



PrimeLearning.com™

An eLearning Curriculum Overview

PrimeEffectiveness™ Minimize Workplace Challenges

Executive Summary

The PrimeEffectiveness™ curriculum presents easily adopted techniques for today's busy professionals to increase productivity by eliminating common barriers to success. At the center of the PrimeLearning solution is world-class content. Our content partners are leading corporations, authors, academics, publishers and business experts.

Our Unique Approach

At PrimeLearning.com, we strive to improve the skill level of individuals within your organization, as well as the business performance of your entire organization. This aim forms the foundation of our instructional design philosophy.

Objectives are at the very core of all PrimeLearning.com courses. Each course topic focuses on the accomplishment of specific performance objectives and the development of valuable new skills. The PrimeEffectiveness curriculum is both practical and relevant, using examples and case studies to present real-world work situations. Content areas are comprehensive, and depth of coverage is an important characteristic of each course.

Our PrimePath™ capability uses an initial learner assessment to recommend an individualized learning path based on demonstrated competencies. The mastery module provides the learner with measurable and documented evidence of improvement.

PrimeLearning.com courses employ an unprecedented number and variety of interactions to stimulate learning. These interactions extend beyond simple knowledge recall to invoke high-level thinking and problem solving. Optional live virtual classes and collaborative events further enhance the total Internet-based learning experience.

To facilitate continuous learning and performance improvement, course participants have convenient access to job and performance support aids that summarize key steps, processes, and guidelines. Resources such as Internet links, recommended reading lists, glossaries and company specific documents enable learners to tap into a continually updated archive of quick reference and on-the-job support materials. Workplace exercises enable learners to apply their new skills within their work environment.



Fourteen courses address many aspects of increasing workplace productivity

Balancing Stress

1. Measuring Stress
2. Simple Solutions for Stress
3. Stress-Relieving Habits
4. Devise a Stress Control Plan

Expanding Time

5. Develop SMART Goals
6. Break Time Barriers
7. Focus on What is Important

Working Collaboratively

8. Assert Your Influence
9. Build Trust, Gain Rapport
10. Communicate Your Goals
11. Extend Your Influence

Working With Difficult People

12. Recognize Work Styles
13. Respond to Challenges
14. Cope With Continued Conflict

The PrimeEffectiveness curriculum provides valuable insights and best practices for all levels of professionals who want to redirect the energy spent on minor challenges to more important activities.

The PrimeEffectiveness courses leverage Internet technology to create an individualized and highly interactive learning environment. From presenting concepts, to detailing processes, to depicting relevant scenarios, to testing learner understanding, this entire curriculum engages professionals in a top-down roll-out of proven techniques. Each Internet-based course is broken down into multiple topics, enabling the learner to focus easily on areas where improved proficiency is required. Supplemental virtual classroom sessions can incorporate a live-instruction component, while job aids, workplace exercises, topical links, and other resources further the learning experience.





The PrimeEffectiveness™ Curriculum

Balancing Stress (PD0011)

Duration: 7-9 hours of learner-directed eLearning activities
 Prerequisites: None
 Courses: Measuring Stress, Simple Solutions for Stress, Stress Relieving Habits, Devise a Stress Control Plan

This course introduces techniques to measure stress and calculate the various costs to individuals and the larger social environment. Self-evaluation procedures are described to help identify personal stress levels.

Expanding Time (PD0012)

Duration: 4-6 hours of learner-directed eLearning activities
 Prerequisites: None
 Courses: Develop SMART Goals, Break Time Barriers, Focus on What is Important

Often, even with the best intentions, there doesn't seem to be enough time to do all that needs to be done. This module helps participants to examine new time management methods to identify priorities, reduce procrastination, and schedule activities more effectively.

Working Collaboratively (PD0013)

Duration: 5-7 hours of learner-directed eLearning activities
 Prerequisites: None
 Courses: Assert Your Influence, Build Rapport, Gain Trust, Communicate Your Goals, Extend Your Influence

Collaboration is the art of bringing people together to accomplish a common goal. The ability to influence people facilitates cooperative efforts that are beneficial to all involved. This module introduces several techniques that help people work together, recognizing mutual and separate goals using a series of communication tools to promote common interests.

Working With Difficult People (PD0014)

Duration: 4-6 hours of learner-directed eLearning activities
 Prerequisites: None
 Courses: Recognize Work Styles, Respond to Challenges, Cope With Continued Conflict

The pressures of today's fast-paced world can cause people to "act out" in negative ways. In less extreme cases, some individuals possess character traits – without even realizing it – that their colleagues find problematic. When a group of people must work together, however, these personality differences must be set aside. This module explores a variety of strategies to maintain a positive and collaborative environment by diffusing potentially counterproductive situations.

For more information

call (917) 210 8173 (US & Canada)
 call +353 (0) 61 720 000 (International)
 e-mail info@primelearning.com
 visit www.PrimeLearning.com

Ireland

Headquarters

PrimeLearning Group Ltd
 Park House, Plassey park Road
 National Technological Park
 Limerick
 Tel: +353 (0) 61 720 000
 Fax: +353 (0) 61 720 001

United States

PrimeLearning Group Ltd
 410 Park Avenue
 15th Floor
 New York
 NY 10022
 Tel: (917) 210 8173
 Fax: (917) 210 8182

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