

Course Description

Library	Course Title	Description	Supv/ Employee	Market
Accident Investigation	Accident Investigation (MULTIMEDIA)	As much as you try to prevent them, accidents at work happen. No matter what kind of accident you may be faced with at work, one of the most important things you can do after it happens is to investigate it and learn from the experience so it doesn't happen again. This training session will cover everything you need to know about investigating accidents. Duration: 16 Minutes	S, E	Safety
Bigger Brains - Microsoft Office Complete Bundle	Intro to SharePoint	Microsoft SharePoint has been called one of the most powerful tools for business collaboration. Steve Ballmer once said that SharePoint "unleashes a suite of capabilities that dramatically improves the way people work". But what does SharePoint actually do, and how do people and businesses actually use it? Duration: 1 hour, 7 modules	S, E	
	Mastering Access 2013 (MOS)	Microsoft Access lets ordinary users develop powerful apps customized for their business needs. The new Access 2013 even lets you build web-based apps which anyone can use. Duration: 6 hours, 45 modules	S, E	
	Mastering Excel 2010 (MOS)	If you learn to use Excel, you will start to see how useful it is in your life – from formatting your grocery list to calculating complex ROI values. Of course, you may have a rudimentary knowledge of how Excel works, but if you want to learn to get the most of it, then take this course. Let our Microsoft Certified Trainers Barbara Evers and Christina Tankersley walk you through everything you've ever wanted to know about Microsoft Excel. Duration: 12 hours, 75 modules	S, E	
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	Mastering Excel 2016 Basics - Part 1	If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders -- from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course is your first step towards getting started with Microsoft Excel. Duration: 2.25 hours, 27 modules	S, E	
	Mastering Excel 2016 - Intermediate	If you've mastered Microsoft Excel 2016, you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders—from organizing lists; to creating multi-layered, interactive reports; to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, as well as how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more. Duration: 3.5 hours, 23 modules		
	Mastering Office 365 (2016)	Office 365 is far more than classic Microsoft Office. Easy, collaborative tools like OneDrive, Groups, Planner, and FindTime combine with traditional Microsoft apps to form a powerful productivity-boosting tool. In this course, we'll show you how to tap into all the power Office 365 has to offer! Duration: 8 hours, 51 modules	S, E	
	Mastering OneNote 2013 (MOS)	OneNote is a powerful tool both for managing your own notes or idea, and for collaborating with others. In this course trainer Christina Tankersley will walk you through everything you need to know to be efficient with Microsoft's incredibly popular note-taking platform. Duration: 3 hours, 31 modules	S, E	
	Mastering Outlook 2010 & 2013 (MOS)	Few things have greater impact on your productivity than the way you employ Outlook. From setting up files, folders, message tracking, and flagging, it's all in this course. Mastering Outlook teaches you how to make the leap from being a mere user to an Outlook master. Duration: 5 hours, 31 modules	S, E	
	Mastering Outlook 2013 (MOS)	This course teaches you how to make the leap from being a mere user to being an Outlook master. From setting up files, folders, message tracking, and flagging, it's all in this course. This course also covers all exam objectives for the Microsoft Office Specialist 77-423 exam. Duration: 5 hours, 31 modules	S, E	
	Mastering Outlook 2016 Advanced (MOS)	Few things have a greater impact on your productivity than the way you employ Outlook. Too many people waste time on unnecessary tasks that could be either managed automatically or handled in a fraction of the time if the Outlook user just knew how to use the proper tools. Learn more by participating in this online training session Mastering Outlook 2016—Advanced. Duration: 2.5 hours, 27 modules		
	Mastering Outlook 2016 Basics (MOS)	Few things have a greater impact on your productivity than the way you employ Outlook. Too many people waste time on unnecessary tasks that could be either managed automatically or handled in a fraction of the time if the Outlook user just knew how to use the proper tools. Learn more by participating in this online training course Mastering Outlook 2016—Basic. Duration: 2 hours, 14 modules		
	Mastering PowerPoint 2010 (MOS)	Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made – not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged. Duration: 10 hrs 40 mins, 71 modules	S, E	
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	Mastering PowerPoint 2016 - Basics (MOS)	Have you seen someone deliver a PowerPoint® presentation that was really well done? Do you remember the difference it made – not only in helping you understand the content but also the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged. Duration: 5 hours, 38 modules		
	Mastering Quickbooks Online	Whether you're a new QuickBooks user or someone who is comfortable with the desktop version, this course will give you the skills you need to get up and running with QuickBooks online quickly and confidently. Duration: 4 hours-10 minutes, 36 modules	S, E	

	Mastering Quickbooks Pro 2013	Do you feel like you don't have time to learn how to use some advanced tools and functions in QuickBooks because you have other important work to do – like gathering or inputting data into QuickBooks? If we could show you how to perform in 30 seconds the same thing that normally takes you ten minutes, would you be interested? This course is loaded with those time-saving lessons that can change the way you think about QuickBooks. Duration: 6 hours, 43 modules	S, E	
	Mastering Word 2010 (MOS)	Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly. In this comprehensive course produced by Microsoft Certified Trainer Christina Tankersley we'll show you everything you need to know to harness the power of Microsoft Word. Duration: 14 hours, 86 modules	S, E	
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	Mastering Word 2016 Basics - Part 1 (MOS)	Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly. In this basics course produced by Microsoft Certified Trainer Christina Tankersley we'll show you everything you need to know to start harnessing the power of Microsoft Word. Duration: 3 hours, 35 modules	S, E	
	Microsoft Lync Essentials	In olden times, workers would meet up around the watercooler to catch up with each other's progress and share information. Microsoft Lync aims to recreate this casual collaboration atmosphere through an array of easy, high-tech features. This course will give you the skills and confidence to use Lync's communication, collaboration, and sharing features to stay in touch with clients and coworkers and get more done. Duration: 2 hours, 12 modules	S, E	
Bigger Brains - Microsoft Office Complete Bundle (cont.)	Microsoft Sway Essentials	Microsoft Sway lets ordinary users develop powerful apps customized for their business needs. The new Access 2013 even lets you build web-based apps which anyone can use. Duration: 75 minutes, 8 modules	S, E	
** This replaces Office 365 Essential	Office 365 Essential 2016	Office 365 is far more than classic Microsoft Office. Easy, collaborative online tools combine with traditional Microsoft apps to form a powerful productivity-boosting tool. In this informative online training course, we'll show you the basics of everything Office 365 has to offer! Duration: 1 hour, 6 modules	S, E	
	OneDrive Essentials	Both OneDrive (the free, personal version) and OneDrive for Business (the corporate version included in most Office 365 plans) have the same mission: To let you easily access your documents and files from any device, anytime, and securely share them with others. Duration: 1 hour, 7 modules	S, E	
	Secrets of the Office Guru	Think you're a Microsoft Office expert? Test your knowledge in these 26 short, convenient modules highlighting the most useful aspects from our Word, Excel, PowerPoint, and PowerUp PowerPoint courses. Duration: 4 hours, 25 modules	S, E	
	What's New in Excel 2013?	This course includes eight easy-to-understand modules that show how to take advantage of the new tools that are designed to make Excel 2013 more accessible to new users, and increase the usefulness of savvy users alike. Take this course and you'll agree: Excel 2013 is destined to change the way people make use of spreadsheets! Duration: 60 minutes, 8 modules	S, E	
	What's New in Office 2016?	Learn how Office 2016 makes it easier than ever to save your work to the cloud, share and collaborate with others, and produce professional documents. Microsoft Office 2016 is an evolutionary improvement that refines dozens of features and adds a few new tricks too. Duration: 75 minutes, 8 modules	S, E	
	What's New in PowerPoint 2013?	After years of development and improvements Microsoft released PowerPoint 2013: a new version that's more powerful, and filled with new features and options. This course is perfect for PowerPoint users who want to sharpen their presentation skills. Duration: 45 minutes, 5 modules	S, E	
	What's New in Word 2013?	Collaborating, reviewing, and commenting on documents just became easier. Access to documents, especially considering the hyper-mobile business environment, requires more accessibility options than ever before. Word 2013 is sure to have a significant impact on the way you use your Word processing application. Duration: 45 minutes, 6 modules	S, E	
	Windows 8 Essentials	When Microsoft released Windows 8, they surprised a lot of PC owners. The interface and basic functionality were different from any previous Windows operating system. Windows 10 combines the best features of Windows 8 with a more traditional navigation structure and layout, plus some new modern benefits. Take our Windows 10, Windows 8.1, or Windows 8 courses to learn more about how you can use it most effectively. Duration: 45 mins, 5 modules	S, E	
	Windows 8.1 Essentials	When Microsoft released Windows 8, they surprised a lot of PC owners. The interface and basic functionality were different from any previous Windows operating system. Windows 10 combines the best features of Windows 8 with a more traditional navigation structure and layout, plus some new modern benefits. Take our Windows 10, Windows 8.1, or Windows 8 courses to learn more about how you can use it most effectively. Duration: 1 hour, 11 modules	S, E	
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Boyens - Productive Selling Zone				Sales
	Addressing Sales Objections	The main objective of this session is to help you understand the importance of addressing sales objections. By the time the session is over you will understand; why buyers object, how to create an objection response library, how to cost-justify your solution, and what can be measured. Duration: 28 minutes.	S, E	
	Buying Behaviors	The main objective of this session is to help you understand different types of buying behaviors and how to address them so you can align yourself with the buyer. By the time the session is over you will understand; the four main reasons people don't buy, the three stages of buying, and how to sell to the six different types of buying behaviors. Duration: 34 minutes.	S, E	
	Cross-Selling	The main objective of this session is to help you understand the importance of cross-selling. By the time the session is over you will understand; the secrets of successful cross-selling, and how to ensure you have a cross-selling "mind set". Duration: 16 minutes.	S, E	
	Empowering Decision Makers	The main objective of this session is to help you understand the importance of figuring out who the decision makers are and empowering them. By the time the session is over you will understand; how to find who the real decision makers are and how to identify them, how to have an IDEA who you are selling to, what the "So What?" Funnel is, and the Decision Maker VALU e-mail and action plan. Duration: 27 minutes.	S, E	
	Establishing your Success Formula	The main objective of this session is to help you understand the importance of establishing your success formula. By the time the session is over you will understand; your individual success formulas and post-call debriefing processes. Duration: 17 minutes.	S, E	
	Knowing When to Walk Away	The main objective of this session is to help you understand the importance of knowing when to walk away. By the time the session is over you will understand; the "It's Real?" Grid, how to listen for buying signals, and be able to use the ready to sign checklist. Duration: 17 minutes.	S, E	

Boyens - Productive Selling Zone (cont.)	Outsmart the Competition	The main objective of this session is to help you understand the importance of outsmarting the competition. By the time the session is over you will understand; the characteristics of a strategic competitor, the Strategic Competitor Positioning Grid, the eight keys to outsmarting your competition, the Sales SWOT analysis, the five "P"s of all successful account strategies, and competitive strategies. Duration: 42 minutes	S, E	
	Pipeline Development	The main objective of this session is to help you understand the importance of pipeline development. By the time the session is over you will understand; pre-call checklists, telephone scripts, potential responses or actions of customers, you will get a direct mail/e-mail template, understand the 10 steps to generating referrals, and get the referral e-mail template. Duration: 39 minutes.	S, E	
	Productive Selling	The main objective of this session is to introduce you to Creating a Productive Selling Zone®. By the time the session is over, you will understand the 9 keys to productive selling, the characteristics of productive selling, and the characteristics of unproductive selling. Duration: 38 minutes.	S, E	
	Selling Value, Not Price	The main objective of this session is to help you understand the importance of selling value and not selling price. By the time the session is over you will understand; the importance of selling value, the five keys to establishing value, and the VALU Builder™ and VALU follow-up e-mail. Duration: 23 minutes.	S, E	
	Targeting Your Prospects	The main objective of this session is to help you understand how to target your prospects more effectively. By the time the session is over you will understand; how to profile your best Customers, what the 4 "W" Strategy is, how to establish your Unique Value Proposition (UVP) and how to have a great elevator speech. Duration: 13 minutes.	S, E	
	The Secrets of Master Negotiators	The main objective of this session is to help you understand the importance of negotiation. By the time the session is over you will understand; the traits of the best negotiators, how to establish your negotiation plan, characteristics of negotiation, different buying tactics, and the Stand FIRM Action Plan™. Duration: 31 minutes.	S, E	
	Uncovering "Need"	The main objective of this session is to help you understand the importance of uncovering need or being able to create a vision with a bias towards what your company does. By the time the session is over you will understand; what the Credibility WINDOW™ is and how to use it, and "needs-based" questioning. Duration: 17 minutes.	S, E	
	Weaving a Web of Influence	The main objective of this session is to help you understand the importance of weaving a web of influence. By the time the session is over you will understand; the pyramid of power, the problem positioning and solution targeting grids, how to weave a web of influence, and the importance of leveraging gatekeepers. Duration: 27 minutes.	S, E	
	What Buyers Expect from Salespeople	The main objective of this session is to help you understand what buyers expect from salespeople. By the time the session is over you will understand; what the four different buyer expectations are; and the five keys to building trust. Duration: 16 minutes.	S, E	
	Winning RFP Strategies	The main objective of this session is to help you understand the importance of having winning RFP strategies. By the time the session is over you will understand; how companies buy, the four red flags letting you know you aren't vendor 1, and some RFP best practices. Duration: 23 minutes.	S, E	

CA AB1825				HR
	Sexual Harassment Prevention and Response in California (AB 1825)	Under California law, you are required to learn information and guidance regarding state and federal laws on prevention of sexual harassment, how to correct sexual harassment and the remedies available to persons subject to harassment, and practical examples on how to recognize and prevent workplace sexual harassment, discrimination, and retaliation. By completing this course, you have met those requirements.	S	
	Stop Sexual Harassment: Training for Supervisors - California	This course will describe the two main forms of sexual harassment with practical video examples, specifically geared toward California laws. Includes 2015 Abusive Conduct Laws. Duration: 2 hours.	S	
CA AB1825--SPANISH				HR
	Sexual Harassment Prevention and Response in California (AB 1825 SPANISH)	Under California law, you are required to learn information and guidance regarding state and federal laws on prevention of sexual harassment, how to correct sexual harassment and the remedies available to persons subject to harassment, and practical examples on how to recognize and prevent workplace sexual harassment, discrimination, and retaliation. By completing this course, you have met those requirements.	S	
Communicating Effectively at Work				All
	Business Writing for Supervisors and Managers	The main objective of this training session is to provide information that can help you improve your writing skills. Duration: 23 minutes	S	
	Business Writing Skills for Employees	The main objective of this training session is to provide information that can help you improve your writing skills. By the time this session is over, you should be able to identify the characteristics of good business writing; use words for maximum impact; develop efficient sentences and paragraphs; and write more-effective business communications. Duration: 23 minutes.	E	
	Communication Through Social Media	The main objective of this session is to give you an overview of corporate use of social media business communications. By the time the session is over, you should be able to understand how your use of social media both at and outside of work can reflect on the company; recognize effective use of social media in corporate communications; see that actions taken in the workplace, even with personal electronic equipment, are covered by workplace rules; understand that even personal social networking sites can affect the company and your employment; know your rights with respect to personal electronic equipment and social networking accounts; and see and understand how your company is using social media to further business goals. Duration: 26 minutes.	E	
	Communicating Effectively in Emergencies	The main objective of this training session is to help you communicate effectively with employees about workplace emergencies. By the time the session is over, you should be able to communicate effectively before an emergency; communicate effectively during an emergency; and communicate effectively after an emergency. The first part of the session will address communication before emergencies to prepare employees to respond effectively in an actual emergency. The second part will cover communication during and after an emergency. Duration: 36 minutes.	E	
	Communicating in a Global Workplace	The main objective of this session is to help you communicate more effectively in the global workplace. By the time the session is over, you should be able to identify differences among people in the global workplace; be respectful and tolerant, and avoid stereotyping; understand requirements for effective communication; recognize how cultural context and other cultural issues affect communication in a global workplace; deal effectively with communication problems; and communicate successfully with everyone. Duration: 37 minutes.	E	
	Communicating Up - How to Talk to High-Level Management	Your relationships with your boss and other senior managers are extremely important. And those relationships are based on effective communication. Learning how to communicate up the organizational ladder effectively, therefore, will help you maintain a successful partnership with higher-level management and assist you in fulfilling your work duties.	E	
	Communication Between All Ages in the Workplace	The main objective of this session is to help you communicate better with all the generations in your workplace. By the time this session is over, you should be able to understand what makes your fellow employees "tick" and identify some of their possible characteristics; understand and respect your cross-generational coworkers; recognize some bad habits that could be creating conflict; enhance your communication skills on the job, and become familiar with some basic techniques to help you communicate better. Duration: 38 minutes.	E	
	Communication Skills for Employees	The objective of this training session is to teach you the basics of effective communication in the workplace. At the end of the training session, you will be able to identify the benefits of effective communication; recognize obstacles to effective communication; enhance your communication skills; and communicate more effectively on the job. Duration: 35 minutes.	E	
	Conducting Effective Meetings: A Guide for Supervisors	The main objective of this session is to help you use meetings effectively to accomplish important goals. By the time this session is over, you should be able to plan meetings to achieve the best results; conduct meetings efficiently; and participate more effectively in other people's meetings. Duration: 34 minutes.	S	
	Effective Communication for Supervisors	In your position as a leader in the organization, you need to be able to communicate effectively with employees, colleagues, and upper management. Duration: 24 minutes	S	
	Effective Meetings for Employees	The main objective of this session is to help you get the most from the workplace meetings in which you are involved. By the time this session is over, you should be able to identify the purpose of workplace meetings; understand essential requirements for effective meetings; prepare successfully for meetings; participate actively and constructively in meetings; and lead meetings effectively to achieve the best results.	E	
	E-mail Best Practices for All Employees	The objective of this online employment training course is to help trainees make the most efficient use of electronic correspondence. At the end of this training session, trainees will be able to understand our e-mail policy; manage e-mail volume and storage effectively; present a professional image in e-mail; produce clear, concise messages; and reply efficiently to incoming mail. Duration: 24 minutes	E	

Communicating Effectively at Work (cont.)	Mastering Your Presentation Skills: How to Speak in Front of People	The main objective of this session is to teach you presentation skills and help you conquer the task of speaking in front of people. By the time this session is over, you should be able to learn how to deal with stress related to public speaking; prepare a presentation; deliver a presentation, and give your audience something of value. Duration: 40 minutes.	E	
	Persuasive Communication	The main objective of this session is to help you learn to ask for what you want on the job more effectively. By the time the session is over, you should be able to understand the importance of knowing how to ask for what you want on the job; approach people effectively when asking for what you want; and use seven strategies to ask for what you want and improve your chance of getting it. Duration: 24 minutes.	E	
	Telephone Etiquette	The main objective of this session is to help you learn about telephone etiquette. By the time the session is over, you should be able to understand why telephone etiquette is important in your job; project a professional image on the phone when you make and receive calls; handle holds, transfers, and voice mail effectively; deal properly with difficult callers; and conclude calls successfully. Duration: 24 minutes.	E	
	The Art of Listening	The main objective of this session is to help you improve your listening skills. By the time the session is over, you should be able to understand the importance of listening; improve listening skills; use skills to listen more effectively on the job; and become more successful as a result of all you learn from listening. Duration: 21 minutes.	E	
	Top-Down Communication for Supervisors	The main objective of this session is to help you communicate more effectively when you are giving orders and making other top-down communications. By the time the session is over, you should be able to understand the role top-down communication plays in effective supervision; identify strategies for improving top-down communication; and communicate successfully with employees in all work situations. Duration: 34 minutes.	S	

Construction Safety				Safety
Aerial Lift Safety	Aerial lifts are extremely useful pieces of equipment and are commonly used in many industries. But this equipment can be hazardous to both operators and employees working nearby unless proper precautions are taken by all employees. Duration: 26 minutes		E	
Arc Flash Safety	This session will cover the hazards and risks of working on or near energized electrical equipment. It will also discuss the procedures for preventing an arc flash accident and how to protect yourself from the hazards of an arc flash. Duration: 17 minutes		E	
Asbestos Awareness	This training session is designed for employees who may contact or work near asbestos-containing material (known as ACM), asbestos-containing building material (known as ACBM) or presumed asbestos-containing material (known as PACM), but do not disturb it as part of their normal work activities. Duration: 25 minutes		E	
Avoiding Back Injuries	The main objective of this session is to help you prevent back injuries. By the time the session is over, you should be able to: identify causes of back injuries; prevent back injuries; use proper lifting, load carrying, and unloading techniques to help protect your back; and think smart about your back and the importance of keeping it healthy. Duration: 21 Minutes.		E	
Basic First Aid for Medical Emergencies	The main purpose of this session is to familiarize you with basic first-aid procedures. By the time the session is over, you will be able to recognize the benefits of obtaining first-aid and CPR certification; identify proper procedures for a variety of medical emergencies; assist in administering first aid when a co-worker is injured; and do no further harm. Duration: 26 minutes.		E	
Battery Safety	The main objective of this session is to make sure you work safely with batteries on the job. By the time the session is over, you will be able to identify battery hazards; understand how batteries work; charge batteries safely; assist in maintaining batteries properly; select appropriate PPE for battery maintenance; and follow proper emergency procedures. Duration: 23 minutes.		E	
Blasting and Explosives Safety	Adherence to safety precautions is of utmost importance in every area of working with dangerous explosives, and safety precautions are strictly enforced by OSHA. By the time the session is over, you will understand the importance of treating the explosives you work with and the blasting process with utmost respect, key blaster qualifications and skills, federal regulations for handling, storing, and transporting explosives, how to take proper precautions when loading and detonating explosives, and the rules to follow during and after the blasting process. Duration: 35 minutes.		E	
Chain Saw Safety For Construction Workers	The main objective of this session is to give you information that will help you use chain saws safely. At the end of the training session, you will be able to understand how chain saws work, including maintenance tips, identify the basic risks associated with chain saw use, prepare and protect yourself with the right personal protection equipment, or PPE, and learn safe work practices for using a chain saw, as well as what not to do. Duration: 18 minutes.		E	
Contractor Safety	The main objective of this session is to make sure you understand our safety rules and policies so that you can avoid accidents and injuries while you are in our facility. By the time this session is over, you will be able to recognize the hazards of our workplace; understand emergency procedures and accident-reporting rules; follow safety policies and safe work practices; and avoid accidents and injuries in our facility. Duration: 28 minutes.		E	
Crane Rigging in Construction	This training session focuses on safe rigging for crane and derrick operations at construction sites. A critical job for the safety of any crane or derrick operation is rigging the load. Rigging is the most time-consuming of any crane operation and represents the greatest hazard potential. In this training session we'll cover the fundamentals of rigging cranes and derricks. Duration: 40 minutes		E	
Dipping, Coating, and Cleaning Operations	The main objective of this session is to talk about the hazards of dipping and coating operations and the precautions you must take to protect your health and safety. By the time this session is over, you will be able to recognize the health and safety hazards of dipping, coating, and cleaning operations, understand controls used to protect you from accidents and exposures, work safely with flammable liquids used in the processes, and know what to do in an emergency. Duration: 29 minutes.		E	
Electrical Safety for Unqualified Construction Workers	This session will help remind you how important it is to work safely near electrical equipment and to prevent injuries. At the end of the training, you will understand the hazards of electricity, how to identify and avoid common electrical hazard exposures, and safe work practices you should follow. Duration: 21 minutes.		E	
Excavation Safety for Construction Workers	The main objective of this session is to help you learn how important it is to work safely in excavations or trenches. At the end of the training session, you will understand, preventive measures required by law, your role in working safely, your employer's obligations to protect you, hazardous atmospheres, and types of protective systems. Duration: 22 minutes.		E	
Fall Protection in Construction	This training presentation will teach you how to recognize fall hazards and identify when fall protection is needed, use basic fall protection systems, prevent objects from falling, inspect personal fall arrest systems, and rescue yourself and others from falls. Duration: 30 minutes		E	
Flaggers' Safety in Highway Work Zones	The main objective of this session is to provide you with important information about your duties as a flagger and about temporary traffic control zone safety generally. By the time this session is over, you will be able to recognize the hazards of flagging; identify different sections of a temporary traffic control zone; understand the temporary traffic control plan and your responsibilities as a flagger; use signaling devices effectively; and position warning signs, tapers, and flagging stations safely. Duration: 27 minutes.		E	
Forklift Operator Safety	This session is designed to help you become a better and safer forklift operator. If you're an experienced operator, this session may remind you of safe habits and work practices that you might have forgotten. If you're a brand-new operator, this session will show you the operating practices you need to follow to be a safe operator. Duration: 24 minutes		E	
Gas Safety For Construction Workers	The main objective of this session is to make sure you, as a construction worker, know the broad scope of gas safety and what is required to comply with the law. By the time the session is over, you will understand why gas safety is important, what the OSHA standards are, procedures to stay safe when working with gas, and your responsibilities for gas safety. Duration: 18 minutes.		S,E	

Construction Safety (cont.)	Lead Safety in Construction	The objective of this training session is to protect your health and keep you productive. At the end of the training session, you will be able to understand lead hazards, exposure, and control measures; respiratory protection, medical surveillance, information about chelating agents, engineering controls and work practices, your right to access medical and air sampling records as well as a copy of OSHA lead standard for construction. Duration: 14 minutes.	E	
	Permit-Required Confined Space Rescue - For Supervisors	The main objective of this session is to review the requirements for successful confined space rescue operations. By the time the session is over, you will be able to recognize confined space hazards; plan for rescues; evaluate rescue services; differentiate among types of rescues; train and equip a rescue team; and identify the phases of a rescue operation. Duration: 25 minutes	E	
	Permit-Required Confined Spaces—Attendant	This training session will help you identify the hazards of confined space entry, including the signs, symptoms, behavioral effects, and consequences of hazard exposure of authorized confined space entrants. Duration: 28 minutes	E	
	Permit-Required Confined Spaces in Construction—Attendant	This training session on permit-required confined spaces is designed for construction workers designated as attendants for these spaces. You know that construction sites change constantly as the work progresses. That means confined spaces change, too. In fact, confined spaces can be created during the course of a project, even if none existed at the project's start. This session will help you identify the hazards of confined space entry, including the signs, symptoms, behavioral effects, and consequences of hazard exposure. Duration: 34 Minutes	E	
	Permit-Required Confined Spaces in Construction—Authorized Entrant	This training session on permit-required confined spaces is for construction workers designated as authorized entrant. You know that construction sites change constantly as the work progresses. That means confined spaces change, too. In fact, confined spaces can be created during the course of a project, even if none existed at the project's start. You need to know how to work safely, especially when it comes to safe entry requirements. Duration: 31 Minutes	E	
	Permit-Required Confined Spaces—Entrant	This training session will teach you to recognize the hazards of confined space entry, including the signs and symptoms of exposure to hazards; test and monitor for hazards, especially atmospheric dangers; work closely with the attendant to enable the attendant to monitor your exposure to dangerous situations; and respond to emergencies, especially evacuating the confined space. Duration: 22 minutes	E	
	Portable Power Tool Safety	By the end of the training session, you will be able to identify the hazards of portable power tools, take precautions against injury, use tool guards effectively, and understand common safety practices for specific types of tools. Duration: 14 minutes	E	
	Powered Platform Safety	The main objective of this session is to talk about powered platform safety features and procedures. By the time this session is over, you should be able to identify powered platform components, recognize platform safety features, understand inspection requirements, use personal fall arrest systems properly, follow safe work practices, and act effectively in an emergency. Duration: 26 minutes.	E	
	Refueling Equipment	The main objective of this session is to teach you how to properly refuel the construction machinery you work with every day, while adhering to OSHA's rules and regulations. By the time the session is over, you will understand the hazardous liquids you will be working with, how to properly dispense liquid fuel, the location of appropriate refueling areas and where to store liquid fuels, how to control fuel spills and how to protect yourself against potential fires and explosions, and important OSHA regulations and how they protect you. Duration: 32 minutes.	E	
	Scaffolds in Construction	This training presentation will teach you to understand the nature of scaffold hazards; identify major types of scaffolds and their use; erect, move, operate, inspect, and maintain a scaffold; and implement safe work practices, use fall protection, and protect yourself from falling objects. Duration: 25 minutes	E	
	Trenching—Competent Person	This session is intended to provide a background of information on which to begin building the competent person's experience. By the end of this session, you as the competent person will be able to recognize hazards associated with trenches, understand the protective systems for trenches, and understand the hazards and prevention measures for the activities associated with excavation. Duration: 22 minutes	E	
	Underground Construction (Tunneling)	The main objective of this session is to help you understand the OSHA regulation for protecting the safety and health of underground construction workers. By the end of this session, you will understand the critical role of what OSHA terms a "competent person" in maintaining jobsite safety, see what's needed to keep everyone connected and aware, know what protections you have for ventilation, illumination, and air monitoring, list site control procedures that are designed to protect workers, know the minimum requirements for air and light, which are critical concerns for all underground workers, understand the rules for special situations, when projects include drilling and blasting, the use of cranes and hoists, or working with gas underground, learn what emergency procedures must be in place at all times, even if just one person is underground, and know what records must be kept on air quality and potentially dangerous exposures—that are available to workers during and after a project. Duration: 26 minutes.	E	
	Underground Construction (Tunneling) (Spanish)	The main objective of this session is to help you understand the OSHA regulation for protecting the safety and health of underground construction workers. By the end of this session, you will understand the critical role of what OSHA terms a "competent person" in maintaining jobsite safety, see what's needed to keep everyone connected and aware, know what protections you have for ventilation, illumination, and air monitoring, list site control procedures that are designed to protect workers, know the minimum requirements for air and light, which are critical concerns for all underground workers, understand the rules for special situations, when projects include drilling and blasting, the use of cranes and hoists, or working with gas underground, learn what emergency procedures must be in place at all times, even if just one person is underground, and know what records must be kept on air quality and potentially dangerous exposures—that are available to workers during and after a project. Duration: 27 minutes.	E	
	Welding and Cutting Safety for Construction Workers	The objectives of this session are to discuss important safety points about welding and cutting. By the end of the session, you will be able to identify the major safety and health hazards, know the different welding processes, select appropriate personal protective equipment, or PPE, and implement controls needed to prevent or control fires. Duration: 22 minutes.	E	
	Working in Cold Conditions	Cold conditions present hazards that may seriously impact worker health and safety. In this training program, employees will review the hazards posed by cold conditions and learn valuable methods for preventing illness and injury and responding appropriately to any health or safety incidents that may arise. Duration: 28 minutes	E	
	Working in Cold Conditions (MULTIMEDIA)	Those of you who work regularly in cold conditions have more to worry about than just being uncomfortable. Cold working conditions can actually lead to health hazards that you need to protect yourself against. During this session, we'll tell you what hazards to look out for and how you can keep yourself safe ... and warm! Duration: 21 minutes.	E	

Construction Safety (cont.)	Working in Hot Conditions (MULTIMEDIA)	While being hot may sometimes be unavoidable, if you get too overheated and dehydrated, it could be downright dangerous. During the session, we'll discuss how working in hot conditions can be hazardous to your health and safety, different types of heat-related illnesses you should be aware of, and what you can do to protect yourself if you work in hot conditions. Duration: 17 Minutes.	E	
	Working in Hot Conditions	Not only can working in hot conditions be uncomfortable, it can also be hazardous if you don't take the right precautions. You need to know how to protect your health and safety when you work in hot conditions. Duration: 22 minutes	E	
	Working Safely Around Heavy Equipment	A construction site is an inherently dangerous workplace. You must pay attention not only to what you are doing but also to what other workers around you are doing. The main goal of this session is to help you understand how important it is to work safely near heavy equipment. At the end of the session, you will be able to understand the leading causes of heavy equipment-related accidents, identify dangers associated with heavy equipment, discuss what OSHA regulations say about working safely on or near heavy equipment, and learn basic precautions to stay safe on the worksite. Duration: 21 minutes.	E	
	Working Safely Near Power Lines	The main objective of this session is to help you understand how important it is to work safely near power lines. This session is intended for general construction workers. At the end of the training session, you will be able to understand the major causes of power line-related accidents, identify dangers associated with power lines, find out what Occupational Safety and Health Administration, or OSHA, regulations say about power line safety, learn preventive measures to stay safe, and get some tips on what to do in case of an emergency. Duration: 20 minutes.	E	
	Working Safely Outdoors	The main objective of this session is to provide you with the information you need to work safe outdoors. By the time the session is over, you will be able to identify outdoor hazards; take proper precautions to prevent injury or illness; and apply effective first aid in the event of an injury or exposure. Duration: 32 minutes.	E	

