Our Career Planning Bundle combines job search courses with over 300 soft skills training courses from our Business Skills Library.

These courses have been selected to help the job seeker be more marketable and gain the confidence they need for a successful end to their job search.

The videos have been curated into four categories based on the job seeker’s focus: Administrative, Entry Level, Management/Supervision, and Sales.
Bundles

Administrative
It takes special skills to be the gatekeeper for senior leaders. An effective administrative assistant must be exceptionally organized to handle all of the conflicting requests, meeting and event invites, travel arrangements, and more, with an assertive and respectful tone. Training from ej4 can bolster your candidates’ confidence and skills so they are placed more quickly.

Entry Level
We start from the beginning to help the job seeker find their first job with courses on business attire for men and women, business writing, and email etiquette. We have included soft skills that will help the new hire adjust to office life and the interpersonal dynamics of the workplace. We cover topics like keeping your cool, office perceptions, collaboration, and accountability.

Supervision/Management
People who are experts at what they do aren’t always experts at being managers of other people. Ensure your candidates are well-versed in topics that hiring managers will cover in interviews for managers and supervisors. Our curated courses include managerial courage, DISC training, emotional intelligence, coaching skills, and more.

Sales
There is a famous movie quote that proclaims that the top salespeople should “always be closing.” We know there are many other skills required beyond closing the sale and this bundle will fill in the gaps. Your rookie and veteran job seekers will benefit from our courses that cover selling basics, the sales process, selling relationships, and much more.
Career Basics
How to Get Your First Job
How to Create a Resume
Filling out an Application
What’s an Applicant Tracking System?
What’s a Background Check?
Looking for a Job in Your Field
Do You Need a Cover Letter?
How to Create a Professional Profile
What to Expect in an Interview
How to Prepare for an Interview
What to Wear for an Interview
Writing a Thank You Letter
Understanding a Job Offer
Negotiating Salary, Vacation, Benefits

Administrative Excellence
Prioritization Techniques
Preparing a Room for a Meeting
Detail-Oriented Skill Development
Front Desk Safety
Making Travel Arrangements
Planning and Coordinating Events
Routing a Problem
Time Management
Anticipating Needs
Acting as Gatekeeper
Be the Point Person
Relationship-Building with Colleagues
Relationship-Building with Your Supervisor

Organization
Calendars
Emails
Filing Systems
Taking Inventory
Voicemails

Email Etiquette
To Email or Not To Email?
Spelling and Grammar Check
Subject Line
Formatting Your Email
Sending Attachments
Reply Time
When to Cc and Bcc
Using Reply All
Forwarding Emails

The Virtual Interview
Preparing for Your Virtual Interview
During Your Virtual Interview

Professional Productivity
Perceptions: Understanding Perceptions
Perceptions: Managing How You’re Perceived
Perceptions: Rebuilding Your Reputation
Failure is an Option: Accepting Failure
Failure is an Option: Moving Forward and Learning from Failure
Compliments: How to Give a Compliment
Compliments: How to Receive a Compliment
Clashing with Your Boss
Proper Introductions: Virtual Introductions
The Growth Mindset: 01.
The Growth Mindset: Embracing Yet
The Growth Mindset: 02.
Developing the Growth Mindset
The Growth Mindset: 03.
Limitations of a Fixed Mindset
Working for a Workaholic

Effective Time Management
How to Manage Your Time
How to Time Block
How to Use the Pomodoro Technique
How to Create a Bullet Journal

Communications
Interpersonal Communication:
01. Introduction
Interpersonal Communication:
02. Effective Interpersonal Communication
Barriers to Effective Communication
Assertive Verbal Skills:
Developing Assertiveness
Assertive Verbal Skills:
Dealing with Manipulation
Assertive Verbal Skills:
Assertive Communication Techniques
Active Listening
Verbal Communication
Communicating with Confidence
Nonverbal Communication:
01. Defining Nonverbal Communication
Nonverbal Communication:
02. Aligning Nonverbal Communication with Intentions
Nonverbal Communication:
03. Appearance
Nonverbal Communication:
04. Workplace Standards
Nonverbal Communication:
05. Leveraging Nonverbals for Success

