

Drive Performance In All Areas of Your Organization with Comprehensive Content from GeoLearning

in partnership with

skillsft

HR Compliance

IT Skills

Workplace
Safety

Sales

Project
Management

Comp
Sk

Leverage Online Training for Everyday Performance Improvement

Build your business performance by developing knowledge. GeoLearning's online training solution is self-paced and available anytime, anywhere via the Internet, so students can learn and progress as quickly as their abilities allow and take classes at their convenience. 317 courses pre-integrated with GeoLearning's on-demand LMS cover the broad spectrum of business needs and are easily assessed anywhere, anytime on-demand via the Internet.

GeoLearning delivers training to your organization covering:

- Business Skills
- Desktop Skills
- HR Compliance & Safety
- IT Skills

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geo[®]
LEARNING
"The e-learning systems company."



A Comprehensive Library Designed to Drive Business Results

The instructional design model for GeoLearning's content library is based primarily on the concepts of performance-oriented instruction, mastery and the sequencing of instructional activities and strategies.

The model draws heavily from adult learning principles that emphasize learner initiative, self-management and experiential learning. The design of each course starts with the definition of user-focused performance objectives and then proceeds to the selection and implementation of instructional strategies and learning activities appropriate for those objectives. Frequent practice questions or exercises along with assessments measure users' achievement of those objectives.

All courses have clear, tangible learning objectives that are met through an engaging presentation of information, practice opportunities and evaluation.



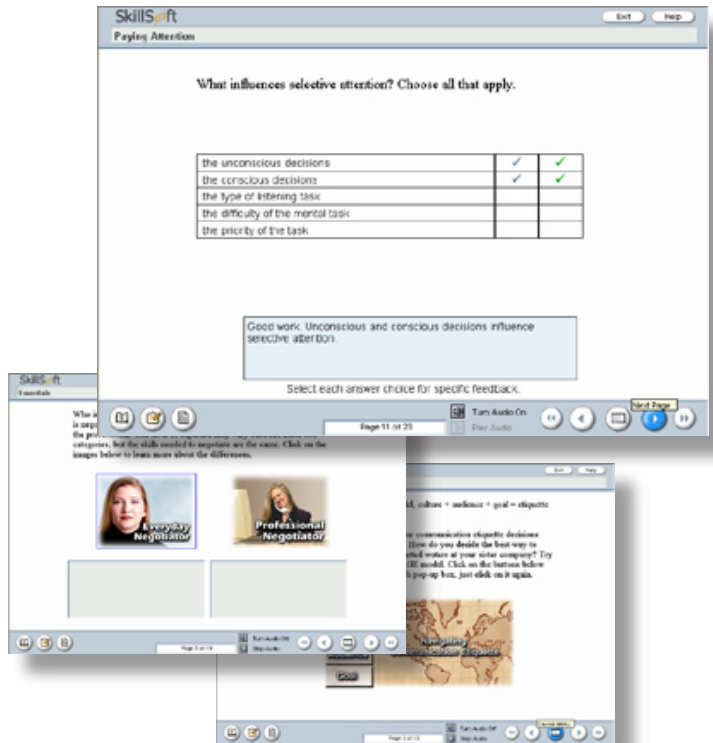
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Business Skills

Corporate learning is evolving. Corporations have traditionally focused on providing basic learning resources for their workforces, but today's learning departments are looking for ways to play a more strategic role. Simultaneously they are looking for ways to maximize learning's effectiveness by placing corporate initiatives in context of the needs of individual employees. Learning has become the connective tissue between the corporate mission and the employees charged with carrying it forward.

GeoLearning understands the pressing need to train more learners, in more subjects, in less time than ever before. You need the ability to easily customize learning to meet business objectives and need to track results and prove the value of the learning program. GeoLearning's business skills solution addresses a broad range of needs, enabling learners to gain information in formal and informal ways.