Construction Safety (Spanish)				Safety
	Aerial Lift Safety (Spanish)	Aerial lifts are extremely useful pieces of equipment and are commonly used in many industries. But this equipment can be hazardous to both operators and employees working nearby unless proper precautions are taken by all employees. Duration: 28 Minutes	E	
	Arc Flash Safety (Spanish)	This session will cover the hazards and risks of working on or near energized electrical equipment. It will also discuss the procedures for preventing an arc flash accident and how to protect yourself from the hazards of an arc flash. Duration: 18 minutes	E	
	Asbestos Awareness (Spanish)	This training session is designed for employees who may contact or work near asbestos-containing material (known as ACM), asbestos-containing building material (known as ACBM) or presumed asbestos-containing material (known as PACM), but do not disturb it as part of their normal work activities. Duration: 25 minutes	E	
	Avoiding Back Injuries (Spanish)	The main objective of this session is to help you prevent back injuries. By the time the session is over, you should be able to: identify causes of back injuries; prevent back injuries; use proper lifting, load carrying, and unloading techniques to help protect your back; and think smart about your back and the importance of keeping it healthy.	E	
	Basic First Aid for Medical Emergencies (Spanish)	The main purpose of this session is to familiarize you with basic first-aid procedures. By the time the session is over, you will be able to recognize the benefits of obtaining first-aid and CPR certification; identify proper procedures for a variety of medical emergencies; assist in administering first aid when a co-worker is injured; and do no further harm. Duration: 26 minutes.	E	
	Battery Safety (Spanish)	The main objective of this session is to make sure you work safely with batteries on the job. By the time the session is over, you will be able to identify battery hazards; understand how batteries work; charge batteries safely; assist in maintaining batteries properly; select appropriate PPE for battery maintenance; and follow proper emergency procedures. Duration: 22 minutes.	E	
	Blasting and Explosives Safety (Spanish)	Adherence to safety precautions is of utmost importance in every area of working with dangerous explosives, and safety precautions are strictly enforced by OSHA. By the time the session is over, you will understand the importance of treating the explosives you work with and the blasting process with utmost respect, key blaster qualifications and skills, federal regulation for handling, storing, and transporting explosives, how to take proper precautions when loading and detonating explosives, and the rules to follow during and after the blasting process. Duration: 38 minutes.	E	
	Chain Saw Safety For Construction Workers (Spanish)	The main objective of this session is to give you information that will help you use chain saws safely. At the end of the training session, you will be able to understand how chain saws work, including maintenance tips, identify the basic risks associated with chain saw use, prepare and protect yourself with the right personal protection equipment, or PPE, and learn safe work practices for using a chain saw, as well as what not to do. Duration: 16 minutes.	E	
	Contractor Safety (Spanish)	The main objective of this session is to make sure you understand our safety rules and policies so that you can avoid accidents and injuries while you are in our facility. By the time this session is over, you will be able to recognize the hazards of our workplace; understand emergency procedures and accident-reporting rules; follow safety policies and safe work practices; and avoid accidents and injuries in our facility. Duration: 29 minutes.	E	
	Crane Rigging in Construction (Spanish)	This training session focuses on safe rigging for crane and derrick operations at construction sites. A critical job for the safety of any crane or derrick operation is rigging the load. Rigging is the most time-consuming of any crane operation and represents the greatest hazard potential. In this training session we'll cover the fundamentals of rigging cranes and derricks. Duration: 30 minutes	E	
	Dipping, Coating, and Cleaning Operations (Spanish)	The main objective of this session is to talk about the hazards of dipping and coating operations and the precautions you must take to protect your health and safety. By the time this session is over, you will be able to recognize the health and safety hazards of dipping, coating, and cleaning operations, understand controls used to protect you from accidents and exposures, work safely with flammable liquids used in the processes, and know what to do in an emergency. Duration: 31 minutes.	E	
	Electrical Safety for Unqualified Construction Workers (Spanish)	This session will help remind you how important it is to work safely near electrical equipment and to prevent injuries. At the end of the training, you will understand the hazards of electricity, how to identify and avoid common electrical hazard exposures, and safe work practices you should follow. Duration: ??minutes.	E	
	Excavation Safety for Construction Workers (Spanish)	The main objective of this session is to help you learn how important it is to work safely in excavations or trenches. At the end of the training session, you will understand, preventive measures required by law, your role in working safely, your employer's obligations to protect you, hazardous atmospheres, and types of protective systems. Duration: 24 minutes.	E	
	Fall Protection in Construction (Spanish)	This training presentation will teach you how to recognize fall hazards and identify when fall protection is needed, use basic fall protection systems, prevent objects from falling, inspect personal fall arrest systems, and rescue yourself and others from falls. Duration: 30 minutes	E	
	Flaggers' Safety in Highway Work Zones (Spanish)	The main objective of this session is to provide you with important information about your duties as a flagger and about temporary traffic control zone safety generally. By the time this session is over, you will be able to recognize the hazards of flagging; identify different sections of a temporary traffic control zone; understand the temporary traffic control plan and your responsibilities as a flagger; use signaling devices effectively; and position warning signs, tapers, and flagging stations safely. Duration: 26 minutes.	E	
	Forklift Operator Safety (Spanish)	This session is designed to help you become a better and safer forklift operator. If you're an experienced operator, this session may remind you of safe habits and work practices that you might have forgotten. If you're a brand-new operator, this session will show you the operating practices you need to follow to be a safe operator. Duration: 25 minutes	E	
	Gas Safety For Construction Workers (Spanish)	The main objective of this session is to make sure you, as a construction worker, know the broad scope of gas safety and what is required to comply with the law. By the time the session is over, you will understand why gas safety is important, what the OSHA standards are, procedures to stay safe when working with gas, and your responsibilities for gas safety. Duration: 19 minutes.	S, E	

Construction Safety - Spanish (cont.)	Hazard Communication and GHS - What Employees Need to Know (Spanish)	El objetivo principal de esta sesión es enseñarle sobre la comunicación de riesgos. Al finalizar esta sesión, usted será capaz de reconocer las sustancias químicas peligrosas; entender los riesgos que representan; interpretar la información de las etiquetas de sustancias químicas; entender las hojas de datos de seguridad o SDS; protegerse de los riesgos físicos y de salud, y responder a las emergencias. Duración: 28 minutos	E	
	Lead Safety in Construction (Spanish)	The objective of this training session is to protect your health and keep you productive. At the end of the training session, you will be able to understand lead hazards, exposure, and control; respiratory protection, medical surveillance, information about chelating agents, engineering controls and work practices, your right to access medical and air sampling records as well as a copy of OSHA lead standard for construction. Duration: 14 minutes.	E	
	Permit-Required Confined Space Rescue - For Supervisors (Spanish)	The main objective of this session is to review the requirements for successful confined space rescue operations. By the time the session is over, you will be able to recognize confined space hazards; plan for rescues; evaluate rescue services; differentiate among types of rescues; train and equip a rescue team; and identify the phases of a rescue operation. Duration: 25 minutes	E	
	Permit-Required Confined Spaces—Attendant (Spanish)	This training session will help you identify the hazards of confined space entry, including the signs, symptoms, behavioral effects, and consequences of hazard exposure of authorized confined space entrants. Duration: 28 minutes	E	
	Permit-Required Confined Spaces—Entrant (Spanish)	This training session will teach you to recognize the hazards of confined space entry, including the signs and symptoms of exposure to hazards; test and monitor for hazards, especially atmospheric dangers; work closely with the attendant to enable the attendant to monitor your exposure to dangerous situations; and respond to emergencies, especially evacuating the confined space. Duration: 22 minutes	E	
	Portable Power Tool Safety (Spanish)	By the end of the training session, you will be able to identify the hazards of portable power tools, take precautions against injury, use tool guards effectively, and understand common safety practices for specific types of tools. Duration: 15 minutes	E	
	Powered Platform Safety (Spanish)	The main objective of this session is to talk about powered platform safety features and procedures. By the time this session is over, you should be able to identify powered platform components, recognize platform safety features, understand inspection requirements, use personal fall arrest systems properly, follow safe work practices, and act effectively in an emergency. Duration: 27 minutes.	E	
	Refueling Equipment (Spanish)	The main objective of this session is to teach you how to properly refuel the construction machinery you work with every day, while adhering to OSHA's rules and regulations. By the time the session is over, you will understand the hazardous liquids you will be working with, how to properly dispense liquid fuel, the location of appropriate refueling areas and where to store liquid fuels, how to control fuel spills and how to protect yourself against potential fires and explosions, and important OSHA regulations and how they protect you. Duration: 36 minutes.	E	
	Scaffolds in Construction (Spanish)	This training presentation will teach you to understand the nature of scaffold hazards; identify major types of scaffolds and their use; erect, move, operate, inspect, and maintain a scaffold; and implement safe work practices, use fall protection, and protect yourself from falling objects. Duration: 23 minutes	E	
	Trenching—Competent Person (Spanish)	This session is intended to provide a background of information on which to begin building the competent person's experience. By the end of this session, you as the competent person will be able to recognize hazards associated with trenches, understand the protective systems for trenches, and understand the hazards and prevention measures for the activities associated with excavation. Duration: 23 minutes	E	
	Underground Construction (Tunneling) (Spanish)	The main objective of this session is to help you understand the OSHA regulation for protecting the safety and health of underground construction workers. By the end of this session, you will understand the critical role of what OSHA terms a "competent person" in maintaining jobsite safety, see what's needed to keep everyone connected and aware, know what protections you have for ventilation, illumination, and air monitoring, list site control procedures that are designed to protect workers, know the minimum requirements for air and light, which are critical concerns for all underground workers, understand the rules for special situations, when projects include drilling and blasting, the use of cranes and hoists, or working with gas underground, learn what emergency procedures must be in place at all times, even if just one person is underground, and know what records must be kept on air quality and potentially dangerous exposures—that are available to workers during and after a project. Duration: ??minutes.	E	
	Welding and Cutting Safety for Construction Workers (Spanish)	The objectives of this session are to discuss important safety points about welding and cutting. By the end of the session, you will be able to identify the major safety and health hazards, know the different welding processes, select appropriate personal protective equipment, or PPE, and implement controls needed to prevent or control fires. Duration: 23 minutes.	E	
	Working in Cold Conditions (Spanish)	Cold conditions present hazards that may seriously impact worker health and safety. In this training program, employees will review the hazards posed by cold conditions and learn valuable methods for preventing illness and injury and responding appropriately to any health or safety incidents that may arise. Duration: 28 minutes	E	
	Working in Hot Conditions (Spanish)	Not only can working in hot conditions be uncomfortable, it can also be hazardous if you don't take the right precautions. You need to know how to protect your health and safety when you work in hot conditions. Duration: 24 minutes	E	
	Working Safely Around Heavy Equipment (Spanish)	A construction site is an inherently dangerous workplace. You must pay attention not only to what you are doing but also to what other workers around you are doing. The main goal of this session is to help you understand how important it is to work safely near heavy equipment. At the end of the session, you will be able to understand the leading causes of heavy equipment-related accidents, identify dangers associated with heavy equipment, discuss what OSHA regulations say about working safely on or near heavy equipment, and learn basic precautions to stay safe on the worksite. Duration: 16 minutes.	E	
	Working Safely Near Power Lines (Spanish)	The main objective of this session is to help you understand how important it is to work safely near power lines. This session is intended for general construction workers. At the end of the training session, you will be able to understand the major causes of power line-related accidents, identify dangers associated with power lines, find out what Occupational Safety and Health Administration, or OSHA, regulations say about power line safety, learn preventive measures to stay safe, and get some tips on what to do in case of an emergency. Duration: 22 minutes.	E	
	Working Safely Outdoors (Spanish)	The main objective of this session is to provide you with the information you need to work safely outdoors. By the time the session is over, you will be able to identify outdoor hazards; take proper precautions to prevent injury or illness; and apply effective first aid in the event of an injury or exposure. Duration: 31 minutes.	E	

Customer Service				HR,CS
	Business Writing for Employees	The ability to write effectively is a skill every employee needs to possess. This online employment training course is designed to review important writing techniques that can help employees make the most of their business communications. At the end of this training session trainees will be able to identify the characteristics of good business writing, use words for maximum impact, develop efficient sentences and paragraphs, and write more effective business communications. Duration: 23 minutes	E	
	Coaching for Superior Employee Performance—Techniques for Supervisors	The main objective of this session is to discuss coaching and why it is an important part of your job. By the time the session is over, you should be able to recognize the benefits of coaching, identify the role of the coach, understand the techniques involved in successful coaching, and use coaching effectively to improve employee performance and help employees grow and develop. Duration: 27 minutes	E	
	Conflict Resolution for Employees	Whether it's at work, at home, with friends or neighbors, disagreements between people happen. When they do, you need to be able to manage and resolve conflicts successfully to achieve the best outcome for you and for those with whom you are in conflict. During this session we're going to show you some basic conflict resolution skills and techniques you can use to manage the conflicts in your workplace more effectively. Duration: 24 minutes	E	
	Connecting with Customers	The objective of this online employment training course is to focus on how to connect with customers. At the end of the training session, employees will be able to understand the importance of connecting with customers, identify effective methods for making good connections, and communicate well to ensure successful connection with customers. Duration: 21 minutes	E	
	Customer Service—How to Promote Excellent Service Among Your Staff	The objective of this online training course is to prepare supervisors to train and encourage the employees to provide the highest level of service to all customers. At the end of this training session, supervisors will understand what customers expect from their employees, be able to create a customer-oriented focus in their department, and train employees to deal effectively with customers' problems, and improve overall customer satisfaction. Duration: 23 minutes	S	
	Customer Service Skills—How We Can All Improve	The main objective of this session is to suggest ways we can all help improve the service we provide to our customers. By the time this session is over, you should be able to recognize that we all have customers and share responsibility for customer satisfaction, understand what customers expect from you, handle customers' problems effectively, and help improve overall customer satisfaction. Duration: 23 minutes	E	
	Effective Communication for Employees	The objective of this training session is to teach you the basics of effective workplace communication. At the end of the training session, you will be able to understand the benefits of effective workplace communication, recognize obstacles to effective communication, enhance your communication skills, and communicate more effectively on the job. Duration: 20 minutes	E	
	E-mail Best Practices for All Employees	The objective of this online employment training course is to help trainees make the most efficient use of electronic correspondence. At the end of this training session, trainees will be able to understand our e-mail policy; manage e-mail volume and storage effectively; present a professional image in e-mail; produce clear, concise messages; and reply efficiently to incoming mail. Duration: 24 minutes	E	
	Handling Customer Complaints	Effective complaint handling is one of the most important aspects of providing excellent service. The objective of this online training course is to help trainees handle customer complaints successfully. At the end of this training session, trainees will be able to view customer complaints as opportunities and identify problems that prompt complaints. Duration: 20 minutes	E	
	How to Maintain Customer Loyalty	The objective of this online training course is to help customer service representatives understand the importance of customer loyalty and discover ways that they can promote it. At the end of this training session, trainees will be able to recognize the value of loyal customers, understand how to build and maintain loyalty, identify and meet customer expectations, and provide superior service that generates loyalty. Duration: 17 minutes	E	
	How to Manage Time Wisely - A Guide for Employees	This session will focus on practical techniques and information that you can start using right away to gain more control over your busy work schedule. It will cover everything from eliminating time wasters to planning your workday to making time-wise decisions. The bonus of this training session is that everything you learn today about time management on the job can easily be applied to managing your personal life more efficiently as well.	E	
	Identifying Customers' Needs	The objective of this online employment training course is to help trainees identify and meet customers' needs, an important step in creating loyal customers. At the end of this training session, trainees will be able to recognize the importance of correctly identifying customers' needs; ask the right questions to accurately identify needs; identify and take advantage of cross-selling opportunities; and present products, services, and solutions that meet customers' needs. Duration: 20 minutes	E	
	Maintaining a Positive Attitude	The main objective of this online training course is to suggest ways representatives can maintain a positive attitude to improve the customer experience. At the end of this training session, trainees will be able to recognize the value of a positive attitude, understand how to maintain a positive attitude, cooperate with co-workers to create positive experiences for customers, and demonstrate a positive attitude every day on the job. Duration: 19 minutes	E	
	Making Customers Feel Special	Everyone likes to feel special. People like to feel that others value them and think they are important. But making customers feel special involves more than just professional, courteous service. As important as that is, it's just not enough to really connect with customers and make them feel that we make that extra effort just for them, because they really are very important to us. When customers get that feeling from doing business with us, they want to come back and deal with us again so that they can feel that way again. Duration: 21 Minutes.	E	
	Motivating Employees—Tips and Tactics for Supervisors	The main objective of this session is to provide you with tips and tactics to motivate your employees to perform at their best. By the time this session is over, you should be able to recognize that motivators vary from person to person, find out what motivates your employees, use an effective arsenal of motivational techniques to help workers achieve peak performance, and encourage employees to reach their highest potential. Duration: 21 minutes	S	

Customer Service (cont.)	Phone Skills	The main objective of this online employment training course is to cover the basic phone skills needed to be a successful customer service representative. At the end of this training session trainees will be able to answer the phone professionally and effectively, handle transfers and holds successfully, make the most of opportunities to call customers, and take phone orders accurately and efficiently. Duration: 25 minutes	E	
	Stress Management	The main objective of this session is to help you better manage the stress in your life. By the time this session is over, you should be able to identify the causes of stress, recognize the different types of stress, understand how stress affects you, and manage stress effectively. Duration: 25 minutes	E	
	Stress Management (MUTLIMEDIA)	A little bit of stress can keep us on our toes and give us the adrenaline we need to get through tough situations. But when stress becomes persistent or excessive, it can create problems—both at work and at home. And even worse—it can take a toll on your physical and mental health. During this session we'll learn about what causes stress, how much is too much, and lots of things you can do to make it more manageable for you. Duration: 20 minutes	E, S	
	Teambuilding for All Employees	The main objective of this training session is to explain how we can build strong, effective teams in our organization. By the time this session is over, you should be able to recognize the value of teamwork, identify the characteristics of an effective team, understand the qualities of a productive team member, and help build successful teams to achieve important goals. Duration: 19 minutes	E	
	The Power of Listening	The objective of this online training course is to give representatives the basic skills they need become good listeners. At the end of this training session, trainees will be able to understand the benefits of active listening; identify feelings, attitudes, and unspoken needs underlying customers' words; overcome listening obstacles; and use listening skills to meet and exceed customer expectations. Duration: 21 minutes	E	
	Problem Solving for Employees	Recognize the importance of problem solving, understand the positive impact of input, identify problem-solving steps, and use effective problem-solving techniques. Duration: 28 minutes	E	
	Time Management Skills for Employees	This training presentation will help you gain control over your time so that you can work more efficiently and productively. At the end of the training session, you will be able to identify and eliminate your time wasters, plan and prioritize effectively, define goals and make time-wise decisions, capitalize on prime and commuting time, avoid procrastination, and handle communications, interruptions, and emergencies effectively. Duration: 19 minutes	E	
	Turn Satisfied Customers into Repeat Customers	The objective of this online employment training course is to emphasize the importance of repeat customers and suggest ways to build long-lasting relationships with clients. At the end of this training session, trainees will be able to describe repeat customers, identify what makes them come back, understand their importance, and employ strategies that turn satisfied customers into repeat customers. Duration: 20 minutes	E	

Environmental Compliance				ENVIRO
	Asbestos Awareness	This training session is designed for employees who may contact or work near asbestos-containing material (known as ACM), asbestos-containing building material (known as ACBM) or presumed asbestos-containing material (known as PACM), but do not disturb it as part of their normal work activities. Duration: 25 minutes	E	
	Class C UST Operator Training	The Energy Policy Act requires training for Class A, B and C underground storage tank operators. BLR's <i>Class C UST Operator Training</i> meets federal guidelines and is acceptable in: AR, CO, DE, GA, LA, MA, MI, MN, OH, OR, PA, SC, TN, TX, UT, VA, WI, WY. Approval is pending in AL, DC, IA, ID, KY, ME, MD, MT, NH, NM, ND, SD, WV. Check back as the list is growing!	S	
	EPA Inspections	The main objective of this session is to prepare you for EPA inspections. By the time this session is over, you should be able to identify federal and state environmental laws and public acts authorizing inspections; recognize basic features of media-specific and multimedia inspections; interact effectively with government agencies; understand the inspection process; and obtain the best possible outcome from an EPA inspection. Duration: 27 minutes.	S	
	Hazardous Materials Transportation	This training session will teach you to recognize and identify hazardous materials; understand HAZMAT container markings, labels, and placards; load and unload hazardous materials safely; use protective procedures and equipment; avoid accidents with hazardous materials; respond to an emergency; and recognize and respond to security threats. Duration: 29 minutes	E	
	Hazardous Waste Container Management	When you have completed this training session, you will understand federal guidelines for container storage of hazardous waste at generating facilities; recognize and be ready to follow safe practices for managing hazardous waste containers; understand why it is important to segregate certain hazardous wastes; know what to look for in inspecting hazardous waste areas at the facility, and you will know more about how to minimize wastes. Duration: 34 minutes	E	
	Hazardous Waste Facility Maintenance and Operations	The main objective of this session is to familiarize you with the facility's waste management program and emergency procedures. By the time the session is over, you will be able to understand the facility's hazardous waste management processes and procedures as they relate to your job; comprehend the facility's waste acceptance procedures; know equipment maintenance requirements; identify personal protective equipment (PPE) required for your job and how to use it properly; understand the facility's emergency and contingency plans; and act safely and effectively in an emergency. Duration: 18 minutes.	E	
	Hazardous Waste Introductory Training	This session is about safely and correctly working around hazardous wastes. It covers the basics of hazardous waste management for all workers who handle hazardous wastes. Duration: 24 minutes	E	
	Hazardous Waste Manifests	Any generator who offers hazardous wastes for transportation for off-site treatment, storage, or disposal must prepare a manifest using a U.S. Environmental Protection Agency (EPA) Uniform Hazardous Waste Manifest (federal form 8700-22). Anyone responsible for signing a manifest or for completing any part of this specialized shipping paper should receive training in completion of the manifest. This training session will show you how to properly complete a manifest. Duration: 22 minutes	E	
	Hazardous Waste: Emergency Response—Generators and TSDFs	This slide show will focus on emergency response procedures required under EPA Regulation 40 CFR 265.16 and 40 CFR 262.34(a)(4) for personnel at large quantity generators (LQGs) and hazardous waste treatment, storage, and disposal facilities (TSDFs). The slide show also applies to small quantity generators (SQGs), though SQGs are not required to have formal written training programs for their employees. Duration: 23 minutes	E	
	Hazardous Waste: Health Effects	The main objective of this session is to discuss the health effects of hazardous wastes and the precautions you must take to prevent harmful exposures. By the time the session is over, you will be able to identify hazardous waste health effects; recognize routes of exposure; know how to get information to protect your health; identify personal protective equipment (PPE) required for your job; understand proper hygiene practices and decontamination procedures; and employ correct first aid for hazardous waste exposures. Duration: 22 minutes.	E	
	Hazardous Waste Recordkeeping Requirements - For Generators	The main objective of this session is to help you understand the recordkeeping requirements of the federal hazardous waste regulations. By the time the session is over, you will be able to understand the importance of keeping accurate records; comprehend recordkeeping requirements of the hazardous waste regulations; identify which records must be kept; and know how long to retain records. Duration: minutes 25 minutes.	E	
	Hazardous Waste: Routes of Exposure	The main objective of this session is to help you understand how hazardous wastes can get in your body so that you can avoid harmful exposures. By the time the session is over, you will be able to understand the potential health effects of exposure to hazardous waste; identify the four primary routes of exposure; recognize symptoms of exposure; prevent exposures; and administer effective first aid in the event of an exposure. Duration: 22 minutes.	E	
	Hazmat Transportation Security Awareness	As part of the Department of Transportation (DOT) requirements at 49 CFR 172.174 Subpart H, shippers and carriers of certain hazardous materials must develop and implement security plans as well as ensure that their employee training programs include a component on security. This training session focuses on the awareness-level component of this training requirement. Duration: 24 minutes	E	

Environmental Compliance (cont.)	HAZWOPER Facility Operations	Trainees will learn about the threats posed by hazardous wastes at the worksite and where to find additional information about hazardous wastes and other materials; understand the medical surveillance requirements; understand and follow the practices and procedures designed to eliminate or reduce risks of an accident or incident; recognize the engineering controls deployed to help ensure safety; and understand the importance of, and be prepared to properly use, PPE. Duration: 27 minutes	E	
	HAZWOPER: First Responder Awareness Level	Trainees will learn to understand their role as a first responder and the company's emergency response plan; identify hazardous substances and know the risks if they are released or spilled; recognize a hazardous release or spill and potential outcomes; and report the spill or release by calling for help, notifying others of the chemical spill or release, and helping coordinate an evacuation. Duration: 19 minutes	E	
	Laboratory Safety	This session will discuss the purpose and content of the Chemical Hygiene Plan, how to assess the risks you might face working in the lab, the personal protective equipment you may need to use, and the work practices required to keep you safe in the lab. Duration: 26 minutes	E	
	Lead Safety--General Industry	The main objective of this session is to make sure that you know how to work safely around lead and how to take the proper precautions to protect yourself from lead hazards. By the time the session is over, you should be able to: Know potential workplace lead exposure hazards; Understand the health hazards and symptoms of lead exposure; Know the permissible exposure limits; Understand what medical surveillance is required and Know what air monitoring is and why it's required. Duration: 25 minutes.	E	
	Metalworking Fluids	The main objective of this session is to tell you about the hazards of metalworking fluids as well as the steps you can take to reduce your exposure to these hazards. By the time this session is over, you will be able to recognize signs of unsafe fluid; identify metalworking fluid hazards; use engineering controls effectively to reduce exposure risks; and take all other necessary precautions to protect your health and safety. Duration: 39 minutes.	E	
	Mold Hazards and Prevention	This training session will discuss the hazards of mold both in the workplace and at home. We will learn how to detect mold, where to find it, the health hazards of exposure, how to clean up small mold contamination, and how to prevent mold from growing. Duration: 27 minutes	E	
	PPE--What Employees Need to Know	After this training session, you will understand how a PPE hazard assessment is conducted, which involves evaluating the workplace and job functions for any potential hazards that can be controlled through the use of PPE; be able to select the proper PPE to protect against the hazards found during the hazard assessment; and be able to show employees how to properly wear and care for their PPE. Duration: 24 minutes	E	
	PPE for Emergency Response	Personal protective equipment, or PPE, provides a barrier between employees and the job hazards. The right PPE, properly used and maintained, can protect employees from the hazards involved in the emergency response tasks they perform. This training session will address how to select the right equipment for the job, how to understand its capabilities and limitations, and how to use it properly and remove it safely. Duration: 24 minutes	E	
	Reactive Chemicals	Chemical reactions can be extremely hazardous if they are not thoroughly understood and controlled. When intentional or unintentional reactions get out of control, they can result in fires, explosions, or releases of toxic fumes or gases. This session shows how to safely manage reactive chemicals to prevent accidents. Duration: 23 minutes	E	
	Risk Management - Program 2 Prevention Program	By the end of the training session, you will be able to identify the dangers of extremely hazardous chemicals present in your facility; safely follow standard operating procedures; avoid or correct hazards and unsafe conditions; and respond to emergencies. Duration: 19 minutes.	E	
	Risk Management - Program 3 Prevention Program: Part I	The overall goal of this training is to prevent serious material accidents that may cause injury to you and impact public health and the environment. By the end of the training session, you'll be able to understand what a Risk Management Program is, identify the inherent dangers of highly hazardous materials present in your facility, and follow standard operating procedures safely. Duration: 22 minutes.	E	
	Risk Management - Program 3 Prevention Program: Part II	The overall goal of this training is to prevent serious accidents that may cause injury to you and impact public health and the environment. By the end of the training session, you'll be able to avoid or correct hazards and unsafe conditions; respond to emergencies; understand the importance of site security; and know the basics of controlling hazardous energy (lockout/tagout) and permit-required confined spaces. Duration: 15 minutes.	E	
	Safe Chemical Handling	We use many different chemicals in the workplace, but often these materials can be hazardous to health and safety unless we take proper precautions when handling them. This session will discuss the steps you can take to handle the materials you work with safely so that you can prevent accidents, injuries, and illness. Duration: 25 minutes	E	
	Saving Energy in Work and Beyond	In this session, you'll learn about key terms, such as "conservation" and "sustainability"; energy conservation and why it is important; facts about energy use including that energy use is not just use of electricity; costs of using and wasting energy; and tips, strategies, and opportunities for saving energy. Duration: 22 minutes.	E	

Environmental Compliance (cont.)	Spill Prevention, Control, and Countermeasure Plan (SPCC Plan)	This session will discuss the prevention and control of oil spills, and measures to prevent oil from getting near water, including groundwater. Facilities are required by the U.S. Environmental Protection Agency to develop a Spill Prevention, Control, and Countermeasures Plan—or SPCC Plan. We'll review the SPCC Plan and policies for preventing and controlling spills. Duration: 14 minutes	E	
	Stormwater Pollution Prevention Plan (SWPPP)	Stormwater runoff is a major carrier of pollutants that damage rivers, lakes, streams, and coastal waters in the United States. To address this problem, the federal Environmental Protection Agency (EPA) developed a federal program under the Clean Water Act to regulate stormwater discharge sources. This session will help identify the sources of pollutants in stormwater runoff and implement procedures to prevent pollutants from getting into stormwater or the environment. Duration: 22 minutes	E	
	The Paperless Office: Conservation for Employees	In this session, you will learn about what conservation is and about sustainability; what a "real paperless office" is—fact or fiction; the environmental costs of paper production and waste; the economic costs of waste paper; and, we will share some "best practices" to save you paper, ink, and money. Duration: 16 minutes.	E	
	Universal Wastes Large and Small Quantity Handlers	This presentation covers the employee training requirements for large and small quantity handlers of universal wastes. It does not address all the requirements for universal waste transporters or destination facilities. Duration: 27 minutes	E	
	Water Conservation - Making Every Drop Count	By the end of the session, you should understand the meaning of conservation and sustainability; water conservation; some facts about water use and pollution; the environmental and economic costs of water use and pollution; and useful tips, strategies, and opportunities to improve water use. Duration: 16 minutes.	E	
	Working Safely with Corrosives	Corrosives are hazardous materials that can cause serious health problems if you fail to take proper precautions. All corrosives share a common chemical property—they degrade other materials due to their aggressive nature. To prevent accidents and injuries, this training session shows employees how to work safely with corrosives. Duration: 29 minutes	E	
	Working Safely with Pesticides	Although pesticides are an essential part of modern agriculture, they can also be hazardous unless they are used properly. If you handle pesticides on the job or work in areas where pesticides are used, you need to know the precautions you must take to protect your health and safety. Duration: 26 minutes	E	
	Working Safely with Solvents	This presentation is focused on the hazards of organic solvents, which are a dangerous group of solvents that can be hazardous to your skin and other organs of your body. Duration: 30 minutes	E	

Environmental Regulatory Analysis for Managers				ENVIRO
	DOT's Hazardous Materials Transportation Regulations	This session covers the requirements of the U.S. Department of Transportation's, or DOT's, hazardous materials regulations (49 CFR 171-180). DOT specifies requirements for the safe transportation of hazardous materials, often referred to as hazmat, in commerce by rail, aircraft, vessel, and motor vehicle. DOT has general requirements for the loading, unloading, handling, and storage of hazardous materials as well as specific mode-of-transportation requirements. The regulations apply to both shippers and transporters of hazardous materials. Duration: 39 minutes.	S	
	EPA's Universal Waste Regulations	This presentation covers universal waste requirements for small and large quantity handlers (40 CFR 273). Universal wastes are regulated by the U.S. Environmental Protection Agency, or EPA. In the past, the federal rules required businesses to manage those wastes now deemed by EPA to be "universal wastes" as hazardous wastes. EPA found that the hazardous waste management rules were a "major impediment" to national collection and recycling campaigns for batteries, pesticides, and thermostats. EPA views the effect of the universal waste regulations as "easing the regulatory burden" on businesses that handle universal wastes because the rules include provisions that "streamline" the hazardous waste requirements. Duration: 30 minutes.	S	
	EPA's Spill Prevention, Control, and Countermeasures Plan	By the end of this presentation, you will understand your responsibility to provide an SPCC plan that includes required inspections, employee training, adequate facility security, spill prevention procedures, spill countermeasures, spill reporting procedures, emergency response plans; and provisions for periodic plan review and amendments. Duration: 25 Minutes.	S	
	EPA's Stormwater Pollution Control Requirements for Regulated Industrial Facilities	By the end of this presentation, you will understand your responsibility to create and maintain a compliant SWPPP and to obtain the necessary permit, and conduct required monitoring; keep proper records, and provide an annual report to EPA; train employees identified in the SWPPP identify stormwater pollution and sources, implement best management practices, or BMPs, conduct required inspections; and respond effectively to spills. Duration: 30 Minutes.	S	
	Hazardous Waste: Regulatory Analysis	This presentation covers basic employee training requirements for employees involved in hazardous waste management. The Resource Conservation and Recovery Act, or RCRA, authorizes the Environmental Protection Agency, or EPA, to regulate hazardous waste from generation to disposal. Facilities that generate, transport, treat, store, or dispose of hazardous waste are subject to the waste management rules promulgated under Subtitle C of RCRA. Duration: 28 minutes.	S	
	OSHA's Hazard Communication Standard	OSHA's Hazard Communication Standard requires that you provide a hazard communication program that meets the requirements of the HazCom standard, identifies all chemical hazards in the workplace, trains employees to recognize hazards and take proper precautions, ensures proper labeling of chemical containers and provides required material safety data sheets, and establishes effective emergency response procedures. Duration: 27 minutes	S	
Food Service Safety				
	Food Service Storage	The main objective of this session is to make sure you know how to store all kinds of food safely. By the time the session is over, you should be able to understand why proper food storage is important, know how to store food safely, and identify safe storage times for refrigerated, frozen, canned, and packaged dry food. Duration: 24 minutes	E,S	
	Food Service Sanitation	The main objective of this session is to make sure you know how to keep your establishment clean and sanitary. By the time the session is over, you should be able to understand why cleanliness and sanitation are essential in food service, maintain good personal hygiene, identify the characteristics of a clean and sanitary food service establishment, know what to clean and sanitize and how to do it, and prevent pest infestations. Duration: 27 minutes	E,S	
	Food Service Inspection	The main objective of this session is to review what to expect from a food service inspection of your establishment. By the time the session is over, you should be able to understand the purpose of food service inspections, identify different types of inspections, know what inspectors look for, prepare effectively for food service inspections, act appropriately during an inspection, and help ensure a successful outcome without violations. Duration: 27 minutes	E,S	
	Safe Temperatures for Food Storage, Preparation, and Service	The main objective of this session is to make sure that you follow safe temperature guidelines for food. By the time the session is over, you should be able to identify hazards of failing to store, prepare, or serve food at the right temperature, understand the food danger zone and why it is important, know when and how to use a food thermometer, receive and store food safely, cook food to the proper temperature, thaw foods safely, cool and reheat foods properly and understand the basics of hot and cold holding. Duration: 25 minutes	E,S	

