



Two locations: 1490 June Self Dr, Springdale, AR and 201 S Giles St, Gentry, AR
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Personal Development Classes (SOFT SKILLS)

10 Soft Skills You Need	Emotional Intelligence	Negotiation Skills
Administrative Office Procedures	Employee Motivation	Networking (Outside the Company)
Administrative Support	Employee Onboarding	Networking (Within the Company)
Anger Management	Employee Recognition	Office Products
Appreciative Inquiry	Employee Recruitment	Office Politics for Managers
Archiving and Records Management	Employee Termination Processes	Organizational Skills
Assertiveness and Self-Confidence	Entrepreneurship	Overcoming Sales Objections
Attention Management	Event Planning	Performance Management
Basic Bookkeeping	Executive and Personal Assistants	Personal Branding
Being a Likeable Boss	Facilitation Skills	Presentation Skills
Body Language Basics	Generation Gaps	Project Management
Budgets and Financial Reports	Goal Setting and Getting Things Done	Proposal Writing
Business Acumen	Handling a Difficult Customer	Prospecting and Lead Generation
Business Ethics	Health and Wellness at Work	Public Speaking
Business Etiquette	High Performance Team (Inside the Company)	Risk Assessment and Management
Business Succession Planning	High Performance Teams (Remote Workforce)	Safety in the Workplace
Business Writing	Hiring Strategies	Sales Fundamentals
Call Center Training	Human Resources Management	Servant Leadership
Change Management	Improving Mindfulness	Social Intelligence
Civility in the Workplace	Improving Self-Awareness	Social Learning
Coaching and Mentoring	Increasing Your Happiness	Social Media in the Workplace
Coaching Salespeople	Internet Marketing Fundamentals	Stress Management
Collaborative Business Writing	Interpersonal Skills	Supervising Others
Communication Strategies	Job Search Skills	Talent Management
Conducting Annual Emp. Reviews	Knowledge Management	Team Building for Managers
Conflict Resolution	Leadership and Influence	Teamwork and Team Building
Contact Center Training	Lean Process and Six Sigma	Telephone Etiquette
Contract Management	Life Coaching Essentials	Telework and Telecommuting
Creating a Great Webinar	Manager Management	Time Management
Creative Problem Solving	Managing Personal Finance	Top 10 Sales Secrets
Crisis Management	Managing Workplace Anxiety	Trade Show Staff Training
Customer Service	Marketing Basics	Train the Trainer
Cyber Security	Measuring Results from Training	Virtual Team Building and Mgt.
Delivering Constructive Criticism	Media and Public Relations	Women in Leadership
Developing a Lunch and Learn	Meeting Management	Work-Life Balance
Developing Corporate Behavior	Middle Manager	Workplace Diversity
Developing Creativity	Millennial Onboarding	Workplace Harassment
Developing New Managers	Motivating Your Sales Team	Workplace Violence
Digital Citizenship	Multi-Level Marketing	