

# Learn: Core

Course Catalog – 2021



# Contents

## PANDEMIC RESPONSE

### COMPLIANCE AND LEGAL

- EMPLOYMENT LAW
- ETHICS
- HR COMPLIANCE
- LEAVES OF ABSENCE

### COMPUTER AND IT

- CYBERSECURITY

### CUSTOMER SERVICE

### HARASSMENT

- DIVERSITY
- HARASSMENT

### HUMAN RESOURCES

- LEADERSHIP
- PEOPLE OPERATIONS
- PERFORMANCE MANAGEMENT
- WELLNESS

## PROFESSIONAL DEVELOPMENT

MEETINGS

WORKPLACE SKILLS:

- General Courses
- Basic Presentation Skills
- Business Writing
- Interpersonal Communication
- Listening Essentials
- Time Management
- Working with Difficult People
- Workplace Conflict

## WORKPLACE SAFETY

PERSONAL SAFETY

WORKPLACE SAFETY



# Pandemic Response



## Assessing Your Organization's Risks

🕒 30 minutes

🗣️ English

## Becoming a Successful Collaborator

🕒 30 minutes

🗣️ English

## Contributing as a Virtual Team Member

🕒 18 minutes

🗣️ English

## Establishing Effective Virtual Teams

🕒 30 minutes

🗣️ English

## Facing Virtual Team Challenges

🕒 24 minutes

🗣️ English

## Forging Ahead with Perseverance and Resilience

🕒 30 minutes

🗣️ English

## General Information: Coronavirus and COVID-19

🕒 36 minutes

🗣️ English and Spanish

## Managing in a Crisis

🕒 18 minutes

🗣️ English

## Responding Effectively to Risks

🕒 24 minutes

🗣️ English

The Pandemic Response training courses will be available through December 31, 2021 to help employers manage the impacts of COVID-19 on their workplaces.

