

HR
ON-DEMAND

HR
SUPPORT
CENTER

Learn Courses



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Harassment

Diversity

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

Duration: 30 minutes | Languages: English
Target Audience: Managers

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

Duration: 60 minutes | Languages: English
Target Audience: Employees

Global Diversity

Duration: 30 minutes | Languages: English
Target Audience: Employees

Maintaining a Cohesive Multi-generational Workforce

Duration: 25 minutes | Languages: English
Target Audience: Managers

Managing Multi-generational Employees

Duration: 22 minutes | Languages: English
Target Audience: Managers

Managing Workforce Generations: Working with a Multi-generational Team

Duration: 60 minutes | Languages: English
Target Audience: Managers

Bullying and Violence in the Workplace

Duration: 30 minutes | Languages: English
Target Audience: Employees

Preventing Harassment in the Global Workplace – Employee Edition

Duration: 30 minutes | Languages: English
Target Audience: Employees

Preventing Harassment in the Global Workplace – Manager Edition

Duration: 30 minutes | Languages: English
Target Audience: Managers

Sexual Harassment Prevention for Employees

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Title IX for Higher Education

Duration: 30 minutes | Languages: English
Target Audience: Employees

Workplace Harassment Prevention for Employees, State of California (SB 1343)

Duration: 75 minutes | Languages: English / Spanish
Target Audience: Employees

Workplace Harassment Prevention for Employees, State of Connecticut

Duration: 140 minutes | Languages: English / Spanish
Target Audience: Employees

Workplace Harassment Prevention for Employees, State of Delaware

Duration: 40 minutes | Languages: English
Target Audience: Employees

Harassment

Bullying and Hazing on Campus

Duration: 35 minutes | Languages: English
Target Audience: Employees

† courses available only with subscription to Workplace Safety product

Harassment

Workplace Harassment Prevention for Employees, State of Illinois

Duration: 55 minutes | Languages: English
Target Audience: Employees

Workplace Harassment Prevention for Employees (Restaurant/Bar), State of Illinois

Duration: 60 minutes | Languages: English
Target Audience: Employees

Workplace Harassment Prevention for Employees, State of Maine

Duration: 48 minutes | Languages: English / Spanish
Target Audience: Managers

Workplace Harassment Prevention for Employees, State of New York and NYC

Duration: 55 minutes | Languages: English / Spanish
Target Audience: Employees

Workplace Harassment Prevention for Employees – Version 2.0 (Title VII)

Duration: 30 minutes | Languages: English
Target Audience: Employees

Workplace Harassment Prevention for Managers – Multi-State Edition, version 2.0 (Title VII)

Duration: 120 minutes | Languages: English
Target Audience: Managers

Workplace Harassment Prevention for Managers, State California (AB1825/2053/SB1343)

