Workforce

All-Accesslibraries

Content

With hundreds of courses spanning dozens of libraries, our tools will help your teams reach their full potential.

About us

For nearly 50 years, BLR® has been the trusted compliance and training partner for HR and environment, health, and safety (EHS) teams operating in highly regulated industries. Our suite of products has continuously evolved to meet today's regulatory requirements and industry demands. With long-standing expertise in HR legislative and EHS regulatory compliance, BLR is uniquely positioned to equip businesses with the guidance needed to navigate federal and state regulatory requirements, mitigate risks, and foster a safe and productive working environment. Staying true to our founding purpose and unwavering commitment to quality and accuracy, we empower businesses with the knowledge needed to navigate today's dynamic business and regulatory environments.

See **www.blr.com** for more information.

trainingtoday

Combining the latest technology with up-to-the-minute compliance requirements and handcrafted content, TrainingToday® is a powerful, engaging eLearning program that will drive measurable improvements in performance and productivity. TrainingToday focuses on providing its customers training and expertise in the areas of workplace safety, human resources, sexual harassment, sales & service, leadership, education, and business skills.

Through TrainingToday, you will have the ability to easily administer courses, track course status, and document participant progress. Managers can easily stay aware of employees' training status and your organization will be able to demonstrate that important policies and procedures have been communicated and understood by all.

Visit **blr.com/solutions/employee-training** for more information.

Course features guide

Great content is the key to creating a comprehensive training program.

TrainingToday's award-winning content delivers industry-leading compliance, professional development, and soft-skills training. Developed by our in-house experts, these courses are ready to seamlessly integrate with your LMS—or ours—for a streamlined learning experience.

Interactive

Courses feature interactive elements, incorporating real-world scenarios and knowledge checks to actively engage learners throughout the learning experience.

Compliant

We are committed to quickly updating our courses in response to changing regulations, ensuring your training remains current and compliant.

Assessments

Learners are assessed in a variety of formats that are strategically placed throughout the course to ensure engagement and information retention.

Certificates of Completion

Learners automatically receive a certificate of completion after successfully completing a course and earning a passing score on the final quiz.

Resources

Learners have the option to download and print course materials at their convenience. Some courses include additional ancillary resources, such as worksheets, reference materials, or glossary terms.

Transcripts

A transcript of the course is provided with each course for learners who prefer to read along.

Ask the Expert

In compliance with regulations, courses include an "Ask the Expert" feature. For the duration of the course, learners have the ability to send questions directly to our in-house experts for.

Get measurable results, faster

Our LMS seamlessly integrates with your existing systems, enabling fast, secure data flow across platforms. With powerful add-ons and customization options, you can elevate your training experience to meet the needs of your organization—now and as you grow.

Training that fits the way you work

- Authoring tools
- Mobile friendly
- Advanced reporting
- Customization capabilities
- Interactive learner dashboard
- Spaced repetition and drip learning
- Video assessments
- SSO & integrations
- Curated learning paths
- Rules-based assignments
- Streamlined tracking and reporting
- Advanced user management capabilities

Our course content is...

Created by experts

Industry-specific
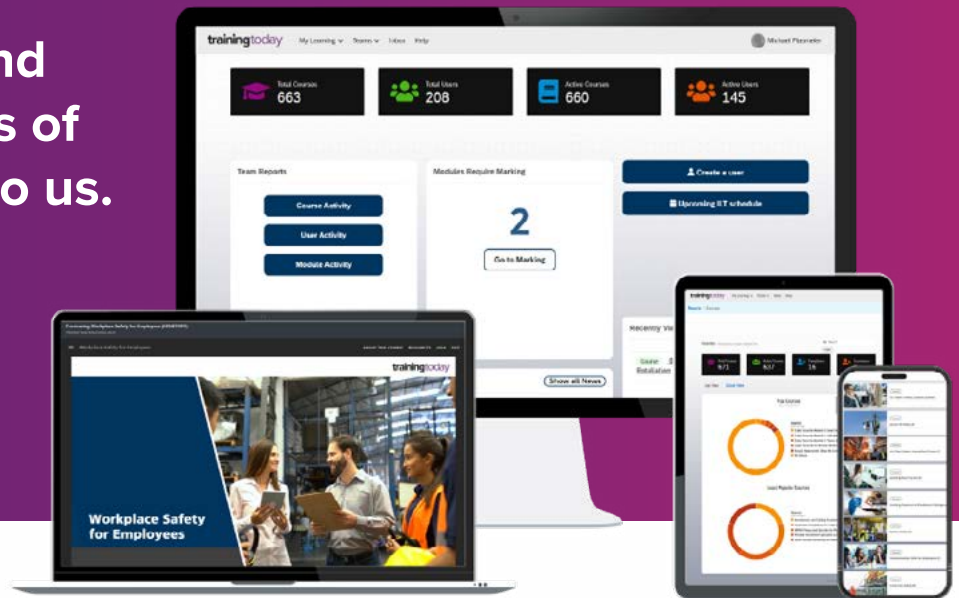
Mandatory training compliant

Always up-to-date

trainingtoday

LMS Admin as a Service

Leave the technical and administrative aspects of TrainingToday's LMS to us.

TrainingToday's add-on administrative service streamlines implementation and reduces the burden of ongoing learning management. Get your training program off the ground quickly with an experienced TrainingToday team member to help with essential onboarding and administrative tasks within the LMS for 10 hours a month.

Benefits

- Time and resource savings
- Flexibility and scalability
- Expertise and knowledge
- Continuous support
- Cost savings

Covered services

- User and course management
- Reporting and analytics
- Content management
- LMS account configuration
- Technical support escalation
- Learner deadline/task management

This time-saving service is ideal for clients without a dedicated L&D resource or with limited internal bandwidth and is essential for any TrainingToday partner looking to scale.

When off-the-shelf training isn't an option

Let our design and L&D experts create tailored training solutions to meet your business objectives and budget.

Our custom learning division brings a collective 100+ years' experience in L&D strategy planning and execution. Combined with a proven methodology to analyze, design, and deliver a custom training solution that aligns with your unique goals, BLR projects allow clients to quickly realize measurable ROI.

Training challenges we solve:

- Technology Implementation
- Onboarding
- Change Management
- New Product Training
- Leadership Development
- Modernizing Existing Training
- Simplify Workflow or Processes

Delivered in formats to meet your training program needs:

- Microlearning
- eLearning
- Instructor-Led Training Modules
- Outsourcing
- Managed Services

As your committed business partner, sharing a depth of knowledge of your operation and your objectives, we operate as an extension of your team through the execution of your L&D initiatives. We can tackle your training challenges and bring relevant workforce-enhancing training to life, while catering to your employees preferred training styles.

Are you ready to take your L&D program to the next level?

In compliance with regulations, courses include an "Ask the Expert" feature. For the duration of the course, learners have the ability to send questions directly to our in-house experts.

Topics we cover

Business Skills

Business skill development is an essential aspect of workplace success. By honing your team's competencies, you can transform the efficiency, performance, and productivity of your organization. TrainingToday helps employees quickly absorb and implement new professional skills into their day to-day work life. Provided through comprehensive business training solutions on various topics, including interpersonal skills, business ethics, project management, and more.

Education

Whether you're looking to supervise student workers, prevent violence and bulling on campus, or develop a safety plan in the event of an on-campus emergency, We have the courses you need. Our education-focused libraries are filled with the latest information, statistics, and advice to keep educators organized and their campuses safe.

Environmental Health and Safety

Training your workforce on today's environmental regulations and best practices can help mitigate environmental hazards and workplace injuries resulting from exposure to and handling hazardous substances. Your team needs to identify and understand the requirements and guidelines that apply to your organization so you can stay compliant with state and federal regulations.

Healthcare

From OSHA training to HIPAA compliance, TrainingToday's healthcare libraries help keep employees safe and healthy and your organization compliant. From healthcare worker safety to HR's role in healthcare, our courses are designed to save you time and money so you can focus on what matters most.

Hospitality

Meeting the needs of guests is of the utmost importance in order to keep the business thriving but protecting the safety and well-being of employees and keeping the day-to-day operations running smoothly are just as crucial. From restaurant server basics to cash-handling essentials, alcohol rules to laundry room safety, we've got the quick and easy courses you need to keep customers happy, workers' comp claims under control, and your business in compliance.

Human Resources

Our expert-guided HR training solutions provide the content to level up your recruiting processes and provide state-specific training to keep your organization in compliance with local laws and regulations. Topics include federal employment laws, anti-harassment, risk management—and many more—so you can keep your employees productive and your organization in compliance.

Sales and Services

Sales and customer service representatives are the lifeblood of any organization. As the public-facing side of the business, they have the opportunity to strengthen customer relationships in their daily interactions. Successful organizations have systems in place to leverage everyday interactions into longterm growth. Our expert-guided sales and service training helps businesses equip their sales and service teams with the necessary skills to become top performers. We provide comprehensive training solutions on various topics, including the sales cycle, customer care, communication skills, and more.

Business Skills

About

These information-packed courses on writing reports and e-mails, leading meetings, improving listening skills, handling tough conversations, communicating through social media, taking customer calls, and much more can help your team members up their communication game in no time. Purchase an individual library or either the Business Skills All-Accessor Business Skills All-Access+ Software Suite and get them all.