# Compliance and Legal

## EMPLOYMENT LAW

### EEO and Lawful Hiring

🕒 30 minutes

🗣️ English

### HIPAA Privacy Essentials

🕒 66 minutes

🗣️ English

### HIPAA for Non-Medical Employers

🕒 24 minutes

🗣️ English

### HIPAA - Privacy Rule for Business Associates

🕒 24 minutes

🗣️ English

### HIPAA - Privacy Rule for Covered Entities

🕒 30 minutes

🗣️ English

### HIPAA - Security Rule for Business Associates

🕒 24 minutes

🗣️ English

### HIPAA - Security Rule for Business Associates

🕒 24 minutes

🗣️ English

### Privacy and Information Security

🕒 60 minutes

🗣️ English

### Union Awareness

🕒 42 minutes

🗣️ English

### Wage and Hour Awareness for Managers

🕒 60 minutes

🗣️ English

### Wage and Hour for Employees

🕒 30 minutes

🗣️ English

### Workplace Management: Employment Laws and Regulations

🕒 108 minutes

🗣️ English



# Compliance and Legal (continued)

---

## ETHICS

---

### Business Ethics

🕒 30 minutes  
🗣️ English

### Code of Conduct Awareness

🕒 12 minutes  
🗣️ English

### Code of Conduct Awareness – Higher Education Edition

🕒 12 minutes  
🗣️ English

### Compliance Impact: Business Ethics– Adjusting the Figures

🕒 6 minutes  
🗣️ English

### Financial Integrity

🕒 24 minutes  
🗣️ English

### Foreign Corrupt Practices Act

🕒 48 minutes  
🗣️ English

### Global Conflicts of Interest

🕒 18 minutes  
🗣️ English

### Integrity in the Workplace

🕒 60 minutes  
🗣️ English

---

## HR COMPLIANCE

---

### FERPA for Higher Education

🕒 30 minutes  
🗣️ English

### Promoting a Substance-free Workplace

🕒 30 minutes  
🗣️ English

### Rightful Employment Termination

🕒 30 minutes  
🗣️ English

---

## LEAVES OF ABSENCE

---

### FMLA Leave and More: An Overview of Legally Protected Leave

🕒 30 minutes  
🗣️ English



# Computer and IT



## CYBERSECURITY

### Global Cybersecurity Basics

🕒 12 minutes

🗣️ English

### Global Privacy and Information Security

🕒 24 minutes

🗣️ English

### IT Security for End Users: IT Security Fundamentals

🕒 54 minutes

🗣️ English

# Customer Service

### Creating and Sustaining a Customer-focused Organization

🕒 60 minutes

🗣️ English

### Customer Advocacy: Communicating to Build Trusting Customer Relationships

🕒 60 minutes

🗣️ English

### Customer Service Confrontation and Conflict

🕒 60 minutes

🗣️ English

### Customer Service Fundamentals: Building Rapport in Customer Relationships

🕒 60 minutes

🗣️ English

### Customer Service over the Phone

🕒 60 minutes

🗣️ English

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

🕒 60 minutes

🗣️ English

### Developing Your Customer Focus

🕒 12 minutes

🗣️ English

### Essential Skills for Professional Telephone Calls

🕒 60 minutes

🗣️ English

### Shaping the Direction of Customer Service in Your Organization

🕒 60 minutes

🗣️ English

### The Angry Caller: What's Your Plan?

🕒 6 minutes

🗣️ English

# Harassment

## DIVERSITY

### Diversity on the Job: The Importance of Diversity and the Changing Workplace

🕒 60 minutes

🗣️ English

### Global Diversity

🕒 30 minutes

🗣️ English

### A Manager's Guide to Diversity, Inclusion, and Accommodation

🕒 30 minutes

🗣️ English

### Managing Workforce Generations: Working with a Multigenerational Team

🕒 60 minutes

🗣️ English

### Managing Multigenerational Employees

🕒 24 minutes

🗣️ English

### Maintaining a Cohesive Multigenerational Workforce

🕒 24 minutes

🗣️ English

## HARASSMENT

### Bullying and Hazing on Campus

🕒 35 minutes

🗣️ English

### Harassment Prevention for California Managers

🕒 143 minutes

🗣️ English and Spanish

### Harassment Prevention for Connecticut Managers

🕒 140 minutes

🗣️ English and Spanish

### Harassment Prevention for Maine Managers

🕒 78 minutes

🗣️ English and Spanish

### Harassment Prevention for US Employees

🕒 30 minutes

