

vubiz Courses are now available from LEARNING HUB

Vubiz courses include more than 4,000 training hours in popular topics like business skills, health & safety, compliance and customer service and so much more. The following course collections are available to Learning Hub Subscribers. Individual courses are available for a la carte purchase as well.

Human Resources
& Compliance Series

Business Series


Customer Service, Sales
& Marketing Series

Workplace & Personal
Development Series

Course Name	Price
Americans with Disabilities Act	27.00
Antitrust Basics	27.00
Code of Conduct	27.00
Compensation and Benefits Trends	79.00
Contract Law Basics	27.00
Copyright Law Basics	27.00
Corporate Compliance Primer	27.00
Developing Your Career Path	39.00
Discharging An Employee	39.00
Doing Performance Reviews	49.00
DOT Drug and Alcohol Testing	27.00
Effective Approaches to Employee Discipline	39.00
Effective Performance Feedback	39.00
Employee Discipline	39.00
Employment Laws and Human Resources	69.00
Equal Employment Opportunity and Affirmative Action	39.00
Ethics and Compliance Basics	27.00
Fair Labor Standards Act	27.00
Family and Medical Leave Act	30.00
Harassment Prevention Training for Employees	15.00
Harassment Prevention Training for Supervisors	15.00
Hiring Right	39.00
Hiring Right in a Virtual Environment	39.00
How Adults Learn	25.00
How to Comply with HIPAA	49.00
HR and Supervisory Communications	39.00
HRs Role in Selecting Quality Talent	79.00
Human Resources Generalist Certificate Final Examination	N/A
Immigration Law Primer	27.00
Introduction to Human Resources and the Generalist Role	N/A
Introduction to the Human Resources Generalist Certificate Program	N/A
Introduction to Training	25.00


Course Name	Price
Leaves of Absence	69.00
Managing a Remote Workforce	15.00
Managing Work and Family	39.00
Multigenerational Workforce	69.00
Overview of 360 Degree Feedback	49.00
Performance Management	49.00
Preventing Workplace Violence	39.00
Privacy Policy Primer	27.00
Protecting Trade Secrets	27.00
Skills for Interviewing	39.00
Supervisory Law	35.00
Terminations and Layoffs	79.00
The Sarbanes-Oxley Act Primer	27.00
Training Tips and Techniques	25.00
Wage and Hour Laws	49.00
Whistleblowing	27.00
Human Resources Generalist Certificate Program	N/A

Featured Learning Path:



**HUMAN RESOURCES GENERALIST
CERTIFICATE PROGRAM**
HUMAN RESOURCES & COMPLIANCE SERIES

LEARNING PATH



13 Hours

HR Generalists are an integral part of the human resources function in an organization. This comprehensive eight part certificate program is designed to provide Human Resource managers and supervisors with the skills they need to be effective.

A learning path is a collection of training curriculum and field activities that portrays the ideal progression to achieve a specific and defined end point.

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Workplace & Personal
Development Series

Course Name	Price
Acting Effectively on a Team	39.00
Business Ethics	39.00
Business Finance Basics	39.00
Business Writing: Reports and Proposals	39.00
Change Management	39.00
Coaching for Improved Performance	49.00
Conflict Management	49.00
Conflicts of Interest	27.00
Crisis Management and Emergency Response Planning	49.00
Delegating	39.00
Delegation	39.00
Delivering Effective Feedback	39.00
Developing A Strong Leadership Team	39.00
Developing Diverse Teams	39.00
Developing Strong Customer Relationships	39.00
Effective Leadership	39.00
Email Etiquette	69.00
Employee Motivation	39.00
Employee Performance Recognition	39.00
Empowering People	39.00
Equitable Treatment: A Guide for Supervisors	49.00
Establishing Performance Goals and Expectations	39.00
From Peer to Supervisor	79.00
How to Build a Profitable Customer Base	99.00
Interpreting Financial Statements	65.00
Interviewing Job Candidates	39.00
Leading Your Resources	39.00
Managing Change	39.00
Managing Workplace Stress	39.00
Meeting Effectiveness	39.00
Operations Management	99.00
Performance Appraisal Basics	39.00
Personal Leadership	29.00
Presentations that Work	69.00

Course Name	Price
Problem Solving: The 5 Steps	39.00
Project Management: Getting Ready	39.00
Project Management: Goals and Stakeholders	39.00
Project Management: The Basics	39.00
Project Risk Management	39.00
Questionable Interview Questions	39.00
Report Organization and Presentation	39.00
Strategic Management Certificate	39.00
Strategic Management of Your Organization	99.00
Succeed as a Supervisor	69.00
Supplier Management	99.00
Team Problem Solving	39.00
Time Management for Employees	49.00
Using Leadership Basics	39.00
Value of Brands	69.00
Vision of Leadership	39.00
What's in a Price?	99.00
Effective Training & Mentoring Skills Certificate Program	\$383.00
Leadership Basics Certificate Program	273.00
Team Building Fundamentals Certificate Program	174.00
Business Leadership Certificate Program	385.00

Featured Learning Path

Effective Training & Mentoring Skills Certificate Program



7.5 Hours

This program explores the characteristics of an effective leader, trainer, and advisor to support the guidance to a mentee, effectively sharing valuable experience, skills, and knowledge.

