



Sample Course List

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Accounting and Finance

Accounting Statements, Balance Sheets, and More!
Cost of Capital: What Does Money Cost?
Decision-Making: Financial
Efficiency Indicators: Days Inventory
Efficiency Indicators: Days Payable
Efficiency Indicators: Days Receivable
Efficiency Indicators: The Cash Conversion Cycle
Finance for Everyone
Payroll Basics: Who, What, When, and How
Personal Financial Health
The Role of Accounting in Business
Travel and Automobile Expense Reports

Change Management

Your WHY Matters NOW: Embracing Change Leadership and Change
Change Management for Project Managers
Change Survival Toolkit
Mastering Change: The Case for Change
Mastering Change: The Change Master Toolkit
Organizational Change

Business Skills

4 Ways to Add Value and Earn a Raise at Work
A Guide to Effective Meetings
Advanced Problem-Solving
Art of Assertiveness
Business Etiquette
Business Math Toolkit
Business Writing
Collaborating Remotely with Teammates
Corporate Social Responsibility (Part 1 of 3)
Corporate Social Responsibility (Part 2 of 3)
Corporate Social Responsibility (Part 3 of 3)
Developing and Maintaining a Professional Network
Doing the Right Thing: A Guide to Good Business Ethics
Effectance: The Key to Motivation
Effective Presentations
Email Etiquette
Finding Your Passion at Work
Guide to Negotiation and Persuasion
How to Advocate for Yourself
Improving Your Workplace Communication
Managing Meetings
Nonprofit Organizations
Nonverbal Communication
Online Meetings
Power and Influence

Please note, the courses listed represent a sample of the courses offered by H2L. If you are looking for a topic that is currently unlisted or unavailable, please reach out to support@h2l.live

Customer Service

Analyzing Your Customer Service
Culture Sensitivity in Customer Service
Customer Communication Essentials
Customer Service 101
Customer Service Pro Tips
Delivering Stellar Customer Service
Effective Internal Customer Service
Handling Difficult Customer Service Scenarios
Learn the Ropes of Customer Service
Optimizing Customer Communication Across Channels
Phone Etiquette
Service Best Practices
Sparking the Customer Experience with Simon T. Bailey
The Scope of Customer Service
Working with Upset Customers

Health & Wellness

7 Go-to Strategies to Tame Stress
Beating Burnout: Spot the Symptoms and Take Action
Dealing with Stress, Pressure, and Burnout
Good Stress? Embracing Eustress to Improve Your Life
How to Create and Employee Wellness Program: A Step-by-Step Guide
Imposter Syndrome: What It Is and How to Overcome It
Learning Ergonomics
Promoting Positivity at Work
Seasonal Affective Disorder (SAD)

Diversity, Equity, and Inclusion

Anti-Racism: Because 'Not Racist' Is Not Enough
Creating Social Change: A Guide for Everyday Citizens
Cultivating Diversity, Inclusion, and Belonging at Work
Diversity Basics: Foundations
Diversity: Seeking Commonality (Employee Version)
Diversity: Seeking Commonality (Manager Version)
Establishing Equity
Expert Insights: Inclusive Mindset with Justin Jones-Fosu
How to Become an Ally for Diversity and Inclusion
How to Recognize and Overcome Bias
Leading a Diverse Workforce
Respect at Work: Diversity
Working Across Cultures

Human Resources

Accommodating Disabilities
A Guide to Workplace Integrity
Anti-Harassment Crash Course
Breakdown of the Employee Life Cycle
Code of Conduct: Setting Expectations for Workplace Behavior
Empathy ADA: Promoting Understanding and Accessibility
HIPAA Crash Course
Hiring Crash Course
Hiring Remotely



Health & Wellness (Cont.)

Wellness Toolkit: Establishing a Wellness Program
Wellness Toolkit: Modifiable Risk Factors
Wellness Toolkit: Handling Headaches
Wellness Toolkit: Healthy Eating on the Go
Wellness Toolkit: Improving Your Sleep Hygiene
Wellness Toolkit: The Science of Good Sleep
Workplace Mental Health
Workplace Mental Health for Managers

Leadership and Management

5 Leadership Style To Influence A Team
Becoming the Boss: A Guide for New Managers
Being a Great Mentor or Mentee
Coaching Crash Course
Conflict Management Techniques
Creating a Motivating Experience
Elevating Engagement on Your Team
Ethics for Managers
How Great Leaders Solve Problems
Inspiring Creativity as a Leader
Lead By Example #42: Developing Team Confidence
Lead by Listening
Leading Teams Crash Course
Leading through Change
Leading with Emotional Intelligence
Managing Hybrid Teams
Managing the Five Generations
Team Building Crash Course
The Secrets of Skilled Delegation
Transitioning to Remote Work

Human Resources (Cont.)

