

COMMUNICATIONS



An HSI Company

Topics are highlighted in orange.

Courses in series (highlighted in black) are shown in order they should be viewed.

Courses are also highlighted by whether or not they have our 4tify your Learning™ feature.

Course/Topic Title	Has 4tify?
Communications	
Active Listening	Y
Barriers to Effective Communication	Y
Straight Talk on Bad Language	Y
Verbal Communication	Y
How to be a Great Conversationalist	Y
Putdown Offenders	Y
Social Cues	Y
Interpersonal Communication for Managers	Y
Communicating with Confidence	Y
Nonverbal Communication	
Defining Nonverbal Communication	Y
Aligning Nonverbal Communication with Intentions	Y
Appearance	Y
Workplace Standards	Y
Leveraging Nonverbals with Success	Y
Assertive Verbal Skills	
Developing Assertiveness	Y
Dealing with Manipulation	Y
Communication Techniques	Y
Persuasive Communication	
Introduction	Y
Techniques	Y
Healthy Communication	
Types of Communication at Work	Y
How to Communicate Well at Work	Y
How Not to Communicate	Y
Using Email at Work	Y
Communicating with Your Remote Team	Y
Interpersonal Communication	
Introduction	Y
Effective Interpersonal Communication	Y
Communicating with the C Suite	
Around the Coffee Machine	Y
Sending an Email	Y
During Meetings	Y
In the Hallway	Y
After Work Socializing	Y
Saying You Disagree	Y
When You're New	Y
When They're New	Y
If You Have An Idea	Y
If You Want to Impress	Y
Media Training	
Introduction to Media Training	Y
Media Training	Y

Course/Topic Title	Has 4tify?
Handling Tough Media	Y
Social Media	Y
Writing	
Speech Writing	Y
Writing Conversationally	Y
Communication Styles	
DISC	
DISC Introduction	N
DISC Questionnaire	N
Understanding DISC Styles	N
Determining Styles of Others	N
Mixing DISC Styles	N
DISC Style: High D	N
DISC Style: High I	N
DISC Style: High S	N
DISC Style: High C	N
Selling to a High D	N
Selling to a High I	N
Selling to a High S	N
Selling to a High C	N
Leading a High D	N
Leading a High I	N
Leading a High S	N
Leading a High C	N
Emotional Intelligence	
What is Emotional Intelligence?	N
Developing Self-Awareness	N
Developing Self-Regulation	N
Developing Self-Motivation	N
Developing Effective Relationships	N
Developing Empathy	N
Emotional Intelligence and DISC	N