



List of PMI Approved Courses

Topics include:

- Project Management
- Business Skills

PMI Approved Courses

Series	Course Title	Course #	Estimated Duration	PMI Course ID	PMI PDU	Contact Hours
Courseware						
North American English						
OPERATIONS is relevant to Project Time Management and/or Project Quality Management						
Managing Customer-Driven Process Improvement						
	Why Customer Driven?	OPER0121	2.50	OP0121	2.50	No
	Identifying What the Customer Wants	OPER0122	3.00	OP0122	3.00	No
	Translating Requirements into Process Goals	OPER0123	3.50	OP0123	3.50	No
	Understanding Processes	OPER0124	2.50	OP0124	2.50	No
	Implementing Improvements	OPER0125	2.50	OP0125	2.50	No
	Managing Process Improvements	OPER0126	3.00	OP0126	3.00	No
Six Sigma Foundations						
	Six Sigma Introduction	OPER0131	3.50	OP0131	3.50	No
Six Sigma Team Implementation						
	Six Sigma: Reducing Variation to Improve Quality	OPER0141	4.00	OP0141	4.00	No
	Six Sigma DMAIC: Defining the Problem	OPER0143	4.00	OP0143	4.00	No
	Six Sigma DMAIC: Measuring the Process	OPER0144	5.00	OP0144	5.00	No
	Six Sigma DMAIC: Analyzing the Data	OPER0145	5.50	OP0145	5.50	No
	Six Sigma DMAIC: Improving the Process	OPER0147	4.50	OP0147	4.50	No
	Six Sigma DMAIC: Controlling the Improved Process	OPER0148	4.00	OP0148	4.00	No
Six Sima Lean Manufacturing						
	Lean Logic	OPER0151	4.00	OP0151	4.00	No
	Lean Value	OPER0152	4.00	OP0152	4.00	No
	Lean Techniques	OPER0153	6.00	OP0153	6.00	No
	Lean Strategies	OPER0154	4.50	OP0154	4.50	No
Six Sigma Deployment						
	Six Sigma and the Corporate Enterprise	OPER0161	2.50	OP0161	2.50	No
	Leadership in Six Sigma	OPER0162	3.00	OP0162	3.00	No
Six Sigma The Define Phase						
	Six Sigma Team Dynamics and Performance	OPER0174	3.00	OP0174	3.00	No
	The Six Sigma Change Agent	OPER0175	2.50	OP0175	2.50	No
	Six Sigma Management and Planning Tools	OPER0176	1.50	OP0176	1.50	No
	Six Sigma and the Voice of the Customer	OPER0177	2.00	OP0177	2.00	No
	Six Sigma and Critical Customer Requirements	OPER0178	2.00	OP0178	2.00	No
	Defining and Mapping the Six Sigma Process	OPER0179	2.50	OP0179	2.50	No
	Scoping the Six Sigma Project	OPER0181	3.00	OP0181	3.00	No
Six Sigma The Measurement Phase						
	Process Analysis and Documentation	OPER0191	2.50	OP0191	2.50	No
	Collecting and Summarizing Data	OPER0193	2.50	OP0193	2.50	No
	Properties and Applications of Probability Distributions	OPER0194	1.50	OP0194	1.50	No
	Measurement Systems	OPER0195	2.00	OP0195	2.00	No
	Analyzing Process Capability	OPER0196	2.00	OP0196	2.00	No
	Calculating Process Capability	OPER0197	1.50	OP0197	1.50	No
OSHA Standards for General Industry						
	OSHA Standards and Compliance	OPER0201	2.00	OP0201	2.00	No
	OSHA General Industry Safety	OPER0203	3.50	OP0202	3.50	No
	OSHA General Industry Health	OPER0204	3.50	OP0203	3.50	No
	Developing an OSHA Safety and Health Program	OPER0205	3.00	OP0204	3.00	No
Six Sigma The Improve Phase						
	Design of Experiments (DOE)	OPER0211	2.00	OP0211	2.00	No
	Design and Analysis	OPER0212	2.00	OP0212	2.00	No
	Taguchi and Quality Improvement	OPER0213	2.00	OP0213	2.00	No
	Experimenting for Process Improvement	OPER0214	2.00	OP0214	2.00	No
Six Sigma The Control Phase						
	Six Sigma--Statistical Process Control	OPER0221	1.50	OP0221	1.50	No
	Control Charts and the Pre-control Process	OPER0222	2.00	OP0222	2.00	No
	Six Sigma--Lean Tools for Control	OPER0223	2.00	OP0223	2.00	No
	Six Sigma--Measurement System Re-analysis	OPER0224	2.50	OP0224	2.50	No
Six Sigma The Analyze Phase						
	Exploratory Data Analysis	OPER0251	2.5	OP0251	2.5	No
	Hypothesis Testing	OPER0252	2.5	OP0252	2.5	No
	Common Tests	OPER0253	3	OP0253	3	No
	Variance, Contingency Tables, and Nonparametric Tests	OPER0254	2.5	OP0254	2.5	No
Six Sigma The Lean Enterprise						
	Lean Concepts	oper_01_a01_bs_enus	3.50	OP1A01	3.50	No
	Non-value added Steps and Tasks	oper_01_a02_bs_enus	3.00	OP1A02	3.00	No
	Lean Tools	oper_01_a03_bs_enus	3.00	OP1A03	3.00	No
	Total Productive Maintenance (TPM)	oper_01_a04_bs_enus	2.50	OP1A04	2.50	No
Six Sigma Design						

