



# Learn Courses

## Catalog



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# Pandemic Response

- **Assessing Your Organization's Risks**

Duration: 30 minutes | Languages: English  
Target Audience: HR, Managers

- **Becoming a Successful Collaborator**

Duration: 30 minutes | Languages: English  
Target Audience: All Employees

- **Contributing as a Virtual Team Member**

Duration: 20 minutes | Languages: English  
Target Audience: All Employees

- **Establishing Effective Virtual Teams**

Duration: 30 minutes | Languages: English  
Target Audience: Managers, All Employees

- **Facing Virtual Team Challenges**

Duration: 25 minutes | Languages: English  
Target Audience: Managers



- **Forging Ahead with Perseverance and Resilience**

Duration: 30 minutes | Languages: English  
Target Audience: All Employees

- **General Information: Coronavirus and COVID-19**

Duration: 24 minutes | Languages: English / Spanish  
Target Audience: Everyone

- **Leading Teams: Managing Virtual Teams**

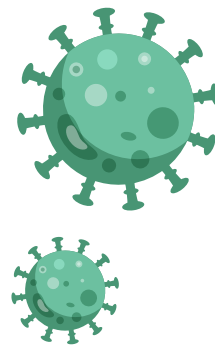
Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Managing in a Crisis**

Duration: 20 minutes | Languages: English  
Target Audience: HR, Managers

- **Responding Effectively to Risks**

Duration: 25 minutes | Languages: English  
Target Audience: HR, Managers



Courses included as part of Learn Base unless marked  
† courses available with Workplace Safety product  
‡ courses available with Workplace Harassment Prevention product

# Harassment

## Diversity

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- **A Manager's Guide to Diversity, Inclusion, and Accommodation**  
Duration: 30 minutes | Languages: English  
Target Audience: Managers
- **Diversity on the Job: The Importance of Diversity and the Changing Workplace**  
Duration: 60 minutes | Languages: English  
Target Audience: Employees
- **Global Diversity**  
Duration: 30 minutes | Languages: English  
Target Audience: Employees
- **Maintaining a Cohesive Multi-generational Workforce**  
Duration: 25 minutes | Languages: English  
Target Audience: Managers
- **Managing Multi-generational Employees**  
Duration: 22 minutes | Languages: English  
Target Audience: Managers
- **Managing Workforce Generations: Working with a Multi-generational Team**  
Duration: 60 minutes | Languages: English  
Target Audience: Managers
- **Overcoming Your Own Unconscious Biases ‡**  
Duration: 24 minutes | Languages: English  
Target Audience: Everyone

- **Unconscious Bias ‡**  
Duration: 6 minutes | Languages: English  
Target Audience: Everyone
- **Understanding Unconscious Bias ‡**  
Duration: 24 minutes | Languages: English  
Target Audience: Everyone
- **Your Role in Workplace Diversity ‡**  
Duration: 30 minutes | Languages: English  
Target Audience: Everyone

## Harassment

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- **Bullying and Hazing on Campus**  
Duration: 35 minutes | Languages: English  
Target Audience: Employees
- **Harassment Prevention for California Employees ‡**  
Duration: 75 minutes | Languages: English / Spanish  
Target Audience: Employees
- **Harassment Prevention for California Managers ‡**  
Duration: 143 minutes | Languages: English / Spanish  
Target Audience: Managers
- **Harassment Prevention for Connecticut Employees ‡**  
Duration: 140 minutes | Languages: English / Spanish  
Target Audience: Employees

Courses included as part of Learn Base unless marked  
‡ courses available with Workplace Safety product  
‡ courses available with Workplace Harassment Prevention product

# Harassment

## Harassment (cont'd)

- **Harassment Prevention for Connecticut Managers ‡**

Duration: 140 minutes | Languages: English / Spanish  
Target Audience: Managers

- **Harassment Prevention for Delaware Employees ‡**

Duration: 45 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Harassment Prevention for Delaware Managers ‡**

Duration: 76 minutes | Languages: English / Spanish  
Target Audience: Managers

- **Harassment Prevention for Illinois Employees ‡**

Duration: 51 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Harassment Prevention for Illinois Employees (Restaurant/Bar) ‡**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Harassment Prevention for Illinois Managers ‡**

