

				Individual Contributor	Manager	Executive	Duration
Competency Name	Aligned SkillSoft Assets	Type	Course ID				
<b>Supervision/Management Skills</b>							
<i>Transitioning to a manager role</i>							
	Taking on a Management Role	Course	<a href="#">mgmt_03_a01_bs_enus</a>	✓	✓		3.5
<b>New</b>	First Time Manager: Understanding a Manager's Role	Course	<a href="#">mgmt_16_a01_bs_enus</a>	✓	✓		1
<b>New</b>	First Time Manager: Challenges	Course	<a href="#">mgmt_16_a02_bs_enus</a>	✓	✓		1
<b>New</b>	First Time Manager: Meeting Expectations	Course	<a href="#">mgmt_16_a03_bs_enus</a>	✓	✓		1
	Becoming a Manager: Leading and Communicating	Course	<a href="#">mgmt_03_a03_bs_enus</a>	✓	✓		4
	Adopting the Appropriate Management Style	BES	<a href="#">_pc_ch_mqch005</a>	✓	✓		0.2
<b>Management essentials</b>							
<b>New</b>	Management Essentials: Directing Others	Course	<a href="#">mgmt_15_a01_bs_enus</a>	✓	✓		1
<b>New</b>	Management Essentials: Developing Your Direct Reports	Course	<a href="#">mgmt_15_a03_bs_enus</a>	✓	✓		1
<b>New</b>	Management Essentials: Confronting Difficult Employee Behavior	Course	<a href="#">mgmt_15_a04_bs_enus</a>	✓	✓		1
<b>New</b>	Management Essentials: Managing a Diverse Team	Course	<a href="#">mgmt_15_a05_bs_enus</a>	✓	✓		1
<b>New</b>	Management Essentials: Treating Your Direct Reports Fairly	Course	<a href="#">mgmt_15_a06_bs_enus</a>	✓	✓		1
<b>New</b>	Mentoring as a Manager	Course	<a href="#">mgmt_10_a02_bs_enus</a>	✓	✓		2
<b>Coaching/giving feedback</b>							
	The Key Stages of Coaching	Course	<a href="#">mgmt_09_a03_bs_enus</a>	✓	✓	✓	1
	Business Coaching: Conducting Coaching Sessions	Course	<a href="#">mgmt_14_a02_bs_enus</a>	✓	✓	✓	1
	Business Coaching: Building the Coaching Relationship	Course	<a href="#">mgmt_14_a03_bs_enus</a>	✓	✓	✓	1
	Business Coaching: Using Different Coaching Styles	Course	<a href="#">mgmt_14_a04_bs_enus</a>	✓	✓	✓	1
	An Essential Guide to Giving Feedback	Course	<a href="#">COMM0521</a>	✓	✓	✓	2.5
	Receiving Feedback and Criticism	Course	<a href="#">comm_29_a03_bs_enus</a>	✓	✓	✓	1
<b>Time management and prioritization</b>							
	Time Management: Planning and Prioritizing Your Time	Course	<a href="#">pd_11_a02_bs_enus</a>	✓	✓	✓	1
	Time Management: Avoiding Time Stealers	Course	<a href="#">pd_11_a03_bs_enus</a>	✓	✓	✓	1
<b>Effective decision-making/problem solving</b>							
	Problem Solving: Determining and Building Your Strengths	Course	<a href="#">pd_12_a02_bs_enus</a>	✓	✓	✓	1
	Decision Making: Tools and Techniques	Course	<a href="#">pd_12_a05_bs_enus</a>	✓	✓	✓	1
	Decision Making: Making Tough Decisions	Course	<a href="#">pd_12_a06_bs_enus</a>	✓	✓	✓	1
	Uncovering the Root Problem	BES	<a href="#">_pc_ch_lach003</a>	✓	✓	✓	0.2

