



Learning Management System

Course Catalog





Welcome to the iLE Insurance E-Learning Course Catalogue

iLE Insurance develops and delivers online training programs to assist your organization in managing risk and bettering lives. All of our online training topics may be presented in a live setting, as well. Our programs focus on preventing wrongdoing and promoting right doing.

CyberSecurity – Includes topics such as passwords, email, internet, removable media, phishing, malware, social engineering, remote work, and more.

Employment Practices Liability – Including topics such as sexual harassment, discrimination, and protected classes training for all employees.

Leave-Related Laws – Addressing the key elements—and the interaction—of requirements involving disabilities, family and medical leave, and workers' compensation fraud and retaliation.

Human Resources – Addressing functions and processes from hiring to firing (and everything in between), along with other timely topics such as sensitivity and ethics.

Workplace Risk Management – Assisting organizations in practicing collective risk management to better manage workplace risks, including violence, theft, and other unsafe acts.

Smarter Adults—Safer Children™ (SASC) – Including the prevention of sexual abuse, bullying and cyber bullying, and substance abuse, as well as the promotion of technology safety and security. Addressing unique challenges in the care of students, such as prevention of (and proactive response to) misconduct, as well as confidentiality and other technical requirements.

Workplace Safety – Assisting organizations in managing a wide range of risks to safeguard employees, volunteers, visitors, and anyone else who may come into contact with your workplace.

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Director of Customer Success and Operations



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Cyber

Cyber Bring Your Own Device

Target Audience: Employees, Supervisors, Managers, Volunteers

This micro training teaches all members of an organization about the risks and best practices involved with bringing your own digital devices into the workplace. Topics include: The pros and cons of BYOD, Risks, and best practices.

Also Available:

Leadership Version

Cyber Data Security

Target Audience: Employees, Supervisors, Managers, Volunteers

This micro training teaches all members of an organization about the risk and best practices for protecting sensitive data such as trade secrets, proprietary info, confidential info, Personally Identifiable Information, and account credentials. Topics include: Classifying data, Digital and physical data security to maintain data confidentiality, integrity, and availability.

Also Available:

Leadership Version

Cyber Email Security

Target Audience: Employees, Supervisors, Managers, Volunteers

This micro training teaches all members of an organization how to use email safely. Topics include avoiding phishing scams, identifying domain names, analyzing links, and handling attachments.

Cyber Internet Security

Target Audience: Employees, Supervisors, Managers, Volunteers

This micro training will teach you how to protect yourself from cyber threats on the internet. Topics include; safe browsing habits, Wi-Fi best practices, phishing prevention, secure browsing, and digital computer safety.

Cyber Leadership Manual

Target Audience: Supervisors, Managers

This interactive manual is designed for the facilitators and leaders of your organization's cyber program. The manual provides a breadth of knowledge intertwined with details such as methodology, implementation, scope, and sequence – instead of diving into the depth of the topics. Model policies and procedures are available for download with the manual.





Cyber Malware (Ransomware, viruses, & more)

Target Audience: Employees, Supervisors, Managers, Volunteers

This micro training teaches about malware which includes viruses, Trojan horses, worms, spyware, and ransomware. It will cover the differences between attacks, the characteristics of an attack, and best practices to prevent them.

Cyber Password Security

Target Audience: Employees, Supervisors, Managers, Volunteers

This micro training teaches all members of an organization password safety. Topics include how passwords are hacked and best practices to make passwords as hard as possible to crack.

Cyber Phishing Prevention

Target Audience: Employees, Supervisors, Managers, Volunteers

This micro training teaches about phishing, vishing, and smishing, as well as the characteristics of a phishing attack, how to identify phishing attempts, and best practices to avoid phishing attacks.

Cyber Remote Work

Target Audience: Employees, Supervisors, Managers, Volunteers

This microtraining will discuss protecting physical and digital assets while working remotely. Topics include the risks and best practices for physical security, Wi-Fi security, Internet of Things security, and computer security.

Cyber Removable Media

Target Audience: Employees, Supervisors, Managers, Volunteers

This microtraining will teach you how to avoid common risks with removable media. Topics will include the risks and best practices to protect yourself and your organization from malicious actors.

Cyber Social Engineering

Target Audience: Employees, Supervisors, Managers, Volunteers

This microtraining will teach you about common tactics of social engineering and how to avoid them. Topics include learning about social engineering, phishing, social media exploitation, in-person social engineering such as tailgating and pretexting, and best practices to avoid these tricks.

