

**SIX TRAINING LIBRARIES ...HUNDREDS OF COURSES ...AT YOUR FINGERTIPS**

**HR Employment**

**Benefits and Leave**

COBRA and HIPAA--What Supervisors Need to Know  
FMLA--What Supervisors Need to Know

**Compensation**

FLSA--What Supervisors Need to Know  
Job Descriptions--How to Write Them Effectively

**Discrimination**

ADA--What Supervisors Need to Know  
Diversity for All Employees  
Diversity--Legal Basics for Supervisors  
Sexual Harassment--What Employees Need to Know  
Sexual Harassment--What Employees Need to Know (Spanish)  
Sexual Harassment--What Supervisors Need to Know  
Workplace Harassment--What Supervisors Need to Know

**Health & Safety**

Back Safety  
Back Safety (Spanish)  
Bloodborne Pathogens--General  
Defensive Driving for Noncommercial Motorists  
Defensive Driving--Commercial Motor Vehicles  
Disaster Planning--What Employees Need to Know  
Disaster Planning--What Supervisors Need to Know  
Emergency Action and Fire Prevention  
Emergency Action and Fire Prevention (Spanish)  
Exit Routes--Supervisors  
Fire Extinguishers  
Good Housekeeping  
Hazard Communication  
Hazard Communication (Spanish)  
Mold Hazards and Prevention  
Office Ergonomics  
Pandemic Flu--How to Prevent and Respond  
Recordkeeping--Injury and Illness  
Slips, Trips, and Falls  
Slips, Trips, and Falls (Spanish)  
Stress Management  
Substance Abuse in the Workplace--What Employees Need to Know  
Violence in the Workplace--How to Prevent and Defuse for Employees  
Workplace Safety for Employees  
Workplace Safety for Employees (Spanish)

**HR Management**

Business Ethics--What Employees Need to Know  
Effective Meetings--How to for Supervisors  
Employment Law For Supervisors--What You Should & Shouldn't Do  
NLRA and Unions--What Supervisors Need to Know  
Teambuilding for Supervisors  
Violence in the Workplace--How to Prevent and Defuse for Supervisors  
Workers' Compensation--What Supervisors Need to Know  
Workplace Ethics for Supervisors  
Workplace Privacy--What Supervisors Need to Know  
Workplace Security for Employees

**Performance & Termination**

Attendance Management--What Supervisors Need to Know  
Grounds for Termination--What Managers & Supervisors Need to Know  
How to Manage Challenging Employees  
Measuring Job Performance--What Supervisors Need to Know  
Performance Appraisals--How to Conduct Effectively  
Progressive Discipline  
Substance Abuse in the Workplace--What Employees Need to Know  
Substance Abuse in the Workplace--What Supervisors Need to Know  
Terminating Employees--The Process

**Staffing & Training**

Coaching for Superior Employee Performance--Techniques for  
Customer Service Skills--How We Can All Improve  
Effective Communication for Employees  
Hiring Legally  
How to Manage Challenging Employees  
Interviewing Skills for Supervisors  
Leadership Skills--What New Supervisors and Managers Need to Know  
Motivating Employees--Tips and Tactics for Supervisors  
New Employee Orientation--"How To" for Supervisors  
New Employee Safety Orientation  
Reducing Turnover and Increasing Retention  
Teambuilding for All Employees  
Time Management Skills for Employees  
Training the Trainer

**CA AB1825**

Sexual Harassment Prevention & Response in California (AB 1825)

**Workplace Safety**

**Construction**

Fall Protection in Construction  
Fall Protection in Construction (Spanish)  
Scaffolds in Construction  
Trenching - Competent Person

**Emergency Planning & Response**

Disaster Planning - What Employees Need to Know  
Emergency Action and Fire Prevention  
Emergency Action and Fire Prevention (Spanish)  
Exit Routes - Supervisors  
Fire Extinguishers  
Good Housekeeping  
Pandemic Flu--How to Prevent and Respond  
Permit-Required Confined Spaces - Attendant  
Permit-Required Confined Spaces - Attendant (Spanish)  
Permit-Required Confined Spaces - Entrant  
Permit-Required Confined Spaces - Entrant (Spanish)  
Violence in the Workplace - How to Prevent & Defuse for Employees  
Violence in the Workplace - How to Prevent & Defuse for Supervisors  
Workplace Security for Employees

**Equipment & Process Safety**

Arc Flash Safety  
Crane Rigging  
Electrical Safety - Unqualified Worker  
Forklift Operator Safety  
Introduction to Rough Terrain Forklift Safety  
Ladder Safety  
Lockout/Tagout - Authorized Employee  
Lockout/Tagout--Affected Employee  
Lockout/Tagout: Authorized Employee (Spanish)  
Machine Guarding  
Portable Power Tool Safety

