Course Catalog

2026

BIGGER BRAINS

HEART FELT IT

Uniquely Engaging™ eLearning

Quarter 1

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HEART FELT 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.

Sergey Poltev
CEO, Founder
Heartfelt IT
(800) 322-9871
https://heartfeltit.com

Why choose Bigger Brains?
To UPGRADE YOUR ELEARNING Experience!

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 and in Microsofts Teams.

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

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.

SELF-UPDATING LICENSING SERVER
Receive the most up-to-date version of our courses and supporting materials automatically.

SCORM COMPATIBILITY
We guarantee compatibility with any SCORM-compliant LMS.

MULTI-LANGUAGE
All courses include captions and transcripts in 32 languages.

UNIQUELY ENGAGING™ STYLE
Our premium course style keeps learners interested and involved with the material.

Earn Recertification PDUs with PMI® Approved Courses

Bigger Brains is approved by the Project Management Insitute (PMI) to issue PDU renewal credits for PMP certification holders. Over 175 courses are now approved for PDU credits, with more on the way!

https://getbiggerbrains.com/pdu-courses/

Bigger Brains is a member of the PMI ATP Program. PMI does not specifically endorse, approve, or warrant ATP's products, courses, publications, or services. PMI, PMP and the PMI ATP seal are registered marks of the Project Management Institute, Inc.

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' Uniquely Engaging™ video style includes two people on screen – a Teacher and a Learner or two co-Presenters – 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.

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.

Perfect for teams of any size, off-the-shelf eLearning integrates seamlessly with most Learning Management Systems (LMS), making deployment quick and hassle-free.

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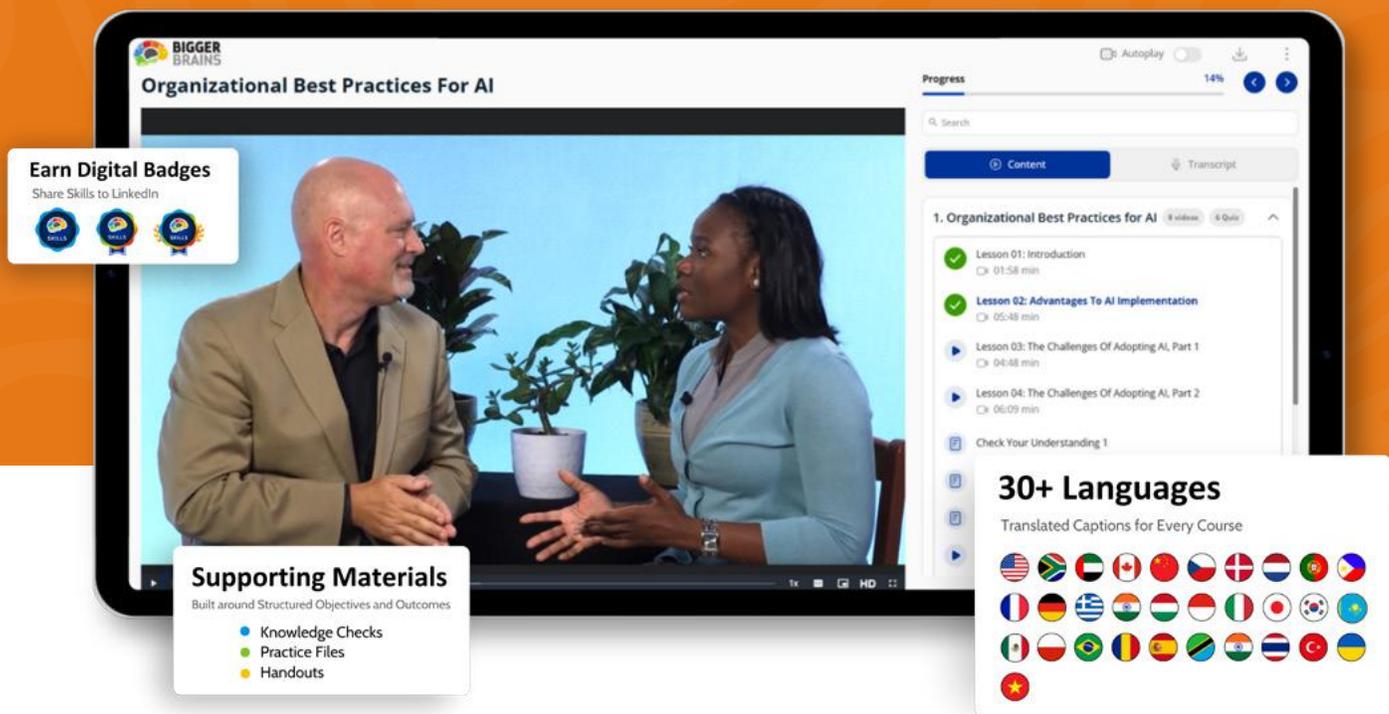
Collapsible Course Map - Observe all course modules, upcoming assessments, and the course transcript.