Duration: 79 minutes | Languages: English / Spanish  
Target Audience: Managers

- **Harassment Prevention for Illinois Managers (Restaurant/Bar) ‡**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Harassment Prevention for Maine Employees ‡**

Duration: 46 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Harassment Prevention for Maine Managers ‡**

Duration: 78 minutes | Languages: English / Spanish  
Target Audience: Managers

- **Harassment Prevention for New York State and New York City Employees ‡**

Duration: 55 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Harassment Prevention for New York State and New York City Managers ‡**

Duration: 80 minutes | Languages: English / Spanish  
Target Audience: Managers

- **Harassment Prevention for US Employees**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Harassment Prevention for US Managers**

Duration: 75 minutes | Languages: English / Spanish  
Target Audience: Managers

- **Preventing Bullying and Violence**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Preventing Harassment in the Global Workplace – Employee Edition ‡**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

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‡ courses available with Workplace Harassment Prevention product

# Harassment

## Harassment (cont'd)

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- Preventing Harassment in the Global Workplace – Manager Edition ‡

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Managers

- Title IX for Higher Education

Duration: 30 minutes | Languages: English  
Target Audience: Employees



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# Compliance and Legal

## Employment Law

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- **EEO and Lawful Hiring**

Duration: 30 minutes | Languages: English  
Target Audience: Managers

- **HIPAA for Non-Medical Employers**

Duration: 25 minutes | Languages: English  
Target Audience: Managers

- **HIPAA Privacy Essentials**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **HIPAA – Privacy Rule for Business Associates**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **HIPAA – Privacy Rule for Covered Entities**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **HIPAA – Security Rule for Business Associates**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **HIPAA – Security Rule for Covered Entities**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Privacy and Information Security**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Union Awareness**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Wage and Hour Awareness for Managers**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Wage and Hour for Employees**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Workplace Management: Employment Laws and Regulations**

Duration: 110 minutes | Languages: English  
Target Audience: Employees

## Ethics

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- **Business Ethics**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Code of Conduct Awareness**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Code of Conduct Awareness – Higher Education Edition**

Duration: 15 minutes | Languages: English  
Target Audience: Employees

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# Compliance and Legal

## Ethics (cont'd)

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- **Compliance Impact: Business Ethics – Adjusting the Figures**

Duration: 6 minutes | Languages: English  
Target Audience: Employees

- **Financial Integrity**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Foreign Corrupt Practices Act**

Duration: 60 minutes | Languages: English  
Target Audience: Everyone

- **Global Conflicts of Interest**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Integrity in the Workplace**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

## HR Compliance

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- **Campus Security Obligations Under Federal Law**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **FERPA for Higher Education**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Rightful Employment Termination**

Duration: 30 minutes | Languages: English  
Target Audience: Managers

## Leaves of Absence

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- **FMLA Leave and More: An Overview of Legally Protected Leave**

Duration: 30 minutes | Languages: English  
Target Audience: Employees



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‡ courses available with Workplace Harassment Prevention product



# Environment and Climate

## Environmental Compliance

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- **Asbestos †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Environmental Regulations Overview †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Lead Awareness in Construction †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Lead Awareness in General Industry †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

## Hazard Communications

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- **Decontamination (HAZWOPER) †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Emergency Response and Spill Control (HAZWOPER) †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Fire and Explosion Hazards (HAZWOPER) †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Globally Harmonized System of Classification and Labeling of Chemicals (GHS) †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Hazard Communication: An Employee's Right to Know †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Hazard Communication (HAZWOPER) †**

Duration: 17 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Heat and Cold Exposure Management (HAZWOPER) †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Site Safety and Health Plan Procedures (HAZWOPER) †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Toxicology (HAZWOPER) †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

