



REAL **IT** SOLUTIONS™

# Course Catalog 2023

Uniquely Engaging™ eLearning



## TABLE OF CONTENTS

<b>WHY CHOOSE BIGGER BRAINS?</b>	<b>2 - 3</b>
<b>OUR TEACHER/LEARNER STYLE</b>	<b>4 - 5</b>
<b>MICROSOFT COURSES</b>	<b>6 - 10</b>
Microsoft PowerPoint	6
Microsoft Word	6
Microsoft Excel	7
Microsoft Outlook	8
Microsoft Teams	8
Microsoft OneNote	8
Microsoft 365/Office 365	9
Microsoft Project	10
Microsoft Windows	10
Microsoft SharePoint	10
<b>OTHER SOFTWARE &amp; IT COURSES</b>	<b>11</b>
QuickBooks	11
Google	11
Zoom	11
Adobe	11
Salesforce	11
<b>BRAIN BITES MINI-COURSES</b>	<b>12</b>
<b>BUSINESS SKILLS COURSES</b>	<b>13 - 15</b>
<b>SPANISH LANGUAGE COURSES</b>	<b>16 - 17</b>
<b>AVAILABILITY</b>	<b>18 - 19</b>
<b>FREE DEMO</b>	<b>19</b>



# Full Service From



REAL IT SOLUTIONS™



### 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.

Matt Kahle & Adam Peterson  
Real IT Solutions  
(616) 209-8900  
<https://www.realitsolutions.com/>

# Why choose Bigger Brains?

## To be **MORE PRODUCTIVE** of course!



### **AVAILABLE ANYTIME, ANYWHERE**

Mobile-friendly and accessible from any web browser or from inside Microsoft Teams or Webex, Bigger Brains courses are composed of 5-8 minute lessons so it's easy to fit learning new skills into your day, wherever you might be.



### **CONTROL**

Pause, rewind, speed up, slow down, or even repeat lessons – Our courses allow users to fully control the video lessons.



### **SOCIAL RESPONSIBILITY**

A portion of all sales goes to help fund education initiatives in the US and other countries.



### **DOWNLOADABLE HANDOUTS & JOB AIDS**

Most courses include PDF supporting documents to reinforce the key points and provide additional quick reference information such as keyboard shortcuts.



### **RESPONSIVE HTML5 – NO FLASH**

Designed to work on any tablet, phone, PC, or Mac.



### **MULTI-LANGUAGE**

Many courses include subtitles and transcripts in Spanish, French, Portuguese, Chinese, Hindi, and other languages. Select courses are available in Spanish audio.



### **AWARD WINNING**

We have won awards from eLearning Magazine, Training Industry, and the Craig Weiss group, including 'Best IT Skills Training'.



### **PRACTICE FILES**

Select courses include downloadable practice files so students can follow along with the exercises from their PC or Mac.



### **BRAINBOT**

Post-training spaced reinforcement using our unique BrainBot app, which delivers periodic training boosters directly to users after the course is complete.



### **TEACHER/LEARNER STYLE**

Our Uniquely Engaging™ style keeps learners interested and involved with the material – no talking heads here.

## BrainStation

### The eLearning Platform for Small and Mid-Sized Teams.

The BrainStation LMS from Bigger Brains, built with the needs of small and mid-sized businesses in mind. Pre-loaded with over 200 award-winning Bigger Brains courses, plus hundreds of free community courses, BrainStation is a great way to manage your organization's training programs, including adding custom content, assigning courses and due dates, and running reports. BrainStation is available online and also in Webex and Microsoft Teams through our Bigger Brains Apps.



**SIMPLE**

**ENGAGING**

**EFFECTIVE**



# Classroom training is often considered more engaging than online courses... **WE DISAGREE!**

It turns out 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' unique "Teacher / Learner" style includes two people on screen – a Teacher and a Learner – to bring several classroom benefits to on-demand eLearning, including:



## Facial Engagement:

The human brain is uniquely attracted to seeing faces and feels "reward" sensations when viewing a smiling face. Bigger Brains frequently shows the (often smiling) Teacher and Learner on screen to increase engagement.

## Classroom Proxy:

The on-screen Learner becomes the proxy for the viewer, able to ask questions, respond to questions, and model behaviour similar to what would be experienced in a classroom.

## Instinctive Elaboration:

When the brain hears a question, it triggers an automatic response – we try to think of the answer. This focuses the viewer's mind on the material, as well as increases meaningful cognitive effort around the topic, which facilitates knowledge retention.

## 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. This is believed to be important for learning new skills.

## Cooperative Learning:

Students learning in a group setting exhibit increased persistence, greater intrinsic motivation, and a deeper understanding of learned materials. The on-screen Learner mimics a group learning experience by being the proxy for the viewer.