PMI Approved Courses

Series	Course Title	Course #	Estimated Duration	PMI Course ID	PMI PDU	Contact Hours
	Quality Function Deployment (QFD)	oper_02_a01_bs_enus	2.00	OP2A01	2.00	No
	Robust Design and Process	oper_02_a02_bs_enus	3.00	OP2A02	3.00	No
	Failure Mode and Effect Analysis	oper_02_a03_bs_enus	2.00	OP2A03	2.00	No
	Design for X (DFX)	oper_02_a04_bs_enus	2.00	OP2A04	2.00	No
	Special Design Tools	oper_02_a05_bs_enus	2.00	OP2A05	2.00	No
Six Sigma Champion Training						
	Introduction to Six Sigma	oper_03_a01_bs_enus	3.00	OP3A01	3.00	No
	Six Sigma Process Improvement	oper_03_a02_bs_enus	3.00	OP3A02	3.00	No
	Six Sigma Project and Project Teams	oper_03_a03_bs_enus	2.50	OP3A03	2.50	No
	Managing and Deploying Six Sigma	oper_03_a04_bs_enus	3.50	OP3A04	3.50	No
Logistics Management						
	Overview of Logistics Management	OPER0321	3.50	OP0321	3.50	No
	Inventory Management	OPER0322	3.00	OP0322	3.00	No
	Supply Chain Management	OPER0323	3.00	OP0323	3.00	No
ISO 9000:2000 Overview						
	The Who, What, & Why of ISO 9000:2000	OPER0401	2.50	OP0401	2.50	No
	Building a Quality Management System	OPER0402	2.00	OP0402	2.00	No
	Quality-minded Management	OPER0403	2.50	OP0403	2.50	No
	Customer Satisfaction Through Resource Management	OPER0404	2.50	OP0404	2.50	No
	Processes for Quality Products and Services	OPER0405	4.00	OP0405	4.00	No
	Continual Quality Improvement	OPER0406	4.00	OP0406	4.00	No
	Steps for Successful ISO Registration	OPER0407	3.00	OP0407	3.00	No
	Transitioning from ISO 9000:1994 to ISO 9001:2000	OPER0408	2.50	OP0408	2.50	No
Supply Chain Management						
	The Fundamentals of Supply Chain Management	OPER0501	2.00	OP0501	2.00	No
	Supply Chain Management Strategies	OPER0502	5.50	OP0502	5.50	No
	Supply Chain Planning and Inventory Management	OPER0503	5.00	OP0503	5.00	No
	Supply Chain Management and e-Business	OPER0504	4.00	OP0504	4.00	No
	Supply Chain Transportation and Facility Design	OPER0505	4.50	OP0505	4.50	No
FINANCE/ACCOUNTING is relevant to Project Cost Management						
How To Read and Interpret Financial Statements						
	Reading the Income Statement and Balance Sheet	FIN0112	2.00	FI0112	2.00	No
	Reading the Cash Flow Statement	FIN0113	2.00	FI0113	2.00	No
	Analyzing Financial Statements	FIN0114	2.00	FI0114	2.00	No
	Analyzing Beyond the Numbers	FIN0115	3.00	FI0115	3.00	No
Accounting 101						
	Accounting Fundamentals	FIN0121	3.50	FI0121	3.50	No
Business Finance for Managers						
	Introduction to Finance	FIN0141	2.50	FI0141	2.50	No
	Making Budgets Work	FIN0142	2.50	FI0142	2.50	No
	Manager's Performance Guide - Business Finance	FIN0146	1.50	FI0146	1.50	No
Finance Fundamentals for Non-financial Professionals						
	Principles of Financial Management	FIN0151	4.00	FI0151	4.00	No
	Basics of Budgeting	FIN0152	3.50	FI0152	3.50	No
	Managing Cash Flows	FIN0153	2.50	FI0153	2.50	No
	Understanding Financial Statements	FIN0154	3.50	FI0154	3.50	No
Advanced Business Finance						
	Financial Risk Management	FIN0216	1.50	FI0216	1.50	No
Practical Budgeting for Managers						
	The Basics of Budgeting	FIN0261	4.50	FI0261	4.50	No
MANAGEMENT is relevant to Project Human Resources Management						
Effectively Managing Top Performers						
	Managing and Rewarding Top Performers	mgmt_01_a01_bs_enus	2.50	MG1A01	2.50	No
Advanced Management Skills						
	Managing Cross Functions	mgmt_02_a02_bs_enus	3.00	MG2A02	3.00	No
	Managing Managers	mgmt_02_a04_bs_enus	3.50	MG2A04	3.50	No
	Managing Upward Relationships	mgmt_02_a05_bs_enus	3.00	MG2A05	3.00	No
Moving into a Management Role						
	Becoming a Manager	MGMT0001	6.00	MG0001	6.00	No

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	A New Manager's Responsibilities and Fears	MGMT0002	6.00	MG0002	6.00	No
	Lead and Communicate Effectively as a New Manager	MGMT0003	6.00	MG0003	6.00	No
	A New Manager's Role in the Company's Future	MGMT0004	5.50	MG0004	5.50	No
Succeeding as a First Time Manager						
	Prepare for Your New Management Role	MGMT0101	2.00	MG0101	2.00	No
	Lead and Develop Your Staff	MGMT0102	6.00	MG0102	6.00	No
	Communication Skills And Positive Attitude	MGMT0103	3.00	MG0103	3.00	No
Essential Skills for Tomorrow's Managers						
	Competencies for Tomorrow's Managers	MGMT0111	5.50	MG0111	5.50	No
	Development Tools for Tomorrow's Managers	MGMT0112	5.00	MG0112	5.00	No
	The Manager as Coach and Counselor	MGMT0113	5.00	MG0113	5.00	No
	The Manager as Project Champion	MGMT0114	4.50	MG0114	4.50	No
	A Manager's Primer for Ensuring Accountability	MGMT0115	6.00	MG0115	6.00	No
	Continuous Learning for Tomorrow's Managers	MGMT0116	4.50	MG0116	4.50	No
Moving from Technical Professional to Management						
	Management Development for Technical Professionals	MGMT0121	3.50	MG0121	3.50	No
	Communication Skills for Successful Management	MGMT0122	3.00	MG0122	3.00	No
	Process Management Skills	MGMT0123	4.50	MG0123	4.50	No
	Leadership Development for Technical Professionals	MGMT0124	3.00	MG0124	3.00	No
	Strategies for Transitioning into Management	MGMT0125	6.50	MG0125	6.50	No
How to Discipline Employees & Correct Performance Problems						
	Motivate and Recognize Employees	MGMT0133	2.00	MG0133	2.00	No
	Using Formal Discipline Measures	MGMT0134	3.00	MG0134	3.00	No
Management Excellence: Performance-Based Appraisals						
	Designing Successful Performance-based Appraisals	MGMT0142	2.50	MG0142	2.50	No
	Implementing Performance-based Appraisals	MGMT0143	2.50	MG0143	2.50	No
	Appraising the Performance-oriented Team	MGMT0145	3.00	MG0145	3.00	No
360-Degree Performance Appraisal						
	About 360-Degree Performance Feedback	MGMT0151	2.50	MG0151	2.50	No
	Elements of a 360-Degree Performance Review	MGMT0152	2.00	MG0152	2.00	No
	Delivering 360-Degree Performance Feedback	MGMT0153	5.00	MG0153	5.00	No
Managing Problem Performance						
	Preventing Problem Performance	MGMT0161	4.50	MG0161	4.50	No
	Identifying Problem Performance	MGMT0162	4.00	MG0162	4.00	No
	Improving Problem Performance	MGMT0163	5.50	MG0163	5.50	No
	Dealing with Problem Performance	MGMT0164	4.00	MG0164	4.00	No
The Fundamentals of Business Crises Management						
	Preparing for Business Crises	MGMT0171	2.00	MG0171	2.00	No
	Responding to Business Crises	MGMT0172	3.00	MG0172	3.00	No
	Recovering from Business Crises	MGMT0173	2.00	MG0173	2.00	No
Dealing with Conflict and Confrontations						
	Understanding Conflict	MGMT0221	3.00	MG0221	3.00	No
	Contentious Tactics and Conflict Escalation	MGMT0222	3.00	MG0222	3.00	No
	Resolving Conflict Through Problem Solving	MGMT0223	3.00	MG0223	3.00	No
The Consummate Coach						
	Coaching Changes Managerial Malpractices	MGMT0241	3.00	MG0241	3.00	No
	Foundations of Coaching	MGMT0242	3.00	MG0242	3.00	No
	Coaching and the People Issues	MGMT0244	3.00	MG0244	3.00	No
	Coaching Excellence Changes You	MGMT0245	3.00	MG0245	3.00	No
Mentoring Essentials						
	Effective Mentoring	MGMT0251	3.00	MG0251	3.00	No
	The Mentoring Manager	MGMT0252	2.50	MG0252	2.50	No
	Implementing an Organization wide Mentoring Program	MGMT0253	2.50	MG0253	2.50	No
	Mentoring Strategies in the 21st Century	MGMT0254	3.00	MG0254	3.00	No
	Achieving Success with the Help of a Mentor	MGMT0255	3.50	MG0255	3.50	No
	e-Mentoring	MGMT0256	3.50	MG0256	3.50	No
Delegation Skills						
	Delegation Basics	MGMT0261	2.00	MG0261	2.00	No
	The Personal Approach in Delegation	MGMT0262	2.50	MG0262	2.50	No
	Managing the Delegated Environment	MGMT0263	5.00	MG0263	5.00	No
The Successful Facilitator						
	The Role of the Facilitator	MGMT0271	5.00	MG0271	5.00	No
	Facilitative Fundamentals: Techniques and Tools	MGMT0272	5.50	MG0272	5.50	No
	Facilitating Work Groups and Meetings	MGMT0273	5.00	MG0273	5.00	No

