



MY APEX CAMPUS

---

# PROFESSIONAL DEVELOPMENT THROUGH ONLINE TRAINING

---

AMERICAN BUSINESS WOMEN'S ASSOCIATION



## PROFESSIONAL DEVELOPMENT THROUGH ONLINE TRAINING

### APEX CAMPUS CURRICULUM OVERVIEW

The Apex Campus includes professional development courses, tools and resources to support you in achieving your personal and professional best. In ABWA's Apex Campus, you can take courses on your own time and at your own pace. Each course is activated for 50-days. Courses not completed during this period, must be repurchased.

Login today at [www.myapexcampus.org](http://www.myapexcampus.org). For questions, contact the national office at 913-732-5100 or [webmail@abwa.org](mailto:webmail@abwa.org).

### MARKETING TOOLS FOR YOUR BUSINESS

#### CREATE AND LAUNCH A WEBSITE IN CANVA FOR FREE—NO CODE NEEDED

Duration: 2 hr 20 min

Developed by Elizabeth Hambleton, learn how to design a one-page website that looks amazing and is a breeze to build. Identify key elements you need, the tips and tricks for making the design process quick and easy, and how to add extra functionality by connecting other platforms to Canva.

#### PROMPT ENGINEERING MASTERCLASS FOR MARKETERS AND CONTENT CREATORS—LEVERAGE AI TO CREATE QUALITY CONTENT

Duration: 1 hr 22 min

Developed by Elizabeth Hambleton, learn about the concept of prompt engineering and how to harness AI for content creation, elevate brand messaging and the Best Practices for refining and iterating prompt engineering strategies to achieve desired outcomes.



## **STANDOUT SOCIAL MEDIA GRAPHICS IN CANVA**

Duration: 3 hr

Developed by Elizabeth Hambleton, this course is a perfect accompaniment for any small business owner. This course provides you with useful tips and templates in Canva.

## **STORY STRATEGY: HOW TO WRITE A BRAND NARRATIVE THAT CONVERTS**

Duration: 1 hr 25 min

Developed by Elizabeth Hambleton, learn the value of storytelling to drive brand loyalty, how to integrate into various social media channels, and the simple copywriting formulas to create higher-converting copy.

## **PREPARING FOR YOUR NEXT JOB OPPORTUNITY**

### **RESUME SUCCESS FORMULA COURSE**

Duration: 5 hr 30 min

Developed by Vida Thomson, this course is designed to get proven results with individual resume writing solutions from real-life client's resume examples that result in interviews and job offers. Choose your new resume format from ATS-compatible and visually-appealing templates.

## **TECH TIPS AND TOOLS**

### **POWER TIPS FOR MICROSOFT OUTLOOK USERS**

Duration: 1 hr

In this program, Randy Dean, The E-mail Sanity Expert®, will share his favorite tips, tricks, and techniques for Microsoft Outlook users. It will be a program full of tips—very little PowerPoint and a whole bunch of time-saving techniques for Outlook. He'll cover a little bit of everything—e-mail, calendar, contacts, tasks/To Do, notes, as well as some of his favorite tips in Settings, Views, and Panels.

### **POWER TIPS FOR GMAIL/GOOGLE WORKSPACE**

Duration: 1 hr

Like program #1, this second program in the series will be focusing on tips, tricks, and techniques, but this time for Gmail & Google Workspace users. Randy will share his favorite tips not just in Gmail, but also Google Calendar, Contacts, Tasks, Keep, and Chrome. He'll show how you can use these tools all together to better manage your business, your contacts, your time, and your life. And he'll discuss how easily it is to integrate all of this on your phone or tablet, so you have real-time remote productivity anywhere!

## POWER TOOLS FOR 365 USERS: ONENOTE, ONEDRIVE, AND TEAMS

Duration: 1 hr

And in the final program of this series, we'll go back to the Microsoft 365 platform, but this time Randy will be sharing his favorite tips and tools in OneNote, OneDrive, and Microsoft Teams, both on your computer and your phones and tablets. He'll show how these tools can not only give you fantastic remote productivity, but how they can help you better manage your projects, activities, and events as well as collaborate with your team and possibly clients and vendors even better.

