



BUSINESS SKILLS

Online Training Solution

Orion Learning provides content-rich, interactive training courses and programs which deliver engaging, comprehensive, vocational and language training. One of our training categories is Business Skills.

Our business skills courses provide users with a broad training scope in basic business skills. If your organization is seeking to implement a broad Business Skills training program or if you need just 1 of our business skills courses, we're ready to deliver the right training, when you need it.

Our courses provide employers with a solid training solution, designed to deliver skills training to their employees. For the employee, it's fun, engaging and effective online training and a career growth plan.

Course Structure

All Orion Learning Courses are structured using modules, chapters, lessons, activities and quiz format. Each course includes a course glossary, course resource, activities, quizzes, final assessment and individual course certificates. Courses can be purchased individually or as bundle. We offer prepackaged bundles or we can crate a custom bundle for you.

Category Areas

- Appraisals
- Coaching & Delegating
- Meeting Management
- Recruitment
- SMARTER Objectives
- Time Management Skills

Program Features

- Structured course format
- Interactive course content
- Start/Stop any course
- Course active for up to 12 months
- 24/7 access to our Learning Management System (LMS)
- Course certificates
- Call for pricing and volume discounts

Need help with making your choices? Contact us today at 1-855-686-2002 Ext. 104 and let us help you design and develop a comprehensive online training program.

www.orionlearning.com

Training Programs (Bundles)

Orion Learning offers packaged contact center training programs or we can create custom training package solutions to meet your needs.

We offer the following training programs (bundles). Our bundles make training decisions and training delivery easier and more focused. You can choose from any of the following bundles or contact us to create a custom bundle to suit your training needs:

Appraisals

This bundle includes the following courses:

- An Overview of the Performance Appraisal
- Ongoing Appraisal
- Preparing for the Appraisal
- The Appraisal Discussion

Coaching & Delegating

This bundle includes the following courses:

- Delegation
- The Role of the Coach

Meeting Management

This bundle includes the following courses:

- An Introduction to Meetings and Meeting Types
- Organizing and Running Effective Meetings
- Understanding and Handling Meeting Behavior

Recruitment

This bundle includes the following courses:

- Attracting Candidates and Producing Job Advertisements
- Job Analysis, Job Descriptions and Person Specifications
- Shortlisting Candidates and Selection Techniques
- The Recruitment Process : An Overview

SMARTER Objectives

This bundle includes the following courses:

- Creating SMARTER Objectives
- SMARTER Objectives for Managers

Time Management Skills

This bundle includes the following courses:

- An Introduction To Time Management
- Deciding the Priorities
- Managing Disruption and Keeping Focused
- Planning & Scheduling
- The Importance of Setting Goals in Time Management

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