Employment Practices Liability

Bystander Intervention

Audience: Faculty/Staff, Employees, and Volunteers

This training will assist employees by teaching them when and how to intervene in harassment, sexual harassment, and discrimination in the workplace. Empowering bystanders to speak up can help fight workplace misconduct. This module will also review and reinforce the federal definitions and classifications of discrimination and harassment in the workplace.

Conflict Management in the Workplace: Employees

Audience: Employees

This module details various key components regarding conflict management in the workplace and how employees can address conflicts that arise while at work. Topics addressed include the five conflict styles, interpersonal communication skills, and the conflict resolution process.

Conflict Management in the Workplace: Supervisors

Audience: Supervisors/Managers

This module details various key components regarding conflict management in the workplace and how managers and supervisors can address conflicts that arise while at work. Topics addressed include the conflict resolution process, interpersonal communication skills, leading crucial conversations, and the Five Core Principles of Smart Risk Management®.

Sexual Harassment and Discrimination: Employees

Target Audience: Faculty/Staff, Employees, and Volunteers

Harassment, particularly sexual harassment, is a problem that can have devastating consequences. This training highlights the personal and economic impacts of sexual harassment, the duties of managers and supervisors, what sexual harassment is and isn't, how to spot and prevent potential sexual harassment, how to defend your institution with effective reporting systems, the importance of investigations, and more.

Also Available:

Spanish
California
California Spanish
Chicago



Chicago Spanish
Connecticut
Connecticut Spanish
Illinois
Illinois Spanish
Louisiana
New York City
New York City Spanish
New York State
New York State Spanish
Higher Education
K-12 Schools

Sexual Harassment and Discrimination: Supervisors

Target Audience: Managers/Supervisors

Harassment, particularly sexual harassment, is a problem that can have devastating consequences. This training highlights the personal and economic impacts of sexual harassment, the duties of managers and supervisors, what sexual harassment is and isn't, how to spot and prevent potential sexual harassment, how to defend your institution with effective reporting systems, the importance of investigations, and more.

Also Available:

Spanish
California AB1825/2053
California AB1825/1661 Spanish
Chicago
Chicago Spanish
Connecticut
Connecticut Spanish

Florida
Illinois
Illinois Spanish
Louisiana
Maine
Maine Spanish
New Jersey
New York City
New York City Spanish
New York State
New York State Spanish
Higher Education
K-12 Schools

TRAC (Teamwork · Respect · Awareness · Communication)

Target Audience: All Employees

TRAC is a multi-purpose workplace risk management module for all employees. TRAC reinforces your efforts to prevent workplace wrongdoing and makes employees aware of issues important to your institution, such as tolerance, harassment, theft, workers' compensation fraud and retaliation, diversity, safety, violence, and conflict resolution. With TRAC, employees can receive basic workplace training and orientation in just a few minutes. TRAC can also be customized by integrating your specific policies and procedures into the training, helping generate greater impact and personal value for your employees.

Leave-Related Laws

Americans with Disabilities Act (ADA)

Target Audience: Managers/Supervisors

This training communicates key components of the Americans with Disabilities Act (ADA) - components such as who is protected, when is a disability not a disability, how a nondisabled employee can sue and win, the pitfalls of the hiring process, reasonable accommodations vs. undue hardships, how well-meaning conduct can be interpreted as discriminatory, the personal and economic impacts of disability discrimination, the duties of managers and supervisors, how to spot and prevent potential disability harassment and discrimination, how to defend your institution with effective reporting systems, the importance of investigations, and more.

Also Available:

Americans with Disabilities Act (Higher Education)
Americans with Disabilities Act (Schools K-12)

Family Medical Leave Act (FMLA)

Target Audience: Managers/Supervisors

The Family Medical Leave Act (FMLA) may be the most misunderstood aspect of leave-related laws for many employers. This misunderstanding makes employers and their institution ripe for ever increasing liability. This module clarifies the regulations, what is “family” leave, what is a “serious health condition,” notice requirements, how to manage administrative nightmares, managers’ duties, and more.

