

Jump right in with
ready-made
courses

Great
training
experience
for any scenario
and every
team

2022

Meet
Smartlms

A growing collection of ready-made courses that cover the soft skills your teams need for success at work.

Main Category

Course Categories

Price US\$

Management and Leadership Courses

Sub Category

Managers vs Leaders	Leadership Tool Kit	50
Leading Remote Teams	Leadership Tool Kit	50
Making Deals	Leadership Tool Kit	50
Facilitating Results	Leadership Tool Kit	50
Leading by Example	Leadership Tool Kit	50
Promoting Talent	Leadership Tool Kit	50
Motivating Others	Leadership Tool Kit	50
Effective Meetings	Leadership Tool Kit	50
Conflict Management	Leadership Tool Kit	50
Managing Change	Leadership Tool Kit	50
Being Brave	Leadership Training Essentials	40
Being Confident	Leadership Training Essentials	40
Effective Problem Solving	Leadership Training Essentials	40
Making Decisions	Leadership Training Essentials	40
Taking Accountability	Leadership Training Essentials	40
Inspiring Others	Leadership Training Essentials	40
Being Authentic	Leadership Training Essentials	40
Emotional & Cultural Intelligence	Leadership Training Essentials	40
Humility	Leadership Training Essentials	40
Delegation & Empowerment	Leadership Training Essentials	40
The Four Types of Leaders	Leadership Training Essentials	40
Becoming an Inclusive Leader	Leadership Training Essentials	15
Knowing When You're Wrong	The Leadership Role Model	45
Leading with Empathy	The Leadership Role Model	45
Recognizing and Rewarding Others	The Leadership Role Model	45
The Power of Patience	The Leadership Role Model	45
Using Humor	The Leadership Role Model	45
Leading with Commitment	The Leadership Role Model	45
Being Positive	The Leadership Role Model	45
Leading with Energy	The Leadership Role Model	45
Leading with Respect and Respecting Others	The Leadership Role Model	45
A Healthy Manager is a Good Manager	The Leadership Role Model	45
Building a Culture of Adaptability	Adaptive Leadership	40
Learning through Self-Correction	Adaptive Leadership	40
Overcoming Resistance to Shared Responsibility	Adaptive Leadership	40
Using Authority and Power (Taking Chances)	Adaptive Leadership	40
What is Adaptive Leadership?	Adaptive Leadership	40
Practicing Situational Leadership	Situational Leadership	40
Delegating Leadership	Situational Leadership	40
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Telling Leadership	Situational Leadership	40
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Understanding your Health and Safety Responsibilities	Safety Leadership	35
Building a Proactive Safety Culture	Safety Leadership	35
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Engaging Remote Workers	Remote Leadership	30
Remote Goal Setting	Remote Leadership	30
Building Trust at a Distance	Remote Leadership	30
The Remote Leadership Model	Remote Leadership	30

Business Innovation Essentials

NO Sub Category

The Power of Analysis	Business Innovation Essentials	35
Being Resourceful	Business Innovation Essentials	35
Dealing with Uncertainty	Business Innovation Essentials	35

Removing the Barriers to Learning	
Learning to Let your Best People Leave	
Fostering Peak Performance	
Identifying Employees' Personal Goals	
Don't Avoid Low Performance	
Encouraging Employee Stretch	

Employee Termination Courses

Disclosure of Dismissals	
Effective Exit Meetings	
Having Tough Conversations	
Implementing a Performance Plan	
The Correct Way to Dismiss an Employee	

Diversity and Inclusion Courses

Types of Discrimination	
Confronting Discrimination	
The Value of Diversity and Inclusion in the Workplace	
Unconscious Bias	
Recognizing Your Privilege	
Gender Inclusion	
The Key Values of Equality, Diversity and Inclusion	

Compliance Essentials

Equality and Diversity	
Whistleblowing	
Code of Conduct – Working Well with Everyone	
Active Shooter	
Anti-Money Laundering	
Anti-Bribery Practices	
Drug and Alcohol Abuse	
Fire Safety Awareness	
Sexual Harassment	
Conflict of Interest	

Coaching and Mentoring Essentials

Creating Accountability	
The Power of Silence	
The Importance of Goal Setting	
The Art of Listening (for Coaching)	
Asking the Right Questions	
Building Trust and Rapport	
Establishing a Coaching Culture	
Using Coaching Models	
Introduction to Coaching	
Giving Effective Feedback	

Emotional Intelligence Essentials Courses

What is EQ?	
Self-Awareness	
Self-Regulation	
Emotional Intelligence: Motivation	
Emotional Intelligence: Empathy	
Social Skills	
Improving your EQ	
Conflict Management Using EQ	
Collaboration and Developing EQ in Teams	
Creativity and EQ	

Presentation Skills Essentials Courses

Presentations and The Magic of Stories	
What Makes a Good Presentation?	

