

# GET YOUR CPE TRAINING FROM KNOWLEDGELEADER!

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Course Title		CPE	Length
<b>Communications</b>	Making the Most of an Organizational Change	0.5	24 Min
<b>Cost Accounting</b>	Cost Accounting Module 1: Cost Terms, Concepts and Classifications	1	52 Min.
	Cost Accounting Module 2: Job Order Costing	1	56 Min.
	Cost Accounting Module 3: Cost-Volume Profit and Activity-Based Costing	1.5	79 Min.
	Cost Accounting Module 4: Standard Costing	1	55 Min.
	Cost Accounting Module 5: Flexible Budgets and Overhead Analysis	1.2	68 Min.
	Cost Accounting Module 6: Relevant Costs for Decision-Making	1	54 Min.
<b>Industry and Process</b>	Physical Inventory: Introduction to Inventory Control Methods	1.5	82 Min.
	Physical Inventory: Performing the Physical Inventory	1	58 Min.
	Physical Inventory: Planning the Physical Inventory	1.2	65 Min.
<b>Information Technology</b>	Getting Started With Machine Learning	0.5	24 Min
	Transforming the Workplace Using Artificial Intelligence	0.5	24 Min
	Assessing Your Organization's Risks	0.5	30 Min
	The Art and Science of Communication	0.5	20 Min
	Effectively Directing and Delegating as a Manager	0.5	30 Min
	Taking Your Team to the Next Level with Delegation	0.5	20 Min

2 CONTINUING PROFESSIONAL EDUCATION CREDITS

Protviti is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org).

Course Title		CPE	Length
Internal Audit	Apply the Concept of Agile to Deliver Next-Generation Internal Auditing	0.5	38 Min.
	IA Beginner Data Analytics	1.2	64 Min.
	IIA Standards and the Audit Committee	1	58 Min.
	Implementing Continuous Auditing	1.5	84 Min.
	Internal Audit Follow-Up	0.5	27 Min.
	International Professional Practices Framework (IPPF)	1.8	95 Min.
	Introduction to Fraud	1	55 Min.
	Introduction to Information Technology (IT) Audit	1	54 Min.
	Introduction to the Internal Audit Profession	1.5	78 Min.
	Overview of the COSO Internal Control-Integrated Framework	1.4	74 Min.
	Process Mapping to Understand and Document Processes	1.2	66 Min.
	Segregation of Duties Principles	0.5	26 Min.
	Testing Control Design and Operating Effectiveness	1.4	73 Min.
	Using Sampling in Internal Auditing	1.6	98 Min.
	Organizing Business Data With Data Modeling	0.5	24 Min
	Making Data-Driven Decisions	0.5	24 Min
Basic Analytical Methods	0.5	30 Min	
Project Management	Measuring Outcomes and Using KPIs	0.5	18 Min

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Course Title		CPE	Length
	Contributing as a Virtual Team Member	0.5	20 Min
	Leading by Motivating	0.5	20 Min
	Embracing a Customer-Obsessed Mentality	0.5	24 Min
	Facing Virtual Team Challenges	0.5	24 Min
	Managing Employee Development	0.5	30 Min
	Getting What You Expect from Your Delegate	0.5	30 Min
<b>Sarbanes-Oxley</b>	Documenting Processes and Internal Controls	1	55 Min.
	Executive Certification: Understanding Sections 302 and 906 of the Sarbanes-Oxley Act of 2002	1	58 Min.
	Internal Controls Over Financial Reporting: Understanding Section 404 of Sarbanes-Oxley	0.5	40 Min.
	Introduction to the Sarbanes-Oxley Act of 2002	1.2	62 Min.
	Using the COSO Internal Control-Integrated Framework for Sarbanes-Oxley Compliance	1.2	65 Min.
	Validating Operational Effectiveness (Testing of Controls)	1	52 Min.
<b>Team Management</b>	Strength under Pressure: Building Perseverance and Resilience	1	30 Min
	Agile Project Planning	1	60 Min

