

# UNITED SAFETY SOLUTIONS

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## Soft Skills Library

10 Soft Skills You Need	Employee Onboarding	Networking outside the Company
Administrative Office Procedures	Employee Recognition	Office Politics for Managers
Administrative Support	Employee Recruitment	Organizational Skills
Anger Management	Entrepreneurship	Overcoming Sales Objections
Appreciative Inquiry	Event Planning	Performance Management
Assertiveness and Self-Confidence	Executive and Personal Assistants	Personal Branding
Attention Management	Facilitation Skills	Personal Productivity
Basic Bookkeeping	Generation Gaps	Presentation Skills
Being A Likeable Boss	Goal Setting & Getting Things Done	Project Management
Body Language Basics	Handling a Difficult Customer	Proposal Writing
Budgets and Financial Reports	Health and Wellness at Work	Prospecting and Lead Generation
Business Acumen	High Performance Teams-Inside Company	Public Speaking
Business Ethics	High Performance Remote Workforce	Risk Assessment and Management
Business Etiquette	Hiring Strategies	Safety in the Workplace
Business Succession Planning	Human Resource Management	Sales Fundamentals
Business Writing	Improving Mindfulness	Social Intelligence
Call Center Training	Improving Self-Awareness	Social Learning
Change Management	Increasing Your Happiness	Social Media in the Workplace
Civility in The Workplace	Internet Marketing Fundamentals	Stress Management
Coaching and Mentoring	Interpersonal Skills	Supervising Others
Collaborative Business Writing	Job Search Skills	Supply Chain Management
Communication Strategies	Knowledge Management	Talent Management
Conducting Annual Employee Review	Leadership and Influence	Team Building For Managers
Conflict Resolution	Lean Process and Six Sigma	Teamwork and Team Building
Creating a Great Webinar	Manager Management	Telephone Etiquette
Creative Problem Solving	Managing Workplace Anxiety	Telework and Telecommuting
Critical Thinking	Marketing Basics	Time Management
Customer Service	Measuring Results From Training	Trade Show Staff Training
Delivering Constructive Criticism	Media and Public Relations	Train-The-Trainer
Developing a Lunch and Learn	Meeting Management	Virtual Team Building & Management
Developing Corporate Behavior	Middle Manager	Women in Leadership
Developing Creativity	Millennial Onboarding	Work-Life Balance
Developing New Managers	mLearning Essentials	Workplace Diversity
Digital Citizenship	Motivating Your Sales Team	Workplace Harassment
Emotional Intelligence	Negotiation Skills	Workplace Violence
Employee Motivation		

With each of our soft skills courses you will get everything you need to deliver Professional Training:

- ✓ Instructor Guide
- ✓ Power Point Slides
- ✓ Activities Exercise Files & Worksheets
- ✓ Training Manual
- ✓ Flip Chart Notes
- ✓ SCORM Compliant eLearning

These training materials are fully customizable, add new content, and even re-brand as your own.

\*\*Our eLearning is ready to use, or can be easily uploaded to your own Learning Management System (LMS) as SCORM packages.  
Networking within the Company