BIGGER BRAINS

Heartfelt IT

Course
Catalog

2025

Uniquely Engaging™ eLearning

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Full Service From

Heartfelt IT

To Our Valued Clients:

We know you count on us not only to keep your systems up and running, but to find new technology solutions to help you be more productive and more profitable.

But what we've found is that the best technology solutions do little good if no one knows how to use them! That's why we're excited to partner with *Bigger Brains*, an award winning online training company that specializes in engaging and convenient training videos covering many of the applications you use.

Our clients are amazed to discover new tips and tricks that make working in programs like Excel or Word faster and easier, or to discover new capabilities that have a significant impact on their productivity. Training also helps to keep staff motivated and morale high.

We hope you will take advantage of this opportunity. Look through this catalog to discover new ways to work more productively. Then contact us to get started on creating a more productive business!

As always my staff and I are here to assist you with all your technology needs.

Andrii
Heartfelt IT
(800) 322-9871
heartfeltit.com

Why choose Bigger Brains?
To UPGRADE YOUR ELEARNING Experience!

SCORM COMPATIBILITY

We guarantee compatibility with any SCORM-compliant LMS. Our SCORM packages feature a responsive, mobile-friendly design. Courses are also available in AICC and xAPI format.

BRAINSTATION - LEARNING PORTAL

BrainStation, the Learning Portal by Bigger Brains, offers tailored learning solutions with award-winning courses and tools to manage training programs, available online, in Webex, and Microsoft Teams.

SELF-UPDATING LICENSING SERVER

Our license server can self-update when new supporting material or content changes are available for the same course, meaning you don't have to lift a finger to access our most up-to-date materials. Since courses are managed through our unique licensing server, there's no need for manual reporting or auditing.

MULTI-LANGUAGE

All courses include AI generated captions in 29 languages, and human-reviewed translations in Spanish, French, and Portuguese. Select courses are available in dubbed versions for Spanish, Portuguese, and French.

AWARD-WINNING

We have won awards from eLearning Magazine, Training Industry, Brandon Hall Group, and the Craig Weiss group, including 'Best IT Skills Training'.

TEACHER/LEARNER STYLE

Our Uniquely Engaging™ style keeps learners interested and involved with the material.

DOWNLOADABLE HANDOUTS & PRACTICE FILES

Most courses include supporting documents to reinforce the key points, and select courses include practice files so students can follow along with the lessons.

What is Off-the-Shelf eLearning?

Off-the-shelf eLearning courses are professionally designed, ready-to-use training solutions that address common business needs across industries.

These pre-built courses are ideal for organizations looking to save time and costs while delivering high-quality training on topics like compliance, leadership, software skills, and more.

Classroom training is often considered more engaging than online courses... WE DISAGREE!

There are several biological and neurological benefits inherent to the classroom that aren't found in most online training courses. **WE'RE CHANGING THAT.** Bigger Brains' unique "Teacher/Learner" style includes two people on screen – a Teacher and a Learner – to bring several classroom benefits to on-demand eLearning.

Science Behind the Teacher/Learner Style:

Facial Engagement:
The brain feels rewarded by smiling faces, so Bigger Brains features the, often smiling, Teacher and Learner on screen.

Instinctive Elaboration:
When the brain hears a question, it seeks an answer, so the on-screen Learner's questions enhance engagement and retention.

Cooperative Learning:
Positive group learning boosts persistence and comprehension, so the on-screen Learner mimics this dynamic.

Instructional Design Best Practices:
Lessons, sections, courses, knowledge checks, and supporting materials are built around clear, consistently structured objectives and outcomes.

Classroom Proxy:
The on-screen Learner serves as a proxy for the viewer, enhancing engagement by asking and answering questions.

Mirror Neurons:
Several areas of the human brain exhibit mirror neuron behaviour, in which observing another person do something triggers a response as if they are doing it themselves.

Practical Objectives:
Lessons begin with examples of practical ways the skills being taught can be applied.

Available Anytime, Anywhere

Bigger Brains training is designed to work on any tablet, phone, PC, or Mac. With video formats for any Learning Management System (LMS), courses are available in SCORM 1.2 & 2004, AICC, xAPI, and MP4. Bigger Brains content is Section 508 & WCAG-AA compliant.

Need a Learning Portal? Access courses through the Bigger Brains Learning Portal, BrainStation, as well as the Bigger Brains eLearning apps in Webex and Microsoft Teams.

Trust your training to the Uniquely Engaging™, award-winning company focused on your productivity!