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	Facilitating Challenging Situations	MGMT0274	5.00	MG0274	5.00	No
	Facilitative Formats and Tools: Offering Options	MGMT0275	5.00	MG0275	5.00	No
	The Facilitative Leader	MGMT0276	5.00	MG0276	5.00	No
Coach with Confidence						
	Coaching for Business	MGMT0281	4.00	MG0281	4.00	No
	Successful Coaching Relationships	MGMT0282	7.50	MG0282	7.50	No
	Key Stages in Coaching	MGMT0283	6.00	MG0283	6.00	No
	Coaching Skills	MGMT0284	5.50	MG0284	5.50	No
	Mindsets, Emotions, and Coaching	MGMT0285	4.00	MG0285	4.00	No
	Coaching Trends	MGMT0286	4.50	MG0286	4.50	No
Managing Technical Professionals						
	Understanding Technical Professionals	MGMT0291	2.50	MG0291	2.50	No
	Attracting, Motivating, and Retaining Technical Professionals	MGMT0292	3.50	MG0292	3.50	No
	Models for Managing Technical Professionals	MGMT0293	4.50	MG0293	4.50	No
	Developing Career Plans for Your Technical Professionals	MGMT0294	3.50	MG0294	3.50	No
How to Overcome Negativity in the Workplace						
	The Path from Pessimism to Optimism	MGMT0311	4.00	MG0311	4.00	No
	Proactive Approaches to Stop Negativity	MGMT0312	2.00	MG0312	2.00	No
	Overcoming Organizational Negativity	MGMT0313	2.00	MG0313	2.00	No
Managing Others through Change						
	Change Leadership	MGMT0331	2.50	MG0331	2.50	No
	Communicating and Reinforcing Change	MGMT0332	2.50	MG0332	2.50	No
	Overcoming the Challenges of Change	MGMT0333	2.50	MG0333	2.50	No
Performance Appraisal						
	Continuous Performance Assessment	MGMT0341	3.50	MG0341	3.50	No
	Reviewing Performance	MGMT0342	4.00	MG0342	4.00	No
Managing Contractors and Temporary Employees						
	Doing Business with Independent Contractors	MGMT0701	4.50	MG0701	4.50	No
	Hiring Temporary (Contingent) Employees	MGMT0702	5.00	MG0702	5.00	No
	Managing Contingent Workers	MGMT0703	4.50	MG0703	4.50	No
	Legal Pitfalls Regarding Independent Contractors	MGMT0704	3.00	MG0704	3.00	No
	Working with Temporary Agencies	MGMT0705	5.50	MG0705	5.50	No
HUMAN RESOURCES is relevant to Project Human Resources Management						
Effective Hiring and Interviewing Skills						
	Hiring Considerations	HR0231	2.50	HR0231	2.50	No
	Effective Interviewing	HR0232	3.50	HR0232	3.50	No
	Selecting the Best Applicant	HR0233	2.00	HR0233	2.00	No
HRCI/PHR Certification Program						
	Offers, Contracts, and Organizational Exit (HRCI/PHR)	HR0254	3.00	HR0254	3.00	No
HRCI/SPHR (Senior Professional Human Resource)						
	The Strategic Role of HR in Organizations	hr_01_a01_bs_enu	3.00	HR1A01	3.00	No
	Workforce Planning and Employment Strategies	hr_01_a03_bs_enu	3.00	HR1A03	3.00	No
	Strategic Human Resource Development	hr_01_a04_bs_enu	3.50	HR1A04	3.50	No
	Compensation and Benefits Strategies	hr_01_a05_bs_enu	3.00	HR1A05	3.00	No
	Employee and Labor Relations Strategies	hr_01_a06_bs_enu	4.50	HR1A06	4.50	No
	Safety, Health, and Security Strategies	hr_01_a07_bs_enu	2.00	HR1A07	2.00	No
	Managing the HR Process	hr_01_a08_bs_enu	2.00	HR1A08	2.00	No
HR Compliance						
	Employee Sexual Harassment Awareness	lch_01_a01_lc_enu	1.00	LC1A01	1.00	No
	Supervisor and Manager Sexual Harassment Awareness	lch_01_a02_lc_enu	2.50	LC1A02	2.50	No
	Harassment in the Workplace	lch_01_a03_lc_enu	1.00	LC1A03	1.00	No
	Code of Conduct Awareness	lchr_01_a01_lc_enu	1.00	LH1A01	1.00	No
	Workplace Ethics	lchr_01_a02_lc_enu	1.00	LH1A02	1.00	No
	Workplace Diversity Awareness	lchr_01_a03_lc_enu	1.00	LH1A03	1.00	No
	Antitrust--Overview	LC00101	1.00	LC0101	1.00	No
	Conflict of Interest	LCO0105	1.50	LC0105	1.00	No
	Email and Internet Use	LC00106	1.00	LC0106	1.00	No
	Foreign Corrupt Practices Act	LCO0108	1.00	LC0108	1.00	No
	Intellectual Property Overview	LC00109	1.50	LC0109	1.50	No
	Americans with Disabilities Act (ADA)	LCO0112	1.00	LC0112	1.00	No
	Doing Business with the Government	LCO0115	1.50	LC0115	1.50	No
	Fair Labor Standards Act (FLSA)	LCO0116	1.50	LC0116	1.50	No

