

# GoSkills Courses

## Bite-sized learning, big time impact

GoSkills makes workplace learning simple, fun, and effective. Our bite-sized, award-winning courses help teams build practical skills that stick - with completion rates more than twice the industry average.



### Artificial Intelligence 18 courses

Advanced AI: Techniques, Applications, and Ethics

AI for Beginners ★

From Prompt to Pictures with AI ★

Generative AI Approaches to Business Challenges

Generative AI for ROI: Personalized Marketing for Growth

Generative AI Prompt Writing for Beginners ★

Navigating Generative AI Cautions and Concerns

Transform Your Communication with Generative AI ★

Using AI to Make a Career Switch

AI Ethics: How to Use Artificial Intelligence Responsibly ★

Creating an AI Adoption Strategy for Businesses

From Prompt to Productivity with AI ★

Generative AI for Innovative Business Branding

Generative AI for Small Businesses

How to Create Your AI Clone ★

Three Business Use Cases for OpenAI's GPT Generator

Using AI to Build a Strategic Mindset

Writing Great Content With Gen AI that Doesn't Sound Fake



### Career Development 33 courses

10 Questions to Ask in Informational Interviews

21 Hidden Networking Opportunities

A Guide to Finding Values Alignment in Your Next Role

Building Business Acumen for Young Professionals

Courageous Questions to Help You Nail Your Performance Review

Growth Hacking: Strategies for the Future of LinkedIn

How to Negotiate a Salary

Identity Crisis: How to Realign Your Career with Your Life

Invest in You: Personal and Professional Development Tips

Mistakes to Avoid in Your Career

Owning Your Career Journey as an Introvert

Preparing for the SHRM-CP Exam

14 Things to Do When You Lose Your Job

9 Tips to Align Your Business with Your Life

Articulating Your Value

Business Networking 101: How to Network Like a Pro

Embracing Change within Your Career

Finding Your Purpose at Work ★

How to Build an Effective Resume

How to Prepare for a Job Interview ★

Impress Interviewers with These Five Questions

Invest in Yourself: Crafting an Incredible Personal Brand

Overcoming Obstacles for Promotion

Planning Your Next Career Move

Staying Sharp: How to Keep Growing in Your Tech Career  
Super Connecting: The Secret of Professional Networking  
The Ultimate Guide to Professional Networking  
Top Tips for Setting Authentic Career Goals

Questions to Ask Before You Quit  
Strategies to Get Your Dream Job as a Diverse Person  
Switching Things Up: How to Break Into a Career in Tech  
Top Tips for Becoming a Successful Freelancer  
Using Brain Science to Find Your Calling

## **Coding & Technology** 28 courses

Demystify the Cloud: Amazon Web Services Basics  
From Pandas to Polars  
Intro To C# Programming ★  
Introduction to CSS ★  
Introduction to HTML ★  
Introduction to PHP ★  
Introduction to SQL ★  
Mistakes to Avoid in Machine Learning  
Pandas for Data Analysts: Leveraging Python with Confidence  
Python Data Science Mistakes to Avoid  
Python for Marketing  
Python vs. JavaScript  
R Programming for Beginners  
Ruby on Rails for Web Development ★

Django for Beginners ★  
Getting Started with the Raspberry Pi Computer  
Intro to Ruby Programming ★  
Introduction to Data Analysis with Python ★  
Introduction to JavaScript ★  
Introduction to Python ★  
Introduction to Technical SEO  
Object Oriented Programming in Java  
Protect Your Data: An Introduction to Blockchain Security  
Python for Automation  
Python Tools: Jupyter vs. PyCharm  
Python vs. R  
React.js Basics: A Beginner's Guide to Learning React  
Technical WordPress SEO

## **Data Analysis** 19 courses

15 Mistakes to Avoid in Data Science  
Basics of Data Visualization Analysis  
Data Analytics: Dashboards vs. Data Stories  
Data Governance Basics: Getting Your Program Up and Running  
Data-Backed Decision Making  
How to Build an Analytics Portfolio that Gets You Your Next Job  
Introduction to Business Analytics ★  
Introduction to Tableau ★  
Turning Data into Strategies

15 Tips for Landing a Data Science Job  
Big Data: Demystifying the Big Idea  
Data Analytics: Graph Analytics  
Data Visualizations with Plotly  
Get a Remote Data Science Job  
How to Create Executive-Level Data Visualizations  
How to Think like a Statistician  
Introduction to Data Science  
Synthetic Data: Advanced Concepts and Applications  
Using GitHub for Data Scientists