The benefits of our unique course package:
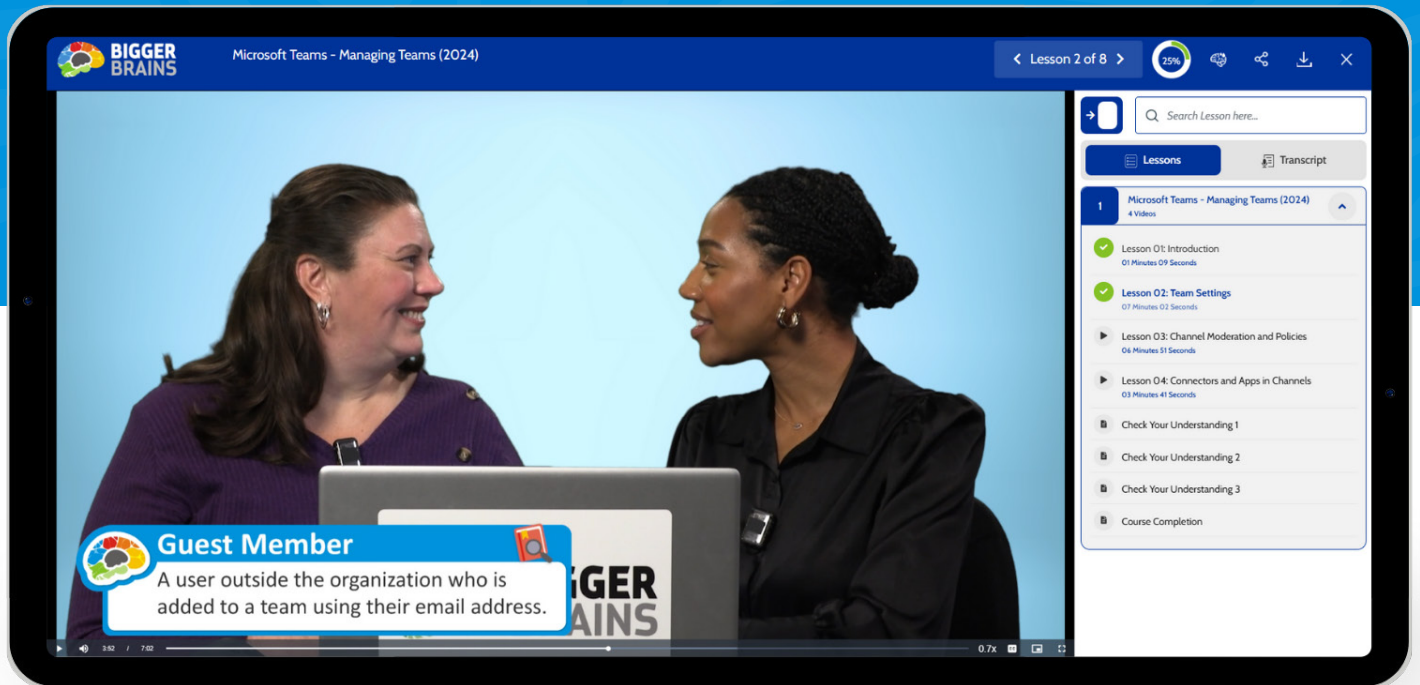
Collapsible Course Map - Observe all course modules, upcoming assessments, and the course transcript

Search Bar - Search keywords to watch specific lessons individually

Progress Circle - See how much of the course has been completed and how much is left

Supporting Material Download - Download handouts, practice files, course descriptions, and more

Hosted Video - All videos are hosted by a global caching platform network, minimizing storage issues

Transcripts/Captions - Access interactive transcripts and on-screen captions in 29+ languages

Self Updating SCORM - Explore new supporting materials and small content changes without lifting a finger

Responsive - Optimized to work seamlessly on PC, Mac, tablets, and mobile devices. Tested across various browsers and is compatible with numerous Learning Management Systems.

Player Controls - Play, pause, go forward or backwards, adjust the playback speed and volume, and even pop out a "picture in picture" view to let the lesson video play while you follow along in your own app.

Ultimate Microsoft Office

Microsoft PowerPoint

Mastering PowerPoint 365, 2021, 2019, 2016

Includes Beginner, Basics, Intermediate, Advanced, and Expert courses.
Presentations to make people sit up and pay attention.

🕐 36 Min - 2 Hours   📖 11 - 89 Lessons

What's New in PowerPoint 2019?

Explore new transitions, recording features, and added features for translation, dictation, and accessibility.

🕐 1 Hour 10 Min   📖 11 Lessons

Learning PowerPoint 2019 (TOSA)

Includes Beginner, Basics, Productive, Advanced, and Expert courses.
These courses align with TOSA Certifications.

🕐 49 Min - 4 Hours   📖 7 - 41 Lessons

Power-Up PowerPoint (Presentation Skills)

This course shows you ways to turn standard content into something interesting.

🕐 2 Hours 44 Min   📖 26 Lessons

Microsoft Word

Mastering Word 365, 2019, 2016

Includes Beginner, Basics, Intermediate, Advanced, and Expert courses.
The most powerful document creation tool on the planet.

🕐 57 Min - 3 Hours   📖 11 - 92 Lessons

Creating Word Templates

Learn to use headings, company logos, fonts, and colors to produce professional documents!

🕐 35 Minutes   📖 8 Lessons

Word in 30 Minutes

The Mastering Word 2019 - Basics course is divided into seven courses, all under 30 minutes each! Pick and choose what you need.

🕐 20 - 35 Minutes   📖 4 - 7 Lessons

What's New in Word 2019?

