



TrainingToday[®]

ONLINE COURSE CATALOG



Human
Resources



Environmental
Health & Safety



Sales &
Service



Business &
Skills



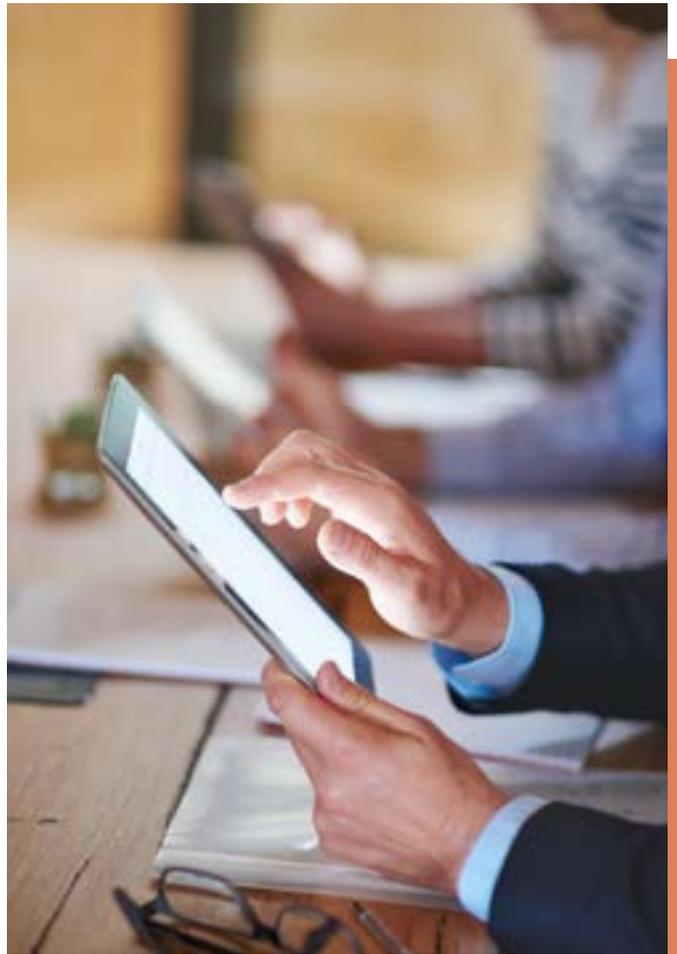
Hospitality



Education



Healthcare



Are you interested in TrainingToday's content, either through your LMS or ours? To learn more, please call **800-727-5257** or email **service@blr.com**

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About Us

For many organizations, training can be stressful and time consuming. Developing a single training course that is educational, interesting, and follows federal and state requirements can take more than 40 hours of work. And then, once the course is developed, it must be scheduled, delivered to employees, and properly documented. That is valuable time that many organizations just don't have. But that's where BLR's TrainingToday® can help!

TrainingToday has provided online education programs for employees and supervisors for more than 20 years. We offer an extensive course library on hundreds of workplace topics, engaging and interactive presentations, and valuable training tools. We're also mobile friendly, so you can train anywhere, anytime.

Whether you have your own Learning Management System or are using TrainingToday's built-in version, our team of in-house subject matter experts (SMEs) and editors have crafted pertinent, contributive content that can be delivered in a way that best meets your organization's needs.

With Training Today's online training solutions, it's easy to see how you can completely transform the way you train your workforce.

A Quick Look ...



1.2k Organizations Served

TrainingToday is the go-to source for online education programs for employees and supervisors.



650+ Courses

They are also SCORM-, AICC-, and Tin Can-compliant, and if you need courses on an LMS, we have that too!



40+ Years in Business

We've been around this long for a reason! See for yourself how we can transform the way you train.



Quality Content

Our team of in-house SMEs/attorneys create content for you that is timely, informative, and creative.

Topics We Cover



Human Resources

Are your hiring practices as good as they can be? How are you shielding your organization from harassment claims? Are you prepared to discipline your employees for inappropriate behavior? Are you confident in your overtime calculations? It's crucial for you to have the answers to these questions and many more so you can keep your employees productive and your organization in compliance. And that's where TrainingToday's Human Resources libraries can help. With library topics that include employment law, diversity, preventing sexual harassment, and more, we'll help you save time and money on your HR training.



Environment, Health, & Safety

Do you fully understand what your responsibilities are when it comes to compliance with national EPA, OSHA, and other federal and state safety rules and regulations? For many organizations, getting the information and tools you need to stay on track and in compliance is time consuming and expensive.

TrainingToday's Environment, Health, and Safety libraries include everything you

need to increase awareness of safety and environmental best practices, achieve compliance with national OSHA and state workplace rules and regulations, and create the safest possible environment for employees.



Sales and Service

Finding great salespeople and customer service representatives can be like finding a needle in a haystack—so when you find the right person who is a great fit for your organization, it's important not only to retain them but also to train them so they consistently perform at a high level. Perhaps the only thing worse than having a great sales rep walk out the door is watching them become frustrated and ineffective because of a lack of training. That's when you face the greatest risk of losing customers, which is something no organization can afford. But that's where TrainingToday's Sales and Service libraries shine. With library topics that include both sales and customer service training, we'll help you keep your team engaged.



Business Skills

The demand to be a well-rounded employee nowadays is greater than ever. Trying to cultivate leadership skills in employees and supervisors in order to

effectively manage teleworkers, flexible work schedules, and technology; develop and encourage workplace wellness in a legally sound way; and juggle 1 million different projects are just a few areas where organizations are trying to step up their game.

But that's where TrainingToday's Business Skills libraries can help. With library topics that include leadership for managers and supervisors, workplace wellness, project management, and more, we'll help you save time and money on your business skills training.



Hospitality

According to the American Hotel and Motel Association, the U.S. lodging industry brings in \$134 billion and employs nearly 2 million people. Meeting the needs of guests is of the utmost importance in order to keep the business thriving, but protecting the safety and well-being of employees and keeping the day-to-day operations running smoothly are just as crucial. And that's where TrainingToday's Hospitality libraries can help.

From restaurant server basics to cash-handling essentials, alcohol rules to laundry room safety, we've got the quick and easy courses you need to keep customers happy, workers' comp claims under control, and your organization in compliance.



Education

Whether you're looking to supervise student workers, prevent violence and bullying on campus, or develop a safety plan in the event of an on-campus emergency, TrainingToday is here to help.

We currently offer three education libraries with dozens of topics to choose from, including HR for Campus Employees, Safety for Campus Employees, and K-12 Training for Faculty, Coaches, Staff, and Administrators. These advice-rich libraries are filled with the latest information, statistics, and advice, so you can keep your staff organized and your campus safe.



Health Care

Health care is such a hot topic nowadays, especially since 2010, when President Obama signed the new federal healthcare reform law. And now, almost 6 years later, the debate continues. What everyone can agree on is that it's important to keep your employees safe and healthy and your organization in compliance. And that's where TrainingToday's Health Care libraries can help.

From healthcare worker safety to HR's role in health care, our libraries are full of timely training topics designed to save you time and money so you can focus on what matters most.

HR for Campus Employees

The HR training for Campus Employees Library includes courses designed to help you detect child abuse, prevent campus violence, and supervise student workers. From campus data security to bullying and hazing, we have you covered.

Course Listing

- Codes of Ethical Conduct for Higher Education
- Data Security on Campus
- Diversity on Campus
- FERPA: How to Protect Student Privacy in Higher Education
- Preventing Bullying and Hazing on Campus
- Preventing Sexual Harassment on Campus
- Supervising Student Workers
- The Americans with Disabilities Act: Accessibility on Campus
- The Clery Act: Campus Security and Crime Data Reporting
- Title IX for Higher Education

Duration

- 5.4 Hours

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HR for Health Care

The HR training for Healthcare library covers important laws and regulations that HR and healthcare administrators need to know in order to best manage staff. From healthcare compensation and benefits to handling claims, each course in this library is interactive, engaging, and quick—all sessions are less than 30 minutes. Most sessions include helpful attachments and handouts to increase learning retention, as well as quizzes to keep track of how trainees are doing.

Course Listing

- Compensation and Benefits in the Healthcare Industry
- Employee Retention and Morale for Healthcare Administrators
- Employee Training for the Healthcare Industry
- Handling Claims in a Healthcare Setting
- Hiring Legally for Health care
- HR Laws in Health Care: An Overview
- NLRA and Unions in Health Care
- Performance Evaluations for Healthcare Workers
- Personnel Counseling for Healthcare Workers
- Recruiting for the Healthcare Industry
- Safety and Sanitation in Health Care
- Tracking Credentialing and Training of Healthcare Employees

Duration

- 4.5 Hours

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HR Video Training for Supervisors

The HR Video Training for Supervisors library includes courses to train new employees, existing employees, and experienced managers and helps ensure compliance with all Department of Labor (DOL) rules and regulations. From hiring to discrimination to privacy, we have you covered.

Course Listing

- Confident Supervisor: Difficult Conversations
- Confident Supervisor: Managing Conflict
- Discipline
- Discrimination
- Documentation
- Firing
- Hiring
- Other Harassment
- Performance Evaluations
- Privacy
- Sexual Harassment
- Violence
- Wage and Hour

Duration

- 5.9 Hours

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HR—Employment

The HR—Employment Library includes HR training courses to train new employees, existing employees, and experienced managers and helps ensure compliance with all Department of Labor (DOL) rules and regulations. From orientation to FMLA to team building, we have your HR training covered.