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 32 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, allow lessons to autoplay, 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.

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 app in Microsoft Teams.

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

Ultimate Microsoft Office

Microsoft PowerPoint

Mastering PowerPoint 365, 2021, 2019

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

🕐 36 Min - 5 Hours   📖 10 - 89 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

Creating Word Templates

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

🕐 35 Minutes   📖 8 Lessons

Word in 30 Minutes (Series)

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

Mastering Word 365, 2019

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

🕐 57 Min - 3 Hours   📖 11 - 92 Lessons

About Our Course Names

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

Brain Bites or AI Fluency 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

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 - 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 - 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 - Power Functions (2024)

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

🕐 47 Minutes   📖 8 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 Dynamic Array Functions

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

🕐 30 Minutes   📖 6 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

Excel for Project Management

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

🕐 51 Minutes   📖 6 Lessons

Excel in 30 Minutes: Basics (Series)

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 in 30 Minutes: Intermediate (Series)

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

Mastering Excel 365, 2021, 2019

Includes Beginner, Basics, Intermediate, Advanced, and Expert courses.

Our most requested training course!

🕐 2 - 5 Hours   📖 19 - 53 Lessons

Microsoft Outlook

Email Encryption in Outlook

Learn how to safeguard sensitive business communications when using Outlook 365.

🕐 22 Minutes   📖 4 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

Find more time in your day with just a few of the powerful tools in Microsoft Outlook.

🕐 33 Minutes   📖 7 Lessons

Mastering Outlook 365, 2019

Includes Beginner, Basics, Intermediate, Advanced, and Expert courses.
There's more to Outlook than just email.

🕐 37 Min - 4 Hours   📖 8 - 47 Lessons

Sharing Calendars and Email in Outlook (2025)

Learn how to manage shared calendars and delegate email access like a pro.

🕐 25 Minutes   📖 5 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

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

🕐 32 Minutes   📖 7 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

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

Using Microsoft OneNote

Learn to use Microsoft's notetaking software for research and project organization.

🕐 54 Minutes   📖 8 Lessons

Microsoft Teams

Engaging Teams Meetings

Learn how to increase engagement in your virtual meetings by leveraging a variety of tools in Microsoft 365.

🕐 45 Minutes 📖 8 Lessons

Microsoft Teams Phone System (2024)

Learn to navigate, use, and customize features in the Microsoft Teams Phone system.

🕐 15 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)

Learn to use Teams Shifts to create, update, and manage schedules.

🕐 22 Minutes 📖 4 Lessons

Microsoft Teams - Managing Teams (2024)

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

🕐 18 Minutes 📖 4 Lessons

Microsoft Teams Meetings (2025)

Learn how to join a Teams meeting, use the controls available and present flawlessly.

🕐 31 Minutes 📖 6 Lessons

Microsoft Teams Fundamentals (2024)

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

🕐 46 Minutes 📖 7 Lessons

Secrets of Chats and Conversations in Teams

Discover valuable tips and tricks to facilitate communication in Teams.

🕐 24 Minutes 📖 4 Lessons

Microsoft Teams in 30 Minutes (2021)

Learn to collaborate and communicate with Microsoft Teams.