## **Design** 12 courses

Adobe Acrobat Basics: Features Everyone Should Know ★  
Adobe InDesign: How to Create Interactive Layouts  
Graphic Design 101: How to Master Visual Communication  
Illustrator - Basic ★  
Photoshop - Advanced ★  
The Visual Language of Design: A Guide for Non-Designers

Adobe Illustrator: Beginner to Pro ★  
Adobe Photoshop: Beginner to Pro ★  
Illustrator - Advanced ★  
InDesign Basics: How to Work Effectively in Adobe InDesign ★  
Photoshop for Beginners ★  
UX Design Basics: The Intersection of Psychology and Design

## **Finance** 16 courses

Budgeting in Real Life  
Finance for Operations Directors ★  
Finance for Project Managers ★  
Financial Literacy: Definitions

Finance for Non-Financial Professionals ★  
Finance for Operations Managers ★  
Financial Basics for Small Businesses ★  
Financial Modeling Basics ★

Financial Modeling Techniques ★

Introduction to Bookkeeping for Small Business Owners

QuickBooks Online ★

Shifting Your Mindset for Financial Agility

How to Budget on a Starting Salary

Make More Money: How to Raise Your Prices

QuickBooks Online 2021 ★

Tips for Overcoming Bad Spending Habits



## Leadership & Management 108 courses

10 Conversations Managers Should Have with Their Employees

20 Questions To Help You Start a Business

5 Transformational Shifts for Female Leaders

7 Things Great Leaders Do With Free Time

A Leader's Guide to Overcoming Unconscious Bias

A Manager's Guide to Building Teams Inclusively

A Manager's Guide to Conducting Effective 1 on 1 Meetings

A Psychologist's Tips for Improving Team Performance

Adding Value Through Diversity

Advice for Leaders During a Crisis

Becoming an Inspiring Mentor

Build Trust and Increase Employee Engagement by Leading with Empathy

Building and Leading Teams that Keep Employees Happy

Building Inclusive Work Communities

Coaching Performance for Your Team

Creating a Business of Your Own

Creating a Culture of Motivation at Work

Creating a Culture of Remote Collaboration

Creating a Culture That Inspires Your Employees

Creating Winning Teams

Delegation Strategies for People Leaders ★

Developing Assertive Leadership

Empowered Leadership: A Holistic Approach to Sustainable Success

Finding the Right Investors for Your Business

How to Be an Effective Remote Manager

How to Build Virtual Accountability

How to Drive Innovation on Your Team

How to Evaluate Your Team's Performance

How to Ignite & Develop Your Team's Creativity

How to Keep High Performers Engaged

How to Tactfully Facilitate Difficult Conversations

HR Strategies for Recruiting High-Quality and Diverse Talent

Implementing Change Effectively

Increasing Collaboration on Your Team

Leaders Who Care: Guiding Your Team in Uncertain Times

Leaders: Here's How to Successfully Manage Your Team

Leadership from Any Chair with Emotional Intelligence

Leadership Through Feedback

Leading a Customer Service Team

Leading from a Distance

Leading Through Challenges: Strategies for Executive Leaders

Leading Through Chaos

10 Mistakes Leaders Should Avoid

43 Ideas To Start a Business

5 Ways to Build Executive Presence

A Leader's Guide to Keeping Modern Sales Teams Motivated

A Leader's Guide to Reducing Team Burnout

A Manager's Guide to Calculating Employee Compensation

A Manager's Guide to Successfully Executing Lean Six Sigma

A Serial Entrepreneur's Top Tips for Raising Capital

Addressing Politics in the Workplace

Authentic Leadership

Bridging the Gap: Your Guide to Equity-Based Leadership

Building a Collaborative Team Culture with AI

Building and Coaching a Sales Development Team

Building Belonging at Work

Change Management Tips for Leaders

Coaching Skills for Leaders

Creating a Culture of Collaborative Ownership

Creating a Culture of Performance

Creating a Culture of Trust on Your Team

Creating Safe Spaces for Tough Conversations at Work

Decision Making Strategies for Leaders ★

Deliver Effective Criticism ★

Driving Sustainability at Your Organization

Establishing Your Leadership Brand

Fostering Excellence: How to Upskill and Reskill Your Team

