



# Course List

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**ZYWAVE | LEARNING**

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# CHEMICAL & ENVIRONMENTAL SAFETY

## **Stormwater Pollution Awareness for Employees**

Pollution spread by contaminated stormwater is a serious problem. This training provides workers with a basic understanding of the company's Stormwater Pollution Prevention Plan.

*Estimated Completion Time: 13 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

# CONSTRUCTION SAFETY

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

This safety training identifies the hazards of different surfaces and provides practical information to help employees prevent slips, trips and falls in and around all types of construction sites.

*Estimated Completion Time: 13 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Cold Stress Prevention for Construction Employees

Cold and wet weather can have a negative effect on the body, threatening worker safety. This employee training explains the signs and treatment of cold stress conditions like hypothermia, frostbite and trench foot.

*Estimated Completion Time: 8 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Crane Signal Person Basic Training for Construction Employees

In this training, workers will learn the two standardized hand signals described in ASME B3.5 and OSHA 29 CFR 1926.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English*  
*English Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Crystalline Silica Safety for Construction Employees

This training discusses key requirements of OSHA's crystalline silica standards, as well as work practices employees should follow to protect themselves from crystalline silica.

*Estimated Completion Time: 15 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Fall Hazards: One of Construction's Fatal Four

This program reviews the safeguards employees must follow to control the common fall hazards that are often present when working above ground level. Topics include: common fall hazards, guardrail use, personal fall arrest systems, fall protection requirements for scaffolding, basic portable ladder safety precautions.

*Estimated Completion Time: 10 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Hand And Power Tool Safety In Construction Environments

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

*Estimated Completion Time: 17 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

# CONSTRUCTION SAFETY (CONT.)

## Industrial Crane Safety

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

*Estimated Completion Time: 12 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

## Personal Fall Arrest Systems Training for Construction Employees

In this training session, workers learn about the proper selection and use of fall arrest equipment. Topics include the three components of a personal fall arrest system, calculating total fall distance, safe use of self-retracting lifelines, and survival and rescue after a fall event.

*Estimated Completion Time: 14 minutes*

*Languages Offered: English & Spanish*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Safety Orientation for Construction Employees

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

*Estimated Completion Time: 24 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

# CORONAVIRUS PREVENTION & RESPONSE

## **COVID-19: Staying Safe at Work for Employees**

This course covers employees' general responsibilities when returning to a worksite during the coronavirus (COVID-19) pandemic. Topics include physical distancing, putting on and taking off PPE, personal and workspace cleaning, and more. This course does not cover state-specific requirements.

*Estimated Completion Time: 24 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## **COVID-19: Staying Safe at Work for Managers**

This course covers employers' general responsibilities when returning employees to a worksite during the coronavirus (COVID-19) pandemic. Topics include creating a screening process, adopting an infection control plan and training program, and more. This course does not cover state-specific requirements.

*Estimated Completion Time: 24 minutes*

*Languages Offered: English*

*Target Audience: Managers*

*Closed Captioning/Transcript: Yes*

## **Remote Employees: Safety, Health and Security**

This course informs remote employees of the physical and cybersecurity hazards found in home work environments, safe work practices to follow, and how to maintain a "workplace mindset."

*Estimated Completion Time: 19 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

# CYBERSECURITY

## **AI in the Workplace: Acceptable Use of Generative AI Tools**

This interactive course introduces you to the key things to know about intellectual property: How to identify IP, how to determine who owns the IP, the legal protections for IP, what obligations we have to protect IP and uphold the rights of the IP owner. It also covers the main IP rights protected by US law: Trademark, copyright, patent, and trade secret.

*Estimated Completion Time: 30 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## **Cybersecurity Awareness**

This course surveys employees' cybersecurity obligations. By the end of the course, learners will understand how to apply cybersecurity hygiene to protect an organization's digital infrastructure while ensuring compliance with relevant laws, industry standards, and company policies.

*Estimated Completion Time: 30 minutes*

*Languages Offered: English & Spanish*

*Target Audience: Managers & Employees*

*Closed Captioning/Transcript: Yes*

## **Global Data Privacy Awareness**

This course covers data privacy, general data protection regulation (GDPR), information security and asset protection. Employees will understand their responsibilities in protecting personal and confidential information, and keeping information systems secure.

*Estimated Completion Time: 30 minutes*

*Languages Offered: English*

*Target Audience: Managers & Employees*

*Closed Captioning/Transcript: Yes*

## **End User Cyber Security Fundamentals Series – Browsing**

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

*Estimated Completion Time: 17 minutes*

*Languages Offered: English*

*Target Audience: Managers & Employees*

*Closed Captioning/Transcript: No*

## **End User Cyber Security Fundamentals Series – Mobile Devices**

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

*Estimated Completion Time: 16 minutes*

*Languages Offered: English*

*Target Audience: Managers & Employees*

*Closed Captioning/Transcript: No*

# CYBERSECURITY (CONT.)

## Protecting Intellectual Property

This interactive course introduces you to the key things to know about intellectual property: How to identify IP, how to determine who owns the IP, the legal protections for IP, what obligations we have to protect IP and uphold the rights of the IP owner. It also covers the main IP rights protected by US law: Trademark, copyright, patent, and trade secret.

*Estimated Completion Time: 20 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

# DIVERSITY & ETHICS

## Avoiding Conflicts of Interest

This interactive course introduces you to the basic concepts related to conflicts of interest. Through watching realistic workplace scenarios, you will learn what conflicts of interest are, why they must be avoided, what common circumstances can create potential conflicts of interest - and what to do when faced with a possible conflict of interest.

***Estimated Completion Time: 15 minutes***

***Languages Offered: English***

***Target Audience: Employees***

***Closed Captioning/Transcript: Yes***

## Common Sense & Critical Thinking: Tolerance, Diversity & Stereotypes

This brief program shows ways to identify and stop stereotyping. Using common sense, critical thinking and common courtesy, employees can gain opportunities to learn and thrive from the similarities and differences in people. Topics include why people hate, how common sense can help overcome stereotyping and learning how diversity is a good thing.

***Estimated Completion Time: 3 minutes***

***Languages Offered: English***

***Target Audience: Managers & Employees***

***Closed Captioning/Transcript: No***

## Discrimination & Workplace Sensitivity

This training will provide an in-depth analysis of the prohibited workplace practices that violate federal discrimination laws. Specifically, the training is designed to provide employers and employees with a greater understanding as to what constitutes unlawful discrimination and what steps can be taken to promote a more culturally sensitive working environment. This training program is offered for purposes of educating recipients in helping them better understand and prevent discrimination.

***Estimated Completion Time: 34 minutes***

***Languages Offered: English***

***Target Audience: Managers & Employees***

***Closed Captioning/Transcript: No***

## Diversity & Inclusion Training for Employees

This course explains workplace diversity and provides practical steps to help individuals choose inclusive actions, improve cultural competency and address personal biases.

***Estimated Completion Time: 30 minutes***

***Languages Offered: English***

***Target Audience: Managers & Employees***

***Closed Captioning/Transcript: Yes***

## Workplace Code of Conduct

This engaging course helps employees gain a better understanding of the connection between your organization's Code and their day-to-day decisions and interactions, reviewing topics such as Conflicts of Interest, Gifts, Meals and Bribery, Protecting Assets and Information and Reporting and Retaliation.

***Estimated Completion Time: 25***

***Languages Offered: English & Spanish***

***Target Audience: Employees***

***Closed Captioning/Transcript: Yes***

## DIVERSITY & ETHICS (CONT.)

### Workplace Code of Conduct FAR

This interactive course is for organizations that work as federal contractors and includes FAR standards for handling Conflicts of Interest including organizational conflicts of interest, Gifts, Meals and Bribery, Protecting Assets and Information, Accurate Representations and Records, and Reporting and Retaliation.

