BIGGER BRAINS

UNIQUELY-ENGAGING ELEARNING CONTENT AND APPS

Mastering Office 365
How to take full advantage of Office 365: Teams, SharePoint, OneDrive, Planner, and more.

Awkward at the Office
Reducing Workplace Harassment: Follow Michael, Lisa, Adeela, and Jason as they deal with the fallout from sexual harassment in their organization.

Storytelling In Business
Learn how to use storytelling to improve presentations, meetings, marketing, and more.

What's New In Office 2019?
The latest evolution in Microsoft's productivity suite.

New Manager Starter Kit
Learn the basics of management including goal setting, human skills, and the best practices of exemplary leadership.

BrainBot
Improve the effectiveness of any training course with our knowledge reinforcement chatbot.

Elearning! best of 2015 EXCELLENCE

Elearning! best of 2016 WINNER IT TRAINING

Elearning! best of 2017 WINNER

Elearning! best of 2018 EXCELLENCE

Elearning! best of 2019 WINNER

Silver Microsoft Partner

CORE TECHNOLOGY PARTNERS

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CORE TECHNOLOGY PARTNERS

02 8338 1111
www.coretp.com.au

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.

Sometimes that means fixing problems, sometimes it means installing faster equipment, sometimes it means recommending and provisioning a new cloud solution.

What we've found though 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 who specializes in quick and convenient 10-minute training videos covering many of the applications you already have.

Many of our clients are amazed to discover new tips and tricks to make working in programs like Excel or Word faster and easier, or to discover new capabilities altogether that have a significant impact on their day-to-day productivity.

We are proud to be able to make this library of training courses available to you and your staff, and we hope you will take advantage of this opportunity to discover new ways to work more productively.

As always my staff and I are here to assist you with all your technology needs.

Steve Purse
Core Technology Partners
sales@coretp.com.au
www.coretp.com.au

For a more productive team, give them Bigger Brains!

BIGGER BRAINS' AWARD-WINNING, BITE-SIZED ELEARNING COURSES ARE THE PERFECT WAY TO UPSKILL YOUR TEAM.

Combining TV-style video production with experienced teachers and entertainers, plus modern graphics and animation, Bigger Brains courses are popular with both learners and training professionals around the world.

Teacher/Learner Style
Our unique video-based style keeps learners interested and engaged with the material–it's NOT the same old "recorded lecture" format

Responsive HTML5 – No Flash
Designed to work on any tablet, phone, PC, or Mac

Searchable
Jump straight to the training you need with our search tool

Subtitles and Transcripts
Select courses include interactive or downloadable transcripts and on-screen captions for better accessibility

Translations in Spanish and Hindi (Español and हिंदी)
Select courses include subtitles and transcripts in Spanish and Hindi languages with more languages coming soon

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

Award Winning
We have been honored to win the "Best IT Skills Training" award from eLearning magazine in 2015, 2016, 2017 and 2018

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

Competitive Pricing and Bundles
As a small eLearning provider we have more flexibility in licensing terms than some larger competitors

Top Teachers
Average 17.3 years experience teaching in their field

HD Video
All courses are filmed in HD with professional graphics, music, and animations

Practice Files
Selected courses include downloadable practice files so students can follow along with the exercises from their PC or Mac

Social Responsibility
A portion of all sales goes to help fund education initiatives in South Carolina and Rwanda

Available Anytime, Anywhere
Mobile-friendly and available in SCORM, xAPI, and video formats for any LMS, or available through our online classroom

Unique Technology
As us about our Training Toolbar (which makes our searchable training courses available inside Microsoft Office apps), our Quick Brains app for Windows, and our BrainBot eLearning reinforcement tool

ELearning! best 2015 EXCELLENCE | ELearning! best 2016 WINNER IT TRAINING | ELearning! best 2017 WINNER | ELearning! best 2018 EXCELLENCE | ELearning! best 2019 WINNER | Silver Microsoft Partner

INTRODUCING OUR FREE NEW CHATBOT APP

BrainBot

Engage your learners in the environments they are already using! BrainBot interacts with users via email, Slack, Microsoft Teams, or Facebook with knowledge boosters designed to improve retention. Available now as a free add-on for select courses.

The Benefits of Teacher / Learner Style

Why is classroom training considered more engaging than online courses?

It turns out there are several biological and neurological benefits inherent to the classroom that aren't found in most online training. 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 behavior similar to what would be experienced in a classroom.

Instinctive Elaboration: When the human 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 behavior, 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 positive 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.
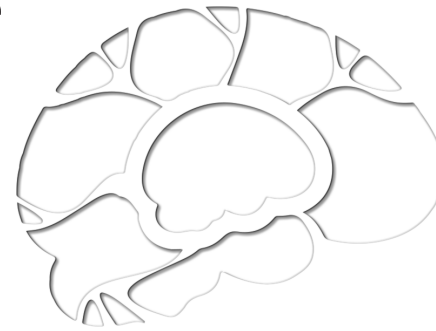
Our Unique SCORM Packages

LOOKING FOR SCORM COURSES FOR YOUR LMS?

Uniquely Powerful: Check out the features in our mobile-friendly SCORM packages, which responsively adjust to fit any screen including almost all smartphones and tablets.

Easy Maintenance: Our SCORM courses can also update themselves when new content and new course translations are available – no need to reload your LMS every time! *(also available in TinCan, AICC, and HTML formats)*

ALL HTML5, NO FLASH

Tested to work great in dozens of popular LMS systems and on PCs, Macs, Android, and Apple Devices

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

Search
Jump straight to the topics you need to learn right now

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

Hosted Video
All videos are hosted by a global content network, minimizing local storage issues

Previous / Next Buttons
Step forward or backwards through course
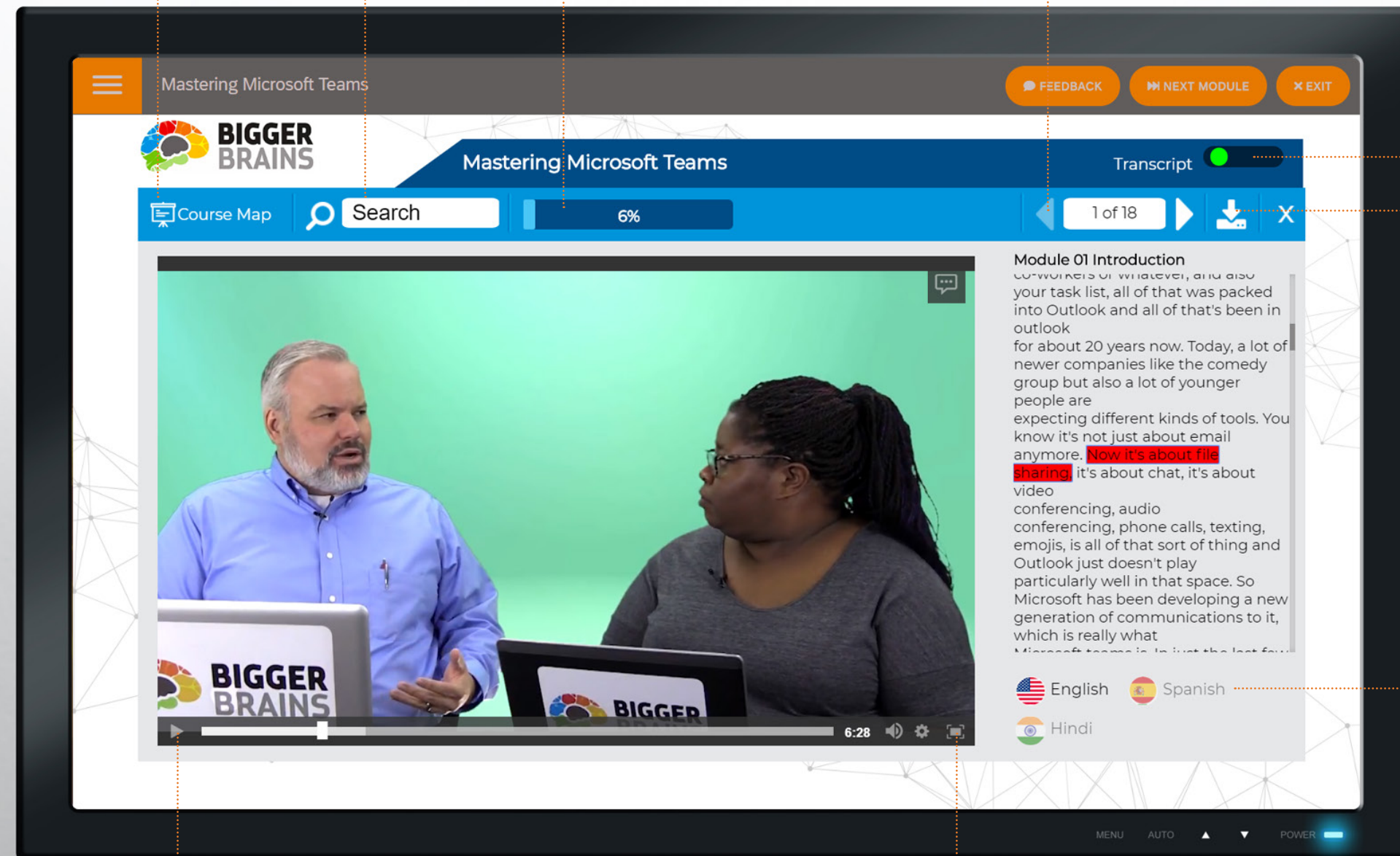
Transcript / Captions
Interactive transcripts and on-screen captions for better accessibility; toggle on/off

Handouts
Downloadable practice files to follow along with the exercises

Subtitles
Turn subtitles on and choose color and language (where available)

Player Controls
Play, pause, go forward or backwards, and adjust the volume as needed

Full Screen
Great for watching courses on a second monitor while you follow along on the first

Bundles

OUR POPULAR ELEARNING BUNDLES ARE A GREAT WAY TO ADD THE COURSES YOUR TEAM NEEDS. ALL BUNDLES ARE AVAILABLE IN SCORM 1.2, SCORM 2004, AICC, OR XAPI FORMATS.