Engaging graphics, real world examples and audio narration enhance the student's learning experience.

Course Listing:

The Process of Interpersonal Communication
 Communication Skills for the Workplace
 Communication Skills for Leadership
 Communication Skills for Resolving Conflict
 Writing with Intention
 Avoiding Errors in Usage and Punctuation
 Avoiding Grammatical Errors in Business Writing
 The Basics of Listening
 Listening for Comprehension
 Enhancing Your Listening Skills
 Difficult People in the Workplace
 Everyday Business Etiquette
 Communication Etiquette
 Etiquette and the Business Meeting
 Working Effectively with Customers
 Foundations of Grammar
 Understanding Writing Mechanics
 Essentials of Electronic Communication
 Optimizing Email at Work
 E-mail and Organizational Communication
 Presenting to Succeed
 Delivering Your Message
 Delivering Successful Presentations
 Leading Effective Business Meetings
 Handling Conflict with Others
 Making Telephone Calls Count
 Crafting a Deal
 Connect and Communicate
 The Negotiation Process
 Building Relationships to Get Results
 Teamwork and Results Without Authority
 An Essential Guide to Giving Feedback
 Experiencing Anger
 Managing Your Anger

Building the Service Foundation: Corporate Culture
 Fundamentals of Exceptional Customer Service
 The Voice of the Customer
 Advancing Your Service Expertise
 Customers, Conflict and Confrontation
 Overcoming Challenging Service Situations
 Instilling Service Excellence: the EXCEL Acronym
 Service Stars and Service Teams
 Principles of Financial Management
 Energizing and Empowering Employees
 Going from Management to Leadership Simulation
 The Enabling Leader
 Communicating as a Leader
 Coaching for Performance
 Leading through Change
 Growing from a Manager to a Leader Simulation
 Becoming a Manager
 A New Manager's Responsibilities and Fears
 Lead and Communicate Effectively as a New Manager
 A New Manager's Role in the Company's Future
 The Manager as Coach and Counselor
 About 360-Degree Performance Feedback
 Elements of a 360-Degree Performance Review
 Delivering 360-Degree Performance Feedback
 Preventing Problem Performance
 Improving Problem Performance
 Managing Through the Change
 Effective Mentoring
 The Mentoring Manager
 Implementing an Organizationwide Mentoring Program
 Delegation Basics
 The Personal Approach in Delegation
 Managing the Delegated Environment
 The Role of the Facilitator
 Facilitative Fundamentals: Techniques and Tools
 Facilitating Work Groups and Meetings

Coaching for Business
 Successful Coaching Relationships
 Key Stages in Coaching
 Coaching Skills
 Working More Effectively Simulation
 Techniques for Better Time Management
 Developing Good Time-management Habits
 Ethical Decision Making
 Managerial Business Ethics
 Organizational Ethics
 Success Over Stress
 Strategies for Better Balance
 Perspectives on Organizational Change
 Being Prepared for Change
 Foundations of Effective Thinking
 Framing the Problem
 Generating Alternatives in Problem Solving
 Dynamic Decision Making
 Project Management Essentials Simulation
 An Introduction to Project Management (PMBOK-Third Edition aligned)
 Project Lifecycles and Stakeholders
 Introduction to Project Process Groups and Initiating a Project
 Project Planning
 Executing, Monitoring & Controlling, and Closing a Project
 Prepare for Success
 Strategic Planning
 Progressing through the Complex Sale
 Presenting Your Proposition
 Negotiating to Mutual Benefit
 From Executive-level Sale to Strategic Partnership
 Effectively Communicating in Teams
 The Individual's Role in a Team
 Team Conflict: The Seeds of Dissent
 Analyzing Workplace War Zones
 Getting Past Clashes: Valuing Team Diversity

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Desktop Skills

Organizations of every size and business model need desktop computer skills as a basic building block of success. More than just increasing productivity, proficiency with desktop software facilitates better business results. Your employees can create more effective spreadsheets, better reports and more dynamic presentations. Learners will not only use the tools provided, they will utilize them to the fullest extent possible.

