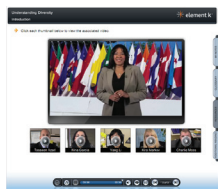


BUSINESS PROFESSIONAL COURSE COLLECTION



Business skills for your entire organization

This comprehensive collection is about more than just organization training—it's about empowering your employees to improve themselves and your organization. This collection allows you to train an entire department, augment and sharpen the skills of employees in a particular role, or enable your employees to reach their career goals.



High-quality training in key areas

Providing professional development opportunities, your organization will improve bench strength, employee satisfaction, and retention. Our course collection is organized into eight key areas to help you develop training programs for your staff.

Customer Service—Quality customer service sets companies apart from the competition and influences customer retention and loyalty. This content addresses strategies and techniques for delivering professional and effective customer service.

Finance & Accounting—Empower your financial department and management assets. With content for both financial professionals and non-finance managers, courses in this area will sharpen your financial team's skills and enable your managers to make better business decisions.

Human Resources—Make the most of your employees. These courses provide your managers and Human Resource professionals with the skills and strategies to optimize performance and increase employee satisfaction.

Management & Leadership—Leaders tackle tough decisions on a daily basis. Courses in this area provide managers at various career levels with communication, strategy, decision-making, and motivation skills.

Operations & Quality—Streamline your operations. Our business management strategy and process improvement content enables your management team to identify and eliminate wasteful activities and draw meaningful conclusions from statistics.

Personal Effectiveness—Facilitate personal and professional growth. Content in this area will give your employees the tools to build career competencies and improve job performance.

Project Management—Improve project management throughout your organization. Content in this area is for both your aspiring and experienced project managers.

Sales & Marketing—Build a better trained sales force for a better bottom line. This core competency training provides your sales and marketing team with practical guidelines and tools needed to be successful throughout the sales cycle.

Your multinational organization is covered—multilingual content is included in this collection

To find out more visit www.elementk.com or call 1.800.434.3466

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Collection Features

Rich, Engaging Content—Realistic photos, activities, and graphics engage the student as they learn and develop critical business and professional development skills.

Business Simulations—integrated into the learning process, each course provides realistic, real-world branching scenarios where students apply concepts and practice what they have learned.

Resources—Easily accessed within the course and can be downloaded are job aids, checklists, forms, and a glossary of relevant terms for quick reference and to help address daily tasks

Accreditations—Many courses can help you earn continuing professional education credit (CPE) to be applied towards accreditation programs.

Partner Content—Industry partnerships ensure that Element K courses are of the highest quality. Our partner and co-development relationships include Lead Star, HRD Press, The Center for Creative Leadership, KESDEE, The Quality Group, and RGI Learning.

Enhance your subscription

Our course collections are a powerful tool that can be used to complement our course collections. Element K courses are built according to proven instructional design methods, based on nearly 30 years in training and development. We provide learners the quality training they need—in quick, digestible increments—to maximize efficiency in your organization.

Our online training allows you to deploy cost-effective, consistent training to geographically dispersed employees. The courses are accessible anytime, anywhere. Our tracking and reporting capabilities allow you to easily manage training—ensuring the success of your training program.

 **element k**[®]
your learning solutions partner