

## THINGS TO CONSIDER

- ✔ Do you have a Learning Management System (LMS) that enables you to easily train and onboard employees?
- ✔ Does your LMS contain all of the courses needed to prevent lawsuits, workers' compensation claims and government fines?
- ✔ Are your current training methods professionally produced and interactive?

## YOUR COMPREHENSIVE TRAINING SOLUTION

Zywave Learning™ makes it easier than ever for you to provide the training courses you need to promote a safe and compliant workplace.

Zywave Learning is mobile-ready, so learners can complete training courses anytime, anywhere.



- ✔ Set up your employees in minutes
- ✔ More than 150 training courses available, including sexual harassment prevention and workplace safety courses
- ✔ Provide separate courses to employees, managers or other groups you create
- ✔ Easy-to-use dashboard allows for simple tracking of employee course completion
- ✔ System issues certificates of completion per course for each employee



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# ZYWAVE LEARNING

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## CHEMICAL & ENVIRONMENTAL SAFETY

### Asbestos Awareness Basics for Employees

Employers are required to provide basic awareness training for employees who may have to work around asbestos-containing materials. This program covers topics where training is required by various government safety regulations, and forms the core of the two-hour asbestos awareness training requirement mandated by OSHA.

**Estimated Completion Time:** 18 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** Yes

### Hazardous Spill Cleanup Training for Employees

This training is designed to help employees who seldom face a hazardous spill deal with a cleanup situation. Topics covered include the Hazard Communication Plan, the Emergency Response Plan, five levels of OSHA's Hazmat training, initial spill response, spill containment, instruments used to identify chemicals, and additional hazards of a spill site.

**Estimated Completion Time:** 16 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** No

### Stormwater Pollution Awareness for Employees

Pollution spread by contaminated stormwater is a serious problem. This training provides workers with a basic understanding of the company's Stormwater Pollution Prevention Plan.

**Estimated Completion Time:** 13 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** No



# CONSTRUCTION SAFETY

## Caught-In or Between Hazard Safety for Construction Employees

This safety training identifies the hazards of different surfaces and provides practical information to help employees prevent slips, trips and falls in and around all types of construction sites.

**Estimated Completion Time:** 13 minutes

**Languages Offered:** English & Spanish

**Target Audience:** Employees

**Closed Captioning/Transcript:** No

## Cold Stress Prevention for Construction Employees

Cold and wet weather can have a negative effect on the body, threatening worker safety. This employee training explains the signs and treatment of cold stress conditions like hypothermia, frostbite and trench foot.

**Estimated Completion Time:** 8 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** Yes

## Crane Signal Person Basic Training for Construction Employees

In this training, workers will learn the two standardized hand signals described in ASME B3.5 and OSHA 29 CFR 1926.

**Estimated Completion Time:** 17 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** Yes

## Crystalline Silica Safety for Construction Employees

This training discusses key requirements of OSHA's crystalline silica standards, as well as work practices employees should follow to protect themselves from crystalline silica.

**Estimated Completion Time:** 15 minutes

**Languages Offered:** English & Spanish

**Target Audience:** Employees

**Closed Captioning/Transcript:** No

## Personal Fall Arrest Systems Training for Construction Employees

In this training session, workers learn about the proper selection and use of fall arrest equipment. Topics include the three components of a personal fall arrest system, calculating total fall distance, safe use of self-retracting lifelines, and survival and rescue after a fall event.

**Estimated Completion Time:** 14 minutes

**Languages Offered:** English & Spanish

**Target Audience:** Employees

**Closed Captioning/Transcript:** Yes

## Rigging & Lifting Tips for Construction Employees

This training focuses on productivity, technique and getting more out of rigging and lifting equipment.

**Estimated Completion Time:** 27 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** No

## Safety Orientation for Construction Employees

This course covers how construction workers can keep themselves and their colleagues safe. Topics include personal protective equipment, ladder safety, use of machinery and equipment, material handling, good housekeeping, fire prevention, fall protection, personal fall arrest systems and preventing heat illnesses.

**Estimated Completion Time:** 28 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** Yes

## Small Hydraulic Crane Safety for Construction Employees

This training about different types of rigs covers hitch angles and their effects, inspection of slings, records requirements, tie-down and lifting chain, rigging hardware and more.

**Estimated Completion Time:** 23 minutes

**Languages Offered:** Spanish

**Target Audience:** Employees

**Closed Captioning/Transcript:** No



# CORONAVIRUS PREVENTION & RESPONSE

## COVID-19: Staying Safe at Work for Employees

This course covers employees' general responsibilities when returning to a worksite during the coronavirus (COVID-19) pandemic. Topics include physical distancing, putting on and taking off PPE, personal and workspace cleaning, and more. This course does not cover state-specific requirements.

**Estimated Completion Time:** 22 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## COVID-19: Staying Safe at Work for Managers

This course covers employers' general responsibilities when returning employees to a worksite during the coronavirus (COVID-19) pandemic. Topics include creating a screening process, adopting an infection control plan and training program, and more. This course does not cover state-specific requirements.

**Estimated Completion Time:** 21 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** Yes

## Remote Employees: Safety, Health and Security

This course informs remote employees of the physical and cybersecurity hazards found in home work environments, safe work practices to follow, and how to maintain a "workplace mindset."

**Estimated Completion Time:** 19 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes



# CYBERSECURITY

## Data Privacy & Information Security

This course covers data privacy, general data protection regulation (GDPR), information security and asset protection. Employees will understand their responsibilities in protecting personal and confidential information, and keeping information systems secure.

**Estimated Completion Time:** 45 minutes

**Languages Offered:** English

**Target Audience:** Managers & Employees

**Closed Captioning/Transcript:** Yes



## DIVERSITY & ETHICS

### Diversity & Inclusion Training for Employees

This course explains workplace diversity and provides practical steps to help individuals choose inclusive actions, improve cultural competency and address personal biases.

**Estimated Completion Time:** 25 minutes  
**Languages Offered:** English  
**Target Audience:** Managers & Employees  
**Closed Captioning/Transcript:** Yes

### Workplace Ethics for Employees

Employees all share the responsibility to act ethically and speak up if they see coworkers behaving badly. With this scenario-based training, employees learn to recognize behaviors that may do harm, determine whether they are personally responsible for taking action, and select a solution that protects the integrity of the organization.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No



## DRUGS & ALCOHOL

### Dealing with Drug & Alcohol Abuse for Employees

An estimated one out of every 10 workers has a substance abuse problem, risking workplace safety, worker productivity and company reputation. This training discusses the forms of substance abuse that are often found in the workplace, how they can affect an employee's work situation, and what employees themselves can do to help keep their workplace drug and alcohol free.

**Estimated Completion Time:** 19 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

### Dealing with Drug & Alcohol Abuse for Managers

An estimated one out of every 10 workers has a substance abuse problem, risking workplace safety, worker productivity and company reputation. This training discusses the forms of substance abuse that are often found in the workplace, how managers can detect substance abuse problems, and what they should and should not do if they discover a worker with a substance abuse problem.

**Estimated Completion Time:** 19 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No



# EMPLOYEE SUCCESS

## Communication Skills Training for Employees

Effective communication is the difference between productivity and chaos in the workplace. There are basic skills you must learn and apply to ensure your message is understood every time. This video goes over practical techniques to improve all your communication skills--written, oral, electronic and face-to-face.

