

Email Sent: 11/9/2006

Subject: SkillSoft eLearning – New “Revised” Tracks

SkillSoft recently merged with another eLearning company. After the merge they decided to update a lot of the courses in their course catalog. Some of the older course numbers were changed, some of the titles were changed, and some of the courses were “Retired,” without a replacement. Some of these changes affected five of the six SLCC SkillSoft Professional Development Tracks. I’ve updated all of the tracks, and I’ve attached them for your convenience.

If you have already completed a track, you have nothing to be concerned about. Those records will always exist.

If you were in the middle of completing a track, you might need to make a few course changes. I've attached the official SkillSoft Tracks Course Trade Off List. This is a list of all of the courses contained in our SLCC SkillSoft Tracks that were affected.

All of the courses you have previously completed will still be listed as completed in you're My Report. Those records will always be there.

If you were in the middle of completing a course that no longer exists now, that information still exists in you're My Report, but you will still have to complete it's replacement. I've listed the replacement course information next to the old course.

If a course was retired and no longer exists, there is no replacement course listed, so you have no course to take in it's place.

If you have an old copy of a track form that you were completing, please attach it to a copy of the new track form and turn them in together when you are ready to turn in your track record. All of the records on the old courses are still accessible.

**Course Trade-Off
List is available on
the next page of
this document.*

**SkillSoft Professional Development Track
Trade-Off Listing
Effective October 2006**

The Red Track			
Old Course #	Old Course Title	New Course #	New Course Title
COMM0101	Communicate to Develop Relationships	COMM0191	Building Effective Interfunctional Relationships
COMM0104	Communicating Better With Your Team	TEAM0172	Effectively Communicating in Teams
COMM0226	Writing Effective E-mail Messages	COMM0231	Essentials of Electronic Communication
COMM0401	Handle Calls with Confidence & Professionalism	COMM0411	Effective Telephone Techniques
HR0151	Workplace Harassment	TEAM0213	Getting Past Clashes: Valuing Team Diversity
HR0152	Diversity in the Workplace	HR0021	Why Diversity Matters
HR0113	Business Ethics	PD0171	Ethical Decision Making
HR0131	What is Sexual Harassment	HR0242	Sexual Harassment in the Workplace
HR0303	Hostile Work Environment Harassment	CUST0106	Overcoming Challenging Service Situations
MGMT0221	Understanding Conflict	COMM0341	Perspectives on Conflict
PD0101	Analyze Your Use of Time	PD0101	You and Your Time
PD0102	Setting Goals and Prioritize Your Use of Time	PD0152	Techniques for Better Time Management
PD0111	Discovering Balance	PD0181	Finding Your Life Balance
PD0114	Coping with Stress	PD0182	Success over Stress
PD0192	The Effects of Organizational Change	PD0192	Being Prepared for Change
The Blue Track			
Old Course #	Old Course Title	New Course #	New Course Title
COMM0102	Communicating to Increase Understanding	COMM0191	Building Effective Interfunctional Relationships
COMM0103	Listening, Influencing and Handling Tough Situations	COMM0506	When The Going Gets Tough
COMM0113	The Many Faces of Communication	COMM0002	The Mechanics of Effective Communication
COMM0114	The Interpersonal Side of Conflict	COMM0342	Handling Conflict with Others
COMM0211	Preparing to Write Effectively to Your Audience	COMM0015	Writing to Reach the Audience
COMM0213	Writing Effective Business Documents	COMM0011	Writing with Intention
COMM0311	Planning Your Presentation	STGY0216	Presenting Your Case
COMM0312	Delivering Your Presentation	COMM0302	Delivering Your Message
COMM0313	Presenting with Confidence and Impact	ADM0114	Communicating with Power and Confidence
COMM0602	Around the World in 80 Cultures	COMM0022	The Art of Global Communication
COMM0606	A Rich Tapestry of Cultural Contrasts	COMM0192	Building Effective Intercultural Relationships

HR0341	Workplace Aggression: The Scope of the Problem	COMM0006	Communication Skills for Resolving Conflict
HR0342	The Three Stages of Aggressive Behavior	COMM0701	Experiencing Anger
HR0346	Managing a Violent Crisis	Retired	No Replacement Course

