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