Libraries

- Business Software (166 courses)*
- Communicating Effectively at Work (16 courses)
- Cyber Security (12 courses)
- Leadership for Employees (23 courses)
- Leadership for Managers and Supervisors (32 courses)
- Microsoft Excel Bundle (52 courses)*
- Microsoft Office Complete (154 courses)*
- Microsoft Office Essentials (75 courses)*
- Project Management for Business (25 courses)
- Wellness (19 courses)

All-Access

- Business Skills All-Access (104 courses)
- Business Skills All-Access + Software Suite (270 courses)

*Add-Ons sold separately from All-Access Library

Business Skills courses

- A Manager's Role in Wellness
- Adaptability and Resilience
- All About Nutrition
- Avoiding Back Injuries
- Avoiding Corruption, Including Bribery, Insider Trading, and Embezzlement
- Balancing Work and Home
- Building a Learning Culture
- Building Organizational Culture
- Business Ethics for Employees: Refresher
- Business Ethics: What Employees Need to Know
- Business Ethics: What Employees Need to Know (Spanish)
- Business Writing for Supervisors and Managers
- Business Writing Skills for Employees
- Change Management for Supervisors
- Change: What Employees Need to Know
- Coaching for Superior Employee Performance: Techniques for Supervisors
- Collaboration in the Workplace
- Communicating Effectively in Emergencies
- Communicating in a Global Workplace
- Communicating Through Social Media
- Communicating Up: How to Talk to High-Level Management
- Communication Between All Ages in the Workplace
- Communication Skills for Employees
- Conflict of Interest in the Workplace
- Conflict Resolution for Employees
- Conflict Resolution for Supervisors
- Creating a Successful Wellness Program: A

- Guide for Managers
- Critical Thinking for Employees
- Cross-Cultural Competency in the Workplace
- Cyber Security for Remote Workers
- Cyber Security Module 1: What is Cyber Security?
- Cyber Security Module 2: Types of Cyber Threats
- Cyber Security Module 3: Anatomy of a URL: How to Identify Web Links
- Cyber Security Module 4: Email Security: Recognizing a Cyber Attack
- Cyber Security Module 5: Safe Web Browsing: Identifying Malicious Webpages
- Cyber Security Module 6: Creating and Using Passwords
- Cyber Security Module 7: Protecting and Securing Your Data
- Cyber Security Module 8: Mobile Device Best Practices
- Data Protection Essentials
- Delegation
- Delegation for Project Management
- Driver Wellness (INT)
- E-Mail Best Practices for All Employees
- Effective Decision-Making Strategies for Employees
- Effective Meetings for Employees
- Effective Meetings: How-to for Supervisors
- Emotional Intelligence
- Employee Engagement
- Encouraging Employee Input
- Financial Wellness
- Fitness for Everyone

- Giving and Receiving Feedback
- Handling Employee Complaints
- Healthy Aging
- Heart Health
- How to Manage Challenging Employees
- How to Manage Time Wisely: A Guide for Employees
- Information Security and Cyber Risk Awareness
- Keeping Yourself and Your Family Healthy
- Leadership Skills: What New Supervisors and Managers Need to Know
- Leading Innovative Teams
- Leading Without Authority
- Lean Project Management
- Mastering Your Presentation Skills: How to Speak in Front of People
- Motivating Employees: Tips and Tactics for Supervisors

- Negotiating Skills for All Employees
- Negotiation Skills for Supervisors
- New Supervisors' Guide to Effective Supervision
- Office Ergonomics
- Office Ergonomics (Spanish)
- Organizational Business Practices: CSR and ESG for Leaders
- Organizing and Planning for Success: What Employees Need to Know
- Performance Goals: How Goals Help Supervisors Manage Employees More Effectively
- Planning and Organizing Skills for Supervisors
- Power Dynamics in the Workplace
- Problem Solving for Employees
- Problem Solving for Supervisors
- Professional Behavior: What Supervisors Need to Know
- Professional Workplace Conduct for Employees

- Project Management: Planning
- Project Management: Stakeholders
- Project Management: The Beginning
- Project Management: Troubleshooting
- Project Planning: Budgeting
- Project Quality Management
- Project Risk Management
- Protecting Intellectual Property
- Recognizing and Avoiding Favoritism
- Self-Leadership and Accountability
- Stress Management
- Substance Abuse in the Workplace: What Employees Need to Know
- Supervising Special Groups
- Teambuilding for Employees
- Telephone Etiquette
- The Art of Listening for Enhanced Communication
- Time Management for Supervisors
- Top-Down Communication for Supervisors
- Training the Trainer: Effective Techniques for Dynamic Training
- Training the Trainer: Effective Techniques for Dynamic Training (Spanish)
- Understanding California Privacy Requirements Under the CCPA and CPRA
- Virtual Meetings: Etiquette and Effectiveness
- Wellness and You
- What You Need to Know About Headaches
- Workplace Ethics for Supervisors

91% of managers said a candidate's fit with the organizational culture is equal to or more important than their skills and experience.

- Robert Half

Software Add-On courses

- Adobe Acrobat DC Essentials
- Advanced QuickBooks (2016)
- Basic Business Finance
- Brain Bites - GDPR Essentials
- Brain Bites - Microsoft Teams Meetings
- Brain Bites - Using Windows 10
- Brain Bites - Windows 11 Essentials
- Creating Word Templates
- Excel - Creating Dashboards
- Excel - Data Analysis with PivotTables
- Excel - Intro to Power Pivot
- Excel - Power Functions
- Excel - Power Query
- Excel 2019 in 30 Minutes (Basics - 1 of 10): Getting Started
- Excel 2019 in 30 Minutes (Basics - 10 of 10): Customizing Options
- Excel 2019 in 30 Minutes (Basics - 2 of 10): Entering Data
- Excel 2019 in 30 Minutes (Basics - 3 of 10): Calculations
- Excel 2019 in 30 Minutes (Basics - 4 of 10): Modifying Worksheets
- Excel 2019 in 30 Minutes (Basics - 5 of 10): Text and Number Formats
- Excel 2019 in 30 Minutes (Basics - 6 of 10): Formatting Cell Contents
- Excel 2019 in 30 Minutes (Basics - 7 of 10): Conditional Formatting
- Excel 2019 in 30 Minutes (Basics - 8 of 10): Printing and Page Layout
- Excel 2019 in 30 Minutes (Basics - 9 of 10): Worksheets and Workbooks
- Excel 2019 in 30 Minutes (Intermediate - 1 of 11): Using Named Ranges
- Excel 2019 in 30 Minutes (Intermediate - 10 of 11): Creating PivotTables
- Excel 2019 in 30 Minutes (Intermediate - 11 of 11): Advanced PivotTables and Slicers
- Excel 2019 in 30 Minutes (Intermediate - 2 of 11): Working with Date Functions
- Excel 2019 in 30 Minutes (Intermediate - 3 of 11): Working with Logical Functions
- Excel 2019 in 30 Minutes (Intermediate - 4 of 11): Working with Text and Math Functions
- Excel 2019 in 30 Minutes (Intermediate - 5 of 11): Sorting and Filtering Lists
- Excel 2019 in 30 Minutes (Intermediate - 6 of 11): Querying and Subtotals with Lists
- Excel 2019 in 30 Minutes (Intermediate - 7 of 11): Analyzing Data with Tables and Formatting
- Excel 2019 in 30 Minutes (Intermediate - 8 of 11): Visualizing Data with Charts
- Excel 2019 in 30 Minutes (Intermediate - 9 of 11): Advanced Charting, Trendlines, and Graphics
- Excel for Mac Basics
- Excel for Project Management
- Gmail Essentials (2021)
- Google Workspace Essentials (2020)
- Intro to Microsoft 365 (2021)
- Leading Engaging Zoom Meetings
- Learning Excel 2019 - Advanced (TOSA)
- Learning Excel 2019 - Basics (TOSA)
- Learning Excel 2019 - Beginner (TOSA)
- Learning Excel 2019 - Expert (TOSA)
- Learning Excel 2019 - Productive (TOSA)
- Learning PowerPoint 2019 - Advanced (TOSA)
- Learning PowerPoint 2019 - Basics (TOSA)
- Learning PowerPoint 2019 - Beginner (TOSA)
- Learning PowerPoint 2019 - Expert (TOSA)

