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**
  - Duration: 30 minutes
  - Language: English

- **HIPAA Privacy Essentials**
  - Duration: 66 minutes
  - Language: English

- **HIPAA for Non-Medical Employers**
  - Duration: 24 minutes
  - Language: English

- **HIPAA - Privacy Rule for Business Associates**
  - Duration: 24 minutes
  - Language: English

- **HIPAA - Privacy Rule for Covered Entities**
  - Duration: 30 minutes
  - Language: English

- **HIPAA - Security Rule for Business Associates**
  - Duration: 24 minutes
  - Language: English

- **Privacy and Information Security**
  - Duration: 60 minutes
  - Language: English

- **Union Awareness**
  - Duration: 42 minutes
  - Language: English

- **Wage and Hour Awareness for Managers**
  - Duration: 60 minutes
  - Language: English

- **Wage and Hour for Employees**
  - Duration: 30 minutes
  - Language: English

- **Workplace Management: Employment Laws and Regulations**
  - Duration: 108 minutes
  - Language: English
## Compliance and Legal (continued)

<table>
<thead>
<tr>
<th>ETHICS</th>
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<tbody>
<tr>
<td><strong>Business Ethics</strong></td>
</tr>
<tr>
<td>⏳ 30 minutes</td>
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<tr>
<td>🌐 English</td>
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<tr>
<td><strong>Code of Conduct Awareness</strong></td>
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<tr>
<td>⏳ 12 minutes</td>
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<tr>
<td>🌐 English</td>
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<tr>
<td><strong>Code of Conduct Awareness – Higher Education Edition</strong></td>
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<tr>
<td>⏳ 12 minutes</td>
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<tr>
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<tr>
<td><strong>Compliance Impact: Business Ethics – Adjusting the Figures</strong></td>
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<tr>
<td>⏳ 6 minutes</td>
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<td>🌐 English</td>
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</table>

| 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

**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

  - 60 minutes
  - English

- Customer Service over the Phone
  - 60 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**
  - Duration: 60 minutes
  - Language: English

- **Global Diversity**
  - Duration: 30 minutes
  - Language: English

- **A Manager’s Guide to Diversity, Inclusion, and Accommodation**
  - Duration: 30 minutes
  - Language: English

## Harassment

- **Bullying and Hazing on Campus**
  - Duration: 35 minutes
  - Language: English

- **Harassment Prevention for California Managers**
  - Duration: 143 minutes
  - Language: English and Spanish

- **Harassment Prevention for Connecticut Managers**
  - Duration: 140 minutes
  - Language: English and Spanish

- **Harassment Prevention for Maine Managers**
  - Duration: 78 minutes
  - Language: English and Spanish

- **Harassment Prevention for US Employees**
  - Duration: 30 minutes
  - Language: English and Spanish

- **Harassment Prevention for US Managers**
  - Duration: 75 minutes
  - Language: English and Spanish

- **Managing Workforce Generations: Working with a Multigenerational Team**
  - Duration: 60 minutes
  - Language: English

- **Managing Multigenerational Employees**
  - Duration: 24 minutes
  - Language: English

- **Maintaining a Cohesive Multigenerational Workforce**
  - Duration: 24 minutes
  - Language: English

- **Preventing Bullying and Violence**
  - Duration: 30 minutes

- **Preventing Harassment in the Global Workplace, Employee Edition**
  - Duration: 30 minutes
  - Language: English and Spanish

- **Preventing Harassment in the Global Workplace, Manager Edition**
  - Duration: 30 minutes
  - Language: English and Spanish