Explore new features in Word 2019 so you can type, edit, format, review, and print documents like a pro.

🕐 1 Hour 21 Min   📖 13 Lessons

About Our Course Names

These naming standards will help identify which course version is the perfect fit for your organization.

Brain Bites are short, information-rich courses designed by experts in the topic.

Mastering courses cover a topic in extensive detail. E.g.: "Mastering Excel 2021 – Basics"

Essentials courses cover a topic well, but are not comprehensive.

In 30 Minutes courses are a quick overview of a specific topic in about 30 minutes.

Year not in parentheses, i.e. Mastering Excel 2019 means the year is part of a specific product name.

Year in parentheses, i.e. Excel - Power Functions (2024) is used for software which frequently changes, and the year indicates when the course was last updated.

Microsoft Excel

Mastering Excel 365, 2021, 2019, 2016

Includes Beginner, Basics, Intermediate, Advanced, and Expert courses.
Our most requested training course!

🕐 2 - 10 Hours   📖 19 - 75 Lessons

Brain Bites – Excel Dynamic Array Functions

Learn the characteristics of seven new functions and how to use each of them.

🕐 30 Minutes   📖 6 Lessons

Excel - Data Analysis With PivotTables

Learn to summarize, visualize, tabulate your data, and effectively use the Pivot Table tools in Excel 2016.

🕐 2 Hours 27 Min   📖 15 Lessons

Excel - Power Query

Learn how to connect to multiple data sources, and set up queries to remove unneeded data.

🕐 1 Hour 26 Min   📖 13 Lessons

Excel - Intro to Power Pivot (2024)

Learn to combine large volumes of data from various sources, and perform information analysis rapidly.

🕐 51 Minutes   📖 7 Lessons

Excel in 30 Minutes: Basics

The Mastering Excel 2019 - Basics course is divided into ten courses, all under 30 minutes each! Pick and choose what you need!

🕐 18 - 35 Minutes   📖 3 - 6 Lessons

Excel - Creating Dashboards

Learn to use forms, lookup functions, charts, PivotTables, and slicers to turn data into answers.

🕐 2 Hours 49 Min   📖 20 Lessons

Excel in 30 Minutes: Intermediate

The Mastering Excel 2019 - Intermediate course is divided into eleven courses, all under 30 minutes each! Pick and choose what you need!

🕐 15 - 35 Minutes   📖 3 - 6 Lessons

What's New in Excel 2019?

Explore new features in Excel 2019 so you can draw, add graphics, and manipulate text like a pro.

🕐 53 Minutes   📖 8 Lessons

Excel for Project Management

Learn to create the deliverables of a Project Management Plan in Excel.

🕐 51 Minutes   📖 6 Lessons

Excel - Power Functions (2024)

Explore ten functions that can increase your productivity and simplify your spreadsheets.

🕐 47 Minutes   📖 8 Lessons

Excel for Mac Basics

Learn the anatomy of a spreadsheet, and how to insert data so it is appealing and easy to read.

🕐 2 Hours 5 Min   📖 18 Lessons

Learning Excel 2019 (TOSA)

Includes Beginner, Basics, Productive, Advanced, and Expert courses.
These courses align with TOSA Certifications.

🕐 2 - 5 Hours   📖 21 - 55 Lessons

Microsoft Outlook

Mastering Outlook 365, 2019, 2016

Includes Beginner, Basics, Intermediate, Advanced, and Expert courses.
There's more to Outlook than just email.
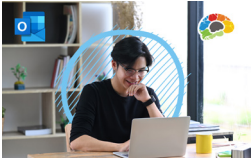
🕐 37 Min - 6 Hours   📖 8 - 52 Lessons

Outlook 365 Essentials (2024)

Learn to navigate the new Outlook interface, use folders, customize Outlook settings, and more.

🕐 45 Minutes   📖 8 Lessons

Managing Emails in Outlook (Classic)

Learn how to combine best practices with tools in Microsoft Outlook to effectively manage your email.

🕐 40 Minutes   📖 6 Lessons

Saving Time in Outlook
🕐 33 Minutes   📖 7 Lessons

What's New in Outlook 2019?
🕐 25 Minutes   📖 7 Lessons

Microsoft Teams

Microsoft Teams Fundamentals (2024)

Learn to create 1-1 chats, distinguish between teams and channels, use meeting controls, and more.

🕐 46 Minutes   📖 7 Lessons

Microsoft Teams - Managing Teams (2024)

Equip yourself with the information you need to effectively manage your teams and channels.

🕐 18 Minutes   📖 4 Lessons

Mastering Microsoft Teams - Basics (2024)

Get up to speed on Microsoft Teams, the tool businesses and individuals use to chat, collaborate, and get things done.

