



- To reduce HR liabilities at your organization
- To create a safer workplace thus decreasing employee injuries, workers compensation costs and increasing productivity
- To stay in compliance with ever-changing laws and regulations

How do you implement an employee-training program at your organization?

We offer three extensive course libraries – Human Resources, Workplace Safety, & Healthcare Safety.

Choosing either library will give your company immediate access to more than 70 employee-training courses, with engaging and interactive presentations, and valuable training tools. We're also mobile friendly, so your employees can train anywhere, anytime.

The training platform included will allow:

- Simple scheduling of training courses through a calendar feature within the system
- Grouping capabilities; for example by job, team, location, city or state
- Full tracking and reporting so you can view when your employees access and complete training
- Automated certificates of completion

It couldn't be simpler. With our online training solution, it's easy to transform the way you train your workforce with one tool that offers comprehensive courses along with a complete system for administration.

The HR - Employment Library includes HR training courses to train new employees, existing employees, and experienced managers and helps ensure compliance with all Department of Labor (DOL) rules and regulations.

- Active Shooter On-Site: What Every Employee Should Do (Multimedia)
- ADA—What Supervisors Need to Know
- Affordable Care Act: What You Need to Know
- Attendance Management—What Supervisors Need to Know
- Basic First Aid for Medical Emergencies
- Business Ethics—What Employees Need to Know
- Business Ethics: What Employees Need to Know—Spanish
- Coaching for Superior Employee Performance: Techniques for Supervisors
- Disaster Planning—What Employees Need to Know
- Disaster Planning—What Supervisors Need to Know
- Diversity for All Employees
- Effective Communication for Employees Training
- Effective Meetings: How-to for Supervisors
- Emergency Action and Fire Prevention
- Emergency Action and Fire Prevention—Spanish
- Employment Law for Supervisors—What You Should and Shouldn't Do
- Essential HR—For Those Who Have Recently Assumed HR Responsibilities
- Exit Routes—Supervisors
- Fair Labor Standards Act (FLSA)—What Supervisors Need to Know
- FMLA—What Supervisors Need to Know
- Generational Diversity
- Grounds for Termination—What Managers and Supervisors Need to Know
- HIPAA—What Employees Should Know
- HIPAA—Your Obligations Under the Privacy Rule
- Hiring Legally
- How to Conduct New Employee Orientation
- How to Explain the 401(k) to Your Employees
- How to Manage Challenging Employees
- How to Manage Military Leave
- How to Manage Time Wisely—A Guide for Employees
- How to Prevent and Respond to Bullying
- Interviewing Skills for Supervisors (Multimedia)
- Job Descriptions—How to Write Them Effectively (Multimedia)
- Measuring Job Performance—What Supervisors Need to Know
- NLRA and Unions—What Supervisors Need to Know
- Office Ergonomics Training
- Office Hazards (Multimedia)
- Office Hazards—What Supervisors Need to Know
- Pandemic Flu—How to Prevent and Respond
- Performance Appraisals—How to Conduct Effectively

- Preventing Sexual Harassment: A Guide for Employees
- Preventing Sexual Harassment: A Guide for Supervisors
- Preventing Workplace Violence—What Employees Need to Know
- Progressive Discipline
- Recordkeeping and Notice Requirements
- Recordkeeping—Injury and Illness
- Reducing Turnover and Increasing Retention
- Saving Energy at Work and Beyond
- Sexual Harassment—What Employees Need to Know
- Sexual Harassment—What Employees Need to Know (Spanish)
- Shiftwork Safety
- Social Media and Sexual Harassment
- Strategies for Legally Avoiding Unions
- Stress Management (Multimedia)
- Substance Abuse in the Workplace- What Employees Need to Know (Spanish)
- Substance Abuse in the Workplace—What Supervisors Need to Know
- Substance Abuse in the Workplace: What Employees Need to Know (Multimedia)
- Teambuilding for Supervisors
- Terminating Employees—The Process
- The Paperless Office—Conservation for Employees
- Training the Trainer: Effective Techniques for Dynamic Training
- Training the Trainer: Effective Techniques for Dynamic Training—Spanish
- Understanding COBRA/HIPAA for Supervisors
- Violence in the Workplace: How to Prevent and Defuse for Supervisors
- What You Need to Know About Identity Theft
- Workers' Compensation—What Supervisors Need to Know
- Workplace Diversity for Employees
- Workplace Diversity for Supervisors
- Workplace Ethics for Supervisors
- Workplace Harassment—What Employees Need to Know
- Workplace Harassment—What Supervisors Need to Know
- Workplace Privacy—What Supervisors Need to Know
- Workplace Security for Employees
- Workplace Security for Employees—Spanish

The Workplace Safety training library includes everything you need to increase awareness of general safety practices and achieve workplace compliance with even the most complicated regulations.