Course Listing

- Active Shooter On-Site: What Every Employee Should Do (Multimedia)
- ADA—What Supervisors Need to Know
- Affordable Care Act: What You Need to Know
- Attendance Management—What Supervisors Need to Know
- Basic First Aid for Medical Emergencies
- Business Ethics—What Employees Need to Know
- Business Ethics: What Employees Need to Know—Spanish
- Coaching for Superior Employee Performance: Techniques for Supervisors
- Disaster Planning—What Employees Need to Know
- Disaster Planning—What Supervisors Need to Know
- Diversity for All Employees
- Effective Communication for Employees Training
- Effective Meetings: How-to for Supervisors
- Emergency Action and Fire Prevention
- Emergency Action and Fire Prevention—Spanish
- Employment Law for Supervisors—What You Should and Shouldn't Do
- Essential HR—For Those Who Have Recently Assumed HR Responsibilities
- Exit Routes—Supervisors
- Fair Labor Standards Act (FLSA)—What Supervisors Need to Know
- FMLA—What Supervisors Need to Know
- Generational Diversity
- Grounds for Termination—What Managers and Supervisors Need to Know
- HIPAA—What Employees Should Know
- HIPAA—Your Obligations Under the Privacy Rule
- Hiring Legally
- How to Conduct New Employee Orientation

HR—Employment *(continued)*

- How to Explain the 401(k) to Your Employees
- How to Manage Challenging Employees
- How to Manage Military Leave
- How to Manage Time Wisely—A Guide for Employees
- How to Prevent and Respond to Bullying
- Interviewing Skills for Supervisors (Multimedia)
- Job Descriptions—How to Write Them Effectively (Multimedia)
- Measuring Job Performance—What Supervisors Need to Know
- NLRA and Unions—What Supervisors Need to Know
- Office Ergonomics Training
- Office Hazards (Multimedia)
- Office Hazards—What Supervisors Need to Know
- Pandemic Flu—How to Prevent and Respond
- Performance Appraisals—How to Conduct Effectively
- Preventing Sexual Harassment: A Guide for Employees
- Preventing Sexual Harassment: A Guide for Supervisors
- Preventing Workplace Violence—What Employees Need to Know
- Progressive Discipline
- Recordkeeping and Notice Requirements
- Recordkeeping—Injury and Illness
- Reducing Turnover and Increasing Retention
- Saving Energy at Work and Beyond
- Sexual Harassment—What Employees Need to Know
- Sexual Harassment—What Employees Need to Know (Spanish)
- Shiftwork Safety
- Social Media and Sexual Harassment
- Strategies for Legally Avoiding Unions
- Stress Management (Multimedia)
- Substance Abuse in the Workplace—What Employees Need to Know (Spanish)
- Substance Abuse in the Workplace—What Supervisors Need to Know
- Substance Abuse in the Workplace: What Employees Need to Know (Multimedia)
- Teambuilding for Supervisors
- Terminating Employees—The Process
- The Paperless Office—Conservation for Employees
- Training the Trainer: Effective Techniques for Dynamic Training
- Training the Trainer: Effective Techniques for Dynamic Training—Spanish

- Understanding COBRA/HIPAA for Supervisors
- Violence in the Workplace: How to Prevent and Defuse for Supervisors
- What You Need to Know About Identity Theft
- Workers' Compensation—What Supervisors Need to Know
- Workplace Diversity for Employees
- Workplace Diversity for Supervisors
- Workplace Ethics for Supervisors
- Workplace Harassment—What Employees Need to Know
- Workplace Harassment—What Supervisors Need to Know
- Workplace Privacy—What Supervisors Need to Know
- Workplace Security for Employees
- Workplace Security for Employees—Spanish

Duration

- 29.2 Hours

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HR—Employment Refresher

The HR—Employment Refresher Training Library includes refresher courses to retrain those employees who have already been through our full HR—Employment Training. These courses will help ensure continued compliance with all Department of Labor (DOL) rules and regulations.

Course Listing

- Business Ethics for Employees—Refresher
- Diversity for Employees—Refresher
- Effective Communication for Employees—Refresher
- How to Prevent and Respond to Bullying at Work—Refresher
- New Employee Safety Orientation—Refresher
- Office Hazards—Refresher
- Preventing Workplace Violence for Employees—Refresher
- Sexual Harassment for Employees—Refresher
- Substance Abuse for Employees—Refresher
- Workplace Harassment for Employees—Refresher

Duration

- 1.1 Hours

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Mental Health

The cost for dealing with mental illness in the United States is approximately \$193 billion a year, according to the National Alliance on Mental Illness. Affected employees must be properly accommodated under the Americans with Disabilities Act (ADA) and employers must understand how to help employees cope with these conditions. With this library from TrainingToday, you'll better understand various forms of mental illness, how to help employees deal with these conditions, and how to ensure your organization is meeting its legal obligations.

Course Listing

- Attention Deficit Hyperactivity Disorder (ADHD)
- Bipolar Disorder
- Caregiver Syndrome
- Chronic Stress
- Depression
- Generalized Anxiety Disorder
- Insomnia
- Obsessive-Compulsive Disorder
- Posttraumatic Stress Disorder (PTSD)
- Substance Abuse

Duration

- 2.4 Hours

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Plus of Us: Diversity Training

The Diversity library is an interactive training program with different modules for supervisors and employees. It features real-world scenarios and insightful commentary from a leading workplace expert and employment law attorney.

Course Listing

- Dynamic Diversity Training—Employees
- Dynamic Diversity Training—Supervisors

Duration

- 46 Minutes

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Preventing Sexual Harassment—National

This library will give you everything you need to train your employees, supervisors, and managers on preventing sexual harassment in the workplace. Several training options are available for multiple-year training.

Course Listing

- Preventing Sexual Harassment—A Guide for Employees
- Preventing Sexual Harassment—A Guide for Supervisors
- Sexual Harassment
- Sexual Harassment and Equal Employment Opportunity (EEO)—Training
- Sexual Harassment—What Employees Need to Know
- Sexual Harassment—What Supervisors Need to Know
- Social Media and Sexual Harassment
- Stop Sexual Harassment—Employees
- Stop Sexual Harassment—Employees—Spanish
- Stop Sexual Harassment—National

Duration

- 6.5 Hours

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Preventing Sexual Harassment in California: Training for Supervisors

This complete training program gives you everything you need to conduct training that's authoritative, attention-grabbing, and best of all, helps you protect your organization against devastating lawsuits. The video training explains the various forms of workplace sexual harassment, the consequences for both the employer and the supervisor, and how to identify and stop it. It features real-world scenarios, interactive quizzes, and commentary from engaging and authoritative employment law attorneys.

THIS COURSE MEETS SUPERVISOR TRAINING REQUIREMENTS UNDER AB1825, INCLUDING SEXUAL ORIENTATION/GENDER IDENTITY REQUIREMENTS, AND ALSO INCLUDES 2015 ABUSIVE CONDUCT LAWS. IT IS A VIDEO TRAINING COURSE WITH VIGNETTES AND INCLUDES ATTORNEY COMMENTARY TO HELP ILLUSTRATE POINTS.

Course Listing

Unlike other training programs, this course is:

- **Simple.** In just 2 hours, your team learns what constitutes harassment, why they need to stay vigilant, and how to react if they are approached with a complaint. And you'll meet your training obligations under California law.
- **Engaging.** Professional actors depict real scenarios from the workplace, not the unrealistic, wooden, or even absurd vignettes used in other programs.

- **Authoritative.** Each scenario is followed by frank and easily understood commentary from leading employment law authorities Mark Schickman and Linda Walton, each with over 20 years of experience counseling employers.
- **Convenient.** Conduct training as it fits your organization's schedule, not that of some busy consultant.

Duration

- 2 Hours

NOTE: The state of California has mandated harassment prevention training for supervisors. The U.S. Supreme Court has identified prevention training as an affirmative defense for employers facing sexual harassment claims. This course meets supervisor training requirements under AB1825. Includes 2015 Abusive Conduct Laws.

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Preventing Sexual Harassment— State Specific

Preventing Sexual Harassment in Connecticut

Stop Sexual Harassment features professional actors in thought-provoking scenes followed by commentary from attorneys Mark Schickman and Linda Walton answering challenging questions about what to do in a difficult situation.

Duration

- 2.7 Hours

Preventing Sexual Harassment in Maine

This library consists of two courses—one for supervisors and one for employees—that will help employers comply with Maine’s Sexual Harassment training regulations. Under the Act, employers with 15 or more employees must conduct an education and training program for new employees within 1 year of commencement of employment. Both of these courses fulfill the training requirement. The course also includes an antidiscrimination policy and a handout that describes how to file a complaint in Maine.

Course Listing

- Preventing Workplace Sexual Harassment in Maine—A Guide for Employees
- Preventing Workplace Sexual Harassment in Maine—A Guide for Supervisors

Duration

- 59 minutes

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Project Management for Business

Whether you're trying to get better at communicating within your organization or you're making it a priority to get more organized and use your time wisely, an easy-to-follow training course can help you get started. From goal planning to troubleshooting to learning strategies to keep projects on track, on budget, and on time, TrainingToday's Project Management for Business library is your go-to source for essential project management training.

