



**BIGGER  
BRAINS**

# Course Catalog

2025

Uniquely Engaging™ eLearning

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### Looking for the Latest Courses?

Our library is always growing. Visit our blog to explore the latest courses available!

<https://getbiggerbrains.com/blog/>



# Your Off-the-Shelf eLearning Partner

Bigger Brains blends TV-style video production with expert instructors and entertainers, enhanced by modern graphics and animation, to create an interactive, conversational learning experience that mirrors a live classroom.

Go To Our Website



# Why choose Bigger Brains?

## To **UPGRADE YOUR ELEARNING** Experience!



### SCORM COMPATIBILITY

We guarantee compatibility with any SCORM-compliant LMS. Our SCORM packages feature a responsive, mobile-friendly design. Courses are also available in AICC and xAPI format.



### MULTI-LANGUAGE

All courses include AI generated captions in 29 languages, and human-reviewed translations in Spanish, French, and Portuguese. Select courses are available in dubbed versions for Spanish, Portuguese, and French.



### COMPETITIVE PRICING

As a smaller eLearning provider we have more flexibility in licensing terms than some competitors.



### AWARD-WINNING

We have won awards from eLearning Magazine, Training Industry, Brandon Hall Group, and the Craig Weiss group, including 'Best IT Skills Training'.



### SELF-UPDATING LICENSING SERVER

Our license server can self-update when new supporting material or content changes are available for the same course, meaning you don't have to lift a finger to access our most up-to-date materials. Since courses are managed through our unique licensing server, there's no need for manual reporting or auditing.



### TEACHER/LEARNER STYLE

Our Uniquely Engaging™ style keeps learners interested and involved with the material.



### SOCIAL RESPONSIBILITY

A portion of all sales goes to help fund education initiatives in the US and other countries.



### DOWNLOADABLE HANDOUTS & PRACTICE FILES

Most courses include supporting documents to reinforce the key points, and select courses include practice files so students can follow along with the lessons.



## What is Off-the-Shelf eLearning?

Off-the-shelf eLearning courses are professionally designed, ready-to-use training solutions that address common business needs across industries.

These pre-built courses are ideal for organizations looking to save time and costs while delivering high-quality training on topics like compliance, leadership, software skills, and more.

Perfect for teams of any size, off-the-shelf eLearning integrates seamlessly with most Learning Management Systems (LMS), making deployment quick and hassle-free.

# Classroom training is often considered more engaging than online courses... **WE DISAGREE!**

There are several biological and neurological benefits inherent to the classroom that aren't found in most online training courses. **WE'RE CHANGING THAT.** Bigger Brains' unique "Teacher/Learner" style includes two people on screen – a Teacher and a Learner – to bring several classroom benefits to on-demand eLearning.



## Science Behind the Teacher/Learner Style:



### Facial Engagement:

The brain feels rewarded by smiling faces, so Bigger Brains features the, often smiling, Teacher and Learner on screen.



### Instinctive Elaboration:

When the brain hears a question, it seeks an answer, so the on-screen Learner's questions enhance engagement and retention.



### Cooperative Learning:

Positive group learning boosts persistence and comprehension, so the on-screen Learner mimics this dynamic.



### Instructional Design Best Practices:

Lessons, sections, courses, knowledge checks, and supporting materials are built around clear, consistently structured objectives and outcomes.



### Classroom Proxy:

The on-screen Learner serves as a proxy for the viewer, enhancing engagement by asking and answering questions.



### Mirror Neurons:

Several areas of the human brain exhibit mirror neuron behaviour, in which observing another person do something triggers a response as if they are doing it themselves.







### Practical Objectives:

Lessons begin with examples of practical ways the skills being taught can be applied.

## Bigger Brains Courses: Available Individually or Through Bundles!

As you browse the catalog, use this key to see which bundle each course belongs to.

|  |  |
|--|--|
|  <b>MICROSOFT ESSENTIALS</b> | Includes courses on Microsoft Excel, Outlook, PowerPoint, and Word.                |
|  <b>MICROSOFT COMPLETE</b>   | Includes everything in Microsoft Essentials plus all other Microsoft courses.      |
|  <b>BUSINESS TECHNOLOGY</b>  | Includes all tech courses, from Microsoft to Quickbooks and more.                  |
|  <b>BUSINESS ESSENTIALS</b>  | Includes courses on business, management, and communication fundamentals.          |
| <b>THE FULL LIBRARY</b>  | Includes all courses as well as all new courses created during the license period. |

# The benefits of our unique SCORM package:



**Collapsible Course Map** - Observe all course modules, upcoming assessments, and the course transcript

**Search Bar** - Search keywords to watch specific lessons individually

**Progress Circle** - See how much of the course has been completed and how much is left

**Supporting Material Download** - Download handouts, practice files, course descriptions, and more

**Hosted Video** - All videos are hosted by a global caching platform network, minimizing storage issues

**Transcripts/Captions** - Access interactive transcripts and on-screen captions in 29+ languages

**Self Updating SCORM** - Explore new supporting materials and small content changes without lifting a finger

**Responsive** - Optimized to work seamlessly on PC, Mac, tablets, and mobile devices. Tested across various browsers and is compatible with numerous Learning Management Systems.