Microsoft Office Essentials

Our simplest bundle includes the core productivity tools in Microsoft Office: Excel, Outlook, PowerPoint, and Word.

These courses cover every facet of how to effectively use each program–including all objectives required in the Microsoft Office Specialist and Microsoft Office Specialist-Expert certifications, PLUS additional topics recommended by our teachers based on real-world experience.

Course titles may include (depending on version):
- ☑ Mastering Excel 2010 / 2013 / 2016 / 2019
- ☑ Mastering Outlook 2010 / 2013 / 2016 / 2019
- ☑ Mastering PowerPoint 2010 / 2013 / 2016 / 2019
- ☑ Mastering Word 2010 / 2013 / 2016 / 2019

Includes Basics, Intermediate, and Advanced courses when available

Microsoft Office Complete

Our expanded Microsoft bundle includes everything from the Office Essentials bundle and adds support for Office 365 and additional Microsoft titles.

For companies who have upgraded to the expanded productivity tools available in Office 365, this is the perfect way to get your team up to speed on how to effectively use tools like OneDrive, Skype for Business, Groups, Planner, SharePoint, and the online apps.

Everything in Office Essentials, PLUS:

- ☑ Mastering Office 365 (2019)
- ☑ Mastering OneNote 2013 / 2016 / 2019
- ☑ Mastering Access 2013 / 2016 / 2019
- ☑ OneDrive Essentials
- ☑ Skype for Business Essentials
- ☑ Office 365 Planner Essentials
- ☑ Windows 10 Essentials
- ☑ Excel: Using PowerPivot & Excel: Dashboards
- ☑ Intro to SharePoint
- ☑ Power Up PowerPoint (Presentation Skills)
- ☑ Mastering Microsoft Project Part 1: Creating a Project
- ☑ Mastering Microsoft Project Part 2: Managing a Project
- ☑ Excel: Data Analysis with Pivot Tables
- ☑ Microsoft Forms Essentials
- ☑ Mastering Microsoft Teams

What if I don't need everything in the bundle?

Even when you don't need all the courses in a standard bundle, you'll often save money by licensing the bundle instead of individual courses. The standard bundles simplify our licensing costs, so bundle pricing is usually less than half of what you would pay to license individual courses.

Each situation is unique, so your account rep will work with you to find the best pricing structure to suit your needs.

Full Library

Fill your LMS with dozens of high quality eLearning courses, plus new content every month!

Great for learners who like to self-select the topics that are important to them, or to give managers flexibility to assign courses to their teams when needed.

This bundle includes **all** Bigger Brains courses as well as all new courses created during the license period.

"Excellent. Very clear and easy to follow. Thanks!"
– Annabel

"Really enjoying how this training is done."
– Ignatius

Course Titles include:
- ☑ Awkward at the Office: Employee Edition
- ☑ Awkward at the Office: Supervisor Edition
- ☑ Millennial Managers: New Manager Starter Kit
- ☑ Millennial Managers: Stronger Together (Delegation and Task Management)
- ☑ Blind Spots
- ☑ Business Accounting 101
- ☑ Increase Your Listening Power
- ☑ Entrepreneuring: Keys To Business Success
- ☑ Motivational Ethics
- ☑ Persuasion: The Art of Communication
- ☑ Power-Up PowerPoint
- ☑ Secrets Of The Web
- ☑ Storytelling in Business
- ☑ Time Management Basics
- ☑ GET IT DONE: Managing Email
- ☑ GET IT DONE: Sharing Calendars
- ☑ Online Marketing 101
- ☑ The Top 5 Marketing Mistakes
- ☑ Brain Bites: Email Management
- ☑ Brain Bites: Organizing Your Files
- ☑ Brain Bites: Staying Safe Online
- ☑ Brain Bites: Time Management
- ☑ Brain Bites: Using Windows 10
- ☑ Workplace Safety: Active Shooter
- ☑ Adobe Acrobat DC Essentials
- ☑ Gmail Essentials (2015)
- ☑ G-Suite Essentials (2020)
- ☑ All 3 QuickBooks courses
- ☑ Microsoft Office and Office 365
- ☑ Time Management and Productivity
- ☑ Cybersecurity (Staying Safe Online)
- ☑ Sales & Marketing
- ☑ Ethics, Communication, and more

Need custom development?
Ask about adding a custom development subscription to your bundle.
This includes a set number of hours each month that can be used for course development, custom video creation, graphic design, animation, and more.

3 Areas that Affect How You Lead

Who You Are | How You Think

What You Do

MASTERING EXCEL IS OUR MOST POPULAR TRAINING SERIES!

It's the ultimate number-cruncher, data-analyzer, and list-builder–and learning to use Excel effectively is a necessity in today's business world.

Our "**Ultimate Microsoft Excel Training**" bundle includes not only our comprehensive "Mastering Excel" courses (available for 2010, 2013, 2016, and 2019), but also advanced courses covering Excel Dashboard, Pivot Tables, and Power Pivot. Additional Excel courses are planned for the future, including courses on Excel Online and Excel for Mac.

Mastering Excel
(2010, 2013, 2016, 2019)

Includes:
Basics, Intermediate, Advanced

The world is filled with two kinds of people: a handful of people who are masters of Excel, and the millions of others who wish they were.

This is our most requested training course! If you learn to use Excel, you will start to see how useful it is in your life–from formatting your grocery list to calculating complex ROI values. You may have rudimentary knowledge of how Excel works, but if you want to get the most of it, then take this course.
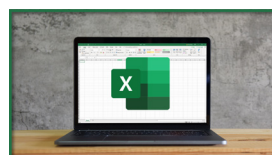
## Excel: Data Analysis with Pivot Tables
🕐 2.5 Hours   📋 15 Lessons

PivotTables are a powerful tool for analyzing and summarizing huge amounts of data in Excel spreadsheets.

Being able to harness the power of advanced PivotTable features and create PivotCharts will help you gain a competitive edge when working with Excel data, and this course is the perfect place to start.

After taking this course you will be able to:
- ✅ Prepare data for PivotTable reporting
- ✅ Create PivotTables from various data sources
- ✅ Analyze Data using PivotTables
- ✅ Work with PivotCharts
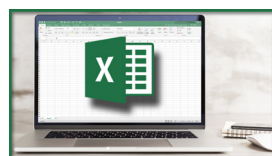
Excel for Mac Basics
🕐 2+ Hours   📋 18 Lessons

Learn how to use this Office powertool on your Mac

Get started with Microsoft Excel–the most useful software ever created. Excel can do almost anything–crunch numbers, create lists, store data, edit budgets, and more. In this basics course we'll show you how to get started with Excel on a Mac, including using the most popular features. Whether you're a first-time Excel user, or if you just want to re-learn the fundamentals, this course is for you!

Excel for Project Management - See Page 17

Excel: Creating Dashboards
🕐 2+ Hours   📋 20 Lessons

Get more from Excel: Learn to use forms, lookup functions, charts, PivotTables, and slicers to turn data into answers.

Crunching numbers is what Microsoft Excel does best–but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

If you are comfortable with the basics of Excel, let our Microsoft Certified Trainer Barbara Evers walk you through more useful Excel topics and tools.

"Very simple explanations with good and easy examples to follow." – Siegfried W

Excel: Intro to Power Pivot
🕐 1 Hours   📋 7 Lessons

Learn how to transform Excel into your big data power tool

Power Pivot is an Excel add-in you can use to perform powerful data analysis and create sophisticated data models. With Power Pivot, you can mash up large volumes of data from various sources, perform information analysis rapidly, and share insights easily.

In this course we'll show you everything you need to know in order to install and use Power Pivot in Excel. We strongly recommend you take our "Mastering Excel" courses before you proceed with Power Pivot, unless you are already comfortable with advanced Excel topics including basic PivotTables.

Excel Power Functions
🕐 48 Minutes   📋 8 Lessons

Learn to Use the 10 Excel Functions Recommended by the Experts

Excel provides over 400 functions to perform a variety of calculations within your data. With this many functions, it's guaranteed you're missing out on some powerhouse formulas that can make your day easier. This course explores 10 functions the experts recommend to expedite your data analysis.

