

Course Catalog

-  Business Skills
-  Career Development
-  Compliance & Safety
-  Diversity & Citizenship
-  Leadership
-  Google
-  Microsoft
-  Technology
-  Wellness

300+ Customizable Courses and Cheat Sheets

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Business Skills

- Accounting
- Communication
- Customer Service
- HR
- Marketing
- Professional Development
- Sales
- Training

Diversity & Citizenship

- Bias
- Diversity
- U.S. Citizenship

Microsoft

- Access
- Excel
- OneDrive
- OneNote
- Outlook
- PowerPoint
- Teams
- Windows
- Word

Leadership

- Leadership
- Management
- Project Management

Career Development

- Career
- Entrepreneurship
- Higher Education
- Job Hunting
- Personal Branding

Google

- Calendar
- Chrome
- Classroom
- Docs
- Drive
- Forms
- Gmail
- Sheets
- Slides

Technology

- AI
- Computer Basics
- Mac
- Software New

Compliance & Safety

- Active Shooter
- Discrimination
- Drugs & Alcohol
- Harassment
- HR Compliance
- Safety
- Security

Wellness

- Mental Health
- Personal Growth
- Relationships
- Well-Being
- Work-Life Balance

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“Customizing the courses saved countless hours of work.”



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Accounting Courses

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Wellness

Course	Description	What You'll Learn
Accounting Basics 1 hour	New to Accounting? This course helps you understand financial statements, assets, liabilities, and budgeting.	<ul style="list-style-type: none"> Understand accounting terms Analyze financial statements Apply bookkeeping Manage taxes and payroll
Boost Your Credit Score 1 hour	Ready to take control of your credit score? Discover simple steps to improve your credit & achieve financial goals.	<ul style="list-style-type: none"> Understand your credit score Improve your credit score Fix errors in your credit report Maintain a great credit score
Personal Finance 1 hour	Do you feel in control of your finances? This course helps you manage budgets, save money, and plan for a secure future.	<ul style="list-style-type: none"> Create a solid finance plan Optimize budgets & cut costs Build & maintain credit score Make smart tax & insurance choices
QuickBooks Online Basic 4 hours	New to QuickBooks? This course helps you track expenses, manage invoices, and simplify financial tasks.	<ul style="list-style-type: none"> Manage financial transactions Create invoices & receipts Track expenses & income Run summary & detail reports

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Goodwill



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“Love the quick lessons,
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MN Dept of Revenue



★★★★★
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Communication Courses

Course	Description	What You'll Learn
Business Writing 1 hour	Ready to master professional business writing? This course helps you write clear, professional emails & documents with confidence.	
Communication Skills 1 hour	Want to communicate with confidence? This course helps you listen effectively, & build stronger connections.	
Communication Styles 1 hour	How adaptable is your communication style? This course helps you adapt to styles, improve understanding, & enhance collaboration.	
Conflict Resolution Strategies 4 hours	Facing workplace conflicts? Master strategies to resolve issues, foster understanding, & build better relationships.	
Effective Presentations 1 hour	Want to deliver effective presentations? This course helps you engage your audience & convey your message clearly.	
Email Etiquette 1 hour	Are your emails making the right impression? Write clear, concise, and professional emails with confidence.	
English Grammar 1 hour	How strong are your writing skills? Improve your ability to craft clear, professional, and error-free sentences every time.	
Listening Skills 1 hour	Looking to enhance your listening skills? Overcome barriers & practice active, empathetic listening effectively.	
Non-Verbal Communication 1 hour	Want to master non-verbal communication? Improve how you read body language & boost interpersonal skills.	
Online Communication 1 hour	Struggling with online communication? Develop effective digital etiquette & virtual collaboration skills.	

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Customer Service Courses

Course	Description	What You'll Learn
Customer Communication Basics 1 hour	Want better customer interactions with customers? Enhance active listening and communication skills to build stronger relationships.	<ul style="list-style-type: none"> Choose the right channels Enhance verbal communication Use body language effectively Write clear emails & posts
Customer Service Basics 1 hour	Curious about delivering great customer service? Build trust, listen actively, and communicate clearly in this course.	<ul style="list-style-type: none"> Build emotional intelligence Manage high-volume customers Handle tough conversations Build trust and drive loyalty
Cultural Sensitivity in Customer Service 1 hour	Boost cultural sensitivity in customer service with this course on understanding diversity & improving interactions.	<ul style="list-style-type: none"> Boost success with cultural awareness Navigate cultural differences Turn cultural challenges into wins Elevate customer experience
Customer Feedback 1 hour	How do you handle customer feedback? Gather, interpret, and respond to improve customer satisfaction effectively.	<ul style="list-style-type: none"> Streamline customer feedback Analyze customer sentiment Craft impactful responses Turn customer feedback into wins
Deal with Difficult Customers 1 hour	Dealing with difficult customers? Communicate effectively and resolve issues for smoother interactions.	<ul style="list-style-type: none"> Manage tough customer behaviors Boost empathy & problem-solving skills Build customer loyalty Excel in emotional intelligence
Manage a Customer Service Team 1 hour	Leading a customer service team? Guide your team and ensure exceptional customer experiences every time.	<ul style="list-style-type: none"> Communicate team vision Optimize recruitment & onboarding Handle difficult customer situations Ensure quality customer service

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Course	Description	What You'll Learn
HR Basics 1 hour	How can HR drive workplace success? This course covers key functions, employee management, & fostering a thriving team.	
Conduct Interviews 1 hour	How can you conduct better interviews? This course covers asking questions, evaluating candidates, & hiring effectively.	
Employee Recruitment 1 hour	Ready to build your dream team? This course helps you attract, evaluate, and hire top talent effectively.	
Employee Onboarding 1 hour	Want to improve employee onboarding? This course covers preparation, first-day essentials, training, and cultural integration.	
Talent Management Basics 1 hour	Looking to optimize your workforce? This course covers talent acquisition, development, performance management, and succession planning.	
Terminating Employees 1 hour	Need to navigate employee terminations? This course covers legal frameworks, documentation, communication strategies, and post-termination processes.	