GeoLearning offers online training for today's most popular desktop applications, including Microsoft Word, Excel, PowerPoint, Outlook, Access and Project.

Course Listing:

Microsoft Office 2000 - Excel for Power Users
 Microsoft Office 2000 - Beginning Project
 Windows XP: Fundamentals
 Windows 2000 - Installation
 Windows 2000 - Administration
 Windows 2000 - Files and Folders
 Getting Started with Word 2003
 Advanced Formatting in Word 2003
 Basic Features of Excel
 Excel 2003 Formulas and Functions
 Sending and Receiving Messages in Outlook 2003
 Managing Files, Folders, and Devices
 in Microsoft Windows XP
 Creating Documents in Word 2002
 Working with Documents in Word 2002
 Managing Outlook 2002
 Advanced Data Management in Excel 2002
 Advanced Data Manipulation and Analysis in Excel 2002
 FrontPage 2002 Basics
 Enhancing and Managing Web Sites with FrontPage 2002
 Advanced Formatting and Navigation in Word 2002
 Creating Presentations using PowerPoint 2002
 Basic Features of Excel 2002
 Optimizing Excel 2002
 Introducing Outlook 2002
 Common Features in Microsoft Office XP
 Advanced Database Design in Access 2002
 Customizing, Running, and
 Broadcasting PowerPoint 2002 Presentations
 Office XP for the Advanced User
 Introduction to Access 2002
 Intermediate Access 2002

Fundamentals of Internet Explorer 6
 Microsoft Office 2003: New Features for End Users
 Getting Started with Project 2002
 Up and Running with Project 2002
 Formatting Data in Excel 2003
 Advanced Customization in Excel 2003
 Getting Started with FrontPage 2003
 Introduction to Microsoft Office 2003
 Creating Basic Presentations using PowerPoint 2003
 Working with Code in FrontPage 2003
 Slide Layout and Design in PowerPoint 2003
 Working with text and paragraphs in Word 2003
 Advanced formatting in Excel 2003
 Getting Started with Access 2003
 Basic Access 2003 Tables
 Advanced Document Navigation in Word 2003
 Formatting and Managing Messages in Outlook 2003
 MS Project 2003 Beginning: Creating and Defining a Project
 MS Project 2003 Beginning: Specifying
 and Assigning Resources
 New Features for End Users in Microsoft Office 2007
 Microsoft Office Excel, PowerPoint, and Outlook 2007
 Microsoft Access 2007 and Microsoft Publisher 2007
 Sharing and Collaboration in Microsoft Office Enterprise 2007
 Windows Vista User Experience
 Windows Vista Security and Performance Improvements
 SharePoint 2007 Essentials
 Creating and Managing Personal Sites
 and Searches in SharePoint 2007
 Advanced Formatting in Excel 2007
 Advanced Data Management in Excel 2007
 Advanced Customization in Excel 2007
 Customizing Views, Tracking Items,
 and Adding E-Mail Accounts to Outlook 2007

Configuring Rules, Alerts, and Junk E-mail Settings
 in Outlook 2007
 Working with SharePoint, Calendars,
 and Forms in Outlook 2007
 Advanced Formatting in Word 2007
 Advanced Document Navigation
 and Document Reviews in Word 2007
 Using Tables, Charts, and Graphics in Word 2007
 Getting Started with Excel 2007
 Manipulating and Formatting Data and Worksheets
 Reviewing and Printing in Excel 2007
 Excel 2007 Formulas and Functions
 Excel 2007 Charts, Pictures, Themes, and Styles
 Getting Started with Outlook 2007
 Formatting and Managing E-mail in Outlook 2007
 Using the Calendar in Outlook 2007
 Using Contacts, Tasks, Notes,
 and Customizing the Interface in Outlook 2007
 Completing Searches, Printing Items, and Working
 with RSS Feeds in Outlook 2007
 Getting Started with PowerPoint 2007
 Adding Graphics to Presentations in PowerPoint 2007
 Adding Multimedia and Animations to Presentations
 Getting Started with Word 2007
 Working with Text and Paragraphs in Word 2007
 Structuring, Editing, Saving, and Opening Documents in Word 2007
 Printing, Help, and Automated Formatting in Word 2007
 Working with Documents in Word 2007
 Advanced Data Manipulation Features in Word 2007
 Advanced Document Features in Word 2007
 Collaborative Features in Word 2007