🕐 33 Minutes 📖 3 Lessons

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

Microsoft Viva

Viva Connections Essentials

Learn how to use Microsoft Viva Connections to create a centralized hub where your employees can connect.

🕐 42 Minutes   📖 8 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 Engage Essentials

Learn to have conversations, share information and ideas, and build strong communities.

🕐 38 Minutes   📖 6 Lessons

Viva Overview

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

🕐 43 Minutes   📖 6 Lessons

Microsoft SharePoint

Sharepoint for Site Owners

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

🕐 1 Hour 20 Min   📖 14 Lessons

SharePoint Online Basics (2024)

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

🕐 45 Minutes   📖 7 Lessons

More Microsoft Apps

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 - Basics

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

🕐 45 Minutes   📖 9 Lessons

Mastering Access 2016 - Intermediate

Microsoft Access lets ordinary users develop powerful apps customized for their business needs.

🕐 2 Hours 44 Min   📖 20 Lessons

Mastering Visio - Intermediate

Learn Microsoft's solution for documenting processes using flowcharts and diagrams.

🕐 49 Minutes   📖 12 Lessons

Microsoft 365/Office 365

Digital Transformation Using Microsoft's Power Platform

Learn to harness Microsoft's Power Platform to drive digital transformation in your organization.

🕐 52 Min   📖 8 Lessons

Intro to Microsoft 365 (2025)

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

🕐 44 Minutes   📖 6 Lessons

Mastering Microsoft 365 (2022)

Organize and maintain your virtual office using Microsoft 365.

🕐 12 Hours 54 Min   📖 88 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 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 Groups Essentials (2021)

Look at multiples uses for Groups, including how they can extend the benefits of Microsoft Teams.

🕐 1 Hour   📖 7 Lessons

Microsoft Bookings Essentials (2025)

Learn how to use Microsoft Bookings to simplify scheduling, configure new services, and manage calendars.

🕐 35 Minutes   📖 6 Lessons

Microsoft Forms Essentials (2025)

Learn how to streamline your data collection and collaboration efforts using Microsoft Forms.

🕐 1 Hour 5 Min   📖 11 Lessons

Microsoft Lists Essentials (2025)

This course explains the purpose of Lists and its key features, and it compares Lists with other Microsoft Office tools.

🕐 43 Minutes   📖 8 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

Microsoft Planner Essentials (2025)

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

🕐 37 Minutes   📖 7 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

Microsoft Power Automate - Basics (2024)

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

🕐 43 Minutes   📖 8 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 365/Office 365

Microsoft To Do Essentials (2025)

Learn to efficiently manage, organize, and collaborate on tasks using Microsoft To Do.

🕐 38 Minutes   📖 6 Lessons

Power BI - Using Visuals (2024)

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

🕐 52 Minutes   📖 7 Lessons

Microsoft Whiteboard Essentials (2025)

Learn how to collaborate visually and effectively with Microsoft Whiteboard.

🕐 32 Minutes   📖 5 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

OneDrive Essentials (2024)

Learn how OneDrive and OneDrive for Business can radically improve your productivity.

🕐 1 Hour 10 Min   📖 12 Lessons

Secrets of the Office Guru (2019)

Learn practical, productivity-boosting tips and tricks that will turn experienced Microsoft Office users into experts.

🕐 5 Hours 56 Min   📖 43 Lessons

OneDrive in 30 Minutes (2024)

Get started with OneDrive and improve your productivity – in 30 minutes!

🕐 32 Minutes   📖 7 Lessons

SQL for Non-Technical Users

Learn to write simple queries to get the information you need to do your job.

🕐 1 Hour 15 Min   📖 11 Lessons

Power BI - Data Modeling (2025)

Learn to use Power BI to design and build a well-structured data model.

🕐 30 Minutes   📖 6 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

Need a Learning Portal?

Access courses through the Bigger Brains Learning Portal, BrainStation, as well as the Bigger Brains eLearning app in Microsoft Teams.