🗣️ English and Spanish

### Harassment Prevention for US Managers

🕒 75 minutes

🗣️ English and Spanish

### Preventing Bullying and Violence

🕒 30 minutes

### Preventing Harassment in the Global Workplace, Employee Edition

🕒 30 minutes

🗣️ English and Spanish

### Preventing Harassment in the Global Workplace, Manager Edition

🕒 30 minutes

🗣️ English and Spanish

### Title IX for Higher Education

🕒 30 minutes



# Human Resources

## LEADERSHIP

### Achieve Your Objectives through Effective Delegation

🕒 24 minutes  
🗣️ English

### Being an Effective Team Member

🕒 60 minutes  
🗣️ English

### Building and Leading Teams

🕒 12 minutes  
🗣️ English

### First Time Manager: Understanding a Manager's Role

🕒 60 minutes  
🗣️ English

### Leadership Essentials: Motivating Employees

🕒 60 minutes  
🗣️ English

### Leading Teams: Building Trust and Commitment

🕒 60 minutes  
🗣️ English

### Leading Teams: Dealing with Conflict

🕒 60 minutes  
🗣️ English

### Leading Teams: Developing the Team and its Culture

🕒 60 minutes  
🗣️ English

### Leading Teams: Establishing Goals, Roles, and Guidelines

🕒 42 minutes  
🗣️ English

### Leading Teams: Motivating and Optimizing Performance

🕒 60 minutes  
🗣️ English

### Leading Teams: Managing Virtual Teams

🕒 60 minutes  
🗣️ English

## PEOPLE OPERATIONS

### A Manager's Guide to Discipline and Documentation

🕒 30 minutes  
🗣️ English

### Compensation and Benefits: Managing Policies, Programs, and Activities

🕒 30 minutes  
🗣️ English

### Management of People: Talent Acquisition and Retention

🕒 102 minutes  
🗣️ English

### Managing Special Leaves of Absence Situations

🕒 102 minutes  
🗣️ English

### Retaining Your Talent Pool

🕒 120 minutes  
🗣️ English

### Strategies for Successful Employee Onboarding: Assessing Program Success

🕒 60 minutes  
🗣️ English

### Strategies for Successful Employee Onboarding: Getting Started

🕒 60 minutes  
🗣️ English

### The Benefits and Challenges of Engaging Employees

🕒 60 minutes  
🗣️ English

### Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies

🕒 90 minutes  
🗣️ English



# Human Resources (continued)



---

## WELLNESS

---

### Optimizing Your Work/Life Balance: Maintaining Your Life Balance

🕒 60 minutes  
🗣️ English

### Optimizing Your Work/Life Balance: Taking Control of Your Stress

🕒 60 minutes  
🗣️ English

### Pandemic Flu Awareness

🕒 72 minutes  
🗣️ English

---

## PERFORMANCE MANAGEMENT

---

### Human Resource Development: Performance Appraisal and Talent Management

🕒 60 minutes  
🗣️ English

### Monitoring and Improving Performance

🕒 60 minutes  
🗣️ English

### Performance Appraisal Essentials: 360-degree Appraisals

🕒 60 minutes  
🗣️ English

### Performance Appraisal Essentials: Conducting Traditional Appraisals

🕒 60 minutes  
🗣️ English

### Performance Appraisal Essentials: Planning for Appraisals

🕒 60 minutes  
🗣️ English

### Planning for Performance

🕒 60 minutes  
🗣️ English

### Strategies for Successful Employee Onboarding: An Introduction

🕒 60 minutes  
🗣️ English

# Professional Development

## MEETINGS

### Dealing with Common Meeting Problems

🕒 60 minutes  
🗣️ English

### Managing Effective Business Meetings

🕒 60 minutes  
🗣️ English

### Preparing for Effective Business Meetings

🕒 60 minutes  
🗣️ English

## WORKPLACE SKILLS: GENERAL COURSES

### Are You Listening to Your Customers?

🕒 6 minutes  
🗣️ English

### Communicating Across Cultures

🕒 60 minutes  
🗣️ English

### Communication Methods that Make Sense and Make Your Point

🕒 60 minutes  
🗣️ English

### Creating a Compelling Job Description

🕒 6 minutes  
🗣️ English

### Creating a Positive Attitude

🕒 120 minutes  
🗣️ English

### Emergency Response in the Workplace

🕒 42 minutes  
