



Product Datasheet
LEARN

ThinkHR recognizes the significant risks centered around people within an organization. Offering a learning management system that delivers complete training content and tracking capabilities is key to providing organizations end-to-end solutions.

Learn offers employees and management access to an extensive course library of both proactive and reactive risk management courses that address compliance essentials such as harassment and discrimination, workplace safety, cybersecurity, and more.

Learn Features



Valuable Content



Admin Dashboard



Live Support



Future Proof



Custom Content*



Certificates & Reporting

2M+

COMPLETED COURSES

1.7M+

CERTIFICATES ISSUED

300K

EMPLOYERS USING LEARN

INDUSTRY-LEADING HR CONTENT AND LEARNING SOLUTION

Staying compliant and minimizing risks requires constant vigilance across an entire workforce. ThinkHR's training content covers all compliance topics:

- ✔ Affordable Care Act—What You Need to Know
- ✔ HIPAA—Your Obligations Under the Privacy Rule
- ✔ Hazard Communications*
- ✔ Workers' Compensation
- ✔ FMLA—HR Readiness
- ✔ FLSA—What Supervisors Need to Know
- ✔ Strategies for Legally Avoiding Unions

Effective HR manages people risks across an entire organization. Sexual harassment is a critical risk management issue. Taking this risk head on requires ongoing training of supervisors and employees alike.

- ✔ Sexual Harassment—What Employees Need to Know
- ✔ Stop Sexual Harassment—California Supervisors*
- ✔ Title VII: Harassment and Discrimination Prevention
- ✔ Preventing Sexual Harassment—A Guide for Supervisors
- ✔ Social Media and Sexual Harassment
- ✔ Conducting Investigations Based on Unfair Treatment of Harassment Claims

Effective training programs ensure an organization gets the best out of their employees and enables them to retain key employees through professional development and improved morale.

- ✔ Project Management
- ✔ Motivating and Inspiring Employees
- ✔ Implementing Solutions to Obstacles
- ✔ Effective Meetings
- ✔ Developing Employee Skills and Capacity
- ✔ Employee Onboarding



DAVEVIC

"Finding Solutions Beyond the Obvious"

Catalog

LEARN COURSES



CONTENTS

Harassment.....	3
Diversity	3
Harassment	3
Compliance & Legal	4
Employment Law	4
Ethics	5
HR Compliance.....	5
Leaves of Absence	5
Environment & Climate.....	5
Environmental Compliance.....	5
Hazard Communications	6
Hazardous Waste.....	6
Workplace Safety	7
OSHA & General Safety	7
Personal Protective Equipment	8
Personal Safety.....	8
Transportation.....	9
Workplace Safety.....	11
Human Resources	11
Leadership	11
People Operations	12
Performance Management.....	12
Wellness.....	13
Computer & IT	13
Cybersecurity.....	13
Customer Service	13
Professional Development.....	13
Meetings	13
Workplace Skills	14

Learn Course Catalog

Harassment

Diversity

- ▶ **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 Multigenerational Workforce**
Duration: 25 minutes
Languages: English
Target Audience: Managers
- ▶ **Managing Multigenerational Employees**
Duration: 22 minutes
Languages: English
Target Audience: Managers
- ▶ **Managing Workforce Generations: Working with a Multigenerational Team**
Duration: 60 minutes
Languages: English
Target Audience: Managers



Harassment

- ▶ **Bullying and Hazing on Campus**
Duration: 35 minutes
Languages: English
Target Audience: Employees
- ▶ **Bullying and Violence in the Workplace**
Duration: 30 minutes
Languages: English
Target Audience: Employees
- ▶ **Preventing Harassment in the Global Workplace – Employee Edition ‡**
Duration: 30 minutes
Languages: English
Target Audience: Employees
- ▶ **Preventing Harassment in the Global Workplace – Manager Edition ‡**
Duration: 30 minutes
Languages: English
Target Audience: Managers
- ▶ **Sexual Harassment Prevention for Employees**
Duration: 30 minutes
Languages: English / Spanish
Target Audience: Employees
- ▶ **Title IX for Higher Education**
Duration: 30 minutes
Languages: English
Target Audience: Employees
- ▶ **Workplace Harassment Prevention for Employees, State of California (SB 1343) ‡**
Duration: 75 minutes
Languages: English / Spanish
Target Audience: Employees
- ▶ **Workplace Harassment Prevention for Employees, State of Connecticut ‡**
Duration: 140 minutes
Languages: English / Spanish
Target Audience: Employees
- ▶ **Workplace Harassment Prevention for Employees, State of Delaware ‡**
Duration: 40 minutes
Languages: English
Target Audience: Employees
- ▶ **Workplace Harassment Prevention for Employees, State of Illinois ‡**
Duration: 55 minutes
Languages: English
Target Audience: Employees

