

Name	Category
Accident Incident Investigation	Health & Safety
Active Shooter Response for Higher Education	Campus Safety
Active Shooter Response for K-12 Employees	Campus Safety
Active Shooter Response for the Workplace	Health & Safety
Aggressive Driving and Road Rage	Driver Safety
Alcohol Abuse Prevention for Higher Education Students	Campus Safety
Americans with Disabilities Act & ADA Amendments Act	Employment Liability
Americans with Disabilities Act & ADA Amendments Act for Supervisors	Employment Liability
Americans with Disabilities Act and ADA Amendments Act for Higher Education	Campus Safety
Americans with Disabilities Act for K-12 Employees	Campus Safety
Anti-Bias Policing: Part 1	Law Enforcement

Anti-Bias Policing: Part 2	Law Enforcement
Anti-Money Laundering	Employment Liability
Appropriate Touch	Child Safety
Aquatic Safety	Health & Safety
Arc Flash Safety	Health & Safety
Asbestos Awareness	Health & Safety
Avoiding Collisions	Driver Safety
Avoiding Collisions While Backing & Parking	Driver Safety
Avoiding the Crush Zone	Health & Safety
Back Safety	Health & Safety
Backhoe Safety with Trackhoe Supplement	Driver Safety
Basic Industrial Safety	Health & Safety

Before and After School Program	Child Safety
Behavior-Based Safety Training	Health & Safety
Below 100	Law Enforcement
Below 100 Tenets: Remember, Complacency Kills!	Law Enforcement
Below 100 Tenets: Watch Your Speed	Law Enforcement
Below 100 Tenets: Wear Your Belt	Law Enforcement
Below 100 Tenets: Wear Your Vest	Law Enforcement
Below 100 Tenets: What's Important Now?	Law Enforcement
Bloodborne Pathogens	Health & Safety
Bloodborne Pathogens for all Employees	Health & Safety
Bloodborne Pathogens for Campus Law Enforcement	Campus Safety

Bloodborne Pathogens for Healthcare Professionals	Health & Safety
Bloodborne Pathogens for Law Enforcement Officers	Law Enforcement
Bulldozer Safety	Driver Safety
Bullying Prevention at Camp	Health & Safety
Bullying Prevention for Higher Education Faculty	Campus Safety
Bullying Prevention for Higher Education Staff	Campus Safety
Bullying Prevention for Higher Education Student Employees	Campus Safety
Bullying Prevention for Higher Education Students	Campus Safety
Camp Aquatics Safety	Child Safety
Campus Safety for Students	Campus Safety
Carcinogen Safety	Health & Safety
Child Abuse and Prevention	Campus Safety
Child Abuse Awareness and Prevention for K-12 Employees	Campus Safety
Child Sexual Abuse Prevention at Camp	Health & Safety

Community Policing, Part I	Law Enforcement
Community Policing, Part II	Law Enforcement
Complying with HIPAA for Business Associates	CyberSecurity
Complying with HIPAA for Covered Entities	CyberSecurity
Complying with HIPAA for Hybrid Entities	CyberSecurity
Compressed Gas Safety	Health & Safety
Confined Space Entry	Health & Safety
Crossing Guard Training	Health & Safety
Day Camp Supervision	Child Safety
De-Escalation and Communication, Part I	Law Enforcement
De-Escalation and Communication, Part II	Law Enforcement

Decontamination in Industrial Environments	Health & Safety
Defensive Driving	Driver Safety
Defensive Driving for Passenger Vans	Driver Safety
Defensive Driving Refresher	Driver Safety
Discipline and Discharge	Employment Liability
Diversity Benefits for all Employers	Human Capital
Diversity Benefits for K-12 Employees	Campus Safety
DOT Hazardous Materials	Health & Safety
DOT Hazardous Materials Transportation	Health & Safety
DOT Security Training	Health & Safety
DOT Shipper Training	Health & Safety
Driving Around Animals	Driver Safety
Driving in Adverse Weather	Driver Safety

Driving While Impaired	Driver Safety
Driving with Distractions	Driver Safety
Dump Truck Safety	Driver Safety
EEO Laws and Discrimination Prevention	Employment Liability
EEO Laws and Discrimination Prevention for Higher Education	Campus Safety
EEO Laws and Discrimination Prevention: Higher Education Supervisor Supplement	Campus Safety
EEO Laws Supervisor Supplement	Employment Liability
Effective Law Enforcement Communication	Law Enforcement
Electrical Safety	Health & Safety
Email in the Workplace	Employment Liability
Emergency and Disaster Preparedness	Health & Safety
Emergency Communication in the Workplace	Health & Safety
Emergency Evacuation & Egress Safety	Health & Safety
Emergency Response in the Workplace	Health & Safety

Emergency Response: Incidental Chemical Releases	Health & Safety
Employee Safety Awareness	Health & Safety
Environmental Regulations Overview	Health & Safety
Ergonomics for Supervisors	Health & Safety
Ethical Decision Making	Human Capital
Ethics in the Workplace	Employment Liability
Eye and Face Protection	Health & Safety
Fall Protection	Health & Safety
False Arrests and Arrest Liability for Law Enforcement	Law Enforcement
Family and Medical Leave Act	Employment Liability
FERPA for Higher Education	Campus Safety

FERPA for K-12 Employees	Campus Safety
Fire & Explosion Hazards	Health & Safety
Fire Prevention	Health & Safety
Firearms Safety	Law Enforcement
First Aid & CPR Academic Training	Health & Safety
Flagger Safety	Health & Safety
Flagger Safety-CO	Health & Safety
Flagger Safety-Gated CO	Health & Safety
Food Safety Training	Health & Safety
Forklift Safety	Health & Safety
Forming Effective Safety Committees	Health & Safety
General Ergonomics	Health & Safety

Guide to Consensual Encounters	Law Enforcement
Guide to Interviewing	Employment Liability
Hand and Finger Safety	Health & Safety
Hand and Power Tool Safety	Health & Safety
Hazard Communication - The New GHS Standards	Health & Safety
Hazard Recognition	Driver Safety
Hearing Conservation	Health & Safety
Hiring High Quality Diverse Candidates	Human Capital
Hoisting and Rigging	Health & Safety
Honoring Holiday Traditions	Human Capital
Hydrogen Sulfide Safety Awareness	Health & Safety

Indoor Air Quality	Health & Safety
Indoor Crane and Sling Safety	Health & Safety
Information Security and Privacy Awareness	Employment Liability
Information Systems and Data Security Awareness	Employment Liability
Injury Prevention in Youth Sports	Child Safety
Internet Usage and Blogging in the Workplace	Employment Liability
Intersections: Turning & Right of Way	Driver Safety
Introduction to OSHA	Health & Safety
Job Safety Analysis	Health & Safety
Job Safety Analysis for Supervisors	Health & Safety
Laboratory Radiation Safety	Health & Safety
Laboratory Safety	Health & Safety

Ladder and Scaffolding Safety	Health & Safety
Ladder Safety	Health & Safety
Landscape Safety	Health & Safety
Lane Use	Driver Safety
Law Enforcement Ethics	Law Enforcement
Lawful Hiring	Employment Liability
Lead Safety Awareness	Health & Safety
Light Trucks: Avoiding Collisions	Driver Safety
Light Trucks: Backing Safety	Driver Safety
Light Trucks: Driving Hazards	Driver Safety
Light Trucks: Ergonomics	Driver Safety
Light Trucks: Handling Extreme Conditions	Driver Safety

Light Trucks: Trailering	Driver Safety
Lockout/Tagout Training	Health & Safety
Machine Guarding	Health & Safety
Managing Speed	Driver Safety
Managing the Multigenerational Workforce	Human Capital
Materials Handling and Storage	Health & Safety
New Employee Safety Orientation	Health & Safety
Occupational Disease Prevention for Firefighters	Health & Safety
Off-Duty Conduct	Law Enforcement
Office Safety	Health & Safety
Officer Safety and Tactics for Chemical and Bomb Threat Response	Law Enforcement

Operating Safety Committees	Health & Safety
OSHA Investigation/Inspection	Health & Safety
OSHA Investigations and Inspections	Health & Safety
PCI Security Standards at the Point of Sale	CyberSecurity
PCI Security Standards for IT and Back Office	CyberSecurity
PCI Security Standards for Managers	CyberSecurity
PCI Security Standards on the Phone and Online	CyberSecurity
Performance Evaluation	Employment Liability
Personal Protective Equipment	Health & Safety
Personnel Guidelines for Law Enforcement (Part 1)	Law Enforcement
Personnel Guidelines for Law Enforcement (Part 2)	Law Enforcement
Playground Safety	Health & Safety

Playground Supervision	Health & Safety
Pollution Prevention	Health & Safety
Powered Industrial Truck Safety	Health & Safety
Practicing Hand Hygiene	Health & Safety
Preventing Phishing	CyberSecurity
Preventing Slips, Trips, and Falls	Health & Safety
Preventing Slips, Trips, and Falls for Firefighters	Health & Safety
Preventing Slips, Trips, and Falls for Law Enforcement Officers	Law Enforcement
Preventing Strains and Sprains	Health & Safety
Privacy Awareness	CyberSecurity

Proactive Approaches to Chemical and Biological Threats	Health & Safety
Process Safety Management	Health & Safety
Reasonable Suspicion for Drug and Alcohol Testing: Signs and Symptoms of Alcohol Misuse	Health & Safety
Reasonable Suspicion for Drug and Alcohol Testing: Signs and Symptoms of Drug Use	Health & Safety
Reasonable Suspicion for Drug and Alcohol Testing: The Role of the Supervisor	Health & Safety
Records Management	CyberSecurity
Resident Camp Supervision	Child Safety
Respiratory Protection	Health & Safety
Responding to Domestic Abuse Calls	Law Enforcement
Responsible Use of Social Media	CyberSecurity
Retaliation Awareness and Avoidance	Campus Safety

Road Grader Safety	Driver Safety
Safe Patient Handling	Health & Safety
Safety Awareness for Seasonal Employees	Health & Safety
Safety Data Sheets	Health & Safety
Safety in Local Government: Part 1	Health & Safety
School Bus Safety: Bullying on the Bus	Campus Safety
School Bus Safety: Emergency Operations	Campus Safety
School Bus Safety: Loading & Unloading	Campus Safety
School Bus Safety: Safe Bus Operation	Campus Safety
School Bus Safety: Transporting Students with Special Needs	Campus Safety
Security Awareness	CyberSecurity
Security Awareness with Privacy Principles	CyberSecurity
Sexual Harassment Prevention for Connecticut	Employment Liability

Sexual Harassment Prevention for Employees	Employment Liability
Sexual Harassment Prevention for Faculty	Campus Safety
Sexual Harassment Prevention for Higher Education Staff	Campus Safety
Sexual Harassment Prevention for K-12 Employees	Campus Safety
Sexual Harassment Prevention for Student Employees	Campus Safety
Sexual Harassment Prevention for Supervisors	Employment Liability
Sexual Harassment Prevention for Supervisors - California AB1825	Employment Liability
Sexual Harassment Prevention: Supervisor Supplement	Employment Liability
Shallow Water Blackout	Health & Safety
Site Control	Health & Safety
Situational Awareness and Ambush Precautions for Law Enforcement	Law Enforcement
Slips, Trips, and Falls	Health & Safety
Slower is Faster: Survival Skills for Law Enforcement Drivers	Law Enforcement

Snow Plow Safety	Driver Safety
Space and Time Management	Driver Safety
Spill Prevention and Control	Health & Safety
Street Sweeper Safety	Driver Safety
Stress Management at Work and Elsewhere	Health & Safety
Stress Management for Law Enforcement	Law Enforcement
Stress Management for Public Safety Telecommunicators	Health & Safety
Student Empower	Campus Safety
Substance Abuse & the Drug-Free Workplace Act	Employment Liability
Supervisor Safety Awareness Program	Health & Safety
Survival Driving - Emergencies and Natural Disasters	Driver Safety
Survival Driving - Urban Driving	Driver Safety

Tailgate Topics - Avoiding Accidents	Driver Safety
Tailgate Topics - Buckle Up	Driver Safety
Tailgate Topics - Distracted Driving: Drop it & Drive	Driver Safety
Tailgate Topics - Driving Defensively	Driver Safety
Tailgate Topics - Drowsy Driving	Driver Safety
Tailgate Topics - Emotional Driving	Driver Safety
Tailgate Topics - Hang Up and Drive: Cell Phones + Driving	Driver Safety
Tailgate Topics - Intersections	Driver Safety
Tailgate Topics - Look Back: Mirror, Mirror on the Car	Driver Safety
Tailgate Topics - Safe Following	Driver Safety
Tailgate Topics - Winter Driving	Driver Safety
Team Building Across Cultures	Human Capital
The Clery Act and Campus Security Authorities	Campus Safety

The Power of Respectful Language	Human Capital
The Professional Lifeguard	Health & Safety
Title IX, VAWA, & Clery Act for Faculty & Staff	Campus Safety
Title VI for Higher Education Faculty and Staff	Campus Safety
Title VI for K-12 Employees	Campus Safety
Title VI of the Civil Rights Act of 1964	Employment Liability
Toxicology Training	Health & Safety
Transition to Respect	Employment Liability
Transitional Duty - Improving Your Return to Work Program	Health & Safety
Transitional Duty Improving Your Return to Work Program	Health & Safety
Trenching and Excavation Safety	Health & Safety