Duration: 120 minutes | Languages: English / Spanish
Target Audience: Managers

Workplace Harassment Prevention for Managers, State of Connecticut

Duration: 140 minutes | Languages: English / Spanish
Target Audience: Managers

Workplace Harassment Prevention for Managers, State of Delaware

Duration: 80 minutes | Languages: English
Target Audience: Managers

Workplace Harassment Prevention for Managers, State of Illinois

Duration: 90 minutes | Languages: English
Target Audience: Managers

Workplace Harassment Prevention for Managers (Restaurant/Bar), State of Illinois

Duration: 60 minutes | Languages: English
Target Audience: Managers

Workplace Harassment Prevention for Managers, State of Maine

Duration: 80 minutes | Languages: English / Spanish
Target Audience: Managers

Workplace Harassment Prevention for Managers, State of New York and NYC

Duration: 80 minutes | Languages: English / Spanish
Target Audience: Managers

† courses available only with subscription to Workplace Safety product

Compliance & Legal

EEO and Lawful Hiring

Duration: 55 minutes | Languages: English
Target Audience: Employees

HIPAA for Non-Medical Employers

Duration: 25 minutes | Languages: English
Target Audience: Managers

HIPAA Privacy Essentials

Duration: 60 minutes | Languages: English
Target Audience: Employees

HIPAA – Privacy Rule for Business Associates

Duration: 30 minutes | Languages: English
Target Audience: Employees

HIPAA – Privacy Rule for Covered Entities

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

HIPAA – Security Rule for Business Associates

Duration: 30 minutes | Languages: English
Target Audience: Employees

HIPAA – Security Rule for Covered Entities

Duration: 30 minutes | Languages: English
Target Audience: Employees

Privacy and Information Security

Duration: 60 minutes | Languages: English
Target Audience: Employees

Union Awareness

Duration: 30 minutes | Languages: English
Target Audience: Employees

Wage and Hour Awareness for Managers

Duration: 60 minutes | Languages: English
Target Audience: Managers

Wage and Hour for Employees

Duration: 30 minutes | Languages: English
Target Audience: Employees

Workplace Management: Employment Laws and Regulations

Duration: 110 minutes | Languages: English
Target Audience: Employees

Ethics

Business Ethics

Duration: 30 minutes | Languages: English
Target Audience: Employees

Code of Conduct Awareness

Duration: 30 minutes | Languages: English
Target Audience: Employees

Code of Conduct Awareness – Higher Education Edition

Duration: 15 minutes | Languages: English
Target Audience: Employees

Compliance Impact: Business Ethics – Adjusting the Figures

Duration: 6 minutes | Languages: English
Target Audience: Employees

Financial Integrity

Duration: 30 minutes | Languages: English
Target Audience: Employees

† courses available only with subscription to Workplace Safety product

Compliance & Legal

Foreign Corrupt Practices Act

Duration: 60 minutes | Languages: English
Target Audience: Everyone

Global Conflicts of Interest

Duration: 30 minutes | Languages: English
Target Audience: Employees

Integrity in the Workplace

Duration: 60 minutes | Languages: English
Target Audience: Employees

Leaves of Absence

FMLA Leave and More: An Overview of Legally Protected Leave

Duration: 30 minutes | Languages: English
Target Audience: Employees

HR Compliance

Campus Security Obligations Under Federal Law

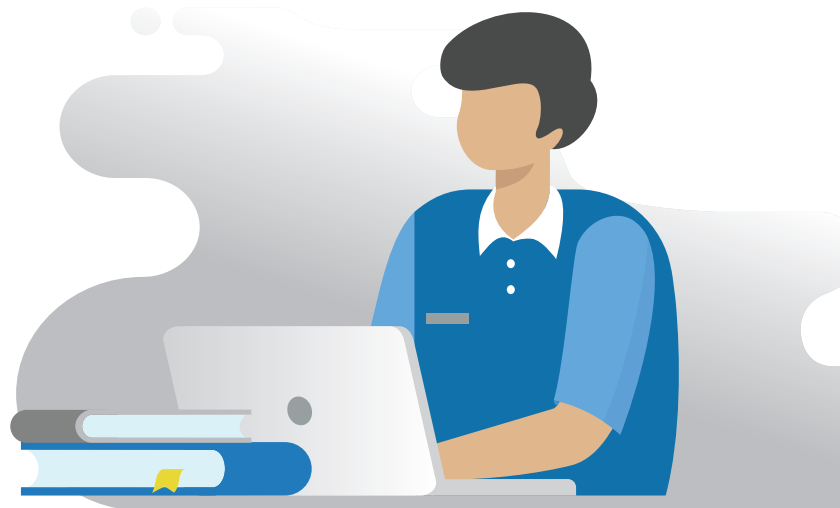
Duration: 30 minutes | Languages: English
Target Audience: Employees

FERPA for Higher Education

Duration: 30 minutes | Languages: English
Target Audience: Employees

Rightful Employment Termination

Duration: 30 minutes | Languages: English
Target Audience: Managers



† courses available only with subscription to Workplace Safety product

Environment & Climate

Environmental Compliance

Asbestos †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Environmental Regulations Overview †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Lead Awareness in Construction †

Duration: 30 minutes | Languages: English
Target Audience: Managers

Lead Awareness in General Industry †

Duration: 30 minutes | Languages: English
Target Audience: Employees

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

Duration: 30 minutes | Languages: English
Target Audience: Employees

Hazard Communication: An Employee's Right to Know †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Hazard Communication (HAZWOPER) †

