



# Business Skills Content

BUILD YOUR FUTURE SKILL BY SKILL

**NOTE: Content may vary by collection - contact sales for details ( [Contact Us](#) )**

## (ISC)2

### CLOUD SECURITY

Certified Cloud Security Professional (CCSP)

### INFORMATION SECURITY

Certified Information Systems Security Professional (CISSP)  
Certified Information Systems Security Professional (CISSP) Bootcamp

### SYSTEMS SECURITY

Systems Security Certified Practitioner (SSCP)

## AMERICAN SOCIETY FOR QUALITY (ASQ)

### SIX SIGMA CERTIFICATION

Black Belt  
Green Belt  
Yellow Belt

## ARTIFICIAL INTELLIGENCE (AI)

### AI BUSINESS TRANSFORMATION

Foundations of Generative AI  
Human Skills to Sustain an AI Transformation  
Leading an AI Transformation  
Reimagining Work with Generative AI  
Responsible Application and Guardrails for Generative AI

### PRACTICE WITH CAISY SIMULATIONS

Agile Tech & Product Team Simulations  
Coaching Your Team Simulations  
Customer Service Simulations  
DEI Simulations

First Time Manager in Technology Simulations  
First Time People Manager Simulations  
Leadership Simulations  
Procurement Simulations  
Sales & Marketing Simulations  
Well-Being Simulations

## ASPIRE JOURNEYS FOR BUSINESS SKILLS

### BUSINESS SKILLS

Accountant Journey  
Administrative Assistant Journey  
Agile for All  
Beyond Status Quo: DEI and the Future of Work  
Building Resilience in Your Personal and Professional Life  
Communications Manager Journey  
Content Marketing Manager Journey  
Content Strategy & Curation Journey  
Corporate Trainer Journey  
Creating An Inclusive Culture Of Trust and Belonging  
Customer Experience Manager Journey  
Customer Service Representative Journey  
Customer Success Manager Journey  
Delighting Customers with Design Thinking  
Event Planner Journey  
Executive Assistant Journey  
Finance for Non-Financial Professionals Journey  
Forging New Paths: Women's Advancement In Life and Work  
Generative AI Business Transformation  
Harnessing Disruption through Data Analytics  
Human Resources Consultant Journey

Human Resources Journey  
Inspiring Engagement and Resilience  
Leadership Pathways: A Journey for ERG Leaders  
Marketing Automation Analyst Journey  
Marketing in the Digital World  
Marketing Manager Journey  
Merchandiser Journey  
Office Manager Journey  
Operations Research Analyst Journey  
Product Management Journey  
Public Relations Manager Journey  
Residential Community Manager Journey  
Retail Sales Associate Journey  
Rookie to Rockstar: Mastering Professional Effectiveness  
Sales Manager Journey  
Social Media Strategist Journey  
Supply Chain Manager Journey  
Sustainability and Restoring Our Earth  
Technical Writer Journey  
Thrive at Work: Mind, Body, Emotion, and Relationships  
Training and Development Director Journey  
Virtual Work in the New Normal

### SKILLS BUILDER FRAMEWORK

Skills Builder - Aiming High  
Skills Builder - Creativity  
Skills Builder - Leadership  
Skills Builder - Listening  
Skills Builder - Speaking  
Skills Builder - Staying Positive  
Skills Builder - Teamwork

## ASPIRE JOURNEYS FOR CODECADEMY

### DATA / ML / AI

Data Visualization Mastery

### DECISION-MAKERS AND LEADERS

Agile for Decision-makers and

Leaders  
**PM**  
Agile for Decision-makers and Leaders  
Building a Scrum Toolbox  
Scrum Team Member to Scaled Agile Leader (2022 Update)  
Scrum Team Member to Scrum Master (2022 Update)  
Scrum Team Member to Scrum Product Owner (2022 Update)

