The Complete
CypherWorx Professional Development Catalog

CYPHER**WORX**
April 2018

- A Leader's Guide to Ensuring Organizational Health
- Advanced Interpersonal Communication: Colleagues and Subordinates*
- Advanced Interpersonal Communication: Communication Styles and Methods*
- Advanced Interpersonal Communication: Customers and Vendors*
- Affirmative Action: Small Business Development - Title VI
- Affordable Care Act (ACA) Basics for Business Owners: 2016 Edition
- Americans With Disabilities Act and Transition Plans
- Basic First Aid
- Becoming a Visionary and Innovative Leader
- Business Ethics: Ethical Decisions*
- Business Ethics: Managerial Ethics*
- Business Ethics: Organizational Ethics*
- Business Ethics: Unethical Behavior*
- Business Ethics: Whistle-Blowing*
- Business Problem Solving: Critical Thinking and Information Analysis*
- Business Problem Solving: Problem Solving in the Corporate World*
- Business Problem Solving: Problem-Solving Basics*
- Business Problem Solving: Problem-Solving Process*
- Business Problem Solving: Problem-Solving Teams*
- Coaching: Coaching Diverse Employees*
- Coaching: Communication *
- Coaching: Fundamentals of Coaching*
- Coaching: Interpersonal Meetings*
- Coaching: The Coaching Process*
- Conducting Meetings: Communicating As Meeting Leaders*
- Conducting Meetings: Communicating Nonverbally*
- Conducting Meetings: Conflicts, Climates, and Difficult Personalities*
- Conducting Meetings: Fundamentals of Conducting Meetings*
- Conducting Meetings: Listening Effectively and Asking Questions*
- Conducting Meetings: Managing Meetings*
- Conducting World Class Employee Investigations
- Correcting Performance Problems: Addressing Behavioral Problems*
- Correcting Performance Problems: Disciplining Employees*
- Correcting Performance Problems: Identifying Performance Problems*
- Correcting Performance Problems: Investigating Performance Problems*
- Correcting Performance Problems: Providing Feedback To Employees*
- Creating a World Famous Culture in Your Workplace
- Creating a World Famous Customer Service Training Program
- Creating and Implementing an Effective Strategic Plan for Your Organization
- Creatively Implementing a 360 Program on a Budget
- Creativity and Innovation: Creative Thinking Basics*
- Creativity and Innovation: Creativity In Organizations*
- Creativity and Innovation: Fostering A Creative Environment*
- Creativity and Innovation: Personal Creativity*
- Creativity and Innovation: Promoting Team Creativity*
- Cross-Cultural Business Communication: Addressing Cross-Cultural Issues*
- Cross-Cultural Business Communication: Communicating Across Cultures*
- Cross-Cultural Business Communication:

- Cross-Cultural Business Situations*
- Cross-Cultural Business Communication: Differences In Communication*
- Cross-Cultural Business Communication: Overcoming Communication Barriers*
- Cross-Cultural Business Communication: Workplace Culture*
- Customer Communication (PS)
- Customer Management (PS)
- Customer Service Fundamentals (PS)
- Customer Service Skills (PS)
- Draft Presentation: Storyboard of Results
- Effective Onboarding - the San Diego Zoo Way!
- Effectively Managing an Employee Engagement and Satisfaction Survey
- Engaging Your Employees in a World Famous Way
- Equal Opportunity 101
- Ergonomics - English
- Ergonomics - Spanish
- Ergonomics for Food Service and Retail
- Ergonomics for General Industry: Making the Work Fit the Worker
- Ergonomics MSDs
- GCF: Addition and Subtraction
- GCF: Algebra Topics
- GCF: Basic Spanish Skills
- GCF: Beyond Email
- GCF: Blog Basics
- GCF: Computer Basics
- GCF: Decimals
- GCF: Email 101
- GCF: Facebook 101
- GCF: Firefox
- GCF: Fractions
- GCF: Gmail
- GCF: Good at Math
- GCF: Google Account
- GCF: Google Chrome
- GCF: Google Documents
- GCF: Google Drive and Docs
- GCF: Google Search Tips
- GCF: Google Spreadsheets
- GCF: Grammar
- GCF: Internet 101
- GCF: Internet Explorer
- GCF: Internet Safety
- GCF: Internet Safety for Kids
- GCF: iPad Basics
- GCF: iPhone Basics
- GCF: Job Applications
- GCF: Job Success
- GCF: Learn English
- GCF: LinkedIn Basics
- GCF: Microsoft Access 2000
- GCF: Microsoft Access 2007
- GCF: Microsoft Access 2010
- GCF: Microsoft Access 2013
- GCF: Microsoft Access XP
- GCF: Microsoft Excel 2000
- GCF: Microsoft Excel 2003
- GCF: Microsoft Excel 2007
- GCF: Microsoft Excel 2010
- GCF: Microsoft Excel 2013
- GCF: Microsoft Excel XP 2002
- GCF: Microsoft PowerPoint 2000
- GCF: Microsoft PowerPoint 2003
- GCF: Microsoft PowerPoint 2007
- GCF: Microsoft PowerPoint 2010
- GCF: Microsoft PowerPoint 2013
- GCF: Microsoft PowerPoint XP 2002
- GCF: Microsoft Word 2000
- GCF: Microsoft Word 2003
- GCF: Microsoft Word 2007

