



LMS



HAWAII
EMPLOYERS
COUNCIL

LEARNING MANAGEMENT SYSTEM ONLINE COURSE CATALOG



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Cybersecurity

Cybersecurity: Browser Security (MICRO-cs-06)

Explore various strategies to fortify your online defenses, from enabling website filtering, discerning secure connections, identifying suspicious websites, to connecting to secure Wi-Fi networks, storing passwords and the importance of ad blockers.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 20 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Cybersecurity: Physical Security (MICRO-cs-05)

Physical security helps to safeguard sensitive information, prevent breaches, and preserve brand reputation. Learn about "tailgating," USB device vulnerabilities, phone phishing, and how to protect personal and organizational assets.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 10 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Cybersecurity: An Introduction to Cybersecurity (MICRO-cs-01)

Discover the critical role employees play in safeguarding your organization's digital assets. Learn to protect yourself and your company from security breaches, emphasizing the importance of vigilance and awareness.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 8 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Cybersecurity: Protecting Yourself and Your Company From Phishing Attacks (MICRO-cs-03)

This course exposes the consequences of falling victim to phishing scams. Explore the various forms of phishing attacks, including email and social media-based schemes, and gain practical strategies to enhance your cybersecurity.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 25 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Cybersecurity: Password Security (MICRO-cs-04)

Learn about common password cracking methods and gain practical insights into protecting yourself and your organization. This course empowers you to become part of the solution by adopting healthy password habits and robust security practices.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 10 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Cybersecurity: Understanding Five Common Types of Cyber Attacks (MICRO-cs-02)

Gain a comprehensive understanding of malware, phishing, typo-squatting, denial of service (DoS), and password attacks, equipping you with the knowledge to recognize and counter these threats effectively.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 10 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Cybersecurity

Cybersecurity Awareness

This course introduces managers and employees to common cybersecurity risks. The course explains phishing schemes, common cybercrime vulnerabilities, password best practices, multi-factor authentication, and physical security. It also explains different types of data and various laws that protect them. The final section covers how to report a cyber incident and what to do if an employee spots one. All subjects have practical interactive simulations.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 45 min.
Languages Offered: English
Target Audience: Managers & Employees
Closed Captioning/Transcript: Yes

End User Cybersecurity Fundamentals Series- Mobile Devices

This series presents information on fundamental end user focused security areas, each covering multiple topics in short 10-15 minute information-packed sessions. Each session is intended to provide critical information that will quickly enhance your basic understanding about how to improve your organization's overall security posture. This session's topic is mobile devices.

Cost: \$20/seat
Style: Slides with Voiceover narration
Estimated Completion Time: 17 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

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.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 45 min.
Languages Offered: English
Target Audience: Managers & Employees
Closed Captioning/Transcript: Yes

Internet and Computer Policy (ENS0031)

As the internet grows, a touch of the screen can take you through boundaries previously only dreamed of. Do you know which to cross or not cross? This course will teach you basic internet protocol to keep you and your employees safe and focused.

Cost: \$20/seat
Style: Slides with Voiceover narration
Estimated Completion Time: 30 min.
Languages Offered: English
Target Audience: Managers & Employees
Closed Captioning/Transcript: Yes

End User Cybersecurity

Fundamentals Series-Browsing

This series presents information on fundamental end user focused security areas, each covering multiple topics in short 10-15 minute information-packed sessions. Each session is intended to provide critical information that will quickly enhance your basic understanding about how to improve your organization's overall security posture. This session's topic is browsing.

Cost: \$20/seat
Style: Slides with Voiceover narration
Estimated Completion Time: 17 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

What is Artificial Intelligence (ENS_TEC_001)

Explore the foundational concepts and diverse applications of Artificial Intelligence (AI) as it expands across fields and industries. This course covers the distinctions between Narrow AI and General AI, highlighting AI's role in tasks from voice recognition to complex problem-solving.

Cost: \$20/seat
Style: Slides with Voiceover narration
Estimated Completion Time: 30 min.
Languages Offered: English
Target Audience: Managers & Employees
Closed Captioning/Transcript: Yes

Labor & Privacy Law

ADA Americans with Disabilities Act

Americans with Disabilities Act (ADA) training explains how to navigate obligations for accommodating workers with disabilities. The course covers both what the laws are and best practices for creating a disability-friendly workplace.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 20 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: Yes

Wage & Hour Training - Fair Labor Standards Act

This presentation will provide a general overview of some of the key wage and hour requirements to assist employers and employees alike in developing a greater understanding of basic compliance obligations and workplace rights. There will be a short quiz at the conclusion of the presentation.

Cost: \$20/seat

Style: Slides with Voiceover narration

Estimated Completion Time: 22 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

HIPAA Compliance for Managers and Employees

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

Cost: \$20/seat

Style: Video

Estimated Completion Time: 40 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Know the Law: The Fair Debt Collection Practices Act (FDCPA)

Explore the essential principles of the Fair Debt Collection Practices Act (FDCPA), designed to protect consumers from abusive debt collection practices. This course provides a clear and comprehensive overview of the FDCPA, detailing what it is, how it governs debt collection practices, and what steps debt collectors must take to ensure compliance. Learners will gain practical insights into maintaining ethical and lawful debt collection standards while fostering trust and transparency with consumers.

Cost: \$20/seat

Style: Slides with Voiceover narration

Estimated Completion Time: 20 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: Yes

OSHA

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.

Cost: \$8/seat
Style: Video
Estimated Completion Time: 12 min.
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. This course features closed captioning.

Cost: \$8/seat
Style: Video
Estimated Completion Time: 10 min.
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.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 26 min.
Languages Offered: English
Target Audience: Managers
Closed Captioning/Transcript: No

Lockout/Tagout Steps for Employees

The unexpected starting of machines or other unplanned releases of hazardous energy can have devastating consequences. Controlling hazardous energy can prevent injuries and save lives. This program explains the procedures workers must follow to protect themselves during lockout operations.