Trip and Transportation Safety	Health & Safety
Turning Hazards	Driver Safety
Uncovering Implicit Bias	Employment Liability
Unlawful Harassment Prevention	Employment Liability
Unlawful Harassment Prevention - Higher Education Faculty - Supervisor Supplement	Campus Safety
Unlawful Harassment Prevention - Higher Education Staff - Supervisor Supplement	Campus Safety
Unlawful Harassment Prevention - Supervisor Supplement	Campus Safety
Unlawful Harassment Prevention for Higher Education Staff	Campus Safety
Use of Force: An Overview	Law Enforcement
Use of Force: Community Policing and Community Perceptions	Law Enforcement
Use of Force: Decision Making and Judgment	Law Enforcement
Use of Force: Ethical Considerations	Law Enforcement
Use of Force: Liability and Reasonableness	Law Enforcement

Vehicle Care and Maintenance	Driver Safety
Wage and Hour Law for Supervisors	Employment Liability
Waste Management	Health & Safety
Welding Cutting and Brazing Safety	Health & Safety
Winter Driving Safety	Driver Safety
Work Zone Safety	Health & Safety
Working in Extreme Temperatures	Health & Safety
Working Outdoors in Warm Weather	Health & Safety
Working Outdoors in Warm Weather for Camp Employees	Health & Safety
Workplace Bullying and Violence Prevention	Employment Liability
Workplace Ergonomics	Health & Safety

Creating a Total Service Experience	Human Capital
Coaching to Develop Motivation	Human Capital
Defining Coaching	Human Capital
Listening Skills	Human Capital
Understanding Skills	Human Capital
Defining Useful Workplace Feedback	Human Capital
The Role of Customer Service	Human Capital
Providing Service with Heart	Human Capital
Conveying Information	Human Capital
Focusing on the Customer	Human Capital
The Role of the Supervisor	Human Capital
The Responsibilities of a Manager	Human Capital
Advanced QuickBooks (2016)	Business Skills
Basic Business Finance Principles	Business Skills
Brain Bites - Email Management	Business Skills
Brain Bites - Organizing Your Files	Business Skills
Brain Bites - Staying Safe Online	Business Skills
Brain Bites - Time Management	Business Skills

Brain Bites - Using Windows 10	Business Skills
Excel - Introduction to Power Pivot	Business Skills
Excel for Mac Basics	Business Skills
Excel: Creating Dashboards	Business Skills
Excel: Data Analysis with Pivot Tables	Business Skills
G Suite Essentials (2016)	Business Skills
Get It Done - Managing Emails	Business Skills
Get It Done Sharing Calendars	Business Skills
Gmail 2015	Business Skills
Intro to SharePoint	Business Skills
Mastering Access 2013	Business Skills
Mastering Access 2016 - Basics	Business Skills

Mastering Access 2016 - Intermediate	Business Skills
Mastering Adobe Acrobat DC Essentials (2016)	Business Skills
Mastering Excel 2010	Business Skills
Mastering Excel 2013	Business Skills
Mastering Excel 2013 - Basics	Business Skills
Mastering Excel 2013 - Intermediate	Business Skills
Mastering Excel 2013 - Advanced	Business Skills
Mastering Excel 2016	Business Skills
Mastering Excel 2016 - Basics	Business Skills

Mastering Excel 2016 - Intermediate	Business Skills
Mastering Excel 2016 - Advanced	Business Skills
Mastering Microsoft Project: Part 1- Creating a Project	Business Skills
Mastering Microsoft Project: Part 2- Managing a Project (2016)	Business Skills
Mastering Microsoft Teams	Business Skills
Mastering Office 365 (2017)	Business Skills
Mastering OneNote 2013	Business Skills
Mastering OneNote 2016	Business Skills
Mastering Outlook 2013	Business Skills
Mastering Outlook 2013 - Basics	Business Skills
Mastering Outlook 2013 - Advanced	Business Skills
Mastering Outlook 2016	Business Skills

Mastering Outlook 2016 - Basics	Business Skills
Mastering Outlook 2016 - Advanced	Business Skills
Mastering PowerPoint 2010	Business Skills
Mastering PowerPoint 2013	Business Skills
Mastering PowerPoint 2016	Business Skills
Mastering PowerPoint 2016 - Basics	Business Skills
Mastering PowerPoint 2016 - Advanced	Business Skills
Mastering QuickBooks Online	Business Skills
Mastering QuickBooks Online (2018)	Business Skills
Mastering Word 2010	Business Skills
Mastering Word 2013	Business Skills
Mastering Word 2013 - Basics	Business Skills
Mastering Word 2013 - Intermediate	Business Skills

Mastering Word 2013 - Advanced	Business Skills
Mastering Word 2016	Business Skills
Mastering Word 2016 - Basics	Business Skills
Mastering Word 2016 - Intermediate	Business Skills
Mastering Word 2016 - Advanced	Business Skills
Microsoft Form Essentials	Business Skills
Microsoft Lync	Business Skills
Microsoft Office 365 Groups Essentials	Business Skills
Microsoft Office 365 Planner Essentials	Business Skills
Microsoft Sway	Business Skills
Microsoft To-Do Essentials	Business Skills
Migrating from Office 2003 to Office 2013	Business Skills
Network Essentials: CompTIA Network Plus	Business Skills
Office 365 Essentials 2017	Business Skills
OneDrive Essentials	Business Skills

Outlook Online Essentials 2017	Business Skills
Project Management Fundamentals	Business Skills
QuickBooks	Business Skills
Secrets Of The Web	Business Skills
Skype for Business Essentials	Business Skills
What's New in Adobe CC 2015 (Multimedia)	Business Skills
What's New in Excel 2013?	Business Skills
What's New in Office 2016?	Business Skills
What's New in PowerPoint?	Business Skills
What's New in QuickBooks 2014	Business Skills
What's New in Word 2013?	Business Skills
Windows 10	Business Skills
Windows 8 Essentials	Business Skills
Windows 8.1 Essentials	Business Skills

Power Up PowerPoint	Business Skills
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Practicing Hand Hygiene: Medical Professionals	Health & Safety
Practicing Hand Hygiene: Child Care Providers	Health & Safety
Practicing Hand Hygiene: Food Service Professionals	Health & Safety

Description

Workplace accidents occur each and every day. Accident investigations determine how and why accidents, incidences or near misses occur. By using the information gained through an investigation, a similar or even a more disastrous accident may be prevented. The primary focus of this course is to explain the reasons for conducting an accident/incident investigation, introduce the six-step accident/incident investigation procedure, and demonstrate how company safety programs can be improved to prevent reoccurrences.

An active shooter on campus is a nightmare situation for any college or university. This course covers the basics of active shooter response, including dealing with post-event trauma. It instills the importance of acting quickly for survival.

An active shooter on campus is a nightmare situation for any school. This course covers the basics of active shooter response, including dealing with post-event trauma. It instills the importance of acting quickly for survival.

An active shooter in the workplace is a nightmare situation. This course covers the basics of active shooter response, including dealing with post-event trauma. It instills the importance of acting quickly for survival.

Road rage can become a deadly event. This course will help you to identify the difference between aggressive driving and road rage, avoid aggressive driving behavior, and understand the importance of maintaining your composure.

Alcohol and drug abuse is a serious concern on campuses. While many students think negative effects only come after decades of heavy drinking, alcohol abuse has an impact on their daily lives, safety, and futures. This course discusses the dangers and consequences of alcohol abuse and drugs, what the signs of a problem are, and how to get help.

The Americans with Disabilities Act (ADA) prohibits workplace discrimination against people with physical and mental disabilities. The ADA Amendments Act modifies the ADA, reconfirming the group of people who will be covered should be interpreted broadly and putting more emphasis on employers'™ behavior when cases go to court. From a comprehensive explanation of the amended Act to necessary accommodations and best practices, this course prepares supervisors to navigate the legal dangers that arise when disability issues are mishandled in the workplace.

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Our organization values the diversity of and contributions made by people with disabilities in our workforce. Providing an accessible and welcoming workplace is of utmost importance.

Members of the public must feel that police in their area are acting, and reacting, in a fair and impartial manner, regardless of the public's™ race, age, gender, socioeconomic status, etc. In order for there to be that trust, law enforcement officers must exhibit fairness during each and every encounter with members of the public. This course represents just a start to more unbiased way of thinking, reacting, and ultimately, effective policing.

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<p>Many organizations especially those that provide wire transfers, money order or checks, currency exchange or check cashing services are at risk for being targets of money laundering. Ensuring compliance with federal anti-money laundering laws and protecting the organization from risk can be complicated. This course explains how to recognize signs of potential money laundering and how to comply with complicated reporting and record-keeping laws.</p>
<p>Keeping children safe from child sexual abuse means only touching children in appropriate ways and teaching them about appropriate and inappropriate touch. Children who know which touches are appropriate or inappropriate are better able to protect themselves. This training will teach you how to appropriately interact with children and how to teach them about appropriate touch.</p>
<p>Every year 3,000 to 4,000 people drown in the U.S., with most of those occurring during the summer months. Even if you're not a trained lifeguard, as a counselor you have a crucially important role in protecting kids during swim time this summer. This pool safety training contains footage of an actual drowning and explains how counselors can work together to make swim time safe all summer long.</p>
<p>This course covers the safety issues related to arc flashes and blasts. Topics include safety in avoiding injuries and fatalities, approach boundaries, using proper PPE, and lockout/tagout procedures. The course provides an overview of OSHA Standards 29-CFR, Part 1910 and National Fire Protection Association (NFPA) Standard 70E.</p>
<p>This course covers health hazards and protective measures related to asbestos. Topics include locations where asbestos is commonly found, requirements for signs and labels, circumstances where employees may risk asbestos exposure, exposure prevention safety measures, asbestos-related illnesses, and OSHA's required medical program. This course covers OSHA standard 29 CFR 1910.1001.</p>
<p>This course covers the causes of rear-end collisions and how to avoid them, the precautions you should take to avoid head on collisions, key factors of safe passing, right of way rules and how to navigate intersections without incident, and how to avoid accidents when backing up.</p>
<p>The space behind your vehicle can be just as dangerous as the space in the front. Because of this fact, you must be aware of your surroundings at all times and know what is around you " in every direction and in all situations. This course covers the dangers of backing and parking collisions, the best ways to back up and park safely, and how to protect yourself from backing and parking collisions.</p>
<p>Don't get caught in the crush zone! Too many accidents involve workers who are caught between moving and stationary objects. The results have been devastating. This course will raise awareness about some of the most common Crush Zone hazards faced by public employees.</p>
<p>How important is back health? Protecting your back can save you time, money, and pain. This course covers basic back safety in the workplace. Topics include safe lifting steps, common back injuries, and an ergonomic overview.</p>
<p>Whether you are new backhoe operator or a veteran, this course will equip you to identify the different components of a backhoe and how they work, use best practices to inspect and operate your backhoe, ensure the safety of the workers and worksite where the backhoe will be used, and apply the same practices and principles when using large excavators or trackhoes.</p>
<p>This awareness level course covers industrial safety fundamentals covered under OSHA 29 CFR 1910, Industrial Safety Standards. Topics include hazard communication, bloodborne pathogens, lockout-tagout, confined space entry, personal protective equipment, emergency response planning, and respiratory protection. The course also provides an overview of OSHA 29 CFR 1903.1.</p>

You play an important role as a before or after school supervisor to keep children safe. Before and After School Programs carry several specific risks. This training will prepare you for the before/after school environment and teach you proper supervise, bullying prevention and child sexual abuse prevention.

This course covers the concepts of behavior-based safety as well as methods and techniques used to protect workers. Topics include the scope and purpose of safety policies, the supervisor's responsibilities, the purpose of OSHA's Industrial Safety Standards (29 CFR 1910), and when the General Duty Clause (29 CFR 1903.1) is used to keep workers safe.

The Below 100 Program is designed to drastically reduce law enforcement Line of Duty Deaths. It specifically addresses the operational areas of law enforcement that contribute to the greatest number of Line of Duty Deaths, but are in large part preventable. This 1-hour course provides an overview of the program and discusses each of the five Tenets.

Of all the threats law enforcement officers face, perhaps none is more dangerous than complacency and denial. Complacency opens you up to unnecessary risk. This course is an in-depth examination of the fifth tenet of the Below 100 initiative: Remember, Complacency Kills!

As law enforcement officers, we are expected to respond or pursue in a quick and expedient manner. Speed is a reality in your profession, but it must only be limited to those times when it is necessary. Making the decision to speed when it is not warranted is negligent behavior that puts you and those you have sworn to protect in danger. This course is an in-depth examination of the second tenet of the Below 100 initiative: Watch Your Speed.

We already know that traffic accidents account for the vast majority of law enforcement Line of Duty Deaths. What makes this fact even more tragic is that 39% of officers killed in traffic accidents were not wearing their seatbelt. This course is an in-depth examination of the third tenet of the Below 100 initiative: Wear Your Seatbelt.