7 Excel Add-Ins for Power Users

Coming in 2020!

EXCEL IN 30 MINUTES

Learn to master Microsoft Excel quickly with our "Excel in 30 Minutes" courses! Each bite-sized course includes up to six short video lessons on a specific topic area to get you upskilled FAST. Titles include:

Getting Started	Entering Data	Calculations
Text and Number Formats	Modifying Worksheets	Formatting Cell Contents
Conditional Formatting and Templates	Printing and Page Layout	Worksheets and Workbooks
	Customizing Options	

Microsoft Office

THE MOST EFFECTIVE TRAINING YOUR TEAM WILL EVER USE

Over 750 million people use Microsoft Excel, Outlook, PowerPoint, Word, and OneNote, but less than 1% use them effectively!

Bigger Brains' Microsoft Office training courses are an absolute MUST for any organization that wants to boost productivity, speed up projects, and increase employee confidence and morale.

Give your people the tools they need to truly master the world's most popular productivity suite – give them Bigger Brains!

Mastering PowerPoint
(2010, 2013, 2016, 2019)

Available Options:
Basics, Advanced

Go from boring and plain presentations to something that makes people sit up and pay attention
Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made—not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.
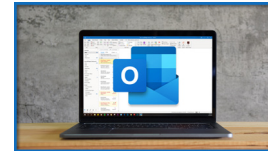
Mastering Word
(2010, 2013, 2016, 2019)

Available Options:
Basics, Intermediate, Advanced

Learn everything you need to know about Microsoft Word
Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, yet very few know how to use it properly. In this course, produced by Microsoft Certified Trainer Christina Tankersley, we'll show you everything you need to know to start harnessing the power of Microsoft Word, from the very basics to the most advanced features.

> "Great pace and I really enjoy the 'student' asking questions that I would ask." – Donna N

Mastering Outlook
(2013, 2016, 2019)

Available Options:
Basics, Advanced

Use Microsoft Outlook to be more productive!
Few things have greater impact on your productivity than the way you employ Outlook. Too many people waste time on unnecessary tasks that could either be managed automatically or handled in a fraction of the time–if the Outlook user just knew how to use the proper tools.
**This course teaches you to make the leap from mere user to Outlook master**

Mastering Access
(2013, 2016)

Available Options:
Basics, Intermediate, Advanced

Learn to build your own database apps quickly and easily!
Sometimes an off-the-shelf program isn't the right choice, either because there's nothing that quite fits your needs, or because it's too expensive. Microsoft Access lets you easily design, build, and share your own custom database applications, and with Access 2013 your custom-built apps can be deployed to your PC, your network, or on the web. In this course Microsoft Certified Trainers Peggy Ward and Kathy Jones will walk you through all the power and tools you have at your fingertips through Microsoft Access 2013.
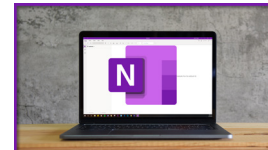
Mastering OneNote
(2013, 2016)

Organize your work and life into pages, sections, and notebooks!
OneNote is a powerful tool both for managing your own notes or idea, and for collaborating with others. In these courses, Microsoft trainers Christina Tankersley and Kathy jones will walk you through everything you need to know to be efficient with Microsoft's incredibly popular note-taking platform.
Also Available: OneNote for Windows 10 Essentials

Secrets of the Office Guru
🕒 **6 Hours**   📖 **43 Lessons**

This is the course that's chock – full of practical, productivity-boosting tips, tricks, and skills that will turn experienced Microsoft Office Users into gurus

Question: What can savvy Microsoft Office users do to improve their skills–without having to comb through hours of information that they already know to find those few useful gems of knowledge?

Answer: Take this course!

> "Well organized. Good pace. Clear and concise. Informative and easy to understand. Good investment of my time. Well done. Highly recommended!" – Alvin

> *All Bigger Brains Microsoft Office courses are aligned to the Microsoft Office Specialist certifications (except Excel 2013). Office 2016 & 2019 courses are also aligned to the Logical Operations curricula, to support classroom training.*

TRAINING UNLOCKS OFFICE 365'S VALUE

Office 365 promises a world of "work anytime, anywhere" productivity, but most users stick with what they know: basic email & the traditional Office applications (Word, Excel).

Bigger Brains' comprehensive Office 365 training unlocks the real value of Office 365 by using our uniquely-engaging teacher/learner style to demonstrate how Office 365 can easily boost office productivity.and morale.
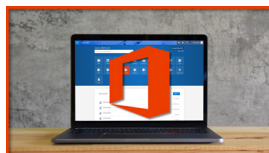
Mastering Office 365 (2019)
🕐 **11+ Hours**   📋 **77 Lessons**

Learn to organize and maintain your virtual office using Microsoft Office 365: The powerful, everything-you-need-in-one-bundle online suite

Office 365 is far more than classic Microsoft Office. Easy, collaborative tools like OneDrive, Teams, Planner, and Forms combine with traditional Microsoft apps to form a powerful productivity-boosting tool – and in this course we'll show you how to tap into all the power Office 365 has to offer!

Updated for 2020 with all-new modules covering Microsoft Teams, Forms, To-Do, Kaizala, Stream, and Delve, with updates for Outlook online, navigation, Planner, and more – over 20 new and updated video lessons!

SharePoint Online Basics (2018)
🕐 **2 Hours**   📋 **14 Lessons**

Build your own collaboration site–No tech skills needed!
SharePoint is the behind-the-scenes backbone of Office 365, but the SharePoint Online app has it's own benefits. In this course, IT guru Chip Reaves demonstrates how to use SharePoint Online to create shared resources, including a shared document library, and to create internal websites to share information with your team.
**Also Available: SharePoint Online Essentials See other SharePoint courses on page 14**

Skype for Business Essentials
🕐 **20 Hour**   📋 **3 Lessons**

Chat, call, and videoconference with ease using Microsoft's business communication app
Skype for Business is an incredibly powerful communications tool, used for everything from simple chat conversations to webinars for 10,0000 people, and can even replace a business's phone system.
**Also Available:** Microsoft Lync Essentials!
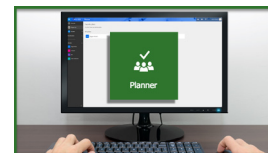
Office 365 Planner Essentials
🕐 **45 Minutes**   📋 **5 Lessons**

Learn how to use Office 365 Planner to organize your team in a powerfully simple visual format
Planner tool in Office 365 is a powerful team management tool, providing features comparable to standalone project management apps but without the high price tag. What does Planner do and how can teams use it to effectively delegate and manage tasks?
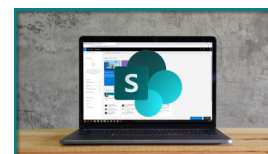
SharePoint for Site Owners
🕐 **80 Minutes**   📋 **14 Lessons**

Learn to empower your team with a new SharePoint site
This course steps you through creating a new SharePoint site for your team including configuration and assigning permissions. After taking this course, you will have all the tools you need to help your team collaborate.

ADDITIONAL MICROSOFT OFFICE COURSES

Microsoft To-Do Essentials
The Microsoft To-Do app is a simple tool with big benefits.

Outlook Online Essentials
Communicate anywhere with Outlook Online, the web-based app for managing emails, calendars, and people.

OneDrive Essentials
OneDrive and OneDrive for Business can radically improve your productivity–we'll show you how!

What's New In 2019?
Available for, Excel, Word, Outlook and PowerPoint.

Migrating from Office 2003 to 2013
It's a big change but don't worry – our experts will make it **easy** for you.

Microsoft Forms Essentials
Learn how Microsoft forms makes it easy to collect data via forms or quizzes.

Office 365 Essentials
How to use office 365: the powerful, all-in-one cloud based Microsoft Office Suite.

Office 365 Groups Essentials
Learn how office 365's powerful new groups feature help your team talk, plan, and collaborate.

Microsoft Sway Essentials
Tired of PowerPoint? try Microsoft's new digital storytelling app!

"Simple language and great content ! Instructor is too good." – Prabhakaran R
"This is a great course... I'm learning fast" – Byron F
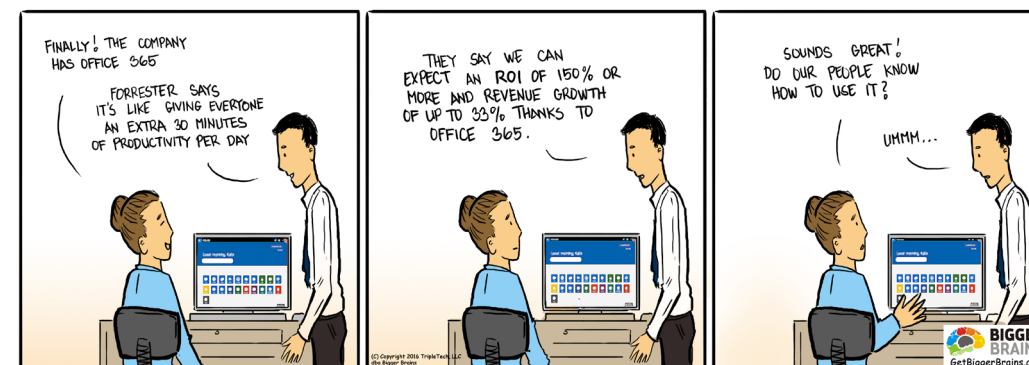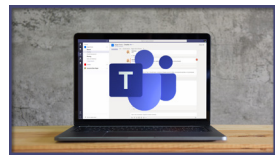
Microsoft Teams

Conversations, Channels, and Chatbots: Learn How To Get The Most from Microsoft's Communications Hub

Microsoft Teams has quickly become the most popular team collaboration and communication tool in the world, used by over 20 million people every day. To get the most productivity from Teams, your people need to know how to use it effectively–and our Bigger Brains courses can help.