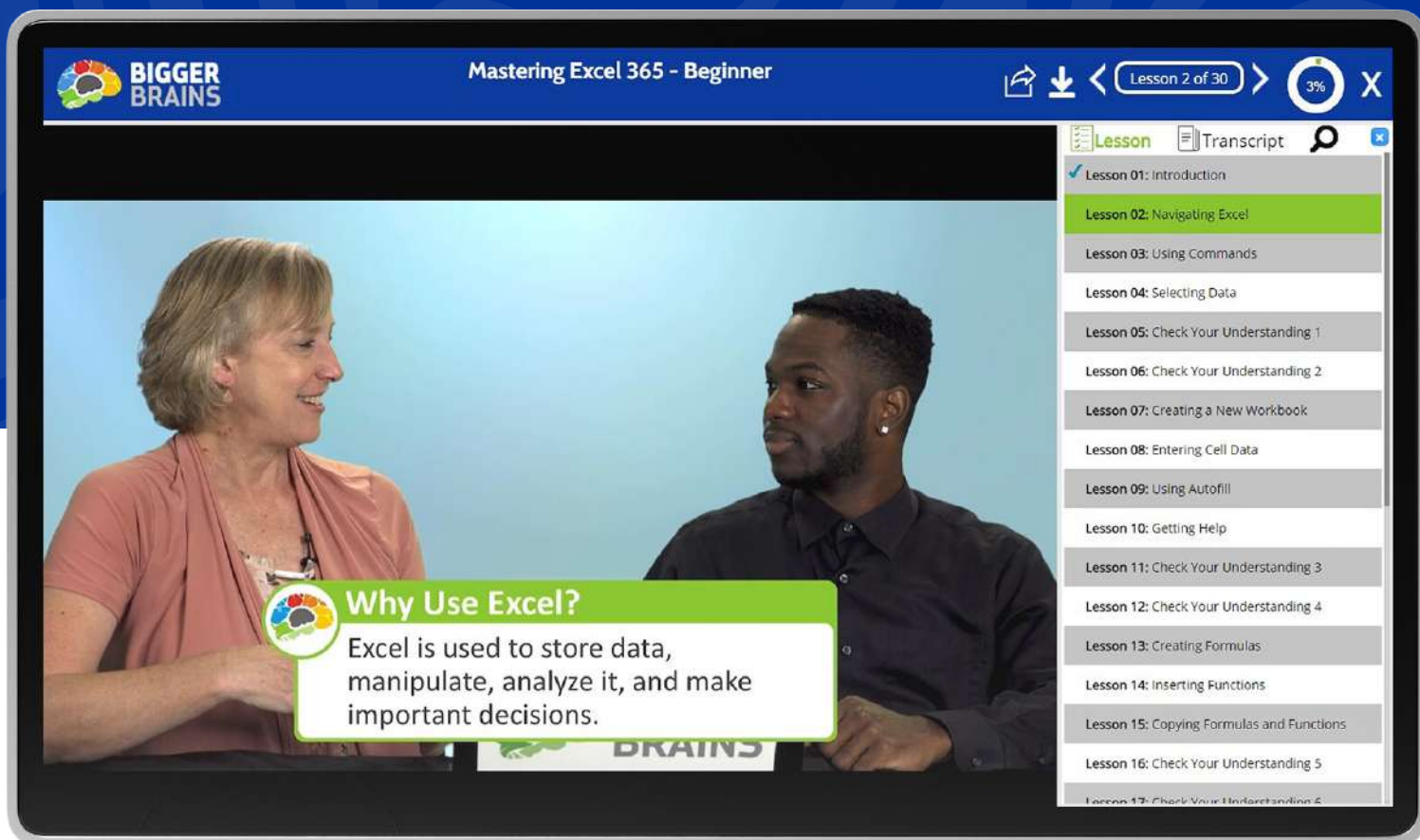
## Practical Objectives:

Lessons begin with examples of practical ways the skills being taught can be applied.

## Andragogical Structure:

Lessons, sections, courses, knowledge checks, and supporting materials are built around consistently structured objectives and outcomes.

# The benefits of our unique SCORM package:



**Course Map** - Displays a list of all course modules and completion status

**Search** - Turn on subtitles and choose language (where available)

**Progress** - See how much you've completed and how much is left

**Handouts** - Downloadable practice files to follow along with the exercises

**Hosted Video** - All videos are hosted by a global caching platform network, minimizing storage issues

**Transcripts/Captions** - Interactive transcripts and on-screen captions for better accessibility; toggle on/off

**Subtitles** - Turn on subtitles and choose language (where available)

**All HTML, No Flash!** - Tested across dozens of popular LMS systems

**Player Controls** - Play, pause, go forward or backwards, adjust the playback speed and adjust the volume as needed

## Want to improve your TOSA certification?

TOSA helps to assess your skill level in Microsoft Apps. Our Uniquely Effective TOSA aligned courses can help you move to the next level of proficiency! [www.tosa.org](http://www.tosa.org)

**ASSESS SKILLS, TAKE APPROPRIATE LEARNING COURSES & GET CERTIFIED!**



# Ultimate Microsoft Office

## Microsoft PowerPoint

### Mastering PowerPoint 365, 2021, 2019, 2016, 2013



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

Presentations to make people sit up and pay attention.

