



Flexible
just-in-time
learning for *you*

Learn more at www.cusource.ca

Start learning today

With SkillSoft eLibrary, learning is a click away. Whether you are interested in refreshing your skills or broadening your knowledge, the learning opportunities are endless. In addition, titles are periodically updated to help learners keep current.

The cost

The Skillsoft eLibrary annual user license is \$99 for *CUSOURCE*[®] subscribers—a fantastic value that allows you to continually develop new skills.

Not a *CUSOURCE* subscriber

Become one today. For an annual fee of \$40, *CUSOURCE* subscribers have access to this extensive eLibrary plus many other value-added courses.

Contact Information

For more information on *SkillSoft* eLibrary, please visit www.cusource.ca.

300 The East Mall, Suite 500
Toronto, ON M9B 6B7
Email: clientsolutions@cusource.ca
Website: www.cusource.ca



© CUSOURCE and CUSOURCE & Design are registered trade-marks owned by Credit Union Central of Canada, used under license.



Printed on 30% Post Consumer Paper

YOUR GUIDE TO >

skillsft eLibrary

Comprehensive eLearning Courses and Simulations



May 2012

Business and Desktop Skills

Discover More

With over 30 **curriculum** in seven **solution areas**, SkillSoft's elibrary is not just a library of courses, it is a comprehensive resource of simulations, mentoring assets, and professional certification courses. In addition, the Business Impact Series and Business Challenge Series allow learners to practice new skills in a multimedia environment! Select from over 1,300 titles in the SkillSoft elibrary.

BUSINESS STRATEGY AND OPERATIONS

Over 140 titles

- > Strategic Planning
- > Marketing
- > Operations
- > Business Law

FINANCE, HUMAN RESOURCES AND ADMINISTRATION

Over 100 titles

- > Human Resources
- > Finance & Accounting
- > Knowledge Management
- > Administrative Support
- > Mentoring Assets

PROFESSIONAL EFFECTIVENESS

Over 170 titles

- > Communication
- > Personal Development
- > Foundation Skills

SALES AND CUSTOMER FACING SKILLS

Over 150 titles

- > Sales
- > Customer Service
- > Consulting Skills
- > Industry Foundations

PROJECT EFFECTIVENESS

Over 150 titles

- > Business Analysis
- > Project Management
- > Communications
- > Team Building
- > Personal Development

MANAGEMENT AND LEADERSHIP

Over 130 titles

- > Management
- > Leadership

DESKTOP COMPUTER SKILLS

Over 300 titles

- | | |
|----------------------|---------------------------|
| > Microsoft Office* | > Best Practices for |
| > Microsoft Windows* | > Test Preps |
| > Internet Explorer* | > Mentoring Assets |
| > Lotus Notes* | > Seagate Crystal Reports |
| > Web Design | > Home and Personal |

*Topic area contains multiple sub-categories

PROFESSIONAL CERTIFICATION AND DESIGNATION

Within some of the solution areas, the elibrary has courses to prepare learners for certification with internationally-recognized institutes. With these courses and corresponding TestPrep exams, learners can become subject experts in best practices and frameworks in the related areas of study prior to moving on to the industry certification exam.

- > Six Sigma Green Belt and Black Belt (2007 BOK)
- > Project Management (PMI Standard-Aligned)
- > Project Management (PMBOK Guide—Fourth Edition-Aligned)
- > ITIL® 2011 Edition Foundation
- > Microsoft

Whether you need skills on-the-go or are learning as a team, Skillsoft's elibrary of courses, mentoring assets, test preparations, and simulations can provide the answers you need when you need them.



Business Impact Series

A series of short **5–10 minute** multimedia-rich titles available in topics such as leadership, management, call centre, and human resources. Learners are able to practice frequently encountered business problems, and capture best practices as well as common things to avoid.

Each Business Impact Series includes a one-page printable summary outlining key takeaways that can impact learning in the workplace.

Business Challenge Series

In **15–20 minutes**, learners will walk through a complete scenario and interact with the situation and the other characters in the simulation to practice and improve their skills.

Like the Business Impact Series, challenges can be found in a wide range of business topics. The difference being, learners are challenged to analyze a business problem, select from several potential solutions, and then defend or justify their selection by answering questions about the outcome selected.

Simulations

Simulations allow learners to practice their new business skills in a realistic environment by interacting with courseware.

TestPrep Exams

A Test Prep Exam is a practice test that helps learners prepare for a certification exam. These TestPreps map to 100% of the objectives on the vendor certification exam and allow the learner to test the breadth of their knowledge in a testing environment.