

Learn Course Catalog



Contents

Pandemic Response	3
--------------------------------	---

Compliance and Legal

Employment Law.....	4
Ethics.....	4
HR Compliance.....	5
Leaves of Absence.....	5

Computer and IT

Cybersecurity	5
---------------------	---

Customer Service	6
-------------------------------	---

Human Resources

Leadership	7
People Operations.....	7
Wellness.....	7
Performance Management	7

Professional Development

Meetings	8
Workplace Skills:	
General Courses.....	8
Basic Presentation Skills.....	9
Business Writing	10
Interpersonal Communication	10
Listening Essentials.....	10
Time Management.....	10
Working with Difficult People.....	10
Workplace Conflict.....	10

Workplace Harassment Prevention

Diversity	11
Harassment Prevention	11

Environment & Climate

Environmental Compliance	13
Hazardous Communications	13
Hazardous Waste	14

Workplace Safety

Workplace Safety	15
OSHA and General Safety.....	16
Personal Protective Equipment (PPE).....	18
Personal Safety	19

Transportation:

General Courses.....	20
Department of Transportation (DOT)	21
Forklift Operation	21
International Air Transport Association (IATA)	22
International Maritime Dangerous Goods (IMDG)	22



Learn Courses

Key

CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

✓ Available

✗ Not Available

Pandemic Response

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
Assessing Your Organization's Risks	✓				30	✗
Becoming a Successful Collaborator	✓				30	✗
Contributing as a Virtual Team Member	✓				18	✗
Establishing Effective Virtual Teams	✓				30	✗
Facing Virtual Team Challenges	✓				24	✗
Forging Ahead with Perseverance and Resilience	✓				30	✗
General Information: Coronavirus and COVID-19	✓				12	✓
Managing in a Crisis	✓				18	✗
Responding Effectively to Risks	✓				24	✗



The Pandemic Response training courses are to help employers manage the impacts of COVID-19 on their workplaces.

Learn Courses

Key

CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses



Available



Not Available

Compliance and Legal

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
EMPLOYMENT LAW					
HIPAA Privacy Essentials	✓			60	✗
HIPAA for Non-Medical Employers	✓			18	✗
HIPAA – Privacy Rule for Business Associates	✓			24	✗
HIPAA - Privacy Rule for Covered Entities	✓			30	✗
HIPAA - Security Rule for Business Associates	✓			36	✗
HIPAA - Security Rule for Covered Entities	✓			36	✗
Union Awareness	✓			48	✗
Wage and Hour Awareness for Managers	✓			24	✗
Wage & Hour for Employees	✓			18	✗
ETHICS					
COMPLIANCE IMPACT: Business Ethics – Adjusting the Figures	✓			6	✗
Financial Integrity	✓			24	✗
Foreign Corrupt Practices Act	✓			6	✗
Global Business Ethics	✓			18	✗
Global Conflicts of Interest	✓			30	✗
Integrity in the Workplace	✓			48	✗

Learn Courses

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CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses



Available



Not Available

Compliance and Legal (continued)

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
HR COMPLIANCE					
FERPA for Higher Education	✓			30	✗
Promoting a Substance-free Workplace	✓			18	✗
Rightful Employment Termination	✓			18	✗
Campus Security Obligations Under Federal Law	✓			30	✗
LEAVES OF ABSENCE					
FMLA	✓			12	✗



Computer and IT

	CORE		PREMIUM		
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
CYBERSECURITY					
Global Cybersecurity Basics	✓			14	✗
Global Privacy and Information Security	✓			30	✗
IT Security for End Users: IT Security Fundamentals	✓			60	✗

Learn Courses

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WS Workplace Safety Courses

✓ Available

✗ Not Available

Customer Service

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
Communicating Effectively with Customers	✓				30	✗
Designing a Customer Service Strategy	✓				30	✗
Facing Confrontation in Customer Service	✓				24	✗
Keeping Business Calls Professional	✓				24	✗
Polishing Your Skills for Excellent Customer Service	✓				24	✗
Providing Telephone Customer Service	✓				30	✗
Rapport Building in Customer Service	✓				30	✗
Six Sigma and Lean: Foundations and Principles	✓				96	✗



