

Corporate Rebels



Un-locking True Potential

E.Learning - Course Brochure - 2018

User fee = R 100 ex VAT per month irrespective of the courses completed in a month.

Course fee:

MS Office = R 150 ex VAT per module.

Soft Skills and Credit Management and Debt Recovery

R 350 ex VAT per Proficiency Level course

R 450 ex VAT for Master Classes.

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Credit Management + Collection Courses

Debt Collection Act - Proficiency Course for new comers to the Collections Industry

Debt Collection Act - Master Class - for Seniors in the Collections Industry.

Debt Collection - Tools for Telephone Collections - for new comers in Collections.

Debt Collection - From Collection Agent to Collections Advisor - for Seniors in Collections.

National Credit Act - Proficiency Course - for new comers to the Credit Industry.

National Credit Act - Master Class - for Seniors in the Credit Industry.

ARM - Proficiency Course - for new comers to the Credit Industry.

ARM - Master Class - for Seniors in the Credit Industry.

more to come shortly

Soft Skills Courses

Accounting Skills for New Supervisors

Active Listening

Advanced Project Management

Advanced Skills for the Practical Trainer

Advanced Writing Skills

An Environmental Audit Primer

Anger Management – Understanding Anger

Appreciative Inquiry

Balanced Scorecard Basics

Basic Business Management – Boot Camp for Business Owners

Basic Internet Marketing

Beyond Workplace Politics – Using Social and Emotional Competencies

Body Language – Reading Body Language as a Sales Tool

Branding – Creating and Managing Your Corporate Brand

Budgets and Managing Money

Building an Online Business

Building a Brand on Social Media

Building a Consulting Business

Building Better Teams
Building Relationships for Success in Sales
Building Your Self Esteem and Assertiveness Skills
Bullying in the Workplace
Business Ethics for the Office
Business Etiquette – Gaining That Extra Edge
Business Leadership – Becoming Management Material
Business Process Management
Business Succession Planning – Developing and Maintaining a Succession Plan
Business Writing That Works

Call Center Training – Sales and Customer Service Training for Call Center Agents
Change Management – Change and How to Deal With It
Coaching and Mentoring
Communication Strategies
Communications for Small Business Owners
Conducting Accurate Internet Research
Conducting Effective Performance Reviews
Conference and Event Management
Conflict Resolution – Dealing With Difficult People
Conflict Resolution – Getting Along In The Workplace
Conquering Your Fear of Speaking in Public
Continuous Improvement with Lean
Conversational Leadership
Creating a Dynamite Job Portfolio
Creating a Google AdWords Campaign
Creating a Positive Work Environment
Creating a Top–Notch Talent Management Program
Creating a Workplace Wellness Program
Creating Successful Staff Retreats
Creating Winning Proposals
Creative Thinking and Innovation
Crisis Management
Critical Thinking
CRM – An Introduction to Customer Relationship Management
Customer Service Training – Critical Elements of Customer Service
Customer Service Training – Managing Customer Service

Corporate Rebels - online - e.learning courses

Delegation – The Art of Delegating Effectively
Developing a High Reliability Organization
Developing a Lunch and Learn Program
Developing a Safety Procedures Manual
Developing a Training Needs Analysis
Developing Your Executive Presence
Developing Your Training Program
Disability Awareness – Working with People with Disabilities
Diversity Training – Celebrating Diversity in the Workplace
Dynamite Sales Presentations

E-Commerce Management
Effective Planning and Scheduling
Emotional Intelligence
Employee Accountability
Employee Dispute Resolution – Mediation through Peer Review
Encouraging Sustainability and Social Responsibility in Business
Entrepreneurship 101
Environmental Sustainability - A Practical Approach to Greening Your Organization

Facilitation Skills

Generation Gap – Closing the Generation Gap in the Workplace
Getting Stuff Done – Personal Development Boot Camp
Getting Your Job Search Started
Giving Effective Feedback
Global Business Strategies
Goal Setting

Hiring for Success – Behavioral Interviewing Techniques
Human Resources Training – HR for the Non-HR Manager

Influence and Persuasion
Intermediate Project Management
Intrapreneurship
Introduction to E-Mail Marketing
Introduction to Neuro Linguistic Programming
Inventory Management – The Nuts and Bolts

Kickstarting Your Business with Crowdsourcing
Knowledge Management

Leadership Skills for Supervisors – Communication, Coaching, and Conflict
Lean Process Improvement
Logistics and Supply Chain Management

Making Training Stick
Managing Across Cultures
Managing Difficult Conversations
Managing Pressure and Maintaining Balance
Managing the Virtual Workplace
Marketing and Sales
Marketing for Small Businesses
Marketing with Social Media
Mastering the Interview
Measuring Training Results
Meeting Management – The Art of Making Meetings Work
Motivation Training – Motivating Your Workforce

Negotiating for Results
Networking for Success
NLP Tools for Real Life
Onboarding – The Essential Rules for a Successful Onboarding Program

Orientation Handbook – Getting Employees Off to a Good Start
Overcoming Objections to Nail the Sale

Performance Management – Managing Employee Performance
Personal Brand – Maximizing Personal Impact
Planning for Workplace Safety
Problem Solving and Decision Making
Process Improvement with Gap Analysis
Project Management Fundamentals
Project Management – All You Need to Know
Project Planning – All You Need to Know
Project Management Training – Understanding Project Management