HAZWOPER				
	Emergency Action and Fire Prevention	This training presentation will teach you to understand hazards that lead to an emergency, evacuate an area in an emergency, respond to an emergency, protect yourself from fire and other hazards, prevent fires, and respond to fires and spills. Duration: 20 minutes.	E	
	Fire Extinguishers	This training session will discuss what causes a fire, what fire extinguishers do, how to use an extinguisher, and different fire suppressant materials. Duration: 23 minutes.	E	
	Hazard Communication and GHS - What Employees Need to Know	The main objective of this session is to teach you about hazard communication. By the time the session is over, you should be able to: Recognize hazardous chemicals; Understand the risks they pose; Interpret the information on chemical labels; Understand safety data sheets, or SDSs; Protect yourself from physical and health hazards; and Respond to emergencies. Duration: 29 minutes.	E	
	Hazardous Materials Spills Cleanup	By the time this session is over, you will be able to understand the importance of spill cleanup; know how to prepare for spills in case they occur; know the procedures of containing and cleaning spills; and, understand the importance of monitoring the air before the cleanup process. Duration: 38 minutes.	E	
	Hazardous Waste Introductory Training	This session is about safely and correctly working around hazardous wastes. It covers the basics of hazardous waste management for all workers who handle hazardous wastes. Duration: 24 minutes.	E	
	Hazardous Waste: Emergency Response - Generators and TSDFs	This slide show will focus on emergency response procedures required under EPA Regulation 40 CFR 265.16 and 40 CFR 262.34(a)(4) for personnel at large quantity generators (LQGs) and hazardous waste treatment, storage, and disposal facilities (TSDFs). The slide show also applies to small quantity generators (SQGs), though SQGs are not required to have formal written training programs for their employees. Duration: 23 minutes.	E	
	HAZWOPER - Donning, Doffing, and Decontamination	The main objective of this session is to teach about the process of decontamination. By the time this session is over, you should be able to know how to plan and prepare for the decontamination process; understand and know the steps of donning personal protective equipment, or PPE; understand and know the steps of doffing PPE; and understand methods and procedures of safe decontamination and their importance. Duration: 32 minutes.	E	
	HAZWOPER Facility Operations	Trainees will learn about the threats posed by hazardous wastes at the worksite and where to find additional information about hazardous wastes and other materials; understand the medical surveillance requirements; understand and follow the practices and procedures designed to eliminate or reduce risks of an accident or incident; recognize the engineering controls deployed to help ensure safety; and understand the importance of, and be prepared to properly use, PPE. Duration: 27 minutes.	E	
	HAZWOPER: First Responder - Awareness Level	Trainees will learn to understand their role as a first responder and the company's emergency response plan; identify hazardous substances and know the risks if they are released or spilled; recognize a hazardous release or spill and potential outcomes; and report the spill or release by calling for help, notifying others of the chemical spill or release, and helping coordinate an evacuation. Duration: 19 minutes.	E	
	HAZWOPER: Medical Surveillance	The main objective of this session is to inform you about the HAZWOPER medical surveillance program. By the time the session is over, you should be able to identify the purpose of HAZWOPER medical surveillance; understand medical surveillance procedures and your role in the program; and participate effectively in the medical surveillance program to protect your health. Duration: 21 minutes.	E	
	HAZWOPER: On-Site Safety Considerations	By the time the session is over, you should be able to know and use safe work practices; identify physical hazards at your worksite; recognize when your worksite contains unsafe conditions; recognize when you are committing unsafe acts; understand how engineering controls can improve safety; understand OSHA requirements; take measures to prevent accidents and illness by properly protecting yourself; and understand the risks of working in confined spaces.	E	
	Identifying Hazardous Materials	By the time the session is over, you will be able to understand the terms and definitions of toxicology and explain risks of hazardous materials; be familiar with the different types of hazardous materials and how they are classified; know how to read product labels on containers with hazardous materials and recognize the symbols on placards attached to dangerous goods; understand how safety data sheets, or SDSs, and other complementary guides are used to assist in identifying hazardous materials; and know precautionary measures to prevent spills and accidents and be prepared for action if and when they occur. Duration: 35 minutes.	E	
	PPE for Emergency Response	Personal protective equipment, or PPE, provides a barrier between employees and the job hazards. The right PPE, properly used and maintained, can protect employees from the hazards involved in the emergency response tasks they perform. This training session will address how to select the right equipment for the job, how to understand its capabilities and limitations, and how to use it properly and remove it safely. Duration: 24 minutes.	E	
	Respiratory Protection	After this training session, you will be able to identify the hazards of airborne contaminants; identify and use appropriate respiratory protection; recognize the limitations and capabilities of respirators in our workplace; and inspect, maintain, and store respirators. Duration: 30 minutes.	E	

<p>Hazwoper (cont.)</p>	<p>Safe Chemical Handling</p>	<p>We use many different chemicals in the workplace, but often these materials can be hazardous to health and safety unless we take proper precautions when handling them. This session will discuss the steps you can take to handle the materials you work with safely so that you can prevent accidents, injuries, and illness. Duration: 25 minutes.</p>	<p>E</p>	
	<p>Understanding Chemicals Under GHS</p>	<p>Chemical labeling is the first step in the process of using chemicals safely. Occupational Safety and Health Administration's (OSHA) chemical labeling requirements are part of its Hazard Communication Standard (HazCom), which is designed to ensure that you can identify and understand hazardous chemical substances in the workplace. HazCom, including chemical labeling, has been aligned with the Globally Harmonized System for Classification and Labeling of Chemicals (GHS). This training session focuses on the GHS chemical label. Duration: 17 minutes.</p>	<p>E</p>	
	<p>Working Safely with Flammable Liquids</p>	<p>The main objective of this session is to help you work more safely with flammable liquids. By the time the session is over, you will be able to understand what a flammable liquid is; identify flammable liquid hazards; take proper precautions when storing, dispensing, and handling flammable liquids; prevent fires, explosions, and exposures; and know what to do in an emergency involving flammable liquids. Duration: 34 minutes.</p>	<p>E</p>	

Hospitality				
	Avoiding Exposure to Bloodborne Pathogens	This session discusses how you might be exposed to bloodborne pathogens and infectious diseases, how you can protect yourself from exposure, and how to clean up and properly dispose of blood or bodily fluids. Employees most likely to be exposed include first-aid responders, janitorial and maintenance personnel, and workers assigned to clean up after an industrial accident. Even if your job does not normally expose you to blood or bodily fluids, this session is helpful to raise your awareness of bloodborne pathogens, to understand why you should not come in contact with them, and to understand that it is important to report spills of blood or bodily fluids so that they can be cleaned up safely.	E	
	Avoiding Exposure to Bloodborne Pathogens (Spanish)	This session discusses how you might be exposed to bloodborne pathogens and infectious diseases, how you can protect yourself from exposure, and how to clean up and properly dispose of blood or bodily fluids. Employees most likely to be exposed include first-aid responders, janitorial and maintenance personnel, and workers assigned to clean up after an industrial accident. Even if your job does not normally expose you to blood or bodily fluids, this session is helpful to raise your awareness of bloodborne pathogens, to understand why you should not come in contact with them, and to understand that it is important to report spills of blood or bodily fluids so that they can be cleaned up safely. Duration: 25 minutes	E	
	Back Safety	This training presentation will help you understand how back injuries occur; prevent back injuries; use proper lifting, load carrying, and unloading techniques; and think intelligently about your back. Duration: 21 minutes	E	
	Back Safety (Spanish)	Al final de esta sesión usted será capaz de entender cómo se producen las lesiones en la espalda; impedir que su espalda se lesione; usar las técnicas apropiadas para levantar, transportar y descargar, a fin de proteger su espalda; y razonar acerca de su espalda y de la importancia de mantenerla saludable. Duración: 26 minutos	E	
	Bloodborne Pathogens - General (Spanish)	Al terminar esta sesión de capacitación, usted podrá identificar los patógenos de la sangre que podrían estar presentes en el lugar de trabajo, comprender cómo ciertas enfermedades se transmiten a través de la sangre, determinar su riesgo de exposición a los patógenos de la sangre, protegerse de la exposición, responder ante una exposición y comprender su derecho a recibir evaluaciones médicas. Duración: 35 minutos	E	
	Customer Service Skills - How We Can All Improve	The main objective of this session is to suggest ways we can all help improve the service we provide to our customers. By the time this session is over, you should be able to recognize that we all have customers and share responsibility for customer satisfaction, understand what customers expect from you, handle customers' problems effectively, and help improve overall customer satisfaction. Duration: 23 minutes	E	
	Diversity for All Employees	This training presentation will explain how you can support diversity in our organization. At the end of the training session, you will be able to identify how we are diverse, understand the challenges and opportunities of workplace diversity, help avoid discrimination, and follow company policy. Duration: 17 minutes	E	
	Diversity for All Employees (Spanish)	This training presentation will explain how you can support diversity in our organization. At the end of the training session, you will be able to identify how we are diverse, understand the challenges and opportunities of workplace diversity, help avoid discrimination, and follow company policy. Duration: 17 minutes	E	
	Emergency Action and Fire Prevention	This training presentation will teach you to understand hazards that lead to an emergency, evacuate an area in an emergency, respond to an emergency, protect yourself from fire and other hazards, prevent fires, and respond to fires and spills. Duration: 20 minutes	E	
	Emergency Action and Fire Prevention (Spanish)	Al terminar esta sesión de capacitación, usted podrá comprender los peligros que llevan a una emergencia, evacuar un área ante una emergencia, responder en caso de emergencia, protegerse del fuego y de otros peligros, prevenir incendios y responder ante incendios y derrames. Duración: 26 minutos	E	
	Event Planning Basics	The main objective of this session is to provide you with information that will help you successfully plan events. By the time the session is over, you will be able to identify basic elements in the planning process; employ effective planning strategies; overcome problems; and plan successful events. Duration: 26 minutes.	E	
	Food Service Safety	The main objective of this session is to learn how to keep food safe and prevent food poisoning. By the time this session is over, you will be able to identify foodborne hazards; follow washing and hygiene rules; handle food service items safely to prevent contamination; receive, store, and cook food properly; cool, thaw, reheat, and dispose of food safely; and wash dishes and equipment correctly. Duration: 31 minutes.	E	
	Front Desk Operation	The main objective of this session is to help you maintain high quality front desk operations. By the time the session is over, you will be able to interact efficiently and effectively with guests; provide the highest quality service; handle all your duties professionally and successfully; resolve any problems or complaints quickly and cordially; and encourage guest satisfaction and loyalty. Duration: 30 minutes.	E	
	Guest Management	The main objective of this session is to help you improve your guest management skills. By the time the session is over, you will be able to understand the importance of guest management; identify requirements for effective guest management; integrate guest management responsibilities into your job; and assist the organization in managing guests well to assure satisfaction and loyalty. Duration: 30 minutes.	E	
	Handling Customer Complaints	Effective complaint handling is one of the most important aspects of providing excellent service. The objective of this online training course is to help trainees handle customer complaints successfully. At the end of this training session, trainees will be able to view customer complaints as opportunities and identify problems that prompt complaints. Duration: 20 minutes	E	

Hospitality (cont.)	Handling Money	The main objective of this session is to help you handle money correctly on the job. By the time the session is over, you will be able to understand why handling money properly is important; avoid money-handling errors; follow money-handling procedures; and handle money skillfully on the job. Duration: 22 minutes.	E	
	Housekeeper Safety	The main objective of this session is to make you more aware of workplace hazards and to suggest simple ways you can prevent accidents and injuries. By the time this session is over, you will be able to recognize workplace hazards; identify the precautions you need to take; and prevent accidents and injuries on the job. Duration: 23 minutes.	E	
	Housekeeper Safety (Spanish)	The main objective of this session is to make you more aware of workplace hazards and to suggest simple ways you can prevent accidents and injuries. By the time this session is over, you will be able to recognize workplace hazards; identify the precautions you need to take; and prevent accidents and injuries on the job. Duration: 23 minutes.	E	
	How to Be a Great Restaurant Server	The main objective of this session is to help you become a truly great restaurant server. By the time the session is over, you will be able to understand what diners expect from you; welcome diners and take orders properly; serve meals correctly; monitor tables effectively; handle problems and complaints satisfactorily; and conclude meals successfully. Duration: 30 minutes.	E	
	Kitchen Safety	The main objective of this session is to review kitchen safety rules and procedures designed to keep you safe on the job. By the time this session is over, you will be able to identify kitchen hazards; follow safe work practices to prevent accidents; prevent foodborne illness; act effectively in an emergency; and apply appropriate first aid for kitchen injuries. Duration: 23 minutes.	E	
	Kitchen Safety (Spanish)	The main objective of this session is to review kitchen safety rules and procedures designed to keep you safe on the job. By the time this session is over, you will be able to identify kitchen hazards; follow safe work practices to prevent accidents; prevent foodborne illness; act effectively in an emergency; and apply appropriate first aid for kitchen injuries. Duration: 22 minutes.	E	
	Laundry Safety	The main objective of this session is to make sure you understand the hazards involved in your job and the precautions you need to take to keep safe and healthy. By the time the session is over, you will be able to identify laundry hazards; prevent exposure to infectious materials; avoid musculoskeletal disorders, or MSDs; prevent heat stress; take precautions against slips, trips, and falls; and avoid harmful exposures to other safety and health hazards. Duration: 21 minutes.	E	
	Laundry Safety (Spanish)	The main objective of this session is to make sure you understand the hazards involved in your job and the precautions you need to take to keep safe and healthy. By the time the session is over, you will be able to identify laundry hazards; prevent exposure to infectious materials; avoid musculoskeletal disorders, or MSDs; prevent heat stress; take precautions against slips, trips, and falls; and avoid harmful exposures to other safety and health hazards. Duration: 21 minutes.	E	
	Personal Hygiene and Good Grooming	The main objective of this session is to emphasize the importance of personal hygiene and good grooming on the job. By the time the session is over, you will be able to understand the importance of personal hygiene and good grooming on the job; identify necessary personal hygiene habits; identify good grooming habits; and present a positive, professional image at work. Duration: 33 minutes.	E	
	Preventing Food Contamination	The main objective of this session is to help you prevent food contamination. By the time the session is over, you will be able to identify foodborne hazards; follow hygiene rules; handle food service items safely to prevent contamination; receive, store, and cook food properly; cool, thaw, reheat, and dispose of food safely; and wash dishes and equipment correctly. Duration: 40 minutes.	E	
	Preventing Food Contamination (Spanish)	El objetivo principal de esta sesión es ayudar a prevenir la contaminación de alimentos. Para el momento en que la sesión finalice, usted debería ser capaz de identificar los peligros transmitidos por los alimentos, seguir las normas de higiene, manipular los elementos de servicio de alimentos de forma segura para evitar la contaminación, recibir, almacenar y cocinar los alimentos adecuadamente, dejar enfriar, descongelar, recalentar y desechar alimentos en forma segura, y lavar los platos y el equipo correctamente. Duración: 37 minutos.	E	
	Preventing Sexual Harassment - A Guide for Employees	This training course is about sexual harassment in the workplace. It's an important subject because sexual harassment is a form of illegal discrimination under federal and state civil rights laws. Our workplace also prohibits sexual harassment, both because it is illegal and also because it creates an unproductive, unpleasant, and sometimes even hostile working environment. And that's not what we want for our workplace or our employees. Duration: 19 minutes.	E	
	Security for the Hospitality Industry	The main objective of this session is to help you understand workplace security issues so that you can contribute to making the workplace more secure. By the time the session is over, you will be able to identify security risks; understand security policy and procedures; contribute to workplace security; help protect guests and patrons; take effective action to ensure personal security; and act swiftly to report any security breaches, threats, or problems. Duration: 35 minutes.	E	

Hospitality (cont.)	Serving Alcohol Responsibly	The main objective of this session is to help you serve alcohol responsibly under any circumstances. By the time the session is over, you will be able to understand why serving alcohol responsibly is so important; identify effects of alcohol consumption; recognize intoxication when you see it; identify factors that affect intoxication; prevent intoxication and underage drinking; refuse service successfully; and document and report incidents involving intoxication and refusal of service. Duration: 22 minutes.	E	
	Sexual Harassment—What Employees Need to Know	This training presentation will inform you about sexual harassment. We hope that awareness will help lead to prevention. At the end of this session, you will be able to recognize sexual harassment; differentiate between the two main kinds of harassment; understand and follow company policy; report incidents and cooperate in investigations; and help promote and maintain a comfortable, productive working environment. Duration: 17 minutes	E	
	Sexual Harassment - A Guide for Employees (Spanish)	Al terminar esta sesión de capacitación, usted podrá reconocer un acoso sexual, diferenciar entre dos clases principales de acoso, comprender y seguir la política del lugar de trabajo, denunciar incidentes y colaborar en las investigaciones y ayudar a fomentar y mantener un clima de trabajo confortable y productivo. Duración: 18 minutos	E	
	Violence in the Workplace—How to Prevent and Defuse for Supervisors	This presentation will help you identify the causes of workplace violence, spot the signs of potential violence, follow required security procedures, respond effectively to violent acts, and recognize and respond to terrorist threats. Duration: 28 minutes	S	

HR Video Library for Supervisors				HR
	Confident Supervisor: Difficult Conversations	Supervisors face times when difficult conversations may be necessary. Though the subject matter may vary, the feelings of dread are the same for both the supervisor and the employee receiving the news. This course will help arm supervisors with tips and tools to help make difficult conversations more bearable and effective. Duration: 24 Minutes.	S	
	Confident Supervisor: Managing Conflict	Every supervisor needs to face the fact that conflict may sometimes invade the workplace. This course will help supervisors prepare for and deal with clashes in the workplace. Duration: 30 Minutes.	S	
	Discipline	Before imposing discipline to an employee—stop, settle down, talk to Human Resources, and have a plan of action. Employee discipline is an area laden with legal danger and requires the utmost care. Duration: 23 minutes	S	
	Discrimination	Discrimination in the workplace has been illegal since 1964, yet employers are still spending millions of dollars every year defending discrimination lawsuits and paying judgments when they lose. Duration: 23 minutes	S	
	Documentation	Documentation can make or break an employer during a legal dispute with an employee. The importance of sound documentation can't be overemphasized. In the unfortunate event of an employee lawsuit, it will be your notes that take center stage in the courtroom. Duration: 27 minutes	S	
	Firing	You need to understand the policies and laws that you must adhere to when letting someone go. A fired employee may be angry—angry enough to claim the firing was for an unlawful reason such as discrimination or retaliation. Expect your actions and documentation to be examined under a microscope. Duration: 35 minutes	S	
	Hiring	It's hard to think of any supervisory function more important than hiring. Just one ill-advised question or comment during an interview can bring untold harm to your company. Supervisors must be well-versed on topics such as protected classes, illegal discrimination, privacy, and a variety of laws. Duration: 26 minutes	S	
	Other Harassment	Harassment at work is a leading cause of employment lawsuits, and supervisors are in the best position to prevent, recognize, and deal with harassing conduct. Harassment based on race, religion, color, national origin, gender, disability, and age is covered under major federal laws. Duration: 24 minutes	S	
	Performance Evaluations	Performance evaluations often become evidence in court cases, and evaluations that don't measure up are especially damaging to an employer's case. That's why you need to understand the importance of evaluating your employees, and you need to know the best ways to provide feedback. Duration: 30 minutes	S	
	Privacy	Supervisors need to know how to stay on solid legal ground when dealing with private information on their employees. Privacy is an area that does not have one clear-cut set of standards from one major federal law. But various federal, state, and local laws do govern how employers treat employee information. Duration: 25 minutes	S	
	Sexual Harassment	Every year, millions of dollars are spent defending sexual harassment lawsuits and paying damages and settlements. You should understand the kinds of conduct that can be considered harassment, the defenses available to the employer, how to prevent and punish harassing conduct, and how to document investigations and discipline. Duration: 26 minutes	S	
	Violence	The federal Occupational Safety and Health Act's (OSH Act) general duty clause requires an employer to create a place of employment "free from recognized hazards," including workplace violence. Employers are required to take steps to minimize known risks of violence, and a failure to address hazards could result in the finding of a violation of the OSH Act. Duration: 27 minutes	S	
	Wage and Hour	The Fair Labor Standards Act makes specific demands on how employees are classified and paid. Fail to pay a nonexempt employee overtime and you'll face serious consequences. Classifying an employee as exempt when their duties say nonexempt also is likely to bring on a lawsuit. That's why supervisors need a clear understanding of what the law requires. Duration: 33 minutes	S	

HR Employment - Training				HR
	Active Shooter On-Site: What Every Employee Should Do (MULTIMEDIA)	When it comes to workplace shootings there are measures you can take to not only limit the damage but also to save precious lives both before and during these traumatic incidents. Because most incidents are over within minutes, you need to be prepared to react to the situation with speed. During this session we'll talk about how you, as an employee, should react to and prepare for an active shooter in your workplace. Duration: 22 Minutes	E, S	
	ADA—What Supervisors Need to Know	This training session will help you identify the purpose of the ADA, define "disability" correctly, make reasonable accommodations, handle job interviews and post-offer discussions properly, deal appropriately with leaves of absence and reinstatement, and avoid discrimination based on disability. Duration: 31 minutes	S	
	Affordable Care Act: What You Need to Know	The ACA will affect health insurance coverage for most Americans, including you and your employees. It will also have a considerable impact on the organization's health insurance plan. As a supervisor, you need to understand the basic requirements and benefits of the ACA, as well as the impact it will have so that you can work with Human Resources to make sure employees understand the provisions of the new law that affect them and so that you can answer basic questions employees are likely to ask.	S	
	Attendance Management—What Supervisors Need to Know	The objective of this training session is to help you manage attendance effectively. At the end of the training session you will be able to recognize the serious problems created by absenteeism and lateness, identify causes of attendance problems, understand the requirements of our attendance policy, control absenteeism and lateness in your department, and encourage punctuality and good attendance. Duration: 21 minutes	S	
	Basic First Aid for Medical Emergencies	The main purpose of this session is to familiarize you with basic first-aid procedures. By the time the session is over, you will be able to recognize the benefits of obtaining first-aid and CPR certification; identify proper procedures for a variety of medical emergencies; assist in administering first aid when a co-worker is injured; and do no further harm. Duration: 26 minutes.	E	
	Business Ethics - What Employees Need to Know	The main objective of this session is to create awareness of ethical issues in business and ensure that you always know the ethical course of action to take on the job. By the time this session is over, you should be able to recognize the importance of business ethics, understand the requirements of the law and our ethics policy, identify ethical problems on the job, and make ethical decisions. Duration: 24 minutes	E	
	Business Ethics - What Employees Need to Know (Spanish)	The main objective of this session is to create awareness of ethical issues in business and ensure that you always know the ethical course of action to take on the job. By the time this session is over, you should be able to recognize the importance of business ethics, understand the requirements of the law and our ethics policy, identify ethical problems on the job, and make ethical decisions. Duration: 24 minutes	E	
	Coaching for Superior Employee Performance—Techniques for Supervisors	The main objective of this session is to discuss coaching and why it is an important part of your job. By the time the session is over, you should be able to recognize the benefits of coaching, identify the role of the coach, understand the techniques involved in successful coaching, and use coaching effectively to improve employee performance and help employees grow and develop. Duration: 27 minutes	S	
	Disaster Planning—What Employees Need to Know	The objective of this training session is to prepare you to deal with workplace disasters and other emergencies. At the end of the training session, you will be able to identify different types of workplace disasters, understand the requirements of our emergency response plan, carry out emergency response assignments effectively, and evacuate quickly and safely in an emergency. Duration: 24 minutes	E	
	Disaster Planning—What Supervisors Need to Know	The objective of this training session is to prepare you to deal with workplace disasters and other emergencies. At the end of the training session you will be able to recognize the types of workplace disasters you may face, understand the requirements of our emergency response plan, satisfy employee training requirements, and carry out emergency response duties effectively. Duration: 23 minutes	S	
	Diversity for All Employees	This training presentation will explain how you can support diversity in our organization. At the end of the training session, you will be able to identify how we are diverse, understand the challenges and opportunities of workplace diversity, help avoid discrimination, and follow company policy. Duration: 17 minutes	E	
	Diversity for All Employees (Spanish)	This training presentation will explain how you can support diversity in our organization. At the end of the training session, you will be able to identify how we are diverse, understand the challenges and opportunities of workplace diversity, help avoid discrimination, and follow company policy. Duration: 17 minutes	E	
	Effective Communication for Employees	The objective of this training session is to teach you the basics of effective workplace communication. At the end of the training session, you will be able to understand the benefits of effective workplace communication, recognize obstacles to effective communication, enhance your communication skills, and communicate more effectively on the job. Duration: 20 minutes	E	
	Effective Meetings—How-to for Supervisors	The main objective of this session is to help you use meetings effectively to accomplish important goals. By the time this session is over, you should be able to plan meetings to achieve the best results, conduct meetings efficiently, and participate more effectively in other people's meetings. Duration: 23 minutes	S	
	Emergency Action and Fire Prevention	This training presentation will teach you to understand hazards that lead to an emergency, evacuate an area in an emergency, respond to an emergency, protect yourself from fire and other hazards, prevent fires, and respond to fires and spills. Duration: 20 minutes	E	
	Emergency Action and Fire Prevention (Spanish)	Al terminar esta sesión de capacitación, usted podrá comprender los peligros que llevan a una emergencia, evacuar un área ante una emergencia, responder en caso de emergencia, protegerse del fuego y de otros peligros, prevenir incendios y responder ante incendios y derrames. Duración: 26 minutos	E	
	Employment Law for Supervisors—What You Should and Shouldn't Do	The main objective of this session is to provide basic guidelines for compliance with important federal employment laws. By the time this session is over, you should be able to recognize that your job is directly affected by a variety of important employment laws, identify the requirements of these laws, use your knowledge to assist in compliance, and interact fairly and correctly with employees. Duration: 29 minutes	S	

HR Employment - Training (cont.)	Essential HR: For Those Who Have Recently Assumed HR Responsibilities	The main objective of this session is to introduce you to your new responsibilities as an HR specialist and to help you learn more about your job and the organization. By the time this session is over, you will be able to understand HR priorities; learn more about the organization; identify the requirements of employment laws and workplace policy; make ethical decisions; and perform job responsibilities successfully. Duration: 29 minutes.	E	
	Exit Routes—Supervisors	This training presentation will explain how to set up and maintain exit routes, implement the requirements of the facility Emergency Action Plan, recognize alarm signals, and implement evacuation procedures. Duration: 24 minutes	S	
	FLSA—What Supervisors Need to Know	This training presentation will familiarize you with the numerous requirements of FLSA. By the end of the training session, you will be able to comply with the basic requirements of FLSA, including minimum wage, overtime, and equal pay; determine whether an employee is exempt or nonexempt; apply FLSA requirements to part-time workers and independent contractors; and identify and observe child labor restrictions. Duration: 42 minutes	S	
	FMLA for Supervisors	INTERACTIVE: The objective of this training session is to familiarize you with the provisions of the FMLA. At the end of the training session, you will be able to identify the purpose and benefits of the FMLA; recognize when and to whom it applies; understand key provisions of the law; assist employees in handling leaves appropriately; and protect yourself and your organization from liability. Duration: 46 minutes.	S	
	Generational Diversity	The main objective of this session is to help you better understand generational diversity so that you can supervise all your employees more effectively. By the time the session is over, you will be able to define generational diversity; identify the different generations in the workforce; understand differences among the generations that can affect the workplace; appreciate the impact of generational diversity in communication, feedback, teamwork, motivation, training, and development; and use knowledge of generational diversity to improve supervision of all employees. Duration: 28 minutes.	S	
	Grounds for Termination—What Managers and Supervisors Need to Know	The main objective of this session is to discuss legal grounds for termination. By the time this session is over, you should be able to identify the employment laws that affect termination, recognize legitimate reasons for terminating employees, and prevent wrongful discharge and discrimination lawsuits. Duration: 21 minutes	S	
	HIPAA - What Employees Should Know	This session will guide you through a variety of topics, which will help you understand HIPAA and its privacy policy. By the time the session is over, you should be able to understand how HIPAA helps you to acquire benefits when you lose eligibility, how HIPAA protects your rights benefits when certain conditions or health issues may otherwise make it difficult, the purpose of HIPAA's Privacy Rule, and what, when, and how your personal health information is protected.	E	
	HIPAA - Your Obligations Under the Privacy Rule	This session will guide you through a variety of topics which will help you understand HIPAA's Privacy Policy. By the time the session is over, you should be able to understand the purpose of HIPAA's Privacy Rule, the basic requirements of the rule, covered entities and business associates, and what, when, and how personal health information is protected. Duration: 43 minutes	E	
	Hiring Legally	This training presentation will explain how you can help ensure that we follow legal hiring practices when we hire new employees. At the end of the training session, you will be able to identify requirements of fair employment laws, follow the organization's EEO policy, evaluate job applicants based on job-related criteria, and conduct all phases of the hiring process to avoid discrimination. Duration: 23 minutes	S	
	How to Conduct New Employee Orientation	The main objective of this course is to help you plan and conduct effective employee orientations. By the time the course is over, you should be able to: recognize the benefits and goals of new employee orientation; assume a leadership role in the process; determine the issues to be covered; and plan and execute successful orientations.	S	
	How to Explain the 401(k) to Employees	The main objective of this session is to help you gain a solid understanding of the 401(k) plan's features, benefits, and rules so that you can explain these issues to your employees and answer their questions about the plan. By the time the session is over, you will be able to identify benefits of participating in a 401(k); understand investment options; explain the plan's rules; answer questions; and help employees make informed choices. Duration: 25 minutes.	S	
	How to Manage Challenging Employees	The main objective of this session is to help you manage challenging employees more effectively. By the time the session is over, you should be able to identify challenges associated with supervising difficult employees, manage your own feelings effectively, create a positive work environment for all, and respond positively to challenging employees and treat them fairly. Duration: 20 minutes	S	
	How to Manage Military Leave	The main objective of this session is to talk about the requirements of the law concerning military leave and return to work, and to clarify the rights and responsibilities of both employees and the organization under the law. By the time this session is over, you will be able to identify the requirements of the federal military leave law; understand the rights and responsibilities of employees and the organization under the law; inform employees about military leave procedures; handle return-to-work issues appropriately; and help the organization comply with	S	
	How to Manage Time Wisely - A Guide for Employees	This session will focus on practical techniques and information that you can start using right away to gain more control over your busy work schedule. It will cover everything from eliminating time wasters to planning your workday to making time-wise decisions. The bonus of this training session is that everything you learn today about time management on the job can easily be applied to managing your personal life more efficiently as well.	E	
	How to Prevent and Respond to Bullying at Work	The main objective of this session is to help you understand bullying at work so that you can help prevent it and respond effectively to it if it occurs. By the time the session is over, you should be able to: Understand why workplace bullying is a problem; Recognize bullying when it occurs in the workplace; Understand what motivates bullying; Identify common characteristics of bullies; Take steps to help prevent bullying at work; and Know what to do if you are bullied or witness bullying. Duration: 31 Minutes.	E/S	
	Interviewing Skills for Supervisors	This training presentation will explain how you can conduct more effective interviews. At the end of the training session, you will be able to recognize legal and policy issues related to interviewing; identify styles and types of interviews; plan an effective interview strategy; develop good interview questions; conduct successful interviews; and take precautions to prevent discrimination. Duration: 24 minutes	S	

