA Formaldehyde Standard (Laboratory Safety Series)	19.45%
Using Material Safety Data Sheets in the Laboratory (Laboratory Safety Series)	19.45%
OSHA Laboratory Standard... A Refresher Program	19.45%
California Workplace Bullying	19.45%
Electrical Safety in the Laboratory	19.45%
Flammables and Explosives in the Laboratory	19.45%
GHS Safety Data Sheets in the Laboratory	19.45%
Handling Compressed Gas Cylinders in the Laboratory	19.45%
Laboratory Ergonomics	19.45%
Laboratory Hoods	19.45%
Orientation to Laboratory Safety	19.45%
OSHA Formaldehyde Standard	19.45%
Planning for Laboratory Emergencies	19.45%
Preventing Contamination in the Laboratory	19.45%
Safe Handling of Laboratory Glassware	19.45%
Safety Showers and Eye Washes in the Laboratory	19.45%
Hazardous Chemicals in Labs	19.45%
Forklift Safety Series: Part 2	19.45%
Forklift Safety Series: Part 1	19.45%
Forklift Safety Series: Part 3	19.45%
Confined Space Entry: Introduction to Confined Spaces	19.45%
Confined Space Entry: Hazards of Confined Spaces	19.45%
Aerial Lift	19.45%
ANSI Material Safety Data Sheet	19.45%
Compressed Gas Cylinders	19.45%
GHS Safety Data Sheets (GHS)	19.45%
Indoor Air Quality (GHS)	19.45%

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Lockout/Tagout (GHS)	19.45%
Introduction to GHS: The Globally Harmonized System (GHS)	19.45%
GHS Container Labels (GHS)	19.45%
The ANSI Material Safety Data Sheet (HAZWOPER)	19.45%
Confined Space Entry (HAZWOPER)	19.45%
Decontamination Procedures (HAZWOPER)	19.45%
HAZMAT Labeling (HAZWOPER)	19.45%
Medical Surveillance Programs (HAZWOPER)	19.45%
Monitoring Procedures and Equipment (HAZWOPER)	19.45%
Personal Protective Equipment (HAZWOPER)	19.45%
Respiratory Protection (HAZWOPER)	19.45%
Asbestos Awareness (Regulatory Compliance)	19.45%
First Response Environments (Bloodborne Pathogens)	19.45%
Healthcare Facilities (Bloodborne Pathogens)	19.45%
Heavy Industry (Bloodborne Pathogens)	19.45%
Safety Training (DOT Hazardous Materials)	19.45%
Security Awareness (DOT Hazardous Materials)	19.45%
In-Depth HAZMAT Security Training (DOT Hazardous Materials)	19.45%
Forklift/Powered Industrial Truck Safety (DOT Hazardous Materials)	19.45%
OSHA Recordkeeping for Employees	19.45%
OSHA Recordkeeping for Managers and Supervisors	19.45%
Confined Space Entry... A Refresher Program	19.45%
Forklift/Powered Industrial Truck Safety... A Refresher Program	19.45%
The OSHA Lead Standard in General Industry... A Refresher Program	19.45%
Lockout/Tagout... A Refresher Program	19.45%
First Responder Environments (Tuberculosis)	19.45%
Healthcare Environments (Tuberculosis)	19.45%
Institutional Environments (Tuberculosis)	19.45%
Personal Protective Equipment (OSHA Recordkeeping)	19.45%
Respiratory Protection and Safety (OSHA Recordkeeping)	19.45%
Aerial Lift Safety	19.45%
Hazard Communication Labels	19.45%
Hazard Communication Material Safety Data Sheets	19.45%
Hazard Communication Your Right to Know	19.45%
Hazard Communication in Auto Service Facilities	19.45%
Hazard Communication in Cleaning & Maintenance Operations	19.45%
Hazard Communication in Healthcare Facilities	19.45%
Hazard Communication in the Hospitality Industry	19.45%
Hazard Communication in Industrial Facilities	19.45%
Hazard Communication... A Refresher Program	19.45%
2012 NFPA 70E: Electrical Safety in the Workplace	19.45%
2012 NFPA 70E: Electrical Safety in the Workplace - Spanish	19.45%
2012 NFPA 70E: Electrical Safety in the Workplace Concise	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