**Player Controls** - Play, pause, go forward or backwards, adjust the playback speed and volume, and even pop out a "picture in picture" view to let the lesson video play while you follow along in your own app.

## Available Anytime, Anywhere

Bigger Brains training is designed to work on any tablet, phone, PC, or Mac. With video formats for any Learning Management System (LMS), courses are available in SCORM 1.2 & 2004, AICC, xAPI, and MP4. Bigger Brains content is Section 508 & WCAG-AA compliant.

Need a Learning Portal? Access courses through the Bigger Brains Learning Portal, BrainStation, as well as the Bigger Brains eLearning apps in Webex and Microsoft Teams.

Trust your training to the Uniquely Engaging™, award-winning company focused on your productivity!



## Microsoft PowerPoint

### Mastering PowerPoint 365, 2021, 2019, 2016



Includes Beginner, Basics, Intermediate, Advanced, and Expert courses. Presentations to make people sit up and pay attention.

🕒 36 Min - 2 Hours 📖 11 - 89 Lessons

### What's New in PowerPoint 2019?



Explore new transitions, recording features, and added features for translation, dictation, and accessibility.

🕒 1 Hour 10 Min 📖 11 Lessons

### Learning PowerPoint 2019 (TOSA)



Includes Beginner, Basics, Productive, Advanced, and Expert courses. These courses align with TOSA Certifications.

🕒 49 Min - 4 Hours 📖 7 - 41 Lessons

### Power-Up PowerPoint (Presentation Skills)



This course shows you ways to turn standard content into something interesting.

🕒 2 Hours 44 Min 📖 26 Lessons

## Microsoft Word

### Mastering Word 365, 2019, 2016



Includes Beginner, Basics, Intermediate, Advanced, and Expert courses. The most powerful document creation tool on the planet.

🕒 57 Min - 3 Hours 📖 11 - 92 Lessons

### Creating Word Templates



Learn to use headings, company logos, fonts, and colors to produce professional documents!

🕒 35 Minutes 📖 8 Lessons

### Word in 30 Minutes (Series)



The Mastering Word 2019 - Basics course is divided into seven courses, all under 30 minutes each! Pick and choose what you need.

🕒 20 - 35 Minutes 📖 4 - 7 Lessons

### What's New in Word 2019?



Explore new features in Word 2019 so you can type, edit, format, review, and print documents like a pro.

🕒 1 Hour 21 Min 📖 13 Lessons

## About Our Course Names

These naming standards will help identify which course version is the perfect fit for your organization.

**Brain Bites** are short, information-rich courses designed by experts in the topic.

**Mastering** courses cover a topic in extensive detail. E.g.: "Mastering Excel 2021 - Basics"

**Essentials** courses cover a topic well, but are not comprehensive.

**In 30 Minutes** courses are a quick overview of a specific topic in about 30 minutes.

**Year not in parentheses, i.e. Mastering Excel 2019** means the year is part of a specific product name.

**Year in parentheses, i.e. Excel - Power Functions (2024)** is used for software which frequently changes, and the year indicates when the course was last updated.

# Microsoft Excel

Boost your team's productivity with the Ultimate Excel Bundle!

This bundle includes all Excel courses! Learn Dashboards, PivotTables, Power Queries, and more!

## Mastering Excel 365, 2021, 2019, 2016



Includes Beginner, Basics, Intermediate, Advanced, and Expert courses. Our most requested training course!

2 - 10 Hours 19 - 75 Lessons

## Excel - Data Analysis With PivotTables



Learn to summarize, visualize, tabulate your data, and effectively use the Pivot Table tools in Excel 2016.

2 Hours 27 Min 15 Lessons

## Excel - Intro to Power Pivot (2024)



Learn to combine large volumes of data from various sources, and perform information analysis rapidly.

51 Minutes 7 Lessons

## Excel - Creating Dashboards



Learn to use forms, lookup functions, charts, PivotTables, and slicers to turn data into answers.

2 Hours 49 Min 20 Lessons

## What's New in Excel 2019?



Explore new features in Excel 2019 so you can draw, add graphics, and manipulate text like a pro.

53 Minutes 8 Lessons

## Excel - Power Functions (2024)



Explore ten functions that can increase your productivity and simplify your spreadsheets.

47 Minutes 8 Lessons

## Brain Bites – Excel Dynamic Array Functions



Learn the characteristics of seven new functions and how to use each of them.

30 Minutes 6 Lessons

## Excel - Power Query



Learn how to connect to multiple data sources, and set up queries to remove unneeded data.

1 Hour 26 Min 13 Lessons

## Excel in 30 Minutes: Basics (Series)



The Mastering Excel 2019 - Basics course is divided into ten courses, all under 30 minutes each! Pick and choose what you need!

