

# PROFESSIONAL DEVELOPMENT COURSES

The offerings listed below\* are available to bring educational and development opportunities to all employees of your firm. There are hundreds of courses available in a variety of professional development areas based on the topics below.

In addition to risk management, anti-harassment, and ethics courses, insureds also have access to a comprehensive professional development training program that can improve the effectiveness, engagement, and compliance of an entire workforce. There are hundreds of courses across the topics below.

Since new courses are added and older ones replaced regularly, insureds can see the current course listing after they've logged into the continuing education platform.



## Essential training topics

- Leadership
- Management
- Communication
- Business & finance
- Sales/business development
- Harassment prevention
- HR compliance
- Project management
- Workplace violence
- Microsoft office suite
- Customer service
- Health & wellness
- Cybersecurity

## Firms can also improve efficiency with The AEC Success Training Program: Professional Development for AEC Professionals.

- How to Become a Top-Notch Industry Leader
- How to Communicate and Present Effectively
- Networking and Relationship Building
- Effective Decision Making
- Time Management and Billable Hours
- Business Development and Sales
- Five Steps to Effective Email Management
- How to Create a Focused, Productive and Low Stress Career
- How to Find and/or Become a Mentor
- Conflict Resolution in the Workplace
- Effective LinkedIn Strategies
- Strategies for a Successful Client Interview
- Time Management
- Designing Presentation Visuals
- Improving Organization and Productivity
- Obtaining the Right Credentials in Your Career

\* The professional development courses offered under the various topics listed above are offered by our continuing education partner, RedVector/Vector Solutions, Inc., and are not generated or sponsored by Victor. The views and opinions expressed within individual courses are those of RedVector/Vector Solutions, Inc. and do not reflect those of Victor Insurance Managers, Inc. Completion of these courses does not apply to any insurance premium considerations or risk management credits.

Visit us at [victorinsurance.com/risk-advisory](https://victorinsurance.com/risk-advisory) to learn more.

This document is for illustrative purposes only and is not a contract. It is intended to provide a general overview of the program described. Please remember only the insurance policy can give actual terms, coverage, amounts, conditions and exclusions. Program availability and coverage are subject to individual underwriting criteria.

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