eLearning Using Corporate Training Materials.com

Purpose

The OHR Training and Development Organizational Division is pleased to provide our employees, contractors, volunteers and interns with a library of e-Learning courses through Corporate Training Materials.com. These professionally produced training courses cover a wide range of Professional Development, Management Development and Leadership Courses.

Because these courses are accessible through Oracle Learning Management (OLM), there are a number of advantages to utilizing this library.

- You may access classes from OLM on any PC, 24/7.
- You do not have to register with an outside provider to take these courses. Your information is already in our database.
- As with all class through OLM, the system maintains a record of your completed training and it can be retrieved by printing a transcript.
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Topics

- Anger Management
- Appreciative Inquiry
- Assertiveness And Self-Confidence
- Budgets And Financial Reports
- Business Etiquette
- Business Writing
- Change Management
- Civility In The Workplace
- Coaching And Mentoring
- Communication Strategies
- Conflict Resolution
- Creative Problem Solving
- Developing Creativity
- Emotional Intelligence
- Facilitation Skills
- Generation Gaps
- Handling a Difficult Customer
- Interpersonal Skills
- Knowledge Management

- Leadership And Influence
- Lean Process And Six Sigma
- Performance Management
- Personal Productivity
- Presentation Skills
- Project Management
- Proposal Writing
- Public Speaking Public Speaking
- Risk Assessment and Management
- Safety In The Workplace
- Social Media In The Workplace
- Team Building For Managers
- Teamwork And Team Building
- Time Management
- Train-The-Trainer
- Work-Life Balance
- Workplace Diversity
- Workplace Violence

Additional Information

- These courses take a couple of hours to complete. We recommend that you plan to complete the training within several sittings.
- As with all OHR Training, you must have supervisory approval to take an eLearning course during your work hours.
- Courses are narrated, so if others are nearby, you may want to use earbuds or earphones.
- Courses will be added to this list periodically.

Questions

If you have questions using this guide, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.