

# Skills Training

Select from over 100 business skills courses. Take them individually or as a certification package and learn at your pace. It's like an alternative business school one-on-one! **Learn More...**

Holistic training is founded on the principles that each person finds meaning and purpose in life through connections to the community, to the natural world, and to spiritual values such as wholeness and balance.

Our training will help you close a performance gap, build confidence, become more marketable, and be more productive in a specific skill area such as leadership, teamwork, or personal mastery. Choose from our wide selection of corporate training courses. The training can be aligned to the gaps identified on your assessment.

APC Soft Skills	APC Leadership Skills	APC Business Skills
1. Administrative Support	38. Absenteeism in Employees	76. Blog Profit Essentials
2. Anger Management	39. Auditing & Appreciative Inquiry	77. Business Strategy & Plans
3. Assertiveness & Self-Confidence	40. Benchmarking	78. Business Tax Structures
4. Attention Management	41. Budgets & Financial Reports	79. Community Connections
5. Body Language Basics	42. Business Succession Planning	80. Customer Relationship Skills
6. Call Center Training	43. Change Leadership	81. Entrepreneurial Competencies
7. Change Management	44. Coaching & Mentoring	82. Financial Literacy
8. Civility in the Workplace	45. Delegation & Empowerment	83. Funding Startups for Growth
9. Communication Strategies	46. Employee Onboarding	84. Human Resources/Payroll
10. Competencies	47. Employee Recruitment	85. Integrated Business Processes (ERP)
11. Conflict Resolution	48. Enterprise Dynamics	86. Inventory/Orders/E-commerce
12. Critical Thinking	49. Facilitation Skills	87. Lean Process & 7S Organization
13. Customer Service	50. Human Resource Management	88. Marketing Essentials
14. Constructive Criticism	51. Job Analysis & Design	89. Marketing Mastery
15. Effective Meetings	52. Knowledge Management	90. Media & Public Relations
16. Emotional Intelligence	53. Leadership Competencies	91. Negotiation Skills to Persuade
17. Ethics & Etiquette at Work	54. Influence & Trust Building Skills	92. Newsletter Compelling Content
18. Financial Literacy at Work	55. Leadership Development	93. Organizational Excellence
19. Generation Gaps	56. Meeting Management	94. Overcoming Sales Objections
20. Human Behavior & Performance	57. Middle Management	95. Personal Productivity
21. Interpersonal Relationship Skills	58. Motivating Employees	96. Presentation Skills
22. Interviewing Skills	59. Office Politics for Managers	97. Problem Finding Mindset
23. Job Search & Resume Skills	60. Organizational Culture	98. Project Management
24. Managing Workplace Anxiety	61. Performance Management	99. Proposal Writing
25. Organizational Skills	62. Problem Solving & Innovation	100. Public Speaking
26. Problem Solving	63. Project Management	101. Quality Management
27. Safety in the Workplace	64. Resource Management	102. Sales & People Skills
28. Social Media in the Workplace	65. Strategy, Leadership & Culture	103. Social Media Networking
29. Stress Management	66. Supervising Others	104. Supply Chain Management
30. Teamwork Skills	67. Talent Management	105. Web/Online Presence
31. Telesales	68. Team Building	106. Work-Life Balance for Owners
32. Telecommuting	69. The Work Organization	
33. Time Management	70. Training Needs Analysis	
34. Work-Life Balance for Employee	71. Training Results Getting ROI	
35. Workplace Diversity/Sensitivity	72. Train-The-Trainer	
36. Workplace Harmony (Anti-Harassment)	73. Virtual Team Building	
37. Workplace Non-Violence	74. Work-Life Balance for Leaders	
	75. Writing Business Letters	
		<b>Virtual Certification Packs Include:</b>
		<ul style="list-style-type: none"> <li>EBook Course Manual (40-60 pages)</li> <li>PowerPoints, Handouts, and Quizzes</li> <li>Completion Certificate</li> <li>60 min. virtual (phone/email) tutoring</li> </ul>

