

Program Title	Course Title	Skillssoft Course ID	Recertification Credit Hours
<b>Courses highlighted in yellow, are approved for Business Credit. All others are approved for General credit.</b>			
Leading through the Challenge of Change	Leading through the Challenge of Change	bs_ald07_a01_enus	1.0
Building and Leading Successful Teams	Building and Leading Successful Teams	bs_ald07_a02_enus	1.0
Creating a Successful Business Execution Culture	Creating a Successful Business Execution Culture	bs_ald07_a03_enus	1.0
Becoming an Emotionally Intelligent Leader	Becoming an Emotionally Intelligent Leader	bs_ald07_a04_enus	1.0
Developing Successful Coaching Relationships	Developing Successful Coaching Relationships	bs_ald07_a05_enus	1.0
Developing Your Critical Thinking and Cognitive Flexibility	Developing Your Critical Thinking and Cognitive Flexibility	bs_ald07_a06_enus	1.0
Leading through Problem Solving and Decision Making	Leading through Problem Solving and Decision Making	bs_ald07_a07_enus	1.0
The Agile Leader	The Agile Leader	bs_ald07_a08_enus	1.0
Leading Virtually	Leading Virtually	bs_ald07_a09_enus	1.0
Leading with Strategic Thinking	Leading with Strategic Thinking	bs_ald07_a10_enus	1.0
Influencing and Persuading Others	Influencing and Persuading Others	bs_ald07_a11_enus	1.0
Accountable Leadership	Accountable Leadership	bs_ald07_a12_enus	1.0
Leading by Developing People	Leading by Developing People	bs_ald07_a13_enus	1.0
Leading Innovation	Leading Innovation	bs_ald07_a14_enus	1.0
Leading Others through Conflict	Leading Others through Conflict	bs_ald07_a15_enus	1.0
Leading through Setting and Managing Priorities	Leading through Setting and Managing Priorities	bs_ald07_a16_enus	1.0
Networking to Improve Leadership Effectiveness	Networking to Improve Leadership Effectiveness	bs_ald07_a17_enus	1.0
Leading with Judgment and Decisiveness	Leading with Judgment and Decisiveness	bs_ald07_a18_enus	1.0
Leading through Shared Vision	Leading through Shared Vision	bs_ald07_a19_enus	1.0
Leading Diversity	Leading Diversity	bs_ald07_a20_enus	1.0
<b>Accounting for Non-Financial Professionals</b>			2.0
	Basic Accounting Concepts for Non-financial Professionals	fin_08_a01_bs_enus	
	Basic Budgeting for Non-financial Professionals	fin_08_a02_bs_enus	
	Comprehending Financials: A Guide to Financial Statements	fin_08_a03_bs_enus	
	Financial Statement Analysis for Non-financial Professionals	fin_08_a04_bs_enus	
<b>Essential Marketing Strategies</b>			2.0
	The Basics of Marketing	mkt_05_a01_bs_enus	
	The People and Planning in Marketing	mkt_05_a02_bs_enus	
	Product, Pricing, and Promotion in the Marketing Mix	mkt_05_a03_bs_enus	
	Distribution and E-Marketing Ethics in the Marketing Mix	mkt_05_a04_bs_enus	
	Competitive Marketing Strategies: Analyzing Your Organization	mkt_05_a05_bs_enus	
<b>Thinking Strategically and Managing Risk</b>			2.5
	Thinking Strategically as a Manager	ast_01_a01_bs_enus	
	Using Strategic Thinking to Consider the Big Picture	ast_01_a02_bs_enus	
	Identifying Risks in Your Organization	ast_01_a03_bs_enus	
	Assessing Your Organization's Risks	ast_01_a04_bs_enus	
	Responding Effectively to Risks	ast_01_a05_bs_enus	
<b>Working with Difficult People</b>			1.5
	Difficult People: Why They Act That Way and How to Deal with Them	comm_46_a01_bs_enus	
	Difficult People: Can't Change Them, so Change Yourself	comm_46_a02_bs_enus	