Building Accountability
Taking Ownership
Trust and Performance at Work
Managing Yourself

Stress Management
Understanding Stress
Avoidable Stress
Unavoidable Stress
Handling Stress
Managing Stress

Conflict Management
Unavoidable Truths
 Maintaining Self-control
The Conflict Process
Special Situations

Getting Paid
Understanding the U.S. Tax System
Taxes and Your Pay Stub
Your New Job Paperwork
Do You Need to File a Tax Return?
How to File Your Taxes
Understanding Your Hidden Paycheck
Entry Level

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Business Attire for Men
Casual Attire
Business Casual Attire
Business Formal Attire

Business Attire for Women
Casual Attire
Business Casual Attire
Business Formal Attire

How to Know What You Don’t Know
Getting Up to Speed
Identifying Blind Spots

This vs. That
Assertive vs. Aggressive
Compromise vs. Cave
Concise vs. Curt
Confident vs. Conceited
Finished vs. Flawless
Persistent vs. Pesterig
Reserved vs. Rude

Respect Series
How to be Liked
How to be Respected
How to Work with Someone You Dislike

Change Management
Change Model
Change Phases
Change Behaviors

Effective Time Management
How to Manage Your Time
How to Time Block
How to Use the Pomodoro Technique
How to Create a Bullet Journal

Conflict Management
Unavoidable Truths
Maintaining Self-control
The Conflict Process
Special Situations

Creating Collaboration
Creating Collaboration
How to Collaborate
When Collaboration Leads to Conflict

Email Etiquette
To Email or Not To Email?
Spelling and Grammar Check
Subject Line
Formatting Your Email
Sending Attachments
Reply Time
When to Cc and Bcc
Using Reply All
Forwarding Emails

Growth Mindset
Embracing Yet
Developing the Growth Mindset
Limitations of a Fixed Mindset

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Keep Your Cool
Truths
Signs
Attitude
Control
Venting

Perceptions
Understanding Perceptions
Managing How You’re Perceived
Rebuilding Your Reputation

Business Writing
Writing Basics: Why Care About Writing?
Writing Basics: Parts of Speech
Writing Basics: Parts of a Sentence
Writing Basics: Capitalization
Punctuation: Ending Sentences
Punctuation: Commas
Punctuation: Semicolons and Colons
Punctuation: Apostrophes
Punctuation: Quotation Marks
Writing Clearly: Active Voice vs. Passive Voice
Writing Clearly: Fragments and Run-Ons
Writing Clearly: Thinking About Tone
Writing Clearly: Organize Your Writing
Proofreading: How to Proofread
Proofreading: Spell Check and Autocorrect
Proofreading: Creating a Cheat Sheet
Proofreading: Top 10 Writing Mistakes

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Management/Supervision

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Managerial Courage
What it Takes to Manage
How to Build Resilience
The Leadership Ladder
Character 01
  Management is All About Character
Character 02
  Developing Your Character
How to Apologize: 01. The Process
How to Apologize: 02. The Audience
Taking a Stand
Determining Your Management Style
"You're Wrong"
Stop Doing and Start Managing
Swallowing Your Pride
Managing Difficult People

Stress Management
Stress Management: Understanding Stress
Stress Management: Avoidable Stress
Stress Management: Unavoidable Stress
Stress Management: Handling Stress
Stress Management: Managing Stress

Emotional Intelligence
Emotional Intelligence:
  What is Emotional Intelligence?
Emotional Intelligence:
  Developing Self-Awareness
Emotional Intelligence:
  Developing Self-Regulation
Emotional Intelligence:
  Developing Self-Motivation
Emotional Intelligence:
  Developing Empathy
Emotional Intelligence:
  Developing Effective Relationships
Emotional Intelligence:
  Emotional Intelligence and DISC