🕐 1 Hour 45 Min   📖 16 Lessons

Microsoft Teams Shifts (2024)
🕐 22 Minutes   📖 4 Lessons

Microsoft Teams Phone System (2024)
🕐 15 Minutes   📖 4 Lessons

Engaging Teams Meetings
🕐 45 Minutes   📖 8 Lessons

Microsoft Teams in 30 Minutes (2021)
🕐 33 Minutes   📖 3 Lessons

Microsoft OneNote

Mastering OneNote 2016

Learn everything you need to know to be efficient with Microsoft's incredibly popular note-taking platform.

🕐 2 Hours 35 Min   📖 20 Lessons

OneNote for Windows 10 Essentials

This course is specific to the Windows 10 version of Microsoft OneNote.

🕐 1 Hour 15 Min   📖 22 Lessons

All Bigger Brains Microsoft Office courses are aligned to the Microsoft Office Specialist certifications. Office 2016 & 2019 courses are also aligned to the Logical Operations curricula to support classroom training.

Microsoft 365/Office 365

Intro to Microsoft 365 (2024)

Learn to get started with Microsoft 365. You can navigate the home page, manage your files, and more.

🕐 35 Minutes　　📖 6 Lessons

Mastering Microsoft 365 (2022)

This course provides basic training on all the most popular Microsoft 365 apps including Teams, Planner, and more.

🕐 12 Hours 54 Min　　📖 88 Lessons

Microsoft 365 for New Employees (2022)

This course consists of selected lessons from our Mastering Microsoft 365 (2022) course.

🕐 5 Hours 8 Min　　📖 36 Lessons

Microsoft 365 Admin Tips & Tricks

Learn how to access the various Microsoft 365 admin centers and where to perform necessary tasks.

🕐 1 Hour 57 Min　　📖 19 Lessons

Microsoft Sway Essentials (2025)

Sway is an interactive way to share a message, newsletter, or proposal in a visually appealing format.

🕐 26 Minutes　　📖 7 Lessons

Microsoft Planner Essentials (2023)

Learn how to use Microsoft Planner to organize your team's tasks with a simple visual format.

🕐 38 Minutes　　📖 7 Lessons

Working with Files in Microsoft 365

Learn the secrets of using the cloud file features in Teams, SharePoint, and OneDrive.

🕐 1 Hour 36 Min　　📖 14 Lessons

Microsoft Power Automate - Basics (2024)

Learn to build workflows that will automate your repetitive tasks and increase efficiency.

🕐 43 Minutes　　📖 8 Lessons

Microsoft Power Automate - Advanced (2024)

Learn some of the advanced features of the app so that you can automate more of your work and boost your productivity.

🕐 50 Minutes　　📖 8 Lessons

Power BI Essentials (2024)

Learn to utilize the features Power BI, Microsoft's powerful tool for analyzing and reporting data.

🕐 37 Minutes　　📖 7 Lessons

Power BI - Using Visuals (2024)

Learn how to build and format custom visualizations that communicate data effectively.

🕐 52 Minutes　　📖 7 Lessons

Power BI - Data Modeling (2024)

Learn to use Power BI to design and build a well-structured data model and transform the data using multiple tools.

🕐 30 Minutes　　📖 6 Lessons

Microsoft Forms Essentials (2022)
🕐 32 Minutes　　📖 3 Lessons

OneDrive in 30 Minutes (2024)
🕐 32 Minutes　　📖 7 Lessons

OneDrive Essentials (2024)
🕐 1 Hour 10 Min　　📖 12 Lessons

Microsoft 365 Sharing Calendars and Email (2022)
🕐 49 Minutes　　📖 6 Lessons

Secrets of the Office Guru (2019)
🕐 5 Hours 56 Min　　📖 43 Lessons

Microsoft 365 Groups Essentials (2021)
🕐 1 Hour　　📖 7 Lessons

Microsoft To Do Essentials (2020)
🕐 58 Minutes　　📖 9 Lessons

SQL for Non-Technical Users
🕐 1 Hour 15 Min　　📖 11 Lessons

Microsoft Viva

Viva Overview

Learn how your work experience can flow seamlessly with Microsoft Viva.

43 Minutes · 6 Lessons

Viva Insights Essentials

Learn how to use the features of this app to stay on top of commitments, structure your workday, and prioritize wellbeing.

42 Minutes · 8 Lessons

Viva Connections Essentials
42 Minutes · 8 Lessons

Viva Engage Essentials
38 Minutes · 6 Lessons

Microsoft Windows

Windows 10 Essentials (2024)

Learn more about this version of Windows and how you can use it most effectively.

51 Minutes · 9 Lessons

Windows 11 Essentials (2024)

Learn how to use File Explorer effectively, access the app store, customize the taskbar, and more.

48 Minutes · 9 Lessons

Brain Bites – Windows 11 Essentials

Explore Windows 11 and learn features that will help you be more efficient working in Windows.

32 Minutes · 7 Lessons

Microsoft SharePoint

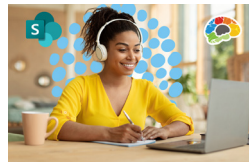## SharePoint Online Basics (2024)

Learn how to create and modify Teams and Communication sites on SharePoint.

45 Minutes · 7 Lessons

SharePoint for Site Owners

Create a common place for your team to share documents, collect data, and collaborate.