HR Employment - Training (cont.)	Job Descriptions—How to Write Them Effectively	This training presentation will explain how to write effective job descriptions. At the end of the training session, you will be able to define the purpose of job descriptions; identify the key elements of an effective job description; gather and organize the necessary information; write complete, accurate, and objective job descriptions; and help us comply with employment laws. Duration: 27 minutes	S	
	Measuring Job Performance—What Supervisors Need to Know	All companies evaluate employees. But, too often, this evaluation is done without evidence or data by relying on impressions, incomplete observations, or even hearsay. In fact, experts in employee evaluation and human resources will tell you that a job performance appraisal system is only as good as the data on which it is based. That's why this training session focuses on the crucial supervisory skill of measuring job performance. Duration: 29 minutes	S	
	NLRA and Unions—What Supervisors Need to Know	The objective of this training session is to familiarize you with the National Labor Relations Act and the influence of unions within the workplace. At the end of the training session, you will be able to identify the basic provisions and prohibitions of NLRA, distinguish the rights of employers and employees under the Act, recognize the influence of unions in the workplace, and understand how NLRA and union contracts may affect your relations with employees. Duration: 21 minutes	S	
	Office Ergonomics	The main objective of this session is to cover the topic of office ergonomics from hazards to precautions so that you can avoid developing work-related MSDs. Duration: 26 minutes	E	
	Office Hazards	The main objective of this session is to discuss office hazards and the safety precautions you need to take to prevent accidents and injuries. By the time this session is over, you should be able to: recognize office hazards, know what to do in emergencies; take proper precautions to avoid accidents; reduce ergonomic risk factors; use proper lifting techniques; and manage stress effectively. Duration: 25 minutes	E	
	Office Hazards (MULTIMEDIA)	The main objective of this session is to discuss office hazards and the safety precautions you need to take to prevent accidents and injuries. By the time this session is over, you should be able to: recognize office hazards, know what to do in emergencies; take proper precautions to avoid accidents; reduce ergonomic risk factors; use proper lifting techniques; and manage stress effectively. Duration: 19 minutes.	E, S	
	Office Hazards- What Supervisors Need to Know	The main objective of this session is to review office hazards and the safety precautions you need to take to help your workers prevent accidents and injuries. By the time this session is over, you should be able to recognize office hazards, know what to do in emergencies, take proper precautions to avoid accidents, reduce ergonomic risk factors, use proper lifting techniques, and Manage stress effectively. Duration: 25 Minutes	S	
	Pandemic Flu—How to Prevent and Respond	The main objective of this session is to make you aware of the risks of flu pandemics, the potential problems we could all face should we be hit with a pandemic, and the precautions you would need to take to keep yourself and your family safe. Duration: 19 minutes	E	
	Performance Appraisals—How to Conduct Effectively	This training presentation will help provide you with the basic tools you need to conduct effective performance appraisals. At the end of the training session, you will be able to identify the importance and benefits of performance appraisals, assess and prepare necessary documentation, set motivational performance goals, plan for effective appraisal interviews, conduct fair and beneficial appraisals, and avoid discrimination charges. Duration: 21 minutes	S	
	Preventing Sexual Harassment: A Guide for Employees	This training course is about sexual harassment in the workplace. It's an important subject because sexual harassment is a form of illegal discrimination under federal and state civil rights laws. Our workplace also prohibits sexual harassment, both because it is illegal and also because it creates an unproductive, unpleasant, and sometimes even hostile working environment. And that's not what we want for our workplace or our employees. Duration: 19 minutes.	E	
	Preventing Sexual Harassment: A Guide for Supervisors	This course is about sexual harassment in the workplace. It's an important subject because sexual harassment is illegal. This workplace also has a formal policy that prohibits sexual harassment in the workplace—a policy you are responsible for enforcing. But beyond laws and policies, sexual harassment is very damaging to the workplace and work environment. This course will cover what sexual harassment is, why it's so damaging to employees and the organization, and what you can do about it.	S	
	Preventing Workplace Violence—What Employees Need to Know	This presentation will help you to identify the causes of workplace violence, spot the signs of potential violence, follow required security procedures, respond effectively to violent acts, and recognize and respond to terrorist threats. Duration: 27 minutes	E	
	Progressive Discipline	This training presentation will explain the steps of progressive discipline and help you use this disciplinary system consistently and fairly to manage employee behavior and performance. At the end of the training session, you will be able to apply progressive discipline steps fairly and consistently, identify laws and policy requirements affecting discipline, conduct effective	S	
	Recordkeeping and Notice Requirements	We'll solve this puzzle of federal requirements by focusing on a few specific goals. We'll begin this session with an introduction highlighting the importance of records and notices and commenting on retention, storage, and destruction of records. Next, we will review the recordkeeping requirements of key employment laws so that you will be familiar with the basic rules. Then, we'll discuss notice requirements so that you will be aware of what notices need to be posted and how to post them in compliance with the laws. Duration: 29 minutes.	S	
	Recordkeeping - Injury and Illness	By the end of this training session, you will understand which employers are affected, recordkeeping forms, reporting to the government, employees recorded, employee rights, and injury and illness recording criteria. Duration: 29 minutes	S	
	Reducing Turnover and Increasing Retention	The objective of this training session is to understand the reasons for turnover and discuss strategies for retaining employees. At the end of the training session, you will be able to identify the costs of excessive turnover, calculate and analyze your department's turnover rate, determine causes of turnover among your employees, understand what your employees want from their jobs, and develop an effective turnover reduction strategy. Duration: 24 minutes	S	

HR Employment - Training (cont.)	Saving Energy in Work and Beyond	In this session, you'll learn about key terms, such as "conservation" and "sustainability"; energy conservation and why it is important; facts about energy use including that energy use is not just use of electricity; costs of using and wasting energy; and tips, strategies, and opportunities for saving energy. Duration: 22 minutes.	E	
	Sexual Harassment—What Employees Need to Know	This training presentation will inform you about sexual harassment. We hope that awareness will help lead to prevention. At the end of this session, you will be able to recognize sexual harassment; differentiate between the two main kinds of harassment; understand and follow company policy; report incidents and cooperate in investigations; and help promote and maintain a comfortable, productive working environment. Duration: 17 minutes	E	
	Sexual Harassment—What Employees Need to Know (Spanish)	Al terminar esta sesión de capacitación, usted podrá reconocer un acoso sexual, diferenciar entre dos clases principales de acoso, comprender y seguir la política del lugar de trabajo, denunciar incidentes y colaborar en las investigaciones y ayudar a fomentar y mantener un clima de trabajo confortable y productivo. Duración: 18 minutos	E	
	Shiftwork Safety	The main objective of this session is to talk about how to keep safe and healthy when working nontraditional shifts. By the time this session is over, you will be able to recognize the health, social, and safety effects of working outside the usual 8-hour day shift; identify strategies for minimizing the negative impact of shiftwork; and stay healthy and safe when working shifts. Duration: 29 minutes.	E	
	Social Media and Sexual Harassment	The main objective of this session is to give you an overview of sexual harassment using social media and cell phones. By the time the session is over, you should be able to: Understand how your use of social media both at and outside of work can be harassment; Recognize what an improper text communication is; See that actions taken in the workplace, even with personal electronic equipment, are covered by workplace rules; Understand that even personal social networking sites can be the site of harassment; Know your rights with respect to personal	E	
	Strategies for Legally Avoiding Unions	The main objective of this session is to help you avoid unions if you choose to do so. By the time the session is over, you will be able to understand employee union-organizing rights; identify reasons employees join unions; identify reasons employees reject unions; recognize signs of a union-organizing campaign; and take legal and effective action to avoid unionization in your workplace. Duration: 25 minutes.	E	
	Stress Management	The main objective of this session is to help you better manage the stress in your life. By the time this session is over, you should be able to identify the causes of stress, recognize the different types of stress, understand how stress affects you, and manage stress effectively. Duration: 25 minutes	E	
	Stress Management (MULTIMEDIA)	A little bit of stress can keep us on our toes and give us the adrenaline we need to get through tough situations. But when stress becomes persistent or excessive, it can create problems—both at work and at home. And even worse—it can take a toll on your physical and mental health. During this session we'll learn about what causes stress, how much is too much, and lots of things you can do to make it more manageable for you. Duration: 20 minutes	E, S	
	Substance Abuse in the Workplace—What Employees Need to Know (MULTIMEDIA)	The main objective of this online substance abuse in the workplace training course is to teach employees the impact of substance abuse in the workplace and to suggest ways to help deal with this serious problem. You'll learn the legal issues regarding workplace substance abuse, how to recognize if you or one of your coworkers may have a problem, as well as what solutions are available to deal with a substance abuse problem. Duration: 18 minutes.	E	
	Substance Abuse in the Workplace—What Employees Need to Know	The main objective of this session is to help you understand the impact of substance abuse in the workplace and to suggest ways that you can help us deal with this serious problem. Duration: 22 minutes	E	
	Substance Abuse in the Workplace—What Employees Need to Know (Spanish)	Se estima que 1 de cada 10 empleados estadounidenses tiene problemas de adicción. El impacto personal que esto genera puede ser devastador, puesto que repercute de manera destructiva en todos los órdenes de la vida de una persona. Es posible que el adicto termine perdiendo todo: familia, hogar, amigos, ahorros, trabajo y la salud física y mental. Duración: 25 minutos	E	
	Substance Abuse in the Workplace—What Supervisors Need to Know	The objective of this training session is to provide you with important facts about substance abuse in the workplace and show you how you can help deal with this damaging problem. Duration: 31 minutes	S	
	Teambuilding for Supervisors	This training presentation will teach you techniques for building more effective work teams. At the end of the training session, you will be able to recognize the value of team efforts, identify the characteristics of an effective team, build commitment and cooperation among team members, and use teams effectively to achieve goals. Duration: 20 minutes	S	
	Terminating Employees—The Process	The objective of this training session is to teach you key information about the termination process so that when you must fire an employee, you can do so effectively and legally. Duration: 25 minutes	S	
	The Paperless Office: Conservation for Employees	In this session, you will learn about what conservation is and about sustainability; what a "real paperless office is—fact or fiction; the environmental costs of paper production and waste; the economic costs of waste paper; and, we will share some "best practices" to save you paper, ink, and money. Duration: 16 minutes.	E	
	Training the Trainer—Effective Techniques for Dynamic Training	For a highly mobile workforce, when many people are inexperienced at their jobs in their current careers, effective training is essential. Becoming a proficient trainer requires practice, organization, a clear sense of purpose, and an understanding of how to engage trainees in ways that will help them learn. Duration: 30 minutes	E	
	Training the Trainer—Effective Techniques for Dynamic Training (SPAN)	For a highly mobile workforce, when many people are inexperienced at their jobs in their current careers, effective training is essential. Becoming a proficient trainer requires practice, organization, a clear sense of purpose, and an understanding of how to engage trainees in ways that will help them to learn. Duration: 32 minutes.	E, S	
	Understanding COBRA/HIPAA for Supervisors	The main objective of this session is to give you an overview of COBRA and HIPAA. By the time the session is over, you should be able to understand the effects of the two laws; understand an employee's continuation rights when terminated; recognize a qualifying event under COBRA; know the length of continuation coverage; help keep your company compliant with healthcare information privacy requirements; make sure healthcare information is secure; and inform employees of their rights.	S	

HR Employment - Training (cont.)	Violence in the Workplace—How to Prevent and Defuse for Supervisors	This presentation will help you identify the causes of workplace violence, spot the signs of potential violence, follow required security procedures, respond effectively to violent acts, and recognize and respond to terrorist threats. Duration: 28 minutes	S	
	What You Need to Know About Identity Theft	The main objective of this session is to discuss identity theft and talk about prevention, detection, and actions to take if your identity is stolen. By the time the session is over, you will be able to understand what identity theft is; recognize its effects; detect identity theft; take effective action in the event of identity theft; and finally, prevent identity theft. Duration: 21 minutes.	E	
	Workers' Compensation—What Supervisors Need to Know	The objective of this training session is to explain your workers' compensation program. At the end of the training session you will be able to recognize the purpose and benefits of workers' compensation, complete reports and help workers file claims, maintain contact with employees on leave and ease their return to work, and help prevent workplace accidents and keep workers' comp costs down. Duration: 21 minutes	S	
	Workplace Diversity for Employees	The main goal of this session is to help you understand the importance of diversity in the workplace and how you can support it for everyone's benefit. By the end of the session, you should be able to: Identify the ways in which we are diverse; Understand both the challenges and the opportunities of a diverse workforce; Help avoid discrimination and harassment in the workplace; and Follow the laws and the organization's policy regarding workplace diversity and discrimination. Duration: 28 Minutes.	E	
	Workplace Diversity for Supervisors	The main objective of this training session is to help you encourage and support diversity in our organization. At the end of the training session you will be able to: Identify how employees are diverse; Understand the challenges and opportunities of workplace diversity; Avoid legal problems; Follow company policy; and Benefit from workplace diversity. Duration: 30 Minutes.	S	
	Workplace Ethics for Supervisors	The objective of this training session is to help ensure that as an organization and as individuals we act ethically in all matters related to our business. At the end of the training session, you will be able to appreciate the importance of ethical conduct on the job, understand the requirements of the law and company policy, identify ethical problems in the workplace, make ethical decisions, and recognize and carry out ethical responsibilities. Duration: 30 minutes	S	
	Workplace Harassment—What Employees Need to Know	There are many forms of harassment—all of them against the law. This session will discuss the kind of harassment that arises from the diversity of the American workforce. It covers harassment on the job because of a person's race, color, religion, or national or ethnic origin. Duration: 23 minutes	E	
	Workplace Harassment—What Supervisors Need to Know	The main objective of this session is to help you understand the nature of harassment in the workplace, how you can help prevent it, and what to do if, despite our best efforts, it occurs in our organization. Duration: 29 minutes	S	
	Workplace Privacy—What Supervisors Need to Know	The main objective of this session is to help you understand workplace privacy rules and balance the rights of your employees with the rights of the organization. By the time the session is over, you should be able to recognize key workplace privacy issues, understand laws and policies concerning workplace privacy, and know how to balance the needs of the organization to control the workplace with the privacy rights of employees. Duration: 29 minutes	S	
	Workplace Security for Employees	The main objective of this session is to make you aware of security risks and what you can do to help prevent security breaches. By the time this session is over, you should be able to understand the company's security policy and procedures, take personal security measures on the job and commuting to work, identify requirements for protecting computer networks and sensitive business information, and help prevent workplace theft. Duration: 19 minutes	E	
	Workplace Security for Employees (Spanish)	The main objective of this session is to make you aware of security risks and what you can do to help prevent security breaches. By the time this session is over, you should be able to understand the company's security policy and procedures, take personal security measures on the job and commuting to work, identify requirements for protecting computer networks and sensitive business information, and help prevent workplace theft. Duration: 19 minutes	E	

HR For Campus Employees				HR
	Codes of Ethical Conduct For Higher Education	The main objective of this session is to make sure you understand the importance of a code of conduct for higher education and the benefits of abiding by your school's code. By the time the session is over, you should be able to understand how federal law influences your school's code of conduct, your responsibility to your school, such as exhibiting ethical conduct and avoiding conflicts of interest, your responsibility to the school community, such as treating others with respect and dignity while avoiding discrimination and harassment, and your accountability for upholding the school's code of conduct, including reporting any violations of the code. Duration: 24 minutes.	E	
	Data Security on Campus	The main objective of this session is to give you basic concepts and vocabulary to learn about data security in the university setting, and make sure you know how to incorporate secure practices into your daily use of computers and other devices that access the university computer system. By the time the session is over, you should be able to describe best practices in data handling, outline employee and student responsibilities for data protection and IT systems security, comply with best practices for designing User IDs, strong passwords, and safe remote access and user authentication, and incorporate security protocols in your daily activities. Duration: 22 minutes.	E	
	Detecting and Preventing Child Abuse	The main objective of this session is to help you understand the importance of recognizing child abuse. By the time this session is over, you should be able to understand and identify the different types of child abuse, recognize indicators of abuse, know how to interview a child to find out if he or she is experiencing some area of abuse, and know how and when to report suspected child abuse. Duration: 17 minutes.	E	
	Diversity On Campus	The main objective of this session is to help you understand the importance of diversity on-campus and how you can support it for the benefit of the community. By the time this session is over, you should be able to understand how the changing face of America can benefit the on-campus community, understand, accept, and respect personal differences, become familiar with some basic techniques to help you communicate better with the different members of your population, help encourage your students to seek out ways to embrace diversity in their community, understand how to deal with conflict when it comes to diversity, and know some methods of developing a good on-campus diversity plan. Duration: 30 minutes.	E	
	FERPA: How to Protect Student Privacy In Higher Education	The main objective of this session is to make sure you know the provisions of FERPA and what is required of you to comply. By the time the session is over, you will understand why FERPA is important, basic terminology and concepts associated with the law, the rights of parents and eligible students and how to uphold those rights, what information schools can and cannot disclose, and recordkeeping requirements. Duration: 24 minutes.	E	
	Preventing Bullying and Hazing on Campus	This session will guide you through a variety of topics which will help you understand and prevent bullying and hazing on-campus. By the time the session is over, you should be able to understand why college bullying and hazing are a problem, recognize bullying and hazing, whether you witness it or it happens to you, understand the reasons behind bullying and hazing, understand the negative effects that bullying and hazing can have, take steps to raise awareness and help prevent bullying and hazing, and know how to better confront bullying and hazing when it happens and help your students deal with it. Duration: 36 minutes.	E	
	Preventing Discrimination On Campus	The main objective of this session is to make more aware of discrimination on campus and how to prevent it. By the time the session is over, you should be able to know what discrimination is, understand different examples of discrimination, ways to prevent discrimination, and know what to do if you are faced with discrimination. Duration: 19 minutes.	E	
	Preventing Sexual Harassment on Campus	The main objective of this session is to inform you about sexual harassment so you can help recognize and prevent it. By the end of this session, you should be able to, recognize sexual harassment on campus, differentiate between the two main kinds of harassment, understand the different laws governing harassment against other employees and students, report incidents and cooperate in investigations of sexual harassment, and help promote and maintain a productive work and educational environment for faculty, staff, and students. Duration: 18 minutes.	E	
	Preventing Violence On Campus	The main objective of this session is to make more aware of violence on campus and how to prevent it. By the time the session is over, you should be able to know the different types of violence that can occur, understand how to prevent violent occurrences, know the steps to take in case of a violent outbreak, and know the different ways you can make your campus have a safer atmosphere. Duration: 14 minutes.	E	
	Supervising Student Workers	The main objective of this session is to teach you about student workers and how to supervise them properly. In this training module, we will go over what student workers are and what their work might entail, why they are important, and most importantly, how to supervise them. Duration: 17 minutes.	E	
	The Americans with Disabilities Act: Accessibility on Campus	This session will guide you through a variety of topics that will help you understand the Americans with Disabilities Act and its effect on campus. By the time the session is over, you should be able to understand the purpose of and the need for the ADA, define disability and know what distinguishes an individual as being disabled, know how to recognize when accessibility needs to be addressed and have some ideas on how to address it, know some different ways to make reasonable accommodations for those with disabilities, and help break down barriers for those with disabilities who need opportunities to grow as an equal part of the on-campus community. Duration: 34 minutes.	E	
	The Clery Act: Campus Security & Crime Data Reporting	The main objective of this session is to make sure you know what the Clery Act covers and what is required to comply with the law. By the time the session is over, you will understand the basics of what "Clery geography" means and why it's so important, the classification of crimes covered by the Clery Act, recent changes to the law, including amendments under the Violence Against Women Reauthorization Act of 2013, the interplay on campus of other federal laws, such as FERPA and Title IX, requirements for collecting and reporting crime statistics, and emergency notification and timely warnings. Duration: 46 minutes.	E	
	Title IX for Higher Education	The main objective of this session is to make sure you know the broad scope of Title IX and what is required to comply with the law. By the time the session is over, you will understand what Title IX is important, what the law covers, the procedures that your institution of higher education must have in place to comply with the law, and your responsibilities under the law. Duration: 21 minutes.	E	

HR for Healthcare				HR
	Compensation and Benefits in the Healthcare Industry	In this overview of Compensation and Benefits in the Healthcare Industry, you will learn about different compensation plans and benefits as they relate to health insurance, retirement, and leave programs. We'll also touch on why it's important for you, as a healthcare facility administrator, to be aware of the benefits offered at your facility. Duration: 17 Minutes.	E, S	
	Employee Retention and Morale for Healthcare Administrators	In an industry where decisions can mean the difference between life and death, the excessive turnover rate that often plagues the healthcare industry is a serious problem. Today, we'll discuss how your facility can beat that trend by reducing turnover and increasing employee morale. You'll learn what causes high turnover and why it's bad for your organization. You'll also learn how to retain great employees and simple ways to keep them happy and engaged. Duration: 16 minutes.	S	
	Employee Training for the Healthcare Industry	Good training practice is critical in health care, because employee performance has a direct impact on the well-being of your patients. During this session, we'll discuss how to assess training needs and how to develop effective training sessions. You'll also learn best training practices when it comes to training new employees before they begin work, when they first begin work, and beyond. Duration: 21 minutes.	E, S	
	Handling Claims for Healthcare Administrators	This training session will help you understand why the most effective way to handle claims is to prevent them. We'll look at how you can do that, as well as the differences between employment-based claims and insurance claims. We'll also touch on why it's important for you, as a healthcare administrator, to be familiar with the laws that protect your facility and your workers. Duration: 17 Minutes.	E, S	
	HIPAA Privacy Rule: What Healthcare Workers Need to Know	By the time the session is over, you should be able to understand the purpose of the HIPAA Privacy Rule; identify covered entities; determine basic requirements of the rule; follow policies and procedures to protect patients' health information; and use the HIPAA Privacy Rule to protect your own health information. Duration: 30 minutes.	E	
	Hiring Legally for Healthcare	This training session focuses on hiring legally in the healthcare industry. During this session, we'll discuss how to evaluate job applicants based on job-related criteria and how to conduct all phases of the hiring process to avoid discrimination. We'll also discuss the importance of various fair employment laws and why handling all aspects of your hiring practice fairly and appropriately will go a long way to improving the success of your organization. Duration: 26 minutes.	S	
	HR Laws in Health Care: An Overview	This training session is an overview of HR Laws in Health Care. During this session, we'll discuss the human resources, or HR, laws and regulations that you must be familiar with in order to effectively do your job as a healthcare facility administrator. The HR laws we are going to discuss in this training session fall under nine basic categories. Not complying with these laws can lead to costly lawsuits and noncompliance fines, so it's important that you know and understand them. Duration 27 Minutes.	E, S	
	NLRA and Unions in the Healthcare Industry	Unions can have a big impact on the healthcare field—some positive and some negative. In this training session, we'll cover the National Labor Relations Act, or NLRA, and unions and how they may influence your healthcare facility and your employees. We'll look at the laws and regulations surrounding unions and what you need to know to protect your facility and also protect the rights of your workers. Duration: 17 minutes.	S	
	Performance Evals for Healthcare Workers	In the healthcare field, where decisions have a direct impact on the lives of your patients, conducting performance evaluations is one of the most valuable tools you can use to not only track your staff's competence but also to help them grow and develop as great employees. In this session, we'll discuss how to prepare for your staff's performance evaluations and how to measure their performance. You'll also learn how to conduct an evaluation meeting and how to handle employee performance moving forward. Duration: 22 Minutes.	S	
	Personnel Counseling for Healthcare Workers	During this session, we'll discuss the pressures of working in the healthcare field, the mental health issues that can arise from those pressures, and the benefits of personnel counseling when it comes to dealing with them. You'll understand what it takes to build a successful counseling program and then learn a little about stress and how to deal with it. You'll also learn about making your staff aware of your counseling program before finally learning how to handle staff complaints—along with the importance of ethics in counseling. Duration: 22 minutes.	E, S	
	Recruiting for the Healthcare industry	In an industry as important as health care, where workers are responsible for caring for others good recruiting practice is critical. We'll discuss not only how to find employee prospects but also how to find those who will be the best fit. We'll also discuss the hiring process on through to getting your new hire on board. Duration: 15 minutes.	S	
	Safety and Sanitation in the Healthcare Industry	As an administrator, safety is a huge concern and a tremendous responsibility for you. In this session, we will look at safety risks in your healthcare facility—including how to identify infectious medical waste, how to handle and dispose of it, and how to prevent and react to hazardous exposures. Duration: 21 Minutes.	E, S	
	Tracking Credentialing and Training of Healthcare Employees	In this training session on tracking credentialing and training of healthcare employees, we'll discuss your staff's training and continuing education responsibilities as they relate to keeping their certifications and licenses current. Then you'll learn how to keep track of your staff's credentials by properly collecting, organizing, and verifying them. Duration: 18 Minutes.	S	

HR Refresher				HR
	Business Ethics for Employees: Refresher	This refresher course will give you the main points to remember about business ethics. For more complete information, be sure to take the full-length course. Duration: 5 minutes.	E	
	Diversity for Employees: Refresher	This refresher course will give you the main points to remember about diversity. For more complete information, be sure to take the full-length course. Duration: 6 minutes.	E	
	Effective Communication for Employees: Refresher	This refresher course will give you the main points to remember about effective communication. For more complete information, be sure to take the full-length course. Duration: 7 minutes.	E	
	How to Prevent and Respond to Bullying at Work: Refresher	This refresher course will give you the main points to remember about preventing and responding to bullying at work. For more complete information, be sure to take the full-length course. Duration: 6 minutes.	E	
	New Employee Safety Orientation: Refresher	This refresher course will give you the main points to remember about new employee safety orientation. For more complete information, be sure to take the full-length course. Duration: 5 minutes.	E	
	Office Hazards: Refresher	This refresher course will give you the main points to remember about office hazards. For more complete information, be sure to take the full-length course. Duration: 7 minutes.	E	
	Preventing Workplace Violence for Employees: Refresher	This refresher course will give you the main points to remember about preventing workplace violence. For more complete information, be sure to take the full-length course. Duration: 6 minutes.	E	
	Sexual Harassment for Employees: Refresher	This refresher course will give you the main points to remember about sexual harassment. For more complete information, be sure to take the full-length course. Duration: 5 minutes.	E	
	Substance Abuse for Employees: Refresher	This refresher course will give you the main points to remember about substance abuse. For more complete information, be sure to take the full-length course. Duration: 8 minutes.	E	
	Workplace Harassment for Employees: Refresher	This refresher course will give you the main points to remember about workplace harassment. For more complete information, be sure to take the full-length course. Duration: 7 minutes.	E	

K-12 Training for Faculty, Coaches, Staff, and Administrators				
Active Shooter on School Grounds: What Every Employee Should Do	This session will guide you through a variety of topics that will help you prepare and respond to an active shooter situation on school grounds. By the time the session is over, you should be able to describe actions to take when confronted with an active shooter and responding law enforcement officials, know actions to take to prevent and prepare for potential active shooter incidents, understand how to manage the consequences of an active shooter incident, and recognize potential violence indicators on your campus. Note that this training session is intended to provide guidance to enhance safety, but not all recommendations provided here will be applicable to every school. It's important to adjust your actions to the specific safety policies of your school. Duration: 25 Minutes.	E,S		
Bullying Prevention in Schools	This session will guide you through a variety of topics which will help you understand and prevent bullying and hazing in school. By the time the session is over, you should be able to understand why bullying and hazing are a problem, recognize bullying and hazing, whether you witness it or it happens to you, understand the reasons behind bullying and hazing, understand the negative effects that bullying and hazing can have, take steps to raise awareness and help prevent bullying and hazing, and know how to better confront bullying and hazing when it happens and help your students deal with it. Duration 22 Minutes.	E,S		
FERPA - How to Protect Student Privacy	The main objective of this session is to make sure you know the provisions of FERPA and what is required of you to comply. By the time the session is over, you will understand why FERPA is important, basic terminology and concepts associated with the law, the rights of parents and eligible students and how to uphold those rights, what information schools can and cannot disclose, and recordkeeping requirements. Duration: 21 minutes.	E,S		
Hazard Communication: GHS and Your Right to Know in Schools	The main objective of this session is to teach you about hazard communication. By the time the session is over, you should be able to recognize hazardous chemicals, understand the risks they pose, interpret the information on chemical labels, understand safety data sheets, protect yourself from physical and health hazards, and respond to emergencies. Duration: 23 Minutes	E,S		
Laboratory Safety in Schools	This session has several related objectives. By the time the session is over, you should be able to recognize the importance of hazard identification and its function in the risk assessment process, identify the myriad sources of information about hazards in the laboratory, and identify the hazards involved in laboratory operations. Duration: 30 minutes.	E,S		
Bloodborne Pathogens Prevention in Schools	It's important that all school employees are properly trained so they know how to reduce their risk of contracting an illness transmitted through contact with blood or other bodily fluids. The objectives of the session are to help school employees identify BBPs and risks of exposure, understand how certain diseases are transmitted through blood, determine the risk of exposure to bloodborne pathogens in a school environment, prevent exposure by taking proper precautions, and respond appropriately if exposed to bloodborne pathogens. Duration: 31 Minutes.	E,S		
Preventing Discrimination in Schools	The main objective of this session is to make you more aware of discrimination in schools and how to prevent it. By the time the session is over, you should be able to know what discrimination is, understand different examples of discrimination, ways to prevent discrimination, and know what to do if you are faced with discrimination. Duration: 17 Minutes.	E,S		
Preventing Violence in Schools	The main objective of this session is to make you more aware of violence on school grounds and how to prevent it. By the time the session is over, you should know the different types of violence that can occur, understand how to prevent violent occurrences, know the steps to take in case of a violent outbreak, and know the different ways you can make your school have a safer atmosphere. Duration: 14 Minutes.	E,S		
Safety Training for K-12 Coaches	During the session, we'll discuss the coach's role in sports safety. The most important aspects of safety for K-12 coaches are to plan carefully and persistently look for possible areas in which an athlete's health and safety could be compromised. The more you know about safety for coaches, the more likely you are to minimize the risk of accidents and to respond to them properly when they do occur. Duration: 21 Minutes.	E,S		
School Bus Safety	During this training session, you will learn about school bus driver safety. This information is not only for school bus drivers but also for any school administrators, who need to be familiar with bus safety rules. School buses are one of the safest types of travel for students. This course will cover the important task you have of delivering student passengers safely to school or home. It is your job to continue to be as alert and prepared as possible and rely on your knowledge and skill to deliver your students to and from school safely. Duration: 17 Minutes.	E,S		
School Emergency and Evacuation Plans	The objective of this training session is to prepare you to deal with disasters and other emergencies. At the end of the training session, you will be able to identify different types of school disasters, understand the requirements of your emergency response plan, effectively carry out emergency response assignments, and evacuate quickly and safely in an emergency. Duration: 31 Minutes.	E,S		

		Duration: 14 Minutes.		
Lab Safety				Lab Safety
	Biosafety in the Laboratory	This training session focuses on biosafety, including the prevention of infections from bloodborne pathogens for laboratory workers. Duration: 27 minutes	E	
	Chemical Hygiene Plan	The main purpose of this session is to make you aware of the elements of a Chemical Hygiene Plan, or CHP, and how this plan can help to ensure everybody's safety in the laboratory. Duration: 29 minutes	E	
	Chemical Safety for Lab Workers	The main objective of this session is to tell you about the hazards of chemicals used in our laboratory facility and how to find the information you need to protect yourself and work safely, including how to interpret hazard information on labels; access and understand the information in material safety data sheets (MSDSs); and take adequate precautions to protect yourself against chemical hazards. Duration: 23 minutes	E	
	Compressed Gas Cylinders in the Laboratory	This training session focuses on working safely with compressed gases and cylinders. By the end of the training session, you will be able to recognize the hazards posed by commonly used compressed gases; access essential information about specific gases; use compressed gases safely; and safely transport, handle, and store compressed gas cylinders. Duration: 27 minutes	E	
	Electrical Safety in the Laboratory	The main purpose of this session is to help you work safely when you face potential electrical hazards. By the end of the session, you will be able to understand why and how electricity can be hazardous to humans; identify the electrical hazards of laboratory work; recognize the control measures at the facility to protect workers from electrical hazards; and use safety procedures to ensure the safety of everyone at your facility. Duration: 23 minutes	E	
	Ergonomics for the Laboratory	The main purpose of this session is to help you to prevent injuries by practicing sound ergonomics in the workplace. By the end of the session, you will be able to identify the risk factors that may lead to musculoskeletal injuries in the workplace; understand the basic principles of safer work through sound ergonomics; and apply ergonomic principles in laboratory operations and all aspects of your work. Duration: 29 minutes	E	
	Hazardous Waste Safety in the Laboratory	This training session will introduce you to the hazards of wastes and the methods you can use to make sure that safety is not compromised in any operations involving these materials. Duration: 30 minutes	E	
	Introduction to Industrial Hygiene	The main objective of this session is to introduce you to industrial hygiene and explain its importance to your safety and health. By the time the session is over, you will be able to understand what industrial hygiene is; recognize its importance in the workplace; identify ways industrial hygiene helps protect you; and help promote industrial hygiene on the job. Duration: 20 minutes.	E	
	Laboratory Cleanrooms	This training session is designed to prepare trainees to become a part of the community of cleanroom workers and do their part to ensure safe operations. Duration: 29 minutes	E	
	Laboratory Hazard Identification	This session has several related objectives. By the time the session is over, you should be able to recognize the importance of hazard identification and its function in the risk assessment process; identify the myriad sources of information about hazards in the laboratory; and identify the hazards involved in laboratory operations. Duration: 33 minutes	E	
	Laboratory Hoods	The main objective of this session is to teach you about laboratory hoods: their purpose, the types, and how to use them properly. Duration: 26 minutes	E	
	Laboratory PPE	The main purpose of this session is to familiarize laboratory personnel with the basics of PPE use in laboratory work. By the time the session is over, you should be able to recognize the benefits of PPE in the laboratory; identify the items of PPE used in laboratory work; recognize the importance of using PPE correctly; learn how to properly care for and maintain your PPE; and consistently use PPE to protect yourself from hazards. Duration: 22 minutes	E	
	Laboratory Recordkeeping for Supervisors	In this training session, we'll cover all the basic laboratory safety records you have to maintain concerning the use of hazardous chemicals in the lab. Duration: 32 minutes	S	
	Laboratory Safety: The Supervisor's Role	This training session will help you gain a better understanding of your role as a supervisor in implementing and maintaining chemical hygiene and safety in the laboratory. Duration: 36 minutes	S	
	Laboratory Security	This training session will help you identify security risks, understand the facility's security plan, take proper precautions to prevent security breaches, deal effectively with threats of violence and violent incidents, and report security problems and incidents promptly. Duration: 22 minutes	E	
	Lab Safety Orientation	The main objective of this session is to make sure that you have the knowledge you need to work safely in the laboratory. Duration: 33 minutes	E	
	Laser Safety in the Laboratory	The main objective of this session is to protect you from being exposed to laser hazards. By the time the session is over, you'll be able to identify the primary hazard classes of lasers; identify hazards of operating lasers; work with engineering controls that prevent exposure; implement safe operating procedures; select and wear appropriate personal protective equipment; and report accidents and near misses. Duration: 29 minutes	E	
	Radiation Safety in the Laboratory	This training session will focus on the general hazards of ionizing radiation and ways to protect yourself from exposure. Duration: 26 minutes	E	
	Respiratory Protection in the Laboratory	The main purpose of this session is to help you work safely when you face potential respiratory hazards in the lab. Duration: 27 minutes	E	
	The OSHA Laboratory Standard	This session will help you identify the purpose of the Laboratory Standard, recognize the elements of the Standard, identify action steps, and help you do your part for compliance and safety. Duration: 22 minutes	E	

