

Course	Course Code	Category	Description	Duration
6 Tips for Parents Working From Home	BV94	Business Skills	Adopt some helpful tips to help you balance the responsibilities of your career with caring for your children as you work from home.	5
8 Tips for Working From Home	BV90	Human Capital	Identify your current strengths and weaknesses, and learn strategies for working from home even more productively!	5
Accident Incident Investigation	SG02	Health & Safety	This course covers the four-step investigation process for workplace incidents according to OSHA. Define accidents, incidents, root causes, and close calls and learn how to follow all four steps to make your workplace safe and prevent further incidents.	30
Active Shooter and Workplace Violence Response (Workplace)	SJ68	Health & Safety	You need to think quickly in an active shooter situation. What you do next depends on your proximity to the shooter and an exit. This course covers responding to an active shooter situation at your campus and recognizing signs of potential violent behavior.	10
Aggressive Driving and Road Rage	DM24	Driver Safety	Road rage can become a deadly event. This course will help you to identify the difference between aggressive driving and road rage, avoid aggressive driving behavior, and understand the importance of maintaining your composure.	20
Análisis de riesgos laborales para supervisores Cal/OSHA	SP13	Health & Safety	Después de completar este curso, podrá definir el propósito de las prácticas de trabajo seguro, identificar las herramientas de evaluación utilizadas para identificar los peligros en el lugar de trabajo, definir Análisis de riesgos laborales (JHA), sus métodos y pasos, definir los métodos de control del Análisis de riesgos laborales y especificar la efectividad y/o limitaciones de cada método, explicar los componentes y procedimientos de inspección en el lugar de trabajo, y aplicar prácticas de limpieza seguras para las áreas de trabajo.	60
Analyzing Work Processes	BV66	Human Capital	This course covers analyzing work process by listing the steps of the process and by representing these in a diagram called a process flow chart.	15
Anti-Bullying Supervisor Training	HV22	Employment Liability	This course is the ideal follow-up for employees and volunteers in supervisory roles who have already completed the introductory course, RISE Up Against Workplace Bullying. You'll learn about your unique position and responsibilities as a supervisor and quickly gain the skills you need to respond to bullying, whether observed or reported, in your workplace.	15
Antiracism: Challenging Inequity	HV72	Employment Liability	If you are ready to take personal action to end racism, this course will teach you to see racism in terms of policies and ideas so you can recognize the racist ideas behind policies and procedures, understand how they influence our thinking, and take steps to actively oppose racism or promote racial tolerance.	30
Appropriate Touch	CA41	Child Safety	Keeping children safe from child sexual abuse means only touching children in appropriate ways and teaching them about appropriate and inappropriate touch. Children who know which touches are appropriate or inappropriate are better able to protect themselves. This training will teach you how to appropriately interact with children and how to teach them about appropriate touch.	15
Avoiding Animal Bites	SJ62	Health & Safety	Whether you are a full or part time employee who works with stray or feral animals, you are typically the first point of contact for citizens concerned with the health and safety of animals. This course covers avoiding animal bites by recognizing basic dog and cat body language and the signs that a dog or cat may bite.	15
Avoiding Collisions While Backing & Parking	DM08	Driver Safety	The space behind your vehicle can be just as dangerous as the space in the front. Because of this fact, you must be aware of your surroundings at all times and know what is around you-in every direction and in all situations. This course covers the dangers of backing and parking collisions, the best ways to back up and park safely, and how to protect yourself from backing and parking collisions.	16
Avoiding the Crush Zone	CZ01	Health & Safety	Don't get caught in the crush zone! Too many accidents involve workers who are caught between moving and stationary objects. The results have been devastating. This course will raise awareness about some of the most common Crush Zone hazards faced by public employees.	30
Back Safety	SG90	Health & Safety	How important is back health? Protecting your back can save you time, money, and pain. Learn the basics of back safety in the workplace. Topics include safe lifting steps, common back injuries, and an ergonomic overview. This course covers back safety under OSHA's General Duty Clause, Section 5.	30
Basic Construction Safety	SJ16	Health & Safety	This course covers the hazards inherent in construction work and how to reduce them. Topics include hand and power tools and equipment, confined spaces, ladders and scaffolding, cranes, electricity, machinery, trenches and excavation. The course discusses fall protection, covers for holes, chemical warning labels, PPE, and material movement, handling, and storage. This course provides an overview of OSHA Construction Standard, 29 CFR 1926.	60
Basic Industrial Safety	SH27	Health & Safety	This awareness level course covers industrial safety fundamentals covered under OSHA 29 CFR 1910, Industrial Safety Standards. Topics include hazard communication, bloodborne pathogens, lockout-tagout, confined space entry, personal protective equipment, emergency response planning, and respiratory protection. The course also provides an overview of OSHA 29 CFR 1903.1.	30
Behavior-Based Safety for Supervisors	SH31	Health & Safety	This course is intended to provide supervisors with an overview of behavior-based safety.	30
Bias in Interviewing	HV80	Employment Liability	This course for recruiters, supervisors, and any other employees involved in the interview process will teach you to understand common biases and how they impact the interview process, set up and follow systems that limit or prevent biased thoughts from affecting hiring decisions, and apply strategies that prevent individual bias from impacting decision-making.	30
Bloodborne Pathogens	SG76	Health & Safety	This course provides information to minimize the health risks to workers exposed to blood and other potentially infectious materials. Topics include the definition of bloodborne pathogens, symptoms of the diseases they cause, and modes of transmission; Exposure Control Plans; universal precautions, engineering controls, work practices, and personal protection equipment; decontamination and disposal; hepatitis B vaccines and emergency procedures related to exposure incidents. This course covers OSHA 29 CFR 1910.1030.	45
Bloodborne Pathogens for Healthcare Workers	SJ24	Health & Safety	This course provides information to minimize the health risks to healthcare workers exposed to blood and other potentially infectious materials. Topics include the definition of bloodborne pathogens, symptoms of the diseases they cause, and modes of transmission; Exposure Control Plans; universal precautions, engineering controls, work practices, and personal protection equipment; decontamination and disposal; hepatitis B vaccines and emergency procedures related to exposure incidents.	45
Building a Kind and Connected Workplace	BW54	Leadership and Management	In a kind and connected workplace, employees trust leaders and feel like they care about their opinions and contributions. Confident employees step outside of their job description, try new things, and are happy to help out. Learn how you can create positive change in the workplace.	15
C.A.R.E. About Implicit Bias	HV64	Employment Liability	Learn strategies to challenge your implicit bias.	20
Challenge Organizational Bias	HV66	Employment Liability	Learn ways to reduce the impact of implicit bias in hiring and management practices.	15
Child Abuse Awareness and Prevention for Texas	CA57	Child Safety	Recent high-profile cases have emphasized the need to train on properly reporting potential child abuse. This course discusses how to recognize, prevent and report suspected child maltreatment. It also explains who is legally required to do so and the potential civil and criminal penalties for failure to report in the state of Texas.	60
Child Sexual Abuse Prevention at Camp	CA31	Health & Safety	Child sexual abuse is a risk at your camp. Protecting campers is one of your most important challenges this summer. This course will teach you how to identify red flags warning signs of abuse and methods to protect campers from peer-to-peer sexual abuse and adult-to-child sexual abuse.	20
Coaching to Build Skills	BV12	Human Capital	Whether it is building technical, interpersonal, administrative, or customer service skills, coaching to build skills is essential to improving performance within your organization. This course identifies the common mistakes people make when coaching others and discusses the four-step process for helping an employee build skills.	20
Coaching to Develop Motivation	BV10	Human Capital	This course covers identifying the characteristics of motivated people and the three components of the question style of coaching to develop motivation.	20
Complying with HIPAA for Business Associates	CY01	Cyber Security	The goal of this course is to help business associates comply with the general HIPAA training requirements, including those contained in the recent ARRA HITECH act. This course explains the importance of HIPAA, outlines the legal requirements related to protecting PHI, and specifies best practices for the handling of such information.	35
Complying with HIPAA for Covered Entities	CY02	Cyber Security	The goal of this course is to help individuals within your organization refresh their knowledge and comply with the HIPAA training requirements, including those contained in the recent ARRA HITECH act. The ARRA stimulus bill altered a covered entity's responsibilities and increased the liabilities for non-compliance. Employee training is required under the rule.	40

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Complying with HIPAA for Hybrid Entities	CY03	Cyber Security	The goal of this course is to help individuals within hybrid entities refresh their knowledge and comply with the HIPAA training requirements, including those contained in the recent ARRA HITECH act. The ARRA stimulus bill altered a hybrid entity's responsibilities and increased the liabilities for non-compliance. Employee training is required under the rule.	40
Consequences of Bias	HV46	Employment Liability	Learn how biased thinking leads to unfair decision making.	10
Conveying Information	BV20	Human Capital	The ability to convey information in a clear and concise way is a core communication skill. For example, you need to be able to convey information clearly when you give instructions, give directions, tell someone what has happened at a meeting, show someone how to do a task or procedure. After completing this course, you should be able to explain how to use the three steps	20
Corrective Action Series: Bullying Coworkers	BW62	Leadership and Management	The Corrective Action Series, based on concepts from the course "One Conversation Can Change Everything" presents a corrective action conversation between a fictional supervisor and employee. Learners must lead the supervisor through the conversation, choosing the right prompts and responses, and discovering easy-to-make mistakes along the way. In this course, learners will experience a corrective action scenario between a supervisor and an employee who is bullying coworkers.	8
Corrective Action Series: Employee Burnout	BW64	Leadership and Management	The Corrective Action Series, based on concepts from the course "One Conversation Can Change Everything" presents a corrective action conversation between a fictional supervisor and employee. Learners must lead the supervisor through the conversation, choosing the right prompts and responses, and discovering easy-to-make mistakes along the way. In this course, learners will experience a corrective action scenario between a supervisor and an employee facing burnout.	8