- **Title IX for Higher Education**
  - Duration: 30 minutes
## Human Resources

### LEADERSHIP

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Achieve Your Objectives through Effective Delegation</td>
<td>24 mins</td>
<td>English</td>
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<tr>
<td>Being an Effective Team Member</td>
<td>60 mins</td>
<td>English</td>
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<tr>
<td>Building and Leading Teams</td>
<td>12 mins</td>
<td>English</td>
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<tr>
<td>First Time Manager: Understanding a Manager’s Role</td>
<td>60 mins</td>
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<tr>
<td>Leadership Essentials: Motivating Employees</td>
<td>60 mins</td>
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<tr>
<td>Leading Teams: Building Trust and Commitment</td>
<td>60 mins</td>
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<tr>
<td>Leading Teams: Dealing with Conflict</td>
<td>60 mins</td>
<td>English</td>
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<tr>
<td>Leading Teams: Developing the Team and its Culture</td>
<td>60 mins</td>
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<tr>
<td>Leading Teams: Establishing Goals, Roles, and Guidelines</td>
<td>42 mins</td>
<td>English</td>
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<tr>
<td>Leading Teams: Motivating and Optimizing Performance</td>
<td>60 mins</td>
<td>English</td>
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<tr>
<td>Leading Teams: Managing Virtual Teams</td>
<td>60 mins</td>
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### PEOPLE OPERATIONS

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<thead>
<tr>
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<tbody>
<tr>
<td>A Manager’s Guide to Discipline and Documentation</td>
<td>30 mins</td>
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<tr>
<td>Compensation and Benefits: Managing Policies, Programs, and Activities</td>
<td>30 mins</td>
<td>English</td>
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<tr>
<td>Management of People: Talent Acquisition and Retention</td>
<td>102 mins</td>
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<tr>
<td>Managing Special Leaves of Absence Situations</td>
<td>102 mins</td>
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<tr>
<td>Retaining Your Talent Pool</td>
<td>120 mins</td>
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<tr>
<td>Strategies for Successful Employee Onboarding: Assessing Program Success</td>
<td>60 mins</td>
<td>English</td>
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<tr>
<td>Strategies for Successful Employee Onboarding: Getting Started</td>
<td>60 mins</td>
<td>English</td>
</tr>
<tr>
<td>The Benefits and Challenges of Engaging Employees</td>
<td>60 mins</td>
<td>English</td>
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<tr>
<td>Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies</td>
<td>90 mins</td>
<td>English</td>
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</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Language</th>
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<tbody>
<tr>
<td>Dealing with Common Meeting Problems</td>
<td>60 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Managing Effective Business Meetings</td>
<td>60 minutes</td>
<td>English</td>
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### WORKPLACE SKILLS: GENERAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Language</th>
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<tbody>
<tr>
<td>Are You Listening to Your Customers?</td>
<td>6 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Communicating Across Cultures</td>
<td>60 minutes</td>
<td>English</td>
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<tr>
<td>Communication Methods that Make Sense and Make Your Point</td>
<td>60 minutes</td>
<td>English</td>
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<td>Creating a Compelling Job Description</td>
<td>6 minutes</td>
<td>English</td>
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<tr>
<td>Creating a Positive Attitude</td>
<td>120 minutes</td>
<td>English</td>
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<tr>
<td>Emergency Response in the Workplace</td>
<td>42 minutes</td>
<td>English</td>
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<tr>
<td>Essentials of Interviewing and Hiring: Conducting an Effective Interview</td>
<td>60 minutes</td>
<td>English</td>
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<tr>
<td>Getting Results without Direct Authority: Persuasive Communication</td>
<td>60 minutes</td>
<td>English</td>
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<tr>
<td>Handling Difficult Conversations Effectively</td>
<td>60 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Interviewing: Doing it Right</td>
<td>30 minutes</td>
<td>English</td>
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<tr>
<td>Management Essentials: Confronting Difficult Employee Behavior</td>
<td>60 minutes</td>
<td>English</td>
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<td>Management of People: Total Rewards</td>
<td>78 minutes</td>
<td>English</td>
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<tr>
<td>Solving Problems: Framing the Problem</td>
<td>30 minutes</td>
<td>English</td>
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<tr>
<td>Techniques for Communicating Effectively with Senior Executives</td>
<td>60 minutes</td>
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<td>The Internet, Social Media, and Electronic Communication</td>
<td>60 minutes</td>
<td>English</td>
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<td>The Voice of Leadership: Effective Leadership Communication Strategies</td>
<td>60 minutes</td>
<td>English</td>
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<td>Training and Development</td>
<td>120 minutes</td>
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<tr>
<td>Using E-mail and Instant Messaging Effectively</td>
<td>60 minutes</td>
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</table>
MARKETPLACE 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**