Lab Safety (cont.)	Working Safely with Formaldehyde	The main purpose of this session is to help you work safely with or around formaldehyde. By the end of the session, you will be able to identify the hazards posed by formaldehyde; know how to access information about the hazards posed by formaldehyde and how to control them; understand the toxicological effects of formaldehyde exposure; identify engineering control measures used at the facility to protect workers from the hazards posed by formaldehyde; and know how to protect yourself. Duration: 27 minutes	E	
	Working with Flammables and Reactives in the Laboratory	This training session discusses lab safety as it relates to the safe handling of flammables and reactives in the lab. By the end of this session you will be able to identify flammable and reactive hazards in the laboratory; define flammables, reactives, and combustibles; outline safe handling and storage for these materials; discuss methods of prevention; and discuss emergency response measures, safety equipment, and evacuation procedures. Duration: 29 minutes	E	

Leadership for Employees				HR
Becoming a Leader: How to Prepare for a Leadership Role	If you want to be a leader in the workplace, you need to prepare to assume leadership roles. You must go from being a follower to being the one who guides, directs, motivates, and manages. This transition takes time, experience, skills, and commitment. But if you want to lead others, you can. This session will tell you how to be ready when the right opportunity comes along.	E		
Business Ethics for Employees	Recognize the importance of business ethics, understand the requirements of the law and our ethics policy, identify ethical problems on the job, and make ethical decisions. Duration: 24 minutes	E		
Business Writing for Employees	Identify the characteristics of good business writing, use words for maximum impact, develop efficient sentences and paragraphs, and write more effective business communications. Duration: 22 minutes	E		
Conflict Resolution for Employees	Identify causes of conflict, recognize the effects of conflict, communicate effectively to avoid conflict, resolve conflicts successfully, and mediate conflicts and manage recurring conflict. Duration: 24 minutes	E		
Crash Course in Leadership Skills	This session will cover leadership skills. You don't have to be a supervisor or manager to be a leader at work. Anybody can be a leader by developing a few fundamental leadership skills and cultivating the essential qualities of effective leaders, many of which you probably already possess.	E		
Critical Thinking for Employees	We all think all the time. But how deeply do we think? How carefully do we think? How efficiently do we think? How effectively do we use our brain power on the job to handle all the information, problems, and decisions we must deal with every day? By the time you've completed this course, you'll be well on your way to being a more effective critical thinker. So put on your "thinking cap" and get ready to learn about a very useful performance-enhancing process that will make you more successful.	E		
Dealing with Workplace Change: What Employees Need to Know	Organizations that do not embrace and manage change cannot remain competitive, profitable and successful. Most of us, however, are somewhat uncomfortable with change. Change brings uncertainty. The future looks as if it's out of our control. Change involves a loss of the comfortable and the familiar, and it requires that an effort be made—sometimes a considerable effort—to learn and adjust to a new way of doing things. But since workplace change can't be avoided, it has to be dealt with effectively.	E		
Effective Communication for Employees	Understand the benefits of effective workplace communication, recognize obstacles to effective communication, enhance your communication skills, and communicate more effectively on the job. Duration: 20 minutes	E		
Effective Decision Making Strategies for Employees	Making good decisions on the job is important for many reasons. No matter what your job, the decisions you make affect your productivity, the quality of your work, and your ability to meet performance goals. In a larger sense, the decisions you make often affect your co-workers and your department. They may also have an impact on customer satisfaction and the success of the organization. The purpose of this training session is to help you make the best decisions possible every workday, even under pressure.	E		
Effective Meetings for Employees	The main objective of this session is to help you get the most from the workplace meetings in which you are involved. By the time this session is over, you should be able to identify the purpose of workplace meetings; understand essential requirements for effective meetings; prepare successfully for meetings; participate actively and constructively in meetings; and lead meetings effectively to achieve the best results.	E		
E-mail Best Practices for All Employees	The main objective of this session is to talk about how you can deal most efficiently and effectively with e-mail on the job. Duration: 24 minutes	E		
How to Manage Time Wisely - A Guide for Employees	This session will focus on practical techniques and information that you can start using right away to gain more control over your busy work schedule. It will cover everything from eliminating time wasters to planning your workday to making time-wise decisions. The bonus of this training session is that everything you learn today about time management on the job can easily be applied to managing your personal life more efficiently as well.	E		
Negotiating Skills for All Employees	This session will focus on negotiation skills. Everyone should be a good negotiator. Being able to negotiate effectively helps you reach agreements, achieve objectives, get along better with people, and ultimately be more productive and successful on the job. Duration: 26 minutes	E		
Organizing and Planning for Success	This session will focus on how organizing and planning can help you work smarter, and we're going to give you the blueprint to more efficient organization and more effective planning. Duration: 24 minutes	E		
Problem Solving for Employees	Recognize the importance of problem solving, understand the positive impact of input, identify problem-solving steps, and use effective problem-solving techniques. Duration: 28 minutes	E		
Stress Management	Here, we're going to cover what causes stress, how it impacts you, and what you can do to alleviate some of the stress in your life. Duration: 25 minutes	E		
Stress Management (MULTIMEDIA)	A little bit of stress can keep us on our toes and give us the adrenaline we need to get through tough situations. But when stress becomes persistent or excessive, it can create problems—both at work and at home. And even worse—it can take a toll on your physical and mental health. During this session we'll learn about what causes stress, how much is too much, and lots of things you can do to make it more manageable for you. Duration: 20 minutes	E, S		
Teambuilding for All Employees	The main objective of this training session is to explain how we can build strong, effective teams in our organization. Duration: 19 minutes	E		
Time Management Skills for Employees	This training session will show you how to gain control over your time so that you can work more efficiently and productively. Duration: 19 minutes	E		
Training the Trainer—Effective Techniques for Dynamic Training	Effective training of employees is essential in today's workplace. Few people come to a job knowing exactly how to do it in a safe and responsible manner. For this reason, effective training is more important than ever. But trainers themselves need to be trained, to increase their effectiveness and their comfort level with the job. Duration: 30 minutes	E		
Training the Trainer—Effective Techniques for Dynamic Training (SPAN)	For a highly mobile workforce, when many people are inexperienced at their jobs in their current careers, effective training is essential. Becoming a proficient trainer requires practice, organization, a clear sense of purpose, and an understanding of how to engage trainees in ways that will help them to learn. Duration: 32 minutes.	E, S		

Leadership for Employees (cont.)	Working with Others to Get Things Done	Although you may not have the title of manager, you can still work through other people and get things done successfully if you know how. That's what this program is about. You're going to learn some simple techniques that will help you get the job done, whether you need the assistance and cooperation of co-workers, people in other departments, or even managers. You'll find that even though you might not have authority, you have the power to get things done anyway and successfully achieve goals.	E	
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Leadership for Managers and Supervisors				HR
	Business Writing Skills for Supervisors	The main objective of this training session is to provide information that can help you improve your writing skills. Duration: 23 minutes	S	
	Coaching for Superior Employee Performance: Techniques for Supervisors	Coaches play a very important role in the success of a sports team. They develop and motivate players. They work hard to bring out the best in each player and to unify their players into a winning team. Coaching in the workplace has basically the same purpose and involves similar techniques. This session covers effective techniques you can use every day to coach your employees to higher levels of performance, which means greater success for you, your employees, and your department. Duration: 26 minutes	S	
	Communicating Up - How to Talk to High-Level Management	Your relationships with your boss and other senior managers are extremely important. And those relationships are based on effective communication. Learning how to communicate up the organizational ladder effectively, therefore, will help you maintain a successful partnership with higher-level management and assist you in fulfilling your work duties.	S	
	Conflict Resolution and Consensus Building	Workplace conflict may be based on disagreements over work procedures, different needs and interests, clashes of personalities, or a range of other situations and circumstances that lead to confrontations between or among employees. When you know how to build consensus among employees, you can enhance motivation and cooperation as well as create an atmosphere in which agreement generally prevails over conflict. Duration: 27 minutes	S	
	Dealing with Change: How Supervisors Can Help	The objective of this training session is to help you understand how to manage change in your department so that you can help your employees cope—and even thrive—in a changing work environment. Duration: 20 minutes	S	
	Effective Communication for Supervisors	In your position as a leader in the organization, you need to be able to communicate effectively with employees, colleagues, and upper management. Duration: 24 minutes	S	
	Effective Meetings: How-To for Supervisors	This training session covers planning and conducting effective meetings. We'll also briefly discuss how you can participate in other people's meetings more effectively. Duration: 22 minutes	S	
	Encouraging Employee Input	The main objective of this session is to help you encourage employee input. By the time this session is over, you should be able to appreciate the benefits of employee input, stimulate employees to develop ideas and suggestions for improvement, use suggestion systems and other strategies for soliciting employee input effectively, and respond positively to employee input and provide appropriate feedback and recognition. Duration: 18 minutes	S	
	How to Manage Challenging Employees	In this training session, we're going to cover the types of problems you might face with challenging employees and provide you with effective supervisory strategies for handling these difficult workers. Duration: 30 minutes	S	
	Leadership Skills: What New Managers and Supervisors Need to Know	This training session covers what it means to be an effective leader and provides you with the information you need to develop first-class leadership skills. Duration: 25 minutes	S	
	Motivating Employees: Tips and Tactics for Supervisors	Managers and supervisors can foster motivation among employees simply by understanding the nature of motivation and using tested techniques designed to motivate. We will discuss the nature of motivation and study motivational techniques in this training session. Duration: 33 minutes	S	
	Negotiating Skills for Supervisors	The main objective of this session is to help you develop and improve your negotiation skills. By the time the session is over, you should be able to identify the purpose of negotiation, recognize the importance of having good negotiation skills, and negotiate effectively with a variety of people in the workplace to achieve goals and reach mutually beneficial agreements. Duration: 29 minutes	S	
	New Supervisors' Guide to Effective Supervision	The main objective of this session is to help you be the best supervisor you can be. By the time the session is over, you should be able to identify key supervisory skills; manage employees effectively; promote superior employee performance; achieve goals and objectives; and project a competent, confident, and professional image. Duration: 25 minutes	S	
	Performance Goals: How Goals Help Supervisors Manage Employees More Effectively	The main objective of this session is to help you use goals to guide and improve employee performance so that all your employees can achieve at their highest potential. Duration: 18 minutes	S	
	Problem Solving for Supervisors	The main objective of this session is to help you become a highly effective problem solver. Duration: 27 minutes	S	
	Professional Behavior: What Supervisors Need to Know	Your success as a supervisor depends on conducting yourself in a professional manner at all times with everyone you come in contact with during the workday. Duration: 26 minutes	S	
	Planning and Organizing Skills for Supervisors	Planning and organizing are two of the key functions performed by any manager or supervisor. That makes good planning and organizing skills an extremely important asset. During this training session, you'll learn about how you can become better organized so that you can become more efficient and stop wasting valuable time. You'll also learn how to develop better plans so that you can achieve goals and be more successful.	S	
	Supervising Special Groups	The main objective of this session is to help you supervise special groups of employees more effectively. By the time the session is over, you should be able to: identify the needs of special groups of employees; avoid potential problems with young and older workers and non-English-speaking employees; supervise special groups more effectively; and obtain the best performance possible from each employee.	S	
	Time Management for Supervisors	The main objective of this session is to help you work more efficiently and productively. Duration: 22 minutes	S	
	Workplace Ethics	The objective of this training session is to help ensure that as an organization and as individuals we act ethically in all matters related to our business. Duration: 28 minutes	S	

Mental Health Series				HR
	Mental Health Series: ADD and ADHD	The main objective of this session is to help you understand what ADHD is and how you can help employees who are dealing with it. By the end of the session, you will be able to understand what ADHD is, know the causes and symptoms, understand how it can affect work, know what the law says, and learn how to manage employees with ADHD. Duration: 16 minutes.	E, S	
	Mental Health Series: Bipolar Disorder	The main objective of this particular session is to help you understand what bipolar disorder is and how you can help employees who are dealing with it. By the end of the session, you will be able to understand what bipolar disorder is, know the causes and symptoms, understand how it can affect work, know what the law says, and learn how to manage employees with bipolar disorder. Duration: 14 minutes.	E, S	
	Mental Health Series: Caregiver Syndrome	The main objective of this particular session is to help you understand the impact of caring for a sick family member, and how that impact may affect your employees. By the end of the session, you will be able to understand that the burden of caring for a sick family member may in fact fall upon one of your employees, understand the impact that caring for a sick family member may have on the caretaker, understand how work may be affected if an employee needs to care for a sick family member, know what the law says about time off and accommodations for caretakers, and learn how you can help an employee who is also a caretaker. Duration: 15 minutes.	E, S	
	Mental Health Series: Chronic Stress	The main objective of this particular session is to help you understand what chronic stress is and how you can help employees who are dealing with it. By the end of the session, you will be able to understand what chronic stress is, know the causes and symptoms, understand how it can affect work, know what the law says, and learn how to handle employees with chronic stress. Duration: 13	E, S	
	Mental Health Series: Depression	The main objective of this particular session is to help you understand what depression is and how you can help employees who are dealing with it. By the end of the session, you will be able to understand what depression is, know the causes and symptoms, understand how it can affect work, know what the law says, and learn how to manage employees with depression. Duration: 14 minutes.	E, S	
	Mental Health Series: Generalized Anxiety Disorder	The main objective of this particular session is to help you understand what generalized anxiety disorder is and how you can help employees who are dealing with it. By the end of the session, you will be able to understand generalized anxiety disorder, know the causes and symptoms, understand how it can affect work, know what the law says, and learn how to handle employees with generalized anxiety disorder. Duration: 13 minutes.	E, S	
	Mental Health Series: Insomnia	The main objective of this particular session is to help you understand what insomnia is and how you can help employees who are dealing with insomnia. By the end of the session, you will be able to understand insomnia, know what causes it, know how to prevent it, understand what treatment options are available, learn how to handle employees with insomnia, and be clear as to what the law says about insomnia. Duration: 12 minutes.	E, S	
	Mental Health Series: Obsessive Compulsive Disorder	The main objective of this particular session is to help you understand what Obsessive Compulsive Disorder is and how you can help employees who are dealing with it. By the end of the session, you will be able to understand what OCD is, know the causes and symptoms, understand how it can affect work, know what the law says, and learn how to manage employees with OCD. Duration: 14 minutes.	E, S	
	Mental Health Series: PTSD	The main objective of this particular session is to help you understand what Post-Traumatic Stress Disorder is and how you can help employees who are dealing with it. By the end of the session, you will be able to understand what Post-Traumatic Stress Disorder is, know the causes and symptoms, understand how it can affect work, know what the law says, and learn how to manage employees with Post-Traumatic Stress Disorder. Duration: 16 minutes.	E, S	
	Mental Health Series: Substance Abuse	The main objective of this particular session is to help you recognize and understand substance abuse. By the end of the session, you will be able to understand substance abuse, know the causes and symptoms, understand how it can affect work, know what the law says, and learn how to handle employees who use alcohol or drugs at work. Duration: 18 minutes.	E, S	

Plus of Us Diversity Video Training				HR
	Dynamic Diversity Training—Employees	This course focuses on real-life diversity situations that illustrate how exclusionary, disrespect and unprofessional behaviors can violate your organizational policies and even the law. The focus of this presentation is employees. Duration: 21 minutes	E	
	Dynamic Diversity Training—Supervisors	This course focuses on real-life diversity situations that illustrate how exclusionary, disrespect and unprofessional behaviors can violate your organizational policies and even the law. The focus of this presentation is supervisors. Duration: 25 minutes	S	

Preventing Sexual Harassment				All
	Preventing Sexual Harassment: A Guide for Employees	This training course is about sexual harassment in the workplace. It's an important subject because sexual harassment is a form of illegal discrimination under federal and state civil rights laws. Our workplace also prohibits sexual harassment, both because it is illegal and also because it creates an unproductive, unpleasant, and sometimes even hostile working environment. And that's not what we want for our workplace or our employees. Duration: 19 minutes.	E	
	Preventing Sexual Harassment: A Guide for Supervisors	This course is about sexual harassment in the workplace. It's an important subject because sexual harassment is illegal. This workplace also has a formal policy that prohibits sexual harassment in the workplace—a policy you are responsible for enforcing. But beyond laws and policies, sexual harassment is very damaging to the workplace and work environment. This course will cover what sexual harassment is, why it's so damaging to employees and the organization, and what you can do about it.	S	
	Sexual Harassment	Every year, millions of dollars are spent defending sexual harassment lawsuits and paying damages and settlements. You should understand the kinds of conduct that can be considered harassment, the defenses available to the employer, how to prevent and punish harassing conduct, and how to document investigations and discipline. Duration: 26 minutes	S	
	Sexual Harassment and Equal Employment Opportunity (EEO) Training	This session will guide you through a variety of topics regarding EEO training. By the time the session is over, you should know about what sexual harassment is, hostile work environments, gender discrimination, sexual orientation harassment, transgender discrimination, quid pro quo harassment, coworker harassment, complaint procedures, and what to do when conducting investigations. Duration: 130 minutes.	S	
	Sexual Harassment—What Employees Need to Know	This training presentation will inform you about sexual harassment. We hope that awareness will help lead to prevention. At the end of this session, you will be able to recognize sexual harassment; differentiate between the two main kinds of harassment; understand and follow company policy; report incidents and cooperate in investigations; and help promote and maintain a comfortable, productive working environment. Duration: 17 minutes	E	
	Sexual Harassment—What Employees Need to Know (Spanish)	Al terminar esta sesión de capacitación, usted podrá reconocer un acoso sexual, diferenciar entre dos clases principales de acoso, comprender y seguir la política del lugar de trabajo, denunciar incidentes y colaborar en las investigaciones y ayudar a fomentar y mantener un clima de trabajo confortable y productivo. Duración: 18 minutos	E	
	Sexual Harassment—What Supervisors Need to Know	The main objective of this session is to give you an overview of sexual harassment using social media and cell phones. By the time the session is over, you should be able to: Understand how your use of social media both at and outside of work can be harassment; Recognize what an improper text communication is; See that actions taken in the workplace, even with personal electronic equipment, are covered by workplace rules; Understand that even personal social networking sites can be the site of harassment; Know your rights with respect to personal electronic equipment and social networking accounts; and Recognize that harassment comes in many shapes and forms. Duration: 24 minutes.	S	
	Social Media and Sexual Harassment	The main objective of this session is to give you an overview of sexual harassment using social media and cell phones. By the time the session is over, you should be able to: Understand how your use of social media both at and outside of work can be harassment; Recognize what an improper text communication is; See that actions taken in the workplace, even with personal electronic equipment, are covered by workplace rules; Understand that even personal social networking sites can be the site of harassment; Know your rights with respect to personal electronic equipment and social networking accounts; and Recognize that harassment comes in many shapes and forms. Duration: 24 minutes.	E	
	Stop Sexual Harassment - Employees	This course will describe the two main forms of sexual harassment with practical video examples. It will teach employees how they can help prevent sexual harassment in the workplace. Duration: 30 Minutes.	E	
	Stop Sexual Harassment - Employees SPANISH	Este curso describirá las dos formas principales de acoso sexual con ejemplos prácticos en video. También les enseñará a los empleados cómo pueden ayudar a prevenir el acoso sexual en el lugar de trabajo. Duración: 30 minutos.	E	
	Stop Sexual Harassment - National	Supervisors play a crucial role in preventing sexual harassment claims and lawsuits. This course will explain exactly what sexual harassment entails and will also teach how to handle sexual harassment claims properly. Duration: 2 hours.	S	

Preventing Sexual Harassment in Maine				HR
	Preventing Sexual Harassment in Maine - A Guide for Supervisors	This course is about preventing sexual harassment in the workplace. It's an important subject because sexual harassment is illegal. This workplace also has a formal policy that prohibits sexual harassment in the workplace—a policy you are responsible for enforcing. But beyond laws and policies, sexual harassment is very damaging to the workplace and work environment. This course will cover what sexual harassment is, why it's so damaging to employees and the organization, and what you can do about it. This course will cover laws specific to the state of Maine. Duration: 34 minutes.	S	
	Preventing Workplace Sexual Harassment in Maine A Guide for Employees	This training course is about preventing sexual harassment in the workplace. It's an important subject because sexual harassment is a form of illegal discrimination under federal law and the Maine Human Rights Act. Our workplace also prohibits sexual harassment, both because it is illegal and also because it creates an unproductive, unpleasant, and sometimes even hostile working environment. And that's not what we want for our workplace or our employees. This course will cover what sexual harassment is, why it is harmful, and what you can do about it. This course will cover laws specific to the state of Maine. Duration: 25 Minutes.	E	
Preventing Workplace Sexual Harassment in Connecticut				HR
	Stop Sexual Harassment: Training for Supervisors - Connecticut	Sexual harassment is a very serious issue in the workplace and supervisors play a crucial role in preventing sexual harassment claims and lawsuits. Although sexual harassment is clearly a problem for employees, many supervisors have difficulty pinning down exactly what sexual harassment entails. While some supervisors still seem to feel that sexual harassment includes only very severe cases, it has become clear that the term is much broader. Since the topic is so emotionally charged, it can be hard to handle sexual harassment situations without causing more problems. This means supervisors need to be able to recognize sexual harassment claims, take them seriously, and plan how to handle such claims before they actually occur. Duration: 124 minutes.	S	

Project Management for Business				All
	Communication Between All Ages in the Workplace	The main objective of this session is to help you communicate better with all the generations in your workplace. By the time this session is over, you should be able to understand what makes your fellow employees "tick" and identify some of their possible characteristics; understand and respect your cross-generational coworkers; recognize some bad habits that could be creating conflict; enhance your communication skills on the job, and become familiar with some basic techniques to help you communicate better. Duration: 38 minutes.	E	
	Communicating in a Global Workplace	The main objective of this session is to help you communicate more effectively in the global workplace. By the time the session is over, you should be able to identify differences among people in the global workplace; be respectful and tolerant, and avoid stereotyping; understand requirements for effective communication; recognize how cultural context and other cultural issues affect communication in a global workplace; deal effectively with communication problems; and communicate successfully with everyone. Duration: 37 minutes.	E	
	Communicating Up - How to Talk to High-Level Management	Your relationships with your boss and other senior managers are extremely important. And those relationships are based on effective communication. Learning how to communicate up the organizational ladder effectively, therefore, will help you maintain a successful partnership with higher-level management and assist you in fulfilling your work duties.	E	
	Conducting Effective Meetings: A Guide for Supervisors	The main objective of this session is to help you use meetings effectively to accomplish important goals. By the time this session is over, you should be able to plan meetings to achieve the best results; conduct meetings efficiently; and participate more effectively in other people's meetings. Duration: 34 minutes.	S	
	Conflict Resolution and Consensus Building	Workplace conflict may be based on disagreements over work procedures, different needs and interests, clashes of personalities, or a range of other situations and circumstances that lead to confrontations between or among employees. When you know how to build consensus among employees, you can enhance motivation and cooperation as well as create an atmosphere in which agreement generally prevails over conflict. Duration: 27 minutes	S	
	Conflict Resolution for Employees	Whether it's at work, at home, with friends or neighbors, disagreements between people happen. When they do, you need to be able to manage and resolve conflicts successfully to achieve the best outcome for you and for those with whom you are in conflict. During this session we're going to show you some basic conflict resolution skills and techniques you can use to manage the conflicts in your workplace more effectively. Duration: 24 minutes	E	
	Delegation for Project Management	The main objective of this session is to teach you how to use delegation as a core tool in managing your project. By the time this session is over you will be able to recognize the role of delegation in helping a project succeed, learn why delegating is valuable, understand the delegation process, realize the importance of giving and receiving feedback, and understand factors that put delegation at risk of failing. Duration: 22 minutes.	E	
	Effective Decision Making Strategies for Employees	Making good decisions on the job is important for many reasons. No matter what your job, the decisions you make affect your productivity, the quality of your work, and your ability to meet performance goals. In a larger sense, the decisions you make often affect your co-workers and your department. They may also have an impact on customer satisfaction and the success of the organization. The purpose of this training session is to help you make the best decisions possible every workday, even under pressure.	E	
	Encouraging Employee Input	The main objective of this session is to help you encourage employee input. By the time this session is over, you should be able to appreciate the benefits of employee input, stimulate employees to develop ideas and suggestions for improvement, use suggestion systems and other strategies for soliciting employee input effectively, and respond positively to employee input and provide appropriate feedback and recognition. Duration: 18 minutes	S	
	How to Manage Time Wisely - A Guide for Employees	This session will focus on practical techniques and information that you can start using right away to gain more control over your busy work schedule. It will cover everything from eliminating time wasters to planning your workday to making time-wise decisions. The bonus of this training session is that everything you learn today about time management on the job can easily be applied to managing your personal life more efficiently as well.	E	
	Negotiating Skills for Supervisors	The main objective of this session is to help you develop and improve your negotiation skills. By the time the session is over, you should be able to identify the purpose of negotiation, recognize the importance of having good negotiation skills, and negotiate effectively with a variety of people in the workplace to achieve goals and reach mutually beneficial agreements. Duration: 29 minutes	S	
	Lean Project Management	This session will guide you through a variety of topics that will help you understand the main principles of lean project management. By the time the session is over, you should understand the concepts of eliminating waste, creating value, executing faster, and creating a sense of accomplishment among your project team. Duration: 25 minutes.	E	
	Organizing and Planning for Success	This session will focus on how organizing and planning can help you work smarter, and we're going to give you the blueprint to more efficient organization and more effective planning. Duration: 24 minutes	E	
	Planning and Organizing Skills for Supervisors	Planning and organizing are two of the key functions performed by any manager or supervisor. That makes good planning and organizing skills an extremely important asset. During this training session, you'll learn about how you can become better organized so that you can become more efficient and stop wasting valuable time. You'll also learn how to develop better plans so that you can achieve goals and be more successful.	S	

Project Management for Business (cont.)	Problem Solving for Employees	Recognize the importance of problem solving, understand the positive impact of input, identify problem-solving steps, and use effective problem-solving techniques. Duration: 28 minutes	E	
	Problem Solving for Supervisors	The main objective of this session is to help you become a highly effective problem solver. Duration: 27 minutes	S	
	Project Management - Planning	The objective of this training session is to learn how to plan a project effectively. At the end of the training session, you will be able to understand the steps involved in effective project planning, understand how to troubleshoot your own project plans to anticipate problems and prevent bottlenecks, and create project strategies that will successfully achieve goals, meet deadlines, and contain costs. Duration: 29 minutes.	E	
	Project Management - Stakeholders	This session will guide you through a variety of topics that will help you understand the concept of stakeholder analysis and management. By the time the session is over, you should be familiar with the purpose of a stakeholder analysis, how to identify your project's key stakeholders and important peripheral stakeholders, why you should involve stakeholders and why getting to know them is important, and understanding some different methods for conducting a stakeholder analysis. Duration: 34 minutes.	E	
	Project Management - The Beginning	The main objective of this session is to prepare you for the demanding task of getting a project under way. By the time the session is over, you will understand the many steps involved in successfully executing a project, how to wind up a project properly, and special situations that can complicate the implementation of a project. Duration: 35 minutes.	E	
	Project Management - Troubleshooting	The main objective of this session is to teach you about troubleshooting within project management. In this training module, we will go over what troubleshooting is, what the signs of trouble are and how to avoid them, why troubleshooting is important, and ways to react to different situations to become a more efficient troubleshooter. Duration: 19 minutes.	E	
	Project Planning: Budgeting	The objective of this training session is to learn how to create a budget—and how to stay on it. We will talk about the importance of careful and accurate budgeting in the project planning process, the basic steps involved in budgeting for a project, and the importance of monitoring expenditures during project implementation. By the end of the session, you should be better prepared to deal effectively with problems and bring any project in on budget. Duration: 26 minutes.	E	
	Project Quality Management	The main objective of this session is to teach you about Project Quality Management and how the process works. In this training module we will go over the Project Quality Management process, why it is important, and how to implement the process. Duration: 16 minutes.	E	
	Project Risk Management	The main objective of this session is to teach you about project risk management and how to identify and plan for risks. In this training module, we will go over what project risk management is, why it is important, and most importantly, how to identify risks. Duration: 15 minutes.	E	
	Teambuilding For Project Management	The main objective of this session is to teach you techniques for building more effective project teams. At the end of the training session, you will be able to recognize the value of team efforts, identify the characteristics of an effective team, build commitment and cooperation among team members, and use teams effectively to achieve project goals. Duration: 23 minutes.	E	
	Teambuilding for Supervisors	This training presentation will teach you techniques for building more effective work teams. At the end of the training session, you will be able to recognize the value of team efforts, identify the characteristics of an effective team, build commitment and cooperation among team members, and use teams effectively to achieve goals. Duration: 20 minutes	S	
	Time Management for Supervisors	The main objective of this session is to help you work more efficiently and productively. Duration: 22 minutes	S	

