

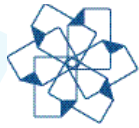
**REPRODUCIBLE
TRAINING LIBRARY**
Customizable Soft-Skills Courseware

0725.014.123

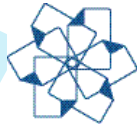
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Training Hours

Program Title	Length	Classroom Format	Classroom Hours	e-Learning Format	e-Learning Duration
Adapting Your Leadership Style	½ Day	✓	4	✓	1h 5m
The Art of Effective Communication	2 Days	✓	16		
The Art of Influencing Others	2 Days	✓	16	✓	1h 20m
Assertiveness Skills	½ Day	✓	4	✓	55m
Balancing Priorities	½ Day	✓	4	✓	45m
Behavioral Interviews	½ Day	✓	4	✓	1h 16m
Business Etiquette	1 Day	✓	8	✓	1h 45m
Challenging Negative Attitudes	1 Day	✓	8		
Coaching Conversations	½ Day	✓	4	✓	51m
Coaching for Development	½ Day	✓	4	✓	55m
The Communication Mystery: Solved	1 Day	✓	8		
Creative Problem Solving	1 Day	✓	8	✓	1h 16m
Critical Thinking Skills	½ Day	✓	4	✓	45m
Critical Thinking Skills - Applied	½ Day	✓	4	✓	35m
Cultural Competency	1 Day	✓	8	✓	48m
Customer Service Over the Phone	½ Day	✓	4		
Delegating for Growth	½ Day	✓	4	✓	45m
Developing Positive Relationships at Work	½ Day	✓	4	✓	45m
Developing Your Direct Reports	½ Day	✓	4	✓	55m
Diversity Awareness	½ Day	✓	4	✓	45m
Effective Listening Skills	½ Day	✓	4	✓	50m
Effective Negotiation Skills	1 Day	✓	8		
Emotional Intelligence	½ Day	✓	4	✓	55m
Employee Engagement	½ Day	✓	4	✓	
Ethics in the Workplace	½ Day	✓	4	✓	50m
Financial Intelligence	½ Day	✓	4	✓	50m
Fundamentals of Strategic Planning	1 Day	✓	8	✓	45m
The Golden Rule	½ Day	✓	4	✓	53m



Program Title	Length	Classroom Format	Classroom Hours	e-Learning Format	e-Learning Hours
How to Handle Change and Upheaval	½ Day	✓	4		
How to Make Yourself Indispensable	½ Day	✓	4	✓	55m
How to Manage Your Emotions	½ Day	✓	4	✓	55m
Ideas Into Action	½ Day	✓	4	✓	1h
Increasing Your Emotional Intelligence	½ Day	✓	4	✓	1h 10m
Leadership 101	½ Day	✓	4	✓	55m
Leading Others Through Change	1 Day	✓	8	✓	1h 32m
Learning to Manage	½ Day	✓	4	✓	1h 25m
Managing Offsite Employees	½ Day	✓	4	✓	50m
Managing Teams	1 Day	✓	8		
Managing Up	½ Day	✓	4	✓	1h 5m
Meetings	½ Day	✓	4	✓	48m
Mental Models	½ Day	✓	4	✓	45m
Motivating Employees to Be Their Best	1 Day	✓	8	✓	1h 21m
The Multi-Generational Workplace	½ Day	✓	4		
Navigating Difficult Conversations	½ Day	✓	4	✓	30m
Onboarding	½ Day	✓	4	✓	50m
Organizational Trust	½ Day	✓	4	✓	30m
Performance Management	1 Day	✓	8		
Positive Approaches to Resolving Performance & Conduct Problems	½ Day	✓	4		
Preventing Workplace Harassment	½ Day	✓	4		
Productive Work Habits	½ Day	✓	4	✓	50m
Real-World Project Management	2 Days	✓	16		
Resilience	½ Day	✓	4	✓	55m
Selling Essentials: Coaching for Performance	½ Day	✓	4	✓	1h 10m
Selling Essentials: Developing Clients for Life	½ Day	✓	4	✓	1h 10m
Selling Essentials: Opening the Sales Call	½ Day	✓	4	✓	55m
Selling Essentials: Presenting Solutions, Overcoming Objections, and Closing the Sale	½ Day	✓	4	✓	1h 5m
Selling Essentials: Prospecting and Territory Management	½ Day	✓	4	✓	1h 5m
Selling Essentials: Understanding the Sales Cycle	½ Day	✓	4	✓	1h



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Selling Essentials: What to Ask and How to Listen	½ Day	✓	4	✓	55m
Skillful Collaboration	½ Day	✓	4	✓	1h
Social Media at Work	½ Day	✓	4	✓	55m
Solid Business Writing	½ Day	✓	4	✓	57m
Succession Planning	1 Day	✓	8	✓	1h 26m
Super Manager	½ Day	✓	4	✓	1h
Supervisor Communication Skills	1 Day	✓	8	✓	1h 27m
Systems Thinking	½ Day	✓	4	✓	1h
Taking Control of Conflict	½ Day	✓	4	✓	1h 15m
Talk Like a Leader	½ Day	✓	4	✓	1h
Team Chemistry	½ Day	✓	4	✓	1h 5m
Team Excellence	½ Day	✓	4	✓	55m
Time Management	1 Day	✓	8	✓	1h 15m
The Toughest Supervisor Challenges	½ Day	✓	4	✓	55m
What Customers Really Want	1 Day	✓	8		
Why We Struggle with Tough Decisions	½ Day	✓	4	✓	1h
Women and Leadership	½ Day	✓	4	✓	83m

"We absolutely love the RTL Ultimate Collection. When utilizing the content, I notice that our employees are engaged and your modules allow for employees to learn and specifically apply the new skills to their specific work areas (and personal lives for that matter). I particularly value your dedication to the diversity of learning that is evident in your materials. The RTL boldly challenges the learner to not just listen to and sit through a training, but to engage, think and apply the new skills learned in each specific module."

Joey Monahan
Employee Development Education Specialist
Tampa General Hospital

Contact

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