Bigger Brains was the first eLearning publisher to create training content for Microsoft Teams, and today our library is the most comprehensive. It features the industry's first Best Practices guide to Teams, as well as the only training courses that cover advanced Teams topics such as Shifts, Whiteboard, Wiki, Chatbots, and Kaizala integration.

Whether you are looking for a short introduction to Teams with our Teams Essentials course, a deep dive with our Mastering Teams course, or a guide for those supervising your Teams environment with our Teams Administration course, Bigger Brains has you covered!
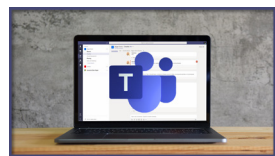
Mastering Microsoft Teams
🕐 **5 Hours**   📄 **34 Lessons**

Conversations, channels, and chatbots: learn how to get the most from Microsoft's new communications hub: Teams
The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the new Microsoft Teams application.
From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

> "This is a great course for people who want to explore various features in Microsoft Teams. Very helpful and the last three modules of review are extremely useful." – Haripriya R
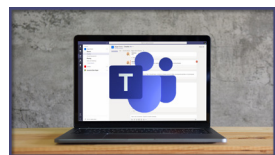
Microsoft Teams Essentials
🕐 **53 Minutes**   📄 **5 Lessons**

Learn to collaborate and communicate with Microsoft Teams
Many businesses are using Microsoft Teams to facilitate communication, collaboration, file sharing, and more. This mini-course covers everything you need to know in order to start using Microsoft Teams in just the first two modules (20 minutes).

Microsoft Teams for Administrators

Coming Soon!

More Microsoft

Power BI Essentials
🕐 **85 Minutes**   📄 **12 Lessons**

Learn to create stunning reports with real-time data
In Microsoft's Power BI, you can connect to existing data to create modern data visualizations and reports. Learn to design interactive reports and dashboards and distribute them to your team. This course walks you through the process from install to publish.

Windows 10 Essentials

This course is for people new to Windows 10–Taking this course will help you understand the new operating system navigation, advantages, and functionality
When Microsoft released Windows 8 they surprised a lot of PC owners. The interface and basic functionality were different from any previous Windows operating system. Windows 10 combines the best features of Windows 8 with a more traditional navigation structure and layout, plus some new modern benefits.

Customizing Windows 10

Coming in 2020!

QuickBooks

Mastering QuickBooks Online (2018)
🕐 **5 Hours**   📄 **45 Lessons**

Become a QuickBooks Online guru
QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution, and this course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Desktop (2018)
🕐 **3+ Hours**   📄 **35 Lessons**

Do you feel like you don't have time to learn how to use some advanced tools and functions in QuickBooks because you have other important work to do – like gathering or inputting data into QuickBooks? If we could show you how to perform in 30 seconds the same thing that normally takes you ten minutes, would you be interested? This course is loaded with those time-saving lessons that can change the way you think about QuickBooks Pro, Premier, or Enterprise.

Advanced QuickBooks (2016)
🕐 **5+ Hour**   📄 **37 Lessons**

This is a course that many of our customers have requested, to help them move beyond the basics of QuickBooks and use features like payroll, sales tax, timesheets, barter transactions, and the document center correctly.

Salesforce 101

Coming in 2020!

G-Suite Essentials 2020 Version Coming Soon!
🕐 **2+ Hours**   📋 **17 Lessons**

Learn how 11 tools from Google can boost your productivity
G-Suite (aka Google Apps and Google Drive) is more than just cloud-based email. This powerful and popular cloud-based suite includes apps to help you illustrate, communicate, collaborate, and organize your work–or your life. In this course, we'll cover the top features you'll find in your G-Suite.
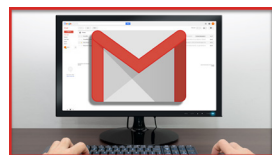
Gmail Essentials (2015)
🕐 **2+ Hours**   📋 **14 Lessons**

Power your Gmail account–Get the maximum benefit from all the tools Gmail has to offer
With Gmail, Google provides unprecedented and inexpensive access to business tools that previously cost hundreds or even thousands of dollars. This course shows users how to use tools like Inbox Pause, HelloSign, Boomerang, Google Calendars, Google Contacts, and more to optimize the way you communicate and plan.

Adobe Acrobat DC Essentials
🕐 **3 Hours**   📋 **19 Lessons**

Create, manipulate, and liberate your PDF Documents with Adobe Acrobat
In this uniquely-engaging course from Bigger Brains you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

> "Chip Reaves is a wonderful guide. He is an excellent speaker. The class is detailed, thorough and very helpful. Great setup with the teacher and learner as well. Bigger Brains for sure!" – Richard D

SQL for Non-Technical Users

Learn to Write Simple Queries to Get the Information You Need to Do Your Job
Do you often have to ask others to write SQL queries for you at work? Are you intimidated by the idea of writing your own SQL query? It's time to take matters into your own hands.
In this course, you'll learn how to write a basic SQL query from start to finish. We've designed the lessons specifically for those with little to no experience with writing queries, to teach you only what you need to know to get started writing queries today. By the end of the course, you'll be able to retrieve data from multiple tables, sort and filter your query results, and use simple calculations. We'll cover some commonly used functions so you can format dates and text as well as calculate sums and averages.

Mastering Google Drive

Coming in 2020!

PM Fundamentals
🕐 **3.5 Hours**   📋 **24 Lessons**

Develop a solid understanding of project management processes, terms, and techniques
If you're getting started with project management, you'll want to familiarize yourself with generally accepted best practices. In this course, PMP and Project Management guru Christina Tankersley will show you all the basics you need to know in order to effectively manage projects.
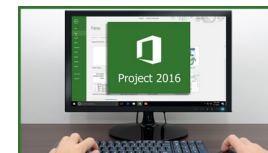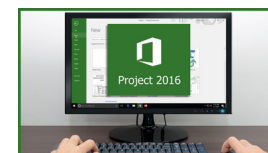
Mastering Microsoft Project Part 1: Creating a Project
🕐 **2+ Hours**   📋 **19 Lessons**

In this course, PMP and Certified Technical Trainer Christina Tankersley will familiarize you with the basic features and functions of Microsoft Project Professional 2016 so you can use it effectively and efficiently in your real-world environment.
This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project Part 2: Managing a Project
🕐 **2+ Hours**   📋 **20 Lessons**

In this course PMP and Certified Technical Trainer Christina Tankersley will demonstrate how to use the features and functions of Microsoft Project Professional 2016 to effectively manage your project plans.
This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.
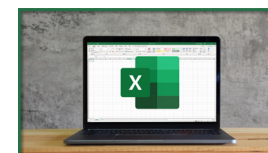
Excel for Project Management
🕐 **51 Minutes**   📋 **6 Lessons**

Learn to create the deliverables of a Project Management Plan in Excel with worksheets including Project Charter, Requirements, Issues, Work Breakdown Structure (WBS), Risks, and Stakeholder Communication. When all of the information about your project is inside one workbook, you can answer any question, and you'll always know where to track a new piece of information.

LEARN NEW SKILLS IN JUST 10 TO 30 MINUTES!

BRAIN BITES: Staying Safe Online
🕐 18 Minutes   📑 3 Lessons

The fast, effective way to a safer workforce
Meet the hackers trying to break into your company, and learn how to recognize the ways they try to use you and your colleagues to steal money, data, and more.

BRAIN BITES: Using Windows 10
🕐 40 Minutes   📑 7 Lessons

Learn how to really use the tools in Windows 10 to be more productive
In this mini-course we'll show you how to get around in Windows 10, and how to customize and take advantage of the major features and tools Windows 10 provides.

BRAIN BITES: Email Management
🕐 23 Minutes   📑 5 Lessons

From a frustrating chore to a powerful tool – learn how to make email work for you
More than ever before, people rely on email in the workplace – but we dread the amount of time it takes to read through and respond to all our messages. This course will give you the skills you need to tame your email mountain and use it as the effective tool it's meant to be.

BRAIN BITES: Organizing Your Files
🕐 28 Minutes   📑 5 Lessons

How to stop wasting up to two hours per day looking for information
On average office workers spend one to two hours per day looking for information. Having an organized, searchable file and folder structure makes everyone more efficient – and this course will show you how to do it.