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Course Title		CPE	Length
<b>Data Analytics</b>	Robotic Process Automation and Internal Audit – Are You Ready	0.5	45 Min.
	Assessing Digital Challenges and Risks	1	45 Min
	Expanding Your Digital Mindset	0.5	30 Min
	Exploring Virtual Collaboration	0.5	24 Min
	Creating a Plan for Performance Management	0.5	24 Min
	Agile Project Scheduling and Monitoring	1	50 Mins
	Using Strategic Thinking to Consider the Big Picture	0.5	30 Min
	Choosing and Preparing Your Delegate	0.5	30 Min
	Ethical Standards and PMI® Core Values	1	55 Min
	Taking Action to Empower Employees	0.5	30 Min
	ITIL® 4 Foundation: Introduction	0.5	24 Min
<b>Behavioral Ethics</b>	Ethics and Project Management	1	50 Min
<b>Artificial Intelligence</b>	How Culture Impacts Communication	0.5	30 Min

Course Title and Description	Credits	Length
<b>Communication</b>		
<b>Making the Most of an Organizational Change</b>	0.5	24 Min
Organizational change is inevitable, so you need to be resilient and adapt to the new opportunities it presents. It's important to not just survive organizational change. With resilience, flexibility, and perseverance, you can thrive in it and propel your career forward. In this course, you will learn the essential skills needed to handle organizational change and the steps to develop a change action plan. The course introduces the idea of developing a change mindset and details the best practices for building self-motivation. Finally, this course covers the strategies to reshape your career by making use of the opportunities presented by organizational change.	<a href="#">More Information</a>	
<b>Cost Accounting</b>		
<b>Cost Accounting Module 1: Cost Terms, Concepts and Classifications</b>	1	52 Min.
This basic-level online tutorial is designed to provide you with a working knowledge of the terms and concepts you will need for the more advanced topics covered in later modules.	<a href="#">More Information</a>	
<b>Cost Accounting Module 2: Job Order Costing</b>	1	56 Min.
This basic-level online tutorial introduces the job order costing system and process and discusses how costs for inventory, materials, labor and overhead are captured and applied to jobs.	<a href="#">More Information</a>	
<b>Cost Accounting Module 3: Cost-Volume Profit and Activity-Based Costing</b>	1.5	75 Min.
This module covers cost accounting concepts related to cost-volume profit analysis, which is simply a study of the relationships between costs and volume and their effect on profit. This module also covers the concept of activity-based costing, which is a cost accounting system that identifies the activities performed in a process, costs of those activities and uses cost drivers to attach the cost of activities to products.	<a href="#">More Information</a>	
<b>Cost Accounting Module 4: Standard Costing</b>	1	55 Min.
This basic-level online tutorial covers standard costs and how they are used by management to control operations.	<a href="#">More Information</a>	
<b>Cost Accounting Module 5: Flexible Budgets and Overhead Analysis</b>	1.2	62 Min.
This basic-level online tutorial covers flexible budgets and overhead analysis and how they are used by management to control operations.	<a href="#">More Information</a>	

Course Title and Description	Credits	Length
<b>Cost Accounting Module 6: Relevant Costs for Decision-Making</b>	1	54 Min.
This basic-level online tutorial covers the decision-making process that businesses go through and the costs associated with those decisions, including decisions related to replacing equipment and assets, whether to produce items internally or outsource the production, processing special or non-routine orders, and determining whether to sell an item or process it further.	<a href="#">More Information</a>	
<b>Industry and Process</b>		
<b>Physical Inventory: Introduction to Inventory Control Methods</b>	1.5	85 Min.
This course will give you a fundamental understanding of the inventory control methodologies to use when working with or auditing clients in the manufacturing or retail industries.	<a href="#">More Information</a>	
<b>Physical Inventory: Performing the Physical Inventory</b>	1	58 Min.
In this course, we will cover performing the physical inventory and the risks associated with this phase of the process.	<a href="#">More Information</a>	
<b>Physical Inventory: Planning the Physical Inventory</b>	1.2	65 Min.
In this course, we will cover how to plan the physical inventory and the risks that are associated with this phase of the physical inventory process.	<a href="#">More Information</a>	
<b>Information Technology</b>		
<b>Getting Started With Machine Learning</b>	0.5	24 Min
Machine learning (ML) is a type of artificial intelligence that's having a profound impact on computing and its uses. Machine learning in business can provide your organization with a competitive edge, now that the use of analytics has become more prevalent. It has the power to transform the ways businesses operate. But often, organizations aren't clear how they can leverage it to help achieve their goals.  In this course, you'll learn what machine learning is, its potential benefits and associated considerations. You'll also learn high-level steps your organization can take to identify opportunities for machine learning, determine their feasibility and implement machine learning solutions.	<a href="#">More Information</a>	

