



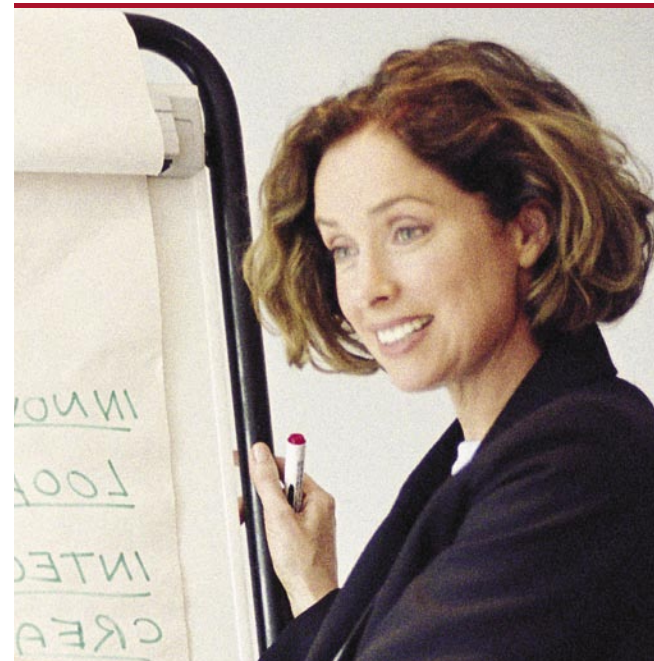
Personal Development

Library



Enhance your personal skills with the Learn2 Personal Development Library. This library gives you the knowledge you need to prepare effective presentations, deliver winning presentations, and create effective business writings and e-mails.

Learn2 tutorials are designed to address the needs of busy professionals. Each course includes pre-course assessment and post-course assessment testing, quizzes, optional audio, exercises, self-paced tutorials, and real-world examples and scenarios. Learners interact with rich, multimedia tutorials in real-time with minimum impact on system and network resources. Learn.com uses patented streaming technologies that enable seamless delivery at breathtaking speed to learners even over connections as low as 18.8 kbps.



Courses Included:

- ▶ E-Z Business Writing
- ▶ E-Z E-Mail
- ▶ Delivering Winning Presentations
- ▶ Preparing Effective Presentations
- ▶ Mastering Your Personal Finances

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| Course | Description |
|--|--|
| E-Z Business Writing | E-Z Business Writing provides instruction on developing business writing skills through an interactive, self-paced learning experience that creates opportunities to improve skills and adjust behaviors. E-Z Business Writing is an indispensable learning and reference tool for people seeking to improve their business writing skills. The course provides instruction on how to create an effective opening statement, articulate your document's purpose, and write a powerful closing statement. |
| E-Z E-Mail | E-Z E-Mail provides instruction on developing e-mail writing skills through an interactive, self-paced learning experience that creates opportunities to improve skills and adjust behaviors. E-Z E-Mail is an indispensable learning and reference tool for people seeking to improve their e-mail writing skills. The course provides instruction on how to use the limited real estate wisely, plan and organize your message, and manage the tone of your message. |
| Delivering Winning Presentations | Delivering Winning Presentations provides instruction on delivering effective presentations through an interactive, self-paced learning experience that creates opportunities to improve skills and adjust behaviors. The course covers using visual aids, overcoming nervousness, gesturing and voice control, introducing speakers, reporting information, and tips and techniques for giving that winning presentation. |
| Preparing Effective Presentations | Preparing Effective Presentations provides instruction on preparing effective presentations through an interactive, self-paced learning experience that creates opportunities to improve skills and adjust behaviors. The course covers topics including credibility, key steps in preparing, targeting your audience, special speaking techniques, and tips to increase impact. |

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Course

Mastering Your Personal Finances

Description

Mastering Your Personal Finances: How to Grow Your Own Money Tree is the only interactive personal finance course available today. The objective of the course is to help you increase your net worth by providing comprehensive financial education and interactive tools to immediately apply in everyday life. You will not only learn the fundamentals of every aspect of personal finance, like budgeting, saving, investing, insurance, taxes, and real estate, but you will also have the opportunity to input your own personal information to develop a customized financial plan. The course is filled with interactive worksheets, calculators, forms, tip sheets, questionnaires, action plans, role plays, and even a stock screener. Pre- and post-assessments will test your financial knowledge both before taking the course and after completing it. What's more, you will never be alone throughout the course as you can email specific questions to the expert.

ABOUT THE EXPERTS

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Delivering Winning Presentations Preparing Effective Presentations

Alan Vinson

Alan Vinson is president of Vinson Associates, a training organization specializing in sales and sales management activities. Alan currently offers the Workshop in Negotiating Skills (WINS), Sales Force Management (SFM), Workshop in Conflict Solutions (WICS), Workshop in Supervisory Competence (WISC) and is the co-author of CD-ROM and Web-based courses on Powerful Presentations and Listening to Lead. He also develops and conducts training programs for sales effectiveness. AI's clients include GE Credit Corporation, Siemens, and Lamson & Sessions.

Alan worked for several years with CPC International in a variety of industrial relations and training capacities. In 1968, he joined the General Electric Company in the Housewares Division, serving as Personnel Practices Manager for Bridgeport operations as well as various positions in the Organization and Manpower Operation. After serving one year as Director of Organizational Planning for Leviton Manufacturing Company, Alan returned to General Electric in 1978 in Corporate Consulting Services, Bridgeport, as a consultant in Marketing Education. In December 1982, Alan moved to the Executive Development Center in Crotonville, NY, where he was Marketing Program Manager until he established Vinson Associates in 1986. Alan received his BA from Michigan State University in 1960 and his MA from the University of Florida in 1961.

EZ Business Writing EZ Mail

Leslie J. Kreithen

Principal of The Training Agenda, has 20 years' experience helping people and organizations communicate better. She offers customized workshops and individual consultations in powerful business writing, management development and training, and entrepreneurial business development. Her clients include Penn State University, Princeton University, Bell Atlantic, Cahners, Core States Bank, Merck & Company, Rohm & Haas, Philadelphia Electric Company, The Vanguard Group, and various other organizations and universities.

Leslie develops and facilitates customized workshops on topics such as coaching and counseling, cultural diversity, customer service, interpersonal communication skills, stress management, supervision, team building and time management. Leslie also works closely with entrepreneurs in the start-up and expansion phases of their small businesses, helping emerging business leaders articulate business owners' goals for business success. She has worked with entrepreneurs at Wharton SBDC and has also served as self-employment trainer and curriculum developer for five different non-profit educational organizations. Leslie has an MA in English from New York University.