**Estimated Completion Time:** 30 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Customer Service Values for Employees

Through a series of dramatizations, this session introduces five values of great customer service: respect, personalizing, paying attention, showing you care and advocating. The video also gives detailed practical advice to show how these values can be integrated into employees' daily work.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## How to Achieve Peak Performance

Quickly discover how to become the peak performer you are meant to be. In this video, you'll learn: how to overcome obstacles; when, and under what conditions, you work at your peak; how to work more efficiently--whether you're a "collaborator" or a "lone ranger"; and how to create a work environment that helps you thrive.

**Estimated Completion Time:** 30 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Sleep Management Techniques for Employees

This course discusses sleep management practices and habits employees can develop to lead safer, healthier and more productive lives. Topics include the various stages of sleep, the importance of managing your sleep, practices and habits for good sleep hygiene, methods for combatting the risks of odd-hour shift work, and drowsy driving.

**Estimated Completion Time:** 18 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Social Media Responsibility for Employees

Social media is everywhere, including our workplaces. While it can serve useful business purposes, it can also open the door to hackers, circulate rumors and abusive comments, create public relations nightmares, and be a drag on productivity. This video will help you avoid these dangers while sending an important message to your employees: "Do your own stuff on your own time, and think before you post."

**Estimated Completion Time:** 14 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Stress Management Techniques for Employees

Workplace stress can mean absenteeism, employee turnover, lower productivity and higher medical expenses. This training identifies workplace stressors as well as stress-busting techniques employees can easily put to use. Viewers will learn how to deal with disorganized co-workers, deflect complainers, control their emotions and more.

**Estimated Completion Time:** 21 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

# ERGONOMICS



## Adjusting Workstations & Postures

This course demonstrates how to adjust a workstation to maximize neutral postures and minimize pain, discomfort, and strain.

**Estimated Completion Time:** 13 minutes

**Languages Offered:** English

**Target Audience:** Managers & Employees

**Closed Captioning/Transcript:** No

## Back Injury Prevention Tips for Employees

This training explains how to avoid painful back injuries by lifting and carrying objects properly and maintaining your back's natural "S" curve while sitting or standing.

**Estimated Completion Time:** 12 minutes

**Languages Offered:** English & Spanish

**Target Audience:** Employees

**Closed Captioning/Transcript:** Yes

## Ergonomics Basics for Employees

Using proper work practice controls can prevent musculoskeletal disorders. This session addresses how workers can use these controls to reduce, control or eliminate ergonomic risk factors.

**Estimated Completion Time:** 12 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** No

## Industrial Ergonomics for Employees

The physical stresses and strains that industrial jobs can cause can lead to severe, even disabling, injuries. These ergonomic injuries--including carpal tunnel syndrome, tendinitis and lower back pain--often result in missed work time, reduced productivity and increased expenses. Areas covered in this training include understanding ergonomic injuries, preventing hand and wrist problems, avoiding injuries to the arm and shoulder, taking care of the neck and back, and how to lift safely.

**Estimated Completion Time:** 14 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** No

## Lifting Safety for Employees

Presented by a back-injury prevention speaker, this engaging video training shows your employees how to lift smarter and safer.

**Estimated Completion Time:** 13 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** No

## Material Handling Safety for Employees

This training discusses safe work practices workers must follow to prevent injuries and property damage while transporting loads throughout the workplace.

**Estimated Completion Time:** 13 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** No

# FIRE SAFETY



## Fire Extinguisher Tips for Employees

This video training discusses the different types of fire extinguishers, how to decide whether to use a fire extinguisher, and how to use fire extinguishers properly.

**Estimated Completion Time:** 11 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Fire Prevention & Response Tips for Employees

This training discusses how workers can prevent fires and how to respond should one occur. Topics include classes of fire, good housekeeping, storage of flammable materials, hot-work precautions and responding to fires.

**Estimated Completion Time:** 11 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Fire Prevention Tips for Hot-Work Employees

This video training discusses safe work practices to prevent the ignition of vapors, liquids and solids during “hot work.” The session also reviews the responsibilities of workers involved in hot-work tasks.

**Estimated Completion Time:** 9 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Fire Safety for Industrial Employees

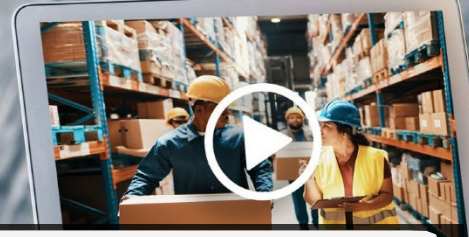
This course shows employees how to reduce the risk of a workplace fire and how to respond if a fire breaks out. Topics include the classes of fire, good housekeeping, handling and storing hazardous materials, static electricity, the emergency action plan, evacuation procedures, fire extinguishers, and treating fire-related injuries.

**Estimated Completion Time:** 19 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Fire Safety for Office Employees

This course discusses how to eliminate the factors that contribute to the ignition of fires and how to respond if a fire were to break out. Topics include good housekeeping, controlling electrical fire hazards, emergency action plans, evacuation procedures, classes of fire and their extinguishing agents, the importance of using the appropriate fire extinguisher, using the PASS system to extinguish a fire, and treating fire-related injuries.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No



# GENERAL WORKPLACE SAFETY

## Accident Investigation Techniques for Managers

This training on accident investigations explains the steps to a thorough investigation, including investigative goals, securing an accident scene, interviews and more.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No

## Battery Charging Safety for Employees

This training video examines personal protective equipment use and general safety rules when engaging in electric battery charging operations.

**Estimated Completion Time:** 9 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Compressed Air Safety for Employees

This training demonstrates the hazards of compressed air. Workers will learn about cleaning with compressed air, compressed air injuries, inspection and maintenance of compressed air equipment, and components of compressed air systems.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Compressed Gas Cylinder Safety for Employees

This safety training video reviews practices that can help workers prevent injuries and property damage when working with or around compressed gas cylinders. Topics include preparing to handle cylinders, safe transportation and handling, securing cylinders, proper hook-up, testing for leaks, and cylinder storage.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Electric Shock Prevention Tips for Employees

This training provides an overview of how electricity works, explaining safe practices to prevent electric shock-related injuries and fatalities. Topics include common electrical terminology, avoiding contact with energized parts, ground fault circuit interrupters and responding to a shock event.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Electrical Safety for Non-Electrician Employees

This training for general employees is designed to raise awareness about electrical hazards and help prevent common electrical injuries. Topics covered include basic electrical terms and definitions, common electrical hazards, and safety practices to prevent injury.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Emergency Response Tips for Employees

This safety training video teaches employees what to do to stay safe during different types of emergencies. Topics include fire response, responding to chemical leaks and spills, severe weather and earthquakes, and medical emergencies.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## First Aid Response for Employees

This training, narrated by experienced EMT and author Martin Lesperance, shows employees how to respond in a variety of emergency situations.

**Estimated Completion Time:** 23 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Good Housekeeping Tips for Employees

This training discusses the importance of good housekeeping to worker safety. It explains practices employees should follow to maintain a tidy and well-organized work area.