BRAIN BITES: Time Management
🕐 13 Minutes   📑 2 Lessons

Learn how to reduce distractions and focus on priorities to get more done
Everyone is given the same twenty-four hours every day – how you use them is up to you! In this mini-course we'll look at tips from some of the world's top experts in time management, including Stephen Covey, Dave Crenshaw, Peter Drucker, and Tim Ferriss.

NEW BRAIN BITES COMING SOON			
Writing Effective Emails	Polishing Your Writing	Communicating Face-to-Face	Speaking to a Group

PROTECT YOUR EMPLOYEES AND YOUR COMPANY!

Workplace Safety: Active Shooter
🕐 45 Minutes   📑 7 Lessons

The essentials you need to be safe, secure, and to survive
According to FEMA, an Active Shooter is "an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly."
In this course Officer Ben Cothran will train your staff to be prepared should an active shooter situation arise.

"Good course with a practical application." – William B

### Awkward at the Office (Workplace Harassment)
🕐 1 - 2 Hours   📑 15 - 21 Lessons

How to create a better workplace for everyone
Understanding and preventing harassment can help improve your workplace and productivity.
Workplace harassment might be sexual, cultural, or other differences, but the effects are the same: it destroys trust, creates tension, saps productivity, and can lead to legal action as well. In this uniquely engaging course, our experts Jacki Flynn and Jeremy Pickens, along with a host of characters, will show you how to identify, resolve, and report workplace harassment.   **Available as both Employee Edition and Supervisor Edition**
This course covers current state requirements and includes customized versions for specific states:
- **California (AB 1825)**
- **New York & New York City**
- **Connecticut**
- **Maine**
- **Delaware**
- **Illinois (SB 75)**
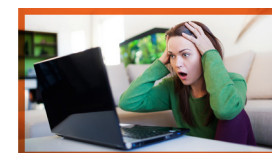
Think Before You Click (Cybersecurity)
🕐 1 Hour   📑 9 Lessons

Protect yourself and your company from the online bad guys
Hackers steal millions of dollars each year from companies and individuals online. How do they do it? Why do people fall victim to these cybercriminals? In this course, Cybersecurity guru Ken Dwight, aka "The Virus Doctor", teaches the latest tricks hackers use against you -and how you can fight back!

Intro to HIPAA
🕐 2.75-3.25 Hours   📑 20 - 24 Lessons

Three courses cover the basics of The Health Information Privacy Law
HIPAA, the *Health Insurance Portability and Accountability Act* of 1996 (and amended by the HITECH Act of 2009) is something that every medical or insurance business and their key vendors must comply with. But very few are familiar with what HIPAA and "HIPAA Compliance" really means.
Learn the basics of HIPAA, including who and what are covered under the law, in this HIPAA essentials course.
THREE VERSIONS AVAILABLE FOR SPECIFIC AUDIENCES: Intro to HIPAA for Covered Entities (CE)
Intro to HIPAA for Business Associates (BA)
Intro to HIPAA for Managed Service Providers (MSP / ITSP)

Millennial Managers

Designed by a creative team of (mostly) Millennials, these courses appeal to all age groups by using engaging and diverse character-based storylines, combined with Bigger Brains' award-winning two-teacher format. The result is an effective blend of dialogue, interaction, and humor which keeps you engaged as you learn.

DON'T WASTE OUR TIME
(fast paced, information rich).

✔ **RELEVANT**   ☺ **ENGAGING**

Awkward At The Office: Supervisor Edition
🕐 1.75 Hours   📑 21 Lessons

How to create a better workplace for everyone
In this course we focus less on the "awkward shoulder rub", and more on the fallout from workplace harassment – lowered morale, decreased productivity, and less job satisfaction. We follow Jason, Adeela, Michael, and Lisa as they react to realistic situations of workplace harassment, and learn to recognize and resolve unintentional bad behavior while emphasizing the role of HR and management in responding to complaints seriously and professionally.

"It lets you know to be mindful of others. And pay more attention of what you say and do." – Richard D

New Manager Starter Kit
🕐 49 Minutes   📑 8 Lessons

Learn the basics of management, including goal setting, human skills, and the best practices of exemplary leadership
Aaron just got promoted to manage his team – but he has problems. Randall resents him, Keith is a slacker, and Tish is frustrated. Through a series of vignettes we'll watch Aaron learn to lead his team, including the mistakes he makes along the way. Our teachers Carla and Alexa explain the "human skills" Aaron is using.
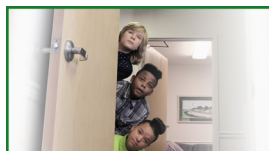
Stronger Together
🕐 24 Minutes   📑 7 Lessons

**Unlocking the power of delegation and task management**
Every manager needs to delegate, but it's more than just saying "Do this!". In this course we explore the story of a toy company run by 10-year olds, and how effective delegation made them successful. We'll also look at six different tools managers can use to communicate and track the tasks that have been delegated to their team.

Diversity & Inclusion
Coming Soon!

What happens when one company solves the diversity issue by instating a "Similarity Policy", where all employees are issued a magic necklace which gives them the same appearance and mindset? In this unique and innovative course we'll follow the (fictional) story of that company, while learning about the benefits and obstacles related to diversity in the modern workplace. Along the way we'll also discuss discrimination in the workplace and how to manage conflict effectively.

Business Writing
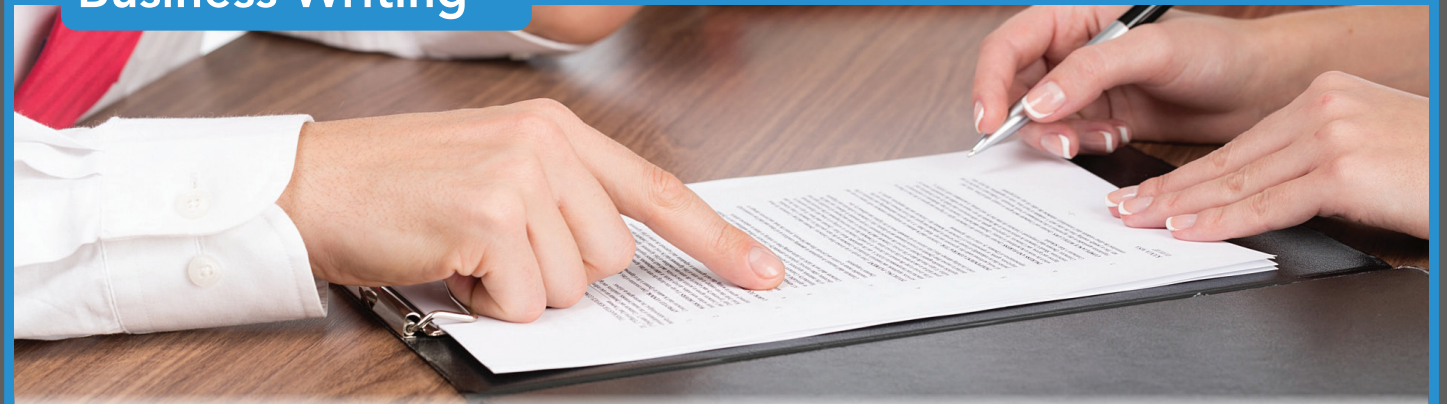
UP YOUR STYLE!

It's a fact—people judge you by how you write. Learn how to improve your writing style with these short, effective courses!

Designing Beautiful Documents
🕐 25 Minutes   📑 6 Lessons

Using easy design principles for great results
With so much information in the world, professionals want to be able to find answers to their questions quickly. Using contrast, proximity, alignment, balance, and consistency, you can create documents that are attractive and easy to use. This will help you get the results you want from your documents, whether you are trying to increase sales, decrease safety issues, or improve customer satisfaction.

Writing in Plain Language
🕐 75 Minutes   📑 12 Lessons

Top plain writing techniques for the workplace
Skimming is the new normal. Plain language serves your reader without dumbing down your ideas. Get familiar with top plain writing techniques so your audience can quickly understand your message.

Writing Tune Up – Formal Style

Techniques for a formal style in workplace writing
Whether you are writing formal correspondence or a report, maintaining a consistently formal style will help you build trust. Learn how to make the right choices for punctuation, sentence structure, and word choice in formal documents.

Creating Word Templates

Coming Soon!

COMING SOON

Emotional Inetlligence

YOUR BOSS WILL BE IMPRESSED. COWORKERS WILL BE ENVIOUS. CUSTOMERS WILL RAVE.
Boost your career with business soft skill training from Bigger-Brains!

Storytelling in Business
🕐 1.5 Hours   📋 9 Lessons

Learn how storytelling helps you succeed in business!
Sharing vision and culture, selling products, and connecting with customers or colleagues are just a few of the benefits that storytelling can bring to the business world. Join national award-winning storyteller Andy Offutt Irwin and leadership guru Kelly Vandever as they show you how to create, organize, and use your own personal and business stories.

Persuasion: The Art of Communication
🕐 81 Minutes   📋 11 Lessons

Every form of communication is really a form of PERSUASION.
There are many reasons why we communicate – to inform, to share
our viewpoint, to educate, and to sell. Communications guru Barbara Evers would argue that all these forms of communication are in fact forms of persuasion.
In this course Barbara Evers and Wofford Jones walk through tips and techniques to take advantage of when you're seeking to communicate and persuade.