Recruiting				HR
	How to Conduct New Employee Orientation	The main objective of this course is to help you plan and conduct effective employee orientations. By the time the course is over, you should be able to: recognize the benefits and goals of new employee orientation; assume a leadership role in the process; determine the issues to be covered; and plan and execute successful orientations.	S	
	Job Descriptions: How to Write Them Effectively (MM)	During this session we'll talk about the importance of completely understanding the job and all the duties involved, knowing how to collect and document key components of the job, and finally, how to create an effective job description that will get you the candidates you're looking for—while complying with employment laws, thus avoiding expensive lawsuits, fines, and other legal hassles. Duration 17 mins.	E / S	
	Recruiting: Evaluation (MM)	This course will go over the correct process on how to invite key stakeholders and rank the most important qualities, experiences, education, and characteristics that a successful candidate should have. Now you can use that ranking—along with the job description—to screen résumés as you start to evaluate applicants. Duration 12 mins.	E / S	
	Recruiting: Interviewing Skills for Supervisors (MM)	Interviews are a vital part of the hiring process. Meeting applicants face-to-face can reveal a lot more about them than their résumé can. Your hiring decision can impact the entire organization; it is important that you have the skills you need to conduct a thorough interview to find the best person for the job. Duration 20 mins.	E / S	
	Recruiting: Planning (MM)	Qualifications, experience, culture, fit—all valid markers, but none provide a secret ingredient to finding the best talent pool. For that, you need a recruitment plan. Recruiting isn't a onetime thing, it's an ongoing and proactive process you need to pay attention to all year long. Duration 17 mins.	E / S	
	Recruiting: The Process (MM)	Not one successful business flourishes without great employees. It's a fact. But these days, recruiting the best employees can be confusing—a challenge in a highly competitive world where there are so many platforms to choose from. The days of simply putting an ad in the paper to find new employees are long gone. During this training session, we'll show you where and how to recruit the best people in today's expansive landscape. Duration: 20 Minutes.	E / S	
Safety For Campus Employees				HR
	Active Shooter on Campus: What Every Employee Should Do	This session will guide you through a variety of topics that will help you prepare and respond to an active shooter situation on campus. By the time the session is over, you should be able to describe actions to take when confronted with an active shooter and responding law enforcement officials, know actions to take to prevent and prepare for potential active shooter incidents, understand how to manage the consequences of an active shooter incident, and recognize potential violence indicators on your campus. Note that this training session is intended to provide guidance to enhance safety, but not all recommendations provided here will be applicable to every college campus. It's important to adjust your actions to the specific safety policies of your school. Duration: 30 minutes.	E / S	
	Campus Emergency and Evacuation Plans	The objective of this training session is to prepare you to deal with campus disasters and other emergencies. At the end of the training session, you will be able to identify different types of campus disasters, understand the requirements of your emergency response plan, effectively carry out emergency response assignments, and evacuate quickly and safely in an emergency. Duration: 32 minutes.	E	
	Fire Prevention and Response on Campus	This session will guide you through a variety of topics that will help you to understand, prevent, and respond to on-campus fires. By the time the session is over, you should be able to understand why residences on college campuses are vulnerable to fires, understand how on-campus fires start, take measures to help create awareness to prevent on-campus fires, know how to respond appropriately to on-campus fires, and understand when and how to use a fire extinguisher. Duration: 39 minutes.	E	
	Grounds Maintenance Safety on Campus	This session will guide you through a variety of topics that will help you understand how to work safely when performing your grounds maintenance work on busy college campuses. By the time the session is over, you should be able to understand the risks involved with ground maintenance work, how to prepare yourself before starting your work, how to work safely with different types of power equipment and hazardous materials, the importance of wearing personal protective equipment, or PPE, and some safe practices in order to prevent serious injuries, illnesses, and accidents. Duration: 47 minutes.	E	
	Handling Medical Emergencies On Campus	The main objective of this session is to help you handle medical emergencies on campus effectively. By the time the session is over, you should be able to understand the importance of effectively handling medical emergencies on campus, identify types of medical emergencies, successfully coordinate emergency response, train employees and students in emergency procedures, and handle any medical emergency on campus to achieve the best possible outcome. Duration: 28 minutes.	E	
	Hazard Communication: GHS and Your Right to Know on Campus	The main objective of this session is to teach you about hazard communication. By the time the session is over, you should be able to recognize hazardous chemicals, understand the risks they pose, interpret the information on chemical labels, understand safety data sheets, protect yourself from physical and health hazards, and respond to emergencies. Duration: 24 minutes.	E	

Safety For Campus Employees (cont.)	Laboratory Safety On Campus	This session has several related objectives. By the time the session is over, you should be able to recognize the importance of hazard identification and its function in the risk assessment process, identify the myriad sources of information about hazards in the laboratory, and identify the hazards involved in laboratory operations. Duration: 41 minutes.	E	
	Preventing Exposure to Bloodborne Pathogens On Campus	It's important that all school employees are properly trained so they know how to reduce their risk of contracting an illness transmitted through contact with blood or other bodily fluids. The objectives of the session are to help school employees identify BBPs and risks of exposure, understand how certain diseases are transmitted through blood, determine the risk of exposure to bloodborne pathogens in the campus setting, prevent exposure by taking proper precaution and respond appropriately if exposed to bloodborne pathogens. Duration: 33 minutes.	E	
	Preventing Office Hazards On Campus	The main objective of this session is to discuss office hazards on campus and the safety precautions campus office workers need to take to prevent accidents and injuries. By the time this session is over, those who participate in this session should be able to recognize office hazards, know what to do in emergencies, take proper precautions to avoid accidents, reduce ergonomic risk factors, use proper lifting techniques, and manage stress effectively. Duration: 30 minutes.	E	
	Safety Orientation for Campus Workers	The main objective of this session is to teach you about safety. In this training module, we will go over your role in safety and all the different aspects of working safely, how to be able to identify safety hazards, how to respond to accidents quickly and safely, basic first-aid information so you will be able to use it in any situation, and choosing the right tools and personal protective equipment, or PPE, for your job. Duration: 24 minutes.	E	
	Security on Campus	The main objective of this session is to inform you about campus security risks and the steps you can take to help ensure security on campus. By the time the session is over, you should be able to identify campus security risks, understand campus security policy, report security problems promptly and effectively, take responsibility for personal security on campus, protect personal and campus property, and respond effectively to threats and violence. Duration: 24 minutes.	E	

Safety for Healthcare Workers				Healthcare
	Bloodborne Pathogens—Healthcare Workers	This training session will teach your employees to identify risks of exposure, understand the requirements of the facility's exposure control plan and OSHA regulations, prevent exposure by taking proper precautions, and take effective action in the event of an exposure. Duration: 23 minutes	E	
	Electrical Safety for Healthcare Workers	With this session, you should be able to identify electrical hazards; prevent shocks; prevent electrical fires; respond to problems with electrical equipment; understand why lockout/tagout is necessary and how it is performed; and respond effectively in an emergency involving electricity. Duration: 21 minutes	E	
	Emergency Preparedness for Healthcare Workers	By the time the session is over, you will be able to identify workplace hazards that could cause an emergency; report emergencies promptly; carry out emergency responsibilities; evacuate quickly and safely; and respond to emergency situations effectively. Duration: 23 minutes.	E	
	Ergonomics for Healthcare Workers	By the time this session is over, you should be able to identify ergonomic risk factors in your job; recognize the signs and symptoms of musculoskeletal disorders, or MSDs; lift and carry objects safely and; take other precautions specific to your job to prevent ergonomic injuries. Duration: 20 minutes.	E	
	Handling Medical Waste	By the time the session is over, you should be able to understand medical waste risks; identify types of medical waste; handle wastes safely and dispose of them properly; take appropriate steps to prevent exposures; and report exposures and get a medical evaluation. Duration: 27 minutes.	E	
	Hazard Communication—Healthcare Workers	Hazard communication is a requirement of state and federal law. The Hazard Communication Standard describes what employers must do to inform employees about chemical hazards. The main objective of this session is to tell you about the hazards of chemicals used in your healthcare facility and how to find the information you need to protect yourself and work safely. Duration: 21 minutes	E	
	HIPAA Privacy Rule: What Healthcare Workers Need to Know	By the time the session is over, you should be able to understand the purpose of the HIPAA Privacy Rule; identify covered entities; determine basic requirements of the rule; follow policies and procedures to protect patients' health information; and use the HIPAA Privacy Rule to protect your own health information. Duration: 30 minutes.	E	
	How to Lift and Transfer patients Safely	By the time the session is over, you should be able to identify patient-handling hazards; understand basic rules for safe patient lifts and transfers; use mechanical lifting and transferring equipment to spare your back; prepare properly for patient lifts and transfers; and use safe techniques in a variety of patient lift and transfer situations. Duration: 36 minutes.	E	
	How to Prevent Slips, Trips, and Falls for Healthcare Workers	By the time this session is over, you will be able to recognize slips, trips, and falls as a serious safety problem; identify slip, trip, and fall hazards on the job; avoid and eliminate slip and trip hazards; use stairs and ladders safely to avoid falls; and minimize injuries if you do fall. Duration: 17 minutes.	E	
	How to Prevent Workplace Violence - A Guide for Healthcare Workers	By the time this session is over, you should be able to realize the risks; identify risk factors; understand the effects of workplace violence; take effective measures to prevent violence; recognize signs of impending violence; and protect yourself in violent situations. Duration: 19 Minutes.	E	
	Lab Safety for Healthcare Workers	By the time this session is over, you should be able to understand the Chemical Hygiene Plan identify laboratory hazards; take proper precautions to protect yourself; and act effectively in an emergency. Duration: 28 minutes.	E	
	Pandemic Flu—How to Prevent and Respond	The main objective of this session is to make you aware of the risks of flu pandemics, the potential problems we could all face should we be hit with a pandemic, and the precautions you would need to take to keep yourself and your family safe. Duration: 19 minutes	E	
	PPE for Healthcare Workers	By the time the session is over, you will be able to recognize the importance of PPE to your safety and health; identify job hazards that require the use of PPE; select appropriate PPE for the task you're performing; inspect and fit your PPE properly; remove and dispose of PPE safely; and maintain PPE in good, safe condition. Duration: 20 minutes.	E	
	Respiratory Protection for Healthcare Workers	By the time the session is over, you should be able to recognize respiratory hazards in your job; identify and use appropriate respiratory protection; get a good, safe fit when using a respirator and inspect, maintain, and store respirators properly. Duration: 17 minutes.	E	
	Stress Management	The main objective of this session is to help you better manage the stress in your life. By the time this session is over, you should be able to identify the causes of stress, recognize the different types of stress, understand how stress affects you, and manage stress effectively. Duration: 25 minutes	E	
	Stress Management (MULTIMEDIA)	A little bit of stress can keep us on our toes and give us the adrenaline we need to get through tough situations. But when stress becomes persistent or excessive, it can create problems—both at work and at home. And even worse—it can take a toll on your physical and mental health. During this session we'll learn about what causes stress, how much is too much, and lots of things you can do to make it more manageable for you. Duration: 20 minutes	E, S	

Sales Training				ALL
	Closing Sales Techniques	The main objective of this session is to help you become a more effective closer. By the time the session is over, you should be able to define "closing", recognize and respond effectively to buying signals, use trial closes successfully, choose the right closing technique for each sales interaction, make the most of customer interactions that don't result in a sale, avoid common closing mistakes, and follow up effectively to preserve the sales relationship.	E	
	Consultative Sales Techniques	The main objective of this session is to make you an effective consultative salesperson. By the time the session is over, you should be able to: Define consultative sales; Recognize the differences between consultative and traditional sales techniques; Use research to fill your pipeline; Understand the importance of cold calls; Craft effective sales presentations, and Maintain the consultative sales relationship.	E	
	Gaining Leads and Referrals	The main objective of this session is to help you make the best use of leads and referrals to build your customer base and make more sales. By the time the session is over, you should be able to identify good sources of leads and referrals, take effective action to gain useful leads and referrals, evaluate leads and referrals astutely, know when and how to contact referrals and use leads and referrals to increase sales.	E	
	Handling Objections	The main objective of this session is to help you improve the way you handle sales objections. By the time the session is over, you should be able to understand why customers object, identify reasons for objections, recognize different types of objections, and handle objections successfully.	E	
	How to Hire Peak Performers	The main objective of this session is to help you interview and hire top salespeople. By the time the session is over, you should be able to: Identify the types of salespeople you need; Know where to find them; Conduct legal interviews; Write job descriptions to focus your search; Develop questions to identify peak performers; Look for unspoken signs before and during interviews, and Craft offers to bring the people you want into your organization.	S	
	Identifying Customer Needs: A Guide for Sales	The main objective of this session is to help you better identify customer needs. By the time the session is over, you should be able to understand the difference between needs and wants and how each affects the sale, recognize different types of needs, identify key decisions customers make during the sales process, focus your presentation to gain information about customer needs and wants, ask the right questions to uncover needs and wants, and identify hidden or unmet needs and wants.	E	
	Motivating Your Sales Team to Excellence - A Guide for Supervisors	The main objective of this session is to help you motivate your sales team to success. By the time the session is over, you should be able to define the importance of the sales team, use performance appraisals and goals to motivate, choose the right pay structure, craft incentive programs, identify new ways to recognize your top performers, understand the importance of training, and motivate your staff through communication.	S	
	Qualifying Prospects	The main objective of this session is to help you qualify prospects effectively so that you can close more sales and achieve your sales goals. By the time the session is over, you should be able to identify the information you need to know about prospects, prepare effectively for qualifying prospects, ask useful qualifying questions, listen effectively when qualifying prospects, understand the consequences of failing to qualify prospects properly and identify key issues in the qualifying process.	E	
	Setting Sales Goals	The main objective of this session is to help you set effective goals that will boost your sales and enhance your success as a salesperson. By the time the session is over, you should be able to understand the purpose of sales goals, plan efficiently to achieve goals, set effective goals for sales calls, allocate resources efficiently to maximize goal achievement, and set challenging but appropriate goals to grow your sales career.	E	
	Telephone Sales Techniques - Cold Calling and Prospecting	The main objective of this session is to help you become a more effective cold caller. By the time the session is over, you should be able to: Define "cold call"; Identify what you're selling during the call; Understand the importance of research; Develop a script for cold calls; Call with the right tone of voice; Handle rejection that comes with cold calling, and Follow up successfully.	E	
	Understanding Product Features and Benefits	The main objective of this session is to help you understand the importance of features and benefits in sales. By the time the session is over, you should be able to understand the relationship between features and benefits, identify features vs. benefits, sell effectively using benefits, identify your products' features and benefits, know why to avoid selling features, identify the benefits that appeal to clients, and use the F.A.B. sales technique.	E	
	Upselling	The main objective of this session is to help you become more effective at upselling. By the time the session is over, you should be able to define "upselling," recognize why upselling is important, get more value out of existing sales relationships, use incentives, identify upselling strategies, upsell effectively, and understand the risks of upselling.	E	

Safety Refresher				SAFETY
	Back Safety: Refresher	This refresher course will give you the main points to remember about back safety. For more complete information, be sure to take the full-length course. Duration: 6 minutes.	E	
	Electrical Safety: Refresher	This refresher course will give you the main points to remember about electrical safety. For more complete information, be sure to take the full-length course. Duration: 8 minutes.	E	
	Fire Extinguishers: Refresher	This refresher course will give you the main points to remember about fire extinguishers. For more complete information, be sure to take the full-length course. Duration: 8 minutes.	E	
	Ladder Safety: Refresher	This refresher course will give you the main points to remember about ladder safety. For more complete information, be sure to take the full-length course. Duration: 7 minutes.	E	
	Lockout/Tagout for Affected Employees: Refresher	This refresher course will give you the main points to remember about lockout/tagout for affected employees. For more complete information, be sure to take the full-length course. Duration: 7 minutes.	E	
	Lockout/Tagout for Authorized Employees: Refresher	This refresher course will give you the main points to remember about lockout/tagout for authorized employees. For more complete information, be sure to take the full-length course. Duration: 7 minutes.	E	
	Noise and Hearing Conservation: Refresher	This refresher course will give you the main points to remember about noise and hearing conservation. For more complete information, be sure to take the full-length course. Duration: 7 minutes.	E	
	Preventing Slips, Trips, and Falls for Employees: Refresher	This refresher course will give you the main points to remember about slips, trips, and falls. For more complete information, be sure to take the full-length course. Duration: 7 minutes.	E	
	Workplace Safety for Employees: Refresher	This refresher course will give you the main points to remember about workplace safety. For more complete information, be sure to take the full-length course. Duration: 7 minutes.	E	

Safety Regulatory Analysis for Managers				SAFETY
	OSHA's Bloodborne Pathogens Standard	OSHA's Bloodborne Pathogens Standard requires that you provide a program that will define bloodborne pathogens, explain how the disease is transmitted, identify employees at risk, determine protective measures to prevent exposures, develop exposure response procedures and provide medical evaluations for employee exposures.	S	
	OSHA's Emergency Action and Fire Prevention Standard	OSHA's Emergency Action and Fire Prevention Standard requires that you provide emergency action and fire prevention plans that identify emergency risks, designate personnel responsibilities for coordinating and executing emergency plans, ensure effective evacuations train employees, and comply with the requirements of the OSHA standard.	S	
	OSHA's General Industry Electrical Standard	OSHA's General Industry Electrical Standard requires that you provide an electrical safety program that includes identification of electrical hazards, safety-related work practices to protect employees, and effective training for unqualified workers.	S	
	OSHA's General Industry Forklift Standard	OSHA's General Industry Forklift Standard requires that you provide a forklift safety program that includes identification of hazards, requirements for safe operations, inspection procedures, operator training, and pedestrian safety.	S	
	OSHA's General Industry PPE Standard	OSHA's General Industry PPE Standard requires that you provide a PPE program that include effective hazard assessment, employee training, and PPE selection.	S	
	OSHA's General Industry Respiratory Protection Standard	OSHA's General Industry Respiratory Protection Standard requires that you provide a respiratory protection program that includes respiratory protection program and recordkeeping requirements, medical evaluation and fit testing, respirator selection, and required employee training.	S	
	OSHA's Hazard Communication Standard	OSHA's Hazard Communication Standard requires that you provide a hazard communication program that meets the requirements of the HazCom standard, identifies all chemical hazards in the workplace, trains employees to recognize hazards and take proper precautions, ensures proper labeling of chemical containers and provides required material safety data sheets, and establishes effective emergency response procedures.	S	
	OSHA's Lockout/Tagout Standard	OSHA's Lockout/Tagout Standard requires you to be provide a program that includes energy control procedures, employee training, and periodic inspections to prevent accidents during servicing and/or maintenance operations on energized equipment.	S	
	OSHA's Permit-Required Confined Spaces	OSHA's Permit-Required Confined Spaces requires that you provide a permit-required confined spaces program that includes evaluation of confined space hazards and safety procedures for controlling hazards, training for all employees (including entrants, attendants, entry supervisors, and rescue personnel), proper permits and permitting procedures, and effective emergency/rescue services.	S	

SPCC				
	Class C UST Operator Training	The Energy Policy Act requires training for Class A, B and C underground storage tank operators. BLR's <i>Class C UST Operator Training</i> meets federal guidelines and is acceptable in: AR, CO, DE, GA, LA, MA, MI, MN, OH, OR, PA, SC, TN, TX, UT, VA, WI, WY. Approval is pending in AL, DC, IA, ID, KY, ME, MD, MT, NH, NM, ND, SD, WV. Check back as the list is growing!	E	
	How to Properly Inspect Oil Tanks	The main objective of this session is to help you understand inspections and testing requirements for aboveground bulk storage tanks. By the time this session is over, you should be able to learn how to inspect your facility in accordance with SPCC inspection and integrity testing requirements; and understand how industry standards affect inspection and testing procedures.	E	
	SPCC and FRPs	The objective of this training session is to give you the information you need to help prevent oil spills and keep spills that do occur from getting into the environment. By the end of the training session, you will be able to comply with the applicable laws and regulations for oil spill response, follow the procedures in the facility's SPCC Plan and the FRP, implement procedures designed to prevent spills, implement the control measures installed to prevent an oil spill from reaching navigable waters, and know your role in responding to an oil spill and countermeasures for stopping a spill from reaching the environment. Duration: 18 minutes..	E	
	SPCC for Agriculture	The main objective of this session is to help you comply with SPCC regulations. By the time this session is over, you should be able to understand SPCC requirements for agriculture; understand our facility's SPCC plan and procedure; prevent spills; and maintain an SPCC plan and procedures in compliance with regulations as conditions change.	E	
	SPCC: What to Expect from an EPA Inspection	The main objective of this session is to help you prepare for EPA inspections. By the time this session is over, you should be able to understand inspection procedures; identify SPCC plan and facility issues EPA inspectors will evaluate; prepare effectively for inspections; comply with postinspection procedures; and avoid common SPCC violations found during inspections.	E	
	Spill Prevention, Control, and Countermeasure Plan (SPCC Plan)	This session will discuss the prevention and control of oil spills, and measures to prevent oil from getting near water, including groundwater. Facilities are required by the U.S. Environmental Protection Agency to develop a Spill Prevention, Control, and Countermeasures Plan—or SPCC Plan. We'll review the SPCC Plan and policies for preventing and controlling spills. Duration: 14 minutes	E	
	Training the Trainer	For a highly mobile workforce, when many people are inexperienced at their jobs in their current careers, effective training is essential. Becoming a proficient trainer requires practice, organization, a clear sense of purpose, and an understanding of how to engage trainees in ways that will help them learn. Duration: 30 minutes	E	

Transportation Safety				Transportation
	CMV Accident Procedures	The main objective of this session is to inform you about postaccident procedures. By the time the session is over, you should be able to: recognize the importance of taking proper action following an accident; identify postaccident procedures; understand alcohol and drug test requirements and procedures; respond effectively to emergency situations arising from an accident; and provide complete and accurate information about the accident to your employer.	E	
	Commercial Motor Vehicle Driver Logs	The main objective of this session is to provide you with the information you need to complete the daily driver's log fully and correctly. By the time the session is over, you should be able to: identify record of duty status requirements; complete the daily log correctly; log changes of duty status accurately on the grid; and retain and submit logs in a timely manner.	E	
	Commercial Motor Vehicle Inspections	The main objective of this session is to explain the requirements of federal CMV inspection regulations. By the time this session is over, you should be able to understand the inspection, repair, and maintenance requirements of the Federal Motor Carrier Safety Regulations; perform pre- and postoperation vehicle inspections and write (and review) inspection reports; identify periodic inspection requirements; and comprehend inspector qualifications and recordkeeping requirements under the regulations.	E	
	Defensive Driving—Commercial Motor Vehicles	Truck drivers have more nonfatal injuries than workers in any other occupation. Half of the nonfatal CMV driver injuries are serious sprains and strains, and the other injuries are bruises, fractures, cuts and lacerations, soreness, and multiple trauma. This training session on defensive driving has been designed for drivers of Commercial Motor Vehicles. Duration: 29 minutes	E	
	DOT Alcohol and Drug Testing Rules—What Supervisors Need to Know	The main objective of this session is to review the DOT alcohol and drug testing rules so that you know how you can help us comply with the regulations. By the time this session is over, you should be able to understand the requirements of the DOT alcohol and drug testing rules; recognize the performance effects of drug and alcohol use; identify signs and symptoms of substance use on the job; and make proper reasonable-suspicion determinations. Duration: 27 minutes	S	
	DOT Alcohol and Drug Training for Supervisors	The main objective of this session is to help you perform your duties in compliance with DOT's alcohol and drug regulations and your organization's policy and procedures. By the time the session is over, you should be able to identify the requirements of DOT's alcohol and drug regulations; understand how alcohol and drugs affect health and performance; identify signs and symptoms of alcohol and drug use; make appropriate reasonable suspicion determinations; conduct effective reasonable suspicion interviews; and understand when alcohol and drug tests are required and how tests are conducted. Duration: 121 minutes.	S	
	Driver Wellness	In order to do your job well, you have to be well. Your good health is an important part of everything you do—both on the job and off. Today, we're going to talk about some wellness strategies you can use to help prevent accidents and injuries on the job. We'll also talk about simple ways to maintain a healthy lifestyle that will assist in avoiding disease and disabilities so that you keep working and keep doing all the things you like to do in your life. Duration: 24 minutes	E	
	Extreme Weather Driving - For All Drivers	The main objective of this session is to provide safety tips for driving in extreme weather so that you can avoid accidents and breakdowns. By the time the session is over, you should be able to: recognize extreme weather driving hazards; identify appropriate safe driving precautions for different weather conditions; prepare yourself and your vehicle for any kind of weather; and prevent accidents and reach your destination safely when driving in extreme weather conditions.	E	
	Flaggers' Safety in Highway Work Zones	The main objective of this session is to provide you with important information about your duties as a flagger and about temporary traffic control zone safety generally. By the time this session is over, you will be able to recognize the hazards of flagging; identify different sections of a temporary traffic control zone; understand the temporary traffic control plan and your responsibilities as a flagger; use signaling devices effectively; and position warning signs, tapers, and flagging stations safely. Duration: 27 minutes.	E	
	Hazardous Materials Transportation	This training session will teach you to recognize and identify hazardous materials; understand HAZMAT container markings, labels, and placards; load and unload hazardous materials safely; use protective procedures and equipment; avoid accidents with hazardous materials; respond to an emergency; and recognize and respond to security threats. Duration: 29 minutes	E	
	Hazmat Transportation - Packaging Safety	The main objective of this session is to ensure that you prepare hazardous materials safely for shipment. By the time the session is over, you should be able to: identify the packaging requirements of the hazardous materials transportation regulations; determine hazard class, ID number, packing group, and other essential information about hazardous materials to be shipped; select appropriate packaging for shipments; and package shipments in compliance with the regulations.	E	
	Hazmat Transportation Security Awareness	As part of the Department of Transportation (DOT) requirements at 49 CFR 172.174 Subpart H, shippers and carriers of certain hazardous materials must develop and implement security plans as well as ensure that their employee training programs include a component on security. This training session focuses on the awareness-level component of this training requirement. Duration: 24 minutes	E	
	Hazmat Transportation Security Plans	The main objective of this session is to familiarize you with the hazmat transportation security plan and the security precautions you must take to help prevent breaches of security. By the time the session is over, you should be able to: recognize hazmat transportation security risks; understand the hazmat transportation security plan; prevent unauthorized access to hazardous materials; and protect hazmat shipments en route.	E	

Transportation Safety (cont.)	Hazmat Transportation: Hazardous Materials Table	This session will cover the Hazardous Materials Table. The table is an essential part of the U.S. Department of Transportation's hazardous materials, or hazmat, regulations. Understanding the table and knowing how to use it effectively helps ensure safe transport of hazardous materials and compliance with the regulations. The Hazardous Materials Table lists some 3,000 hazardous materials alphabetically by proper shipping name. The table provides you with the information needed to complete shipping papers, mark and label hazmat packages, select appropriate placarding, and perform other transportation-related duties in compliance with the regulations.	E	
	Hours of Service Rules	As a commercial motor vehicle, or CMV, driver, you have a lot of responsibility. The biggest concern is safety. The federal hours-of-service, or HOS, rules were developed to reduce the likelihood of driver fatigue, fatigue-related crashes, and health effects of driving long hours. Although crash rates have been falling, thousands of people are still injured and killed in truck crashes each year, including hundreds of truck drivers. HOS rules put limits on when and how long you may drive, with the goal that these limits will help ensure that you stay awake and alert while driving and also help protect your health and safety. This course will review the requirements of the federal HOS rules and explain how they affect your job.	E	
	Infectious Materials Transportation	The Department of Transportation (DOT) says that most transportation incidents involving hazardous materials are the result of human error. DOT concludes that effective employee training is therefore the best means of preventing hazardous materials incidents, including those involving infectious materials. Duration: 24 minutes	E	
	Safe Driving Techniques for CMVs	The main objective of this session is to provide you with information on safe driving techniques for commercial motor vehicles. By the end of the session, you should be able to: understand the basics of safely operating a commercial motor vehicle; know the risks of unsafe operation of CMVs; identify and avoid risky driving behaviors; and operate a CMV safely.	E	
	Snow and Ice Removal Safety	The main objective of this session is to help you perform snow and ice removal duties safely to prevent accidents, injuries, or illness. By the time the session is over, you will be able to recognize snow and ice removal hazards; inspect equipment properly and use it safely; avoid slips, trips, and falls; shovel and lift safely to prevent back injuries; remove snow safely from roofs; and understand and prevent cold-related illness. Duration: 24 minutes.	E	
	The Dangers of Distracted Driving: A Guide for CMVs	The main objective of this session is to provide you with information on avoiding distracted driving in commercial motor vehicles. By the end of the session, you should be able to: understand the definition of and different categories of distracted driving; identify and avoid distractions when behind the wheel; understand FMCSA regulations as they pertain to driver distractions; and recognize distracted driving in other vehicles.	E	
	Transporting Hazardous Materials Safely	The main objective of this course is to provide you with the information you need to contribute to hazardous materials transportation safety. By the time the course is over, you should be able to: recognize and identify hazardous materials; understand shipment markings, labels, placards, documentation, and package requirements; load and unload hazardous materials safely; use personal protective equipment, or PPE, and procedures; avoid accidents with hazardous materials; respond effectively to emergencies; and recognize and respond to security threats.	E	

Wellness				HR, SAFETY, ALL
	A Manager's Role in Wellness	Managers play a key role in making a workplace wellness program a success. As a manager, you need to motivate your staff by setting a good example, providing the tools that they need to keep themselves on the right track, communicating your organization's wellness messages, and helping to educate your staff on the latest wellness techniques. This training session will help you understand your role in your workplace wellness program. Duration: 26 minutes	S	
	All About Nutrition	The quantity and quality of the food you eat every day directly affects your health, energy level, and general well-being. You need to eat the right foods, in the right amount, at the right time, to stay healthy and feel good. The information you learn today will help you eat more nutritious meals and snacks, which will help you live longer and give you the energy you need to work and enjoy your leisure activities every day. Duration: 22 minutes	E	
	Avoiding Back Injuries	The main objective of this session is to help you prevent back injuries. By the time the session is over, you should be able to: identify causes of back injuries; prevent back injuries; use proper lifting, load carrying, and unloading techniques to help protect your back; and think smart about your back and the importance of keeping it healthy.	E	
	Avoiding Exposure to Bloodborne Pathogens	This session discusses how you might be exposed to bloodborne pathogens and infectious diseases, how you can protect yourself from exposure, and how to clean up and properly dispose of blood or bodily fluids. Employees most likely to be exposed include first-aid responders, janitorial and maintenance personnel, and workers assigned to clean up after an industrial accident. Even if your job does not normally expose you to blood or bodily fluids, this session is helpful to raise your awareness of bloodborne pathogens, to understand why you should not come in contact with them, and to understand that it is important to report spills of blood or bodily fluids so that they can be cleaned up safely.	E	
	Back Safety	This training presentation will help you understand how back injuries occur; prevent back injuries; use proper lifting, load carrying, and unloading techniques; and think intelligently about your back. Duration: 21 minutes	E	
	Balancing Work and Home	Many Americans are struggling to juggle a full-time job while also caring for young children, aging parents, and other tasks on a daily basis. This training session will help you learn how to successfully balance all of your responsibilities. Duration: 25 minutes	E	
	Creating a Successful Wellness Program: A Guide for Managers	A successful wellness program can help your employees be healthier and increase your bottom line by decreasing healthcare costs. It can also decrease employee time away from work, increase productivity, and even increase morale. As with any program, your wellness program needs to be well-focused and well-executed to succeed. This training session will go over the steps you need to take to create a successful wellness program. Duration: 31 minutes	S	
	Driver Wellness	In order to do your job well, you have to be well. Your good health is an important part of everything you do—both on the job and off. Today, we're going to talk about some wellness strategies you can use to help prevent accidents and injuries on the job. We'll also talk about simple ways to maintain a healthy lifestyle that will assist in avoiding disease and disabilities so that you keep working and keep doing all the things you like to do in your life. Duration: 24 minutes	E	
	Financial Wellness	This session covers what financial wellness is and how you can achieve it. No matter what your current income or expenses, you can improve the way you manage your money so that you can create more financial security and a better financial future. Duration: 29 minutes	E	
	Fitness for Everyone	Regular exercise is an excellent way to gain and maintain good health throughout your life. In fact, increasing your physical activity level may be one of the best, and simplest, things you can do for yourself. This session will cover how to make fitness a healthy habit that lasts—and improves—your lifetime. Duration: 31 minutes	E	
	Hazards of Smoking: How to Quit	Smoking harms nearly every organ in your body and diminishes your overall health. Smoking is a leading cause of diseases such as cancer and heart disease. During this session you'll learn all about smoking and how to quit. Duration: 24 minutes	E	
	Healthy Aging	No matter what you do, you're going to get older, and your body will change as you age. But although you can't turn back time, you can take steps to make sure that you maintain a healthy lifestyle as you age so that you can live a long and productive life. Duration: 22 minutes	E	
	Healthy Sleep Habits	A lot of Americans have trouble sleeping, and sleeping is very important to maintaining good health. We'll talk about the problems associated with sleep deprivation, the various sleep disorders that interfere with healthy sleep, and we'll look at a variety of suggestions for getting good night's sleep. Duration: 17 minutes	E	
	Heart Health	In this presentation, you will learn about the most amazing muscle in our body, how it works to keep us alive, and what we can do right now to make sure our hearts are healthy for years and years to come. Duration: 30 minutes	E	
	Keeping Yourself—and Your Family—Healthy	This presentation will cover how important it is that families be concerned about health. Preventive care, nutrition, exercise, and other factors play important roles. And especially for children, good health is essential—for them, now is the time when growth happens, some diseases may begin, and health habits are set for life. Duration: 22 minutes	E	
	Office Ergonomics	The main objective of this session is to cover the topic of office ergonomics from hazards to precautions so that you can avoid developing work-related MSDs. Duration: 26 minutes	E	

Wellness (cont.)	Pandemic Flu—How to Prevent and Respond	The main objective of this session is to make you aware of the risks of flu pandemics, the potential problems we could all face should we be hit with a pandemic, and the precautions you would need to take to keep yourself and your family safe. Duration: 19 minutes	E	
	Stress Management	The main objective of this session is to help you better manage the stress in your life. By the time this session is over, you should be able to identify the causes of stress, recognize the different types of stress, understand how stress affects you, and manage stress effectively. Duration: 25 minutes	E	
	Stress Management (MULTIMEDIA)	A little bit of stress can keep us on our toes and give us the adrenaline we need to get through tough situations. But when stress becomes persistent or excessive, it can create problems—both at work and at home. And even worse—it can take a toll on your physical and mental health. During this session we'll learn about what causes stress, how much is too much, and lots of things you can do to make it more manageable for you. Duration: 20 minutes	E, S	
	Substance Abuse in the Workplace—What Employees Need to Know (MULTIMEDIA)	The main objective of this online substance abuse in the workplace training course is to teach employees the impact of substance abuse in the workplace and to suggest ways to help deal with this serious problem. You'll learn the legal issues regarding workplace substance abuse, how to recognize if you or one of your coworkers may have a problem, as well as what solutions are available to deal with a substance abuse problem. Duration: 18 minutes.	E	
	Substance Abuse in the Workplace—What Employees Need to Know	The main objective of this session is to help you understand the impact of substance abuse in the workplace and to suggest ways that you can help us deal with this serious problem. Duration: 22 minutes	E	
	Successful Weight Management	This session will cover some simple steps you can take to manage your weight successfully. If you're just at the right weight now, these strategies and tips can help you maintain a healthy weight as you age. If you're a little overweight, what you learn today can help you lose weight and keep it off. Duration: 25 minutes	E	
	Wellness and You	Good health is perhaps the most important thing in anybody's life. Without your health, you can't enjoy the rest of your life and meet the challenges you face every day. Today, we're going to talk about wellness and how to improve your health and the quality of your life. Duration: 24 minutes	E	
	What You Need to Know About Headaches	This session will talk about the different types of headaches, the symptoms, the medical and alternative cures and, finally, healthful lifestyle changes you can make to avoid the onset of headaches or to minimize headache pain. Duration: 22 minutes	E	