- Learning PowerPoint 2019 - Productive (TOSA)
- Mastering Access 2013
- Mastering Access 2016 - Basics
- Mastering Access 2016 - Intermediate
- Mastering Excel 2013
- Mastering Excel 2013 - Advanced
- Mastering Excel 2013 - Basics
- Mastering Excel 2013 - Intermediate
- Mastering Excel 2016
- Mastering Excel 2016 - Advanced
- Mastering Excel 2016 - Basics
- Mastering Excel 2016 - Intermediate
- Mastering Excel 2019 - Advanced
- Mastering Excel 2019 - Basics
- Mastering Excel 2019 - Intermediate
- Mastering Excel 2021 - Basics
- Mastering Excel 2021 - Beginner
- Mastering Excel 2021 - Intermediate
- Mastering Excel 365 - Advanced
- Mastering Excel 365 - Basics (2024)
- Mastering Excel 365 - Beginner (2024)
- Mastering Excel 365 - Intermediate (2022)
- Mastering Google Drive (2020)
- Mastering Microsoft 365 (2022)
- Mastering Microsoft Project Part 1 - Creating a Project (2016)
- Mastering Microsoft Project Part 2 - Managing a Project (2016)
- Mastering Microsoft Teams - Basics (2022)
- Mastering Microsoft Teams - Bonus Content
- Mastering OneNote 2013
- Mastering OneNote 2016
- Mastering Outlook 2013
- Mastering Outlook 2013 - Advanced
- Mastering Outlook 2013 - Basics
- Mastering Outlook 2016
- Mastering Outlook 2016 - Advanced
- Mastering Outlook 2016 - Basics
- Mastering Outlook 2019
- Mastering Outlook 2019 - Advanced
- Mastering Outlook 2019 - Basics
- Mastering Outlook 365 - Basics (2024)
- Mastering Outlook 365 - Beginner (2024)
- Mastering PowerPoint 2013
- Mastering PowerPoint 2016
- Mastering PowerPoint 2016 - Advanced
- Mastering PowerPoint 2016 - Basics
- Mastering PowerPoint 2019
- Mastering PowerPoint 2019 - Advanced
- Mastering PowerPoint 2019 - Basics
- Mastering PowerPoint 2021 - Basics
- Mastering PowerPoint 2021 - Beginner
- Mastering PowerPoint 2021 - Intermediate
- Mastering PowerPoint 365 - Beginner (2024)
- Mastering PowerPoint 365 - Intermediate (2022)
- Mastering PowerPoint 365 – Basics (2024)
- Mastering PowerPoint 365 - Expert (2023)
- Mastering Power Automate - Advanced (2024)
- Mastering Power Automate - Basics (2024)
- Mastering QuickBooks Desktop (2018)
- Mastering QuickBooks Online - Basics (2021)
- Mastering Visio - Basics
- Mastering Visio - Intermediate
- Mastering Word 2013
- Mastering Word 2013 - Advanced
- Mastering Word 2013 - Basics
- Mastering Word 2013 - Intermediate
- Mastering Word 2016
- Mastering Word 2016 - Advanced
- Mastering Word 2016 - Basics

> **The top malicious email attachment types are .doc and .dot which make up 37 percent; the next highest is .exe at 19.5 percent.**
>
> - Symantec

- Mastering Word 2016 - Intermediate
- Mastering Word 2019 - Advanced
- Mastering Word 2019 - Basics
- Mastering Word 2019 - Intermediate
- Mastering Word 365 – Basics (2022)
- Mastering Word 365 – Beginner (2022)
- Mastering Word 365 - Advanced (2023)
- Microsoft 365 Admin Tips and Tricks
- Microsoft 365 Email Essentials (2021)
- Microsoft 365 for New Employees (2022)
- Microsoft 365 Groups Essentials (2021)
- Microsoft 365 Sharing Calendars and Email (2022)
- Microsoft 365 To Do, Calendar, and People Essentials (2022)
- Microsoft Forms Essentials (2022)
- Microsoft Planner Essentials (2021)
- Microsoft Planner Essentials (2023)
- Microsoft Power Automate - Advanced (2024)
- Microsoft Power Automate - Basics (2024)
- Microsoft Sway Essentials
- Microsoft Teams in 30 Minutes (2021)
- Microsoft Teams: Fundamentals and Best Practices (2022)
- Microsoft To Do Essentials (2020)
- OneDrive Essentials (2021)
- OneDrive in 30 Minutes (2021)
- OneNote for Windows 10 Essentials
- Outlook Online Essentials (2020)
- Outlook Online in 30 Minutes - Calendar
- Outlook Online in 30 Minutes - Email

> **95 percent** of cybersecurity breaches are caused by human error.
>
> - Robert Half

- Power BI Essentials
- Power Up PowerPoint (Presentation Skills) v2
- Salesforce Essentials
- Saving Time in Outlook
- Secrets of the Office Guru (2019)
- SharePoint for Site Owners
- SharePoint Online Basics
- SharePoint Online Basics (2024)
- Smartsheet Basics
- SQL for Non-Technical Users
- What's New in Excel 2019?
- What's New in Office 2016?
- What's New in Outlook 2019?
- What's New in PowerPoint 2019?
- What's New in Word 2019?
- Windows 10 Essentials
- Windows 8.1 Essentials
- Word 2019 in 30 Minutes (Basics - 1 of 7): Navigating and Creating Documents
- Word 2019 in 30 Minutes (Basics - 2 of 7): Adding
- Text, Printing, and Customizing
- Viva Connections Essentials
- Word 2019 in 30 Minutes (Basics - 3 of 7): Formatting Text
- Word 2019 in 30 Minutes (Basics - 4 of 7): Working Efficiently
- Word 2019 in 30 Minutes (Basics - 5 of 7): Creating Lists and Tables
- Word 2019 in 30 Minutes (Basics - 6 of 7): Graphics and Page Appearance
- Word 2019 in 30 Minutes (Basics - 7 of 7): Preparing to Publish
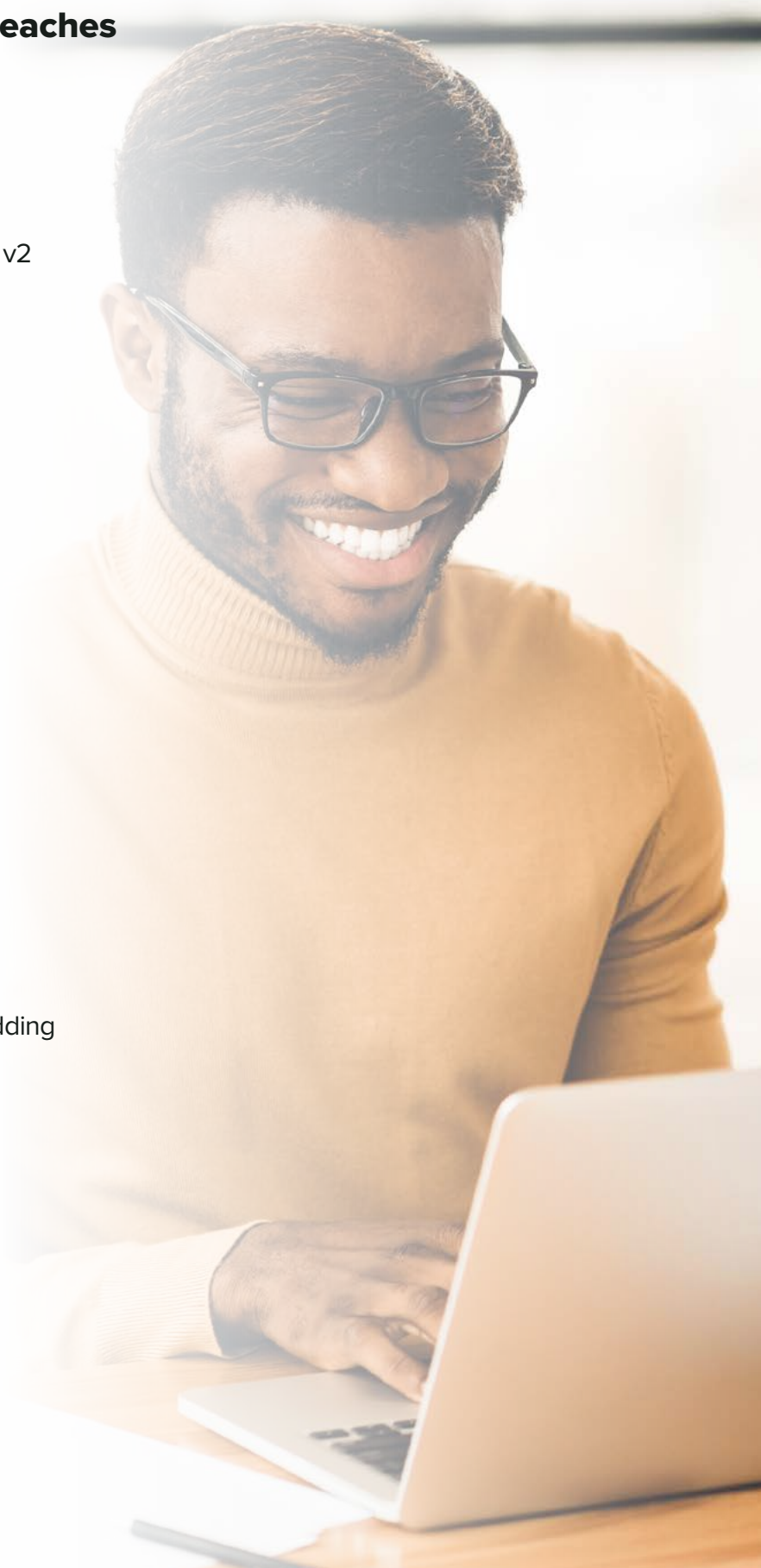
Education courses

HR for Campus Employees Library (13 courses)

Courses

- Americans with Disabilities Act: Accessibility on Campus
- Codes of Ethical Conduct for Higher Education
- Data Security on Campus
- Detecting and Preventing Child Abuse
- Diversity on Campus
- FERPA: How to Protect Student Privacy in Higher Education
- Preventing Bullying and Hazing on Campus
- Preventing Discrimination on Campus
- Preventing Sexual Harassment on Campus
- Preventing Violence on Campus
- Supervising Student Workers
- The Clery Act: Campus Security and Crime Data Reporting
- Title IX for Higher Education

> **"The Clery Act requires colleges to disclose crime statistics that happen on, adjacent to, or within campus both in their public crime log and the school's Clery Report.**
>
> - The Clery Center

Environmental Health and Safety

About

TrainingToday's Environment, Health, and Safety libraries include everything you need to increase awareness of safety and environmental best practices, achieve compliance with national OSHA and state workplace rules and regulations, and create the safest possible environment for employees. Purchase an individual library or the EHS All-Accessand get them all.