<b>Project management</b>							
<b>New</b>	Project Management Fundamentals	Course	<a href="#">proj_01_a01_bs_enus</a>	✓	✓	✓	2.5
	Initiating and Planning a Project	Course	<a href="#">proj_01_a03_bs_enus</a>	✓	✓	✓	2
	Managing a Project	Course	<a href="#">proj_01_a04_bs_enus</a>	✓	✓	✓	2.5
<b>Successful meetings</b>							
	Leading an Effective Business Meeting	Course	<a href="#">comm_06_a02_bs_enus</a>	✓	✓	✓	2.5
<b>Managing Change</b>							
	Managing Change: Understanding Change	Course	<a href="#">mgmt_13_a01_bs_enus</a>	✓	✓	✓	1
	Managing Change: Building Positive Support for Change	Course	<a href="#">mgmt_13_a02_bs_enus</a>	✓	✓	✓	1
	Managing Change: Dealing with Resistance to Change	Course	<a href="#">mgmt_13_a03_bs_enus</a>	✓	✓	✓	1
<b>Handling performance issues</b>							
	Problem Performance Prevention	Course	<a href="#">mgmt_05_a01_bs_enus</a>		✓	✓	3
	Problem Performance Improvement	Course	<a href="#">mgmt_05_a03_bs_enus</a>		✓	✓	3.5
	Addressing Problem Performance	Course	<a href="#">mgmt_05_a04_bs_enus</a>		✓	✓	2.5
	Dealing with Problem Performance Simulation	Simulation	<a href="#">MGMT005B</a>		✓	✓	0.5
<b>Effective hiring and interviewing</b>							
<b>New</b>	Essentials of Interviewing and Hiring: Behavioral Interview Techniques	Course	<a href="#">hr_06_a04_bs_enus</a>		✓	✓	1
<b>New</b>	Essentials of Interviewing and Hiring: Selecting the Right Candidate	Course	<a href="#">hr_06_a05_bs_enus</a>		✓	✓	1
	Preparing for a Behavioral Interview	Course	<a href="#">HR0213</a>		✓	✓	3
	Conducting a Behavioral-based Interview	Course	<a href="#">HR0214</a>		✓	✓	2.5
<b>LeadershipSkills</b>							
<b>Leadership Essentials</b>							
	Leadership Essentials: Motivating Employees	Course	<a href="#">lead_05_a01_bs_enus</a>	✓	✓	✓	1
	Leadership Essentials: Communicating Vision	Course	<a href="#">lead_05_a02_bs_enus</a>	✓	✓	✓	1
	Leadership Essentials: Leading with Emotional Intelligence	Course	<a href="#">lead_05_a04_bs_enus</a>	✓	✓	✓	1
	Leadership Essentials: Leading Change	Course	<a href="#">lead_05_a07_bs_enus</a>	✓	✓	✓	1
	Motivating Employees and Leading Change Simulation	Course	<a href="#">LEAD005A</a>	✓	✓	✓	0.5
	Leading Change	BES	<a href="#">_pc_ch_lach004</a>	✓	✓	✓	0.2
	The Emotionally Intelligent Leader	BES	<a href="#">_pc_ch_lach014</a>	✓	✓	✓	0.2
<b>Leading with authenticity</b>							
	Making Decisions Ethically	Course	<a href="#">pd_02_a01_bs_enus</a>	✓	✓	✓	2.5
	Business Ethics for Managers	Course	<a href="#">pd_02_a02_bs_enus</a>	✓	✓	✓	1.5
	Creating a Positive Attitude	Course	<a href="#">pd_05_a04_bs_enus</a>	✓	✓	✓	2
	Reframing Negative Situations	BES	<a href="#">_pc_bi_hrbi008</a>	✓	✓	✓	0.1
<b>Leading teams/team building</b>							
	Leading Teams: Developing the Team and its Culture	Course	<a href="#">team_03_a03_bs_enus</a>		✓	✓	1
	Leading Teams: Building Trust and Commitment	Course	<a href="#">team_03_a04_bs_enus</a>		✓	✓	1
	Leading Teams: Fostering Effective Communication and Collaboration	Course	<a href="#">team_03_a05_bs_enus</a>		✓	✓	1
	Leading Teams: Motivating and Optimizing Performance	Course	<a href="#">team_03_a06_bs_enus</a>		✓	✓	1
	Leading Teams: Dealing with Conflict	Course	<a href="#">team_03_a07_bs_enus</a>		✓	✓	1
	Elements of a Cohesive Team	Course	<a href="#">team_02_a03_bs_enus</a>	✓	✓	✓	1
<b>Setting direction/goals</b>							
	Leading Teams: Establishing Goals, Roles, and Guidelines	Course	<a href="#">team_03_a02_bs_enus</a>		✓	✓	1
	Goals and Setting Goals	Course	<a href="#">pd_05_a03_bs_enus</a>	✓	✓	✓	2
	Planning and Implementing a Business Strategy	Course	<a href="#">stgy_01_a04_bs_enus</a>	✓	✓	✓	2.5
	Moving from an Operational Manager to a Strategic Thinker Simulation	Course	<a href="#">STGY001A</a>		✓	✓	0.5
<b>Creativity/Innovation</b>							
	The Foundations of Creativity and Innovation	Course	<a href="#">PD8031</a>	✓	✓	✓	4.5

