

Learn: Core

Course Catalog – 2021



Contents

PANDEMIC RESPONSE

COMPLIANCE AND LEGAL

- EMPLOYMENT LAW
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- HR COMPLIANCE
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COMPUTER AND IT

- CYBERSECURITY

CUSTOMER SERVICE

HARASSMENT

- DIVERSITY
- HARASSMENT

HUMAN RESOURCES

- LEADERSHIP
- PEOPLE OPERATIONS
- PERFORMANCE MANAGEMENT
- WELLNESS

PROFESSIONAL DEVELOPMENT

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- 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

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

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

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.

Have questions? Let's connect.



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