*Estimated Completion Time: 48*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

# DRUGS & ALCOHOL

## Drugs and Alcohol in the Workplace

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

*Estimated Completion Time: 15 minutes*

*Languages Offered: English & Spanish*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

# EMPLOYEE SUCCESS

## Common Sense & Critical Thinking: Mental & Physical Health

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

*Estimated Completion Time: 9 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Communicating Effectively

In this program, we'll learn the art of effective communication, what leads to conflict, and the power of actions and words. Words create impressions, images, and expectations. They influence how we think. Words can inform, words can hurt and words can reassure. There's a powerful connection between the words we use and the results we get. Poorly chosen words can hamper enthusiasm and effect self-esteem. Well-chosen words can motivate and encourage thinking and creativity. You are important and have a great impact whether you realize it or not. What you write and what you say can have a lasting impression on others.

*Estimated Completion Time: 5 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Customer Service: Difficult Customers

This video will show the actions and behaviors that could frustrate a customer and techniques to handle a perceived difficult customer. The best way to handle a difficult customer is to put the word "difficult" in perspective. A customer perceived as difficult may be more in the eyes of the customer service representative or company than the customer. Customers react to stress and disappointment in a variety of ways. They need someone who will provide a quick resolution.

*Estimated Completion Time: 6 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Customer Service: How to Excel

This video will show how a company can excel using great customer service and how to deliver top quality customer service. Statistically, consumers are engaged, informed, and have limited time to make purchases. Do not lose them due to poor customer service, poor telemarketing techniques, poor order processing or poor technical support. Topics include learning how easy the internet makes complaining and how companies can excel using great customer service.

*Estimated Completion Time: 5 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## EMPLOYEE SUCCESS (CONT.)

### Customer Service: Skills Required

The skilled individual is adaptable, articulate, attentive, caring, compassionate, confident, curious, flexible, friendly, goal-oriented, helpful, kind, motivated, patient, persuasive, a problem-solver and tenacious. Topics include knowing the importance of emotional intelligence, the training needed to be a customer service agent, and the qualities one needs to possess to be a good customer service agent.

*Estimated Completion Time: 6 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

### Mastery of Self-Awareness

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

*Estimated Completion Time: 4 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

### Sleep Management Techniques for Employees

This course discusses sleep management practices and habits employees can develop to lead safer, healthier and more productive lives. Topics include the various stages of sleep, the importance of managing your sleep, practices and habits for good sleep hygiene, methods for combating the risks of odd-hour shift work, and drowsy driving. This course features closed captioning.

*Estimated Completion Time: 18 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

### Social Media Behavior

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

*Estimated Completion Time: 3 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

### Stress Management Techniques for Employees

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

*Estimated Completion Time: 1 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

# ERGONOMICS

## Adjusting Workstations & Postures

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

*Estimated Completion Time: 14 minutes*

*Languages Offered: English*

*Target Audience: Managers & Employees*

*Closed Captioning/Transcript: No*

## Back Injury Prevention Tips for Employees

This training explains how to avoid painful back injuries by lifting and carrying objects properly and maintaining your back's natural "S" curve while sitting or standing.

*Estimated Completion Time: 18 minutes*

*Languages Offered: English & Spanish*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Ergonomics Basics for Employees

Using proper work practice controls can prevent musculoskeletal disorders. This session addresses how workers can use these controls to reduce, control or eliminate ergonomic risk factors.

*Estimated Completion Time: 19 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Industrial Ergonomics for Employees

The physical stresses and strains that industrial jobs can cause can lead to severe, even disabling, injuries. These ergonomic injuries--including carpal tunnel syndrome, tendinitis and lower back pain--often result in missed work time, reduced productivity and increased expenses. Areas covered in this training include understanding ergonomic injuries, preventing hand and wrist problems, avoiding injuries to the arm and shoulder, taking care of the neck and back, and how to lift safely.

*Estimated Completion Time: 14 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

## Lifting Safety for Employees

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

*Estimated Completion Time: 19 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Material Handling Safety for Employees

This training discusses safe work practices workers must follow to prevent injuries and property damage while transporting loads throughout the workplace.

*Estimated Completion Time: 21 minutes*

*Languages Offered: English & Spanish*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

# FIDUCIARY BASICS

## **Fiduciary Basics - Defined Benefit Pension Plans**

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

*Estimated Completion Time: 7 minutes*  
*Languages Offered: English*  
*Target Audience: Managers & Employees*  
*Closed Captioning/Transcript: No*

## **Fiduciary Basics - Health Plans**

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

*Estimated Completion Time: 12 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## **Fiduciary Basics - Retirement Plans**

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

*Estimated Completion Time: 10 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

# FIRE SAFETY

## Fire Extinguisher Tips for Employees

This video training discusses the different types of fire extinguishers, how to decide whether to use a fire extinguisher, and how to use fire extinguishers properly.

***Estimated Completion Time: 11 minutes***

***Languages Offered: English***

***Target Audience: Employees***

***Closed Captioning/Transcript: Yes***

## Fire Prevention & Response Tips for Employees

This training discusses how workers can prevent fires and how to respond should one occur. Topics include classes of fire, good housekeeping, storage of flammable materials, hot-work precautions and responding to fires.

***Estimated Completion Time: 12 minutes***

***Languages Offered: English***

***Target Audience: Employees***

***Closed Captioning/Transcript: No***

## Fire Prevention Tips for Hot-Work Employees

This video training discusses safe work practices to prevent the ignition of vapors, liquids and solids during "hot work." The session also reviews the responsibilities of workers involved in hot-work tasks.

***Estimated Completion Time: 13 minutes***

***Languages Offered: English***

***Target Audience: Employees***

***Closed Captioning/Transcript: Yes***

## Fire Safety for Industrial Employees

This course shows employees how to reduce the risk of a workplace fire and how to respond if a fire breaks out. Topics include the classes of fire, good housekeeping, handling and storing hazardous materials, static electricity, the emergency action plan, evacuation procedures, fire extinguishers, and treating fire-related injuries.

***Estimated Completion Time: 19 minutes***

***Languages Offered: English***

***Target Audience: Employees***

***Closed Captioning/Transcript: Yes***

## Fire Safety for Office Employees

This course discusses how to eliminate the factors that contribute to the ignition of fires and how to respond if a fire were to break out. Topics include good housekeeping, controlling electrical fire hazards, emergency action plans, evacuation procedures, classes of fire and their extinguishing agents, the importance of using the appropriate fire extinguisher, using the PASS system to extinguish a fire, and treating fire-related injuries.

***Estimated Completion Time: 16 minutes***

***Languages Offered: English***

***Target Audience: Employees***

***Closed Captioning/Transcript: No***

# GENERAL WORKPLACE SAFETY

## Accident Investigation Techniques for Managers

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

*Estimated Completion Time: 23 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: No*

## Compressed Air Safety for Employees

This training demonstrates the hazards of compressed air. Workers will learn about cleaning with compressed air, compressed air injuries, inspection and maintenance of compressed air equipment, and components of compressed air systems.

*Estimated Completion Time: 12 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Compressed Gas Cylinder Safety for Employees

This safety training video reviews practices that can help workers prevent injuries and property damage when working with or around compressed gas cylinders. Topics include preparing to handle cylinders, safe transportation and handling, securing cylinders, proper hook-up, testing for leaks, and cylinder storage.

*Estimated Completion Time: 11 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Electric Shock Prevention Tips for Employees

This training provides an overview of how electricity works, explaining safe practices to prevent electric shock-related injuries and fatalities. Topics include common electrical terminology, avoiding contact with energized parts, ground fault circuit interrupters and responding to a shock event.

*Estimated Completion Time: 12 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Electrical Safety for Non-Electrician Employees

This training for general employees is designed to raise awareness about electrical hazards and help prevent common electrical injuries. Topics covered include basic electrical terms and definitions, common electrical hazards, and safety practices to prevent injury.

*Estimated Completion Time: 21 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Electrical Safety Related Work Practices and the 2021 NFPA 70E for Electrical Workers

This video explains important changes and updates contained in the 2018 NFPA 70E, reviewing how electrical workers can be protected from both the shock hazard and arc flash hazard presented by exposed energized parts. This course features closed captioning.