Workplace Safety TRAINING				SAFETY
Accident Investigation	This session will show the importance of accident investigation, how to talk to witnesses, what questions to ask when evaluating an accident scene, how to determine causal factors, and how to identify corrective actions. Duration: 22 minutes		S	
Accident Investigation (MULTIMEDIA)	As much as you try to prevent them, accidents at work happen. No matter what kind of accident you may be faced with at work, one of the most important things you can do after it happens is to investigate it and learn from the experience so it doesn't happen again. This training session will cover everything you need to know about investigating accidents. Duration: 16 Minutes		E, S	
Active Shooter On-Site: What Every Employee Should Do (MULTIMEDIA)	When it comes to workplace shootings there are measures you can take to not only limit the damage but also to save precious lives both before and during these traumatic incidents. Because most incidents are over within minutes, you need to be prepared to react to the situation with speed. During this session we'll talk about how you, as an employee, should react to and prepare for an active shooter in your workplace. Duration: 22 Minutes		E, S	
Aerial Lift Safety	Aerial lifts are extremely useful pieces of equipment and are commonly used in many industries. But this equipment can be hazardous to both operators and employees working nearby unless proper precautions are taken by all employees. Duration: 26 minutes		E	
Arc Flash Safety	This session will cover the hazards and risks of working on or near energized electrical equipment. It will also discuss the procedures for preventing an arc flash accident and how to protect yourself from the hazards of an arc flash. Duration: 17 minutes		E	
Avoiding Back Injuries	The main objective of this session is to help you prevent back injuries. By the time the session is over, you should be able to: identify causes of back injuries; prevent back injuries; use proper lifting, load carrying, and unloading techniques to help protect your back; and think smart about your back and the importance of keeping it healthy.		E	
Avoiding Exposure to Bloodborne Pathogens	This session discusses how you might be exposed to bloodborne pathogens and infectious diseases, how you can protect yourself from exposure, and how to clean up and properly dispose of blood or bodily fluids. Employees most likely to be exposed include first-aid responders, janitorial and maintenance personnel, and workers assigned to clean up after an industrial accident. Even if your job does not normally expose you to blood or bodily fluids, this session is helpful to raise your awareness of bloodborne pathogens, to understand why you should not come in contact with them, and to understand that it is important to report spills of blood or bodily fluids so that they can be cleaned up safely.		E	
Avoiding Exposure to Bloodborne Pathogens (Spanish)	This session discusses how you might be exposed to bloodborne pathogens and infectious diseases, how you can protect yourself from exposure, and how to clean up and properly dispose of blood or bodily fluids. Employees most likely to be exposed include first-aid responders, janitorial and maintenance personnel, and workers assigned to clean up after an industrial accident. Even if your job does not normally expose you to blood or bodily fluids, this session is helpful to raise your awareness of bloodborne pathogens, to understand why you should not come in contact with them, and to understand that it is important to report spills of blood or bodily fluids so that they can be cleaned up safely.		E	
Back Safety	This training presentation will help you understand how back injuries occur; prevent back injuries; use proper lifting, load carrying, and unloading techniques; and think intelligently about your back. Duration: 21 minutes		E	
Back Safety (Spanish)	This session on Back Safety discusses one of the most common workplace injuries and what you can do to help prevent back injuries. You'll learn about the many ways you might injure your back, as well as the things you can do to prevent injuries. Duration: 24 minutes		E	
Basic First Aid for Medical Emergencies	The main purpose of this session is to familiarize you with basic first-aid procedures. By the time the session is over, you will be able to recognize the benefits of obtaining first-aid and CPR certification; identify proper procedures for a variety of medical emergencies; assist in administering first aid when a co-worker is injured; and do no further harm. Duration: 26 minutes.		E	
Battery Safety	The main objective of this session is to make sure you work safely with batteries on the job. By the time the session is over, you will be able to identify battery hazards; understand how batteries work; charge batteries safely; assist in maintaining batteries properly; select appropriate PPE for battery maintenance; and follow proper emergency procedures. Duration: 23 minutes.		E	
Bloodborne Pathogens—General	the workplace; understand how certain diseases are transmitted through blood; determine your risk of exposure to bloodborne pathogens in the workplace; protect yourself from exposure through prevention and by following certain procedures if you are exposed; respond		E	
Bloodborne Pathogens—General (Spanish)	podrían estar presentes en el lugar de trabajo, comprender cómo ciertas enfermedades se transmiten a través de la sangre, determinar su riesgo de exposición a los patógenos de la sangre, protegerse de la exposición, responder ante una exposición y comprender su derecho		E	
Compressed Gases	This presentation will identify compressed gases by the labels and discuss safe transport, handling, and storage of compressed gas cylinders. Duration: 18 minutes		E	
Contractor Safety	The main objective of this session is to make sure you understand our safety rules and policies so that you can avoid accidents and injuries while you are in our facility. By the time this session is over, you will be able to recognize the hazards of our workplace; understand emergency procedures and accident-reporting rules; follow safety policies and safe work practices; and avoid accidents and injuries in our facility. Duration: 28 minutes.		E	
Crane Rigging	Cranes are used at many workplaces, across all major industries, to lift and move materials. Crane operators are generally trained and often certified in safe crane operations and inspection. However, many accidents involving cranes are caused by failures of crane rigging and rigging hardware. Duration: 34 minutes		E	
Defensive Driving for Noncommercial Motorists	unless you drive defensively. Motor vehicle accidents are the number one cause of accident death in the United States. They are also the number one cause of work-related fatalities. Duration: 21 minutes		E	
Defensive Driving for Noncommercial Motorists (MULTIMEDIA)	Motor vehicle accidents are the most common form of death of all workplace fatalities, and vehicle accidents, injuries, and fatalities outside of work are also on the rise due to all different kinds of distracted driving and other hazards. Whether you drive on the job or just commute to work, it's important that you stay on your toes and drive defensively to keep yourself—and other drivers and pedestrians—safe. During this training session, we're going to talk about some techniques that will help you avoid driving accidents and injuries. Duration: 19 Minutes.		E	
Defensive Driving for Noncommercial Motorists (Spanish)	Whether you drive on the job or just commute to work by car, you're in danger on the road unless you drive defensively. Motor vehicle accidents are the number one cause of accidental death in the United States. They are also the number one cause of work-related fatalities. Duration 25 minutes		E	

Workplace Safety Training (cont.)	Disaster Planning—What Employees Need to Know	Making sure that all employees receive basic emergency response training is a critical part of disaster planning, whether you are planning for a workplace fire or a natural disaster like a tornado or flood. This training session will help you identify different types of workplace disasters, understand the requirements of your emergency response plan, carry out emergency response assignments effectively, and evacuate quickly and safely in an emergency. Duration: 24 minutes	E	
	Disaster Planning—What Supervisors Need to Know	This course will help you recognize the types of workplace disasters you may face, understand the requirements of the emergency response plan, satisfy employee training requirements, and carry out emergency response duties effectively. Duration: 23 minutes	S	
	Electrical Safety at Work—Unqualified Worker (MM)	This training session covers electrical safety for unqualified workers. "Unqualified" workers are workers who are not specifically trained to repair or work with certain electrical equipment. The main objective of this session is to inform unqualified workers about the basic safety procedures when working around electricity. We will also cover the hazards of electricity and how to avoid them, as well as safe work procedures. Duration: 19 Minutes	E	
	Electrical Safety—Unqualified Worker (Spanish)	This training session will discuss the hazards of electricity and how to prevent exposure to electrical hazards. By the end of the training session, you will be able to understand the hazard of electricity, identify and avoid common electrical hazards, and follow safe work practices around electrical equipment. Duration: 26 minutes	E	
	Emergency Action and Fire Prevention	This training presentation will teach you to understand hazards that lead to an emergency, evacuate an area in an emergency, respond to an emergency, protect yourself from fire and other hazards, prevent fires, and respond to fires and spills. Duration: 20 minutes	E	
	Emergency Action and Fire Prevention (Spanish)	Al terminar esta sesión de capacitación, usted podrá comprender los peligros que llevan a una emergencia, evacuar un área ante una emergencia, responder en caso de emergencia, protegerse del fuego y de otros peligros, prevenir incendios y responder ante incendios y derrames. Duración: 25 minutos	E	
	Ergonomics—Industrial	This session will look at some of the basic principles of ergonomics so that you can use a commonsense approach to working safely. In particular, the information presented here will focus on musculoskeletal disorders, or MSDs, and how ergonomics helps prevent them. Duration: 24 minutes	E	
	Ergonomics—Industrial (Spanish)	This session will look at some of the basic principles of ergonomics so that you can use a commonsense approach to working safely. In particular, the information presented here will focus on musculoskeletal disorders, or MSDs, and how ergonomics helps prevent them. Duration: 29 minutes	E	
	Exit Routes—Supervisors	This training presentation will explain how to set up and maintain exit routes, implement the requirements of the facility Emergency Action Plan, recognize alarm signals, and implement evacuation procedures. Duration: 24 minutes	S	
	Eye Protection	By the end of the training session, you will be able to identify the potential work areas and activities that could cause injury to your eyes; understand how to prevent those injuries; use, maintain, and inspect protective eyewear; and use appropriate first aid for emergencies. Duration: 15 minutes	E	
	Eye Protection (MULTIMEDIA)	During this session, we'll talk about which eyewear you need to wear depending on the hazard you deal with on the job. And we'll show you exactly how to use and maintain it. Duration: 14 minutes	E	
	Eye Protection (Spanish)	activites that could cause injury to your eyes; understand how to prevent those injuries; use, maintain, and inspect protective eyewear; and use appropriate first aid for emergencies. Duration: 16 minutes	E	
	Fire Extinguishers	This training session will teach you about what causes a fire, what fire extinguishers do, how to use an extinguisher, and different fire suppressant materials. Duration: 23 minutes	E	
	Fire Extinguishers (Spanish)	This training session will teach you about what causes a fire, what fire extinguishers do, how to use an extinguisher, and different fire suppressant materials. Duration: 27 minutes	E	
	Forklift Operator Safety (Spanish)	Esta sesión abarca los conceptos básicos para operar un montacargas de modo seguro y lo prepara para la capacitación práctica de conducción. Al final de esta sesión, podrá realizar lo siguiente comprender cómo funciona un montacargas y de qué modo su operación difiere de conducir un automóvil; comprender los principios básicos de la operación segura y hábil de un montacargas; identificar los peligros de operar un montacargas en el lugar de trabajo; aplicar los principios generales de la operación segura de un montacargas; y saber cómo inspeccionar y mantener un montacargas en forma adecuada. Duración: 25 minutos	E	
	Forklift and Pedestrian Safety	The main purpose of this session is to train you to work safely around forklifts. By the time this session is over, you will be able to identify the hazards of working around forklifts; understand the factors that contribute to forklift/pedestrian accidents; comprehend pedestrian safety requirements; and take proper precautions when working around forklifts to protect your safety. Duration: 22 minutes.	E	
	Good Housekeeping	There is a direct correlation between a clean, neat, and orderly workplace and a safe, successful organization. Poor housekeeping, on the other hand, creates hazards and invites accidents. Use this PowerPoint presentation to train your employees on good housekeeping techniques for a safer workplace. Duration: 18 minutes	E	
	Good Housekeeping (MULTIMEDIA)	Good housekeeping is serious business at work. Not only can it help save your company tens of thousands of dollars in costs—it can also save your life. During this training session, we'll explain what good housekeeping is and why it's so important at work—and we'll also go over exactly what your role in good housekeeping is. Duration: 14 minutes	E	
	Hazard Communication and GHS - What Employees Need to Know	The main objective of this session is to teach you about hazard communication. By the time the session is over, you should be able to: Recognize hazardous chemicals; Understand the risks they pose; Interpret the information on chemical labels; Understand safety data sheets, or SDSs; Protect yourself from physical and health hazards; and Respond to emergencies. Duration: 29 Minutes.	E	
	Hazard Communication and GHS - What Employees Need to Know (Spanish)	El objetivo principal de esta sesión es enseñarle sobre la comunicación de riesgos. Al finalizar esta sesión, usted será capaz de reconocer las sustancias químicas peligrosas; entender los riesgos que representan; interpretar la información de las etiquetas de sustancias químicas; entender las hojas de datos de seguridad o SDS; protegerse de los riesgos físicos y de salud; y responder a las emergencias. Duración: 28 minutos	E	
	Hazard Communication and GHS - What Supervisors Need to Know	The main objective of this session is to describe the purpose of GHS revisions to OSHA Hazard Communication Standard. By the time the session is over, you should be able to understand the GHS revisions to HazCom and how they affect our workplace, recognize the revised chemical labels and safety data sheets, or SDSs, and train employees to read and interpret GHS-compliant labels and SDSs. Duration: 22 min.	S	
	Hazard Communication - GHS and Your Right to Know	The main objective of this session is to teach you about hazard communication. By the time the session is over, you should be able to: Recognize hazardous chemicals; Understand the risks they pose; Interpret the information on chemical labels; Understand safety data sheets; Protect yourself from physical and health hazards; and Respond to emergencies.	E	

Workplace Safety Training (cont.)	Hazard Communication Refresher	The main objective of this session is to make sure you identify material hazards and take proper precautions to protect your health and safety whenever you work with or around hazardous materials. By the time the session is over, you will be able to understand the purpose and requirements of OSHA's Hazard Communication standard; identify material hazards and safe work practices using labels and safety data sheets, or SDSs; understand the effects and symptoms of exposures and proper first aid; use appropriate personal protective equipment, or PPE, to protect against specific hazards; and respond quickly and effectively to spills. Duration: 33 minutes.	E	
	Hazardous Materials Transportation	This training session will teach you to recognize and identify hazardous materials; understand HAZMAT container markings, labels, and placards; load and unload hazardous materials safely; use protective procedures and equipment; avoid accidents with hazardous materials; respond to an emergency; and recognize and respond to security threats. Duration: 29 minutes	E	
	Home Safety	The main objective of this session is to help you ensure that your home is safe. By the time the session is over, you will be able to understand the importance of home safety; identify hazards in your home; eliminate or minimize recognized hazards; and keep your home and your family safe and secure. Duration: 25 minutes.	E	
	Hydrogen Sulfide Safety	The main objective of this session is to help you understand the hazards of working with Hydrogen Sulfide and also what protective measure you can take to keep yourself and your coworkers safe. Duration: 31 minutes.	E	
	Introduction to OSHA and the General Duty Clause	Clause affect your job and our workplace. By the time the session is over, you will be able to understand the purpose of OSHA; identify OSHA's strategies for improving workplace safety; recognize the impact of the General Duty Clause; and know your OSHA rights and responsibilities. Duration: 20 minutes.	E	
	Job Hazard Analysis	time this session is over, you will be able to identify the purpose of job hazard analysis (JHA) recognize the benefits of JHA; understand the JHA process; and analyze jobs effectively to detect and correct hazards. Duration: 25 minutes.	E	
	Ladder Safety	This session covers all the key issues involved in working safely with ladders. This session includes information on portable ladders only. Duration: 21 minutes	E	
	Ladder Safety (MULTIMEDIA)	Ladder accidents, injuries, and even fatalities are one of the most common forms of accident that happen on the job. But there is a lot you can do to avoid becoming one of those accident statistics—and it starts with using the information you will be provided during this training session. Duration: 15 Minutes	E	
	Lockout/Tagout—Affected Employee	An "affected employee" is someone who operates machinery or equipment on which servicing or maintenance is being performed under lockout or tagout. This training is required if you work in an area where servicing or maintenance of machinery or equipment is being performed, even if you don't operate or service any equipment. Duration: 18 minutes	E	
	Lockout/Tagout—Authorized Employee	This session will train you to perform the responsibilities of an "authorized person." An authorized person is an employee who services or maintains machinery and equipment. As an authorized person, you will be able to recognize hazardous energy sources, understand responsibilities to other employees, and control hazardous energy with lockout/tagout. Duration: 19 minutes	E	
	Lockout/Tagout: Authorized Employee (Spanish)	Esta sesión abarca el procedimiento de seguridad denominado "Cierre/etiquetado" requerido por la norma de la OSHA sobre Control de fuentes de energía peligrosa. Esto forma parte de su capacitación para convertirse en un "empleado autorizado", un empleado que mantiene o repara máquinas y equipos. Duración: 19 minutos	E	
	Machine Guarding	By the end of this training session, you will be able to understand the hazardous actions of different types of machinery, identify the hazards of working with machinery, identify machine safeguards and know how they work, and properly operate machines with guards. Duration: 2 minutes	E	
	Machine Guarding (Spanish)	By the end of this training session, you will be able to understand the hazardous actions of different types of machinery, identify the hazards of working with machinery, identify machine safeguards and know how they work, and properly operate machines with guards. Duration: 2 minutes	E	
	Metalworking Fluids	The main objective of this session is to tell you about the hazards of metalworking fluids as well as the steps you can take to reduce your exposure to these hazards. By the time this session is over, you will be able to recognize signs of unsafe fluid; identify metalworking fluid hazards; use engineering controls effectively to reduce exposure risks; and take all other necessary precautions to protect your health and safety. Duration: 39 minutes.	E	
	Mold Hazards and Prevention	This training session will discuss the hazards of mold both in the workplace and at home. We will learn how to detect mold, where to find it, the health hazards of exposure, how to clean up small mold contamination, and how to prevent mold from growing. Duration: 27 minutes	E	
	New Employee Safety Orientation	By the end of this session, you will be able to understand your role in our company's safety and health program, including security procedures, and get safety information from various sources, including company safety newsletters, bulletin boards, safety committee members, and labels or material safety data sheets. Duration: 28 minutes	S	
	Noise and Hearing Conservation	At the end of this training session, you will be able to understand the effects of noise on hearing; identify sources of noise in your workplace; describe the purpose of audiometric testing and be able to interpret your test results; and select, fit, and use hearing protection. Duration: 18 minutes	E	
	Noise and Hearing Conservation (MULTIMEDIA)	This session is part of the training required by the Occupational Safety and Health Administration, or OSHA, under the Hearing Conservation Program. This training session will cover the impact of noise on your hearing, how to identify noise hazards in your workplace, what hearing tests you may be required to take at work, what hearing protection devices are available to you, and how to choose the right ones. Duration: 15 Minutes.	E	
	Noise and Hearing Conservation (Spanish)	At the end of this training session, you will be able to understand the effects of noise on hearing; identify sources of noise in your workplace; describe the purpose of audiometric testing and be able to interpret your test results; and select, fit, and use hearing protection. Duration: 19 minutes	E	
	OSHA Inspections, Citations, and Penalties	The main objective of this session is to prepare you to manage an OSHA inspection effectively to achieve the best possible result. By the time this session is over, you will be able to identify how investigations are triggered; develop an inspection action plan; understand the steps in the inspection process; assume an effective role in the inspection; and successfully deal with the outcome of an inspection. Duration: 33 minutes.	E	
	Permit-Required Confined Space Rescue - For Supervisors	The main objective of this session is to review the requirements for successful confined space rescue operations. By the time the session is over, you will be able to recognize confined space hazards; plan for rescues; evaluate rescue services; differentiate among types of rescues; train and equip a rescue team; and identify the phases of a rescue operation. Duration: 25 minutes	E	
	Permit-Required Confined Spaces—Attendant	This training session will help you identify the hazards of confined space entry, including its signs, symptoms, behavioral effects, and consequences of hazard exposure of authorized confined space entrants. Duration: 28 minutes	E	
	Permit-Required Confined Spaces—Attendant (Spanish)	Now in Spanish! Attendants at permit-required confined spaces have very important safety-related responsibilities. The main objective of this session is to train your workers on how to perform duties as a permit-required confined space attendant. Duration: 32 minutes	E	

Workplace Safety Training (cont.)	Permit-Required Confined Spaces—Entrant	This training session will teach you to recognize the hazards of confined space entry, including the signs and symptoms of exposure to hazards; test and monitor for hazards, especially atmospheric dangers; work closely with the attendant to enable the attendant to monitor your exposure to dangerous situations; and respond to emergencies, especially evacuating the confined space. Duration: 22 minutes	E	
	Permit-Required Confined Spaces—Entrant (Spanish)	Twenty workers die every year in confined-space accidents, and 60 percent of confined-space injuries are sustained by the rescuer. This session will train your workers on permit-required confined spaces for workers designated as authorized entrants. Duration: 24 minutes	E	
	Portable Power Tool Safety	By the end of the training session, you will be able to identify the hazards of portable power tools, take precautions against injury, use tool guards effectively, and understand common safety practices for specific types of tools. Duration: 14 minutes	E	
	PPE—Foot Protection	OSHA requires employers to conduct a hazard assessment and determine the appropriate PPE for the different types of work that employees are expected to do. This includes an assessment for potential foot injury hazards. This training session will discuss the potential foot hazards in your workplace that were identified during the hazard assessment. Duration: 12 minutes	E	
	PPE—Hand Protection	By the end of the training session, you will be able to identify hand hazards, choose appropriate gloves for work tasks, know the limitations of hand protection, and use and care for protective equipment. Duration: 29 minutes	E	
	PPE: Hand Protection (Spanish)	Este curso de entrenamiento de seguridad en línea se centra en peligros potenciales de mano en el lugar de trabajo y la protección de mano que los empleados necesitan usar en el trabajo. Duración: 31 minutos	E	
	PPE—What Employees Need to Know	After this training session, you will understand how a PPE hazard assessment is conducted, which involves evaluating the workplace and job functions for any potential hazards that can be controlled through the use of PPE; be able to select the proper PPE to protect against the hazards found during the hazard assessment; and be able to show employees how to properly wear and care for their PPE. Duration: 24 minutes	E	
	Preparing for Weather Emergencies	The main objective of this session is to tell you about how you can prepare for weather emergencies and other natural disasters and what you should do when these events occur so that you can survive them safely. By the time this session is over, you will be able to recognize the hazards of weather emergencies and other natural disasters; follow workplace emergency procedures; develop a family emergency plan; and increase your chances of surviving emergencies and minimizing property damage. Duration: 27 minutes.	E	
	Preventing Slips, Trips, and Falls: A Guide for Employees	By the end of the training session, you will be able to identify slip, trip, and fall hazards at work; understand safety specifications and features of walking surfaces and openings; use stairs and ladders safely to avoid falls; and avoid and eliminate slip and trip hazards. Duration: 22 minutes	E	
	Preventing Slips, Trips, and Falls: A Guide for Employees (MULTIMEDIA)	Slips, trips, and falls are among the most common causes of injury on the job and at home. Everyone slips, trips, or falls on occasion, but sometimes, the result can be serious, painful—and even deadly—injuries. It's important to recognize slip, trip, and fall hazards on the job when you see them so that you can take proper precautions to prevent accidents and protect yourself and coworkers from injury. Duration: 19 Minutes.	E	
	Preventing Slips, Trips, and Falls: A Guide for Employees (Spanish)	El objetivo principal de la sesión es eliminar los riesgos de resbalones, tropezos y caídas en el lugar de trabajo y prevenir accidentes. Duración: 23 minutos	E	
	Process Safety Management	Welcome to the training session on safely using, handling, moving, and storing highly hazardous chemicals. This training session is for employees and employees of contractors who work with processes that involve highly hazardous chemicals. It is designed for workplaces covered under the Occupational Safety & Health Administration's (OSHA) Process Safety Management Standard (29 CFR 1910.119). It will cover the procedures for safely handling highly hazardous chemicals and operating a chemical process that involves such chemicals. Duration: 25 minutes	E	
	Recordkeeping—Injury and Illness	By the end of this training session, your employees will understand which employers are affected by recordkeeping standards, appropriate recordkeeping forms, how to handle reporting to the government, employee rights regarding recordkeeping, and injury and illness recording criteria. Duration: 29 minutes	E	
	Respirator Fit Testing - What Supervisors Need to Know	The main objective of this session is to review respirator fit test options and procedures. By the time the session is over, you will be able to help employees select, assess comfort, and fit a respirator; teach workers to perform positive and negative seal checks; and understand qualitative and quantitative fit test procedures. Duration: 31 minutes.	S	
	Respiratory Protection	After this training session, you will be able to identify the hazards of airborne contaminants; identify and use appropriate respiratory protection; recognize the limitations and capabilities of respirators in our workplace; and inspect, maintain, and store respirators. Duration: 30 minutes	E	
	Safe Forklift Operation	This training session will help you understand the characteristics of a forklift, including differences from driving a car, controls and instruments; motor operation; steering; and other instructions, warnings, and precautions. Duration: 23 minutes	E	
	Shiftwork Safety	The main objective of this session is to talk about how to keep safe and healthy when working nontraditional shifts. By the time this session is over, you will be able to recognize the health, social, and safety effects of working outside the usual 8-hour day shift; identify strategies for minimizing the negative impact of shiftwork; and stay healthy and safe when working shifts. Duration: 29 minutes.	E	
	Slips, Trips, and Falls - What Supervisors Need to Know	The main objective of this session is to help you prevent slips, trips, and falls among the employees you supervise. By the time this session is over, you should be able to identify slip, trip, and fall hazards in the workplace; eliminate slip, trip, and fall hazards in work areas you supervise; prevent falls on stairs and from ladders; help employees prevent slips, trips, and falls outdoors and at home; and teach employees how to minimize injuries if they fall. Duration: 24 minutes.	S	
	Understanding Chemical Labels Under GHS	Chemical labeling is the first step in the process of using chemicals safely. Occupational Safety and Health Administration's (OSHA) chemical labeling requirements are part of its Hazard Communication Standard (HazCom), which is designed to ensure that you can identify and understand hazardous chemical substances in the workplace. HazCom, including chemical labeling, has been aligned with the Globally Harmonized System for Classification and Labeling of Chemicals (GHS). This training session focuses on the GHS chemical label. Duration: 17 min.	E	
	Understanding the Safety Data Sheet (SDS)	The main objective of this session is to describe the purpose of the GHS and introduce you to the SDS. By the time the session is over, you should be able to understand the GHS and how it affects hazard communication in the workplace; recognize how the SDS improves your access to vital safety, health, and environmental information about chemicals used in the workplace; and identify the 16 sections of the SDS and the information contained in each section.	E	

Workplace Safety Training (cont.)	Warehouse Safety	The main objective of this session is to help you prevent accidents and injuries while working in the warehouse and loading dock. By the time the session is over, you should be able to identify warehouse hazards; prevent back injuries; work safely with material-handling equipment; protect against accidents on the loading dock; stack materials safely; and prevent slips, trips, and falls. Duration: 31 minutes.	E	
	Welding and Cutting Safety (Interactive)	The objectives of this session are to discuss important safety points about welding and cutting. By the end of the session, you will be able to identify the major safety and health hazards, know the different welding processes, select appropriate personal protective equipment, or PPE, and implement controls needed to prevent or control fires. Duration: 20 Minutes	E	
	What unqualified Workers Need to Know About Electrical Safety	The main objective of this session is to inform you about the basic requirements for electrical safety on the job. By the end of the session, you should be able to: Understand the hazards of electricity; Identify and avoid common electrical hazards; Follow safe work practices around electrical equipment; and Know what to do in an emergency. Duration: 36 Minutes.	E	
	Working in Cold Conditions	Cold conditions present hazards that may seriously impact worker health and safety. In our training program, employees will review the hazards posed by cold conditions and learn valuable methods for preventing illness and injury and responding appropriately to any health or safety incidents that may arise. Duration: 28 minutes	E	
	Working in Cold Conditions (MULTIMEDIA)	Those of you who work regularly in cold conditions have more to worry about than just being uncomfortable. Cold working conditions can actually lead to health hazards that you need to protect yourself against. During this session, we'll tell you what hazards to look out for and how you can keep yourself safe ... and warm! Duration: 21 minutes.	E	
	Working in Hot Conditions	Not only can working in hot conditions be uncomfortable, it can also be hazardous if you don't take the right precautions. You need to know how to protect your health and safety when you work in hot conditions. Duration: 22 minutes	E	
	Working in Hot Conditions (MULTIMEDIA)	While being hot may sometimes be unavoidable, if you get too overheated and dehydrated, could be downright dangerous. During the session, we'll discuss how working in hot conditions can be hazardous to your health and safety, different types of heat-related illnesses you should be aware of, and what you can do to protect yourself if you work in hot conditions. Duration: 17 Minutes.	E	
	Working Safely Outdoors	The main objective of this session is to provide you with the information you need to work safely outdoors. By the time the session is over, you will be able to identify outdoor hazards; take proper precautions to prevent injury or illness; and apply effective first aid in the event of an injury or exposure. Duration: 32 minutes.	E	
	Working Safely with Benzene	The main objective of this session is to help you work safely with benzene. By the time the session is over, you will be able to identify benzene hazards; understand exposure limits; use engineering controls, safe work practices, and personal protective equipment, or PPE, to prevent exposures; and know what to do in an emergency involving benzene. Duration: 28 minutes.	E	
	Working Safely with Flammable Liquids	The main objective of this session is to help you work more safely with flammable liquids. By the time the session is over, you will be able to understand what a flammable liquid is; identify flammable liquid hazards; take proper precautions when storing, dispensing, and handling flammable liquids; prevent fires, explosions, and exposures; and know what to do in an emergency involving flammable liquids. Duration: 34 minutes.	E	
	Workplace Safety for Employees	At the end of the training session, you will be able to understand why safety is such an important workplace issue, identify the requirements of OSHA and the law, know what our safety policy requires, and take an active role in promoting workplace safety and health. Duration: 27 minutes	E	
	Workplace Safety for Employees (Spanish)	Al terminar esta sesión de capacitación, usted podrá comprender las razones por las cuales la seguridad es un tema tan importante en el lugar de trabajo, identificar los requisitos de la OSHA, conocer los requisitos de nuestra política de seguridad, y desempeñar un papel activo en la promoción de la seguridad y la salud en el lugar de trabajo. Duración: 35 minutos	E	
	Your Guide to Personal Protective Equipment	effectively to protect your health and safety on the job. By the time the course is over, you should be able to understand the PPE hazard assessment process; understand why different types of PPE are selected; and know how to properly wear and care for PPE.	E	