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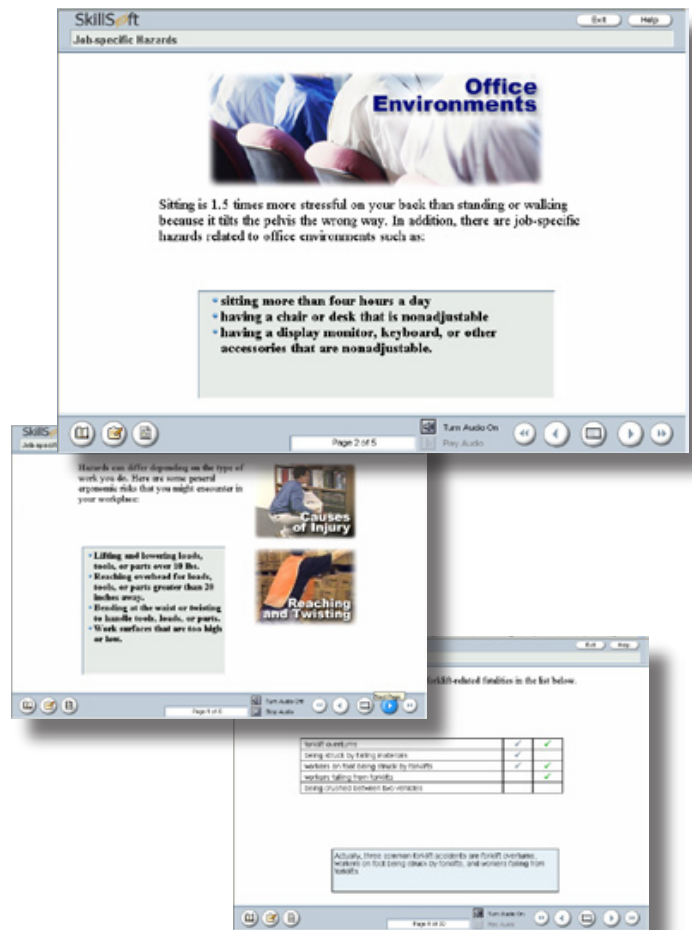
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HR Compliance & Safety

The risk of not complying with federal regulations is a high price to pay for today's enterprises. Whether your organization operates in an office, production environment or the field, violations, fines and plant shutdowns can have a significant impact on business and the bottom line. Today's organizations strive to maintain a culture where employees feel motivated and productive. A safe and healthy work environment also helps to reduce costly turnover.

GeoLearning's HR Compliance & Safety solution offers hundreds of hours of approved courseware, in addition to a robust and flexible infrastructure and a proven methodology and implementation process. This course library offers a depth of expertise in environmental safety, health and transportation regulatory compliance that ensures effective training and readiness.

Learning resources are designed for a range of needs, from workers requiring rigorous training and certification, to business professionals that might only need general awareness or periodic training on special topics. Beyond the benefit of ensuring organizational compliance, GeoLearning's content solution helps organizations manage compliance and safety related costs across the organization.



Easy-to-access compliance training enables organizations to avoid employee workplace disruptions and decreased productivity.

