



Available Titles

Adapting Your Style

The Art of Effective Communication

The Art of Influencing Others *

Assertiveness Skills *

Balancing Priorities

Behavioral Interviewing

Budgeting Basics

Business Etiquette

Career Planning and Development

Challenging Negative Attitudes

Civility in the Workplace

Coaching Conversations

Coaching for Development

Communication Mystery: Solved

Creative Problem Solving

Critical Thinking Skills *

Cultural Competency

Customer Service Over the Phone

Defining Team Roles and Responsibilities

Delegating for Growth *

Developing Positive Relationships at Work *

Developing Your Direct Reports *

Diversity Awareness Training

Effective Listening Skills *

Effective Negotiation Skills

Emotional Intelligence

Ethics in the Workplace

Financial Intelligence *

Fundamentals of Strategic Planning *

Getting Things Done

How to Handle Change and Upheaval

How to Make Yourself Indispensable *

How to Manage Your Emotions *

Ideas Into Action *

Increasing Your Emotional Intelligence*

Leadership 101 *

Leading Others Through Change *

Learning to Manage

Managing Managers

Managing Offsite Employees

Managing Teams

Meeting Management

Mental Models *

Motivating Employees to be Their Best

The Multi-Generational Workplace

Navigating Difficult Conversations *

Organizational Trust

Performance Management

Positive Approaches to Resolving Performance and Conduct Problems

Preventing Workplace Harassment

Productive Work Habits *

Real-World Project Management

Resilience *

Resolving Conflict At Work

Selling Essentials: Understanding the Sales Cycle *

Selling Essentials: Prospecting and Territory Management *

Selling Essentials: Opening the Sales Call *

Selling Essentials: What to Ask & How to Listen *

Selling Essentials: Presenting Solutions, Overcoming Objections, & Closing the Sale *

Selling Essentials: Developing Clients for Life *

Selling Essentials: Coaching for Performance *

Skillful Collaboration *

Social Media at Work *

Solid Business Writing

Succession Planning

Supervisor Communication Skills

Systems Thinking *

Taking Control of Conflict

Talk Like a Leader

Team Building

Time Management

The Toughest Supervisor Challenges *

What Customers Really Want

Why We Struggle with Tough Decisions *

Women and Leadership

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