

## TRAINING OPPORTINITIES AT WVU PARKERSBURG

The possibilities for training through the **Workforce and Economic Development Division** are almost endless. Most anything someone would want trained on, we can design a high-quality and economical course to ensure your employees have the information they need to remain productive and improve their value to their employer. Examples of these are:

### CORPORATE TRAINING LIST

10 Soft Skills You Need	Conducting Annual Employee Reviews
360 Assessment	Conflict Resolution
3-D Printing	Contact Center Training
Access Advanced	Contract Management
Access Essentials	CPR and First Aid
Access Expert	Creating a Great Webinar
Administrative Office Procedures	Creative Problem Solving
Administrative Support	Crisis Management
Adult Learning - Mental Skills	Critical Thinking
Adult Learning - Physical Skills	Customer Service
Anger Management	Customer Support
Appreciative Inquiry	Cyber Security
Archiving and Records Management	Data Analysis Assessment
Assertiveness And Self-Confidence	Delivering Constructive Criticism
Attention Management	Developing a Lunch and Learn
Autodesk Fusion 360	Developing Corporate Behavior
Basic Bookkeeping	Developing Creativity
Being A Likeable Boss	Developing New Managers
Blueprint Reading	Digital Citizenship
Body Language Basics	DISC Assessement
Budgets And Financial Reports	Emotional Intelligence
Business Acumen	Employee Motivation
Business Ethics	Employee Onboarding
Business Etiquette	Employee Recognition
Business Succession Planning	Employee Recruitment
Business Writing	Employee Termination Processes
Call Center Training	Entrepreneurship
Change Management	Event Planning
Civility In The Workplace	Excel Advanced
Coaching And Mentoring	Excel Essentials
Coaching Salespeople	Excel Expert
Collaborative Business Writing	Excel 365 Essentials
Communication Strategies	Executive and Personal Assistants

Facilitation Skills  
Fire Extinguisher  
Fork Truck  
Generation Gaps  
Goal Setting and Getting Things Done  
Groove 2007 Essentials  
Handling a Difficult Customer  
Health and Wellness at Work  
High Performance Teams Inside the Company  
High Performance Teams Remote Workforce  
Hiring Strategies  
Human Resource Management  
Improving Mindfulness  
Improving Self-Awareness  
In Person Sales  
Increasing Your Happiness  
Industrial Maintenance  
InfoPath Advanced  
InfoPath Essentials  
InfoPath Expert  
Internet Marketing Fundamentals  
Interpersonal Skills  
ISO Coaching  
Job Search Skills  
Knowledge Management  
Leadership And Influence  
Lean Process And Six Sigma  
Life Coaching Essentials  
Lubrication Theory  
Lync 365 Essentials  
Machining  
Manager Management  
Managing Personal Finances  
Managing Workplace Anxiety  
Marketing Basics  
Measuring Results From Training  
Media And Public Relations  
Meeting Management  
Middle Manager  
Millennial Onboarding  
mLearning Essentials  
Motivating Your Sales Team  
Multi-Level Marketing  
Negotiation Skills  
Networking Outside the Company  
Networking Within the Company  
Office Politics For Managers  
OneNote Advanced

OneNote Essentials  
Organizational Skills  
OSHA  
Outlook Advanced  
Outlook Essentials  
Outlook Expert  
Overcoming Sales Objections  
Performance Management  
Personal Branding  
Personal Productivity  
PowerPoint Advanced  
PowerPoint Essentials  
PowerPoint Expert  
Presentation Skills  
Programmable Logic Control  
Project Advanced  
Project Essentials  
Project Expert  
Project Management  
Proposal Writing  
Prospecting and Lead Generation  
PTU  
Public Speaking  
Publisher Advanced  
Publisher Essentials  
Quickbooks  
Risk Assessment and Management  
Safety In The Workplace  
Sales Fundamentals  
Self-Leadership  
Servant Leadership  
SharePoint 365 Essentials  
SharePoint Designer Essentials  
Social Intelligence  
Social Learning  
Social Media In The Workplace  
Social Media Marketing  
Stress Management  
Supervising Others  
Supply Chain Management  
Taking Initiative  
Talent Management  
Team Building For Managers  
Team Building Through Chemistry  
Teamwork And Team Building  
Telephone Etiquette  
Telework And Telecommuting  
The Cloud and Business

Time Management  
Top 10 Sales Secrets  
Trade Show Staff Training  
Train-The-Trainer  
Universal Safety Practices  
Virtual Team Building And Management  
Visio Advanced  
Visio Essentials  
Welding  
Windows 7 Essentials

Windows 8 Essentials  
Women in Leadership  
Word Advanced  
Word Essentials  
Word Expert  
Work-Life Balance  
Workplace Diversity  
Workplace Harassment  
Workplace Violence