<b>Relationship building and Collaboration</b>							
	Effective Interfunctional Relationships	Course	<a href="#">comm 12 a01 bs enus</a>	✓	✓	✓	2.5
	Effective Intercultural Relationships	Course	<a href="#">comm 12 a02 bs enus</a>	✓	✓	✓	2
	Effective Intergender Relationships	Course	<a href="#">comm 12 a03 bs enus</a>	✓	✓	✓	2
	Building Improved Work Relationships Simulation	Simulation	<a href="#">COMM012A</a>	✓	✓	✓	0.5
<b>Effective Negotiating</b>							
	Negotiation Essentials: What Is Negotiation?	Course	<a href="#">comm 24 a01 bs enus</a>	✓	✓	✓	1
	Negotiation Essentials: Planning for Negotiation	Course	<a href="#">comm 24 a02 bs enus</a>	✓	✓	✓	1
	Negotiation Essentials: Communicating	Course	<a href="#">comm 24 a03 bs enus</a>	✓	✓	✓	1
	Negotiation Essentials: Avoiding Pitfalls in Negotiations	Course	<a href="#">comm 24 a05 bs enus</a>	✓	✓	✓	1
<b>Multigenerational workplace issues</b>							
	Making Cross-generational Teams Work	Course	<a href="#">LEAD0235</a>		✓	✓	3
	Leading the Workforce Generations Simulation	Simulation	<a href="#">LEAD0230</a>		✓	✓	0.5
<b>Communication Skills</b>							
<b>Effective Communications</b>							
<b>New</b>	Strategies for Communicating with Tact and Diplomacy	Course	<a href="#">comm 34 a02 bs enus</a>	✓	✓	✓	1
<b>New</b>	Delivering a Difficult Message with Diplomacy and Tact	Course	<a href="#">comm 34 a03 bs enus</a>	✓	✓	✓	1
	Interpersonal Communication: Communicating with Confidence	Course	<a href="#">comm 21 a01 bs enus</a>	✓	✓	✓	1
	Interpersonal Communication: Listening Essentials	Course	<a href="#">comm 21 a03 bs enus</a>	✓	✓	✓	1
	Interpersonal Communication: Communicating Assertively	Course	<a href="#">comm 21 a04 bs enus</a>	✓	✓	✓	1
	Interpersonal Communication: Being Approachable	Course	<a href="#">comm 21 a05 bs enus</a>	✓	✓	✓	1
<b>Listening skills (empathic listening)</b>							
	Enhancing Listening Skills	Course	<a href="#">comm 03 a04 bs enus</a>	✓	✓	✓	3
<b>Difficult communications; working with difficult people</b>							
	Working with Difficult People: Identifying Difficult People	Course	<a href="#">comm 23 a01 bs enus</a>	✓	✓	✓	1
	Working with Difficult People: How to Work with Aggressive People	Course	<a href="#">comm 23 a02 bs enus</a>	✓	✓	✓	1
	Working with Difficult People: How to Work with Negative People	Course	<a href="#">comm 23 a03 bs enus</a>	✓	✓	✓	1
<b>New</b>	Working with Difficult People: How to Work with Manipulative People	Course	<a href="#">comm 23 a05 bs enus</a>	✓	✓	✓	1
<b>New</b>	Working with Difficult People: How to Work with Self-serving People	Course	<a href="#">comm 23 a06 bs enus</a>	✓	✓	✓	1
	Workplace Conflict: Recognizing and Responding to Conflict	Course	<a href="#">comm 22 a01 bs enus</a>	✓	✓	✓	1
	Workplace Conflict: Strategies for Resolving Conflicts	Course	<a href="#">comm 22 a02 bs enus</a>	✓	✓	✓	1
<b>Business writing</b>							
	Business Writing: Know Your Readers and Your Purpose	Course	<a href="#">comm 19 a01 bs enus</a>	✓	✓	✓	1
	Business Writing: How to Write Clearly and Concisely	Course	<a href="#">comm 19 a02 bs enus</a>	✓	✓	✓	1
	Business Grammar: Common Usage Errors	Course	<a href="#">comm 20 a06 bs enus</a>	✓	✓	✓	1
<b>Email</b>							
<b>New</b>	Managing Your E-mail	Course	<a href="#">comm 17 a03 bs enus</a>	✓	✓	✓	1
<b>Presentations</b>							
	Presenting Successfully	Course	<a href="#">comm 05 a01 bs enus</a>	✓	✓	✓	3
	Customer Service Confrontation and Conflict	Course	<a href="#">cust 09 a05 bs enus</a>	✓	✓	✓	1
<b>Diversity</b>							
<b>New</b>	Diversity on the Job: The Importance of Diversity and the Changing Workplace	Course	<a href="#">pd 07 a01 bs enus</a>	✓	✓	✓	1
<b>New</b>	Diversity on the Job: Diversity and You	Course	<a href="#">pd 07 a02 bs enus</a>	✓	✓	✓	1

**Work/Life Balance****Optimizing Work/Life Balance**

<b>New</b>	<b>Optimizing Your Work/Life Balance: Analyzing Your Life Balance</b>	<b>Course</b>	<a href="#">pd_06_a01_bs_enus</a>	✓	✓	✓	<u>1</u>
<b>New</b>	<b>Optimizing Your Work/Life Balance: Maintaining Your Life Balance</b>	<b>Course</b>	<a href="#">pd_06_a02_bs_enus</a>	✓	✓	✓	<u>1</u>
<b>New</b>	<b>Optimizing Your Work/Life Balance: Taking Control of Your Stress</b>	<b>Course</b>	<a href="#">pd_06_a03_bs_enus</a>	✓	✓	✓	<u>1</u>

BES - Business Exploration Series; helps to apply principles/learning