**Estimated Completion Time:** 10 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No



# GENERAL WORKPLACE SAFETY

## Heat-Related Illness Prevention for Employees

Working in hot environments can cause dangerous heat stress. In this session, workers learn about heat-related illnesses, ways to prevent them, and what to do if they or their coworkers experience heat stress on the job.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No

## Ladder Safety for Employees

Ladders bring portability and flexibility to any job that extends above the ground. But if not used correctly, ladders can be dangerous. This video includes information on stepladders, extension ladders, and articulated or multi-purpose ladders, covering such topics as how to select the right ladder for the job, how to inspect a ladder for damage, how to set up a ladder properly, and how to climb and work on a ladder safely.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## NFPA 70E 2018 Training for Employees

This video explains important changes and updates contained in the 2018 NFPA 70E, reviewing how electrical workers can be protected from both the shock hazard and arc flash hazard presented by exposed energized parts.

**Estimated Completion Time:** 27 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Office Injury Prevention for Employees

This session addresses common office safety issues, teaching employees proper work practices to avoid injury.

**Estimated Completion Time:** 18 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Safety Awareness for New Employees

This video for new employee training addresses important safety issues across a range of industries. Content is divided into concise chapters that look at commonly encountered workplace hazards. Employees learn how to protect themselves, so they can start working safely right away.

**Estimated Completion Time:** 33 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Safety Essentials for New Employees

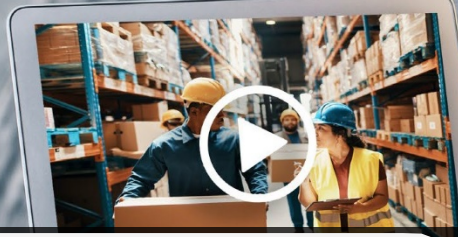
New employees might not be fully aware of hazards in their workplace that can cause injury or death. This training video discusses many of the fundamentals new hires need to stay safe in their jobs. Topics covered include personal protective equipment (PPE), moving equipment and moving machine parts, chemical hazards, confined space entry, lockout/tagout, bloodborne pathogens and emergency response.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Safety Orientation for Employees

This course contains ten fundamental safety orientation topics for new employees. Topics include personal protective equipment (PPE), slips and falls, injury reporting, hazard communication and much more.

**Estimated Completion Time:** 42 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No



# GENERAL WORKPLACE SAFETY

## Safety Responsibility for Employees

This training shows how to prevent outside forces like time, emotions, peer pressure or distractions from taking control of our safety.

**Estimated Completion Time:** 9 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Slip, Trip & Fall Prevention for Employees

This program outlines common safe practices for workers to prevent slips, trips and falls. Topics include the effects of gravity, friction and momentum; the importance of wearing proper footwear; and other tips to prevent slips and trips.

**Estimated Completion Time:** 11 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Top 10 Causes of Workplace Injuries

This video goes over the top 10 causes of worker injuries and deaths. Employees will learn about how these hazardous situations can be prevented.

**Estimated Completion Time:** 20 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Utility Knife Safety for Employees

Simple utility knives are convenient and uncomplicated devices; yet, they cause thousands of injuries every year. In this training, employees learn about the safe use of utility knives, including differences in types of knives, techniques for cutting safely, and how to change blades without getting injured.

**Estimated Completion Time:** 9 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Walking & Working Surface Safety for Employees

Slips, trips and falls in the workplace cause injuries and fatalities every year. The principles behind OSHA's regulations on walking and working surfaces can help workers understand and avoid the hazards of slips, trips and falls.

**Estimated Completion Time:** 21 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Winter Walking Safety for Employees

Winter is prime season for walking-related injuries. In this session, viewers learn about winter walking hazards and techniques to minimize the effects of a fall.

**Estimated Completion Time:** 10 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes



## HAZARD COMMUNICATION & GHS

### **Hazard Communication & GHS Training for Employees**

This training session helps employees understand key elements of the GHS, including the written hazard communication plan, physical and health hazard classes, pictograms, signal words and other information found on GHS container labels, and the 16 sections of a Safety Data Sheet.

**Estimated Completion Time:** 23 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** No



## HEALTH CARE SAFETY

### Back Safety for Health Care Employees

This video training instructs employees on how the back works, provides an overview of body mechanics, and explains how each employee can make the proper decision when lifting anything, even in unusual situations.

**Estimated Completion Time:** 9 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** No



## HIRING AND TERMINATION

### How to Hire the Best Employees

Why not stack the odds in your favor the next time—and every time—you hire? This video training shows how to break the interviewing process into manageable stages, gain insight into a candidate's technical skills and work habits, evaluate candidates fairly and completely, and focus on the most important considerations when you interview.

**Estimated Completion Time:** 30 minutes

**Languages Offered:** English

**Target Audience:** Managers

**Closed Captioning/Transcript:** No

### Successful Termination Techniques for Managers

Terminating employees can be the hardest part of management. This training video shows managers how to terminate problem employees properly, and in compliance with the law. In addition, by teaching performance management techniques for at-risk employees, it will also help managers avoid terminations altogether.

**Estimated Completion Time:** 39 minutes

**Languages Offered:** English

**Target Audience:** Managers

**Closed Captioning/Transcript:** No



## LABOR & PRIVACY LAW COMPLIANCE

### **HIPAA Compliance for Managers and Employees**

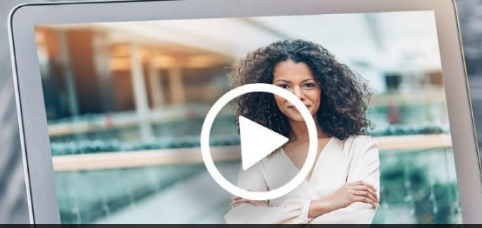
This course provides individuals who come in contact with protected health information a thorough understanding of how HIPAA applies to their job responsibilities and workplace.

**Estimated Completion Time:** 40 minutes

**Languages Offered:** English

**Target Audience:** Managers & Employees

**Closed Captioning/Transcript:** Yes



# MANAGER SUCCESS

## Employee Communication for Managers

Communicating clearly and effectively is probably the most important--and perhaps most difficult--responsibility of any manager. In this training session, managers learn to deliver praise that motivates your entire staff, offer criticism that challenges employees to improve, delegate important tasks, and prevent misunderstandings by improving listening skills.

**Estimated Completion Time:** 21 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No

## HR Compliance Essentials for Managers

This course equips managers with an essential understanding of key workplace laws related to their job responsibilities. Topics including interviewing and hiring, wage and hour laws, handling harassment complaints, preventing retaliation, FMLA basics, and reasonable accommodations.

**Estimated Completion Time:** 25 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** Yes

## Leadership Training for Managers

This training demonstrates successful management styles, explains step every leader must take, and discusses personal qualities employees should develop to become good leaders.

**Estimated Completion Time:** 21 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No

## Management and Leadership Skills for Managers

Narratives spoken from experience punctuate this feature film-quality production portraying people skills managers must have. These important, but often subtle, skills are key to managing people the right way.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No

## Performance Review Tips for Managers

Effective performance appraisals motivate your top employees to do even better. They also tell underperformers exactly what is expected and how to improve. This video follows two manager storylines, highlighting elements to include in your performance evaluation process, the advantages of sticking to a regular schedule, the importance of fairness and consistency, tips for formats and recordkeeping, skills for face-to-face reviews, and the value of employee feedback.