18 - 35 Minutes 3 - 6 Lessons

## Excel in 30 Minutes: Intermediate (Series)



The Mastering Excel 2019 - Intermediate course is divided into eleven courses, all under 30 minutes each! Pick and choose what you need!

15 - 35 Minutes 3 - 6 Lessons

## Excel for Project Management



Learn to create the deliverables of a Project Management Plan in Excel.

51 Minutes 6 Lessons

## Excel for Mac Basics



Learn the anatomy of a spreadsheet, and how to insert data so it is appealing and easy to read.

2 Hours 5 Min 18 Lessons

## Learning Excel 2019 (TOSA)



Includes Beginner, Basics, Productive, Advanced, and Expert courses. These courses align with TOSA Certifications.

2 - 5 Hours 21 - 55 Lessons

# Microsoft Outlook

## Mastering Outlook 365, 2019, 2016



Includes Beginner, Basics, Intermediate, Advanced, and Expert courses. There's more to Outlook than just email.

🕒 37 Min - 6 Hours 📖 8 - 52 Lessons



## Outlook 365 Essentials (2024)

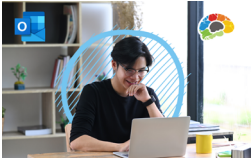


Learn to navigate the new Outlook interface, use folders, customize Outlook settings, and more.

🕒 45 Minutes 📖 8 Lessons



## Managing Emails in Outlook (Classic)



Learn how to combine best practices with tools in Microsoft Outlook to effectively manage your email.

🕒 40 Minutes 📖 6 Lessons



### Saving Time in Outlook

🕒 33 Minutes 📖 7 Lessons



### What's New in Outlook 2019?

🕒 25 Minutes 📖 7 Lessons



# Microsoft Teams

## Microsoft Teams Fundamentals (2024)



Learn to create 1-1 chats, distinguish between teams and channels, use meeting controls, and more.

🕒 46 Minutes 📖 7 Lessons



## Microsoft Teams - Managing Teams (2024)



Equip yourself with the information you need to effectively manage your teams and channels.

🕒 18 Minutes 📖 4 Lessons



## Mastering Microsoft Teams - Basics (2024)



Get up to speed on Microsoft Teams, the tool businesses and individuals use to chat, collaborate, and get things done.

🕒 1 Hour 45 Min 📖 16 Lessons



### Microsoft Teams Shifts (2024)

🕒 22 Minutes 📖 4 Lessons



### Microsoft Teams Phone System (2024)

🕒 15 Minutes 📖 4 Lessons



### Engaging Teams Meetings

🕒 45 Minutes 📖 8 Lessons



### Microsoft Teams in 30 Minutes (2021)

🕒 33 Minutes 📖 3 Lessons



# Microsoft OneNote

## Mastering OneNote 2016



Learn everything you need to know to be efficient with Microsoft's incredibly popular note-taking platform.

🕒 2 Hours 35 Min 📖 20 Lessons



## OneNote for Windows 10 Essentials



This course is specific to the Windows 10 version of Microsoft OneNote.

🕒 1 Hour 15 Min 📖 22 Lessons



All Bigger Brains Microsoft Office courses are aligned to the Microsoft Office Specialist certifications. Office 2016 & 2019 courses are also aligned to the Logical Operations curricula to support classroom training.



# Microsoft 365/Office 365

## Intro to Microsoft 365 (2024)



Learn to get started with Microsoft 365. You can navigate the home page, manage your files, and more.

🕒 35 Minutes

📖 6 Lessons



## Microsoft Power Automate - Basics (2024)



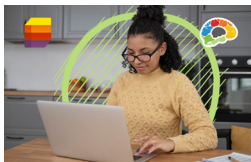
Learn to build workflows that will automate your repetitive tasks and increase efficiency.

🕒 43 Minutes

📖 8 Lessons



## Microsoft Lists Essentials (2025)



This course explains the purpose of Lists and its key features, and it compares Lists with other Microsoft Office tools.

🕒 43 Minutes

📖 8 Lessons



## Microsoft Power Automate - Advanced (2024)



Learn some of the advanced features of the app so that you can automate more of your work and boost your productivity.

🕒 50 Minutes

📖 8 Lessons



## Microsoft 365 for New Employees (2022)



This course consists of selected lessons from our Mastering Microsoft 365 (2022) course.

🕒 5 Hours 8 Min

📖 36 Lessons



## Power BI Essentials (2024)



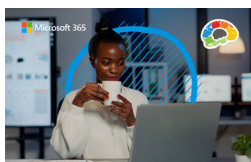
Learn to utilize the features Power BI, Microsoft's powerful tool for analyzing and reporting data.

🕒 37 Minutes

📖 7 Lessons



## Microsoft 365 Admin Tips & Tricks



Learn how to access the various Microsoft 365 admin centers and where to perform necessary tasks.

🕒 1 Hour 57 Min

📖 19 Lessons



## Power BI - Using Visuals (2024)



Learn how to build and format custom visualizations that communicate data effectively.