## AWS

### ARCHITECTING

AWS Certified Solutions Architect - Associate

### CLOUD PRACTITIONER

AWS Cloud Practitioner Bootcamp

### OPERATIONS

AWS Certified SysOps Administrator - Associate

## BUSINESS OPERATIONS

### BUSINESS PLANNING & ANALYSIS

Analytics  
Building Business Cases & Plans

### FINANCE

Accounting  
Auditing  
Budgeting  
Cost Management  
Finance Essentials  
Financial Analysis

### HUMAN RESOURCES

Compensation & Benefits  
Employee Retention  
Human Resources Professional  
Interviewing  
Learning & Development  
On-Boarding  
Organizational Culture  
Performance Management &

Measurement  
Recruiting & Hiring  
Succession Planning  
Talent Management

### PROCESS IMPROVEMENT

Business Processes  
Operational Excellence  
Operations Management Essentials  
Quality Management  
Six Sigma  
Supply Chain

## CISCO

### ASSOCIATE

Cisco Certified Network Associate (CCNA)

### ENTRY

Cisco Certified Technician (CCT)

## COMPTIA

### ADDITIONAL PROFESSIONAL

CompTIA Project+

### CORE

CompTIA A+  
CompTIA Network+  
CompTIA Security+  
CompTIA Security+ Crash Course Bootcamp

### CYBERSECURITY

CompTIA CASP+  
CompTIA CySA+  
CompTIA Security+  
CompTIA Security+ Crash Course Bootcamp

### INFRASTRUCTURE

CompTIA Cloud+  
CompTIA Linux+  
CompTIA Server+

## CUSTOMER SERVICE

### CUSTOMER SERVICE: CORE CONCEPTS & METHODS

Customer Relationships  
Customer Service Operations  
Essential Customer Service Skills

## DATA

### DATA ARCHITECTURES

ChatGPT

### DATA CORE CONCEPTS

Data Essentials  
Data Literacy for All Bootcamp

### DATA PLATFORMS

SQL Database Administration

### DATA SCIENCE

Analyzing Data in Excel Bootcamp  
Data Literacy for All Bootcamp  
Data Science for Managers Bootcamp

### DATA VISUALIZATION & REPORTING

Data Visualization and Storytelling Bootcamp  
Data Visualization Core Concepts  
Introduction to Tableau Bootcamp  
Microsoft Power Platform Power BI  
Power BI Bootcamp  
Tableau

### DATABASE DEVELOPMENT

SQL Database Development & Design

## DIGITAL MARKETING INSTITUTE

### DIGITAL MARKETING ASSOCIATE

Digital Marketing Institute

Essentials

## DIGITAL TRANSFORMATION

### AGILITY FOR DIGITAL TRANSFORMATION

Agile Methodologies  
Agile Mindset & Culture

### DATA SCIENCE

Big Data  
Data and Analytics at Work  
Data and Analytics Literacy  
Data Visualization  
Data-driven Decision Making

### DIGITAL EXPERIENCES

Design Thinking Methodology  
Designing Digital Experiences  
Serving Digital Customers

### DIGITAL MARKETING & COMMUNICATIONS

Social Media Marketing

### DIGITAL SOFT SKILLS COMPETENCIES

Championing Digital Transformation  
Computational Thinking  
Continuous Learning  
Cross-Functional Collaboration

### ESSENTIALS OF DIGITAL TRANSFORMATION

Digital Automation  
Digital Transformation Strategy  
Disruptive Technologies  
Functional Insights on Digital Transformation  
Industry Insights on Digital Transformation  
Infrastructure & Architecture

### VIRTUAL WORK

Virtual Collaboration

## DIVERSITY, EQUITY, & INCLUSION

### DIVERSITY, EQUITY & INCLUSION

Creating Cultures Of Inclusion  
DEI For HR and Talent Professionals  
DEI In The Workplace

### LEADING DIVERSITY, EQUITY & INCLUSION

Embracing Equity  
Inclusive Leadership  
Leading DEI In The Workplace

### UNCONSCIOUS BIAS

Overcoming Unconscious Bias

## HR CERTIFICATION INSTITUTE® (HRCI®)

### HUMAN RESOURCES

Professional in Human Resources(r) PHR(r)  
Senior Professional in Human Resources(r) SPHR(r)

## INFRASTRUCTURE & OPERATIONS

### CLIENT & SERVER ADMINISTRATION

Windows Server

## INTERNATIONAL INSTITUTE OF BUSINESS ANALYSIS (IIBA)

### LEVEL 3 - CBAP

Certified Business Analysis Professional (CBAP(r))

## ISOGRAD

### TOSA DESKTOP

This catalog is for content in Percipio and not necessarily for all Skillsoft customers. Only English content is shown and localized content may not be available for every course.