Corrective Action Series: Errors in Work	BW60	Leadership and Management	The Corrective Action Series, based on concepts from the course "One Conversation Can Change Everything" presents a corrective action conversation between a fictional supervisor and employee. Learners must lead the supervisor through the conversation, choosing the right prompts and responses, and discovering easy-to-make mistakes along the way. In this course, learners will experience a corrective action scenario between a supervisor and an employee who has made errors in their work.	8
Courageous Conversations	HV74	Diversity & Inclusion	Learn about the purpose and components of a courageous conversation and effective communication techniques that will help you initiate difficult conversations. Effectively guiding a courageous conversation promotes understanding and helps find common ground when resolving an issue.	60
Creating a Total Service Experience	BV04	Human Capital	This course covers the total service experience and discusses the skills that are needed to develop a strong customer relationship through effective communication.	20
Creating ADA Compliant Documents	HW29	Business Skills	This course covers ADA standards so you can develop documents and PDFs that are accessible to those with disabilities.	15
Cultural Competence	HV70	Diversity & Inclusion	Learn how to communicate effectively across cultural differences in the workplace.	20
Cyber Security: Best Practices for At-Home Employees	CY16	Cyber Security	This course contains security practice tips to protect your personal information, your at-home network, and your devices from cyber attacks.	15
Cybersecurity: Data Classification and Handling	CY22	Cyber Security	Your organization likely deals with a large amount of data. While some of this data may be available to the public, other data is sensitive and requires your protection. In this course, you'll learn how to classify different types of information and follow best practices for handling sensitive data.	10
Cybersecurity: Data Privacy and Safe Computing	CY18	Cyber Security	Learn how to identify, prevent, and report situations that could lead to a data breach. This course teaches safe computing practices that help you protect personal and company information.	30
Cybersecurity: Data Privacy and Security	CY24	Cyber Security	Personal information, or any data that can be used to identify an individual, is often considered sensitive and must be protected. Failure to protect personal information may result in a data breach, leading to costly consequences for you and your organization. This course covers how to identify and protect personal information, including following data privacy laws and best	10
Cybersecurity: Responding to Data Breaches	CY20	Cyber Security	A data breach occurs when any unauthorized party is given unencrypted access to personal data. This course covers recognizing and avoiding potential data breaches, and knowing how to respond to data breach situations if one happens to your organization.	10
Dealing with Aggressive Behavior	BV86	Human Capital	This course covers the steps involved in dealing with an aggressive employee.	15
Dealing with Bad Behavior	BV80	Human Capital	This course covers new ways of thinking to deal with the difficult behavior of employees.	15
Dealing with Conflict	BV84	Human Capital	This course covers the steps involved in dealing with conflict between employees.	15
Dealing With Difficult Customers	BV08	Human Capital	This course covers the reasons why customers become upset and the ways of dealing with challenging customers.	20
Dealing With Grief and Loss in the Workplace for Employees	BW36	Human Capital	After a loss, diagnosis or tragic event, many employees return to work while still in a state of grief. This course covers how employees can navigate their personal grief and how they can	15
Dealing With Grief and Loss in the Workplace for Supervisors	BW38	Human Capital	After a loss, diagnosis or tragic event, many employees return to work while still in a state of grief. This course covers how supervisors can navigate their personal grief and support their grieving employees and coworkers.	15
Defensive Driving	DD69	Driver Safety	This course, intended for experienced drivers, covers the risks inherent in driving and offers concrete tips on how to reduce the likelihood of a collision. The course covers vehicle protection systems, rules of the road, how to deal effectively with hazardous conditions, and making safe choices.	60
Defensive Driving for Vanpool Drivers	DD71	Driver Safety	This course, intended for experienced drivers, covers the risks inherent in driving and offers concrete tips on how to reduce the likelihood of a collision. The course covers vehicle protection systems, rules of the road, how to deal effectively with hazardous conditions, making safe choices, 15-passenger van safety.	60
Defining a Problem	BV41	Human Capital	This course covers identifying and describing problems in the workplace.	30
Defining Coaching	BV14	Human Capital	This course covers defining coaching, assessing the coaching needs of another person, and assessing your personal coaching strengths and weaknesses.	20
Defining Useful Workplace Feedback	BV33	Human Capital	Workplace feedback is information we provide fellow employees and team members about their acts in order to help them meet individual, group, and organizational goals. This course covers defining workplace feedback and identifying the characteristics of useful workplace feedback.	20
Determining Your Problem-Solving Style	BV39	Human Capital	This course covers identifying different problem-solving approaches in the workplace.	30
Developing a Diversity and Inclusion Program	HV76	Employment Liability	This course for organization leaders and managers will help you develop and implement a successful diversity and inclusion program. You will learn how to assess your organization's structure and culture by following a five stage process to identify problematic conditions, build concern, and find realistic ways to correct deficiencies.	30
Disaster Benefits Administration	SJ36	Health & Safety	When a disaster strikes, federal disaster assistance may be available to your community. Learn how to help administer nutrition and unemployment benefits following a disaster. You'll find out how to help community members apply for and receive benefits under The Disaster Supplemental Nutrition Assistance Program (D-SNAP) and The Disaster Unemployment Assistance	25
Discipline and Termination: Discussing Discipline	HU44	Employment Liability	This course covers the federal and state laws that affect your disciplinary actions and discusses your responsibilities as a supervisor to enforce disciplinary practices.	10
Discipline and Termination: Documenting Discipline	HU50	Employment Liability	Throughout the disciplinary process, it's important to keep track of what's going on in the workplace and carefully document any issues you observe. This course covers how to document employee problems and provides tactics on how to rehabilitate employees.	15
Discipline and Termination: Progressive Discipline	HU46	Employment Liability	In order to resolve workplace issues efficiently, it's important that you know how to communicate with employees throughout the disciplinary process. This course covers progressive	15
Discipline and Termination: Sensitive Subjects	HU48	Employment Liability	When implementing discipline in the workplace, certain personal issues may make it seem difficult to maintain a professional relationship with your employees. This course covers how to deal with all employee issues respectfully and set professional expectations. Within the workplace.	15
Discipline and Termination: Termination Tips	HU52	Employment Liability	As with any disciplinary or administrative processes, it's necessary that you adhere to proper policies when terminating employees in order to shield the organization from potential litigation.	15
Diversity in the Workplace: Diversity for All	HV18	Employment Liability	This course covers the benefits and challenges of creating and maintaining a diverse workforce.	20
Driving Around Animals	DM12	Driver Safety	Animals on the roadways are often unexpected, unpredictable, and erratic, leading to dangerous driving situations. No matter where you drive, there will be animals around. As a driver, you should prepare to encounter animals when you are operating a vehicle. This course covers the consequences of animal vehicle collisions, common risk factors associated with animal vehicle collisions, and practical strategies for reducing the risks of collisions with animals.	18
Driving in Adverse Weather	DM10	Driver Safety	While we cannot control the weather, we can learn how to prepare for and safely react to rain, snow, ice, and fog. This course covers the hazards associated with inclement weather, reacting appropriately to hazardous weather conditions, and implementing beneficial methods to prepare for bad weather.	17

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Driving While Impaired	DM16	Driver Safety	Driving is an activity that requires both mental and physical alertness. Yet a surprising amount of drivers on the roads today rob themselves of this attentiveness by driving while impaired. They put themselves, and those they share the road with, at great risk. This course covers the types of driving impairments, the risks associated with driving impaired, and common sense	20
Driving with Distractions	DM04	Driver Safety	Every year, thousands of people are injured or killed nationwide in accidents involving a distracted driver. Additionally, at any given time in this country, nearly 700,000 people are driving while manipulating electronic devices. This course covers the types of driving distractions, the amount of distance lost to driver distractions, and common sense solutions to practice attentive	15
EEO Laws: Age Discrimination in Employment Act	HU78	Employment Liability	This course covers the protections offered by the Age Discrimination Act of 1976.	10
EEO Laws: An Introduction	HU72	Employment Liability	This course covers the laws enforced by the EEOC and the classes that are legally protected by these laws.	15
EEO Laws: Equal Pay Act of 1963	HU74	Employment Liability	This course covers the protections offered by the Equal Pay Act of 1963.	10
EEO Laws: Genetic Information Nondiscrimination Act	HU84	Employment Liability	This course covers protections offered by the Genetic Information Nondiscrimination Act of 2008.	10
EEO Laws: Pregnancy Discrimination Act of 1978	HU80	Employment Liability	This course covers the protections offered by the Pregnancy Discrimination Act of 1978.	10
EEO Laws: Supervisor Responsibilities	HU86	Employment Liability	This course provides an overview of the federal laws enforced by the Equal Employment Opportunity Commission (EEOC), the employer responsibilities according to the EEOC, and how to prevent instances of employment discrimination in your organization.	15
EEO Laws: Title I of the ADA	HU82	Employment Liability	This course covers the protections offered by Title I of the American With Disabilities Act.	10
EEO Laws: Title VII of the Civil Rights Act	HU76	Employment Liability	This course covers protections offered by Title VII of the Civil Rights Act of 1964.	10
Effective Writing for Business	BV78	Human Capital	Like any form of writing, the purpose is to convey information to the reader. In the business world, this means that the language needs to be clear and straightforward so the reader can quickly understand what you are trying to tell them.	20