Learn Courses

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CORE Essential Courses

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WS Workplace Safety Courses



Available



Not Available

Human Resources

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
LEADERSHIP					
Being an Effective Team Member	✓			30	✗
Building the Foundation for an Effective Team	✓			30	✗
Developing a Successful Team	✓			30	✗
Encouraging Team Communication and Collaboration	✓			30	✗
Establishing Team Goals and Responsibilities, and Using Feedback Effectively	✓			30	✗
Getting What You Expect from Your Delegate	✓			24	✗
Handling Team Conflict	✓			30	✗
The Reality of Being a First-time Manager	✓			24	✗
PEOPLE OPERATIONS					
A Manager's Guide to Discipline and Documentation	✓			30	✗
Ensuring Onboarding Success	✓			30	✗
Positive Atmosphere: Establishing an Engaged Workforce	✓			24	✗
WELLNESS					
Pandemics	✓			84	✗
Staying Balanced in a Shifting World	✓			12	✗
PERFORMANCE MANAGEMENT					
Planning an Effective Performance Appraisal	✓			18	✗

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WS Workplace Safety Courses



Available



Not Available

Professional Development



	CORE	PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
MEETINGS					
Planning Meetings Fit for Purpose	✓			18	✗
Running Meetings in Better Directions	✓			18	✗
WORKPLACE SKILLS: GENERAL COURSES					
Becoming More Professional through Business Etiquette	✓			18	✗
Building Personal Power through Influence	✓			30	✗
Capturing the Attention of Senior Executives	✓			30	✗

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CORE Essential Courses

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WS Workplace Safety Courses



Available



Not Available

Professional Development

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
WORKPLACE SKILLS: GENERAL COURSES					
Choosing the Right Interpersonal Communication Method to Make Your Point	✓			30	✗
Conducting an Effective Hiring Interview	✓			12	✗
Emergency Response in the Workplace	✓			24	✗
Facing the Management Challenges of Difficult Behavior and Diverse Teams	✓			30	✗
Gauging Your Leadership Performance	✓			24	✗
Getting to the Root of a Problem	✓			24	✗
Global Internet, Social Media, and Electronic Communication	✓			24	✗
How Culture Impacts Communication	✓			30	✗
How to Manage Difficult Conversations	✓			30	✗
Interacting with Customers	✓			30	✗
Interviewing: Doing it Right	✓			18	✗
Six Sigma Team Dynamics and Training	✓			126	✗
Writing Effective E-mails and Instant Messages	✓			30	✗
WORKPLACE SKILLS: BASIC PRESENTATION SKILLS					
Building Your Presentation	✓			30	✗
Ensuring Successful Presentation Delivery	✓			30	✗
Planning an Effective Presentation	✓			30	✗

Learn Courses

Professional Development (continued)

Key

CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses



Available



Not Available

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
WORKPLACE SKILLS: BUSINESS WRITING					
Audience and Purpose in Business Writing	✓			30	✗
Clarity and Conciseness in Business Writing	✓			30	✗
Editing and Proofreading Business Documents	✓			30	✗
WORKPLACE SKILLS: INTERPERSONAL COMMUNICATION					
Become a Great Listener	✓			24	✗
The Art and Science of Communication	✓			18	✗
Trust Building through Effective Communication	✓			24	✗
WORKPLACE SKILLS: LISTENING ESSENTIALS					
Listening Even When it's Difficult to Listen	✓			30	✗
Using Active Listening in Workplace Situations	✓			36	✗
WORKPLACE SKILLS: TIME MANAGEMENT					
Aligning Goals and Priorities to Manage Time	✓			24	✗
Make the Time You Need: Get Organized	✓			30	✗
The Art of Staying Focused	✓			30	✗
WORKPLACE SKILLS: WORKING WITH DIFFICULT PEOPLE					
Difficult People: Strategies to Keep Everyone Working Together	✓			30	✗
Difficult People: Why They Act That Way and How to Deal with Them	✓			30	✗
Individual Behavior in Organizations	✓			24	✗
WORKPLACE SKILLS: WORKPLACE CONFLICT					
Resolving Workplace Conflict	✓			24	✗