Libraries

- Construction Safety (38 courses)
- Environmental Compliance (33 courses)
- HAZWOPER (19 courses)
- Laboratory Safety (17 courses)
- Safety Culture (8 courses)
- SPCC (5 courses)
- Transportation Safety (24 courses)
- Workplace Safety (120 courses)
- Workplace Safety CA (113 courses)
- Workplace Safety Refresher (14 courses)

All-Access

- EHS (English) (243 courses)
- EHS (Spanish) (87 courses)

Environmental Health and Safety courses

- Accident Investigation
- Accident Investigation in California
- Active Shooter On-Site: What Every Employee Should Do
- Acute Respiratory Illness Pandemics: Prevention and Response
- Aerial Lift Safety
- Arc Flash Safety: Unqualified Person
- Asbestos Awareness
- Avoiding Back Injuries
- Avoiding Back Injuries (Refresher)
- Avoiding Exposure to Bloodborne Pathogens
- Avoiding Exposure to Bloodborne Pathogens (Refresher)
- Avoiding Exposure to Bloodborne Pathogens in California
- Basic First Aid for Medical Emergencies
- Basic First Aid for Medical Emergencies (Refresher)
- Battery Safety
- Biosafety in the Laboratory
- Blasting and Explosives Safety
- Bloodborne Pathogens: Healthcare Workers
- California Guide to Working in Hot Outdoor Environments
- California Guide to Working in Hot Indoor Conditions
- California Hazard Communication
- Chain Saw Safety for Construction Workers
- Chemical Hygiene Plan
- Class C UST Operator Training for Gas Station Attendants

- CMV Accident Procedures
- Commercial Motor Vehicle Inspections
- Communicating in a Global Workplace
- Communicating Up: How to Talk to High-Level Management
- Communication Between All Ages in the Workplace
- Compressed Gas Cylinder Safety
- Compressed Gas Cylinders in the Laboratory
- Conflict Resolution for Employees
- Conflict Resolution for Supervisors
- Contractor Safety
- Contributing to a Culture of Safety
- COVID-19 and the Workplace
- Crane Rigging
- Crane Rigging in Construction
- Creating a Psychologically Safe Workplace
- Defensive Driving for Noncommercial Motorists
- Defensive Driving: Commercial Motor Vehicles
- Delegation for Project Management
- Dipping, Coating, and Cleaning Operations
- Disaster Planning: What Employees Need to Know
- Disaster Planning: What Supervisors Need to Know
- DOT Alcohol and Drug Training for Supervisors
- Driver Qualifications (INT)
- Driver Wellness (INT)
- Drug and Alcohol Testing: What Supervisors Need to Know

- Earthquake Preparedness
- Effective Decision-Making Strategies for Employees
- Effective Meetings: How-to for Supervisors
- Effective Safety Communication
- Electrical Safety for Unqualified Construction Workers
- Electrical Safety for Unqualified Workers in California
- Electrical Safety for Unqualified Workers: Refresher
- Electrical Safety: Unqualified Person
- Emergency Action and Fire Prevention
- Emergency Preparedness for Healthcare Workers
- Encouraging Employee Input
- EPA Inspections
- Ergonomics and Other Wellness Tips for Remote Workers
- Ergonomics for Healthcare Workers
- Ergonomics for the Laboratory
- Ergonomics: Industrial
- Excavation Safety for Construction Workers
- Exit Routes: Supervisors
- Extreme Weather Driving for All Drivers
- Eye Protection
- Fall Protection in Construction
- Final-Mile Delivery Safety
- Fire Extinguishers Safe Use and Handling
- Fire Extinguishers Safe Use and Handling (Refresher)
- Fleet Safety: Tips and Considerations
- Forklifts and Pedestrian Safety
- Gas Safety for Construction Workers
- Good Housekeeping
- Grounds Maintenance Safety
- Handling Medical Waste

- Hazard Communication and GHS: What Employees Need to Know
- Hazard Communication and GHS: What Employees Need to Know (Refresher)
- Hazard Communication and GHS: What Supervisors Need to Know
- Hazard Communication for Healthcare Workers
- Hazardous Materials Spill Cleanup
- Hazardous Materials Transportation
- Hazardous Waste Container Management
- Hazardous Waste Emergency Response: Generators and TSDFs
- Hazardous Waste Facility Operation and Maintenance
- Hazardous Waste Introductory Training
- Hazardous Waste Manifests
- Hazardous Waste Recordkeeping Requirements for Generators
- Hazardous Waste Safety in the Laboratory
- Hazardous Waste: Health Effects
- Hazmat Transportation: Hazardous Materials Table
- Hazmat Transportation: Packaging Safety
- Hazmat Transportation: Security Awareness
- Hazmat Transportation: Security Plans
- HAZWOPER: Donning, Doffing, and Decontamination
- HAZWOPER: Facility Operations
- 100.   HAZWOPER: First Responder Awareness Level
- HAZWOPER: Medical Surveillance
- HAZWOPER: On-Site Safety Considerations
- HAZWOPER: PPE for Emergency Response
- Hexavalent Chromium Safety: General Industry
- HIPAA Privacy Rule: What Healthcare Workers Need to Know
- Home Safety

Motor vehicle crashes are the #1 cause of workplace death.

- National Safety Council

- Hotel Housekeeping in California: How to Prevent Musculoskeletal Injuries
- Hours-of-Service Rules
- How to Lift and Transfer Patients Safely
- How to Manage Time Wisely: A Guide for Employees
- How to Prevent Slips, Trips, and Falls for Healthcare Workers
- How to Prevent Workplace Violence: A Guide for Healthcare Workers
- How to Properly Inspect Oil Tanks
- Human Trafficking: Awareness and Response
- Hydrogen Sulfide Safety

- dentifying Hazardous Materials
- Industrial Ergonomics in California
- Infectious Materials Transportation
- Introduction to Industrial Hygiene
- Introduction to OSHA and the General Duty Clause
- ntroduction to Rough Terrain Forklift Safety
- Job Hazard Analysis
- Laboratory Hazard Identification
- Laboratory PPE
- Laboratory Recordkeeping for Supervisors
- Laboratory Security

> **In 2022, 1,069 construction professionals died while working, more than any other year on record.**
>
> - U.S. Bureau of Labor Statistics

- Ladder Safety
- Ladder Safety (Refresher)
- Laser Safety in the Laboratory
- Lead Safety in Construction
- Lead Safety: General Industry
- Lean Project Management
- Lockout/Tagout for Affected Employees: Refresher
- Lockout/Tagout for Authorized Employees: Refresher
- Lockout/Tagout: Affected Employees
- Lockout/Tagout: Authorized Employee
- Machine Guarding
- Metalworking Fluids
- Mold Hazards and Prevention
- Motivating Employees: Tips and Tactics for Supervisors
- Negotiation Skills for Supervisors
- New Employee Safety Orientation
- New Employee Safety Orientation (Refresher)
- Noise and Hearing Conservation
- Office Ergonomics
- Organizational Justice and Safety Culture
- Organizing and Planning for Success: What Employees Need to Know
- OSHA Inspections, Citations, and Penalties
- Permit-Required Confined Space Rescue for Supervisors
- Permit-Required Confined Spaces in Construction: Attendant

- Permit-Required Confined Spaces in Construction: Authorized Entrant
- Permit-Required Confined Spaces: Attendant
- Permit-Required Confined Spaces: Entrant
- Personal Fall Protection Systems in General Industry: What Employees in California Need to Know
- Personal Fall Protection Systems in General Industry: What Employees Need to Know
- Personal Protective Equipment: Healthcare Workers
- Personal Protective Equipment: What Employees Need to Know
- Personal Protective Equipment: What Employees Need to Know (Refresher)
- Planning and Organizing Skills for Supervisors
- Portable Power Tool Safety
- Powered Platform Safety
- PPE: Foot Protection
- PPE: Hand Protection
- Preparing for Weather Emergencies
- Preventing Slips, Trips, and Falls at Industrial Sites: A Guide for Employees
- Preventing Slips, Trips, and Falls in California: A Guide for Employees
- Preventing Slips, Trips, and Falls: A Guide for Employees
- Preventing Slips, Trips, and Falls: A Guide for Employees (Refresher)
- Preventing Wildfire Smoke Exposure in California
- Preventing Workplace Violence: What Employees Need to Know (Refresher)
- Preventing Workplace Violence: What Employees Need to Know
- Problem Solving for Employees
- Problem Solving for Supervisors
- Process Safety Management
- Process Safety Management in California