Emergency Communication in the Workplace	EP63	Health & Safety	Are you ready for an emergency? Communication plays a primary role in the workplace. If an everyday breakdown in communication at your workplace can have such negative results, imagine the consequences of miscommunication during an emergency. This course focuses on knowing how to communicate during an emergency, how to effectively report an	45
Emergency Prep & Response: Earthquakes	SJ02	Emergency Preparedness	This course covers how to prepare for, protect against, and respond to an earthquake, including what steps you can take to stay safe and when to ask for emergency help. Learn what safety procedures are in an Emergency Action Plan, including procedures to identify a clear chain of command, safely evacuate, and more.	15
Emergency Prep & Response: Floods	SJ04	Emergency Preparedness	This course covers how to prepare for, protect against, and respond to a flood, including what steps you can take to stay safe and when to ask for emergency help. Learn what safety procedures are in an Emergency Action Plan, including procedures to identify a clear chain of command, safely evacuate, and more.	15
Emergency Prep & Response: Hurricanes	SJ06	Emergency Preparedness	This course covers how to prepare for, protect against, and respond to a hurricane, including what steps you can take to stay safe and when to ask for emergency help. Learn what safety procedures are in an Emergency Action Plan, including procedures to identify a clear chain of command, safely evacuate, and more.	15
Emergency Prep & Response: Terrorism	SJ14	Emergency Preparedness	This course covers how to prepare for, protect against, and respond to terrorism, including what steps you can take to stay safe and when to ask for emergency help. Learn what safety procedures are in an Emergency Action Plan, including procedures to identify a clear chain of command, safely evacuate, and more.	15
Emergency Prep & Response: Tornadoes	SJ08	Emergency Preparedness	This course covers how to prepare for, protect against, and respond to a tornado, including what steps you can take to stay safe and when to ask for emergency help. Learn what safety procedures are in an Emergency Action Plan, including procedures to identify a clear chain of command, safely evacuate, and more.	15
Emergency Prep & Response: Wildfires	SJ10	Emergency Preparedness	This course covers how to prepare for, protect against, and respond to a wildfire, including what steps you can take to stay safe and when to ask for emergency help. Learn what safety procedures are in an Emergency Action Plan, including procedures to identify a clear chain of command, safely evacuate, and more.	15
Emergency Prep & Response: Winter Storms	SJ12	Emergency Preparedness	This course covers how to prepare for, protect against, and respond to a winter storm, including what steps you can take to stay safe and when to ask for emergency help. Learn what safety procedures are in an Emergency Action Plan, including procedures to identify a clear chain of command, safely evacuate, and more.	15
Emergency Preparedness: Continuity of Operations	SJ26	Health & Safety	This course introduces employees to continuity of operations and the importance of their role in a continuity plan. It covers the main parts of a continuity plan, including critical processes, roles and responsibilities, communication, alternate locations, and more.	20
Emergency Response in the Workplace	EP61	Health & Safety	Are you ready for an emergency? When you go to work, are you prepared for your day to get turned upside down in a moments notice? This course focuses on giving you the basic skills to react and adapt to emergencies, including understanding the basics of evacuation, shelter-in-place, and lockdown procedures, and the psychological effects of stress.	45
Employee Accountability	BW56	Business Skills	In this course employees learn about accountability and it's benefits, as well as how to increase their accountability at work.	15
Employee Safety Awareness	SG82	Health & Safety	This course will help understand your safety responsibilities as an employee and teach you to identify safety hazards, promote a positive safety culture, report injuries or incidents, and get involved in your safety program.	20
Employer Responsibilities for Domestic Abuse	HW11	Employment Liability	Domestic abuse can negatively affect your employees at home and in the workplace. But you don't have to stand back and watch it happen, and you shouldn't. In this course, you'll learn to respond to cases of domestic abuse by raising awareness of the issue, creating a domestic abuse policy, and identifying steps employees can take to implement your policy. Topics include employee and supervisor training, safety measures, resources for victims, and more.	25
Ethical Decision Making in the Workplace	HU56	Employment Liability	Get familiar with the most common ethical dilemmas at work and practice making ethical decisions through an immersive, scenario-based approach.	30
Ethics: Governmental Transparency for Public Officials	HW51	Employment Liability	This course reviews general ethics considerations related to governmental transparency for public officials, including open and public meetings, record retention, and public access to documents related to government business.	20
Ethics: Personal Advantages and Perks for Public Officials	HV98	Employment Liability	This course reviews California ethics laws related to personal advantages and perks for public officials, including gift giving. Learn about gift acceptance laws, gift limits, and reporting requirements plus laws related to misuse of public funds or resources. Fulfills part of AB1234 training requirements.	30
Ethics: Personal Advantages and Perks for Public Officials	HW49	Employment Liability	This course reviews general ethics considerations related to personal advantages and perks for public officials, including gift giving. Learn about gift acceptance, gift limits, reporting requirements, and misuse of public funds or resources.	20
Ethics: Personal Financial Gain by Public Officials	HW47	Employment Liability	This course reviews ethics standards related to personal financial gain by public officials, including bribery and conflicts of interest. Learn to recognize prohibited activities and follow the ethical requirements for public servants.	20
Ethics: Understanding Fair Processes for Public Officials	HW53	Employment Liability	This course reviews general ethics considerations related to fair processes, such as avoiding bias, due process requirements, fair opportunities to hold office, and competitive bidding requirements for public contracts.	20
Evaluating Your Workplace Behavior	BV82	Employment Liability	Engaging others successfully in the workplace requires a degree of self-awareness. Learn to examine your own workplace behavior to know how it impacts others, and understand the importance of both dealing with personal issues and maintaining a work-life balance.	15
Eye and Face Protection	EF61	Health & Safety	This course covers types of personal protective equipment used to protect the eyes and face, when personal protective equipment is necessary, and the selection, use, and maintenance of personal protective equipment in the workplace. Topics include how to don, doff, adjust, and wear PPE; limitations of PPE; and the proper care, useful life, and disposal of PPE. OSHA: 29 CFR	20
Fall Protection	SG26	Health & Safety	Learn the basic components of a good fall protection plan. You'll find out how to recognize and prevent fall hazards at your worksite using OSHA's hierarchy of controls. This course covers OSHA Standards 29 CFR 1926.501 and 1910.132.	20

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Fall Protection: Comprehensive	SJ46	Health & Safety	Learn the basic components of a good fall protection plan. You'll find out how to recognize and prevent fall hazards at your worksite using OSHA's hierarchy of controls. This 30-minute comprehensive version includes additional information about tripping hazards, rescue protocol, and personal fall arrest systems. This course covers OSHA Standards 29 CFR 1926.501 and	30
Fentanyl Exposure Safety	SJ74	Health & Safety	This course will help you identify the risks associated with fentanyl and avoid exposure while working in the field. You will also learn how to recognize signs of a fentanyl overdose and use naloxone to intervene in life-threatening situations.	15
Field Biological Hazards	SJ20	Health & Safety	Biological hazards in the workplace are the source of many unrecognized illnesses and diseases. This course will train you on several biological hazards encountered in the work environment including microorganisms, arthropods, and plant toxins.	15
Fire and Explosion Hazards	SH67	Health & Safety	This course covers principles of fire and explosion hazards in industrial environments. Topics include fire elements, fire terminology, ignition sources, safety principles, and safe handling and proper storage of potentially flammable or explosive materials.	30
Fire Prevention	SG18	Health & Safety	This course teaches you to recognize and classify potential fire hazards in your work environment, prevent fires with good housekeeping practices, differentiate between a fire that's safe to extinguish versus a fire that requires immediate evacuation, and apply the P.A.S.S. method to use a fire extinguisher.	20
Fire Prevention: Comprehensive	SJ48	Health & Safety	This 30-minute comprehensive course teaches you to recognize and classify potential fire hazards in your work environment, prevent fires with good housekeeping practices, differentiate between a fire that's safe to extinguish versus a fire that requires immediate evacuation, and apply the P.A.S.S. method to use a fire extinguisher.	30
FLSA and Minimum Wage Rules	HU38	Employment Liability	This course will teach you how to identify compensable and non-compensable time and how to determine if a deduction is allowable under minimum wage laws.	25
FLSA: Employee Classification & Overtime Rules	HU40	Employment Liability	This course will teach you how to classify jobs into Exempt and Non-exempt categories, define the workweek, and calculate overtime for Non-exempt employees.	15
FLSA: Record Keeping Rules	HU42	Employment Liability	This course covers the importance of keeping accurate records as required by the Fair Labor Standards Act.	15
Focusing on the Customer	BV26	Human Capital	Build active listening skills; understand how tone of voice, body language, and physical surroundings effect customer perceptions; improve your telephone communication; and identify your customer's communication style.	30
Food Safety	SJ22	Health & Safety	This course teaches you how to maintain good personal hygiene at work, avoid cross-contamination of food, safely store and cook food using appropriate times and temperatures; and properly clean and sanitize work tools and surfaces.	20
Forklift Safety	FS61	Health & Safety	This forklift safety course provides the necessary academic training required to become a qualified forklift operator. Topics include forklift physics, proper forklift operation and safety practices, general preventive maintenance practices, and safe refueling and recharging procedures. Many practical exercises are provided and good habits are illustrated. This course	60
Forming and Operating Safety Committees	SJ28	Health & Safety	This course will teach employees and supervisors about the benefits of safety committees and break down important considerations for planning, organizing, and effectively operating a safety	60
General Safety Boost Episode 1: Ergonomics	SB01	Health & Safety	Identify work practices that reduce or eliminate musculoskeletal disorders and keep you pain free.	5
General Safety Boost Episode 10: Skin Protection	SB10	Health & Safety	Protect yourself from harmful UV exposure when working outdoors.	5
General Safety Boost Episode 11: First Aid	SB11	Health & Safety	Know how to safely and quickly respond to minor injuries in the workplace.	5
General Safety Boost Episode 12: Active Shooter	SB12	Health & Safety	Run. Hide. Fight. Be prepared to respond to an active shooter situation in the workplace.	5