Harassment *(cont'd)*

- ▶ **Workplace Harassment Prevention for Employees (Restaurant/Bar), State of Illinois ‡**
Duration: 60 minutes
Languages: English
Target Audience: Employees
- ▶ **Workplace Harassment Prevention for Employees, State of Maine ‡**
Duration: 48 minutes
Languages: English
Target Audience: Employees
- ▶ **Workplace Harassment Prevention for Employees, State of New York and NYC ‡**
Duration: 55 minutes
Languages: English / Spanish
Target Audience: Employees
- ▶ **Workplace Harassment Prevention for Employees – Version 2.0 (Title VII)**
Duration: 30 minutes
Languages: English
Target Audience: Employees
- ▶ **Workplace Harassment Prevention for Managers – Multi-State Edition, version 2.0 (Title VII)**
Duration: 120 minutes
Languages: English
Target Audience: Managers
- ▶ **Workplace Harassment Prevention for Managers, State of California (AB1825/2053/SB1343) ‡**
Duration: 120 minutes
Languages: English / Spanish
Target Audience: Managers
- ▶ **Workplace Harassment Prevention for Managers, State of Connecticut ‡**
Duration: 140 minutes
Languages: English / Spanish
Target Audience: Managers
- ▶ **Workplace Harassment Prevention for Managers, State of Delaware ‡**
Duration: 80 minutes
Languages: English
Target Audience: Managers
- ▶ **Workplace Harassment Prevention for Managers, State of Illinois ‡**
Duration: 90 minutes
Languages: English
Target Audience: Managers
- ▶ **Workplace Harassment Prevention for Managers (Restaurant/Bar), State of Illinois ‡**
Duration: 60 minutes
Languages: English
Target Audience: Managers
- ▶ **Workplace Harassment Prevention for Managers, State of Maine ‡**
Duration: 80 minutes
Languages: English / Spanish
Target Audience: Managers
- ▶ **Workplace Harassment Prevention for Managers, State of New York and NYC ‡**
Duration: 80 minutes
Languages: English / Spanish
Target Audience: Managers



Compliance & Legal

Employment Law

- ▶ **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 / Spanish
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

- ▶ **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
- ▶ **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

- ▶ **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
Target Audience: Everyone
- ▶ **Rightful Employment Termination**
Duration: 30 minutes
Languages: English
Target Audience: Managers

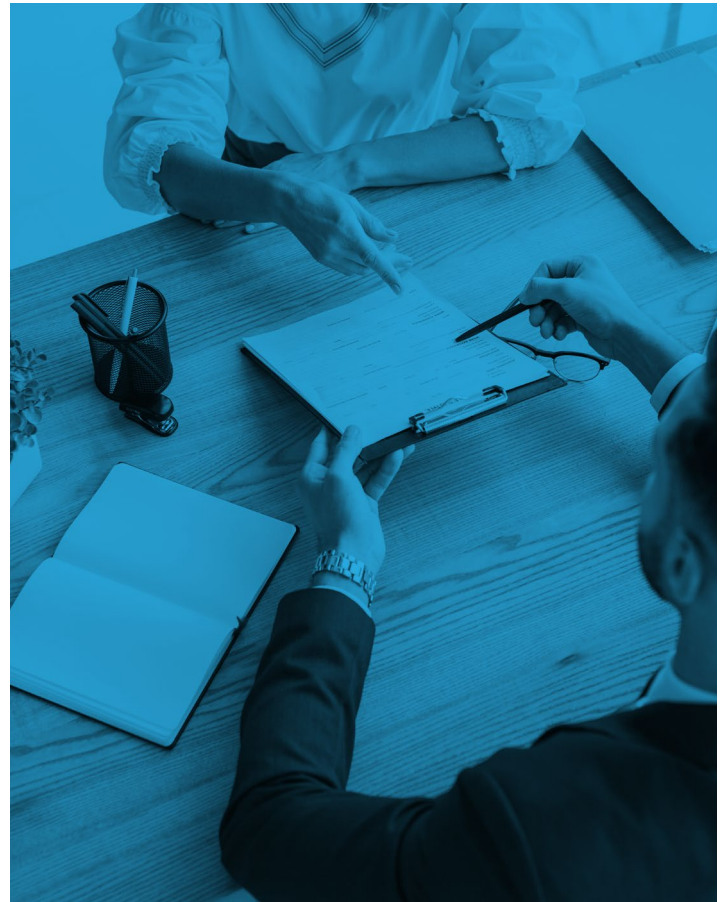
Leaves of Absence

- ▶ **FMLA Leave and More: An Overview of Legally Protected Leave**
Duration: 30 minutes
Languages: English
Target Audience: Employees

