myLearn Resources for Success Factor Coaching

Accountability
- Professionalism, Business Etiquette, and Personal Accountability (1 hour)
- Working for Your Inner Boss: Personal Accountability (2 hours)
- Accountability and Personal Goals
- Characteristics of Personal Accountability

Collaboration
- Leading Teams: Fostering Effective Communication and Collaboration (1 hour)
- Fundamentals of Organizational Learning (1 hour)
- Listening Essentials: The Basics of Listening (1 hour)
- The Value of Peer Relationships (1 hour)
- Forming Peer Relationships and Alliances at Work (1 hour)

Communication
- Overview to Effective Business Communication (3 hours)
- Communication Skills and Project Management (2 hours)
- Communication Skills (3.5 hours)

Customer Focus
- Creating and Sustaining a Customer-focused Organization (1 hour)
- Customer-focused Interaction (1 hour)
- Sustaining Customer Focus
- Level and Scope of Customer Focus
- Implementing Customer Focus Strategies

Judgment
- Decision Making: The Fundamentals (1 hour)
- Ethical Decision-making in the workplace (1 hour)
- Code of Conduct – Customizable (3 hours)

Quality
- Quality Assurance and Quality Control – PMBOK® Guide Fifth Edition (2 hours)
- Plan Quality Management – PMBOK® Guide Fifth Edition (2 hours)

Time Management
- Time Management: Analyzing Your Use of Time (1 hour)
- Time Management: Planning and Prioritizing Your Time (1 hour)

To access myLearn:
1. Login to myHR
2. Select myLearn
3. Select First-time or Returning User
4. Click on the Catalog
5. Type the Success Factor for which you would like training in the "Search & Learn" bar