Cost: \$8/seat
Style: Video
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Machine Guarding & Operations 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. This course features closed captions.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 18 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes



Age

Tips for Managing Older Team Members (MICRO-di-04)

Gain insights into bridging the generation gap, respecting experience, and fostering an inclusive culture. Learn to lead diverse teams while promoting respect, communication, and collaboration.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 6 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Understanding and Preventing Age Discrimination (MICRO-di-03)

Explore five facts about age discrimination including its prevalence, the legal framework, and the impact of discriminatory behavior so you can address, and prevent age discrimination, and foster a more inclusive and equitable work environment.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 8 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Discrimination

Discrimination & Workplace Sensitivity

Learn what constitutes unlawful discrimination and what steps can be taken to promote a more culturally sensitive working environment. This training program is offered for purposes of educating recipients in helping them better understand and prevent discrimination.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 32 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: No

Protecting Employees from Workplace Discrimination (MICRO-di-08)

Learn how to establish an Equal Opportunity Employment (EOE) policy, implement effective reporting procedures, conduct annual anti-discrimination training seminars, and foster an overall environment of inclusivity.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 8 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

Understanding and Preventing the Bystander Effect (MICRO-di-21)

Learn the role of bystanders in addressing and preventing inappropriate behavior, bullying, harassment, and discrimination in the workplace. Individuals will develop the skills necessary to provide support to those impacted by inappropriate behavior.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 12 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes



Ethics

Fostering Psychological Safety at Work (MICRO-di-18)

Psychological safety creates a space where individuals feel secure to express ideas, voice concerns, ask questions, and acknowledge mistakes without fear of humiliation or punishment, impacting risk-taking, diversity of thought, and innovation.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 7 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Why a Sense of Belonging in the Workplace Matters (MICRO-di-19)

Belonging encapsulates the profound sense of connection, security, and community that every individual seeks within an organization. Investigate the dimensions of belonging as a catalyst for commitment, motivation, and job satisfaction.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 8 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Politics

Rules for Discussing Politics at Work (MICRO-di-01)

Gain the skills needed to engage in respectful and inclusive political discourse at the workplace by focusing on consent, respecting boundaries, active listening, and open-mindedness.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 5 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Increasing Social Sensitivity in the Workplace (MICRO-di-20)

Social sensitivity is a vital skill that enables you to understand and respect your colleagues' emotions, needs, and perspectives to build strong relationships, boost communication, resolve conflicts, and foster a more productive work environment.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 5 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Neurodiversity in the Workplace (ENS_DEI_023)

Explore the diverse range of neurological traits and cognitive abilities that constitute human diversity as this course delves into the characteristics and behaviors associated with neurodivergent individuals, offering practical solutions to support and celebrate these differences in the workplace.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 15 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Overcoming Exclusive Behaviors (MICRO-di-22)

Gain insights into the pressing issues of workplace loneliness and feelings of exclusion, and the detrimental impacts of exclusive behaviors on teams and personal well-being while emphasizing the importance of fostering inclusive workplaces.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 8 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

An Introduction to Business Ethics (ENS_EMP_025)

Explore the essential role of ethics in business decision-making and the balance between profit and social responsibility. This course covers key concepts like the difference between legal and ethical actions, real-world case studies of ethical dilemmas, and the benefits of fostering an ethical workplace. Through interactive scenarios, you will gain insights into ethical frameworks and learn how to apply them in complex business situations.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 25 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes



Accountability

Taking Accountability to Get Results (ENS0011)

Learn how taking accountability can change the results you are getting at work and in your life. This course uses application exercises and a rich multimedia process to give you the insight and skills to change results through taking accountability.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 30 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

Communication

Business Email Etiquette (ENS0041)

Millions of messages are sent through email daily. What do your messages say about you? Learn etiquette for your communications to impact your overall results. This course will give you the foundation you need to be effective in your email messages.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 30 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

Happiness U: Body Language of Lies (H008)

When someone is out of truth, we can compare their body language to what was said to discern whether truth is being told. For example, a shrug of one shoulder versus two is a clue.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 17 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Communicating Effectively

In this program, we'll learn the art of effective communication, what leads to conflict, and the power of actions and words. There's a powerful connection between the words we use and the results we get. Poorly chosen words can hamper enthusiasm and effect self-esteem.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 4 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Happiness U: Communicating Strategies to Infuse Positivity (H006)

How we speak to one another makes a difference. Begin to incorporate specific positive ways of asking and responding to others so that the interaction is optimized.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 8 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Meetings That Get Results (ENS0012)

Through application exercises and a rich multimedia process, learn the components that make meetings worth the time and effort of everyone involved. This course will also teach you to make meetings effective even when you are not the one conducting.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 30 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

Happiness U: Understanding Body Language (H007)

We communicate non-verbally all the time. Learn a few interesting tips on how to read the emotions of others through their body language, and how to come across to others in the way intended.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 17 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Conflict

A Guide to Conflict Resolution (ENS0038)

Resolving conflicts has a positive effect on the work environment, making it happier and more productive. This course offers a myriad of conflict resolution skills and strategies that will help employees better deal with disputes in the workplace.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 40 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

Dealing with Discrimination (ENS0018)

Learn the steps to help you recognize when discrimination is occurring, identify how to acknowledge the situation, and know how to proceed to eliminate the problem. Gain the skills you need to truly identify, address, and deal with discrimination.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 30 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

Happiness U: Dealing With Irritating People (H005)

Some people we like, some we don't, and others are just plain annoying. This session offers new perspectives on how to not lose energy to those that irritate you, and move on.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 10 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Happiness U: Dealing with Negativity (H0018)

Life can be negative. People can be negative. Situations can be negative. Sometimes it's helpful to understand the bigger picture and how to find balance so that you don't get dragged down.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 12 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Happiness U: Keep Cool, Calm, and Collected (H0024)

It happens to all of us. Someone, something or some situation comes up that pushes us to the edge of our patience. This session has specific techniques and strategies to move past frustration and into acceptance.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 10 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Happiness U: Temper Emotional Triggers (H0010)

When someone ticks us off, the first thing we do is want to react and fight back by sending that email (that you later regret). This class covers a technique to quell the urge to react so you can respond with grace.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 9 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No



Critical Thinking

Critical Thinking and Problem Solving (ENS0037)

In this course, you will learn strategic steps to prevent chaos and solve new or recurring problems. Your ability to think critically and solve problems effectively and in a timely manner will increase thus propelling your end results to new heights.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 35 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Happiness U: Accepting the Unacceptable (H0025)

When things get thrown off track, we suffer. Whether your setback is personal or professional, the best thing to do is to reset your perspective, find neutral, regroup and charge forward again.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 8 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: Dealing With Too Much Change (H002)

Change that we don't want is often the hardest to accept, yet there are ways to look at change, and process unwanted change. This presentation gives the anatomy of change and how to best cope.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 13 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Decision Making

Decision Making (ENS0016)

Learn the steps to make more strategic choices and to feel comfortable with the decisions you make. Using application exercises and a rich multimedia process you will soon be more comfortable in your own skin and more effective with your choices.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 30 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Goal Setting

Goal Setting: Get SMARTER With Goals (ENS0008)

In this course you will learn how to apply the S.M.A.R.T.E.R. and view real world examples of how it is applied to goal setting. You will set your own goals and apply the methodology, then learn additional strategies for achieving your goals.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 35 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes





Personal Growth

Business Dining Etiquette (ENS0007)

Proper etiquette makes a statement. Learn proper business dining etiquette for before, during, and after the meal, understand common place settings and proper utensils, and about proper etiquette when you are hosting a meal.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 30 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Happiness U: How to Feng Shui Your Space in 3 Easy Steps (H1002)

Learn: to self-create an environment that is optimally supportive, how to make a profound difference to your environment, how clutter affects your life, what to keep and what to let go of, and how to generate positivity within your walls.