1 Hour 20 Min · 14 Lessons

More Microsoft Apps

Mastering Visio - Basics

Visio is the best tool to visualize your data and information.

45 Minutes · 9 Lessons

Mastering Access 2016 - Basics

Learn to build your first Microsoft Access database, create tables, use queries, and implement forms and reports.

2 Hours 59 Min · 19 Lessons

Mastering Visio - Intermediate
49 Minutes · 12 Lessons

Mastering Access 2016 - Intermediate
2 Hours 44 Min · 20 Lessons

AI

AI Business Essentials Part 1: ChatGPT

Learn how to navigate ChatGPT efficiently, design effective prompts, and more.

🕐 1 Hour 40 Min 📖 14 Lessons

AI Business Essentials Part 2: Microsoft Copilot

Learn how to utilize the features of both paid and free versions of Copilot and effectively use AI in your workplace.

🕐 1 Hour 30 Min 📖 14 Lessons

AI Fluency - Intro to Prompts

Learn to better leverage the power of generative AI to assist you with projects and tasks.

🕐 23 Minutes 📖 4 Lessons

Google

Gmail Essentials (2021)

Understand how to use Gmail tools, manage your inbox, and even make it look more like your Outlook app.

🕐 1 Hour 16 Min 📖 10 Lessons

Intro to Chromebooks
🕐 1 Hour 23 Min 📖 12 Lessons

Google Workspace Essentials (2020)
🕐 1 Hour 37 Min 📖 21 Lessons

Mastering Google Drive (2020)
🕐 1 Hour 9 Min 📖 17 Lessons

Other Software

Salesforce Essentials

This course will show you how to use Salesforce to manage Leads, Accounts, Contacts, and Opportunities.

🕐 1 Hour 8 Min 📖 13 Lessons

Smartsheet Basics
🕐 1 Hour 16 Min 📖 12 Lessons

Leading Engaging Zoom Meetings
🕐 1 Hour 3 Min 📖 10 Lessons

Adobe Acrobat DC Essentials
🕐 3 Hours 📖 19 Lessons

Networking Essentials: CompTIA Network Plus N10-006 Exam Prep
🕐 12 Hours 17 Min 📖 62 Lessons

QuickBooks & Accounting

Mastering QuickBooks Online (2021)

Learn to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

🕐 3 Hours 23 Min 📖 29 Lessons

Mastering QuickBooks Desktop (2018)

Learn useful and powerful features and tools in QuickBooks Pro, Premier, and Enterprise.

🕐 3 Hours 39 Min 📖 35 Lessons

Brain Bites - Business Accounting Basics, Part 1

Learn the terms and concepts you need to understand the fundamentals of financial accounting.

🕐 23 Minutes 📖 5 Lessons

Brain Bites - Business Accounting Basics, Part 2

Learn the basics of three key financial accounting reports.

🕐 24 Minutes 📖 4 Lessons

Advanced QuickBooks 2016
🕐 5 Hours 14 Min 📖 36 Lessons

The Brain Bites Collection

Robert's Rules of Order

Learn how to use Robert's Rules to provide structure, fairness, and order for your meetings.

🕐 34 Minutes   📖 7 Lessons

Unlocking Your Emotional Intelligence Potential

Learn to unlock your full emotional intelligence potential and thrive in today's complex and interconnected world.

🕐 24 Minutes   📖 5 Lessons

Microsoft Loop

Learn how to access Loop components such as task lists, voting tables, and page templates available for team decision-making.

🕐 37 Minutes   📖 6 Lessons

Fire Safety

Learn key prevention practices for minimizing fire risk as well as how to safely respond to workplace fire emergencies.

🕐 15 Minutes   📖 4 Lessons

Ergonomics Unleashed

Learn how the principles of ergonomics can improve and enhance your work experience.

🕐 25 Minutes   📖 5 Lessons

Modern Workplace Communication

Learn to make effective communication choices in your workplace.
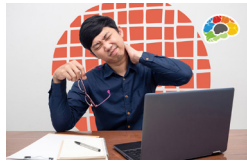
🕐 33 Minutes   📖 6 Lessons

GDPR Essentials

Learn valuable information about GDPR, its significance for U.S. businesses, and how it compares to other privacy laws.

🕐 23 Minutes   📖 6 Lessons

Managing Interruptions and Procrastination

Learn how to stay focused despite interruptions and how to regain focus quickly after an interruption.

🕐 31 Minutes   📖 5 Lessons

Working Across Cultures

Learn effective strategies to help you communicate more effectively and avoid misunderstandings.