*Estimated Completion Time: 23 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

# GENERAL WORKPLACE SAFETY (CONT.)

## Emergency Response

This safety training video discusses the actions employees can take to stay safe during various types of emergencies. Topics include, fire response, responding to chemical leaks & spills, severe weather & earthquakes, and medical emergencies.

*Estimated Completion Time: 14 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Emergency Response Tips for Employees

This safety training video teaches employees what to do to stay safe during different types of emergencies. Topics include fire response, responding to chemical leaks and spills, severe weather and earthquakes, and medical emergencies. This course features closed captioning.

*Estimated Completion Time: 14 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## First Aid Response for Employees

This training, narrated by experienced EMT and author Martin Lesperance, shows employees how to respond in a variety of emergency situations.

*Estimated Completion Time: 23 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Good Housekeeping Tips for Employees

This training discusses the importance of good housekeeping to worker safety. It explains practices employees should follow to maintain a tidy and well-organized work area.

*Estimated Completion Time: 17 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Heat-Related Illness Prevention for Employees

Working in hot environments can cause dangerous heat stress. In this session, workers learn about heat-related illnesses, ways to prevent them, and what to do if they or their coworkers experience heat stress on the job.

*Estimated Completion Time: 12 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: No*

## Ladder Safety for Employees

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

*Estimated Completion Time: 14 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

# GENERAL WORKPLACE SAFETY (CONT.)

## Office Injury Prevention for Employees

This session addresses common office safety issues, teaching employees proper work practices to avoid injury.

*Estimated Completion Time: 19 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

## Safety Awareness for New Employees

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

*Estimated Completion Time: 35 minutes*

*Languages Offered: English & Spanish*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Safety Essentials for New Employees

New employees might not be fully aware of hazards in their workplace that can cause injury or death. This training video discusses many of the fundamentals new hires need to stay safe in their jobs. Topics covered include personal protective equipment (PPE), moving equipment and moving machine parts, chemical hazards, confined space entry, lockout/tagout, bloodborne pathogens and emergency response.

*Estimated Completion Time: 35 minutes*

*Languages Offered: English & Spanish*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Safety Responsibility for Employees

This training shows how to prevent outside forces like time, emotions, peer pressure or distractions from taking control of our safety.

*Estimated Completion Time: 17 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Slip, Trip & Fall Prevention for Employees

This program outlines common safe practices for workers to prevent slips, trips and falls. Topics include the effects of gravity, friction and momentum; the importance of wearing proper footwear; and other tips to prevent slips and trips.

*Estimated Completion Time: 21 minutes*

*Languages Offered: English & Spanish*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Top 10 Causes of Workplace Injuries

This video goes over the top 10 causes of worker injuries and deaths. Employees will learn about how these hazardous situations can be prevented.

*Estimated Completion Time: 21 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

# GENERAL WORKPLACE SAFETY (CONT.)

## Utility Knife Safety for Employees

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

*Estimated Completion Time: 16 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Walking & Working Surface Safety for Employees

Slips, trips and falls in the workplace cause injuries and fatalities every year. The principles behind OSHA's regulations on walking and working surfaces can help workers understand and avoid the hazards of slips, trips and falls.

*Estimated Completion Time: 21 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Winter Walking Safety for Employees

Winter is prime season for walking- related injuries. In this session, viewers learn about winter walking hazards and techniques to minimize the effects of a fall.

*Estimated Completion Time: 15 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

# HAZARD COMMUNICATION & GHS

## **Hazard Communication & GHS Training for Employees**

This training session helps employees understand key elements of the GHS, including the written hazard communication plan, physical and health hazard classes, pictograms, signal words and other information found on GHS container labels, and the 16 sections of a Safety Data Sheet.

*Estimated Completion Time: 13 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

# HEALTH CARE SAFETY

## **Back Safety for Health Care Employees**

This video training instructs employees on how the back works, provides an overview of body mechanics, and explains how each employee can make the proper decision when lifting anything, even in unusual situations.

*Estimated Completion Time: 14 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

# HIRING AND TERMINATION

## Avoiding Retaliation

This 20-minute course introduces supervisors to the concept of retaliation, how even well-intentioned supervisors can wander into retaliation issues and what supervisors can do to avoid them. Supervisors also learn that retaliation is forbidden in a variety of circumstances related to harassment and discrimination, disability accommodation, religious accommodation, government contracting and financial misconduct.

*Estimated Completion Time: 20 minutes*

*Languages Offered: English & Spanish*

*Target Audience: Managers*

*Closed Captioning/Transcript: Yes*

## Interview Compliance & Fair Hiring

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

*Estimated Completion Time: 40 minutes*

*Languages Offered: English*

*Target Audience: Managers*

*Closed Captioning/Transcript: True*

# LABOR & PRIVACY LAW COMPLIANCE

## Family, Medical, and Other Protected Leave

In this course, managers will learn how to recognize a potential Family and Medical Leave Act (FMLA) request and how to help their organization comply with the law. After completing this course, managers will understand when FMLA and other protected leave may be taken and which employees may be eligible for FMLA and other protected leave. Managers will also learn what to do when they learn about a qualifying leave and when to contact HR for guidance.

*Estimated Completion Time: 35 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## HIPAA Compliance for Managers and Employees

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

*Estimated Completion Time: 35 minutes*  
*Languages Offered: English*  
*Target Audience: Managers & Employees*  
*Closed Captioning/Transcript: Yes*

## Wage & Hour Training – California

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

*Estimated Completion Time: 32 minutes*  
*Languages Offered: English*  
*Target Audience: Managers & Employees*  
*Closed Captioning/Transcript: No*

## Wage & Hour Training - Fair Labor Standards Act

This course teaches employees their specific responsibilities for complying with the federal FLSA. Unlike most courses on this topic, the training also addresses how to comply with state and local wage and hour laws, which often are much more expansive than the FLSA. This course is kept up-to-date with changes in federal and state law.

*Estimated Completion Time: 30 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

# MANAGER SUCCESS

## Avoiding Retaliation

This 20-minute course introduces supervisors to the concept of retaliation, how even well intentioned supervisors can wander into retaliation issues and what supervisors can do to avoid them. Supervisors also learn that retaliation is forbidden in a variety of circumstances related to harassment and discrimination, disability accommodation, religious accommodation, government contracting and financial misconduct.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## Conflict Resolution

Learn the techniques to resolve conflicts. Learn the importance of respect. There is a conflict. What do you do? The action you take will either escalate or deescalate the situation. Learn the 10 steps to resolving a conflict with a win-win outcome. And sometimes an agreement cannot be reached and you have to let go and respectfully agree to disagree.

*Estimated Completion Time: 1 minute*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: No*

## Disability, Pregnancy and Religious Accommodations

In this course, you will learn about requesting, identifying, and providing disability, pregnancy, and religious accommodations. This course covers the ADA, the PWFA and similar state and local laws that require employers to provide reasonable disability, pregnancy, and religious accommodations to employees and applicants.

*Estimated Completion Time: 30 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## Discipline in the Workplace

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

*Estimated Completion Time: 6 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: No*

## First -Time Manager Tips

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

*Estimated Completion Time: 7 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: No*

# OSHA COMPLIANCE

## Bloodborne Pathogen Awareness for Employees

The Bloodborne Pathogens Awareness and Prevention course is designed to educate participants on the risks associated with bloodborne pathogens and provide essential knowledge and skills to prevent their transmission. This comprehensive 60-minute course is designed to meet OSHA's Bloodborne Pathogens Standard (29 CFR 1910.1030) requirements.