Duration: 17 minutes | Languages: English / Spanish
Target Audience: Employees

Heat and Cold Exposure Management (HAZWOPER) †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Site Safety and Health Plan Procedures (HAZWOPER) †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Toxicology (HAZWOPER) †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Hazard Communications

Decontamination (HAZWOPER) †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Emergency Response & Spill Control (HAZWOPER) †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Fire and Explosion Hazards (HAZWOPER) †

Duration: 30 minutes | Languages: English
Target Audience: Employees

† courses available only with subscription to Workplace Safety product

Environment & Climate

Hazardous Waste

Biosafety Hazardous Waste Handling and Disposal †

Duration: 35 minutes | Languages: English
Target Audience: Employees

Hazardous Material Handling and Storage †

Duration: 60 minutes | Languages: English
Target Audience: Employees

Hazardous Materials in the Workplace †

Duration: 60 minutes | Languages: English
Target Audience: Employees

Hazardous Waste Generator (RCRA) †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Regulatory Overview (HAZWOPER) †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Site Control (HAZWOPER) †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Storm Water Pollution Prevention †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Universal Waste Rule Training †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Waste Minimization & Pollution Prevention for Employees †

Duration: 18 minutes | Languages: English
Target Audience: Employees



† courses available only with subscription to Workplace Safety product

Workplace Safety

OSHA & General Safety

Accident Investigation and Reporting †

Duration: 30 minutes | Languages: English
Target Audience: Managers

Aerial Work Platforms †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Behavior-based Safety for Supervisors †

Duration: 30 minutes | Languages: English
Target Audience: Managers

Chemical Process Safety †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Chemical Process Safety Management †

Duration: 30 minutes | Languages: English
Target Audience: Managers

Compressed Gas Safety †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Contractor Safety †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Crane Signaling and Communications †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Electrical Safety †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Global Safety Principles: Indoor Hoisting and Rigging †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Hand and Power Tool Safety †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Hand and Power Tool Safety Impact: Pneumatic Tools †

Duration: 5 minutes | Languages: English
Target Audience: Employees

Hydrogen Sulfide †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Introduction to Industrial Hygiene †

Duration: 60 minutes | Languages: English
Target Audience: Employees

Introduction to OSHA †

Duration: 132 minutes | Languages: English
Target Audience: Employees

Job Hazard Analysis †

Duration: 30 minutes | Languages: English
Target Audience: Managers

† courses available only with subscription to Workplace Safety product

Workplace Safety

OSHA & General Safety

Lead Awareness in General Industry †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Machine Guarding †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Mold Awareness †

Duration: 60 minutes | Languages: English
Target Audience: Employees

NFPA 1600 Disaster/Emergency Management †

Duration: 60 minutes | Languages: English
Target Audience: Managers

NFPA 70E Electrical Safety in the Workplace 2015 Edition †

Duration: 120 minutes | Languages: English
Target Audience: Employees

Office Safety †

Duration: 30 minutes | Languages: English
Target Audience: Employees

OSHA 300 Recordkeeping †

Duration: 60 minutes | Languages: English
Target Audience: Managers

Regulatory Information †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Rigging Equipment & Inspection †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Safety at Work: A Systematic Approach †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Scaffolding and Ladder Safety †

Duration: 40 minutes | Languages: English
Target Audience: Employees

Scissor Lifts †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Spill Prevention and Control †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Spill Prevention, Control, and Countermeasure Plan †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Trenching & Excavation Safety †

Duration: 25 minutes | Languages: English
Target Audience: Employees

Warehouse Safety †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Welding, Cutting, & Brazing †

Duration: 15 minutes | Languages: English
Target Audience: Employees

† courses available only with subscription to Workplace Safety product

Workplace Safety

OSHA & General Safety

Workplace Inspections †

Duration: 60 minutes | Languages: English
Target Audience: Managers

Workplace Safety Orientation †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Confined Spaces †

Duration: 60 minutes | English / Spanish
Target Audience: Employees

Safety Data Sheets †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Slips, Trips and Falls †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