How to Build Credibility as a Leader

How to Conduct a Job Interview ★

How to Effectively Lead a Remote Workforce

How to Hire the Right People

How to Inspire and Motivate Others

How to Lead and Inspire Change

HR Guidelines Everyone Should Know

Identify and Unleash Potential in Your Employees

Inclusive Female Leadership

Intercultural Communication for Business Leaders

Leaders: Here's How to Develop Your Employees

Leadership for the Greater Good

Leadership Skills for Rising Stars

Leadership Training ★

Leading Effective Meetings ★

Leading in the Moment

Leading Through Change

Listen to Lead

Listening Skills ★  
Mentoring Essentials ★  
Navigating Complexity in Your Organization  
Overcoming Obstacles: The Essential Elements of Resilient Teams  
Reducing Employee Turnover  
Strategies to Engage Your Employees  
Taking the Leap from Employee to Entrepreneur  
The 4 Unspoken Laws of Influential Leadership  
Top Tips for Addressing Equity Issues in the Workplace  
Top Tips for Creating Inspiring Workplace Cultures  
Unlock Team Performance by Creating Psychological Safety  
Virtual Team Building Activities to Cultivate Culture Remotely

### **Lean Six Sigma** 9 courses

Design of Experiments ★  
Hypothesis Testing ★  
Lean Six Sigma Advanced Principles - Black Belt ★  
Lean Six Sigma Principles - Green Belt ★  
Statistical Process Control ★

### **Learning & Development** 11 courses

An Instructional Designer's Tips for Creating a Culture of Learning  
Elevate Virtual Trainings through Creativity and Connection  
How to Craft Content and Trainings that Keep Teams Engaged  
How to Make Trainings that Matter  
Train the Trainer ★

### **Microsoft Excel** 22 courses

Excel Charts for Data Visualization ★  
Excel for Business Analysts ★  
Excel in an Hour ★  
Microsoft Excel - Dashboards ★  
Microsoft Excel - Pivot Tables - 2019-365 ★  
Microsoft Excel - Power Query ★  
Microsoft Excel 2019 - Basic ★  
Microsoft Excel 365 - Advanced ★  
Microsoft Excel 365 - Basic & Advanced ★  
Microsoft Excel for Mac - Basic ★  
Python with Excel ★

### **Microsoft Office** 24 courses

Collaboration in Microsoft 365 ★  
Introduction to PowerPoint ★  
Microsoft Access for Beginners ★  
Microsoft OneNote Training ★

Managing Innovation  
Motivate Your Team ★  
Overcoming Obstacles to Leading with Confidence  
Performance Improvement Plans: A Leader's Guide to Turning Things Around  
Speaking Skills for Leaders ★  
Supporting Accessibility in a Hybrid Workplace  
Team Leadership ★  
Time Management for Leaders  
Top Tips for Building Intercultural Creativity for Your Team  
Top Tips for Successful Performance Management  
Unlocking Greatness: 15 Steps to Develop and Coach Your Team

Failure Mode and Effects Analysis ★  
Intro to Lean Six Sigma ★  
Lean Six Sigma Foundations - Yellow Belt ★  
Measurement Systems Analysis ★

Corporate Training: How to Measure Learning Effectiveness  
Effectively Teaching Employees: The Basics of Adult Learning  
Fundamentals of Instructional Design  
How to Create an Online Training Course ★  
The Ultimate Guide to Creating a Learning Culture at Work  
Using Design Principles to Enhance Remote Trainings

Excel for Accounting ★  
Excel for Marketers ★  
Microsoft Excel - Básico y Avanzado ★  
Microsoft Excel - Macros and VBA ★  
Microsoft Excel - Power Pivot ★  
Microsoft Excel 2019 - Advanced ★  
Microsoft Excel 2019 - Basic & Advanced ★  
Microsoft Excel 365 - Basic ★  
Microsoft Excel for Mac - Advanced ★  
Microsoft Excel for Mac - Basic & Advanced ★  
Transitioning From Excel to Tableau

Copilot for Microsoft 365 ★  
Microsoft Access 2013 ★  
Microsoft Forms ★  
Microsoft Outlook 2019 ★

Microsoft Outlook 365 ★  
Microsoft PowerPoint 365 ★  
Microsoft Teams Training ★  
Microsoft Word 2019 - Advanced ★  
Microsoft Word 2019 - Basic & Advanced ★  
Microsoft Word 365 - Basic ★  
Power BI ★  
SharePoint Online ★

Microsoft PowerPoint 2019 ★  
Microsoft Publisher ★  
Microsoft Visio Training ★  
Microsoft Word 2019 - Basic ★  
Microsoft Word 365 - Advanced ★  
Microsoft Word 365 - Basic & Advanced ★  
Power BI 2017 ★  
Windows 11 for Beginners ★