**Estimated Completion Time:** 18 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No

## Positive Discipline Tips for Managers

How do you handle an employee discipline problem in the best possible way for the employee and your organization? This positive discipline video gives you six steps of progressive discipline. In many cases, employees will respond early in the process. But if not, the later steps help you address continuing performance shortcomings calmly and professionally.

**Estimated Completion Time:** 21 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No

## Workplace Conflict Response Techniques for Managers

In this training, viewers learn about constructive responses to destructive conflict. Techniques covered include responding with empathy, active listening, setting a limit, finding something to agree with, using "I" language instead of "you" language, disengaging to cool off, appealing to mutual self-interest, and attacking the problem, not the person.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No



# OSHA COMPLIANCE

## Bloodborne Pathogen Awareness for Employees

This video provides general awareness training for all employees on the dangers of bloodborne pathogens, how to protect yourself from them, and ways to minimize the risk of transmission.

- Estimated Completion Time:** 12 minutes
- Languages Offered:** English
- Target Audience:** Employees
- Closed Captioning/Transcript:** Yes

## Bloodborne Pathogen Safety for Custodians

This training for custodial and maintenance staff demonstrates how to safely clean up spills of blood or other potentially infectious materials without risking exposure.

- Estimated Completion Time:** 13 minutes
- Languages Offered:** English
- Target Audience:** Employees
- Closed Captioning/Transcript:** Yes

## Confined Space Entry Tips for Employees

This training details steps designed to keep confined space workers safe. Topics include the confined space entry permit, atmospheric hazards, atmospheric testing and monitoring, and duties of the entry team members.

- Estimated Completion Time:** 13 minutes
- Languages Offered:** English
- Target Audience:** Employees
- Closed Captioning/Transcript:** Yes

## How to Avoid OSHA's Top 10 Violations

This video covers the 10 most common OSHA violations, explaining what your company and employees can do to help avoid an OSHA citation.

- Estimated Completion Time:** 26 minutes
- Languages Offered:** English
- Target Audience:** Managers
- Closed Captioning/Transcript:** No

## Lockout/Tagout Steps for Employees

This video clearly outlines each step in the lockout/tagout process. Employees will learn about the most common forms of energy sources, situations that require lockout/tagout procedures, lockout devices, proper lockout/tagout procedures, safe startup procedures, and tips for special situations.

- Estimated Completion Time:** 8 minutes
- Languages Offered:** English
- Target Audience:** Employees
- Closed Captioning/Transcript:** No

## Machine Guarding & Operation Safety for Employees

This video for machine operators conveys the importance of understanding the hazards of specific equipment in their work areas. Operators will learn how injuries can be avoided through the proper use of machine guarding, safety devices and safe work practices.

- Estimated Completion Time:** 18 minutes
- Languages Offered:** English
- Target Audience:** Employees
- Closed Captioning/Transcript:** Yes



# PERSONAL PROTECTIVE EQUIPMENT (PPE)

## Eye Injury Prevention Tips for Employees

This video training explains how to prevent workplace eye injury by taking precautions and using protective devices like safety glasses, goggles, face shields, and laser and welding protection.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Hearing Loss Prevention Tips for Employees

Loud equipment can damage workers' hearing on the job. This session explains the essentials of hearing loss prevention programs, including permissible exposure levels, use of earplugs, ear muff use, audiometric testing and more.

**Estimated Completion Time:** 11 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Personal Protective Equipment (PPE) Overview for Employees

This training session provides an easy-to-follow overview of personal protective equipment (PPE). Through the re-enactment of a potentially tragic arcflash incident, the training emphasizes the importance of wearing the proper PPE. In addition, interviews with workers who avoided eye and foot injuries reinforce the safety message.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Respiratory Protection Tips for Employees

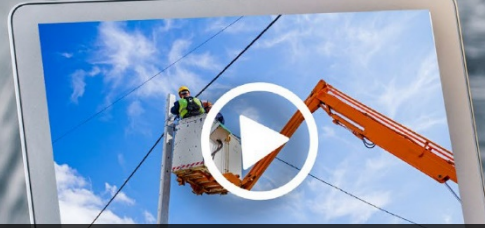
In this course, workers learn how airborne hazards can affect the respiratory system, and how the proper use of air-purifying respirators can guard against such injury.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Respiratory Protection Training for Employees

Exposure to hazardous chemicals in the form of dusts, fumes, mists and gases may cause lung damage, cancer and other serious ailments. This training video explains respiratory protection programs, covering topics such as employee medical evaluation, respirator selection and assignment protection factors, different types of respirators, hazards of IDLH atmospheres, qualitative and quantitative fit tests, user seal checks, and cleaning and storage of respirators.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes



# POWERED INDUSTRIAL TRUCKS & AERIAL LIFTS

## Aerial Lift Operation Safety for Employees

This course examines different kinds of aerial lifts and their associated hazards. It also explains how to work safely with, or around, a lift.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Aerial Work Platform Safety for Employees

This training discusses common hazards aerial work platform operators must consider, as well as safe work practices and operating techniques that must be followed to ensure everyone's safety during the use of an aerial work platform.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Ensuring Safety Around Forklifts

Forklifts can be dangerous for both operators and employees out on the floor. In this session, viewers will learn how to prevent serious injuries that occur when forklifts come into contact with pedestrians.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Forklift Operation Tips for Employees

This training reviews proper operating procedures for forklift operators. Topics include operator training and certification, pre-operational inspection, maintaining a truck's stability, lifting and placing loads, safe driving techniques, and loading docks and trailers.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Forklift Operator Certification Series: Operator Training & Pre-Operational Inspection

The first in a series of four courses, this course focuses on two aspects of safe forklift operation that are required before any worker begins using a forklift: operator training and pre-operational inspection. Topics include how forklifts handle differently than cars, basic forklift characteristics, load characteristics, work environments, inspection of the outside components of a forklift, checking the fluids and fuel system, inspecting cables and belts, and operator compartment checks.

**Estimated Completion Time:** 10 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Forklift Operator Certification Series: Stability

The second in a series of four courses, this course discusses the principles of maintaining forklift stability. Topics include the stability triangle, forward stability, non-uniform loads, lateral stability and maintaining stability while in motion.

**Estimated Completion Time:** 10 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Forklift Operator Certification Series: Loading & Operation

The third in a series of four courses, this course discusses the safety practices that must be followed when loading, unloading and operating a forklift. Topics include safe loading techniques, removing a load from a rack or shelf, landing a load, preparing for operation, driving safely, inclines and other hazards, keeping co-workers safe, and entering trailers and railcars.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Forklift Operator Certification Series: Classification, Refueling & Recharging

The fourth in a series of four courses, this course discusses the various classifications of forklifts and the proper procedures for recharging or refueling them.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Scissor Lift Operation Safety for Employees

This video training introduces employees to scissor lifts, makes them aware of the hazards associated with these lifts, and gives them the information they need to safely use a scissor lift or work near one.

