

Competency	Series	Aligned Skillsoft Assets	Link
Critical Thinking/Problem Solving	<b><i>Facing Problems and Making Decisions</i></b>		-
		<b>Getting to the Root of a Problem</b>	-
		Defining Alternative Solutions to a Problem	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_15_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_15_a02_bs_enus</a>
		Choosing and Using the Best Solution	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_15_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_15_a03_bs_enus</a>
	<b><i>Developing Your Critical Thinking Skills</i></b>		-
		Confronting Your Assumptions	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_17_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_17_a01_bs_enus</a>
		Investigating Arguments	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_17_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_17_a02_bs_enus</a>
		Reaching Sound Conclusions	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_17_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_17_a03_bs_enus</a>
	<b><i>Thinking Critically</i></b>		
		Confronting Your Assumptions	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_17_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_17_a01_bs_enus</a>
		Investigating Arguments	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_17_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_17_a02_bs_enus</a>
		Reaching Sound Conclusions	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_17_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_17_a03_bs_enus</a>
		Critical Thinking	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_14_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_14_a01_bs_enus</a>
	Oral/Written Communication	<b><i>How to Succeed in Listening</i></b>	
		Listening Even When it's Difficult to Listen	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_14_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_14_a01_bs_enus</a>
		Using Active Listening in Workplace Situations	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_14_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_14_a02_bs_enus</a>
		Become a Great Listener	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_07_a05_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_07_a05_bs_enus</a>

	<b>Engaging Others with Tact and Diplomacy</b>		
		Acting with Diplomacy and Tact	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_16_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_16_a01_bs_enus</a>
		Navigating Challenging Situations with Diplomacy and Tact	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_16_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_16_a02_bs_enus</a>
	<b>Cross-Cultural Communication</b>		
		How Culture Impacts Communication	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_48_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_48_a01_bs_enus</a>
		Using Communication Strategies to Bridge Cultural Divides	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_48_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_48_a02_bs_enus</a>
	<b>Communicating with Senior Executives</b>		
		Capturing the Attention of Senior Executives	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_49_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_49_a01_bs_enus</a>
	<b>Effective Business Meetings</b>		
		Planning Meetings Fit for Purpose	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_50_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_50_a01_bs_enus</a>
		Running Meetings in Better Directions	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_50_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_50_a02_bs_enus</a>
	<b>Effective Business Writing</b>		
		Audience and Purpose in Business Writing	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_51_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_51_a01_bs_enus</a>
		Clarity and Conciseness in Business Writing	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_51_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_51_a02_bs_enus</a>
		Editing and Proofreading Business Documents	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_51_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_51_a03_bs_enus</a>
	<b>Writing a Business Case</b>		
		Developing an Effective Business Case	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_01_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_01_a01_bs_enus</a>
	<b>Using E-mail Effectively in the Workplace</b>		
		Writing Effective E-mails and Instant Messages	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_02_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_02_a01_bs_enus</a>
		Sending E-mails to the Right People	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_02_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_02_a02_bs_enus</a>

		Organizing Your E-mail	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_02_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_02_a03_bs_enus</a>
	<b>Essential Skills for Professional Telephone Calls</b>		
		Keeping Business Calls Professional	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_03_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_03_a01_bs_enus</a>
	<b>Practical Grammar for Business Writing</b>		
		Using the Parts of Speech	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_04_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_04_a01_bs_enus</a>
		Getting the Details Right: Spelling Basics	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_04_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_04_a02_bs_enus</a>
		Abbreviating, Capitalizing, and Using Numbers	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_04_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_04_a03_bs_enus</a>
		Using Punctuation Marks	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_04_a04_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_04_a04_bs_enus</a>
		Creating Well-constructed Sentences	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_04_a05_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_04_a05_bs_enus</a>
		Troublesome Words and Phrases: Common Usage Mistakes in Writing	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_04_a06_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_04_a06_bs_enus</a>
	<b>Making the Most of Your Presentations</b>		
		Planning an Effective Presentation	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_05_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_05_a01_bs_enus</a>
		Building Your Presentation	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_05_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_05_a02_bs_enus</a>
		Ensuring Successful Presentation Delivery	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_05_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_05_a03_bs_enus</a>
	<b>Skills for Communication Success</b>		
		The Art and Science of Communication	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_07_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_07_a01_bs_enus</a>
		Making an Impact with Non-verbal Communication	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_07_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_07_a02_bs_enus</a>
		Trust Building through Effective Communication	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_07_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_07_a03_bs_enus</a>
		Choosing the Right Interpersonal Communication Method to Make Your Point	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_07_a04_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_07_a04_bs_enus</a>