## Office Productivity 16 courses

A Productivity Expert's Guide to Overcoming Procrastination  
Building a Better To Do List  
Decision-Making with 1000minds ★  
Getting Organized for Peak Performance  
Google Forms: A Beginner's Guide  
Keynote for Mac ★  
Practical Strategies to Boost Your Productivity and Avoid Burnout  
Trello ★

Asana Basics: Unlock Project Management Success  
Building Better Routines  
Essential Productivity Training ★  
Google Drive & Apps ★  
How to Start Every Day with Productivity  
Mistakes to Avoid When Managing Your Time  
Staying Organized at Work and While Working Remotely  
Todoist ★

## Project Management 24 courses

A Beginner's Guide to Writing User Stories  
CAPM Certification Training ★  
Comparing Agile Frameworks and Methodologies  
Managing Project Stakeholders: Influencing for Project Success  
Mistakes to Avoid in Agile Project Management  
Project Management Bootcamp ★  
Project Management Framework ★  
Project Meetings ★  
Project Planning ★  
Scrum for Agile Scrum Practitioners ★  
Scrum for Product Owners ★  
Scrum for Team Members ★

Agile Product Management Fundamentals  
Coaching Agile Teams: How to Improve Agile Team Performance  
Embracing an Agile Mindset at Work  
Microsoft Planner and Project for the Web ★  
Microsoft Project Fundamentals - 2019-365 ★  
Project Management Basics ★  
Project Management for Engineers ★  
Project Management Mediation: Conflict Resolution for PMs  
Project Performance and Delivery ★  
Project Teams and Stakeholders ★  
Scrum for Managers ★  
Scrum for Scrum Masters ★

## Sales & Marketing 47 courses

17 Critical Questions to Improve Your Marketing Strategy  
A Beginner's Guide to Unlocking Content Marketing  
A Marketer's Top 5 Ways to Start Dominating Your Social Media Marketing  
Achieving Results by Personalizing Your Sales Approach  
Artificial Intelligence For Marketing  
Captivate Your Buyers and Drive Revenue with Story-Based Sales  
Crafting Your Perfect Sales Pitch  
CRM Basics: Unlock Business Growth through Relationships  
Enhancing Your Brand's Social Media with Content Marketing  
Google Ads Quick Start  
Growth Marketing Foundations

A Beginner's Guide to B2B Marketing  
A Marketer's Guide to Cross-Departmental Collaboration  
A Sales Expert's Guide to Overcoming Objections  
A Sales Trainer's Tips for Coaching a Sales Team  
Advanced Google Analytics Universal  
Building a Winning Enterprise Marketing Strategy  
Consumer Behavior: Using Neuroscience to Improve Your Marketing  
Creating a Buzz  
Digital Marketing Fundamentals  
Generate Authentic Brand Engagement on Social Media  
Google Analytics Essentials  
Growth Marketing Tips

How to Build a Marketing Plan  
How to Gracefully Overcome Sales Objections  
How to Sell Anything with Confidence  
Introduction to Marketing ★  
Introduction to Sales ★  
Lead Generation: How to Build a Winning Marketing Strategy  
Marketing Automation: Crafting Campaigns that Convert  
Marketing with AI: Creating Leads  
Press Releases ★  
SEO Tips for Content Writers  
Simple Tips for Writing Emails that Resonate and Convert  
Tips to Market Your Business as an Entrepreneur  
Using Innovative Technologies to Communicate with Customers

## **Soft Skills** 104 courses

10 Minutes to Better Prioritization  
Achieving High Performance During Times of Stress  
Aligning Your Values with Work, Life, and Everything In-Between  
Being Influential at Work on Video  
Bringing Your Full Self to Work  
Business Etiquette for the Modern Workplace ★  
Business Writing Skills ★  
Change Management Tips for Individuals  
Conflict Resolution for Professionals ★  
Creating Behavioral Change that Lasts  
Creating Fulfillment and Avoiding Burnout  
Customer Service Training ★  
De-escalation Techniques for Customer Service Professionals ★  
Developing Business Partnerships  
Emotional Intelligence ★  
Empowerment Strategies for Women  
Finding Flow in Hybrid Work  
Get More Done in Less Time  
Habits to Win Every Day  
Having More Memorable Conversations  
How to Be a More Effective Team Member  
How to Become More Resilient  
How to Generate and Prioritize Ideas ★  
How to Improve Your Thinking  
How to Navigate Conflict in a Remote Workplace  
How to Step out of Your Comfort Zone with Confidence  
Improving Your Conversations  
Inclusive Language at Work  
Leveraging Relationship Capital  
Making Decisions Under Uncertainty  
Navigating Ambiguity  
Navigating Grief and Loss through Creativity  
Overcoming Cognitive Bias  
Overcoming Imposter Syndrome