PPE: Foot & Leg Protection †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

PPE: Hand Protection †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

PPE: Head Protection †

Duration: 30 minutes | Languages: English
Target Audience: Employees

PPE: Personal Protective Equipment †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Respiratory Protection †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Respiratory Protection Impact: Donning & Doffing †

Duration: 4 minutes | Languages: English
Target Audience: Employees

Personal Protective Equipment (PPE)

Hearing Conservation †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Personal Protective Equipment (HAZWOPER) †

Duration: 30 minutes | Languages: English
Target Audience: Employees

PPE: Eye & Face Protection †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Personal Safety

Back Safety and Injury Prevention †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Benzene Awareness †

Duration: 60 minutes | Languages: English
Target Audience: Employees

† courses available only with subscription to Workplace Safety product

Workplace Safety

Bloodborne Pathogen Awareness †

Duration: 60 minutes | Languages: English / Spanish
Target Audience: Employees

Cold Stress †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Electrical Safety †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Fall Protection †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Fire Safety and Prevention †

Duration: 30 minutes | Languages: English
Target Audience: Employees

First Aid: Basic †

Duration: 60 minutes | Languages: English
Target Audience: Employees

First Aid: Medical Emergencies †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Flammable Liquids †

Duration: 50 minutes | Languages: English
Target Audience: Employees

Global Safety Principles: Silica in General Industry †

Duration: 25 minutes | Languages: English / Spanish
Target Audience: Employees

Hazards to Outdoor Workers †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Heat Stress Recognition & Prevention †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Industrial Ergonomics †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Laboratory Safety †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Ladder Safety 2.0 †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Office Ergonomics †

Duration: 25 minutes | Languages: English
Target Audience: Employees

Portable Fire Extinguishers †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Workplace Security Awareness †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Transportation

Accident Procedures Involving Large Vehicles †

Duration: 30 minutes | Languages: English
Target Audience: Employees

† courses available only with subscription to Workplace Safety product

Workplace Safety

Collision Avoidance †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Defensive Driving †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Defensive Driving Fundamentals †

Duration: 60 minutes | Languages: English / Spanish
Target Audience: Employees

Defensive Driving: Truck Safety †

Duration: 180 minutes | Languages: English
Target Audience: Employees

Distracted Driving †

Duration: 30 minutes | Languages: English
Target Audience: Employees

DOT 1: Hazardous Materials Table †

Duration: 30 minutes | Languages: English
Target Audience: Employees

DOT 1: Introduction, Classification, & the Hazardous Materials Table †

Duration: 30 minutes | Languages: English
Target Audience: Employees

DOT 2: Packaging, Labeling, Marking, & Placarding †

Duration: 60 minutes | Languages: English
Target Audience: Employees

DOT 3: Shipping Papers †

Duration: 30 minutes | Languages: English
Target Audience: Employees

DOT 4: Loading & Storage †

Duration: 30 minutes | Languages: English
Target Audience: Employees

DOT: Air Brakes †

Duration: 30 minutes | Languages: English
Target Audience: Employees

DOT: Drug & Alcohol Awareness †

Duration: 120 minutes | Languages: English
Target Audience: Employees

DOT: Hours of Service †

Duration: 30 minutes | Languages: English
Target Audience: Employees

DOT: Inspections †

Duration: 30 minutes | Languages: English
Target Audience: Employees

DOT: Security for Shipment of Hazardous Materials †

Duration: 60 minutes | Languages: English
Target Audience: Employees

Emergency Situations While Driving †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Ergonomics and Injury Prevention for Commercial Vehicle Operators †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Flagging Safety †

Duration: 30 minutes | Languages: English
Target Audience: Employees

† courses available only with subscription to Workplace Safety product

Workplace Safety

Flatbed Cargo Securement †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Forklift Operation 1: Safety Inspection & Maintenance †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Forklift Operation 2: Stability & Capacity †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Forklift Operation 3: Load Handling †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Forklift Operation 4: Traveling & Maneuvering †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Forklift Safety Awareness †

