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Harassment

Diversity
- A Manager’s Guide to Diversity, Inclusion, and Accommodation
- Diversity on the Job: The Importance of Diversity and the Changing Workplace
- Global Diversity
- Maintaining a Cohesive Multigenerational Workforce
- Managing Multigenerational Employees
- Managing Workforce Generations: Working with a Multigenerational Team

Harassment
- Bullying and Hazing on Campus
- Bullying and Violence in the Workplace
- Conducting Investigations Based on Unfair Treatment or Harassment Claims
- Preventing Harassment in the Global Workplace – Employee Edition (Also available in Spanish)
- Preventing Harassment in the Global Workplace – Manager Edition
- Sexual Harassment Prevention for Employees
- Title IX for Higher Education
- Workplace Harassment Prevention for Employees – version 2.0 (Title VII)
- Workplace Harassment Prevention for Managers – Multi-State Edition, version 2.0 (Title VII)
- Workplace Harassment Prevention for Managers in California (AB1825/2053), Connecticut & Maine (Also available in Spanish)
Compliance & Legal

Employment Law
- EEO and Lawful Hiring
- Active HIPAA - Privacy Rule for Covered Entities
- HIPAA - Security Rule for Business Associates
- HIPAA - Security Rule for Covered Entities
- HIPAA – Privacy Rule for Business Associates
- HIPAA for Non-Medical Employers
- HIPAA Privacy Essentials
- Privacy and Information Security
- Union Awareness
- Wage and Hour Awareness for Managers
- Wage and Hour for Employees
- Workplace Management: Employment Laws and Regulations

Ethics
- Business Ethics
- Code of Conduct Awareness – Higher Education Edition
- Compliance Impact: Business Ethics–Adjusting the Figures
- Ethics at Work: Monitoring and Program Improvement
- Financial Integrity
- Global Conflicts of Interest
- Integrity in the Workplace

HR Compliance
- Campus Security Obligations Under Federal Law
- FERPA for Higher Education
- Promoting a Substance-free Workplace
- Rightful Employment Termination

Leaves of Absence
- FMLA Leave and More: An Overview of Legally Protected Leave

Environment & Climate

Environmental Compliance
- Asbestos †
- Environmental Regulations Overview †
- Laboratory Safety †
- Lead Awareness in Construction †
- Lead Awareness in General Industry †
- Mold Awareness †

Hazard Communications
- Crane Signaling and Communications †
- Decontamination (HAZWOPER) †
- Emergency Response and Spill Control (HAZWOPER) †
- Fire and Explosion Hazards (HAZWOPER) †
- Globally Harmonized System of Classification and Labeling of Chemicals (GHS) †
- Hazard Communication (HAZWOPER) †
- Heat and Cold Exposure Management (HAZWOPER) †
- Site Safety and Health Plan Procedures (HAZWOPER) †
- Toxicology (HAZWOPER) †

† courses available only with Risk & Safety product
Hazardous Waste

- Biosafety Hazardous Waste Handling and Disposal †
- Hazardous Material Handling and Storage †
- Hazardous Materials in the Workplace †
- Hazardous Waste Generator (RCRA) †
- Regulatory Overview (HAZWOPER) †
- Site Control (HAZWOPER) †
- Storm Water Pollution Prevention †
- Universal Waste Rule Training †
- Waste Minimization and Pollution Prevention for Employees †

Workplace Safety

OSHA & General Safety

- Accident Investigation and Reporting †
- Aerial Work Platforms †
- Behavior-based Safety for Supervisors †
- Chemical Process Safety †
- Chemical Process Safety Management †
- Compressed Gas Safety †
- Contractor Safety †
- Crane Signaling and Communications †
- Electrical Safety †
- Global Safety Principles: Indoor Hoisting and Rigging †
- Hand and Power Tool Safety †
- Hand and Power Tool Safety Impact: Pneumatic Tools †
- Hydrogen Sulfide †
- Introduction to Industrial Hygiene †
- Introduction to OSHA †
- Job Hazard Analysis †
- Lead Awareness in General Industry †
- Machine Guarding †
- Mold Awareness †
- NFPA 1600 Disaster/ Emergency Management †
- NFPA 70E Electrical Safety in the Workplace 2015 Edition †
- Office Safety †
- OSHA 300 Recordkeeping †
- Regulatory Information †
- Rigging Equipment and Inspection †
- Safety at Work: A Systematic Approach †
- Scaffolding and Ladder Safety †
- Scissor Lifts †
- Spill Prevention and Control †
- Spill Prevention, Control, and Countermeasure Plan †
- Trenching and Excavation Safety †
- Warehouse Safety †
- Welding, Cutting, and Brazing †
- Workplace Inspections †
- Workplace Safety Orientation †

