



**Idaho State
University**

Business Skills Courses

This page is a complete listing of training modules available to benefit-eligible faculty and staff related to business skills-related topics. The content of these topics is provided by our 3rd party contractor, Skillsoft, and can be accessed and launched through our ISU talent management system (TMS).

Accounting and Budgeting

Key Accounting Concepts and Principles
Recording, Posting, and Balancing the Books
Preparing Financial Statements and Closing Accounts
Accounting for Stock Transactions

Administrative Support

Administrative Support: Developing Your Essential Skills
Administrative Support: Working in Partnership with Your Boss
Administrative Support: Interacting Effectively with Colleagues
Administrative Support: Projecting a Positive Professional Image

Business Analysis

Big Data Fundamentals
Business Analysis Overview
The BA Planning and Monitoring Knowledge Area
The BA Elicitation and Collaboration Knowledge Area
The Requirements Life Cycle Management Knowledge Area
The Strategy Analysis Knowledge Area
RADD Knowledge Area: Part 1
RADD Knowledge Area: Part 2
The Solution Evaluation Knowledge Area
Certified Business Analysis Professional
Business Analysis Analytical Techniques
Business Analysis Activities and Tools
Business Analysis Documentation and Criteria
Personal Skills for Effective Business Analysis
Business Analysis Professional Effectiveness Competencies
Perspectives for Effective Business Analysis

Business Continuity

Forging Ahead with Perseverance and Resilience
Responding Effectively to Risks
Assessing Your Organization's Risks
Establishing Effective Virtual Teams
Facing Virtual Team Challenges
Skype for Business 2016: Getting Started
LogMeIn GoToMeeting: Organizing & Hosting Meetings
Google Hangouts Meet: Using Hangouts Meet on the Web
Join.me for Windows: Organizing, Hosting & Joining Meetings
Managing in a Crisis
Cisco Webex Meetings: Organizing & Hosting Meetings
Cisco Webex Teams: Using the Collaboration Tools
Becoming a Successful Collaborator
Microsoft Teams: Communicating via the App
Business Continuity Programs
Finding the Quality in Your Data

Certified Business Analysis Professional (CBAPA)

Business Analysis Overview
The BA Planning and Monitoring Knowledge Area
The BA Elicitation and Collaboration Knowledge Area
The Requirements Life Cycle Management Knowledge Area
The Strategy Analysis Knowledge Area
RADD Knowledge Area: Part 1
RADD Knowledge Area: Part 2
The Solution Evaluation Knowledge Area
Certified Business Analysis Professional
Business Analysis Analytical Techniques
Business Analysis Activities and Tools
Business Analysis Documentation & Criteria
Personal Skills for Effective Business Analysis
Business Analysis Professional Effectiveness Competencies
Perspectives for Effective Business Analysis

Marketing/Social Media/Public Relations

Reaching Customers Digitally
Helping Customers Find You
The Basics of Marketing
The People and Planning in Marketing
Product, Pricing, and Promotion in the Marketing Mix
Distribution and E-Marketing Ethics in the Marketing Mix
Competitive Marketing Strategies: Analyzing Your Organization

Strategies for the Modern Public Relations Professional
Writing Skills for Public Relations
Reaching Customers Digitally
Helping Customers Find You
Managing Your Corporate Reputation Online

Finance and Accounting

Basic Accounting Concepts for Non-financial Professionals
Comprehending Financials: A Guide to Financial Statements
Basic Budgeting for Non-financial Professionals
Financial Statement Analysis for Non-financial Professionals
Key Accounting Concepts and Principles
Recording, Posting, and Balancing the Books
Preparing Financial Statements and Closing Accounts
Accounting for Stock Transactions
Focusing on the Bottom Line as an Employee
Managing with a Cost-control Mindset

Human Resources

Ensuring Onboarding Success
Hitting the Recruitment Bull's-eye
Applicant Screening: The First Step in Hiring the Best
Planning for Skills Needs and Managing Performance
Building Career Development Programs and Succession Planning
Implementing Transformational HR
Individual Behavior in Organizations
Conducting an Effective Hiring Interview
Managing in a Crisis

Marketing Essentials

The Basics of Marketing
The People and Planning in Marketing
Ensuring Onboarding Success
Hitting the Recruitment Bull's-eye
Applicant Screening: The First Step in Hiring the Best
Planning for Skills Needs and Managing Performance
Building Career Development Programs and Succession Planning
Implementing Transformational HR
Individual Behavior in Organizations
Conducting an Effective Hiring Interview
Managing in a Crisis

Operational Excellence and Management

Operations Management Functions and Strategies
Strategic Product and Service Management
Supply Chain Management Basics: Cutting Costs and Optimizing Delivery
Inventory Management: Aligning Inventory with Production and Demand
Optimizing Operations Using Demand Forecasting and Capacity Management