**Estimated Completion Time:** 12 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No



# TRANSPORTATION SAFETY

## Defensive Driving Tips for Transportation Employees

This video training looks at how to watch for trouble on the road and avoid it. Every day we share the road with distracted drivers, aggressive drivers, trucks and buses. We drive in bad weather, experience blowouts and more. Driving defensively in all of these situations is covered in this informative safety program.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Distracted Driving Prevention for Transportation Employees

This video provides the information employees need to drive cars, vans and small trucks free from distractions.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## DOT Training: Hazmat Safety Training

This video provides the safety training required by the Department of Transportation's HAZMAT training regulation on handling and transporting hazardous materials. Employees will learn to be aware of the hazards of the materials they handle and how to work with them safely.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## DOT Training: Hazmat Security Awareness

This video provides security awareness training to employees of companies that handle hazardous materials, as required by Department of Transportation HAZMAT regulations.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## DOT Training: Hazmat Transportation Security Risk Prevention

This training teaches employees about security risks associated with transporting hazardous materials. Topics covered include methods to enhance transportation security, how to recognize security risks, and responding to possible security threats.

**Estimated Completion Time:** 13 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Hang Up & Drive

This first-person account of a fatal car crash caused by a driver on a cell phone can help you change the culture of cell phone use and driving at your organization.

**Estimated Completion Time:** 19 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Safe Driving Tips for Transportation Employees

There are many reasons for the high injury rate related to motor vehicles, including unsafe driving habits, changing traffic and weather conditions, and the unpredictable actions of other drivers. This training highlights three strategies to help drivers navigate safely.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Texting & Driving Prevention for Transportation Employees

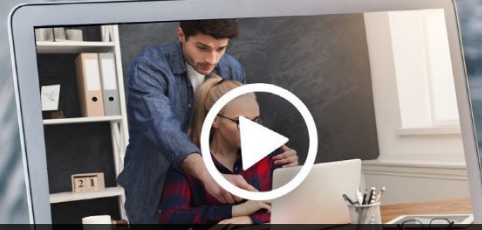
This safety video covers the three basic ways texting distracts drivers. Through testimonials from drivers who have had personal experiences with texting while driving, the session shows how this dangerous practice affects not only you, but also those around you.

**Estimated Completion Time:** 9 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Winter Driving Tips for Transportation Employees

This training features live-action sequences of a driver making winter driving mistakes and an interview with a survivor of a fatal winter crash. The video also provides tips and techniques for winter driving.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English  
**Target Audience:** Employees



# WORKPLACE HARASSMENT & VIOLENCE - CALIFORNIA

## Active Shooter Attack Survival Training for Employees

Too often these days, we hear about active shooter incidents in workplaces. This safety video explains survival techniques recommended by law enforcement to help people get through an active shooter incident safely. Topics covered include preparing for the unpredictable, recognizing and surviving an attack, running from a shooter, hiding from a shooter, fighting a shooter and what to do when the police arrive.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Anti-Bullying Training for Employees

Fear, anger, frustration, humiliation, helplessness...these feelings should not be part of anyone's job description. But they can be common in workplaces where bullying and other disruptive behavior is a problem. This session discusses how to recognize bullies and disruptive people, explains the impact their behavior can have, and outlines the steps employees can take to help address these problems.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Sexual Harassment Investigation Techniques for Managers

Any form of sexual conduct in the workplace is inappropriate, and may constitute sexual harassment if the actions or comments are unwanted or threatening. If action is not taken quickly, and the situation is not resolved fairly, a company can face lawsuits and hefty fines. This training video looks at a company's legal responsibility to prevent and address sexual harassment incidents, examines policies and procedures that should be followed when investigating allegations of sexual harassment, and discusses how to interview apparent victims, alleged harassers and potential witnesses.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No

## Sexual Harassment Prevention Training for California Employees

This course meets California's content requirements for employee-specific sexual harassment prevention training. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

**Estimated Completion Time:** 60 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Sexual Harassment Prevention Training for California Managers

This course meets California's content requirements for manager-specific sexual harassment prevention training. Topics include sexual harassment, discrimination, witness intervention, manager responsibilities, and more.

**Estimated Completion Time:** 120 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** Yes

## Workplace Violence Warning Sign Awareness for Employees

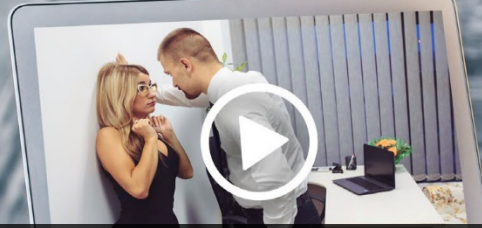
Workplace violence can happen in any size organization, in any industry. This video teaches how to help prevent violent workplace incidents by paying attention to warning signs and responding with quick, decisive action.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Workplace Violence Warning Sign Awareness for Managers

Workplace violence can happen in any size organization, in any industry. This session for managers teaches preventive measures like how to hold information-gathering meetings, confront a bully or terminate a problem employee. Proper training on the appropriate response to warning signs of violence will improve employee comfort levels, show due diligence and help the overall mental health of your organization.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** Yes



# WORKPLACE HARASSMENT & VIOLENCE - CONNECTICUT

## Active Shooter Attack Survival Training for Employees

Too often these days, we hear about active shooter incidents in workplaces. This safety video explains survival techniques recommended by law enforcement to help people get through an active shooter incident safely. Topics covered include preparing for the unpredictable, recognizing and surviving an attack, running from a shooter, hiding from a shooter, fighting a shooter and what to do when the police arrive.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Anti-Bullying Training for Employees

Fear, anger, frustration, humiliation, helplessness...these feelings should not be part of anyone's job description. But they can be common in workplaces where bullying and other disruptive behavior is a problem. This session discusses how to recognize bullies and disruptive people, explains the impact their behavior can have, and outlines the steps employees can take to help address these problems.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Sexual Harassment Investigation Techniques for Managers

Any form of sexual conduct in the workplace is inappropriate, and may constitute sexual harassment if the actions or comments are unwanted or threatening. If action is not taken quickly, and the situation is not resolved fairly, a company can face lawsuits and hefty fines. This training video looks at a company's legal responsibility to prevent and address sexual harassment incidents, examines policies and procedures that should be followed when investigating allegations of sexual harassment, and discusses how to interview apparent victims, alleged harassers and potential witnesses.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No

## Sexual Harassment Prevention Training for Connecticut Employees

This course meets Connecticut's content requirements for employee-specific sexual harassment prevention training. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

**Estimated Completion Time:** 120 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** Yes

## Sexual Harassment Prevention Training for Connecticut Managers

This course meets Connecticut's content requirements for manager-specific sexual harassment prevention training. Topics include sexual harassment, discrimination, witness intervention, manager responsibilities, and more.