	Difficult People: Strategies to Keep Everyone Working Together	comm_46_a03_bs_enus	
<b>Recruiting, Screening, and Onboarding Effectively</b>			1.5
	Hitting the Recruitment Bull's-eye	ahr_01_a01_bs_enus	
	Applicant Screening: The First Step in Hiring the Best	ahr_01_a02_bs_enus	
	Ensuring Onboarding Success	ahr_01_a03_bs_enus	
<b>Transformational HR and Talent Management</b>			1.5
	Planning for Skills Needs and Managing Performance	ahr_02_a01_bs_enus	
	Building Career Development Programs and Succession Planning	ahr_02_a02_bs_enus	
	Implementing Transformational HR	ahr_02_a03_bs_enus	
	Individual Behavior in Organizations	ahr_02_a04_bs_enus	
<b>Developing Leadership Skills</b>			2.0
	Motivating Your Employees	ald_01_a01_bs_enus	
	Communicating Vision to Your Employees	ald_01_a02_bs_enus	
	Leading through Positive Influence	ald_01_a03_bs_enus	
	Leveraging Emotional Intelligence	ald_01_a04_bs_enus	
<b>Leveraging Leadership Techniques</b>			2.5
	Key Elements of Business Execution	ald_02_a01_bs_enus	
	Building Innovation Cultures and Leaders	ald_02_a02_bs_enus	
	Leading Your Team through Change	ald_02_a03_bs_enus	
	Building a Leadership Development Plan	ald_02_a04_bs_enus	
	Aligning Unit Goals and Imperatives	ald_02_a05_bs_enus	
<b>Improving Leadership Skills</b>			1.0
	Becoming an Inspirational Leader	ald_04_a01_bs_enus	
	Assessing Your Own Leadership Performance	ald_04_a02_bs_enus	
<b>Women In Leadership</b>			1.0
	Gender and Leadership	ald_05_a01_bs_enus	
	Choosing to Lead as a Woman	ald_05_a02_bs_enus	
	Career and Family Challenges for Women Leaders	ald_05_a03_bs_enus	
<b>Leveraging Key Management Techniques</b>			2.0
	Effectively Directing and Delegating as a Manager	amg_02_a01_bs_enus	
	Managing Employee Development	amg_02_a02_bs_enus	
	Facing the Management Challenges of Difficult Behavior and Diverse Teams	amg_02_a03_bs_enus	
	Being a Fair and Caring Manager	amg_02_a04_bs_enus	
<b>Managing Employee Performance</b>			1.5
	Keeping Top Performers Challenged	amg_03_a01_bs_enus	
	Planning an Effective Performance Appraisal	amg_03_a02_bs_enus	
	Creating a Plan for Performance Management	amg_03_a03_bs_enus	
	Detecting and Dealing with Performance Problems	amg_03_a04_bs_enus	
<b>Advanced Management Techniques</b>			2.0
	Gauging Your Organization's High-performing Potential	amg_04_a01_bs_enus	
	Managing for Cross-functionality	amg_04_a02_bs_enus	
	Managing Your Company's Talent	amg_04_a03_bs_enus	
	Managing the Unique Needs of Experts	amg_04_a04_bs_enus	
	Fostering Mentoring Relationships	amg_04_a05_bs_enus	
<b>Managing a Multigenerational Workforce</b>			1.0
	Maintaining a Cohesive Multigenerational Workforce	amg_05_a01_bs_enus	
	Managing Multigenerational Employees	amg_05_a02_bs_enus	

<b>Managing in Difficult Times</b>			1.5
	Being an Effective Manager When Times Are Tough	amg_06_a01_bs_enus	
	Managing Motivation during Organizational Change	amg_06_a02_bs_enus	
	How to Manage Difficult Conversations	amg_06_a03_bs_enus	
<b>Leveraging Team Leadership Skills</b>			2.5
	Building the Foundation for an Effective Team	atm_01_a01_bs_enus	
	Developing a Successful Team	atm_01_a02_bs_enus	
	Encouraging Team Communication and Collaboration	atm_01_a03_bs_enus	
	Handling Team Conflict	atm_01_a04_bs_enus	
	Leading a Cross-functional Team	atm_01_a05_bs_enus	
<b>Optimizing Performance on a Team</b>			2.0
	Being an Effective Team Member	atm_02_a01_bs_enus	
	Strategies for Building a Cohesive Team	atm_02_a02_bs_enus	
	Effective Team Communication	atm_02_a03_bs_enus	
	Establishing Team Goals and Responsibilities, and Using Feedback Effectively	atm_02_a04_bs_enus	
<b>Diversity on the Job</b>			1.0
	Bridging the Diversity Gap	apd_01_a01_bs_enus	
	Your Role in Workplace Diversity	apd_01_a02_bs_enus	
<b>Creativity in the Workplace</b>			1.0
	Unleashing Personal and Team Creativity	apd_02_a01_bs_enus	
	Verifying and Building on Creative Ideas	apd_02_a02_bs_enus	
<b>Public Speaking Strategies</b>			1.0
	Writing and Preparing an Effective Speech	apd_06_a01_bs_enus	
	Conquering the Challenges of Public Speaking	apd_06_a02_bs_enus	
<b>Navigating through Organizational Change</b>			1.0
	Organizations Change So Get Ready	pd_31_a01_bs_enus	
	Redefining Yourself after Organizational Change	pd_31_a02_bs_enus	
<b>Getting Results through Personal Power</b>			1.5
	Personal Power and Credibility	comm_42_a01_bs_enus	
	Building Personal Power through Influence	comm_42_a02_bs_enus	
	Influence Others with Political Savvy	comm_42_a03_bs_enus	
<b>Project Management for All</b>			2.5
	Finding Your Bearings as a Project Manager	apj_15_a01_bs_enus	
	Getting the Big Picture by Defining the Project's Scope and Team	apj_15_a02_bs_enus	
	Mastering the Details of a Project's Schedule and Budget	apj_15_a03_bs_enus	
	Managing a Project to Minimize Risk and Maximize Quality	apj_15_a04_bs_enus	
	Navigating through Changes and Conflicts in Projects	apj_15_a05_bs_enus	
	Taking Final Steps to Bring a Project to its Close	apj_15_a06_bs_enus	

NOTE: The programs listed above are the pre-approved activities for recertification credit. Many programs are comprised of multiple courses, and to earn credits, all courses within each associated program must be completed.