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Marketing Courses

Course	Description	What You'll Learn
Brand Identity 1 hour	Ready to create a strong brand presence? This course helps build your brand identity with clear messaging & consistency.	
Content Marketing 1 hour	Take your marketing to the next level. Expand your brand's reach with effective content strategies and engaging content.	
Digital Marketing Basics 1 hour	Is your business getting the attention it deserves? This course covers digital marketing strategies to elevate your brand.	
Email Marketing 1 hour	Want to optimize your email campaigns? Discover strategies to grow your list and create engaging, effective messages.	
Event Management 1 hour	What makes event planners successful? This course helps you master the skills to organize and execute seamless events.	
Press Releases 1 hour	Capture the media's attention by crafting press releases with a clear structure and highlighting newsworthy content.	
SEO Basics 1 hour	Looking to grow your audience? This course helps you master SEO fundamentals to boost visibility, and drive traffic.	
Social Media Marketing 1 hour	Want to strengthen your social media presence? This course helps you create strategies to boost awareness and engagement.	

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Yale University



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Professional Development Courses

Course	Description	What You'll Learn
Anger Management 1 hour	Want to manage anger better? This course helps you control emotions, improve relationships, and boost well-being.	
Build Confidence 1 hour	Ready to boost your self-assurance? Build confidence with strategies to excel in work and social situations.	
Business Ethics 1 hour	How ethical is your business approach? This course helps you foster integrity and responsible decision-making at work.	
Critical Thinking Skills 1 hour	Ready to think critically and make smarter decisions? This course sharpens problem-solving & reasoning skills.	
Decision Making 1 hour	Struggling with tough choices? This course helps you master techniques for smarter, more informed decisions.	
Emotional Intelligence 1 hour	How well do you understand your emotions? This course develops emotional intelligence to enhance relationships & manage stress.	
Identify Fake News 1 hour	How do you spot fake news? This course helps you identify misleading headlines, deepfakes, and stay well-informed.	
Problem Solving 1 hour	Facing tough challenges? This course helps you master problem-solving techniques to tackle issues & make smarter decisions.	
Remote Work 1 hour	Struggling with remote work? This course helps you master tools and strategies for productivity and work-life balance.	
Research Skills 1 hour	Want to enhance workplace professionalism? This course covers communication skills, time management, teamwork, ethics, and personal branding.	
SMART Goals 1 hour	Want to set effective goals? This course helps you create Specific, Measurable, Achievable, Relevant, and Time-bound objectives.	
Time Management 1 hour	How can you improve your time management skills? This course explores prioritization, task management, and avoiding time wasters.	
Workplace Professionalism Training 1 hour	Want to enhance workplace professionalism? This course covers communication skills, time management, teamwork, ethics, and personal branding.	
Workplace Skills 1 hour	Looking to enhance your workplace skills? This course covers communication, productivity, technology, and professionalism essentials.	

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Sales Courses

Course	Description	What You'll Learn
Handle Objections 1 hour	Learn how to handle objections with confidence in this course, featuring proven strategies to address and overcome challenges effectively.	
Lead Generation 1 hour	Want to master lead generation? This course explores techniques, tools, sales funnels, metrics, and ethical strategies.	
Manage a Sales Team 1 hour	Want to lead a high-performing sales team? This course covers recruitment, coaching, performance management, and sales strategies.	
Sales Basics 1 hour	Learn the fundamentals of sales with this course, covering the process, techniques, and strategies to close deals successfully.	
Sales Negotiation Skills 1 hour	Want to excel in sales negotiations? This course covers buyer types, preparation, communication skills, tactics, and closing techniques.	
Winning Sales Presentations 1 hour	Looking to deliver winning sales presentations? This course helps you craft compelling messages, engage audiences, and close deals effectively.	

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Chicago Public Schools



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Training & Education Courses

Course	Description	What You'll Learn
Develop a Training Program 1 hour	New to developing training programs? This course guides you through assessing needs, designing content, delivering effectively, and evaluating success.	
Fun Training Activities 1 hour	Want to make training sessions more engaging? This course introduces fun activities to boost participation and retention.	
Lunch & Learn Programs 1 hour	Want to boost employee engagement? This course guides you in creating effective Lunch & Learn programs to enhance learning and collaboration.	
Training Basics 1 hour	New to training? This course covers corporate training essentials, program design, delivery techniques, and effectiveness assessment.	
Training with Stories 1 hour	Want to enhance training effectiveness? This course teaches storytelling techniques to engage learners and improve retention.	
Adult Learning 1 hour	Looking to enhance your training sessions? Apply adult learning principles to design effective and engaging experiences.	
Develop eLearning Courses 1 hour	Ready to create impactful eLearning courses? Design engaging and effective online training programs that drive results.	
Instructional Design 1 hour	Want to create impactful learning experiences? Master the skills to design engaging and effective instruction.	
Measure Training Results 1 hour	Wondering if your training is effective? Measure results and enhance learning outcomes with proven assessment methods.	
SCORM Basics 1 hour	Curious about SCORM? This course covers SCORM standards & creating compliant eLearning content.	
Work with SMEs 1 hour	Struggling to collaborate effectively with SMEs? This course helps you collaborate to gather insights & create great content.	
Adobe Captivate 4 hours	Ready to create engaging eLearning? This course teaches you how to design projects, add interactivity, and integrate multimedia.	
Articulate Storyline 4 hours	New to Articulate Storyline? This course helps you master eLearning development, interactive content creation, and multimedia integration.	

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Career Courses

Course	Description	What You'll Learn
Career Coaching 1 hour	Ready to help others achieve their career goals? This course helps you guide others in setting goals & achieving career success.	<ul style="list-style-type: none"> Tackle career roadblocks Conduct a career audit Build resilience at work Boost your brand and career
Online Freelance Work 1 hour	Want to thrive as an online freelancer? This course helps you find clients, manage projects, & grow a successful freelance career.	<ul style="list-style-type: none"> Explore freelancing work Set rates and build portfolio Navigate freelance platforms Manage projects and clients
Professional Networking 1 hour	Looking to expand your professional network? This course helps you build meaningful connections & leverage opportunities.	<ul style="list-style-type: none"> Craft engaging introduction Network through social media Create meaningful connections Evaluate your network
Self Assessment 1 hour	Discover how Self Assessment can shape your future with this course, focusing on identifying strengths, values, and goals.	<ul style="list-style-type: none"> Discover your unique strengths Match careers to your interests Align values with career goals Create a career action plan

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“We describe CustomGuide as an appendage to our training department.”