Corporate Rebels - online - e.learning courses

Prospecting for Leads Like a Pro
Public Relations Boot Camp
Public Speaking – Presentation Survival School
Public Speaking – Speaking Under Pressure
Purchasing and Procurement Basics

Research Skills
Risk Management

Safety in the Workplace
Self–Leadership
Selling Smarter
Six Sigma - Entering the Dojo
Skills for the Administrative Assistant
Social Selling for Small Businesses
Strategic Planning
Stress Management
Survival Skills for the New Trainer

Team Building – Developing High Performance Teams
Telemarketing – Using the Telephone as a Sales Tool
The ABC's of Supervising Others
The Minute Taker's Workshop
The Practical Trainer
The Professional Supervisor
Time Management – Get Organized for Peak Performance
Tough Topics – Talking to Employees about Personal Hygiene
Trade Shows – Getting the Most Out of Your Trade Show Experience
Training with Visual Storytelling
Transgender Employees – Creating an Inclusive Work Community

Using Activities to Make Training Fun

Women and Leadership – Owning Your Strengths and Skills
Working Smarter – Using Technology to Your Advantage
Working With the Media – Creating a Positive Working Relationship
Workplace Ergonomics – Injury Prevention Through Ergonomics
Workplace Harassment – What It Is and What To Do About It

Workplace Health and Safety – The Supervisor’s Role and Responsibilities

Workplace Success – Seven Key Skills You’ll Need

Workplace Violence – How to Manage Anger and Violence in the Workplace

Writing a Business Plan

Writing for the Web

Writing Reports and Proposals

Microsoft Office Courses

Windows Operating System

- Windows 10 Part 1
- Windows 10 Part 2
- Upgrading to Microsoft Windows 8.1
- Microsoft Windows 8
 - Foundation
 - Intermediate
 - Advanced
 - Expert
- Microsoft Windows 7
 - Foundation
 - Intermediate
 - Advanced
 - Expert

Microsoft Office 2016 Courses

Core Essentials

- Excel 2016 Part 1
- Microsoft Outlook 2016 Part 1
- Microsoft Word 2016 Part 1
- Microsoft PowerPoint 2016 Part 1

Advanced

- Microsoft Excel 2016 Part 2
- Microsoft Outlook 2016 Part 2
- Microsoft Word 2016 Part 2
- Microsoft PowerPoint 2016 Part 2

Microsoft Office 2013 Courses

Core Essentials

- Microsoft Excel 2013
- Microsoft Outlook 2013
- Microsoft Word 2013
- Microsoft PowerPoint 2013
- Microsoft Access 2013
- Microsoft Project 2013

Advanced

- Microsoft Excel 2013
- Microsoft Outlook 2013
- Microsoft Word 2013

Expert

- Microsoft Excel 2016 Part 3
- Microsoft Excel 2016 and VBA
- Microsoft Excel 2016 PowerPivot
- Microsoft Word 2016 Part 3

Other

- Microsoft OneNote 2016
- Microsoft Access 2016 Part 1
- Microsoft Access 2016 Part 2

- Microsoft PowerPoint 2013
- Microsoft Access 2013
- Microsoft Project 2013

Expert

- Microsoft Excel 2013
- Microsoft Outlook 2013
- Microsoft Word 2013
- Microsoft PowerPoint 2013
- Microsoft Access 2013
- Microsoft Project 2013

Other

- Microsoft InfoPath Designer 2013
- Microsoft InfoPath Filler 2013
- Microsoft OneNote 2013

- Microsoft Publisher 2013
- Microsoft SharePoint Designer 2013
- Microsoft SharePoint Server 2013
- Microsoft Skype for Business
- Microsoft Visio 2013

Microsoft Office 2010 Courses

Foundation

- Microsoft Excel 2010
- Microsoft Outlook 2010
- Microsoft Word 2010
- Microsoft PowerPoint 2010
- Microsoft Access 2010
- Microsoft Project 2010

Advanced

- Microsoft Excel 2010
- Microsoft Outlook 2010
- Microsoft Word 2010
- Microsoft PowerPoint 2010
- Microsoft Access 2010
- Microsoft Project 2010

Intermediate

- Microsoft Excel 2010
- Microsoft Outlook 2010
- Microsoft Word 2010
- Microsoft PowerPoint 2010
- Microsoft Access 2010
- Microsoft Project 2010

Other

- Microsoft Business Contact Manager 2010
- Microsoft InfoPath 2010
- Microsoft OneNote 2010
- Microsoft Publisher 2010
- Microsoft SharePoint Designer 2010
- Microsoft SharePoint Server 2010
- Microsoft Visio 2010

Microsoft Office 2007 Courses

Foundation

- Microsoft Excel 2007
- Microsoft Outlook 2007
- Microsoft Word 2007
- Microsoft Access 2007

- Microsoft Outlook 2007
- Microsoft Word 2007
- Microsoft Access 2007

Intermediate

- Microsoft Excel 2007
- Microsoft Outlook 2007
- Microsoft Word 2007
- Microsoft Access 2007

Expert

- Microsoft Excel 2007
- Microsoft Outlook 2007
- Microsoft Word 2007
- Microsoft Access 2007

Advanced

- Microsoft Excel 2007

Other

- Microsoft Business Contact Manager
- Microsoft OneNote 2010

