

Workforce Fundamentals Certification Trainings

Lynda.com

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1. [Sharing and Printing Certificates of Completion on Lynda.com](#) (5m)
2. [Customer Service Mastery: Delight Every Customer](#) (2h 12m)
3. [Business Etiquette: Phone, Email and Text](#) (58m)
4. [Master Microsoft Word](#): Learning Word Desktop (Office 365) 40m
Word Essential Training (2h 36m)
Word Quick Tips (31m)
5. [Learning about PowerPoint 2019](#) (1h 16m)
6. [Learning Computer Security and Internet Safety](#) (1h 18m)
7. [Microsoft Teams Essential Training](#) (2h 18m)
8. [Working with Difficult People](#) (1h 46m)
9. [Non Profit Management Foundations](#) (1h 46m)
10. [Writing a Resume](#) (2 h 39 m)
11. [Learning about PowerPoint 2019](#) (1h 16m)

Remember to print and attach all certifications to your Training Timesheet each pay period.

If you are not sure how...ASK!!!

It is easier than you may think!

OMJ Learning Express

Participants must log in to their OhioMeansJobs.com account to verify time spent in training.

12. [Personal Computer Fundamentals: Hardware, Software, and Network Basics](#) (40m)
13. [Microsoft Outlook 2013 Basic](#) (45m)
14. [Browsing, Searching and Staying Safe Online](#) (48m)
15. [Writing a Resume](#) (1h 6m)
16. [Interview Fundamentals Mastery Track](#) (1h 43m)
17. [Prepare and Practice Answering Interview Questions by Industry](#) (Varies)
18. [Financial Literacy Tools](#) (varies)

Other Valuable Training

19. [Identifying and Safeguarding Personally Identifiable Information \(PII\)](#) (1h)

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TECHNOLOGY:

21. [Word 2019 Essential Training](#) (2h 36m)
22. [PowerPoint Essential Training](#) (2h 19m)
23. [PowerPoint Tips and Tricks](#) (1h 53m)
24. [PowerPoint: Audio and Video](#) (2h 3m)
25. [Getting started with Excel](#) (2h 8m)
26. [Excel: Introduction to Charts and Graphs](#) (56m 3s)
27. [Access Basics for Excel Users](#) (27m 15s)

BUSINESS ESSENTIALS:

28. [Diversity, Inclusion, and Belonging](#) (47m 19s)
29. [Improve your listening Skills](#) (1h 4m)
30. [Finance Essentials for Small Business](#) (51m 10s)
31. [Marketing Foundations](#) (49m)
32. [Marketing to Diverse Audiences](#) (51m 21s)
33. [Market Research Foundations](#) (54m 20s)
34. [Strategic Human Resources](#) (54m 25s)
35. [Organization Communication](#) (1h 15m)
36. [Grammar Girl's Quick and Dirty Tips for Better Writing](#) (41m 54s)
37. [Tips for Writing Business Emails](#) (34m 5s)
38. [Asking for a Raise](#) (43m 54s)
39. [Finding your Time Management Style](#) (1h 14m)

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