How to Create a Successful Digital Marketing Strategy  
How to Increase Sales with Social Media  
Inclusive Branding: The Secret to Attracting the Right Talent for Your Organization  
Introduction to Social Media Strategy  
Leveling Up with Advanced Content Marketing Strategies  
Marketing During a Crisis  
PPC Lead Generation: Grow Your Business with Google Ads  
Search Intent and SEO: How to Attract the Ideal Customer  
Shifting Your Marketing Strategy to Appeal to Younger Generations  
Social Media for Working Professionals  
Transitioning Your Mindset to be Customer-Centric

5 Decision-Making Tips to Unlock Your Potential  
Advanced Tools to Improve Your Thinking  
Become a Better Communicator at Work  
Become a Better Listener at Work  
Body Language ★  
Building a Great Personal Brand From Scratch  
Business Lessons from a Chess Champion  
Bystander Intervention for Today's Workforce  
Communication Skills Basics ★  
Crafting Presentations that Condense Your Content and Increase Your Impact  
Creating Success From Failure  
Data-Driven Storytelling: Inspire Action through Data  
Developing a Laser Focus  
Embracing Times of Uncertainty  
Empathy: Your Secret to Working More Effectively  
Enhancing Your Critical Thinking Skills  
Fundamentals of Change Management ★  
Goal Setting for Personal and Professional Success ★  
Harnessing Change to Unleash Your Potential  
Having Powerful, Advanced Conversations  
How to Be More Authentic and Creative on Video  
How to Build Self-Confidence  
How to Get Things Done Ahead of Deadlines  
How to Influence & Persuade  
How to Stand out Remotely  
How to Stop Overcommitting  
Improving Your Mental Health at Work  
Lessons in Resilience: How to Overcome Obstacles for Growth  
Leveraging Your Strengths  
Managing Your Energy  
Navigating Employee Relations as an HR Professional  
Overcoming Adversity and Developing Resilience  
Overcoming Decision Making Traps  
Overcoming Perfectionism

Persuasion in Business Communication ★  
Practical Privacy for Products and Services  
Problem Solving Across An Organization  
Public Speaking ★  
Reframing: The Power of Changing Your Perspective  
Setting a Vision: How to Gain Clarity on Your Goals  
Storytelling for Speaking and Presentations ★  
Strategies to Get (And Stay) Unstuck  
Tackling Unconscious Bias and Microaggressions at Work  
The Golden Rule: Building Respect within the Workplace  
Thrive at Work from Anywhere  
Tools for Decision Making  
Tools to Improve Your Thinking  
Unleash and Advance Your Creativity  
Using Emotional Intelligence to Communicate with Empathy  
Using Persistence to Improve Your Success  
Working Effectively with Others  
Writing Emails People Want to Read ★  
Zoom Basics: Getting Up and Running with Web Conferencing

 **Ready-to-go templates** 15 templates

Accessibility & Disability Awareness  
Cybersecurity Awareness (Resource)  
Cybersecurity Fundamentals (Multi-lesson Course)  
Introduction to Zoom Online Meetings  
Mental Health Awareness for Managers  
Onboarding Tips for Human Resource Professionals  
Principles of Workplace Health and Safety  
Work From Home Tips To Stay Connected and Productive

Practical Ethics for Businesses and Individuals  
Presentation Skills for Confident Public Speaking ★  
Providing Legendary Customer Service  
Rediscovering Your Joy, Energy, and Purpose  
Remote Work Communication Skills ★  
Shawshank Revealed: Success Secrets from the Classic Film  
Strategies to Build Up Your Creativity  
Strategies to Improve Self-Awareness  
Taking Ownership in Your Career ★  
Three Thought-Provoking Questions to Ask in Your Next Presentation  
Time Management & Productivity ★  
Tools for Life  
Top Skills Every Tech Professional Needs  
Unlocking Your Potential  
Using Emotional Intelligence to Tactfully Deliver Feedback  
Winning Collaboration: How to Work More Effectively with Different Personalities  
Your Mind on the Job: Neurodiversity at Work

Coronavirus Precautions for Work & Home  
Cybersecurity Awareness Mini-course  
Emergency Response for Office Workers  
Mental Health Awareness for Employees  
Onboarding Template for Customer Service Representatives  
Online Meeting Etiquette  
Setting Up a Home Office for Remote Work

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★ Accredited course with a quiz and additional learning material

Visit [GoSkills.com](https://www.goskills.com) or email [info@goskills.com](mailto:info@goskills.com)