Workers’ Compensation Essentials

Target Audience: Managers/Supervisors

Managers need an understanding of their responsibilities in the dynamics of workers compensation. This includes a manager’s role in preventing and managing claims. Topics in this introductory module include: Legal Overview, What is Covered?, Employees’ Benefits, and Managers’ Responsibilities



Human Resources

California Ethics (AB1234)

Target Audience: Supervisor/Manager, Employees

Responsive to AB1234, this module discusses the nature and meaning of ethics, ethics in organizations, and ethical decision-making. Topics addressed in this module include personal finance gain laws, use of public resources and gifts, transparency laws, fair process laws, and when to seek advice with regard to ethical issues.

Diversity (Employees)

Target Audience: Employees/Volunteers

This module addresses various topics related to diversity in the workplace. Topic areas addressed include defining diversity, diversity's impact on the individual, and developing an intercultural mindset. This module uses language that is specific to employees.

Diversity (Managers/Supervisors)

Target Audience: HR/Managers/Supervisors

This module is meant to generate various thoughts and ideas about ethics. Topics covered in this training include the following: the nature of ethics, the meaning of ethics, ethics in organizations, ethical decision-making, and how to right wrongdoings.

Ethics in Action (Employees)

Target Audience: Employees

This module is meant to generate some thoughts and ideas about ethics. Topics covered in this training include the following: costs of being unethical, defining ethics, types of ethical misconduct, making ethical decisions, and responding and reporting.

Ethics in Action (Supervisors)

Target Audience: HR/Managers/Supervisors

This module is meant to generate some thoughts and ideas about ethics. Topics covered in this training include the following: the nature of ethics, the meaning of ethics, ethics in organizations, ethical decision-making, and how to right wrongdoings.

Fair and Accurate Credit Transaction Act (FACTA)

Target Audience: Relevant Employees

The Federal Trade Commission (FTC), along with other federal agencies, promulgated regulations, effective Nov. 1, 2008, as required by the Fair and Accurate Credit Transactions Act of 2003 (FACTA). The regulations are known as the Red Flag Rules. The Red Flag Rules require covered business entities to develop and implement written identity theft prevention programs. The module provides FACTA compliance guidance.





Fair and Accurate Credit Transaction Act (FACTA) – Higher Ed

Target Audience: Relevant Employees

This module discusses regulations issued by the Federal Trade Commission and Federal banking agencies, intended to reduce the risk of identity theft. These regulations are known as the Red Flags Rule (or Red Flags Rules). Mandatory compliance, by Nov. 1, 2008, applies to organizations that come within the definition of “creditor” or “financial institution,” under the Fair and Accurate Credit Transactions Act (FACT Act or FACTA).

HIPAA Privacy and Security (Supervisors)

Target Audience: Supervisors

This training details various key aspects of the Health Insurance Portability and Accountability Act (HIPAA). These aspects include who and what HIPAA applies to, the various core rules under HIPAA, avoiding HIPAA violations, and becoming and remaining HIPAA compliant.

Interviewing Strategies

Target Audience: HR/Managers/Supervisors

This module discusses various strategies managers and supervisors should use when conducting interviews with applicants. General topic areas discussed in this module include who should be an interviewer, preparation for the interview, procedures to take during the interview, and applying the Five Core Principles of Smart Risk Management™.

Workplace Investigations Part 1: Understanding and Preparing for an Investigation

Target Audience: HR/Managers/Supervisors

This training outlines the steps leading up to a workplace investigation. Content is inclusive of when an investigation is needed, aspects of a workplace investigation, and overcoming common initial hurdles. This training is part one in a two-part series.

Workplace Investigations Part 2: Conducting and Concluding an Investigation

Target Audience: HR/Managers/Supervisors

This training outlines the steps involved with conducting and concluding a workplace investigation. Content is inclusive of how to conduct an investigation and how to conclude an investigation. This training is part two in a two-part series.

Personnel Files 01-03: Do's and Don'ts

Target Audience: HR/Managers/Supervisors

The personnel file is a journal of the employers' saved documentation of the history and status of the entire employment relationship with an individual employee. This module with three lessons will cover common questions about personnel files, what to consider when using technology for documentation, and what should and should not be included in an employee's personnel file.

Also Available:

Top 6 Questions About Personnel Files Answered
How Technology Impairs the Personnel Files
What Should and Should Not be Included in the
Personnel Files

**Sensitivity Basics: Creating Positive Working
Relationships**

Target Audience: HR/Managers/Supervisors

Organizations should support their employees in acting sensitively and respectfully in all workplace settings. This module discusses what sensitivity is and what it is not, sensitive values versus sensitive behaviors, respecting others' boundaries, seeing things from another's perspective, avoiding insensitive situations, and how to develop basic sensitivity skills.