🗣️ English

### Essentials of Interviewing and Hiring: Conducting an Effective Interview

🕒 60 minutes  
🗣️ English

### Getting Results without Direct Authority: Persuasive Communication

🕒 60 minutes  
🗣️ English

### Handling Difficult Conversations Effectively

🕒 60 minutes  
🗣️ English

### Interviewing: Doing it Right

🕒 30 minutes  
🗣️ English

### Management Essentials: Confronting Difficult Employee Behavior

🕒 60 minutes  
🗣️ English

### Management of People: Total Rewards

🕒 78 minutes  
🗣️ English

### Solving Problems: Framing the Problem

🕒 30 minutes  
🗣️ English

### Techniques for Communicating Effectively with Senior Executives

🕒 60 minutes  
🗣️ English

### Telecommuting Basics: Communication Strategies for the Remote Employee

🕒 60 minutes  
🗣️ English

### The Internet, Social Media, and Electronic Communication

🕒 60 minutes  
🗣️ English

### The Voice of Leadership: Effective Leadership Communication Strategies

🕒 60 minutes  
🗣️ English

### Training and Development

🕒 120 minutes  
🗣️ English

### Using E-mail and Instant Messaging Effectively

🕒 60 minutes  
🗣️ English

# Professional Development (continued)

## WORKPLACE SKILLS: BASIC PRESENTATION SKILLS

### Basic Presentation Skills: Creating a Presentation

🕒 60 minutes  
🌐 English

### Basic Presentation Skills: Delivering a Presentation

🕒 60 minutes  
🌐 English

### Basic Presentation Skills: Planning a Presentation

🕒 60 minutes  
🌐 English

## WORKPLACE SKILLS: BUSINESS WRITING

### Business Writing: Editing and Proofreading

🕒 42 minutes  
🌐 English

### Business Writing: How to Write Clearly and Concisely

🕒 30 minutes  
🌐 English

### Business Writing: Know Your Readers and Your Purpose

🕒 30 minutes  
🌐 English

## WORKPLACE SKILLS: INTERPERSONAL COMMUNICATION

### Interpersonal Communication: Being Approachable

🕒 60 minutes  
🌐 English

### Interpersonal Communication: Communicating Assertively

🕒 60 minutes  
🌐 English

### Interpersonal Communication: Communicating with Confidence

🕒 60 minutes  
🌐 English

### Interpersonal Communication: Listening Essentials

🕒 60 minutes  
🌐 English

### Interpersonal Communication: Targeting Your Message

🕒 60 minutes  
🌐 English



# Professional Development (continued)

---

## WORKPLACE SKILLS: LISTENING ESSENTIALS

---

### Listening Essentials: Improving Your Listening Skills

🕒 60 minutes  
🗣️ English

### Listening Essentials: The Basics of Listening

🕒 60 minutes  
🗣️ English

### Listening to Improve Conversation

🕒 6 minutes  
🗣️ English

---

## WORKPLACE SKILLS: TIME MANAGEMENT

---

### Time Management: Analyzing Your Use of Time

🕒 60 minutes  
🗣️ English

### Time Management: Avoiding Time Stealers

🕒 60 minutes  
🗣️ English

### Time Management: Planning and Prioritizing Your Time

🕒 60 minutes  
🗣️ English

---

## WORKPLACE SKILLS: WORKING WITH DIFFICULT PEOPLE

---

### Working with Difficult People: Dealing with Micromanagers

🕒 60 minutes  
🗣️ English

### Working with Difficult People: How to Work with Aggressive People

🕒 60 minutes  
🗣️ English

### Working with Difficult People: How to Work with Manipulative People

🕒 60 minutes  
🗣️ English

### Working with Difficult People: How to Work with Negative People

🕒 60 minutes  
🗣️ English

### Working with Difficult People: How to Work with Procrastinators

🕒 60 minutes  
🗣️ English

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

🕒 60 minutes  
🗣️ English

### Working with Difficult People: Identifying Difficult People

🕒 60 minutes  
🗣️ English

# Professional Development (continued)

## WORKPLACE SKILLS: WORKPLACE CONFLICT

### Workplace Conflict: Recognizing and Responding to Conflict

🕒 60 minutes

🗣️ English

### Workplace Conflict: Strategies for Resolving Conflicts

🕒 60 minutes