One of the responses law enforcement officers use to justify not wearing a vest is that they will grab it when they need it. But no officer has ever been protected by body armor sitting in the passenger seat, waiting to be put on if the moment arose. This course is an in-depth examination of the fourth tenet of the Below 100 initiative: Wear Your Vest.

Rapidly changing situations you encounter while on duty require thoughtful reactions. By regularly asking yourself 'What's Important Now', you prioritize your safety, ensuring a safe return home after each shift by being mentally prepared for any situation you may encounter. This course is an in-depth examination of the first tenet of the Below 100 initiative: What's Important Now.

This course provides information to minimize the health risks to workers exposed to blood and other potentially infectious materials. Topics include the definition of bloodborne pathogens, symptoms of the diseases they cause, and modes of transmission; Exposure Control Plans; universal precautions, engineering controls, work practices, and personal protection equipment; decontamination and disposal; hepatitis B vaccines and emergency procedures related to exposure incidents.

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<p>Bulldozer operator course that covers bulldozer parts, safety structures, basic maintenance and inspection procedures, PPE, safe operations, and shut down procedures.</p>
<p>Bullying is a growing problem that cannot be ignored. This course will teach you what bullying is, what the consequences could be, and how to identify, stop and prevent bullying.</p>
<p>Bullying does not need to be tolerated as part of the education experience, and schools can take action to limit their vulnerability to bullying-related lawsuits. Studies have shown that a strong anti-bullying program does help prevent bullying. This course covers overview of bullying, methods used, causes and effects, and the dangers of failing to prevent bullying.</p>
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<p>Aquatic safety is everyone's responsibility. This training will teach non-lifeguard camp staff how to protect campers in the pool and natural bodies of water. It shows a video from a surveillance camera of a real drowning and provides learnings on how to keep all campers safe in the water.</p>
<p>Many students are away from home for the first time, living in new cities and with roommates, and are more vulnerable to certain issues. This course educates students on methods to protect themselves against physical violence, bullying, and property and identity theft.</p>
<p>This course covers recognition, management, usage, and control of carcinogens. Topics include carcinogen-related information in an MSDS, warning label requirements, the carcinogenic risk assessment process, and methods of carcinogenic hazard control.</p>
<p>Recent high-profile cases have emphasized the need for all Higher Education employees to be trained on properly reporting potential child abuse. This course trains education employees how to recognize and report suspected child maltreatment. It also explains when they could be legally required to do so and the potential civil and criminal penalties for failure to report.</p>
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<p>Child sexual abuse is a risk at your camp. Protecting campers is one of your most important challenges this summer. This course will teach you how to identify red flags warning signs of abuse and methods to protect campers from peer-to-peer sexual abuse and adult-to-child sexual abuse.</p>

Community Policing is a two-part course that takes what you already know about community policing, and builds on that knowledge in a practical, realistic manner, so that you can take what you learn and apply it in the real world. Part I defines what community policing is and looks in depth at the three components it consists of: problem solving, community partnerships, and organizational transformation.

Community Policing is a two-part course that takes what you already know about community policing, and builds on that knowledge in a practical, realistic manner, so that you can take what you learn and apply it in the real world. Part II evaluates and addresses common criticisms and concerns related to community policing, and then assists you in developing a community policing action plan.

The goal of this course is to help business associates comply with the general HIPAA training requirements, including those contained in the recent ARRA HITECH act. This course explains the importance of HIPAA, outlines the legal requirements related to protecting PHI, and specifies best practices for the handling of such information.

The goal of this course is to help individuals within your organization refresh their knowledge and comply with the HIPAA training requirements, including those contained in the recent ARRA HITECH act. The ARRA stimulus bill altered a covered entity's responsibilities and increased the liabilities for non-compliance. Employee training is required under the rule.

The goal of this course is to help individuals within hybrid entities refresh their knowledge and comply with the HIPAA training requirements, including those contained in the recent ARRA HITECH act. The ARRA stimulus bill altered a hybrid entity's responsibilities and increased the liabilities for non-compliance. Employee training is required under the rule.

This course covers how employers and employees can work safely with compressed gases by controlling the physical and health hazards associated with them. Topics include physical properties of widely used compressed gases; inspection of cylinders, regulators, and fittings; handling and storage of compressed gases; safety relief devices for compressed gas containers; basic hazard recognition and control procedures; and responding to emergencies. The course provides an overview of OSHA's 29 CFR 1910.101.

This course covers information about working safely in confined spaces and hazardous atmospheres, necessary equipment and permits. Topics include definitions and identification of hazards related to confined spaces and hazardous atmospheres; duties of a confined space attendant; equipment, pre-entry requirements, and point-of-entry permits. This course provides an overview of OSHA's 29 CFR 1910.146.

Street Smart is Street Safe discusses the basic principles School Crossing Guards need to protect children and themselves. The program is designed to be a part of an initial training program as well as a refresher course for experienced crossing guards.

The day camp environment has many unique challenges to supervise campers. This training conveys the important role counselors play in the development of campers and offers solutions for supervising small and large groups of children at day camp.

This training is spread over two one-hour courses. Part I will address Managing and Controlling Other People's Behavior, while Part II will look at Managing and Controlling Your Own Emotions and Behaviors. The goal of this training is NOT to tell you WHEN to use verbal or tactical countermeasures, but to equip you to assess human reactions in yourself and in others so that you can determine which countermeasures are appropriate. You will learn de-escalation techniques so you can leverage communication to gain compliance.

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<p>This course covers major factors affecting permeation of contaminants, steps in creating a decontamination plan, decontamination procedures for personnel and equipment, testing decontamination method effectiveness, and emergency decontamination situations. This course provides and overview of OSHA's 29 CFR 1910.120.</p>
<p>This course, intended for experienced drivers, covers the risks inherent in driving and offers concrete tips on how to reduce the likelihood of a collision. The course covers vehicle protection systems, rules of the road, how to deal effectively with hazardous conditions, and making safe choices.</p>
<p>This course, intended for experienced drivers, covers the risks inherent in driving and offers concrete tips on how to reduce the likelihood of a collision. The course covers vehicle protection systems, rules of the road, how to deal effectively with hazardous conditions, making safe choices, passenger van safety.</p>
<p>This course covers driving techniques to reduce the likelihood of involvement in a motor vehicle accident. Topics include the definition of defensive driving, recognition of accident prevention methods, the impact of drinking and driving, and vehicle safety measures on the job.</p>
<p>This interactive course provides supervisors with specific, practical information regarding the disciplinary and termination-related laws of their own states. It provides supervisors with guidelines that lay the groundwork for proper employee discipline.</p>
<p>The course provides a solid foundation in diversity and inclusion thought and practice. Real world examples show employees the importance of embracing diversity in the workplace. The course's practical approach empowers Learners to recognize their own bias and to incorporate diversity principles in their everyday tasks while reinforcing unlawful harassment prevention and sexual harassment prevention concepts.</p>
<p>From an organizational perspective, what we have done in the past may no longer work in the future. This course helps organizations understand diversity and how it impacts the workplace.</p>
<p>This course, designed for drivers carrying hazardous materials, covers the basic requirements of the Hazardous Materials (HAZMAT) Regulations. Topics include the parts of the HAZMAT table, hazard classifications and divisions, HAZMAT shipping paperwork, packaging requirements, marking, labeling, and placarding, proper loading of hazardous material, compatibility with other transported materials, and emergency response procedures.</p>
<p>This course, designed for drivers carrying hazardous materials, covers the basic requirements of the Hazardous Materials (HAZMAT) Regulations. Topics include the parts of the HAZMAT table, hazard classifications and divisions, HAZMAT shipping paperwork, packaging requirements, marking, labeling, and placarding, proper loading of hazardous material, compatibility with other transported materials, and emergency response procedures.</p>
<p>This course covers the Department of Transportation's Security Requirements rule for companies that work with and transport hazardous materials. Topics include requirements of the rule, ways to evaluate potential threats to security, the Department of Homeland Security's warning system, practices for transporting hazardous substances, and responding to possible security threats.</p>
<p>This course, designed for shippers of hazardous materials, covers the Department of Transportation's regulations and requirements related to the shipment of hazardous materials (HAZMAT). Topics include the parts of the HAZMAT table, hazard classifications and divisions, HAZMAT shipping paperwork, packaging requirements, marking, labeling, and placarding. U.S. Department of Transportation Hazardous Materials Regulations (HMR), 49 CFR Parts 171-180</p>
<p>Animals on the roadways are often unexpected, unpredictable, and erratic, leading to dangerous driving situations. No matter where you drive, there will be animals around. As a driver, you should prepare to encounter animals when you are operating a vehicle. This course covers the consequences of animal vehicle collisions, common risk factors associated with animal vehicle collisions, and practical strategies for reducing the risks of collisions with animals.</p>
<p>While we cannot control the weather, we can learn how to prepare for and safely react to rain, snow, ice, and fog. This course covers the hazards associated with inclement weather, reacting appropriately to hazardous weather conditions, and implementing beneficial methods to prepare for bad weather.</p>

<p>Driving is an activity that requires both mental and physical alertness. Yet a surprising amount of drivers on the roads today rob themselves of this attentiveness by driving while impaired. They put themselves, and those they share the road with, at great risk. This course covers the types of driving impairments, the risks associated with driving impaired, and common sense strategies for safe driving.</p>
<p>Every year, thousands of people are injured or killed nationwide in accidents involving a distracted driver. Additionally, at any given time in this country, nearly 700,000 people are driving while manipulating electronic devices. This course covers the types of driving distractions, the amount of distance lost to driver distractions, and common sense solutions to practice attentive driving.</p>
<p>This course focuses on the safe work practices of dump truck operation. It covers performing safety checks on your dump truck before beginning work, operating the various controls and safety features found on a dump truck, avoid injury by exercising caution around the moving components of a dump truck, and safely load and unload the contents of your dump truck.</p>
<p>This course introduces and explains the equal employment opportunity (EEO) laws, covers categories protected by federal, state and local laws, and delves into prohibited employment practices to help keep your organization on the right legal track.</p>
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<p>The EEO Laws and Discrimination Prevention Supplement is designed for supervisory employees. It is intended to be taken by supervisors only after they have completed EEO Laws and Discrimination Prevention.</p>
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<p>As a law enforcement officer, it is important that you have a good understanding of law enforcement communication. It is not possible to cover every on the job communication that could happen while on duty, so it is important to talk with your supervisor to review the other types of situations that might arise and how to handle them effectively.</p>
<p>This course covers defining "unqualified workers" and "qualified workers" according to OSHA, the basic rules of electricity, how electricity impacts the human body, how to recognize electrical hazards, and basic electrical safety prevention methods. This course provides an overview of OSHA's Subpart S 29 CFR 1910.302 through 1910.399.</p>
<p>This course reviews an email usage policy and provides guidelines for crafting precise and purposeful business emails that avoid legal issues. It provides employees with the best practices for professional and effective email communication – and shows the dangers and pitfalls of improper or haphazard email use. This course provides the basis for an effective email usage policy for your organization.</p>
<p>This course provides instruction on emergency response, safety, reporting, and evacuation of company facilities in the event of a natural disaster, fire, bomb threat, or other emergency.</p>
<p>Are you ready for an emergency? Communication plays a primary role in the workplace. If an everyday breakdown in communication at your workplace can have such negative results, imagine the consequences of miscommunication during an emergency. This course focuses on knowing how to communicate during an emergency, how to effectively report an emergency, and how to overcome communication barriers.</p>
<p>This course, designed for employees and supervisors, covers how to develop, communicate, train, and enforce a plan for safe egress in an evacuation situation. Topics include means of egress, OSHA's physical requirements for exit routes, employee and employer responsibilities, fire prevention plans, egress hazards, and safe housekeeping practices. OSHA: 29 CFR 1910.36-38</p>
<p>Are you ready for an emergency? When you go to work, are you prepared for your day to get turned upside down in a moments notice? This course focuses on giving you the basic skills to react and adapt to emergencies, including understanding the basics of evacuation, shelter-in-place, and lockdown procedures, and the psychological effects of stress.</p>