The Salvation Army



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Entrepreneurship Courses

Course	Description	What You'll Learn
Entrepreneurship Basics 1 hour	Dreaming of starting your own business? Master the mindset, planning, and steps to launch your venture in this course.	<ul style="list-style-type: none"> • Develop an entrepreneurial mindset • Create a strong business plan • Implement sales & marketing • Scale through leadership & innovation
Market Research 1 hour	How can market research drive success? This course covers planning, collecting, analyzing, and applying data effectively.	<ul style="list-style-type: none"> • Set market research goals • Analyze market trends • Implement findings for growth • Gather qualitative and quantitative data
Writing a Business Plan 1 hour	Ready to turn your business idea into a plan? This course covers market research, financials, and executive summaries.	<ul style="list-style-type: none"> • Build a strong business plan • Develop a financial model • Design effective marketing strategies • Prepare an investor ready-pitch

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Higher Education Courses

Course	Description	What You'll Learn
Alternatives to College 1 hour	What opportunities exist beyond college? Explore career paths, build skills, and discover alternatives to a degree.	<ul style="list-style-type: none"> Find cost-effective options Asses trade schools & certifications Navigate online learning & bootcamps Secure apprenticeships & training
Career Development 1 hour	Are you ready to take control of your career? This course guides you in building skills and planning your career path.	<ul style="list-style-type: none"> Define your career goals Expand your skills Build your personal brand Ace your job interview
Higher Education Basics 1 hour	Preparing for higher education? This course helps you explore options, plan your path, and excel in your studies.	<ul style="list-style-type: none"> Manage college costs & funding Excel in admissions & essays Choose the best major Master time management skills
Match Your Career with a Degree 1 hour	Unsure which degree matches your career goals? This course helps align your career aspirations with the perfect academic path.	<ul style="list-style-type: none"> Match skills with careers Choose the right degree Plan Courses and finances Create a career action plan
Paying for College 1 hour	How can you make college more affordable? This course explores financial aid, scholarships, and funding strategies.	<ul style="list-style-type: none"> Create a college savings plan Find and secure scholarships Manage loans and debts Maximize FAFSA and aid awards

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Job Hunting Courses

Course	Description	What You'll Learn
Create a Job Portfolio 1 hour	Want to stand out to employers? Build a strong job portfolio that showcases your skills, achievements, and strengths.	<ul style="list-style-type: none"> • Craft a standout portfolio • Design an eye-catching layout • Manage your online visibility • Use your portfolio to land jobs
Interview Skills 1 hour	Ready to ace your next interview? Prepare strategically, answer with confidence, and stand out to land your dream job.	<ul style="list-style-type: none"> • Tailor your skills for interviews • Master body language cues • Excel in all interview format • Handle tough questions
Land Your Dream Job 1 hour	Land your dream job by perfecting your resume, mastering interviews, and confidently securing the role you deserve.	<ul style="list-style-type: none"> • Optimize resume & LinkedIn • Master job boards & applications • Ace interviews with confidence • Negotiate salary & offers
LinkedIn Job Search 1 hour	Struggling to find job opportunities on LinkedIn? Optimize your profile, expand your network, and unlock new career paths.	<ul style="list-style-type: none"> • Optimize your LinkedIn profile • Expand your network • Enhance your brand with endorsements • Use advanced job search features
Optimize Your Resume 1 hour	Looking to make a lasting impression? Learn how to craft a professional resume that stands out and gets noticed.	<ul style="list-style-type: none"> • Define Career Objectives • Craft Compelling Summaries • Highlight Work Experience • Enhance Resume Design
Write a Killer Resume 1 hour	Make a lasting impression with a standout resume that grabs attention and impresses employers.	<ul style="list-style-type: none"> • Personalize your resume • Use impactful action verbs • Optimize for ATS screening • Follow up on job applications

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Personal Branding Courses

Course	Description	What You'll Learn
LinkedIn Profile Optimization 1 hour	Looking to attract more opportunities on LinkedIn? This course helps optimize your profile with strategies to grow your network.	<ul style="list-style-type: none">• Set up an eye-catching profile• Optimize profile sections• Use advanced LinkedIn features• Keep profile updated and engaging
Personal Branding Strategy 1 hour	How strong is your personal brand? This course helps you build a powerful image that boosts visibility, & credibility online.	<ul style="list-style-type: none">• Define your personal brand• Network your brand• Set branding goals• Elevate with social media

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Active Shooter Course

Course	Description	What You'll Learn
Active Shooter Training 1 hour	How do you survive an Active Shooter event? This course teaches how to stay safe, and protect yourself in emergencies.	<ul style="list-style-type: none">Spot active shooter warning signsMaster the Run, Hide, Fight strategyDevelop evacuation and defense skillsCreate and implement response plans

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Discrimination Course

Course	Description	What You'll Learn
Discrimination 1 hour	How does discrimination shape workplaces? Learn its impact and how to foster inclusion in this course.	<ul style="list-style-type: none">• Address workplace discrimination• Identify all discrimination types• Ensure legal compliance• Apply anti-discrimination policies

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Drugs & Alcohol Courses

Course	Description	What You'll Learn
Drug Addiction 1 hour	How does drug addiction affect lives and communities? Discover its impact and explore prevention & recovery strategies.	<ul style="list-style-type: none">• Understand addiction types• Recognize health & societal impacts• Apply prevention & recovery steps• Explore drug policies & treatments
Drug and Alcohol Awareness 1 hour	Is your workplace prepared to address substance abuse? Explore drug and alcohol awareness and promote safety.	<ul style="list-style-type: none">• Recognize drug & alcohol abuse• Comply with drug law requirements• Conduct lawful drug testing• Promote a drug-free workplace

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Harassment Courses

Course	Description	What You'll Learn
HIPAA Compliance Training 1 hour	Want to learn about HIPAA Compliance? This course helps you understand regulations and ensure patient data privacy.	
Sexual Harassment 1 hour	How can workplaces stay safe and respectful? Learn to recognize, prevent, and address sexual harassment effectively.	
Sexual Harassment for Managers 1 hour	How can managers create a harassment-free workplace? This course covers recognizing and addressing sexual harassment.	
Workplace Bullying 1 hour	Is bullying affecting your workplace? This course helps you prevent, address, and maintain a safe work environment.	

