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YPI | Institute™



Training Courses

At YPI Institute, we understand the challenges of today's upwardly mobile professionals and we have designed course programs that are flexible and expandible enough to accommodate busy schedules like yours while yielding value in effective learning

10 Soft Skills You Need	Employee Motivation	Motivating Your Sales Team	Access 2007 Essentials/Advanced
Administrative Support	Employee Onboarding	Negotiation Skills	Access 2010 Essentials/Advanced/Expert
Anger Management	Employee Recognition	Networking within Company	Access 2013 Essentials/Advanced/Expert
Appreciative Inquiry	Employee Recruitment	Personal Branding	Excel 365 Essentials
Assertiveness & Self Confidence	Entrepreneurship	Personal Productivity	Excel 2007 Essentials/Advanced
Attention Management	Event Planning	Project Management	Excel 2010 Essentials/Advanced/Expert
Basic Bookkeeping	Executive & Personal Assistant	Proposal Writing	Excel 2013 Essentials/Advanced/Expert
Being A Likeable Boss	Facilitation Skill	Public Speaking	Groove 2007 Essentials
Body Language Basics	Generation Gap	Risk Assessment Management	InfoPath 2007 Essentials/Advanced
Budget & Financial Reports	Goal Setting & Getting Things Done	Safety In the Workplace	InfoPath 2010 Essentials/Advanced/Expert
Business Acumen	Handling a Difficult Customer	Sales Fundamentals	OneNote 365
Business Ethics	Health & Wellness at Work	Social Intelligence	OneNote 2007/Essentials/Advanced
Business Etiquette	Hiring Strategies	Social Learning	OneNote 2010 Essentials/Advanced
Business Succession Planning	Human Resource Management	Social Media in the Workplace	OneNote 2013 Essentials/Advanced
Business Writing	Improving Mindfulness	Stress Management	Outlook 365 Essentials
Call Center Training	Increasing Self Awareness	Supervising Others	Outlook 2007 Essentials/Advanced
Change Management	Increasing Your Happiness	Supply Chain Management	Outlook 2010 Essentials/Advanced/Expert
Civility in the Workplace	Internet Marketing Fundamentals	System Volume Information	Outlook 2013 Essentials/Advanced/Expert
Coaching and Mentoring	Interpersonal Skills	Talent Management	PowerPoint 365 Essentials
Collaborative Business Writing	Job Search Skills	Team Building for Managers	PowerPoint 2007 Essentials/Advanced
Communication Strategies	Knowledge Management	Teamwork & Team Building	PowerPoint 2010 Essentials/Advanced
Conflict Resolution	Leadership & Influence	Telework and Telecommuting	PowerPoint 2013 Essentials/Advanced/Expert
Creating a Great Webinar	Lean Process & Six Sigma	Time Management	Publisher 2007 Essentials/Advanced
Creative Problem Solving	Manager Management	Trade Show Staff Training	Publisher 2010 Essentials/Advanced
Critical Thinking	Managing Workplace Anxiety	Train The Trainer	Publisher 2013 Essentials/Advanced
Customer Service	Marketing Basics	Virtual Team Building & Management	SharePoint 365 Essentials
Delivering Constructive Criticism	Measuring Results from training	Work-Life Balance	
Developing a Lunch & Learn	Media and Public Relations	Workplace Diversity	
Developing Corporate Behavior	Meeting Management	Workplace Harassment	
Developing Creativity	Millennial Onboarding	Workplace Violence	
Developing New Managers			
Digital Citizenship			