General Safety Boost Episode 2: Back Safety	SB02	Health & Safety	Utilize various practices and techniques to avoid a back injury.	5
General Safety Boost Episode 3: Trip Hazards	SB03	Health & Safety	Identify and eliminate trip hazards in the workplace.	5
General Safety Boost Episode 4: Emergency Preparedness	SB04	Health & Safety	Know what to do during an emergency by getting to know your organization's Emergency Action Plan.	5
General Safety Boost Episode 5: Fire Safety	SB05	Health & Safety	Practice the PASS technique when using a fire extinguisher.	5
General Safety Boost Episode 6: Hazard Communication	SB06	Health & Safety	Identify the safety information found on the labels of hazardous chemical containers.	5
General Safety Boost Episode 7: Slip Hazards	SB07	Health & Safety	Identify and eliminate slip hazards in the workplace.	5
General Safety Boost Episode 8: Drug-Free Workplace	SB08	Health & Safety	Identify the signs of employee substance abuse in the workplace.	5
General Safety Boost Episode 9: Bloodborne Pathogens	SB09	Health & Safety	Adopt universal precautions in order to prevent the spread of bloodborne pathogens in the workplace.	5
Generating Solutions	BV43	Employment Liability	This course covers five techniques for generating solutions in the workplace.	20
Giving Feedback	BV35	Human Capital	This course covers the steps in giving both reinforcement and redirection feedback in a workplace environment.	30
Hand and Power Tool Safety	HT61	Health & Safety	There are several types of power tools based on the power source they use: electric, pneumatic, liquid fuel, hydraulic, and powder-actuated. These tools are commonly used in industry and at home. This course will provide an understanding of the potential hazards power tools exhibit and identify safety precautions that will minimize or eliminate these hazards. (OSHA's 29 CFR	30
Harassment Prevention for Employees	HU94	Employment Liability	This course will teach you to recognize workplace practices or behaviors that could have a discriminatory effect, identify harassing behaviors in the workplace, and take action to prevent harassment – including sexual harassment and retaliation.	60
Harassment Prevention for Employees: Condensed	HV84	Employment Liability	This 30-minute course will teach you to recognize workplace practices or behaviors that could have a discriminatory effect, identify harassing behaviors in the workplace, and take action to report and prevent harassment – including sexual harassment and retaliation.	30
Harassment Prevention for Supervisors	HU54	Employment Liability	This course will teach you to identify workplace practices or behaviors that could have a discriminatory effect, identify harassing behaviors in the workplace, and take action to prevent harassment – including sexual harassment and retaliation.	120
Harassment Prevention for Supervisors: Condensed	HV82	Employment Liability	This 30-minute course covers supervisor requirements to report sexual harassment in the workplace and will teach you to recognize workplace practices or behaviors that could have a discriminatory effect, identify harassing behaviors in the workplace, and take action to prevent harassment – including sexual harassment and retaliation.	30
Hazard Communication: The New GHS Standards	SH79	Health & Safety	This course covers OSHA's Hazard Communication Standard (HAZCOM), 29 CFR 1910.1200, which requires that hazardous materials used at the work site are identified, labeled, handled, used, and disposed of properly. Topics include chemical states, employer and employee responsibilities, company goals, and federal agencies that regulate workplace chemicals. The goal of the course is to prevent or minimize employee exposure to hazardous materials and to minimize their accidental release in the work environment. This course covers the 2012 changes to	60
Hazard Recognition	DM22	Driver Safety	As drivers, we are constantly exposed to hazards. Completing our journey safely is relative to our ability to recognize and respond to all hazards we will be subjected to. This course will help you recognize and respond to hazards, use your mirror and head checks to prevent collisions, and be prepared for hidden hazards.	20
Hearing Conservation	HP61	Health & Safety	Hearing is a gift that you should protect from loud noise at work. Upon successful completion of this training, you will be able to identify the effects of noise on hearing, recognize the different causes of hearing impairment, identify the purpose of OSHA's Hearing Conservation Program, specify the purpose and procedures for audiometric testing, specify the purpose of hearing protectors and the advantages and disadvantages of the various types, and specify the proper fitting, use, and care of hearing protection.	30
Hiring Liability: Discrimination	HU04	Employment Liability	An introduction to the liability of discrimination in the hiring process, which promotes non-discriminatory hiring practices and shares the necessary steps employers must take to prevent avoidable discrimination claims by job applicants.	15
Hiring Liability: Improper Background Investigations	HU08	Employment Liability	An introduction to the liabilities involved in conducting background investigations during the hiring process. Employers are introduced to job applicants' legal protections before, during, and after undergoing investigation and are prepared to avoid claims of improper background investigation.	15
Hiring Liability: Misrepresentation & Implied Contracts	HU10	Employment Liability	An introduction to the liabilities of misrepresentation and implied contracts during the hiring process, which prepares employers to avoid misleading job applicants and prevent legal claims.	15
Hiring Liability: Negligent Hiring	HU06	Employment Liability	An introduction to the liability of negligent hiring, which prepares employers to exercise reasonable care in their hiring practices and avoid the consequences of a negligent hire.	15

Course	Course Code	Category	Description	Duration
Hiring Liability: Supervisor Responsibilities	HU12	Employment Liability	With a foundational understanding of hiring liabilities already in place, hiring supervisors will learn how lawfully navigate the detailed steps of the hiring process, from writing a job description to	10
Home Office Ergonomics	SJ64	Health & Safety	Working from home is a reality for many of today's workers. This course covers applying basic ergonomics at home so you can avoid injuries from poor posture in your home office.	15
How Work Teams React to Change	BV64	Human Capital	This course covers the characteristics of change and the strategies used to recognize and cope with change more effectively in your life.	15
Identifying Performance Standards	BV74	Human Capital	This course covers working collaboratively to develop quantitative and qualitative performance standards.	15
Identifying Strategies for Making Change Work	BV62	Human Capital	This course covers identifying strategies for making change work for you in the workplace.	15
Identifying the Characteristics of Change	BV60	Human Capital	This course covers identifying the characteristics of change encountered in the workplace.	15
Implementing Process Improvements	BV68	Human Capital	This course covers identifying process improvements and developing an action plan for implementing improvements.	15
Implicit Bias in Action	HV44	Employment Liability	Learn how biased thinking affects the way we treat others.	5
Interacting with Unhoused People	HV86	Employment Liability	This course covers homelessness and common problems the unhoused face, as well as identifying the skills that you can use to interact with unhoused people. Finally, this course provides supportive resources to the unhoused in your community.	30
Intersections: Turning & Right of Way	DM14	Driver Safety	Imagine how simple it would be to go anywhere if we could just travel from Point A to Point B in a straight line. In reality, a direct path like that is a thing of rarity. Instead, as we get in our vehicles to head to wherever we are going, we face corners, turns, intersections, and roundabouts. This course covers operating your vehicle in a manner that minimizes the inherent dangers of intersections, yielding the right of way, and strategies for safe navigation of roundabouts and turns.	19
Introducing Personal Power	BV88	Human Capital	As modern workplaces have moved toward team-based operations, they have come to rely less on authority and formal power. Instead, they have placed increasing emphasis on self-empowerment and the exercise of personal power. This course defines personal power and describes the negative effects of using positional power.	15
Introduction to Lawful Hiring	HU02	Employment Liability	An introduction to hiring laws and liabilities, which informs employers of the benefits of following lawful hiring practices.	15
Introduction to OSHA	SH25	Health & Safety	This course explains OSHA's role in preventing and eliminating workplace injuries and illnesses. Employees will learn who is covered under OSHA and what their rights under the OSH Act are. They will also become familiar with OSHA processes such as recordkeeping and workplace inspections.	60
Issues in Diversity: Be Attentive	HU66	Employment Liability	Presented in a single scenario meant for analysis, this course covers issues of diversity related to active listening.	5
Issues in Diversity: Embrace Tough Conversations	HU70	Employment Liability	Presented in a single scenario meant for analysis, this course covers issues of diversity related to having difficult discussions.	5
Issues in Diversity: Exercise Compassion	HU62	Employment Liability	Presented in a single scenario meant for analysis, this course covers issues of diversity related to practicing empathy.	5
Issues in Diversity: Expand Horizons	HU64	Employment Liability	Presented in a single scenario meant for analysis, this course covers issues of diversity related to making connections.	5
Issues in Diversity: Share Responsibility	HU60	Employment Liability	Presented in a single scenario meant for analysis, this course covers issues of diversity related to speaking up and speaking out.	5
Issues in Diversity: Speak With Care	HU58	Employment Liability	Presented in a single scenario meant for analysis, this course covers issues of diversity related to language.	5
Issues in Diversity: Welcome New Perspectives	HU68	Employment Liability	Presented in a single scenario meant for analysis, this course covers issues of diversity related to challenging assumptions.	5
Job Hazard Analysis	SG88	Health & Safety	Developed for employees, this course covers safe work practices, including the job hazard analysis (JHA), its methods, and steps according to OSHA regulations. It also covers hazard assessment tools used in identifying workplace hazards.	60
Job Hazard Analysis for Supervisors	SG86	Health & Safety	Developed for supervisors, this course covers safe work practices, including the job hazard analysis (JHA), its methods, and steps according to OSHA regulations. It also covers hazard assessment tools used in identifying workplace hazards.	60
Laboratory Safety	SH87	Health & Safety	This course, designed for workers in industrial, clinical, and academic laboratory settings, covers general requirements of the Laboratory Safety Standard. Topics include Chemical Hygiene Plans in the workplace, the purpose of a Safety Data Sheet, safety guidelines specific to laboratory fire and burn hazards, and general emergency guidelines to be followed in the laboratory.	30
Ladder Safety	SG16	Health & Safety	Learn the basics of ladder safety. You'll find out how to select the appropriate ladder for the job, inspect and maintain ladders, check for safety hazards, follow safe climbing procedures, and identify the purpose of safety systems and devices. This course covers OSHA Standard 29 CFR 1910.23.	25
Landscape Safety	LL03	Health & Safety	This course is a guide for all landscape workers and will review the core safety guidelines that everyone on your crew should be aware of, including how to prepare for work, avoid injury while working with chemicals and electricity, safely operate mowers and trimmers, and initiate first aid response.	25