"PMBOK, PMI, PMP, CAPM, PMI-ACP, PgMP, PMI-RMP and PMI-SP are trademarks of the Project Management Institute, Inc."



TOSA Excel  
TOSA Outlook  
TOSA PowerPoint  
TOSA Word

## **TOSA DIGITAL** DigComp

## **MANAGEMENT**

### **BUSINESS EXECUTION**

Developing a Business  
Execution Culture  
Driving Performance  
Managing a Crisis  
Managing Risk

### **BUSINESS STRATEGY**

Business Continuity  
Competition  
Global Strategy  
Growth Strategy  
Industry Analysis  
Innovation & Creativity  
Strategic Planning & Execution  
Strategic Thinking  
Sustainability  
Workplace after Pandemic and Crisis

### **LEADERSHIP ESSENTIALS**

Accountability  
Developing as a Leader  
Establishing a Positive Work Culture  
Goal Setting  
Leadership Foundations  
Leadership Transitions  
Leading Change  
Leading with Emotional Intelligence  
Leading with Vision  
Women in Leadership

### **MANAGEMENT ESSENTIALS**

Coaching  
Collaboration  
Empowering Employees  
First-Time Manager  
Giving and Receiving Feedback  
Leading Effective Meetings  
Management Decision Making  
Mentoring  
Motivating People  
Setting and Managing Priorities

### **MAYO CLINIC ON COVID MANAGEMENT**

Clinical Features & Diagnosis  
COVID Management  
Epidemiology  
Infection Control  
Mayo Clinic Q&A  
Pandemic Preparedness  
Public Health  
Telemedicine  
Vaccines

### **TEAM MANAGEMENT**

Delegation  
Leading Teams  
Managing & Developing People  
Managing Across Generations  
Managing Team Conflict  
Managing Virtual Teams  
Measuring & Managing Performance

## **MICROSOFT OFFICE**

### **MICROSOFT OFFICE SPECIALIST (MOS)**

Microsoft Office Specialist on Microsoft Office 2016  
Microsoft Office Specialist: Associate (Office 2019)  
Microsoft Office Specialist: Expert (Office 2019)

## **PRODUCT MANAGEMENT**

### **PRODUCT MANAGEMENT SKILLS**

Product Management

## **PRODUCTIVITY & COLLABORATION TOOLS**

### **BROWSERS & OPERATING SYSTEMS**

Android End User  
Firefox  
Google Chrome  
Internet Explorer  
iOS End User  
Mac Operating Systems  
Microsoft Edge  
Safari  
Windows End User  
Windows Mobile

### **COLLABORATION**

Basecamp  
Circuit  
Cisco Jabber  
Confluence  
Google Chat  
Google Hangouts  
Google Meet  
IBM Connections  
Join.me  
LogMeIn  
Microsoft Stream  
Smartsheet  
Webex  
Yammer  
Zoom

### **DESIGN**

Adobe Acrobat  
Adobe Connect Meetings  
Adobe Dreamweaver  
Adobe Edge Animate  
Adobe Illustrator  
Adobe InDesign  
Adobe Photoshop  
Adobe Premiere Elements  
Adobe Premiere Pro  
Design Tools  
Sketch  
Video Editing Tools  
Website Development Tools

### **MICROSOFT OFFICE**

Access  
Analyzing Data in Excel  
Bootcamp  
Excel  
InfoPath  
Lync End User  
Microsoft 365 End User  
Microsoft Stream  
Microsoft Teams  
Office Delve  
OneDrive  
OneNote  
Outlook  
PowerPoint  
Project  
Publisher  
SharePoint End User  
Skype End User  
Sway  
Visio  
Word  
Yammer