Course Listing

- Communicating in a Global Workplace
- Communicating Up: How to Talk to High-Level Management
- Communication Between All Ages in the Workplace
- Conducting Effective Meetings: A Guide for Supervisors
- Conflict Resolution and Consensus Building
- Conflict Resolution for Employees
- Delegation for Project Management
- Effective Decision-Making Strategies for Employees
- Encouraging Employee Input
- How to Manage Time Wisely—A Guide for Employees
- Lean Project Management
- Negotiation Skills for Supervisors
- Organizing and Planning for Success: What Employees Need to Know
- Planning and Organizing Skills for Supervisors
- Problem Solving for Employees
- Problem Solving for Supervisors
- Project Management Planning
- Project Management Stakeholders
- Project Management—The Beginning
- Project Management—Troubleshooting
- Project Planning: Budgeting
- Project Quality Management
- Project Risk Management
- Teambuilding for Project Management
- Time Management for Supervisors
- Time Management Skills for Employees

Duration

- 9.5 Hours

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Recruiting

Whether you need help streamlining your recruiting efforts or are looking for ways to make sure your hiring practices are cost effective, TrainingToday's Recruiting Library can give you tips and tools to find and keep the right people for the job while saving time and money.

Course Listing

- How to Conduct New Employee Orientation
- Interviewing Skills for Supervisors (Multimedia)
- Job Descriptions—How to Write Them Effectively (Multimedia)
- Recruiting: Evaluation (MULTIMEDIA)
- Recruiting: Planning (MULTIMEDIA)
- Recruiting: The Process (MULTIMEDIA)

Duration

- 1.4 Hours

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Wellness

The Wellness Training Library includes everything you need for both your managers who help to set up and manage a workplace wellness program and your employees to learn about keeping themselves and their families healthy. Statistics show that keeping employees healthy can not only improve their quality of life but it can also significantly impact your bottom line with reduced healthcare costs and absenteeism rates and improved employee morale and productivity.

Course Listing

- A Manager's Role in Wellness
- All About Nutrition
- Avoiding Back Injuries
- Back Safety (Ergonomics Training)
- Balancing Work and Home
- Creating a Successful Wellness Program—A Guide for Managers
- Driver Wellness
- Financial Wellness
- Fitness for Everyone
- Hazards of Smoking—How to Quit
- Healthy Aging
- Healthy Sleep Habits
- Heart Health
- Keeping Yourself—and Your Family—Healthy
- Office Ergonomics Training
- Pandemic Flu—How to Prevent and Respond
- Stress Management (Multimedia)
- Substance Abuse in the Workplace: What Employees Need to Know (Multimedia)
- Successful Weight Management
- Wellness and You
- What You Need to Know About Headaches

Duration

- 8.5 Hours

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Construction Safety

In addition to keeping your employees engaged and productive, we know that keeping them safe is your number one priority, and that's where TrainingToday's safety courses can help. From crane rigging to power tool safety to fall protection, the Construction Safety Library is the go-to resource for all construction employees. Choose a course, and start covering your safety bases!

Course Listing

- Aerial Lift Safety
- Arc Flash Safety—Unqualified Person
- Asbestos Awareness Training
- Avoiding Back Injuries
- Basic First Aid for Medical Emergencies
- Battery Safety
- Blasting and Explosives Safety
- Chainsaw Safety for Construction Workers
- Contractor Safety
- Crane Rigging in Construction
- Dipping, Coating, and Cleaning Operations
- Excavation Safety for Construction Workers
- Fall Protection in Construction
- Fall Protection in Construction
- Flaggers' Safety in Highway Work Zones
- Forklift Operator Safety
- Gas Safety for Construction Workers
- Lead Safety in Construction
- Permit-Required Confined Space Rescue
- Permit-Required Confined Spaces in Construction: Attendant
- Permit-Required Confined Spaces: Entrant
- Portable Power Tool Safety Training for Employees
- Powered Platform Safety
- Refueling Equipment
- Rough Terrain Forklift Safety Training
- Scaffolds Training: Construction Safety
- Trenching: Competent Person
- Underground Construction (Tunneling)
- Welding and Cutting Safety for Construction Workers
- Working in Hot Conditions (MULTIMEDIA)
- Working Safely Around Heavy Equipment
- Working Safely Near Power Lines
- Working Safely Outdoors

Duration

- 15.2 Hours

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Construction Safety Spanish

In addition to keeping your employees engaged and productive, we know that keeping them safe is your number one priority, and that's where TrainingToday's safety courses can help. From crane rigging to power tool safety to fall protection, the NEW Construction Safety Library (Spanish) is the go-to resource for all construction employees. Choose a course, and start covering your safety bases! **ALSO AVAILABLE IN SPANISH**

Course Listing

- Aerial Lift Safety
- Arc Flash Safety— Unqualified Person
- Asbestos Awareness Training
- Avoiding Back Injuries
- Basic First Aid for Medical Emergencies
- Battery Safety
- Blasting and Explosives Safety
- Contractor Safety
- Crane Rigging in Construction
- Dipping, Coating, and Cleaning Operations
- Electrical Safety— Unqualified Worker
- Excavation Safety for Construction Workers
- Fall Protection in Construction
- Flaggers' Safety in Highway Work Zones
- Forklift Operator Safety
- Gas Safety for Construction Workers
- Hazard Communication and GHS— What Employees Need to Know
- Introduction to Rough Terrain Forklift
- Lead Safety in Construction
- Permit-Required Confined Space Rescue for Supervisors
- Permit-Required Confined Spaces in Construction: Attendant
- Permit-Required Confined Spaces: Entrant
- Portable Power Tool Safety
- Powered Platform Safety
- Refueling Equipment
- Scaffolds in Construction
- Trenching: Competent Person
- Underground Construction: Tunneling
- Welding and Cutting Safety for Construction Workers
- Working Safely Around Heavy Equipment
- Working Safely Near Power Lines
- Working Safely Outdoors
- Working in Cold Conditions
- Working in Hot Conditions

Duration

- 12.6 Hours

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Environmental Compliance

The Environmental Compliance Training Library includes everything you need to understand and increase awareness of environmental management practices and ensure compliance with national Environmental Protection Agency (EPA) and local state environmental rules and regulations.

Course Listing

- Asbestos Awareness Training
- Class C UST Operator Training
- EPA Inspections
- Hazardous Materials Transportation
- Hazardous Waste Container Management Training
- Hazardous Waste Facility Operations and Maintenance
- Hazardous Waste Introductory Training
- Hazardous Waste Manifests Training
- Hazardous Waste Recordkeeping Requirements for Generators
- Hazardous Waste Routes of Exposure
- Hazardous Waste: Emergency Response—Generators and TSDFs
- Hazardous Waste: Health Effects
- Hazmat Transportation Security Awareness Training
- HAZWOPER Facility Operations Training
- HAZWOPER: First Responder Awareness Level Training
- Lead Safety—General Industry
- Metalworking Fluids
- Mold Hazards and Prevention
- PPE Training for Emergency Response
- PPE—What Employees Need to Know
- Reactive Chemical Training
- Risk Management—Program 2 Prevention Program

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- Risk Management—Program 3 Prevention Program —Part II
- Risk Management—Program 3 Prevention Program—Part I
- Safe Chemical Handling
- Saving Energy at Work and Beyond
- Spill Prevention, Control, and Countermeasure Plan (SPCC Plan)
- Stormwater Pollution Control Requirements for Regulated Industrial Facilities
- The Paperless Office—Conservation for Employees
- Universal Waste Training—Large and Small Quantity Handlers
- Water Conservation—Making Every Drop Count
- Working Safely with Corrosives
- Working Safely with Pesticides
- Working Safely with Solvents

Duration

- 2.9 Hours

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Environmental Regulatory Analysis for Managers

The Environmental Regulatory Analysis for Managers library consists of a series of environmental training sessions that give an overview of the regulations. The sessions are geared toward environmental managers who need to know the nuts and bolts of the regulations in addition to the training requirements.

Course Listing

- DOT's Hazardous Materials Transportation Regulations
- EPA's Spill Prevention, Control, Countermeasures Plan
- EPA's Universal Waste Regulations
- Hazardous Waste: Regulatory Analysis
- OSHA's Hazard Communication Standard
- Stormwater Pollution Control Requirements for Regulated Industrial Facilities

Duration

- 2.9 Hours

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HAZWOPER

OSHA's Hazardous Waste Operation and Emergency Response Standard (HAZWOPER) calls for rigorous and ongoing employee training. TrainingToday's HAZWOPER training library delivers everything you need to meet those requirements, with 17 individual easy-to-administer courses from Personal Protective Equipment to Spills Clean-up to Reporting Requirements and more. Simply assign courses appropriate to individual employee responsibilities and TrainingToday takes care of the rest. Courses are compliant with new GHS, standards.

Course Listing

- Emergency Action and Fire Prevention
- Fire Extinguishers
- Hazard Communication and GHS—What Employees Need to Know
- Hazardous Materials Spill Cleanup
- Hazardous Waste Introductory Training
- Hazardous Waste: Emergency Response—Generators and TSDFs
- HAZWOPER Facility Operations Training
- HAZWOPER—Donning, Doffing, and Decontamination
- HAZWOPER: First Responder Awareness Level Training
- HAZWOPER: Medical Surveillance
- HAZWOPER: On-Site Safety Considerations
- Identifying Hazardous Materials
- PPE Training for Emergency Response
- Respiratory Protection Training
- Safe Chemical Handling
- Understanding Chemical Labels Under GHS
- Working Safely with Flammable Liquids

Duration

- 7 Hours

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Lab Safety

From chemical hygiene plans to working with chemicals, make compliance with laboratory safety laws easy with the Lab Safety library.