*Estimated Completion Time: 60 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Confined Space Entry Tips for Employees

This training details steps designed to keep confined space workers safe. Topics include the confined space entry permit, atmospheric hazards, atmospheric testing and monitoring, and duties of the entry team members.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## How to Avoid OSHA's Top 10 Violations

This video covers the 10 most common OSHA violations, explaining what your company and employees can do to help avoid an OSHA citation.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: No*

## Lockout/Tagout Steps for Employees

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

*Estimated Completion Time: 14 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Machine Guarding & Operation Safety for Employees

This video for machine operators conveys the importance of understanding the hazards of specific equipment in their work areas. Operators will learn how injuries can be avoided through the proper use of machine guarding, safety devices and safe work practices.

*Estimated Completion Time: 13 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

## Eye Injury Prevention Tips for Employees

This video training explains how to prevent workplace eye injury by taking precautions and using protective devices like safety glasses, goggles, face shields, and laser and welding protection.

*Estimated Completion Time: 19 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Hearing Loss Prevention Tips for Employees

Loud equipment can damage workers' hearing on the job. This session explains the essentials of hearing loss prevention programs, including permissible exposure levels, use of earplugs, ear muff use, audiometric testing and more.

*Estimated Completion Time: 21 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

## Personal Protective Equipment (PPE)

### Overview for Employees

This training session provides an easy-to-follow overview of personal protective equipment (PPE). Through the re-enactment of a potentially tragic arc flash incident, the training emphasizes the importance of wearing the proper PPE. In addition, interviews with workers who avoided eye and foot injuries reinforce the safety message.

*Estimated Completion Time: 12 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Respiratory Protection Tips for Employees

In this course, workers learn how airborne hazards can affect the respiratory system, and how the proper use of air-purifying respirators can guard against such injury.

*Estimated Completion Time: 18 minutes*

*Languages Offered: English & Spanish*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

## Respiratory Protection Training for Employees

Exposure to hazardous chemicals in the form of dusts, fumes, mists and gases may cause lung damage, cancer and other serious ailments. This training video explains respiratory protection programs, covering topics such as employee medical evaluation, respirator selection and assignment protection factors, different types of respirators, hazards of IDLH atmospheres, qualitative and quantitative fit tests, user seal checks, and cleaning and storage of respirators.

*Estimated Completion Time: 16 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

# POWERED INDUSTRIAL TRUCKS & AERIAL LIFTS

## Ensuring Safety Around Forklifts

Forklifts can be dangerous for both operators and employees out on the floor. In this session, viewers will learn how to prevent serious injuries that occur when forklifts come into contact with pedestrians.

*Estimated Completion Time: 13 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Forklift Operation Tips for Employees

This training reviews proper operating procedures for forklift operators. Topics include operator training and certification, pre-operational inspection, maintaining a truck's stability, lifting and placing loads, safe driving techniques, and loading docks and trailers.

*Estimated Completion Time: 12 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

## Forklift Operator Certification Series: Classification, Refueling & Recharging

The fourth in a series of four courses, this course discusses the various classifications of forklifts and the proper procedures for recharging or refueling them.

*Estimated Completion Time: 13 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Forklift Operator Certification Series: Loading & Operation

The third in a series of four courses, this course discusses the safety practices that must be followed when loading, unloading and operating a forklift. Topics include safe loading techniques, removing a load from a rack or shelf, landing a load, preparing for operation, driving safely, inclines and other hazards, keeping co-workers safe, and entering trailers and railcars.

*Estimated Completion Time: 12 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Forklift Operator Certification Series: Operator Training & Pre-Operational Inspection

The first in a series of four courses, this course focuses on two aspects of safe forklift operation that are required before any worker begins using a forklift: operator training and pre-operational inspection. Topics include how forklifts handle differently than cars, basic forklift characteristics, load characteristics, work environments, inspection of the outside components of a forklift, checking the fluids and fuel system, inspecting cables and belts, and operator compartment checks.

*Estimated Completion Time: 10 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Forklift Operator Certification Series: Stability

The second in a series of four courses, this course discusses the principles of maintaining forklift stability. Topics include the stability triangle, forward stability, non-uniform loads, lateral stability and maintaining stability in motion.

*Estimated Completion Time: 10 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

# POWERED INDUSTRIAL TRUCKS & AERIAL LIFTS (CONT.)

## Mobile Elevating Work Platforms

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

*Estimated Completion Time: 23 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Safe Use and Operation of Order Selectors

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

*Estimated Completion Time: 16 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Supported Scaffolding Safety In General Industry And Construction Environments

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

*Estimated Completion Time: 17 minutes*

*Languages Offered: English & Spanish*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

# TRANSPORTATION SAFETY

## Defensive Driving Tips for Transportation Employees

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

*Estimated Completion Time: 10 minutes*

*Languages Offered: English & Spanish*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

## Distracted Driving Prevention for Transportation Employees

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

*Estimated Completion Time: 11 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## DOT Training: Hazmat Security Awareness

This video provides security awareness training to employees of companies that handle hazardous materials, as required by Department of Transportation HAZMAT regulations.

*Estimated Completion Time: 15 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

## Texting & Driving Prevention for Transportation Employees

This safety video covers the three basic ways texting distracts drivers. Through testimonials from drivers who have had personal experiences with texting while driving, the session shows how this dangerous practice affects not only you, but also those around you.

*Estimated Completion Time: 9 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

## Winter Driving Tips for Transportation Employees

This training features live-action sequences of a driver making winter driving mistakes and an interview with a survivor of a fatal winter crash. The video also provides tips and techniques for winter driving.

*Estimated Completion Time: 16 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: No*

# WORKPLACE HARASSMENT & VIOLENCE - CALIFORNIA

## Active Shooter Attack Survival Training for Employees

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

*Estimated Completion Time: 14 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Anti-Bullying Training

This course for employees and managers explains what behaviors are considered bullying, the difference between bullying and harassment, and actions that individuals and organizations can take to stop it, including bystander intervention techniques. A video host, on-the-street interviews, interactive exercises and viewer email and tweets raise awareness of different forms of bullying and address common questions.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers & Employees*  
*Closed Captioning/Transcript: Yes*

## Bystander Intervention Training

Anyone who witnesses a harmful or potentially harmful situation is a bystander. In this course, learners will explore how to be an active bystander. While watching relatable scenarios, they'll learn the key steps of bystander intervention, techniques for intervening and how to overcome obstacles to taking action.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for California Employees

This 30-minute Workplace Violence Prevention training helps employees recognize and report different types of workplace violence and safely respond if situations escalate. To fully comply with the workplace violence prevention training requirements under California Labor Code Section 6401.9, the self-paced training in this course must be supplemented with employer-led training that covers material specific to the employer's workplace.

*Estimated Completion Time: 30 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Managers

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

*Estimated Completion Time: 30 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - CALIFORNIA (CONT.)

## Recognizing and Preventing Human Trafficking

Human trafficking has increasingly become a pervasive and widespread problem. Today employees in industries like banking, social media, health care, hospitality, social services, transportation and many others are in a position to recognize and stop human trafficking. This 25-minute course teaches employees the different types of human trafficking, who is most vulnerable, the places where human trafficking occurs, the signs and indicators to look for that someone might be a victim and how employees can safely and anonymously report any suspicions.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Recognizing and Preventing Human Trafficking Hotels

This 20-minute course addresses the issues surrounding human trafficking. It teaches the definitions of human trafficking and related terms while providing guidance on how to identify at-risk individuals. This course also includes strategies on how to identify human trafficking specific to the following roles: hotel and motel staff, housekeeping, maintenance and room staff, concierge, bellman, front desk, security and valet staff, and food and beverage staff.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Responding to Complaints

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

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for California Employees

This course meets California's content requirements for employee-specific sexual harassment prevention training. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

*Estimated Completion Time: 60 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for California Managers

This course meets California's content requirements for manager-specific sexual harassment prevention training. Topics include sexual harassment, discrimination, witness intervention, manager responsibilities, and more.

*Estimated Completion Time: 120 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## Whistleblowing

This interactive course will introduce you to the basics of whistleblowing. Through realistic workplace scenarios, you will learn about the importance and benefits of reporting, the laws that protect people who make reports, and when and how to make a report. The training also covers managers' responsibilities related to responding to reports.