Course Listing:

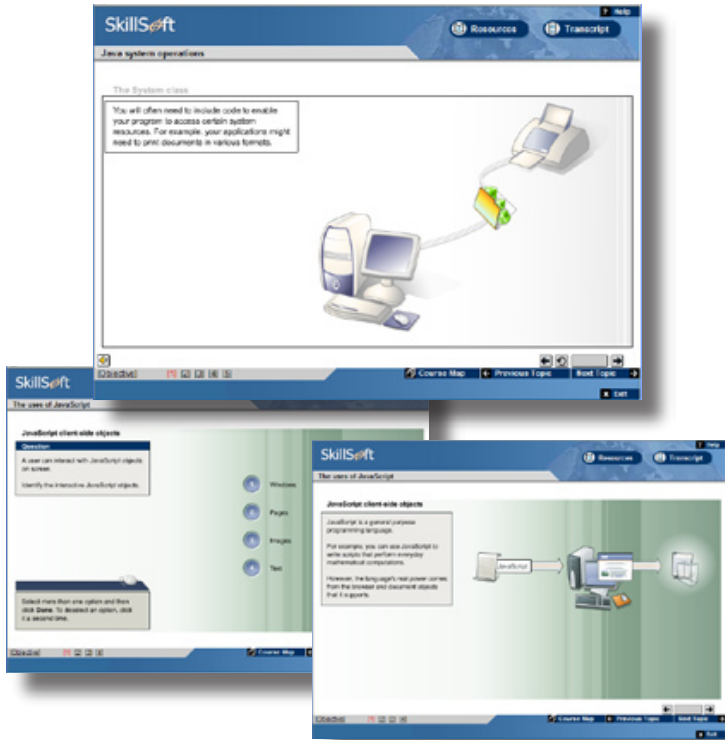
Why Diversity Matters
 Changing the Corporate Culture
 Recruiting for the 21st Century: The Market
 Recruiting for the 21st Century: Strategies
 Recruiting Successfully
 Hiring Considerations
 Effective Interviewing
 A Manager's Introduction to Business Law
 Contracts in Commercial Transactions
 Employment and Labor Laws
 American Business Formations in the 21st Century
 Employee Sexual Harassment Awareness
 Supervisor and Manager Sexual Harassment Awareness

Harassment in the Workplace
 Workplace Ethics
 Antitrust-Overview
 Conflict of Interest
 Americans with Disabilities Act (ADA)
 Fair Labor Standards Act (FLSA)
 Insider Trading
 Hazardous Material Management
 Back Safety
 Bloodborne Pathogens
 Confined Space Entry
 Defensive Driving
 Electrical Safety Awareness
 Ergonomics Awareness

Fall Protection Awareness
 Fire Prevention and Safety
 Forklift Safety
 Hazard Communication
 Hearing Conservation
 Ladder Safety
 Lockout/Tagout
 Office Ergonomics
 Personal Protective Equipment: Body Protection
 PPE: Eye and Face Protection
 Respiratory Protection
 Slips, Trips, and Falls
 Workplace Safety Orientation

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GeoLearning offers online instruction for administering Windows XP, Exchange Server, SQL Server, Project server, Windows 2000, .NET and more.

Course Listing:

.NET Solution Vision and Requirements
 Developing .NET Specifications, Strategies and Conceptual Design
 Creating the .NET Logical Design
 Creating the .NET Physical Design
 Installing Windows XP Professional
 System Reliability and the Desktop in Windows XP Professional
 Networking Protocols and Services in Microsoft Windows XP
 Backup and Security Settings in Microsoft Windows XP
 Windows 2000-Network Design: Networking
 Windows 2000-Network Design: Addressing and Naming Services
 Windows 2000-Network Design: Remote Access Services
 Windows 2000-Network Design: Routing Technologies
 Microsoft Windows Server 2003: Designing the Infrastructure
 Microsoft Windows Server 2003: Creating the Design
 JavaScript: Language Basics
 JavaScript: Scripting
 Object-Oriented Analysis and Design with UML: Fundamentals
 Microsoft Windows Server 2003: Network Infrastructure and Active Directory Physical Design
 Microsoft Windows Server 2003: The Network Services Infrastructure Conceptual and Logical Design
 ANSI C Programming: Introducing C
 ANSI C Programming: Data Representation
 ANSI C Programming: Functions
 C++ Programming: Structured Programming
 C++ Programming: Classes and Data Abstraction
 C++ Programming: Manipulating Objects
 C++ Programming: Overloading
 ANSI C Programming: Expressions