Course Listing

- Biosafety in the Laboratory
- Chemical Hygiene Plan
- Chemical Safety for Lab Workers
- Compressed Gas Cylinders in the Laboratory
- Electrical Safety in the Laboratory
- Ergonomics for the Laboratory
- Hazardous Waste Safety in the Laboratory
- Introduction to Industrial Hygiene
- Lab Safety Orientation
- Laboratory Clean Rooms
- Laboratory Hazard Identification
- Laboratory Hoods
- Laboratory PPE
- Laboratory Recordkeeping for Supervisors
- Laboratory Safety Training
- Laboratory Safety: The Supervisor's Role
- Laboratory Security
- Laser Safety in the Laboratory
- Radiation Safety in the Laboratory
- Respiratory Protection in the Laboratory
- The OSHA Laboratory Standard
- Working Safely with Formaldehyde
- Working with Flammables and Reactives in the Laborator

Duration

- 11 Hours

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MARCOM Construction Library

From preventing electrical hazards to safe lifting best practices, the MARCOM Construction Library is the perfect resource for construction managers and employees. Choose a course, and keep your workplace safe and in compliance.

Course Listing

- Aerial Lifts in Industrial and Construction Environments
- Asbestos Awareness
- Crane Safety in Construction Environments
- Electrocution Hazards in Construction: Part I
- Electrocution Hazards in Construction: Part II
- Fall Protection in Construction Environments
- Heat Stress in Construction Environments
- Introduction to GHS for Construction Workers
- Rigging Safety
- Rigging Safety in Construction Environments

- Safe Lifting in Construction Environments
- Supported Scaffolding Safety
- Supported Scaffolding Safety in Construction Environments
- Suspended Scaffolding Safety in Construction Environments
- Working with Lead Exposure in Construction Environments

Duration

- 9.8 Hours

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MARCOM HAZWOPER Library

From decontamination procedures to emergency response, the MARCOM HAZWOPER Library is the perfect resource for getting tips and best practices for keeping your workplace safe and in compliance.

Course Listing

- Accidental Release Measures and Spill Cleanup Procedures
- Dealing with the Media in Emergency Situations
- Decontamination Procedures
- Electrical Safety in HAZMAT Environments
- Exposure Monitoring and Medical Surveillance
- Handling Hazardous Materials
- HAZMAT Labeling
- HAZWOPER Confined Space Entry
- HAZWOPER Fire Prevention
- HAZWOPER Heat Stress
- HAZWOPER Personal Protective Equipment
- HAZWOPER Safety Orientation
- Introduction to HAZWOPER Retraining
- Medical Surveillance Programs
- Monitoring Procedures and Equipment

- Personal Protective Equipment and Decontamination Procedures
- Respiratory Protection and Safety
- Safety Data Sheets in HAZWOPER Environments
- Site Safety and Health Plan
- The Emergency Response Plan
- Understanding Chemical Hazards
- Understanding HAZWOPER
- Work Practices and Engineering Controls

Duration

- 17.3 Hours

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MARCOM Laboratory Safety Library

From ergonomics to working with flammable liquids and gases, the MARCOM Laboratory Safety Library is the perfect resource for getting tips and best practices for keeping your workplace safe and in compliance.

Course Listing

- Electrical Safety in the Laboratory
- Flammables and Explosives in the Laboratory
- Handling Compressed Gas Cylinders in the Laboratory
- Laboratory Ergonomics
- Laboratory Hoods
- Orientation to Laboratory Safety
- OSHA Formaldehyde Standard

Duration

- 3.5 Hours

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MARCOM Workplace Safety Library

From fall protection to preventing workplace violence, the MARCOM Workplace Safety Library is the perfect resource for getting tips and best practices for keeping your workplace safe and in compliance.

Course Listing

- Accident Investigation
- Arc Flash
- Back Safety
- Bloodborne Pathogens in Commercial and Industrial Facilities
- Compressed Gas Cylinders
- Confined Space Entry
- Crane Safety
- Dealing with Hazardous Spills
- Electrical Safety
- Emergency Planning
- Evacuation Procedures
- Eye Safety
- Fall Protection
- First Aid
- Forklift/Powered Industrial Truck Safety
- GHS Container Labeling
- GHS Safety Data Sheets
- Hand and Power Tool Safety
- Hazardous Materials Labels
- Hearing Conservation and Safety
- Heat Stress
- I2P2: Injury and Illness Prevention Programs
- Industrial Ergonomics
- Industrial Fire Prevention
- Introduction to GHS
- Ladder Safety
- Lock-Out/Tag-Out
- Machine Guard Safety
- Materials Handling Safety
- OSHA Recordkeeping for Managers and Supervisors
- Personal Protective Equipment
- Respiratory Protection and Safety
- Safe Lifting
- Safety Awareness for New Employees
- Safety Housekeeping and Accident Prevention
- Safety Orientation
- Slips, Trips, and Falls
- Using Fire Extinguishers
- Warehouse Safety
- Welding Safety
- Winter Safety
- Workplace Violence

Duration

- 25 Hours

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Project Management for Business

From goal planning to troubleshooting to learning strategies to keep projects on track, on budget, and on time, TrainingToday's Project Management for Business library is your go-to source for essential project management training.

Course Listing

- Communicating in a Global Workplace
- Communicating Up: How to Talk to High-Level Management
- Communication Between All Ages in the Workplace
- Conducting Effective Meetings: A Guide for Supervisors
- Conflict Resolution and Consensus Building
- Conflict Resolution for Employees
- Delegation for Project Management
- Effective Decision-Making Strategies for Employees
- Encouraging Employee Input
- How to Manage Time Wisely—A Guide for Employees
- Lean Project Management
- Negotiation Skills for Supervisors
- Organizing and Planning for Success: What Employees Need to Know
- Planning and Organizing Skills for Supervisors
- Problem Solving for Employees
- Problem Solving for Supervisors
- Project Management Planning
- Project Management Stakeholders
- Project Management—The Beginning
- Project Management—Troubleshooting
- Project Planning: Budgeting
- Project Quality Management
- Project Risk Management
- Teambuilding for Project Management
- Time Management for Supervisors
- Time Management Skills for Employees

Duration

- 9.1 Hours

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Safety for Campus Employees

The Safety for Campus Employees Library includes easy-to-follow courses to keep you, your employees, and your student workers safe from potentially hazardous situations. Courses include campus and office safety, emergency-evacuation plans, fire prevention, HazCom training, lab safety, and much, much more. From avoiding bloodborne pathogens to new-employee safety orientation to responding to an active shooter on campus, we've got your training needs covered.

Course Listing

- Active Shooter on Campus: What Every Employee Should Do
- Campus Emergency and Evacuation Plans
- Fire Prevention and Response On Campus
- Grounds Maintenance for Campus Workers
- Handling Medical Emergencies on Campus
- Hazard Communication: GHS and Your Right to Know in Schools
- Laboratory Safety on Campus
- Preventing Exposure to Bloodborne Pathogens on Campus
- Preventing Office Hazards on Campus
- Safety Orientation for Campus Workers
- Security on Campus

Duration

- 5.8 Hours

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Safety for Healthcare Workers

Health care is such a hot topic nowadays, especially since 2010, when President Obama signed the new federal healthcare reform law. And now, almost 6 years later, the debate continues. What everyone can agree on is that it's important to keep your employees safe and healthy and your organization in compliance.

The Safety for Healthcare Workers library contains a variety of helpful courses designed to help with safety in the healthcare workplace.

Course Listing

- Bloodborne Pathogens—Healthcare Workers
- Electrical Safety for Healthcare Workers
- Emergency Preparedness for Healthcare Workers
- Ergonomics for Healthcare Workers
- Handling Medical Waste
- Hazard Communication Training for Healthcare Workers
- Hazard Communication—Healthcare Workers
- How to Prevent Slips, Trips, and Falls for Healthcare Workers
- How to Prevent Workplace Violence—A Guide for Healthcare Workers
- Lab Safety for Healthcare Workers
- Lifting and Carrying Patients Best Practices
- Pandemic Flu—How to Prevent and Respond
- PPE for Healthcare Workers
- Respiratory Protection for Healthcare Workers
- Stress Management (Multimedia)
- Understanding HIPAA Privacy Laws
- Workplace Violence Prevention for Health Care in California: What Employees Need to Know

Duration

- 6.1 Hours

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Safety Refresher

The Workplace Safety Refresher Training Library includes refresher courses to retrain those employees who have already been through our full Workplace Safety Training. This library will increase awareness of general safety practices and achieve compliance with national OSHA and state workplace safety rules and regulations.

Course Listing

- Back Safety: Refresher
- Electrical Safety: Refresher
- Fire Extinguishers: Refresher
- Ladder Safety: Refresher
- Lockout/Tagout for Affected Employees: Refresher
- Lockout/Tagout for Authorized Employees: Refresher
- New Employee Safety Orientation: Refresher
- Noise and Hearing Conservation: Refresher
- Preventing Slips, Trips, and Falls for Employees: Refresher
- Workplace Safety for Employees: Refresher

Duration

- 1.2 Hours

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Safety Regulatory Analysis for Managers

Safety for Regulatory Analysis Managers library consists of a series of safety training sessions geared toward safety managers who need to know the nuts and bolts of the regulations on a specific topic as well as the training requirements.