Copilot

Copilot for Excel

Learn to harness the power of Copilot in Excel to streamline data tasks.
Included in the Ultimate Excel Bundle!

🕐 45 Minutes   📖 7 Lessons

Intro to Copilot for Microsoft 365

Learn how Microsoft Copilot can help you streamline tasks and improve productivity in your favorite Microsoft apps.

🕐 1 Hour 2 Min   📖 9 Lessons

Copilot for Outlook

Learn how to improve communication and stay organized using Microsoft Copilot in Outlook.

🕐 19 Minutes   📖 6 Lessons

Microsoft 365 Copilot Chat and Agents

Learn to use Microsoft's secure AI assistant to streamline creative, research, and analytical tasks.

🕐 58 Minutes   📖 10 Lessons

Copilot for PowerPoint

Create Smarter, Present Better with AI in PowerPoint.

🕐 22 Minutes   📖 6 Lessons

Quick Wins with Copilot

Learn to better leverage the power of generative AI in Copilot to assist you with emails, presentations, and documents.

🕐 22 Minutes   📖 4 Lessons

Copilot for Word

Learn how Copilot in Word can enhance productivity in your writing workflow.

🕐 23 Minutes   📖 5 Lessons

What is Copilot?

Learn to use Microsoft Copilot to research, create, and analyze efficiently across Microsoft 365.

🕐 14 Minutes   📖 5 Lessons

AI Tools

ChatGPT Essentials Part 1

Learn to utilize ChatGPT to boost productivity, streamline tasks, and unlock creative possibilities.

🕐 1 Hour 2 Min   📖 10 Lessons

Getting Started with Claude

Learn Claude's key features and how to get started quickly and confidently.

🕐 32 Minutes   📖 6 Lessons

ChatGPT Essentials Part 2

Learn to use advanced ChatGPT features to streamline workflows and personalize your AI experience.

🕐 51 Minutes   📖 7 Lessons

Getting Started with Gemini

Learn how to harness the power of Gemini to streamline research, analysis, and creative tasks.

🕐 32 Minutes   📖 6 Lessons
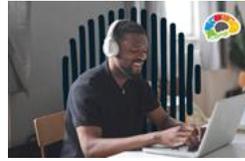
AI Fluency

AI Fluency - Data Privacy

Learn practical steps for guarding data privacy while using Generative AI tools in the workplace.

🕐 31 Minutes   📖 5 Lessons

AI Fluency - Legal and Ethical Concerns

Learn to navigate the legal and ethical challenges of using AI in business.

🕐 34 Minutes   📖 5 Lessons

AI Fluency - Intro to Generative AI

Learn to to describe basic concepts related to Generative AI and identify popular tools and their uses.

🕐 26 Minutes   📖 4 Lessons

AI Fluency - Quick Wins with AI

Learn to better leverage the power of generative AI to assist you with emails, presentations, documents, and research.

🕐 25 Minutes   📖 4 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

AI Fluency - Terms and Concepts

Learn to discuss and apply AI concepts with confidence.

🕐 35 Minutes   📖 6 Lessons

AI Fluency - Intro to Reasoning Models

Learn to harness the power of AI reasoning models for improved decision-making and workflows.

🕐 33 Minutes   📖 6 Lessons

Organizational AI

Organizational Best Practices for AI

Learn to lead AI initiatives that boost adoption and innovation.

🕐 44 Minutes   📖 8 Lessons

AI Adoption and Monitoring
Coming to our library in 2026.

AI Security and Risk Management for Business Leaders
Coming to our library in 2026.

Data Governance and AI
Coming to our library in 2026.

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!

SKILLS

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

Learn everything you need to know about getting started with your new Chromebook!

🕐 **1 Hour 23 Min**　📖 **12 Lessons**

Google Workspace Essentials (2020)

Learn about all the powerful apps in Google's collection of cloud computing, productivity, and collaboration tools.

🕐 **1 Hour 37 Min**　📖 **21 Lessons**

Mastering Google Drive (2020)

Learn to collaborate and store, share, and access your files any time from any device

🕐 **1 Hour 9 Min**　📖 **17 Lessons**

Google Calendar, Meet, and Chat Essentials
Coming to our library in 2026.

