RTL Version History

Updated 2025-05-14

At HRDQ, we strive to bring continual improvements to our products, as well as maintain transparency with our customers. For this reason, we have compiled a running record of the release dates for every program that is currently in the RTL, as well as any updates and changes we have made to the individual component files, including the addition of any new components. Should you have any questions, please contact our Customer Support team by visiting HRDQ.com/contact, and they will be happy to assist.

Product Title	Released	Updated	Description of update
Developing Self-Awareness	2025-05-14		
Constructive Criticism	2024-09-10		
Appreciative Inquiry	2024-04-08		
Workplace Violence	2024-01-23		
Mindfulness in the Workplace	2022-09-02		
Implicit Bias in the Workplace	2021-01-20	2022-07-04	Minor content updates to all components.
		2021-12-23	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Service Failure Recovery	2022-01-20		
Write Way to Communicate, The	2021-11-22		
Mystery of the Lost Contract, The	2021-08-03		
Effective Presentation Skills	2021-04-12		
Influence	2020-10-06		
Effective Team Leadership	2020-07-01		
Negotiate Like a Pro	2020-03-05	2022-04-26	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)

RTL Version History

Updated 2025-05-14

Creating an Outstanding Experience	2019-12-20		
Basics of Style, The	2019-10-17		
Handling Challenging Behaviors in the Workplace	2019-06-17		
Managing the Work of Your Direct Reports	2019-02-18	2021-12-23	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Delivering Exceptional Phone Service	2018-11-01		
Millennial Mindset, The	2018-08-03		
Understanding Generational Differences	2018-05-09		
Staying Focused	2018-03-12		
Communicating as a Manager	2017-11-07		
Strategic Planning 101	2017-08-23		
Listening with Intent	2017-03-20	2021-12-23	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Servant Leadership	2017-02-27		
Transformational Leader, The	2016-12-15		
Mentoring 101	2016-12-05	2022-04-26	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Classroom Training 101	2016-11-15		
Effective Risk-Taking	2016-10-15		
Analytical Thinking Skills	2016-09-15		

RTL Version History

Updated 2025-05-14

Taking Initiative	2016-08-15		
Put it in Writing	2016-07-15	2022-04-26	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Creative Problem Solving Applied	2016-06-15		
Accountability at Work	2016-05-15		
Practical Project Management	2016-04-15	2022-04-26	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Ongoing Performance Development	2016-03-15	2022-04-26	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Critical Thinking Skills Applied	2015-11-25		
Creating Chemistry in Teams	2015-07-31		
Managing Up	2015-04-07	2022-01-19	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Onboarding	2015-02-24	2022-04-26	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Meetings	2015-01-08	2022-01-17	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Golden Rule, The	2014-07-29		
Appreciating Diversity	2014-05-28		
Behavioral Interviews	2014-05-28		
Employee Engagement	2014-05-28		
Super Manager	2014-05-28		
Team Excellence	2014-05-28	2021-12-23	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)

RTL Version History

Updated 2025-05-14

Learning to Manage	2014-01-14	2022-04-26	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Organizational Trust	2014-01-14	2022-04-26	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Navigating Difficult Conversations	2013-12-03	2021-02-04	Image on slide 23 of the PPT was replaced. The subsequent slide thumbnail was replaced in the Instructor Notes column of the IG.
		2022-04-26	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Leading Others Through Change	2013-12-03	2021-12-23	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Coaching for Development	2013-10-24		
Women and Leadership	2013-10-24	2022-01-17	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Balancing Priorities	2013-09-25		
Emotional Intelligence	2013-09-25		
Talk Like a Leader	2013-09-25		
Taking Control of Conflict	2013-08-12		
Managing Offsite Employees	2013-03-06	2021-12-23	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Skillful Collaboration	2013-01-30	2024-06-06	Formatting issues corrected in PG.
Why We Struggle with Tough Decisions	2013-01-03		
Social Media at Work	2012-11-05		
Increasing Your Financial Intelligence	2012-10-04	2021-12-23	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
How to Make Yourself Indispensable	2012-08-28		

RTL Version History

Updated 2025-05-14

Systems Thinking	2012-07-23		
Selling Essentials: Coaching for Performance	2012-06-22		
Selling Essentials: Developing Clients for Life	2012-05-18		
Selling Essentials: Presenting Solutions, Overcoming Obstacles, and Closing the Sale	2012-04-19		
Selling Essentials: What to Ask and How to Listen	2012-03-16		
Selling Essentials: Opening the Sales Call	2012-02-29		
Selling Essentials: Prospecting and Territory Management	2012-02-06		
Selling Essentials: Understanding the Sales Cycle	2012-02-06		
Mental Models	2011-10-15	2022-01-19	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Developing Positive Relationships at Work	2011-09-16		
Resilience	2011-08-13	2022-07-04	Minor content updates to all components.
		2023-03-30	e-Learning course: Corrected typo in slide footer regarding copyright year.
How to Manage Your Emotions	2011-08-05	2021-12-23	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
From Creativity to Innovation	2011-06-24		
Developing Your Direct Reports	2011-06-10		
Toughest Supervisor Challenges and How to Overcome Them, The	2011-04-29		

RTL Version History

Updated 2025-05-14

Productive Work Habits	2011-03-19	2022-04-26	Content & formatting updates to: Instructor Guide (renamed to Facilitator Guide), Classroom Presentation, Supplemental Self-Study Presentation (renamed to e-Learning Course), Virtual Course, Virtual Bibliography, Course Evaluation, Learning Summary New components: “Peak Performance Handout” (available with classroom and virtual), called "Presenter Guide" (a print-out of the slides and the accompanying script), “Time Log Handout” (available with virtual) Deleted Components: Course Overview Recreated components due to updates: Participant Guide (copy of instructor/facilitator guide with column removed), Instructor Guide Preview (PDF printout of instructor/facilitator guide), Supplemental Self-Study Presentation Preview (PDF printout of e-Learning course), Virtual Participant Handout (renamed to Virtual Slide Handout; PDF printout of virtual course)
		2024-06-24	Corrected typo
Effective Listening Skills	2011-02-18		
Leadership 101	2011-01-15	2021-12-23	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
Critical Thinking Skills	2010-12-17		
Assertiveness Skills	2010-11-12		
Delegating for Growth	2010-10-15		
Coaching Conversations	2008-11-01		
Ethics in the Workplace	2008-11-01		
Creative Problem Solving	2008-06-01		
Adapting Your Leadership Style	2008-05-01		
Increasing Your Emotional Intelligence	2008-05-01	2021-12-23	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)

RTL Version History

Updated 2025-05-14

Supervisor Communication Skills	2008-05-01		
Time Management	2008-05-01		
Business Ettiquette	2007-08-01		
Cultural Competency	2007-08-01		
Motivating Employees to Be their Best	2007-08-01	2022-04-26	Virtual course: Content & formatting updates (e.g., reduced slide content and moved to slide notes as script for facilitator/presenter)
ALL PROGRAMS		2020-09-18	A virtual course was created for every program in the RTL.