Course Listing

- OSHA's Bloodborne Pathogens Standard
- OSHA's Emergency Action and Fire Prevention Standard
- OSHA's General Industry Electrical Standard
- OSHA's General Industry Forklift Standard
- OSHA's General Industry PPE Standard
- OSHA's General Industry Respiratory Protection Standard
- OSHA's Lockout Tagout Standard
- OSHA's Permit-Required Confined Spaces

Duration

- 3.1 Hours

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SPCC—Spill Prevention, Control, and Countermeasures

The Spill Prevention, Control, and Countermeasures (SPCC) library provides employees and supervisors with critical training on tank inspections, EPA visits, underground storage tank (UST) compliance, spill prevention and response in agricultural settings, and much more.

Course Listing

- Class C UST Operator Training
- How to Properly Inspect Oil Tanks
- SPCC and FRPs
- SPCC for Agriculture
- SPCC—What to Expect from an EPA Inspection
- Spill Prevention, Control, and Countermeasure Plan (SPCC Plan)
- Training the Trainer: Effective Techniques for Dynamic Training
- Training the Trainer: Effective Techniques for Dynamic Training—Spanish

Duration

- 3.4 Hours

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Transportation Safety

With more than 110,000 injuries and 4,500 fatalities involving commercial motor vehicle (CMV) accidents each year, the importance of training CMV drivers on safe practices is huge. Through proper training, lives can be saved, and serious injuries can be prevented. These online training courses will help simplify your CMV driver training and ensure the safety of not only the drivers but also everyone who comes into contact with CMVs. This library consists of a series of transportation safety training sessions that cover the important training topics for CMV drivers. The sessions are mostly geared toward drivers; however, there is one session for managers (DOT Alcohol and Drug Testing Rules).

Course Listing

- CMV Accident Procedures
- Commercial Motor Vehicle Driver Inspections
- Commercial Motor Vehicle Driver Logs
- Dangers of Distracted Driving: A Guide for CMVs
- Defensive Driving Training—Commercial Motor Vehicles
- Defensive Driving—Commercial Motor Vehicles (Spanish)
- DOT Alcohol and Drug Testing Rules—What Supervisors Need to Know
- Driver Qualifications (INT)
- Driver Wellness
- Driver Wellness
- Extreme Weather Driving—For All Drivers
- Flaggers' Safety in Highway Work Zones
- Hazardous Materials Transportation
- HazMat Transportation Hazardous Materials Table
- Hazmat Transportation Security Awareness Training
- HazMat Transportation Security Plans
- Hazmat Transportation—Packaging Safety
- Hours of Service
- Infectious Materials Transportation Training
- Respirable Crystalline Silica in Construction: Preventing Exposure
- Safe Driving Techniques for CMVs
- Snow and Ice Removal Safety
- Transporting Hazardous Materials Safely
- Whistleblower Protections (INT)

Duration

- 8.7 Hours

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Workplace Safety

Do you fully understand what your responsibilities are when it comes to compliance with OSHA and other federal and state safety rules and regulations? For many organizations, getting the information and tools you need to stay on track and in compliance is time-consuming and expensive.

The Workplace Safety training library includes everything you need to increase awareness of general safety practices and achieve workplace compliance with even the most complicated regulations.

Course Listing

- Accident Investigation (Multimedia)
- Active Shooter On-Site: What Every Employee Should Do (Multimedia)
- Aerial Lift Safety
- Arc Flash Safety—Spanish
- Arc Flash Safety—Unqualified Person
- Avoiding Back Injuries
- Avoiding Exposure to Bloodborne Pathogens
- Avoiding Exposure to Bloodborne Pathogens (Spanish)
- Back Safety in Spanish (Ergonomics Training)
- Basic First Aid for Medical Emergencies
- Battery Safety
- Compressed Gases
- Contractor Safety
- Crane Rigging Safety Training
- Defensive Driving for Noncommercial Motorists (Spanish)
- Defensive Driving Training for Noncommercial Motorists
- Disaster Planning—What Employees Need to Know
- Disaster Planning—What Supervisors Need to Know
- Electrical Safety at Work—Unqualified Worker (Multimedia)
- Electrical Safety—Unqualified Worker (Spanish)
- Emergency Action and Fire Prevention
- Emergency Action and Fire Prevention—Spanish
- Employee Noise Safety Training—Noise and Hearing Conservation
- Exit Routes—Supervisors
- Eye Protection (Multimedia)
- Eye Protection (Spanish)
- Eye Protection Safety Training in the Workplace
- Fire Extinguishers
- Fire Extinguishers (Spanish)
- Forklift and Pedestrian Safety

Workplace Safety *(continued)*

- Forklift Operator Safety
- Good Housekeeping (Multimedia)
- Hazard Communication and GHS—What Employees Need to Know
- Hazard Communication and GHS—What Employees Need to Know (Spanish)
- Hazard Communication and GHS—What Supervisors Need to Know
- Hazard Communication Refresher
- Hazard Communication—GHS and Your Right to Know
- Hazardous Materials Transportation
- Hexavalent Chromium Safety
- Home Safety
- Hydrogen Sulfide Safety
- Industrial Ergonomics (Spanish)
- Industrial Ergonomics Training
- Introduction to OSHA and the General Duty Clause
- Job Hazard Analysis
- Ladder Safety—Multimedia
- Lockout/Tagout Training for Affected Employees
- Lockout/Tagout Training for Authorized Employees
- Lockout/Tagout: Authorized Employee (Spanish)
- Machine Guarding (Spanish)
- Machine Guarding Safety
- Metalworking Fluids
- Mold Hazards and Prevention
- New Employee Safety Orientation Training
- Noise and Hearing Conservation (Multimedia)
- Noise and Hearing Conservation (Spanish)
- Noise and Hearing Conservation: Refresher
- OSHA Inspections, Citations, and Penalties
- Permit-Required Confined Space Rescue
- Permit-Required Confined Spaces: Attendant—Spanish
- Permit-Required Confined Spaces: Entrant
- Permit-Required Confined Spaces: Entrant —Spanish
- Personal Fall Protection Systems in General Industry (PFPS): What Employees Need to Know
- Portable Power Tool Safety Training for Employees
- Portable Power Tool Safety—Spanish
- PPE—Foot Protection
- PPE—Hand Protection
- PPE—Hand Protection (Spanish)
- PPE—What Employees Need to Know
- Preparing for Weather Emergencies
- Preventing Slips, Trips, and Falls: A Guide for Employees (Multimedia)

Workplace Safety *(continued)*

- Preventing Workplace Violence—What Employees Need to Know
- Process Safety Management
- Recordkeeping—Injury and Illness
- Respirator Fit Testing—What Supervisors Need to Know
- Respiratory Protection Training
- Safe Forklift Operation
- Shiftwork Safety
- Slips, Trips, and Falls
- Slips, Trips, and Falls (Spanish)
- Slips, Trips, and Falls—What Supervisors Need to Know
- Understanding Chemical Labels Under GHS
- Understanding the Safety Data Sheet (SDS)
- Warehouse Safety
- Welding and Cutting Safety
- Working in Cold Conditions—Multimedia
- Working in Hot Conditions (MULTIMEDIA)
- Working Safely Outdoors
- Working Safely with Benzene
- Working Safely with Flammable Liquids
- Workplace Safety for Employees
- Workplace Safety for Employees (Spanish)

Duration

- 36.3 Hours

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Workplace Safety in California

Do you fully understand what your responsibilities are when it comes to compliance with OSHA and other California-specific safety rules and regulations? For many organizations, getting the information and tools you need to stay on track and in compliance is time-consuming and expensive.

The Workplace Safety in California training library includes everything you need to increase awareness of general safety practices and achieve workplace compliance with even the most complicated regulations.

Course Listing

- Accident Investigation (Multimedia)
- Active Shooter On-Site: What Every Employee Should Do (Multimedia)
- Aerial Lift Safety
- Arc Flash Safety—Spanish
- Arc Flash Safety—Unqualified Person
- Avoiding Back Injuries
- Avoiding Exposure to Bloodborne Pathogens (Spanish)
- Avoiding Exposure to Bloodborne Pathogens in California
- Back Safety (Ergonomics Training)
- Back Safety in Spanish (Ergonomics Training)
- Basic First Aid for Medical Emergencies
- Battery Safety
- California Guide to Working in Hot Conditions
- California Hazard Communication
- Compressed Gases
- Contractor Safety
- Crane Rigging Safety Training
- Defensive Driving for Noncommercial Motorists (Spanish)
- Defensive Driving Training for Noncommercial Motorists
- Disaster Planning—What Employees Need to Know
- Disaster Planning—What Supervisors Need to Know
- Earthquake Preparedness
- Electrical Safety at Work—Unqualified Worker (Multimedia)
- Electrical Safety for Unqualified Workers in California
- Electrical Safety—Unqualified Worker
- Electrical Safety—Unqualified Worker (Spanish)
- Emergency Action and Fire Prevention