Lane Use	DM18	Driver Safety	Driving is truly a social event. Other motorists expect you to drive safely with their well-being in mind, just as you expect them to drive safely with your well-being in mind. Our expectations that other drivers will drive in the correct lane, in the correct direction, and not pass when unsafe and/or illegal is possibly the strongest examples of those social expectations. This course covers correct lane usage, merging, and causes and avoidance of head-on collisions.	25
Lawful Interviewing: Ask Effective Questions	HU16	Employment Liability	Serving as an introduction to writing effective interview questions (or as a fun refresher!), interviewers learn to distinguish between different types of effective questions and apply what they have learned to make better hiring decisions.	15
Lawful Interviewing: Conduct Interviews, Part I	HU18	Employment Liability	Part one of a two-part course that prepares interviewers to navigate difficult topics — like attire, attendance, and employment authorization — without discriminating against job applicants.	15
Lawful Interviewing: Conduct Interviews, Part II	HU20	Employment Liability	Part two of a two-part course that prepares interviewers to navigate difficult topics — like interview structure, note taking, disability, and pre-employment testing — without discriminating against	15
Lawful Interviewing: Prepare to Interview	HU14	Employment Liability	Anyone involved in interviewing job applicants stands to benefit from these foundational pre-interview guidelines.	10
Lead Safety Awareness	SH83	Health & Safety	This course covers hazards related to lead exposure, the purpose and elements of a Medical Surveillance Program and Medical Removal Protection Program, and respirator use. Topics include sources of lead exposure, health effects, and controls and work practices to reduce lead exposures. OSHA 29 CFR 1910.1025 and 1926.62.	60
Leadership Competencies for New Supervisors	BW84	Business Skills	In this course, learners will gain essential leadership skills and best practices to help them confidently guide teams, tackle common challenges, and create a productive and positive work environment as new supervisors.	45
Leading Successful Remote Teams	BV92	Business Skills	Identify your current strengths and weaknesses, and learn strategies for managing a remote team.	5
Leading With Emotional Intelligence Series: Emotional Regulation	BW50	Leadership and Management	Step into this insightful course, Part 4 of the 5-course Emotional Intelligence series for supervisors. In this course, you'll develop your emotional regulation skills, a potent tool for personal growth and team progress. Learn to recognize emotional struggles, adopt practical regulation techniques, and see how this newfound skill supercharges your ability to give feedback. Ready	15
Leading With Emotional Intelligence Series: Empathy	BW52	Leadership and Management	In this enlightening course, the last in the 5-part emotional intelligence series for supervisors, make empathy your superpower! Distinguish between sympathy and empathy, grasp the importance of self-empathy, and explore practical ways to enhance your empathetic connection with others. Prepare for a transformation that sparks unity, understanding, and unparalleled collaboration. Empathy is the game-changer you and your team deserve!	15
Leading With Emotional Intelligence Series: Introduction	BW44	Leadership and Management	Embark on a transformative journey in Part 1 of our electrifying 5-course series on emotional intelligence — a skill that can make or break a successful supervisor. In this course, you'll discover the power that emotional intelligence has on you and your team, as well as the risks your team faces without it. You'll learn two practical ways you can harness feedback to jumpstart your team's transformation. Get ready to unlock your leadership potential and soar to new heights of success!	15
Leading With Emotional Intelligence Series: Motivation	BW48	Leadership and Management	Unleash the power of motivation for you and your team in this captivating course, the third part of a 5 course series on Emotional Intelligence for supervisors. Discover effective motivational strategies, master the art of setting and achieving meaningful goals, and gain a practical blueprint for goal-setting. Ready to fuel the success of you and your team?	15
Leading With Emotional Intelligence Series: Self-Awareness	BW46	Leadership and Management	Welcome to Part 2 of our transformative 5-part Emotional Intelligence series for supervisors! Here, we'll guide you in honing your level of self-awareness. You'll start by learning how to control your outlook to become a more positive and productive leader. Then, you'll be given two tailored leadership exercises, designed to amplify your strengths and supercharge your team	15

Course	Course Code	Category	Description	Duration
Liability While Driving Government-Owned Vehicles	DD75	Driver Safety	Do you drive a government-owned vehicle for work? If so, you should know when you're personally liable for accidents and other traffic violations. In this course, you'll find out what your responsibilities are while driving a government-owned vehicle, including driving within the scope of your employment, following traffic laws, and reporting accidents.	15
Light Trucks: Avoiding Collisions	DM28	Driver Safety	This course is designed to educate light truck drivers about the common causes of collisions and how to maintain safe habits while on the road.	10
Light Trucks: Backing Safety	DM30	Driver Safety	This course is designed to enable light truck drivers to evaluate the effectiveness of backing choices, employ certain techniques to stay safe while backing, and act as a spotter and understand the responsibilities of that role.	10
Light Trucks: Driving Hazards	DM32	Driver Safety	This course is intended to educate light truck drivers on common driving hazards, helping them to deal effectively with your blind spots, changing weather conditions, traffic, pedestrians, and	10
Light Trucks: Ergonomics	DV35	Driver Safety	Your job as a light truck driver may involve loading, unloading, and moving your truck's cargo. These activities, when not done properly, can result in back injury. Back injuries are the leading cause of lost days from work. This course will help you to avoid becoming yet another back injury statistic by covering safe lifting, use of hand trucks, and proper stacking techniques. 20	20
Light Trucks: Handling Extreme Conditions	DV33	Driver Safety	Driving safely in the best of conditions is a challenge in itself for light truck drivers. Add to the challenge, conditions of extreme weather (snow, ice, rain, fog, wind) and extreme conditions (brake or tire failure, mountain driving, animals in the road), and the situation can become dangerous. In this course, you will learn steering, braking, and skid recovery techniques that will help you drive effectively in extreme conditions. 20 minutes	20
Listening Skills	BV16	Human Capital	Listening is one of the most important human behaviors. It is our most frequently used communication skill, whether we are listening by hearing with our ears, by observing signed language, or through any other means. After completing this course, you should be able identify common traps people fall into when listening, and identify three skills to enhance listening in the workplace.	20
Managing Speed	DM06	Driver Safety	Speeding is defined as, driving too fast for conditions, or exceeding the posted speed limit. Of course, the laws of the road and of physics see no difference between driving above the posted speed limit and driving too fast for conditions. Both are not only illegal but also extremely dangerous. This course covers safe and excessive speeds, the conditions that require a reduction in speed, and tips for safe driving in a variety of road conditions.	15
Managing Stress in Uncertain Times	BV96	Business Skills	Recognize how the brain and body respond to uncertainty and learn some helpful techniques to manage stress in uncertain times.	10
Mandatory Reporters of Child Abuse and Neglect	HV40	Child Safety	This course is for mandatory reporters of child abuse and neglect and will help you understand your legal responsibilities as a mandatory reporter and identify indicators that would require you report abuse and neglect.	20
Measuring and Monitoring Processes	BV70	Human Capital	This course covers measuring and monitoring a process on an ongoing basis.	15
New Employee Safety Orientation	NE61	Health & Safety	New employees are at a higher risk for being involved in a job-related accident. It is estimated that most accidents occur within an employees' first six months on a new job. This course compiles key information from many of the web-based safety courses available to provide you with an overview of the safety issues you might encounter in your new job. For an in-depth look on specific safety issues, please take each individual course.	60
Office Safety	OF61	Health & Safety	Each year, employees miss work and potential wages due to work-related injuries or hazards. Working safely means more than just using special equipment or following special procedures. It means building safety into your actions and your thinking. It means making safety a way of life-on and off the job. This training course will help employees and supervisors recognize potential office hazards and learn how to eliminate or reduce accidents in the workplace. (OSH Act Section 5A.1)	30
Onboarding Remote Employees	BW34	Business Skills	In recent years, a number of workplaces have transitioned to remote work, with many employees now performing their duties from home. Tasks that typically take place in person, such as administrative paperwork, training and orientation, and introducing your new hire to the team, now need to be accomplished entirely in a virtual environment. This course covers all aspect	10
One Conversation Can Change Everything	HW61	Leadership and Management	In this course, supervisors will learn about the power one conversation can have on employee performance and behavior. Each part of the corrective action conversation will be touched on, including: Setting work and behavioral expectations for your team; planning and carrying out a corrective action conversation, recognizing what to do when a conversation doesn't go to plan, and closing and documenting your conversation.	30
OSHA Investigations and Inspections	SH59	Health & Safety	This course will explain the basics of the OSHA Investigation process, as well as prepare employers to interact and comply with OSHA inspectors.	60
OSHA Recording and Reporting	SG10	Health & Safety	This course covers OSHA's standard to record and report injuries and illnesses. Recognize when a new case of an injury or illness is work-related and learn how to report it using OSHA	30
Personal Protective Equipment	SH13	Health & Safety	Learn the basics of personal protective equipment at work. You'll find out how to recognize hazards, name common types of PPE, and identify procedures for wearing and maintaining PPE. Topics include Noise Exposure & Hearing Conservation, Eye & Face Protection, Respiratory Protection, Head Protection, Foot Protection, and Hand Protection. This course covers OSHA Standards 29 CFR 1910.95, 1910.132, 1910.133, 1910.134, 1910.135, 1910.136, and 1910.138.	60
Personal Protective Equipment: Eye and Face Protection	SG38	Health & Safety	Learn the basics of eye and face protection at work. You'll find out how to recognize hazards, name common types of protection, and follow requirements for wearing and maintaining personal protective equipment for your eyes and face. This course covers OSHA Standard 29 CFR 1910.132 and Standard 29 CFR 1910.133.	15