🕒 52 Minutes

📖 7 Lessons



## Microsoft Sway Essentials (2025)



Sway is an interactive way to share a message, newsletter, or proposal in a visually appealing format.

🕒 26 Minutes

📖 7 Lessons



## Microsoft Bookings Essentials (2025)



Learn how to use Microsoft Bookings to simplify scheduling, configure new services, and manage calendars.

🕒 35 Minutes

📖 6 Lessons



## Working with Files in Microsoft 365



Learn the secrets of using the cloud file features in Teams, SharePoint, and OneDrive.

🕒 1 Hour 36 Min

📖 14 Lessons



### Microsoft Planner Essentials (2023)

🕒 38 Minutes 📖 7 Lessons



### Mastering Microsoft 365 (2022)

🕒 12 Hours 54 Min 📖 88 Lessons



### Power BI - Data Modeling (2024)

🕒 30 Minutes 📖 6 Lessons



### Microsoft Forms Essentials (2022)

🕒 32 Minutes 📖 3 Lessons



### OneDrive in 30 Minutes (2024)

🕒 32 Minutes 📖 7 Lessons



### OneDrive Essentials (2024)

🕒 1 Hour 10 Min 📖 12 Lessons



### Microsoft 365 Sharing Calendars and Email (2022)

🕒 49 Minutes 📖 6 Lessons



### Secrets of the Office Guru (2019)

🕒 5 Hours 56 Min 📖 43 Lessons



### Microsoft 365 Groups Essentials (2021)

🕒 1 Hour 📖 7 Lessons



### Microsoft To Do Essentials (2020)

🕒 58 Minutes 📖 9 Lessons



### SQL for Non-Technical Users

🕒 1 Hour 15 Min 📖 11 Lessons



# Microsoft Viva

## Viva Overview



Learn how your work experience can flow seamlessly with Microsoft Viva.

🕒 43 Minutes

📖 6 Lessons



## Viva Insights Essentials



Learn how to use the features of this app to stay on top of commitments, structure your workday, and prioritize wellbeing.

🕒 42 Minutes

📖 8 Lessons



### Viva Connections Essentials

🕒 42 Minutes

📖 8 Lessons



### Viva Engage Essentials

🕒 38 Minutes

📖 6 Lessons



### Viva Goals Essentials

🕒 45 Minutes

📖 7 Lessons



# Microsoft Windows

## Windows 10 Essentials (2024)



Learn more about this version of Windows and how you can use it most effectively.

🕒 51 Minutes

📖 9 Lessons



## Windows 11 Essentials (2024)



Learn how to use File Explorer effectively, access the app store, customize the taskbar, and more.

🕒 48 Minutes

📖 9 Lessons



## Brain Bites – Windows 11 Essentials



Explore Windows 11 and learn features that will help you be more efficient working in Windows.

🕒 32 Minutes

📖 7 Lessons



# Microsoft SharePoint

## SharePoint Online Basics (2024)



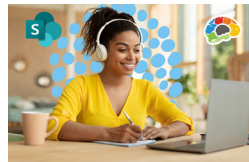
Learn how to create and modify Teams and Communication sites on SharePoint.

🕒 45 Minutes

📖 7 Lessons



## SharePoint for Site Owners



Create a common place for your team to share documents, collect data, and collaborate.

🕒 1 Hour 20 Min

📖 14 Lessons



# More Microsoft Apps

## Mastering Visio - Basics



Visio is the best tool to visualize your data and information.

🕒 45 Minutes

📖 9 Lessons



## Mastering Access 2016 - Basics



Learn to build your first Microsoft Access database, create tables, use queries, and implement forms and reports.

🕒 2 Hours 59 Min

📖 19 Lessons



### Mastering Visio - Intermediate

🕒 49 Minutes

📖 12 Lessons



### Mastering Access 2016 - Intermediate

🕒 2 Hours 44 Min

📖 20 Lessons



# AI

## AI Fluency - Data Privacy



Learn practical steps for guarding data privacy while using Generative AI tools in the workplace.

🕒 31 Minutes

📖 5 Lessons



## AI Fluency - Intro to Generative AI



Learn to describe basic concepts related to Generative AI and identify popular tools and their uses.

🕒 26 Minutes

📖 4 Lessons



## AI Fluency - Intro to Prompts



Learn to better leverage the power of generative AI to assist you with projects and tasks.

🕒 23 Minutes

📖 4 Lessons



### AI Business Essentials Part 1: ChatGPT

🕒 1 Hour 40 Min

📖 14 Lessons



### AI Business Essentials Part 2: Microsoft Copilot

🕒 1 Hour 36 Min

📖 14 Lessons



# Google

## Gmail Essentials (2021)



Understand how to use Gmail tools, manage your inbox, and even make it look more like your Outlook app.