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	Interviewing and Hiring Practices	LC00118	1.00	LC0118	1.00	No
	Record Retention	LC00119	1.00	LC0119	1.00	No
	Independent Contractors and Temporary Employees	LC00121	1.50	LC0121	1.50	No
	Union Awareness	LC00123	2.00	LC0123	2.00	No
	HIPAA Privacy Rules	LC00301	1.00	LC0301	1.00	No
LEADERSHIP is relevant to Project Human Resources Management						
Leading from the Front Line						
	Challenges of the 21st Century	LEAD0121	2.00	LE0121	2.00	No
	Organizational Culture and Leadership	LEAD0122	2.50	LE0122	2.50	No
	Energizing & Empowering Employees	LEAD0123	2.50	LE0123	2.50	No
	Leadership and the Knowledge Worker	LEAD0124	2.50	LE0124	2.50	No
	Leading Change from the Front Line	LEAD0125	2.50	LE0125	2.50	No
	Dynamics of Leadership	LEAD0126	3.00	LE0126	3.00	No
Leadership Skills for Women						
	The Secrets of Female Leaders	LEAD0131	2.50	LE0131	2.50	No
	Establish and Maintain Authority	LEAD0135	2.50	LE0135	2.50	No
Going from Management to Leadership						
	The Mark of a Leader	LEAD0141	4.50	LE0141	4.50	No
	Communicating a Shared Vision	LEAD0142	4.50	LE0142	4.50	No
	The Enabling Leader	LEAD0143	5.00	LE0143	5.00	No
	Removing Performance Barriers	LEAD0144	4.00	LE0144	4.00	No
	Communicating as a Leader	LEAD0145	4.50	LE0145	4.50	No
	Coaching for Performance	LEAD0146	2.50	LE0146	2.50	No
	Leading through Change	LEAD0147	3.00	LE0147	3.00	No
	The Leader as a Model	LEAD0148	3.00	LE0148	3.00	No
Business Execution						
	Foundations for Business Execution	LEAD0151	7.00	LE0151	7.00	No
	Creating a Business Execution Culture	LEAD0152	8.00	LE0152	8.00	No
	Business Execution in Action	LEAD0153	5.00	LE0153	5.00	No
Leadership in Senior Management						
	Senior Leadership Principles	LEAD0201	3.00	LE0201	3.00	No
	Senior Leadership in Action	LEAD0202	3.50	LE0202	3.50	No
Leading the Workforce Generations						
	Introduction to Work Force Generations	LEAD0231	2.50	LE0231	2.50	No
	Attracting, Developing, and Retaining Generations	LEAD0232	3.00	LE0232	3.00	No
	Leading Silent Generation and Baby Boom Workers	LEAD0233	3.00	LE0233	3.00	No
	Leading Generations X and Next	LEAD0234	3.50	LE0234	3.50	No
COMMUNICATIONS is relevant to Project Communications Management						
Interpersonal Communication Skills for Business						
	The Process of Interpersonal Communications	COMM0001	4.50	CO0001	4.50	No
	The Mechanics of Effective Communication	COMM0002	5.00	CO0002	5.00	No
	Communication Skills for the Workplace	COMM0003	4.50	CO0003	4.50	No
	Communicate for Results	COMM0004	5.00	CO0004	5.00	No
	Communication Skills for Leadership	COMM0005	5.50	CO0005	5.50	No
	Communication Skills for Resolving Conflict	COMM0006	5.00	CO0006	5.00	No
	Communicate for Contacts	COMM0007	4.50	CO0007	4.50	No
Business Writing Essentials						
	Writing with Intention	COMM0011	4.00	CO0011	4.00	No
	Avoiding Errors in Usage and Punctuation	COMM0012	4.50	CO0012	4.50	No
	Avoiding Grammatical Errors in Business Writing	COMM0013	4.50	CO0013	4.50	No
	Crisp Composition	COMM0014	4.50	CO0014	4.50	No
	Writing to Reach the Audience	COMM0015	3.00	CO0015	3.00	No
	Getting the Most from Business Documents	COMM0016	4.00	CO0016	4.00	No
	The Writing Process	COMM0017	5.00	CO0017	5.00	No
International Communications						
	The Impact of Culture on Communication	COMM0021	2.50	CO0021	2.50	No
	The Art of Global Communication	COMM0022	3.50	CO0022	3.50	No
	Improving Your Cross-cultural Communications	COMM0023	3.00	CO0023	3.00	No
Interpersonal Communication Skills						
	Communicate to Develop Relationships	COMM0101	2.00	CO0101	2.00	No
	Communicating to Increase Understanding	COMM0102	3.00	CO0102	3.00	No
	Listening, Influencing and Handling Tough Situations	COMM0103	4.00	CO0103	4.00	No
	Communicating Better with Your Team	COMM0104	4.00	CO0104	4.00	No