Learn Courses

Workplace Harassment Prevention

Key

CORE Essential Courses

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WS Workplace Safety Courses



Available



Not Available

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
DIVERSITY					
Overcoming Your Own Unconscious Biases		✓		24	✗
Overcoming Unconscious Bias in the Workplace		✓		25	✗
Unconscious Bias		✓		5	✗
Understanding Unconscious Bias		✓		30	✗
Your Role in Workplace Diversity		✓		36	✗
Americans with Disabilities Act: An Overview for Managers	✓			12	✗
Bridging the Diversity Gap	✓			24	✗
Global Diversity	✓			30	✗
Managing Multigenerational Employees	✓			22	✗
Maintaining a Cohesive Multigenerational Workforce	✓			25	✗
HARASSMENT PREVENTION					
Bullying and Hazing on Campus	✓			34	✗
Preventing Bullying and Violence	✓			18	✗
Title IX for Higher Education	✓			24	✗
Global Workplace Harassment Prevention for Employees	✓			30	✓
Global Workplace Harassment Prevention for Managers	✓			36	✓

Learn Courses

Workplace Harassment Prevention (continued)

Key

CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

✓ Available

✗ Not Available

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
HARASSMENT PREVENTION					
Harassment Prevention for California Employees		✓		78	✓
Harassment Prevention for California Managers	✓			144	✓
Harassment Prevention for Connecticut Employees		✓		140	✓
Harassment Prevention for Connecticut Managers	✓			140	✓
Harassment Prevention for Delaware Employees		✓		48	✓
Harassment Prevention for Delaware Managers		✓		78	✓
Harassment Prevention for Illinois Employees		✓		51	✓
Harassment Prevention for Illinois Employees (Restaurant / Bar)		✓		36	✓
Harassment Prevention for Illinois Managers		✓		90	✓
Harassment Prevention for Illinois Managers (Restaurant / Bar)		✓		60	✓
Harassment Prevention for Maine Employees		✓		48	✓
Harassment Prevention for Maine Managers	✓			78	✓
Harassment Prevention for New York State & New York City Employees		✓		54	✓
Harassment Prevention for New York State & New York City Managers		✓		84	✓
Harassment Prevention for US Employees	✓			42	✓
Harassment Prevention for US Managers	✓			72	✓

Learn Courses

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CORE Essential Courses

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WS Workplace Safety Courses



Available



Not Available

Environment & Climate

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
ENVIRONMENTAL COMPLIANCE					
Asbestos			✓	42	✗
Construction: Lead Awareness			✓	42	✗
Environmental Regulations Overview			✓	36	✗
Lead Awareness in General Industry			✓	42	✗
HAZARDOUS COMMUNICATIONS					
Decontamination (HAZWOPER)			✓	24	✗
Emergency Response and Spill Control (HAZWOPER)			✓	24	✗
Fire and Explosion Hazards (HAZWOPER)			✓	24	✗
Globally Harmonized System of Classification and Labeling of Chemicals (GHS)			✓	36	✗
Hazard Communication (HAZWOPER)			✓	24	✗
Hazard Communication: An Employee's Right to Understand 2.0			✓	24	✓
Heat and Cold Exposure Management (HAZWOPER)			✓	30	✗
Personal Protective Equipment (HAZWOPER)			✓	30	✗
Regulatory Overview (HAZWOPER)			✓	30	✗
Site Safety and Health Plan Procedures (HAZWOPER)			✓	42	✗
Toxicology (HAZWOPER)			✓	18	✗
Site Control (HAZWOPER)			✓	30	✗

Learn Courses

Environment & Climate (continued)

Key

CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses



Available



Not Available



CORE		PREMIUM		LENGTH (MINS)	SPANISH	
COURSE NAME	CORE	WHP	WS			
HAZARDOUS WASTE						
Biosafety Hazardous Waste Handling and Disposal				✓	24	✗
Hazardous Material Handling and Storage				✓	42	✗
Hazardous Waste Generator (RCRA)				✓	24	✗
Stormwater Pollution Prevention				✓	36	✗
Universal Waste Rule				✓	30	✗
Pollution Prevention for Employees				✓	24	✗
Hazardous Materials and Spills in the Workplace				✓	60	✗

