Course Title	Duration (Hrs:Min)	Course Number	Course Description
Business Analysis Elicitation and Collaboration	1:44	ib_cbap_a03_it_enus	In this course, you'll explore an overview of the inputs, guidelines, and techniques that are used in Elicitation and Collaboration as prescribed in A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide) – Version 3 by the International Institute of Business Analysis (IIBA®).
Business Analysis Planning and Monitoring	1:33	ib_cbap_a02_it_enus	In this course, you'll explore an overview of the inputs, guidelines, and techniques that are used to plan and monitor a business analysis approach as prescribed in A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide) – Version 3 by the International Institute of Business Analysis (IIBA®).
Capturing, Analyzing, and Managing Lessons Learned	1:28	proj_20_a04_bs_enus	In this course, you'll learn about the basic steps involved in collecting, analyzing, and passing on lessons learned so that organizations are able to grow and experience superior performance.
Controlling Project Costs (PMBOKÂ® Guide Fifth Edition)	1:30	proj_23_a02_bs_enus	This course provides an overview of the Control Costs process. It introduces the best practices outlined in A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Fifth Edition, published by the Project Management Institute (PMI®). Specifically, the course examines the inputs, tools and techniques, and outputs of the Control Costs process.
Creating the Work Breakdown Structure (PMBOKÂ® Guide Fifth Edition)	1:30	proj_21_a02_bs_enus	A project's work breakdown structure (WBS) provides the foundation for defining work as it relates to the project objectives and breaking it down to an adequate level of detail. The WBS also provides a structure for managing the work to completion. This course will highlight the importance of the WBS and how it relates to the overall success of a project.
Direct, Monitor, and Control Project Work (PMBOKÂ® Guide Fifth Edition)	1:30	proj_20_a02_bs_enus	This course will equip project managers with skills to manage change in an integrated fashion so that, for example, changes to scope are reflected appropriately in the quality, schedule, and cost baselines. The Project Integration Management Knowledge Area includes six processes, ranging from the creation of the project charter at the beginning of a project through to the close of a project or phase. This course covers the inputs, tools and techniques, and outputs of the third and fourth processes: Direct and Manage Project Work and Monitor and Control Project Work.
Employee and Labor Relations: Employment Regulations and Organizational Programs	1:30	hr_14_a01_bs_enus	This course focuses on the federal laws and regulations that affect employee and labor relations. It discusses individual employment rights, the Equal Employment Opportunity Commission (EEOC) complaint process, and the role HR plays in the employment litigation process. The course also identifies strategies for facilitating positive employee relations and employee involvement in an organization. Finally, the course outlines methods for evaluating employee relations and the effectiveness of employee relations programs in the organization.
Employee and Labor Relations: Unions and Collective Bargaining	1:30	hr_14_a03_bs_enus	This course examines the unionization process laid out by the National Labor Relations Act. Labor regulations also identify unfair labor practices by employers, such as activities that inhibit employees' effort to unionize, or inhibit their employment rights and conditions of work. Certain unfair labor practices by unions and employees are identified too. The course goes on to discuss the process, subjects of, and approaches for collective bargaining between unions and employers. The course also presents strikes, picketing, and secondary boycotts as the legal means of protest by employees.
Identifying Project Risks (PMBOKÂ® Guide Fifth Edition)	1:30	proj_27_a02_bs_enus	In this course, learners will continue to learn about processes within the Project Risk Management Knowledge Area. It covers the best practices outlined in A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Fifth Edition published by the Project Management Institute (PMI®). Specifically, learners will be introduced to the second of the six risk management processes: Identify Risks.
Introduction to Program Management	1:30	proj_16_a01_bs_enus	This course provides an introduction to program management and the roles and responsibilities required of the program manager. Specifically, learners will be introduced to the importance of program management and the value of a program manager to the success of an organization; the differences between project, program, and portfolio management, and the interactions among them. This course provides a foundational knowledge base reflecting the most up-to-date program management information, so learners can effectively put principles to work at their own organizations.