🕒 1.25 - 9.5 Hours 📖 11-89 Lessons ✓

### Power-Up PowerPoint (Presentation Skills)



Ditch The Defaults and Power-Up YOUR PowerPoint!

🕒 2.5 Hours 📖 26 Lessons ✓

### What's New in PowerPoint 2019?



This release of PowerPoint 2019 packs quite a punch.

🕒 1.25 Hours 📖 11 Lessons

## Microsoft Word

### Mastering Word 365, 2019, 2016, 2013



Includes Basics, Beginner, Intermediate and Advanced courses.

Hands-down the most powerful document creation tool on the planet.

🕒 2.5 - 10 Hours 📖 21 - 92 Lessons ✓

### Word in 30 Minutes



Word 2019 - Basics in 7 lessons, all under 30 minutes each! Pick and choose what you need to learn.

🕒 30 Minutes ✓

### Creating Word Templates



Don't re-create documents over and over.

🕒 35 Minutes 📖 8 Lessons ✓

### What's New in Word 2019?



New editing and image features improve the world's most popular document app.

🕒 1.5 Hours 📖 16 Lessons ✓

## About Our Course Names

**Bigger Brains** make it easy for managers to select the right courses for their needs! These naming standards will help identify which course version is the perfect fit. A Brain Bites mini-course? An Essentials course to get one up and going as fast as possible? A master class to become an app expert. There's something for everyone!

**Brain Bites** are short, information-rich courses designed by experts in the topic and presented by actors.

**Mastering** courses cover a topic in extensive detail. E.g.: "Mastering Excel 2019 - 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 likely part of a specific product name.

**Year in parentheses, i.e. (2020)** indicates this is a topic which is frequently updated, and the year indicated is when this version of the course was updated.

## What's New in Excel 2019?



Optimizing the world's most popular spreadsheet.

🕒 1 Hour 📖 8 Lessons

## Excel: Data Analysis With PivotTables



The powerful tool for analyzing and summarizing huge amounts of data.

🕒 2.5 Hours 📖 15 Lessons ✓

## Excel: Intro to Power Pivot



Power Pivot is an Excel add-in you can use to perform powerful data analysis and create sophisticated data models.

🕒 1 Hour 📖 7 Lessons ✓

## Excel: Creating Dashboards



Learn to use forms, lookup functions, charts, PivotTables, and slicers.

🕒 2.75 Hours 📖 20 Lessons ✓

## Brain Bites – Excel Dynamic Array Functions



In this fast-paced course you will learn the characteristics of these new functions and learn how to use each of the seven new functions.

🕒 30 Minutes 📖 6 Lessons

## Mastering Excel 365, 2021, 2019, 2016, 2013



Includes Basics, Beginner, Intermediate and Advanced courses.

Our most requested training course!

🕒 2.75 - 10 Hours 📖 21 - 75 Lessons ✓

## Excel Power Functions



Learn to use the 10 Excel functions recommended by experts.

🕒 48 Minutes 📖 8 Lessons

## Excel in 30 Minutes



Learn to master Microsoft Excel quickly! Bite-sized, 30-minute courses on specific topic areas to get you upskilled FAST.

🕒 30 Minutes 📖 21 Lessons

## Excel for Project Management



All PM info in one place! Track the deliverables of a project management plan in Excel.

🕒 51 Minutes 📖 6 Lessons

## Excel for Mac Basics



Learn how to use this Office power tool on your Mac.

🕒 2 Hours 📖 18 Lessons

## Excel: Power Query



Save time cleaning up and managing your data with Excel's popular power tool.

🕒 1.5 Hours 📖 13 Lessons





# Microsoft Outlook

## Mastering Outlook 365, 2019, 2016



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

🕒 2 - 6 Hours 📖 17 - 52 Lessons ✅

## Outlook Online Essentials (2020)



Communicate anytime, anywhere.

🕒 2.5 Hours 📖 19 Lessons ✅

## Saving Time in Outlook



Find more time in your day with just a few powerful tools.

🕒 35 Minutes 📖 7 Lessons ✅

## What's New in Outlook 2019?



Better image and collaboration tools.

🕒 30 Minutes 📖 7 Lessons

# Microsoft Teams

## Microsoft Teams Fundamentals & Best Practices



Learn the best tools to use for communication within Microsoft Teams.

🕒 1 Hour 📖 7 Lessons ✅

## Mastering Microsoft Teams – Basics (2022)



Conversations, collaborations, and chatbots: Teams.

\* Mastering Microsoft Teams - Bonus Content is included with this course!

🕒 2 Hours 📖 16 Lessons ✅

### Microsoft Teams in 30 Minutes (2021)

🕒 34 Minutes 📖 3 Lessons ✅

### Mastering Microsoft Teams – Bonus Content

🕒 3 Hours 📖 22 Lessons

Brain Bites – Microsoft Teams Chats and Conversations

COMING SOON!