Course Title and Description	Credits	Length
<p><b>Transforming the Workplace Using Artificial Intelligence</b></p> <p>Artificial Intelligence (AI) is the most important general-purpose technology of the 21st century. Much like electricity at the turn of the 20th century, it has the potential to transform the way businesses and industries operate.</p> <p>This course will help you grasp AI's potential so you can transform your business. You'll learn about AI in business. You'll examine common cognitive technologies that utilize AI, the effects of its applications in the workplace, and what to consider when identifying AI opportunities and benefits for your business. You'll also learn about some of the ethical considerations, challenges and risks associated with adopting AI.</p>	0.5	24 Min
<p><b>Assessing Your Organization's Risks</b></p> <p>Risk is a fact of life for businesses and one that will never just go away. But before you can start managing risk, you need to be able to assess a risk – as well as its probability – in order to create a strategic plan that will enable you to avoid or mitigate its potential negative impact.</p> <p>In this course, you'll learn some common techniques for assessing risk, including opportunity assessment, and threat assessment using FMEA – failure mode and effects analysis.</p>	0.5	30 Min
<p><b>The Art and Science of Communication</b></p> <p>There is a science behind communication, including how we react neuro-physiologically to others – through verbal communication such as their words and tone, as well as the non-verbal communication of their actions and body language. There's also an art to communication, allowing your authentic self to shine through and allowing the exchange with another person to unfold naturally.</p> <p>In this course, you'll learn about the art and science of communication. You'll explore techniques for connecting with your audience and building trust with them so that your communication intention is clear and understood. You'll also learn the basic principles of assertive communication that is positive and not aggressive.</p>	0.5	20 Min



Course Title and Description	Credits	Length
<b>Effectively Directing and Delegating as a Manager</b>	<b>0.5</b>	<b>30 Min</b>
<p>Understanding the essential responsibilities you have when directing and delegating to others, and the practices you should employ in order to meet those responsibilities, will lead to you fulfilling your duties and realizing the potential of your entire team.</p> <p>This course provides information on the key proficiencies of managing people, such as setting direction and establishing clear objectives and goals for your direct reports. It discusses the importance of organizing, as well as communicating for clarity and direction. It also covers the best practices for planning delegation and the techniques you need to carry through with delegation. Finally, the course details the importance of monitoring delegated tasks to ensure employees are on the right track.</p>	<a href="#">More Information</a>	
<b>Taking Your Team to the Next Level with Delegation</b>	<b>0.5</b>	<b>20 Min</b>
<p>When delegation is working for your team, how can you take it to the next level? In this course, you'll explore levels of responsibility you can delegate to further team development. You'll also learn how to improve your delegation skills.</p>	<a href="#">More Information</a>	
<b>Internal Audit</b>		
<b>Apply the Concept of Agile to Deliver Next-Generation Internal Auditing</b>	<b>0.5</b>	<b>38 Min.</b>
<p>This module introduces the concept of Agile as it relates to the execution of internal auditing.</p>	<a href="#">More Information</a>	
<b>IA Beginner Data Analytics</b>	<b>1.2</b>	<b>64 Min.</b>
<p>This training will provide you with a basic understanding of data analytics and the key concepts related to it. It will give you a background and details of Protiviti's approach for performing data analytics.</p>	<a href="#">More Information</a>	
<b>IIA Standards and the Audit Committee</b>	<b>1</b>	<b>58 Min.</b>
<p>This course provides an overview of the International Standards for the Professional Practice of Internal Auditing and the audit committee's role.</p>	<a href="#">More Information</a>	
<b>Implementing Continuous Auditing</b>	<b>1.5</b>	<b>84 Min.</b>
<p>Continuous auditing is a method used to perform control and risk assessments automatically on a more frequent basis. You will learn a methodology for implementing continuous auditing along with critical success factors.</p>	<a href="#">More Information</a>	