## GEMBA ACADEMY - SCHOOL OF LEAN & SIX SIGMA

Take the next step in your professional journey. To pursue professional advancement, skill acquisition, or even a new career path, the School of Lean and Six Sigma courses are a valuable resource. Let us help you grow—personally and professionally build an organization of continuous improvement through our comprehensive learning content carefully crafted by experienced practitioners with expert coaching who have real-world insight across a variety of industries. Lessons are concise, yet comprehensive providing valuable concepts and tools that your team can use to eliminate waste, streamline processes and boost morale across your organization.

### GEMBA ACADEMY'S SCHOOL OF LEAN

- **Introductory Topics:** 3 videos, 32 min
- **5S Workplace Productivity:** 19 videos, 1 hr 25 min
- **5S in the Office:** 11 videos, 33 min
- **Dealing with Seven Deadly Wastes:** 12 videos, 1 hr 17 min
- **The Seven Wastes with Jeff Kaas:** 7 videos, 1 hr 16 min
- **The Kaizen Way:** 14 videos, 1 hr 44 min
- **Transforming Your Value Streams:** 18 videos, 2 hr 57 min
- **Value Stream Transformation—Adapting Value Stream Mapping for Office and Service Environments:** 6 videos, 15 min
- **Value Stream Mapping from Tool to Management Practice:** 15 videos, 52 min
- **Organizational Healing Through Value Stream Mapping:** 5 videos, 8 min
- **Improving Government Service Delivery with Value Stream Mapping:** 1 video, 14 min
- **Business Process Mapping:** 21 videos, 2 hr 21min



## GEMBA ACADEMY'S SCHOOL OF LEAN (CONT.)

- **Practical Problem Solving:** 22 videos, 2 hr 16m
- **Toyota Kata Essentials:** 6 videos, 23 min
- **Improvement Kata Essentials:** 19 videos, 1 hr 15 min
- **Coaching Kata Essentials:** 18 videos, 1 hr 28 min
- **Toyota-Kata—Practice Makes Progress:** 42 videos, 4 hr 23 min
- **Kata in the Classroom:** 2 videos, 1 hr 40 min
- **Coaching Kata Insights:** 5 videos, 53 min
- **Non-Verbal Communication in the Coaching Kata:** 5 videos, 24 min
- **Kata Applications and Case Studies:** 7 videos, 1 hr 45 min
- **Daily Management System:** 3 videos, 21 min
- **Daily Accountability Process:** 7 videos, 59 min
- **Gemba Walk Essentials:** 6 videos, 38 min
- **Process Confirmation:** 7 videos, 44 min
- **Leader Standard Work Essentials:** 4 videos, 22 min
- **Visual Management:** 7 videos, 58 min
- **Coaching for Daily Management:** 7 videos, 49 min
- **Obeya Essentials:** 6 videos, 48 min
- **Obeya Operations Center:** 11 videos, 54 min
- **Daily Management Workshop :**10 videos, 42 min
- **Daily Accountability Process Workshop:** 39 videos, 3 hr 33 min
- **Gemba Walk Workshop:** 22 videos, 3 hr 33 min
- **Leader Standard Work Workshop:** 13 videos, 1 hr 14 min
- **Day in the Life of a Lean Supervisor:** 21 videos, 43 min
- **Seven Quality Control Tools:** 28 videos, 2 hr 16 min
- **A3 Thinking:** 9 videos, 1 hr 14 min
- **Quick Changeover: The SMED System:** 12 videos, 1 hr 56 min
- **Standard Work:** 20 videos, 2 hr 2 min
- **Built-In Quality:** 2 hr 21 min
- **3P Production Preparation Process:** 11 videos, 1 hr 37 min
- **Kanban:**8 videos, 56min
- **Total Productive Maintenance (TPM):** 10 videos, 46 min