Cost: \$20/seat
Style: Narrated Video with Slides
Estimated Completion Time: 19 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: How to Increase Your Energy for Productivity (H1005)

The more energy we have, the better we feel and the more productive we can be, but sometimes it's hard to stick to a new habit, or know where to start. After you learn about the four sources of energy, pick one action or new habit to implement.

Cost: \$20/seat
Style: Narrated Video with Slides
Estimated Completion Time: 33 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: Finding Purpose in Life (H023)

Do you ever feel like life has lost its purpose? Has life become humdrum? If so, this session will bring to light new ways to see how purposeful your life is, and where to start to find purpose and grow it.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 11 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: How to Get Motivated to Clear Clutter (H1001)

Learn: your clutter personality type, why it's difficult to let go, the correlation of clutter location to what it means to you, strategies for where to start and how to clear it, and solutions for common obstacles when it comes to clearing clutter.

Cost: \$20/seat
Style: Narrated Video with Slides
Estimated Completion Time: 22 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: How to Overcome Overwhelm Effectively (H1004)

Transcend your overwhelm so you can operate more effectively with a greater sense of calm and ease. Learn to reduce overwhelm, why you need to stop saying "should", why you need to say "no", and develop protocol to stay present and productive.

Cost: \$20/seat
Style: Narrated Video with Slides
Estimated Completion Time: 35 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: How to Avoid Burnout (H003)

Everything you want to know about burnout, its dimensions and stages and how to prevent or reverse it. This session covers all the latest about burnout and even how the pandemic has affected us.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 13 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: How to Have a Healthier Mindset About Money (H1003)

Learn why you are not as financially abundant as you would like to be: how to develop a "wealth mindset", the connection between money and your energy, a new way to define your net worth, Identify unhealthy mindsets or beliefs.

Cost: \$20/seat
Style: Narrated Video with Slides
Estimated Completion Time: 35 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: How to Overcome Failure and Come Out Ahead (H004)

Things don't always go our way. We know this and we can usually adapt as we go, but what do we do when we mess up? Instead of feeling bad about it, gain from the pain of failure.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Personal Growth, cont'd

Happiness U: How to Practice Mindfulness (H019)

Having greater self-control, improved concentration and mental clarity can all come from being more "mindful" on a daily basis. This session covers simple exercises to implement mindfulness for greater ease.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 13 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

It's my Job! Career Growth (ENS0028)

Your career is YOUR career and therefore YOUR responsibility to manage. In this instructive course, learn key steps to identifying what you want out of your career and how to make it happen.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 25 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Mastery of Self-Awareness

It is common to avoid responsibility, avoid problem-solving, or avoid looking at ourselves in a truthful way. It is all right not to know all the answers - that's what experience is for. But taking problems head-on will make you more liberated and aware. We will learn to look at ourselves objectively, how to challenge ourselves to move beyond our default point-of-view and that the first step toward success is always inward.

Cost: \$8/seat
Style: Video
Estimated Completion Time: 4 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Interviewing Skills for Employees (ENS0030)

The process of interviewing for a position can be nerve racking. This course takes you through a typical interview process and prepares you for what you may encounter. Learn top skills to ease your nerves and prepare you for any interview.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 30 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Happiness U: Let Go of Worry (H0016)

Worry is one of the most misused use of our energy. How can one stop the bad habit of worrying? Harvard has come up with three "anti-worry" affirmations that reverse the worry signal in our brain.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 10 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Powerful Presentations (ENS0025)

Audiences decide if a presentation is worth paying attention to in the first 1-2 minutes. To be an effective presenter, there are multiple factors to consider and skills to develop. Learn the key skills to creating powerful presentations.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 30 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Happiness U: Introversion vs Extroversion (H009)

Do you get more energy from being alone than being with people? Or do you get energy by spending time with others? Understand the difference, and how to use it to your advantage.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Making the Connection: A Guide to Networking (ENS00027)

The opportunities for networking, both "social" and in person, are endless. Learn to be strategic about your networking efforts to build the best relationships and truly get the results you want.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 20 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Happiness U: Prepave for Power (H001)

The future is undetermined and it's natural to fear the worst of what you don't want to happen rather than what you would rather see happen. This session paves the path towards getting what you want versus what you fear.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 10 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Personal Growth, cont'd

Happiness U: Reducing Stress (H0017)

Stress stems from the inability to adapt to a changing environment. Sometimes it's helpful to take a moment to look for a new perspective of our stress so that we can find a new way to let it go.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 11 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Happiness U: Work-Life Balance (H020)

Whether it's children, caregiving for loved ones, or life in general that pulls you in all directions, what is the mindset needed for balance? What can be done for relief or to move towards greater balance.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 16 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

The Art of Negotiation (ENS0013)

Regardless of the type of work we do, knowing how to negotiate effectively can greatly impact our success and our satisfaction. This course will teach you basic skills to negotiate effectively to get the results you want.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 40 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

Work Life Balance (ENS0021)

Create a healthy work/life balance that respects your priorities, sets boundaries, and helps you better manage your time and energy. Learn the causes of work/life imbalance and outline the steps you can take to get things back on track.

Cost: \$20/seat

Style: Slide with voiceover narration

Estimated Completion Time: 25 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

Happiness U: Transcend Guilt (H022)

Guilt that siphons our energy. Whether it's from relaxing when you feel you "should" be working, buying something "pricey," or letting your kids play video games "too much," this session offers a fresh perspective.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 13 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Virtual Meeting Etiquette (ENS_EMP_024)

Virtual Meeting Etiquette equips professionals with essential skills for conducting and participating in virtual meetings. Covering key practices for maintaining professionalism, ensuring effective communication, and creating an inclusive environment, participants will learn how to optimize meeting times, set clear agendas, manage technology, and foster engagement, ultimately enhancing productivity and strengthening professional relationships in a virtual setting.

Cost: \$12/seat

Style: Slide with voiceover narration

Estimated Completion Time: 10 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes



Remote Work

Telecommuting: Strategies for Remote Employees (ENS0042)

Telecommuting offers a lot of freedom, but that doesn't mean you can ignore your work responsibilities. This course will help you decide if telecommuting is a good fit for you and then provide some strategies for being effective as a remote employee.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 30 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

Responsibility

Social Media Behavior

An employee mocks a co-worker's accent and national origin on social media, sparking a conversation about what is appropriate social media conduct when it involves colleagues and the workplace.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 3 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Happiness U: Clear Desk Clutter (H0011)

We are connected to everything around us both visibly and invisibly. Visual clutter affects us by siphoning off our energy and reinforcing overwhelm and disorganization. Get motivated with specific ways to shift your workspace.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 12 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Happiness U: How to Avoid Distractions (H0012)

When you sit down to work, do you find that you need to learn "how to focus" better? Multi-tasking has become the norm and we've trained our minds to jump around. This session covers specific proven strategies that help.