# Environment and Climate

## Hazardous Waste

- **Biosafety Hazardous Waste Handling and Disposal †**

Duration: 35 minutes | Languages: English  
Target Audience: Employees

- **Hazardous Material Handling and Storage †**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Hazardous Materials in the Workplace †**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Hazardous Waste Generator (RCRA) †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Regulatory Overview (HAZWOPER) †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Site Control (HAZWOPER) †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Storm Water Pollution Prevention †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Universal Waste Rule Training †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Waste Minimization and Pollution Prevention for Employees †**

Duration: 18 minutes | Languages: English  
Target Audience: Employees



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# Workplace Safety

## OSHA and General Safety

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- **Accident Investigation and Reporting †**

Duration: 30 minutes | Languages: English  
Target Audience: Managers

- **Aerial Work Platforms †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Behavior-based Safety for Supervisors †**

Duration: 30 minutes | Languages: English  
Target Audience: Managers

- **Chemical Process Safety †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Chemical Process Safety Management †**

Duration: 30 minutes | Languages: English  
Target Audience: Managers

- **Compressed Gas Safety †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Contractor Safety †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Crane Signaling and Communications †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Electrical Safety †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Global Safety Principles: Indoor Hoisting and Rigging †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Hand and Power Tool Safety †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Hand and Power Tool Safety Impact: Pneumatic Tools †**

Duration: 5 minutes | Languages: English  
Target Audience: Employees

- **Hydrogen Sulfide †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Introduction to Industrial Hygiene †**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Introduction to OSHA †**

Duration: 132 minutes | Languages: English  
Target Audience: Employees

- **Job Hazard Analysis †**

Duration: 30 minutes | Languages: English  
Target Audience: Managers

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# Workplace Safety

## OSHA and General Safety (cont'd)

- **Lead Awareness in General Industry †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Machine Guarding †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Mold Awareness †**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **NFPA 1600 Disaster/Emergency Management †**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **NFPA 70E Electrical Safety in the Workplace 2015 Edition †**

Duration: 120 minutes | Languages: English  
Target Audience: Employees

- **Office Safety †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **OSHA 300 Recordkeeping †**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Regulatory Information †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Rigging Equipment and Inspection †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Safety at Work: A Systematic Approach †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Scaffolding and Ladder Safety †**

Duration: 40 minutes | Languages: English  
Target Audience: Employees

- **Scissor Lifts †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Spill Prevention and Control †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Spill Prevention, Control, and Countermeasure Plan †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Trenching and Excavation Safety †**

Duration: 25 minutes | Languages: English  
Target Audience: Employees

- **Warehouse Safety †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Welding, Cutting, and Brazing †**

Duration: 15 minutes | Languages: English  
Target Audience: Employees

Courses included as part of Learn Base unless marked

† courses available with Workplace Safety product

‡ courses available with Workplace Harassment Prevention product

# Workplace Safety

## OSHA and General Safety (cont'd)

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- **Workplace Inspections †**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Workplace Safety Orientation †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Confined Spaces †**

Duration: 60 minutes | English / Spanish  
Target Audience: Employees

- **Safety Data Sheets †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Slips, Trips and Falls †**

Duration: 18 minutes | Languages: English / Spanish  
Target Audience: Employees



## Personal Protective Equipment (PPE)

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- **Hearing Conservation †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Personal Protective Equipment (HAZWOPER) †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **PPE: Eye and Face Protection †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **PPE: Foot and Leg Protection †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **PPE: Hand Protection †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **PPE: Head Protection †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **PPE: Personal Protective Equipment †**

Duration: 60 minutes | Languages: English / Spanish  
Target Audience: Employees

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‡ courses available with Workplace Harassment Prevention product

# Workplace Safety

## Personal Protective Equipment (PPE) (cont'd)

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- **Respiratory Protection †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Respiratory Protection Impact: Donning and Doffing †**

Duration: 4 minutes | Languages: English  
Target Audience: Employees

## Personal Safety

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- **Back Safety and Injury Prevention †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Benzene Awareness †**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Bloodborne Pathogen Awareness †**

Duration: 60 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Cold Stress †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Electrical Safety †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Fall Protection †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Fire Safety and Prevention †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **First Aid: Basic †**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **First Aid: Medical Emergencies †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Flammable Liquids †**