🕒 1 Hour 16 Min

📖 10 Lessons



### Intro to Chromebooks

🕒 1 Hour 23 Min

📖 12 Lessons



### Google Workspace Essentials (2020)

🕒 1 Hour 37 Min

📖 21 Lessons



### Mastering Google Drive (2020)

🕒 1 Hour 9 Min

📖 17 Lessons



# Other Software

## Salesforce Essentials



This course will show you how to use Salesforce to manage Leads, Accounts, Contacts, and Opportunities.

🕒 1 Hour 8 Min

📖 13 Lessons



### Smartsheet Basics

🕒 1 Hour 16 Min

📖 12 Lessons



### Leading Engaging Zoom Meetings

🕒 1 Hour 3 Min

📖 10 Lessons



### Adobe Acrobat DC Essentials

🕒 3 Hours

📖 19 Lessons



### Networking Essentials: CompTIA Network Plus N10-006 Exam Prep

🕒 12 Hours 17 Min

📖 62 Lessons



# QuickBooks & Accounting

## Mastering QuickBooks Online (2021)



Learn to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

🕒 3 Hours 23 Min

📖 29 Lessons



## Mastering QuickBooks Desktop (2018)



Learn useful and powerful features and tools in QuickBooks Pro, Premier, and Enterprise.

🕒 3 Hours 39 Min

📖 35 Lessons



## Brain Bites - Business Accounting Basics, Part 1



Learn the terms and concepts you need to understand the fundamentals of financial accounting.

🕒 23 Minutes

📖 5 Lessons



## Brain Bites - Business Accounting Basics, Part 2



Learn the basics of three key financial accounting reports.

🕒 24 Minutes

📖 4 Lessons



### Advanced QuickBooks 2016

🕒 5 Hours 14 Min

📖 36 Lessons





# The Brain Bites Collection

**Brain Bites microlearning courses equip your team with essential skills!**

**Brain Bites can be purchased in bundles!**  
Choose 5, 10, or 25 mini-courses from across the catalog!

## Board of Directors: Strategy



Learn the ongoing duties of a nonprofit board of directors in strategic planning.

🕒 21 Minutes    📖 4 Lessons

## Unlocking Your Emotional Intelligence Potential



Learn to unlock your full emotional intelligence potential and thrive in today's complex and interconnected world.

🕒 24 Minutes    📖 5 Lessons

## Microsoft Loop



Learn how to access Loop components such as task lists, voting tables, and page templates available for team decision-making.

🕒 37 Minutes    📖 6 Lessons

## Fire Safety



Learn key prevention practices for minimizing fire risk as well as how to safely respond to workplace fire emergencies.

🕒 15 Minutes    📖 4 Lessons

## Ergonomics Unleashed



Learn how the principles of ergonomics can improve and enhance your work experience.

🕒 25 Minutes    📖 5 Lessons

## Modern Workplace Communication



Learn to make effective communication choices in your workplace.

🕒 33 Minutes    📖 6 Lessons

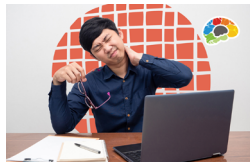
## Developing Emotional Intelligence: Personal Competence



Learn how to increase your Emotional Intelligence by developing your self-awareness and self-management.

🕒 37 Minutes    📖 6 Lessons

## Managing Interruptions and Procrastination



Learn how to stay focused despite interruptions and how to regain focus quickly after an interruption.

🕒 31 Minutes    📖 5 Lessons

### Brain Bites - GDPR Essentials

🕒 23 Minutes    📖 6 Lessons

### Brain Bites - Robert's Rules of Order

🕒 34 Minutes    📖 7 Lessons

### Brain Bites - Working Across Cultures

🕒 28 Minutes    📖 5 Lessons

### Brain Bites - A Beginner's Guide to Computers

🕒 36 Minutes    📖 7 Lessons

### Brain Bites - Secrets of Chats and Conversations in Teams

🕒 24 Minutes    📖 4 Lessons

### Brain Bites - Microsoft Teams Meetings (2025)

🕒 31 Minutes    📖 6 Lessons

### Brain Bites - Leading Effective Meetings

🕒 23 Minutes    📖 4 Lessons

### Brain Bites - Navigating Stress and Anxiety

🕒 30 Minutes    📖 6 Lessons

### Brain Bites - Covid 19 and Healthy Workspaces

🕒 17 Minutes    📖 5 Lessons

### Brain Bites - Empathy: The Key to Active Listening

🕒 16 Minutes    📖 5 Lessons

### Brain Bites - Writing Effective Emails

🕒 23 Minutes    📖 6 Lessons

### Brain Bites - Let Them Know You're Listening

🕒 16 Minutes    📖 5 Lessons

### Brain Bites - Organizing Your Files

🕒 26 Minutes    📖 5 Lessons

### Brain Bites - Email Management

🕒 22 Minutes    📖 5 Lessons

# General Business Skills

## Leading Through Change



Learn about the role of a change leader and explore tools and tactics to help you understand and prepare for organizational changes.

🕒 41 Minutes 📖 7 Lessons

## Change Management for Strategic Initiatives



Learn to utilize effective change management to proactively plan for change, and deliver project results.

