



Build a strong
knowledge
foundation for
your professionals



Professional Foundations KnowledgeCenter™ Portal

Tools & Resources

Reference Area

Practice Area

Featured Topic

Learning Roadmaps

External Links

Business Impact & Challenge Series

In today's fast paced corporate environment, even well-educated new hires need practical business skills to enable them to hit the ground running and succeed in a competitive work force. Providing entry-level employees and those about to enter the work force with the opportunity to improve essential business skills will ensure they make a positive impact on your organization earlier in their career.

The Professional Foundations KnowledgeCenter is geared toward students preparing to enter the work force, entry level employees who have just entered the work force and mid-level employees looking to refresh their skills. The Professional Foundations KnowledgeCenter includes a wide range tools to teach and support the skills needed in today's business environment, from core skills, such as effective presentations, e-mail etiquette and critical thinking, to interpersonal and team skills such as using conflict, emotional intelligence and communication during organizational change.

This one stop portal allows your learners to access a diverse array of information, including articles, courses and online books specifically chosen by experts to facilitate learning regardless of skill level. Additionally, each KnowledgeCenter

A Focus On Performance

includes hands on SkillSims, useful job aids and SkillBriefs for your professionals to learn and use in a real-world environment.

The Professional Foundations KnowledgeCenter provides resources for:

- Management and leadership fundamentals
- Specific professional skills
- Personal workplace skills

What is a KnowledgeCenter?

A SkillSoft KnowledgeCenter is a single, focused interface where your professionals can receive instant and ongoing skill development and performance support. The KnowledgeCenter offers a breadth of targeted learning resources including formal learning paths; informal, on-the-job learning; access to experts, and a range of other resources. These tools and resources are carefully selected by SkillSoft subject matter experts and presented in a user-friendly environment that allows your learner instant access to trusted content.

Whether you have just entered the work force or looking to looking to refresh your skills, there are resources in the KnowledgeCenter for you.

The screenshot shows the top navigation bar with links: Home | Business Impact Series | Challenge Series | Practice Zone | Roadmaps | Support | About | Log Out. Below the navigation is a banner with the text "professional foundations KnowledgeCenter™" and a photo of four professionals. Underneath is a "Practice Zone" section with a description: "Practice your workplace skills using engaging, task-based, multi-path simulations. Taking about thirty minutes to complete, each SkillSim provides an opportunity for you to sharpen your skills in realistic scenarios and settings. Events such as phone calls, meetings, e-mails, and interruptions all add to the air of reality and, as in real life, the decisions you take have consequences and impact your future options. Integrated links to SkillSoft courseware make related, targeted instruction readily accessible." To the right is a "SkillSims" list: Emotional Intelligence at Work Simulation, Balancing Your Responsibilities Simulation, Motivating Employees and Leading Change Simulation, Professional Selling in the Knowledge Economy Simulation, and Managing Anger in the Workplace Simulation. The footer reads "Copyright © 2011 SkillSoft Ireland Limited".

The screenshot shows the main page with the SkillSoft logo and navigation: Home | Business Impact Series | Challenge Series | Practice Zone | Roadmaps | Support | About | Log Out. A central text box says: "Whether you're a recent college graduate entering the workforce for the first time or trying to work your way up the career ladder, there's a structured learning roadmap specially designed to meet your needs. To access a roadmap and get straight to your training program, select a link in one of the three collections below." Below this are three columns, each with a "start here" button and a photo of professionals. The first column is "To focus on personal workplace skills, start here" and lists: Communication Basics, Business Communication, Business Etiquette, and Critical Thinking. The second column is "To focus on specific professional skills, start here" and lists: Project Management, Customer Service Fundamentals, and Microsoft Office 2007, 2010, and 2010. The third column is "To focus on management and leadership fundamentals, start here" and lists: Leadership Essentials, Getting Results without Authority, and Management. The footer reads "Accounting Fundamentals".