*Estimated Completion Time: 25 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - CONNECTICUT

## Active Shooter Attack Survival Training for Employees

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

*Estimated Completion Time: 14 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Anti-Bullying Training

This course for employees and managers explains what behaviors are considered bullying, the difference between bullying and harassment, and actions that individuals and organizations can take to stop it, including bystander intervention techniques. A video host, on-the-street interviews, interactive exercises and viewer email and tweets raise awareness of different forms of bullying and address common questions.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers & Employees*  
*Closed Captioning/Transcript: Yes*

## Bystander Intervention Training

Anyone who witnesses a harmful or potentially harmful situation is a bystander. In this course, learners will explore how to be an active bystander. While watching relatable scenarios, they'll learn the key steps of bystander intervention, techniques for intervening and how to overcome obstacles to taking action.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Employees

This training is designed to help employees recognize and report different types of workplace violence and safely respond if situations escalate. Through a series of interactive scenarios, employees will learn how to recognize warning signs and risk factors for workplace violence, what to do if workplace violence concerns arise, and how to protect themselves in a workplace violence incident.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Managers

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

*Estimated Completion Time: 30 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - CONNECTICUT (CONT.)

## Recognizing and Preventing Human Trafficking

Human trafficking has increasingly become a pervasive and widespread problem. Today employees in industries like banking, social media, health care, hospitality, social services, transportation and many others are in a position to recognize and stop human trafficking. This 25-minute course teaches employees the different types of human trafficking, who is most vulnerable, the places where human trafficking occurs, the signs and indicators to look for that someone might be a victim and how employees can safely and anonymously report any suspicions.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Recognizing and Preventing Human Trafficking Hotels

This 20-minute course addresses the issues surrounding human trafficking. It teaches the definitions of human trafficking and related terms while providing guidance on how to identify at-risk individuals. This course also includes strategies on how to identify human trafficking specific to the following roles: hotel and motel staff, housekeeping, maintenance and room staff, concierge, bellman, front desk, security and valet staff, and food and beverage staff.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Responding to Complaints

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

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for Connecticut Employees

This course meets Connecticut's content requirements for employee-specific sexual harassment prevention training. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

*Estimated Completion Time: 120 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for Connecticut Managers

This course meets Connecticut's content requirements for manager-specific sexual harassment prevention training. Topics include sexual harassment, discrimination, witness intervention, manager responsibilities, and more.

*Estimated Completion Time: 120 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Manager*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - CONNECTICUT (CONT.)

## Whistleblowing

This interactive course will introduce you to the basics of whistleblowing. Through realistic workplace scenarios, you will learn about the importance and benefits of reporting, the laws that protect people who make reports, and when and how to make a report. The training also covers managers' responsibilities related to responding to reports.

*Estimated Completion Time: 25 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Workplace Violence Prevention and Active Shooter Preparedness for Retail

This interactive course introduces you to measures you can take to protect yourself when faced with workplace violence from customers or other coworkers. This course complies with New York's Retail Worker Safety Act (New York Labor Law Section 27-e.). The course can also be used by retail employers nationwide. [Except in California – where the CA-specific WVP course should be used instead, given the differences in requirements].

*Estimated Completion Time: 25 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - DELAWARE

## Active Shooter Attack Survival Training for Employees

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

*Estimated Completion Time: 14 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Anti-Bullying Training

This course for employees and managers explains what behaviors are considered bullying, the difference between bullying and harassment, and actions that individuals and organizations can take to stop it, including bystander intervention techniques. A video host, on-the-street interviews, interactive exercises and viewer email and tweets raise awareness of different forms of bullying and address common questions.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers & Employees*  
*Closed Captioning/Transcript: Yes*

## Bystander Intervention Training

Anyone who witnesses a harmful or potentially harmful situation is a bystander. In this course, learners will explore how to be an active bystander. While watching relatable scenarios, they'll learn the key steps of bystander intervention, techniques for intervening and how to overcome obstacles to taking action.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Employees

This training is designed to help employees recognize and report troubling behaviors before they escalate a different types of workplace violence and safely respond if situations escalate. Through a series of interactive scenarios, employees will learn how to recognize warning signs and risk factors for workplace violence, what to do if workplace violence concerns arise, and how to protect themselves in a workplace violence incident.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Managers

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

*Estimated Completion Time: 30 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - DELAWARE (CONT.)

## Recognizing and Preventing Human Trafficking

Human trafficking has increasingly become a pervasive and widespread problem. Today employees in industries like banking, social media, health care, hospitality, social services, transportation and many others are in a position to recognize and stop human trafficking. This 25-minute course teaches employees the different types of human trafficking, who is most vulnerable, the places where human trafficking occurs, the signs and indicators to look for that someone might be a victim and how employees can safely and anonymously report any suspicions.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Recognizing and Preventing Human Trafficking Hotels

This 20-minute course addresses the issues surrounding human trafficking. It teaches the definitions of human trafficking and related terms while providing guidance on how to identify at-risk individuals. This course also includes strategies on how to identify human trafficking specific to the following roles: hotel and motel staff, housekeeping, maintenance and room staff, concierge, bellman, front desk, security and valet staff, and food and beverage staff.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Responding to Complaints

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

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for Delaware Employees

This course meets Delaware's content requirements for employee-specific sexual harassment prevention training. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

*Estimated Completion Time: 40 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for Delaware Managers

This course meets Delaware's content requirements for manager-specific sexual harassment prevention training. The course covers sexual harassment, bystander intervention and diversity, and describes the responsibilities of managers to prevent inappropriate conduct, and to respond appropriately should it occur.

*Estimated Completion Time: 40 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - DELAWARE (CONT.)

## Whistleblowing

This interactive course will introduce you to the basics of whistleblowing. Through realistic workplace scenarios, you will learn about the importance and benefits of reporting, the laws that protect people who make reports, and when and how to make a report. The training also covers managers' responsibilities related to responding to reports.

*Estimated Completion Time: 25 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Workplace Violence Prevention and Active Shooter Preparedness for Retail

This interactive course introduces you to measures you can take to protect yourself when faced with workplace violence from customers or other coworkers. This course complies with New York's Retail Worker Safety Act (New York Labor Law Section 27-e.). The course can also be used by retail employers nationwide. [Except in California – where the CA-specific WVP course should be used instead, given the differences in requirements].

*Estimated Completion Time: 25 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - ILLINOIS

## Active Shooter Attack Survival Training for Employees

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

*Estimated Completion Time: 14 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Anti-Bullying Training

This course for employees and managers explains what behaviors are considered bullying, the difference between bullying and harassment, and actions that individuals and organizations can take to stop it, including bystander intervention techniques. A video host, on-the-street interviews, interactive exercises and viewer email and tweets raise awareness of different forms of bullying and address common questions.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers & Employees*  
*Closed Captioning/Transcript: Yes*

## Bystander Intervention Training

Anyone who witnesses a harmful or potentially harmful situation is a bystander. In this course, learners will explore how to be an active bystander. While watching relatable scenarios, they'll learn the key steps of bystander intervention, techniques for intervening and how to overcome obstacles to taking action.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Bystander Intervention Training for Chicago

This course explores the role bystanders play in preventing harassment, discrimination and other misconduct and satisfies the City of Chicago bystander training requirement. .

*Estimated Completion Time: 60 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Bystander Intervention for Chicago - CPE/CLE

Anyone who witnesses a potentially harmful situation in the workplace is a bystander. In this course, you will explore how bystander intervention works to defuse, stop or correct inappropriate workplace conduct. Through relatable and realistic scenarios, you'll learn how to tell when intervention is necessary, how to overcome common barriers to intervening and techniques for intervening effectively. The course satisfies the City of Chicago bystander intervention training requirement. .

*Estimated Completion Time: 60 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - ILLINOIS (CONT.)