Duration: 50 minutes | Languages: English  
Target Audience: Employees

- **Global Safety Principles:  
Silica in General Industry †**

Duration: 25 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Hazards to Outdoor Workers †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Heat Stress Recognition and Prevention †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

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# Workplace Safety

## Personal Safety (cont'd)

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- **Industrial Ergonomics †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Laboratory Safety †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Ladder Safety 2.0 †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Office Ergonomics †**

Duration: 25 minutes | Languages: English  
Target Audience: Employees

- **Portable Fire Extinguishers †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Workplace Security Awareness †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

## Transportation

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- **Accident Procedures Involving Large Vehicles †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Collision Avoidance †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Defensive Driving †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Defensive Driving Fundamentals †**

Duration: 60 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Defensive Driving: Truck Safety †**

Duration: 180 minutes | Languages: English  
Target Audience: Employees

- **Distracted Driving †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **DOT 1: Hazardous Materials Table †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **DOT 1: Introduction, Classification, and the Hazardous Materials Table †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **DOT 2: Packaging, Labeling, Marking, and Placarding †**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

Courses included as part of Learn Base unless marked

† courses available with Workplace Safety product

‡ courses available with Workplace Harassment Prevention product

# Workplace Safety

## Transportation (cont'd)

- **DOT 3: Shipping Papers †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **DOT 4: Loading and Storage †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **DOT: Air Brakes †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **DOT: Drug and Alcohol Awareness †**

Duration: 120 minutes | Languages: English  
Target Audience: Employees

- **DOT: Hours of Service †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **DOT: Inspections †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **DOT: Security for Shipment of Hazardous Materials †**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Emergency Situations While Driving †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Ergonomics and Injury Prevention for Commercial Vehicle Operators †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Flagging Safety †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Flatbed Cargo Securement †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Forklift Operation 1: Safety Inspection and Maintenance †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Forklift Operation 2: Stability and Capacity †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Forklift Operation 3: Load Handling †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Forklift Operation 4: Traveling and Maneuvering †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Forklift Safety Awareness †**

Duration: 45 minutes | Languages: English  
Target Audience: Employees

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‡ courses available with Workplace Harassment Prevention product



## Transportation (cont'd)

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- **Hazardous Materials: Infectious Materials Transportation by Ground †**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Hazardous Weather Driving for Commercial Vehicle Operators †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **IATA 1: Hazard Class Identification/Classification †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **IATA 2: Marking and Labeling †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **IATA 3: Packaging †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **IATA 4: Documentation †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **IATA 5: Limitations and Shipment Review †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **IMDG 1: Introduction, General Provisions, and Classifications †**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **IMDG 2: Dangerous Goods List, Special Provisions and Exceptions †**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **IMDG 3: Packaging, Marking, Labeling, Placarding, and Documentation †**

Duration: 90 minutes | Languages: English  
Target Audience: Employees

- **IMDG 4: Loading, Unloading, and Offering Dangerous Goods †**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Loading Dock Safety †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Negotiating Hazards for Commercial Vehicles**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Packaging Small Quantities †**

Duration: 47 minutes | Languages: English  
Target Audience: Employees

Courses included as part of Learn Base unless marked

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‡ courses available with Workplace Harassment Prevention product

# Workplace Safety

## Transportation (cont'd)

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- **Safe Vehicle Backing †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Trailer Coupling and Uncoupling †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Urban Driving †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **US Export Controls †**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Food Allergen Safety †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Food Safety and Handling †**

Duration: 60 minutes | Languages: English  
Target Audience: Everyone

- **Food Service Worker Safety †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Everyone

- **Liquefied Petroleum Gas (LPG) Safety †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Lockout/Tagout †**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Lockout/Tagout for Authorized Persons †**

Duration: 90 minutes | Languages: English / Spanish  
Target Audience: Employees

- **Workplace Safety Orientation †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

## Workplace Safety

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- **Active Shooter**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Active Shooter: Preparation, Warning Signs and Survival**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Emergency and Disaster Preparedness †**

Duration: 30 minutes | Languages: English / Spanish  
Target Audience: Employees

Courses included as part of Learn Base unless marked  
† courses available with Workplace Safety product  
‡ courses available with Workplace Harassment Prevention product