🕐 28 Minutes   📖 5 Lessons

Brain Bites - A Beginner's Guide to Computers
🕐 36 Minutes   📖 7 Lessons

Brain Bites – Secrets of Chats and Conversations in Teams
🕐 24 Minutes   📖 4 Lessons

Brain Bites – Microsoft Teams Meetings (2023)
🕐 32 Minutes   📖 6 Lessons

Brain Bites – Leading Effective Meetings
🕐 23 Minutes   📖 4 Lessons

Brain Bites – Navigating Stress and Anxiety
🕐 30 Minutes   📖 6 Lessons

Brain Bites – Covid 19 and Healthy Workspaces
🕐 17 Minutes   📖 5 Lessons

Brain Bites – Empathy: The Key to Active Listening
🕐 16 Minutes   📖 5 Lessons

Brain Bites – Writing Effective Emails
🕐 23 Minutes   📖 6 Lessons

Brain Bites – Let Them Know You're Listening
🕐 16 Minutes   📖 5 Lessons

Brain Bites – Organizing Your Files
🕐 26 Minutes   📖 5 Lessons

Brain Bites – Email Management
🕐 22 Minutes   📖 5 Lessons

General Business Skills

Leading Through Change

Learn about the role of a change leader and explore tools and tactics to help you understand and prepare for organizational changes.

🕐 41 Minutes   📖 7 Lessons

Hybrid Meetings

Learn how to prepare and execute effective hybrid meetings that are engaging and inclusive for all attendees.

🕐 40 Minutes   📖 7 Lessons

Systems Thinking and Process Improvement

Learn how to identify and solve problems within your organization.
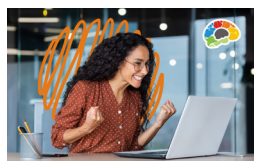
🕐 36 Minutes   📖 8 Lessons

Intro to Data Literacy

Learn to create a common framework for problem-solving with data, and employ a common language around basic tools.

🕐 39 Minutes   📖 10 Lessons

Achieving Big Success

Learn how to live authentically, choose confidence, and let go of the masks that hide the real you and hinder your success.

🕐 30 Minutes   📖 5 Lessons

Stronger Together: Delegation & Task Management

Learn to delegate and grow into a high-functioning team where each member feels valued and important.

🕐 23 Minutes   📖 7 Lessons

New Manager Starter Kit
🕐 48 Minutes   📖 8 Lessons

Entrepreneuring: Keys to Business Success
🕐 5 Hours 58 Min   📖 14 Lessons

Motivational Ethics
🕐 1 Hour 45 Min   📖 12 Lessons

Communication

Managing Conflict: Managing Self

Learn how to prepare yourself first in order to better manage conflict in the workplace.

🕐 22 Minutes   📖 4 Lessons

Writing in Plain Language

Write emails and documents that are read, understood, acted on, and address your reader's needs.

🕐 1 Hour 15 Min   📖 12 Lessons

Technical Writing

Learn to be successful as you write technical documentation for distinct audiences.

🕐 48 Minutes   📖 9 Lessons

Designing Beautiful Documents

Learn the five techniques that anyone can use to create beautiful, professional, respectable documents.

🕐 24 Minutes   📖 6 Lessons

Proofreading

Make your documents error-free with simple tactics and the proper use of Microsoft tools.

🕐 33 Minutes   📖 9 Lessons

Storytelling in Business
🕐 1 Hour 24 Min   📖 9 Lessons

Persuasion: The Art of Communication
🕐 1 Hour 21 Min   📖 11 Lessons

Safety & Compliance

Awkward At The Office: (Supervisor & Employee)

Managing workplace & sexual harassment. Course covers current state requirements and includes customized versions for specific states: CA, DE, ME, CT, IL, NY & NYC.

🕐 1 - 2 Hours   📖 15 - 22 Lessons

Intro to HIPAA

Three versions of our HIPAA course.
• Covered Entities (CE)
• Business Associates (BA)
• Managed Service Providers (MSP / ITSP)

🕐 2 - 3 Hours   📖 20 - 24 Lessons

Think Before You Click (Cybersecurity)

Is it real or is it a trap? Learn how to protect yourself from cybercriminals!

🕐 55 Minutes   📖 9 Lessons

Workplace Safety: Active Shooter

This course provides the basic tools needed using our Safe – Secure – Survive strategy.

🕐 45 Minutes   📖 7 Lessons

Brain Bites - Cyber Security Awareness: Real Stories

Learn how to protect yourself and your organization from the schemes of cybercriminals.

🕐 36 Minutes   📖 6 Lessons

Brain Bites - Staying Safe Online

Learn how to reduce the risk of being hacked and increase your online security.

🕐 18 Minutes   📖 3 Lessons

Brain Bites - Workplace Violence Prevention for Employees (SB 553)

Learn the types of workplace violence, steps for preventing violence, and specific actions to take for protecting others.

🕐 18 Minutes   📖 3 Lessons

Brain Bites - Workplace Violence Prevention for Plan Builders (SB 553)

Learn how to develop your organization's Workplace Violence Prevention Plan based on the requirements of CA SB 553 – 6401.9.

🕐 31 Minutes   📖 5 Lessons

Project Management

Mastering Microsoft Project P1: Creating a Project

The critical knowledge and skills a project manager needs to create a project plan with Microsoft Project 2016.

🕐 2 Hours 18 Min   📖 19 Lessons

Mastering Microsoft Project P2: Managing a Project

Just what a project manager needs to successfully manage a project plan created with Microsoft Project 2016.