		Become a Great Listener	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_07_a05_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_07_a05_bs_enus</a>
		Do We Have a Failure to Communicate?	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_07_a06_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_07_a06_bs_enus</a>
	<b><i>Developing Your Listening Skills</i></b>		
		Listening Even When it's Difficult to Listen	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_14_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_14_a01_bs_enus</a>
		Using Active Listening in Workplace Situations	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_14_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_14_a02_bs_enus</a>
	<b><i>Communicating Tactfully and Diplomatically</i></b>		
		Acting with Diplomacy and Tact	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_16_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_16_a01_bs_enus</a>
		Navigating Challenging Situations with Diplomacy and Tact	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_16_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_16_a02_bs_enus</a>
	<b><i>Storytelling Basics</i></b>		
		Fundamentals of Business Storytelling	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_17_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/acm_17_a01_bs_enus</a>
<b>Teamwork/Collaboration</b>			
	<b><i>Optimizing Performance on a Team</i></b>		
		Being an Effective Team Member	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_02_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_02_a01_bs_enus</a>
		Strategies for Building a Cohesive Team	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_02_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_02_a02_bs_enus</a>
		Effective Team Communication	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_02_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_02_a03_bs_enus</a>
		Establishing Team Goals and Responsibilities, and Using Feedback Effectively	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_02_a04_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_02_a04_bs_enus</a>
	<b><i>Leveraging Team Leadership Skills</i></b>		
		Building the Foundation for an Effective Team	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_01_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_01_a01_bs_enus</a>
		Developing a Successful Team	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_01_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_01_a02_bs_enus</a>

		Encouraging Team Communication and Collaboration	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_01_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_01_a03_bs_enus</a>
		Handling Team Conflict	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_01_a04_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_01_a04_bs_enus</a>
		Leading a Cross-functional Team	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_01_a05_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/atm_01_a05_bs_enus</a>
<b>Digital Technology</b>			
	<b>Leveraging Leadership Techniques</b>		
		Building Innovation Cultures and Leaders	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_02_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_02_a02_bs_enus</a>
	<b>Creativity in the Workplace</b>		
		Unleashing Personal and Team Creativity	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_02_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_02_a01_bs_enus</a>
		Verifying and Building on Creative Ideas	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_02_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_02_a02_bs_enus</a>
<b>Leadership</b>			
	<b>Developing Leadership Skills</b>		
		Motivating Your Employees	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_01_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_01_a01_bs_enus</a>
		Communicating Vision to Your Employees	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_01_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_01_a02_bs_enus</a>
		Leading through Positive Influence	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_01_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_01_a03_bs_enus</a>
		Leveraging Emotional Intelligence	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_01_a04_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_01_a04_bs_enus</a>
	<b>Leveraging Leadership Techniques</b>		
		Key Elements of Business Execution	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_02_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_02_a01_bs_enus</a>
		Building Innovation Cultures and Leaders	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_02_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_02_a02_bs_enus</a>
		Leading Your Team through Change	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_02_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_02_a03_bs_enus</a>
		Building a Leadership Development Plan	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_02_a04_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_02_a04_bs_enus</a>

		Aligning Unit Goals and Imperatives	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_02_a05_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_02_a05_bs_enus</a>
		Leading Teams through Change	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_02_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_02_a03_bs_enus</a>
	<b>Creating a Positive Atmosphere</b>		
		Positive Atmosphere: Establishing an Engaged Workforce	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_03_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_03_a01_bs_enus</a>
		Positive Atmosphere: Establishing a Positive Work Environment	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_03_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_03_a02_bs_enus</a>
		Positive Atmosphere: How Organizational Learning Drives Positive Change	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_03_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_03_a03_bs_enus</a>
	<b>Improving Leadership Skills</b>		
		Becoming an Inspirational Leader	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_04_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_04_a01_bs_enus</a>
		Assessing Your Own Leadership Performance	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_04_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_04_a02_bs_enus</a>
	<b>Women In Leadership</b>		
		Gender and Leadership	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_05_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_05_a01_bs_enus</a>
		Choosing to Lead as a Woman	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_05_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_05_a02_bs_enus</a>
		Career and Family Challenges for Women Leaders	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_05_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_05_a03_bs_enus</a>
	<b>Leading Virtual Teams</b>		
		Establishing Effective Virtual Teams	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_06_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_06_a01_bs_enus</a>
		Facing Virtual Team Challenges	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_06_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/ald_06_a02_bs_enus</a>
<b>Professional Work Ethic</b>			
	<b>Perseverance at Work</b>		
		Forging Ahead with Perseverance and Resilience	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_03_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_03_a01_bs_enus</a>
		Reaching Goals Using Perseverance and Resilience	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_03_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_03_a02_bs_enus</a>