Business Finance 101
🕐 1 Hour   📋 7 Lessons

Learn Debits, Credits, Assets, Liabilities, and all the accounting basics every business professional should know
Confused By Debits, Credits, Balance Sheets, And Other Business Accounting Terms? This Is The Course For You!
Learn the basic accounting and finance concepts you need to be successful in modern business.

Time Management Basics
🕐 1.5 Hours   📋 10 Lessons

Take Control of How You Spend Your Time
You can improve the way you use time. You can avoid patterns and habits that make it difficult for you to get things done.
Benjamin Franklin said, "Dost thou love life? Then do not squander time, for that's the stuff life is made of."
- ☑ Stop being perceived as flaky, unreliable, consistently inconsistent
- ☑ Appropriately manage expectations – set yourself up to succeedPoor Meeting Management
- ☑ Take control of your life by managing interruptions

Increase Your Listening Power
🕐 52 Minutes   📋 6 Lessons

"The single biggest problem in communication is the illusion that it has taken place."
—George Bernard Shaw
Many people believe they are effective listeners, but odds are they are missing some essential pieces of information and are unaware of techniques that improve their listening. This course begins with the mechanics of communication to help you understand where the typical gaps in communication occur, and it moves into the difference between repeating back what someone says and really actively listening to that person.
Featuring certified trainer and professional writer Barbara Evers

Power-Up PowerPoint (Presentation Skills)
🕐 2.75 Hours   📋 26 Lessons

Ditch The Defaults and Power-Up YOUR PowerPoint!
Knowing how to create a PowerPoint slide is one thing. Knowing how to create an effective slide is something all together different! As Roger Courville, author of *The Virtual Presenters* says – PowerPoint doesn't teach you to do effective slides anymore than Microsoft Word teaches you how to be a good writer. But this course will! During Power-Up Your PowerPoint you'll see and experience how creating effective slides will improve your presentations.
Featuring award-winning presentation and leadership expert, Kelly Vandever and acclaimed TEDx speaker Dr Rebecca Heiss

"A good combination of presentation design concepts and how to use power point" – Veronica H

Motivational Ethics
🕐 1.75 Hours   📋 12 Lessons

Life-changing course about choices, consequences and the human side of ethics
Ethics in the workplace is a serious matter, but talking about it doesn't have to be "business as usual." Chuck Gallagher learned a lesson about choices and consequences the hard way—but now he shares his experience so that others don't have to.
In this compelling course, Chuck starts by setting the scene with his own story… and ends by setting the stage for your organization's ethical success. Through his unique perspective, your people will gain:
- ☑ The desire to make ethical choices for themselves and for your company.
- ☑ A deeper understanding of choices and consequences.

"This was a very engaging course which touched on real life issues." – Jennifer M

Blind Spots
🕐 30 Minutes   📋 3 Lessons

Apply Biology to Business!
This course will help you understand how our minds create blind spots and subconscious bias, and helps us evaluate the subconscious drivers that lead to ethical breakdowns.

The Science of Personal Productivity
🕐 2.75 Hours   📄 26 Lessons

What happens when we apply scientific research to how we work?
Everywhere you look you can find advice on how to work better, play better, and be a better person. But in the era of fake news, how do you know which advice really works? Join Dr Rebecca Heiss, our resident scientist, business expert, and TEDx speaker as she explores ten practical areas where proven studies can show us how to be more productive. Topics covered include scheduling your day, accountability, productive forgiveness, changing your environment, dealing with perfection-ism, and managing your stress.

Keys To Excellence
🕐 41 Minutes   📄 4 Lessons

Don't Settle For Mediocrity In Your Life: Learn And Apply The Keys of Excellence From One Of The World's Most Inspirational Teachers
This course is unique among the Bigger Brains offerings because it was not written and produced in our modern teacher / learner format. However, the course content and the ideas contained herein were so valuable, we just had to make them available to Bigger Brains members.
What can you learn from a man named "Tremendous"? If you had the opportunity to sit in on a seminar by "Tremendous" you would leave knowing that he loved laughter, loved learning, and loved life – and as you attend this course, you'll learn how to gain these valuable attributes as well.

Secrets of the Web
🕐 43 Minutes   📄 5 Lessons

The Web Changed Business Forever – But Could You Be Missing Some Of The Best The Web Has To Offer?
With the internet business boom comes a new challenge: with so much information and so many resources online, some of the most useful and universally useful and engaging resources often go undiscovered. This course is your chance to uncover some of the web's best kept secrets.of Charlie's video seminar recordings to you in a new eLearning format.

Entrepreneuring: Keys To Business Success
🕐 6 Hours   📄 14 Lessons

The Art of Starting And Growing Successful Businesses
Featuring business legends Michael Gerber, Tom Hopkins, and Brian Tracy, this Entreprenuring course includes:

- ✅ 14 downloadable MP3 audio files
- ✅ A 104 page workbook
- ✅ A 208 page e-book in PDF format.

> "Perfect for me to learn and follow along just like the Learner too." – Dejan
> "I like the format of asking clarifying questions." – Marlys

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Get It Done

LEARN HOW TO GET THINGS DONE WITH THIS LIBRARY OF TASK-BASED PRODUCTIVITY COURSES

Get It Done courses are task-based training courses developed by Bigger Brains. Each course focuses on a common business task such as managing email, organizing files, or sharing calendars, and provides recommended tools, techniques, and best practices to "Get It Done".

COMING SOON

Managing To-Do Lists

Sharing Files and Folders

Get It Done: Sharing Calendars
🕐 1.5 Hours   📄 10 Lessons

How do you let everyone know what's going on?
It's a common situation: you're working in an organization or department, and you need to share a calendar with your team. Whether it's staffing schedules or company holidays, this course will demonstrate ten different ways you can share a calendar among your coworkers, including both physical (printed) and online calendars.
Many people make do with makeshift calendars taped on a wall or emailed around the group, where updates require handwritten adjustments or another email out to the group. There is a better way – in fact in this course we'll take a look at ten different ways you can professionally share your calendar among a group or team.

Topics covered include:
- ✅ Using calendar templates with Microsoft Word
- ✅ Printing calendars via an outside service
- ✅ Creating and editing a calendar with a free Google account
- ✅ Sharing a Google calendar with others
- ✅ Sharing your personal Office 365 calendar
- ✅ Using a shared calendar using SharePoint, Groups, or Teams
- ✅ Creating a shared resource calendar in Office 365

Get It Done: Managing Emails
🕐 49 Minutes   📄 6 Lessons

Take control of your inbox!
For many people email is a source of stress, when it really should be a valuable productivity tool. In this course we'll show you how to combine email best practices with the tools in Microsoft Outlook in order to effectively manage your email.

Topics covered include:
- ✅ Understanding the problems with Email Hoarders and Email Deleters
- ✅ Striving for Inbox Zero
- ✅ Creating an appropriate strategy for Folders and Categories
- ✅ Managing the Three Excuses that keep us from organizing our inbox
- ✅ Building to-do lists with Flags
- ✅ Using Rules to automatically sort your email
- ✅ Delegating access to your email folders
- ✅ Techniques for sorting and filing your overloaded inbox

> "Great content, good pace, and clear delivery." – Ashley H

The backbone of any successful company is it's sales and marketing teams. They bring in new business, gather feedback on what the market wants, and creates the brand that customers and prospects will identify with.
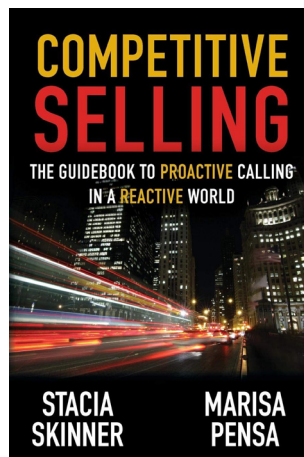
Competitive Selling

Based on the book *Competitive Selling: The Guidebook to Proactive Calling in a Reactive World*, this course is about the toughness and edge you need to be successful in the highly competitive world of professional sales. But it doesn't just give you theories . . . it gives you tried and true techniques to follow to be a proactive caller, in very practical terms.

Dive into Competitive Selling and become better than the competition at starting high in an organization, following up, leaving an intriguing voicemail message that results in a return call, gaining a critical "next set time," and using email as an effective touch point. Prospecting for new business is not glamorous, but if you have a solid plan and the drive to follow through on your goals, you will be successful. Authors and Sales Trainers Marisa Pensa and Stacia Skinner will help you attain that success.

Sales 101: Appointment Making
🕐 **77 Minutes**   📋 **9 Lessons**

Don't give up early!
There are five common objections salespeople hear from prospects,. In this course you will learn that they aren't even REAL objections, just knee-jerk responses used by overcommitted customers trying to save by ending sales calls early. A good salesperson expects these objections, plans for them, and uses them to his or her advantage to move beyond prospects' automatic defenses and demonstrate how their product or service is truly beneficial.

