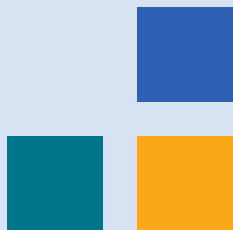


Personal Success Skills

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



Personal Success Skills by EBSCOlearning is an online resource offering interactive tutorials, microlessons, 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