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CORE Essential Courses

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WS Workplace Safety Courses

✓ Available

✗ Not Available

Workplace Safety

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
WORKPLACE SAFETY					
Active Shooter 2.0	✓			18	✗
Emergency and Disaster Preparedness			✓	24	✓
Food Allergen Safety			✓	36	✓
Food Safety and Handling			✓	42	✗
Foodservice Worker Safety 2.0			✓	30	✓
Liquefied Petroleum Gas (LPG)			✓	18	✗
Lockout/Tagout for Authorized Persons 2.0			✓	54	✓
Lockout/Tagout v2			✓	30	✗
Workplace Safety Orientation			✓	36	✓



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Workplace Safety (continued)

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CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses



Available



Not Available

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
OSHA AND GENERAL SAFETY					
Aerial Work Platforms			✓	18	✓
Behavior-based Safety for Supervisors			✓	24	✗
Compressed Gas Safety			✓	30	✗
Confined Spaces 2.0			✓	36	✓
Contractor Safety			✓	18	✗
Crane Signaling and Communications			✓	24	✗
Electrical Hazards: Shock, Electrocution, Arc Flash and Arc Blast (2021 Edition)			✓	84	✗
Emergency and Crisis Management			✓	42	✗
Global Safety Principles: Indoor Hoisting and Rigging			✓	36	✗
Hand and Power Tool Safety			✓	18	✓
Hand and Power Tool Safety Impact: Pneumatic Tools			✓	6	✗
Hydrogen Sulfide			✓	24	✗
Incident Investigation and Reporting			✓	36	✗
Introduction to Industrial Hygiene			✓	36	✗
Introduction to OSHA			✓	54	✗
Job Hazard Analysis			✓	12	✗
Machine Guarding 2.0			✓	30	✗
Mold Awareness			✓	24	✗

Learn Courses

Workplace Safety (continued)

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CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses



Available



Not Available

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
OSHA AND GENERAL SAFETY					
Office Safety 2.0			✓	30	✗
OSHA 300 Recordkeeping			✓	60	✗
Process Safety Management (PSM) Programs			✓	48	✗
Process Safety Management Overview			✓	36	✗
Regulatory and Industry Standards for EHS			✓	24	✗
Rigging Equipment and Inspection			✓	30	✗
Safety at Work: A Systematic Approach			✓	24	✗
Safety Data Sheets			✓	42	✓
Scaffolding Safety			✓	12	✗
Scissor Lifts			✓	18	✗
Slips, Trips and Falls			✓	12	✓
Spill Prevention and Control			✓	24	✗
Spill Prevention, Control, and Countermeasure Plan			✓	24	✗
Warehouse Safety			✓	24	✗
Welding, Cutting, and Brazing			✓	30	✗
Workplace Inspections			✓	24	✗

Learn Courses

Workplace Safety (continued)

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CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses



Available



Not Available

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
Hearing Conservation 2.0			✓	12	✗
PPE: Eye and Face Protection			✓	24	✗
PPE: Foot Protection			✓	36	✗
PPE: Hand Protection			✓	24	✗
PPE: Head Protection			✓	18	✗
PPE: Personal Protective Equipment 2.0			✓	24	✓
Respiratory Protection Impact: Donning and Doffing			✓	6	✓



Learn Courses

Workplace Safety (continued)