Environment & Climate

Environmental Compliance

- ▶ **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

▶ **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



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

Workplace Safety

OSHA & General Safety

▶ **Accident Investigation and Reporting †**

Duration: 30 minutes
Languages: English
Target Audience: Managers

▶ **Aerial Work Platforms †**

Duration: 30 minutes
Languages: English / Spanish
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 / Spanish
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

▶ **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

▶ **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
Languages: English / Spanish
Target Audience: Employees

▶ **Safety Data Sheets †**

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

▶ **Slips, Trips and Falls †**

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

Personal Protective Equipment

▶ [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

▶ [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

▶ [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

Personal Safety *(cont'd)*

▶ **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

▶ **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

▶ **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

▶ **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

Transportation

▶ **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



Transportation *(cont'd)*

▶ **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

▶ **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

▶ **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

Workplace Safety

▶ 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

▶ 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

▶ 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

Human Resources

Leadership

▶ 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



People Operations

▶ **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

▶ **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



Performance Management

▶ **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

▶ **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 & IT

Cybersecurity

▶ **Cybersecurity: Practical Steps to Avoid Risk**

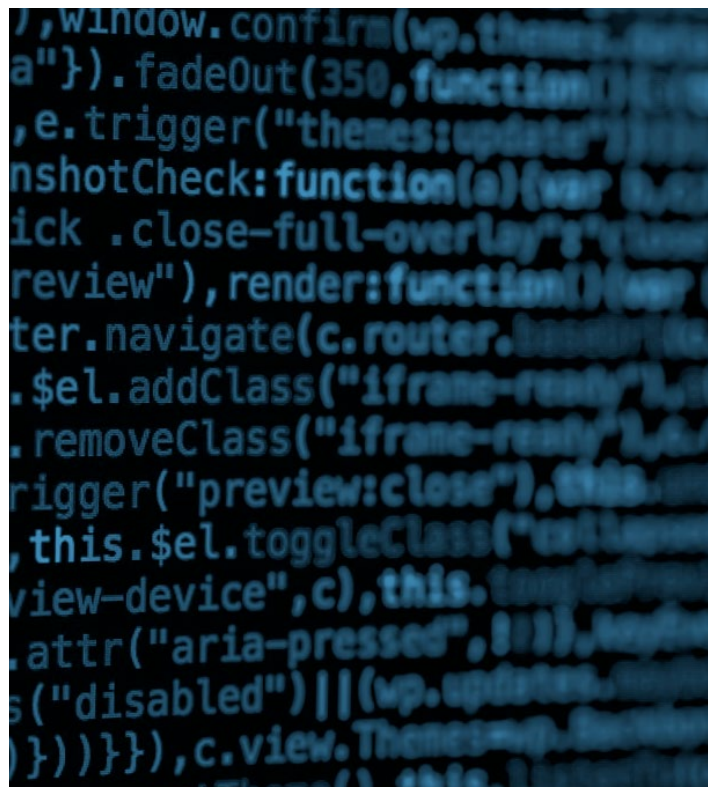
Duration: 45 minutes
Languages: English
Target Audience: Employees

▶ **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



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

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: Employee

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: Employee

▶ **Basic Presentation Skills: Planning a Presentation**

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: Employee

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

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: Employee

▶ **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

▶ **Emergency Response in the Workplace**

Duration: 45 minutes
Languages: English
Target Audience: Employee

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

Duration: 60 minutes
Languages: English
Target Audience: Employees

▶ **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: Employee

▶ **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: Employee

▶ **Interpersonal Communication: Listening Essentials**

Duration: 60 minutes
Languages: English
Target Audience: Employees

▶ **Interpersonal Communication: Targeting Your Message**

Duration: 60 minutes
Languages: English
Target Audience: Employee



Workplace Skills *(cont'd)*

▶ **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: Employee

▶ **Listening to Improve Conversation**

Duration: 6 minutes
Languages: English
Target Audience: Employee

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

Duration: 60 minutes
Languages: English
Target Audience: Managers

▶ **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: Employee

▶ **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: Employee

▶ **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: Employee

▶ **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: Employee

▶ **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

▶ **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