Smart Hiring – Part 1: Pre-interview

Target Audience: HR/Managers/Supervisors

This training module is part one of a two-part series dedicated to hiring strategies. This module covers steps leading up an interview. Those steps include defining the job, creating a recruitment plan, special considerations, and screening applicants.

**Smart Hiring – Part 2: Interviewing and Post-
Interviewing**

Target Audience: HR/Managers/Supervisors

This training module is part two of a two-part series dedicated to hiring strategies. This module covers steps that should be taken during and after the interview. Those steps include interviewing strategies, final selection, post-hiring procedures, and applying the Five Core Principles of Smart Risk Management™.

Wrongful Termination

Target Audience: HR/Managers/Supervisors

This module reviews the best practices to prevent wrongful termination. The following topic areas are addressed in this training: employment at-will, altering the at-will assumption, illegal terminations, whistleblowers, and applying the Five Core Principles of Smart Risk Management™.



Workplace Risk Management

Collective Risk Management Team®

Target Audience: Relevant Employees

Collective Risk Management is a process in which a team of employees manages workplace risk and wrongdoing when discovered. This training will guide you and your fellow team members through the wrongdoing report management process and will teach you how to develop an effective team.

Cybersecurity Awareness in the Workplace

Target Audience: Employees, Managers/Supervisors

This module details various cybersecurity best practices for the workplace. Topics include the types of cyber threats—including malware, phishing, and social engineering—as well as best practices for preventing cyberattacks in the workplace. The content in this module is meant for employees at any level within an organization.

Drug-free Workplace (Supervisors)

Target Audience: Managers/Supervisors

This module discusses ways in which managers and supervisors can create drug-free workplaces. Topics addressed in this training include supervisor responsibilities, behaviors that are permitted and banned, what to do if an employee admits they have a problem, drug testing, recognizing when reasonable suspicion testing is appropriate, and what to do if an employee tests positive for drugs.

Five Core Principles of Smart Risk Management®

Target Audience: Managers/Supervisors

Managers and supervisors often serve as the frontline defense for mitigating risks and loss as a result of workplace wrongdoing. Therefore, each manager and supervisor must be a Smart Risk Manager, and that can best be accomplished by understanding the best practices for managing people. The first step to becoming a Smart Risk Manager is to apply the five core principles: No Tolerance, Observation, Communication, Empathy, and Fairness.

How to Train 101

Target Audience: Managers/Supervisors

This module teaches the basics of adult learning and being a live training facilitator. If you have to either plan or implement changes or training to employees in any capacity, understanding how adults learn and change will improve these efforts. This module's 4 chapters cover organizational change, principles of adult learning, the learning cycle, and how to facilitate training.





Risk Management Basics

Target Audience: Managers/Supervisors

This module prepares frontline managers and supervisors to manage risk and liability in their organizations. This training focuses heavily on theory and application to impart all of the knowledge to problem solve as new situations arise. As a manager or supervisor, you are the front-line risk manager of your organization and play a vital role in managing the day-to-day risks inherent in running a business.

Theft and Unsafe Acts

Target Audience: Managers/Supervisors

This training discusses various types of theft and unsafe acts that can occur within the workplace. Topic areas covered in this module include the following: 1) Unsafe work practices; 2) Discipline, retaliation, and unsafe acts; and 3) Employee theft.

Theft and Unsafe Acts—Higher Education

Target Audience: Administration/Managers

This training discusses various types of theft and unsafe acts that can occur within the workplace. Topic areas covered in this module include the following: 1) Unsafe work practices; 2) Discipline, retaliation, and unsafe acts; and 3) Employee theft. The content of this module uses language that is specific to organizations within higher education.

Workplace Violence (Employees)

Target Audience: Employees, Volunteers

This module details various key components regarding violence in the workplace. Topics addressed in this module are specific to employees and include the nature of workplace violence, employer compliance with regard to violence, and addressing and preventing workplace violence.

Workplace Violence (Managers and Supervisors)

Target Audience: Employees, Volunteers

This training will assist managers and supervisors in their understanding of violence that occurs within workplaces. Topics include risks of workplace violence, tips for prevention, what to do when violence occurs, three steps to addressing violence, and applying the Five Core Principles of Smart Risk Management.

