

## OVERVIEW



Element K® Online Solutions provide you with on-demand access to the most effective e-Learning Available. The company develops content according to proven instructional design standards, and partners

with the leading companies in technology, business skills, compliance and process improvement. Element K® simulations, reference materials and virtual labs provide the most comprehensive for structured and informal learning programs. Implementation of fully interoperable Element K content is easy, either using its SaaS LMS, KnowledgeHub™, or via ContentHub to any major LMS platforms.

Element K® offers over 6,000 business and technology online courses for your immediate and seamless integration into your training system. We also have translated some of the key courses in the major languages like Chinese.

### ELEMENT K® ONLINE COURSES AVAILABLE IN SIMPLIFIED CHINESE

Business Meeting Skills (Includes Simulation)  
 Change Management for Employees (Includes Simulation)  
 Change Management for Managers (Includes Simulation)  
 Coaching Essentials (Includes Simulation)  
 Communicating Across Cultures (Includes Simulation)  
 Conducting Interviews for Successful Results (Includes Simulation)  
 Customer Service Skills (Includes Simulation)  
 Developing and Implementing a Strategic Plan (Includes Simulation)  
 Developing and Leading an Effective Team (Includes Simulation)  
 Dynamic Business Presentations (Includes Simulation)  
 Effective Business Writing (Includes Simulation)  
 Effective Management: Communicating Successfully (Includes Simulation)  
 Effective Management: Creating Successful Solutions (Includes Simulation)  
 Effective Management: Cultivating Great Teams (Includes Simulation)  
 Effective Management: Developing as a Manager (Includes Simulation)  
 Effective Management: Empowering Your Workgroup (Includes Simulation)  
 Effective Time Management for You (Includes Simulation)  
 First Steps Towards Strategic Planning (Includes Simulation)  
 Get the Most Out of Your Meetings (Includes Simulation)  
 Getting the Results Without the Authority (Includes Simulation)  
 Leading Your Team to Business Results (Includes Simulation)  
 Making Group Decisions (Includes Simulation)  
 Making Team Decision (Includes Simulation)  
 Managing Conflict (Includes Simulation)  
 Managing Innovation and Creativity (Includes Simulation)  
 Managing Project Teams (Includes Simulation)  
 Motivating Your Employees (Includes Simulation)  
 Negotiating Skills in Action (Includes Simulation)  
 Performance Management (Includes Simulation)  
 Persuasive Business Writing (Includes Simulation)  
 Practical Leadership (Includes Simulation)  
 Preparing to Interview Job Candidates (Includes Simulation)  
 Preparing to Negotiate (Includes Simulation)  
 Project Management Skills for Non-Project Managers (Includes Simulation)  
 Realistic Time Management Goals (Includes Simulation)  
 Writing Effective Emails (Includes Simulation)

### ELEMENT K® ONLINE COURSES BUSINESS & TECHNOLOGY OFFERINGS

#### COMPUTER PROFESSIONAL COURSES

CISCO  
 CONA  
 CCNP  
 CISCO Advanced Technology  
 Communications Technologies

Design & Media  
 Adobe Pack  
 IIBA – CBAP Certification (Inquestra)  
 IT Infrastructure Library  
 The ITIL Foundation Certification (v2.0)  
 The ITIL Foundation Certification (v3.0)  
 IT Management  
 Networking and Operating Systems  
 A+  
 Network+  
 Server+  
 VMWare Complete  
 PRINCE2 Foundation and Practitioner – ILX Group  
 Programming and Web Development  
 Project Management  
 Security  
 Microsoft Office Pack  
 ECDL/ICDL (European Computer Driving License)  
 Mobile Device Learning Library (GPXS)  
 Sun Complete Library  
 TRA Communication Technologies

#### BUSINESS OFFERINGS

Element K Series Business Skills  
 Element K Series Client Facing Skills  
 Diversity Awareness  
 DTI  
 Medical Billing  
 Medical Coding  
 Medical Terminologies for Healthcare Professionals  
 Change Management: Change Shouldn't Hurt  
 Corporate Responsibility and Sustainability  
 Entrepreneurship: Unleashing Your Inner Entrepreneur  
 Execution: Executing The Game Plan  
 Human Resources: HR's Bottom Line Impact  
 Innovation: Innovation or Die  
 Leadership: Winning Leadership  
 Prospering in Tough Times  
 Sales: It's All About Sales  
 Talent Management: Unleashing Talents  
 Harvard Case in Point  
 Harvard ManageMentor PLUS v5.0  
 Harvard ManageMentor 10 1.03  
 Harvard ManageMentor PLUS Healthcare Services Edition  
 Harvard ManageMentor PLUS Restaurant Edition  
 Leadership Transitions  
 Stepping Up to Management  
 Financial Professional Library – KESDEE  
 Accounting  
 Bank Balance Sheet Management  
 Banking Branch Management  
 Banking Regulations\_Basel I and Basel II  
 Core Financial Concepts  
 Commodity and Energy Markets  
 Corporate Treasury Management  
 Credit Risk Management  
 eCoach for CFA® Level 1 Exam  
 Derivatives  
 Estate Planning  
 Financial Planning  
 Global Financial Markets  
 Global Economic Crisis- Liquidity Management  
 Insurance

Introduction to Bank Lending Environment  
International Trade Finance/Services  
Market Risk Management  
Mutual Funds  
Online Tutorial for Professional Risk Manager (PRM)  
Program Conducted by PRMIA  
Online Tutorial for Financial Risk Manager (PRM)  
Program Conducted by GARP  
Operational Risk Management  
Operational Risk Management Base II  
Operations & Compliance  
Structured Finance  
Trading Operation Controls  
UCP 600  
Lean  
Lean & Six Sigma Introduction  
Lean & Six Sigma White Belt  
Lean & Six Sigma Yellow Belt  
Lean & Six Sigma Green Belt  
Lean & Six Sigma Black Belt  
Basic Statistics Series  
Statistical Process Control (SPC) Basics  
Statistical Process Control (SPC) Advanced  
Statistical Process Control (SPC) Comprehensive  
Professional Manager  
Living Language Comprehensive  
Situational Leadership  
SPI  
Professional Manager  
Professional Seller  
Solution Selling®  
Basic Business Writing  
Writing Business Letters, Memos and Emails  
Writing Business Reports and Proposals  
Comprehensive Business Writing

### COMPLIANCE OFFERINGS

Code of Conduct  
Element K Series: Anti-Harassment  
Element K Series: Safety  
Element K Series: Workplace Compliance  
Employment Law  
Financial and Legal Compliance  
HIPAA Comprehensive  
Managing and the Law  
Protection Law  
Preventing Workplace Harassment  
Privacy and Security Awareness – MediaPro  
Privacy and Security Awareness for Hospitality – MediaPro

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### ABOUT EXECUTIVE LEARNING CENTER



Executive Learning Center (ELC) is a training and performance improvement solutions provider which originated in Shanghai, China. Through our systematic and business outcome-oriented training design, our clients are able to increase their individual, team and over-all organizational productivity.

Executive Learning Center is an Authorized Reseller of Element K Corporation.

### FOR MORE INFORMATION & PRICING, PLEASE CALL/EMAIL AT

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