Cost: \$10/seat

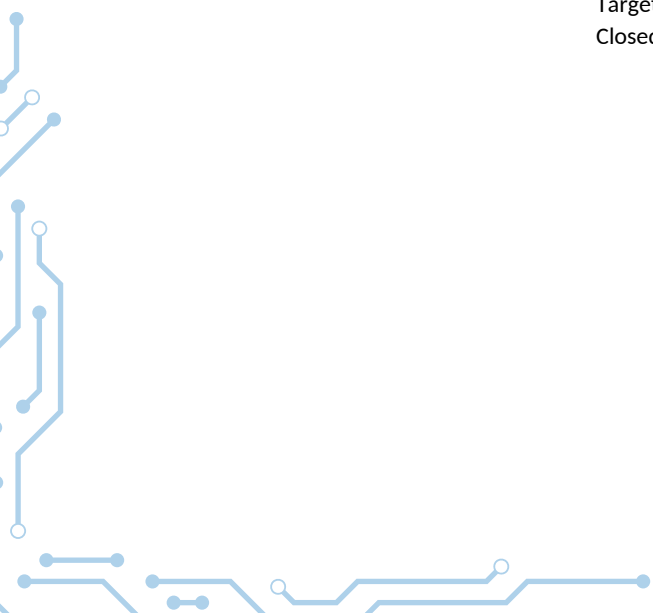
Style: Narrated Video with Slides

Estimated Completion Time: 12 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No





Time Management

An Effective Leader's Guide to Time Management (ENS0019)

Gain the skills to up your productivity and own your time. This course teaches you to integrate effective time management skills into your daily practices resulting in increased productivity, effectiveness, and overall desired outcomes.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 30 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Happiness U: How to Get Motivated (H0013)

When you have absolutely no interest and desire to do something, yet you know you "have" to get it done, how do you start? This session covers some mindset techniques to get you moving towards the object of least desire.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 9 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: Minimize Mental Fatigue (H0014)

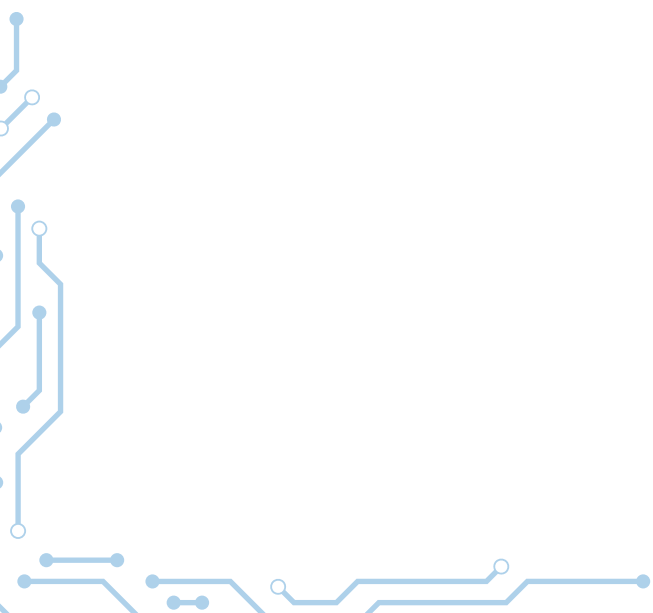
Are you mentally drained? Have a hard time remembering things? Or making decisions about simple things? This session covers some proven techniques to minimize energy loss, and boost your mental acuity.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 9 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: Time Stressed to Time Blessed (H0015)

Many of us go through our days scattered, distracted, overwhelmed, and frustrated having "not enough time" to do everything we want to do. Move towards time expansion, and opt out of the negativity around time scarcity.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No



Conduct

Creating a Code of Conduct (ENS0040)

This course will take you through the steps to determine appropriate conduct and to navigate tricky or touchy ethical situations. Increase your awareness and understanding to navigate the murky waters of ethics and appropriate code of conduct.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 25 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: Yes

Drugs and Alcohol in the Workplace (Employees)

This course provides a basic understanding of what substance misuse is and the workplace safety issues associated with both legal and illegal substances. Employees learn the warning signs of a substance misuse problem and constructive ways to respond.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 25 min.

Languages Offered: English & Spanish

Target Audience: Employees

Closed Captioning/Transcript: No

Fiduciary

Fiduciary Basics - Defined Benefit Pension Plans

This training will provide an introduction to pension plan sponsors about their legal obligations under the Employee Retirement Income Security Act of 1974 (ERISA) and related laws. Specifically, the training is designed to educate pension plan sponsors about what it means to be a pension plan fiduciary; to train plan sponsors to identify who within the organization is a fiduciary; and to understand what continuing obligations a fiduciary has to the pension plan once it is established.

Cost: \$8/seat

Style: Slides with voiceover narration

Estimated Completion Time: 9 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: No

Fiduciary Basics - Health Plans

This training will provide an introduction to group health plan sponsors about their legal obligations under the Employee Retirement Income Security Act of 1974 (ERISA) and related laws. Specifically, the training is designed to educate group health plan sponsors about what it means to be a health plan fiduciary; to train plan sponsors to identify who within the organization is a fiduciary; and to understand what continuing obligations a fiduciary has to the health plan once it is established.

Cost: \$10/seat

Style: Slides with voiceover narration

Estimated Completion Time: 12 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: No

Fiduciary Basics - Retirement Plans

This training will provide an introduction to retirement plan sponsors about their legal obligations under the Employee Retirement Income Security Act of 1974 (ERISA) and related laws. Specifically, the training will educate retirement plan sponsors about what it means to be a retirement plan fiduciary; to train plan sponsors to identify who within the organization is a fiduciary; and to understand what continuing obligations a fiduciary has to the retirement plan once it is established.

Cost: \$10/seat

Style: Slides with voiceover narration

Estimated Completion Time: 10 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: No

Hiring and Termination

Effective Hiring Practices (ENS0032)

It is vital to understand what is appropriate and what is not when "hiring practices" is the name of the game. This course will take you through application exercises so that you can immediately apply what you have learned to your current situation.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 75 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: Yes

Interview Compliance & Fair Hiring

Interview Compliance & Fair Hiring explains how discrimination can occur in recruiting, interviewing, and hiring, as well as provides guidelines for handling your hiring-related responsibilities in a fair and legal manner.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 30 min.