# Human Resources

## Leadership

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- **Achieve Your Objectives through Effective Delegation**

Duration: 25 minutes | Languages: English  
Target Audience: Managers

- **Being an Effective Team Member**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Building and Leading Teams**

Duration: 15 minutes | Languages: English  
Target Audience: Managers

- **First Time Manager: Understanding a Manager's Role**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Leadership Essentials: Motivating Employees**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Leading Teams: Building Trust and Commitment**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Leading Teams: Dealing with Conflict**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Leading Teams: Developing the Team and its Culture**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Leading Teams: Establishing Goals, Roles, and Guidelines**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Leading Teams: Managing Virtual Teams**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Leading Teams: Motivating and Optimizing Performance**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

## People Operations

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- **A Manager's Guide to Discipline and Documentation**

Duration: 30 minutes | Languages: English  
Target Audience: Managers

- **Compensation and Benefits: Managing Policies, Programs, and Activities**

Duration: 30 minutes | Languages: English  
Target Audience: Managers

Courses included as part of Learn Base unless marked  
† courses available with Workplace Safety product  
‡ courses available with Workplace Harassment Prevention product

# Human Resources

## People Operations (cont'd)

- **Management of People: Talent Acquisition and Retention**

Duration: 102 minutes | Languages: English  
Target Audience: Managers

- **Managing Special Leaves of Absence Situations**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Retaining Your Talent Pool**

Duration: 120 minutes | Languages: English  
Target Audience: Managers

- **Rightful Employment Termination**

Duration: 30 minutes | Languages: English  
Target Audience: Managers

- **Strategies for Successful Employee Onboarding: Assessing Program Success**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Strategies for Successful Employee Onboarding: Getting Started**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **The Benefits and Challenges of Engaging Employees**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies**

Duration: 90 minutes | Languages: English  
Target Audience: Managers



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‡ courses available with Workplace Harassment Prevention product

# Human Resources

## Performance Management

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- **Human Resource Development: Performance Appraisal and Talent Management**  
Duration: 60 minutes | Languages: English  
Target Audience: Managers
- **Monitoring and Improving Performance**  
Duration: 60 minutes | Languages: English  
Target Audience: Managers
- **Performance Appraisal Essentials: 360-degree Appraisals**  
Duration: 60 minutes | Languages: English  
Target Audience: Managers
- **Performance Appraisal Essentials: Conducting Traditional Appraisals**  
Duration: 60 minutes | Languages: English  
Target Audience: Managers
- **Performance Appraisal Essentials: Planning for Appraisals**  
Duration: 60 minutes | Languages: English  
Target Audience: Managers
- **Planning for Performance**  
Duration: 60 minutes | Languages: English  
Target Audience: Managers
- **Strategies for Successful Employee Onboarding: An Introduction**  
Duration: 60 minutes | Languages: English  
Target Audience: Managers

## Wellness

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- **Optimizing Your Work/Life Balance: Maintaining Your Life Balance**  
Duration: 60 minutes | Languages: English  
Target Audience: Employees
- **Optimizing Your Work/Life Balance: Taking Control of Your Stress**  
Duration: 60 minutes | Languages: English  
Target Audience: Employees
- **Pandemic Flu Awareness**  
Duration: 60 minutes | Languages: English  
Target Audience: Employees

## Computer and IT

### Cybersecurity

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- **Global Cybersecurity Basics**  
Duration: 12 minutes | Languages: English  
Target Audience: Everyone
- **IT Security for End Users: IT Security Fundamentals**  
Duration: 60 minutes | Languages: English  
Target Audience: Employees
- **Preventing Identity Theft †**  
Duration: 30 minutes | Languages: English  
Target Audience: Employees

Courses included as part of Learn Base unless marked

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‡ courses available with Workplace Harassment Prevention product