Personal Development

Forging Ahead with Perseverance and Resilience
Reaching Goals Using Perseverance and Resilience
The Building Blocks of Building Trust
Taking Stock of Your Work/Life Balance
Staying Balanced in a Shifting World
Take a Deep Breath and Manage Your Stress
Organizations Change So Get Ready
Redefining Yourself after Organizational Change
Organize Your Physical and Digital Workspace
Avoid Procrastination by Getting Organized Instead
Maximize Your Productivity by Managing Time and Tasks
Achieve Productivity in Your Personal Life
Becoming an Accountable Professional
Becoming Your Own Best Boss
Becoming More Professional through Business Etiquette
Developing a Personal Accountability Framework
Cultivating Relationships with Your Peers
Building Your Professional Network
Building Rapport with Your Boss
Bridging the Diversity Gap
Your Role in Workplace Diversity
Managing Pressure and Stress to Optimize Your Performance
Developing a Plan to Further Your Career
Getting Your Career on the Right Track
Using Performance Appraisals to Advance Your Career
Developing Your Business Ethics
Writing and Preparing an Effective Speech
Conquering the Challenges of Public Speaking
Unleashing Personal and Team Creativity
Verifying and Building on Creative Ideas
Aligning Goals and Priorities to Manage Time
Make the Time You Need: Get Organized
The Art of Staying Focused
Uncovering and Utilizing Your Talents and Skills
Self-improvement for Lifelong Success
Establishing Self-confidence for Life

Procrastination: Admitting it is the First Step
Beating Procrastination by Boosting Your Creativity and Drive
Improving Your Memory Skills
Improving Your Reading Speed and Comprehension
Understanding Unconscious Bias
Overcoming Your Own Unconscious Biases
Overcoming Unconscious Bias in the Workplace
Getting to the Root of a Problem
Defining Alternative Solutions to a Problem
Choosing and Using the Best Solution
Confronting Your Assumptions
Investigating Arguments
Reaching Sound Conclusions
Developing a Growth Mind-set
Finding and Nurturing a Mentor Relationship
Learning from Failure
Keeping Your Skillset Current in the Digital Economy
A Difficult Boss Doesn't Have to Be a Difficult Problem
Taking the Lead with Workplace Motivation and Engagement
Outwitting Your Cognitive Bias
Be Liked and Respected in the Workplace
Solve Problems Using Systems Thinking in the Workplace
Becoming a Successful Collaborator

Product Management

Product Management: Building a Product Strategy
Product Management: Metrics for Product Managers
Product Management: An Overview
Product Management: Competitive and Market Analytics for Product Managers
Product Management: Building a Product Roadmap and Agile Product Management
Product Management: Create a Go-to-Market Plan
Product Management: Communication for Product Managers
Product Management: Market Research Basics
Product Management: Customer Development for Product Managers
Product Management: Design and Run Experiments for Product Managers

Public Relations

Strategies for the Modern Public Relations Professional
Writing Skills for Public Relations

Six-Sigma: Green Belt

Organizational Goals and Six Sigma
Lean Principles in Six Sigma Projects

FMEA and Design for Six Sigma
Identifying Six Sigma Projects
Six Sigma Voice of the Customer
Six Sigma Project Management Essentials
Management and Planning Tools for Six Sigma
Six Sigma Performance Metrics
Team Dynamics and Performance for Six Sigma Projects
Six Sigma Process Documentation and Analysis
Six Sigma Probability and Statistical Distributions
Six Sigma Data Classification, Sampling, and Collection
Six Sigma Statistics and Graphical Presentation
Six Sigma Measurement Systems Analysis
Six Sigma Process and Performance Capability Measurement
Six Sigma Exploratory Data Analysis
Six Sigma Hypothesis Testing Fundamentals
Six Sigma Hypothesis Tests for Variances and Proportions
Six Sigma Design of Experiments
Six Sigma Root Cause Analysis and Waste Elimination
Six Sigma Cycle-time Reduction and Kaizen Blitz
Six Sigma Statistical Process Control Basics
Six Sigma Control Charts
Six Sigma Process Control Tools

Six-Sigma: Yellow Belt

Six Sigma and Lean: Foundations and Principles
Six Sigma: Team Basics, Roles, and Responsibilities
Six Sigma: Quality Tools
Six Sigma: Metrics
Six Sigma: Identifying Projects
Six Sigma: Project Management Basics
Basic Six Sigma Statistics
Classifying and Collecting Data
Six Sigma Measurement System Analysis
Lean Tools and FMEA
Data Analysis and Root Cause Analysis in Six Sigma
Six Sigma Correlation, Regression, and Hypothesis Testing
Six Sigma Techniques for Improvement
Six Sigma Control Tools and Documentation

Six-Sigma Certification

TestPrep Six Sigma Green Belt (SSGB)

TestPrep Six Sigma Yellow Belt (SSYB)

Team Building

Being an Effective Team Member

Strategies for Building a Cohesive Team

Effective Team Communication

Establishing Team Goal and Responsibilities, and Using Feedback

Establishing Team Goals and Responsibilities, and Using Feedback

Building the Foundation for an Effective Team

Developing a Successful Team

Encouraging Team Communication and Collaboration

Handling Team Conflict

Leading a Cross-functional Team

Getting Your Pitch Heard

Contributing as a Virtual Team Member

Understanding Lean Production, Managing for Operational Excellence, Mentoring Asset Courses

Using Lean to Perfect Organizational Processes

Using Lean to Improve Flow and Pull

Using Lean to Reduce Waste and Streamline Value Flow

Applying Value Stream Mapping in Lean Business

Managing for Operational Excellence

Embracing Agile at Scale

Mentoring Six Sigma Green Belt (SSGB)

Mentoring Six Sigma Yellow Belt (SSYB)

Working Remotely

Forging Ahead with Perseverance and Resilience

Take a Deep Breath and Manage Your Stress

Organizations Change So Get Ready

Organize Your Physical and Digital Workspace

The Art of Staying Focused

Navigating Challenging Situations with Diplomacy and Tact

Facing Virtual Team Challenges

Exploring Virtual Collaboration

Contributing as a Virtual Team Member