- GCF: Microsoft Word 2010
- GCF: Microsoft Word 2013
- GCF: Microsoft Word XP 2002
- GCF: Money Basics
- GCF: Multiplication and Division
- GCF: Percents
- GCF: Pinterest 101
- GCF: Practice Reading
- GCF: Resume Writing
- GCF: Skype
- GCF: Twitter 101
- GCF: Windows 10
- GCF: Windows 8
- GCF: Workplace Basics
- Generational Differences - Managing The Complexity
- Getting Your Board Involved in Your Development Efforts
- Grow and Thrive while Becoming Greener
- Harassment Prevention Training (PS)
- HR Strategic Planning
- Incipient Stage Fire Extinguisher Education
- Innovation and Change
- Interviewing Skills: EEO Guidelines*
- Interviewing Skills: Evaluating and Deciding*
- Interviewing Skills: Federal Laws*
- Interviewing Skills: Following Up*
- Interviewing Skills: Fundamentals of Interviews*
- Interviewing Skills: Handling and Conducting*
- Interviewing Skills: Planning and Preparing*
- Leaders Shape the Future
- Leadership and Innovation (PS)
- Managerial Leadership: Coping Through a Change Process*
- Managerial Leadership: Defining Employee Roles and Priorities*
- Managerial Leadership: Employing Motivational Strategies*
- Managerial Leadership: Leading with a Vision*
- Managerial Leadership: Making Vision a Reality*
- Managerial Leadership: Motivating Employees Through Change*
- Managerial Leadership: Planning for Change*
- Managing Performance: Appraising Employee Performance*
- Managing Performance: Legal Appraisals*
- Managing Performance: Performance Improvements*
- Managing Performance: Performance Management Basics*
- Managing Performance: Performance-Planning Meetings*
- Mapping Your Performance and Talent Strategy for Results
- Motivation: Identifying, Planning, and Implementing: Basics Of Motivation*
- Motivation: Identifying, Planning, and Implementing: Positive Mental Attitude*
- Motivation: Identifying, Planning, and Implementing: The Core Four*
- Motivation: Identifying, Planning, and Implementing: The Motivation Process*
- Motivation: Identifying, Planning, and Implementing: Using What You've Learned*
- Nonprofit Program Development
- Nonprofit Program Marketing
- Organizational Communication: Communication Basics*
- Organizational Communication: Context, Stress, and Managerial Tools*
- Organizational Communication: Innovation and Change*
- Organizational Communication: Leadership and Motivation*
- Organizational Communication: Power, Politics, and Diversity*
- Organizational Communication: Relational Context and Organizations*

- Organizational Communication: Technology in the Workplace*
- Preventing Sexual Harassment and Understanding California Law
- Preventing Violence at the Workplace
- Preventing Violence at the Workplace - Retail
- Researching and Writing Grants
- Safety and Survival in an Active Shooter Event
- Setting & Maintaining Brand Standards / Guest Feedback & Survey Tools
- Sexual Harassment Prevention for Employees
- Simple Statistical Analysis: Non-parametric
- Starting Your Nonprofit
- Strategic Decision Making: Complex Decisions*
- Strategic Decision Making: Decision Options*
- Strategic Decision Making: Decision Results*
- Strategic Decision Making: Group Decisions*
- Strategic Decision Making: Negotiation Decisions*
- Strategic Decision Making: Preparing to Make Decisions*
- Strategies for Managing Risk
- The Latest and Greatest in Employee Benefits
- Train-the-Trainer: Training Methods
- Understanding the Basic Concepts of HIPAA
- Universal Design â€" Providing Accessibility to All (webinar)
- Volunteers and Change Management
- Wellness Programs
- Young Worker Safety Training: Module 1- English
- Young Worker Safety Training: Modules 2 & 3

*An Instructor Guide version of this course is available for use in a classroom setting.