Course Title and Description	Credits	Length
<b>Internal Audit Follow-Up</b>	0.5	24 Min.
During this module, we will describe the follow-up process in internal auditing.	<a href="#">More Information</a>	
<b>International Professional Practices Framework (IPPF)</b>	1.8	95 Min.
This basic-level course is intended for professionals who work on internal audit engagements, this course provides a high-level overview of the authoritative guidance components of the International Professional Practices Framework promulgated by the Institute of Internal Auditors. The course dives deep into the international standards for the professional practice of internal auditing, the primary requirements for how internal audit should be practiced anywhere internal auditing is practiced around the globe.	<a href="#">More Information</a>	
<b>Introduction to Fraud</b>	1	55 Min.
In today's environment, professionals like yourselves working on the front lines of companies need to have a heightened skepticism and awareness regarding fraud. All organizations are susceptible to fraud. Would you know how to recognize red flags indicating a possible fraud?	<a href="#">More Information</a>	
<b>Introduction to Information Technology (IT) Audit</b>	1	54 Min.
Information technology (IT) in today's business environment has a direct impact on a company's risk, and this relationship to risk should be an important driver in the internal audit process. IT performs or provides the information needed for many key controls in the business process, but it also brings inherent vulnerabilities.	<a href="#">More Information</a>	
<b>Introduction to the Internal Audit Profession</b>	1.5	78 Min.
This basic-level course explains the general purpose, roles and skills required of an internal auditor. The course explains the steps in an internal audit and the role of information technology in the audit process, as well as the roles of the audit committee and the benefits of internal audit functions to the audit committee.	<a href="#">More Information</a>	

Course Title and Description	Credits	Length
<b>Overview of the COSO Internal Control-Integrated Framework</b>	1.4	74 Min.
This is a basic-level course that explains the history of the COSO framework, the COSO objectives and components, and how the framework is applied at the entity, process and activity levels. This knowledge is important because the COSO internal controls framework was developed to help auditors evaluate control systems, several control frameworks have been developed by different organizations. The COSO model framework has been adopted and is the generally accepted framework for internal controls. It is widely recognized as the definitive standard against which organizations measure the effectiveness of their systems of internal controls.	<a href="#">More Information</a>	
<b>Process Mapping to Understand and Document Processes</b>	1.2	66 Min.
This course will provide an overview of process mapping, including its business utility and guidelines for creating and understanding different types of process maps.	<a href="#">More Information</a>	
<b>Segregation of Duties Principles</b>	0.5	26 Min.
Segregation of duties is a critical concept that is important for internal auditors to understand.	<a href="#">More Information</a>	
<b>Testing Control Design and Operating Effectiveness</b>	1.4	73 Min.
This basic-level course defines internal controls, how to test control designs and their operating effectiveness, how to identify exceptions, and how to evaluate and report the results.	<a href="#">More Information</a>	
<b>Using Sampling in Internal Auditing</b>	1.6	98 Min.
This basic-level course introduces the learner to audit sampling and the role it plays in controls testing as well as for financial audit purposes. The course also discusses the various sampling techniques and their advantages and disadvantages.	<a href="#">More Information</a>	

Course Title and Description	Credits	Length
<p><b>Organizing Business Data With Data Modeling</b></p> <p>Modeling data can help businesses better organize and access data. Organizations rely on various kinds of data, including big data, to fully understand their business. To do so, they need that data to be easy to access and understand. Data modeling plays a critical role in both of these.</p> <p>In this course, you'll learn about the characteristics of data modeling, and the common styles and types of data models used. You'll find out how the three levels of data modeling can provide a detailed blueprint of a company's data. And you'll also learn about common strategies for building data models, and how doing so improves an organization's daily operations.</p>	0.5	24 Min
		<a href="#">More Information</a>
<p><b>Making Data-Driven Decisions</b></p> <p>Organizations around the world are now realizing the many advantages of using data to overhaul their business strategies and gain a competitive edge. However, data-driven decision-making doesn't mean you have to ignore your intuition or past experience. In fact, when used in combination with business acumen, data-driven decisions can be a powerful tool for change.</p> <p>In this course, you'll learn about the benefits of making decisions with data as the basis of your choice. You'll explore best practices for taking a balanced approach to decisions that don't rely on a single perspective. And you'll also learn how to avoid common mistakes associated with using data to inform decisions.</p>	0.5	24 Min
		<a href="#">More Information</a>
<p><b>Basic Analytical Methods</b></p> <p>A fundamental understanding of statistical analysis methods increases your ability to effectively communicate with data analyst professionals so you can better employ analytics associated with your work. In this course, you'll learn fundamental concepts in distribution, deviation, correlation, regression and clustering statistical analysis methods. This course was developed with subject matters provided by the International Institute for Analytics. (<a href="http://www.iianalytics.com">www.iianalytics.com</a>)</p>	0.5	30 Min
		<a href="#">More Information</a>