Workplace Safety in California *(continued)*

- Emergency Action and Fire Prevention—Spanish
- Employee Noise Safety Training—Noise and Hearing Conservation
- Exit Routes—Supervisors
- Eye Protection (Multimedia)
- Eye Protection (Spanish)
- Eye Protection Safety Training in the Workplace
- Fire Extinguishers
- Fire Extinguishers (Spanish)
- Fire Prevention and Extinguishers in California
- Forklift and Pedestrian Safety
- Forklift Operator Safety
- Forklift Operator Safety—Spanish
- Good Housekeeping (Multimedia)
- Hazard Communication and GHS—What Employees Need to Know
- Hazard Communication and GHS—What Employees Need to Know (Spanish)
- Hazard Communication and GHS—What Supervisors Need to Know
- Hazard Communication Refresher
- Hazard Communication—GHS and Your Right to Know
- Hazardous Materials Transportation
- Hexavalent Chromium Safety
- Home Safety
- Hydrogen Sulfide Safety
- Industrial Ergonomics (Spanish)
- Industrial Ergonomics in California
- Industrial Ergonomics Training
- Introduction to OSHA and the General Duty Clause
- Job Hazard Analysis
- Ladder Safety—Multimedia
- Lockout/Tagout in California for the Authorized Employee
- Lockout/Tagout Training for Affected Employees
- Lockout/Tagout Training for Authorized Employees
- Lockout/Tagout: Authorized Employee (Spanish)
- Machine Guarding (Spanish)
- Machine Guarding Safety
- Metalworking Fluids
- Mold Hazards and Prevention
- New Employee Safety Orientation Training
- Noise and Hearing Conservation (Multimedia)
- Noise and Hearing Conservation (Spanish)
- OSHA Inspections, Citations, and Penalties
- Permit-Required Confined Space Rescue
- Permit-Required Confined Spaces: Attendant—Spanish

- Permit-Required Confined Spaces: Entrant
- Permit-Required Confined Spaces: Entrant—Spanish
- Portable Power Tool Safety Training for Employees
- Portable Power Tool Safety—Spanish
- PPE—Foot Protection
- PPE—Hand Protection
- PPE—Hand Protection (Spanish)
- PPE—What Employees Need to Know
- Preparing for Weather Emergencies
- Preventing Slips, Trips, and Falls in California: A Guide for Employees
- Preventing Slips, Trips, and Falls: A Guide for Employees (Multimedia)
- Process Safety Management
- Recordkeeping—Injury and Illness
- Respirator Fit Testing—What Supervisors Need to Know
- Respiratory Protection Training
- Safe Forklift Operation
- Safe Forklift Operation in California
- Shiftwork Safety
- Slips, Trips, and Falls
- Slips, Trips, and Falls (Spanish)
- Slips, Trips, and Falls—What Supervisors Need to Know
- Understanding Chemical Labels Under GHS
- Understanding the Safety Data Sheet (SDS)
- Warehouse Safety
- Welding and Cutting Safety
- What Unqualified Workers Need to Know About Electrical Safety
- Working in Cold Conditions—Multimedia
- Working in Hot Conditions (MULTIMEDIA)
- Working Safely Outdoors
- Working Safely with Benzene
- Working Safely with Flammable Liquids in California
- Workplace Safety for Employees
- Workplace Safety for Employees (Spanish)
- Workplace Violence Prevention for Health Care in California: What Employees Need to Know
- Your Guide to Personal Protective Equipment
- Your Guide to Personal Protective Equipment in California

Duration

- 41.5 Hours

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Customer Service

In today's competitive environment, it is more important than ever to create a strong service culture supported by skills to build loyal relationships with your customers and a better working environment for your employees. From conflict resolution to effective communication, the Customer Service training library includes everything you need for your customer service team to provide world-class service.

Course Listing

- Business Writing Skills for Employees
- Coaching for Superior Employee Performance: Techniques for Supervisors
- Conflict Resolution for Employees
- Connect with Customers Training Online
- Customer Service Skills—How We Can All Improve
- Customer Service—How to Promote Among Staff Training
- E-Mail Best Practices for All Employees
- Effective Communication for Employees Training
- Handling Customer Complaints Training
- How to Maintain Customer Loyalty
- How to Manage Time Wisely—A Guide for Employees
- Identifying Customer Needs
- Maintaining a Positive Attitude
- Making Customers Feel Special
- Motivating Employees: Tips and Tactics for Supervisors
- Phone Skills
- Problem Solving for Employees
- Stress Management (Multimedia)
- Teambuilding for All Employees
- The Power of Listening
- Turn Satisfied Customers into Repeat Customers Training

Duration

- 8 Hours

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Microsoft Office Complete

One of the most-used office technology product providers is Microsoft, which includes everything from Outlook, Word, Excel, PowerPoint, and more. Outlook alone has more than 400 million active users. Get the most out of Microsoft's software products with our all-new Microsoft Office Complete Library!

As technology continues to evolve, employers are searching for ways to stay on top of the latest trends in order to keep their organizations competitive and moving forward. Embracing technology is essential to every organization's success and its use is crucial in all areas—from recruiting top talent to boosting employee engagement to streamlining resources to everything in between. Learn more by checking out our course listing.

We've also just added new 2016 courses so you can get your team in the know on the latest technology from Microsoft!

Course Listing

- Intro to SharePoint
- Mastering Access 2013
- Mastering Excel (2010, 2013, and 2016)
- Mastering Excel 2016 Basics—Part 1
- Mastering Excel 2016—Advanced
- Mastering Excel 2016—Intermediate
- Mastering Office 365 2016
- Mastering OneNote 2013
- Mastering Outlook (2010, 2013, and 2016)
- Mastering Outlook 2013 MOS
- Mastering Outlook 2016—Advanced
- Mastering Outlook 2016—Basic
- Mastering PowerPoint (2010, 2013, and 2016)
- Mastering PowerPoint 2016—Basics
- Mastering Quickbooks Online
- Mastering Quickbooks Pro 2013
- Mastering Word (2010, 2013, and 2016)
- Mastering Word 2016 Basics: Part 1
- Microsoft Lync Essentials
- Microsoft Sway Essentials
- Office 365 Essential 2016
- Office 365 Groups Essentials

Microsoft Office Complete *(continued)*

- Office 365 Planner Essentials
- OneDrive Essentials
- Power Up PowerPoint
- Secrets of the Office Guru
- Skype for Business Essentials
- What's New in Excel 2013?
- What's New in Office 2016?
- What's New in PowerPoint 2013?
- What's New in Word 2013?
- Windows 10 Essentials (Also 8 or 8.1)

Duration

- 167 Hours

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Microsoft Office Essentials

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We've also just added new 2016 courses so you can get your team in-the-know on the latest technology from Microsoft!

Course Listing

- Mastering Excel (2010, 2013, and 2016)
- Mastering Excel 2016 Basics—Part 1
- Mastering Excel 2016—Intermediate
- Mastering Outlook (2010, 2013, and 2016)
- Mastering Outlook 2013 MOS
- Mastering Outlook 2016—Advanced
- Mastering Outlook 2016—Basic
- Mastering PowerPoint (2010, 2013, and 2016)
- Mastering PowerPoint 2016—Basics
- Mastering Word (2010, 2013, and 2016)
- Mastering Word 2016 Basics: Part 1
- Windows 10 Essentials (Also 8 or 8.1)

Duration

- 120 Hours

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Sales

The Sales training library consists of 12 courses—10 for employees and 2 for managers. These advice-rich courses contain everything you need to build a top-notch sales staff. From gaining leads to telephone sales techniques, these courses are perfect for beginner sales reps and also great refresher training for experienced reps. The courses are interactive and engaging, with quizzes and exercises throughout, and the use of pictures helps learners who respond to visual stimulation.

Course Listing

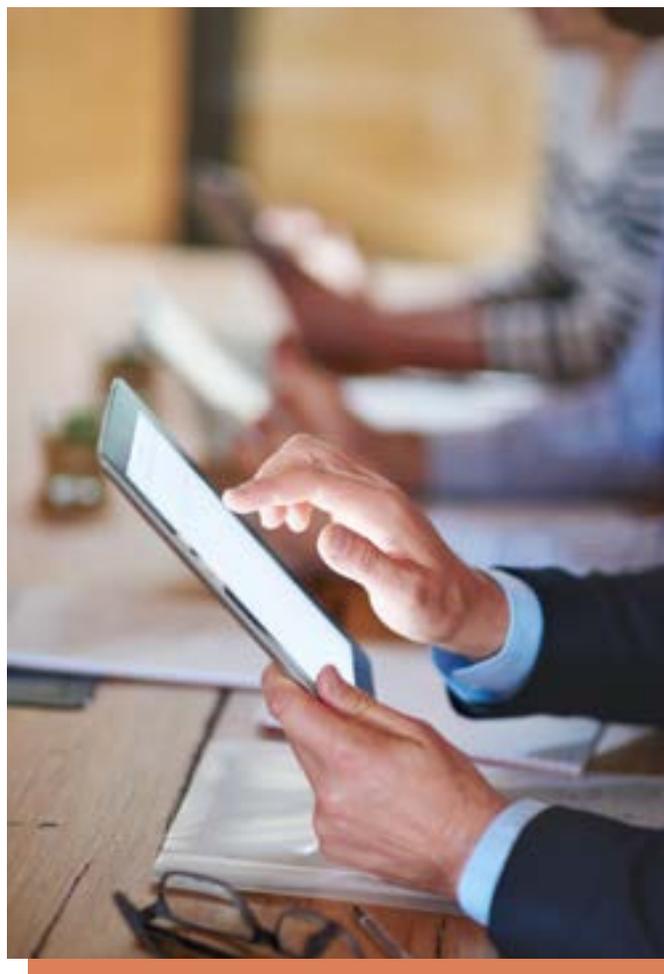
- Closing Sales Techniques
- Consultative Sales Techniques
- Gaining Leads and Referrals
- Handling Objections
- How to Hire Peak Performers
- Identifying Customer Needs—A Guide for Sales
- Motivating Your Sales Team to Excellence: A Guide for Supervisors
- Qualifying Prospects

- Setting Sales Goals
- Stress Management (Multimedia)
- Telephone Sales Techniques—Cold Calling and Prospecting
- Understanding Product Features and Benefits
- Upselling

Duration

- 4.7 Hours

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Are you interested in TrainingToday's content, either through your LMS or ours? To learn more, please call **800-727-5257** or email **service@blr.com**

Communicating Effectively at Work

Train your team to communicate effectively with the Communicating Effectively at Work library. These information-packed courses on writing reports and e-mails, leading meetings, improving listening skills, handling tough conversations, communicating through social media, taking customer calls, and much more can help your team up their communication game in no time.