## Brain Bites: Microsoft Teams Meetings



If someone told you you'd be comfortable using Teams in less than 30 minutes, would you believe them? Believe it!

🕒 34 Minutes 📖 6 Lessons ✅

# Microsoft OneNote

## Mastering OneNote 2016, 2013



Organize your work and life into pages, sections, and notebooks!

🕒 2.5 - 3 Hours 📖 20 - 27 Lessons ✅

## OneNote for Windows 10 Essentials



The structure you need with the flexibility you want.

🕒 1.25 Hours 📖 22 Lessons ✅



All Bigger Brains Microsoft Office courses are aligned to the Microsoft Office Specialist certifications. Office 2016 & 2019 courses are also aligned to the Logical Operations curricula to support classroom training.



## Mastering Microsoft 365 (2022)



The powerful, everything-you-need-in-one-bundle online suite.

🕒 12.5 Hours 📖 80 Lessons

## Intro to Microsoft 365 (2021)



All the apps and services you didn't know existed!

🕒 1 Hour 📖 5 Lessons ✓

## Microsoft 365 for New Employees (2022)



Need to get up to speed on Microsoft 365's email, calendar, file sharing and collaboration tools for your new job? This is the course for you!

🕒 5 Hours 📖 36 Lessons ✓

## OneDrive Essentials (2021)



Radically improve your productivity.

🕒 1.5 Hours 📖 11 Lessons

## Microsoft 365 Admin Tips & Tricks



Keep your Microsoft 365 tenant safe and secure.

🕒 2 Hours 📖 19 Lessons

## Microsoft Planner Essentials (2021)



Learn to use Office 365 Planner to organize your team in a simple visual format.

🕒 40 Minutes 📖 7 Lessons

## Microsoft 365 To Do, Calendar and People (2022)



The essentials for working with three 365 apps.

🕒 1.5 Hours 📖 11 Lessons

### OneDrive in 30 Minutes (2021)

🕒 34 Minutes 📖 4 Lessons

### Microsoft To Do Essentials (2020)

🕒 1 Hour 📖 9 Lessons ✓

### Microsoft 365 for New Employees (2022)

🕒 1.5 Hours 📖 11 Lessons

## Microsoft 365 Groups Essentials (2021)



Get up to speed on all the power Groups has to offer.

🕒 1 Hour 📖 7 Lessons

## Microsoft 365 Email Essentials (2021)



Master your email with Outlook on the Web.

🕒 1.5 Hours 📖 10 Lessons

## Microsoft Sway Essentials



The easy way to create compelling, modern presentations.

🕒 1.25 Hours 📖 7 Lessons

## Power BI Essentials



Learn to create stunning reports with real-time data.

🕒 1.5 Hours 📖 12 Lessons ✓

## Microsoft Forms Essentials (2022)



Forms makes it easy to collect data using forms and quizzes.

🕒 32 Minutes 📖 3 Lessons

## Microsoft 365 Sharing Calendars and Email (2022)



Learn the many different ways you can share calendars and email from inside your Microsoft 365 account.

🕒 1.5 Hours 📖 11 Lessons

## Microsoft Project

### Mastering Microsoft Project P1: Creating a Project



The critical knowledge and skills a project manager needs to create a project plan.

🕒 2.25 Hours 📖 19 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.

🕒 2.25 Hours 📖 20 Lessons ✓

## Microsoft Windows

### Windows 10 Essentials



Windows 10 combines the best features of Windows 8 with new modern benefits.

🕒 1 Hour 📖 8 Lessons ✓

### Brain Bites – Using Windows 10



Learn how to really use the tools!

🕒 40 Minutes 📖 7 Lessons

### Brain Bites – Windows 11 Essentials



The latest generation of Windows!

🕒 30 Minutes 📖 7 Lessons ✓

## Microsoft SharePoint

### SharePoint Online Basics



Build your own collaboration site – no tech skills needed!

🕒 2 Hours 📖 14 Lessons ✓

### SharePoint Online Essentials (2018)



Create an online SharePoint site for your team.

🕒 45 Minutes 📖 4 Lessons ✓

### SharePoint for Site Owners



Empower your team with a SharePoint site.

🕒 80 Minutes 📖 14 Lessons ✓

## More Microsoft Apps

### Mastering Visio



Includes Basics and Intermediate courses.  
Visual charts to make your work flow!

🕒 45 Minutes 📖 9 Lessons

### Mastering Access 2016, 2013



Includes Basics and Intermediate courses.  
Learn to build your own database quickly and easily!

🕒 2.75 - 3 Hours 📖 19 - 27 Lessons



## Zoom

### Leading Engaging Zoom Meetings



Maximize your meetings in Zoom.

🕒 1 Hour 📖 10 Lessons ✓

## Adobe

### Adobe Acrobat DC Essentials



Create, manipulate, and liberate your PDF Documents.