Duration: 45 minutes | Languages: English
Target Audience: Employees

Hazardous Materials: Infectious Materials Transportation by Ground †

Duration: 60 minutes | Languages: English
Target Audience: Employees

Hazardous Weather Driving for Commercial Vehicle Operators †

Duration: 30 minutes | Languages: English
Target Audience: Employees

IATA 1: Hazard Class Identification/Classification †

Duration: 30 minutes | Languages: English
Target Audience: Employees

IATA 2: Marking & Labeling †

Duration: 30 minutes | Languages: English
Target Audience: Employees

IATA 3: Packaging †

Duration: 30 minutes | Languages: English
Target Audience: Employees

IATA 4: Documentation †

Duration: 30 minutes | Languages: English
Target Audience: Employees

IATA 5: Limitations & Shipment Review †

Duration: 30 minutes | Languages: English
Target Audience: Employees

IMDG 1: Introduction, General Provisions, & Classifications †

Duration: 60 minutes | Languages: English
Target Audience: Employees

IMDG 2: Dangerous Goods List, Special Provisions & Exceptions †

Duration: 60 minutes | Languages: English
Target Audience: Employees

IMDG 3: Packaging, Marking, Labeling, Placarding, & Documentation †

Duration: 90 minutes | Languages: English
Target Audience: Employees

IMDG 4: Loading, Unloading, & Offering Dangerous Goods †

Duration: 60 minutes | Languages: English
Target Audience: Employees

† courses available only with subscription to Workplace Safety product

Workplace Safety

Loading Dock Safety †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Negotiating Hazards for Commercial Vehicles

Duration: 30 minutes | Languages: English
Target Audience: Employees

Packaging Small Quantities †

Duration: 47 minutes | Languages: English
Target Audience: Employees

Safe Vehicle Backing †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Trailer Coupling and Uncoupling †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Urban Driving †

Duration: 30 minutes | Languages: English
Target Audience: Employees

US Export Controls †

Duration: 60 minutes | Languages: English
Target Audience: Employees

Workplace Safety

Active Shooter

Duration: 30 minutes | Languages: English
Target Audience: Employees

Active Shooter: Preparation, Warning Signs & Survival

Duration: 30 minutes | Languages: English
Target Audience: Employees

Emergency & Disaster Preparedness †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Food Allergen Safety †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Food Safety and Handling †

Duration: 60 minutes | Languages: English
Target Audience: Everyone

Food Service Worker Safety †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Everyone

Liquefied Petroleum Gas (LPG) Safety †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