- Project Management: Planning
- Project Management: Stakeholders
- Project Management: The Beginning
- Project Management: Troubleshooting
- Project Planning: Budgeting
- Project Quality Management
- Project Risk Management
- Radiation Safety in the Laboratory
- Reactive Chemicals
- Reasonable Suspicion and Responding to Substance Abuse for Supervisors
- Recordkeeping: Injury and Illness
- Refueling Equipment
- Respirable Crystalline Silica in Construction: Preventing Exposure
- Respiratory Protection
- Respiratory Protection for Healthcare Workers
- Respiratory Protection: How to Conduct Fit Tests
- Risk Management: Program 2 Prevention Program
- Risk Management: Program 3 Prevention Program
- Safe Chemical Handling
- Safe Driving Techniques for CMVs
- Safe Driving: Backing Up
- Safe Driving: Preventing Rear-End Collisions
- Safe Forklift Operation
- Safe Forklift Operation in California
- Safety as a Right and a Responsibility
- Safety Leadership
- Saving Energy at Work and Beyond
- Scaffolds in Construction
- Scissor Lifts: Operator Safety
- Shiftwork Safety
- Silica Dust in General Industry: Preventing Exposure

- Slips, Trips, and Falls: What Supervisors Need to Know
- Snow and Ice Removal Safety
- SPCC and FRPs
- SPCC: What to Expect from an EPA Inspection
- Spill Prevention, Control, and Countermeasure Plan (SPCC Plan)
- Stormwater Pollution Prevention Plan (SWPPP)
- Stress Management
- Teambuilding for Employees
- The Dangers of Distracted Driving: A Guide for CMVs
- The Paperless Office: Conservation for Employees
- Time Management for Supervisors
- Training the Trainer: Effective Techniques for Dynamic Training
- Trenching: Competent Person
- Underground Construction Safety
- Understanding Chemical Labels Under GHS
- Understanding the Safety Data Sheet (SDS)
- Universal Wastes: Large and Small Quantity Handlers
- Warehouse Safety
- Water Conservation: Making Every Drop Count
- Welding and Cutting Safety (INT)
- Welding and Cutting Safety for Construction Workers
- What Is Safety Culture?
- Whistleblower Protections
- Working in Cold Conditions
- Working in Hot Conditions
- Working Safely Around Heavy Equipment
- Working Safely Near Power Lines
- Working Safely Outdoors

- Working Safely with Benzene
- Working Safely with Corrosives
- Working Safely with Flammable Liquids
- Working Safely with Formaldehyde
- Working Safely with Solvents
- Working with Flammables and Reactives in the Laboratory
- Workplace Safety for Employees
- Workplace Safety for Employees: Refresher
- Workplace Violence Prevention for Health Care in California: What Employees Need to Know

In 2022 the Construction and Transportation/Warehousing industries were among **the most dangerous in the world,** with the highest numbers of preventable deaths or injuries.

- National Safety Council

Environmental Health and Safety - Spanish

- Accident Investigation (Spanish)
- Active Shooter On-Site: What Every Employee Should Do (Spanish)
- Acute Respiratory Illness Pandemic Training for Healthcare Workers (Spanish)
- Acute Respiratory Illness Pandemics: Prevention and Response (Spanish)
- Aerial Lift Safety (Spanish)
- Arc Flash Safety: Unqualified Person (Spanish)
- Asbestos Awareness (Spanish)
- Avoiding Back Injuries (Spanish)
- Avoiding Exposure to Bloodborne Pathogens (Spanish)
- Basic First Aid for Medical Emergencies (Spanish)
- Battery Safety (Spanish)
- Blasting and Explosives Safety (Spanish)
- Chain Saw Safety for Construction Workers (Spanish)
- Compressed Gas Cylinder Safety (Spanish)
- Contractor Safety (Spanish)
- COVID-19 and the Workplace (Spanish)
- Crane Rigging in Construction (Spanish)
- Defensive Driving for Noncommercial Motorists (Spanish)
- Defensive Driving: Commercial Motor Vehicles (Spanish)
- Dipping, Coating, and Cleaning Operations (Spanish)
- Disaster Planning: What Employees Need to Know (Spanish)
- Electrical Safety for Unqualified Construction Workers (Spanish)
- Electrical Safety: Unqualified Person (Spanish)
- Emergency Action and Fire Prevention (Spanish)
- Ergonomics: Industrial (Spanish)
- Excavation Safety for Construction Workers (Spanish)
- Extreme Weather Driving for All Drivers (Spanish)
- Eye Protection (Spanish)
- Fall Protection in Construction (Spanish)
- Fire Extinguishers Safe Use and Handling (Spanish)
- Forklifts and Pedestrian Safety (Spanish)
- Gas Safety for Construction Workers (Spanish)
- Good Housekeeping (Spanish)
- Hazard Communication and GHS: What Employees Need to Know (Spanish)
- Hazmat Transportation: Security Awareness (Spanish)
- Housekeeper Safety (Spanish)
- Identifying Hazardous Materials (Spanish)
- Introduction to Rough Terrain Forklift Safety (Spanish)
- Job Hazard Analysis (Spanish)
- Kitchen Safety (Spanish)
- Ladder Safety (Spanish)
- Laundry Safety (Spanish)
- Lead Safety in Construction (Spanish)
- Lockout/Tagout: Affected Employees (Spanish)
- Lockout/Tagout: Authorized Employee (Spanish)
- Machine Guarding (Spanish)

- New Employee Safety Orientation (Spanish)
- Noise and Hearing Conservation (Spanish)
- Office Ergonomics (Spanish)
- Permit-Required Confined Space Rescue for Supervisors (Spanish)
- Permit-Required Confined Spaces: Attendant (Spanish)
- Permit-Required Confined Spaces: Entrant (Spanish)
- Personal Fall Protection Systems in General Industry: What Employees Need to Know (Spanish)
- Personal Protective Equipment: What Employees Need to Know (Spanish)
- Portable Power Tool Safety (Spanish)
- Powered Platform Safety (Spanish)
- PPE: Foot Protection (Spanish)
- PPE: Hand Protection (Spanish)
- Preparing for Weather Emergencies (Spanish)
- Preventing Food Contamination (Spanish)
- Preventing Slips, Trips, and Falls at Industrial Sites: A Guide for Employees (Spanish)
- Preventing Slips, Trips, and Falls: A Guide for Employees (Spanish)
- Process Safety Management (Spanish)
- Recordkeeping: Injury and Illness (Spanish)
- Refueling Equipment (Spanish)
- Respirable Crystalline Silica in Construction: Preventing Exposure (Spanish)
- Respiratory Protection (Spanish)
- Safe Chemical Handling (Spanish)
- Safe Driving: Backing Up (Spanish)
- Safe Driving: Preventing Rear-End Collisions (Spanish)
- Safe Forklift Operation (Spanish)
- Scaffolds in Construction (Spanish)
- Scissor Lifts: Operator Safety (Spanish)

- Silica Dust in General Industry: Preventing Exposure (Spanish)
- Training the Trainer: Effective Techniques for Dynamic Training (Spanish)
- Trenching: Competent Person (Spanish)
- Underground Construction Safety (Spanish)
- Understanding Chemical Labels Under GHS (Spanish)
- Understanding the Safety Data Sheet (SDS) (Spanish)
- Welding and Cutting Safety for Construction Workers (Spanish)
- Working in Cold Conditions (Spanish)
- Working in Hot Conditions (Spanish)
- Working Safely Around Heavy Equipment (Spanish)
- Working Safely Near Power Lines (Spanish)
- Working Safely Outdoors (Spanish)
- Working Safely with Flammable Liquids (Spanish)
- Workplace Safety for Employees (Spanish)
- Workplace Security for Employees (Spanish)

Healthcare

About

From healthcare worker safety to HR's role in healthcare, our libraries are full of timely training topics designed to save you time and money so you can focus on what matters most. Purchase an individual library or the Healthcare All-Accessand get them all.

Libraries

- Active Shooter for Healthcare Environments (1 course)
- Coronavirus Prevention & Response for HCW (2 courses)
- Diversity and Unconscious Bias for the HC industry (3 courses)
- HR for Healthcare (13 courses)
- Pandemic Preparedness for HCW (9 courses)
- Safety for Healthcare Workers (19 courses)

All-Access

- Healthcare All-Access (34 courses)

Healthcare courses

- Active Shooter for Healthcare Environments
- Acute Respiratory Illness Pandemic Training for Healthcare Workers
- Acute Respiratory Illness Pandemic Training for Healthcare Workers (Spanish)
- Bloodborne Pathogens: Healthcare Workers
- Compensation and Benefits in the Healthcare Industry
- Diversity for All Employees for Healthcare
- Electrical Safety: Unqualified Person
- Emergency Preparedness for Healthcare Workers
- Employee Retention and Morale for Healthcare Administrators
- Employee Training for the Healthcare Industry
- Ergonomics for Healthcare Workers
- Handling Claims in a Healthcare Setting
- Handling Medical Waste
- Hazard Communication for Healthcare Workers
- HIPAA Privacy Rule: What Healthcare Workers Need to Know
- Hiring Legally for Health Care
- How to Lift and Transfer Patients Safely
- How to Prevent Slips, Trips, and Falls for Healthcare Workers
- How to Prevent Workplace Violence: A Guide for Healthcare Workers
- HR Laws in Health Care: An Overview
- Interrupting Unconscious Bias for Supervisors in the Healthcare Industry
- NLRA and Unions In Health Care
- Performance Evaluations for Healthcare Workers