2012 NFPA 70E: Electrical Safety in the Workplace Concise - Spanish	19.45%
Forklift Safety Lessons for the Safe Operator	19.45%
Forklift Safety Lessons for the Safe Operator - Spanish	19.45%
Forklift Safety Lessons for the Safe Operator Concise	19.45%
Forklift Safety Lessons for the Safe Operator Concise - Spanish	19.45%
Forklift Safety Lessons for the Safe Pedestrian	19.45%
Forklift Safety Lessons for the Safe Pedestrian - Spanish	19.45%
Forklift Safety Lessons for the Safe Pedestrian Concise	19.45%
Forklift Safety Lessons for the Safe Pedestrian Concise - Spanish	19.45%
HazCom & the Global Harmonizing System	19.45%
HazCom & the Global Harmonizing System - Spanish	19.45%
HazCom & the Global Harmonizing System Concise	19.45%
HazCom & the Global Harmonizing System Concise - Spanish	19.45%
More High-Impact Lockout/Tagout	19.45%
More High-Impact Lockout/Tagout - Spanish	19.45%
More High-Impact Lockout/Tagout Concise	19.45%
More High-Impact Lockout/Tagout Concise - Spanish	19.45%
PPE: Your Last Layer of Protection	19.45%
PPE: Your Last Layer of Protection - Spanish	19.45%
PPE: Your Last Layer of Protection Concise	19.45%
PPE: Your Last Layer of Protection Concise - Spanish	19.45%
Survive Inside: Employee Safety in Confined Spaces	19.45%
Survive Inside: Employee Safety in Confined Spaces - Spanish	19.45%
Survive Inside: Employee Safety in Confined Spaces Concise	19.45%
Survive Inside: Employee Safety in Confined Spaces Concise - Spanish	19.45%
Portable Fire Extinguishers	19.45%
Dealing with Hazardous Spills - Spanish	19.45%
Heat Stress	19.45%
DOT HAZMAT: General Awareness - Spanish	19.45%
DOT HAZMAT: In Depth Security Training	19.45%
DOT HAZMAT: In Depth Security Training-- Spanish	19.45%
DOT HAZMAT: Security Awareness	19.45%
DOT HAZMAT: Security Awareness - Spanish	19.45%
DOT HAZMAT: Safety Training	19.45%
DOT HAZMAT: Safety Training--Spanish	19.45%
ANSI Material Safety Data Sheet - Spanish	19.45%
Bloodborne Pathogens: A Refresher Program - Spanish	19.45%
Compressed Gas Cylinders - Spanish	19.45%
Confined Space Entry - Spanish	19.45%
Hydrogen Sulfide Employee Training	19.45%
Hydrogen Sulfide Employee Training - Concise	19.45%
Hydrogen Sulfide Employee Training - Concise - Spanish	19.45%
Hydrogen Sulfide Employee Training - Spanish	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Safe Electrical Work Practices & 2015 NFPA 70E©	19.45%
Safe Electrical Work Practices & 2015 NFPA 70E© - Concise	19.45%
OSHA's Hazard Communication Changes	19.45%
Accidental Release Measures and Spill Cleanup Procedures	19.45%
Bloodborne Pathogens in Commercial and Industrial Facilities	19.45%
Confined Space Entry	19.45%
Dealing With Hazardous Spills	19.45%
Electrical Safety in HAZMAT Environments	19.45%
Fire Prevention in Healthcare	19.45%
Handling Hazardous Materials	19.45%
Hazardous Materials Labels	19.45%
HAZWOPER Fire Prevention	19.45%
HAZWOPER Heat Stress	19.45%
HAZWOPER Safety Orientation	19.45%
Introduction to HAZWOPER Retraining	19.45%
Personal Protective Equipment and Decontamination Procedures	19.45%
Respiratory Protection and Safety	19.45%
Safety Data Sheets in HAZWOPER Environments	19.45%
The Emergency Response Plan	19.45%
Understanding Chemical Hazards	19.45%
Understanding HAZWOPER	19.45%
Work Practices and Engineering Controls	19.45%
Bloodborne Pathogens	19.45%
Needlestick and Safety Prevention Act	19.45%
Personal Protective Equipment (PPE)	19.45%
OSHA Recordkeeping	19.45%
Carbon Dioxide: For Employees	19.45%
Carbon Dioxide: For Managers	19.45%
Carbon Monoxide: For Employees	19.45%