🕐 2 Hours 10 Min   📖 20 Lessons

Project Management Fundamentals

Develop a solid understanding of project management processes and terms.

🕐 3 Hours 29 Min   📖 24 Lessons

Excel for Project Management

Learn to create the deliverables of a Project Management Plan in Excel.

🕐 50 Minutes   📖 6 Lessons

Sales & Marketing

Boosting Your Pipeline with Your CRM

Learn to be proactive instead of reactive in your selling and find a way to stay in control of the sale.

🕐 1 Hour 33 Min   📖 10 Lessons

Sales 101: Appointment Making

This course will teach you what to say and what not to say in a sales call, how to make effective phone calls, and more.

🕐 1 Hour 17 Min   📖 9 Lessons

Virtual Selling

Equip yourself for the virtual sales world! Don't let others beat you to the close because you lack virtual sales tools.
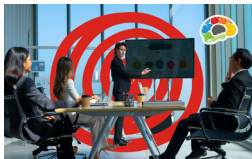
🕐 2 Hours 13 Min   📖 19 Lessons

Marketing 101: The Top 5 Marketing Mistakes

Learn to run marketing campaigns that deliver results, boost profits, and change your bottom line.

🕐 3 Hours 4 Min   📖 21 Lessons

Competitive Selling

Learn in practical terms how to be successful in the highly competitive world of professional sales.

🕐 1 Hour 49 Min   📖 15 Lessons

Internet Marketing 101

Learn what you can do to revamp your marketing strategies to achieve superior results.

🕐 1 Hour 14 Min   📖 9 Lessons

Productivity

The Science of Personal Productivity

Learn practical, science-based ways to be more productive at work and at home.

🕐 50 Minutes   📖 10 Lessons

Time Management Basics

Avoid patterns and habits that make it difficult for you to get things done, and become more productive.

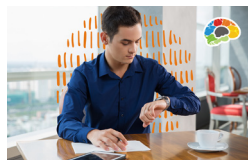🕐 1 Hour 11 Min   📖 12 Lessons

Brain Bites - Prioritizing Tasks

Learn to balance your workload, and your stress levels, by effectively prioritizing your tasks.

🕐 26 Minutes   📖 5 Lessons

Brain Bites - Time Management

Take back your day! Learn how to reduce distractions and focus on priorities to get more done.

🕐 11 Minutes   📖 2 Lessons

Diversity & Inclusion

An Organizational Guide to Diversity and Inclusion

Learn how you can weave DEI into the fabric of your organization throughout the employee lifecycle.

🕐 38 Minutes   📖 10 Lessons

Improving Diversity & Inclusion in Your Workplace

This course helps in understanding diversity and inclusion, and how to recognize bias and microaggressions in your company.

🕐 38 Minutes   📖 11 Lessons

Brain Bites - Uncovering Subconscious Bias

🕐 26 Minutes   📖 6 Lessons

Doblados el Español
Dubbed Courses

Lo Esencial de Viva Insights

Aprende a utilizar las funciones de esta aplicación para cumplir con tus compromisos, y priorizar el bienestar.

🕐 42 Minutos   📖 8 Lecciones

Lo Elemental de Office 365 (2020)

Aprende a organizar y mantener tu oficina moderna en línea usando Microsoft 365.

🕐 3 Horas 10 Min   📖 22 Lecciones

Microsoft

Lo Elemental de Outlook en la Web (2020)

Outlook Online, la aplicación basada en web para administrar correos electrónicos y calendarios.

🕐 2 Horas 34 Min   📖 18 Lecciones

Lo Elemental de Microsoft Teams (2018)

Aprenda a colaborar y comunicarse con Microsoft Teams.

🕐 50 Minutos   📖 5 Lecciones

Lo Elemental de Planner Office 365

Aprenda a usar Office 365 Planner para organizar su equipo con un formato visual poderosamente simple.

🕐 46 Minutos   📖 5 Lecciones

Lo Elemental de SharePoint en la Web (2018)

Comparta archivos y publique información para su equipo con SharePoint Online.

🕐 45 Minutos   📖 4 Lecciones

Bocados De Saber

Reuniones de Microsoft Teams

Maximice sus reuniones con Microsoft Teams.

🕐 34 Minutos   📖 6 Lecciones

Manejo del Correo Electrónico

Aprenda cómo hacer que el correo electrónico funcione para usted.

🕐 23 Minutos   📖 5 Lecciones

Cómo Escribir un Email Efectivo

Redacte emails que garanticen una lectura clara, comprensión efectiva y promuevan una acción concreta.

🕐 23 Minutos   📖 6 Lecciones

Empatía: La Clave para la Escucha Activa

Demuestre que está escuchando activamente utilizando la empatía.

🕐 17 Minutos   📖 5 Lecciones

Déjales Saber que Estás Escuchando

Aprende a organizar y mantener tu oficina moderna en línea usando Microsoft 365.