<p>This course covers preparation for chemical releases and threats of releases that are not specifically covered by the HAZWOPER standard. The course covers acting safely when chemical releases and threatened releases are limited in quantity, exposure potential, or toxicity and present minor safety or health hazards when handled properly. Topics include recognition of a release, risks associated with a release, and responsibilities in the event of a release. This course provides an overview of OSHA's 29 CFR1910.1200.</p>
<p>Our newest Online University course discusses what employees can do to promote a positive safety culture in their entity in order to prevent accidents. Topics covered include hazard identification, coaching fellow employees to work safely, reporting and investigating accidents, and getting involved in safety program activities.</p>
<p>This course covers the history, purpose, and mission of the key regulatory agencies: OSHA, EPA, and DOT. Topics include the sources of regulatory occupational safety and health work practices and standards, including the Toxic Substances Control Act (TSCA), the Resource Conservation and Recovery Act (RCRA), the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), and the National Environmental Policy Act (NEPA). The course provides an overview of the EPS's 40 CFR.</p>
<p>This course, designed for supervisors of workers in jobs that put them at risk for musculoskeletal disorders (MSD), details the process to follow when an incident occurs. The course uses OSHA's DRAFT Ergonomics Standard and the NIOSH manual, "Elements of Ergonomics Program," to define risk factors, signs and symptoms of work-related MSDs. It also classifies the most common MSDs, identifies work practices to reduce the risk of MSDs, and describes ergonomics programs and the roles of the employee and employer.</p>
<p>Every day, you make thousands of decisions. In fact, some estimate you make around 35,000 decisions a day. Many of these decisions are rather simple ones. Others are not so easy. Learn about what it takes to make ethical decisions on the job, including how to use organizational values as a personal guideline, how to dissect tough ethical dilemmas, and how ethical decision making benefit you.</p>
<p>This course equips employees with the information, training and problem-solving skills they'll need to make ethical decisions, even when the right decision isn't popular.</p>
<p>This course covers types of personal protective equipment used to protect the eyes and face, when personal protective equipment is necessary, and the selection, use, and maintenance of personal protective equipment in the workplace. Topics include how to don, doff, adjust, and wear PPE; limitations of PPE; and the proper care, useful life, and disposal of PPE. OSHA: 29 CFR 1910 Subpart I</p>
<p>This course covers basic fall protection principles. Topics include fall hazards in work areas, fall protection systems, methods for minimizing fall hazards, the role of the employee in fall protection plans and safety monitoring systems, equipment limitations in low-sloped roof work, and correct procedures for equipment, materials handling and storage, and erection of overhead protection. The course provides an overview of OSHA 29 CFR 1910 Subparts D and F and 1926 Subparts E, L, M, P, and X.</p>
<p>Whether it be a consensual encounter, investigative stop, or an arrest, every time an officer interacts with the public that officer needs to be conscientious of claims that can be brought against them. This course examines the types of situations that can prompt claims against officers; reviews immunity and liability; and offers suggestions to help protect officer safety and remain under the color of the law.</p>
<p>The Family and Medical Leave Act is a legal minefield where one mistake from an untrained supervisor can create serious liability for the organization. It's a complex law with far-reaching implications if it isn't applied correctly. This course informs supervisors about the Family and Medical Leave Act and explains their responsibilities throughout the process, from pre-leave to post-leave.</p>
<p>This course teaches you how to comply with the law and how to identify and report problematic situations so your employer can take appropriate action. FERPA sets minimum standards for privacy of student information.</p>

<p>This course teaches you how to comply with the law and how to identify and report problematic situations so your employer can take appropriate action. FERPA sets minimum standards for privacy of student information.</p>
<p>This course covers principles of fire and explosion hazards in industrial environments. Topics include fire elements, fire terminology, ignition sources, safety principles, and safe handling and proper storage of potentially flammable or explosive materials. This course provides an overview of OSHA's 29 CFR 1910.38 and 29 CFR 1926 Subparts E and F.</p>
<p>This course covers basic fire safety principles, the recognition and prevention of potential fire hazards, and proper emergency procedures such as proper fire extinguisher operation and maintenance. Topics include those required by the OSHA Workplace Fire Protection Program including the responsibility of employers to provide proper exits, fire fighting equipment, and employee training to prevent fire, death, and injury in the workplace. This course primarily covers OSHA 29 CFR 1910.38 and 29 CFR 1926 Subparts E and F.</p>
<p>This course will ask you to step into the roles of various law enforcement personnel, calling attention to common situations that peace officers find themselves in, and the rules that can help you decide your best course of action in regards to Basic Firearm Safety.</p>
<p>This course covers basic First Aid and CPR practices in the workplace though does not provide certification for either. Topics include appropriate responses to emergency situations such as bleeding, shock, burns, eye injuries, heart attack, fractures, and exposure to chemicals. The goal of the course is to give employees the confidence to face emergency and first aid situations, knowing where their responsibilities begin and end. OSHA: 29 CFR 1910.152 [Reserved] Subpart K; 29 CFR 1910.151 Subpart K</p>
<p>Flagging is an extremely dangerous job. This course aims to prepare flaggers for work zone fundamentals and introduce proper flagging procedures and protocol. Topics include flagger responsibilities and signals, use and definitions of traffic control devices, and road signs and placement.</p>
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<p>Over 76 million people in the United States get food-borne illnesses each year. Food-borne illness can result in missed work, medical costs and even death, so it is incredibly important that the food your program gives to people is safe. This course will teach you tools you can use at your program to make food safer for your clients and guests.</p>
<p>This forklift safety course provides the necessary academic training required to become a qualified forklift operator. Topics include forklift physics, proper forklift operation and safety practices, general preventive maintenance practices, and safe refueling and recharging procedures. Many practical exercises are provided and good habits are illustrated. This course mainly covers OSHA 29 CFR 1910.178.</p>
<p>An active joint employee-management safety committee is one of the most effective means to consistently providing a safe work environment. This course introduces managers to best practices in establishing and maintaining an effective safety committee, from planning through operations and training to evaluating and improving safety committees.</p>
<p>This course addresses the key components of an ergonomics program identified by CAL/OSHA in the Ergonomics Standard and the NIOSH manual "Elements of Ergonomics Program." It includes information regarding the risk factors, signs, and symptoms of work-related musculoskeletal disorders (MSD).</p>

<p>The complexities of interacting with the public for a law enforcement officer are immeasurable. This course examines consensual encounters, one of the types of interactions that law enforcement officers have with the public; reviews constitutional controls of consensual encounters; and offers suggestions to help protect officer safety and remain under the color of the law.</p>
<p>This course focuses specifically on lawfully interviewing. Organizations encounter many legal challenges in the hiring process that are avoided by following a few guidelines in the applicant interviewing process. This course includes clear guidelines, glossary of terms and interactive forms.</p>
<p>This course covers safety precautions required to prevent industrial hand and finger injuries. Topics include common hand and finger injuries in the workplace, hazards of mechanical and hand tools, safe practices, engineering and administrative controls to increase hand and finger safety for those working around equipment, and the use of personal protective equipment and machine guards. The course provides an overview of OSHA: 29 CFR 1910.132 (d)(l); 29 CFR 1910.138(a) and (b); 29 CFR 1926 Subpart I; 29 CFR 1910.212; and 29 CFR 1910 Subpart I.</p>
<p>There are several types of power tools based on the power source they use: electric, pneumatic, liquid fuel, hydraulic, and powder-actuated. These tools are commonly used in industry and at home. This course will provide an understanding of the potential hazards power tools exhibit and identify safety precautions that will minimize or eliminate these hazards. (OSHA's 29 CFR 1926 Subpart I and 29 CFR 1910 Subpart P)</p>
<p>This course covers OSHA's Hazard Communication Standard (HAZCOM), 29 CFR 1910.1200, which requires that hazardous materials used at the work site are identified, labeled, handled, used, and disposed of properly. Topics include chemical states, employer and employee responsibilities, company goals, and federal agencies that regulate workplace chemicals. The goal of the course is to prevent or minimize employee exposure to hazardous materials and to minimize their accidental release in the work environment. This course covers the 2012 changes to SDS, labeling, and GHS.</p>
<p>As drivers, we are constantly exposed to hazards. Completing our journey safely is relative to our ability to recognize and respond to all hazards we will be subjected to. This course will help you recognize and respond to hazards, use your mirror and head checks to prevent collisions, and be prepared for hidden hazards.</p>
<p>Hearing is a gift that you should protect from loud noise at work. Upon successful completion of this training, you will be able to identify the effects of noise on hearing, recognize the different causes of hearing impairment, identify the purpose of OSHA's Hearing Conservation Program, specify the purpose and procedures for audiometric testing, specify the purpose of hearing protectors and the advantages and disadvantages of the various types, and specify the proper fitting, use, and care of hearing protection.</p>
<p>A diverse workforce is the reality of today's global economy. This course focuses on the goal of hiring high quality diverse candidates, including how and where to recruit, applicant screening techniques, common pitfalls to be avoided and how to keep the best once hired. This course is an indispensable roadmap to the whys and hows of increasing and retaining any organization's diverse workforce.</p>
<p>This course covers the safety issues related to moving large, heavy loads in manufacturing and construction industries. Topics include safety in using various types of cranes and derricks, hoists, elevators, conveyors, aerial lifts (1926.556), trucks, booms, and safety requirements for employees working on marine vessels. This course provides an overview of OSHA's 29 CFR 1926.550-556 and 1926.605.</p>
<p>This course focuses on different views on holidays and how to deal with celebrations in the workplace, requests for time off and other special needs. By honoring holiday traditions, participants learn how to celebrate diverse perspectives and create a workplace of inclusion.</p>
<p>Applies to anyone who may have an occupational exposure to hydrogen sulfide (H₂S). This course reviews the many places this extremely hazardous, toxic compound can be found – both in nature and as a result of industrial activity. The course offers detailed information concerning H₂S monitoring devices, ways to reduce risk, and what to do if exposure exceeds standards.</p>

<p>This course covers tools needed to prevent and correct indoor air quality (IAQ) problems in buildings or work areas through an IAQ program. Topics include health effects of poor air quality, hazards, toxicology, and integration of IAQ-related activities using skilled staff. The course provides an overview of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE) Standards 62-1989 and 55-1981.</p>
<p>This course covers the safety issues related to moving large, heavy loads in manufacturing and construction industries. Topics include crane and sling safety, the manufacturer's role, required supervisory skills, inspections of cranes and slings, basic operator and rigger skills, safety concepts and techniques for handling, attaching, and moving loads. OSHA: 29 CFR 1926.550-556, and 1926.605</p>
<p>For Government Agencies - Managing information effectively is important for an organization's successful development, but it is also a matter of legal compliance. This course covers legal aspects of data protection and how to handle data appropriately in light of their legal obligations.</p>
<p>Managing information effectively is important for an organization's successful development, but it is also a matter of legal compliance. This course covers legal aspects of data protection and how to handle data appropriately in light of their legal obligations.</p>
<p>Young athletes have their entire lives ahead of them to win, but you have to make sure that they don't injure themselves now. By learning which conditions and factors create a likelihood for injury, you learn how to prevent injury. This course aims to help youth sports coaches and volunteers prevent common injuries and keep young athletes safe.</p>
<p>This course provides training and best practices on professional and effective internet-related communications in the workplace. It covers the dangers and pitfalls of improper or haphazard online activity and instructs employees how to avoid inappropriate behavior.</p>
<p>Imagine how simple it would be to go anywhere if we could just travel from Point A to Point B in a straight line. In reality, a direct path like that is a thing of rarity. Instead, as we get in our vehicles to head to wherever we are going, we face comers, turns, intersections, and roundabouts. This course covers operating your vehicle in a manner that minimizes the inherent dangers of intersections, yielding the right of way, and strategies for safe navigation of roundabouts and turns.</p>
<p>An overview of OSHA's role in the prevention and elimination of work related illnesses and injuries. Includes information about the OSH Act, the Code of Federal Regulations, reporting and record keeping, employer and employee rights and responsibilities, and the inspection process.</p>
<p>This course covers the benefits of participating in a company safety program and safe work practices to eliminate or minimize the potential for injury from work place hazards. Topics include assessment tools, job safety analysis (JSA), JSA control methods, workplace inspections, and housekeeping practices for work areas. OSHA: 29 CFR 1910 Subparts D, E, and G</p>
<p>This course, designed for Job Safety Analysis supervisors, covers safe work practices and the processes of identifying and rectifying hazards on the job. Topics include safe work practices programs that eliminate or minimize the potential for injury from workplace hazards, assessment tools, job safety analysis (JSA), JSA control methods, workplace inspections, and housekeeping practices for work areas. OSHA: 29 CFR 1910 Subparts D, E, and G</p>
<p>This course covers working safely with radioactive materials in a laboratory setting. Topics include federally mandated training requirements; types, characteristics, and examples of emitters of radiation; hazardous effects to tissue; measuring exposure to radiation; safety procedures for controlling exposure; and decontamination procedures. U.S. Nuclear Regulatory Commission (USNRC) 10 CFR Part 19.12</p>
<p>This course, designed for workers in industrial, clinical, and academic laboratory settings, covers general requirements of the Laboratory Safety Standard. Topics include Chemical Hygiene Plans in the workplace, the purpose of a Material Safety Data Sheet, safety guidelines specific to laboratory fire and burn hazards, and general emergency guidelines to be followed in the laboratory. OSHA: 29 CFR 1910.1450</p>