- Accident Investigation (Multimedia)
- Active Shooter On-Site: What Every Employee Should Do (Multimedia)
- Aerial Lift Safety
- Arc Flash Safety—Spanish
- Arc Flash Safety—Unqualified Person
- Avoiding Back Injuries
- Avoiding Exposure to Bloodborne Pathogens
- Avoiding Exposure to Bloodborne Pathogens (Spanish)
- Back Safety in Spanish (Ergonomics Training)
- Basic First Aid for Medical Emergencies
- Battery Safety
- Compressed Gases
- Contractor Safety
- Crane Rigging Safety Training
- Defensive Driving for Noncommercial
- Motorists (Spanish)
- Defensive Driving Training for Noncommercial Motorists
- Disaster Planning—What Employees Need to Know
- Disaster Planning—What Supervisors Need to Know
- Electrical Safety at Work—Unqualified Worker (Multimedia)
- Electrical Safety—Unqualified Worker (Spanish)
- Emergency Action and Fire Prevention
- Emergency Action and Fire Prevention—Spanish
- Employee Noise Safety Training—Noise and Hearing Conservation
- Exit Routes—Supervisors
- Eye Protection (Multimedia)
- Eye Protection (Spanish)
- Eye Protection Safety Training in the Workplace
- Fire Extinguishers
- Fire Extinguishers (Spanish)
- Forklift and Pedestrian Safety
- Forklift Operator Safety
- Good Housekeeping (Multimedia)
- Hazard Communication and GHS—What Employees Need to Know
- Hazard Communication and GHS—What Employees Need to Know (Spanish)
- Hazard Communication and GHS—What Supervisors Need to Know
- Hazard Communication Refresher
- Hazard Communication—GHS and Your Right to Know
- Hazardous Materials Transportation
- Hexavalent Chromium Safety
- Home Safety
- Hydrogen Sulfide Safety
- Industrial Ergonomics (Spanish)
- Industrial Ergonomics Training
- Introduction to OSHA and the General Duty Clause
- Job Hazard Analysis

- Ladder Safety—Multimedia
- Lockout/Tagout Training for Affected Employees
- Lockout/Tagout Training for Authorized Employees
- Lockout/Tagout: Authorized Employee (Spanish)
- Machine Guarding (Spanish)
- Machine Guarding Safety
- Metalworking Fluids
- Mold Hazards and Prevention
- New Employee Safety Orientation Training
- Noise and Hearing Conservation (Multimedia)
- Noise and Hearing Conservation (Spanish)
- Noise and Hearing Conservation: Refresher
- OSHA Inspections, Citations, and Penalties
- Permit-Required Confined Space Rescue
- Permit-Required Confined Spaces: Attendant—Spanish
- Permit-Required Confined Spaces: Entrant
- Permit-Required Confined Spaces: Entrant — Spanish
- Personal Fall Protection Systems in General
- Industry (PFPS): What Employees Need to Know
- Portable Power Tool Safety Training for Employees
- Portable Power Tool Safety—Spanish
- PPE—Foot Protection
- PPE—Hand Protection
- PPE—Hand Protection (Spanish)
- PPE—What Employees Need to Know
- Preparing for Weather Emergencies
- Preventing Slips, Trips, and Falls: A Guide for Employees (Multimedia)
- Preventing Workplace Violence—What Employees Need to Know
- Process Safety Management
- Recordkeeping—Injury and Illness
- Respirator Fit Testing—What Supervisors Need to Know
- Respiratory Protection Training
- Safe Forklift Operation
- Shiftwork Safety
- Slips, Trips, and Falls
- Slips, Trips, and Falls (Spanish)
- Slips, Trips, and Falls—What Supervisors Need to Know
- Understanding Chemical Labels Under GHS
- Understanding the Safety Data Sheet (SDS)
- Warehouse Safety
- Welding and Cutting Safety
- Working in Cold Conditions—Multimedia
- Working in Hot Conditions (MULTIMEDIA)
- Working Safely Outdoors
- Working Safely with Benzene
- Working Safely with Flammable Liquids
- Workplace Safety for Employees
- Workplace Safety for Employees (Spanish)

The Healthcare Safety Library includes safety standards and requirements to work in healthcare settings regarding standard precautions and procedures to respond to emergencies.

- Bloodborne Pathogens—Healthcare Workers
- Electrical Safety for Healthcare Workers
- Emergency Preparedness for Healthcare Workers
- Ergonomics for Healthcare Workers
- Handling Medical Waste
- Hazard Communication Training for Healthcare Workers
- Hazard Communication—Healthcare Workers
- HIPAA Privacy Rule: What Healthcare Workers Need to Know
- How to Prevent Slips, Trips, and Falls for Healthcare Workers
- How to Prevent Workplace Violence—A Guide for Healthcare Workers
- Lab Safety for Healthcare Workers
- Lifting and Carrying Patients Best Practices
- Pandemic Flu—How to Prevent and Respond
- PPE for Healthcare Workers
- Respiratory Protection for Healthcare Workers
- Understanding HIPAA Privacy Laws
- Workplace Violence Prevention for Health Care in California: What Employees Need to Know