Lockout/Tagout †

Duration: 30 minutes | Languages: English
Target Audience: Employees

Lockout/Tagout for Authorized Persons †

Duration: 90 minutes | Languages: English / Spanish
Target Audience: Employees

Workplace Safety Orientation †

Duration: 30 minutes | Languages: English / Spanish
Target Audience: Employees

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Human Resources

Leadership

Achieve Your Objectives through Effective Delegation

Duration: 25 minutes | Languages: English
Target Audience: Managers

Being an Effective Team Member

Duration: 60 minutes | Languages: English
Target Audience: Employees

Building & Leading Teams

Duration: 15 minutes | Languages: English
Target Audience: Managers

First Time Manager: Understanding a Manager's Role

Duration: 60 minutes | Languages: English
Target Audience: Managers

Leadership Essentials: Motivating Employees

Duration: 60 minutes | Languages: English
Target Audience: Managers

Leading Teams: Building Trust and Commitment

Duration: 60 minutes | Languages: English
Target Audience: Managers

Leading Teams: Dealing with Conflict

Duration: 60 minutes | Languages: English
Target Audience: Managers

Leading Teams: Developing the Team & its Culture

Duration: 60 minutes | Languages: English
Target Audience: Managers

Leading Teams: Establishing Goals, Roles, & Guidelines

Duration: 60 minutes | Languages: English
Target Audience: Managers

Leading Teams: Managing Virtual Teams

Duration: 60 minutes | Languages: English
Target Audience: Managers

Leading Teams: Motivating & Optimizing Performance

Duration: 60 minutes | Languages: English
Target Audience: Managers

People Operations

A Manager's Guide to Discipline & Documentation

Duration: 30 minutes | Languages: English
Target Audience: Managers

Compensation and Benefits: Managing Policies, Programs, and Activities

Duration: 30 minutes | Languages: English
Target Audience: Managers

Management of People: Talent Acquisition & Retention

Duration: 102 minutes | Languages: English
Target Audience: Managers

Managing Special Leaves of Absence Situations

Duration: 60 minutes | Languages: English
Target Audience: Managers

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Human Resources

People Operations

Retaining Your Talent Pool

Duration: 120 minutes | Languages: English
Target Audience: Managers

Rightful Employment Termination

Duration: 30 minutes | Languages: English
Target Audience: Managers

Strategies for Successful Employee Onboarding: Assessing Program Success

Duration: 60 minutes | Languages: English
Target Audience: Managers

Strategies for Successful Employee Onboarding: Getting Started

Duration: 60 minutes | Languages: English
Target Audience: Managers

The Benefits and Challenges of Engaging Employees

Duration: 60 minutes | Languages: English
Target Audience: Managers

Workforce Planning & Employment: Orientation, Onboarding, & Exit Strategies

Duration: 90 minutes | Languages: English
Target Audience: Managers

Performance Management

Human Resource Development: Performance Appraisal & Talent Management

Duration: 60 minutes | Languages: English
Target Audience: Managers

Monitoring & Improving Performance

Duration: 60 minutes | Languages: English
Target Audience: Managers

Performance Appraisal Essentials: 360-degree Appraisals

Duration: 60 minutes | Languages: English
Target Audience: Managers

Performance Appraisal Essentials: Conducting Traditional Appraisals

Duration: 60 minutes | Languages: English
Target Audience: Managers

Performance Appraisal Essentials: Planning for Appraisals

Duration: 60 minutes | Languages: English
Target Audience: Managers

Planning for Performance

Duration: 60 minutes | Languages: English
Target Audience: Managers

Strategies for Successful Employee Onboarding: An Introduction

Duration: 60 minutes | Languages: English
Target Audience: Managers

† courses available only with subscription to Workplace Safety product

Human Resources

Wellness

Optimizing Your Work/Life Balance: Maintaining Your Life Balance

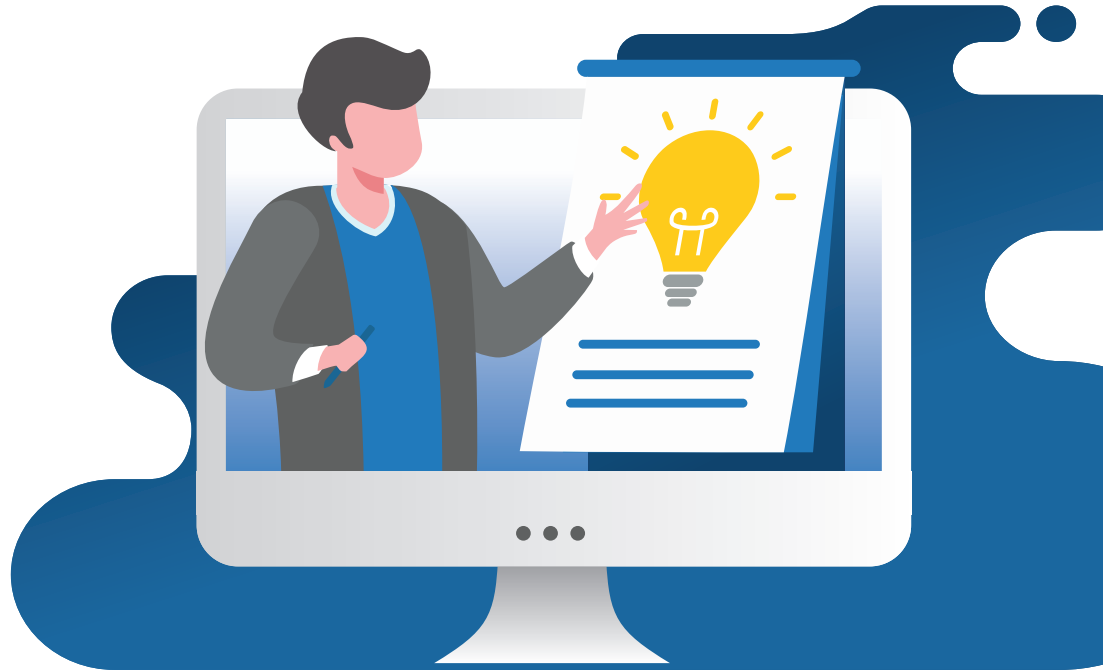
Duration: 60 minutes | Languages: English
Target Audience: Employees