### **PRODUCTIVITY TOOLS**

Asana  
Box  
Dropbox  
End User Security  
Evernote  
Facebook  
Gmail  
Google AdWords  
Google Analytics for Marketers  
Google Docs  
Google Drawings  
Google Drive  
Google Forms  
Google Keep  
Google Photos  
Google Sheets  
Google Sites  
Google Slides  
Google Team Drives  
Google Workspace  
IBM Connections  
IBM Notes  
IBM Verse  
Instagram  
Introduction to Tableau  
Bootcamp  
JIRA  
LinkedIn  
Mac Mail

Mac Photos  
Microsoft Dynamics 365  
Microsoft Power Platform  
Microsoft PowerApps  
Microsoft Stream  
MindManager  
Pinterest  
Pocket  
Power BI  
Prezi  
QuickBooks  
Salesforce End User  
SAP End User  
Slack  
Smartsheet  
Social Networking  
Tableau  
Trello  
Twitter  
Typing Skills  
YouTube

## **PROFESSIONAL IMPROVEMENT**

### **BUSINESS COMMUNICATION**

Business Grammar  
Communication Essentials  
Crisis Communications  
Dealing with Conflict  
Difficult Conversations  
Email Productivity  
Giving Feedback  
Listening  
Negotiation  
Oral Communication  
Presentation Skills  
Receiving Feedback  
Written Communication

### **INDIVIDUAL PROFESSIONAL PERFORMANCE**

Adapting to Change  
Administrative Skills  
Creative Thinking & Brainstorming  
Critical Thinking  
Decision Making  
Influence & Persuasion  
Managing Up  
Networking & Building Relationships  
Resilience & Perseverance  
Self-Development  
Work/Life Balance  
Working Effectively on a Team  
Working Remotely

### **PERSONAL ACCOUNTABILITY**

Ethics, Integrity, & Trust  
Managing Yourself

### **PERSONAL PRODUCTIVITY**

Personal Productivity  
Time Management

### **SELF-DISCOVERY**

Career Planning  
Discovering Your Strengths  
Emotional Intelligence  
Managing Stress

### **WELL-BEING**

Financial Well-Being  
Mental Well-Being  
Mindfulness at Work  
Physical Well-Being

### **WORKING AND LEARNING TOGETHER FROM HOME**

Digital Citizenship and Safety  
Etiquette & Conduct While Working From Home  
Hybrid Work  
Managing Stress while Working from Home  
Supporting Equity in Education  
Supporting Remote Learning

## **PROGRAMMING**

### **DEVELOPER TOOLS**

JIRA

## **PROJECT MANAGEMENT**

### **PROJECT MANAGEMENT CORE CONCEPTS**

Best Practices in Project Management  
Program Management Essentials  
Project Management Essentials

### **PROJECT MANAGEMENT METHODS**

Agile Project Management  
PMBOK(r) Guide  
PMI 2021 Update  
PRINCE2(r)

## **PROJECT MANAGEMENT INSTITUTE (PMI)®**

### **PROJECT MANAGEMENT**

Agile Project Management  
Bootcamp  
CAPM(r)  
PMI-ACP(r)  
Project Management Professional (PMP) ATP  
Bootcamp: 8 Day Australia Cohort  
Project Management Professional (PMP) ATP  
Bootcamp: 8 Day NA Cohort

Project Management Professional (PMP) ATP  
Bootcamp: 8 Day UK Cohort

## **PROMOTIONAL CHANNEL ARCHIVES**

### **PROMOTIONAL CHANNEL ARCHIVES**

Diversity, Equity, and Inclusion  
Leadercamps - Retiring  
Forging New Pathways for Women's Careers - Retiring  
How to Be Successful in Your Digital Transformation  
Leadercamp - Retiring  
Leading in a VUCA World - Retiring  
Leading In The New Normal  
Leadercamp - Retiring  
Overcoming Burnout and Thriving in Turbulent Times  
Leadercamp - Retiring  
Productivity & Wellness  
Leadercamps - Retiring  
Responding To The Pandemic  
Leadercamp - Retiring  
Talent Development and Transformation  
Leadercamps - Retiring  
The Art of Great Consulting  
Leadercamp - Retiring

