

BuildTeamWork.com

Helping Organizations Achieve Excellence

Business Essentials

Ensure Everyone Has the Basics



Employee Excellence

Excellence in Customer Facing



Healthy Body and Mind

Ensure No One is Left Behind



Emotional Intelligence

Excellence in Internal Teams

Our mission is to make team work and achieving organizational excellence fast, easy, and painless. We do this by providing a four part video series that covers **Business Essentials** (Ensure Everyone Has The Basics), **Employee Excellence** (Excellence in Customer Facing) , **Emotional Intelligence** (Excellence in Internal Teams), and **Healthy Body and Mind** (Ensure No One Is Left Behind).

Business Essentials

The **Business Essentials Series** equips employees with core skills to thrive in the workplace, covering teamwork, cybersecurity, customer service, harassment prevention, and more. These training videos provide actionable strategies to foster collaboration, enhance productivity, and create a safe, inclusive environment. By applying these skills, employees can contribute to organizational success and build a respectful, high-performing workplace.

23 Videos

3 Hours

3 Year Certificate

Cybersecurity

Highlights the growing threat of cybercrime, showing how employee awareness and training are key to protecting business data and email accounts.

Customer Service: How to Excel

Details how listening to feedback and improving weak points in customer service leads to marketing and operational success.

Email Effectiveness

Stresses the importance of writing clear, professional emails in a world where inbox overload is the norm.

Meetings: Agenda and Minutes

Explains how using a clear agenda and summary notes keeps meetings organized and action-oriented.

The Many Faces of Harassment and Discrimination

Warns of toxic employees who thrive in hostile environments and how unchecked abuse can destroy a healthy workplace.

Customer Service: Communication

Emphasizes that respectful, attentive communication with customers boosts sales and customer loyalty.

Customer Service: Skills Required

Outlines traits like compassion, patience, and motivation as essential for great service—and reassures they can all be learned.

Meetings: Why and When

Shows how excessive meetings waste time and money, and how to reduce them through better planning.

Cellphones: Manners vs Rudeness

Addresses the social and health impacts of careless phone use and encourages mindful etiquette.

Harassment Exposed

Explores the psychological and workplace consequences of unchecked harassment, often tied to power and entitlement.

Customer Service: Reasons to Excel

Explains why customer service is the foundation of business success, as every role depends on satisfied customers.

Customer Service: Difficult Customers

Reframes difficult customers as stressed or disappointed individuals who need quick, empathetic solutions.

Meetings: Concise and Profitable

Teaches how to run productive meetings that reflect organizational goals and avoid inefficiency.

Workplace Violence Trilogy

Reveals the rise in workplace violence and calls for comprehensive prevention programs that go beyond basic harassment policies.

Harassment Prevention

Covers the legal and ethical need to prevent harassment and discrimination based on gender or behavior.

Business Essentials (cont.)

Bully in the Workplace

Describes both overt and subtle bullying tactics and the long-term damage caused by unaccountable individuals.

Interviewing: Cover Letter and Resume

Explains how a strong cover letter and resume serve as personal marketing tools to land interviews.

Mentoring Veterans

Advocates for hiring veterans by highlighting their training, discipline, and readiness to contribute after service.

Essential to the Team (Short Version)

Introduces teamwork as a blend of communication, support, and mutual respect that empowers every member.

Interviewing Tips

Encourages thorough preparation for job interviews, with insights on how to answer questions confidently.

Go Green at Work

Encourages eco-friendly workplace practices that reduce waste and cost while benefiting the environment.

Interviewing Job Candidates

Outlines a six-step hiring process to help managers recruit effectively—from job posting to final decision.

Disability Without Borders

Promotes inclusion by showing the value and innovation brought by employees with disabilities.



Employee Excellence

The **Employee Excellence Series** helps employees and managers excel in customer-facing roles by enhancing communication, problem-solving, and adaptability. These training videos inspire growth, foster cooperation, and provide practical strategies to improve productivity and build strong customer relationships. By applying these skills, individuals can drive organizational success and create lasting connections that support long-term excellence.

19 Videos

3 Hours

3 Year Certificate

Orientation for New Hires

Explains how successful companies prioritize employee well-being, emphasizing mutual respect between staff and management.