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Mastering Interpersonal Communications						
	Dynamics of Interpersonal Communication	COMM0111	2.50	CO0111	2.50	No
	Communication Tools	COMM0112	2.00	CO0112	2.00	No
	The Many Faces of Communication	COMM0113	3.00	CO0113	3.00	No
	The Interpersonal Side of Conflict	COMM0114	3.00	CO0114	3.00	No
	Interpersonal Business Savvy	COMM0115	2.50	CO0115	2.50	No
	Developing Interpersonal Skills in Your People	COMM0116	2.00	CO0116	2.00	No
Emotional Intelligence in the Workplace						
	What Is Emotional Intelligence?	COMM0141	2.50	CO0141	2.50	No
	Emotional Intelligence at Work	COMM0142	2.50	CO0142	2.50	No
	Teamwork and Emotional Intelligence	COMM0143	2.50	CO0143	2.50	No
	Increasing Your Emotional Intelligence	COMM0144	2.50	CO0144	2.50	No
	The Emotionally Intelligent Leader	COMM0145	2.50	CO0145	2.50	No
Effective Listening Skills						
	The Basics of Listening	COMM0151	2.50	CO0151	2.50	No
	Listening for Comprehension	COMM0152	5.00	CO0152	5.00	No
	Listening for Higher Purposes	COMM0153	3.00	CO0153	3.00	No
	Enhancing Your Listening Skills	COMM0154	3.00	CO0154	3.00	No
Managing and Working with Difficult People						
	Difficult People in the Workplace	COMM0161	3.50	CO0161	3.50	No
	Working with Aggressive People	COMM0162	3.00	CO0162	3.00	No
	Working with Negative People and Procrastinators	COMM0163	3.00	CO0163	3.00	No
	Working with Arrogant and Duplicious People	COMM0164	2.00	CO0164	2.00	No
Assertive Communication						
	Professional Assertiveness	COMM0171	3.00	CO0171	3.00	No
	Assertiveness from the Inside Out	COMM0172	3.00	CO0172	3.00	No
Business Etiquette and Professionalism						
	Everyday Business Etiquette	COMM0181	3.00	CO0181	3.00	No
	Communication Etiquette	COMM0182	2.50	CO0182	2.50	No
	Etiquette and the Business Meeting	COMM0183	2.50	CO0183	2.50	No
	Etiquette for Supervisors	COMM0184	3.00	CO0184	3.00	No
Building Better Work Relationships						
	Building Effective Interfunctional Relationships	COMM0191	2.50	CO0191	2.50	No
	Building Effective Intercultural Relationships	COMM0192	3.00	CO0192	3.00	No
	Building Effective Intergender Relationships	COMM0193	2.50	CO0193	2.50	No
	Working Effectively with Customers	COMM0194	2.50	CO0194	2.50	No
	Working Effectively with Business Partners	COMM0195	3.00	CO0195	3.00	No
Business Grammar Essentials						
	Foundations of Grammar	COMM0201	2.50	CO0201	2.50	No
	Sentence Construction	COMM0202	2.00	CO0202	2.00	No
	Understanding Writing Mechanics	COMM0203	2.00	CO0203	2.00	No
	Punctuating with Skill	COMM0204	2.00	CO0204	2.00	No
High Impact Business Writing						
	Prepare to Write Effectively to Your Audience	COMM0211	2.00	CO0211	2.00	No
	Writing Concisely and Accurately	COMM0212	1.00	CO0212	1.00	No
	Writing Effective Business Documents	COMM0213	2.00	CO0213	2.00	No
Writing to Maximize Business Results						
	Exploring the New Basics of Business Writing	COMM0221	3.00	CO0221	3.00	No
Email Essentials						
	Essentials of Electronic Communication	COMM0231	1.50	CO0231	1.50	No
	Optimizing Email at Work	COMM0232	2.00	CO0232	2.00	No
	E-mail and Organizational Communication	COMM0233	2.50	CO0233	2.50	No
	E-mail as a Marketing Tool	COMM0234	2.00	CO0234	2.00	No
Delivering Successful Presentations						
	Presenting to Succeed	COMM0301	4.50	CO0301	4.50	No
	Delivering Your Message	COMM0302	4.50	CO0302	4.50	No
	Presentation Resources Available to You	COMM0303	5.00	CO0303	5.00	No
Meeting the Presentation Challenge						
	The Foundations of Presentations	COMM0321	3.00	CO0321	3.00	No
	Basic Presentation Structure	COMM0322	3.00	CO0322	3.00	No
	Using Presentation Equipment Effectively	COMM0323	3.00	CO0323	3.00	No
	Effective Presentation Delivery	COMM0324	3.00	CO0324	3.00	No

PMI Approved Courses

Series	Course Title	Course #	Estimated Duration	PMI Course ID	PMI PDU	Contact Hours
	Advanced Presentation Skills	COMM0325	3.00	CO0325	3.00	No
	Presentation as a Management Tool	COMM0326	2.50	CO0326	2.50	No
Effective Business Meetings						
	Planning Effective Business Meetings	COMM0331	2.50	CO0331	2.50	No
	Leading Effective Business Meetings	COMM0332	2.50	CO0332	2.50	No
	Participating Effectively in Business Meetings	COMM0333	5.00	CO0333	5.00	No
Dealing with Conflict in the Workplace						
	Perspectives on Conflict	COMM0341	5.50	CO0341	5.50	No
	Handling Conflict with Others	COMM0342	6.00	CO0342	6.00	No
	Managing Conflict in the Organization	COMM0343	6.00	CO0343	6.00	No
Professional Telephone Skills						
	Handle Calls with Confidence and Professionalism	COMM0401	3.50	CO0401	3.50	No
	Turn Difficult Callers into Delighted Customers	COMM0402	4.00	CO0402	4.00	No
	Managing Telephone Technology	COMM0403	2.00	CO0403	2.00	No
Telephone Skills For Business Professionals						
	Effective Telephone Techniques	COMM0411	5.00	CO0411	5.00	No
	Making Telephone Calls Count	COMM0412	3.50	CO0412	3.50	No
Negotiating to Win: Getting the Results You Want						
	Crafting a Deal	COMM0501	3.00	CO0501	3.00	No
	Connect and Communicate	COMM0502	2.50	CO0502	2.50	No
	The Negotiation Process	COMM0503	2.50	CO0503	2.50	No
	The Dynamics of Interaction	COMM0504	3.00	CO0504	3.00	No
	Inclusive Negotiating	COMM0505	2.50	CO0505	2.50	No
	When the Going Gets Tough	COMM0506	2.50	CO0506	2.50	No
	The Master Negotiator	COMM0507	2.50	CO0507	2.50	No
Getting Results Without Authority						
	Building Relationships to Get Results	COMM0511	2.50	CO0511	2.50	No
	Teamwork and Results without Authority	COMM0512	2.50	CO0512	2.50	No
	Leadership without Authority	COMM0513	3.00	CO0513	3.00	No
	Gaining Allies, Creating Change	COMM0514	3.00	CO0514	3.00	No
	Getting Results through Communication	COMM0515	3.00	CO0515	3.00	No
	Getting Results from the Boss	COMM0516	3.00	CO0516	3.00	No
Effective Use of Feedback for Business						
	An Essential Guide to Giving Feedback	COMM0521	2.50	CO0521	2.50	No
	Coping with Criticism and Feedback	COMM0522	5.00	CO0522	5.00	No
	Giving Feedback to Colleagues	COMM0523	4.50	CO0523	4.50	No
	Team Feedback: A guide	COMM0524	4.00	CO0524	4.00	No
	Giving Feedback: A Manager's Guide	COMM0525	4.00	CO0525	4.00	No
International Business Skills - Culture, Customs and Norms						
	Managing Cultural Divides	COMM0601	3.00	CO0601	3.00	No
	Around the World in 80 Cultures	COMM0602	3.00	CO0602	3.00	No
	Crossing the Dateline: Japan, China, India	COMM0605	2.50	CO0605	2.50	No
	A Rich Tapestry of Cultural Contrasts	COMM0606	2.50	CO0606	2.50	No
<i>Note: This series is targeted for U.S.-based business people who do business with people from other parts of the world.</i>						
Anger Management in The Workplace						
	Experiencing Anger	COMM0701	5.00	CO0701	5.00	No
	Managing Your Anger	COMM0702	5.50	CO0702	5.50	No
How to Write an Effective Internal Business Case						
	Preparing a Business Case	comm_01_a01_bs_enus	2.50	CO1A01	2.50	No
	Writing a Business Case	comm_01_a02_bs_enus	2.50	CO1A02	2.50	No
	Presenting Your Case	comm_01_a03_bs_enus	2.50	CO1A03	2.50	No
HDI - Customer Support Specialist						
	Effective Communication Skills	cust_02_a02_bs_enus	2.50	CU2A02	2.50	No
PERSONAL DEVELOPMENT is relevant to Project Time Management and Project Risk Management						
Taking Control of Your Workday						
	Analyze Your Use of Time	PD0101	2.00	PD0101	2.00	No
	Set Goals and Prioritize Your Use of Time	PD0102	2.00	PD0102	2.00	No
	Major Time Management Challenges	PD0103	3.00	PD0103	3.00	No
Overcoming Overload - Managing Memory and Time						
	Eliminate the Time Wasters	PD0122	3.00	PD0122	3.00	No