- Personal Protective Equipment: Healthcare Workers
- Personnel Counseling for Healthcare Workers
- Recognizing and Overcoming Unconscious Bias for Employees and Supervisors in the Healthcare Industry
- Recruiting for the Healthcare Industry
- Respiratory Protection
- Respiratory Protection for Healthcare Workers
- Respiratory Protection (Spanish)
- Safety and Sanitation in Health Care
- Stress Management (Multimedia)
- Tracking Credentialing and Training of Healthcare Employees
- Workplace Violence Prevention for Health Care in California: What Employees Need to Know

Hospitality

Libraries

- Hospitality and Food Service Safety Library (40 courses)

Hospitality Courses

- Avoiding Back Injuries
- Avoiding Back Injuries (Spanish)
- Avoiding Exposure to Bloodborne Pathogens
- Avoiding Exposure to Bloodborne Pathogens (Spanish)
- Customer Service Skills: How We Can All Improve
- Diversity for All Employees
- Diversity for All Employees (Spanish)
- Emergency Action and Fire Prevention
- Emergency Action and Fire Prevention (Spanish)
- Food Service Inspections
- Food Service Safety
- Food Service Sanitation
- Food Service Storage
- Front Desk Operations
- Guest Management
- Handling Customer Complaints
- Handling Money
- Housekeeper Safety
- Housekeeper Safety (Spanish)

- How to Be a Great Restaurant Server
- Human Trafficking: Awareness and Response
- Kitchen Safety
- Kitchen Safety (Spanish)
- Laundry Safety
- Laundry Safety (Spanish)
- Personal Hygiene and Good Grooming
- Preventing Food Contamination
- Preventing Food Contamination (Spanish)
- Preventing Sexual Harassment: A Guide for Employees
- Safe Temperatures for Food Storage, Preparation, and Service
- Serving Alcohol Responsibly
- Sexual Harassment Prevention for Workers in Restaurants and Bars
- Sexual Harassment Prevention for Workers in Restaurants and Bars (Spanish)
- Sexual Harassment: What Employees Need to Know
- Sexual Harassment: What Employees Need to Know (Spanish)
- Violence in the Workplace: How to Prevent and Defuse for Supervisors
- Workplace Security for Employees

Human Resources

About

TrainingToday's HR libraries include a variety of course offerings from employment law and diversity to preventing sexual harassment and unconscious bias. We also offer relevant, state-specific courses that meet our clients' HR needs. Purchase an individual library or the Human Resources All-Accessand get them all.

Libraries

- Coronavirus Prevention & Response (2 courses)
- DEI in the Workplace Microlearning (20 courses)*
- HR Employment (93 courses)
- HR Employment Refresher (13 courses)
- HR for Campus Employees (13 courses)
- HR for Healthcare (13 courses)
- HR Video Training for Supervisors (2 courses)
- Mental Health in the Workplace (10 courses)
- New Manager Micro eLearning Program (16 courses)
- Preventing Sexual Harassment - National (12 courses)
- Preventing Sexual Harassment CA: Supervisors (2 courses)
- Preventing Sexual Harassment CA: Supervisors/Employees (3 courses)
- Preventing Sexual Harassment CA: Supervisors/Employees - Spanish (2 courses)
- Preventing Sexual Harassment Chicago (5 courses)
- Preventing Sexual Harassment CT (2 courses)

- Preventing Sexual Harassment CT - Spanish (1

course)

- Preventing Sexual Harassment DE (4 courses)
- Preventing Sexual Harassment IL (3 courses)
- Preventing Sexual Harassment IL - Spanish (2 courses)
- Preventing Sexual Harassment ME (4 courses)
- Project Management for Business (25 courses)
- Recruiting (4 courses)
- Remote Worker Training for Supervisor/ Employees (27 courses)
- Sexual Harassment Training for Supervisors/ Employees NY&NYC (2 courses)
- Sexual Harassment Training for Supervisors/ Employees NY&NYC - Spanish (2 courses)
- Sexual Harassment: Draw the Line (1 course)
- Unconscious Bias (4 courses)
- Workplace Harassment Microlearning (48 courses)
- Wellness (19 courses)

All-Access

- Human Resources (English) (249 courses)
- Human Resources (Spanish) (31 courses)

*Add-Ons sold separately from All-Access Library

60% of business owners say they struggle keeping up with compliance and regulations.

- Babson College

Human Resources courses

- 01: Workplace Is No Place for Retaliation
- 02: Tables Turned, Lessons Learned
- 03: Power Play Crosses the Line
- 04: Don't Let Harassment Be Your Legacy
- 05: Cuts Like a Knife Incivility Kills Morale
- 06: Brush It Off or Speak Up: "Taking a Joke" at Work
- 07: VIP: Very Inappropriate Purchaser
- 08: To Coworker With Love
- 09: Offsite Is Not Off the Record
- 10: Technical Foul, No Holding!
- 11: Bad Breakup Leads to Bad Business
- 12: Girls Can't Code
- 13: PR Nightmare on Elm Street
- 14: Majority Doesn't Rule
- 15: The Customer Isn't Always Right
- 16: Don't Honey Me, Honey
- 17: Off-Color Jokes Should Be off the Menu
- 18: Bad Reference Is Bad Business
- 19: Get Another Room
- 20: Hands off the Repairman
- 21: Turn that Frown Upside Down
- 22: Lucky to Still Have a Job!
- 23: Don't Just Go with What You Know
- 24: A Woman's Work: Duties as Assigned
- 25: The Big Reveal
- 26: Is There an Echo in Here?
- 27: Have a Complaint? You're Fired!
- 28: An Invitation She Can't Refuse
- 29: Pardon the Interruption
- 30: Give Me a Break
- 31: Job on the Rocks

- 32: Relationship Status Awkward
- 33: There's No Excuse for Bad Behavior
- 34: Double Jeopardy
- 35: No Room at the Table
- 36: Not Your Story to Tell?
- 37: Keep It to Yourself
- 38: Leave Your Political Views at the Door
- 39: Get Your Act Together
- 40: Do Not Disturb
- 41: From One Friend to Another
- 42: Be a Manager Not a Matchmaker
- 43: Unequal Enforcement Is a Bad Fit
- 44: We Can Work it Out
- 45: Can't Go Back Again
- 46: One Bad Apple
- 47: Grab a Seat
- 48: Can't Give a Compliment
- A Manager's Role in Wellness
- Active Shooter On-Site: What Every Employee Should Do
- Affordable Care Act: What You Need to Know
- All About Nutrition
- Americans with Disabilities Act: Accessibility on Campus
- Americans with Disabilities Act: What Supervisors Need to Know
- Americans with Disabilities Act: What Supervisors Need to Know (Refresher)
- Attendance Management: What Supervisors Need to Know
- Avoiding Back Injuries
- Avoiding Corruption, Including Bribery, Insider Trading, and Embezzlement

- Avoiding Exposure to Bloodborne Pathogens
- Balancing Work and Home
- Basic First Aid for Medical Emergencies
- Business Ethics for Employees: Refresher
- Business Ethics: What Employees Need to Know
- Coaching for Superior Employee Performance: Techniques for Supervisors
- Coaching for Superior Employee Performance: Techniques for Supervisors (Refresher)
- Codes of Ethical Conduct for Higher Education
- Collaboration in the Workplace
- Communicating in a Global Workplace
- Communicating Up: How to Talk to High-Level Management
- Communication Between All Ages in the Workplace
- Communication Skills for Employees
- Communication Skills for Employees (Refresher)
- Compensation and Benefits in the Healthcare Industry
- Conducting Effective Performance Appraisals
- Confident Supervisor: Difficult Conversations
- Conflict Resolution for Employees
- Conflict Resolution for Supervisors
- Creating a Successful Wellness Program: A Guide for Managers
- Data Protection Essentials
- Data Security on Campus
- Delegation for Project Management
- Detecting and Preventing Child Abuse
- Disaster Planning: What Employees Need to Know
- Disaster Planning: What Supervisors Need to Know
- Diversity for All Employees

- Diversity for Employees: Refresher
- Diversity Fundamentals for Supervisors
- Diversity on Campus
- Documentation
- Driver Wellness (INT)
- Effective Decision-Making Strategies for Employees
- Effective Meetings: How-to for Supervisors
- Emergency Action and Fire Prevention
- Employee Burnout: Supervisor Tools for Prevention and Response
- Employee Retention and Morale for Healthcare Administrators
- Employee Training for the Healthcare Industry
- Employment Law for Supervisors: What You Should and Shouldn't Do
- Encouraging Employee Input
- Essential HR: For Those Who Have Recently Assumed HR Responsibilities
- Exit Routes: Supervisors
- FERPA: How to Protect Student Privacy in Higher Education
- Financial Wellness
- Fitness for Everyone
- FLSA: What Supervisors Need to Know
- FMLA for Supervisors
- Grounds for Termination: What Managers and Supervisors Need to Know
- Handling Claims in a Healthcare Setting
- Handling Employee Complaints
- Healthy Aging
- Heart Health
- HIPAA Privacy Rule: What Healthcare Workers Need to Know
- HIPAA: What Employees Should Know
- HIPAA: Your Obligations Under the Privacy