The Green Track

Old Course #	Old Course Title	New Course #	New Course Title
COMM0102	Communicating to Increase Understanding	COMM0191	Building Effective Interfunctional Relationships
COMM0112	Communication Tools	COMM0002	The Mechanics of Effective Communication
COMM0224	Using Good Letters to Deliver Bad News	COMM0011	Writing with Intention
FIN0101	The Language of Accounting and Finance	Retired	No Replacement Course
FIN0102	Using Financial Statements in Business Decisions	Retired	No Replacement Course
FIN0103	Budgeting Fundamentals	FIN0152	Basics of Budgeting
FIN0111	Understanding Financial Statements	FIN0154 (New Number)	Same Title – Understanding Financial Statements
FIN0112	Reading the Income Statement and Balance Sheet	Retired	No Replacement Course
FIN0113	Reading the Cash Flow Statement	Retired	No Replacement Course
FIN0114	Analyzing Financial Statements	Retired	No Replacement Course
FIN0115	Analyzing Beyond the Numbers	Retired	No Replacement Course
FIN0131	Principles of Financial Statements	FIN0251 (New Number)	Same Title – Principles of Financial Statements
FIN0132	Components of Financial Statements	FIN0252 (New Number)	Same Title – Components of Financial Statements
FIN0133	Analyzing the Income Statement and Balance Sheet	FIN0253 (New Number)	Same Title – Analyzing the Income Statement and Balance Sheet
FIN0134	The Income Statement and Balance Sheet Connection	FIN0254 (New Number)	Same Title – The Income Statement and Balance Sheet Connection
FIN0135	Analyzing Cash Flow	FIN0255 (New Number)	Same Title – Analyzing Cash Flow
FIN0138	Analyzing an Annual Report	FIN0258 (New Number)	Same Title – Analyzing an Annual Report
FIN0141	Introduction to Finance	Retired	No Replacement Course
FIN0142	Making Budgets Work	PROJ0552	Budgeting and Controlling Costs
FIN0143	Cash Management	FIN0153	Managing Cash Flows
FIN0144	Financial Statements and Analysis	FIN0256	Ratio Analysis for Financial Statements
FIN0202	Building an Operating Budget	FIN0161	Creating and Analyzing an Operating Budget
FIN0204	Managing Budgets Effectively	FIN0242	Managerial Decisions and Capital Budgeting

The Purple Track

Old Course #	Old Course Title	New Course #	New Course Title
COMM0402	Turn Difficult Callers into Delighted Customers	CUST0153	Managing Challenges in Customer Service

COMM0403	Managing Telephone Technology	COMM0411	Effective Telephone Techniques
HR0331	Workplace Diversity	HR0021	Why Diversity Matters
PD0115	Committing to Self	PD0181	Finding Your Life Balance
PD0122	Eliminate the Time Wasters	PD0132	Basic Business Skills to Get You on the Fast Track
PD0123	Organize to Remember	COMM0232	Optimizing E-mail at Work

The Gold Track

Old Course #	Old Course Title	New Course #	New Course Title
COMM0111	Dynamics of Interpersonal Communication	COMM0001	The Process of Interpersonal Communication
COMM 0114	The Interpersonal Side of Conflict	COMMO342	Handling Conflict with Others
COMM0116	Developing Interpersonal Skills in Your People	COMM0005	Communication Skills for Leadership
COMM0311	Planning Your Presentation	COMM0101	Preparing a Business Case
COMM0312	Delivering Your Presentation	STGY0216	Presenting Your Case
HR0201	The Pre-Interview Process	HR0213	Preparing For The Behavioral Interview
HR0202	Conducting Effective Interviews	HR0214	Conducting the Behavioral-based Interview
HR0203	Critical Parameters for Evaluating Candidates	HR0233	Selecting the Best Applicant
HR0341	Workplace Aggression: The Scope of the Problem	MGMT0274	Facilitating Challenging Situations
HR0342	The Three Stages of Aggressive Behavior	MGMT0171	Preparing for Business Crises
HR0343	Potential Powder Kegs: Identifying & Defusing Them	MGMT0172	Responding to Business Crises
HR0346	Managing a Violent Crisis	MGMT0173	Recovering from Business Crises
MGMT0101	Prepare for Your New Management Role	MGMT0002	A New Manager's Responsibilities and Fears
MGMT0102	Lead and Develop Your Staff	MGMT0003	Lead and Communicate Effectively as a New Manager
MGMT0103	Communication Skills and Positive Attitude	COMM0003	Communication Skills for the Workplace
MGMT0131	Understand and Confront Performance Problems	MGMT0162	Identifying Problem Performance
MGMT0132	Setting and Clarifying Standards	LEAD0145	Communicating as a Leader
MGMT0133	Motivate and Recognize Employees	LEAD0123	Energizing and Empowering Employees
MGMT0134	Using Formal Discipline Measures	MGMT0164	Dealing with Problem Performance
MGMT0331	Change Leadership	LEAD0147	Leading through Change
PD0103	Major Time Management Challenges	MGMT0261	Delegation Basics
PD0115	Committing to Self	PD0181	Finding Your Life Balance
PD0202	Brainstorming and Promoting Creative Thinking	PD0251	The Role of Critical Thinking in Organizations

The Silver Track

Old Course #	Old Course Title	New Course #	New Course Title
No changes			

Changes Effective November 2006