<p>This course covers how to recognize, control or minimize the hazards associated with ladders and scaffolding used at worksites. Topics include ladder and scaffold hazards; construction, use, placement, care, and handling of ladders; important safety features; correct procedures for erecting and moving ladders and scaffolding; fall protection devices; and electrical hazard safety guidelines. This course provides an overview of OSHA's 29 CFR 1926.1060 Subpart X and 1926.454 Subpart L.</p>
<p>This course covers how to recognize, control or minimize the hazards associated with ladders used at worksites. Topics include ladder hazards; construction, use, placement, care, and handling of ladders; important safety features; correct procedures for erecting and moving ladders; and fall protection devices. This course provides an overview of OSHA's 29 CFR 1926.1060 Subpart X.</p>
<p>This course offers a look at the basic safety needs for landscape workers, emergency response, tips on identifying, and avoiding dangers. The course will review core safety guidelines that everyone on your crew should be aware of. During this course, we will review how to prepare for work, including what to wear and taking proper weather precautions, avoid injury while working with chemicals and electricity, safely operate mowers and trimmers, and initiate first aid response.</p>
<p>Driving is truly a social event. Other motorists expect you to drive safely with their well-being in mind, just as you expect them to drive safely with your well-being in mind. Our expectations that other drivers will drive in the correct lane, in the correct direction, and not pass when unsafe and/or illegal is possibly the strongest examples of those social expectations. This course covers correct lane usage, merging, and causes and avoidance of head-on collisions.</p>
<p>Ethics encompasses a number of issues for law enforcement officers and every officer, at some point in time, wonders if honesty really is the best policy. This course, through the use of scenarios, shows law enforcement officers how to make the best decisions when faced with ethical dilemmas.</p>
<p>Lawful Hiring is designed for supervisors. It is so easy for a supervisor to unwittingly make a mistake in the hiring process and cause major liability for the organization. The course is designed to help supervisors make knowledgeable choices and find the best employees. It also teaches them to navigate the hiring process, avoiding legal and personnel problems.</p>
<p>This course covers hazards related to lead exposure, the purpose and elements of a Medical Surveillance Program and Medical Removal Protection Program, and respirator use. Topics include sources of lead exposure, health effects, and controls and work practices to reduce lead exposures. OSHA 29 CFR 1910.1025</p>
<p>Nine hundred thousand people were injured and another 12,602 were killed in light truck crashes in 2004. Experts agree that almost all of these accidents could have been prevented. In this course, you will learn how to avoid collisions, especially the common rear-end collision. Topics include inspections, causes of collisions, stopping distances, following distance, and distractions. 20 minutes</p>
<p>According to the National Safety Council, one of every four vehicle accidents can be blamed on poor backing techniques. Between busy freight yards and crowded metropolitan areas, backing is always a potentially dangerous maneuver for light truck drivers. In this course, you will learn how to prevent backing collisions. Topics include making wise choices, backing techniques, and using spotters. 20 minutes</p>
<p>Driving without collisions is a goal of every light truck driver. Unfortunately, hazards of the road make achieving this goal a daily challenge. In this course, you will learn how to deal effectively with your blind spots, changing weather conditions, traffic, pedestrians, and intersections. 20 minutes</p>
<p>Your job as a light truck driver may involve loading, unloading, and moving your truck's cargo. These activities, when not done properly, can result in back injury. Back injuries are the leading cause of lost days from work. This course will help you to avoid becoming yet another back injury statistic by covering safe lifting, use of hand trucks, and proper stacking techniques. 20 minutes</p>
<p>Driving safely in the best of conditions is a challenge in itself for light truck drivers. Add to the challenge, conditions of extreme weather (snow, ice, rain, fog, wind) and extreme conditions (brake or tire failure, mountain driving, animals in the road), and the situation can become dangerous. In this course, you will learn steering, braking, and skid recovery techniques that will help you drive effectively in extreme conditions. 20 minutes</p>

<p>Driving a light truck that is towing a trailer takes an additional set of skills and knowledge. This course covers what to do before you drive to ensure that your truck and trailer are properly prepared. It also describes tips for driving, backing, driving in challenging conditions, dealing with trailer sway, and parking. 20 minutes</p>
<p>Records show that 120 people are killed every year when a machine or piece of equipment is unexpectedly energized during maintenance or repair. This course covers OSHA's lockout/tagout regulation 29 CFR 1910.147, The Control of Hazardous Energy. This standard became effective on January 2, 1990. The regulation protects 7 million workers and is estimated to prevent 60,000 injuries and 120 fatalities a year.</p>
<p>This course covers the purpose and requirements of a machine guarding program, machine guarding, point of operation guarding, and examples of machinery that require guarding. The course provides an overview of OSHA's 29 CFR 1910.212.</p>
<p>Speeding is defined as, driving too fast for conditions, or exceeding the posted speed limit. Of course, the laws of the road and of physics see no difference between driving above the posted speed limit and driving too fast for conditions. Both are not only illegal but also extremely dangerous. This course covers safe and excessive speeds, the conditions that require a reduction in speed, and tips for safe driving in a variety of road conditions.</p>
<p>There are 4 generations in today's workforce, and managing and working with these generations with different needs and expectations creates new workplace challenges. Managers of all ages need to understand the general attitudes common to each generation and the distinct differences from those of other age groups. This course explores these differences and the reasons they have developed, helping supervisors effectively motivate and reward each age group.</p>
<p>This course covers drum handling and hazards associated with handling drums and containers; handling, transportation, storage, and use of compressed gas cylinders; hazards associated with handling acetylene, oxygen, and hydrogen; how to detect leaks; recognition of flammable and combustible material; selection, use, and inspection of slings; and safe lifting, handling, and moving procedures. OSHA: 29 CFR 1910 Subpart N</p>
<p>New employees are at a higher risk for being involved in a job-related accident. It is estimated that most accidents occur within an employees' first six months on a new job. This course compiles key information from many of the web-based safety courses available to provide you with an overview of the safety issues you might encounter in your new job. For an in-depth look on specific safety issues, please take each individual course.</p>
<p>As a firefighter, it is important to have a good understanding of how to prevent occupational diseases while on and off the job. In this course we will identify what firefighters can do to reduce their risk of exposure to occupational hazards.</p>
<p>Most law enforcement departments have written policies highlighting expectations when it comes to certain types of conduct, but officers can still be held accountable for their actions even when expectations are not written in policy. Conduct that reflects poorly on your department or your profession, whether on or off-duty, can lead to discipline or termination. This course discusses how, as a law enforcement officer, you must hold yourself, in public and in private, to higher standards of behavior and accountability.</p>
<p>Each year, employees miss work and potential wages due to work-related injuries or hazards. Working safely means more than just using special equipment or following special procedures. It means building safety into your actions and your thinking. It means making safety a way of life-on and off the job. This training course will help employees and supervisors recognize potential office hazards and learn how to eliminate or reduce accidents in the workplace. (OSH Act Section 5A.1).</p>
<p>Danger can take many forms and can be found in any place. A woman found unconscious in her locked car. A backpack abandoned during a parade. A parking lot under a federal structure. A meth lab in deserted building. Even a booby-trapped apartment. Officers who understand the fundamentals of chemical threats, bomb-making, bomb threats, and homicide and suicide bombers will be better prepared to respond to the varying types of bomb situations that they can encounter.</p>

<p>An active joint employee-management safety committee is one of the most effective means to consistently providing a safe work environment. This course introduces employees to the benefits of working effectively and efficiently on a company safety committee.</p>
<p>This course, designed for managers, supervisors, safety professionals, human resources professionals and others, covers what to expect of and how to properly respond to OSHA inspections. Topics include planning, preparation, training, follow-up, and review in order to achieve compliance with OSHA regulations. OSHA: 29 CFR 1904</p>
<p>This course, designed for managers, supervisors, safety professionals, human resources professionals and others, covers what to expect of and how to properly respond to OSHA inspections. Topics include planning, preparation, training, follow-up, and review in order to achieve compliance with OSHA regulations. OSHA: 29 CFR 1904</p>
<p>To comply with PCI Data Security Standard audit requirements (Req. 12.6.1), organizations are required to offer PCI awareness training. Our family of PCI Security Standards courses will help you meet this need and educate employees on how to effectively safeguard and protect payment card information gathered at the point of sale (POS). The goal is to create informed employees who make better data protections decisions at the POS and, ultimately, lower your risk.</p>
<p>To comply with PCI Data Security Standard audit requirements (Req. 12.6.1), organizations are required to offer PCI awareness training. Our family of PCI Security Standards courses will help you meet this need and educate employees on how to effectively safeguard and protect payment card information in the IT department and/or in the Back Office. The goal is to create informed IT and Back Office employees who make better data protections decisions and lower your risk.</p>
<p>To comply with PCI Data Security Standard audit requirements (Req. 12.6.1), organizations are required to offer PCI awareness training. Our family of PCI Security Standards courses will help you meet this need and educate those who managers others on how to effectively safeguard and protect payment card information handled by their direct reports.</p>
<p>To comply with PCI Data Security Standard audit requirements (Req. 12.6.1), organizations are required to offer PCI awareness training. Our family of PCI Security Standards courses will help you meet this need and educate employees on how to effectively safeguard and protect payment card information gathered over the phone and online. The goal is to create informed employees who make better data protections decisions and lower your risk.</p>
<p>This course focuses on teaching supervisors on how to provide and deliver a lawful employee performance evaluation. Performance evaluation is taught as a process and not just a one-time event, and this course provides the basis for introducing an effective performance evaluation system to the organization.</p>
<p>This course covers types of personal protective equipment (PPE), when personal protective equipment is necessary, and the selection, use, and maintenance of personal protective equipment in the workplace. Topics include how to don, doff, adjust, and wear PPE; limitations of PPE; and the proper care, useful life, and disposal of PPE.</p>
<p>An officer is given great authority, in exchange for his or her oath to protect the community responsibly, ethically, and professionally. Some of these expectations are outlined in your department's personnel policies, but the importance of following these policies extends much further than that. This 2-part course covers several topics related to personnel issues.</p>
<p>An officer is given great authority, in exchange for his or her oath to protect the community responsibly, ethically, and professionally. Some of these expectations are outlined in your department's personnel policies, but the importance of following these policies extends much further than that. This 2-part course covers several topics related to personnel issues.</p>
<p>Each year, over 200,000 children are treated for playground-related injuries. These injuries occurred due to negligent maintenance and the use of improper materials. They could have been prevented. This course will show you how to identify potential hazards and how to correct them, ensuring that playgrounds are safe for all children.</p>

<p>Playground time is not break time, it's a time when a fall can ruin a child's experience. This course will teach you how most playgrounds injuries happen and then cover the strategies you can use to prevent them from occurring.</p>
<p>This course, designed for employees in general industry, covers pollution prevention. Topics include causes of pollution, participants in pollution prevention programs, regulatory requirements related to pollution prevention, classes of waste generators, pollution prevention methods, and the steps in pollution prevention practice. The course provides an overview of the EPA Pollution Prevention Act of 1990.</p>
<p>This course is designed for those who work around or with power-propelled trucks (forklifts) used to carry, push, pull, lift, stack or tier materials. The course covers health and safety concerns associated with the use and maintenance of power-propelled trucks. The course provides an overview of OSHA's 29 CFR 1910.178.</p>
<p>Germs are the disease and infection producing microscopic agents that live everywhere. You can't see them, but they exist on literally every surface. Germs responsible for the common cold, as well as some of the nastier ones like Salmonella, E. coli, and norovirus, can enter your system and make you, and those you come into contact with, very, very sick. This course covers proper hand hygiene, when to wash your hands, and how to wash your hands in order to prevent the spread of disease-causing germs.</p>
<p>Are your employees still falling for phishing schemes? Phishing remains the single biggest threat to information security, and if your employees continue to take the bait, it's time you addressed the problem with training that directly targets the kinds of behaviors that need to change. This engaging course helps people identify the ways that scammers attempt to get into their system and it offers practical advice and practice on avoiding phishing attempts on all kinds of devices.</p>
<p>With great mobility comes great responsibility- namely watching where you are going and scanning your walkway for hazards. Slips, trips, and falls are the second leading cause of workplace injuries and the fourth leading cause of workplace fatalities. This course aims to help employees identify slip, trip, and fall hazards; learn how to avoid them; and know how to react if employees find themselves on the receiving end of gravity.</p>
<p>With great mobility comes great responsibility- namely watching where you are going and scanning your walkway for hazards. Slips, trips, and falls are the second leading cause of workplace injuries and the fourth leading cause of workplace fatalities. This course aims to help firefighters identify slip, trip, and fall hazards; learn how to avoid them; and know how to react if they find themselves on the receiving end of gravity.</p>
<p>With great mobility comes great responsibility- namely watching where you are going and scanning your walkway for hazards. Slips, trips, and falls are the second leading cause of workplace injuries and the fourth leading cause of workplace fatalities. This course aims to help law enforcement officers identify slip, trip, and fall hazards; learn how to avoid them; and know how to react if they find themselves on the receiving end of gravity.</p>
<p>Physical activity puts stress on the body that can cause injuries to muscles and ligaments. Risks exist both on and off the job. This course will help you be aware of steps you can take to reduce injury risk.</p>
<p>With the rapid increase in online activity and information accessibility, customers, employees, and the Federal government have become more concerned about how personal information will be stored and used. This course provides an overview of basic privacy policies and procedures, including both Personally Identifiable Information (PII) and proprietary business information.</p>

This course offers a practical approach to safe practices regarding potential threats from chemical and biological agents, including sarin, phosgene, anthrax, plague, tularemia, and others. Topics include fallacies, company plans, properties of malicious agents, delivery routes, effective containment, steps to take after an incident, governmental agencies, and notification procedures for public leaders. OSHA Act of 1970, Section 5 (General Duty Clause); OSHA Recommendations for Handling Suspicious Letters or Packages; CDC Guidelines for State Health Departments; CDC Recommendations and Reports: Biological and Chemical Terrorism: Strategic Plan for Preparedness and Response

This course, designed for employees, contractors, and contract employees who work at industrial process plants, covers how to recognize job-related potential health and safety implications. Topics include the prevention and minimization of consequences from a catastrophic release of toxic, reactive, flammable, or explosive Highly Hazardous Chemicals (HHC) from an industrial process. OSHA 29 CFR 1910.119 and Appendix A, OSHA Directives CPL 2-2.45A CH-1. Process Safety Management of Highly Hazardous Chemicals – Compliance Guidelines and Enforcement Procedures (1994, September 13). CPL 2.94. OSHA Response to Significant Events of Potentially Catastrophic Consequences (1991, July 22).