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HR Compliance Courses

Course	Description	What You'll Learn
ADA Compliance 1 hour	How can you create an inclusive workplace? This course covers ADA compliance and accessibility essentials.	
Conflict of Interest 1 hour	Struggling with conflicts of interest at work? Learn how to identify and manage them to maintain trust and integrity.	
FMLA Requirements 1 hour	Confused about FMLA requirements? Learn employee rights, eligibility, and key policies in this course.	
Workplace Discipline 1 hour	Facing workplace discipline challenges? Learn to manage behavior and ensure compliance with effective policies.	
Workplace Ethics 1 hour	Ready to build a more ethical workplace? Make better decisions and foster trust with practical ethics.	
Workplace Violence 1 hour	Concerned about workplace violence? This course helps you prevent risks, handle incidents, & ensure a safe environment.	

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Safety Courses

Course	Description	What You'll Learn
Bloodborne Pathogens 1 hour	How prepared are you for fire safety? This course teaches fire prevention, equipment use, emergency actions, and compliance.	<ul style="list-style-type: none"> Understand bloodborne pathogens Recognize high-risk roles Properly use PPE for safety Respond to exposure incidents
Fire Safety 1 hour	Want to enhance fire safety knowledge? This course covers fire causes, prevention, equipment use, emergency actions, and compliance.	<ul style="list-style-type: none"> Identify and classify fires Equip with safety gear Execute emergency plans & first aid Understand fire & safety regulations
First Aid and CPR Training 1 hour	Want to be prepared for emergencies? This course covers first aid basics, CPR techniques, and handling common injuries.	<ul style="list-style-type: none"> Learn first aid basics Treat wounds and burns Perform CPR and aid choking Handle heatstroke and poisoning
HazCom 1 hour	Want to master HazCom standards? This course covers chemical hazards, safety data sheets, labeling, and protective measures.	<ul style="list-style-type: none"> Understand HazCom basics Recognize HazCom symbols Use safety data sheets Implement safety measures
Hazmat Classes 1 hour	Learn about Hazmat Classes in this course, exploring material classifications, safe handling, storage, and compliance guidelines.	<ul style="list-style-type: none"> Identify HAZMAT types and labels Safely store and transport HAZMAT Handle HAZMAT incidents Comply with HAZMAT regulations
Injury Prevention 1 hour	Want to prevent injuries? This course covers home safety, ergonomics, sports injury prevention, and emergency response.	<ul style="list-style-type: none"> Apply home safety practices Prevent slips and falls Acquire basics first aid skills Understand injury prevention
OSHA Compliance 1 hour	Ready to master OSHA compliance? This course guides you through safety regulations, inspections, and effective record keeping.	<ul style="list-style-type: none"> Understand OSHA compliance Apply OSHA standards Prepare for OSHA inspections Promote a safety culture
OSHA Regulations 1 hour	Want to ensure OSHA compliance? This course covers key regulations, safety standards, inspections, and record keeping essentials.	<ul style="list-style-type: none"> Understand OSHA essentials Follow OSHA regulations Prepare for OSHA inspections Reduce workplace hazards
Personal Protective Equipment 1 hour	Learn how to select, use, and maintain personal protective equipment (PPE) to ensure safety and compliance at work.	<ul style="list-style-type: none"> Identify different PPE types Choose the right PPE Wear and maintain PPE correctly Comply with PPE regulations
Safe Driving 1 hour	Want to enhance your driving skills? This course covers road safety, vehicle checks, defensive driving, and handling emergencies.	<ul style="list-style-type: none"> Perform vehicle safety checks Use defensive driving techniques Adapt to driving conditions Manage emergencies and distractions
Workplace Injury 1 hour	Want to prevent workplace injuries? This course covers identifying risks, injury types, prevention strategies, and reporting procedures.	<ul style="list-style-type: none"> Identify injury types and causes Assess & reduce workplace hazards Prevent & manage workplace injury Report injuries and offer support
Workplace Safety 1 hour	Want to ensure workplace safety? This course covers hazard identification, safety policies, PPE, and incident response.	<ul style="list-style-type: none"> Understand safety laws and standards Identify and assess hazards Implement safety policies Manage workplace injuries

“We describe CustomGuide as an appendage to our training department.”

The Salvation Army



★★★★★
4.9 out of 5 on G2

Courses Feature

Learn by doing

Skill assessments

Editable content

Certificates

Course Catalog

-  Business Skills
-  Career Development
-  **Compliance & Safety**
 -  Active Shooter
 -  Discrimination
 -  Drugs & Alcohol
 -  Harassment
 -  HR Compliance
 -  Safety
-  **Security**
-  Diversity & Citizenship
-  Leadership
-  Google
-  Microsoft
-  Technology
-  Wellness

Security Courses

Course	Description	What You'll Learn
Cyber Security 2 hours	Concerned about online threats? This course teaches you to identify risks, protect sensitive data, and implement best practices in cyber security.	<ul style="list-style-type: none"> • Identify Security Risks • Protect Confidential Information • Prevent Malware Infections • Implement Network Security Measures
Social Media Security 1 hour	Want to safeguard your online presence? This course covers password creation, privacy settings, phishing detection, and secure sharing.	<ul style="list-style-type: none"> • Strengthen account passwords • Optimize privacy settings • Identify social media scams • Secure family & work accounts

Courses Feature

-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates

“So impressed with your features and ease of use!”

San Diego Public Library



★★★★★
4.9 out of 5 on G2

Course Catalog

-  Business Skills
-  Career Development
-  Compliance & Safety
-  **Diversity & Citizenship**
-  **Bias**
-  Diversity
-  U.S. Citizenship
-  Leadership
-  Google
-  Microsoft
-  Technology
-  Wellness

Bias Courses

Course	Description	What You'll Learn
Disability Awareness 1 hour	How inclusive is your workplace for people with disabilities? This course helps create a more accessible environment for everyone.	
Recruitment Bias 2 hours	Bias has no place in hiring. This course helps you recognize and reduce bias to make fair and inclusive hiring decisions.	
Unconscious Bias 1 hour	How does unconscious bias influence your workplace? Uncover ways to recognize and overcome it for greater inclusion.	
Work with Different Generations 1 hour	How do you bridge generational gaps? This course helps you understand differences & foster collaboration at work.	

Courses Feature

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-  Skill assessments
-  Editable content
-  Certificates

“Customizing the courses saved countless hours of work.”