PMI Approved Courses

Series	Course Title	Course #	Estimated Duration	PMI Course ID	PMI PDU	Contact Hours
Living a Balanced Life						
	Strategies For Better Balance	PD0183	5.00	PD0183	5.00	No
Problem-solving and Decision-making for Business						
	Problem Solving for Common Business Challenges	PD0212	1.00	PD0212	1.00	No
	Foundations of Effective Thinking	PD0231	3.50	PE0231	3.50	No
	Framing the Problem	PD0232	3.00	PD0232	3.00	No
	Generating Alternatives in Problem Solving	PD0233	2.50	PD0233	2.50	No
	Dynamic Decision Making	PD0234	2.50	PD0234	2.50	No
	Implementing and Evaluating a Decision	PD0235	3.00	PD0235	3.00	No
	Problem Solving and Decision Making in Groups	PD0236	2.50	PD0236	2.50	No
Working without a Net - The Business of Risk						
	Risk Basics	PD0241	2.00	PD0241	2.00	No
	Approaches to Risk Management	PD0242	2.00	PD0242	2.00	No
	Decisions and Risk	PD0243	2.00	PD0243	2.00	No
	Strategic Planning and Risk Management	PD0244	2.50	PD0244	2.50	No
	Risk Strategies: The Cutting Edge	PD0245	2.50	PD0245	2.50	No
PROJECT MANAGEMENT						
Project Management for Non-Project Managers						
	Project Management Fundamentals	proj_01_a01_bs_enus	2.50	PR1A01	2.50	No
	Initiating and Planning an Project	proj_01_a03_bs_enus	2.00	PR1A03	2.00	No
	Managing a Project	proj_01_a04_bs_enus	2.50	PR1A04	2.50	No
	Troubleshooting and Closing the Project	proj_01_a05_bs_enus	2.00	PR1A05	2.00	No
Program Management (PMI Standard-Aligned)						
	Introduction to Program Management	proj_02_a01_bs_enus	2.00	PR2A01	2.00	No
	Program Lifecycle and Organization	proj_02_a02_be_enus	2.50	PR2A02	2.50	No
	Program Management Processes and the Initiating Process Group	proj_02_a03_bs_enus	1.50	PR2A03	1.50	No
	Program Planning	proj_02_a04_bs_enus	2.50	PR2A04	2.50	No
	The Execution Process Group	proj_02_a05_bs_enus	1.50	PR2A05	1.50	No
	Monitoring, Controlling, and Closing Programs	proj_02_a06_bs_enus	2.00	PR2A06	2.00	No
Portfolio Management (PMI Standard-Aligned)						
	Introduction to Portfolio Management	proj_03_a01_bs_enus	2.00	PR3A01	2.00	No
	Portfolio Management Processes and the Organization	proj_03_a02_bs_enus	2.00	PR3A02	2.00	No
	Portfolio Management Process Groups	proj_03_a03_bs_enus	2.00	PR3A03	2.10	No
Project Management Professional Responsibility						
	Ethics and Professional Knowledge	PROJ0041	3.00	PR0041	3.00	Yes
	Stakeholder Interests and Cultural Diversity	PROJ0042	3.00	PR0042	3.00	Yes
Project Management for IT Professionals						
	Introduction to IT Project Management	PROJ0351	4.00	PR0351	4.00	No
	Functions of IT Project Managers	PROJ0352	4.50	PR0352	4.50	No
	The Life Cycle of an IT Project	PROJ0353	5.00	PR0353	5.00	No
	Managing the Execution and Control of IT Projects	PROJ0354	5.50	PR0354	5.50	No
	Managing Efficiencies of IT Projects	PROJ0355	4.50	PR0355	4.50	No
Strategic Project Management for IT Projects						
	Strategic Planning and Positioning for IT Projects	PROJ0361	5.00	PR0361	5.00	No
	Strategic Approaches to Managing IT Projects	PROJ0362	5.00	PR0362	5.00	No
	Estimating the IT Project Work Effort	PROJ0363	5.50	PR0363	5.50	No
	IT Project Leadership, Authority & Accountability	PROJ0364	6.00	PR0364	6.00	No
	Managing Multiple IT Projects	PROJ0365	5.50	PR0365	5.50	No
	Cost Management and IT Project Trade-offs	PROJ0366	4.50	PR0366	4.50	No
Project Management Essentials - (PMBOK® Guide - Third Edition-aligned)						
	An Introduction to Project Management (PMBOK-Third Edition aligned)	PROJ0511	2.50	PR0511	2.50	Yes
	Project Lifecycles and Stakeholders	PROJ0512	2.00	PR0512	2.00	Yes
	Introduction to Project Process Groups and Initiating a Project	PROJ0513	1.50	PR0513	1.50	Yes
	Project Planning	PROJ0514	2.50	PR0514	2.50	Yes
	Executing, Monitoring & Controlling, and Closing a Project	PROJ0515	1.50	PR0515	1.50	Yes
Project Integration Management (PMBOK® Guide - Third Edition-aligned)						
	Initiating a Project and Preparing the Project Plan	PROJ0521	2.50	PR0521	2.50	Yes
	Project Integration: Executing and Completing a Project	PROJ0522	2.00	PR0522	2.00	Yes
Project Scope Management (PMBOK® Guide - Third Edition-aligned)						