## **RED HAT**

### **ADMINISTRATOR**

Red Hat Certified System Administrator (RHCSA)

## **SALES & MARKETING**

### **CORPORATE COMMUNICATIONS**

Advertising  
Digital Marketing/Social Media  
Public Relations

### **CORPORATE MARKETING**

Brand Management  
Marketing Essentials  
Marketing Strategy & Planning

### **CUSTOMER SUCCESS**

Customer Success Management

### **PRODUCT MARKETING**

Market Research  
Pricing

### **SALESFORCE & CHANNEL MANAGEMENT**

Channel Management

Sales Methodologies  
Salesforce Management

### **SELLING SKILLS**

Selling Essentials

## **SECURITY**

### **INFORMATION SECURITY**

Business Continuity Planning  
Bootcamp  
Cisco Security

## **SKILLSOFT BOOTCAMPS**

### **BUSINESS CONTINUITY PLANNING BOOTCAMPS**

Business Continuity Planning  
Bootcamp

### **CLOUD SERVICES BOOTCAMPS**

AWS Cloud Practitioner  
Bootcamp

### **DATA BOOTCAMPS**

Data Analysis for Business Professionals  
Bootcamp  
Data Literacy for All  
Bootcamp  
Data Science for Managers  
Bootcamp  
Data Visualization and Storytelling  
Bootcamp  
Introduction to Tableau  
Bootcamp  
Power BI  
Bootcamp

### **IT OPS**

Intro to Confluence & Jira  
Bootcamp

### **PROJECT MANAGEMENT BOOTCAMPS**

Agile Project Management  
Bootcamp  
Introduction to Scrum for the Team  
Bootcamp  
Introduction to the Agile Principles and Mindset  
Bootcamp  
Let's Talk About the PMBOK Guide Seventh Edition  
Bootcamp  
Project Management Fundamentals  
Bootcamp  
Project Management Professional (PMP) ATP  
Bootcamp: 8 Day Australia Cohort  
Project Management Professional (PMP) ATP  
Bootcamp: 8 Day NA Cohort  
Project Management Professional (PMP) ATP  
Bootcamp: 8 Day UK Cohort  
PSM I (Professional Scrum Master level I) Exam Prep

Bootcamp  
PSM II (Professional Scrum Master level II) Exam Prep  
Bootcamp  
PSPO I (Professional Scrum Product Owner I) Exam Prep  
Bootcamp  
PSPO II (Professional Scrum Product Owner II) Exam Prep  
Bootcamp  
Scaling Agile in Your Organization  
Bootcamp

### **SECURITY BOOTCAMPS**

Certified Information Systems Security Professional (CISSP)  
Bootcamp  
CompTIA Security+ Crash Course  
Bootcamp

### **VIRTUAL TRAINING**

Best Practices of Virtual Instructor-led Training (vILT)  
Bootcamp

## **SKILLSOFT LEADERCAMPS**

### **SKILLSOFT LEADERCAMPS: LIVE AND REPLAYS**

Skillsoft Leadercamps: Live  
Skillsoft Leadercamps: Replays

## **SKILLSOFT LIVE EVENTS**

### **LIVE EVENTS**

On-demand Events

## **SKILLSOFT'S THE EDGE PODCAST**

### **PODCAST EPISODE MENU**

The Edge: A Skillsoft Podcast

## **SOFTWARE CRAFT**

### **SOFTWARE DEV PRACTICES**

Agile Project Management  
Bootcamp  
Introduction to Scrum for the Team  
Bootcamp  
Introduction to the Agile Principles and Mindset  
Bootcamp  
PSM I (Professional Scrum Master level I) Exam Prep  
Bootcamp  
Scaling Agile in Your Organization  
Bootcamp