Also Available:

Schools K-12



Smarter Adults—Safer Children

Bullying/Cyberbullying: Administrators

Target Audience: School Administrators, Managers, Supervisors

This training will assist school administrators, and supervisors in youth-serving organizations in increasing their awareness of both bullying and cyberbullying. Topics include signs of bullying, communicating about bullying, and protecting students from bullying. This module provides information relevant to leaders that is not included in the faculty/staff/employee version, such as how to create a bullying prevention committee.

Bullying/Cyberbullying: Faculty/Staff

Target Audience: Employees, Volunteers, Faculty/Staff

This training will assist school faculty and staff members as well as employees in youth-serving organizations in increasing their awareness of both bullying and cyberbullying. Topics include signs of bullying, communicating about bullying, and protecting children from bullying.

Camps Training on Child Sexual Abuse and Molestation

Target Audience: Employee

This nationwide appropriate child sexual abuse prevention training module focuses on adults who participate in our youth camps. This is a one-hour training with a 25-question examination at its conclusion, and pass with 70% minimum grade. A training certificate will be issued to verify course completion.

Also Available:

Camps Training on Child Sexual Abuse and Molestation - Texas YC13-0101

FERPA (Family Educational Rights and Privacy Act)

Target Audience: Faculty/Staff

This training provides users with a basic understanding of the rules governing the release of student information in order to comply with the law and regulations. Specifically, the following topic areas related to FERPA are addressed: what FERPA is, disclosure of information, and complying with FERPA under special circumstances.





Mandated Reporting for Child Abuse

Target Audience: Adults/Volunteers/Employees

This training will assist those who work with youth in understanding their role as mandated reporters. This module takes a “Three R’s” approach to help prevent or identify abuse and neglect. The “Three R’s” include recognizing child abuse, neglect, and boundary violations; responding to child abuse and neglect; and reporting child abuse, neglect, and boundary violations.

Also Available:

Spanish
California (CANRA, AB 1432, AB 506)
California (CANRA, AB 1432, AB 506) Spanish
Schools K-12
Schools K-12 Spanish

Preventing Child Sexual Abuse

Target Audience: Adults/Volunteers/Employees

Sexual Abuse Prevention creates adult awareness on sexual abuse and teaches adults how to prevent such abuse. With a target audience of employees, volunteers, and other caring adults, Sexual Abuse Prevention overviews (1) what is sexual abuse, (2) the damage caused by sexual abuse, (3) the warning signs of sexual abuse and of abusers, (4) how to respond appropriately, and (5) what caring adults can do about sexual abuse on their campuses and in their communities.

Also Available:

Spanish

Religious
Schools K-12

Substance Abuse Prevention

Target Audience: Adults

This program highlights the risk factors that are often involved in substance abuse among youth and students. This program was designed with adults (faculty, staff, employees, volunteers, and other adults) in mind to (1) create awareness of the circumstances and influences that lead to a young person’s involvement in substance abuse, (2) overview actions adults can take to help young people avoid substance abuse, and (3) outline how to become involved with a young person believed to be abusing substances.

Student Violence

Target Audience: Employees

More than half of U.S. public schools reported experiencing violent crime last year. School violence is a national crisis that shakes our confidence. We want to be safe in our schools; our communities and our futures compel us to take proactive steps to eliminate school violence. This training program discusses the risks, losses, and liabilities of school violence, the different kinds of violent acts that may take place in school, the challenges and motivation related to school violence, the people who commit these violent acts, warning signs, and more.



Technology Safety

Target Audience: Managers/Supervisors

Technology Safety & Security outlines safety and security issues and teaches adults how to protect young people in the world of electronic communication. This program covers (1) technology exposures, (2) the warnings signs of potential technology-related abuse or misuse, (3) proactive strategies for protection, and (4) appropriate responses to technology-related abuse or misuse.



Workplace Safety

Accident Investigation Techniques

Target Audience: Managers/Supervisors

Designed to enhance the skills of trainees in the techniques of Accident Investigation. Topics include: definition of an accident; the accident chain; the cost of employee accidents; classifying accident causes; unsafe acts and conditions; the employee's role in an accident investigation; and completing the accident investigation report.

Also Available:

Spanish

Accident and Injury Procedures

Target Audience: Employees

No matter how safe a workplace might be, accidents do occur. This training course seeks to increase awareness of accident exposures. Additionally, it explains the procedures that should be used for documenting, reporting, and responding to accidental workplace injuries.

