SkillSoft Courses & Books24/7 Ideas
for the Leeds School of Business

Whether you have 5 minutes or 5 hours, there are online courses and books available to you that meet your needs on a wide range of Business topics. These are all accessible through SkillSoft and Books24/7 and can be found on “myCUinfo” under the Student tab, towards the bottom right of the page.

BIG titles at No-cost to you!

**Lead Like an Entrepreneur** by Neal Thornberry
Featuring in-depth profiles and success stories from some of today’s top companies, including IBM, 3M, Intel, GE, and many others, this essential guide will help put your business on a direct path of growth, renewed energy, and spectacular success.

**Green Business Practices For Dummies** by Lisa Swallow
If you want to take advantage of profit-enhancing opportunities while minimizing negative environmental and social impact, this practical guide shows you how to implement green business practices and gain competitive advantage.

Business Skills and Learning Opportunities

**Essential Time Management and Organization: A Pocket Guide** by Sarah Cook
With the help of clear diagrams, checklists and models, this concise, practical guide offers tried and tested techniques for organizing your time and achieving your goals, and will help you transform the way you work and regain control of your day.

**Social Knowledge: Using Social Media to Know What You Know** by John P. Girard and JoAnn L. Girard
Providing relevant theoretical frameworks, the latest empirical research findings, and practitioners’ best practices, this multidisciplinary book will improve readers’ understanding of the strategic role of social knowledge in business, government, or non-profit sectors.

With international case studies demonstrating how recruitment contributes to business success, this helpful guide presents best practices in recruitment such as relationship building for long-term hiring, assessing and selecting candidates, designing the contract of employment, and more.
Some examples of the useful Skillsoft Interactive Courses are located in Catalog -> Business Skills Curricula -> H.R., Management, Finance, Marketing Curriculum. There are many more business relevant SkillSoft courses available in the Catalog.

Login at: http://oit.colorado.edu/skillsoft