🗣️ English

## WORKPLACE SAFETY: PERSONAL SAFETY

### Cold Stress

🕒 30 minutes

🗣️ English

### Electrical Safety

🕒 30 minutes

🗣️ English

### Fall Protection

🕒 30 minutes

🗣️ English and Spanish

### Fire Safety and Prevention

🕒 30 minutes

🗣️ English

### Flammable Liquids

🕒 50 minutes

🗣️ English

### Heat Stress Recognition and Prevention

🕒 30 minutes

🗣️ English and Spanish

### Industrial Ergonomics

🕒 30 minutes

🗣️ English

### Ladder Safety

🕒 30 minutes

🗣️ English and Spanish

### Office Ergonomics

🕒 25 minutes

🗣️ English

### Portable Fire Extinguishers

🕒 30 minutes

🗣️ English

### Workplace Security Awareness

🕒 30 minutes

🗣️ English

## WORKPLACE SAFETY: WORKPLACE SAFETY

### Active Shooter

🕒 30 minutes

🗣️ English

### Active Shooter: Preparation, Warning Signs and Survival

🕒 20 minutes

🗣️ English

# Learn: Workplace Harassment Prevention

Course Catalog – 2021



# Contents

## WORKPLACE HARASSMENT PREVENTION

DIVERSITY

HARASSMENT



### DIVERSITY

#### Overcoming Your Own Unconscious Biases

⌚ 24 minutes

🗣️ English

#### Overcoming Unconscious Bias in the Workplace

⌚ 24 minutes

🗣️ English

#### Unconscious Bias

⌚ 6 minutes

🗣️ English

#### Understanding Unconscious Bias

⌚ 24 minutes

🗣️ English

#### Your Role in Workplace Diversity

⌚ 30 minutes

🗣️ English



# Workplace Harassment Prevention

## HARASSMENT PREVENTION

### Bullying and Hazing on Campus

🕒 36 minutes

🗣️ English

### Harassment Prevention for California Employees

🕒 78 minutes

🗣️ English and Spanish

### Harassment Prevention for California Managers

🕒 144 minutes

🗣️ English and Spanish

### Harassment Prevention for Connecticut Employees

🕒 126 minutes

🗣️ English and Spanish

### Harassment Prevention for Connecticut Managers

🕒 138 minutes

🗣️ English and Spanish

### Harassment Prevention for Delaware Employees

🕒 48 minutes

🗣️ English and Spanish

### Harassment Prevention for Delaware Managers

🕒 78 minutes

🗣️ English and Spanish

### Harassment Prevention for Illinois Employees

🕒 54 minutes

🗣️ English and Spanish

### Harassment Prevention for Illinois Employees (Restaurant / Bar)

🕒 36 minutes

🗣️ English and Spanish

### Harassment Prevention for Illinois Managers

🕒 78 minutes

🗣️ English and Spanish

### Harassment Prevention for Illinois Managers (Restaurant / Bar)

🕒 60 minutes

🗣️ English and Spanish

### Harassment Prevention for Maine Employees

🕒 48 minutes

🗣️ English and Spanish

### Harassment Prevention for Maine Managers

🕒 78 minutes

🗣️ English and Spanish

### Harassment Prevention for New York State & New York City Employees

🕒 54 minutes

🗣️ English and Spanish

### Harassment Prevention for New York State & New York City Managers

🕒 84 minutes

🗣️ English and Spanish

### Harassment Prevention for US Employees

🕒 42 minutes

🗣️ English and Spanish

### Harassment Prevention for US Managers

🕒 72 minutes

🗣️ English and Spanish

### Preventing Bullying and Violence

🕒 18 minutes

🗣️ English

### Preventing Harassment in the Global Workplace – Employee Edition

🕒 30 minutes

🗣️ English and Spanish

### Preventing Harassment in the Global Workplace – Manager Edition

🕒 24 minutes

🗣️ English and Spanish

### Title IX for Higher Education

🕒 24 minutes

🗣️ English

# Learn: Workplace Safety

Course Catalog – 2021



# Contents

## ENVIRONMENT & CLIMATE

- ENVIRONMENTAL COMPLIANCE
- HAZARDOUS COMMUNICATIONS
- HAZARDOUS WASTE

## WORKPLACE SAFETY

- WORKPLACE SAFETY
- OSHA AND GENERAL SAFETY
- PERSONAL PROTECTIVE EQUIPMENT (PPE)
- PERSONAL SAFETY
- TRANSPORTATION
  - General Courses
  - Department of Transportation (DOT)
  - Forklift Operation
  - International Air Transport Association (IATA)
  - International Maritime Dangerous Goods (IMDG)