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

Duration: 60 minutes | Languages: English
Target Audience: Employees

Pandemic Flu Awareness

Duration: 60 minutes | Languages: English
Target Audience: Employees



† courses available only with subscription to Workplace Safety product

Computer & IT

Cybersecurity

Cybersecurity: Practical Steps to Avoid Risk

Duration: 45 minutes | Languages: English
Target Audience: Employees

IT Security for End Users: IT Security Fundamentals

Duration: 60 minutes | Languages: English
Target Audience: Employees

Preventing Identity Theft †

Duration: 30 minutes | Languages: English
Target Audience: Employees



† courses available only with subscription to Workplace Safety product

Customer Service

Creating and Sustaining a Customer-focused Organization

Duration: 60 minutes | Languages: English
Target Audience: Employees

Customer Advocacy: Communicating to Build Trusting Customer Relationships

Duration: 60 minutes | Languages: English
Target Audience: Employees

Customer-driven Process Improvement: Identifying Customer Needs

Duration: 60 minutes | Languages: English
Target Audience: Employees

Customer Service Confrontation and Conflict

Duration: 60 minutes | Languages: English
Target Audience: Employees

Customer Service Fundamentals: Building Rapport in Customer Relationships

Duration: 60 minutes | Languages: English
Target Audience: Employees

Customer Service over the Phone

Duration: 60 minutes | Languages: English
Target Audience: Employees

Developing Your Customer Focus

Duration: 60 minutes | Languages: English
Target Audience: Employees

Essential Skills for Professional Telephone Calls

Duration: 60 minutes | Languages: English
Target Audience: Employees

Shaping the Direction of Customer Service in Your Organization

Duration: 60 minutes | Languages: English
Target Audience: Managers

The Angry Caller: What's Your Plan?

Duration: 6 minutes | Languages: English
Target Audience: Employees

Meetings

Dealing with Common Meeting Problems

Duration: 60 minutes | Languages: English
Target Audience: Employees

Managing Effective Business Meetings

Duration: 60 minutes | Languages: English
Target Audience: Employees



† courses available only with subscription to Workplace Safety product

Professional Development

Preparing for Effective Business Meetings

Duration: 60 minutes | Languages: English
Target Audience: Employees

Communicating Across Cultures

Duration: 60 minutes | Languages: English
Target Audience: Employees

Workplace Skills

Are You Listening to Your Customers?