Internet Marketing 101
🕐 **74 Minutes**   📋 **9 Lessons**

Social Media! SEO! Blogging! Email Marketing!
Lots of people have lots of advice (often conflicting) on what you should or should not be doing to promote your company online. In this course, online marketing guru Courtney Herda introduces you to the critical elements of a successful online marketing.

Marketing 101: The Top 5 Marketing Mistakes
🕐 **3 Hours**   📋 **21 Lessons**

Most marketing is an absolute failure because they fail to deliver what really matters: RESULTS
How many ads do you see each day that you don't even notice?
How many ads do you completely ignore?
What is the difference between a marketing campaign that delivers average results, and one that boosts profits and changes your bottom line? (Hint: The keys to effective marketing are in this course).

"Great training. Rich gives a lot of examples on how to effectively influence your target market."
– B.j. Ocampo

RAYANNE BUCHIANICO
Teacher & Accounting Guru
Rayanne Buchianico, EA is the owner of ABC Solutions, LLC in Clearwater, Florida providing complete accounting, business, and tax consulting services to IT Professionals in the United States and abroad. She is a Certified QuickBooks Professional Advisor in QuickBooks Desktop and Online versions and offers courses and blogs tips on QuickBooks regularly. She holds a degree in Accounting and is enrolled to practice before the Internal Revenue Service.

KEN DWIGHT
Ken Dwight has been a computer professional for more than 50 years and is still active in the industry today. He began his career in 1966 as a Programmer Trainee on Univac mainframe computers.

When IBM introduced their Personal Computer in 1981, Ken made the transition to that new and exciting environment. From the early days of MS-DOS and monochrome monitors, with all programs and data stored on 5¼" floppy disks, he has watched the evolution of PCs from 8-bit to 64-bit CPUs, and data storage go from Kilobytes to Megabytes, Gigabytes, and Terabytes.

BARBARA EVERS
Teacher & Writer
Barbara V. Evers is a trainer, writer, and speaker with over twenty-five years' experience. She received a BA in Zoology and an MA in Professional Communication from Clemson University and is an active member of the Association for Type International. She excels in teaching participants the skills and techniques that will advance their careers, and her educational and career pursuits have provided a diverse background for her to use in instructional design and in the classroom. Areas of expertise include Business Writing, Communication, Customer Service, Leadership, and Myers Briggs Type Indicator as well as Microsoft Office training.

IDAHO EDOKPAYI
Idaho Edokpayi is a SharePoint Architect working in the DC Metro area. He has worked with every version of SharePoint dating back to SharePoint 2003 and has worked with clients in multiple industry verticals including non-profits, public utilities, energy extraction, and government contracting as a consultant, contractor, and employee. Idaho regularly leads development work on a variety of SharePoint projects, including custom SharePoint based applications, SharePoint intranets, and public websites.

JACKI FLYNN
Jacki is the VP of Content at Bigger Brains and one of the teachers in our workplace harassment course: Awkward at the Office. After 13 years as an IT Consultant in Atlanta, she started her own business as a copywriter and editor while pursuing an acting career. Now at Bigger Brains, she combines her technical background with her love of writing and video production, and still gets to spend some time in front of the camera. Jacki lives in Greenville, SC and also pursues creative arts outside of work as an improviser at Alchemy Comedy, a frequent karaoke performer, and a "really okay" guitar player.

CHUCK GALLAGHER
Chuck Gallagher is an American entrepreneur, speaker and author. He is the author of Second Chances and has been featured in media outlets including Life & Health, Small Business Opportunities, Business Week, CBS, CNN, Lifetime, and National Public Radio. As a business ethics speaker and author his clients include Medtronic, the FBI, U.S. Navy, University of Florida, Skanska, University of North Georgia, Barclays, and United Healthcare.

JAMIE GILLENWATER
Jamie Gillenwater is a communications consultant who specializes in information design, editing, and technical communication. She is the co-founder of www.CPTCtraining.com. As a consultant, she has led effective communication courses for individuals, private, and public organizations.

DONNA GRINDLE
Donna Grindle is a speaker, podcaster, consultant, and advisor who helps businesses of all shapes and sizes build and manage effective information privacy and security programs. Before starting her company, Kardon, in 1999, Donna was Vice President of a medical practice management software firm where she got her start in the late 80s writing software for electronic claims submissions. After a successful career helping develop and support a wide variety of software for clients, she also ran her own Managed IT Service and Consulting company that specialized in healthcare IT. Donna now uses her over 30 years of experience to help businesses protect the privacy and security of their confidential information. She also shares that knowledge in her weekly podcast, Help Me With HIPAA, where HIPAA and humor collide to make learning fun.

RICH HARSHAW

Rich Harshaw is the CEO and author of "Monopolize Your Marketplace", and one of the nation's leading marketing minds and business leaders. In 1994 he founded Marketing Strategies, and over the next several years developed the Monopolize Your Marketplace system. In 2000 he started Y2Marketing, which made the Inc. 500 list of fastest growing privately held companies for three consecutive years (2002, 2003 and 2004). Rich is a sought after marketing consultant and speaker because of his deep understanding of what motivates people to buy. His articles about marketing, sales and advertising have appeared in dozens of magazines and newspapers worldwide. Rich lives near Dallas, TX with his wife Tonia and their six children. www.mymonline.com

REBECCA HEISS

After earning her PhD with research designated as "transformative" by the National Science Foundation, Dr. Rebecca Heiss went on to hold multiple appointments in academia, applying her research to solve practical problems in overcoming what she refers to as "biological ghosts" - subconscious behaviors that haunt modern life. She founded Biologic Balance, a stress hormone consultation company and is currently launching a new self-awareness app, called Icueity, to help every individual reach her/his full potential. She has been honored to speak internationally on her work, including a TEDx, and has found her calling in helping others recognize the power of biological applications in the business world.

COURTNEY HERDA

Courtney Herda, founder and CEO of Smarter Searches, is an expert in digital marketing. She spent the last 12 years working on SEO, PPC, social, and digital marketing campaigns for clients of all sizes. Her knowledge of search engine strategies, pay-per-click optimization and auditing, and website user experience has made her a frequent speaker at conferences like Pubcon, ClickZ Live, and Search Engine Strategies. She is also a contributor to Marketing Profs and the Online Marketing Institute. She was recently named a top 20 digital marketing strategist by the Online Marketing Institute, one of the top 15 most influential educators in digital marketing, and was a finalist for the Young Entrepreneur of the Year at the Pinnacle Awards.

ANDY IRWIN

With a silly putty voice, hilarious heart-filled stories, and amazing mouth noises (arguably, the greatest whistler in the world) one-person-showman, Andy Offutt Irwin is equal parts mischievous schoolboy and the Marx Brothers, peppered with a touch of the Southern balladeer. One of the most sought after performing storytellers in the United States, Andy is a perennial favorite of the Teller-in-Residence Program at the International Storytelling Center in Jonesborough, Tennessee.

KATHY JONES

Kathy is a Microsoft Certified education/training professional with experience in all aspects of training. Her strengths include classroom presentations, organizational skills, problem solving, program design and development, and interpersonal communication. Kathy has been in the technical training industry for over 20 years, with additional experience in management and organizational training. With a degree in education, she is especially qualified to understand and respond to all aspects of the classroom experience.

LISA LOPEZ

Lisa Lopez, ABD is an adjunct instructor of computer science at the University of South Carolina Upstate. Prior to that, Lisa was the Academic Director for Computer Applications at Spartanburg Community College, where she served for nine years. During her tenure, she received the Faculty of the Year Award as nominated by the students. She developed curriculum for approximately 40 sections of students at various locations around the Upstate and for online courses. She was a technology presenter at the Cengage Learning and Course Technology national conferences.

CHRISTINA TANKERSLEY

Christina Tankersley has been developing instructional materials and delivering them for over 22 years. She started training by default when she was in sales at IKON Business Solutions, then recruited by IKON Education Services to instruct Microsoft software nationally. Christina is currently a professional instructor for Furman University, Greenville Technical College, Carolina Computer Training, and other clients.

MARISA PENSA

Marisa launched Methods in Motion in 2004 as a spin-off from D.E.I. Management Group. Prior to launching Methods in Motion, Marisa held positions that included Sales Director with Marriott Hotels and Regional Sales Manager with IDT/Winstar. It was at IDT/Winstar that Marisa was introduced to D.E.I. Management Group. She was a client for four years before starting her business, which is a spin-off from D.E.I..

JUNE PETERSON

June Peterson is a professional, online and in-home educator, administrator, and curriculum writer for all ages. As the daughter of an IBM Media Marketing Manager and Consultant, June grew up with Microsoft and the technology boom as it has changed and developed into what it is today. She continues to teach and tinker with any Microsoft product she can get her hands on and retains her professional status as a Certified Microsoft Office Specialist and Microsoft Innovative Educator.

CHIP REAVES
Bigger Brains Founder and President

Chip Reaves is a serial entrepreneur who has started five successful IT companies. After 10 years building a successful IT Service Practice in Atlanta, Chip founded the Computer Troubleshooters USA franchise system alongside Wilson & Suzanne McOrist, which became the world's largest computer service franchise and received multiple awards from Entrepreneur Magazine, Franchise Business Review, and AllBusiness.com. Chip has been interviewed on TV and other major media on topics related to small business technology, including ABC News, BusinessWeek TV, the Wall Street Journal, and the New York Times. In 2010 Chip was listed among the Top 150 most influential people in small business IT by SMB PC magazine.