Personal Protective Equipment: Foot Protection	SG46	Health & Safety	Learn the basics of foot protection at work. You'll find out how to recognize foot hazards, name common types of foot protection, and follow requirements for wearing and maintaining foot personal protective equipment. This course covers OSHA Standard 29 CFR 1910.32 and 1910.136.	10
Personal Protective Equipment: Hand Protection	SG42	Health & Safety	Learn the basics of hand protection at work. You'll find out how to recognize hazards, name common types of protection, and follow requirements for wearing and maintaining personal protective equipment for your hands. This course covers OSHA Standard 29 CFR 1910.132 and Standard 29 CFR 1910.138.	15
Personal Protective Equipment: Head Protection	SG50	Health & Safety	Learn the basics of head protection at work. You'll find out how to recognize hazards, name common types of protection, and follow requirements for wearing and maintaining personal protective equipment for your head. This course covers OSHA Standard 29 CFR 1910.132 and Standard 29 CFR 1910.135.	15
Personal Protective Equipment: Noise Exposure and Hearing Conservation	SG30	Health & Safety	Learn the basics of hearing conservation at work. You'll find out how to recognize noise hazards, name common types of hearing protection, and follow requirements for wearing and maintaining personal protective equipment for your ears. This course covers OSHA Standard 29 CFR 1910.32 and 1910.95.	15
Personal Protective Equipment: Respiratory Protection	SG34	Health & Safety	Learn the basics of respiratory protection at work. You'll find out how to recognize respiratory hazards, name common types of respiratory protection, and follow requirements for wearing and maintaining respiratory personal protective equipment. This course covers OSHA Standard 29 CFR 1910.32 and 1910.134.	20
Playground Safety	PG03	Health & Safety	Each year, over 200,000 children are treated for playground-related injuries. These injuries occurred due to negligent maintenance and the use of improper materials. They could have been prevented. This course will show you how to identify potential hazards and how to correct them, ensuring that playgrounds are safe for all children.	30
Playground Supervision	CA35	Health & Safety	Playground time is not break time, it's a time when a fall can ruin a child's experience. This course will teach you how most playgrounds injuries happen and then cover the strategies you can use to prevent them from occurring.	10
Practicing Hand Hygiene	HW03	Health & Safety	Germs are the disease and infection producing microscopic agents that live everywhere. You can't see them, but they exist on literally every surface. Germs responsible for the common cold, as well as some of the nastier ones like Salmonella, E. coli, and norovirus, can enter your system and make you, and those you come into contact with, very, very sick. This course covers proper hand hygiene, when to wash your hands, and how to wash your hands in order to prevent the spread of disease-causing germs.	15
Practicing Hand Hygiene: Child Care Providers	HW07	Health & Safety	This course is developed specifically for child care providers. Germs are the disease and infection producing microscopic agents that live everywhere. You can't see them, but they exist on literally every surface. This course covers proper hand hygiene, when to wash your hands, and how to wash your hands in order to prevent the spread of disease-causing germs.	15
Practicing Hand Hygiene: Food Service Professionals	HW09	Health & Safety	This course is developed specifically for food service professionals. Germs are the disease and infection producing microscopic agents that live everywhere. You can't see them, but they exist on literally every surface. This course covers proper hand hygiene, when to wash your hands, and how to wash your hands in order to prevent the spread of disease-causing germs.	15

Course	Course Code	Category	Description	Duration
Practicing Hand Hygiene: Medical Professionals	HW05	Health & Safety	This course is developed specifically for medical professionals. Germs are the disease and infection producing microscopic agents that live everywhere. You can't see them, but they exist on literally every surface. This course covers proper hand hygiene, when to wash your hands, and how to wash your hands in order to prevent the spread of disease-causing germs.	15
Preventing Phishing	CY08	Cyber Security	Are your employees still falling for phishing schemes? Phishing remains the single biggest threat to information security, and if your employees continue to take the bait, it's time you addressed the problem with training that directly targets the kinds of behaviors that need to change. This engaging course helps people identify the ways that scammers attempt to get into their system and it offers practical advice and practice on avoiding phishing attempts on all kinds of devices.	15
Preventing Slips, Trips, and Falls	ST61	Health & Safety	With great mobility comes great responsibility- namely watching where you are going and scanning your walkway for hazards. Slips, trips, and falls are the second leading cause of workplace injuries and the fourth leading cause of workplace fatalities. This course aims to help employees identify slip, trip, and fall hazards; learn how to avoid them; and know how to react if employees find themselves on the receiving end of gravity.	60
Preventing Strains and Sprains	PS61	Health & Safety	Physical activity puts stress on the body that can cause injuries to muscles and ligaments. Risks exist both on and off the job. This course will help you be aware of steps you can take to	30
Privacy Awareness	CY09	Cyber Security	With the rapid increase in online activity and information accessibility, customers, employees, and the Federal government have become more concerned about how personal information will be stored and used. This course provides an overview of basic privacy policies and procedures, including both Personally Identifiable Information (PII) and proprietary business information.	20
Proteccion con caidas Cal/OSHA	SP15	Health & Safety	Después de completar este curso, podrá reconocer los posibles peligros de caídas en su sitio de trabajo, describir los componentes de un buen plan de protección contra caídas, sar la jerarquía de controles de Cal/OSHA para minimizar los riesgos de caídas, y dar ejemplos de métodos de control basados en su efectividad.	20
Providing Service with Heart	BV06	Human Capital	This course covers feeling empathy and concern for your customers so you can provide service with heart more effectively.	20
Psychological Safety	BW70	Leadership and Management	Psychological safety can help your team develop stronger relationships, perform better, and be more innovative. In this course, you'll learn what psychological safety is, what it looks like in the workplace, and how to build up your employees' psychological safety using a 3-step approach.	15
Public Employment Law Fundamentals	HW13	Employment Liability	As a supervisor of public employees, you're responsible for understanding and upholding the rights of your employees. This course covers your responsibilities under the Fair Labor Standards Act, the definition of your employees' rights in the workplace, ways to contribute to the prevention of workplace harassment, and how to take appropriate action when responding to	30
Public Records Requests	HV62	Employment Liability	Learn about the Freedom of Information Act so you can respond appropriately and promptly to public records requests.	15
Reasonable Suspicion for Drug and Alcohol Testing: Signs and Symptoms of Alcohol Misuse	DT65	Health & Safety	Organizations that employ workers tasked with performing safety-sensitive functions are required by Department of Transportation to implement workplace anti-drug and alcohol policies and programs. This course is designed to help supervisors recognize the signs and symptoms of potential alcohol misuse in the workplace.	60
Reasonable Suspicion for Drug and Alcohol Testing: Signs and Symptoms of Drug Use	DT63	Health & Safety	Organizations that employ workers tasked with performing safety-sensitive functions are required by Department of Transportation to implement workplace anti-drug and alcohol policies and programs. This course is designed to help supervisors recognize potential drug use in the workplace by identifying its signs and symptoms.	60
Reasonable Suspicion for Drug and Alcohol Testing: The Role of the Supervisor	DT61	Health & Safety	Organizations that employ workers tasked with performing safety-sensitive functions are required by Department of Transportation to implement workplace anti-drug and alcohol policies and programs. This course is designed to inform supervisors of their roles and responsibilities regarding reasonable suspicion drug and alcohol testing in the workplace.	30
Receiving Feedback	BV37	Human Capital	This course covers the steps in receiving both reinforcement and redirection feedback in a workplace environment.	15
Records Management	CY10	Cyber Security	This course teaches your employees how to identify and classify business records in order to effectively protect, manage, store, and dispose of them. By following the best practices identified in this training, your employees will know when to dispose of information and how to keep your current information timely, accurate, and usable.	20
Records Retention	HV60	Employment Liability	Learn about federal recordkeeping requirements and time periods for record retention and destruction so you can plan a records retention schedule and maintain compliance with federal	15
Respiratory Protection	RP61	Health & Safety	This course covers respiratory hazards, protection mechanisms, safe work practices, and use of respiratory protection against hazardous airborne contaminants in the work environment. Topics include employer and employee responsibilities; the nature, extent, and effects of respiratory hazards; the operation, limitations, and capabilities of respirators; and respirator selection, use, inspection, maintenance, cleaning, storage, and malfunctions. OSHA: 29 CFR 1910 Subpart I	60
Responsible Use of Social Media	CY13	Cyber Security	Social networking sites such as Twitter, Facebook, and LinkedIn have become increasingly popular places to post opinions and network with colleagues online. However, one inappropriate post could bring a range of legal liabilities and unforeseen consequences for both employers and employees. An organization's success relies on all employees understanding these risks and acting with integrity and responsibility when using social media.	20
RISE Up Against Workplace Bullying	HV20	Employment Liability	Workplace bullying affects over one-third of American adults, but your actions as a coworker can stop a bully in their tracks. Whether you've been targeted by a bully or have witnessed bullying occur, in this foundational course, you'll learn how to recognize and respond to bullying in your workplace.	45
Safe Patient Handling	PH13	Health & Safety	Healthcare industry employees are continually exposed to injury as a result of lifting, transferring, and repositioning patients or residents. The primary focus of this course is to provide general guidance about how caregivers can prevent injury as a result of lifting and moving patients.	45
Safety Awareness Program for Supervisors	SG84	Health & Safety	Safety awareness is the ability to identify job hazards and take the proper safeguards to prevent accidents to themselves and other employees. This course covers the supervisor's key role in increasing employee safety awareness and preventing accidents.	45
Safety Data Sheets	MS61	Health & Safety	This course covers the purpose of a Safety Data Sheet, type of information found on an SDS, required availability of an SDS in a Hazard Communication Program, and ways to obtain an SDS. OSHA: 29 CFR 1910.1200	45
Safety in Local Government: Part 1	LG01	Health & Safety	This program continues our discussion about the health and safety of public employees. In this presentation, employees are introduced to safety guidelines for working around blood, chemicals, and machinery. The course also includes safety lessons on two of the most common injuries to municipal employees, strains to the back and slip-trip incidents. There are ten questions at the end of the program based on the material presented in the program.	N/A