Goodwill



★★★★★
4.9 out of 5 on G2

Course Catalog

Business Skills

Career Development

Compliance & Safety

Diversity & Citizenship

Bias

Diversity

U.S. Citizenship

Leadership

Google

Microsoft

Technology

Wellness

Diversity Courses

Course	Description	What You'll Learn
Cultivate Diversity, Inclusion, & Belonging 1 hour	Ready to create a more inclusive workplace? This course helps you build understanding and foster belonging.	
Cultural Competence 1 hour	Want to excel in cross-cultural communication? This course enhances your cultural competence and understanding.	
Diversity Basics 1 hour	How can diversity shape a better workplace? Explore how it influences workplaces and fosters an inclusive environment.	
Diversity in the Workspace 1 hour	How can diversity transform your workplace? This course helps you understand cultures & build an inclusive environment.	
Inclusive Leadership 1 hour	How can you lead with empathy and trust? This course guides you in mastering the skills of inclusive leadership.	
Manage Diverse Teams 1 hour	What makes a great leader of diverse teams? Understand diversity and master inclusive leadership in this course.	

Courses Feature

Learn by doing

Skill assessments

Editable content

Certificates

“Love the quick lessons, easy to apply right away!”

MN Dept of Revenue



4.9 out of 5 on G2

Course Catalog

-  Business Skills
-  Career Development
-  Compliance & Safety
-  **Diversity & Citizenship**
 -  Bias
 -  Diversity

 **U.S. Citizenship**

-  Leadership
-  Google
-  Microsoft
-  Technology
-  Wellness

U.S. Citizenship Courses

Course	Description	What You'll Learn
Become a U.S. Resident 1 hour	New to U.S. residency? This course guides you through immigration benefits, visa types, application processes, and life after approval.	<ul style="list-style-type: none"> • Understand residency benefits • Choose the right visa/green card • Complete applications efficiently • Manage legal & financial steps
Become a U.S. Citizen 2 hours	Want to become a U.S. citizen? This course guides you through eligibility, documentation, tests, interviews, and post-interview steps.	<ul style="list-style-type: none"> • Navigate citizenship requirements • Ace N-400 application • Pass citizenship & english tests • Succeed in the interview
U.S. for New Residents 1 hour	New to the U.S.? This course covers visas, housing, work culture, healthcare, education, and daily life essentials.	<ul style="list-style-type: none"> • Navigate legal residency steps • Secure housing with tenant rights • Succeed in the U.S. job market • Access healthcare & insurance

Courses Feature

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-  Certificates

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City of Columbus



★★★★★
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Course Catalog

-  Business Skills
-  Career Development
-  Compliance & Safety
-  Diversity & Citizenship
-  **Leadership**
-  **Leadership**
-  Management
-  Project Management
-  Google
-  Microsoft
-  Technology
-  Wellness

Leadership Courses

Course	Description	What You'll Learn
Coaching & Mentoring 1 hour	Discover how to inspire growth in others. Learn the skills to coach and mentor, guiding individuals to reach their full potential.	
Delegate Effectively 1 hour	Become an effective delegator. Learn how to assign tasks, build trust, and enhance team productivity.	
Leadership Basics 1 hour	Ready to make an impact as a leader? Develop the skills to inspire teams, make decisions, and lead with confidence.	
Motivate Your Team 1 hour	How can you inspire your team to reach their full potential? Discover proven strategies to motivate and drive team performance.	
Risk Management 1 hour	Is your organization prepared for unexpected risks? Master strategies to minimize threats and protect long-term success.	
Women in Leadership 1 hour	What makes women great leaders? Cultivate the skills to inspire, empower, and lead with confidence and impact.	

Courses Feature

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-  Editable content
-  Certificates

“CustomGuide is a smart, cost-effective approach to training.”

Amazon




4.9 out of 5 on G2

Course Catalog

Business Skills

Career Development

Compliance & Safety

Diversity & Citizenship

Leadership

Leadership

Management

Project Management

Google

Microsoft

Technology

Wellness

Management Courses

Course	Description	What You'll Learn
Change Management 1 hour	How do you lead through change? This course helps you master strategies to manage transitions & ensure successful outcomes.	<ul style="list-style-type: none"> Lead with emotional intelligence Apply models for execution Overcome resistance & foster change Anchor change in culture
Crises Management 1 hour	Is your organization prepared for a crisis? Discover strategies to manage, respond, and recover with confidence.	<ul style="list-style-type: none"> Anticipate crises with planning Execute decisions & communicate Navigate post-crisis recovery Apply digital crisis techniques
Give Effective Feedback 1 hour	Want to make feedback more effective with teams? This course teach you simple techniques to encourage growth.	<ul style="list-style-type: none"> Craft clear feedback strategies Deliver timely & read cues Build a culture of feedback Adapt feedback for remote teams
Manage Remote Teams 1 hour	Effective remote team leadership starts here. Master strategies that enhance communication, productivity, & performance.	<ul style="list-style-type: none"> Adapt to remote work Optimize communication tools Set KPIs & track performance Boost productivity & wellness
Management Basics 1 hour	Great leaders are made, not born. Build essential management skills to improve communication and team performance.	<ul style="list-style-type: none"> Master communication & delegation Set SMART goals & organize teams Navigate risky decisions Lead with integrity & inclusivity
Managing Meetings 2 hours	Transform your meetings into productive sessions. Gain skills to plan, lead, and follow up to achieve post-meeting goals.	<ul style="list-style-type: none"> Define Meeting Objectives Create Effective Agendas Facilitate Engaging Discussions Implement Actionable Follow-Ups
Performance Management 1 hour	Want to boost your team's performance? This course helps develop techniques for setting goals and overcoming challenges.	<ul style="list-style-type: none"> Master performance management basics Use KPIs for accurate reviews Address resistance & bias Align goals for growth

Courses Feature

Learn by doing

Skill assessments

Editable content

Certificates

"A fun, interactive way to learn technology skills."