## Preventing Workplace Violence for Employees

This training is designed to help employees recognize and report different types of workplace violence and safely respond if situations escalate. Through a series of interactive scenarios, employees will learn how to recognize warning signs and risk factors for workplace violence, what to do if workplace violence concerns arise, and how to protect themselves in a workplace violence incident.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Managers

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

*Estimated Completion Time: 30 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Recognizing and Preventing Human Trafficking

Human trafficking has increasingly become a pervasive and widespread problem. Today employees in industries like banking, social media, health care, hospitality, social services, transportation and many others are in a position to recognize and stop human trafficking. This 25-minute course teaches employees the different types of human trafficking, who is most vulnerable, the places where human trafficking occurs, the signs and indicators to look for that someone might be a victim and how employees can safely and anonymously report any suspicions.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Recognizing and Preventing Human Trafficking Hotels

This 20-minute course addresses the issues surrounding human trafficking. It teaches the definitions of human trafficking and related terms while providing guidance on how to identify at-risk individuals. This course also includes strategies on how to identify human trafficking specific to the following roles: hotel and motel staff, housekeeping, maintenance and room staff, concierge, bellman, front desk, security and valet staff, and food and beverage staff.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Responding to Complaints

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

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - ILLINOIS (CONT.)

## Sexual Harassment Prevention Training for Chicago Employees

This course meets Chicago's content requirements for employee-specific sexual harassment prevention training. Topics include sexual harassment, diversity, and building a workplace free of discrimination, harassment, and bullying.

***Estimated Completion Time: 60 minutes***

***Languages Offered: English and Spanish***

***Target Audience: Managers***

***Closed Captioning/Transcript: Yes***

## Sexual Harassment Prevention Training for Chicago Managers

This course meets Chicago's content requirements for manager-specific sexual harassment prevention training. Topics include sexual harassment, diversity, and building a workplace free of discrimination, harassment, and bullying.

***Estimated Completion Time: 120 minutes***

***Languages Offered: English and Spanish***

***Target Audience: Managers***

***Closed Captioning/Transcript: Yes***

## Sexual Harassment Prevention Training for Illinois Continuing Education Credit - Employees

This course for Illinois employees explains the behaviors needed to build a workplace free of discrimination, harassment and bullying. It is divided into brief episodes covering topics such as sexual harassment, bystander intervention, diversity and inclusion, and contains all the required topics and guidelines under the Workplace Transparency Act. This course has been approved by the Illinois Department of Financial and Professional Regulation and provides 1.0 continuing education (CE) credits. This course fulfills the mandatory requirement that every licensed professional that requires CE credits to maintain their license have one hour of sexual harassment prevention training. The Illinois license number of Traliant, the course content creator, is 236.000189.

***Estimated Completion Time: 60 minutes***

***Languages Offered: English***

***Target Audience: Employees***

***Closed Captioning/Transcript: Yes***

# WORKPLACE HARASSMENT & VIOLENCE - ILLINOIS (CONT.)

## **Sexual Harassment Prevention Training for Illinois Continuing Education Credit - Managers**

This 60-minute course for Illinois managers explains the behaviors needed to build a workplace free of discrimination, harassment and bullying. It is divided into brief episodes covering topics such as sexual harassment, bystander intervention, diversity and inclusion, the responsibilities of managers, and contains all the required topics and guidelines under the Workplace Transparency Act. This course has been approved by the Illinois Department of Financial and Professional Regulation and provides 1.0 continuing education (CE) credits. This course fulfills the mandatory requirement that every licensed professional that requires CE credits to maintain their license have one hour of sexual harassment prevention training. The Illinois license number of Traliant, the course content creator, is 236.000189.

*Estimated Completion Time: 120 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## **Sexual Harassment Prevention Training for Illinois General Industry Employees**

This course meets Illinois's content requirements for employee-specific sexual harassment prevention training in all industries except restaurants, bars and hospitality. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

*Estimated Completion Time: 60 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## **Sexual Harassment Prevention Training for Illinois General Industry Managers**

This course meets Illinois's content requirements for manager-specific sexual harassment prevention training in all industries except restaurants, bars and hospitality. Topics include sexual harassment, bystander intervention, diversity, and the responsibilities of managers to prevent and respond to inappropriate conduct.

*Estimated Completion Time: 45 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## **Sexual Harassment Prevention Training for Illinois Hospitality Employees**

This course meets Illinois's content requirements for employee-specific sexual harassment prevention training in the hospitality industry. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

*Estimated Completion Time: 50 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## **Sexual Harassment Prevention Training for Illinois Hospitality Managers**

This course meets Illinois's content requirements for manager-specific sexual harassment prevention training in the restaurant and bar industries. Topics include sexual harassment, bystander intervention, diversity, and the responsibilities of managers to prevent and respond to inappropriate conduct.

*Estimated Completion Time: 65 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - ILLINOIS (CONT.)

## Sexual Harassment Prevention Training for Illinois Restaurant & Bar Employees

This course meets Illinois's content requirements for employee-specific sexual harassment prevention training in the restaurant and bar industries. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

*Estimated Completion Time: 55 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for Illinois Restaurant & Bar Managers

This course meets Illinois's content requirements for manager-specific sexual harassment prevention training in the restaurant and bar industries. Topics include sexual harassment, bystander intervention, diversity, and the responsibilities of managers to prevent and respond to inappropriate conduct.

*Estimated Completion Time: 65 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## Whistleblowing

This interactive course will introduce you to the basics of whistleblowing. Through realistic workplace scenarios, you will learn about the importance and benefits of reporting, the laws that protect people who make reports, and when and how to make a report. The training also covers managers' responsibilities related to responding to reports.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Workplace Violence Prevention and Active Shooter Preparedness for Retail

This interactive course introduces you to measures you can take to protect yourself when faced with workplace violence from customers or other coworkers. This course complies with New York's Retail Worker Safety Act (New York Labor Law Section 27-e.). The course can also be used by retail employers nationwide. [Except in California – where the CA-specific WVP course should be used instead, given the differences in requirements].

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - INTERNATIONAL

## Active Shooter Attack Survival Training for Employees

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

*Estimated Completion Time: 14 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Anti-Bullying Training

This course for employees and managers explains what behaviors are considered bullying, the difference between bullying and harassment, and actions that individuals and organizations can take to stop it, including bystander intervention techniques. A video host, on-the-street interviews, interactive exercises and viewer email and tweets raise awareness of different forms of bullying and address common questions.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees & Managers*  
*Closed Captioning/Transcript: Yes*

## Bystander Intervention Training

Anyone who witnesses a harmful or potentially harmful situation is a bystander. In this course, learners will explore how to be an active bystander. While watching relatable scenarios, they'll learn the key steps of bystander intervention, techniques for intervening and how to overcome obstacles to taking action.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Employees

This training is designed to help employees recognize and report different types of workplace violence and safely respond if situations escalate. Through a series of interactive scenarios, employees will learn how to recognize warning signs and risk factors for workplace violence, what to do if workplace violence concerns arise, and how to protect themselves in a workplace violence incident.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Managers

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

*Estimated Completion Time: 30 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - INTERNATIONAL (CONT.)

## Recognizing and Preventing Human Trafficking

Human trafficking has increasingly become a pervasive and widespread problem. Today employees in industries like banking, social media, health care, hospitality, social services, transportation and many others are in a position to recognize and stop human trafficking. This 25-minute course teaches employees the different types of human trafficking, who is most vulnerable, the places where human trafficking occurs, the signs and indicators to look for that someone might be a victim and how employees can safely and anonymously report any suspicions.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Recognizing and Preventing Human Trafficking Hotels

This 20-minute course addresses the issues surrounding human trafficking. It teaches the definitions of human trafficking and related terms while providing guidance on how to identify at-risk individuals. This course also includes strategies on how to identify human trafficking specific to the following roles: hotel and motel staff, housekeeping, maintenance and room staff, concierge, bellman, front desk, security and valet staff, and food and beverage staff.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Responding to Complaints

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

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for Canadian Employees

This course makes Canadian employees aware of their rights, responsibilities and role in building a workplace that is free of discrimination and harassment. It describes protections under Canadian federal law, and includes additional material covering provincial laws.

