

# Quick Reference Product Guide

Updated 09/17/11



A quick mini mini-guide to help you save time!

View some of [ReadySetPresent.com](http://ReadySetPresent.com)'s products by **Topics** and **Categories** in one convenient Portable Document Format!

Note: Not mapped out on this guide are: Certificates, Maps, PowerPoint Countries, Value Packs, Bite-Size, Solution Packs, Graphics, Posters & Note Cards

Management & Business	Value Packages	Content PowerPoint	Templates PowerPoint	Videos	Booklets & Workbooks	Articles	Audios	Quotes PowerPoint
Absenteeism								•
Alcohol and Drugs	•	•						
Assertiveness	•	•			•	•		•
Basic Accounting	•	•						
Bosses & Employees								•
Challenging Employees		•				•		•
Change	•	•		•*	•	•		•
Coaching Skills	•	•	•	•	•	•	•	•
Communication	•	•	•	•	•	•	•	•
Communication: Non Verbal		•	•					
Conflict Resolution		•				•		•
Cross Cultural		•	•					•
Customer Service		•	•	•*		•		
Decision Making		•				•	•	•
Delegation	•	•	•	•	•	•	•	•
Discipline						•		•
Diversity	•	•	•	•				•

Emotional Intelligence		●						
Empowerment		●	●	●*				●
Feedback				●*				
Fundraising for Businesses	●	●						
Gender Differences		●						●
Generations at Work		●						●
Getting Organized					●			●
Giving Feedback					●			●
Goal Setting	●	●	●	●	●	●		●
Hiring & Firing					●			●
Interviewing	●	●			●			●
Leadership	●	●		●	●	●		●
Listening				●*	●			●
Management					●	●		●
Marginal Performers		●			●			●
Marketing (Social Media)	●	●						
Marketing		●						●
Meetings		●			●			●
Mentoring		●			●			●
Memory					●			●
Money Management	●	●						
Motivation		●		●	●	●		●
Negotiation	●	●	●	●*	●			●
Office Professional					●			●
Paradigms			●	●*				●
Performance Evaluation		●			●			●
Presentation				●	●			●
Problem Solving		●		●	●	●		●
Procrastination		●			●	●		●
Productivity								●
Project Management								●
Recruitment and Selection	●	●						
Remote Teams	●	●						
Sales	●	●	●	●				●
Sexual Harassment	●	●						●
Stress Management		●		●*	●			●
Supervision				●	●			●
Team Building		●		●	●			●
Telemarketing				●*	●			●

**Time Management**  
**Training: Adult Learners**  
**Training: Design Development**  
**Training: Delivery**  
**Wellness Programs**  
**Workplace Ethics**  
**Writing**

•	•		•		•	•	•
•	•			•	•		•
			•*		•		
					•		•
•	•						
•	•						
	•			•			•

**Management &  
 Business**

<b>Value Packages</b>	<b>Content PowerPoint</b>	<b>Templates PowerPoint</b>	<b>Videos</b>	<b>Booklets &amp; Workbooks</b>	<b>Articles</b>	<b>Audios</b>	<b>Quotes PowerPoint</b>
---------------------------	-------------------------------	---------------------------------	---------------	-------------------------------------	-----------------	---------------	------------------------------



<b>Obstacles</b>			●		□		●
<b>Opportunity</b>							●
<b>Originality</b>							●
<b>Patience</b>							●
<b>Perception</b>							●
<b>Perfection</b>							●
<b>Perseverance</b>							●
<b>Potential</b>							●
<b>Progress</b>							●
<b>Purpose</b>							●
<b>Quality</b>			●				●
<b>Reason</b>							●
<b>Risk</b>							●
<b>Strength</b>							●
<b>Success</b>			●				●
<b>Talent</b>							●
<b>Thought</b>							●
<b>Trust</b>		●	●*				●
<b>Truth</b>							●
<b>Trying</b>							●
<b>Understanding</b>							●
<b>Vision</b>		●	●				●
<b>Will</b>							●
<b>Worry</b>							●

<b>Motivational &amp; Inspirational</b>	<b>Value Packages</b>	<b>Content PowerPoint</b>	<b>Templates PowerPoint</b>	<b>Videos</b>	<b>Booklets &amp; Workbooks</b>	<b>Articles</b>	<b>Audios</b>	<b>Quotes PowerPoint</b>
---	-----------------------	---------------------------	-----------------------------	---------------	---------------------------------	-----------------	---------------	--------------------------

\* In Development