Languages Offered: English & Spanish

Target Audience: Managers

Closed Captioning/Transcript: No

Interviewing Skills for Managers: Conducting an Interview (ENS0029)

"Can I ask this?" "Will she be a good fit?" "Who else should I invite to the interview?" To have a "good interview" there are many questions to answer. Learn the skills to conduct effective interviews to get the right people in the right seats.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 25 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: Yes

HR Compliance

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.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 25 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: Yes

Layoffs/Downsizing

Company Layoffs and Downsizing (ENS0039)

The reality of layoffs, reduction, downsizing, rightsizing, staff cuts, etc. is a complex process. This course will increase your understanding of how to make this potentially traumatic experience as successful and positive as possible.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 45 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: Yes



Discipline

Discipline in the Workplace

In this program we'll learn that it is better to correct behavior than to punish it, when disciplinary action is needed, and how to investigate and start a report. A good manager knows disciplining employees is part of the job. A great manager knows the purpose of discipline is to correct behavior instead of punishing or embarrassing an employee.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 5 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: No

Employee Discipline (ENS0034)

It can be awkward when you have to "deal" with inappropriate or ineffective behavior. Learn how to appropriately discipline to reduce those awkward moments, resulting in a better experience for everyone, as well as your overall results.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 55 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: Yes

Feedback

Giving Feedback that Gets Results (ENS0033)

Feedback can be much more than a criticism at the end of an event, in fact feedback can be both positive and negative and needs to be given not only strategically, but also consistently. Learn how to give feedback that gets fantastic results.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 40 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: Yes

The Effective Leader's Guide to Receiving Feedback (ENS0001)

In this course you will learn how to graciously and effectively receive feedback in a way that gets results. You will also learn about the "feedback filter" and how to create a valuable feedback rich environment in your company, division, or team.

Cost: \$20/seat

Style: Slide with voiceover narration

Estimated Completion Time: 30 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: Yes

Performance Reviews: Powerful or Pathetic? (ENS0005)

Learn how to turn a performance review into a strategic opportunity to connect with your employees to clarify goals, make course corrections, offer coaching and encouragement, and provide a vehicle for consistent performance improvement.

Cost: \$20/seat

Style: Slides with voiceover narration

Estimated Completion Time: 50 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: Yes



Leadership

Building Leadership Capability (ENS0020)

Knowing how to effectively coach and mentor your people is key to both their success and to preparing new leadership to step up. Learn the skills to be an effective coach or mentor and build additional leadership capability in your organization.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 30 min.
Languages Offered: English
Target Audience: Managers
Closed Captioning/Transcript: Yes

Everyone is a Leader (ENS0035)

For a time, the Disney company got some of its best ideas from the janitor. Leadership can be seen in any role and from any person. Learn how to identify leadership potential and how to use the influence of "unofficial" leaders to everyone's benefit.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 25 min.
Languages Offered: English
Target Audience: Managers
Closed Captioning/Transcript: Yes

Managing Up (ENS0026)

Learning how to manage up is a key component of any successful career. This course will teach you what you need to know to have a great rapport with and create positive relationships with those you report to.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 30 min.
Languages Offered: English
Target Audience: Managers
Closed Captioning/Transcript: Yes

Developing Leadership Style (ENS0036)

Learn to identify your personal leadership style and how to incorporate your style into any role. Knowing your style will allow you to be more effective in choosing team members, managing up or down, and in getting your own work done.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 60 min.
Languages Offered: English
Target Audience: Managers
Closed Captioning/Transcript: Yes

First-Time Manager Tips

As a first-time manager, you will discover it takes time to find your footing and know your direction. This program discusses the four components to effective management and what behaviors to avoid. Viewers will also learn how to build a healthy workplace culture.

Cost: \$8/seat
Style: Video
Estimated Completion Time: 7 min.
Languages Offered: English
Target Audience: Managers
Closed Captioning/Transcript: Yes

The Power of Vision (ENS0009)

This course will help you create a powerful vision of where you want to go and what you want to achieve. Learn how to get others on board with your vision from examples of real-world individuals who took their vision and made it a reality.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 25 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Employment Law Training - The Essentials for Managers

This training equips managers with a clear understanding of key workplace laws related to their roles. Topics include: Interviewing and Hiring, Wage and Hour Laws, Preventing Retaliation, FMLA Basics, Handling Harassment Complaints and Reasonable Accommodations.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 30 min.
Languages Offered: English
Target Audience: Managers
Closed Captioning/Transcript: No

Leading With Your Strengths (ENS0010)

To be an effective leader, it is important to focus on and learn to lead with your strengths. Do you know your strengths and how they can help you to be an effective leader? This guide will teach you how to identify and lead with your strengths.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 30 min.
Languages Offered: English
Target Audience: Managers
Closed Captioning/Transcript: Yes

Transition to Leadership (ENS0022)

Learn to navigate the sometimes difficult transition from an individual contributor into leadership. Regardless of the leadership role you now fill, this course will smooth your transition and put you in position to excel in your new role.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 40 min.
Languages Offered: English
Target Audience: Managers
Closed Captioning/Transcript: Yes



Leadership

Successfully Managing Remote and On-Site Teams (ENS_MAN_008)

Explore the dynamics of successfully managing remote and on-site teams in today's evolving work landscape. Discover the benefits of a hybrid workplace, effective management strategies, and the importance of clear communication, social connections, training, and continuous assessment. Gain the skills to navigate the challenges of managing hybrid teams and create a productive and inclusive work environment.

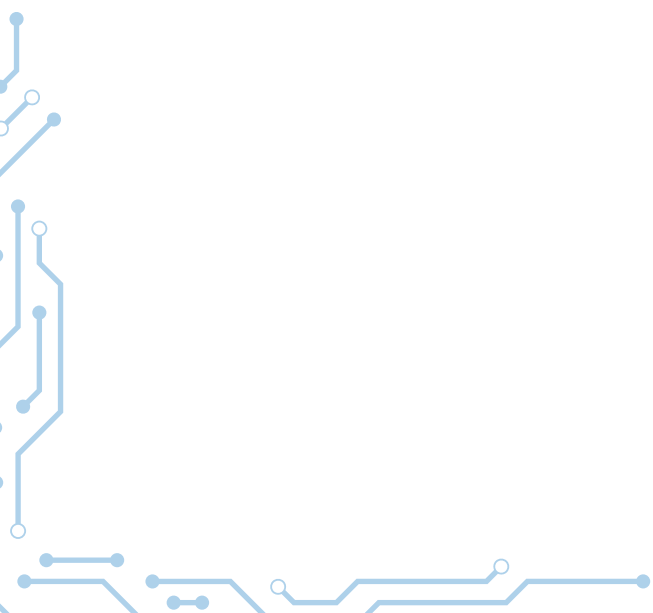
Cost: \$10/seat
Style: Slides with voiceover narration
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Managers
Closed Captioning/Transcript: Yes

Motivation

Motivating Employees (ENS0006)

Understand motivation by focusing first on identifying the foundational needs of your employees to help them thrive then assessing their motivation level to determine what types of programs, incentives, or changes will help increase their motivation.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 25 min.
Languages Offered: English
Target Audience: Managers
Closed Captioning/Transcript: Yes





Active Shooter

Active Shooter Attack Survival Training for Employees

This short, dramatic video clearly demonstrates the essentials for surviving a tragic event that happens all too often across our country. The video follows a dramatization of an active shooter event and identifies proper behavior and procedures that save the lives of those involved. An emergency response dispatcher then reviews the key actions that saved the employees lives. This is not something we like to think about, but like other safety topics, being aware and prepared can prevent injury.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 15 min.
Languages Offered: English & Spanish
Target Audience: Employees
Closed Captioning/Transcript: No

Run. Hide. Fight. What to do in an Active Shooter Situation (ENS-0043)

Being prepared for an active shooter situation can help you to act clearly and decisively at a time when every second counts. This course provides you with the reassurance and empowerment needed to go about your daily activities with confidence.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 25 min.
Languages Offered: English
Target Audience: Managers
Closed Captioning/Transcript: Yes

Bullying

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.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 20 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Chemical & Environmental

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.