Course Title and Description	Credits	Length
<b>Project Management</b>		
<b>Measuring Outcomes and Using KPIs</b>	<b>0.5</b>	<b>18 Min</b>
<p>To achieve business goals, you need to boost performance and growth in critical areas. Identifying these areas requires instituting the most suitable performance measurement systems.</p> <p>In this course, you'll learn how managing performance can be aided by identifying a performance problem using performance measurement systems. You'll also learn how to work with a key performance indicator (KPI).</p>	<a href="#">More Information</a>	
<b>Contributing as a Virtual Team Member</b>	<b>0.5</b>	<b>20 Min</b>
<p>Companies often opt to create virtual teams in place of on-site teams. This allows employees to work from home or remote locations. However, if not managed appropriately, remote working may cause breakdowns in communication, collaboration, and teamwork.</p>	<a href="#">More Information</a>	
<b>Leading by Motivating</b>	<b>0.5</b>	<b>20 Min</b>
<p>Motivation drives people to take action. Without proper motivational leadership, things simply would not get done. As a leader, your capacity for motivating plays a key element in the success of your team and your organization.</p> <p>This course provides you with an understanding of why motivating leadership strategies are important and offers practical techniques for encouraging team motivation.</p>	<a href="#">More Information</a>	
<b>Embracing a Customer-Obsessed Mentality</b>	<b>0.5</b>	<b>24 Min</b>
<p>Today in the Age of the Customer, competitive advantage has been redefined. Customers are in control. They have more choices than ever before resulting in sky-high expectations. The only source of competitive advantage is the obsession with understanding, delighting, connecting with and serving customers. Organizations need people who are customer obsessed. People who are so interested and committed to the people they are creating and designing for that they are willing to spend time, take risks and admit that they personally might be wrong. People who are so customer obsessed that they never settle but are continually trying to understand what else they can do for their customers.</p>	<a href="#">More Information</a>	
<b>Facing Virtual Team Challenges</b>	<b>0.5</b>	<b>24 Min</b>
<p>Virtual teams can face the same difficulties as other teams, but also have unique challenges. In this course, you'll learn how to handle challenges facing your team, and how to evaluate your own style.</p>	<a href="#">More Information</a>	

Course Title and Description	Credits	Length
<b>Managing Employee Development</b>	0.5	30 Min
Smart companies have learned that supporting continuous learning and self-development among employees reaps dividends in productivity and employee retention rates. As a manager, you're responsible for developing people, which includes developing talent in your direct reports. In this course, you'll learn about the benefits of developing employees and assessing how their development needs can be addressed through organizational learning. You'll then learn how to prepare for and conduct a development meeting that includes the necessary development plan characteristics and support for your employees.	<a href="#">More Information</a>	
<b>Getting What You Expect from Your Delegate</b>	0.5	30 Min
Good delegation results depend on the right level of supervision. In this course, you'll learn how to supervise and motivate your delegates. You'll also learn how to respond when things go wrong and provide constructive criticism.	<a href="#">More Information</a>	
<b>Sarbanes-Oxley</b>		
<b>Documenting Processes and Internal Controls</b>	1	55 Min.
This course will give you a fundamental understanding of documenting processes and internal controls, more specifically: Section 404 process documentation requirements, the purpose and benefits of process maps and process narratives, how processes maps are created and how controls embedded within a process can be documented.	<a href="#">More Information</a>	
<b>Executive Certification: Understanding Sections 302 and 906 of the Sarbanes-Oxley Act of 2002</b>	1	58 Min.
This is a basic-level course that provides an overview of Sections 302 and 906, describes disclosure controls procedures and explains the difference between disclosure controls and internal controls. This course will help you explain to clients the specific steps company officers should take immediately and over the long term, as well as what they must do before they certify.	<a href="#">More Information</a>	
<b>Internal Controls Over Financial Reporting: Understanding Section 404 of Sarbanes-Oxley</b>	0.5	40 Min.
This basic-level training provides an overview of Section 404 of the Sarbanes-Oxley Act of 2002. The course explains the requirements and effective dates, defines internal controls over financial reporting, and identifies which companies must comply and when they must comply.	<a href="#">More Information</a>	

