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<tr>
<th>Administrative Skills</th>
<th>Communication Skills</th>
<th>Diversity and Inclusion</th>
<th>Innovation at Work</th>
<th>Laboratory Excellence</th>
<th>Leadership Development</th>
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<tr>
<td>5. The Professional Administrative Assistant Module 4: Customer Service Skills</td>
<td>5. Don't Shoot the Messenger</td>
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<td>5. Introduction to the Baculovirus Expression System</td>
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<td>7. The Professional Administrative Assistant Module 6: Conflict Management Skills</td>
<td>7. Impromptu Speaking</td>
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<td>10. Career Development Plan</td>
<td>10. Speak Like a Pro II (Advanced)</td>
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<td>12. Resume Writing: Know Where You're Going and How to Get There</td>
<td>12. Coping Skills</td>
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<td>1. Emotional Intelligence</td>
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<td>2. Getting and Staying More Organized</td>
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<td>3. It's Not Your Way or My Way—It's the Civil Way!</td>
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<td>4. Managing Multiple Priorities: The Discipline of Getting Things Done</td>
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<td>5. Mindfulness and the Art of Stress Management</td>
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<td>6. Overcoming Procrastination: Bridging the Gap Between your Goals and Reality</td>
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<td>7. Stress Management: Avoiding the S.W.A.T Syndrome (Stress, Worry, Anxiety &amp; Tension)</td>
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<td>8. The 7 Habits in Action</td>
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<td>9. Time Management: Strategies for Managing Your Day</td>
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<td>10. Working with You is Killing Me: Free Yourself from Emotional Traps at Work</td>
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Click the course titles to view course descriptions, dates, and times, or visit the website learning.jhu.edu.

If you need other technical assistance, please refer to the Troubleshooting Guide.
### Medical Coding
- Professional Medical Coding Training Module 1: Medical Terminology
- Professional Medical Coding Training Module 2: Anatomy and Physiology
- Professional Medical Coding Training Module 11: Intro to ICD-10-CM Coding
- Professional Medical Coding Training Module 4: Intro to CPT and Modifiers
- Professional Medical Coding Training Module 5: Evaluation and Management Coding
- Professional Medical Coding Training Module 6: Integumentary System
- Professional Medical Coding Training Module 7: Musculoskeletal Systems
- Professional Medical Coding Training Module 8: 2017 CPT Updates
- Professional Medical Coding Training Module 9: Respiratory & Digestive Surgery
- Professional Medical Coding Training Module 10: Cardiovascular Surgery
- Professional Medical Coding Training Module 12: Genitourinary Surgery
- Professional Medical Coding Training Module 13: Surgery of Endocrine and Nervous Systems
- Professional Medical Coding Training Module 14: Ear and Eye Surgery
- Professional Medical Coding Training Module 15: Anesthesia
- Professional Medical Coding Training Module 16: Pathology and Laboratory
- Professional Medical Coding Training Module 17: Radiology
- Professional Medical Coding Training Module 18: Medicine Services Coding and HCPCS

### Skills for Supervisors and Managers
#### JHU Supervisory Training Program
- Business Law for Supervisors
- Communicating with Tact and Skill
- Compensation 101
- Employment Law for Supervisors
- Introduction to Work Safety and Occupational Health
- Managing Workplace Diversity
- Navigating the Recruitment Process and Behavioral Interviewing
- Success for Supervisors

#### Skills for Supervisors and Managers
- Behavioral Based Interviewing
- Building Performance and Productivity through Employee Engagement
- Change Management: Cultivating Team "Change-Ability"
- Coaching and Counseling: Feedback to Improve Job Performance
- Developing Trust and Respect in the Workplace
- Making the Transition to Management
- Management Skills I: Foundations of Management
- Management Skills II: Planning and Organizing
- Management Skills III: Leading and Controlling
- Strategic Coaching: Growing Top-Notch Performers

### Project Management
- PM01: Project Management Overview/Managing Project Scope
- PM02: Project Scheduling
- PM03: Project Estimating and Budgeting
- PM04: Forming and Managing the Project Team
- PM05: Contract and Procurement Management
- PM06: Managing Project Risk
- PM07: Project Quality Management
- PM08: Project Monitoring and Control
- Practical Project Management

### Written Communication Skills
- Wordplay at Work: Beginning Writing and Grammar on the Job
- Writing Effective Emails: Strategies and Tips for Productive Email Correspondence

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