Rule

- HIPAA: Your Obligations Under the Privacy Rule (Refresher)
- Hiring Legally
- Hiring Legally for Health Care
- How to Conduct New Employee Orientation
- How to Explain the 401(k) to Your Employees
- How to Manage Challenging Employees
- How to Manage Military Leave
- How to Manage Time Wisely: A Guide for Employees
- How to Prevent and Respond to Bullying at Work
- How to Prevent and Respond to Bullying at Work: Refresher
- HR Laws in Health Care: An Overview
- Human Trafficking: Awareness and Response
- Information Security and Cyber Risk Awareness
- Interrupting Unconscious Bias for Supervisors
- Interviewing Skills for Supervisors
- Introduction to the FMLA for HR
- Job Descriptions: How to Write Them Effectively
- Keeping Yourself and Your Family Healthy
- Lean Project Management
- Leave and Lactation Issues for Supervisors in California
- Measuring Job Performance: What Supervisors Need to Know
- Mental Health Series: ADD and ADHD
- Mental Health Series: Bipolar Disorder
- Mental Health Series: Caregiver Syndrome
- Mental Health Series: Chronic Stress
- Mental Health Series: Depression
- Mental Health Series: Generalized Anxiety Disorder
- Mental Health Series: Insomnia
- Mental Health Series: Obsessive Compulsive Disorder
- Mental Health Series: Post-Traumatic Stress Disorder
- Mental Health Series: Substance Abuse
- Negotiation Skills for Supervisors
- NLRA and Unions In Health Care
- NLRA and Unions: What Supervisors Need to Know
- Office Ergonomics
- Office Hazards (Multimedia)
- Onboarding: Setting Employees Up for Success
- Organizing and Planning for Success: What Employees Need to Know
- Organizing and Planning for Success: What Employees Need to Know (Refresher)
- Performance Evaluations for Healthcare Workers
- Personnel Counseling for Healthcare Workers
- Planning and Organizing Skills for Supervisors
- Preventing Bullying and Hazing on Campus
- Preventing Discrimination on Campus
- Preventing Sexual Harassment in California: Training for Supervisors (AB 1825)
- Preventing Sexual Harassment on Campus
- Preventing Sexual Harassment: A Guide for Delaware Employees
- Preventing Sexual Harassment: A Guide for Delaware Supervisors
- Preventing Sexual Harassment: A Guide for Employees
- Preventing Sexual Harassment: A Guide for Supervisors
- Preventing Sexual Harassment: Training for Supervisors
- Preventing Violence on Campus

- Preventing Workplace Sexual Harassment in Maine: A Guide for Employees
- Preventing Workplace Sexual Harassment in Maine: A Guide for Supervisors
- Preventing Workplace Violence: What Employees Need to Know (Refresher)
- Preventing Workplace Violence: What Employees Need to Know
- Problem Solving for Employees
- Problem Solving for Supervisors
- Professional Workplace Conduct for Employees
- Progressive Discipline
- Project Management: Planning
- Project Management: Stakeholders
- Project Management: The Beginning
- Project Management: Troubleshooting
- Project Planning: Budgeting
- Project Quality Management
- Project Risk Management
- Protecting Intellectual Property
- Reasonable Suspicion and Responding to Substance Abuse for Supervisors
- Recognizing and Avoiding Favoritism
- Recognizing and Overcoming Unconscious Bias for Employees and Supervisors
- Recordkeeping and Notice Requirements
- Recordkeeping: Injury and Illness
- Recruiting for the Healthcare Industry
- Recruiting: A Model for Targeting Top Talent
- •Reducing Turnover and Increasing Retention
- Safety and Sanitation in Health Care
- Saving Energy at Work and Beyond
- Sexual Harassment for Employees: Refresher
- Sexual Harassment in the Digital Age
- Sexual Harassment Prevention and Response for Employees in California

- Sexual Harassment Prevention and Response for Employees in Chicago
- Sexual Harassment Prevention and Response for Employees in Illinois
- Sexual Harassment Prevention and Response for Illinois Supervisors/Employees: Restaurants & Bars
- Sexual Harassment Prevention and Response for Supervisors in California (AB 1825)
- Sexual Harassment Prevention and Response for Supervisors in Chicago
- Sexual Harassment Prevention and Response for Supervisors in Illinois
- Sexual Harassment Prevention and Response in Chicago: Bystander Intervention
- Sexual Harassment Prevention and Response: Bystander Intervention
- Sexual Harassment Prevention for Workers in Restaurants and Bars
- Sexual Harassment Prevention Training for Employees in Connecticut
- Sexual Harassment Prevention Training for Supervisors in Connecticut
- Sexual Harassment Training for Supervisors and Employees in New York & NYC
- Sexual Harassment Training for Supervisors and Employees in New York & NYC (Extended)
- Sexual Harassment: Draw the Line
- Sexual Harassment: What Employees Need to Know
- Sexual Harassment: What Supervisors Need to Know
- Shiftwork Safety
- Strategies for Legally Avoiding Unions
- Stress Management
- Substance Abuse for Employees: Refresher
- Substance Abuse in the Workplace: What Employees Need to Know
- Substance Abuse in the Workplace: What

Supervisors Need to Know

- Supervising Student Workers
- Teambuilding for Employees
- Teambuilding for Supervisors
- Telecommuting and Other Alternative Work Arrangements for Employees
- Telecommuting and Other Alternative Work Arrangements for Supervisors
- Terminating Employees: The Process
- The Clery Act: Campus Security and Crime Data Reporting
- The Paperless Office: Conservation for Employees
- Time Management for Supervisors
- Title IX for Higher Education
- Title IX for Higher Education (Refresher)
- Tracking Credentialing and Training of Healthcare Employees
- Training the Trainer: Effective Techniques for Dynamic Training
- U.S. Foreign Corrupt Practices Act
- Understanding California Privacy Requirements Under the CCPA and CPRA
- Understanding COBRA/HIPAA for Supervisors
- Violence in the Workplace: How to Prevent and Defuse for Supervisors
- Vital Wage and Hour Issues for Supervisors in California
- Wellness and You
- What You Need to Know About Headaches
- What You Need to Know About Identity Theft
- Workers' Compensation: What Supervisors Need to Know
- Workplace Diversity for Employees
- Workplace Diversity for Supervisors
- Workplace Ethics for Supervisors
- Workplace Harassment for Employees:

Refresher

- Workplace Harassment: What Employees Need to Know
- Workplace Harassment: What Supervisors Need to Know
- Workplace Privacy: What Supervisors Need to Know
- Workplace Security for Employees

Human Resources - Spanish

- Active Shooter On-Site: What Every Employee Should Do (Spanish)
- Business Ethics: What Employees Need to Know (Spanish)
- Disaster Planning: What Employees Need to Know (Spanish)
- Diversity for All Employees (Spanish)
- Emergency Action and Fire Prevention (Spanish)
- HIPAA: Your Obligations Under the Privacy Rule (Spanish)
- Office Ergonomics (Spanish)
- Preventing Sexual Harassment: A Guide for Delaware Employees (Spanish)
- Preventing Sexual Harassment: A Guide for Delaware Supervisors (Spanish)
- Preventing Sexual Harassment: A Guide for Supervisors (Spanish)
- Preventing Workplace Sexual Harassment in Maine: A Guide for Employees (Spanish)
- Preventing Workplace Sexual Harassment in Maine: A Guide for Supervisors (Spanish)
- Sexual Harassment Prevention and Response for Employees in California (Spanish)
- Sexual Harassment Prevention and Response for Employees in Chicago (Spanish)
- Sexual Harassment Prevention and Response for Employees in Illinois (Spanish)
- Sexual Harassment Prevention and Response for Illinois Supervisors/ Employees: Restaurants & Bars (Spanish)
- Sexual Harassment Prevention and Response for Supervisors in California (AB 1825) (Spanish)
- Sexual Harassment Prevention and Response for Supervisors in Illinois (Spanish)
- Sexual Harassment Prevention and Response in Chicago: Bystander Intervention (Spanish)
- Sexual Harassment Prevention and Response: Bystander Intervention (Spanish)
- Sexual Harassment Prevention for Workers in Restaurants and Bars (Spanish)
- Sexual Harassment Prevention Training for Employees in Connecticut (Spanish)
- Sexual Harassment Prevention Training for Supervisors in Connecticut (Spanish)
- Sexual Harassment Training for Supervisors and Employees in New York & NYC (Extended) (Spanish)
- Sexual Harassment Training for Supervisors and Employees in New York & NYC (Spanish)
- Sexual Harassment: What Employees Need to Know (Spanish)
- Substance Abuse in the Workplace: What Employees Need to Know (Spanish)
- Training the Trainer: Effective Techniques for Dynamic Training (Spanish)
- Workplace Harassment: What Employees Need to Know (Spanish)
- Workplace Security for Employees (Spanish)

DEI in the Workplace: Microlearning add-on courses

- Ground Rules for Workplace Behavior: Acknowledge and Address Microaggressions
- Ground Rules for Workplace Behavior: Act Professionally and Respectfully
- Ground Rules for Workplace Behavior: Be an Ally and Do the Work
- Ground Rules for Workplace Behavior: Communicate Openly and Actively
- Ground Rules for Workplace Behavior: Speak up and Work Through Conflict
- LGBTQIA+ Basics for the Workplace: Evolving Concepts and Terms
- LGBTQIA+ Basics for the Workplace: Gender, Gender Identity, and Gender Expression
- LGBTQIA+ Basics for the Workplace: Microaggressions and Being an Ally
- LGBTQIA+ Basics for the Workplace: "LGBT" Explained
- LGBTQIA+ Basics for the Workplace: "QIA+"