<table>
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<tr>
<td>Workplace Conflict: Recognizing and Responding to Conflict</td>
<td>60 minutes</td>
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<td>Workplace Conflict: Strategies for Resolving Conflicts</td>
<td>60 minutes</td>
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**WORKPLACE SAFETY: PERSONAL SAFETY**

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<th>Duration</th>
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<tr>
<td>Cold Stress</td>
<td>30 minutes</td>
<td>English</td>
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<tr>
<td>Electrical Safety</td>
<td>30 minutes</td>
<td>English</td>
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<tr>
<td>Fall Protection</td>
<td>30 minutes</td>
<td>English and Spanish</td>
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<tr>
<td>Fire Safety and Prevention</td>
<td>30 minutes</td>
<td>English</td>
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<td>Flammable Liquids</td>
<td>50 minutes</td>
<td>English</td>
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<tr>
<td>Heat Stress Recognition and Prevention</td>
<td>30 minutes</td>
<td>English and Spanish</td>
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<tr>
<td>Industrial Ergonomics</td>
<td>30 minutes</td>
<td>English</td>
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<tr>
<td>Ladder Safety</td>
<td>30 minutes</td>
<td>English and Spanish</td>
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<tr>
<td>Office Ergonomics</td>
<td>25 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Portable Fire Extinguishers</td>
<td>30 minutes</td>
<td>English</td>
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<tr>
<td>Workplace Security Awareness</td>
<td>30 minutes</td>
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**WORKPLACE SAFETY: WORKPLACE SAFETY**

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<td>Active Shooter</td>
<td>30 minutes</td>
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<td>Active Shooter: Preparation, Warning Signs and Survival</td>
<td>20 minutes</td>
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</table>
Learn: Workplace Harassment Prevention

Course Catalog – 2021
Contents

WORKPLACE HARASSMENT PREVENTION
DIVERSITY
HARASSMENT

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
<table>
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<tr>
<th>Course Description</th>
<th>Duration</th>
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<tr>
<td>Bullying and Hazing on Campus</td>
<td>36 minutes</td>
<td>English</td>
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<tr>
<td>Harassment Prevention for California Employees</td>
<td>78 minutes</td>
<td>English and Spanish</td>
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<td>Harassment Prevention for California Managers</td>
<td>144 minutes</td>
<td>English and Spanish</td>
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<td>Harassment Prevention for Connecticut Employees</td>
<td>126 minutes</td>
<td>English and Spanish</td>
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<td>Harassment Prevention for Connecticut Managers</td>
<td>138 minutes</td>
<td>English and Spanish</td>
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<tr>
<td>Harassment Prevention for Delaware Employees</td>
<td>48 minutes</td>
<td>English and Spanish</td>
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<tr>
<td>Harassment Prevention for Delaware Managers</td>
<td>78 minutes</td>
<td>English and Spanish</td>
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<tr>
<td>Harassment Prevention for Illinois Employees</td>
<td>54 minutes</td>
<td>English and Spanish</td>
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<tr>
<td>Harassment Prevention for Illinois Employees (Restaurant / Bar)</td>
<td>36 minutes</td>
<td>English and Spanish</td>
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<tr>
<td>Harassment Prevention for Illinois Managers</td>
<td>78 minutes</td>
<td>English and Spanish</td>
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<tr>
<td>Harassment Prevention for Illinois Managers (Restaurant / Bar)</td>
<td>60 minutes</td>
<td>English and Spanish</td>
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<tr>
<td>Harassment Prevention for Maine Employees</td>
<td>48 minutes</td>
<td>English and Spanish</td>
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<td>Harassment Prevention for Maine Managers</td>
<td>78 minutes</td>
<td>English and Spanish</td>
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<tr>
<td>Harassment Prevention for New York State &amp; New York City Employees</td>
<td>54 minutes</td>
<td>English and Spanish</td>
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<td>Harassment Prevention for New York State &amp; New York City Managers</td>
<td>84 minutes</td>
<td>English and Spanish</td>
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<td>Harassment Prevention for US Employees</td>
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<td>Harassment Prevention for US Managers</td>
<td>72 minutes</td>
<td>English and Spanish</td>
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<tr>
<td>Preventing Bullying and Violence</td>
<td>18 minutes</td>
<td>English</td>
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<tr>
<td>Preventing Harassment in the Global Workplace – Employee Edition</td>
<td>30 minutes</td>
<td>English and Spanish</td>
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<tr>
<td>Preventing Harassment in the Global Workplace – Manager Edition</td>
<td>24 minutes</td>
<td>English and Spanish</td>
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<td>Title IX for Higher Education</td>
<td>24 minutes</td>
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</table>
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