Rockford Public Library



★★★★★
4.9 out of 5 on G2

Course Catalog

-  Business Skills
-  Career Development
-  Compliance & Safety
-  Diversity & Citizenship
-  **Leadership**

 Leadership

 Management

 **Project Management**

 Google

 Microsoft

 Technology

 Wellness

Project Management Courses

Course	Description	What You'll Learn
Project Management Basics 1 hour	What are the essentials of project management? This course explains project phases, planning, execution, and closure.	<ul style="list-style-type: none">• Master project phases• Set & manage SMART goals• Optimize team communication• Conclude with reviews
SCRUM Basics 1 hour	Looking to master Scrum? This course explains roles, events, and artifacts while guiding you to implement agile practices.	<ul style="list-style-type: none">• Learn SCRUM fundamentals• Apply roles & events• Solve SCRUM challenges• Scale for diverse projects

Courses Feature

 Learn by doing

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 Editable content

 Certificates

“CustomGuide presents material in the best way to learn.”

Yale University



4.9 out of 5 on G2

Course Catalog

-  Business Skills
-  Career Development
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-  Diversity & Citizenship
-  Leadership

G Google

-  Microsoft
-  Technology
-  Wellness

G Google Courses

Course	Description	What You'll Learn
Gmail 3 hours	Looking to improve your email skills? This course helps you manage, organize, and customize Gmail for maximum efficiency.	
Google Calendar 3 hours	Struggling to stay organized? This course shows you how to manage events, set reminders, and share calendars with Google Calendar.	
Google Chrome 2 hours	Tired of messy browsing? Learn how to navigate the web, manage bookmarks, and customize Google Chrome for a smoother experience.	
Google Classroom 2 hours	Need help with Google Classroom? Whether you're a teacher, student, or guardian, this course provides everything you need to effectively use Google Classroom.	
Google Docs 4 hours	Want to make the most of Google Docs? Learn how to create, edit, and format documents with ease in this course.	
Google Drive 2 hours	Ready to organize your files? This course shows you how to store, manage, and share documents effectively with Google Drive.	
Google Forms 2 hours	Looking to create surveys or quizzes? This course teaches you how to build, distribute, and analyze forms using Google Forms.	
Google Meet 2 hours	Need to run better online meetings? This course shows you how to host, join, and manage virtual meetings with Google Meet.	
Google Sheets 4 hours	Want to master Google Sheets? Learn how to create, edit, and format spreadsheets to organize and analyze data efficiently.	
Google Slides 4 hours	Want to create impactful presentations? This course teaches you how to design, edit, and deliver slides using Google Slides.	
Google Workspace Essentials 5 hours	Boost productivity with Google Workspace Essentials! This course teaches you how to communicate, collaborate, and manage tasks efficiently using Google's essential tools.	

"A huge timesaver for me as a trainer and course developer."

California State Parks

Courses Feature

-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates



★★★★★
4.9 out of 5 on G2



Access Courses

Course Catalog

- Business Skills
- Career Development
- Compliance & Safety
- Diversity & Citizenship
- Leadership
- Google
- Microsoft**
 - Access**
 - Excel
 - Office 365
 - OneDrive
 - OneNote
 - Outlook
 - PowerPoint
 - Project
 - SharePoint
 - Teams
 - Windows
 - Word
- Technology
- Wellness

Course	Description	What You'll Learn
Access Basic 5 hours	New to Microsoft Access? This course helps you master database creation, record management, and table design basics.	<ul style="list-style-type: none"> • Plan & create databases • Add & enter records • Find, filter, & sort data • Create & work with tables
Access Intermediate 7 hours	Enhance your Access skills by mastering relational databases, advanced queries, and form design in this intermediate course.	<ul style="list-style-type: none"> • Create relational databases • Build queries • Design & use forms • Create professional reports

Courses Feature

- Learn by doing
- Skill assessments
- Editable content
- Certificates

“What a terrific product you have!”

Chicago Public Schools



★★★★★
4.9 out of 5 on G2

Course Catalog

-  Business Skills
-  Career Development
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-  Google
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 -  **Excel**
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 -  OneNote
 -  Outlook
 -  PowerPoint
 -  Project
 -  SharePoint
 -  Teams
 -  Windows
 -  Word
-  Technology
-  Wellness



Excel Courses

Course	Description	What You'll Learn
Excel Basic 4 hours	New to Excel? This course gives you a solid foundation in Excel and spreadsheet basics.	
Excel Intermediate 5 hours	Looking to enhance your Excel? This course covers intermediate features like charts, tables, and data management.	
Excel Advanced 4 hours	Ready to elevate your Excel expertise? This course teaches advanced functions, PivotTables, and data analysis tools.	

Courses Feature

-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates

“We describe CustomGuide as an appendage to our training department.”

The Salvation Army



★★★★★
4.9 out of 5 on G2

Office 365 Course

Course	Description	What You'll Learn
Office 365 Essentials 5 hours	New to Office 365? This course helps you master creating, editing, and formatting documents, spreadsheets, and presentations.	<ul style="list-style-type: none">• Master Office 365 Fundamentals• Edit and Format Text in Word• Create Spreadsheets in Excel• Design Engaging Slides

Courses Feature

-  Learn by doing  Skill assessments  Editable content  Certificates

Course Catalog

-  Business Skills
-  Career Development
-  Compliance & Safety
-  Diversity & Citizenship
-  Leadership
-  Google
-  **Microsoft**
 -  Access
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 -  Outlook
 -  PowerPoint
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-  Technology
-  Wellness

“So impressed with your features and ease of use!”

San Diego Public Library




4.9 out of 5 on G2

OneDrive Course

Course	Description	What You'll Learn
OneDrive 2 hours	Looking to streamline your file management? This course teaches you how to upload, share, and sync files using OneDrive.	<ul style="list-style-type: none">• Organize files & folders• Upload and share files• Manage previous versions• Sync OneDrive & work offline

Courses Feature

 Learn by doing

 Skill assessments

 Editable content

 Certificates

Course Catalog

 Business Skills

 Career Development

 Compliance & Safety

 Diversity & Citizenship

 Leadership

 Google

 **Microsoft**

 Access

 Excel

 Office 365

 **OneDrive**

 OneNote

 Outlook

 PowerPoint

 Project

 SharePoint

 Teams

 Windows

 Word

 Technology

 Wellness

“Customizing the courses saved countless hours of work.”