🕒 3 Hours 📖 19 Lessons ✓

## QuickBooks

### Mastering QuickBooks Online - Basics (2021)



Get on your way to learning QuickBooks!

🕒 3.25 Hours 📖 56 Lessons

### Mastering QuickBooks Desktop (2018)



This course is loaded with those time-saving lessons that can change the way you think about QuickBooks!

🕒 3.5 Hours 📖 45 Lessons

### Advanced QuickBooks (2016)



Move beyond the basics of QuickBooks.

🕒 5.25 Hours 📖 37 Lessons

## Other IT

### Smartsheet Basics



Project management is a difficult role, but Smartsheet makes it easy to create projects and collaborate with teammates.

🕒 1.25 Hours 📖 12 Lessons

### Networking Essentials



The keys to improved network troubleshooting and optimization.

🕒 12.5 Hours 📖 63 Lessons

### Salesforce Essentials



Everything you need to start using Salesforce today!

🕒 1.25 Hours 📖 13 Lessons ✓

## Google

### Google Workspace Essentials (2020)



Google's collection of cloud computing, productivity, and collaboration tools.

🕒 1.5 Hours 📖 21 Lessons ✓

### Gmail Essentials (2021)



Can we add/replace with this? Get the maximum benefit from all the tools Gmail has to offer!

🕒 1.25 Hours 📖 10 Lessons ✓

### Mastering Google Drive (2020)



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

🕒 1.25 Hours 📖 17 Lessons ✓

### Intro to Chromebooks



Setting up and working with your Chromebook.

🕒 1.5 Hours 📖 12 Lessons





# Brain Bites! Microlearning Courses

**POWERFUL**  
training packed into 30  
minutes or less!



Brain Bites give your people the skills  
they need in the most efficient way!

## Microsoft Teams Meetings



If someone told you you'd be comfortable using Teams in less than 30 minutes, would you believe them? Believe it!

🕒 34 Minutes 📖 6 Lessons ✓

## Email Management



From a frustrating chore to a powerful tool.

🕒 23 Minutes 📖 5 Lessons ✓

## Empathy - The Key to Active Listening



Send others the clear message that you are listening to understand.

🕒 17 Minutes 📖 5 Lessons ✓

## Organizing Your Files



Having an organized, searchable file and folder structure makes everyone more efficient!

🕒 28 Minutes 📖 5 Lessons ✓

## Using Windows 10



Learn how to really use the tools in Windows 10.

🕒 40 Minutes 📖 7 Lessons ✓

### Brain Bites – Prioritizing Tasks

🕒 27 Minutes 📖 5 Lessons

## Time Management



Learn how to reduce distractions and focus on priorities.

🕒 13 Minutes 📖 2 Lessons ✓

## COVID-19 and Healthy Workspaces



(Formerly Sharing a Workspace)  
Learn to safely share a workspace.

🕒 17 Minutes 📖 5 Lessons ✓

## Let Them Know You're Listening



It's not easy to REALLY listen.

🕒 16 Minutes 📖 5 Lessons ✓

## Staying Safe Online



The fast, effective way to a safer business.

🕒 18 Minutes 📖 3 Lessons ✓

## Windows 11 Essentials



The latest generation of Windows!

🕒 30 Minutes 📖 7 Lessons ✓

## Writing Effective Emails



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

🕒 24 Minutes 📖 6 Lessons ✓

# General Business Skills

## Basic Business Finance



All the accounting basics every business professional should know.

🕒 1 Hour 📖 7 Lessons ✅

## Intro to Data Literacy



Turn data skeptics into data enthusiasts who can make better decisions.

🕒 40 Minutes 📖 10 Lessons

## New Manager Starter Kit



Learn goal setting, human skills, and the best practices of exemplary leadership.

🕒 49 Minutes 📖 8 Lessons ✅

## Entrepreneurship: Keys to Business Success



The art of starting and growing a successful business.

🕒 6 Hours 📖 14 Lessons

## Motivational Ethics



Choices, consequences and the human side of ethics.

🕒 1.75 Hours 📖 12 Lessons ✅

## Stronger Together: Delegation & Task Management



Unlocking the power of delegation and task management.

🕒 24 Minutes 📖 7 Lessons ✅

# Communication

### Brain Bites – Empathy The Key to Active Listening

🕒 16 Minutes 📖 5 Lessons ✅

### Brain Bites – Let Them Know You're Listening

🕒 16 Minutes 📖 5 Lessons ✅

### Brain Bites – Writing Effective Emails

🕒 23 Minutes 📖 6 Lessons ✅

## Designing Beautiful Documents



Using easy design principles for great results.

🕒 25 Minutes 📖 6 Lessons ✅

## Persuasion: The Art of Communication



Every form of communication is a form of PERSUASION.

🕒 81 Minutes 📖 11 Lessons

## Storytelling in Business



Connect with customers and clients through storytelling.

🕒 1.5 Hours 📖 9 Lessons ✅

## Increase Your Listening Power



Many people believe they are good listeners, but are they? Are you?