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Asbestos</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Environmental Regulations Overview</td>
<td>30 minutes</td>
<td>English</td>
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<tr>
<td>Lead Awareness in Construction</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Lead Awareness in General Industry</td>
<td>30 minutes</td>
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### Hazardous Communications

<table>
<thead>
<tr>
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<th>Duration</th>
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<tr>
<td>Decontamination (HAZWOPER)</td>
<td>30 minutes</td>
<td>English</td>
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<tr>
<td>Emergency Response and Spill Control (HAZWOPER)</td>
<td>24 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Fire and Explosion Hazards (HAZWOPER)</td>
<td>30 minutes</td>
<td>English</td>
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<tr>
<td>Globally Harmonized System of Classification and Labeling of Chemicals (GHS)</td>
<td>30 minutes</td>
<td>English</td>
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<tr>
<td>Hazard Communication (HAZWOPER)</td>
<td>42 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Hazard Communication: An Employee’s Right to Know</td>
<td>48 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Heat and Cold Exposure Management (HAZWOPER)</td>
<td>24 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Personal Protective Equipment (HAZWOPER)</td>
<td>42 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Regulatory Overview (HAZWOPER)</td>
<td>24 minutes</td>
<td>English</td>
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</table>

*HAZWOPER stands for Hazardous Waste Operations and Emergency Response*
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

**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
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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Data Sheets</td>
<td>60 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Scaffolding and Ladder Safety</td>
<td>42 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Scissor Lifts</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Slips, Trips and Falls</td>
<td>12 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Spill Prevention and Control</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Spill Prevention, Control, and Countermeasure Plan</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Trenching and Excavation Safety</td>
<td>24 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Warehouse Safety</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Welding, Cutting, and Brazing</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Workplace Inspections</td>
<td>60 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Workplace Safety Orientation</td>
<td>36 minutes</td>
<td>English and Spanish</td>
</tr>
</tbody>
</table>

### Personal Protective Equipment (PPE)

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing Conservation</td>
<td>36 minutes</td>
<td>English</td>
</tr>
<tr>
<td>PPE: Eye and Face Protection</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>PPE: Foot and Leg Protection</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>PPE: Hand Protection</td>
<td>30 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>PPE: Head Protection</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>PPE: Personal Protective Equipment</td>
<td>30 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Respiratory Protection</td>
<td>30 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Respiratory Protection Impact: Donning and Doffing</td>
<td>6 minutes</td>
<td>English</td>
</tr>
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</table>
## PERSONAL SAFETY

