

**EBSCO** LearningExpress®

## Personal Success Skills

Help individuals develop the core knowledge and skills that are essential to workplace **success** and **personal fulfillment**.



*LearningExpress Personal Success Skills* offers targeted learning centers featuring interactive tutorials, e-books and articles.

### Workplace Success

#### Teamwork and Professionalism

##### Attitude and Teamwork

- Boost Your Critical Listening Skills
- Elements of Successful Negotiation

##### Email and Workplace Etiquette

- Elements of Professionalism
- Email Etiquette
- Workplace Etiquette

#### Verbal and Written Communication Skills

##### Verbal Communication Skills

- Public Speaking Success in 20 Minutes a Day
- Verbal Communication at Work

##### Written Communication Skills

- Writing Skills for the Workplace

### Organization & Time Management Success

#### Organization Skills

##### Get Organized

- Strategies to Get Organized at Life and Work

#### Time Management Skills

##### Set Goals

- Setting Powerful Goals

##### Use Your Time Wisely

- Manage Your Time and Your Life in 20 Minutes a Day
- Multitasking for Busy Adults
- Quick Tips for Better Time Management
- Time Management

## Personal Finance Skills

### Balancing Credit and Debt

#### Understanding Credit

- Basic Strategies for Repairing Credit
- Learn about Credit Card Fraud
- Take Control of Your Credit

#### Understanding Debt

- Are you Over-Indebted?
- Loan Consolidation 101
- Loans: Learn the Basics
- Manage Your Debt Wisely
- Reducing Household Debt

### Money Management and Investing

#### Money Management Basics

- Money Management Basics
- Find the Best Bank Account for You
- The Importance of Emergency Funds
- Tips for Budgeting
- Understanding Bank Fees
- Understanding Wills

#### Investing Basics

- Is that 401(k) Right for You?
- Investing for Today and Tomorrow
- 529 Plans for College Savings

- Individual Retirement Accounts (IRAs)
- Roth IRAs
- RRSPs (Canada)

### Insurance, Benefits, and Taxes

#### Insurance, Benefits and Taxes 101

- Avoiding Insurance Mistakes
- Introduction to Insurance, Benefits and Taxes
- Learn about Disability Insurance
- Learn about Tax Deductions and Credits
- Tax Benefits of Homeownership
- Tax Preparation Basics
- Understanding Life Insurance

## Media Literacy Skills

### Making Sense of Media

#### Making Sense of Today's Media

### Social Media Skills

#### Mastering Social Media