Conflict Management
Unavoidable Truths
Maintaining Self-control
The Conflict Process
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How to File Your Taxes
Understanding Your Hidden Paycheck

Supervision
Going from Coworker to Boss
You Get What You Manage
8 Steps to Effective One on One's
8 Steps to Effective Meetings
Rethinking Brainstorming
S.C.A.M.P.E.R.
Ethics for Managers
SMART Goals
Creating a Work Plan
Managing for Accountability
Managing People Offsite
Managing Interns
Helping Employees Use Their Time Wisely
Managing for Engagement:
  Ridiculous or Strategic?
Managing for Engagement:
  Measuring Employee Engagement
Managing for Engagement:
  Managing for Engagement
Managing for Engagement:
  Creating an Engaged Organization
Managing Different Generations
Managing the Grapevine
Successful Delegation
Staying Positive
Introduction to Introverts and Extroverts
Managing Extroverts
Managing Introverts
Coaching Skills: Introduction
Coaching Skills: Rookie
Coaching Skills: Contributor
Coaching Skills: Key Player
Coaching Skills: Captain
Coaching Skills: Coaching Conversation
Giving Feedback
Productivity Through Praise
Analyzing Employee Performance:
  Can-Do, Will-Do: Introduction
Analyzing Employee Performance:
  Can-Do, Will-Do: Actions
Analyzing Employee Performance:
  Can-Do, Will-Do: Questions and Tips
Employee Recognition
Concerned Conversations
Progressive Discipline
Motivating Won't Do's
Supervising a Pronoid
Managing Up: Managing Your Manager

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Sales Management
Sales Forecasting for Managers
Sales Management Basics
Sales Performance Measurement and Reporting
Managing Field Sales
Developing Your Business Plan
Creating an Ethical Sales Environment
Managing a Sales Process
Riding Along With Sales Reps
Running a Sales Meeting

The Virtual Interview
Preparing for Your Virtual Interview
During Your Virtual Interview

The Sales Process
Building A Sales Process
Overview of Sales Methodologies
What’s Right for this Prospect, Today?
Consultative Selling
Cyclical Selling
Field Sales
STUN Selling
Tiered Selling
Upsell and Add-Ons
Uncovering Customer Needs
Closing Strategies

Advanced Selling Skills
Introduction
Value Added Selling
Customer Lifetime Value
No Push Selling®
Pre-Call Planning
The Five-Minute Debrief
Finding Unmet Needs
Selling Benefits
Handling Objections
No Push Close
Managing a New Territory
Analyzing a Territory
Selling to the C-Suite
Sales Forecasting for the Salesperson

Making the Sales Call
The Sales Pipeline
The Original Sales Funnel
The Flipped Sales Funnel
Sales Analytics and Metrics
The Link Between Marketing and Sales
Social Media Networking
How to Get Past Gatekeepers
How to Leave Sales Voicemails
Gathering Prospect Information
Advanced Questioning Techniques
Product Knowledge
Using Portable Media

Basic Selling
The Unmet Need
Sales Time Management
Creating Your Elevator Pitch
What Is a Sales Process?
Emotional Selling and Storytelling
Building a Sales Plan
Asking Great Sales Questions
Writing a Sales Proposal
Decision Makers and Influencers
Phone Selling
The Virtual Presentation
How to Influence Over the Phone
The Bully
The Order-Taker & the Professional
Recordkeeping Basics
Using Your CRM Effectively
Internal Sales Communication
Defeating Stalls
Handling Objections Basics
Doubt
Misunderstanding
Indifference
True Negative
The QuickSell(R)
Determining Customers Needs
Turning Features Into Benefits
When to Shut Up
Closing the Sale
Speaking Customer
Selling in New Products
Selling to Different Customer Roles
Smile!

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