🕒 53 Minutes 📖 9 Lessons

## Systems Thinking and Process Improvement



Learn how to identify and solve problems within your organization.

🕒 36 Minutes 📖 8 Lessons

## Root Cause Problem Solving



Learn how a structured framework will empower you to identify and solve problems for long-term improvement.

🕒 28 Minutes 📖 6 Lessons

## Achieving Big Success



Learn how to live authentically, choose confidence, and let go of the masks that hide the real you and hinder your success.

🕒 30 Minutes 📖 5 Lessons

### Hybrid Meetings

🕒 40 Minutes 📖 7 Lessons

### Stronger Together: Delegation & Task Management

🕒 23 Minutes 📖 7 Lessons

### Motivational Ethics

🕒 1 Hour 45 Min 📖 12 Lessons

### New Manager Starter Kit

🕒 48 Minutes 📖 8 Lessons

### Intro to Data Literacy

🕒 39 Minutes 📖 10 Lessons

### Entrepreneurship: Keys to Business Success

🕒 5 Hours 58 Min 📖 14 Lessons

# Communication

## Managing Conflict: Managing Self



Learn how to prepare yourself first in order to better manage conflict in the workplace.

🕒 22 Minutes 📖 4 Lessons

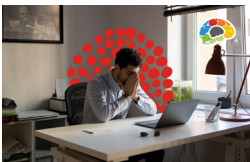
## Giving Feedback



Learn to give feedback efficiently and effectively to change and improve performance.

🕒 38 Minutes 📖 6 Lessons

## Managing Conflict: Interpersonal Conflict



Learn to distinguish between responding and reacting and how to avoid miscommunication.

🕒 34 Minutes 📖 6 Lessons

## Drafting a Compelling Presentation



Learn how to create good first drafts for your business presentations.

🕒 16 Minutes 📖 4 Lessons

## Managing Conflict: Team and Group Dynamics



Learn skills for successful conflict intervention and de-escalation in your teams.

🕒 30 Minutes 📖 5 Lessons

### Proofreading

🕒 33 Minutes 📖 9 Lessons

### Writing in Plain Language

🕒 1 Hour 15 Min 📖 12 Lessons

### Designing Beautiful Documents

🕒 24 Minutes 📖 6 Lessons

### Storytelling in Business

🕒 1 Hour 24 Min 📖 9 Lessons

### Persuasion: The Art of Communication

🕒 1 Hour 21 Min 📖 11 Lessons

### Technical Writing

🕒 48 Minutes 📖 9 Lessons

# Safety & Compliance

## Awkward At The Office: (Supervisor & Employee)



Managing workplace & sexual harassment. Course covers current state requirements and includes customized versions for specific states: CA, DE, ME, CT, IL, NY & NYC.

1 - 2 Hours

15 - 22 Lessons

## Intro to HIPAA



Three versions of our HIPAA course.

- Covered Entities (CE)
- Business Associates (BA)
- Managed Service Providers (MSP / ITSP)

2 - 3 Hours

20 - 24 Lessons

## Think Before You Click (Cybersecurity)



Is it real or is it a trap? Learn how to protect yourself from cybercriminals!

55 Minutes

9 Lessons

## Workplace Safety: Active Shooter



This course provides the basic tools needed using our Safe - Secure - Survive strategy.

45 Minutes

7 Lessons

## Brain Bites - Cyber Security Awareness: Real Stories



Learn how to protect yourself and your organization from the schemes of cybercriminals.

36 Minutes

6 Lessons

## Brain Bites - Staying Safe Online



Learn how to reduce the risk of being hacked and increase your online security.

18 Minutes

3 Lessons

## Brain Bites - Workplace Violence Prevention for Employees (SB 553)



Learn the types of workplace violence, steps for preventing violence, and specific actions to take for protecting others.

18 Minutes

3 Lessons

## Brain Bites - Workplace Violence Prevention for Plan Builders (SB 553)



Learn how to develop your organization's Workplace Violence Prevention Plan based on the requirements of CA SB 553 - 6401.9.

31 Minutes

5 Lessons

# Project Management

## Mastering Microsoft Project P1: Creating a Project



The critical knowledge and skills a project manager needs to create a project plan with Microsoft Project 2016.

2 Hours 18 Min

19 Lessons

## Mastering Microsoft Project P2: Managing a Project



Just what a project manager needs to successfully manage a project plan created with Microsoft Project 2016.

2 Hours 10 Min

20 Lessons

## Project Management Fundamentals



Develop a solid understanding of project management processes and terms.

3 Hours 29 Min

24 Lessons

## Excel for Project Management



Learn to create the deliverables of a Project Management Plan in Excel.

50 Minutes

6 Lessons

## Explore the Latest Additions

New courses are constantly being added to our library. Visit our blog to explore new course announcements and stay up-to-date with fresh content designed to support your learning goals.