Explained
- Neurodiversity in the Workplace: Be an Ally
- Neurodiversity in the Workplace: Language/ Microaggressions
- Neurodiversity in the Workplace:
- Neurodivergence in the Workplace
- Neurodiversity in the Workplace: Neurodiversity
- Neurodiversity in the Workplace: The Spectrum
- Race in the Workplace: Being an Antiracist Ally
- Race in the Workplace: Institutional Racism
- Race in the Workplace: Interpersonal Racism
- Race in the Workplace: Microaggressions
- Race in the Workplace: Racism in the Workplace

New Manager Micro eLearning add-on courses

- Week 1: The Importance of Influence
- Week 2: Mindset Shift
- Week 3: Building Trust & Credibility
- Week 4: Managing Your Boss & Expectations
- Week 5: Monologue to Dialogue to Collaboration
- Week 6: Seek Early Wins
- Week 7: Performance Management
- Week 8: Alignment

- Week 9: Delegation
- Week 10: Radical Accountability
- Week 11: Feedback
- Week 12: Leadership
- Week 13: Team Building
- Week 14: Learning Culture
- Week 15: Coaching
- Week 16: Speak Like a Coach

Workplace Harassment Microlearning add-on courses

- Workplace Is No Place for Retaliation
- Tables Turned, Lessons Learned
- Power Play Crosses the Line
- Don't Let Harassment Be Your Legacy
- Cuts Like a Knife Incivility Kills Morale
- Brush It Off or Speak Up: "Taking a Joke" at Work
- VIP: Very Inappropriate Purchaser
- To Coworker With Love
- Offsite Is Not Off the Record
- Technical Foul, No Holding!
- Bad Breakup Leads to Bad Business
- Girls Can't Code
- PR Nightmare on Elm Street
- Majority Doesn't Rule
- The Customer Isn't Always Right
- Don't Honey Me, Honey
- Off-Color Jokes Should Be off the Menu
- Bad Reference Is Bad Business
- Get Another Room
- Hands off the Repairman
- Turn that Frown Upside Down
- Lucky to Still Have a Job!
- Don't Just Go with What You Know
- A Woman's Work: Duties as Assigned
- The Big Reveal
- Is There an Echo in Here?
- Have a Complaint? You're Fired!
- An Invitation She Can't Refuse
- Pardon the Interruption

- Give Me a Break
- Job on the Rocks
- Relationship Status Awkward
- There's No Excuse for Bad Behavior
- Double Jeopardy
- No Room at the Table
- Not Your Story to Tell?
- Keep It to Yourself
- Leave Your Political Views at the Door
- Get Your Act Together
- Do Not Disturb
- From One Friend to Another
- Be a Manager Not a Matchmaker
- Unequal Enforcement Is a Bad Fit
- We Can Work it Out
- Can't Go Back Again
- One Bad Apple
- Grab a Seat
- Can't Give a Compliment

In 2023, the average FMLA settlement was **$80,000,** with some severe cases surpassing **$500,000.**

- Guardian 2023
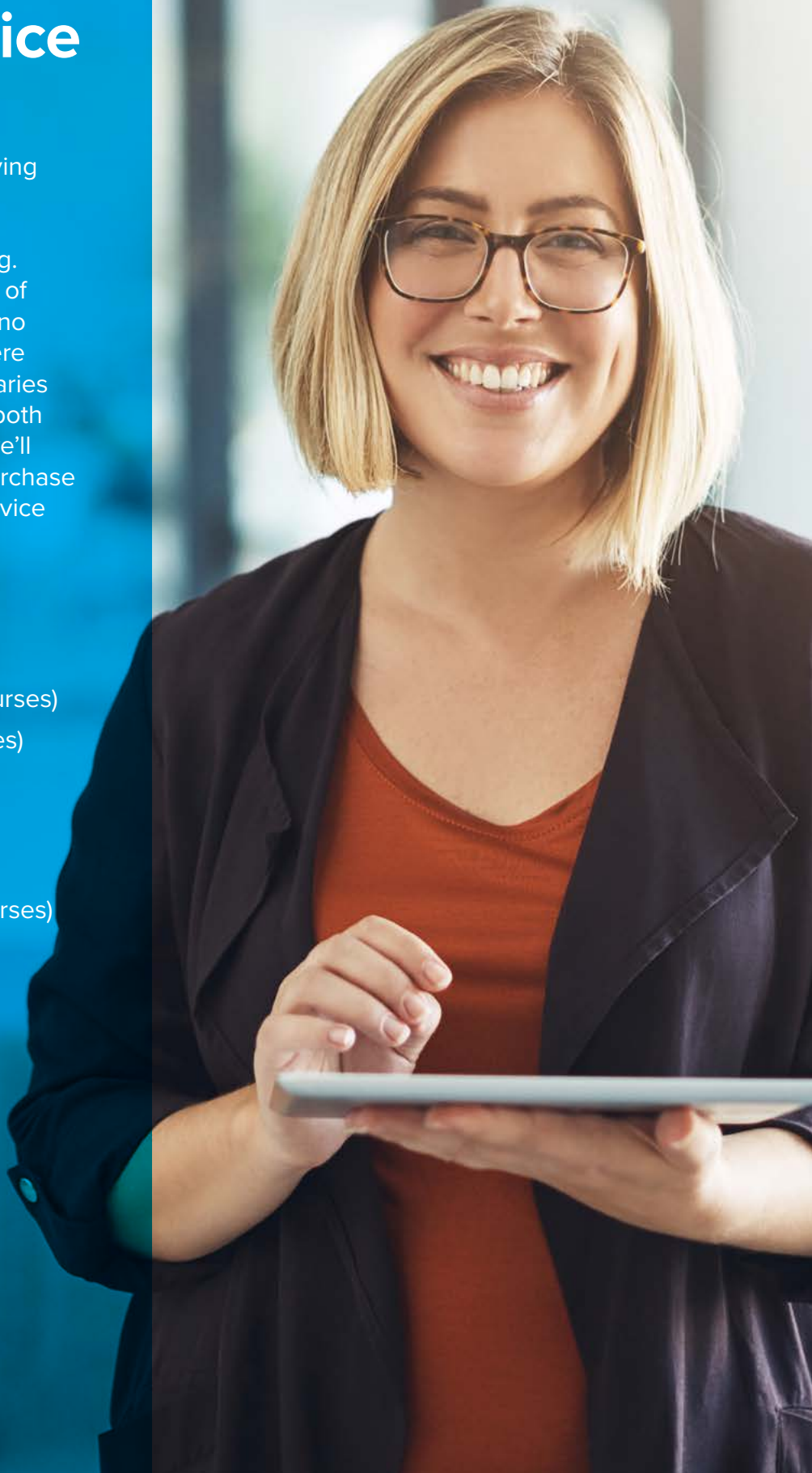
Sales and Service

About

Perhaps the only thing worse than having a great sales rep walk out the door is watching them become frustrated and ineffective because of a lack of training. That's when you face the greatest risk of losing customers, which is something no organization can afford. But that's where TrainingToday's Sales and Service libraries shine. With library topics that include both sales and customer service training, we'll help you keep your team engaged. Purchase an individual library or the Sales & Service All-Accessand get them all.

Libraries

- Customer Service (21 courses)
- Microsoft Office Complete (154 courses)
- Microsoft Office Essential (7 courses)
- Sales (12 courses)

All-Access

- Sales & Service All-Access (32 courses)
- Sales & Services + Software Suite All-Access (198 courses)

Sales and Service courses

- Business Writing Skills for Employees
- Closing Sales Techniques
- Coaching for Superior Employee Performance: Techniques for Supervisors
- Communication Skills for Employees
- Conflict Resolution for Employees
- Connecting with Customers
- Consultative Sales Techniques
- Customer Service Skills: How We Can All Improve Customer Service: How to Promote Excellent Service Among Your Staff
- E-Mail Best Practices for All Employees
- Gaining Leads and Referrals
- Handling Customer Complaints
- Handling Objections
- How to Maintain Customer Loyalty
- How to Manage Time Wisely: A Guide for Employees
- Identifying Customer Needs: A Guide for Sales

- Identifying Customers' Needs
- Maintaining a Positive Attitude
- Making Customers Feel Special
- Motivating Employees: Tips and Tactics for Supervisors
- Problem Solving for Employees
- Qualifying Prospects
- Setting Sales Goals
- Stress Management (Multimedia)
- Teambuilding for Employees
- Telephone Etiquette
- Telephone Sales Techniques: Cold Calls and Prospecting
- The Art of Listening for Enhanced Communication
- Turning Satisfied Customers into Repeat Customers
- Understanding Product Features and Benefits
- Upselling

trainingtoday

The right training. The right time. In the right way.

Combining the latest technology with up-to-the-minute compliance requirements and handcrafted content, TrainingToday is a powerful, engaging eLearning program that will drive measurable improvement in performance.

Ready to subscribe? Contact a TrainingToday Solutions Specialist today by calling 800-597-6300 or emailing sales@blr.com.

This is what makes TrainingToday simply superior.

Ensure compliance and boost organizational growth.

- Off-the-shelf- compliance training
- Regularly updated content
- User-friendly reporting tools
- Mobile-friendly delivery