Management of People: Talent Acquisition and Retention	1:42	hr_18_a01_bs_enus	This course introduces workforce planning and global job market issues. You will learn how job analysis can be used to determine organizational hiring needs. Strategies for recruiting and selecting the most suitable candidates are outlined. Finally, you'll learn about key activities for successful onboarding and retention of new hires.

Course		Duration	Code	Description
Managing and Controlling Stakeholder Engagement (PMBOKÂ® Guide Fifth Edition)		1:30	proj_29_a02_bs_enus	This course covers managing and controlling stakeholder engagement in the project management discipline, and introduces best practices outlined in A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Fifth Edition, published by the Project Management Institute (PMI®). Specifically, learners will be introduced to tools and techniques for managing stakeholder engagement such as push and pull communication methods.
Measurement System Analysis in Six Sigma		1:29	oper_26_a05_bs_enus	This course examines how to analyze a measurement system to help it produce correct measurements and minimize its proportion of variability in the overall process variability. It introduces key elements of measurement system capability using gauge repeatability and reproducibility (GR&R) studies, measurement correlation, bias, linearity, percent agreement, and precision to tolerance (P/T) ratio.
Measurement: Assessment and Metrics		1:30	oper_04_a08_bs_enus	This course explores data analysis techniques used to detect trends of projects and processes. It describes key concepts in statistical analysis and explains how data-gathering affects the people in an organization and vice versa.
Monitoring and Controlling Project Scope (PMBOKÂ® Guide Fifth Edition)		1:30	proj_21_a03_bs_enus	This course will cover the project inputs, tools and techniques, and outputs of the scope management processes that deal with validating scope and controlling changes to a project's scope baseline.
Planning Project Procurement Management (PMBOKÂ® Guide Fifth Edition)		1:30	proj_28_a01_bs_enus	In this course, learners will gain an understanding of what processes are involved in planning project procurement and how these processes interact with the overall project life cycle. Common tools and techniques for planning project procurement will be covered, including make-or-buy analysis. Learners will be introduced to the process of developing a procurement management plan and determining which procurement contract best suits the project's needs, which are both vital to ensuring a project manager is able to procure the products or services for project success.
Project Management Overview (PMBOKÂ® Guide Fifth Edition)		1:30	proj_19_a02_bs_enus	This course is designed to give project managers and project team members a solid understanding about the nature of projects, how they are structured, and how the structures affect the way they are managed. Specifically, it introduces the concepts of project life cycle, product life cycle, project phases, and project management Process Groups. It provides an in depth look at how the project management phases interact with each other and with the elements of the project life cycle.
Project Stakeholder Management (PMBOKÂ® Guide Fifth Edition)		1:30	proj_29_a01_bs_enus	This course highlights the importance of project stakeholder management to project performance. Through interactive learning strategies and realistic scenarios, the learner will explore these concepts and gain a better understanding of the inputs to, the tools and techniques for, and the outputs of the Project Stakeholder Management processes.
Risk Management: Organizational Risk and Safety and Health Legislation		1:30	hr_15_a01_bs_enus	This course examines various steps in the risk management process and risk management strategies in terms of business continuity planning and liability insurance. The course also discusses arguably the most important employee health and safety regulation for HR professionals, the Occupational Safety and Health Act.
Root Cause Analysis and Waste Elimination in Six Sigma		1:33	oper_28_a02_bs_enus	This course explores how to use various tools for conducting root cause analysis and reducing waste, such as fishbone diagrams, relational matrices, the 5 Whys, fault tree analysis, the 5Ss, standard work, and kanban-pull.
The Role of Ethics in Project Management		1:30	proj_15_a01_bs_enus	In this course, learners will be given an overview of the role of ethics in project management. Specifically, learners will be introduced to the Project Management Institute (PMI®) Code of Ethics and Professional Conduct. These are standards that are supported by values identified by practitioners around the world as essential to ensure the integrity of the project management profession.