Welcome to SkillSoft's
professional foundations
KnowledgeCenter™

SEARCH & LEARN™

Find

Category

All

GO

Selected Books



Customer Service Training 101: Quick and Easy Techniques that Get Great Results
AMACOM



Don't Take the Last Donut: New Rules of Business Etiquette
Career Press



Resolving Conflict
Tony Alessandra



Business Ethics as Practice: Ethics as the Everyday Business of Business
Cambridge University Press

[View All Selected Books](#)

Job Aids

Access convenient resources designed to improve job performance.

[Ethical Perspectives](#)

[Establishing Trust and Credibility](#)

[Strategies for Positive Influence](#)

Featured Topic

The Impact of Leadership

Industry Articles and Links



- [Concepts of Leadership](#)
- [How You Can Be an Effective Leader](#)
- [What is Poor Leadership Costing You?](#)

Course Spotlight

Use SkillSoft training to learn about the impact of leadership on a team and how it shapes team performance.

[Becoming a Manager: Leading and Communicating](#)

Monthly Challenge

You've been promoted to team leader. See if you can describe the guidelines you'll use to ensure that form a strong bond with your team and excel in your new leadership role.

[Take the challenge >>](#)

Featured Topic Archive

Looking for a recent Featured Topic? You can access the last three in the Featured Topic Archive.

[Access the archive >>](#)

Business Impact Series



Finding it difficult to manage cross-functional teams? Struggling to juggle personal and professional commitments? SkillSoft's Business Impact Series products use engaging, innovative video techniques to analyze issues such as these, dramatizing core elements and delivering practical solutions.

Challenge Series



Challenge Series products are designed to enhance your solution-analysis and decision-making skills. Use these new media-rich, interactive case studies to help you solve critical problems while balancing multiple options and solutions.

Learning Roadmaps



Use targeted skills-improvement roadmaps to help you achieve your training goals

SkillBriefs

Use these helpful, topical guides to increase your business acumen.

[A Business Innovation Culture](#)

[Accountability in the Workplace](#)

[Assessing Talent for Good Hiring Decisions](#)

Related Resources

[Excellence 2.0](#)

[National Career Development Association](#)

[Mind Tools](#)

[Free Management Library](#)

Reference Area

The Reference Area of the Professional Foundations KnowledgeCenter includes:

- View selected or all Books24x7® titles that pertain to project management
- Search & Learn access to all assets in the KnowledgeCenter

Practice Zone

The Practice Zone of the Professional Foundations KnowledgeCenter has rich simulations where users can put their skills to the test in real-world scenarios using our hands-on simulations. Each simulation focuses on different aspects of the applicable subject matter.

Featured Topic

- **Suggested Reading**—Recommended reading on foundational business skills
- **Course Spotlight**—Spotlight on specific instructional topic within project management
- **Challenge**—Access to an exercise designed to test skills learned and get feedback from an expert about your solution

Learning Roadmaps

Learning maps are based on user's proficiency within project management. Maps include a variety of learning resources including courses, SkillSims, books and other assets.

External Links

Links to several external information resources and relevant Web sites such as Excellence 2.0, National Career Development Association, MindTools and Free Management Library.

Business Impact and Challenge Series

KnowledgeCenters include two rich, interactive learning resources, Business Impact Series and Challenge Series.

SkillSoft's Business Impact Series is a set of concise, scenario based vignettes created with the learner in mind. Designed to engage the learner in rich content, including video and Flash, they provide key takeaways as well as Web links for additional information, books suggestions from the Books24x7 collection and more.

SkillSoft's Challenge Series is an interactive case study focused on problem discovery and analysis that challenges learners to consider and balance multiple solutions. It is engaging with rich content, including interactive video and Flash.

A solution for everyone

KnowledgeCenters enable users to access the most accurate learning asset to meet their most pressing need. To find out how SkillSoft's Professional Foundations KnowledgeCenter can help educate and train your professionals, please contact your SkillSoft account team.

www.skillsoft.com



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