<https://getbiggerbrains.com/blog/>

# Sales & Marketing

## Boosting Your Pipeline with Your CRM



Learn to be proactive instead of reactive in your selling and find a way to stay in control of the sale.

🕒 1 Hour 33 Min 📖 10 Lessons

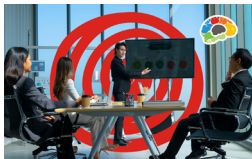
## Virtual Selling



Equip yourself for the virtual sales world! Don't let others beat you to the close because you lack virtual sales tools.

🕒 2 Hours 13 Min 📖 19 Lessons

## Competitive Selling



Learn in practical terms how to be successful in the highly competitive world of professional sales.

🕒 1 Hour 49 Min 📖 15 Lessons

## Sales 101: Appointment Making



This course will teach you what to say and what not to say in a sales call, how to make effective phone calls, and more.

🕒 1 Hour 17 Min 📖 9 Lessons

## Marketing 101: The Top 5 Marketing Mistakes



Learn to run marketing campaigns that deliver results, boost profits, and change your bottom line.

🕒 3 Hours 4 Min 📖 21 Lessons

## Internet Marketing 101



Learn what you can do to revamp your marketing strategies to achieve superior results.

🕒 1 Hour 14 Min 📖 9 Lessons

# Productivity

## The Science of Personal Productivity



Learn practical, science-based ways to be more productive at work and at home.

🕒 50 Minutes 📖 10 Lessons

## Time Management Basics



Avoid patterns and habits that make it difficult for you to get things done, and become more productive.

🕒 1 Hour 11 Min 📖 12 Lessons

## Brain Bites - Prioritizing Tasks



Learn to balance your workload, and your stress levels, by effectively prioritizing your tasks.

🕒 26 Minutes 📖 5 Lessons

## Brain Bites - Time Management



Take back your day! Learn how to reduce distractions and focus on priorities to get more done.

🕒 11 Minutes 📖 2 Lessons

# Diversity & Inclusion

## An Organizational Guide to Diversity and Inclusion



Learn how you can weave DEI into the fabric of your organization throughout the employee lifecycle.

🕒 38 Minutes 📖 10 Lessons

## Improving Diversity & Inclusion in Your Workplace



This course helps in understanding diversity and inclusion, and how to recognize bias and microaggressions in your company.

🕒 38 Minutes 📖 11 Lessons

### Brain Bites - Uncovering Subconscious Bias

🕒 26 Minutes 📖 6 Lessons

# Doblados el Español Dubbed Courses

## Lo Esencial de Viva Insights



Aprende a utilizar las funciones de esta aplicación para cumplir con tus compromisos, y priorizar el bienestar.

🕒 42 Minutos

📖 8 Lecciones



## Lo Elemental de Office 365 (2020)



Aprende a organizar y mantener tu oficina moderna en línea usando Microsoft 365.

🕒 3 Horas 10 Min

📖 22 Lecciones



## Microsoft

## Lo Elemental de Outlook en la Web (2020)



Outlook Online, la aplicación basada en web para administrar correos electrónicos y calendarios.

🕒 2 Horas 34 Min

📖 18 Lecciones



## Lo Elemental de Microsoft Teams (2018)



Aprenda a colaborar y comunicarse con Microsoft Teams.

🕒 50 Minutos

📖 5 Lecciones



## Lo Elemental de Planner Office 365



Aprenda a usar Office 365 Planner para organizar su equipo con un formato visual poderosamente simple.

🕒 46 Minutos

📖 5 Lecciones



## Lo Elemental de SharePoint en la Web (2018)



Comparta archivos y publique información para su equipo con SharePoint Online.

🕒 45 Minutos

📖 4 Lecciones



## Bocados De Saber

### Reuniones de Microsoft Teams



Maximice sus reuniones con Microsoft Teams.

🕒 34 Minutos

📖 6 Lecciones



### Empatía: La Clave para la Escucha Activa



Demuestre que está escuchando activamente utilizando la empatía.

🕒 17 Minutos

📖 5 Lecciones

### Manejo del Correo Electrónico



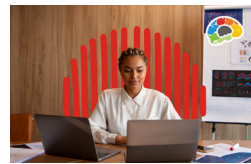
Aprenda cómo hacer que el correo electrónico funcione para usted.

🕒 23 Minutos

📖 5 Lecciones



### Ergonomía al Máximo



Aprende cómo los principios de la ergonomía pueden mejorar y enriquecer tu experiencia laboral.

🕒 16 Minutos

📖 5 Lecciones

### Cómo Escribir un Email Efectivo



Redacte emails que garanticen una lectura clara, comprensión efectiva y promuevan una acción concreta.

🕒 23 Minutos

📖 6 Lecciones



#### Bocados de Saber - Mantente a Salvo en Línea

🕒 17 Minutos

📖 3 Lecciones



#### Bocados de Saber - Gestión del Tiempo

🕒 13 Minutos

📖 2 Lecciones

#### Bocados de Saber - Déjales Saber que Estás Escuchando

🕒 16 Minutos

📖 5 Lecciones



## Otros Cursos

### Ventas Competitivas



Llamadas proactivas en un mundo reactivo.