Cost: \$12/seat
Style: Video
Estimated Completion Time: 13 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No



Construction

Caught-Between Hazards: One of Construction's Fatal Four

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.

Cost: \$12/seat
Style: Video
Estimated Completion Time: 13 min.
Languages Offered: English & Spanish
Target Audience: Employees
Closed Captioning/Transcript: No

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.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 15 min.
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.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 14 min.
Languages Offered: English & Spanish
Target Audience: Employees
Closed Captioning/Transcript: Yes

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.

Cost: \$8/seat
Style: Video
Estimated Completion Time: 8 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Hand And Power Tool Safety In Construction Environments

This program shows how tool accidents can be significantly reduced by applying good general safety rules, and reviews what hazards are associated with the specific types of tools we use.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 17 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Safety Orientation for Construction Employees

Construction work is very dangerous, as nearly 1,000 workers are killed and thousands of others are injured on construction job sites each year. This program stresses the point that these workers must be responsible for their own personal safety. Construction Safety Specialist Bob Synnett discusses the hazards of construction work and what actions construction workers can take to avoid mishaps on the job.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 24 min.
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.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 20 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Industrial Crane Safety

The movement of materials by industrial cranes can be quite hazardous to operators, pedestrians, and company property. Ensuring that operators of industrial cranes are fully trained and always operate their crane in a safe manner can prevent injuries and save lives. This safety training video reviews how to properly rig and transport loads.

Cost: \$12/seat
Style: Video
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Coronavirus Prevent & 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.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 22 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

Ergonomics

Adjusting Workstations & Postures

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

Cost: \$20/seat

Style: Video

Estimated Completion Time: 13 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

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.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 14 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

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.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 21 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: Yes

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. This course features closed captioning.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 20 min.

Languages Offered: English & Spanish

Target Audience: Employees

Closed Captioning/Transcript: Yes

Lifting Safety for Employees

This program demonstrates how to combine various lifts and postures associated with Dr. Schaefer's PowerLift technique to overcome the real-world challenges presented by many material handling situations.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 19 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

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."

Cost: \$20/seat

Style: Video

Estimated Completion Time: 19 min.

Languages Offered: English

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.

Cost: \$10/seat

Style: Video

Estimated Completion Time: 10 min.

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.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 10 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Fire

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.

Cost: \$12/seat
Style: Video
Estimated Completion Time: 11 min.
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.

Cost: \$12/seat
Style: Video
Estimated Completion Time: 11 min.
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.

Cost: \$8/seat
Style: Video
Estimated Completion Time: 9 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

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.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 16 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

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.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 19 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

General Workplace

Accident Investigation Techniques for Managers

This program will help everyone involved in an investigation—management, employees and investigators—understand their roles in the process. Viewers will also learn how to recognize common mistakes made during investigations and how to make the right changes that can prevent injuries and improve workplace safety.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 23 min.
Languages Offered: English
Target Audience: Managers
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.

Cost: \$12/seat
Style: Video
Estimated Completion Time: 11 min.
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.

Cost: \$12/seat
Style: Video
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

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.

Cost: \$12/seat
Style: Video
Estimated Completion Time: 12 min.
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. This course features closed captioning.

Cost: \$12/seat
Style: Video
Estimated Completion Time: 11 min.
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.

Cost: \$1/seat
Style: Video
Estimated Completion Time: 13 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

General Workplace, cont'd

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.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 23 min.

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.

Cost: \$10/seat

Style: Video

Estimated Completion Time: 10 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

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.

Cost: \$12/seat

Style: Video

Estimated Completion Time: 12 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Ladder Safety for Employees

Step ladders, straight or extension ladders, rolling ladders, step stools, and specialty ladders: each have the potential to be very dangerous, so it is critical that workers follow safe work practices when using any type of ladder to avoid mishaps and injuries. This program provides an overview of the safe work practices employees must follow to prevent falls from ladders and other injuries.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 14 min.

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.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 27 min.

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.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 18 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

General Workplace, cont'd

Safety Awareness for New Employees

This program discusses the most common safety issues new hires may encounter while performing their jobs, and the safe work practices and job procedures that must be followed to prevent injuries. Topics include various types of personal protective equipment, preventing slips, trips and falls, ladder safety, pedestrian safety, safe lifting techniques, hazard communication, lockout/tagout, emergency response, bloodborne pathogens, incident reporting and confined spaces.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 35 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

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.

Cost: \$12/seat
Style: Video
Estimated Completion Time: 12 min.
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.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 35 min.
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.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 21 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

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. This course features closed captions.

Cost: \$10/seat
Style: Video
Estimated Completion Time: 10 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Utility Knife Safety for Employees

While the blade of a knife may be sharp, it's not very bright. It cannot tell the difference between cutting work material or slicing a hand or finger. That's why your employees must stay sharp, always keeping their minds on safety when using industrial knives. This program discusses common industrial knife safety rules and explains why a deep cut or laceration to a worker's hand can be so damaging.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 16 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

General Workplace, cont'd

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.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 21 min.
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. This course features closed captioning.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 14 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Harassment

Responding to Complaints

This training for managers explains how to properly acknowledge and handle employee concerns, including complaints made about them. Managers learn how to thoroughly investigate employee complaints and how to avoid pitfalls that can cause complaints to escalate into larger problems.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 20 min.
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.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 40 min.
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.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 55 min.
Languages Offered: English & Spanish
Target Audience: Employees
Closed Captioning/Transcript: No

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.

Cost: \$12/seat
Style: Video
Estimated Completion Time: 13 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Health Care

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.

Cost: \$8/seat
Style: Video
Estimated Completion Time: 9 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

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.

Cost: \$8/seat
Style: Video
Estimated Completion Time: 9 min.
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.

Cost: \$10/seat
Style: Video
Estimated Completion Time: 11 min.
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 arc flash 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. This course features closed captioning.

Cost: \$12/seat
Style: Video
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Personal Protective Equipment (PPE), cont'd

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.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 17 min.

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.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 16 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

Powered Industrial Truck & Aerial Lifts

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.

Cost: \$12/seat

Style: Video

Estimated Completion Time: 13 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

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. This course features closed captioning.

Cost: \$12/seat

Style: Video

Estimated Completion Time: 13 min.

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.