## GEMBA ACADEMY'S SCHOOL OF LEAN (CONT.)

- **Culture of Kaizen:** 11 videos, 1 hr 29 min
- **Hoshin Planning Course:** 11 videos, 1 hr
- **Hoshin Planning—How to Use the X-Matrix:** 7 videos, 32 min
- **TWI—Training Within Industry Job Methods:** 25 videos, 2 hr 48 min
- **Simulations — Bouncy Ball Game:** 4 videos, 20 min
- **Flow Simulations at Kaas Tailored:** 12 videos, 1 hr 1 min
- **Simulations—How to Draw a Pig:** 2 videos, 9 min
- **Simulations—Letter Puzzle Game:** 4 videos, 18 min
- **One-Piece Flow Simulation:** 2 videos, 14 min
- **Simulation—The Numbers Game:** 2 videos, 7 min
- **The Bridge Game Simulation:** 4 videos, 16 min
- **Lean Accounting Fundamentals:** 12 videos, 1 hr 32 min
- **Jean Cunningham on Lean Accounting:** 7 videos, 35 min
- **Lean Lingo Explained:** 12 videos, 37 min
- **Gemba Glossary:** 6 videos, 9 min
- **Introduction to Agile Kanban:** 17 videos, 1 hr 25 min
- **Managing with Agile Kanban:** 12 videos, 50 min
- **Tracking Agile Kanban Performance:** 15 videos, 43 min
- **Total Quality Management (TQM):** 11 videos, 1 hr 16 min
- **Virtual Management Systems:** 10 videos, 1 hr 14 min
- **Creative Tension:** 3 videos, 10 min
- **Fault Tree Analysis:** 3 videos, 12 min
- **How to do Brainstorming:** 10 videos, 44 min
- **How to do Cross-Training:** 5 videos, 23 min
- **Failure Modes and Effects Analysis (FMEA):** 16 videos, 1 hr 18 min
- **Bowtie Analysis:** 4 videos, 14 min
- **Cell Design:** 19 videos, 1 hr 55 min
- **(QFD) Quality Function Deployment:** 8 videos, 36 min
- **Facilitation:** 13 videos, 1 hr 6 min
- **Change Management:** 20 videos, 1 hr 53 min

## GEMBA ACADEMY'S SCHOOL OF SIX SIGMA

- **Introduction to Six Sigma:** 4 videos, 26 min
- **Project Selection:** 8 videos, 56 min
- **Process Mapping & Selected Tools:** 5 videos, 51 min
- **Introduction to Statistics:** 4 videos, 23 min
- **Descriptive Statistics:** 3 videos, 12 min
- **Graphs:** 12 videos, 22 min
- **Inferential Statistics:** 38 videos, 2 hr 32 min
- **Statistical Process Control:** 13 videos, 46 min
- **Process Capability:** 9 videos, 46 min
- **ANOVA:** 7 videos, 47 min
- **Regression:** 9 videos, 51 min
- **Measurement Systems Analysis:** 6 videos, 38 min
- **Design of Experiments:** 13 videos, 1 hr 57 min
- **Continuous Improvement and Control Plans:** 3 videos, 27 min

\*Content in My Apex Campus is proprietary and course materials should not be copied and/or downloaded unless otherwise noted. To do so would be an infringement on copyrighted materials.



## TO REGISTER FOR A CLASS IN MY APEX CAMPUS, FOLLOW THESE TEN STEPS

1. Using Your Login Credentials, Login to the My Apex Campus Site at:  
[www.myapexcampus.org](http://www.myapexcampus.org)
2. On the Navigational Menu, **CLICK** on the link for *My Apex Library*
3. **CLICK** on a *Category* (i.e., School of Lean, School of Six Sigma, Marketing Tools for Your Business, etc.)
4. Select a course. **CLICK Register** to enroll in the course you've just selected.
5. **CLICK Add to Basket**.
6. **CLICK Review Basket**
7. **CLICK Checkout**.
8. For Fee Based Courses, **CLICK Add Payment for Credit Card Information**.
9. **CLICK Submit Order**.
10. On the Navigational Menu, **CLICK** on the link for *My Apex Classroom* to launch the course.

Login Here

My Apex  
Library