**Estimated Completion Time:** 120 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Manager  
**Closed Captioning/Transcript:** Yes

## Workplace Violence Warning Sign Awareness for Employees

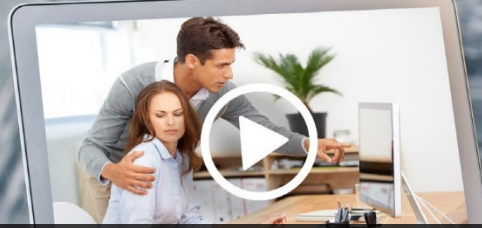
Workplace violence can happen in any size organization, in any industry. This video teaches how to help prevent violent workplace incidents by paying attention to warning signs and responding with quick, decisive action.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Workplace Violence Warning Sign Awareness for Managers

Workplace violence can happen in any size organization, in any industry. This session for managers teaches preventive measures like how to hold information-gathering meetings, confront a bully or terminate a problem employee. Proper training on the appropriate response to warning signs of violence will improve employee comfort levels, show due diligence and help the overall mental health of your organization.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No



# WORKPLACE HARASSMENT & VIOLENCE - DELAWARE

## Active Shooter Attack Survival Training for Employees

Too often these days, we hear about active shooter incidents in workplaces. This safety video explains survival techniques recommended by law enforcement to help people get through an active shooter incident safely. Topics covered include preparing for the unpredictable, recognizing and surviving an attack, running from a shooter, hiding from a shooter, fighting a shooter and what to do when the police arrive.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Anti-Bullying Training for Employees

Fear, anger, frustration, humiliation, helplessness...these feelings should not be part of anyone's job description. But they can be common in workplaces where bullying and other disruptive behavior is a problem. This session discusses how to recognize bullies and disruptive people, explains the impact their behavior can have, and outlines the steps employees can take to help address these problems.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Sexual Harassment Investigation Techniques for Managers

Any form of sexual conduct in the workplace is inappropriate, and may constitute sexual harassment if the actions or comments are unwanted or threatening. If action is not taken quickly, and the situation is not resolved fairly, a company can face lawsuits and hefty fines. This training video looks at a company's legal responsibility to prevent and address sexual harassment incidents, examines policies and procedures that should be followed when investigating allegations of sexual harassment, and discusses how to interview apparent victims, alleged harassers and potential witnesses.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No

## Sexual Harassment Prevention Training for Delaware Employees

This course meets Delaware's content requirements for employee-specific sexual harassment prevention training. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

**Estimated Completion Time:** 30 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Sexual Harassment Prevention Training for Delaware Managers

This course meets Delaware's content requirements for manager-specific sexual harassment prevention training. The course covers sexual harassment, bystander intervention and diversity, and describes the responsibilities of managers to prevent inappropriate conduct, and to respond appropriately should it occur.

**Estimated Completion Time:** 60 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** Yes

## Workplace Violence Warning Sign Awareness for Employees

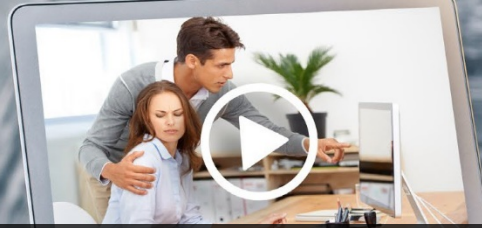
Workplace violence can happen in any size organization, in any industry. This video teaches how to help prevent violent workplace incidents by paying attention to warning signs and responding with quick, decisive action.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Workplace Violence Warning Sign Awareness for Managers

Workplace violence can happen in any size organization, in any industry. This session for managers teaches preventive measures like how to hold information-gathering meetings, confront a bully or terminate a problem employee. Proper training on the appropriate response to warning signs of violence will improve employee comfort levels, show due diligence and help the overall mental health of your organization.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No



# WORKPLACE HARASSMENT & VIOLENCE - ILLINOIS

## Active Shooter Attack Survival Training for Employees

Too often these days, we hear about active shooter incidents in workplaces. This safety video explains survival techniques recommended by law enforcement to help people get through an active shooter incident safely. Topics covered include preparing for the unpredictable, recognizing and surviving an attack, running from a shooter, hiding from a shooter, fighting a shooter and what to do when the police arrive.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Anti-Bullying Training for Employees

Fear, anger, frustration, humiliation, helplessness...these feelings should not be part of anyone's job description. But they can be common in workplaces where bullying and other disruptive behavior is a problem. This session discusses how to recognize bullies and disruptive people, explains the impact their behavior can have, and outlines the steps employees can take to help address these problems.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Sexual Harassment Investigation Techniques for Managers

Any form of sexual conduct in the workplace is inappropriate, and may constitute sexual harassment if the actions or comments are unwanted or threatening. If action is not taken quickly, and the situation is not resolved fairly, a company can face lawsuits and hefty fines. This training video looks at a company's legal responsibility to prevent and address sexual harassment incidents, examines policies and procedures that should be followed when investigating allegations of sexual harassment, and discusses how to interview apparent victims, alleged harassers and potential witnesses.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No

## Sexual Harassment Prevention Training for Illinois General Industry Employees

This course meets Illinois's content requirements for employee-specific sexual harassment prevention training in all industries except restaurants, bars and hospitality. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

**Estimated Completion Time:** 35 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Sexual Harassment Prevention Training for Illinois General Industry Managers

This course meets Illinois's content requirements for manager-specific sexual harassment prevention training in all industries except restaurants, bars and hospitality. Topics include sexual harassment, bystander intervention, diversity, and the responsibilities of managers to prevent and respond to inappropriate conduct.

**Estimated Completion Time:** 60 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** Yes

## Sexual Harassment Prevention Training for Illinois Restaurant & Bar Employees

This course meets Illinois's content requirements for employee-specific sexual harassment prevention training in the restaurant and bar industries. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

**Estimated Completion Time:** 35 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Sexual Harassment Prevention Training for Illinois Restaurant & Bar Managers

This course meets Illinois's content requirements for manager-specific sexual harassment prevention training in the restaurant and bar industries. Topics include sexual harassment, bystander intervention, diversity, and the responsibilities of managers to prevent and respond to inappropriate conduct.

**Estimated Completion Time:** 60 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** Yes



# WORKPLACE HARASSMENT & VIOLENCE – ILLINOIS

## Sexual Harassment Prevention Training for Illinois Hospitality Employees

This course meets Illinois's content requirements for employee-specific sexual harassment prevention training in the hospitality industry. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

**Estimated Completion Time:** 35 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Sexual Harassment Prevention Training for Illinois Hospitality Managers

This course meets Illinois's content requirements for manager-specific sexual harassment prevention training in the restaurant and bar industries. Topics include sexual harassment, bystander intervention, diversity, and the responsibilities of managers to prevent and respond to inappropriate conduct.

**Estimated Completion Time:** 60 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** Yes

## Workplace Violence Warning Sign Awareness for Employees

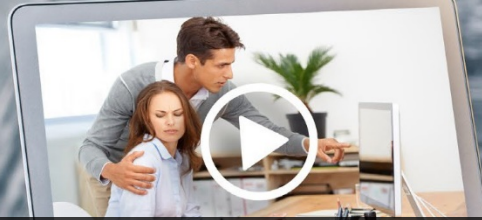
Workplace violence can happen in any size organization, in any industry. This video teaches how to help prevent violent workplace incidents by paying attention to warning signs and responding with quick, decisive action.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Workplace Violence Warning Sign Awareness for Managers

Workplace violence can happen in any size organization, in any industry. This session for managers teaches preventive measures like how to hold information-gathering meetings, confront a bully or terminate a problem employee. Proper training on the appropriate response to warning signs of violence will improve employee comfort levels, show due diligence and help the overall mental health of your organization.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No



# WORKPLACE HARASSMENT & VIOLENCE - INTERNATIONAL

## Active Shooter Attack Survival Training for Employees

Too often these days, we hear about active shooter incidents in workplaces. This safety video explains survival techniques recommended by law enforcement to help people get through an active shooter incident safely. Topics covered include preparing for the unpredictable, recognizing and surviving an attack, running from a shooter, hiding from a shooter, fighting a shooter and what to do when the police arrive.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Anti-Bullying Training for Employees

Fear, anger, frustration, humiliation, helplessness...these feelings should not be part of anyone's job description. But they can be common in workplaces where bullying and other disruptive behavior is a problem. This session discusses how to recognize bullies and disruptive people, explains the impact their behavior can have, and outlines the steps employees can take to help address these problems.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Sexual Harassment Investigation Techniques for Managers

Any form of sexual conduct in the workplace is inappropriate, and may constitute sexual harassment if the actions or comments are unwanted or threatening. If action is not taken quickly, and the situation is not resolved fairly, a company can face lawsuits and hefty fines. This training video looks at a company's legal responsibility to prevent and address sexual harassment incidents, examines policies and procedures that should be followed when investigating allegations of sexual harassment, and discusses how to interview apparent victims, alleged harassers and potential witnesses.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No

## Sexual Harassment Prevention Training for Canadian Employees

This course makes Canadian employees aware of their rights, responsibilities and role in building a workplace that is free of discrimination and harassment. It describes protections under Canadian federal law, and includes additional material covering provincial laws.