# Environment & Climate

## ENVIRONMENTAL COMPLIANCE

### Asbestos

- 🕒 30 minutes
- 🗣️ English

### Environmental Regulations Overview

- 🕒 30 minutes
- 🗣️ English

### Lead Awareness in Construction

- 🕒 30 minutes
- 🗣️ English

### Lead Awareness in General Industry

- 🕒 30 minutes
- 🗣️ English

## HAZARDOUS COMMUNICATIONS

### Decontamination (HAZWOPER)

- 🕒 30 minutes
- 🗣️ English

### Emergency Response and Spill Control (HAZWOPER)

- 🕒 24 minutes
- 🗣️ English

### Fire and Explosion Hazards (HAZWOPER)

- 🕒 30 minutes
- 🗣️ English

### Globally Harmonized System of Classification and Labeling of Chemicals (GHS)

- 🕒 30 minutes
- 🗣️ English

### Hazard Communication (HAZWOPER)

- 🕒 42 minutes
- 🗣️ English

### Hazard Communication: An Employee's Right to Know

- 🕒 48 minutes
- 🗣️ English and Spanish

### Heat and Cold Exposure Management (HAZWOPER)

- 🕒 24 minutes
- 🗣️ English

### Personal Protective Equipment (HAZWOPER)

- 🕒 42 minutes
- 🗣️ English

### Regulatory Overview (HAZWOPER)

- 🕒 24 minutes
- 🗣️ English

### Site Safety and Health Plan Procedures (HAZWOPER)

- 🕒 18 minutes
- 🗣️ English

### Toxicology (HAZWOPER)

- 🕒 24 minutes
- 🗣️ English

### Regulatory Overview (HAZWOPER)

- 🕒 24 minutes
- 🗣️ English

### Site Control (HAZWOPER)

- 🕒 30 minutes
- 🗣️ English



\*HAZWOPER stands for Hazardous Waste Operations and Emergency Response



# Environment & Climate (continued)



## HAZARDOUS WASTE

### Biosafety Hazardous Waste Handling and Disposal

🕒 36 minutes

🗣️ English

### Hazardous Material Handling and Storage

🕒 54 minutes

🗣️ English

### Hazardous Material Handling and Storage

🕒 60 minutes

🗣️ English

### Hazardous Waste Generator (RCRA)

🕒 30 minutes

🗣️ English

### Storm Water Pollution Prevention

🕒 36 minutes

🗣️ English

### Universal Waste Rule Training

🕒 30 minutes

🗣️ English

### Waste Minimization and Pollution Prevention for Employees

🕒 18 minutes

🗣️ English

# Workplace Safety

## WORKPLACE SAFETY

### Active Shooter

- 🕒 30 minutes
- 🗣️ English

### Active Shooter: Preparation, Warning Signs and Survival

- 🕒 20 minutes
- 🗣️ English

### Emergency and Disaster Preparedness

- 🕒 30 minutes
- 🗣️ English and Spanish

### Food Allergen Safety

- 🕒 42 minutes
- 🗣️ English and Spanish

### Food Safety and Handling

- 🕒 168 minutes
- 🗣️ English

### Foodservice Worker Safety

- 🕒 30 minutes
- 🗣️ English and Spanish

### Liquefied Petroleum Gas (LPG) Safety

- 🕒 18 minutes
- 🗣️ English

### Lockout/Tagout for Authorized Persons

- 🕒 90 minutes
- 🗣️ English and Spanish

### Lockout/Tagout

- 🕒 24 minutes
- 🗣️ English

### Workplace Safety Orientation

- 🕒 36 minutes
- 🗣️ English



# Workplace Safety (continued)

## OSHA AND GENERAL SAFETY

### Accident Investigation and Reporting

🕒 36 minutes  
🗣️ English

### Aerial Work Platforms

🕒 30 minutes  
🗣️ English and Spanish

### Behavior-based Safety for Supervisors

🕒 42 minutes  
🗣️ English)