PMI Approved Courses

Series	Course Title	Course #	Estimated Duration	PMI Course ID	PMI PDU	Contact Hours
	Planning Project Scope	PROJ0531	1.50	PR0531	1.50	Yes
	Controlling Project Scope	PROJ0532	2.00	PR0532	2.00	Yes
Project Time Management (PMBOK® Guide - Third Edition-aligned)						
	Elements of Project Time Management	PROJ0541	2.50	PR0541	2.50	Yes
	Project Scheduling	PROJ0542	3.00	PR0542	3.00	Yes
Project Cost Management (PMBOK® Guide -Third Edition-aligned)						
	Estimating Activity Costs	PROJ0551	1.50	PR0551	1.50	Yes
	Budgeting and Controlling Costs	PROJ0552	2.00	PR0552	2.00	Yes
Project Quality Management (PMBOK® Guide - Third Edition-aligned)						
	Planning for Quality	PROJ0561	2.00	PR0561	2.00	Yes
	Performing Quality Assurance and Control	PROJ0562	2.50	PR0562	2.50	Yes
Project Human Resource Management (PMBOK® Guide - Third Edition-aligned)						
	Elements of Project Human Resource Management	PROJ0571	1.50	PR0571	1.50	Yes
	Implementing Project Human Resource Management	PROJ0572	3.00	PR0572	3.00	Yes
Project Communications Management (PMBOK® Guide - Third Edition-aligned)						
	Communications Planning and Information Distribution	PROJ0581	2.50	PR0581	2.50	Yes
	Performance Reporting and Stakeholder Management	PROJ0582	2.00	PR0582	2.00	Yes
Project Risk Management (PMBOK® Guide - Third Edition-aligned)						
	Planning and Identifying Project Risk	PROJ0591	2.50	PR0591	2.50	Yes
	Analyzing Project Risk	PROJ0592	2.00	PR0592	2.00	Yes
	Responding to and Controlling Project Risk	PROJ0593	2.50	PR0593	2.50	Yes
Project Procurement Management (PMBOK® Guide - Third Edition-aligned)						
	Planning Project Procurement and Requesting Seller Responses	PROJ0601	2.50	PR0601	2.50	Yes
	Choosing Sellers and Administering and Closing Contracts	PROJ0602	2.50	PR0602	2.50	Yes
Live Learning						
	Project Management Professional Certification (PMP) 2005 Ver 2.0	LLPM0003	18.00	PMP001	35.00	Yes
	Superior Project Management (SPM)	LLPM0001	18.00	SPM001	35.00	Yes
	Certified Associate in Project Management (CAPM)	LLPM0002	35.00	CAPM01	-	Yes
	CompTIA Project+	LLCT0004	24.00	LLCTP1	24.00	Yes
	Managing Your Time for Business Result	LLPD0005	6.00	LLPD05	6.00	No
	Professional Communication	LLPD0006	6.00	LLPD06	6.00	No
	High Impact Presentations	LLPD0001	6.00	LLPD01	6.00	No
	Negotiating - Getting Past No to Yes!	LLPD0007	6.00	LLPD07	6.00	No
	Managing a Project Team	LLPD0003	6.00	LLPD03	6.00	No
	Managing, Measuring, and Maximizing Performance	LLPD0004	6.00	LLPD04	6.00	No
	Coaching Skills for Supervisors and Managers	LLPD0002	6.00	LLPD02	6.00	No
Project Management						
	Project Management: Government	en_us_41601_ng	2.00	41601	2.00	No
Advanced Project Management						
	Advanced Project Management: Building Productive Stakeholder Relationships	en_us_41512_ng	3.00	41512	3.00	No
	Advanced Project Management: Project Estimating Techniques	en_us_41513_ng	2.00	41513	2.00	No
	Advanced Project Management: Managing Accelerated Projects	en_us_41514_ng	3.00	41514	3.00	No
	Advanced Project Management: Setting Up a Project Office	en_us_41515_ng	2.00	41515	2.00	No
	Advanced Project Management: Portfolio Management	en_us_41516_ng	3.00	41516	3.00	No
	Advanced Project Management: Project Management Maturity	en_us_41517_ng	4.00	41517	4.00	No
Advanced Project Leadership						
	Advanced Project Leadership: Organization, Strategy and Business Needs	en_US_41524_ng	2.00	41524	2.00	No
	Advanced Project Leadership: Navigating Corporate Structures	en_US_41525_ng	2.00	41525	2.00	No
	Advanced Project Leadership: Bringing Home the Value	en_US_41526_ng	3.00	41526	3.00	No
	Advanced Project Leadership: Selling Project Management to the Organization	en_US_41527_ng	2.00	41527	2.00	No
Project Leadership						
	Project Leadership: Leading the Project Team	en_US_41521_ng	3.00	41521	3.00	No