*Estimated Completion Time: 40 minutes*  
*Languages Offered: English & French*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for Canadian Managers

This course makes Canadian managers aware of their rights, responsibilities and role in building a workplace that is free of discrimination and harassment. It describes protections under Canadian federal law, and includes additional material covering provincial laws.

*Estimated Completion Time: 40 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - INTERNATIONAL (CONT.)

## Sexual Harassment Prevention Training for International Employees

This course explains the expected behaviors for building a workplace that is free of discrimination and harassment. Topics include sexual harassment, discrimination and bystander intervention. This course features closed captioning..

***Estimated Completion Time: 40 minutes***

***Languages Offered: English & Spanish***

***Target Audience: Managers***

***Closed Captioning/Transcript: Yes***

## Sexual Harassment Prevention Training for International Managers

This course makes managers aware of their rights, responsibilities and role in building a workplace that is free of discrimination and harassment. It also describes the responsibilities of managers to prevent inappropriate conduct, and to respond appropriately should it occur. This course features closed captioning.

***Estimated Completion Time: 45 minutes***

***Languages Offered: English & Spanish***

***Target Audience: Managers***

***Closed Captioning/Transcript: Yes***

## Whistleblowing

This interactive course will introduce you to the basics of whistleblowing. Through realistic workplace scenarios, you will learn about the importance and benefits of reporting, the laws that protect people who make reports, and when and how to make a report. The training also covers managers' responsibilities related to responding to reports.

***Estimated Completion Time: 25 minutes***

***Languages Offered: English***

***Target Audience: Employees***

***Closed Captioning/Transcript: Yes***

## Workplace Violence Prevention and Active Shooter Preparedness for Retail

This interactive course introduces you to measures you can take to protect yourself when faced with workplace violence from customers or other coworkers. This course complies with New York's Retail Worker Safety Act (New York Labor Law Section 27-e.). The course can also be used by retail employers nationwide. [Except in California – where the CA-specific WVP course should be used instead, given the differences in requirements].

***Estimated Completion Time: 25 minutes***

***Languages Offered: English***

***Target Audience: Employees***

***Closed Captioning/Transcript: Yes***

# WORKPLACE HARASSMENT & VIOLENCE - MAINE

## Active Shooter Attack Survival Training for Employees

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

*Estimated Completion Time: 14 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Anti-Bullying Training

This course for employees and managers explains what behaviors are considered bullying, the difference between bullying and harassment, and actions that individuals and organizations can take to stop it, including bystander intervention techniques. A video host, on-the-street interviews, interactive exercises and viewer email and tweets raise awareness of different forms of bullying and address common questions.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers & Employees*  
*Closed Captioning/Transcript: Yes*

## Bystander Intervention Training

Anyone who witnesses a harmful or potentially harmful situation is a bystander. In this course, learners will explore how to be an active bystander. While watching relatable scenarios, they'll learn the key steps of bystander intervention, techniques for intervening and how to overcome obstacles to taking action.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Employees

This training is designed to help employees recognize and report different types of workplace violence and safely respond if situations escalate. Through a series of interactive scenarios, employees will learn how to recognize warning signs and risk factors for workplace violence, what to do if workplace violence concerns arise, and how to protect themselves in a workplace violence incident.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Managers

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

*Estimated Completion Time: 30 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - MAINE (CONT.)

## Recognizing and Preventing Human Trafficking

Human trafficking has increasingly become a pervasive and widespread problem. Today employees in industries like banking, social media, health care, hospitality, social services, transportation and many others are in a position to recognize and stop human trafficking. This 25-minute course teaches employees the different types of human trafficking, who is most vulnerable, the places where human trafficking occurs, the signs and indicators to look for that someone might be a victim and how employees can safely and anonymously report any suspicions.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Recognizing and Preventing Human Trafficking Hotels

This 20-minute course addresses the issues surrounding human trafficking. It teaches the definitions of human trafficking and related terms while providing guidance on how to identify at-risk individuals. This course also includes strategies on how to identify human trafficking specific to the following roles: hotel and motel staff, housekeeping, maintenance and room staff, concierge, bellman, front desk, security and valet staff, and food and beverage staff.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Responding to Complaints

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

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for Maine Employees

This course meets Maine's content requirements for employee-specific sexual harassment prevention training. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

*Estimated Completion Time: 40 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for Maine Managers

This course meets Maine's content requirements for manager-specific sexual harassment prevention training. The course covers sexual harassment, bystander intervention and diversity, and describes the responsibilities of managers to prevent inappropriate conduct, and to respond appropriately should it occur.

*Estimated Completion Time: 40 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - MAINE (CONT.)

## Whistleblowing

This interactive course will introduce you to the basics of whistleblowing. Through realistic workplace scenarios, you will learn about the importance and benefits of reporting, the laws that protect people who make reports, and when and how to make a report. The training also covers managers' responsibilities related to responding to reports.

*Estimated Completion Time: 25 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Workplace Violence Prevention and Active Shooter Preparedness for Retail

This interactive course introduces you to measures you can take to protect yourself when faced with workplace violence from customers or other coworkers. This course complies with New York's Retail Worker Safety Act (New York Labor Law Section 27-e.). The course can also be used by retail employers nationwide. [Except in California – where the CA-specific WVP course should be used instead, given the differences in requirements].

*Estimated Completion Time: 25 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - NEW YORK

## Active Shooter Attack Survival Training for Employees

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

*Estimated Completion Time: 14 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Anti-Bullying Training

This course for employees and managers explains what behaviors are considered bullying, the difference between bullying and harassment, and actions that individuals and organizations can take to stop it, including bystander intervention techniques. A video host, on-the-street interviews, interactive exercises and viewer email and tweets raise awareness of different forms of bullying and address common questions.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers & Employees*  
*Closed Captioning/Transcript: Yes*

## Bystander Intervention Training

Anyone who witnesses a harmful or potentially harmful situation is a bystander. In this course, learners will explore how to be an active bystander. While watching relatable scenarios, they'll learn the key steps of bystander intervention, techniques for intervening and how to overcome obstacles to taking action.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Employees

This training is designed to help employees recognize and report different types of workplace violence and safely respond if situations escalate. Through a series of interactive scenarios, employees will learn how to recognize warning signs and risk factors for workplace violence, what to do if workplace violence concerns arise, and how to protect themselves in a workplace violence incident.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Managers

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

*Estimated Completion Time: 30 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - NEW YORK (CONT.)

## Recognizing and Preventing Human Trafficking

Human trafficking has increasingly become a pervasive and widespread problem. Today employees in industries like banking, social media, health care, hospitality, social services, transportation and many others are in a position to recognize and stop human trafficking. This 25-minute course teaches employees the different types of human trafficking, who is most vulnerable, the places where human trafficking occurs, the signs and indicators to look for that someone might be a victim and how employees can safely and anonymously report any suspicions.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Recognizing and Preventing Human Trafficking Hotels

This 20-minute course addresses the issues surrounding human trafficking. It teaches the definitions of human trafficking and related terms while providing guidance on how to identify at-risk individuals. This course also includes strategies on how to identify human trafficking specific to the following roles: hotel and motel staff, housekeeping, maintenance and room staff, concierge, bellman, front desk, security and valet staff, and food and beverage staff.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Responding to Complaints

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

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for New York Employees

This course meets New York State's and New York City's content requirements for employee-specific sexual harassment prevention training. The course covers sexual harassment, bystander intervention, discrimination, diversity, the actions individuals should take if they experience or witness inappropriate behavior.

*Estimated Completion Time: 40 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for New York Managers

This course meet New York State's and New York City's content requirements for manager-specific sexual harassment prevention training. The course covers sexual harassment, bystander intervention, discrimination, diversity, and the responsibilities of managers in preventing and responding to misconduct.

*Estimated Completion Time: 40 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - NEW YORK (CONT.)