Carbon Monoxide: For Managers	19.45%
Emergency Exits	19.45%
Flammable and Combustible Liquids: For Employees	19.45%
Flammable and Combustible Liquids: For Managers	19.45%
Lockout Tagout: Energy Control Program Details, Questions & Exceptions	19.45%
Lockout Tagout: Introduction	19.45%
Lockout Tagout: Training	19.45%
Machine Guard Safety: For Employees	19.45%
Machine Guard Safety: For Managers	19.45%
Powered Industrial Trucks for Managers	19.45%
Propane Gas: For Managers	19.45%
Propane Gas: For Employees	19.45%
To The Point About: Personal Protective Equipment	19.45%
To The Point About: Personal Protective Equipment, Spanish	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
To The Point About: The Lockout/Tagout Program	19.45%
To The Point About: The Lockout/Tagout Program, Spanish	19.45%
Accessing Your Medical and Exposure Records	19.45%
Asbestos Control Methods	19.45%
Asbestos for General Industry	19.45%
Asbestos: An Overview	19.45%
Carbon Monoxide	19.45%
Chloroform: An Overview	19.45%
Crystalline Silica	19.45%
Disabilities - Effective Emergency Preparedness Planning	19.45%
Disabilities - Effective Interaction	19.45%
Emergency Exit Routes	19.45%
Formaldehyde	19.45%
Handling Radioactive Packages	19.45%
HAZWOPER for Cleanup Sites 1	19.45%
HAZWOPER for Cleanup Sites 2	19.45%
HAZWOPER for Cleanup Sites 3	19.45%
HAZWOPER for Cleanup Sites 4	19.45%
HAZWOPER for Emergency Response 1	19.45%
HAZWOPER for Emergency Response 2	19.45%
HAZWOPER for TSD Facilities 1	19.45%
HAZWOPER for TSD Facilities 2	19.45%
HAZWOPER Requirements	19.45%
Industrial Hygiene: Preventing Hazards in the Workplace	19.45%
Job Hazard Analysis	19.45%
Job Hazard Analysis: OSHA Assistance	19.45%
Lead Exposure on the Job	19.45%
Lead Exposure on the Job: What Employers Can Do	19.45%
OSH Act of 1970: Worker Rights Reviewed	19.45%
OSH Act: Worker Rights	19.45%
OSHA Assistance Programs	19.45%
OSHA Inspections: An Overview	19.45%
OSHA: An Overview	19.45%
OSHA's HAZWOPER Requirements	19.45%
OSHA's HAZWOPER Standard	19.45%
Personal Protective Equipment	19.45%
Personal Protective Equipment 2	19.45%
Personal Protective Equipment 3	19.45%
PPE: An Overview	19.45%
Radiation in Perspective	19.45%
Radioactive Contamination and Radiation Exposure	19.45%
Recordkeeping Highlights	19.45%
Record-keeping: OSHA Forms Tutorial	19.45%

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<b>SINGLE COURSE BASED PRICING</b> <b>Training Course/Category</b>	<b>DIR Customer Discount % off MSRP</b>
Recordkeeping: Recording Criteria	19.45%
Recordkeeping: Work Relatedness	19.45%
Respiratory Protection: An Overview	19.45%
Respiratory Protection: Fit and Upkeep of Respirators	19.45%
Respiratory Protection: Hierarchy of Controls and TLV	19.45%
Rights and Responsibilities After an OSHA Inspection	19.45%
Rights and Responsibilities of Employers	19.45%
Rights During an OSHA Inspection	19.45%
SPCC Regulation: A Guide for the Facility Owner/Operator	19.45%
Types of Respirators	19.45%
Voluntary Protection Program: Preparing for OSHA's Visit	19.45%
Working with Bloodborne Pathogens	19.45%
Your Rights as a Whistleblower	19.45%
To The Point About: Bloodborne Pathogens	19.45%
To The Point About: Bloodborne Pathogens, Spanish	19.45%
To The Point About: Confined Space Entry	19.45%
To The Point About: Confined Space Entry, Spanish	19.45%



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CUSTOMIZED TESTING AND TRAINING PRICING		
Training Course/Category	Customer Discount (%)	MSRP
WRK Institute Learning Program	21.40%	\$4,810.00