Organizations that employ workers tasked with performing safety-sensitive functions are required by Department of Transportation to implement workplace anti-drug and alcohol policies and programs. This course is designed to help supervisors recognize the signs and symptoms of potential alcohol misuse in the workplace.

Organizations that employ workers tasked with performing safety-sensitive functions are required by Department of Transportation to implement workplace anti-drug and alcohol policies and programs. This course is designed to help supervisors recognize potential drug use in the workplace by identifying its signs and symptoms.

Organizations that employ workers tasked with performing safety-sensitive functions are required by Department of Transportation to implement workplace anti-drug and alcohol policies and programs. This course is designed to inform supervisors of their roles and responsibilities regarding reasonable suspicion drug and alcohol testing in the workplace.

This course teaches your employees how to identify and classify business records in order to effectively protect, manage, store, and dispose of them. By following the best practices identified in this training, your employees will know when to dispose of information and how to keep your current information timely, accurate, and usable.

The day camp environment has many unique challenges to supervise campers. This training conveys the important role counselors play in the development of campers and offers solutions for supervising small and large groups of children at day camp.

This course covers respiratory hazards, protection mechanisms, safe work practices, and use of respiratory protection against hazardous airborne contaminants in the work environment. Topics include employer and employee responsibilities; the nature, extent, and effects of respiratory hazards; the operation, limitations, and capabilities of respirators; and respirator selection, use, inspection, maintenance, cleaning, storage, and malfunctions. OSHA: 29 CFR 1910 Subpart I

One in four women will experience domestic violence in her lifetime and one-third of murdered women in the US are killed by an intimate partner. This course provides practical guidelines on how to respond to domestic abuse calls.

Social networking sites such as Twitter, Facebook, and LinkedIn have become increasingly popular places to post opinions and network with colleagues online. However, one inappropriate post could bring a range of legal liabilities and unforeseen consequences for both employers and employees. An organization's success relies on all employees understanding these risks and acting with integrity and responsibility when using social media.

Retaliation is any negative action taken in response to a complaint of harassment. Employers and supervisors cannot retaliate against employees or applicants for reporting harassment. This course covers retaliation laws and protections.

<p>This course focuses on the safe work practices of road grader operation. It covers the features and capabilities of a road grader, performing safety checks, and the some of the road grader's more complex maneuvers.</p>
<p>Healthcare industry employees are continually exposed to injury as a result of lifting, transferring, and repositioning patients or residents. This is a major problem for a healthcare profession. Research conducted by safety and health professionals has shown that safe patient lifting and moving programs can protect workers from injury, reduce workers' compensation costs, and improve the quality of care delivered to patients. The primary focus of this course is to provide general guidance about how caregivers can prevent injury as a result of lifting and moving patients.</p>
<p>As a seasonal employee, it is important to have a good overview of safety considerations. Statistics show that new employees are more susceptible to accidents than more experienced workers.</p>
<p>This course covers the purpose of a Safety Data Sheet, type of information found on an SDS, required availability of an SDS in a Hazard Communication Program, and ways to obtain an SDS. OSHA: 29 CFR 1910.1200</p>
<p>This program continues our discussion about the health and safety of public employees. In this presentation, employees are introduced to safety guidelines for working around blood, chemicals, and machinery. The course also includes safety lessons on two of the most common injuries to municipal employees, strains to the back and slip-trip incidents. There are ten questions at the end of the program based on the material presented in the program.</p>
<p>This course aims to equip you, the bus driver with the necessary knowledge needed in keeping students safe from incidents of bullying while riding on your bus. It includes methods of identification, intervention, and prevention of bullying aboard your bus.</p>
<p>As a school bus driver, one of the most crucial aspects of your job is maintaining the safety of your students. You must know how to prevent emergency situations on the bus, and what to do if an emergency does occur. Completing this course will equip you to promote student and bus safety by explaining what an emergency is and how to identify one, utilizing awareness and other techniques to prevent emergencies, and following proper procedures in the event that an emergency takes place.</p>
<p>This course is designed to equip school bus drivers with the proper procedures for safely loading/unloading students from the bus. It addresses the rules that student passengers should follow, proper use of warning light systems, and safely executing turnarounds in the school bus.</p>
<p>This training focuses on the proactive aspects of school bus safety –that is, the purposeful steps that you can take to foster a bus environment where safety thrives. This includes Preventative Maintenance, Safe Driving Fundamentals, Defensive Driving, and Post-Trip Inspections</p>
<p>Transporting special needs students can be a difficult job. It is a job that requires both physical and mental exertion and requires you to keep students comfortable and safe.</p>
<p>This course can act as a foundational component of your security awareness program and help your employees understand how good data protection practices relate to their individual actions and behaviors. An integrated assessment tracks learner comprehension and understanding of key data protection concepts. Realistic examples are presented that add relevance and increase learner comprehension.</p>
<p>This course uses a stimulating and creative approach that engages and challenges the learner. Realistic situations, knowledge checks, case studies, and examples are presented that add relevance and increase learner comprehension and retention. The goal: to create informed employees who make better decisions and lower risk. Good data protection practices will strengthen the consumer's trust in your organization and foster customer loyalty. Trust and loyalty are essential to maintaining lifetime, profitable customers.</p>
<p>This course instructs learners on sexual harassment prevention in the workplace and provides practical strategies for recognizing, responding to and resolving harassment complaints, and includes recent legal and regulatory changes.</p>

<p>This shorter version of Sexual Harassment Prevention is for employees and focuses on sexual harassment prevention in the workplace. It provides practical strategies for recognizing, responding to and resolving harassment complaints, and includes recent legal and regulatory changes. This course will also help you understand when your colleagues' - or even your own - conduct might be perceived as unacceptable.</p>
<p>This course instructs faculty on sexual harassment prevention in Higher Education and provides practical strategies for recognizing, responding to and resolving harassment complaints, and includes recent legal and regulatory changes.</p>
<p>This course instructs higher education staff on sexual harassment prevention in Higher Education and provides practical strategies for recognizing, responding to and resolving harassment complaints, and includes recent legal and regulatory changes.</p>
<p>Sexual Harassment Prevention for K-12 Employees. For ethical and legal reasons, the school is offering this interactive training program to educate faculty members about sexual harassment laws and the school's policy.</p>
<p>This course instructs student employees on sexual harassment prevention in Higher Education and provides practical strategies for recognizing, responding to and resolving harassment complaints, and includes recent legal and regulatory changes.</p>
<p>This course instructs learners on sexual harassment prevention in the workplace and provides practical strategies for recognizing, responding to and resolving harassment complaints, and includes recent legal and regulatory changes.</p>
<p>Designed for supervisors in California, this course defines sexual harassment and outlines the steps supervisors and employers can take to prevent and respond to sexual harassment in the workplace. This course is required to meet the 2-hour training requirement under California State Bill AB 1825.</p>
<p>A supplement to Sexual Harassment Prevention for supervisors, this course provides additional practice with all the protected categories.</p>
<p>Prolonged and competitive breath holding is a dangerous practice that can lead to shallow water blackout. Shallow water blackout is a term used to describe the loss of consciousness caused by decreased levels of carbon dioxide, created by hyperventilating and prolonged breath holding. This training explains the dangers of shallow water blackout and how to prevent it from happening in your aquatic facilities.</p>
<p>This course describes how site control programs can minimize employee exposure to hazards and prevent migration of contamination. Site control measures covered in this course include preparation of site maps, work zones, buddy systems, site security, communications, and multiple safe work practices. This course provides an overview of OSHA's site control measures from General Industry standards, 1910.120 and Construction Industry standards, 1926.65.</p>
<p>Officers must maintain situational awareness at all times in order to attempt to counteract ambush attacks. In this course, you will step into the roles of various law enforcement personnel, calling attention to common situations that peace officers find themselves in and the rules that can help them decide their best course of action in regards to ambushes.</p>
<p>Slips, trips and falls are the most commonly reported accidents. The resulting injuries can range from a skinned knee to a fractured hip, or worse. This training will teach you to identify potential slip, trip and fall hazards and the best practices to prevent slips, trips and falls in organizations like yours. We show real images of slip, trip and fall hazards from our customers and recommend how you can fix the problem.</p>
<p>Officers spend more time driving than any other aspect of their job. Unfortunately, due to limited time and resources, training is often neglected in this high risk area. Driver safety training should be a top priority for all law enforcement agencies. Driving related casualties are the second leading cause of officer fatalities. Although real time training is always beneficial, officer driving training doesn't have to be behind the wheel. This training focuses on the most important information officers need to assure they arrive safely to routine and emergency calls.</p>

Snow, sleet, ice, wintry mix—it all happens, and when it does, it can greatly reduce the safety and drivability of our roadways and parking areas. Snow plows can help deal with it all, and as a snow plow operator, you’ll be filling an important role in keeping the roads as clear and passable as possible.

Each year over 2.5 million rear-end collisions are reported, making them the most common type of automobile accidents in the United States. This course covers the factors that cause rear-end collisions, the recommended spaced needed between vehicles on the road, and how to protect yourself from being on the receiving end of a rear-end collision.

This course covers safe handling, movement and storage of hazardous materials, as well as spill control and confinement methods. Topics include likely locations for and control of spills, containment and confinement, procedures for spill and leak response, steps for containing hazardous spills, confinement methods for solids, liquids and gases, and roles of emergency responders if hazardous materials are involved. The course provides an overview of OSHA 29 CFR 1910 Subpart H.

Our cities and towns are facing a crisis—debris is piling up on the roadways, pollutants are being washed into our waterways, and particulates are clogging the air we breathe. A hero is needed to clean things up—and that hero can be you! This course will equip you to identify the different types of street sweepers and how they work, describe the benefits of street sweeping, and operate a street sweeper in a safe, effective manner.

Let’s be real—we all know what stress is. We also know that too much stress can be bad for us and that there are a number of practical ways to deal with stress. But, knowing about stress and how to relieve it is one thing, and actually doing something to recognize and mitigate stress is another thing altogether. This course is your chance to pause your regular activities and worries for a short while, and take a deeper look at how stress is showing up in your life and in your job.

Let’s be real—we all know what stress is. Life tends to have plenty of it. Working in a job like law enforcement adds a special type of stress to the mix as well. So why take this course? Because knowing about stress is one thing, and actually doing something to recognize and mitigate stress is another thing altogether. In this course we’ll examine the psychological and physiological effects of stress, the stressors that are common in law enforcement work, and real ways to recognize, control, and relieve stress.

Let’s be real—we all know what stress is. Life tends to have plenty of it, and working in a job like public safety telecommunications adds a special type of stress to the mix as well. We also know that too much stress can be bad for us and that there are a number of practical ways to deal with stress. So why take this course? Because knowing about stress and how to relieve it is one thing, and actually doing something to recognize and mitigate stress is another thing altogether.

Student Empower is a student-focused solution to address the VAWA / Campus SaVE Act requirements. Student Empower incorporates the recommendations in the final draft of the Campus SaVE Act / VAWA regulations.

This course supports a comprehensive Drug & Alcohol-Free Program, along with a written policy, ongoing education, surveillance, enforcement and treatment that has the goal of resolving and preventing substance abuse issues from affecting the organization.

Safety awareness is an employee’s ability to identify job hazards and take the proper safeguards to prevent accidents to themselves and fellow employees. Supervisors play a key role in increasing employee safety awareness and preventing accidents. The purpose of this course is to review what supervisors can do to increase safety awareness among their employees in order to prevent accidents.

In this course, host and cartoonist Bruce Blitz will expose you to a variety of potentially dangerous situations while offering insights that just might save your life in an emergency.

Think your instincts will keep you safe? It takes more than instincts to stay safe on the road. Join host Bruce Blitz as he draws you into an entertaining and educational look at driving in the urban environment.