Intro to Google Workspace and Gmail
Coming to our library in 2026.

Other Software

A Beginner's Guide to Computers

Learn the basics of operating and navigating a Windows computer.

🕐 **36 Minutes**　📖 **7 Lessons**

Networking Essentials: CompTIA Network Plus N10-006 Exam Prep

Network Essentials is designed to give an experienced Level 1 tech a good foundation in networking technologies.

🕐 **12 Hours 17 Min**　📖 **62 Lessons**

Adobe Acrobat Pro Essentials (2025)

Create, manipulate, and liberate your PDF documents with Adobe Acrobat.

🕐 **1 Hour 4 Min**　📖 **10 Lessons**

Salesforce Essentials

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

🕐 **1 Hour 8 Min**　📖 **13 Lessons**

Computer Basics

Learn the essentials you need to know to use your computer and its devices effectively.

🕐 **35 Minutes**　📖 **6 Lessons**

Smartsheet Basics

Learn how to create and modify tasks, as well as manage project communication and use collaboration tools.

🕐 **1 Hour 16 Min**　📖 **12 Lessons**

Leading Engaging Zoom Meetings

Learn how to lead engaging meetings where everyone can participate.

🕐 **1 Hour 3 Min**　📖 **10 Lessons**

QuickBooks & Accounting

Advanced QuickBooks 2016

Take advantage of the power and efficiency of this popular accounting tool.

🕐 5 Hours 14 Min 　📖 36 Lessons

Mastering QuickBooks Desktop (2018)

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

🕐 3 Hours 39 Min 　📖 35 Lessons

Business Accounting Basics, Part 1

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

🕐 23 Minutes 　📖 5 Lessons

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

Business Accounting Basics, Part 2

Learn the basics of three key financial accounting reports.

🕐 24 Minutes 　📖 4 Lessons

Project Management

Excel for Project Management

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

🕐 50 Minutes 　📖 6 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

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

Project Management Fundamentals

Develop a solid understanding of project management processes and terms.

🕐 3 Hours 29 Min 　📖 24 Lessons

Quality Courses Recognized by Experts

General Business Skills

Developing a High-Performance Mindset

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

🕐 30 Minutes   📖 5 Lessons

Developing Emotional Intelligence: Personal Competence

Learn how to increase your Emotional Intelligence by developing your self-awareness and self-management.

🕐 37 Minutes   📖 6 Lessons

Hybrid Meetings

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

🕐 40 Minutes   📖 7 Lessons

Intro to Data Literacy

Prepare you to understand and engage in your organization's data strategy.

🕐 39 Minutes   📖 10 Lessons

Motivational Ethics

Achieve success through an ethical pathway

🕐 1 Hour 45 Min   📖 12 Lessons

Navigating Stress and Anxiety

Shift your mindset toward excitement and adventure over stress and ordeal.

🕐 30 Minutes   📖 6 Lessons

Root Cause Problem Solving

Learn how a structured framework will empower you to identify and solve problems for long-term improvement.

🕐 28 Minutes   📖 6 Lessons

Springboard: Stress As a Competitive Advantage

Learn to strategically harness stress to fuel performance, growth, and competitive advantage.

🕐 39 Minutes   📖 6 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

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

Uncovering Subconscious Bias

this course will lead you on a journey to understand how you think, and how to change patterns.

🕐 26 Minutes   📖 6 Lessons

Leadership & Management

Board of Directors: Responsibilities

Learn the fundamentals of nonprofit governance and how to build strong partnerships and collaborations.

🕐 25 Minutes   📖 6 Lessons

Board of Directors: Strategy

Learn the ongoing duties of a nonprofit board of directors in strategic planning.

🕐 25 Minutes   📖 6 Lessons

Change Management for Strategic Initiatives

Learn to utilize effective change management to proactively plan for change, and deliver project results.

🕐 53 Minutes   📖 9 Lessons

Entrepreneuring: Keys to Business Success

Learn the critical keys to achieving success that can put your business growth in fast forward.