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Course Name	Price
Basics of Market Research	39.00
Before the Call	25.00
Cold Calling	79.00
Communicating Negative Messages	39.00
Communicating Through Accents	35.00
Communication Basics	39.00
Creating a Climate for Rapport	35.00
Creating Valuable Customer Relationships	39.00
Creating Winning First Impressions	39.00
Customer Loyalty Improvement	39.00
Customer Service Excellence	39.00
Effective Listening	25.00
Establishing Control of the Call	25.00
Establishing Rapport	25.00
Establishing Rapport -Sales	59.00
First Impressions	39.00
Getting the Appointment	59.00
Handling Angry and Hostile Customers	39.00
Handling Obstacles	59.00
Holding and Transferring Calls	35.00
Identifying Objectives	59.00
Maintaining Rapport	35.00
Making a Recommendation	59.00
Making The Connection	25.00
Marketing	79.00
Marketing and Customer Service	39.00
Marketing Basics	39.00
Marketing Opportunities	39.00
Negotiating for Success	99.00
Negotiating Skills For The Professional	39.00
Obtaining Commitment and Following Up	59.00
Online Customer Support	49.00
Planning the Call	59.00
Positive Call Management	35.00

Course Name	Price
Providing Service Excellence	39.00
Questioning Skills	25.00
Regaining Control of the Call	25.00
Sales is Just Great Service	59.00
Sales: Closing	25.00
Sales: Cold Calls	25.00
Sales: Qualifying Prospects	25.00
Sales: Team Effectiveness	25.00
Sales: Telephone Skills	25.00
Sales: The Basics	25.00
Self-Assessment and Review	25.00
Selling Your Idea	39.00
Social Media and Your Organization	39.00
Social Media Marketing	15.00
Telephone Techniques	39.00
TelePro® Certificate Program	199.00
Systematic Selling Certificate Program	175.00

Featured Learning Path:



**SYSTEMATIC SELLING
CERTIFICATE PROGRAM**
CUSTOMER SERVICE, SALES & MARKETING SERIES

LEARNING PATH



5.5 Hours

This course explores the signs that an approaching customer may be angry or hostile, the basics of successful interpersonal communications, the process for interacting with an angry or hostile customer, strategies for reaching solutions to customer problems, and ways of maintaining customer loyalty and securing future business.

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Development Series

Course Name	Price
Accepting Change in the Workplace	\$9.00
Becoming a Creative Asset	\$9.00
Coping with Change	\$15.00
Customer Service is About People	\$9.00
Dealing With Conflict	\$9.00
Dealing with Grief	\$9.00
Delegating I	\$9.00
Delegating II	\$9.00
Developing Brand You	\$39.00
Effective Communication	\$19.00
Effective Staff Meetings	\$9.00
Five Steps to Effective Coaching	\$19.00
Healthy Workplace Culture	\$9.00
Identifying and Avoiding Burnout	\$39.00
Improve Your Productivity	\$9.00
Individual Anger Management	\$39.00
Individual Goal Personalization	\$39.00
Individual Goal Setting	\$39.00
Individual Goals and Challenges	\$39.00
Individual Listening Skills	\$39.00
Individual Priority Management	\$39.00
Individual Productivity Enhancement	\$39.00
Information Security	\$49.00
Introduction to Emotional Intelligence	\$89.00
Introduction to Leadership	\$39.00
IT Security - Corporate Account Takeover	\$39.00
IT Security - Safe Web Browsing	\$39.00
IT Security - Work Off-Site	\$39.00
IT Security: An Overview	\$39.00
IT Security: Credential Stuffing	\$39.00
IT Security: E-Mail Security Awareness	\$39.00
Managing Stress	\$19.00
Managing Stress for Positive Change	\$99.00
Managing Workplace Culture	\$9.00
Mind Your Mood	\$39.00

Course Name	Price
Parenting Skills	\$9.00
Personal Leadership Power	\$39.00
Practice Active Listening	\$39.00
Presentation Basics	\$9.00
Protecting Your Identity	\$27.00
Reaching Personal Goals	\$39.00
Recognizing Stress	\$9.00
Relax!	\$19.00
Running Effective Meetings	\$39.00
Running Effective Teams	\$39.00
Security Awareness	\$27.00
Self Esteem	\$9.00
Special Issues in Stress	\$9.00
Strategies for Achieving Goals	\$15.00
Supply Chain Cybersecurity	\$39.00
Time Management	\$15.00
Time Management: Strategies for Success	\$49.00
Understanding Stress	\$9.00
Working Well with Others	\$9.00
Workstation Security	\$39.00
Writing Effective Emails	\$49.00
Workplace and Personal Skills Exam	
Fundamentals of Delegating Certificate Program	\$49.00
Workplace and Personal Skills Certificate Program	\$79.00
Setting and Achieving Goals Certificate Program	

Featured Learning Path

Fundamentals of Delegating Certificate Program

1 Hour



In Delegating I online training course, we will explore the fundamentals and guideline of delegating. In Delegating II online training course we will recommend strategies that you can use to delegate effectively. It will also explore ways to handle delegated tasks that get stalled and celebrate ones that are successfully completed.