



Gale Courses

Instructor-led, online courses for personal and professional development



Deliver hundreds of engaging, instructor-led online courses focused on professional development, technology skills, and personal enrichment that can transform lives and foster positive changes in your community.

Expert instructors, relevant courses

Career education courses are tied to the Bureau of Labor Statistics' fastest-growing occupations and include courses to support:

- **Business professionals** – with business law, human resources, management, manufacturing, and marketing
- **Computer and technology** – suiting skill levels from beginner to advanced
- **Parenting, the arts, hobbies** – a wide array personal enrichment subjects with something for everyone
- **Health and wellness offerings** – certifications in topics from mental health to ethics

These six-week courses are taught by college instructors and experts in the field, ensuring a high-quality, high-impact educational experience for all ages.

Easy for patrons, easy for libraries

You'll have access to an account manager and free comprehensive support to boost and improve your patrons' experience:

- Easy, automatic authentication by library card number
- MARC records for online catalog discovery
- Hosting to save your bandwidth
- Tech support, including online self-help and live phone support
- Marketing materials to boost enrollment for your library's courses
- Ability to change the interface color, add your logo, and more
- Real-time access to end-user data with in-depth tracking and reporting tools



LEARN
MORE

Visit www.gale.com/forpl to find out more about this affordable resource. Or contact your Gale Representative at 1-800-877-4253.

An education-focused library
deserves an education-focused partner.



GALE
CENGAGE Learning

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Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

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Course 24 hours

 Start Date: [Jan 15](#) | [Feb 19](#) | [Mar 19](#) | [Apr 16](#)
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Keys to Effective Communication

Lost for words? Don't bel Learn to build rapport, trust, warmth, and respect through conversation.

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Course 24 hours

 Start Date: [Jan 15](#) | [Feb 19](#) | [Mar 19](#) | [Apr 16](#)
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Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

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Course 24 hours

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