Cost: \$12/seat

Style: Video

Estimated Completion Time: 12 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

Powered Industrial Truck & Aerial Lifts, cont'd

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.

Cost: \$10/seat
Style: Video
Estimated Completion Time: 10 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Mobile Elevating Work Platforms

This program reviews the important changes in the new standards and discusses the basic safe work practices platform operators must follow to prevent accidents and injuries. Topics include platform classification, ANSI training requirements, site risk assessment, rescue planning, pre-operational inspection, work zone inspection, driving safety, raising and working on the platform, and lowering and dismantling a lift.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 23 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

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.

Cost: \$10/seat
Style: Video
Estimated Completion Time: 10 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Safe Use and Operation of Order Selectors

This program discusses the features of order selectors, proper safe operating practices, how to retrieve items, and safe lifting techniques when adding items to the order selector's platform.

Cost: \$12/seat
Style: Video
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

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.

Cost: \$10/seat
Style: Video
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Supported Scaffolding Safety In General Industry And Construction Environments

This training discusses supported scaffolds, how they should be constructed, the hazards that are associated with them, the OSHA regulations that address these hazards and the equipment and procedures that employees should use to work with them safely.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 17 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Transportation

Defensive Driving Tips for Transportation Employees

This program provides an overview of the defensive driving practices all vehicle operators should follow to avoid costly and sometimes deadly traffic accidents.

Cost: \$10/seat

Style: Video

Estimated Completion Time: 10 min.

Languages Offered: English & Spanish

Target Audience: Employees

Closed Captioning/Transcript: No

Distracted Driving Prevention for Transportation Employees

This program discusses the dangers of distracted driving and provides an overview of the various types of distractions. It also explains how one distraction can lead to another and reviews tips, practices and habits that can be used to eliminate driving distractions, prevent vehicle crashes and save lives. Topics include why distracted driving is a problem, the four specific types of distraction, multi-faceted distractions, and controlling potential distractions before driving.

Cost: \$12/seat

Style: Video

Estimated Completion Time: 11 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: yes

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.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 15 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

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.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 17 min.

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.

Cost: \$8/seat

Style: Video

Estimated Completion Time: 9 min.

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.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 15 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Violence

Preventing Workplace Violence for Employees

This training is designed to help employees recognize and report troubling behaviors before they escalate and respond effectively to situations. This course explains what workplace violence is, reviews red-flag behaviors, and outlines the connection between domestic and work violence.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 25 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Preventing Workplace Violence for Managers

This training is designed to help managers recognize and report troubling behaviors before they escalate and respond effectively to situations. This course explains what workplace violence is, reviews red-flag behaviors, and outlines the connection between domestic and work violence.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 30 min.

Languages Offered: English

Target Audience: Managers

Closed Captioning/Transcript: No

Workplace Violence Prevention: Mental Health and Its Impact on Workplace Behavior (ENS_EMP_029)

Discover the vital connection between mental health and workplace safety, and its impact on creating a thriving workplace. Explore strategies to foster a supportive environment, identify early warning signs of distress or potential risks, and champion well-being for every employee.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 15 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Workplace Violence Prevention: Anti-Bullying Strategies (ENS_EMP_027)

Explore effective anti-bullying strategies designed to prevent workplace violence and foster a respectful, supportive environment. Learn how to identify and address bullying behaviors, understand their impacts on individuals and organizations, and adopt proactive measures to promote a positive workplace culture.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 25 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Workplace Violence Prevention: Conflict Resolution Strategies (ENS_EMP_028)

Mastering conflict resolution is essential to maintaining a safe, respectful, and productive workplace. Explore proactive strategies to address disagreements, prevent escalation, and resolve conflicts constructively. By learning effective communication techniques, emotional regulation, and de-escalation skills, participants will gain the tools to foster collaboration and reduce the risk of workplace violence.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 15 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Workplace Violence Prevention: The Five Types of Workplace Violence (ENS_EMP_026)

Develop essential skills to identify and prevent workplace violence in its various forms, including criminal intent, customer aggression, coworker conflicts, domestic violence, and ideological threats. Learn how to recognize early warning signs, de-escalate potential incidents, and protect the safety and well-being of yourself and your team. Through practical tools and strategies, foster a respectful, secure workplace where everyone feels safe.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 35 min.

Languages Offered: English

Target Audience: Managers & Employees

Closed Captioning/Transcript: Yes

Adaptability and Change

Happiness U: Dealing With Too Much Change (H002)

Change that we don't want is often the hardest to accept, yet there are ways to look at change, and process unwanted change. This presentation gives the anatomy of change and how to best cope.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 13 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: Prepave for Power (H001)

The future is undetermined and it's natural to fear the worst of what you don't want to happen rather than what you would rather see happen. This session paves the path towards getting what you want versus what you fear.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 10 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: How to Avoid Burnout (H003)

Everything you want to know about burnout, its dimensions and stages and how to prevent or reverse it. This session covers all the latest about burnout and even how the pandemic has affected us.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 13 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Gaslighting in the Workplace: Identifying and Addressing Harmful Dynamics (ENS_EMP_030)

Gain practical tools and insights to identify and address gaslighting behaviors in the workplace. Participants will examine how gaslighting manifests and build the capacity to foster open communication and promote accountability.

Cost: \$20/seat
Style: Narration with slides
Estimated Completion Time: 15 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Happiness U: How to Overcome Failure and Come Out Ahead (H004)

Things don't always go our way. We know this and we can usually adapt as we go, but what do we do when we mess up? Instead of feeling bad about it, gain from the pain of failure.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

General Health

Common Sense & Critical Thinking: Mental & Physical Health

This video lists a commonsense guide to good mental health and wellness. It covers basics such as good nutrition and exercise to more complex topics such as relationships and handling conflicts. These tips enable people to benefit both on and off the job. Topics include guides to good mental health and wellness, following a good nutrition and exercise plan, handling relationships, and conflicts on and off the job.

Cost: \$8/seat
Style: Video
Estimated Completion Time: 9 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Healthy Practices: Nutrition, Exercise, and Safety (ENS0014)

We all know it is important to have healthy habits in our lives. Through application exercises and a rich multimedia process, this course teaches simple strategies to help you implement simple daily practices that lead to a healthy life.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 35 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

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.

Cost: \$20/seat
Style: Video
Estimated Completion Time: 18 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Mindset and Perspective Management

Happiness U: Accepting the Unacceptable (H0025)

When things get thrown off track, we suffer. Whether your setback is personal or professional, the best thing to do is to reset your perspective, find neutral, regroup and charge forward again.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 8 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: Dealing with Negativity (H0018)

Life can be negative. People can be negative. Situations can be negative. Sometimes it's helpful to understand the bigger picture and how to find balance so that you don't get dragged down.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: Finding Purpose in Life (H023)

Do you ever feel like life has lost its purpose? Has life become humdrum? If so, this session will bring to light new ways to see how purposeful your life is, and where to start to find purpose and grow it.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 11 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Mindset and Perspective Management, cont'd

Happiness U: How to Practice Mindfulness (H019)

Having greater self-control, improved concentration and mental clarity can all come from being more "mindful" on a daily basis. This session covers simple exercises to implement mindfulness for greater ease.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 13 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Managing Stress at Work (ENS0015)

Learn the difference between positive and negative stress and how to manage both to achieve the results you desire. Reduce the negative stress in your world, identify pain points, and take action to regulate the stress you experience.