🕐 5 Hours 58 Min   📖 14 Lessons

Fundamentals of Situational Leadership

Learn to adapt your leadership style to meet the evolving needs of your team.

🕐 44 Minutes   📖 8 Lessons

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

New Manager Starter Kit

Focus on developing the skills to communicate as a leader and influence employees

🕐 48 Minutes   📖 8 Lessons

Robert's Rules of Order (Conducting Meetings)

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

🕐 34 Minutes   📖 7 Lessons

Stronger Together: Delegation & Task Management

Once you start delegating, you'll be surrounding yourself with capable and empowered team members.

🕐 23 Minutes   📖 7 Lessons
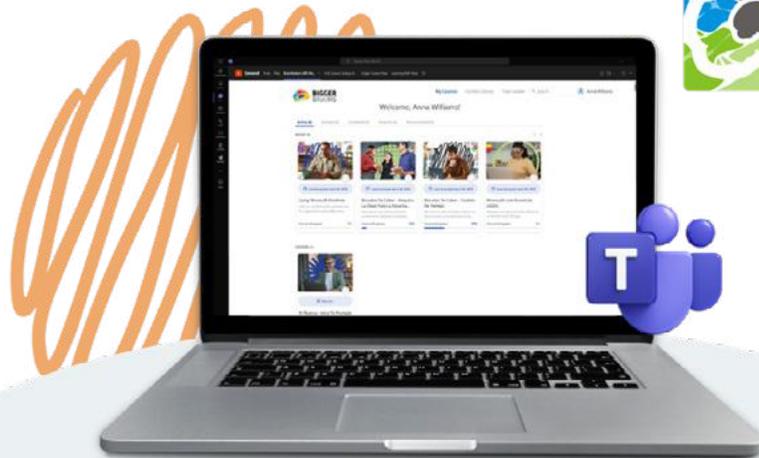
Systems Thinking and Process Improvement

Learn how to identify and solve problems within your organization.

🕐 36 Minutes   📖 8 Lessons

Ready to Learn?

Search for **Bigger Brains eLearning** in the Microsoft Teams app store to access your Bigger Brains courses inside Teams.

Communication

Designing Beautiful Documents

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

🕐 24 Minutes   📖 6 Lessons

Managing Conflict: Interpersonal Conflict

Learn to distinguish between responding and reacting and how to avoid miscommunication.

🕐 34 Minutes   📖 6 Lessons

Drafting a Compelling Presentation

Learn how to create good first drafts for your business presentations.

🕐 16 Minutes   📖 4 Lessons

Managing Conflict: Managing Self

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

🕐 22 Minutes   📖 4 Lessons

Email Management

Learn how to make email work for you.

🕐 22 Minutes   📖 5 Lessons

Managing Conflict: Team and Group Dynamics

Learn skills for successful conflict intervention and de-escalation in your teams.

🕐 30 Minutes   📖 5 Lessons

Empathy: The Key to Active Listening

Learn to communicate an awareness of what someone else is feeling.

🕐 16 Minutes   📖 5 Lessons

Managing Employee Performance

Learn how to effectively manage employee performance to achieve organizational goals.

🕐 43 Minutes   📖 7 Lessons

Giving Feedback

Learn to give feedback efficiently and effectively to change and improve performance.

🕐 38 Minutes   📖 6 Lessons

Modern Workplace Communication

Learn to make effective communication choices in your workplace.

🕐 33 Minutes   📖 6 Lessons

Leading Effective Meetings

Learn what it takes to prepare for and run an effective meeting.

🕐 23 Minutes   📖 4 Lessons

Persuasion: The Art of Communication

Learn to give feedback efficiently and effectively to change and improve performance.

🕐 1 Hour 21 Min   📖 11 Lessons

Let Them Know You're Listening

Describe how to become a better, more active listener through focusing your attention on the speaker.

🕐 16 Minutes   📖 5 Lessons

Proofreading

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

🕐 33 Minutes   📖 9 Lessons

Communication

Storytelling in Business

Use the power of stories to connect with your team and your customers.