AMY ROBERTS

Experienced educator with a demonstrated history of working in the higher education industry. Skilled in Adobe Creative Cloud Applications, Non-linear Editing, Advertising, Photography, and Videography. Strong arts and design professional with a Bachelor of Arts (BA) focused in Arts, Entertainment, and Media Management from University of South Carolina-Columbia.

KAT SNIZASKI

Kat Snizaski is a professional trainer, facilitator, and presenter. After training for over 20 years, she opened her own training company: Interactive Business Training (ibT). Kat spent eight years dedicated to providing employees, professors, and seniors at Clemson University with state-of-the-art professional development training and the knowledge and tools to take with them for greater success. Kat loves teaching and is always reaching out to help a larger demographic. She strives to help her students become better thinkers, show better performance, and get better results.

PEGGY WARD

Peggy Ward has almost 15 years of experience as a Microsoft Certified Trainer, educating professionals of major corporations and small businesses. She provides training in Microsoft Office and a variety of other software applications. In addition to computer training, Peggy delivers professional development classes on leadership, emotional intelligence, communication, time management, customer service, and conflict management. Peggy's interest in helping others, as well as her drive for excellence, knowledge, and success have made her an outstanding trainer, teacher, and mentor.

KELLY VANDEVER

Kelly Vandever is the founder of Professionally Human, a firm dedicated to helping organizations improve their leadership and communications skills. Kelly's professional career includes 23 years as a manager, a master's in management, and experience consulting with over 800 leaders from more than 200 different organizations. Kelly understands that in this attention-deficit, wait-while-I-post-this-on-Facebook world, leaders need to engage the whole self in their employees. She shares practical, immediately applicable tools to make connections at all levels. Kelly's leadership podcast, "Permission to Speak", has been listened to on six continents and is available through iTunes. Kelly's clients have included Cox Media Group, Cox Enterprises, the CDC, USAID, INPO, the Georgia Justice Project, The Home Depot, the American Management Association and more. You can reach Kelly for more information about her programs at Kelly.Vandever@ProfessionallyHuman.com.

For a complete list of our creative team, visit our website

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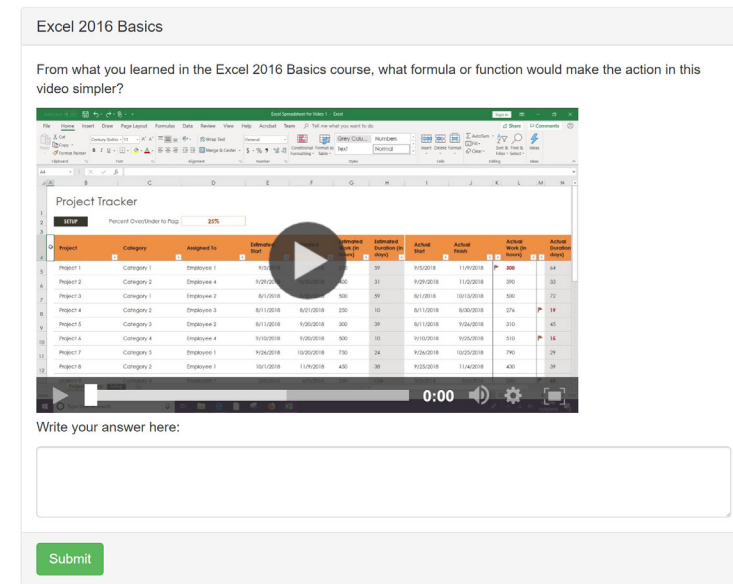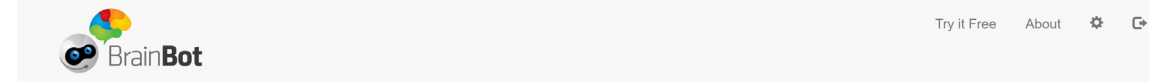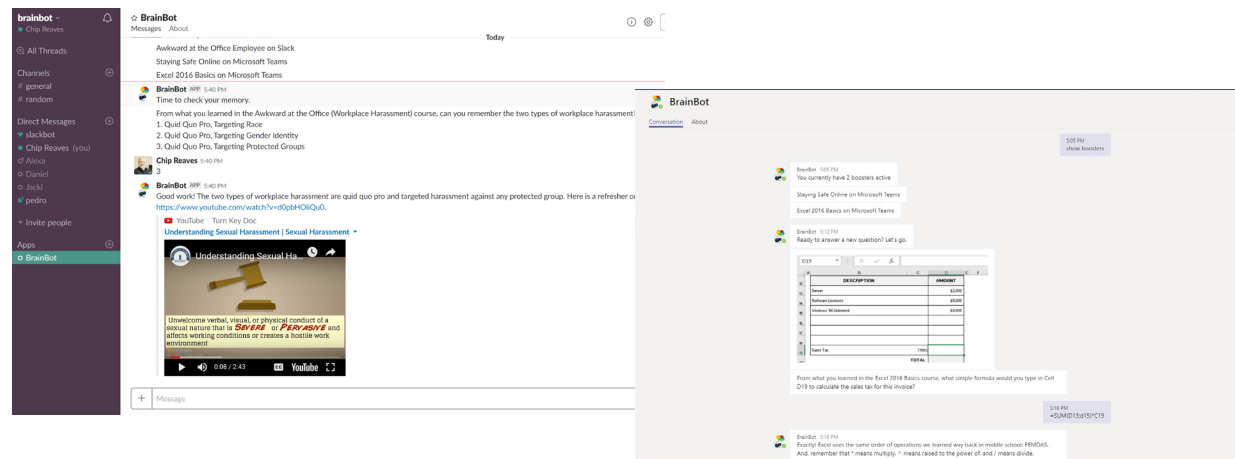
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Approximately once a day you'll receive a quick communication from BrainBot, with a question, interaction, or reinforcement tool based on the key takeaways from your selected training course.
It's NOT an exam – there is no grade or score, just interesting and constructive questions, articles, and more to help you retain your new knowledge.

Forgetting Curve

The Forgetting Curve with BrainBot
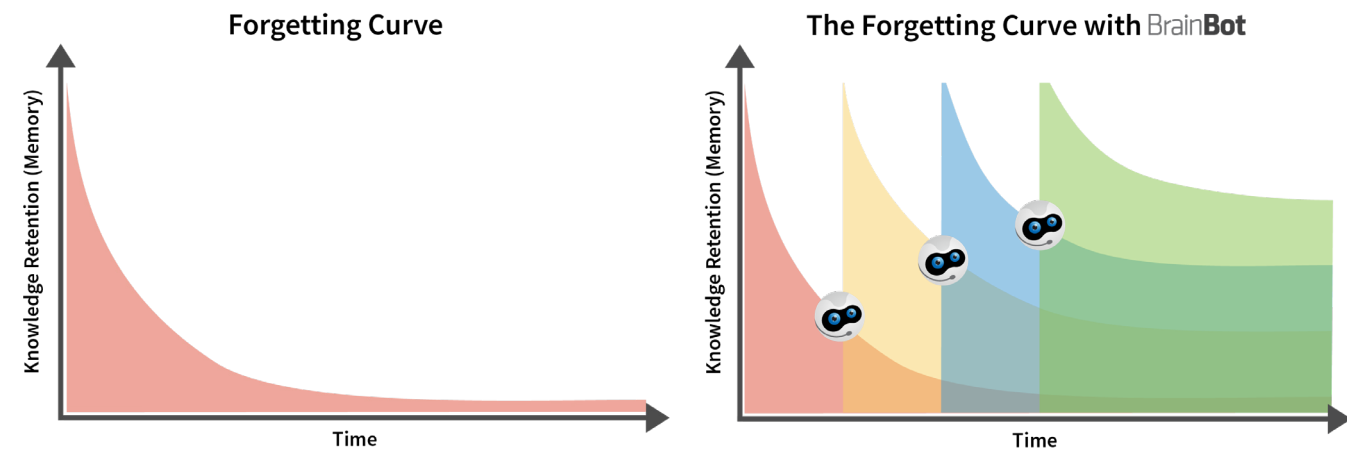
NO PROPRIETARY APPS – BRAINBOT WORKS WITH LEARNERS IN THEIR NATURAL WORKFLOW

BrainBot removes obstacles to learning by working with your people inside the same tools they use every day. By communicating through email, Slack, Microsoft Teams, or Facebook, BrainBot eliminates the need for users to interrupt their day and login to another system.
BrainBot delivers the information they need, right when they need it, for maximum productivity.

CREATE YOUR OWN BOOSTERS

BrainBot makes it easy for teachers and training professionals to create your own training boosters for online or classroom-based training courses.
Boosts consist of a scheduled series of interactions, which can include:
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- Fill-in-the-blank questions
- Open text questions
- Polls
- Video-based or image-based questions
- Resources, including links to articles, videos, or downloads

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