Qualities of a Great Employee

Identifies essential traits like dependability, passion, and confidence that make employees stand out.

Excellence in Customer Service (Short Version)

Covers core principles of respectful, professional, and responsive customer service in a concise format.

Mistakes are Valuable Teachers

Reframes mistakes as learning opportunities rather than failures, encouraging growth and resilience.

The Two Minute Mental Break

Encourages short breaks throughout the day to reduce stress, fatigue, and increase productivity.

Orientation for Leaders

Highlights the importance of respectful leadership, trust, and setting the tone for excellence through example.

Organization Culture for Learning

Encourages continuous learning and open-mindedness to promote organizational growth and adaptability.

Excellence in Customer Service

A full version emphasizing the value of politeness, clear communication, and empathy with customers.

The Strategic Thinker

Promotes forward-thinking, planning, and analysis as tools for sustainable business success.

Habits That Impact Work

Identifies how small, often unnoticed habits can significantly affect workplace harmony and performance.

Right Attitude Right Results

Shows how personal and professional attitudes shape both individual success and the overall workplace culture.

Essential to the Team

Explains the fundamentals of teamwork, communication, and appreciation as keys to team success.

Adapting to Change

Helps employees accept that change is inevitable and learn to control their reactions and mindset.

Communicating Effectively

Shows how thoughtful language choices impact relationships, motivation, and workplace outcomes.

First-Time Manager Tips

Offers practical advice for new managers navigating their transition and building team credibility.



Employee Excellence (cont.)

Discipline in the Workplace

Focuses on using discipline to guide and correct behavior with respect rather than shame or punishment.

Organizing Your Workspace

Highlights the importance of decluttering and creating an efficient workspace to boost

Overcoming Procrastination

Discusses causes of procrastination and how to shift from being busy to being truly productive.

Tech Leadership Code to Success

Outlines the roles and traits of effective IT leaders, emphasizing vision, teamwork, and expertise.

Emotional Intelligence

The **Emotional Intelligence Series** is a collection of HR training videos that enhance teamwork, communication, and leadership. Emotional intelligence (EI) boosts productivity, resolves conflicts, and fosters strong relationships, outperforming high IQ in 70% of cases. This course covers self-awareness, empathy, conflict resolution, and decision-making, helping individuals tackle challenges and create a supportive, successful workplace.

21 Videos

3 Hours

3 Year Certificate

Emotional Intelligence Equals Success

Explains how emotional intelligence impacts 58% of your performance, relationships, and well-being—often more than IQ.

The Need for Common Sense Critical Thinking

Shows how critical thinking and perception shape our understanding and decision-making in a world flooded with misinformation.

Mastery of Self-Awareness

Encourages taking responsibility for your life by developing self-awareness and actively creating opportunities.

Confident or Arrogant

Differentiates between true confidence and arrogance, emphasizing how each affects workplace dynamics.

The Empathy Muscle

Illustrates how empathy enhances connection, compassion, and sensitivity in personal and professional relationships.

A Workplace Free of Negativity

Focuses on identifying and addressing toxic behavior to maintain a respectful and productive workplace.

Office Humor

Explains how laughter can reduce stress, improve memory, and strengthen workplace relationships.

Humor, Sarcasm, and Conflict

Highlights the positive and negative effects of humor, warning that sarcasm and teasing can damage morale.

Stop Being Easily Offended

Encourages emotional resilience by learning not to take things personally or react with hypersensitivity.

Turning Apathy into Proactivity

Explores how disinterest and disengagement can be reversed by reigniting passion, interest, and action.

Worry Less

Discusses how worry drains energy and how to distinguish between valid concern and unnecessary anxiety.

Worry Management

Teaches strategies to maintain self-esteem and focus while ignoring unhelpful opinions and fears.

The Unfortunate Effects of Anger

Reveals the widespread damage caused by unchecked anger in homes, schools, workplaces, and society.

The Unfortunate Effects of Fear

Examines how fear can control lives and how to shift from unhealthy fear to empowerment.

The Unfortunate Effects of Lies

Explores the roots and consequences of dishonesty, especially how it breaks trust in relationships.

Emotional Intelligence



Emotional Intelligence (cont.)