Safety in Local Government: Part 2	LG03	Health & Safety	This program continues our discussion about the health and safety of public employees. In this presentation, employees are introduced to safety guidelines for working around blood, chemicals, and machinery. The course also includes safety lessons on two of the most common injuries to municipal employees, strains to the back and slip-trip incidents. There are ten questions at the end of the program based on the material presented in the program.	20
Security Awareness	CY12	Cyber Security	This course can act as a foundational component of your security awareness program and help your employees understand how good data protection practices relate to their individual actions and behaviors. An integrated assessment tracks learner comprehension and understanding of key data protection concepts. Realistic examples are presented that add relevance	60
Security Awareness with Privacy Principles	CY11	Cyber Security	This course uses a stimulating and creative approach that engages and challenges the learner. Realistic situations, knowledge checks, case studies, and examples are presented that add relevance and increase learner comprehension and retention. The goal: to create informed employees who make better decisions and lower risk. Good data protection practices will strengthen the consumer's trust in your organization and foster customer loyalty. Trust and loyalty are essential to maintaining lifetime, profitable customers.	65
Security Basics	CY14	Cyber Security	Threats to sensitive data and cyber resources are increasing at a breakneck pace. Organizations of all sizes need to ensure all employees know how to safeguard sensitive information and the technological resources their businesses rely on. Employees must be able to follow information security best practices, identify threats, and prevent unauthorized access. This covers the basics of the most common threats to organizational security.	60
Seguridad basada en el comportamiento para supervisores	SP17	Health & Safety	Después de completar este curso, podrá describir el alcance y el propósito de un programa de seguridad basado en el comportamiento, identificar cómo la actitud y el comportamiento influyen en la seguridad en el trabajo, y definir diferentes tipos de prácticas de refuerzo del comportamiento.	30
Setting Overall Goals	BV72	Human Capital	This course covers the importance of setting overall goals and using a formula to write an overall job goal that is meaningful and motivating.	15

Course	Course Code	Category	Description	Duration
Shelter Protocol: Operating & Closing a Shelter	SJ40	Health & Safety	When an emergency strikes, anxiety and confusion will be high for those affected within your community. You will be in the position of providing much-needed clarity and reassurance to those who come to your shelter for help. This course covers establishing schedules and procedures that support ongoing shelter operations for residents and staff and identifying the need to	40
Shelter Protocol: Preparing to Open a Shelter	SJ38	Health & Safety	Shelters provide displaced community members with a safe place to sleep, eat, and rest during an emergency. This course will train you on the appropriate steps to take before you open a shelter, including selecting a shelter site, staffing the shelter, coordinating with local emergency management, and more.	30
Site Control	SJ32	Health & Safety	This course describes how site control programs can minimize employee exposure to hazards and prevent migration of contamination. Site control measures covered in this course include preparation of site maps, work zones, buddy systems, site security, communications, and multiple safe work practices. This course provides an overview of OSHA's site control measures	30
Slips, Trips, and Falls	CA51	Health & Safety	Slips, trips and falls are the most commonly reported accidents. The resulting injuries can range from a skinned knee to a fractured hip, or worse. This training will teach you to identify potential slip, trip and fall hazards and the best practices to prevent slips, trips and falls in organizations like yours. We show real images of slip, trip and fall hazards from our customers and	20
Space and Time Management	DM02	Driver Safety	Each year over 2.5 million rear-end collisions are reported, making them the most common type of automobile accidents in the United States. This course covers the factors that cause rear-end collisions, the recommended spaced needed between vehicles on the road, and how to protect yourself from being on the receiving end of a rear-end collision.	15
Spill Prevention and Control	SH43	Health & Safety	This course covers safe handling, movement and storage of hazardous materials, as well as spill control and confinement methods. Topics include likely locations for and control of spills, containment and confinement, procedures for spill and leak response, steps for containing hazardous spills, confinement methods for solids, liquids and gases, and roles of emergency responders if hazardous materials are involved.	30
Stress Management at Work and Elsewhere	WS65	Health & Safety	Let's be real--we all know what stress is. We also know that too much stress can be bad for us and that there are a number of practical ways to deal with stress. But, knowing about stress and how to relieve it is one thing, and actually doing something to recognize and mitigate stress is another thing altogether. This course is your chance to pause your regular activities and worries for a short while, and take a deeper look at how stress is showing up in your life and in your job.	30
Survival Driving - Emergencies and Natural Disasters	DD65	Driver Safety	In this course, host and cartoonist Bruce Blitz will expose you to a variety of potentially dangerous situations while offering insights that just might save your life in an emergency.	30
Survival Driving - Urban Driving	DD63	Driver Safety	Think your instincts will keep you safe? It takes more than instincts to stay safe on the road. Join host Bruce Blitz as he draws you into an entertaining and educational look at driving in the	30
Tailgate Topics - Avoiding Accidents	TP08	Driver Safety	Although you may not be able to control everything that occurs on the road, there are many strategies you can employ in order to avoid an accident. This course provides tactics to avoid	10
Tailgate Topics - Buckle Up	TP06	Driver Safety	Choosing to buckle up before every trip, no matter the distance, is a quick and easy decision that protects you and your loved ones from danger. Encouraging everyone in the car to buckle up, including those in the back seat, could save your life, your pocketbook, and your driving record. Learn how to effectively wear your seat belt and about state seat belt laws in this course	10
Tailgate Topics - Distracted Driving: Drop it & Drive	TP01	Driver Safety	Distractions are anything that takes your attention away from the task at hand. In this case, the task is driving. If you allow distractions to take your attention away from driving, you are not driving. If you do not give your full attention to driving a vehicle, bad things can happen very quickly. Seeing and reacting safely to sudden changes can keep you from having an accident. To drive safely, you must pay full attention at all times. That will give you enough time to react. People's lives are in your hands.	10
Tailgate Topics - Driving Defensively	TP11	Driver Safety	There is no way to predict how driver behavior will affect driver safety. By remembering that even one poor decision can have tragic consequences, you will better prepare yourself for making smarter decisions while driving. Driving defensively and anticipating possible accidents will protect you against other driver's harmful decisions.	10
Tailgate Topics - Drowsy Driving	TP07	Driver Safety	Although your sleep habits may be the last factor you may figure into good driving, your sleeping behaviors undoubtedly influence your safety and those sharing the road with you. This course provides information on how to counteract fatigue on the roadway and discusses proper sleeping habits.	10
Tailgate Topics - Emotional Driving	TP10	Driver Safety	Drivers must remember the finer points of good driving, including the mental and physical conditions that affect performance on the road. Driver error causes more than 90% of highway crashes. Your ability to drive safely depends not only on what you know, but how you feel.	10
Tailgate Topics - Hang Up and Drive: Cell Phones + Driving	TP03	Driver Safety	Although it may seem harmless to talk on your cell phone while driving, nearly 1 out of every 5 motor vehicle crash involves cell phone use. Cell phone use while driving isn't just a manual and visual distraction, but also a cognitive one. To drive safely, you must pay full attention at all times. Drop the phone and focus on the road.	10
Tailgate Topics - Intersections	TP02	Driver Safety	With different crossing and entering movements by both drivers and pedestrians, an intersection is one of the most complex traffic situations that motorists encounter. Dangers are compounded when we add the element of speeding motorists who disregard traffic controls. Because of this conflict opportunity, intersections represent a disproportionate share of the safety problem. About half of all crashes and half of all injury crashes occur at intersections.	10
Tailgate Topics - Look Back: Mirror, Mirror on the Car	TP04	Driver Safety	Almost all backing accidents are preventable. When a backing accident occurs, the driver typically overlooked some basic safety principles, such as not checking the area or relying solely on mirrors. Safe backing requires a driver to be alert and aware of the surrounding area. Anything less and you are recklessly backing up into a dangerous scenario.	10
Tailgate Topics - Safe Following	TP05	Driver Safety	To avoid a collision you need time to react to danger. Establishing a safe following distance creates enough time for you to safely react to sudden changes on the road.	10
Tailgate Topics - Winter Driving	TP09	Driver Safety	Winter driving calls for special skills. By allowing yourself extra time on the road and by using these safe-driving tips, you can arrive at your destination safe and warm.	10
The Biased Brain	HV43	Employment Liability	Learn about the foundations of biased thinking.	5
The Drug-Free Workplace Act for Employees	HV50	Employment Liability	Learn how The Drug-Free Workplace Act affects you and your workplace. This course teaches you the difference between appropriate and inappropriate substance use, prepares you to recognize substance misuse at work, and informs you of your rights related to drug testing.	40
The Drug-Free Workplace Act for Supervisors	HV48	Employment Liability	Learn how The Drug-Free Workplace Act affects you and your workplace. This course teaches you the difference between appropriate and inappropriate substance use, prepares you to recognize and respond to substance misuse at work, and informs you of your supervisory responsibilities related to The Drug-Free Workplace Act.	40
The Family and Medical Leave Act: Eligible Employees	HU32	Employment Liability	This course covers the requirements employees must fulfill to be eligible for leave under the Family and Medical Leave Act (FMLA). Learn how to determine if an employee is eligible for leave and define the qualifications of a key employee.	15
The Family and Medical Leave Act: Overview	HU30	Employment Liability	This course defines the Family and Medical Leave Act (FMLA) and explains the notice requirements of covered employers. Explore what employers are covered by the Family and Medical Leave Act and the liabilities of not complying with the law.	15