🕒 52 Minutes 📖 6 Lessons

## Proofreading



Proofreading is an under-taught business skill that can make an enormous difference in how one is perceived as a professional.

🕒 34 Minutes 📖 9 Lessons

## Writing in Plain Language



Top plain-writing techniques for the workplace.

🕒 75 Minutes 📖 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 - 21 Lessons ✅

## Think Before You Click (Cybersecurity)



**Protect yourself and your company from the online bad guys.**

🕒 1 Hour 📖 6 Lessons ✅

## Intro to HIPAA



**Three versions of our HIPAA course.**

- Covered Entities (CE)
- Business Associates (BA)
- Managed Service Providers (MSP / ITSP)

🕒 2.75 - 3.25 Hours 📖 20 - 24 Lessons

## Workplace Safety: Active Shooter



**The essentials you need to be safe, secure, and to survive.**

🕒 45 Minutes 📖 7 Lessons ✅

### Brain Bites – Staying Safe Online

🕒 18 Minutes 📖 3 Lessons ✅

## Our Experts

**Why our courses are popular with learners and L&D professionals.**

We use accomplished subject matter experts with real-world experience. They come from universities and corporations; they are classroom teachers, keynote speakers, and nationally recognized trainers with more than 17 years of experience (on average) sharing their expertise with people around the world.



# Project Management

## Excel for Project Management



**All PM info in one place - track the deliverables of a project management plan in Excel.**

🕒 51 Minutes 📖 6 Lessons

## Project Management Fundamentals



**Develop a solid understanding of project management processes and terms.**

🕒 3.5 Hours 📖 20 Lessons ✅

## Mastering Microsoft Project P1: Creating a Project



**The critical knowledge and skills a project manager needs to create a project plan.**

🕒 2.25 Hours 📖 19 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.**

🕒 2.25 Hours 📖 20 Lessons ✅



## Competitive Selling



Dive into Competitive Selling and become better than the competition.

1.75 Hours 15 Lessons

## Internet Marketing 101



This course is a must-take for anyone who wants to drive in more profits from your online business generators.

74 Minutes 9 Lessons

## Marketing 101: Top 5 Marketing Mistakes



Marketing that delivers what really matters: RESULTS!

3 Hours 21 Lessons

## Sales 101: Appointment Making



How to get people to say "yes" when you ask for an appointment.

77 Minutes 9 Lessons

## Virtual Selling



Equip yourself for the virtual sales world and increase your sales!

2.25 Hours 19 Lessons

## Brain Bites – Time Management

13 Minutes 2 Lessons

## Brain Bites – Email Management

23 Minutes 5 Lessons

## Brain Bites – Organizing Your Files

28 Minutes 5 Lessons

## Get It Done: Sharing Calendars



Don't "make do" with makeshift calendars taped on a wall or emailed to the group!

1.5 Hours 10 Lessons

## The Science of Personal Productivity



Can science makes you more productive? You bet!

51 Minutes 10 Lessons

## Get It Done: Managing Emails



Take control of your inbox!

49 Minutes 6 Lessons

## Time Management Basics



Take control of your time.

1.5 Hours 10 Lessons

# Diversity & Inclusion

## Blind Spots: Diversity & Ethics



Understand how our minds create blind spots and subconscious bias, and learn to overcome the breakdowns.

33 Minutes 3 Lessons

## Improving Diversity & Inclusion in Your Workplace



Diversity and Inclusion is more than policies, programs, and headcounts!

39 Minutes 11 Lessons

## Doblados al Español Spanish Language

### Lo Elemental de Microsoft Teams (2019)



Aprende a colaborar y comunicarte con Microsoft Teams.

45 Minutos 5 Lecciones

### Lo Elemental de Outlook en la Web (2020)



Comuníquese en cualquier lugar.

2.5 Horas 18 Lecciones

### Lo Elemental de Office 365 (2020)



For the description we can say: Aprende a organizar y mantener tu oficina moderna en línea.

5 Horas 22 Lecciones

### Lo Elemental de Planner Office 365



Aprende a usar Office 365 Planner para organizar tu equipo con un formato visual poderosamente simple.

47 Minutos 5 Lecciones

### Lo Elemental de SharePoint en la Web



Crea un nuevo sitio de SharePoint para tu equipo.

46 Minutos 4 Lecciones

## Bocados De Saber

### Gestión de Tiempo



Aprenda a reducir las distracciones y concéntrese en las prioridades.

13 Minutos 2 Lecciones

### Empatía: La Clave para la Escucha Activa



Envíe el mensaje de que está escuchando para entender.

17 Minutos 5 Lecciones

### Manteniéndose a Salvo en Línea



Conozca a los piratas informáticos que intentan ingresar a su negocio.

17 Minutos 3 Lecciones

#### Gestión de correo electrónico

23 Minutos 5 Lessons

#### Reuniões do Microsoft Teams

34 Minutos 6 Lessons

### Déjales Saber que Estás Escuchando



No es fácil escuchar REALMENTE.