Goodwill



4.9 out of 5 on G2



OneNote Course

Course	Description	What You'll Learn
OneNote 5 hours	Ready to organize your notes? This course shows you how to create, manage, and share digital notebooks using OneNote.	<ul style="list-style-type: none">• Capture notes in a digital notebook• Add links, images, and lists• Organize, sync, and share notes• Attach files and Outlook meeting information

Courses Feature

Learn by doing

Skill assessments

Editable content

Certificates

Course Catalog

- Business Skills
- Career Development
- Compliance & Safety
- Diversity & Citizenship
- Leadership
- Google
- Microsoft**
 - Access
 - Excel
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“Love the quick lessons, easy to apply right away!”

MN Dept of Revenue



4.9 out of 5 on G2

Outlook Courses

Course Catalog

-  Business Skills
-  Career Development
-  Compliance & Safety
-  Diversity & Citizenship
-  Leadership
-  Google
-  **Microsoft**
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 -  OneNote
 -  **Outlook**
 -  PowerPoint
 -  Project
 -  SharePoint
 -  Teams
 -  Windows
 -  Word
-  Technology
-  Wellness

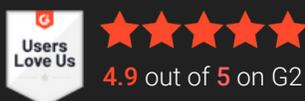
Course	Description	What You'll Learn
Outlook Basic 4 hours	Want to get started with Outlook? This course helps you manage emails, contacts, and calendars efficiently.	<ul style="list-style-type: none"> • Create professional signatures • Schedule appointments • Create & categorize contacts • Organize your inbox
Outlook Intermediate 3 hours	Ready to take your Outlook skills to the next level? This course covers advanced email management, calendars, and task organization.	<ul style="list-style-type: none"> • Create rules to manage your emails • Share your calendar & email • Use categories and folders • Master advanced find & search

Courses Feature

-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates

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City of Columbus



Course Catalog

-  Business Skills
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PowerPoint Courses

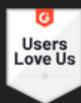
Course	Description	What You'll Learn
PowerPoint Basic 4 hours	New to PowerPoint? Discover how to design professional slides, add text, and include basic visuals for impactful presentations.	<ul style="list-style-type: none"> • Add slides & create presentations • Adjust slide layouts & organize slides • Move & hide slides • Deliver presentations
PowerPoint Intermediate 5 hours	Ready to level up your PowerPoint skills? Master advanced animations, transitions, multimedia elements, and slide master tools.	<ul style="list-style-type: none"> • Create stunning presentation with images • Use Slide Masters to control formatting • Add transitions & animations • Record & narrate slideshows

Courses Feature

-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates

“CustomGuide is a smart, cost-effective approach to training.”

Amazon



★★★★★
4.9 out of 5 on G2

Project Course

Course	Description	What You'll Learn
Project 5 hours	Need to manage projects more effectively? This course teaches you how to create plans, schedule tasks, manage resources, and track progress in Project.	<ul style="list-style-type: none">• Create New Projects• Manage Project Task• Allocate Resources Efficiently• Generate Comprehensive Reports

Courses Feature

-  Learn by doing
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Course Catalog

-  Business Skills
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-  Wellness

“A fun, interactive way to learn technology skills.”

Rockford Public Library



★★★★★
4.9 out of 5 on G2

SharePoint Course

Course	Description	What You'll Learn
SharePoint 3 hours	Ready to get started with SharePoint? This course shows you how to navigate sites, manage libraries, and customize pages.	<ul style="list-style-type: none">• Navigate SharePoint Sites• Manage Lists and Libraries• Collaborate on Documents• Customize Web Pages

Courses Feature

 Learn by doing

 Skill assessments

 Editable content

 Certificates

Course Catalog

 Business Skills

 Career Development

 Compliance & Safety

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“CustomGuide presents material in the best way to learn.”

Yale University



4.9 out of 5 on G2

Teams Course

Course	Description	What You'll Learn
Teams 3 hours	Looking to streamline collaboration? This course teaches you how to use Microsoft Teams for chats, meetings, and teamwork.	<ul style="list-style-type: none">• Create Teams & Channels• Chat one-on-one or with a team• Schedule voice & video meetings• Share files & collaborate

Courses Feature

 Learn by doing

 Skill assessments

 Editable content

 Certificates

Course Catalog

 Business Skills

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 Windows

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 Wellness

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California State Parks




4.9 out of 5 on G2

Course Catalog

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Windows Courses

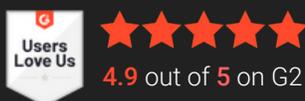
Course	Description	What You'll Learn
Windows 11 4 hours	Explore Windows 11 with ease. This course covers navigation, file management, and customization to boost your productivity.	<ul style="list-style-type: none"> • Use windows, apps, & desktops • Organize files & folders • Browse the Internet • Personalize Windows & adjust privacy
Windows 11: What's New 2 hours	Windows 11: What's New – Discover the latest features, including the redesigned Start Menu, Snap Layouts, and Widgets.	<ul style="list-style-type: none"> • Explore Windows 11 Features • Customize the Start Menu • Use Snap Layouts Efficiently • Access Widgets and Tools
Windows 10 4 hours	Explore Windows 10 with ease. This course covers navigation, file management, and customization to boost your productivity.	<ul style="list-style-type: none"> • Use windows, apps, & desktops • Organize files & folders • Browse the Internet • Personalize Windows & adjust privacy

Courses Feature

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Chicago Public Schools



Course Catalog

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Word

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Word Courses

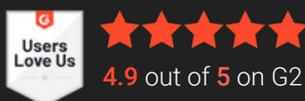
Course	Description	What You'll Learn
Word Basic 4 hours	This course guides you through creating, editing, and formatting documents in Word 2021, enhancing your word processing skills.	<ul style="list-style-type: none"> • Create documents & edit text • Format text & align paragraphs • Change page size & settings • Adjust margins, footers & headers
Word Intermediate 4 hours	Looking to enhance your Word skills? This intermediate course covers tables, graphics, styles, and long document management.	<ul style="list-style-type: none"> • Add images, lists, & tables • Wrap text around objects • Use styles, themes, & templates • Manage sections, outlines, & TOCs
Word Advanced 3 hours	This course teaches you to co-author documents, track changes, create forms, and automate tasks with macros in Word.	<ul style="list-style-type: none"> • Collaborate on Documents • Automate Tasks with Macros • Perform Advanced Formatting • Execute Mail Merges