Getting Started with Windows Server 2003
 System Administration in Windows Server 2003
 Windows Server 2003: Managing Users, Groups, and Computers
 Windows Server 2003: Managing Resource Access
 Windows Server 2003: Basic Concepts
 Windows Server 2003: Implementing, Managing, and Maintaining TCP/IP
 Windows Server 2003: Implementing, Managing, and Maintaining Name Resolution
 Windows Server 2003: Implementing, Managing, and Maintaining DHCP
 Windows Server 2003: Planning the Network Infrastructure
 Windows Server 2003: Planning for Name Resolution
 Windows Server 2003: Implementing Routing and Remote Access
 Windows Server 2003: Planning for Network Availability
 Exchange Server 2003: Installation
 Exchange Server 2003: Upgrades and Migration
 Exchange Server 2003: Configuration for Exchange and Foreign Messaging Systems
 Exchange Server 2003: Configuration for Management
 Creating Diagrams with Visio 2003
 Developing Diagrams with Visio 2003
 Windows Server 2003: Security Basics
 Windows Server 2003: Logical Network Security
 Windows Server 2003: Securing Clients
 Getting Started with Publisher 2003
 Getting Started with Java
 Creating Classes in Java
 Java Utilities
 Basic GUI Development with Java
 Java Applets
 Project Server 2003: The EPM Solution

Project Server 2003: Planning the Infrastructure
 Overview of SQL Server 2000
 Installing, Configuring, and Upgrading SQL Server 2000
 SQL Server 2000 Databases
 Transferring and Transforming Data in SQL Server 2000
 Security in a Microsoft SQL Server 2000 Environment
 SQL Server 2000, XML, and the Web
 Design Concepts for web sites
 Advanced HTML Design Elements
 Introducing Microsoft .NET
 What Microsoft .NET Means for IT Professionals
 Designing and Implementing Security in SQL Server 2000
 The SQL Server 2000 Logical Data Model
 Using T-SQL in SQL Server 2000
 Beginning C#
 Programming C# for the VB6 Developer
 J2EE Architecture
 Building ASP.NET Applications
 Managing Resources, File Systems, Disks, and Web Services in Windows 2000
 Managing and Monitoring Network Security, Routing, and TCP/IP in Windows 2000
 Managing DHCP, DNS, and Name Resolution on a Microsoft Windows 2000 Network
 Managing Windows 2000 Servers and Client Computers
 Managing Groups and Replication through the Active Directory in Windows 2000
 XML Language Basics
 Style Sheets and Links
 ADO.NET Connections and Commands
 Application Deployment in .NET
 Deployment of Windows-Based .NET Applications
 Relational Databases
 LDAP Fundamentals

IT Skills

GeoLearning provides a rich array of content assets and flexible delivery technologies to support the full range of formal and informal learning needs of IT organizations today. Users can instantly access moments of learning, at the right time and place, and in the right way. Learning is continually available close to the work, resulting in immediate impact to critical IT decisions and projects.

The IT Courseware Collection contains award winning courseware with breadth and depth across six critical technology subject areas, continually developed to keep up with the constantly changing requirements for various professional certifications. Simulations offer task-based multipath scenarios to provide realistic practice of technology subjects or applications. Integrated mentoring and mentored exercises enable rich interactions with experts online and through e-mail.

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