



Office Productivity Online Learning Package

Resource Training & Solutions has teamed up with ElementK to provide online training and at a great price! We are offering a one year subscription with over 300 online courses to choose from for \$229. You can go at your own speed and take any course as many times as needed. Your one year subscription includes all Microsoft Office programs (Word, Excel, Access, PowerPoint, Outlook, etc.) from beginner's to expert levels versions 1997-2007. This offer includes a free tutorial and start up session with Anthony Farag.

Other business courses which are part of the Office Productivity online learning package:

Applying Leadership Basics	Balancing Work and Family
Basics of Effective Communication	Basics of Effective Selling
Building Strong Customer Relationships	Conducting Performance Reviews
Conflict Intervention	Delegating
Developing a Strategic Plan	Discharging Employees
Disciplining and Redirecting Employees	Financial Basics for Non-Financial Managers
Intercultural Business Etiquette	Interviewing Job Candidates
Leading Effective Meetings	Leading Effective Teams
Managing a Virtual Office	Managing Company Change
Managing Personal Stress	Managing Projects
Mastering Cold Calls	Motivating Employees
Negotiating for the Sales Professional	Personal Financial Planning
Presentation Skills	Providing Effective Feedback
Qualifying Sales Prospects	Recognizing and Avoiding Burnout
Recognizing and Managing Anger	Recognizing Employee Performance
Setting Performance Goals and Expectations	Solving Problems as A Team
Telephone Sales Skills	Time Management
Understanding and Using Contracts	

For more information or to get started please contact Anthony Farag at

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