



# Learn & Grow.

## Course List.

Category	Course
Career	4 Ways to Enhance your Career - Interactive
Career	Career Development: Moving Up the Ladder
Career	Creating a Powerful Resume - Interactive
Compliance	HIPAA Rules and Compliance - Spanish Language
Compliance, Employee Training	HIPAA Rules and Compliance
Compliance, Supervisor Training	HR Compliance Essentials for Managers - Managing within the Law
Compliance, Supervisor Training	Office Ergonomics
Computer Security, Cyber Security	Computer Workstation Safety
Computer Security, Cyber Security	Cyber Security
Computer Security, Cyber Security	Cybersecurity: Passwords
Computer Security, Cyber Security	Privacy and Data Protection
Computer Security, Cyber Security	The Phishing Simulation Game - Hook, line and Sinker
Computer Security, Workplace Interactions	Cybersecurity: Remote Working Module - "Any day but a Saturday"
Computer Security, Workplace Interactions	Security Awareness Training for Working Remotely
Conflict, Training	Conflict Resolution
Conflict, Training	Conflict Resolution for Managers
Customer Service, Customer Support	10 Minutes Customer Service Excellence

Category	Course
Customer Service, Customer Support	Creating Valuable Customer Relationships
Customer Service, Customer Support	Customer Service 101 from Mind Tools for Business
Customer Service, Customer Support	Customer Service Essentials Interactive
Customer Service, Customer Support	Customer Service Self-Management
Customer Service, Customer Support	Customer Service Skills Pathway
Customer Service, Customer Support	Difficult Situations
Customer Service, Customer Support	Follow-Through bundle
Customer Service, Customer Support	Handling Customer Complaints
Customer Service, Customer Support	Inspiring and Motivating Customer Service Agents
Customer Service, Customer Support	The quality customer service process
Cyber Security, Computer Security	Phishing Defense Essentials
Diversity, Employee Training	Clash of the Generations
Diversity, Employee Training	Diversity in the Workplace for Employees
Diversity, Employee Training	Leading through failure
Diversity, Employee Training	Unconscious Bias
Emergency, Safety	Active Shooter: Surviving an Attack - Spanish Language
Emergency, Safety	Emergency and Fire Preparedness Overview
Emergency, Safety	Emergency Planning
Emergency, Safety	Emergency Planning - Spanish Language
Emergency, Safety	Hazard Communication (HAZCOMGHS) - Spanish
Emergency, Safety	The Emergency Response Plan
Employee Training, Harassment, Safety	Anti-Harassment, Bullying and Violence Global Certification Course
Employee Training, Harassment, Safety	Bullying & Other Disruptive Behavior: for Employees
Employee Training, Harassment, Safety	Common Ground: Sexual Harassment and Abusive Conduct Prevention (For employees in CA)
Employee Training, Harassment, Safety	Common Ground: Sexual Harassment and Abusive Conduct Prevention (For employees in CT and supervisors in all states except CA)
Employee Training, Harassment, Safety	Common Ground: Sexual Harassment and Abusive Conduct Prevention (For U.S. employees in all states except CA and CT)

Category	Course
Employee Training, Harassment, Safety	Dealing with Drug and Alcohol Abuse... for Employees
Employee Training, Harassment, Safety	Preventing Workplace Bullying
Finance	Financial Fundamentals
Harassment, Safety, Supervisor Training	Bullying & Other Disruptive Behavior: for Managers & Supervisors
Harassment, Safety, Supervisor Training	Common Ground: Sexual Harassment and Abusive Conduct Prevention (For supervisors in CA)
Harassment, Safety, Supervisor Training	Dealing with Drug and Alcohol Abuse... for Managers and Supervisors
Interpersonal Skills	1 Minute Being Present
Interpersonal Skills	Business Email Etiquette
Interpersonal Skills	Communicate Effectively - Interactive
Interpersonal Skills	Dealing With Difficult People
Interpersonal Skills	Emotional Intelligence
Interpersonal Skills	Emotional Life Skills @ Work
Interpersonal Skills	How To Hold A Difficult Conversation
Interpersonal Skills	Interpersonal Relationships
Interpersonal Skills	Introduction to Emotional Intelligence: Navigating Workplace Relationships
Interpersonal Skills	Listening Actively - Cutting Edge Communication Comedy Series
Interpersonal Skills	The Eight Types Of Communicators
Leadership	4 Ways to Boost Your Leadership Skills – Interactive
Leadership	Building Rapport: Building Trust and Respect
Leadership	Creating Accountability for Business Results
Leadership	Empathetic Leadership
Leadership	Executive Training
Leadership	Expertise/Employee Retention Bundle
Leadership	Five Ways to Identify and Develop Future Leaders
Leadership	Fundamentals of Leadership
Leadership	Leadership Best Practices