Workplace Safety Training in California				SAFETY
	Accident Investigations	This session will show the importance of accident investigation, how to talk to witnesses, what questions to ask when evaluating an accident scene, how to determine causal factors, and how to identify corrective actions. Duration: 22 minutes	S	
	Accident Investigation (MULTIMEDIA)	As much as you try to prevent them, accidents at work happen. No matter what kind of accident you may be faced with at work, one of the most important things you can do after it happens is to investigate it and learn from the experience so it doesn't happen again. This training session will cover everything you need to know about investigating accidents. Duration: 16 Minutes	E, S	
	Active Shooter On-Site: What Every Employee Should Do (MULTIMEDIA)	When it comes to workplace shootings there are measures you can take to not only limit the damage but also to save precious lives both before and during these traumatic incidents. Because most incidents are over within minutes, you need to be prepared to react to the situation with speed. During this session we'll talk about how you, as an employee, should react to and prepare for an active shooter in your workplace. Duration: 22 Minutes	E, S	
	Aerial Lift Safety	Aerial lifts are extremely useful pieces of equipment and are commonly used in many industries. But this equipment can be hazardous to both operators and employees working nearby unless proper precautions are taken by all employees. Duration: 26 minutes	E	
	Arc Flash Safety	This session will cover the hazards and risks of working on or near energized electrical equipment. It will also discuss the procedures for preventing an arc flash accident and how to protect yourself from the hazards of an arc flash. Duration: 17 minutes	E	
	Avoiding Back Injuries	The main objective of this session is to help you prevent back injuries. By the time the session is over, you should be able to: identify causes of back injuries; prevent back injuries; use proper lifting, load carrying, and unloading techniques to help protect your back; and think smart about your back and the importance of keeping it healthy.	E	
	Avoiding Exposure to Bloodborne Pathogens	This session discusses how you might be exposed to bloodborne pathogens and infectious diseases, how you can protect yourself from exposure, and how to clean up and properly dispose of blood or bodily fluids. Employees most likely to be exposed include first-aid responders, janitorial and maintenance personnel, and workers assigned to clean up after an industrial accident. Even if your job does not normally expose you to blood or bodily fluids, this session is helpful to raise your awareness of bloodborne pathogens, to understand why you	E	
	Avoiding Exposure to Bloodborne Pathogens (Spanish)	This session discusses how you might be exposed to bloodborne pathogens and infectious diseases, how you can protect yourself from exposure, and how to clean up and properly dispose of blood or bodily fluids. Employees most likely to be exposed include first-aid responders, janitorial and maintenance personnel, and workers assigned to clean up after an industrial accident. Even if your job does not normally expose you to blood or bodily fluids, this session is helpful to raise your awareness of bloodborne pathogens, to understand why you should not come in contact with them, and to understand that it is important to report spills of blood or bodily fluids so that they can be cleaned up safely. Duration: 25 minutes.	E	
	Avoiding Exposure to Bloodborne Pathogens in California	The main objective of this session is to make you aware of bloodborne pathogen, or BBP, hazards and the steps you can take to protect against these hazards. By the time the session is over, you will be able to identify bloodborne pathogen hazards in the workplace; understand disease transmission; determine your risk of exposure to bloodborne pathogens in the workplace; protect yourself from exposure; respond appropriately if you are exposed to bloodborne pathogens; understand the postexposure procedure; and understand your state's stricter requirements when it comes to working with hazardous needles, recording BBP incidents, and post-exposure evaluation. Duration: 35 minutes.	E	
	Back Safety	This training presentation will help you understand how back injuries occur; prevent back injuries; use proper lifting, load carrying, and unloading techniques; and think intelligently about your back. Duration: 21 minutes	E	
	Back Safety (Spanish)	This session on Back Safety discusses one of the most common workplace injuries and what you can do to help prevent back injuries. You'll learn about the many ways you might injure your back, as well as the things you can do to prevent injuries. Duration: 24 minutes	E	
	Basic First Aid for Medical Emergencies	The main purpose of this session is to familiarize you with basic first-aid procedures. By the time the session is over, you will be able to recognize the benefits of obtaining first-aid and CPR certification; identify proper procedures for a variety of medical emergencies; assist in administering first aid when a co-worker is injured; and do no further harm. Duration: 26	E	
	Battery Safety	The main objective of this session is to make sure you work safely with batteries on the job. By the time the session is over, you will be able to identify battery hazards; understand how batteries work; charge batteries safely; assist in maintaining batteries properly; select appropriate PPE for battery maintenance; and follow proper emergency procedures. Duration: 23 minutes.	E	
	Bloodborne Pathogens—General (Spanish)	Al terminar esta sesión de capacitación, usted podrá identificar los patógenos de la sangre que podrían estar presentes en el lugar de trabajo, comprender cómo ciertas enfermedades se transmiten a través de la sangre, determinar su riesgo de exposición a los patógenos de la sangre, protegerse de la exposición, responder ante una exposición y comprender su derecho a recibir evaluaciones médicas. Duración: 33 minutos	E	
	California Guide to Working in Hot Conditions	This session will guide you through a variety of topics, which will help you understand and prevent illness related to working in hot conditions. The California Occupational Safety and Health Administration (Cal/OSHA) recognizes these risks, and has adopted requirements for heat stress prevention that are more strict than federal requirements. By the time the session is over, you will be able to understand how your body's cooling system works, recognize the symptoms and understand the causes of heat stress, or an overheating of your body's cooling system, which can lead to heat illness, have an action plan for a heat illness in case one was	E	
	California Hazard Communication	The main objective of this session is to teach you about hazard communication. By the time the session is over, you will be able to understand the basic requirements of California's "right-to-know" law; familiarize yourself with the organization's hazard communication program; identify hazardous substances; understand the risks they pose; interpret the information on chemical labels; understand the safety data sheet; protect yourself from the physical and health hazards of chemicals; and respond effectively to emergencies. Duration: 39 minutes.	E	
	Compressed Gases	This presentation will identify compressed gases by the labels and discuss safe transport, handling, and storage of compressed gas cylinders. Duration: 18 minutes	E	

Workplace Safety in California Training (cont.)	Contractor Safety	The main objective of this session is to make sure you understand our safety rules and policies so that you can avoid accidents and injuries while you are in our facility. By the time this session is over, you will be able to recognize the hazards of our workplace; understand emergency procedures and accident-reporting rules; follow safety policies and safe work practices; and avoid accidents and injuries in our facility. Duration: 28 minutes.	E	
	Crane Rigging	Cranes are used at many workplaces, across all major industries, to lift and move materials. Crane operators are generally trained and often certified in safe crane operations and inspection. However, many accidents involving cranes are caused by failures of crane rigging and rigging hardware. Duration: 34 minutes	E	
	Defensive Driving for Noncommercial Motorists	Whether you drive on the job or just commute to work by car, you're in danger on the road unless you drive defensively. Motor vehicle accidents are the number one cause of accidental death in the United States. They are also the number one cause of work-related fatalities. Duration: 21 minutes	E	
	Defensive Driving for Noncommercial Motorists (MULTIMEDIA)	Motor vehicle accidents are the most common form of death of all workplace fatalities, and vehicle accidents, injuries, and fatalities outside of work are also on the rise due to all different kinds of distracted driving and other hazards. Whether you drive on the job or just commute to work, it's important that you stay on your toes and drive defensively to keep yourself—and other drivers and pedestrians—safe. During this training session, we're going to talk about some techniques that will help you avoid driving accidents and injuries. Duration: 19 Minutes.	E	
	Defensive Driving for Noncommercial Motorists (Spanish)	El principal objetivo de esta sesión es hablar sobre las técnicas de conducción a la defensiva para que conduzca seguro detrás del volante y evite accidentes. Duracion: 25 Minutos.	E,S	
	Disaster Planning—What Employees Need to Know	Making sure that all employees receive basic emergency response training is a critical part of disaster planning, whether you are planning for a workplace fire or a natural disaster like a tornado or flood. This training session will help you identify different types of workplace disasters, understand the requirements of your emergency response plan, carry out emergency response assignments effectively, and evacuate quickly and safely in an emergency. Duration: 24 minutes	E	
	Disaster Planning—What Supervisors Need to Know	This course will help you recognize the types of workplace disasters you may face, understand the requirements of the emergency response plan, satisfy employee training requirements, and carry out emergency response duties effectively. Duration: 23 minutes	S	
	Earthquake Preparedness	The main objective of this session is to encourage you to think about earthquake hazards and what you need to do to prepare for and survive earthquakes. By the time the session is over, you will be able to identify earthquake hazards; prepare for quakes at home and at work; know what to do during a quake to help ensure safety; provide assistance to those in need following an earthquake; and take effective steps after a quake to speed recovery. Duration: 38 minutes.	E	
	Electrical Safety at Work—Unqualified Worker (MM)	This training session covers electrical safety for unqualified workers. "Unqualified" workers are workers who are not specifically trained to repair or work with certain electrical equipment. The main objective of this session is to inform unqualified workers about the basic safety procedures when working around electricity. We will also cover the hazards of electricity and how to avoid them, as well as safe work procedures. Duration: 19 Minutes	E	
	Electrical Safety—Unqualified Worker (Spanish)	This training session will discuss the hazards of electricity and how to prevent exposure to electrical hazards. By the end of the training session, you will be able to understand the hazard of electricity, identify and avoid common electrical hazards, and follow safe work practices around electrical equipment. Duration: 26 minutes	E	
	Electrical Safety for Unqualified Workers in California	Today, we will help you learn about electrical safety to help protect you and your coworkers in "high-charged" work environment. The California Occupational Safety and Health Administration, or Cal/OSHA, recognizes these risks and has adopted all of the federal safety requirements and added some of its own, which we will touch on in the coming discussion. By the time the session is over, you will be able to understand how electricity works and its causes; understand the effects of electricity; recognize electrical hazards in the workplace; understand ways to protect yourself when working around electricity; and react to an emergency with appropriate procedures. Duration: 47 minutes.	E	
	Emergency Action and Fire Prevention	This training presentation will teach you to understand hazards that lead to an emergency, evacuate an area in an emergency, respond to an emergency, protect yourself from fire and other hazards, prevent fires, and respond to fires and spills. Duration: 20 minutes	E	
	Emergency Action and Fire Prevention (Spanish)	Al terminar esta sesión de capacitación, usted podrá comprender los peligros que llevan a una emergencia, evacuar un área ante una emergencia, responder en caso de emergencia, protegerse del fuego y de otros peligros, prevenir incendios y responder ante incendios y derrames. Duración: 25 minutos	E	
	Ergonomics—Industrial	This session will look at some of the basic principles of ergonomics so that you can use a commonsense approach to working safely. In particular, the information presented here will focus on musculoskeletal disorders, or MSDs, and how ergonomics helps prevent them. Duration: 24 minutes	E	
	Ergonomics—Industrial (Spanish)	This session will look at some of the basic principles of ergonomics so that you can use a commonsense approach to working safely. In particular, the information presented here will focus on musculoskeletal disorders, or MSDs, and how ergonomics helps prevent them. Duration: 29 minutes	E	
	Exit Routes—Supervisors	This training presentation will explain how to set up and maintain exit routes, implement the requirements of the facility Emergency Action Plan, recognize alarm signals, and implement evacuation procedures. Duration: 24 minutes	S	
	Eye Protection	By the end of the training session, you will be able to identify the potential work areas and activities that could cause injury to your eyes; understand how to prevent those injuries; use, maintain, and inspect protective eyewear; and use appropriate first aid for emergencies. Duration: 15 minutes	E	
	Eye Protection (MULTIMEDIA)	During this session, we'll talk about which eyewear you need to wear depending on the hazards you deal with on the job. And we'll show you exactly how to use and maintain it. Duration: 14 minutes	E	
	Eye Protection (Spanish)	By the end of the training session, you will be able to identify the potential work areas and activities that could cause injury to your eyes; understand how to prevent those injuries; use, maintain, and inspect protective eyewear; and use appropriate first aid for emergencies. Duration: 16 minutes	E	
	Fire Extinguishers	This training session will teach you about what causes a fire, what fire extinguishers do, how to use an extinguisher, and different fire suppressant materials. Duration: 23 minutes	E	
Fire Extinguishers (Spanish)	This training session will teach you about what causes a fire, what fire extinguishers do, how to use an extinguisher, and different fire suppressant materials. Duration: 27 minutes	E		

Workplace Safety in California Training (cont.)	Fire Prevention and Extinguishers in California	This session will guide you through a variety of topics that will help you understand, prevent, and control workplace fires. By the time the session is over, you will be able to understand what causes a fire to start and how they continue burning; recognize the different classes of fire; take measures to help prevent fires at work; understand what a good fire prevention plan contains	E	
	Forklifts and Pedestrian Safety	The main purpose of this session is to train you to work safely around forklifts. By the time this session is over, you will be able to identify the hazards of working around forklifts; understand the factors that contribute to forklift/pedestrian accidents; comprehend pedestrian safety requirements; and take proper precautions when working around forklifts to protect your safety. Duration: 22 minutes.	E	
	Forklift Operator Safety (Spanish)	Esta sesión abarca los conceptos básicos para operar un montacargas de modo seguro y lo prepara para la capacitación práctica de conducción. Al final de esta sesión, podrá realizar lo siguiente comprender cómo funciona un montacargas y de qué modo su operación difiere de conducir un automóvil; comprender los principios básicos de la operación segura y hábil de un montacargas; identificar los peligros de operar un montacargas en el lugar de trabajo; aplicar los principios generales de la operación segura de un montacargas; y saber cómo inspeccionar y mantener un montacargas en forma adecuada. Duración: 25 minutos	E	
	Good Housekeeping	There is a direct correlation between a clean, neat, and orderly workplace and a safe, successful organization. Poor housekeeping, on the other hand, creates hazards and invites accidents. Use this PowerPoint presentation to train your employees on good housekeeping techniques for a safer workplace. Duration: 18 minutes	E	
	Good Housekeeping (MULTIMEDIA)	Good housekeeping is serious business at work. Not only can it help save your company tens of thousands of dollars in costs—it can also save your life. During this training session, we'll explain what good housekeeping is and why it's so important at work—and we'll also go over exactly what your role in good housekeeping is. Duration: 14 minutes	E	
	Hazard Communication - GHS and Your Right to Know	The main objective of this session is to teach you about hazard communication. By the time the session is over, you should be able to: Recognize hazardous chemicals; Understand the risks they pose; Interpret the information on chemical labels; Understand safety data sheets; Protect yourself from physical and health hazards; and Respond to emergencies.	E	
	Hazard Communication and GHS - What Employees Need to Know	The main objective of this session is to teach you about hazard communication. By the time the session is over, you should be able to: Recognize hazardous chemicals; Understand the risks they pose; Interpret the information on chemical labels; Understand safety data sheets, or SDSs; Protect yourself from physical and health hazards; and Respond to emergencies. Duration: 29 Minutes.	E	
	Hazard Communication and GHS - What Employees Need to Know (Spanish)	El objetivo principal de esta sesión es enseñarle sobre la comunicación de riesgos. Al finalizar esta sesión, usted será capaz de reconocer las sustancias químicas peligrosas; entender los riesgos que representan; interpretar la información de las etiquetas de sustancias químicas; entender las hojas de datos de seguridad o SDS; protegerse de los riesgos físicos y de salud, y responder a las emergencias. Duración: 28 minutos	E	
	Hazard Communication and GHS - What Supervisors Need to Know	The main objective of this session is to describe the purpose of GHS revisions to OSHA's Hazard Communication Standard. By the time the session is over, you should be able to understand the GHS revisions to HazCom and how they affect our workplace, recognize the revised chemical labels and safety data sheets, or SDSs, and train employees to read and interpret GHS-compliant labels and SDSs. Duration: 22 min.	S	
	Hazard Communication Refresher	The main objective of this session is to make sure you identify material hazards and take proper precautions to protect your health and safety whenever you work with or around hazardous materials. By the time the session is over, you will be able to understand the purpose and requirements of OSHA's Hazard Communication standard; identify material hazards and safe work practices using labels and safety data sheets, or SDSs; understand the effects and symptoms of exposures and proper first aid; use appropriate personal protective equipment, or PPE, to protect against specific hazards; and respond quickly and effectively to	E	
	Hazardous Materials Transportation	This training session will teach you to recognize and identify hazardous materials; understand HAZMAT container markings, labels, and placards; load and unload hazardous materials safely; use protective procedures and equipment; avoid accidents with hazardous materials; respond to an emergency; and recognize and respond to security threats. Duration: 29 minutes	E	
	Home Safety	The main objective of this session is to help you ensure that your home is safe. By the time the session is over, you will be able to understand the importance of home safety; identify hazards in your home; eliminate or minimize recognized hazards; and keep your home and your family safe and secure. Duration: 25 minutes.	E	
	Hydrogen Sulfide Safety	The main objective of this session is to help you understand the hazards of working with Hydrogen Sulfide and also what protective measure you can take to keep yourself and your coworkers safe. Duration: 31 minutes.	E	
	Industrial Ergonomics in California	The main objective of this session is to help you understand how to prevent injuries from poor ergonomics in your workplace. By the time this session is over, you will be able to demonstrate knowledge of ergonomics in industrial settings to reduce injury; identify risk factors and potential injuries caused by poor ergonomics in the workplace; and implement methods to minimize or eliminate ergonomic hazards. Duration: 20 minutes	E	
	Introduction to OSHA and the General Duty Clause	The main objective of this session is to familiarize you with how OSHA and the General Duty Clause affect your job and our workplace. By the time the session is over, you will be able to understand the purpose of OSHA; identify OSHA's strategies for improving workplace safety; recognize the impact of the General Duty Clause; and know your OSHA rights and responsibilities. Duration: 20 minutes.	E	
	Job Hazard Analysis	The main objective of this session is to make you more familiar with job hazard analysis. By the time this session is over, you will be able to identify the purpose of job hazard analysis (JHA); recognize the benefits of JHA; understand the JHA process; and analyze jobs effectively to detect and correct hazards. Duration: 25 minutes.	E	
	Ladder Safety	This session covers all the key issues involved in working safely with ladders. This session includes information on portable ladders only. Duration: 21 minutes	E	
	Ladder Safety (MULTIMEDIA)	Ladder accidents, injuries, and even fatalities are one of the most common forms of accidents that happen on the job. But there is a lot you can do to avoid becoming one of those accident statistics—and it starts with using the information you will be provided during this training session. Duration: 15 Minutes	E	

Workplace Safety in California Training (cont.)	Lockout/Tagout in California for the Authorized Employee	This session will guide you through the essential aspects of the California lockout/tagout regulatory procedures and how to work safely with hazardous energy. By the time the session is over, you will be able to recognize hazardous energy sources and know why machinery and equipment can cause accidents; understand your responsibilities as an "authorized" employee in making sure that conditions are safe; and understand the lockout/tagout process and become familiar with California's lockout/tagout procedures and requirements. Duration: 37 minutes.	E	
	Lockout/Tagout: Authorized Employee (Spanish)	Esta sesión abarca el procedimiento de seguridad denominado "Cierre/etiquetado" requerido por la norma de la OSHA sobre Control de fuentes de energía peligrosa. Esto forma parte de su capacitación para convertirse en un "empleado autorizado", un empleado que mantiene o repara máquinas y equipos. Duración: 19 minutos	E	
	Lockout/Tagout—Affected Employee	An "affected employee" is someone who operates machinery or equipment on which servicing or maintenance is being performed under lockout or tagout. This training is required if you work in an area where servicing or maintenance of machinery or equipment is being performed, even if you don't operate or service any equipment. Duration: 18 minutes	E	
	Lockout/Tagout—Authorized Employee	This session will train you to perform the responsibilities of an "authorized person." An authorized person is an employee who services or maintains machinery and equipment. As an authorized person, you will be able to recognize hazardous energy sources, understand responsibilities to other employees, and control hazardous energy with lockout/tagout. Duration: 19 minutes	E	
	Machine Guarding	By the end of this training session, you will be able to understand the hazardous actions of different types of machinery, identify the hazards of working with machinery, identify machine safeguards and know how they work, and properly operate machines with guards. Duration: 2 minutes	E	
	Machine Guarding (Spanish)	By the end of this training session, you will be able to understand the hazardous actions of different types of machinery, identify the hazards of working with machinery, identify machine safeguards and know how they work, and properly operate machines with guards. Duration: 2 minutes	E	
	Metalworking Fluids	The main objective of this session is to tell you about the hazards of metalworking fluids as well as the steps you can take to reduce your exposure to these hazards. By the time this session is over, you will be able to recognize signs of unsafe fluid; identify metalworking fluid hazards; use engineering controls effectively to reduce exposure risks; and take all other necessary precautions to protect your health and safety. Duration: 39 minutes.	E	
	Mold Hazards and Prevention	This training session will discuss the hazards of mold both in the workplace and at home. We will learn how to detect mold, where to find it, the health hazards of exposure, how to clean up small mold contamination, and how to prevent mold from growing. Duration: 27 minutes	E	
	New Employee Safety Orientation	By the end of this session, you will be able to understand your role in our company's safety and health program, including security procedures, and get safety information from various sources, including company safety newsletters, bulletin boards, safety committee members, and labels or material safety data sheets. Duration: 28 minutes	S	
	Noise and Hearing Conservation	At the end of this training session, you will be able to understand the effects of noise on hearing; identify sources of noise in your workplace; describe the purpose of audiometric testing and be able to interpret your test results; and select, fit, and use hearing protection. Duration: 18 minutes	E	
Noise and Hearing Conservation (MULTIMEDIA)	This session is part of the training required by the Occupational Safety and Health Administration, or OSHA, under the Hearing Conservation Program. This training session will cover the impact of noise on your hearing, how to identify noise hazards in your workplace, what hearing tests you may be required to take at work, what hearing protection devices are available to you, and how to choose the right ones. Duration: 15 Minutes.	E		
Noise and Hearing Conservation (Spanish)	At the end of this training session, you will be able to understand the effects of noise on hearing; identify sources of noise in your workplace; describe the purpose of audiometric testing and be able to interpret your test results; and select, fit, and use hearing protection. Duration: 19 minutes	E		
OSHA Inspections, Citations, and Penalties	The main objective of this session is to prepare you to manage an OSHA inspection effectively to achieve the best possible result. By the time this session is over, you will be able to identify how investigations are triggered; develop an inspection action plan; understand the steps in the inspection process; assume an effective role in the inspection; and successfully deal with the	E		
Permit-Required Confined Space Rescue - For Supervisors	The main objective of this session is to review the requirements for successful confined space rescue operations. By the time the session is over, you will be able to recognize confined space hazards; plan for rescues; evaluate rescue services; differentiate among types of rescues; train and equip a rescue team; and identify the phases of a rescue operation. Duration: 25 minutes	E		
Permit-Required Confined Spaces—Attendant	This training session will help you identify the hazards of confined space entry, including the signs, symptoms, behavioral effects, and consequences of hazard exposure of authorized confined space entrants. Duration: 28 minutes	E		
Permit-Required Confined Spaces—Attendant (Spanish)	Now in Spanish! Attendants at permit-required confined spaces have very important safety-related responsibilities. The main objective of this session is to train your workers on how to perform duties as a permit-required confined space attendant. Duration: 32 minutes	E		
Permit-Required Confined Spaces—Entrant	This training session will teach you to recognize the hazards of confined space entry, including the signs and symptoms of exposure to hazards; test and monitor for hazards, especially atmospheric dangers; work closely with the attendant to enable the attendant to monitor your exposure to dangerous situations; and respond to emergencies, especially evacuating the confined space. Duration: 22 minutes	E		
Permit-Required Confined Spaces—Entrant (Spanish)	Twenty workers die every year in confined-space accidents, and 60 percent of confined-space injuries are sustained by the rescuer. This session will train your workers on permit-required confined spaces for workers designated as authorized entrants. Duration: 24 minutes	E		
Portable Power Tool Safety	By the end of the training session, you will be able to identify the hazards of portable power tools, take precautions against injury, use tool guards effectively, and understand common safety practices for specific types of tools. Duration: 14 minutes	E		

Workplace Safety in California Training (cont.)	PPE—Hand Protection (Spanish)	Este curso de entrenamiento de seguridad en línea se centra en peligros potenciales de mano en el lugar de trabajo y la protección de mano que los empleados necesitan usar en el trabajo. Duración: 31 minutos	E	
	PPE—Foot Protection	OSHA requires employers to conduct a hazard assessment and determine the appropriate PPE for the different types of work that employees are expected to do. This includes an assessment for potential foot injury hazards. This training session will discuss the potential foot hazards in your workplace that were identified during the hazard assessment. Duration: 12	E	
	PPE—Hand Protection	By the end of the training session, you will be able to identify hand hazards, choose appropriate gloves for work tasks, know the limitations of hand protection, and use and care for protective equipment. Duration: 29 minutes	E	
	PPE—What Employees Need to Know	After this training session, you will understand how a PPE hazard assessment is conducted, which involves evaluating the workplace and job functions for any potential hazards that can be controlled through the use of PPE; be able to select the proper PPE to protect against the hazards found during the hazard assessment; and be able to show employees how to properly wear and care for their PPE. Duration: 24 minutes	E	
	Preparing for Weather Emergencies	The main objective of this session is to tell you about how you can prepare for weather emergencies and other natural disasters and what you should do when these events occur so that you can survive them safely. By the time this session is over, you will be able to recognize the hazards of weather emergencies and other natural disasters; follow workplace emergency	E	
	Preventing Slips, Trips, and Falls in California: A Guide for Employees	The main objective of this session is to eliminate slip, trip, and fall hazards in the workplace and prevent accidents. By the time the session is finished, you will be able to recognize slips, trips, and falls as a serious safety problem; identify slip, trip, and fall hazards on the job, at home, and outdoors; avoid or eliminate slip, trip, and fall hazards using commonsense methods; understand the importance of proper ladder safety and some of the ways California is there to protect you; prevent falls everywhere—at work, outdoors, and at home; and minimize injuries if you do fall. Duration: 24 minutes.	E	
	Preventing Slips, Trips, and Falls: A Guide for Employees	By the end of the training session, you will be able to identify slip, trip, and fall hazards at work; understand safety specifications and features of walking surfaces and openings; use stairs and ladders safely to avoid falls; and avoid and eliminate slip and trip hazards. Duration: 22 minutes.	E	
	Preventing Slips, Trips, and Falls: A Guide for Employees (MULTIMEDIA)	Slips, trips, and falls are among the most common causes of injury on the job and at home. Everyone slips, trips, or falls on occasion, but sometimes, the result can be serious, painful—and even deadly—injuries. It's important to recognize slip, trip, and fall hazards on the job when you see them so that you can take proper precautions to prevent accidents and protect yourself and coworkers from injury. Duration: 19 Minutes.	E	
	Preventing Slips, Trips, and Falls: A Guide for Employees (Spanish)	El objetivo principal de la sesión es eliminar los riesgos de resbalones, tropiezos y caídas en el lugar de trabajo y prevenir accidentes. Duracion: 23 Minutos.	E	
	Process Safety Management	Welcome to the training session on safely using, handling, moving, and storing highly hazardous chemicals. This training session is for employees and employees of contractors who work with processes that involve highly hazardous chemicals. It is designed for workplaces covered under the Occupational Safety & Health Administration's (OSHA) Process Safety Management Standard (29 CFR 1910.119). It will cover the procedures for safely handling highly hazardous chemicals and operating a chemical process that involves such chemicals. Duration: 25 minutes	E	
	Recordkeeping—Injury and Illness	By the end of this training session, your employees will understand which employers are affected by recordkeeping standards, appropriate recordkeeping forms, how to handle reporting to the government, employee rights regarding recordkeeping, and injury and illness recording criteria. Duration: 29 minutes	E	
	Respirator Fit Testing - What Supervisors Need to Know	The main objective of this session is to review respirator fit test options and procedures. By the time the session is over, you will be able to help employees select, assess comfort, and fit a respirator; teach workers to perform positive and negative seal checks; and understand qualitative and quantitative fit test procedures. Duration: 31 minutes.	S	
	Respiratory Protection	After this training session, you will be able to identify the hazards of airborne contaminants; identify and use appropriate respiratory protection; recognize the limitations and capabilities of respirators in our workplace; and inspect, maintain, and store respirators. Duration: 30 minutes	E	
	Safe Forklift Operation	This training session will help you understand the characteristics of a forklift, including differences from driving a car; controls and instruments; motor operation; steering; and other instructions, warnings, and precautions. Duration: 23 minutes	E	
	Safe Forklift Operation in California	This session covers the basic concepts of operating a forklift safely and prepares you for hands-on operator training. California has strict requirements on all manners of operation and equipment, which we will discuss in general throughout this training session. By the end of this session, you will be able to understand how a forklift works; recognize how operating a forklift different from driving a car; understand the basic principles of operating a forklift safely and skillfully; identify the hazards of operating a forklift in the workplace; know how to properly inspect and maintain a forklift; and understand California's required safety procedures to help control the risk of serious forklift accidents. Duration: 46 minutes.	E	
	Shiftwork Safety	The main objective of this session is to talk about how to keep safe and healthy when working nontraditional shifts. By the time this session is over, you will be able to recognize the health, social, and safety effects of working outside the usual 8-hour day shift; identify strategies for minimizing the negative impact of shiftwork; and stay healthy and safe when working shifts. Duration: 29 minutes.	E	
	Slips, Trips, and Falls - What Supervisors Need to Know	The main objective of this session is to help you prevent slips, trips, and falls among the employees you supervise. By the time this session is over, you should be able to identify slip, trip, and fall hazards in the workplace; eliminate slip, trip, and fall hazards in work areas you supervise; prevent falls on stairs and from ladders; help employees prevent slips, trips, and falls outdoors and at home; and teach employees how to minimize injuries if they fall. Duration: 24 minutes.	S	

Workplace Safety in California Training (cont.)	Understanding Chemical Labels Under GHS	Chemical labeling is the first step in the process of using chemicals safely. Occupational Safety and Health Administration's (OSHA) chemical labeling requirements are part of its Hazard Communication Standard (HazCom), which is designed to ensure that you can identify and understand hazardous chemical substances in the workplace. HazCom, including chemical labeling, has been aligned with the Globally Harmonized System for Classification and Labeling of Chemicals (GHS). This training session focuses on the GHS chemical label. Duration: 17 min.	E	
	Understanding the Safety Data Sheet (SDS)	The main objective of this session is to describe the purpose of the GHS and introduce you to the SDS. By the time the session is over, you should be able to understand the GHS and how it affects hazard communication in the workplace; recognize how the SDS improves your access to vital safety, health, and environmental information about chemicals used in the workplace; and identify the 16 sections of the SDS and the information contained in each section.	E	
	Warehouse Safety	The main objective of this session is to help you prevent accidents and injuries while working in the warehouse and loading dock. By the time the session is over, you should be able to identify warehouse hazards; prevent back injuries; work safely with material-handling equipment; protect against accidents on the loading dock; stack materials safely; and prevent slips, trips, and falls. Duration: 31 minutes.	E	
	Welding and Cutting Safety (Interactive)	The objectives of this session are to discuss important safety points about welding and cutting. By the end of the session, you will be able to identify the major safety and health hazards, know the different welding processes, select appropriate personal protective equipment, or PPE, and implement controls needed to prevent or control fires. Duration: 20 Minutes	E	
	What unqualified Workers Need to Know About Electrical Safety	The main objective of this session is to inform you about the basic requirements for electrical safety on the job. By the end of the session, you should be able to: Understand the hazards of electricity; Identify and avoid common electrical hazards; Follow safe work practices around electrical equipment; and Know what to do in an emergency. Duration: 36 Minutes.	E	
	Working in Cold Conditions	Cold conditions present hazards that may seriously impact worker health and safety. In this training program, employees will review the hazards posed by cold conditions and learn valuable methods for preventing illness and injury and responding appropriately to any health or safety incidents that may arise. Duration: 28 minutes	E	
	Working in Cold Conditions (MULTIMEDIA)	Those of you who work regularly in cold conditions have more to worry about than just being uncomfortable. Cold working conditions can actually lead to health hazards that you need to protect yourself against. During this session, we'll tell you what hazards to look out for and how you can keep yourself safe ... and warm! Duration: 21 minutes.	E	
	Working in Hot Conditions	Not only can working in hot conditions be uncomfortable, it can also be hazardous if you don't take the right precautions. You need to know how to protect your health and safety when you work in hot conditions. Duration: 22 minutes	E	
	Working in Hot Conditions (MULTIMEDIA)	While being hot may sometimes be unavoidable, if you get too overheated and dehydrated, it could be downright dangerous. During the session, we'll discuss how working in hot conditions can be hazardous to your health and safety, different types of heat-related illnesses you should be aware of, and what you can do to protect yourself if you work in hot conditions. Duration: 17 Minutes.	E	
	Working Safely Outdoors	The main objective of this session is to provide you with the information you need to work safely outdoors. By the time the session is over, you will be able to identify outdoor hazards; take proper precautions to prevent injury or illness; and apply effective first aid in the event of an injury or exposure. Duration: 32 minutes.	E	
	Working Safely with Benzene	The main objective of this session is to help you work safely with benzene. By the time the session is over, you will be able to identify benzene hazards; understand exposure limits; use engineering controls, safe work practices, and personal protective equipment, or PPE, to prevent exposures; and know what to do in an emergency involving benzene. Duration: 28 minutes.	E	
	Working Safely with Flammable Liquids	The main objective of this session is to help you work more safely with flammable liquids. By the time the session is over, you will be able to understand what a flammable liquid is; identify flammable liquid hazards; take proper precautions when storing, dispensing, and handling flammable liquids; prevent fires, explosions, and exposures; and know what to do in an emergency involving flammable liquids. Duration: 34 minutes.	E	
	Working Safely with Flammable Liquids in California	This session will guide you through a variety of topics that will help you understand how to work safely with flammable liquids. By the time the session is over, you will be able to know the different types or classes of flammable liquids and their definitions; match the type of flammable liquid with its degree of hazard; understand what flash points are; understand what makes these potentially dangerous liquids ignite; know to handle, dispense, and store them in order to prevent harmful incidents; and know where to look for additional and specific information on flammable liquids, including the California Code of Regulations. Duration: 39 minutes.	E	
	Workplace Safety for Employees	At the end of the training session, you will be able to understand why safety is such an important workplace issue, identify the requirements of OSHA and the law, know what our safety policy requires, and take an active role in promoting workplace safety and health. Duration: 27 minutes	E	
	Workplace Safety for Employees (Spanish)	Al terminar esta sesión de capacitación, usted podrá comprender las razones por las cuales la seguridad es un tema tan importante en el lugar de trabajo, identificar los requisitos de la OSHA, conocer los requisitos de nuestra política de seguridad, y desempeñar un papel activo en la promoción de la seguridad y la salud en el lugar de trabajo. Duración: 35 minutos	E	
	Your Guide to Personal Protective Equipment	The main objective of this course is to provide you with the information you need to use PPE effectively to protect your health and safety on the job. By the time the course is over, you should be able to understand the PPE hazard assessment process; understand why different types of PPE are selected; and know how to properly wear and care for PPE.	E	
	Your Guide to Personal Protective Equipment in California	The main objective of this course is to provide you with the information you need to use PPE effectively to protect your health and safety on the job. By the time the course is over, you will be able to understand the PPE hazard assessment process; understand how to appropriately match PPE to the hazard while adhering to California requirements; and know how to properly wear and care for PPE. Duration: 39 minutes.	E	