

Work Life Training and Seminar Expansion

American Behavioral is excited to announce the development of a robust new training center on the Personal Advantage work/life website.

The Personal Advantage website is comprised of over 20,000 articles on work/life topics such as well-being, family life, health, financial, legal, personal growth, stress, and wellness. It contains interactive resources such as videos, quizzes, webinars, downloadable will kits, financial and budgeting tools, as well as numerous other resources. In addition to our current offerings on the Personal Advantage website, the American Behavioral training library will now include more than 100 engaging, interactive courses in a variety of subject areas including: Communication; Professional Development; Leadership; Mindfulness and Self-Awareness; Personal Growth; and Interpersonal Skills. Some of the sample course topics include: Dealing with Generation Gaps; Social Media in the Workplace; Emotional Intelligence; Conflict Management; and Creative Problem Solving.

Our interactive training library, fully hosted and tracked on a proprietary Learning Management System and seamlessly integrated with the Personal Advantage website, will be fully voiced (and include transcripts), offer additional tools and resources, offer custom completion certificates and more. Full participation reports will be available by group.

In addition, we will offer an off-line counterpart to each course to meet your continued face-to-face training needs. Our resources available as in-person, trainer-lead courses will include: Training manual; Instructor Guide; Icebreakers and activities; and PowerPoint presentations. For more information, contact marketing@americanbehavioral.com.

Work Life Training and Seminar Topics

Administrative Skills

Administrative Office Procedures
Administrative Support
Basic Bookkeeping
Business Writing
Collaborative Business Writing
Executive and Personal Assistants
Meeting Management
Organizational Skills
Social Media In The Workplace
Supply Chain Management

Career Development

10 Soft Skills You Need
Assertiveness And Self-Confidence
Communication Strategies
Creative Problem Solving
Developing Creativity
Digital Citizenship
Entrepreneurship
Interpersonal Skills
mLearning Essentials
Negotiation Skills
Personal Branding
Project Management
Telework And Telecommuting
Time Management
Women in Leadership
Workplace Diversity
Workplace Harassment
Workplace Violence

Human Resources

Business Succession Planning
Developing a Lunch and Learn
Employee Onboarding
Employee Recruitment
Generation Gaps
Health and Wellness at Work
Hiring Strategies
Human Resource Management
Measuring Results From Training
Millennial Onboarding
Talent Management
Train-The-Trainer

Personal Development

Anger Management
Attention Management
Being A Likeable Boss
Critical Thinking
Emotional Intelligence
Goal Setting and Getting Things Done
Improving Mindfulness
Improving Self-Awareness
Increasing Your Happiness
Job Search Skills
Managing Workplace Anxiety
Personal Productivity
Public Speaking
Social Intelligence
Work-Life Balance

Topics continue on next page.

For more information, please contact
marketing@americanbehavioral.com or call 800-925-5327

Work Life Training and Seminar Topics

Sales And Marketing

Body Language
Basics Call Center Training
Creating a Great Webinar
Employee Recognition
Event Planning
High Performance Teams Inside the Company
High Performance Teams Remote Workforce
Internet Marketing Fundamentals
Marketing Basics
Media And Public Relations
Motivating Your Sales Team
Overcoming Sales Objections Presentation Skills
Proposal Writing
Prospecting and Lead Generation
Sales Fundamentals
Telephone Etiquette
Trade Show Staff Training

Supervisors And Managers

Budgets And Financial Reports
Coaching And Mentoring
Conducting Annual Employee Reviews
Developing New Managers
Employee Motivation
Facilitation Skills
Knowledge Management
Leadership And Influence
Lean Process And Six Sigma
Manager Management
Middle Manager
Office Politics For Managers
Performance Management
Supervising Others
Virtual Team Building And Management

Workplace Essentials

Appreciative Inquiry
Business Acumen
Business Ethics
Business Etiquette
Change Management
Civility In The Workplace
Conflict Resolution
Customer Service
Delivering Constructive Criticism
Developing Corporate Behavior
Handling a Difficult Customer
Networking Outside the Company
Networking Within the Company
Risk Assessment and Management
Safety In The Workplace
Team Building For Managers
Teamwork And Team Building



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