### Chemical Process Safety

🕒 18 minutes  
🗣️ English

### Chemical Process Safety Management

🕒 42 minutes  
🗣️ English

### Compressed Gas Safety

🕒 30 minutes  
🗣️ English

### Confined Spaces

🕒 48 minutes  
🗣️ English and Spanish

### Contractor Safety

🕒 30 minutes  
🗣️ English

### Crane Signaling and Communications

🕒 18 minutes  
🗣️ English

### Global Safety Principles: Indoor Hoisting and Rigging

🕒 30 minutes  
🗣️ English

### Hand and Power Tool Safety

🕒 30 minutes  
🗣️ English and Spanish

### Hand and Power Tool Safety Impact: Pneumatic Tools

🕒 6 minutes  
🗣️ English

### Hydrogen Sulfide

🕒 30 minutes  
🗣️ English

### Introduction to Industrial Hygiene

🕒 54 minutes  
🗣️ English

### Introduction to OSHA

🕒 132 minutes  
🗣️ English

### Job Hazard Analysis

🕒 30 minutes  
🗣️ English

### Lead Awareness in General Industry

🕒 30 minutes  
🗣️ English

### Machine Guarding

🕒 30 minutes  
🗣️ English

### Mold Awareness

🕒 42 minutes  
🗣️ English

### NFPA 1600 Disaster/Emergency Management

🕒 60 minutes  
🗣️ English

### NFPA 70E Electrical Safety in the Workplace 2015 Edition

🕒 120 minutes  
🗣️ English

### Office Safety

🕒 30 minutes  
🗣️ English

### OSHA 300 Recordkeeping

🕒 60 minutes  
🗣️ English

### Regulatory Information

🕒 24 minutes  
🗣️ English

### Rigging Equipment and Inspection

🕒 30 minutes  
🗣️ English

### Safety at Work: A Systematic Approach

🕒 30 minutes  
🗣️ English



# Workplace Safety (continued)

## OSHA AND GENERAL SAFETY (CONTINUED)

### Safety Data Sheets

- 🕒 60 minutes
- 🗣️ English and Spanish

### Scaffolding and Ladder Safety

- 🕒 42 minutes
- 🗣️ English

### Scissor Lifts

- 🕒 30 minutes
- 🗣️ English

### Slips, Trips and Falls

- 🕒 12 minutes
- 🗣️ English and Spanish

### Spill Prevention and Control

- 🕒 30 minutes
- 🗣️ English

### Spill Prevention, Control, and Countermeasure Plan

- 🕒 30 minutes
- 🗣️ English

### Trenching and Excavation Safety

- 🕒 24 minutes
- 🗣️ English

### Warehouse Safety

- 🕒 30 minutes
- 🗣️ English

### Welding, Cutting, and Brazing

- 🕒 30 minutes
- 🗣️ English

### Workplace Inspections

- 🕒 60 minutes
- 🗣️ English

### Workplace Safety Orientation

- 🕒 36 minutes
- 🗣️ English and Spanish

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

### Hearing Conservation

- 🕒 36 minutes
- 🗣️ English

### PPE: Eye and Face Protection

- 🕒 30 minutes
- 🗣️ English

### PPE: Foot and Leg Protection

- 🕒 30 minutes
- 🗣️ English

### PPE: Hand Protection

- 🕒 30 minutes
- 🗣️ English and Spanish

### PPE: Head Protection

- 🕒 30 minutes
- 🗣️ English

### PPE: Personal Protective Equipment

- 🕒 30 minutes
- 🗣️ English and Spanish

### Respiratory Protection

- 🕒 30 minutes
- 🗣️ English and Spanish

### Respiratory Protection Impact: Donning and Doffing

- 🕒 6 minutes
- 🗣️ English



# Workplace Safety (continued)



## PERSONAL SAFETY

### Back Safety and Injury Prevention

- 🕒 12 minutes
- 🌐 English and Spanish

### Benzene Awareness

- 🕒 60 minutes
- 🌐 English

### Bloodborne Pathogen Awareness

- 🕒 48 minutes
- 🌐 English and Spanish

### Cold Stress

- 🕒 30 minutes
- 🌐 English

### Electrical Safety

- 🕒 42 minutes
- 🌐 English

### Fall Protection

- 🕒 30 minutes
- 🌐 English and Spanish

### Fire Safety and Prevention

- 🕒 18 minutes
- 🌐 English

### First Aid: Basic

- 🕒 60 minutes
- 🌐 English

### First Aid: Medical Emergencies

- 🕒 48 minutes
- 🌐 English

### Flammable Liquids

- 🕒 48 minutes
- 🌐 English

### Global Safety Principles: Silica in General Industry

- 🕒 24 minutes
- 🌐 English and Spanish

### Hazards to Outdoor Workers

- 🕒 36 minutes
- 🌐 English

### Heat Stress Recognition and Prevention

- 🕒 18 minutes
- 🌐 English and Spanish

### Industrial Ergonomics

- 🕒 30 minutes
- 🌐 English

### Laboratory Safety

- 🕒 24 minutes
- 🌐 English

### Ladder Safety

- 🕒 24 minutes
- 🌐 English and Spanish

### Office Ergonomics

- 🕒 30 minutes
- 🌐 English

### Portable Fire Extinguishers

- 🕒 42 minutes
- 🌐 English

### Preventing Identity Theft

- 🕒 30 minutes
