

# Quick Reference Product Guide

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A quick mini-guide to help you save time!

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

Note: Certificates, Games, Maps, Graphics, Posters & Note Cards are not mapped out on this guide.

Management & Business	Value Packages	Content PowerPoint	Templates PowerPoint	Videos	Booklets & Workbooks	Articles	Audios	Quotes PowerPoint
Absenteeism								•
Assertiveness	•	•			•	•		•
Basic Accounting/Financial Terminology		•						
Bosses & Employees								•
Challenging Employees		•				•		•
Change	•	•			•	•		•
Coaching Skills	•	•	•	•	•	•	•	•
Communication	•	•	•	•	•	•	•	•
Communication: Non Verbal		•	•					
Conflict Resolution		•				•		•
Cross Cultural		•	•					•
Customer Service		•	•			•		
Decision Making		•				•	•	•
Delegation	•	•	•	•	•	•	•	•
Discipline						•		•
Diversity	•	•	•	•				•
Empowerment		•	•					•
Gender Differences		•						•
Generations at Work		•						•
Getting Organized						•		•

Giving Feedback						•		•
Goal Setting	•	•	•	•	•	•	•	•
Hiring & Firing						•		•
Interviewing		•				•		•
Leadership		•		•		•	•	•
Listening						•		•
Management						•	•	•
Marginal Performers		•				•		•
Marketing		•						•
Meetings		•				•		•
Mentoring	•	•				•		•
Memory						•		•
Motivation		•		•	•	•	•	•
Negotiation	•	•	•			•		•
Office Professional						•		•
Paradigms			•					•
Performance Evaluation		•			•	•		•
Presentation				•		•		•
Problem Solving		•		•		•	•	•
Procrastination		•				•	•	•
Productivity								•
Project Management								•
Sales	•	•	•	•				•
Sexual Harassment		•						•
Stress Management		•				•		•
Supervision				•		•		•
Team Building		•		•		•		•
Telemarketing						•		•
Time Management	•	•		•		•	•	•
Time Management & Technology*		•						
Time Management & Technology	•	•						
Training: Adult Learners	•	•			•	•		•
Training: Design Development						•		
Training: Delivery						•		•
Workplace Ethics	•	•						
Writing	•	•			•			•

**Management & Business**

Value Packages	Content PowerPoint	Templates PowerPoint	Videos	Booklets & Workbooks	Articles	Audios	Quotes PowerPoint
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**Obstacles**  
**Opportunity**  
**Originality**  
**Patience**  
**Perception**  
**Perfection**  
**Perseverance**  
**Potential**  
**Progress**  
**Purpose**  
**Quality**  
**Reason**  
**Risk**  
**Strength**  
**Success**  
**Talent**  
**Thought**  
**Trust**  
**Truth**  
**Trying**  
**Understanding**  
**Vision**  
**Will**  
**Worry**

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**Motivational & Inspirational**

<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>
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