**Hazardous Substance & Materials**

Compressed Gases  
Flammable and Combustible Liquids  
Hazard Communication  
Hazard Communication (Spanish)  
Hazard Communication--Healthcare Workers  
Laboratory Safety  
Material Safety Data Sheets  
Material Safety Data Sheets (Spanish)  
Mold Hazards and Prevention  
Welding, Cutting, and Brazing

**Health**

Back Safety  
Back Safety (Spanish)  
Bloodborne Pathogens - General  
Bloodborne Pathogens--Healthcare Workers  
Ergonomics - Industrial  
Office Ergonomics  
Stress Management  
Substance Abuse in the Workplace - What Supervisors Need to Know  
Substance Abuse in the Workplace--What Employees Need to Know  
Working in Cold Conditions  
Working in Hot Conditions

**Personnel Safety**

Aerial Lift Safety  
Eye Protection  
Foot Protection  
Noise and Hearing Conservation  
PPE - Hand Protection  
PPE - What Employees Need to Know  
PPE: Hand Protection (Spanish)  
Respiratory Protection  
Slips, Trips, and Falls  
Slips, Trips, and Falls (Spanish)

**Safety Management**

Accident Investigations  
ADA - What Supervisors Need to Know  
New Employee Safety Orientation  
Recordkeeping - Injury and Illness  
Training the Trainer  
Workers' Compensation - What Supervisors Need to Know  
Workplace Safety for Employees  
Workplace Safety for Employees (Spanish)

**Transportation**

Defensive Driving for Noncommercial Motorists (Spanish)  
Defensive Driving--Commercial Motor Vehicles  
Defensive Driving--Commercial Motor Vehicles (Spanish)  
Hazardous Materials Transportation  
Infectious Materials Transportation

**Environmental Compliance**

**Air Contaminants**

Mold Hazards and Prevention

**Asbestos**

Asbestos Awareness

**Chemical Hygiene**

Laboratory Safety

**Hazard Communication**

PPE for Emergency Response  
Reactive Chemicals  
Safe Chemical Handling  
Working Safely with Corrosives  
Working Safely with Solvents

**Hazardous Waste**

Hazardous Waste Container Management  
Hazardous Waste Introductory Training  
Hazardous Waste Manifests  
Hazardous Waste: Emergency Response--Generators and TSDFs

**Hazmat Transportation**

Hazardous Materials Transportation  
HazMat Transportation Security Awareness

**HAZWOPER**

HAZWOPER Facility Operations  
HAZWOPER: First Responder Awareness Level

**PPE**

PPE - What Employees Need to Know  
PPE for Emergency Response

**SPCC**

Spill Prevention, Control and Countermeasure Plan (SPCC Plan)

**Stormwater**

Stormwater Pollution Prevention Plan (SWPPP)

**Universal Waste**

Universal Wastes Large and Small Quantity Handlers

**Customer Service**

**Challenging Situations**

Conflict Resolution for Employees  
Problem Solving for Employees

**Communication Skills**

Business Writing for Employees  
Effective Communication for Employees  
The Power of Listening

**Customer Communications**

Email Best Practices for All Employees  
Phone Skills

**Customer Relationship Management**

Connecting with Customers  
Customer Service Skills--How We Can All Improve  
How to Maintain Customer Loyalty  
Identifying Customers' Needs  
Turn Satisfied Customers into Repeat Customers

**Employee Attitude**

Maintaining a Positive Attitude  
Stress Management

**General Workplace Skills**

Teambuilding for All Employees  
Time Management Skills for Employees

**Supervising Customer Care Staff**

Coaching for Superior Employee Performance--Techniques for  
Customer Service - How to Promote Excellent Service Among Your Staff  
Motivating Employees--Tips and Tactics for Supervisors

**WELLNESS**

**Creating a Program**

A Manager's Role in Wellness  
Creating a Successful Wellness Program: A Guide for Managers

**Workplace Wellness**

All About Nutrition  
Back Safety  
Balancing Work and Home  
Driver Wellness  
Financial Wellness  
Fitness for Everyone  
Hazards of Smoking: How to Quit  
Healthy Aging  
Healthy Sleep Habits  
Heart Health  
Keeping Yourself--and Your Family--Healthy  
Office Ergonomics  
Pandemic Flu--How to Prevent and Respond  
Stress Management  
Substance Abuse in the Workplace--What Employees Need to Know  
Successful Weight Management  
Wellness and You  
What You Need to Know About Headaches