- 🌐 English

### Workplace Security Awareness

- 🕒 36 minutes
- 🌐 English

# Workplace Safety (continued)

## TRANSPORTATION: GENERAL COURSES

### Accident Procedures Involving Large Vehicles

- 🕒 30 minutes
- 🗣️ English

### Collision Avoidance

- 🕒 30 minutes
- 🗣️ English and Spanish

### Defensive Driving

- 🕒 18 minutes
- 🗣️ English and Spanish

### Defensive Driving Fundamentals

- 🕒 54 minutes
- 🗣️ English and Spanish

### Defensive Driving: Truck Safety

- 🕒 180 minutes
- 🗣️ English

### Distracted Driving

- 🕒 30 minutes
- 🗣️ English and Spanish

### Emergency Situations While Driving

- 🕒 30 minutes
- 🗣️ English and Spanish

### Ergonomics and Injury Prevention for Commercial Vehicle Operators

- 🕒 36 minutes
- 🗣️ English

### Flagging Safety

- 🕒 78 minutes
- 🗣️ English

### Flatbed Cargo Securement

- 🕒 36 minutes
- 🗣️ English

### Hazardous Materials: Infectious Materials Transportation by Ground

- 🕒 48 minutes
- 🗣️ English

### Hazardous Weather Driving for Commercial Vehicle Operators

- 🕒 48 minutes
- 🗣️ English

### Loading Dock Safety

- 🕒 30 minutes
- 🗣️ English

### Negotiating Hazards for Commercial Vehicles

- 🕒 42 minutes
- 🗣️ English

### Packaging Small Quantities

- 🕒 48 minutes
- 🗣️ English

### Safe Vehicle Backing

- 🕒 30 minutes
- 🗣️ English

### Trailer Coupling and Uncoupling

- 🕒 42 minutes
- 🗣️ English

### Urban Driving

- 🕒 30 minutes
- 🗣️ English

### US Export Controls

- 🕒 54 minutes
- 🗣️ English



# Workplace Safety (continued)

## TRANSPORTATION: DEPARTMENT OF TRANSPORTATION (DOT)

### DOT 1: Hazardous Materials Table

🕒 48 minutes

🗣️ English

### DOT 1: Introduction, Classification, and the Hazardous Materials Table

🕒 48 minutes

🗣️ English

### DOT 2: Packaging, Labeling, Marking, and Placarding

🕒 54 minutes

🗣️ English

### DOT 3: Shipping Papers

🕒 30 minutes

🗣️ English

### DOT 4: Loading and Storage

🕒 36 minutes

🗣️ English

### DOT: Air Brakes

🕒 30 minutes

🗣️ English

### DOT: Drug and Alcohol Awareness

🕒 132 minutes

🗣️ English

### DOT: Hours of Service

🕒 36 minutes

🗣️ English

### DOT: Inspections

🕒 24 minutes

🗣️ English

### DOT: Security for Shipment of Hazardous Materials

🕒 60 minutes

🗣️ English





# Workplace Safety (continued)

## TRANSPORTATION: FORKLIFT OPERATION

### Forklift Operation 1: Safety Inspection and Maintenance

- 🕒 36 minutes
- 🌐 English and Spanish

### Forklift Operation 2: Stability and Capacity

- 🕒 30 minutes
- 🌐 English and Spanish

### Forklift Operation 3: Load Handling

- 🕒 24 minutes
- 🌐 English and Spanish

### Forklift Operation 4: Traveling and Maneuvering

- 🕒 30 minutes
- 🌐 English and Spanish

### Forklift Safety Awareness

- 🕒 30 minutes
- 🌐 English and Spanish

## TRANSPORTATION: INTERNATIONAL AIR TRANSPORT ASSOCIATION (IATA)

### IATA 1: Hazard Class Identification/Classification

- 🕒 42 minutes
- 🌐 English

### IATA 2: Marking and Labeling

- 🕒 24 minutes
- 🌐 English

### IATA 3: Packaging

- 🕒 36 minutes
- 🌐 English

### IATA 4: Documentation

- 🕒 18 minutes
- 🌐 English

### IATA 5: Limitations and Shipment Review

- 🕒 30 minutes
- 🌐 English

## TRANSPORTATION: INTERNATIONAL MARITIME DANGEROUS GOODS (IMDG)

### IMDG 1: Introduction, General Provisions, and Classifications

- 🕒 66 minutes
- 🌐 English

### IMDG 2: Dangerous Goods List, Special Provisions and Exceptions

- 🕒 72 minutes
- 🌐 English

### IMDG 3: Packaging, Marking, Labeling, Placarding, and Documentation

- 🕒 90 minutes
- 🌐 English

### IMDG 4: Loading, Unloading, and Offering Dangerous Goods

- 🕒 60 minutes
- 🌐 English



# About

Mineral is the HR and compliance leader for growing businesses. Through a combination of data, technology and human expertise, our proactive solutions take the guesswork out of HR and compliance, giving clients peace of mind. To learn more, visit [trustmineral.com](https://trustmineral.com).

**Have questions? Let's connect.**



NAME: Sheila Reese  
EMAIL [sreese@boltonco.com](mailto:sreese@boltonco.com)  
PHONE: (626) 535-1478