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Teamwork Essentials

Collaboration
Setting Common Goals
The Power of Teamworking
Communicating Openly
Roles & Responsibilities
Building Trust & Respect
Celebrating Success
Dealing with Difficult Personalities
Encouraging Different Opinions
Celebrating Difference & Diversity
What is a Millennial (including values)
Training Millennials
Millennials and Technology
Communicating with a Millennial

Written Skills Courses

Report Writing: The Power of Visuals
The Stages of Report Writing: Investigating, Planning, Writing and Revising
The Basics of Business Writing
Developing Research Skills
The 5 Cs of Report Writing

Entrepreneurship

Being Prepared to Fail
Taking Calculated Risks
The Power of Influence
Building Relationships and Networking
Being Self-Aware
The Power of Imagination
Being Curious
The Entrepreneurial Mindset
The Five Ps: Persistence, Patience, Purpose, People & Profits
Turning Ideas into Action

Finance Training Essentials

The Importance of Cash Flow
Key Financial Statements
The Flow of Money
The Basics of Financial Management
The Value of Budgeting
Vulnerable Customers and Finance
Financial Risk Management
The Basics of Accounting
Financial Ratios
Financial KPIs - Measuring Performance

Workplace Health and Safety Courses

Going Remote
Don't Walk & Text
Driving & Using Your Phone
Don't Speed On Site
Workstation Ergonomics
Manual Handling
Reporting a Hazard
Cable Management
Use the Handrail
Slips, Trips, and Falls
The Dangers of Sitting Down
Kicking Bad Habits

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Health Training Essentials 17
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Well-being and Productivity	
The Importance of Exercise	
The Importance of Sleep	
Eating Healthily	
Promoting Health and Well-being at Work	
Food Safety and Cross Contamination	
Food Allergy Awareness	
Handling Food Safely	
Food Fraud Prevention	
Food Safety Management Systems	

Workplace Housekeeping Courses

The Importance of Workplace Housekeeping	
Workplace Inspections	
Near Misses and Workplace Safety	
The Role of Hygiene in the Workplace	
Washing your Hands	

Mindfulness Courses

Mindfulness	
Dealing with Grief	
Feeling Lonely	
Learning to Let Go	
Learning to Stay Calm	
Living in the Moment	
Breathing Techniques to Relax	
Raising Low Self-Esteem	
Relaxation through Meditation	
Stress, Fear and Panic	

Mastering Happiness

The Power of Self-Reflection	
Changing Negative Habits	
Self-Limiting Beliefs	
Finding Happiness Within Yourself	
Finding your Purpose and Passion	

Online Social Presence Courses

The Right Way to use Social Media	
Building your Personal Brand	
LinkedIn - Using your Best Profile to Promote your Business	
LinkedIn and Social Media Networking	
Social Media - Hints and Tips (to avoid)	

Networking Courses

What is Networking?	
Carrying and Ending a Conversation	
Common Networking Pitfalls	
Following up with Your Connections	
Key Traits of a Successful Networker	
Overcoming Shyness	
Preparing to Network (Research and Prep)	
Virtual Networking	
Approaching People and Introductions	
Your Personal Elevator Pitch	

Data & Digital Transformation Courses

Visualizing Data	
The Power of Big Data	
Data Ownership	
Data Literacy	
What is Digital Transformation?	

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Why do you Need a Digital Culture?
The Four Types of Digital Transformation
Digital Disruption
The Design Thinking Mindset
What is a Digital Transformation Strategy?
The Power of Data Visualization
The Impact of Training on Digital Change
Leading a Digital Transformation
Is Digital Transformation just Change?

Cybersecurity Training Essentials

The Power of a Strong Password
The Danger of Viruses & Malware
Keeping your Data Safe
Keeping your Mobile Safe
The Risks of Ransomware
Network Security and Cloud Computing
Phishing and Anti-Spam Software
Social Engineering
Internet of Things Attacks
Security and Compliance Audits
Identity Theft
GDPR - General Data Protection Regulation
Data Protection
Data Breaches
PCI DSS (Payment Card Compliance)
Information Security
Wi-Fi Security
Use of External Drives
Incident Management and Response
Threat Surveillance (24/7 Monitoring)
Penetration Testing
Information Security Governance
IT Disaster Recovery and Fallback
Secure Remote Working
Coding and Cybersecurity
Responding to a Ransomware Attack

Artificial Intelligence Essentials

What is Artificial Intelligence?
What is Machine Learning?
Deep Reinforcement Learning
Harnessing the Power of AI
Ethics and Artificial Intelligence

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