

Here are the 16 SkillSoft courses available every day to each employee that has a login.

MEA Emerging Leader Option A

Moving into a Management Role

- Becoming a Manager MGMT0001
- A New Manager's Responsibilities and Fears
- Lead and Communicate Effectively as a New Manager
- A New Manager's Role in the Company's Future
- Moving into Management (Simulation)
- Leadership in Management (Simulation)
- Moving into a Management Role Blended Learning Toolkit (classroom)

MEA Experienced Leader Option B

Essential Skills for Tomorrow's Managers

- Competencies for Tomorrow's Managers
- Development Tools for Tomorrow's Managers
- The Manager as Coach and Counselor
- The Manager as Project Champion
- A Manager's Primer for Ensuring Accountability
- Continuous Learning for Tomorrow's Managers
- Essential Skills for Tomorrow's Managers (Simulation)
- Essential People Management Skills (Simulation)
- Essential Skills For Tomorrow's Managers—
Blended Learning Toolkit (classroom)

Features of SkillSoft Courses

- On-line courses, plus simulations and classroom toolkit
- Self assessment
- Use as complete learning courses or quick reference only
- Interactive, engaging
- SkillBriefs available as one page summaries for quick reference
- Job Aids to help integrate learning on the job
- Proven learning design with clients world-wide

These SkillSoft courses cost over \$200 for a single user. **MEA offers your choice of Option A or B Courses for just \$75.**

Here is a page showing all the lessons & tools from one course.

	Type	Status	Current Score	Take Course Pre-test
Course Overview	Overview	<input type="radio"/>	N/A	
Learning to Lead			---	Take Test
Lesson Overview	Overview	<input type="radio"/>	---	
Lesson Pre-test	Test	<input type="radio"/>	---	
Impact of Leadership	Instruction	<input type="radio"/>	---	
Leadership Roles	Instruction	<input type="radio"/>	---	
Building Teams	Instruction with RolePlay	<input type="radio"/>	---	
Learning to Delegate			---	Take Test
Lesson Overview	Overview	<input type="radio"/>	---	
Lesson Pre-test	Test	<input type="radio"/>	---	
Setting Objectives	Instruction	<input type="radio"/>	---	
Assigning Tasks	Instruction	<input type="radio"/>	---	
Motivating Others	Instruction	<input type="radio"/>	---	
Effective Communication			---	Take Test
Lesson Overview	Overview	<input type="radio"/>	---	
Lesson Pre-test	Test	<input type="radio"/>	---	
Informing and Advising Staff	Instruction with RolePlay	<input type="radio"/>	---	
Attending and Holding Meetings	Instruction	<input type="radio"/>	---	
Powerful Presentations	Instruction	<input type="radio"/>	---	

Note that this course has three main sections. Each has a pre-test, instruction, and may include a role-play.

This page shows the employee where he or she is in the process of learning.

There are additional helps, including job aids and one-page summaries available

There are also numerous reporting options.