Duration: 6 minutes | Languages: English
Target Audience: Employees

Basic Presentation Skills: Creating a Presentation

Duration: 60 minutes | Languages: English
Target Audience: Employees

Basic Presentation Skills: Delivering a Presentation

Duration: 60 minutes | Languages: English
Target Audience: Employees

Basic Presentation Skills: Planning a Presentation

Duration: 60 minutes | Languages: English
Target Audience: Employees

Business Writing: Editing & Proofreading

Duration: 60 minutes | Languages: English
Target Audience: Employees

Business Writing: How to Write Clearly and Concisely

Duration: 60 minutes | Languages: English
Target Audience: Employees

Business Writing: Know Your Readers and Your Purpose

Duration: 60 minutes | Languages: English
Target Audience: Employees

Communication Methods that Make Sense & Make Your Point

Duration: 30 minutes | Languages: English
Target Audience: Employees

Creating a Compelling Job Description

Duration: 6 minutes | Languages: English
Target Audience: Managers

Creating a Positive Attitude

Duration: 120 minutes | Languages: English
Target Audience: Employees

Emergency Response in the Workplace

Duration: 45 minutes | Languages: English
Target Audience: Employees

Essentials of Interviewing and Hiring: Conducting an Effective Interview

Duration: 60 minutes | Languages: English
Target Audience: Managers

Getting Results without Direct Authority: Persuasive Communication

Duration: 60 minutes | Languages: English
Target Audience: Employees

Handling Difficult Conversations Effectively

Duration: 60 minutes | Languages: English
Target Audience: Employees

† courses available only with subscription to Workplace Safety product

Professional Development

Interpersonal Communication: Being Approachable

Duration: 60 minutes | Languages: English
Target Audience: Employees

Interpersonal Communication: Communicating Assertively

Duration: 60 minutes | Languages: English
Target Audience: Employees

Interpersonal Communication: Communicating with Confidence

Duration: 60 minutes | Languages: English
Target Audience: Employees

Interpersonal Communication: Listening Essentials

Duration: 60 minutes | Languages: English
Target Audience: Employees

Interpersonal Communication: Targeting Your Message

Duration: 60 minutes | Languages: English
Target Audience: Employees

Interpersonal Communication: Targeting Your Message

Duration: 60 minutes | Languages: English
Target Audience: Employees

Interviewing: Doing it Right

Duration: 30 minutes | Languages: English
Target Audience: Managers

Listening Essentials: Improving Your Listening Skills

Duration: 60 minutes | Languages: English
Target Audience: Employees

Listening Essentials: The Basics of Listening

Duration: 60 minutes | Languages: English
Target Audience: Employees

Listening to Improve Conversation

Duration: 60 minutes | Languages: English
Target Audience: Employees

Management Essentials: Confronting Difficult Employee Behavior

Duration: 60 minutes | Languages: English
Target Audience: Managers

Management of People: Total Rewards

Duration: 75 minutes | Languages: English
Target Audience: Managers

Solving Problems: Framing the Problem

Duration: 30 minutes | Languages: English
Target Audience: Employees

Techniques for Communicating Effectively with Senior Executives

Duration: 60 minutes | Languages: English
Target Audience: Employees

Getting Results without Direct Authority: Persuasive Communication

Duration: 60 minutes | Languages: English
Target Audience: Employees

Telecommuting Basics: Communication Strategies for the Remote Employee

Duration: 60 minutes | Languages: English
Target Audience: Employees

† courses available only with subscription to Workplace Safety product

Professional Development

The Internet, Social Media, and Electronic Communication

Duration: 60 minutes | Languages: English
Target Audience: Employees

The Voice of Leadership: Effective Leadership

Duration: 60 minutes | Languages: English
Target Audience: Managers

Time Management: Analyzing Your Use of Time

Duration: 60 minutes | Languages: English
Target Audience: Employees

Time Management: Avoiding Time Stealers

Duration: 60 minutes | Languages: English
Target Audience: Employees

Time Management: Planning and Prioritizing Your Time

Duration: 60 minutes | Languages: English
Target Audience: Employees

Training and Development

Duration: 120 minutes | Languages: English
Target Audience: Managers

Using E-mail and Instant Messaging Effectively

Duration: 60 minutes | Languages: English
Target Audience: Employees

Working with Difficult People: Dealing with Micromanagers

Duration: 60 minutes | Languages: English
Target Audience: Employees

Working with Difficult People: How to Work with Aggressive People

Duration: 60 minutes | Languages: English
Target Audience: Employees

Working with Difficult People: How to Work with Manipulative People

Duration: 60 minutes | Languages: English
Target Audience: Employees

Working with Difficult People: How to Work with Negative People

Duration: 60 minutes | Languages: English
Target Audience: Employees

Working with Difficult People: How to Work with Procrastinators

Duration: 60 minutes | Languages: English
Target Audience: Employees

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

Duration: 60 minutes | Languages: English
Target Audience: Employees

Working with Difficult People: Identifying Difficult People

Duration: 60 minutes | Languages: English
Target Audience: Employees

Workplace Conflict: Recognizing and Responding to Conflict

Duration: 60 minutes | Languages: English
Target Audience: Employees

Workplace Conflict: Strategies for Resolving Conflicts

Duration: 60 minutes | Languages: English
Target Audience: Employees

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