Cost: \$20/seat

Style: Slide with voiceover narration

Estimated Completion Time: 20 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

Happiness U: Work-Life Balance (H020)

Whether it's children, caregiving for loved ones, or life in general that pulls you in all directions, what is the mindset needed for balance? What can be done for relief or to move towards greater balance.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 16 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Happiness U: Keep Cool, Calm, and Collected (H0024)

It happens to all of us. Someone, something or some situation comes up that pushes us to the edge of our patience. This session has specific techniques and strategies to move past frustration and into acceptance.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 10 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Stress Management Techniques for Employees

Learn how to take care of yourself at work. Select innovative techniques to work on. Are you filled with anxiety and stress - or are you calm and centered? Anxiety tends to beget more anxiety. You have more power than you think to choose your mood. Keep in mind that peace of mind is achieved by quieting the mind. See which techniques work for you.

Cost: \$20/seat

Style: Video

Estimated Completion Time: 18 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Work Life Balance (ENS0021)

Create a healthy work/life balance that respects your priorities, sets boundaries, and helps you better manage your time and energy. Learn the causes of work/life imbalance and outline the steps you can take to get things back on track.

Cost: \$20/seat

Style: Slide with voiceover narration

Estimated Completion Time: 25 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: Yes

Happiness U: Let Go of Worry (H0016)

Worry is one of the most misused use of our energy. How can one stop the bad habit of worrying? Harvard has come up with three "anti-worry" affirmations that reverse the worry signal in our brain.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 10 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No

Happiness U: Transcend Guilt (H022)

Guilt that siphons our energy. Whether it's from relaxing when you feel you "should" be working, buying something "pricey," or letting your kids play video games "too much," this session offers a fresh perspective.

Cost: \$10/seat

Style: Narrated Video with Slides

Estimated Completion Time: 13 min.

Languages Offered: English

Target Audience: Employees

Closed Captioning/Transcript: No



People and Interaction Management

Happiness U: Communicating Strategies to Infuse Positivity (H006)

How we speak to one another makes a difference. Begin to incorporate specific positive ways of asking and responding to others so that the interaction is optimized.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 8 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: Dealing With Irritating People (H005)

Some people we like, some we don't, and others are just plain annoying. This session offers new perspectives on how to not lose energy to those that irritate you, and move on.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 10 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: Introversion vs Extroversion (H009)

Do you get more energy from being alone than being with people? Or do you get energy by spending time with others? Understand the difference, and how to use it to your advantage.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: Body Language of Lies (H008)

When someone is out of truth, we can compare their body language to what was said to discern whether truth is being told. For example, a shrug of one shoulder versus two is a clue.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 17 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: Temper Emotional Triggers (H0010)

When someone ticks us off, the first thing we do is want to react and fight back by sending that email (that you later regret). This class covers a technique to quell the urge to react so you can respond with grace.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 9 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: Understanding Body Language (H007)

We communicate non-verbally all the time. Learn a few interesting tips on how to read the emotions of others through their body language, and how to come across to others in the way intended.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 17 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Time and Productivity Management

Energy Management and Productivity (ENS0017)

Learn the skills of managing your energy to find yourself getting more done and feeling better while you do it! This course will take you on a journey of discovery to implement a workable plan to energize your life and get more done.

Cost: \$20/seat
Style: Slides with voiceover narration
Estimated Completion Time: 30 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: Yes

Happiness U: Clear Desk Clutter (H0011)

We are connected to everything around us both visibly and invisibly. Visual clutter affects us by siphoning off our energy and reinforcing overwhelm and disorganization. Get motivated with specific ways to shift your workspace.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: How to Avoid Distractions (H0012)

When you sit down to work, do you find that you need to learn "how to focus" better? Multi-tasking has become the norm and we've trained our minds to jump around. This session covers specific proven strategies that help.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No



Time and Productivity Management, cont'd

Happiness U: How to Feng Shui Your Space in 3 Easy Steps (H1002)

Learn: to self-create an environment that is optimally supportive, how to make a profound difference to your environment, how clutter affects your life, what to keep and what to let go of, and how to generate positivity within your walls.

Cost: \$20/seat
Style: Narrated Video with Slides
Estimated Completion Time: 19 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: How to Have a Healthier Mindset About Money (H1003)

Learn why you are not as financially abundant as you would like to be: how to develop a “wealth mindset”, the connection between money and your energy, a new way to define your net worth, Identify unhealthy mindsets or beliefs.

Cost: \$20/seat
Style: Narrated Video with Slides
Estimated Completion Time: 35 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: Minimize Mental Fatigue (H0014)

Are you mentally drained? Have a hard time remembering things? Or making decisions about simple things? This session covers some proven techniques to minimize energy loss, and boost your mental acuity.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 9 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: How to Get Motivated (H0013)

When you have absolutely no interest and desire to do something, yet you know you “have” to get it done, how do you start? This session covers some mindset techniques to get you moving towards the object of least desire.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 9 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: How to Increase Your Energy for Productivity (H1005)

The more energy we have, the better we feel and the more productive we can be, but sometimes it’s hard to stick to a new habit, or know where to start. After you learn about the four sources of energy, pick one action or new habit to implement.

Cost: \$20/seat
Style: Narrated Video with Slides
Estimated Completion Time: 33 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: Time Stressed to Time Blessed (H0015)

Many of us go through our days scattered, distracted, overwhelmed, and frustrated having “not enough time” to do everything we want to do. Move towards time expansion, and opt out of the negativity around time scarcity.

Cost: \$10/seat
Style: Narrated Video with Slides
Estimated Completion Time: 12 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: How to Get Motivated to Clear Clutter (H1001)

Learn: your clutter personality type, why it’s difficult to let go, the correlation of clutter location to what it means to you, strategies for where to start and how to clear it, and solutions for common obstacles when it comes to clearing clutter.

Cost: \$20/seat
Style: Narrated Video with Slides
Estimated Completion Time: 22 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

Happiness U: How to Overcome Overwhelm Effectively (H1004)

Transcend your overwhelm so you can operate more effectively with a greater sense of calm and ease. Learn to reduce overwhelm, why you need to stop saying “should”, why you need to say “no”, and develop protocol to stay present and productive.

Cost: \$20/seat
Style: Narrated Video with Slides
Estimated Completion Time: 35 min.
Languages Offered: English
Target Audience: Employees
Closed Captioning/Transcript: No

