THE HIGHLY TRAINED EYE LLC

formal | informal | instructional design | roi

PRODUCT OFFERINGS

Workshops

🖥 = Course can be created for online participation   🕐 = Typical duration

Applications	🖥	🕐
Adobe® Illustrator™		3h
Adobe® InDesign™		3h
Adobe® Photoshop™		3h
Microsoft® Access™		3h
Microsoft® Excel™	●	2.5 – 3h
Microsoft® PowerPoint™	●	2 – 3h
Microsoft® Word™	●	2 – 3h
Microsoft® OneNote™	●	2.5h
QuarkXPress™		3h

Compliance		
FDCPA/Collections	●	2h
HIPAA		1h
Intellectual Property	●	0.5h
Reasonable Suspicion		1.5h
RESPA, TILA and ECOA	●	2h
Workplace Harassment	●	1.5h

Human Capital		
Diversity	●	1h
Emotional Intelligence		1.5h
New Employee Orientation		4h
Workplace Professionalism	●	2h

General	🖥	🕐
Business Ethics	●	1.5h
Business Writing	●	2.5h
Communication Skills		2.5h
Corporate Finance	●	2h
Credit Reports	●	2.5h
Customer Service		3h
Presentation Skills		4h
Product Knowledge	●	2-4h
Sales		4h
Time Management	●	3h
Underwriting Risk		4h

Leadership		
Change Management	●	2h
Coaching	●	3h
Distance Management	●	2.5h
Effective Meetings	●	1.5h
Executive Leadership		3h
Goal Setting	●	2.5h
Interviewing	●	3h
Performance Reviews		2h
Recognition	●	3h
Sales Management		3h
Team Building		3h
Team Conflict	●	3h

Design Services

- Employee Handbooks
- Job Aids
- Online Authoring
- Multimedia
- Open Enrollment Materials
- Operations Manual
- Performance Review Systems
- Polices & Procedures
- Product Knowledge Materials
- Reference Materials
- Systems Manuals

Other Services

- 360-Degree Surveys
- Executive Facilitation/Roundtables
- HR Investigations
- Individual Coaching
- Informal Learning Management
- Internal Data Assessment
- Knowledgebase Creation
- Printing & Fulfillment