## Whistleblowing

This interactive course will introduce you to the basics of whistleblowing. Through realistic workplace scenarios, you will learn about the importance and benefits of reporting, the laws that protect people who make reports, and when and how to make a report. The training also covers managers' responsibilities related to responding to reports.

*Estimated Completion Time: 25 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Workplace Violence Prevention and Active Shooter Preparedness for Retail

This interactive course introduces you to measures you can take to protect yourself when faced with workplace violence from customers or other coworkers. This course complies with New York's Retail Worker Safety Act (New York Labor Law Section 27-e.). The course can also be used by retail employers nationwide. [Except in California – where the CA-specific WVP course should be used instead, given the differences in requirements].

*Estimated Completion Time: 25 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - OTHER STATES

## Active Shooter Attack Survival Training for Employees

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

*Estimated Completion Time: 14 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Anti-Bullying Training

This course for employees and managers explains what behaviors are considered bullying, the difference between bullying and harassment, and actions that individuals and organizations can take to stop it, including bystander intervention techniques. A video host, on-the-street interviews, interactive exercises and viewer email and tweets raise awareness of different forms of bullying and address common questions.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers & Employees*  
*Closed Captioning/Transcript: Yes*

## Bystander Intervention Training

Anyone who witnesses a harmful or potentially harmful situation is a bystander. In this course, learners will explore how to be an active bystander. While watching relatable scenarios, they'll learn the key steps of bystander intervention, techniques for intervening and how to overcome obstacles to taking action.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Employees

This training is designed to help employees recognize and report different types of workplace violence and safely respond if situations escalate. Through a series of interactive scenarios, employees will learn how to recognize warning signs and risk factors for workplace violence, what to do if workplace violence concerns arise, and how to protect themselves in a workplace violence incident.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Managers

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

*Estimated Completion Time: 30 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - OTHER STATES (CONT.)

## Recognizing and Preventing Human Trafficking

Human trafficking has increasingly become a pervasive and widespread problem. Today employees in industries like banking, social media, health care, hospitality, social services, transportation and many others are in a position to recognize and stop human trafficking. This 25-minute course teaches employees the different types of human trafficking, who is most vulnerable, the places where human trafficking occurs, the signs and indicators to look for that someone might be a victim and how employees can safely and anonymously report any suspicions.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Recognizing and Preventing Human Trafficking Hotels

This 20-minute course addresses the issues surrounding human trafficking. It teaches the definitions of human trafficking and related terms while providing guidance on how to identify at-risk individuals. This course also includes strategies on how to identify human trafficking specific to the following roles: hotel and motel staff, housekeeping, maintenance and room staff, concierge, bellman, front desk, security and valet staff, and food and beverage staff.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Responding to Complaints

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

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for Employees

This course covers sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

*Estimated Completion Time: 45 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for Managers

While they are the first lines of defense in preventing sexual harassment incidents, many managers do not know what constitutes harassment, or what they should do if it occurs. Conduct that might appear harmless to one person could be harassment to others. This training video explains what sexual harassment is, examines managers' responsibilities, and provides instruction on how to recognize, prevent and respond to sexual harassment in the workplace.

*Estimated Completion Time: 40 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: No*

# WORKPLACE HARASSMENT & VIOLENCE - OTHER STATES (CONT.)

## Whistleblowing

This interactive course will introduce you to the basics of whistleblowing. Through realistic workplace scenarios, you will learn about the importance and benefits of reporting, the laws that protect people who make reports, and when and how to make a report. The training also covers managers' responsibilities related to responding to reports.

*Estimated Completion Time: 25 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

## Workplace Violence Prevention and Active Shooter Preparedness for Retail

This interactive course introduces you to measures you can take to protect yourself when faced with workplace violence from customers or other coworkers. This course complies with New York's Retail Worker Safety Act (New York Labor Law Section 27-e.). The course can also be used by retail employers nationwide. [Except in California – where the CA-specific WVP course should be used instead, given the differences in requirements].

*Estimated Completion Time: 25 minutes*

*Languages Offered: English*

*Target Audience: Employees*

*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - WASHINGTON

## Active Shooter Attack Survival Training for Employees

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

*Estimated Completion Time: 14 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: No*

## Anti-Bullying Training

This course for employees and managers explains what behaviors are considered bullying, the difference between bullying and harassment, and actions that individuals and organizations can take to stop it, including bystander intervention techniques. A video host, on-the-street interviews, interactive exercises and viewer email and tweets raise awareness of different forms of bullying and address common questions.

*Estimated Completion Time: 20 minutes*  
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*Target Audience: Managers & Employees*  
*Closed Captioning/Transcript: Yes*

## Bystander Intervention Training

Anyone who witnesses a harmful or potentially harmful situation is a bystander. In this course, learners will explore how to be an active bystander. While watching relatable scenarios, they'll learn the key steps of bystander intervention, techniques for intervening and how to overcome obstacles to taking action.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Employees

This training is designed to help employees recognize and report different types of workplace violence and safely respond if situations escalate. Through a series of interactive scenarios, employees will learn how to recognize warning signs and risk factors for workplace violence, what to do if workplace violence concerns arise, and how to protect themselves in a workplace violence incident.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Preventing Workplace Violence for Managers

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

*Estimated Completion Time: 30 minutes*  
*Languages Offered: English*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - WASHINGTON (CONT.)

## Recognizing and Preventing Human Trafficking

Human trafficking has increasingly become a pervasive and widespread problem. Today employees in industries like banking, social media, health care, hospitality, social services, transportation and many others are in a position to recognize and stop human trafficking. This 25-minute course teaches employees the different types of human trafficking, who is most vulnerable, the places where human trafficking occurs, the signs and indicators to look for that someone might be a victim and how employees can safely and anonymously report any suspicions.

*Estimated Completion Time: 25 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Recognizing and Preventing Human Trafficking Hotels

This 20-minute course addresses the issues surrounding human trafficking. It teaches the definitions of human trafficking and related terms while providing guidance on how to identify at-risk individuals. This course also includes strategies on how to identify human trafficking specific to the following roles: hotel and motel staff, housekeeping, maintenance and room staff, concierge, bellman, front desk, security and valet staff, and food and beverage staff.

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Responding to Complaints

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

*Estimated Completion Time: 20 minutes*  
*Languages Offered: English*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for Washington (WA) Employees

This course meets Washington's (WA) content requirements for employee-specific sexual harassment prevention training. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

*Estimated Completion Time: 45 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Employees*  
*Closed Captioning/Transcript: Yes*

## Sexual Harassment Prevention Training for Washington (WA) Managers

This course meets Washington's (WA) content requirements for manager-specific sexual harassment prevention training. The course covers sexual harassment, bystander intervention and diversity, and describes the responsibilities of managers to prevent inappropriate conduct, and to respond appropriately should it occur.

*Estimated Completion Time: 40 minutes*  
*Languages Offered: English & Spanish*  
*Target Audience: Managers*  
*Closed Captioning/Transcript: Yes*

# WORKPLACE HARASSMENT & VIOLENCE - WASHINGTON (CONT.)

## Whistleblowing

This interactive course will introduce you to the basics of whistleblowing. Through realistic workplace scenarios, you will learn about the importance and benefits of reporting, the laws that protect people who make reports, and when and how to make a report. The training also covers managers' responsibilities related to responding to reports.

***Estimated Completion Time: 25 minutes***

***Languages Offered: English***

***Target Audience: Employees***

***Closed Captioning/Transcript: Yes***

## Workplace Violence Prevention and Active Shooter Preparedness for Retail

This interactive course introduces you to measures you can take to protect yourself when faced with workplace violence from customers or other coworkers. This course complies with New York's Retail Worker Safety Act (New York Labor Law Section 27-e.). The course can also be used by retail employers nationwide. [Except in California – where the CA-specific WVP course should be used instead, given the differences in requirements].

***Estimated Completion Time: 25 minutes***

***Languages Offered: English***

***Target Audience: Employees***

***Closed Captioning/Transcript: Yes***