Gossip (If Walls Could Talk)

Warns against workplace gossip, encouraging respectful communication and professionalism.

Gossip Impacts the Team

Shows how critical thinking and perception shape our understanding and decision-making in a world flooded with misinformation.

Jealousy at Work

Discusses how envy disrupts workplace harmony and offers insight into overcoming insecurity.

The Truth about Deception and You


Describes common deceptive behaviors and how to recognize when someone might be hiding the truth.

The Truth about Deception in Business

Explains how business deception—from fraud to manipulation—damages innovation, reputation, and trust.

Vengeful Games at Work

Addresses the emotional and workplace damage caused by revenge and the importance of mature conflict resolution.



Emotional
Intelligence

Healthy Body and Mind

The **Healthy Body and Mind Series** helps employees prioritize their well-being with training on topics like workplace safety, mental health, and stress management. These videos offer practical strategies to build resilience, maintain balance, and navigate challenges effectively. By focusing on wellness, employees can strengthen relationships, reduce burnout, and contribute to a supportive, engaged workplace.

29 Videos

4 Hours

3 Year Certificate

Safety In The Workplace

Addresses hidden office hazards and emphasizes the need for a well-enforced safety program to protect employees.

Aging with Grace

Encourages embracing aging with curiosity, openness, and mental activity to live with purpose and resilience.

Safety from Home to Work

Explains how everyday environments, including offices, can pose risks and how staying aware helps prevent accidents.

Healthy Workplace

Reveals how germs thrive in workspaces and shows how wellness programs boost morale, reduce costs, and improve health.

Ergonomics and Your Office

Teaches how to adjust office setups to reduce strain and prevent repetitive motion injuries.

Ergonomics and Your Workstation

Highlights the physical toll of poor ergonomics and presents solutions for customizing workspaces for health and comfort.

Cellphones: Avoiding Health Dangers

Raises awareness about the overuse of cellphones and their associated health risks, especially radiofrequency exposure.

Cellphones: The Workplace and Driving

Warns against distracted driving due to cellphone use, emphasizing safety for all road users.

Safety Awareness in the Warehouse

Promotes workplace-wide education and open communication to minimize injuries and illness in warehouse settings.

Support Your Sleep

Explores the importance of quality sleep and how it impacts physical, emotional, and mental well-being.

The Chance of Being Positive

Shares how positive thinking, compassion, and gratitude can shift attitudes and help manage stress.

Inspiration to Exercise

A short motivational push to get started with physical activity, no matter your age or ability.

Life Is Like A Journey On A Train

A poetic reflection on life as a journey full of meaningful connections, choices, and perspective.

The Impact of Being Human

Award-winning film exploring childhood experiences, self-worth, and emotional struggles shaping adult mental health.

Heartsounds

Uses the story of penguins to illustrate themes of family, connection, and emotional bonding.

Healthy Body and Mind (cont.)

Post-Traumatic Stress Disorder

Outlines the emotional and physical symptoms of PTSD and the impact of trauma on everyday functioning.

Swings

Celebrates simple joys and memories, reminding us to appreciate the present moment.

And It Gets Better

A compassionate film offering hope and tools for coping with bullying, depression, and emotional distress.

Grieving from a Relationship, Pet, or Rejection

Acknowledges the pain of loss beyond death—such as divorce or losing a pet—and encourages healthy coping.

So Much To Live For Today

A brief and uplifting reminder of the activities and joys that life still holds, even during difficult times.

Overcoming Anxiety and Depression

Discusses the widespread effects of anxiety and depression, their biological roots, and ways to seek help.

Wonders

Combines nature's beauty with mental health awareness to reduce stress and encourage resilience.

Grieving: The Five Stages

Explains the emotional rollercoaster of grief and how healing progresses over time.

Safety Awareness in the Office

Covers essential safety practices for office environments including lifting, climbing, and preventing falls.

Grieving From A Suicide

Offers supportive guidance for those mourning a suicide, emphasizing patience, presence, and listening.

The Endless Cycle of Substance Abuse

Explains how alcohol misuse affects personal and workplace safety, performance, and health.

Compassion Fatigue

Describes emotional burnout among caregivers and emphasizes the importance of self-care.