Course Listing

- Business Writing for Supervisors and Managers
- Business Writing Skills for Employees
- Communicating Effectively in Emergencies
- Communicating in a Global Workplace
- Communicating Up: How to Talk to High-Level Management
- Communication Between All Ages in the Workplace
- Communication Skills for Employees
- Communication Through Social Media
- Conducting Effective Meetings: A Guide for Supervisors
- E-Mail Best Practices for All Employees
- Effective Communication for Supervisors
- Effective Meetings for Employees
- Mastering Your Presentation Skills: How to Speak in Front of People
- Persuasive Communication
- Telephone Etiquette
- The Art of Listening
- Top-Down Communication for Supervisors

Duration

- 7.4 Hours

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Cyber Security

In order to learn more about cybercrime and prevention, TrainingToday has developed the Cyber Security library. From the types of cyber threats to e-mail security, this advice-rich library can help you recognize threats and come up with a comprehensive prevention plan.

Course Listing

- What is Cyber Security?
- Types of Cyber Threats
- Anatomy of a URL: How to Identify Web Links
- Email Security – Recognizing a Cyber Attack
- Web Browsing – Identifying Malicious Webpages
- Creating and Using Passwords
- Mobile Device Best Practices

Duration

- 1.35 Hours

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Leadership for Employees

Our employee leadership training provides tools and information to employees in a leadership position or to aspiring leaders to improve their business, leadership, and professional skills. From business ethics to conducting effective meetings, the Leadership for Employees library has skill training courses for employees at every stage in their career.

Course Listing

- Becoming a Leader: How to Prepare for a Leadership Role
- Business Ethics: What Employees Need to Know—Spanish
- Business Writing for Employees
- Conflict Resolution for Employees
- Crash Course in Leadership Skills
- Critical Thinking for Employees
- Dealing with Workplace Change: What Employees Need to Know
- E-Mail Best Practices for All Employees
- Effective Communication for Employees Training
- Effective Decision-Making Strategies for Employees
- Effective Meetings for Employees
- How to Manage Time Wisely—A Guide for Employees
- Negotiating Skills for All Employees
- Organizing and Planning for Success: What Employees Need to Know
- Problem Solving for Employees
- Stress Management (Multimedia)
- Teambuilding for All Employees
- Training the Trainer: Effective Techniques for Dynamic Training
- Training the Trainer: Effective Techniques for Dynamic Training—Spanish
- Working with Others to Get Things Done

Duration

- 7.9 Hours

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Leadership for Managers and Supervisors

The Leadership for Managers and Supervisors Library provides tools and information to managers and supervisors to improve management, leadership, and business skills. From motivating employees to handling complaints, this information-packed library has a course for managers at every level.

Course Listing

- Business Writing for Supervisors and Managers
- Coaching for Superior Employee Performance: Techniques for Supervisors
- Communicating Up: How to Talk to High-Level Management
- Conflict Resolution and Consensus Building
- Dealing with Change: How Supervisors Can Help
- Effective Communication for Supervisors
- Effective Meetings: How-to for Supervisors
- Encouraging Employee Input
- Handling Employee Complaints
- How to Manage Challenging Employees
- Leadership Skills—What New Supervisors and Managers Need to Know
- Leadership Skills: What New Managers and Supervisors Need to Know
- Motivating Employees: Tips and Tactics for Supervisors
- Negotiation Skills for Supervisors
- New Supervisors' Guide to Effective Supervision
- Performance Goals: How Goals Help Supervisors Manage Employees More Effectively
- Planning and Organizing Skills for Supervisors
- Problem Solving for Supervisors
- Professional Behavior: What Supervisors Need to Know
- Supervising Special Groups
- Time Management for Supervisors
- Training the Trainer: Effective Techniques for Dynamic Training
- Training the Trainer: Effective Techniques for Dynamic Training—Spanish

Duration

- 7 Hours

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Microsoft Office Complete

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Course Listing

- Intro to SharePoint
- Mastering Access 2013
- Mastering Excel (2010, 2013, and 2016)
- Mastering Excel 2016 Basics—Part 1
- Mastering Excel 2016—Advanced
- Mastering Excel 2016—Intermediate
- Mastering Office 365 2016
- Mastering OneNote 2013
- Mastering Outlook (2010, 2013, and 2016)
- Mastering Outlook 2013 MOS
- Mastering Outlook 2016—Advanced
- Mastering Outlook 2016—Basic
- Mastering PowerPoint (2010, 2013, and 2016)
- Mastering PowerPoint 2016—Basics
- Mastering Quickbooks Online
- Mastering Quickbooks Pro 2013
- Mastering Word (2010, 2013, and 2016)
- Mastering Word 2016 Basics: Part 1
- Microsoft Lync Essentials
- Microsoft Sway Essentials
- Office 365 Essential 2016
- Office 365 Groups Essentials
- Office 365 Planner Essentials

Microsoft Office Complete *(continued)*

- OneDrive Essentials
- Power Up PowerPoint
- Secrets of the Office Guru
- Skype for Business Essentials
- What's New in Excel 2013?
- What's New in Office 2016?
- What's New in PowerPoint 2013?
- What's New in Word 2013?
- Windows 10 Essentials (Also 8 or 8.1)
Done

Duration

- 2.8 Hours

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Microsoft Office Essentials

One of the most-used office technology product providers is Microsoft, which includes everything from Outlook, Word, Excel, PowerPoint®, and more. Outlook alone has more than 400 million active users. Get the most out of Microsoft's software products with our all-new Microsoft Office Essentials Library!

As technology continues to evolve, employers are searching for ways to stay on top of the latest trends in order to keep their organizations competitive and moving forward. Embracing technology is essential to every organization's success, and its use is crucial in all areas—from recruiting top talent to boosting employee engagement to streamlining resources to everything in between. Learn more by checking out our course listing.

We've also just added new 2016 courses so you can get your team in the know on the latest technology from Microsoft!

Course Listing

- Mastering Excel (2010, 2013, and 2016)
- Mastering Excel 2016 Basics—Part 1
- Mastering Excel 2016—Intermediate
- Mastering Outlook (2010, 2013, and 2016)
- Mastering Outlook 2013 MOS
- Mastering Outlook 2016—Advanced
- Mastering Outlook 2016—Basic
- Mastering PowerPoint (2010, 2013, and 2016)
- Mastering PowerPoint 2016—Basics
- Mastering Word (2010, 2013, and 2016)
- Mastering Word 2016 Basics: Part 1
- Windows 10 Essentials (Also 8 or 8.1)

Duration

- 2 Hours

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Project Management for Business

Whether you're trying to get better at communicating within your organization or you're making it a priority to get more organized and use your time wisely, an easy-to-follow training course can help you get started. From goal planning to troubleshooting to learning strategies to keep projects on track, on budget, and on time, TrainingToday's Project Management for Business library is your go-to source for essential project management training.

Course Listing

- Communicating in a Global Workplace
- Communicating Up: How to Talk to High-Level Management
- Communication Between All Ages in the Workplace
- Conducting Effective Meetings: A Guide for Supervisors
- Conflict Resolution and Consensus Building
- Conflict Resolution for Employees
- Delegation for Project Management
- Effective Decision-Making Strategies for Employees
- Encouraging Employee Input
- How to Manage Time Wisely—A Guide for Employees
- Lean Project Management
- Negotiation Skills for Supervisors
- Organizing and Planning for Success: What Employees Need to Know
- Planning and Organizing Skills for Supervisors
- Problem Solving for Employees
- Problem Solving for Supervisors
- Project Management Planning
- Project Management Stakeholders
- Project Management—The Beginning
- Project Management—Troubleshooting
- Project Planning: Budgeting
- Project Quality Management
- Project Risk Management
- Teambuilding for Project Management
- Time Management for Supervisors
- Time Management Skills for Employees

Duration

- 8.9 Hours

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Wellness

The Wellness Training Library includes everything you need for both your managers who help to set up and manage a workplace wellness program—and for your employees to learn about keeping themselves and their families healthy. Statistics show that keeping employees healthy can not only improve their quality of life but it can also significantly impact your bottom line with reduced healthcare costs and absenteeism rates and improved employee morale and productivity.

Course Listing

- A Manager's Role in Wellness
- All About Nutrition
- Avoiding Back Injuries
- Back Safety (Ergonomics Training)
- Balancing Work and Home
- Creating a Successful Wellness Program—A Guide for Managers
- Driver Wellness
- Financial Wellness
- Fitness for Everyone
- Hazards of Smoking—How to Quit
- Healthy Aging
- Healthy Sleep Habits
- Heart Health
- Keeping Yourself—and Your Family—Healthy
- Office Ergonomics Training
- Pandemic Flu—How to Prevent and Respond
- Stress Management (Multimedia)
- Substance Abuse in the Workplace: What Employees Need to Know (Multimedia)
- Successful Weight Management
- Wellness and You
- What You Need to Know About Headaches

Duration

- 8.7 Hours

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Food Service Safety

TrainingToday's Food Service Safety library gives employees and supervisors the skills they need to maintain a clean, healthy, and productive food service environment, all while minimizing risks for expensive workers' comp claims. From sanitation to inspections to employment laws, this suite of courses covers those food service danger-zone areas that can lead to expensive problems if not constantly addressed.