Courses Feature

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The Salvation Army



Course Catalog

Business Skills

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Technology Courses

Course	Description	What You'll Learn
AI for HR 2 hours	Ready to streamline HR with AI? This course helps you use AI tools to streamline hiring, training and enhance employee management.	
Computer Basics 2 hours	New to computers? Master essential skills like navigating, typing, and organizing files effortlessly.	
Excel Mac Basic 4 hours	New to Excel for Mac? Learn how to create and edit spreadsheets, build basic formulas, and format your data with ease.	
Excel Mac Intermediate 5 hours	Looking to enhance your Excel skills on Mac? This course covers intermediate features like advanced formulas, data management, and chart creation.	
macOS 4 hours	Ready to navigate macOS? This course shows you how to manage files, customize settings, and use essential features with ease.	
PowerPoint Mac Basic 4 hours	Looking to create impactful presentations on your Mac? This course teaches you how to design, edit, and deliver slides using PowerPoint for Mac.	
PowerPoint Mac Intermediate 5 hours	Ready to level up your PowerPoint skills? Learn intermediate formatting, animations, and slide master tools for Mac presentations.	
Word Mac Basic 4 hours	New to Word for Mac? Learn how to create documents, format text, and organize content with this beginner-friendly course.	
Word Mac Intermediate 4 hours	Looking to enhance your Word skills on Mac? This course covers intermediate features like tables, graphics, styles, and long document management.	
ChatGPT Basics 4 hours New	A practical ChatGPT Course that teaches prompts, core features, and step-by-step skills you can use every day.	
Salesforce 4 hours	Looking to streamline your sales process? This course teaches lead management, opportunity tracking, and report generation.	
Slack 3 hours	Ready to improve team collaboration? This course shows you how to use Slack for messaging, channels, calls, and productivity tools.	
Zoom 2 hours	Enhance your virtual meetings with Zoom. This course teaches you to schedule, host, and manage online meetings effectively.	

“So impressed with your features and ease of use!”

San Diego Public Library



★★★★★
4.9 out of 5 on G2

Courses Feature

Learn by doing

Skill assessments

Editable content

Certificates

Course Catalog

-  Business Skills
-  Career Development
-  Compliance & Safety
-  Diversity & Citizenship
-  Leadership
-  Google
-  Microsoft
-  Technology
-  **Wellness**
 -  **Mental Health**
 -  Personal Growth
 -  Relationships
 -  Well-Being
 -  Work-Life Balance

Mental Health Courses

Course	Description	What You'll Learn
ADHD 1 hour	Struggling with focus and productivity? Understand ADHD & learn strategies to manage symptoms & boost your performance.	
Breaking Bad Habits 1 hour	Stuck in a cycle of bad habits? Break free, build healthier routines, and boost your well-being with proven techniques.	
Imposter Syndrome 1 hour	Do self-doubts hold you back? This course helps you overcome imposter syndrome & build confidence to succeed in your career.	
Stress Management 1 hour	Is stress holding you back? This course helps you master techniques to reduce anxiety, improve focus, & boost well-being.	

Courses Feature

-  Learn by doing
-  Skill assessments
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-  Certificates

“Customizing the courses saved countless hours of work.”

Goodwill



★★★★★
4.9 out of 5 on G2

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Personal Growth Courses

Course	Description	What You'll Learn
Building Self-Esteem 1 hour	Is self-doubt holding you back? This course helps boost your confidence, build self-esteem, & unlock your full potential.	<ul style="list-style-type: none">• Identify self-esteem traits• Understand self-esteem roots• Boost self-esteem effectively• Handle criticism positively
Life Coaching Basics 1 hour	Passionate about helping others? Master life coaching fundamentals to empower personal growth and create lasting change.	<ul style="list-style-type: none">• Understand life coaching basics• Master active listening• Build trust in coaching• Grow your coaching practice

Courses Feature

-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates

“Love the quick lessons, easy to apply right away!”

MN Dept of Revenue




4.9 out of 5 on G2

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Relationships Courses

Course	Description	What You'll Learn
Positive Parenting 1 hour	Curious about Positive Parenting? This course helps you build strong parent-child relationships, set boundaries, and foster resilience.	<ul style="list-style-type: none">• Master positive parenting• Build strong family bonds• Tackle parenting challenges• Foster growth in kids
Social Intelligence 1 hour	What steps can you take to boost social intelligence? This course focuses on empathy, body language, listening, and relationships.	<ul style="list-style-type: none">• Develop social intelligence• Build relationships actively• Overcome social anxiety• Excel in all interactions

Courses Feature

-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates

“CustomGuide captures the interest of both novice and super users.”

City of Columbus



4.9 out of 5 on G2

Course Catalog

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♥ Well-Being Courses

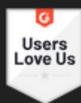
Course	Description	What You'll Learn
Increase Your Happiness 1 hour	Want to boost your happiness? This course explores the science of happiness, positive psychology, and practical strategies for well-being.	
Mind Mapping for Wellness 1 hour	Want to enhance your well-being? This course teaches mind mapping techniques for nutrition, fitness, and mental health.	
Mindfulness 1 hour	Want to embrace mindfulness? This course covers its origins, science, techniques, and daily applications.	
Reverse Aging 1 hour	Want to reverse aging? This course explores diet, exercise, skincare, and advanced anti-aging strategies.	
Self Care Essentials 1 hour	Want to master self-care? This course covers physical health, emotional well-being, and practical self-care strategies.	
Weight Loss Plan 1 hour	Looking to shed pounds effectively? This course covers nutrition, exercise, portion control, and tracking progress.	

Courses Feature

-  Learn by doing
-  Skill assessments
-  Editable content
-  Certificates

“CustomGuide is a smart, cost-effective approach to training.”

Amazon



★★★★★
4.9 out of 5 on G2

Course Catalog

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- Wellness**
 - Mental Health
 - Personal Growth
 - Relationships
 - Well-Being

Work-Life Balance

Work-Life Balance Course

Course	Description	What You'll Learn
Work-Life Balance Basic 1 hour	This course helps you identify personal values, set priorities, and implement strategies to achieve a harmonious work-life balance.	<ul style="list-style-type: none">• Define & spot imbalance• Time-block for productivity• Manage stress effectively• Embrace flexibility & mindfulness

Courses Feature

- Learn by doing
- Skill assessments
- Editable content
- Certificates

“A fun, interactive way to learn technology skills.”

Rockford Public Library



4.9 out of 5 on G2