🕐 1 Hour 24 Min   📖 9 Lessons

Writing in Plain Language

Learn to get straight to the point, in a way that doesn't waste your reader's time.

🕐 1 Hour 15 Min   📖 12 Lessons

Technical Writing

Learn to give feedback efficiently and effectively to change and improve performance.

🕐 48 Minutes   📖 9 Lessons

Working Across Cultures

Learn solid, effective strategies that will help you communicate more effectively and avoid common faux pas.

🕐 28 Minutes   📖 5 Lessons

Writing Effective Emails

Send emails that are read, understood, and acted on.

🕐 23 Minutes   📖 6 Lessons

Productivity

Managing Interruptions and Procrastination

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

🕐 31 Minutes   📖 5 Lessons

The Science of Personal Productivity

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

🕐 50 Minutes   📖 10 Lessons

Organizing Your Files

Learn how effectively search and browse your file system.

🕐 26 Minutes   📖 5 Lessons

Time Management

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

🕐 11 Minutes   📖 2 Lessons

Prioritizing Tasks

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

🕐 26 Minutes   📖 5 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

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

Bystander Intervention Training: City of Chicago

Learn how to step in confidently to support others and contribute to a workplace culture of respect.

🕐 1 Hour 3 Min   📖 15 Lessons

Covid 19 and Healthy Workspaces

Learn to safely share a workspace to keep you and your coworkers healthy.

🕐 17 Minutes   📖 5 Lessons

Cybersecurity Awareness: Real Stories

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

🕐 22 Minutes   📖 4 Lessons

Cybersecurity Awareness: Real Stories for Managers

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

🕐 36 Minutes   📖 6 Lessons

Effective Bystander Intervention

Recognize when something isn't right, respond appropriately, and help create a safer, more inclusive workplace.

🕐 41 Minutes   📖 10 Lessons

Ergonomics Unleashed

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

🕐 25 Minutes   📖 5 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

GDPR Essentials

Learn valuable information about the GDPR, its significance for U.S. businesses.

🕐 23 Minutes   📖 6 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

Staying Safe Online

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

🕐 18 Minutes   📖 3 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

Workplace Violence Prevention

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

🕐 13 Minutes   📖 4 Lessons

Safety & Compliance

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

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

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.
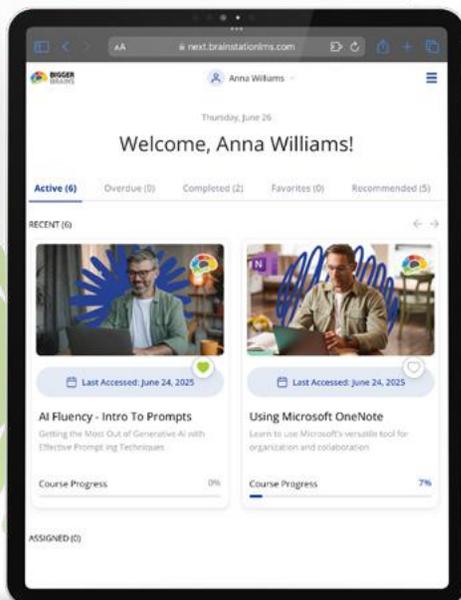
🕐 1 Hour 49 Min   📖 15 Lessons

Internet Marketing 101

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

🕐 1 Hour 14 Min   📖 9 Lessons

Available Anytime, Anywhere

Bigger Brains training is designed to work on any tablet, phone, PC, or Mac.

Microsoft Teams Learning App

The Bigger Brains course library is available inside Microsoft Teams through our eLearning app!

The Bigger Brains app, **Bigger Brains eLearning**, is an excellent way to turn Microsoft Teams 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**

Earn Recertification PDUs

Bigger Brains is approved by the Project Management Insitute (PMI) to issue PDU renewal credits for PMP certification holders. Over 175 courses are now approved for PDU credits, with more on the way!

https://getbiggerbrains.com/pdu-courses/

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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

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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/