**Estimated Completion Time:** 40 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Sexual Harassment Prevention Training for Canadian Managers

This course makes Canadian managers aware of their rights, responsibilities and role in building a workplace that is free of discrimination and harassment. It describes protections under Canadian federal law, and includes additional material covering provincial laws.

**Estimated Completion Time:** 50 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** Yes

## Sexual Harassment Prevention Training for Employees

This course explains the expected behaviors for building a workplace that is free of discrimination and harassment. Topics include sexual harassment, discrimination and bystander intervention.

**Estimated Completion Time:** 30 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Sexual Harassment Prevention Training for Managers

This course makes managers aware of their rights, responsibilities and role in building a workplace that is free of discrimination and harassment. It also describes the responsibilities of managers to prevent inappropriate conduct, and to respond appropriately should it occur.

**Estimated Completion Time:** 45 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** Yes

## Workplace Violence Warning Sign Awareness for Employees

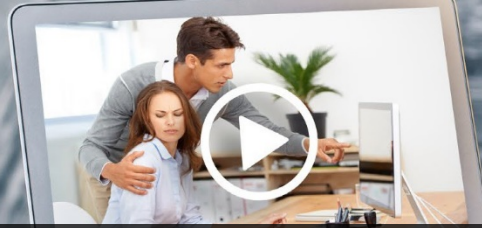
Workplace violence can happen in any size organization, in any industry. This video teaches how to help prevent violent workplace incidents by paying attention to warning signs and responding with quick, decisive action.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Workplace Violence Warning Sign Awareness for Managers

Workplace violence can happen in any size organization, in any industry. This video teaches how to help prevent violent workplace incidents by paying attention to warning signs and responding with quick, decisive action.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No



# WORKPLACE HARASSMENT & VIOLENCE - MAINE

## Active Shooter Attack Survival Training for Employees

Too often these days, we hear about active shooter incidents in workplaces. This safety video explains survival techniques recommended by law enforcement to help people get through an active shooter incident safely. Topics covered include preparing for the unpredictable, recognizing and surviving an attack, running from a shooter, hiding from a shooter, fighting a shooter and what to do when the police arrive.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Anti-Bullying Training for Employees

Fear, anger, frustration, humiliation, helplessness...these feelings should not be part of anyone's job description. But they can be common in workplaces where bullying and other disruptive behavior is a problem. This session discusses how to recognize bullies and disruptive people, explains the impact their behavior can have, and outlines the steps employees can take to help address these problems.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Sexual Harassment Investigation Techniques for Managers

Any form of sexual conduct in the workplace is inappropriate, and may constitute sexual harassment if the actions or comments are unwanted or threatening. If action is not taken quickly, and the situation is not resolved fairly, a company can face lawsuits and hefty fines. This training video looks at a company's legal responsibility to prevent and address sexual harassment incidents, examines policies and procedures that should be followed when investigating allegations of sexual harassment, and discusses how to interview apparent victims, alleged harassers and potential witnesses.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No

## Sexual Harassment Prevention Training for Maine Employees

This course meets Maine's content requirements for employee-specific sexual harassment prevention training. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

**Estimated Completion Time:** 30 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Sexual Harassment Prevention Training for Maine Managers

This course meets Maine's content requirements for manager-specific sexual harassment prevention training. The course covers sexual harassment, bystander intervention and diversity, and describes the responsibilities of managers to prevent inappropriate conduct, and to respond appropriately should it occur.

**Estimated Completion Time:** 60 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** Yes

## Workplace Violence Warning Sign Awareness for Employees

Workplace violence can happen in any size organization, in any industry. This video teaches how to help prevent violent workplace incidents by paying attention to warning signs and responding with quick, decisive action.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Workplace Violence Warning Sign Awareness for Managers

Workplace violence can happen in any size organization, in any industry. This session for managers teaches preventive measures like how to hold information-gathering meetings, confront a bully or terminate a problem employee. Proper training on the appropriate response to warning signs of violence will improve employee comfort levels, show due diligence and help the overall mental health of your organization.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No



# WORKPLACE HARASSMENT & VIOLENCE – NEW YORK

## Active Shooter Attack Survival Training for Employees

Too often these days, we hear about active shooter incidents in workplaces. This safety video explains survival techniques recommended by law enforcement to help people get through an active shooter incident safely. Topics covered include preparing for the unpredictable, recognizing and surviving an attack, running from a shooter, hiding from a shooter, fighting a shooter and what to do when the police arrive.

**Estimated Completion Time:** 15 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Anti-Bullying Training for Employees

Fear, anger, frustration, humiliation, helplessness...these feelings should not be part of anyone's job description. But they can be common in workplaces where bullying and other disruptive behavior is a problem. This session discusses how to recognize bullies and disruptive people, explains the impact their behavior can have, and outlines the steps employees can take to help address these problems.

**Estimated Completion Time:** 17 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Sexual Harassment Investigation Techniques for Managers

Any form of sexual conduct in the workplace is inappropriate, and may constitute sexual harassment if the actions or comments are unwanted or threatening. If action is not taken quickly, and the situation is not resolved fairly, a company can face lawsuits and hefty fines. This training video looks at a company's legal responsibility to prevent and address sexual harassment incidents, examines policies and procedures that should be followed when investigating allegations of sexual harassment, and discusses how to interview apparent victims, alleged harassers and potential witnesses.

**Estimated Completion Time:** 16 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No

## Sexual Harassment Prevention Training for New York Employees

This course meets New York State's and New York City's content requirements for employee-specific sexual harassment prevention training. The course covers sexual harassment, bystander intervention, discrimination, diversity, the actions individuals should take if they experience or witness inappropriate behavior.

**Estimated Completion Time:** 35 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** Yes

## Sexual Harassment Prevention Training for New York Managers

This course meet New York State's and New York City's content requirements for manager-specific sexual harassment prevention training. The course covers sexual harassment, bystander intervention, discrimination, diversity, and the responsibilities of managers in preventing and responding to misconduct.