<p>Although you may not be able to control everything that occurs on the road, there are many strategies you can employ in order to avoid an accident. This course provides tactics to avoid accidents on the roadway.</p>
<p>Choosing to buckle up before every trip, no matter the distance, is a quick and easy decision that protects you and your loved ones from danger. Encouraging everyone in the car to buckle up, including those in the back seat, could save your life, your pocketbook, and your driving record. Learn how to effectively wear your seat belt and about state seat belt laws in this course that highlights the importance of buckling up.</p>
<p>Distractions are anything that takes your attention away from the task at hand. In this case, the task is driving. If you allow distractions to take your attention away from driving, you are not driving. If you do not give your full attention to driving a vehicle, bad things can happen very quickly. Seeing and reacting safely to sudden changes can keep you from having an accident. To drive safely, you must pay full attention at all times. That will give you enough time to react. People's lives are in your hands.</p>
<p>There is no way to predict how driver behavior will affect driver safety. By remembering that even one poor decision can have tragic consequences, you will better prepare yourself for making smarter decisions while driving. Driving defensively and anticipating possible accidents will protect you against other drivers' harmful decisions.</p>
<p>Although your sleep habits may be the last factor you may figure into good driving, your sleeping behaviors undoubtedly influence your safety and those sharing the road with you. This course provides information on how to counteract fatigue on the roadway and discusses proper sleeping habits.</p>
<p>Drivers must remember the finer points of good driving, including the mental and physical conditions that affect performance on the road. Driver error causes more than 90% of highway crashes. Your ability to drive safely depends not only on what you know, but how you feel.</p>
<p>Although it may seem harmless to talk on your cell phone while driving, nearly 1 out of every 5 motor vehicle crash involves cell phone use. Cell phone use while driving isn't just a manual and visual distraction, but also a cognitive one. To drive safely, you must pay full attention at all times. Drop the phone and focus on the road.</p>
<p>With different crossing and entering movements by both drivers and pedestrians, an intersection is one of the most complex traffic situations that motorists encounter. Dangers are compounded when we add the element of speeding motorists who disregard traffic controls. Because of this conflict opportunity, intersections represent a disproportionate share of the safety problem. About half of all crashes and half of all injury crashes occur at intersections.</p>
<p>Almost all backing accidents are preventable. When a backing accident occurs, the driver typically overlooked some basic safety principles, such as not checking the area or relying solely on mirrors. Safe backing requires a driver to be alert and aware of the surrounding area. Anything less and you are recklessly backing up into a dangerous scenario.</p>
<p>To avoid a collision you need time to react to danger. Establishing a safe following distance creates enough time for you to safely react to sudden changes on the road.</p>
<p>Winter driving calls for special skills. By allowing yourself extra time on the road and by using these safe-driving tips, you can arrive at your destination safe and warm.</p>
<p>This course explores both the challenges and rewards of internationally diverse workplaces. The concepts of team, diversity and human differences are all explained, and cultural sensitivity is stressed. Specific team leader tips provide guidance and experiential practice.</p>
<p>This course is designed for everyone who is designated as a Campus Security Authority (CSA) under the Clery Act. CSAs aren't just university police; employees, students, and even unpaid volunteers can be a Campus Security Authority, depending on their role in university life. Each school has responsibilities under the Clery Act to monitor and report campus crime incidents and statistics.</p>

This course focuses on identifying and eliminating disrespectful language choices, as well as how to approach complicated issues such as reclaimed language and hidden stereotypes because creating an organizational culture that prioritizes respectful language makes it easier to attract and retain a diverse workforce. It's an essential guide to best practices for written and oral communication in the workplace.

Every year, we investigate 15-20 drowning incidents, with results ranging from overnight hospital stays to fatalities. At every one of these incidents, trained lifeguards were present. The Professional Lifeguard training helps guards understand their responsibilities and the practical application of their skills on the pool deck. Guards will understand the following key lifeguard attributes upon completion: rescue ready, positioned to protect, singularly focused, aggressively scanning and protecting everyone.

The Clery Act requires all higher education institutions to receive training on sexual assault, dating and domestic violence, and stalking. The course educates faculty/staff members about sexual assault, domestic and dating violence, and stalking, as well as how the university prohibits such offenses and employee responsibilities to respond.

Faculty and staff can learn what their legal rights and responsibilities are under Title VI of the Civil Rights Act of 1964. This section of the Civil Rights Act prohibits discrimination by programs or institutions receiving federal funding. Violations of Title VI could result in the loss of federal funding. Employees will learn who is protected under the law, what sorts of things could be discriminatory, and how the law applies in the university setting.

Education employees can learn what their legal rights and responsibilities are under Title VI of the Civil Rights Act of 1964. This section of the Civil Rights Act prohibits discrimination by programs or institutions receiving federal funding. Violations of Title VI could result in the loss of federal funding. Employees will learn who is protected under the law, what sorts of things could be discriminatory, and how the law applies in the educational setting.

This training is divided into three short sections that will help acquaint you with Title VI of the Civil Rights Act of 1964: SECTION ONE: About Title VI SECTION TWO: Complying With Title VI SECTION THREE: Title VI Complaints and Violations

This course, developed in accordance with OSHA regulations created for Hazardous Waste Operations and Emergency Response (HAZWOPER), covers the basics of toxicology. Topics include making decisions concerning protection from chemical exposure, types of toxic agents, agent routes of entry, adverse responses to toxic chemical exposure, and chemical exposure limits. This course covers primarily OSHA 29 CFR 1910.120.

Transgender diversity training course that introduces core concepts related to gender identity and sexual orientation, the business and legal aspects of a gender-diverse workplace, and how to address roadblocks to inclusion.

Injuries and change are two tough challenges. Together, they can create one overwhelming combination. Employees are sometimes faced with an injury that requires a long rehabilitation period, and physical limitations that affect what he or she can do. With Transitional Duty assignments, an employee's recovery is accompanied with a positive distraction that provides a chance to contribute to the organization. Transitional duty isn't just a return to work program; it's an investment in your employee.

Injuries and change are two tough challenges. Together, they can create one overwhelming combination. Employees are sometimes faced with an injury that requires a long rehabilitation period, and physical limitations that affect what he or she can do. With Transitional Duty assignments, an employee's recovery is accompanied with a positive distraction that provides a chance to contribute to the organization. Transitional duty isn't just a return to work program; it's an investment in your employee.

This course covers health and safety concerns unique to trenching and excavating. Topics include confined space requirements, safety principles, site assessment, causes of fatalities, factors to consider before trenching and excavating, and types of excavation methods. OSHA: 29 CFR 1926.650 Subpart P

<p>Every summer, incidents and injuries happen on trips. Whether it's a day trip or overnight trip, this training will help you plan and prepare for all off site adventures to make them memorable, safe and fun.</p>
<p>Turning maneuvers can be very challenging, possibly even scary to some drivers. While there are hazards involved when moving your vehicle across the paths of other vehicles, properly performed, you can reduce the threat of a crash. This course covers when and how to use turn signals, when to make turns in your car, at red lights, and when U-Turns are permitted</p>
<p>Uncovering Implicit Bias encourages employees to reconsider their preconceptions and recognize personal biases, looking inward provides them an opportunity to adjust their perspectives and relationships. This course teaches employees what implicit bias is, helps them understand what its effects are in the workplace, and provides strategies for combating & dislodging implicit bias in hiring and decision-making.</p>
<p>This course challenges employees to think through the principles behind the harassment laws, the types of conduct that could be considered unlawful harassment, and the skills they need to help maintain a harassment-free workplace.</p>
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<p>Each year, US law enforcement officers complete contacts with over 60 million people. Out of all of these contacts, only about 1.5% involve the use of force or threat of use of force by the involved officers. Statistically, the use of force is a minimal part of the job, but is a crucial and closely monitored element of law enforcement. This course will solidify the student's understanding of the use of force: what it is, how it has developed over time, and what actions it consists of.</p>
<p>In today's world, law enforcement officers are being scrutinized like never before, as technology and the media allow more eyes to see many of the interactions between officers and the public. The use of force is an issue on the minds of many communities. In this course, we will examine how use of force and public perceptions overlap--the ways community perception impacts use of force, appropriate handling of the media and recordings of force incidents, and the relationship between community policing and the use of force.</p>
<p>As a law enforcement officer, the proper use of force or other response options requires you to constantly assess and re-assess each situation to identify the most appropriate response. Your goal in completing this course is to evaluate the judgment and decision making aspects of use of force--the factors that impact your decision, incorporating time and non-force techniques into your decision, and guidelines for the decision making process.</p>
<p>Statistically, the use of force is a minimal part of an officer's job, but is a crucial and closely monitored element of law enforcement. It can be used appropriately or abused, and requires significant initial and ongoing training. This course examines the ethics of using force--what ethical issues it presents, when not to use force, and what should be done after a use of force.</p>
<p>Statistically, the use of force is a minimal part of the job, but is a crucial and closely monitored element of law enforcement. It carries the weight of ensuring safety, of influencing public opinion, and of potential liability. For all of these reasons, the use of force demands close examination. This course will examine the legal side of the use of force: how case law has shaped the idea of reasonableness, what types of liability are associated with use of force, and why documenting use of force is crucial.</p>

<p>Before you begin a trip of a few miles or a few thousand miles, you should ensure that you and your vehicle are both Road Ready. This course will show you how to conduct a circle of safety inspection, identify the purpose and meaning of warning lights, and periodically perform routine inspections and maintenance on your vehicle.</p>
<p>This course provides important information related to federal Wage and Hour laws, including the Fair Labor Standards Act. This course teaches the legal basics that allow employees to understand the laws and regulations while learning about your unique policies and procedures as well. The training helps employees understand the importance of following the rules in this highly litigious area and may assist in establishing a strong affirmative defense if you are faced with a claim. The course was endorsed by the wage and hour experts at top employment law firm Jackson Lewis LLP.</p>
<p>This course covers hazardous waste problems, federal laws which govern waste management, regulated hazardous waste, steps for properly managing hazardous waste including generation, transportation, treatment, storage and disposal, recent developments in waste management, types of waste, waste determination tests, generator statuses, and the list of high-priority chemicals (PBT). RCRA (1976, amended 1984); Pollution Prevention Act of 1990</p>
<p>This course covers potential health and safety concerns unique to welding, cutting, and brazing. Topics include compressed gas and oxygen cylinders; arc welding and cutting; personal protection equipment (PPE); fire prevention techniques; mechanical ventilation; confined spaces; and metals of toxic significance or with protective coatings. This course provides an overview of OSHA 29 CFR 1910 Subpart Q.</p>
<p>This course covers safe driving techniques in adverse winter weather conditions. Topics include defensive driving, accident prevention methods, the impact of drinking and driving, vehicle safety measures, vehicle maintenance, winter weather patterns and associated hazards, personal safety considerations, and actions to take for breakdowns or accidents.</p>
<p>This course aims to introduce work zone fundamentals to individuals who work in, around, or drive through work zone areas, as well as providing an orientation on safety for work zone areas. Topics covered include the importance of safety while working on traffic work zones, the significance of the MUTCD, standard work zone areas, types of road signs, basic definitions and general placement of common traffic control devices, and hazards associated with both external and internal traffic control.</p>
<p>This course has been developed in accordance with OSHA's 29 CFR 1910.120 regarding personnel exposed to temperature extremes. Topics include illnesses resulting from hot and cold temperature exposure, first aid measures, steps to avoid illness, factors that affect the body's ability to withstand temperature extremes, and measures to prevent injuries related to temperature extremes.</p>
<p>Working outdoors in the summer can be a great way to enjoy Mother Nature but it has its own set of hazards. In this course, you will learn to recognize the dangers and learn how to prevent problems related to elements of nature like the sun, heat, tick-borne diseases, West Nile virus, and poisonous plants. This training is helpful to anyone who works outdoors in warm climates. Both employers and employees need to know about special hazards related to working outdoors and the many ways these hazards can be minimized.</p>
<p>Working outdoors in the summer can be a great way to enjoy Mother Nature but it has its own set of hazards. In this course, you will learn to recognize the dangers and learn how to prevent problems related to elements of nature like the sun, heat, tick-borne diseases, West Nile virus, Zika, and poisonous plants. This training is helpful to anyone who works outdoors in warm climates. Both employers and employees need to know about special hazards related to working outdoors and the many ways these hazards can be minimized.</p>
<p>This course teaches employees how to recognize, report and defuse situations - involving tense coworkers, employees or third-parties - before they erupt into workplace violence or bullying. This course equips your employees with vital knowledge that could save lives and lawsuits in your workplace.</p>
<p>This course addresses the key components of a healthy ergonomics practice in the workplace. It includes information regarding the risk factors, signs, and symptoms of work-related musculoskeletal disorders (MSD).</p>

<p>This course covers the total service experience and discusses the skills that are needed to develop a strong customer relationship through effective communication.</p>
<p>This course covers identifying the characteristics of motivated people and the three components of the question style of coaching to develop motivation.</p>
<p>This course covers defining coaching, assessing the coaching needs of another person, and assessing your personal coaching strengths and weaknesses.</p>
<p>Listening is one of the most important human behaviors. It is our most frequently used communication skill, whether we are listening by hearing with our ears, by observing signed language, or through any other means. After completing this course, you should be able identify common traps people fall into when listening, and identify three skills to enhance listening in the workplace.</p>
<p>Understanding is an important aspect of communication. Many people assume that they understand what others say. Often, however, they do not check the accuracy of their interpretation of what they hear. After completing this course, you should be able identify common traps people fall into when trying to understand, and identify two skills to enhance understanding in the workplace.</p>
<p>Workplace feedback is information we provide fellow employees and team members about their acts in order to help them meet individual, group, and organizational goals. This course covers defining workplace feedback and identifying the characteristics of useful workplace feedback.</p>
<p>Today, with more and more competitors vying for your customers' attention, exceptional customer service is no longer optional – it's essential. This course covers the differences between traditional and exceptional customer service.</p>
<p>This course covers feeling empathy and concern for your customers so you can provide service with heart more effectively.</p>
<p>The ability to convey information in a clear and concise way is a core communication skill. For example, you need to be able to convey information clearly when you give instructions, give directions, tell someone what has happened at a meeting, show someone how to do a task or procedure. After completing this course, you should be able to explain how to use the three steps to conveying information effectively.</p>
<p>Build active listening skills; understand how tone of voice, body language, and physical surroundings effect customer perceptions; improve your telephone communication; and identify your customer's communication style.</p>
<p>This course covers the benefits, responsibilities, and challenges of being a supervisor.</p>
<p>This course covers the benefits, responsibilities, and challenges of being a manager.</p>
<p>QuickBooks makes basic accounting easy, but to truly take advantage of the power and efficiency of this popular accounting tool you'll want to dive into the advanced features. This course will move you beyond the basics of QuickBooks and teach you how to use features like payroll, sales tax, timesheets, barter transactions, and the document center correctly.</p>
<p>Learn the basic accounting and finance concepts you need to be successful in modern business.</p>
<p>More than ever before people rely on email in the workplace, but we dread the amount of time it takes to read through and respond to all our messages. This course will give you the skills you need to tame your email mountain and use it as the effective tool it's meant to be.</p>
<p>On average office workers spend one to two hours per day looking for information. Having an organized, searchable file and folder structure makes everyone more efficient, and this course will show you how to do it</p>
<p>Meet the hackers trying to break into your company, and learn how to recognize the ways they try to use you and your colleagues to steal money, data, and more.</p>
<p>Everyone is given the same twenty-four hours every day. How you use them is up to you, and in this mini-course we'll look at tips from some of the world's top experts in time management, including Stephen Covey, Dave Crenshaw, Peter Drucker, and Tim Ferriss.</p>

Windows 10 introduced many new tools, and updated others, including Cortana, Task View, Virtual Desktops, the Quick Access Screen, and more. In this mini-course we'll show you how to get around in Windows 10, and how to customize and take advantage of the major features and tools Windows 10 provides.