Accident Prevention (Safety Short)

Target Audience: Employees

Safe work practices must be a priority every day. Knowledge of safe work practices can contribute to preventing accidents. This program addresses accident prevention by defining the term "accident" and exploring some of the root causes of accidents.

Accident Scene Management

Target Audience: Employees

Every day, drivers are involved in motor vehicle emergencies or accidents. The goal of this training program is to provide instruction on the procedures one should follow if involved in a motor vehicle accident. Additionally, this course stresses the importance of preparedness for this type of emergency.

Basic Conveyor Safety

Target Audience: Faculty/Staff, Volunteer

Upon successfully completing this course, participants will be able to do the following: recognize the work hazards associated with conveyors; list the proper safety measures to be taken when working with or around conveyors; understand the importance of proper PPE associated with conveyors; and recognize the appropriate uses of conveyors within a work area.



Basics of Defensive Driving Part I

Target Audience: Employee

Motor vehicle accidents are the number one cause of death in the workplace. This training module helps participants understand the basic components of defensive driving including: understanding the definition of defensive driving; how to recognize unsafe driving practices; being aware of general methods for preventing accidents; and identifying safe practices for driving in various inclement weather conditions.

Also Available:

Spanish

Basic Lockout/Tagout Safety

Target Audience: Employees, Faculty/Staff, Volunteers

The purpose of this course is to familiarize participants with the requirements of the lockout/tagout standards set forth by OSHA that relate to the release of stored hazardous energy during servicing and maintenance of machines.

Also Available:

Spanish
Schools

Bloodborne Pathogen Training

Target Audience: Employees

Describes the types of bloodborne pathogens (BBP) and explores the ways that they can be transmitted in the workplace. Reviews the requirements for maintaining a formal BBP Exposure Control Plan and provides requirements necessary for adequate personal protective equipment, housekeeping practices and safe work practices. Discusses measures for reducing exposures to bloodborne pathogens.

Also Available:

Schools
Safety Short
Spanish

Cart Operator Safety

Target Audience: Supervisors/Managers, Employees

Emphasizes important safety information for individuals that use an electric cart as a tool to manage their day-to-day responsibilities. Basic overviews are provided on becoming familiar with your cart, operating the cart, operating responsibilities, and violations. With a little care and responsibility cart operators applying these success keys can get through their day without incident.



Creating A Safe Holiday Celebration

Target Audience: Employees

At homes and businesses alike, the holidays are typically some of the most anticipated periods of the year and occasionally, people lose sight of safety when trying to promote a holiday or seasonal theme. This course stresses the importance of maintaining a clear focus on safety-related matters during the holiday season, both at work and at home. In addition, it emphasizes five important areas of concern related to the holiday season: electricity, exits, live decorations, open flame, and fire protection systems.

Common Fire and Life Safety Hazards

Target Audience: Supervisors/Managers

This training program is intended to provide you with useful information on common fire and life safety hazards in the workplace. By recognizing potential hazards, administrators and managers as well as individual employees can initiate corrective measures before a hazard results in an injury, lost time and or property claim.

Cold Weather Safety Short

Audience: Employees

Topics covered include facts on cold weather, cold weather, injuries, and cold weather safety precautions.

Continuity of Operations Planning

Target Audience: Supervisors/Managers, Employees

This program addresses the importance of Continuity of Operations Planning (COOP) and the benefits it will provide before, during and after a crisis or disaster. Topics include: principles of COOP; ways to better prepare your own organization for an emergency situation through predicting, preparing and planning; links to additional FEMA resources.

Defensive Driving

Target Audience: Employees

Motor vehicle accidents account for 43% of all accidental deaths across the United States. This training program will discuss how defensive driving techniques can promote safe driving and reduce accidents. The objectives of this course are to understand the definition of defensive driving, recognize unsafe driving practices, be aware of the general methods of preventing accidents, and identify safe practices for driving in various weather conditions.

Also Available:

Winter Weather Conditions Safety Short
Backing Safely-R is for Reverse
Backing Safely-R is for Reverse - Spanish
Changing Lanes Safely
Changing Lanes Safely - Spanish
Driving Safely in School Zones
Intersections
Intersections - Spanish



Reducing Deer Related Accidents
Reducing Springtime Weather Accidents
Reducing Winter Weather Accidents
Safe Following Distance
Safe Following Distance - Spanish
Winter Weather Conditions

Determining the Root Cause of Accidents

Target Audience: Managers/Supervisors

Enhances the trainees' skills in the techniques of accident investigation. Topics include: The Chain of Accident Causation; Accident Investigation Responsibilities; Steps Necessary to Investigating an Accident; Determining Accident Causes; and practice scenarios.