🕐 16 Minutos   📖 5 Lecciones

Bocados de Saber - Mantente a Salvo en Línea
🕐 17 Minutos   📖 3 Lecciones

Bocados de Saber - Gestión del Tiempo
🕐 13 Minutos   📖 2 Lecciones

Otros Cursos

Ventas Competitivas

Llamadas proactivas en un mundo reactivo.

🕐 1 Hora 49 Min   📖 15 Lecciones

Conceptos Básicos de Gestión Del Tiempo

Tome el control de cómo gasta su tiempo.

🕐 1 Hora 9 Min   📖 12 Lecciones

Dublado em Português

Bocados de Saber - Empatia: A chave para a Escuta Ativa

Mostre que você está ouvindo ativamente usando empatia.

🕐 17 Minutos   📖 5 Lições

Bocados de Saber - Reuniões do Microsoft Teams

Maximize suas reuniões com o Microsoft Teams.

🕐 33 Minutos   📖 6 Lições

Doublé en Français

Les Essentiels de Viva Insights

Reconnaissez-vous que le bien-être contribue énormément à votre productivité et à votre succès mais vous avez besoin de le mettre en priorité ?

🕐 41 Minutes   📖 8 Leçons

Captions & Transcripts for All Courses Available In:

- American English
- Afrikaans
- Arabic
- Canadian French
- Chinese
- Czech
- Danish
- Dutch
- European Portuguese
- Filipino
- French
- German
- Greek
- Hindi
- Hungarian
- Indonesian
- Italian
- Japanese
- Korean
- Mexican Spanish
- Polish
- Romanian
- Spanish
- Swahili
- Tamil
- Thai
- Turkish
- Ukrainian
- Vietnamese

All courses have AI-generated captions in 29 languages. Our on-staff translators are continuing to review and update select French, Spanish, and Portuguese translations as needed.

BrainStation

Quality Content + Learning Portal

BrainStation, the Learning Portal by Bigger Brains, delivers tailored learning solutions, empowering businesses with training tools and award-winning courses to drive growth and performance.

BrainStation is a great way to manage your organization's training programs, including adding custom content, assigning courses and due dates, and running reports. BrainStation is available online, in Webex, and also in the Microsoft Teams Learning App.

All the Features You Need in One Portal

- Create Courses
- Assemble Learning Paths
- Build Groups & Departments

- View Management Reports
- Mobile Friendly
- Course & Skill Assessments

- Assign Courses
- Track Course Progess
- Earn Digital Badges

Celebrate Achievements with Digital Badges!
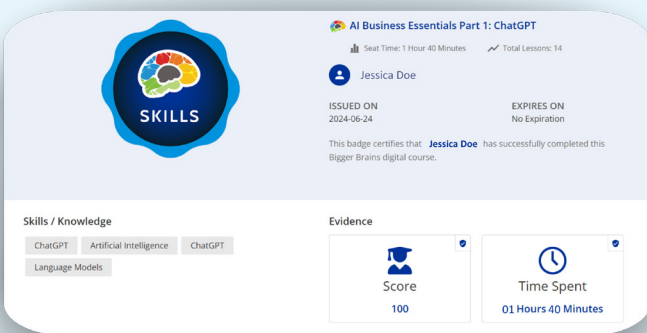
Show off your accomplishments with Digital Badges for completed courses! After finishing a course, access your badge directly from the Course Completion Screen and add it to your LinkedIn profile. Highlight your new skills and let others see your growth with this exciting new feature!

Microsoft Teams & Webex Learning Apps

The Bigger Brains training library is available inside Microsoft Teams and Webex through our eLearning app!

The Bigger Brains app, **Bigger Brains eLearning,** is an excellent way to turn Microsoft Teams or Webex into a mini-Learning Portal, with an entire suite of on-demand courses that can be made available to all users or assigned to specific teams or channels.

- **Teams' own features can be used to discuss and collaborate around course topics**

- **The unique management reporting can keep track of which courses each user has completed**

BrainBot

Workflow learning and reinforcements are available for many courses.

BrainBot is an intelligent, AI-based chatbot that works with learners in their natural workflow without a proprietary app. It sends short, periodic interactions (boosters) to help learners retain knowledge from training courses or to learn new information.

Try BrainBot

Want to See a BrainBot Demo?

Sign up for a free BrainBot account at BrainBot.ai. Once signed in, click the blue "Subscribe to a Sequence" button to the right.

From the drop-down menu, select 'A BrainBot Demo' which will walk you through the various ways BrainBot is used.

To try BrainBot for yourself, open your browser and go to **brainbot.ai/tryit/** Watch the free Brain Bites - Time Management course from Bigger Brains, and then sign up for the BrainBot boost at brainbot.ai/booster/subscribe/time_management/

Want to Improve your TOSA Certification?

ASSESS SKILLS, TAKE APPROPRIATE LEARNING COURSES, & GET CERTIFIED!

TOSA helps to assess your skill level in Microsoft Apps. Our Uniquely Effective TOSA-aligned courses can help you move to the next level of proficiency!

Heartfelt IT