

BRIGHTWORKS CONSULTING

Excellence in all we do



THE BRIGHTWORKS LEARNING COLLECTION

Professional Development Programs

Workforce Development Training

Workshop Solutions

2026 – 27

Instructor-Led Workshops • In-Person & Live Virtual Delivery • Customized for Your Organization

Brightworks Consulting

About The Brightworks Learning Collection

The Brightworks Learning Collection brings together more than 150 professional development programs spanning leadership, human resources, career growth, sales, workplace essentials and technology skills.

Every course can be taught independently or as part of a program that combines multiple courses and leads to a certification, so you get exactly the training your team needs.

Every course is facilitated by Brightworks Consulting and tailored to your organization: your goals, your culture, your language and your real workplace challenges. You choose the topics; we shape the content and deliver the training.

How Each Program Is Delivered

In-Person

A live, interactive session facilitated on-site by Brightworks, complete with participant materials, hands-on activities and group discussion.

Live Virtual

The same facilitator-led experience delivered in real time online, with interactive discussion and activities that keep remote and hybrid teams engaged.

Reading the Catalog

For easy browsing, programs are grouped by topic area. These groupings are simply a guide, not a package you must purchase. **Choose a single course, or bring several courses together into a program with a certification, from one topic area or across several.**

Every course in the collection is available both in person and live virtually, so you can choose the format that works best for your team.

Let's Build Your Program

Not sure where to start? Brightworks Consulting will help you identify the right programs for your team and design a learning plan that fits your goals, schedule and budget.

Workforce Development Catalog

Course Title	Instructor-Led Delivery	
	In-Person	Live Virtual
Administrative Skills Bundle	✓	✓
Accountability in the Workplace	✓	✓
Administrative Office Procedures	✓	✓
Administrative Support	✓	✓
Archiving and Records Management	✓	✓
Basic Bookkeeping	✓	✓
Business Writing	✓	✓
Collaborative Business Writing	✓	✓
Executive and Personal Assistants	✓	✓
Meeting Management	✓	✓
Organizational Skills	✓	✓
Practical Bookkeeping	✓	✓
Social Media In The Workplace	✓	✓
Supply Chain Management	✓	✓
Career Development Bundle	✓	✓
Building Confidence and Assertiveness	✓	✓
Communication Strategies	✓	✓
Creative Problem Solving	✓	✓
Creativity: Thinking Outside the Box	✓	✓
Developing Creativity	✓	✓
Digital Citizenship	✓	✓
Entrepreneurship	✓	✓
Interpersonal Skills	✓	✓
Leadership Development for Women	✓	✓
mLearning Essentials	✓	✓
Negotiation Skills	✓	✓
Personal Branding	✓	✓
Project Management 6th Edition	✓	✓
Project Management 7th Edition	✓	✓
Telework And Telecommuting	✓	✓
Ten Soft Skills You Need	✓	✓
The Cloud and Business	✓	✓
Time Management	✓	✓
Human Resources Bundle	✓	✓
Business Succession Planning	✓	✓
Contract Management	✓	✓
Crisis Management	✓	✓
Developing a Lunch and Learn	✓	✓
Diversity, Equity, and Inclusion	✓	✓
Employee Onboarding	✓	✓
Employee Recruitment	✓	✓
Employee Termination Processes	✓	✓
Generation Gaps	✓	✓
Health and Wellness at Work	✓	✓
Hiring Strategies	✓	✓
Human Resource Management	✓	✓
Managing Workplace Harassment	✓	✓
Measuring Results From Training	✓	✓
Multi Generational Teams	✓	✓
Sensitivity Training	✓	✓
Talent Management	✓	✓
Train-The-Trainer	✓	✓
Unconscious Bias	✓	✓