# Customer Service

- **Creating and Sustaining a Customer-focused Organization**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Customer Advocacy: Communicating to Build Trusting Customer Relationships**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Customer-driven Process Improvement: Identifying Customer Needs**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Customer Service Confrontation and Conflict**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Customer Service Fundamentals: Building Rapport in Customer Relationships**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Customer Service over the Phone**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Developing Your Customer Focus**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Essential Skills for Professional Telephone Calls**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Shaping the Direction of Customer Service in Your Organization**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **The Angry Caller: What's Your Plan?**

Duration: 6 minutes | Languages: English  
Target Audience: Employees



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‡ courses available with Workplace Harassment Prevention product

# Professional Development

## Meetings

- **Dealing with Common Meeting Problems**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Managing Effective Business Meetings**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Preparing for Effective Business Meetings**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Business Writing: Editing and Proofreading**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Business Writing: How to Write Clearly and Concisely**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Business Writing: Know Your Readers and Your Purpose**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

## Workplace Skills

- **Are You Listening to Your Customers?**

Duration: 6 minutes | Languages: English  
Target Audience: Employees

- **Basic Presentation Skills: Creating a Presentation**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Basic Presentation Skills: Delivering a Presentation**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Basic Presentation Skills: Planning a Presentation**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Communicating Across Cultures**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Communication Methods that Make Sense and Make Your Point**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Creating a Compelling Job Description**

Duration: 6 minutes | Languages: English  
Target Audience: Managers

- **Creating a Positive Attitude**

Duration: 120 minutes | Languages: English  
Target Audience: Employees

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† courses available with Workplace Safety product  
‡ courses available with Workplace Harassment Prevention product

# Professional Development

## Workplace Skills (cont'd)

- **Emergency Response in the Workplace**

Duration: 45 minutes | Languages: English  
Target Audience: Employees

- **Essentials of Interviewing and Hiring:  
Conducting an Effective Interview**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Getting Results without Direct Authority:  
Persuasive Communication**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Handling Difficult Conversations Effectively**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Interpersonal Communication: Being  
Approachable**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Interpersonal Communication:  
Communicating Assertively**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Interpersonal Communication:  
Communicating with Confidence**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Interpersonal Communication:  
Listening Essentials**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Interpersonal Communication:  
Targeting Your Message**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Interviewing: Doing it Right**

Duration: 30 minutes | Languages: English  
Target Audience: Managers

- **Listening Essentials: Improving Your  
Listening Skills**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Listening Essentials: The Basics of Listening**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Listening to Improve Conversation**

Duration: 6 minutes | Languages: English  
Target Audience: Employees

- **Management Essentials: Confronting  
Difficult Employee Behavior**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

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# Professional Development

## Workplace Skills (cont'd)

- **Management of People: Total Rewards**

Duration: 75 minutes | Languages: English  
Target Audience: Managers

- **Solving Problems: Framing the Problem**

Duration: 30 minutes | Languages: English  
Target Audience: Employees

- **Techniques for Communicating Effectively with Senior Executives**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Telecommuting Basics: Communication Strategies for the Remote Employee**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **The Internet, Social Media, and Electronic Communication**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **The Voice of Leadership: Effective Leadership**

Duration: 60 minutes | Languages: English  
Target Audience: Managers

- **Time Management: Analyzing Your Use of Time**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Time Management: Avoiding Time Stealers**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Time Management: Planning and Prioritizing Your Time**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Training and Development**

Duration: 120 minutes | Languages: English  
Target Audience: Managers

- **Using E-mail and Instant Messaging Effectively**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Working with Difficult People: Dealing with Micromanagers**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Working with Difficult People: How to Work with Aggressive People**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Working with Difficult People: How to Work with Manipulative People**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

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# Professional Development

## Workplace Skills (cont'd)

- **Working with Difficult People: How to Work with Negative People**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Working with Difficult People: How to Work with Procrastinators**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Working with Difficult People: How to Work with Self-serving People**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Working with Difficult People: Identifying Difficult People**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Workplace Conflict: Recognizing and Responding to Conflict**

Duration: 60 minutes | Languages: English  
Target Audience: Employees

- **Workplace Conflict: Strategies for Resolving Conflicts**

Duration: 60 minutes | Languages: English  
Target Audience: Employees



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## CONTACT US



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