

YOUR CHANCE



Career Planning Content



Our Career Planning Bundle combines job search courses with over 300 soft skills training videos to give your clients an edge and get hired quickly.

These courses have been selected to help your job seeker be more marketable and gain the confidence they need for a successful and quick 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.**

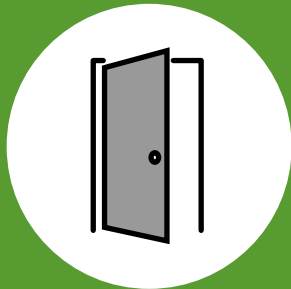


Bundles



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 searcher 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.

Administrative

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

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



Entry Level

Career Basics

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How to Prepare for an Interview
What to Wear for an Interview
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Understanding a Job Offer
Negotiating Salary, Vacation, Benefits

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. Pesteing
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

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



Management/Supervision

Career Basics

How to Create a Resume
Filling out an Application
What's an Applicant Tracking System?
What's a Background Check?
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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

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

DISC

DISC
DISC: Introduction to DISC
DISC: Questionnaire
Understanding DISC Styles
Determining the Styles of Others
Mixing DISC Styles
High D
High I
High S
High C
Leading a High D
Leading a High I
Leading a High S
Leading a High C

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
Special Situations

Supervision

Going from Coworker to Boss
You Get What You Manage
8 Steps to Effective One-on-Ones
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



Sales

Career Basics

- 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

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 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

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

Sales Relationships

- Establishing Credibility
- How Customers Want to Be Treated
- Excellent Customer Service
- Utilizing DISC in Sales
- No, But, If™
- Customer Service Basics
- Building GREAT Sales Relationships
- Selling to a High D
- Selling to a High I
- Selling to a High S
- Selling to a High C



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

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®
- Determining Customer Needs Turning Features Into Benefits
- When to Shut Up
- Closing the Sale
- Speaking Customer
- Selling in New Products
- Selling to Different Customer Roles
- Smile!