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Back Safety and Injury Prevention</td>
<td>12 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Benzene Awareness</td>
<td>60 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Bloodborne Pathogen Awareness</td>
<td>48 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Cold Stress</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Electrical Safety</td>
<td>42 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Fall Protection</td>
<td>30 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Fire Safety and Prevention</td>
<td>18 minutes</td>
<td>English</td>
</tr>
<tr>
<td>First Aid: Basic</td>
<td>60 minutes</td>
<td>English</td>
</tr>
<tr>
<td>First Aid: Medical Emergencies</td>
<td>48 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Flammable Liquids</td>
<td>48 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Global Safety Principles: Silica in General Industry</td>
<td>24 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Hazards to Outdoor Workers</td>
<td>36 minutes</td>
<td>English</td>
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<tr>
<td>Heat Stress Recognition and Prevention</td>
<td>18 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Industrial Ergonomics</td>
<td>30 minutes</td>
<td>English</td>
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<tr>
<td>Laboratory Safety</td>
<td>24 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Ladder Safety</td>
<td>24 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Office Ergonomics</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Portable Fire Extinguishers</td>
<td>42 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Preventing Identity Theft</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Workplace Security Awareness</td>
<td>36 minutes</td>
<td>English</td>
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</tbody>
</table>
### Workplace Safety (continued)

#### TRANSPORTATION: GENERAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Language</th>
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</thead>
<tbody>
<tr>
<td>Accident Procedures Involving Large Vehicles</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Collision Avoidance</td>
<td>30 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Defensive Driving</td>
<td>18 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Defensive Driving Fundamentals</td>
<td>54 minutes</td>
<td>English and Spanish</td>
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<tr>
<td>Defensive Driving: Truck Safety</td>
<td>180 minutes</td>
<td>English</td>
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<tr>
<td>Distracted Driving</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Emergency Situations While Driving</td>
<td>30 minutes</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Ergonomics and Injury Prevention for Commercial Vehicle Operators</td>
<td>36 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Flagging Safety</td>
<td>78 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Flatbed Cargo Securement</td>
<td>36 minutes</td>
<td>English</td>
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<tr>
<td>Hazardous Materials: Infectious Materials Transportation by Ground</td>
<td>48 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Hazardous Weather Driving for Commercial Vehicle Operators</td>
<td>48 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Loading Dock Safety</td>
<td>30 minutes</td>
<td>English</td>
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<tr>
<td>Negotiating Hazards for Commercial Vehicles</td>
<td>42 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Packaging Small Quantities</td>
<td>48 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Safe Vehicle Backing</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Trailer Coupling and Uncoupling</td>
<td>42 minutes</td>
<td>English</td>
</tr>
<tr>
<td>Urban Driving</td>
<td>30 minutes</td>
<td>English</td>
</tr>
<tr>
<td>US Export Controls</td>
<td>54 minutes</td>
<td>English</td>
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</tbody>
</table>

Courses available only on upgrading to Workplace Safety product
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
- Duration: 36 minutes
- Languages: English and Spanish

Forklift Operation 2: Stability and Capacity
- Duration: 30 minutes
- Languages: English and Spanish

Forklift Operation 3: Load Handling
- Duration: 24 minutes
- Languages: English and Spanish

Forklift Operation 4: Traveling and Maneuvering
- Duration: 30 minutes
- Languages: English and Spanish

Forklift Safety Awareness
- Duration: 30 minutes
- Languages: English and Spanish

**TRANSPORTATION: INTERNATIONAL AIR TRANSPORT ASSOCIATION (IATA)**

IATA 1: Hazard Class Identification/Classification
- Duration: 42 minutes
- Languages: English

IATA 2: Marking and Labeling
- Duration: 24 minutes
- Languages: English

IATA 3: Packaging
- Duration: 36 minutes
- Languages: English

IATA 4: Documentation
- Duration: 18 minutes
- Languages: English

IATA 5: Limitations and Shipment Review
- Duration: 30 minutes
- Languages: English

**TRANSPORTATION: INTERNATIONAL MARITIME DANGEROUS GOODS (IMDG)**

IMDG 1: Introduction, General Provisions, and Classifications
- Duration: 66 minutes
- Languages: English

IMDG 2: Dangerous Goods List, Special Provisions and Exceptions
- Duration: 72 minutes
- Languages: English

IMDG 3: Packaging, Marking, Labeling, Placarding, and Documentation
- Duration: 90 minutes
- Languages: English

IMDG 4: Loading, Unloading, and Offering Dangerous Goods
- Duration: 60 minutes
- Languages: 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.

Have questions? Let’s connect.

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PHONE: (626) 535-1478