How to Attract and Retain Top Talent
How to Avoid a Conflict of Interest
How to Avoid Bias in Talent Recruiting
HR Law
Onboarding
Risk Management
Section 508 Compliance: Enhancing Accessibility and Elevating Engagement
Sexual Harassment Training for Employees and Managers
Substance Abuse Toolkit

Information Technology

Basics of Data Analytics
Cyber Security
Cybersecurity Awareness
Cybersecurity Toolkit
Digital Literacy
How to Protect Your Data
How to Protect Yourself Against Phishing Attacks
Online Security Fundamentals
What Is Augmented Reality?
What is Social Engineering?
Working Remotely: Cybersecurity on the Go

Marketing

A Guide to Brand Identity and Strategy
A Guide to Content Marketing: Developing Your Strategy and Crafting Compelling Content
Customer and Market Research



Marketing (Cont.)

Digital Marketing
Introduction to Marketing
Marketing Communications
Marketing Fundamentals: Your Getting Started Guide
Marketing: Generational Differences
Optimizing Your Images for SEO
Social Media Marketing
Your Comprehensive Email Marketing Guide

Project Management

Communication Strategies for Project Managers
Getting Started with Project Management
Improving Your Project Management Skills
Innovation for Success
Mastering Project Management Frameworks
Mastering Project Management: Project Planning
Project Implementation
Project Management 101
Project Management Fundamentals
Project Management Scheduling
Project Management: Pre-Work
Project Teams
Secrets to Successful Reporting for Project Managers
Why Collaboration Counts

Personal Development

6 Tips to Achieve Work-Life Balance
Assessing Your Strengths, Interests, and Values
Building Great Relationships
Developing Empathy
Emotional Intelligence Crash Course
How to Be Personally Credible
How to Overcome Your Fear of Failure
How to Project a Professional Image in a Casual Environment
Igniting Creativity
Lead By Example: Influencing Without Authority
Negotiating Skills
Paul Bloom on Finding Meaning and Pleasure Through Suffering
Retirement Planning for Every Stage of Life
Rutger Bregman Offers a Hopeful History of Humankind
Scheduling 101: How to Prioritize Tasks and Avoid Procrastination
Self-Confidence as a Competency
Take Control of Your Future: Career Development 101
The Interviewing Process
Wendy Wood on Good Habits, Bad Habits

Quality Management

Business Process Reengineering (BPR): Implementing Radical Change
Continuous Quality Improvement: Charts
Continuous Quality Improvement: Data
Continuous Quality Improvement: Flow
Continuous Quality Improvement: Diagrams



Quality Management (Cont.)

Continuous Quality Improvement: Overview
Continuous Quality Improvement: Statistics
CQI Toolkit
Lean: Doing More with Less
Six Sigma: A Method for Eliminating Defects
Total Quality Management (TQM)

Sales

Account Management: Establishing Lasting Partnerships
An Introduction to Sales Enablement
Building Relationships in Sales
Closing Sales with Confidence
Closing the Deal: Negotiation Strategies to Increase Sales
Connecting With Your Audience
Expert Strategies for Overcoming Sales Objections
How to Handle Objections: Getting the Customer to Say, "Yes!"
Insight-Based Selling
Managing a Sales Team
Psychology Tips That Unlock Sales
Retail Toolkit: Time-Tested Upsell Techniques
Sales Fundamentals
Sales Toolkit
Secrets to Winning Sales Presentations
Selling at a Distance
Selling Solutions
The Power of Persuasion
The Ultimate Sales Prospecting Guide
Why People Buy: Boost Sales by Understanding Customers' Needs

Software

Microsoft Windows 10
Windows 11 What's New
Microsoft Office 265 Essentials
Gmail
Google Calendar
Google Chrome
MacOS
Word Mac Basic
Excel Mac Basic
Computer Basics
Adobe Captivate
Articulate Storyline
SharePoint
Zoom
Slack

Workplace Safety

Accident Investigation
All About Non-Permit Confined Spaces
Are You Prepared to Weather the Storm?
Bloodborne Pathogens: Learn Your Risk
Construction Safety 101
Electric Safety Basics
Fire Protection for Healthcare Workers
Fire Protection for Industrial Workers
First Aid: Emergency Basics
Laboratory Safety
Office Safety
OSHA's HAZWOPER Requirements
Personal Protective Equipment (PPE)
Preventing Fires in the Office
Safety Awareness