16 Minutos 5 Lecciones

### Escribiendo Emails Efectivos



Envíe emails que se lean, comprendan y sobre los que se actúa.

24 Minutos 6 Lecciones

## Otros Cursos

### Ventas Competitivas



Llamadas proactivas en un mundo reactivo.

🕒 1.6 Horas 📖 15 Lecciones ✅

### Conceptos Básicos de Gestión Del Tiempo



Puede mejorar la forma en que usa el tiempo. Puede evitar patrones y hábitos que le dificulten hacer las cosas.

🕒 1.25 Horas 📖 12 Lecciones

### Subtítulos en Español disponibles

- Bocados de Saber – Empatía: La Clave para la Escucha Activa
- Bocados de Saber – Déjales Saber que Estás Escuchando
- Ventas Competitivas
- Fundamentos de Adobe Acrobat DC
- Finanzas Empresariales Básicas
- Bocados de Saber - Covid 19 y espacios de trabajo saludables
- Bocados de Saber - Manejo del Correo Electrónico
- Bocados de Saber - Reuniones de Microsoft Teams
- Bocados de Saber - Organizando de tus Archivos
- Bocados de Saber - Gestión del tiempo
- Bocados de Saber – Gestión del Tiempo
- Bocados de Saber - Usando de Windows 10
- Bocados de Saber - Cómo Escribir un Email Efectivo
- Creación de plantillas de Word
- Excel - Análisis de datos con Tablas dinámicas
- Excel para la Gestión de Proyectos
- Lo Esencial de Gmail (2021)
- Lo Esencial de Google Workspace (2020)
- Mejorando la Diversidad y la Inclusión (DEI) en su Lugar de Trabajo
- Liderando Reuniones de Zoom Atractivas
- Aprendiendo de PowerPoint 2019 - Básico (TOSA)
- Dominando Excel 2016
- Dominando Excel 2016 – Avanzado
- Dominando Excel 2016 – Intermedio
- Dominando Excel 2019 – Básico
- Dominando Excel 2019 – Intermedio
- Dominando Google Drive (2020)
- Dominando Outlook 2016
- Dominando Outlook 2016 – Avanzado
- Dominando Outlook 2016 – Básico
- Dominando Outlook 2019 – Avanzado
- Dominando Outlook 2019 – Básicos
- Dominando PowerPoint 2016 – Básico
- Consejos y Trucos para Administradores de Microsoft 365
- Microsoft 365 Compartiendo Calendarios y Correo Electrónico (2022)
- Seguridad en el lugar de trabajo: tirador activo
- Lo Elemental de Microsoft Planner (2021)
- Lo Elemental de Microsoft To Do (2020)
- Ética motivacional
- Kit de inicio para nuevos gerentes
- Lo Elemental de OneDrive (2021)
- Lo Elemental de Outlook en la Web (2020)
- Lo Elemental de Power BI
- Encienda PowerPoint (Habilidades de presentación)
- Fundamentos de la Gestión de Proyectos
- Ventas para Principiantes: Concretando Citas
- Ahorrando tiempo en Outlook
- SharePoint para Propietarios de Sitios
- Lo Elemental de SharePoint en la Web (2018)
- Narración en los Negocios
- La ciencia de la Productividad Personal
- Piensa Antes de Hacer Clic (Ciberseguridad)
- Lo Esencial de la Gestión del Tiempo



### Multiple Languages

Bigger Brains is pleased to offer many of its courses with captions in various languages and we are always adding more to the list. **(French, Portuguese, Chinese (Mandarin) and Hindi, among others)**



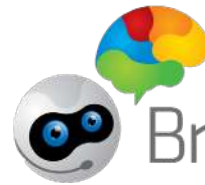


# Tools and Features

## BrainBot

Workflow learning and reinforcement is 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 to help learners retain knowledge from training courses (boosters) or to learn new information (lessons).



[Try BrainBot](#)

## Four Ways to Use BrainBot:

### Training Boosters

BrainBot sends periodic Booster interactions, which can include seven kinds of multiple choice and text questions as well as videos, links, images, and more.

By triggering our brains to think meaningfully about the key points we've learned, it cues our brains to keep our new knowledge, boosting the retention and ROI of our learning activities.

### Bigger Brains eLearning

Many Bigger Brains courses include pre-designed and customizable BrainBot boosters to help reinforce the key points of each course, sent periodically to the learner over several weeks after completing the course.

Bigger Brains courses can also be delivered via BrainBot's drip-feed learning capability through the BrainStation LMS!

### Assessments and Surveys

Using BrainBot for Assessments and Surveys allows you to capture information from learners on a scheduled basis days or weeks after a learning event.

Use "Open Text" interactions to gather honest comments and feedback over time!

### Drip-Feed Learning

BrainBot's drip-feed learning abilities send eLearning lessons to learners on a scheduled basis, including videos, text, links, questions, and more.