PMI Approved Courses

Series	Course Title	Course #	Estimated Duration	PMI Course ID	PMI PDU	Contact Hours
	Project Leadership: Communicating Within a Project Team	en_US_41522_ng	2.00	41522	2.00	No
	Project Leadership: Overcoming Obstacles	en_US_41523_ng	3.00	41523	3.00	No
Project Teams						
	Project Team Management: Participating in a Project Team	en_us_42221_ng	2.00	42221	2.00	No
	Project Team Management: Team Building Techniques	en_us_42222_ng	4.00	42222	4.00	No
	Project Teams: Building a Project Team	en_us_42223_ng	4.00	42223	4.00	No
Microsoft Office 2003: Beginning Project Professional						
	Creating and Defining a Project	132490_ENG	4.00	132490	4.00	No
	Specifying and Assigning Resources	132510_ENG	2.75	132510	2.75	No
	Tracking and Reporting Progress	132504_ENG	3.25	132504	3.25	No
Microsoft Office 2003: Advanced Project Professional						
	Advanced Customization	132661_ENG	2.25	132661	2.25	No
	Sharing Project Data and Working with Macros	132659_ENG	2.00	132659	2.00	No
	Organizing and Managing Project Information	205433_ENG	3.00	205433	3.00	No
	Working Collaboratively	201354_ENG	2.25	201354	2.25	No
	Enterprise Project Management	201357_ENG	2.00	201357	2.00	No
	Advanced Analysis of your Project	206372_ENG	2.75	206372	2.75	No
	The Outsourcing Project	232209_ENG	3.25	232209	3.25	No
	Determining Project Quality Standards and Milestones	232224_ENG	2.75	232224	2.75	No
	Measuring Project Outsourcing Success	232292_ENG	3.00	232292	3.00	No
Managing Software Project Outsourcing						
	Making the Right Outsourcing Decision	232192_ENG	2.25	232192	2.25	No
	Planning the Outsourcing Deal	232202_ENG	1.75	232202	1.75	No
Project Management Courses - Retired						
	(Currently qualify for PDU credit.)					
	Project Cost Management					
	Estimating and Controlling Project Cost	39643_ENG	3.75	P39643	3.75	Yes
	Project Management Fundamentals					
	Related Strands of Project Management	37609_ENG	4.00	P37609	4.00	Yes
	Project Management Using PRINCE 2					
	Introduction to the PRINCE 2 Project Management Methodology	65538_ENG	3.25	P65538	3.25	No
	Project Procurement Management					
	Managing Project Procurement Processes	55303_ENG	4.50	P55303	4.50	Yes
	Project Quality Management					
	Quality Management and Control	39043_ENG	3.50	P39043	3.50	Yes
	Project Risk Management					
	Planning for and Responding to Project Risk	55466_ENG	5.25	P55466	5.25	Yes
	Project Scope Management					
	Planning and Managing Project Scope	38614_ENG	3.50	P38614	3.50	Yes
	Project Time Management					
	Planning and Managing the Project Schedule	39766_ENG	4.75	P39766	4.75	Yes
	Project Communications Management					
	Planning and Managing Project Communications	40376_ENG	4.50	P40376	4.50	Yes
	Project Integration Management					
	Integrating and Coordinating Processes	37687_ENG	3.75	P37687	3.75	Yes
	Project Human Resource Management					
	Project Human Resource Management	38657_ENG	4.25	P38657	4.25	Yes
Microsoft Project 2002						
	Microsoft Project 2002: Beginner					
	Getting Started with Project 2002	117545_ENG	1.75	117545	1.75	No
	Tracking and Reporting with Project 2002	117565_ENG	1.75	117565	1.75	No
	Microsoft Project 2002: Advanced					No
	Data Sources, Templates, and Customization in Project 2002	117348_ENG	3.25	117348	3.25	No
	Workgroup, Collaboration, and Advanced Reporting Options in Project 2002	117361_ENG	3.00	117361	3.00	No
TEAM BUILDING is relevant to Project Human Resources Management						
How to Make Cross-Functional Teams Work						
	Determine Need and Select the Project Manager	TEAM0121	2.50	TE0121	2.50	No
	Select, Evaluate and Fund the Cross-functional Team	TEAM0122	3.50	TE0122	3.50	No
	Developing the Cross-functional Team	TEAM0123	3.50	TE0123	3.50	No
	Achieving Results as a Cross-functional Team	TEAM0124	3.00	TE0124	3.00	No

PMI Approved Courses

Series	Course Title	Course #	Estimated Duration	PMI Course ID	PMI PDU	Contact Hours
Participating in a Project Team						
	The Self-directed Project Team Member	TEAM0131	2.50	TE0131	2.50	No
	Project Team Communication Skills	TEAM0132	3.00	TE0132	3.00	No
	Team-building Is an Inside Job	TEAM0133	3.00	TE0133	3.00	No
	Troubleshooting for Project Teams	TEAM0134	3.00	TE0134	3.00	No
	The Project Team Star Player	TEAM0135	3.00	TE0135	3.00	No
	Honing Your Leadership Skills	TEAM0136	3.00	TE0136	3.00	No
Creating High-performance On-site and Virtual Teams						
	Launching Successful On-site and Virtual Teams	TEAM0151	5.50	TE0151	5.50	No
	Leading Successful On-site Teams	TEAM0152	5.00	TE0152	5.00	No
	Leading Virtual Teams	TEAM0153	5.00	TE0153	5.00	No
	Facilitating On-site and Virtual Teams	TEAM0154	4.50	TE0154	4.50	No
Cultivating a High-performance Project Team						
	Building a High-performance Team	TEAM0141	2.00	TE0141	2.00	No
	Harnessing Collective Knowledge	TEAM0142	2.50	TE0142	2.50	No
	Managing a Project with Your Team	TEAM0143	3.00	TE0143	3.00	No
	Revvng up Your High-Performance Project Team	TEAM0144	2.50	TE0144	2.50	No
	Maintaining Project Team Peak Performance	TEAM0145	2.50	TE0145	2.50	No
	Fixing Broken Teams	TEAM0146	2.50	TE0146	2.50	No
Participating in Teams						
	Effective Team-building Strategies	TEAM0171	4.00	TE0171	4.00	No
	Effectively Communicating in Teams	TEAM0172	3.00	TE0172	3.00	No
	The Individual's Role in a Team	TEAM0173	3.50	TE0173	3.50	No
Making Teams Work: Capitalizing on Conflict						
	Team Conflict: The Seeds of Dissent	TEAM0211	3.50	TE0211	3.50	No
	Analyzing Workplace War Zones	TEAM0212	2.50	TE0212	2.50	No
	Getting Past Clashes: Valuing Team Diversity	TEAM0213	2.50	TE0213	2.50	No
	Conquering Conflict through Communication	TEAM0214	3.00	TE0214	3.00	No
	The Path to Peace and Harmony	TEAM0215	2.50	TE0215	2.50	No
	Manager's Performance Guide - Team Conflict Skills	TEAM0216	1.50	TE0216	1.50	No
Managing and Leading the Virtual Team						
	Virtual Team Basics	TEAM0221	3.50	TE0221	3.50	No
	Virtual Team Communication	TEAM0222	4.00	TE0222	4.00	No
	Collaboration in Virtual Teams	TEAM0223	3.50	TE0223	3.50	No
	Virtual Project Management	TEAM0224	2.00	TE0224	2.00	No
	Virtual Team Leadership	TEAM0225	3.50	TE0225	3.50	No
	Learning Organizations and the Virtual Team	TEAM0226	3.00	TE0226	3.00	No