† courses available only with Risk & Safety product
OSHA 10-hour General Industry

- Confined Spaces † (Also available in Spanish)
- Hazard Communication: An Employee’s Right to Know † (Also available in Spanish)
- Safety Data Sheets † (Also available in Spanish)
- Slips, Trips and Falls † (Also available in Spanish)

Personal Protective Equipment

- Hearing Conservation †
- Personal Protective Equipment (HAZWOPER) †
- PPE: Eye and Face Protection †
- PPE: Foot and Leg Protection †
- PPE: Hand Protection †
- PPE: Head Protection †
- PPE: Personal Protective Equipment † (Also available in Spanish)
- Respiratory Protection †
- Respiratory Protection Impact: Donning and Doffing †

Personal Safety

- Back Safety and Injury Prevention † (Also available in Spanish)
- Benzene Awareness †
- Bloodborne Pathogen Awareness † (Also available in Spanish)
- Cold Stress †
- Electrical Safety †
- Fall Protection † (Also available in Spanish)
- Fire Safety and Prevention †
- First Aid: Basic †
- First Aid: Medical Emergencies †
- Flammable Liquids †
- Hazards to Outdoor Workers †
- Heat Stress Recognition and Prevention †
- Industrial Ergonomics †
- Laboratory Safety †
- Ladder Safety †
- Office Ergonomics †
- Portable Fire Extinguishers †
- Workplace Security Awareness †

† courses available only with Risk & Safety product
Transportation

- Accident Procedures Involving Large Vehicles†
- Collision Avoidance†
- Defensive Driving † (Also available in Spanish)
- Defensive Driving Fundamentals † (Also available in Spanish)
- Defensive Driving: Truck Safety†
- Distracted Driving†
- DOT 1: Hazardous Materials Table†
- DOT 1: Introduction, Classification, and the Hazardous Materials Table†
- DOT 2: Packaging, Labeling, Marking, and Placarding†
- DOT 3: Shipping Papers†
- DOT 4: Loading and Storage†
- DOT: Air Brakes†
- DOT: Drug and Alcohol Awareness†
- DOT: Hours of Service†
- DOT: Inspections†
- DOT: Security for Shipment of Hazardous Materials†
- Emergency Situations While Driving†
- Ergonomics and Injury Prevention for Commercial Vehicle Operators†
- Flagging Safety†
- Flatbed Cargo Securement†
- Forklift Operation 1: Safety Inspection and Maintenance†
- Forklift Operation 2: Stability and Capacity†
- Forklift Operation 3: Load Handling†
- Forklift Operation 4: Traveling and Maneuvering†
- Forklift Safety Awareness†
- Hazardous Materials: Infectious Materials Transportation by Ground†
- Hazardous Weather Driving for Commercial Vehicle Operators†
- IATA 1: Hazard Class Identification/Classification†
- IATA 2: Marking and Labeling†
- IATA 3: Packaging†
- IATA 4: Documentation†
- IATA 5: Limitations and Shipment Review†
- IMDG 1: Introduction, General Provisions, and Classifications†
- IMDG 2: Dangerous Goods List, Special Provisions and Exceptions†
- IMDG 3: Packaging, Marking, Labeling, Placarding, and Documentation†
- IMDG 4: Loading, Unloading, and Offering Dangerous Goods†
- Loading Dock Safety†
- Negotiating Hazards for Commercial Vehicles
- Packaging Small Quantities†
- Safe Vehicle Backing†
- Trailer Coupling and Uncoupling†
- Urban Driving†
- US Export Controls†
Workplace Safety

- Active Shooter
- Active Shooter: Preparation, Warning Signs and Survival
- Emergency and Disaster Preparedness *(Also available in Spanish)*
- Fall Protection *(Also available in Spanish)*
- Lockout/Tagout
- Lockout/Tagout for Authorized Persons *(Also available in Spanish)*
- Workplace Safety Orientation *(Also available in Spanish)*