The Family and Medical Leave Act: Qualifying Reasons	HU34	Employment Liability	This course covers how to recognize reasons that qualify eligible employees for leave under the Family and Medical Leave Act (FMLA) including a new family member, a serious health condition, and related military conditions. Define intermittent and reduced schedule leave and learn how to track leave under these circumstances.	25
The Family and Medical Leave Act: Supervisor Responsibilities	HU36	Employment Liability	This course covers the steps supervisors must follow in their process to comply with the Family and Medical Leave Act (FMLA) law from the start to the end of an employee's leave. Explore supervisor responsibilities during the leave process including health benefits, record maintenance, and job restoration. Learn what notices to provide to an employee and when to request a	30
The Remote Manager: Employee Engagement	BW30	Business Skills	Learn how to recognize and address remote employee engagement issues and prevent problems from the start using engagement-boosting management practices.	25
The Responsibilities of a Manager	BV58	Human Capital	This course covers the benefits, responsibilities, and challenges of being a manager.	15
The Role of Customer Service	BV02	Human Capital	Today, with more and more competitors vying for your customers' attention, exceptional customer service is no longer optional – it's essential. This course covers the differences between traditional and exceptional customer service.	20
The Role of the Supervisor	BV56	Human Capital	This course covers the benefits, responsibilities, and challenges of being a supervisor.	15
Title I of ADA: Interactive Process	HU90	Employment Liability	This course covers applying an interactive process to determine a reasonable accommodation. Define a disability under the Americans with Disabilities Amendments Act of 2008 (ADAAA) and learn how to gather the necessary information on an employee's disability and related limitations through medical documentation. After determining the most effective type of accommodation, recognize what information is confidential under the ADA.	20



Course	Course Code	Category	Description	Duration
Title I of ADA: Reasonable Accommodation	HU88	Employment Liability	This course covers providing reasonable accommodations to qualified individuals with disabilities under the Americans with Disabilities Act (ADA). Learn how to recognize when to provide reasonable accommodations. Define undue hardship and give examples of reasonable and unreasonable accommodations.	20
Title I of ADA: Supervisor Responsibilities	HU92	Employment Liability	This course covers the responsibilities supervisors must uphold when providing a reasonable accommodation to comply with the Americans with Disabilities Act (ADA) law. Define a direct threat and learn when to minimize an employee's risk to health and safety through reasonable accommodation. Explore how illegal drug use is covered under the ADA and recognize when injuries and change are two tough challenges. Together, they can create one overwhelming combination. Employees are sometimes faced with an injury that requires a long rehabilitation period, and physical limitations that affect what he or she can do. With Transitional Duty assignments, an employee's recovery is accompanied with a positive distraction that provides a chance to contribute to the organization. Transitional duty isn't just a return to work program; it's an investment in your employee.	15
Transitional Duty: Improving Your Return to Work Program	TD04	Health & Safety	Injuries and change are two tough challenges. Together, they can create one overwhelming combination. Employees are sometimes faced with an injury that requires a long rehabilitation period, and physical limitations that affect what he or she can do. With Transitional Duty assignments, an employee's recovery is accompanied with a positive distraction that provides a chance to contribute to the organization. Transitional duty isn't just a return to work program; it's an investment in your employee.	30
Trip and Transportation Safety	CA37	Health & Safety	Every summer, incidents and injuries happen on trips. Whether it's a day trip or overnight trip, this training will help you plan and prepare for all off site adventures to make them memorable, safe	10
Turning Hazards	DM20	Driver Safety	Turning maneuvers can be very challenging, possibly even scary to some drivers. While there are hazards involved when moving your vehicle across the paths of other vehicles, properly performed, you can reduce the threat of a crash. This course covers when and how to use turn signals, when to make turns in your car, at red lights, and when U-Turns are permitted	10
Understanding and Preventing Microaggressions	HV68	Diversity & Inclusion	Learn about microaggressions so you can understand how they are connected to implicit bias. Learn to apply a set of techniques to help you confront your own implicit biases and respond in the moment to microaggressions.	20
Understanding Skills	BV18	Human Capital	Understanding is an important aspect of communication. Many people assume that they understand what others say. Often, however, they do not check the accuracy of their interpretation of what they hear. After completing this course, you should be able identify common traps people fall into when trying to understand, and identify two skills to enhance understanding in the	20
Understanding Team Building	BV28	Human Capital	This course covers how to identify common mistakes in team building and assess your team's current level of development.	15
USERRA Rights & Supervisor Responsibilities	HV52	Employment Liability	This course covers The Uniformed Services Employment and Reemployment Rights Act (USERRA). As a supervisor, you'll be able to recognize your responsibilities to USERRA-protected employees. Learn what steps to take before an employee takes a service leave, during a service leave, and when an employee returns to your workplace.	20
Vehicle Care and Maintenance	DM26	Driver Safety	Before you begin a trip of a few miles or a few thousand miles, you should ensure that you and your vehicle are both Road Ready. This course will show you how to conduct a circle of safety inspection, identify the purpose and meaning of warning lights, and periodically perform routine inspections and maintenance on your vehicle.	10
Wage and Hour Concerns During an Emergency	HV38	Employment Liability	Emergencies present employers with difficult employment decisions. These could include closing the workplace, reducing hours or pay rates, or hiring temporary workers. How does the Fair Labor Standards Act affect the pay and work hours for both nonexempt and exempt employees? This course covers some common scenarios that occur during emergencies as they relate	10
Waste Management	SH91	Health & Safety	Waste management is the storage, treatment, or disposal of materials for which society has no use, under conditions that will contribute to rather than detract from a clean and safe environment. This course covers the regulations employers must follow regarding identifying hazardous waste and ensuring its proper handling and disposal. OSHA Standard 29 CFR 1910.120, Subpart	60
Wildfire Smoke Safety	SJ50	Health & Safety	This course will teach employees how to identify hazardous levels of smoke using the Air Quality Index, recognize the symptoms of wildfire smoke exposure, and select and properly fit a filtering facepiece respirator.	15
Winter Driving: Comprehensive	DD73	Driver Safety	This comprehensive 60-minute course covers safe driving techniques in adverse winter weather conditions. Topics include defensive driving, accident prevention methods, the impact of drinking and driving, vehicle safety measures, vehicle maintenance, winter weather patterns and associated hazards, personal safety considerations, and actions to take for breakdowns or	60
Work Zone Safety	WZ01	Health & Safety	This course aims to introduce work zone fundamentals to individuals who work in, around, or drive through work zone areas, as well as providing an orientation on safety for work zone areas. Topics covered include the importance of safety while working on traffic work zones, the significance of the MUTCD, standard work zone areas, types of road signs, basic definitions and general placement of common traffic control devices, and hazards associated with both external and internal traffic control.	45
Working Outdoors in Warm Weather	WO17	Health & Safety	Working outdoors in the summer can be a great way to enjoy Mother Nature but it has its own set of hazards. In this course, you will learn to recognize the dangers and learn how to prevent problems related to elements of nature like the sun, heat, tick-borne diseases, West Nile virus, and poisonous plants. This training is helpful to anyone who works outdoors in warm climates. Both employers and employees need to know about special hazards related to working outdoors and the many ways these hazards can be minimized.	30
Workplace Allergies & Sensitivities for Employees	SJ58	Health & Safety	In the workplace, employees with food allergies and fragrance sensitivities are susceptible to serious health conditions, like asthma and anaphylaxis. You can help protect your coworkers by respecting food bans and fragrance-free policies. In this course, you'll learn to identify commonly banned food allergens and scented products, avoid cross contact of food allergens, and	20
Workplace Ergonomics	SJ72	Health & Safety	This course addresses the key components of a healthy ergonomics practice in the workplace. It includes information regarding the risk factors, signs, and symptoms of work-related musculoskeletal disorders (MSD).	25
Workplace Ergonomics	ER61	Health & Safety	This course addresses the key components of a healthy ergonomics practice in the workplace. It includes information regarding the risk factors, signs, and symptoms of work-related musculoskeletal disorders (MSD).	30
Workplace Investigations for Supervisors: Closing the Investigation	SJ76	Health & Safety	This course addresses the key components of a healthy ergonomics practice in the Maine workplace. It includes information regarding the risk factors, signs, and symptoms of work-related musculoskeletal disorders (MSD).	25
Workplace Investigations for Supervisors: Conducting	HW27	Employment Liability	The course covers your final decision and the consequences of a workplace investigation. It emphasizes the importance of record-keeping and communicating the final results with your	5
Workplace Investigations for Supervisors: Knowing When & Why to Investigate	HW25	Employment Liability	This course covers the actual interview. During this process, participants are reminded of their legal rights and the process of the investigation and any consequences.	10
Workplace Investigations for Supervisors: Planning the Investigation	HW19	Employment Liability	Workplace investigations allow your organization to gather facts, determine if a workplace rule or law was broken at work, and provide a document trail. This course covers disciplinary issues that require an investigation and how to recognize them.	10
Workplace Investigations for Supervisors: Preparing Interview Questions	HW21	Employment Liability	Once you receive a complaint, there's a lot you need to prepare. The course covers the process of assigning a team of investigators, notifying participants of the investigation, scheduling interviews, and gathering preliminary information.	10
Writing Inclusive Job Descriptions	BW58	Business Skills	This course covers the principles of plain language, so you can apply it to your writing on the job.	20
Writing Unbiased Interview Questions for Supervisors	BW40	Human Capital	Inclusive job descriptions are an integral part of a well-rounded talent search and hiring process. This course will cover how to plan and prepare to write an inclusive job description, identify writing techniques that appeal to more candidates, and choose words that affirm your organization's commitment to diversity, equity, and inclusion.	20