**Estimated Completion Time:** 60 minutes  
**Languages Offered:** English & Spanish  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** Yes

## Workplace Violence Warning Sign Awareness for Employees

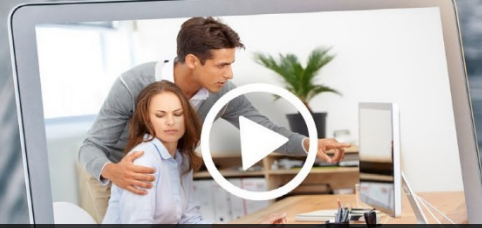
Workplace violence can happen in any size organization, in any industry. This video teaches how to help prevent violent workplace incidents by paying attention to warning signs and responding with quick, decisive action.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Employees  
**Closed Captioning/Transcript:** No

## Workplace Violence Warning Sign Awareness for Managers

Workplace violence can happen in any size organization, in any industry. This session for managers teaches preventive measures like how to hold information-gathering meetings, confront a bully or terminate a problem employee. Proper training on the appropriate response to warning signs of violence will improve employee comfort levels, show due diligence and help the overall mental health of your organization.

**Estimated Completion Time:** 24 minutes  
**Languages Offered:** English  
**Target Audience:** Managers  
**Closed Captioning/Transcript:** No



# WORKPLACE HARASSMENT & VIOLENCE - WASHINGTON

## Active Shooter Attack Survival Training for Employees

Too often these days, we hear about active shooter incidents in workplaces. This safety video explains survival techniques recommended by law enforcement to help people get through an active shooter incident safely. Topics covered include preparing for the unpredictable, recognizing and surviving an attack, running from a shooter, hiding from a shooter, fighting a shooter and what to do when the police arrive.

**Estimated Completion Time:** 15 minutes

**Languages Offered:** English & Spanish

**Target Audience:** Employees

**Closed Captioning/Transcript:** No

## Anti-Bullying Training for Employees

Fear, anger, frustration, humiliation, helplessness...these feelings should not be part of anyone's job description. But they can be common in workplaces where bullying and other disruptive behavior is a problem. This session discusses how to recognize bullies and disruptive people, explains the impact their behavior can have, and outlines the steps employees can take to help address these problems.

**Estimated Completion Time:** 17 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** No

## Sexual Harassment Investigation Techniques for Managers

Any form of sexual conduct in the workplace is inappropriate, and may constitute sexual harassment if the actions or comments are unwanted or threatening. If action is not taken quickly, and the situation is not resolved fairly, a company can face lawsuits and hefty fines. This training video looks at a company's legal responsibility to prevent and address sexual harassment incidents, examines policies and procedures that should be followed when investigating allegations of sexual harassment, and discusses how to interview apparent victims, alleged harassers and potential witnesses.

**Estimated Completion Time:** 16 minutes

**Languages Offered:** English

**Target Audience:** Managers

**Closed Captioning/Transcript:** No

## Sexual Harassment Prevention Training for Washington (WA) Employees

This course meets Washington's (WA) content requirements for employee-specific sexual harassment prevention training. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

**Estimated Completion Time:** 30 minutes

**Languages Offered:** English & Spanish

**Target Audience:** Employees

**Closed Captioning/Transcript:** Yes

## Sexual Harassment Prevention Training for Washington (WA) Managers

This course meets Washington's (WA) content requirements for manager-specific sexual harassment prevention training. The course covers sexual harassment, bystander intervention and diversity, and describes the responsibilities of managers to prevent inappropriate conduct, and to respond appropriately should it occur.

**Estimated Completion Time:** 45 minutes

**Languages Offered:** English & Spanish

**Target Audience:** Managers

**Closed Captioning/Transcript:** Yes

## Workplace Violence Warning Sign Awareness for Employees

Workplace violence can happen in any size organization, in any industry. This video teaches how to help prevent violent workplace incidents by paying attention to warning signs and responding with quick, decisive action.

**Estimated Completion Time:** 24 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** No

## Workplace Violence Warning Sign Awareness for Managers

Workplace violence can happen in any size organization, in any industry. This session for managers teaches preventive measures like how to hold information-gathering meetings, confront a bully or terminate a problem employee. Proper training on the appropriate response to warning signs of violence will improve employee comfort levels, show due diligence and help the overall mental health of your organization.

**Estimated Completion Time:** 24 minutes

**Languages Offered:** English

**Target Audience:** Managers

**Closed Captioning/Transcript:** No



# WORKPLACE HARASSMENT & VIOLENCE – OTHER STATES

## Active Shooter Attack Survival Training for Employees

Too often these days, we hear about active shooter incidents in workplaces. This safety video explains survival techniques recommended by law enforcement to help people get through an active shooter incident safely. Topics covered include preparing for the unpredictable, recognizing and surviving an attack, running from a shooter, hiding from a shooter, fighting a shooter and what to do when the police arrive.

**Estimated Completion Time:** 15 minutes

**Languages Offered:** English & Spanish

**Target Audience:** Employees

**Closed Captioning/Transcript:** No

## Anti-Bullying Training for Employees

Fear, anger, frustration, humiliation, helplessness...these feelings should not be part of anyone's job description. But they can be common in workplaces where bullying and other disruptive behavior is a problem. This session discusses how to recognize bullies and disruptive people, explains the impact their behavior can have, and outlines the steps employees can take to help address these problems.

**Estimated Completion Time:** 17 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** No

## Sexual Harassment Investigation Techniques for Managers

Any form of sexual conduct in the workplace is inappropriate, and may constitute sexual harassment if the actions or comments are unwanted or threatening. If action is not taken quickly, and the situation is not resolved fairly, a company can face lawsuits and hefty fines. This training video looks at a company's legal responsibility to prevent and address sexual harassment incidents, examines policies and procedures that should be followed when investigating allegations of sexual harassment, and discusses how to interview apparent victims, alleged harassers and potential witnesses.

**Estimated Completion Time:** 16 minutes

**Languages Offered:** English

**Target Audience:** Managers

**Closed Captioning/Transcript:** No

## Sexual Harassment Prevention Training for Employees

This course covers sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

**Estimated Completion Time:** 30 minutes

**Languages Offered:** English & Spanish

**Target Audience:** Employees

**Closed Captioning/Transcript:** Yes

## Sexual Harassment Prevention Training for Managers

While they are the first lines of defense in preventing sexual harassment incidents, many managers do not know what constitutes harassment, or what they should do if it occurs. Conduct that might appear harmless to one person could be harassment to others. This training video explains what sexual harassment is, examines managers' responsibilities, and provides instruction on how to recognize, prevent and respond to sexual harassment in the workplace.

**Estimated Completion Time:** 14 minutes

**Languages Offered:** English & Spanish

**Target Audience:** Managers

**Closed Captioning/Transcript:** No

## Workplace Violence Warning Sign Awareness for Employees

Workplace violence can happen in any size organization, in any industry. This video teaches how to help prevent violent workplace incidents by paying attention to warning signs and responding with quick, decisive action.

**Estimated Completion Time:** 24 minutes

**Languages Offered:** English

**Target Audience:** Employees

**Closed Captioning/Transcript:** No

## Workplace Violence Warning Sign Awareness for Managers

Workplace violence can happen in any size organization, in any industry. This session for managers teaches preventive measures like how to hold information-gathering meetings, confront a bully or terminate a problem employee. Proper training on the appropriate response to warning signs of violence will improve employee comfort levels, show due diligence and help the overall mental health of your organization.

**Estimated Completion Time:** 24 minutes

**Languages Offered:** English

**Target Audience:** Managers

**Closed Captioning/Transcript:** No