Human Resources

Leadership

- Achieve Your Objectives through Effective Delegation
- Being an Effective Team Member
- Building and Leading Teams
- First Time Manager: Understanding a Manager’s Role
- Leadership Essentials: Motivating Employees
- Leading Teams: Building Trust and Commitment
- Leading Teams: Dealing with Conflict
- Leading Teams: Developing the Team and its Culture
- Leading Teams: Establishing Goals, Roles, and Guidelines
- Leading Teams: Managing Virtual Teams
- Leading Teams: Motivating and Optimizing Performance

People Operations

- A Manager’s Guide to Discipline and Documentation
- Compensation and Benefits: Managing Policies, Programs, and Activities
- Management of People: Talent Acquisition and Retention
- Managing Special Leaves of Absence Situations
- Retaining Your Talent Pool
- Rightful Employment Termination
- Strategies for Successful Employee Onboarding: Assessing Program Success
- Strategies for Successful Employee Onboarding: Getting Started
- The Benefits and Challenges of Engaging Employees
- Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies

Performance Management

- Monitoring and Improving Performance
- Performance Appraisal Essentials: 360-degree Appraisals
- Performance Appraisal Essentials: Conducting Traditional Appraisals
- Performance Appraisal Essentials: Planning for Appraisals
- Planning for Performance
- Strategies for Successful Employee Onboarding: An Introduction
Wellness

• Optimizing Your Work/Life Balance: Maintaining Your Life Balance
• Optimizing Your Work/Life Balance: Taking Control of Your Stress
• Pandemic Flu Awareness

Computer & IT

Cybersecurity

• Cybersecurity: Practical Steps to Avoid Risk
• IT Security for End Users: IT Security Fundamentals
• Preventing Identity Theft †

Customer Service

• Creating and Sustaining a Customer-focused Organization
• Customer Advocacy: Communicating to Build Trusting Customer Relationships
• Customer-driven Process Improvement: Identifying Customer Needs
• Customer Service Confrontation and Conflict
• Customer Service Fundamentals: Building Rapport in Customer Relationships
• Customer Service over the Phone
• Developing Your Customer Focus
• Essential Skills for Professional Telephone Calls
• Shaping the Direction of Customer Service in Your Organization
• The Angry Caller: What’s Your Plan?

Professional Development

Meetings

• Dealing with Common Meeting Problems
• Managing Effective Business Meetings
• Preparing for Effective Business Meetings

Workplace Skills

• Are You Listening to Your Customers?
• Basic Presentation Skills: Creating a Presentation
• Basic Presentation Skills: Delivering a Presentation
• Basic Presentation Skills: Planning a Presentation
• Business Writing: Editing and Proofreading
• Business Writing: How to Write Clearly and Concisely
• Business Writing: Know Your Readers and Your Purpose
• Communicating Across Cultures
• Communication Methods that Make Sense and Make Your Point
• Creating a Compelling Job Description
• Creating a Positive Attitude
• Emergency Response in the Workplace
• Essentials of Interviewing and Hiring: Conducting an Effective Interview
• Getting Results without Direct Authority: Persuasive Communication
• Handling Difficult Conversations Effectively
• Interpersonal Communication: Being Approachable
• Interpersonal Communication: Communicating Assertively
• Interpersonal Communication: Communicating with Confidence
• Interpersonal Communication: Listening Essentials
• Interpersonal Communication: Targeting Your Message

† courses available only with Risk & Safety product
• Interviewing: Doing it Right
• Listening Essentials: Improving Your Listening Skills
• Listening Essentials: The Basics of Listening
• Listening to Improve Conversation
• Management Essentials: Confronting Difficult Employee Behavior
• Management of People: Total Rewards
• Solving Problems: Framing the Problem
• Techniques for Communicating Effectively with Senior Executives
• Telecommuting Basics: Communication Strategies for the Remote Employee
• The Internet, Social Media, and Electronic Communication
• The Voice of Leadership: Effective Leadership
• Time Management: Analyzing Your Use of Time
• Time Management: Avoiding Time Stealers
• Time Management: Planning and Prioritizing Your Time
• Training and Development
• Using E-mail and Instant Messaging Effectively
• Working with Difficult People: Dealing with Micromanagers
• Working with Difficult People: How to Work with Aggressive People
• Working with Difficult People: How to Work with Manipulative People
• Working with Difficult People: How to Work with Negative People
• Working with Difficult People: How to Work with Procrastinators
• Working with Difficult People: How to Work with Self-serving People
• Working with Difficult People: Identifying Difficult People
• Workplace Conflict: Recognizing and Responding to Conflict
• Workplace Conflict: Strategies for Resolving Conflicts