Grieving and Seeking Support

Addresses the overlap between grief and depression, and when to seek help for emotional well-being.

Preventing the Temptation of Suicide

Explores the deep emotional pain behind suicidal thoughts and encourages finding ways to cope and hold on.

Online Build Team Work Training



This online training is self paced and available 24x7 worldwide.

www.buildteamwork.com

Rollout Our Smart Training to Your Workforce in 5 Minutes or Less

How? Our training system is smart - *very smart* - and does almost everything for you. All you have to do is to email generic instructions to your staff. It is the same instructions for everyone and we've already pre-typed the instructions for you.

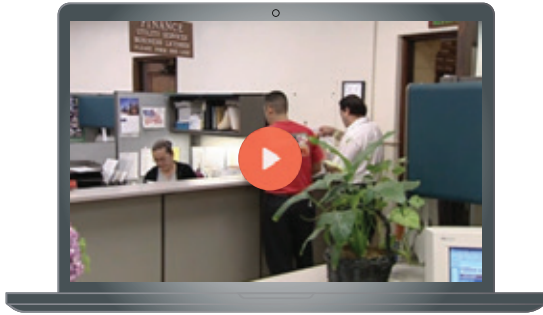
Have staff that doesn't have email? No problem, print off the instructions and give it to them as a piece of paper.

Once you provide the generic instructions to your staff you are done. The smart training system then takes over from there and trains, tests, generates certificates, emails you a copy of those certificates, and maintains a training log.

It can't get any easier.

- ✓ Our smart system utilizes a single shared multi-user login that eliminates the hassle of having to setup and manage multiple usernames and passwords.
- ✓ Everyone from your organization can log in from home or work (24x7) using the same shared login (no limit on simultaneous users).
- ✓ On passing the final exam, each individual is prompted to enter their name. The system then generates a PDF certificate for the individual and emails a copy of the certificate to the administrator for record keeping.
- ✓ The smart system maintains a detailed training log automatically for you.

✓ The **Build Team Work Training** courses are:



Business Essentials

- 23 Videos, 3 Hours, 3 Year Certificate

Employee Excellence

- 19 Videos, 3 Hours, 3 Year Certificate

Emotional Intelligence

- 21 Videos, 3 Hours, 3 Year Certificate

Healthy Body and Mind

- 29 Videos, 4 Hours, 3 Year Certificate

✓ There are no contracts or minimums. Our training works like a phone card so you can just purchase as you need. We provide a cumulative discount over the life of the account so it always gets cheaper over time.

✓ Each employee receives their own certificate and wallet card immediately online upon successful completion of the training.



Pricing Per Course	
Qty of Training Seats	Qty of Training Seats
1-9	\$29.99
10-24	\$24.99
24-49	\$23.99
50-99	\$22.99
100-199	\$19.99
200+	📞 Call

Course Features

- 📊 **Group discounts available**
- 💰 **No contracts, pay as you go, cumulative discounts**
- 🔒 **Zero administration:** no need to create & administer usernames and passwords
- 👥 **Shared multi-user login** for employees
- ✉️ **Certificates and transcript scores automatically emailed** to account administrator
- ⚙️ **Free retakes.** Each employee is guaranteed a certificate
- 📅 **2 Year** nationally recognized certificate
- 📊 **Automatically creates and maintains detailed training log in MS Excel**
- 🇺🇸 **English and Spanish** versions included
- 🔄 **No expiration date** on any seats purchased
- 🕒 **30-day** money back guarantee

Why Choose Us?

We are the leader in user friendly team building training and our mission is to make facilitating team work and achieving organizational excellence fast, easy, and painless. We've done all the hard work so you don't have to.

We hope you'll give us a try and in return we promise exceptional training and compliance products at an affordable price and to treat each of our customers with the utmost care and raving support.



Experts in **Building Team Work Training**



Individual and organizational training available



We offer **phone** support and not just email



English and Spanish versions included



Raving support



Unique **zero administration** system



Our Training is **user-friendly** and easy to understand



Reasonably priced and group discounts available



2 Year certificate valid in all states



Satisfied customers in all industries

BuildTeamWork.com

Helping Organizations Achieve Excellence



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