



CAPITAL BUSINESS SOLUTIONS, LLC
ORGANIZATIONAL TRAINING OFFERINGS

<u>Course</u>	<u># of Hours/Days</u>
Accountability in the Workplace	6 hrs/1 Day
Active Shooter Training	6 hrs/1 Day
Administrative Office Procedures	6 hrs/1 Day
Adult Education Training: Removing Barrier to Success	6 hrs/1 Day
Adult Learning and Mental Skills	6 hrs/1 Day
Appreciative Inquiry	6 hrs/1 Day
Assertiveness and Self Control	6 hrs/1 Day
Being Productive While Teleworking	6 hrs/1 Day
Budgeting and Financial Reporting	6 hrs/1 Day
Building Transformational Leaders	6 hrs/1 Day
Business Acumen	6 hrs/1 Day
Business Ethics	6 hrs/1 Day
Change Management	6 hrs/1 Day
*Communicating in Virtual Work Environments	6 hrs/1 Day
Communication Strategies	6 hrs/1 Day
Conducting Effective Meetings	6 hrs/1 Day
Conducting Virtual Meetings	6 hrs/1 Day
*Conflict Resolution	6 hrs/1 Day
Creative Problem Solving	6 hrs/1 Day
Critical Thinking	6 hrs/1 Day
Customer Service Skills	6 hrs/1 Day
Delivering Constructive Criticism	6 hrs/1 Day
*Diversity, Equity and Inclusion	6 hrs/1 Day
Employee Engagement & Retention	6 hrs/1 Day
Facilitation and Presentation Skills	6 hrs/1 Day
Handling Difficult Customer	6 hrs/1 Day
How to be a Goal Digger	6 hrs/1 Day
Innovative Thinking	6 hrs/1 Day
Leadership Styles and Influence	6 hrs/1 Day
Leadership Training and Development	6 hrs/1 Day
Management Skills	6 hrs/1 Day
Managing "Difficult" Employees	6 hrs/1 Day
Measuring Results	6 hrs/1 Day
Microsoft Teams Training	6 hrs/1 Day
Organizational Management	6 hrs/1 Day
Organizational Skills	6 hrs/1 Day
Performance Management	6 hrs/1 Day
Program Management	6 hrs/1 Day
Project Management	6 hrs/1 Day
Records Management	6 hrs/1 Day

Self-Branding	6 hrs/1 Day
Servant Leadership in the Workplace	6 hrs/1 Day
*Silo Thinking: Removing Barriers to your Team's Success	6 hrs/1 Day
Social Media Management	6 hrs/1 Day
Strategic Planning	6 hrs/1 Day
Stress Management	6 hrs/1 Day
Team Building Through Chemistry	6 hrs/1 Day
Teambuilding	6 hrs/1 Day
Time Management	6 hrs/1 Day
*Time Management and Productivity	6 hrs/1 Day
*Unconscious Bias	6 hrs/1 Day
Virtual Team Management	6 hrs/1 Day
Work-Life Balance	6 hrs/1 Day
Workplace Collaboration	6 hrs/1 Day