Course Title and Description	Credits	Length
<b>Introduction to the Sarbanes-Oxley Act of 2002</b>	1.2	62 Min.
This basic-level course provides a summary of the Sarbanes-Oxley Act and provides an overview of key sections. The course explains the role of the Securities and Exchange Commission (SEC) and the Public Company Accounting Oversight Board (PCAOB) that was created by the Act to oversee auditors.	<a href="#">More Information</a>	
<b>Using the COSO Internal Controls Integrated Framework for Sarbanes-Oxley Compliance</b>	1.2	65 Min.
This basic-level course introduces COSO – the Committee of Sponsoring Organizations of the Treadway Commission – and introduces the COSO Internal Controls Integrated Framework and its five components. The course explains how the focus differs between entity level and activity level and explains how the Framework is applied at the entity level in a Section 404 assessment.	<a href="#">More Information</a>	
<b>Validating Operational Effectiveness (Testing of Controls)</b>	1	52 Min.
This basic-level course provides an overview of Sarbanes-Oxley Section 404 requirements for validating operational effectiveness. The course covers control levels, types and ownership, as well as the scope of testing and the need to establish key assumptions. You will learn about building a test plan by determining testing objectives and defining testing criteria, then formalizing the plan. The course also covers evaluating test results, formulating conclusions, addressing deficiencies and finalizing the operational effectiveness assertion.	<a href="#">More Information</a>	
<b>Team Management</b>		
<b>Strength under Pressure: Building Perseverance and Resilience</b>	1	30 Min
The world today is dynamic, exciting, and challenging. Success depends on much more than ability, technology, and skills. Perseverance backed by resilience can be the game changer in overcoming setbacks and accomplishing tasks successfully. An adaptive mindset helps to focus through distractions and stress, while resilience provides the strength to bounce back. In this course, you will learn to develop personal resiliency, adaptability, and perseverance. You will explore the habits and resources needed to sustain perseverance. You will learn the strategies that can make perseverance a habit and ways to build resilience. You will also explore how to use your resilience to persevere in the face of setbacks and challenges.	<a href="#">More Information</a>	



Course Title and Description	Credits	Length
<b>Agile Project Planning</b>	1	60 Min
Properly estimating and prioritizing project requirements is critical to Agile project planning success. You need to be able to map out the work necessary for your product release. In this course you'll learn about critical Agile planning activities including creating personas and wireframing. This course also covers the most common Agile estimation techniques such as story points, wideband Delphi, and affinity estimation. This course also covers requirements prioritization methods and activities you perform when completing your release plan.	<a href="#">More Information</a>	
<b>Data Analytics</b>		
<b>Assessing Digital Challenges and Risks</b>	1	45 Min
With the rise in Digital, businesses are challenged to carefully consider how customer and employee data are captured, stored, and retained. Because data security risks such as data breaches and cyber threats regularly affect organizations, businesses do well to plan, manage, and mitigate against these internal and external risks. Without careful management, risks can easily get out of hand, especially in a social media environment. This can cause serious damage to a business or its brand. This course was developed with subject-matter experts provided by the <a href="#">International Institute for Analytics</a> .	<a href="#">More Information</a>	
<b>Expanding Your Digital Mindset</b>	0.5	30 Min
Digital technology brings the power to transform interactions within business, but it's imperative that organizations are agile enough to respond in an ever-changing digital landscape. Digital also enables easier review of digital metrics. By consistently measuring key metrics and performance indicators, Digital helps businesses to learn from each cycle of the process to inform the next iteration. This course was developed with subject-matter experts provided by the <a href="#">International Institute for Analytics</a> .	<a href="#">More Information</a>	
<b>Exploring Virtual Collaboration</b>	0.5	24 Min
Goodbye e-mail and intranet portals; hello cloud-powered, integrated, collaborative platforms! Digital technology enables colleagues working on a team to connect and work together, no matter how remote their location. Quick, reliable communication enables and facilitates working together as people telecommute from home. This course was developed with subject-matter experts provided by the <a href="#">International Institute for Analytics</a> .	<a href="#">More Information</a>	