	<b>Building, Rebuilding and Sustaining Trust</b>		
		The Building Blocks of Building Trust	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_04_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_04_a01_bs_enus</a>
	<b>Improving Your Work/Life Balance</b>		
		Taking Stock of Your Work/Life Balance	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_30_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_30_a01_bs_enus</a>
		Staying Balanced in a Shifting World	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_30_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_30_a02_bs_enus</a>
		Take a Deep Breath and Manage Your Stress	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_30_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_30_a03_bs_enus</a>
	<b>Navigating through Organizational Change</b>		
		Organizations Change So Get Ready	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_32_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_32_a01_bs_enus</a>
		Redefining Yourself after Organizational Change	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_31_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_31_a02_bs_enus</a>
		Managing the Stress of Organizational Change	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/amg_06_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/amg_06_a02_bs_enus</a>
	<b>Improving Your Personal Productivity</b>		
		Organize Your Physical and Digital Workspace	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_32_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_32_a01_bs_enus</a>
		Avoid Procrastination by Getting Organized Instead	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_32_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_32_a02_bs_enus</a>
		Maximize Your Productivity by Managing Time and Tasks	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_32_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_32_a03_bs_enus</a>
		Achieve Productivity in Your Personal Life	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_32_a04_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pd_32_a04_bs_enus</a>
	<b>Polishing Your Professional Edge</b>		
		Becoming an Accountable Professional	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_05_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_05_a01_bs_enus</a>
		Becoming Your Own Best Boss	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_05_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_05_a02_bs_enus</a>
		Becoming More Professional through Business Etiquette	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_05_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_05_a03_bs_enus</a>
		Developing a Personal Accountability Framework	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_05_a04_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_05_a04_bs_enus</a>

	<b>360 Degree Relationships</b>		
		Cultivating Relationships with Your Peers	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_04_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_04_a01_bs_enus</a>
		Building Your Professional Network	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_04_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_04_a02_bs_enus</a>
		Building Rapport with Your Boss	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_04_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_04_a03_bs_enus</a>
	<b>Performing Under Pressure</b>		
		Managing Pressure and Stress to Optimize Your Performance	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_07_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_07_a01_bs_enus</a>
	<b>Managing Your Career</b>		
		Developing a Plan to Further Your Career	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_03_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_03_a01_bs_enus</a>
		Getting Your Career on the Right Track	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_03_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_03_a02_bs_enus</a>
		Using Performance Appraisals to Advance Your Career	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_03_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_03_a03_bs_enus</a>
	<b>Business Ethics Essentials</b>		
		Developing Your Business Ethics	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_05_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_05_a01_bs_enus</a>
		The Building Blocks of Building Trust	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_04_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/pe_04_a01_bs_enus</a>
	<b>Time Management</b>		
		Aligning Goals and Priorities to Manage Time	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_08_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_08_a01_bs_enus</a>
		Make the Time You Need: Get Organized	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_08_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_08_a02_bs_enus</a>
		The Art of Staying Focused	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_08_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_08_a03_bs_enus</a>
	<b>Discovering Your Strengths</b>		
		Uncovering and Utilizing Your Talents and Skills	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_10_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_10_a01_bs_enus</a>
		Self-improvement for Lifelong Success	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_10_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_10_a02_bs_enus</a>



		Establishing Self-confidence for Life	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_10_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_10_a03_bs_enus</a>
	<b>Overcoming Procrastination</b>		
		Procrastination: Admitting it is the First Step	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_11_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_11_a01_bs_enus</a>
		Beating Procrastination by Boosting Your Creativity and Drive	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_11_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_11_a02_bs_enus</a>
	<b>Improving Your Memory</b>		
		Improving Your Memory Skills	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_12_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_12_a01_bs_enus</a>
	<b>Improving Your Reading Speed</b>		
		Improving Your Reading Speed and Comprehension	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_13_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_13_a01_bs_enus</a>
	<b>Unconscious Bias</b>		
		Understanding Unconscious Bias	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_14_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_14_a01_bs_enus</a>
		Overcoming Your Own Unconscious Biases	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_14_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_14_a02_bs_enus</a>
		Overcoming Unconscious Bias in the Workplace	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_14_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_14_a03_bs_enus</a>
<b>Career Management</b>			
	<b>Managing Your Career</b>		
		Developing a Plan to Further Your Career	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_03_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_03_a01_bs_enus</a>
		Getting Your Career on the Right Track	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_03_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_03_a02_bs_enus</a>
		Using Performance Appraisals to Advance Your Career	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_03_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_03_a03_bs_enus</a>
		Building Rapport with Your Boss	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_04_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_04_a03_bs_enus</a>
	<b>Discovering Your Strengths</b>		
		Uncovering and Utilizing Your Talents and Skills	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_10_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_10_a01_bs_enus</a>

		Self-improvement for Lifelong Success	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_10_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_10_a02_bs_enus</a>
		Establishing Self-confidence for Life	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_10_a03_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_10_a03_bs_enus</a>
<b>Global/Intercultural Fluency</b>			
	<b>SHRM-CP/SCP: Workplace Management and HR</b>		
		Workplace Management: Global HR, Diversity, and Inclusion	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/hr_20_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/hr_20_a01_bs_enus</a>
	<b>Cross-Cultural Communication</b>		
		How Culture Impacts Communication	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_48_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_48_a01_bs_enus</a>
		Using Communication Strategies to Bridge Cultural Divides	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_48_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/comm_48_a02_bs_enus</a>
	<b>Diversity on the Job</b>		
		Bridging the Diversity Gap	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_01_a01_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_01_a01_bs_enus</a>
		Your Role in Workplace Diversity	<a href="https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_01_a02_bs_enus">https://indstate.skillport.com/skillportfe/main.action?path=summary/COURSES/apd_01_a02_bs_enus</a>