Learners receive the lessons in their workflow via Teams, Webex, Slack, or email, and can choose to complete multiple lessons at once or wait for the next scheduled interaction.

## Want to see a demo?

Sign up for a free BrainBot account at [BrainBot.ai](https://brainbot.ai). Once signed in, click the blue: "Subscribe to a Sequence" button to the right.

From the drop-down menu, select 'A BrainBot Demo' which will walk you through the various ways BrainBot is used. You will see for yourself how helpful BrainBot can be!

To try BrainBot for yourself, open your favorite browser and go to [brainbot.ai/tryit/](https://brainbot.ai/tryit/). Watch the free Brain Bites: Time Management mini-course from Bigger Brains, and then sign up for the BrainBot boost at [brainbot.ai/booster/subscribe/time\\_management/](https://brainbot.ai/booster/subscribe/time_management/)

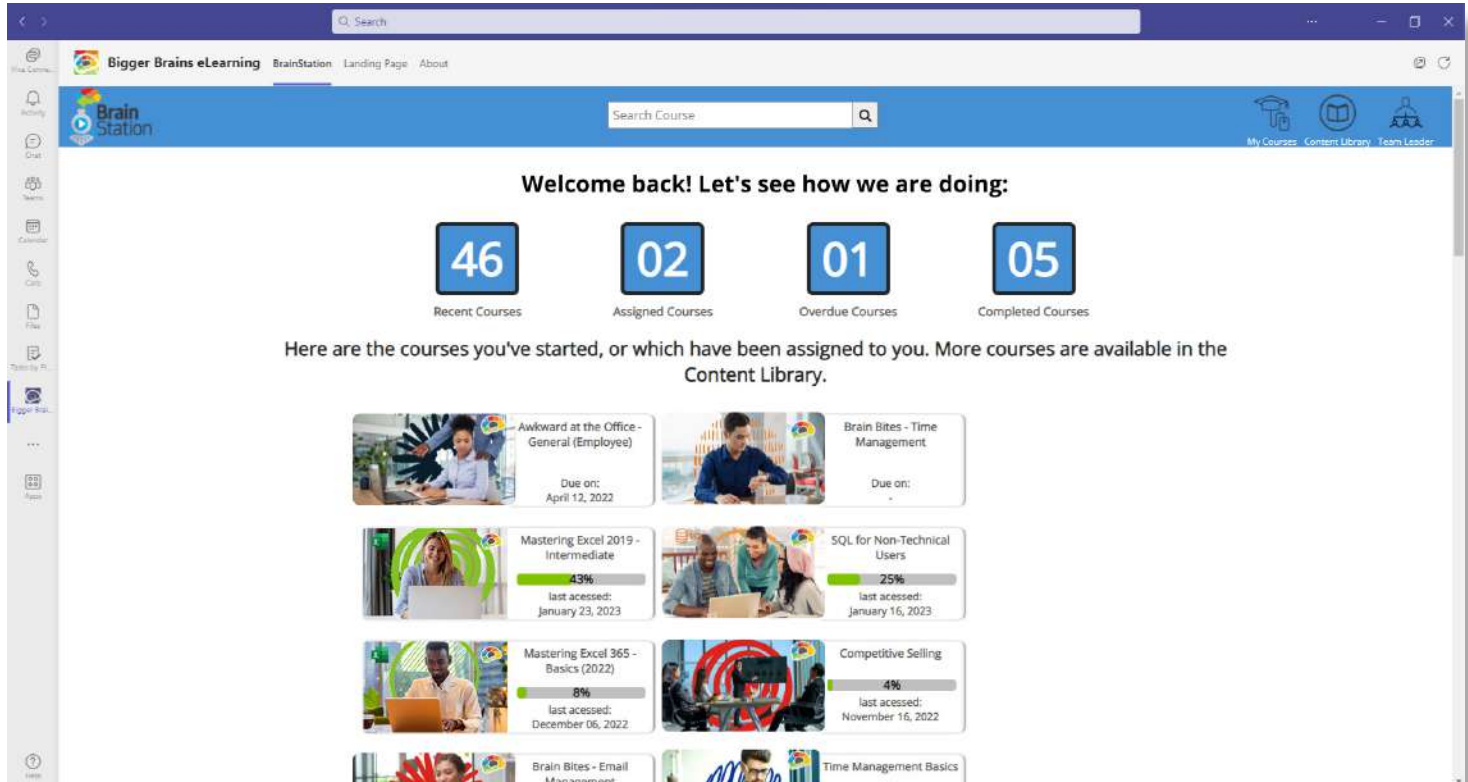
# Microsoft Teams and Webex Learning Apps

The Bigger Brains training library is available inside Webex and Microsoft Teams through our Bigger Brains Apps.

The Bigger Brains app, **Bigger Brains eLearning**, is an excellent way to turn Microsoft Teams or Webex into a mini-Learning Management System, 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

Find the Bigger Brains training library through the following!





REAL **IT** SOLUTIONS™