Course Title	Instructor-Led Delivery	
	In-Person	Live Virtual
Universal Safety Practices	✓	✓
Workplace Harassment	✓	✓
Workplace Violence	✓	✓
Personal Development Bundle	✓	✓
Adult Learning - Mental Skills	✓	✓
Adult Learning - Physical Skills	✓	✓
Anger Management	✓	✓
Attention Management	✓	✓
Being A Likeable Boss	✓	✓
Critical Thinking	✓	✓
Developing Emotional Intelligence	✓	✓
Goal Setting and Getting Things Done	✓	✓
Improving Mindfulness	✓	✓
Improving Self-Awareness	✓	✓
Increasing Your Happiness	✓	✓
Job Search Skills	✓	✓
Life Coaching Essentials	✓	✓
Managing Personal Finances	✓	✓
Managing Workplace Anxiety	✓	✓
Personal Productivity	✓	✓
Public Speaking	✓	✓
Social Intelligence	✓	✓
Social Learning	✓	✓
Stress Management	✓	✓
Taking Initiative	✓	✓
Work-Life Balance	✓	✓
Sales And Marketing Bundle	✓	✓
Body Language Basics	✓	✓
Call Center Training	✓	✓
Coaching Salespeople	✓	✓
Contact Center Training	✓	✓
Creating a Great Webinar	✓	✓
Event Planning	✓	✓
High Performance Teams Inside the Company	✓	✓
High Performance Teams Remote Workforce	✓	✓
In Person Sales	✓	✓
Internet Marketing Fundamentals	✓	✓
Marketing Basics	✓	✓
Media And Public Relations	✓	✓
Motivating Your Sales Team	✓	✓
Overcoming Sales Objections	✓	✓
Presentation Skills	✓	✓
Proposal Writing	✓	✓
Prospecting and Lead Generation	✓	✓
Recognizing Employee Excellence	✓	✓
Sales Fundamentals	✓	✓
Servant Leadership	✓	✓
Social Media Marketing	✓	✓
Telephone Etiquette	✓	✓
Top 10 Sales Secrets	✓	✓
Trade Show Staff Training	✓	✓
Supervisors And Managers Bundle	✓	✓
Budgets And Financial Reports	✓	✓
Coaching And Mentoring	✓	✓
Conducting Annual Employee Reviews	✓	✓
Developing New Managers	✓	✓
Employee Motivation	✓	✓

Course Title	Instructor-Led Delivery	
	In-Person	Live Virtual
Facilitation Skills	✓	✓
Knowledge Management	✓	✓
Leadership And Influence	✓	✓
Lean Process And Six Sigma	✓	✓
Lean Six Sigma	✓	✓
Manager Management	✓	✓
Middle Manager	✓	✓
Office Politics For Managers	✓	✓
Performance Management	✓	✓
Self-Leadership	✓	✓
Supervising Others	✓	✓
Team Building Through Chemistry	✓	✓
Trust Building and Resilience Development	✓	✓
Virtual Team Building And Management	✓	✓
Workplace Essentials Bundle	✓	✓
Appreciative Inquiry	✓	✓
Business Acumen	✓	✓
Business Ethics	✓	✓
Business Etiquette	✓	✓
Change Management	✓	✓
Civility In The Workplace	✓	✓
Conflict Resolution	✓	✓
Customer Service	✓	✓
Customer Support	✓	✓
Cyber Security	✓	✓
Delivering Constructive Criticism	✓	✓
Developing Corporate Behavior	✓	✓
Handling a Difficult Customer	✓	✓
Networking Outside the Company	✓	✓
Networking Within the Company	✓	✓
Office Health and Safety	✓	✓
Respect In The Workplace	✓	✓
Responsibility In the Workplace	✓	✓
Risk Assessment and Management	✓	✓
Safety In The Workplace	✓	✓
Team Building For Managers	✓	✓
Teamwork And Team Building	✓	✓
Workplace Bullying	✓	✓
Tech Proficiency Bundle	✓	✓
Google Workspace	✓	✓
Microsoft Excel 2024	✓	✓
Microsoft OneNote 2024	✓	✓
Microsoft Outlook 2024	✓	✓
Microsoft PowerPoint 2024	✓	✓
Microsoft Word 2024	✓	✓