Course Title and Description	Credits	Length
<b>Creating a Plan for Performance Management</b>	0.5	24 Min
Effectively managing performance can help avoid termination of employees and boost productivity at all levels of your organization. Challenging and engaging top performers is key, as these high achievers are very valuable to the company and may terminate their contracts to seek challenges elsewhere. This course was developed with subject-matter experts provided by the <a href="#">International Institute for Analytics</a> .	<a href="#">More Information</a>	
<b>Agile Project Scheduling and Monitoring</b>	1	50 Min
Wouldn't it be great if projects managed themselves once you got them started? But this isn't the case. Successful Agile project management involves adequate scheduling and monitoring, which helps identify any adjustments that need to be made, and ensures effective time management. This course was developed with subject-matter experts provided by the <a href="#">International Institute for Analytics</a> .	<a href="#">More Information</a>	
<b>Using Strategic Thinking to Consider the Big Picture</b>	0.5	30 Min
Big-picture thinking stretches beyond the short term and considers how an organization can succeed in the long term. By thinking strategically about a problem using the bigger picture, you can elevate your perspective and get a better idea of the forces at play within your organization. This course was developed with subject-matter experts provided by the <a href="#">International Institute for Analytics</a> .	<a href="#">More Information</a>	
<b>Choosing and Preparing Your Delegate</b>	0.5	30 Min
As a manager, it's all too easy to become inundated with various demands on your time, such as meetings, reports, and e-mails. To manage your time more effectively, you'll need to delegate some of your tasks. Delegating work not only frees you up for other tasks, it also motivates your team by showing that you trust them with key responsibilities. This course was developed with subject-matter experts provided by the <a href="#">International Institute for Analytics</a> .	<a href="#">More Information</a>	
<b>Ethical Standards and PMI® Core Values</b>	1	55 Min
As a project manager, you will inevitably be called upon to address ethical dilemmas. These issues are much more complex than simply deciding what is right and what is wrong. This course was developed with subject-matter experts provided by the <a href="#">International Institute for Analytics</a> .	<a href="#">More Information</a>	

Course Title and Description	Credits	Length
<b>Taking Action to Empower Employees</b>	0.5	30 Min
The most successful business leaders know how to empower employees. Empowering employees involves giving them what they need to enable them to do their very best work. This course was developed with subject-matter experts provided by the <a href="#">International Institute for Analytics</a> .	<a href="#">More Information</a>	
<b>ITIL® 4 Foundation: Introduction</b>	0.5	24 Min
Explore the new aspects of version 4 of ITIL®, the modified future path to ITIL® Master, and characteristics of the ITIL® Foundation exam. This course was developed with subject-matter experts provided by the <a href="#">International Institute for Analytics</a> .	<a href="#">More Information</a>	
<b>Behavioral Ethics</b>		
<b>Ethics and Project Management</b>	1	50 Min
Do the right thing but make sure you do it on time, under budget, and within scope, all the while maintaining your professional integrity in a constantly evolving global business environment. How do project managers do it, given that most ethical dilemmas are not black and white and usually require diligent deliberation? This course provides an introduction to how the project management community and the Project Management Institute (PMI®) have established standards of ethics to help members navigate the sometimes murky waters of ethical issues, keeping with the vision of establishing project management as a professional industry.	<a href="#">More Information</a>	
<b>Artificial Intelligence</b>		
<b>How Culture Impacts Communication</b>	0.5	30 Min
With so much business happening on a global scale, cross-cultural communication is more important than ever before. Communication is always a challenge, and when diverse cultures interact, good communication can be even more challenging. In this course, you'll learn about the importance of achieving a proper mindset for cross-cultural communication. You'll explore aspects of cultures that affect how people communicate across cultural boundaries. You'll learn also considerations for speaking and writing in cross-cultural environments.	<a href="#">More Information</a>	

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