

# UPDATE YOUR SKILLS AND BOOST YOUR CAREER!

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- ✓ Course length varies from 3 – 60 mins., depending on learning need
- ✓ Variety of formats (role play, presentation, newscast style)
- ✓ Certificate available upon completion



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## COURSE TOPICS

Goal Setting  
Microsoft Office  
Working Remotely  
Health & Wellness  
Budgeting, Saving, Investing  
Mindfulness-Relaxation-Meditation  
Relationships & Parenting  
Building Resilience  
Personal & Career Development  
IT & Software  
Customer Service  
Teamwork & Collaboration  
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Ethics



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