Category	Course
Leadership	LGBTIQ Inclusion
Leadership	Moving Away From Manager Dependency
Leadership	Situational leadership
Leadership	Would I Follow Me - Leadership Best Practices
Leadership, Supervisor Training	Diversity in the Workplace for Managers and Supervisors
Leadership, Supervisor Training	Introduction to People Management: Take your Skills to the Next Level
Leadership, Supervisor Training	Leadership 101 from Mind Tools for Business
Leadership, Supervisor Training	Management Gaps: Building Management Skills to Thrive and Survive Generational Differences
Leadership, Supervisor Training	New To The Leadership Role
Leadership, Supervisor Training	Transition to Leadership
Microsoft Training	Excel 2019 Advanced
Microsoft Training	Excel 2019 Beginner
Microsoft Training	Get Control! of Office 365
Microsoft Training	Get Control! of Virtual Meetings and Outlook
Microsoft Training	Microsoft PowerPoint 365 (EN-US)
Microsoft Training	Microsoft Teams (EN-US)
Microsoft Training	Office 2016 New Features Beginner
Microsoft Training	PowerPoint 2019 Beginner
Microsoft Training	Windows 10
Microsoft Training	Word 2019 Advanced
Microsoft Training	Word 2019 Beginner
Personal Development	Accepting Change - Interactive
Personal Development	Assessing personality types at work
Personal Development	Managing Stress at Work
Personal Development	Preparing for My Appraisal - Cutting Edge Communication Comedy Series
Personal Development	Rediscovering Self-Discipline in the Workplace

Category	Course
Personal Development	Resilience: Staying adaptable and resilient
Personal Development	Solve Problems with Appreciative Inquiry
Personal Development	Stress Resiliency Workshop
Personal Development	The Innovation Series from Mindscaling
Personal Development, Training	Building High Performance Teams Beginner
Personal Development, Training	Coaching and Mentoring Bundle
Personal Development, Training	Developing and Coaching Others
Personal Development, Training	Manage Procrastination and Boss Your Day
Personal Development, Training	Performance Appraisals – Interactive
Personal Development, Training	Plan Your Day in 18 Minutes
Personal Development, Training	Six Steps to Build a High Performance Team
Personal Development, Training	Teamwork
Personal Development, Training	Time Management 101 from Mind Tools for Business
Personal Growth	Making Goals Happen Series by Mindscaling
Personal Growth	Personal Productivity - Goal & Task Prioritization
Personal Growth	The 15 Invaluable Laws of Growth
Safety	Active Shooter: Surviving an Attack
Safety	Back Safety and Injury Prevention
Safety	Bloodborne Pathogens
Safety	Computer Workstation Safety - Spanish Language
Safety	Distracted Driving
Safety	Distracted Driving - Spanish Language
Safety	Electrical Safety for Everyone, concise version
Safety	Electrical Safety for Everyone, concise version, Spanish
Safety	Food Handling Safety
Safety	Food Handling Safety - Spanish Language
Safety	Forklift - Safe Driving

Category	Course
Safety	Forklift - Safe Driving - Spanish
Safety	Hazard Communication
Safety	HAZWOPER Refresher Training - Respiratory Protection
Safety	I2P2: Injury and Illness Prevention Program
Safety	Lock-Out/Tag-Out - Spanish Language
Safety	OSHA Recordkeeping for Employees
Safety	OSHA Recordkeeping for Employees - Spanish Language
Safety	OSHA Recordkeeping for Managers and Supervisors
Safety	OSHA Recordkeeping for Managers and Supervisors - Spanish Language
Safety	PPE (Personal Protective Equipment)
Safety	Prevención de resbalones, tropezones y caídas - Global (Preventing Slips, Trips and Falls - Global Spanish)
Safety	Preventing Slips, Trips and Falls
Safety	Preventing Workplace Violence
Safety	Safety Awareness for New Employees
Safety	Safety Awareness for New Employees - Spanish Language
Safety	Safety Housekeeping & Accident Prevention
Safety	Safety Housekeeping & Accident Prevention - Spanish Language
Safety	Safety Orientation
Safety	Safety Orientation - Spanish Language
Safety	Safety Tip - Lockout Tagout
Training	Negotiation Skills Module
Training	Outbound Prospecting: The Business Case
Training	Project Management Basics
Training	Project Planning - Budgeting
Workplace Interactions	Bullying & Other Disruptive Behavior: for Employees - Spanish Language
Workplace Interactions	Bullying & Other Disruptive Behavior: for Managers & Supervisors - Spanish Language

Category	Course
Workplace Interactions	Bystander Intervention
Workplace Interactions	Code of Conduct and Ethics
Workplace Interactions	Code of Conduct Essentials
Workplace Interactions	Dealing with Drug and Alcohol Abuse... for Employees - Spanish Language
Workplace Interactions	Dealing with Drug and Alcohol Abuse... for Managers and Supervisors - Spanish Language
Workplace Interactions	Diversity in the Workplace... for Employees - Spanish language
Workplace Interactions	Diversity in the Workplace... for Managers and Supervisors - Spanish language
Workplace Interactions	It's About Respect II
Workplace Interactions	Present a Professional Appearance
Workplace Interactions	Remote Working
Workplace Interactions	Return to work - employee support
Workplace Interactions	Social media in the workplace
Workplace Interactions	The Respectful Workplace: Manage for Respect - Expect the Best (General Manager Version)
Workplace Interactions	Working Remotely

*Courses may be periodically updated, added, or removed.*

*Transforming employee experience for a better today and a better tomorrow.*