Power Pivot is an Excel add-in you can use to perform powerful data analysis and create sophisticated data models. With Power Pivot, you can mash up large volumes of data from various sources, perform information analysis rapidly, and share insights easily. In this course we'll show you everything you need to know in order to install and start using Power Pivot in Excel.

A spreadsheet guru can work wonders, from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course is your first step towards getting started with Microsoft Excel.

This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards. The ability to easily query and display information from your Excel data is a helpful tool for decision making, and this course will demonstrate five advanced Excel features (Forms, Lookup Functions, Charts, PivotTables, and Slicers) which will do just that.

Pivot Tables are the perfect tool to analyze large amounts of data in Excel. Being able to summarize, visualize, and tabulate your data makes PivotTables an important skill for anyone who uses Excel to store and report on data, and in this course Microsoft trainer Kathy Jones will show you how to effectively use the PivotTable tools in Excel 2013 and 2016.

G-Suite (aka Google Apps and Google Drive) is more than just cloud-based email. This powerful and popular cloud-based suite includes apps to help you illustrate, communicate, collaborate, and organize your work, or your life. In this course, we'll cover the top features you'll find in your G-Suite.

For many people email is a source of stress, when it really should be a valuable productivity tool. In this course we'll show you how to combine email best practices with the tools in Microsoft Outlook in order to effectively manage your email.

It's a common situation: you're working in an organization or department, and you need to share a calendar with your team. Whether it's staffing schedules or company holidays, this course will demonstrate ten different ways you can share a calendar among your coworkers, including both physical (printed) and online calendars.

Gmail is one of the most often used, under-utilized applications in the world. This course will change the way you use your Gmail account.

Microsoft SharePoint has been called one of the most powerful tools for business collaboration. Steve Ballmer once said that SharePoint "unleashes a suite of capabilities that dramatically improves the way people work".

Microsoft Access lets ordinary users develop powerful apps customized for their business needs. The new Access 2013 even lets you build web-based apps which anyone can use. In this course experienced Microsoft Access trainer Peggy Ward will walk you through building your first Microsoft Access desktop or web app, including creating tables, importing external data, using templates, using queries, and implementing forms and reports.

Microsoft Access lets ordinary users develop powerful apps customized for their business needs. In this course experienced Microsoft Access trainer Kathy Jones will walk you through building your first Microsoft Access database, including creating tables, using queries, and implementing forms and reports.

Microsoft Access lets ordinary users develop powerful apps customized for their business needs. In this course experienced Microsoft Access trainer Kathy Jones will build upon the basics of tables, queries, forms, and reports covered in the Basics course. Starting with the basics of relational database design, this course will expand your knowledge of Microsoft Access by covering topics such as table relationships, query joins, subdatasheets, field validation, parameter queries, and more.

You will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

If you've mastered Microsoft Excel 2010 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders, from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course is your path to first learning, then even mastering Excel.

If you've mastered Microsoft Excel 2013 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders, from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course is your path to first learning, then even mastering Excel.

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If you've mastered Microsoft Excel 2013 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders, from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course moves you beyond the basics and into being a real pro with Excel.

If you've mastered Microsoft Excel 2013 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders, from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course is for users who wish to gain skills in the more advanced features of Excel.

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders, from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Note: This course covers all the objectives required in the Microsoft Office Specialist exam 77-727

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders, from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course is your first step towards getting started with Microsoft Excel.

Note: When combined with the Intermediate and Advanced versions of this course, these cover all the objectives required in the Microsoft Office Specialist exam 77-727

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders, from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Note: When combined with the Basics and Advanced versions of this course, these cover all the objectives required in the Microsoft Office Specialist exam 77-727

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders, from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel and teaches you how to use links, lookup functions, macros, data tables, and more.

Note: When combined with the Basics and Intermediate versions of this course, these cover all the objectives required in the Microsoft Office Specialist exam 77-727

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the new Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Office 365 is far more than classic Microsoft Office. Easy, collaborative tools like OneDrive, Groups, Planner, and FindTime combine with traditional Microsoft apps to form a powerful productivity-boosting tool, and in this course we'll show you how to tap into all the power Office 365 has to offer!

OneNote is a powerful tool both for managing your own notes or idea, and for collaborating with others. In this course trainer Christina Tankersley will walk you through everything you need to know to be efficient with Microsoft's incredibly popular note-taking platform.

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Few things have greater impact on your productivity than the way you employ Outlook. Too many people waste time on unnecessary tasks that could be either managed automatically or handled in a fraction of the time, if the Outlook user just knew how to use the proper tools.

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<p>Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made, not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.</p>
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<p>QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution, and while it's winning rave reviews for its' convenience and easy interface, it's VERY different from the desktop version of QuickBooks.</p>
<p>Do you feel like you don't have time to learn how to use some advanced tools and functions in QuickBooks because you have other important work to do, like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.</p>
<p>Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly. In this comprehensive course produced by Microsoft Certified Trainer Christina Tankersley we'll show you everything you need to know to harness the power of Microsoft Word.</p>
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<p>Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly. In this basics course produced by Microsoft Certified Trainer Christina Tankersley we'll show you everything you need to know to start harnessing the power of Microsoft Word.</p>
<p>Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly. In this Intermediate course produced by Microsoft Certified Trainer Christina Tankersley we'll show you everything you need to know to move beyond the basics of Microsoft Word.</p>

<p>Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly. In this advanced course produced by Microsoft Certified Trainer Christina Tankersley we'll show you everything you need to know to move complete your mastery of Microsoft Word.</p>
<p>Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly. In this course produced by Microsoft Certified Trainer Christina Tankersley we'll show you everything you need to know to start harnessing the power of Microsoft Word, from the very basics to the most advanced features.</p>
<p>Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly. In this basics course produced by Microsoft Certified Trainer Christina Tankersley we'll show you everything you need to know to start harnessing the power of Microsoft Word.</p>
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<p>Easily create online forms, surveys, and quizzes, and view the results as they come in with Microsoft Forms! In this course we'll take a close look at all the features and benefits of this new Office 365 tool!</p>
<p>Collaboration is the art of making 1 + 1 equal more than 2, coworkers sharing ideas, working through challenges, and congratulating each other on successes is an important part of any successful business. How do you do that with today's distributed workforce? Microsoft Lync to the rescue!</p>
<p>Microsoft Office has no shortage of ways for groups to work together. From simple spreadsheet sharing to social media tools like Yammer and Delve and collaboration platforms like SharePoint, Microsoft has provided plenty of tools to help people work as a team.</p>
<p>The new Planner tool in Office 365 is a powerful team management tool, providing features comparable to standalone project management apps but without the high price tag, in fact it's included free with most Office 365 Business plans.</p>
<p>For everyone who ever struggled to create an engaging presentation with PowerPoint, rejoice! Microsoft Sway is a unique and refreshing new way to create visually appealing, interactive presentations and this course will walk you through getting started with your first Sway.</p>
<p>The new Microsoft To-Do app is a simple tool with big benefits. Accessible from your phone, tablet, desktop app or browser, To-Do lets you organize all your tasks into multiple To-Do lists, and use the My Day feature to focus your attention on the most important tasks.</p>
<p>In this course experienced Microsoft professionals Christina Tankersley and Barbara Evers help to smooth the transition by demonstrating how the new layout works, where to find the tools and functions users are looking for, and how to make the new Office environment work better for users who have years of experience with the older version.</p>
<p>Network Essentials is designed to give an experienced Level 1 tech a good foundation in networking technologies, both for real world benefits and to pass the newest CompTIA Network Plus certification (Exam N10-006).</p>
<p>Office 365 is far more than classic Microsoft Office. Easy, collaborative online tools combine with traditional Microsoft apps to form a powerful productivity-boosting tool, and in this course we'll show you the basics of everything Office 365 has to offer!</p>
<p>Both OneDrive (the free, personal version) and OneDrive for Business (the corporate version included in most Office 365 plans) have the same mission: To let you easily access your documents and files from any device, anytime, and securely share them with others.</p>

Sometimes you need a quick way to get to your "stuff" no matter where you are. Outlook Online, also called the Outlook Web App (OWA), is a convenient and powerful way to access your email, calendar, and contacts (People) from any web browser. Throughout this course you will learn the main features and benefits of using Outlook Online from Office 365. The interface is very similar if you are using Outlook Online from your company as well.

If you're getting started with project management, you'll want to familiarize yourself with generally accepted best practices. In this course, PMP and Project Management guru Christina Tankersley will show you all the basics you need to know in order to effectively manage projects.

Do you feel like you don't have time to learn how to use some advanced tools and functions in QuickBooks because you have other important work to do, like gathering or inputting data into QuickBooks? If we could show you how to perform in 30 seconds the same thing that normally takes you ten minutes, would you be interested? This course is loaded with those time-saving lessons that can change the way you think about QuickBooks.

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Skype for Business is an incredibly powerful communications tool, used for everything from simple chat conversations to webinars for 10,000 people, and can even replace a business's phone system.

Adobe Certified Expert Amy Roberts takes us through all the new features and updates in Adobe Creative Cloud 2015's Premiere Pro, After Effects, Adobe Stock, and Audition, with quick looks at new mobile collaboration tools Adobe Hue, Premiere Clip, and Adobe Color.

This course includes eight easy-to-understand modules that show how to take advantage of the new tools that are designed to make Excel 2013 more accessible to new users, and increase the usefulness of savvy users alike. Take this course and you'll agree, Excel 2013 is destined to change the way people make use of spreadsheets!

Microsoft Office 2016 is an evolutionary improvement that refines dozens of features and adds a few new tricks too. In this course Kelly Vandever and Jason Farr explore the improvements to Microsoft Office in 2016.

After years of development and improvements Microsoft released PowerPoint 2013: a new version that's more powerful, and filled with new features and options.

QuickBooks 2014 is an incremental but significant upgrade over 2013, with several new features and changes.

Collaborating, reviewing, and commenting on documents just became easier. Access to documents -- especially considering the hyper-mobile business environment, requires more accessibility options than ever before. Word 2013 are sure to have a significant impact on the way you use your Word processing application.

When Microsoft released Windows 8 they surprised a lot of PC owners. The interface and basic functionality were different from any previous Windows operating system. Windows 10 combines the best features of Windows 8 with a more traditional navigation structure and layout, plus some new modern benefits.

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Most Presentations Are Filled With Bullet Point Lists, Thick Paragraphs Of Text, And The Occasional Picture In A Desperate Attempt To Break Up The Monotony â€¦ but you can do better than that! This course shows you ways to turn standard content into something that's ACTUALLY INTERESTING to your audience.

Taught by presentation skills guru Kelly Vandever and TEDx speaker Dr Rebecca Heiss, Power Up PowerPoint will show you how to â€œpower upâ€ your next presentation!

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This course is developed specifically for medical professionals. Germs are the disease and infection producing microscopic agents that live everywhere. You can't see them, but they exist on literally every surface. This course covers proper hand hygiene, when to wash your hands, and how to wash your hands in order to prevent the spread of disease-causing germs.

This course is developed specifically for child care providers. Germs are the disease and infection producing microscopic agents that live everywhere. You can't see them, but they exist on literally every surface. This course covers proper hand hygiene, when to wash your hands, and how to wash your hands in order to prevent the spread of disease-causing germs.

This course is developed specifically for food service professionals. Germs are the disease and infection producing microscopic agents that live everywhere. You can't see them, but they exist on literally every surface. This course covers proper hand hygiene, when to wash your hands, and how to wash your hands in order to prevent the spread of disease-causing germs.