Course Listing

- Food Service Inspections
- Food Service Safety
- Food Service Sanitation
- Food Service Storage
- Kitchen Safety
- Kitchen Safety—Spanish
- Preventing Food Contamination
- Preventing Food Contamination (Spanish)
- Safe Temperatures for Food

Duration

- 3.7 Hours

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Hospitality

TrainingToday's Hospitality Library provides employers in the lodging, food service, and tourism industries with a complete suite of training courses for employees at all levels of guest services. From restaurant server basics to cash-handling essentials, alcohol rules to laundry room safety, we've got the quick and easy courses you need to keep customers coming back again and again, workers' comp claims under control, and your hospitality organization in compliance with employment laws.

Course Listing

- Back Safety (Ergonomics Training)
- Back Safety in Spanish (Ergonomics Training)
- Customer Service Skills—How We Can All Improve
- Diversity for All Employees
- Diversity for All Employees (Spanish)
- Emergency Action and Fire Prevention
- Emergency Action and Fire Prevention—Spanish
- Event Planning Basics
- Food Service Safety
- Front Desk Operations
- Guest Management
- Handling Customer Complaints Training
- Handling Money
- Housekeeper Safety
- Housekeeper Safety—Spanish
- How to Be a Great Restaurant Server
- Kitchen Safety
- Kitchen Safety—Spanish
- Laundry Safety
- Laundry Safety (Spanish)
- Personal Hygiene and Good Grooming
- Preventing Food Contamination
- Preventing Food Contamination (Spanish)
- Preventing Sexual Harassment: A Guide for Employees
- Security for the Hospitality Industry
- Serving Alcohol Responsibly
- Sexual Harassment—What Employees Need to Know
- Sexual Harassment—What Employees Need to Know (Spanish)
- Violence in the Workplace: How to Prevent and Defuse for Supervisors

Duration

- 13 Hours

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HR for Campus Employees

The HR training for Campus Employees Library includes courses designed to help you detect child abuse, prevent campus violence, and supervise student workers. From campus data security to bullying and hazing, we have you covered.

Course Listing

- Codes of Ethical Conduct for Higher Education
- Data Security on Campus
- Detecting and Preventing Child Abuse
- Diversity on Campus
- FERPA: How to Protect Student Privacy in Higher Education
- Preventing Bullying and Hazing on Campus
- Preventing Discrimination on Campus
- Preventing Sexual Harassment on Campus
- Preventing Violence on Campus
- Supervising Student Workers
- The Americans with Disabilities Act: Accessibility on Campus
- The Clery Act: Campus Security and Crime Data Reporting
- Title IX for Higher Education

Duration

- 5.4 Hours

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K–12 Training for Faculty, Coaches, Staff, and Administrators

This library will address the training needs of K–12 staff, including teachers, administrators, and other workers on important topics such as active shooter on school grounds, violence prevention in schools, FERPA, emergency and evacuation, coaching, and school bus safety. A must for your primary and secondary education staff.

Course Listing

- Active Shooter on School Grounds—What Every Employee Should Do
- Bloodborne Pathogens Prevention in Schools
- Bullying Prevention in School
- FERPA: How to Protect Student Privacy
- Hazard Communication: GHS and Your Right to Know in Schools
- Laboratory Safety in Schools
- Preventing Discrimination in Schools
- Preventing Violence in Schools
- Safety Training for K–12 Coaches
- School Bus Safety For Drivers and Administrators
- School Emergency and Evacuation Plans

Duration

- 4.2 Hours

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Safety for Campus Employees

The Safety for Campus Employees Library includes easy-to-follow courses to keep you, your employees, and your student workers safe from potentially hazardous situations. Courses include campus and office safety, emergency evacuation plans, fire prevention, HazCom training, lab safety, and much, much more. From avoiding bloodborne pathogens to new-employee safety orientation to responding to an active shooter on campus, we've got your training needs covered.

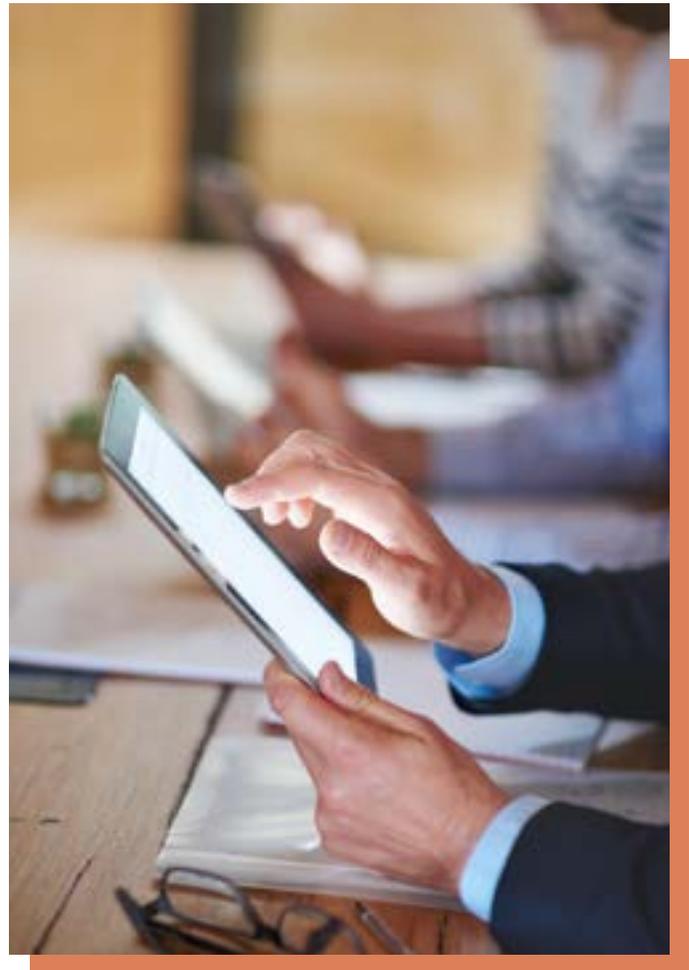
Course Listing

- Active Shooter on Campus: What Every Employee Should Do
- Campus Emergency and Evacuation Plans
- Fire Prevention and Response On Campus
- Grounds Maintenance for Campus Workers
- Handling Medical Emergencies on Campus
- Hazard Communication: GHS and Your Right to Know in Schools
- Laboratory Safety on Campus
- Preventing Exposure to Bloodborne Pathogens on Campus
- Preventing Office Hazards on Campus
- Safety Orientation for Campus Workers
- Security on Campus

Duration

- 5.9 Hours

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Are you interested in TrainingToday's content, either through your LMS or ours? To learn more, please call **800-727-5257** or email ***service@blr.com***

HR for Health Care

The HR training for Health Care library covers important laws and regulations that HR and healthcare administrators need to know in order to best manage staff. From healthcare compensation and benefits to handling claims, each course in this library is interactive, engaging, and quick—all sessions are less than 30 minutes. Most sessions include helpful attachments and handouts to increase learning retention, as well as quizzes to keep track of how trainees are doing.

Course Listing

- Compensation and Benefits in the Healthcare Industry
- Employee Retention and Morale for Healthcare Administrators
- Employee Training for the Healthcare Industry
- HIPPA Privacy Rule: What Healthcare Workers Need to Know
- Handling Claims in a Healthcare Setting
- Hiring Legally for Health Care
- HR Laws in Health Care: An Overview
- NLRA and Unions in Health Care
- Performance Evaluations for Healthcare Workers
- Personnel Counseling for Healthcare Workers
- Recruiting for the Healthcare Industry
- Safety and Sanitation in Health Care
- Tracking Credentialing and Training of Healthcare Employees
- Workplace Violence Prevention for Health Care in California: What Employees Need to Know

Duration

- 4.5 Hours

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Safety for Healthcare Workers

Health care is such a hot topic nowadays, especially since 2010, when President Obama signed the new federal healthcare reform law. And now, almost 6 years later, the debate continues. What everyone can agree on is that it's important to keep your employees safe and healthy and your organization in compliance.

The Safety for Healthcare Workers library contains a variety of helpful courses designed to help with safety in the healthcare workplace.

Course Listing

- Bloodborne Pathogens—Healthcare Workers
- Electrical Safety for Healthcare Workers
- Emergency Preparedness for Healthcare Workers
- Ergonomics for Healthcare Workers
- Handling Medical Waste
- Hazard Communication Training for Healthcare Workers
- Hazard Communication—Healthcare Workers
- How to Prevent, Slips, Trips, and Falls for Healthcare Workers

- Lab Safety for Healthcare Workers
- Lifting and Carrying Patients Best Practicesw
- PPE for Healthcare Workers
- Pandemic Flu—How to Prevent and RespondSafety and Sanitation in Health Care
- Respiratory Protection for Healthcare Workers
- Stress Management (Multimedia)
- Understanding HIPAA Privacy Laws

Duration

- 6.1 Hours

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TrainingToday®

ONLINE COURSE CATALOG



TrainingToday has provided online education programs for employees and supervisors for more than 20 years. We offer an extensive course library on hundreds of workplace topics, engaging and interactive presentations, and valuable training tools. We're also mobile friendly, so you can train anywhere, anytime.