🕒 1 Hora 49 Min 📖 15 Lecciones

### Conceptos Básicos de Gestión Del Tiempo



Tome el control de cómo gasta su tiempo.

🕒 1 Hora 9 Min 📖 12 Lecciones

## Dublado em Português

### Bocados de Saber - Empatia: A chave para a Escuta Ativa



Mostre que você está ouvindo ativamente usando empatia.

🕒 17 Minutos 📖 5 Lições

### Bocados de Saber - Reuniões do Microsoft Teams



Maximize suas reuniões com o Microsoft Teams.

🕒 33 Minutos 📖 6 Lições

## Double en Français

### Les Essentiels de Viva Insights



Reconnaissez-vous que le bien-être contribue énormément à votre productivité et à votre succès mais vous avez besoin de le mettre en priorité ?

🕒 41 Minutes 📖 8 Leçons

## Captions & Transcripts for All Courses Available In:

- American English
- Afrikaans
- Arabic
- Canadian French
- Chinese
- Czech
- Danish
- Dutch
- European Portuguese
- Filipino
- French
- German
- Greek
- Hindi
- Hungarian
- Indonesian
- Italian
- Japanese
- Korean
- Mexican Spanish
- Polish
- Romanian
- Spanish
- Swahili
- Tamil
- Thai
- Turkish
- Ukrainian
- Vietnamese

All courses have AI-generated captions in 29 languages. Our on-staff translators are continuing to review and update select French, Spanish, and Portuguese translations as needed.

# Apps & Tools

## Try Our Courses!

We are pleased to offer a free demo period for anyone looking to try Bigger Brains. Whether you'd prefer to access the training via our Learning Portal or via your own LMS, we'll help you get started.

**Trial LMS Ready Content**

**Trial Content + Learning Portal**

### Free Trials Include:

- Up to 250+ Courses
- 4,000+ Video Lessons
- Skill Assessments
- Supporting Course Materials
- 29 Captioned Languages
- Practice Files

## BrainStation

### Quality Content + Learning Portal

BrainStation, the Learning Portal by Bigger Brains, delivers tailored learning solutions, empowering businesses with training tools and award-winning courses to drive growth and performance.

BrainStation is a great way to manage your organization's training programs, including adding custom content, assigning courses and due dates, and running reports. BrainStation is available online, in Webex, and also in the Microsoft Teams Learning App.



### All the Features You Need in One Portal

- Create Courses
- View Management Reports
- Assign Courses
- Assemble Learning Paths
- Mobile Friendly
- Track Course Progress
- Build Groups & Departments
- Course & Skill Assessments
- Earn Digital Badges

# Microsoft Teams & Webex Learning Apps

The Bigger Brains training library is available inside Microsoft Teams and Webex through our eLearning app!

The Bigger Brains app, [Bigger Brains eLearning](#), is an excellent way to turn Microsoft Teams or Webex into a mini-Learning Portal, with an entire suite of on-demand courses that can be made available to all users or assigned to specific teams or channels.

- Teams' own features can be used to discuss and collaborate around course topics
- The unique management reporting can keep track of which courses each user has completed

## BrainBot

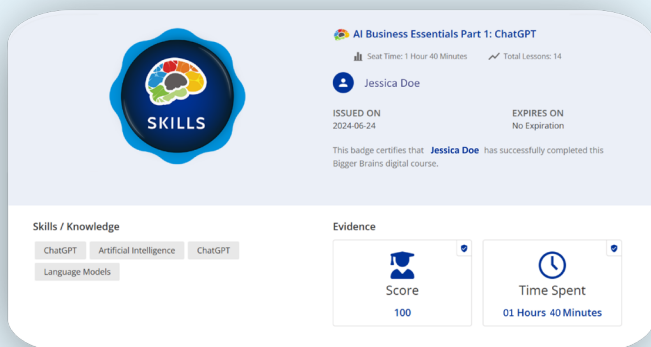
Workflow learning and reinforcements are available for many courses.

BrainBot is an intelligent, AI-based chatbot that works with learners in their natural workflow without a proprietary app. It sends short, periodic interactions (boosters) to help learners retain knowledge from training courses or to learn new information.



Try BrainBot

## Celebrate Achievements with Digital Badges!



Show off your accomplishments with Digital Badges for completed courses! After finishing a course, access your badge directly from the Course Completion Screen and add it to your LinkedIn profile. Highlight your new skills and let others see your growth with this exciting new feature!

## Want to Improve your TOSA Certification?

TOSA helps to assess your skill level in Microsoft Apps. Our Uniquely Effective TOSA-aligned courses can help you move to the next level of proficiency!  
[www.tosa.org](http://www.tosa.org)

ASSESS SKILLS, TAKE APPROPRIATE LEARNING COURSES, & GET CERTIFIED!





VALUED BY PARTNERS. CHOSEN BY LEARNERS.