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CORE Essential Courses

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Available



Not Available

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
PERSONAL SAFETY					
Back Safety and Injury Prevention			✓	12	✓
Benzene Awareness			✓	54	✗
Bloodborne Pathogen Awareness 2.0			✓	24	✓
Cold Stress	✓			30	✗
Electrical Safety 2.0	✓			30	✗
Fall Prevention	✓			18	✓
Fire Safety and Prevention	✓			18	✗
First Aid: Basic			✓	78	✗
First Aid: Medical Emergencies			✓	42	✗
Flammable Liquids	✓			42	✗
Global Safety Principles: Silica in General Industry			✓	23	✓
Hazards to Outdoor Workers			✓	30	✗
Heat Stress Recognition and Prevention	✓			18	✓
Industrial Ergonomics	✓			24	✗
Laboratory Safety			✓	24	✗
Ladder Safety 2.0	✓			18	✓
Office Ergonomics	✓			18	✗
Portable Fire Extinguishers 2.0	✓			42	✓
Preventing Identity Theft			✓	30	✗
Workplace Security	✓			30	✗

Learn Courses

Workplace Safety (continued)

Key

CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

✓ Available

✗ Not Available

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
TRANSPORTATION: GENERAL COURSES					
Accident Procedures Involving Large Vehicles			✓	30	✗
Collision Avoidance			✓	30	✓
Defensive Driving			✓	18	✓
Defensive Driving Fundamentals			✓	48	✓
Defensive Driving: Truck Safety			✓	84	✗
Distracted Driving 2.0			✓	18	✓
Emergency Situations While Driving			✓	24	✓
Ergonomics and Injury Prevention for Commercial Vehicle Operators			✓	24	✗
Flagging Safety			✓	66	✗
Flatbed Cargo Securement			✓	24	✗
Hazardous Materials: Infectious Materials Transportation by Ground			✓	46	✗
Hazardous Weather Driving for Commercial Vehicle Operators			✓	36	✗
Loading Dock Safety			✓	18	✗
Negotiating Hazards for Commercial Vehicles			✓	36	✗
Packaging Small Quantities			✓	47	✗
Safe Vehicle Backing			✓	24	✗
Trailer Coupling and Uncoupling			✓	36	✗
Urban Driving			✓	18	✗

Learn Courses

Workplace Safety (continued)

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Available



Not Available

CORE		PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
TRANSPORTATION: DEPARTMENT OF TRANSPORTATION (DOT)					
DOT 1: Introduction, Classification, and the Hazardous Materials Table			✓	42	✗
DOT 2: Packaging, Labeling, Marking, and Placarding			✓	54	✗
DOT 3: Shipping Papers			✓	30	✗
DOT 4: Loading and Storage			✓	30	✗
US Export Controls			✓	60	✗
DOT: Air Brakes			✓	30	✗
DOT: Drug and Alcohol Awareness			✓	132	✗
DOT: Hours of Service			✓	36	✗
DOT: Inspections			✓	24	✗
DOT: Security for Shipment of Hazardous Materials			✓	54	✗
TRANSPORTATION: FORKLIFT OPERATION					
Forklift Operation 1: Safety Inspection and Maintenance			✓	30	✓
Forklift Operation 2: Stability and Capacity			✓	24	✓
Forklift Operation 3: Load Handling			✓	24	✓
Forklift Operation 4: Traveling and Maneuvering			✓	24	✓
Forklift Safety Awareness 2.0			✓	24	✓

Learn Courses

Workplace Safety (continued)

Key

CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses



Available



Not Available



	CORE	PREMIUM			
COURSE NAME	CORE	WHP	WS	LENGTH (MINS)	SPANISH
TRANSPORTATION: INTERNATIONAL AIR TRANSPORT ASSOCIATION (IATA)					
IATA 1: Hazard Class Identification/Classification			✓	30	✗
IATA 2: Marking and Labeling			✓	30	✗
IATA 3: Packaging			✓	30	✗
IATA 4: Documentation			✓	30	✗
IATA 5: Limitations and Shipment Review			✓	30	✗
TRANSPORTATION: INTERNATIONAL MARITIME DANGEROUS GOODS (IMDG)					
IMDG 1: Introduction, General Provisions, and Classifications			✓	60	✗
IMDG 2: Dangerous Goods List, Special Provisions and Exceptions			✓	60	✗
IMDG 3: Packaging, Marking, Labeling, Placarding, and Documentation			✓	90	✗
IMDG 4: Loading, Unloading, and Offering Dangerous Goods			✓	60	✗