Developing Written Emergency Plans Safety Short

Target Audience: Supervisor/Manager, Employee

Safety short on the topic of developing written emergency plans.

Disaster Planning 101

Target Audience: Employees

Our world is continuously challenged by a variety of different disastrous events that, whether natural or manmade, have a significant impact on people's lives and may strike with little to no warning; however, one thing people and organizations can do with a great deal of success is anticipate threats that may impact their lives and operations and develop contingencies to appropriately respond to potentially catastrophic events. This course emphasizes the importance of emergency preparedness, both in the workplace and at home. Additionally, it addresses the role that predicting, preparing, and planning all play in disaster safety.

Electrical Safety

Target Audience: Employees

Provides participants with information on the basics of electricity; including safe work practices and special environments.

Also Available:

Spanish
Safety Short

Emergency Procedures Safety Short

Target Audience: Employees

Safe work practices must be a priority every day. This course stresses the importance of both preparation and knowledge of procedure for emergency situations.



Employee and Family Disaster Preparedness Training

Target Audience: Employees

This training provides employees and their families with information on how to be prepared at home and at work in the event of a disaster. Topics include www.Ready.gov; assembling a disaster preparedness kit; developing a family plan; determining whether or not to evacuate or shelter in place; and informational resources for family disaster planning.

Employee Safety Orientation

Target Audience: Employees

This program is intended for providing both new and existing employees with information on general safety rules and practices for accident prevention. The program also provides information on what to do in case of an accident or injury.

Also Available:

General Industry
General Industry – Spanish

Evacuation Planning and Procedures

Target Audience: Employees, Supervisors/Managers

This program addresses the importance of evacuation planning and procedures in helping to prepare building occupants to safely and efficiently evacuate a facility whenever a potential emergency situation develops. Topics include facility evacuations, evacuation planning, evacuation drills and emergency preparedness.

Fire Prevention Practices

Target Audience: Managers/Supervisors

Discusses fire prevention practices and procedures to take in the event of a fire. Topics include creating an Emergency Action Plan; maintaining your workspace in an orderly manner; refraining from the use of candles; proper storage of flammable materials; using electrical equipment responsibly; knowing what to do in the event of a fire; portable fire extinguishers; and fire protection and life safety systems.

Also Available:

Spanish
Safety Short



Forklift Safety Basics for General Industry

Target Audience: Employees

Forklifts are powered industrial trucks that are used in almost all industries to move materials; however, these useful machines cause approximately 100 workplace fatalities and over 95,000 additional injuries annually. They can also cause damage to materials and property. The goal of this course is to explain how to minimize the likelihood of forklift-related accidents in the workplace by identifying basic forklift operation requirements and the rules that apply to driving forklifts. It describes the dangers associated with unsafe forklift use and discusses the elements of a daily forklift inspection.

Also Available:
Spanish

General Auto Risk Program for Drivers

Target Audience: Faculty/Staff, Volunteers

Motor vehicle accidents contribute to a large number of injuries, property loss, and death. Understanding and following safe driving practices is the key to avoiding the risk of accidents. This training program provides participants with the knowledge of how to operate their vehicle safely.

Also Available:
Spanish

General Industry Asbestos Awareness

Target Audience: Faculty/Staff, Volunteers

This training program provides participants with basic information about asbestos and its hazards and identifies typical asbestos-containing materials within work areas. The training does not qualify employees to work with asbestos-containing materials.

GHS Hazard Communication

Target Audience: Faculty/Staff, Volunteers

This training module reflects the March 2012 OSHA integration of the Globally Harmonized System (GHS) of classification and labeling of chemicals. The module is designed to help participants define the responsibilities of both employers and employees as it relates to Hazard Communication. The program reviews and discusses typical hazards associated with chemicals and provides an overview of how to understand the chemicals participants may work with by reviewing Safety Data Sheets and container labeling.

Also Available:

GHS Hazcom-Safety Short



Hand Safety

Target Audience: Employees

This training module discusses how to prevent hand injuries in the workplace. Topics covered include: general hazards associated with hands and fingers in the workplace; responsibilities of the employer and employee concerning hand safety in the workplace; different types of hand injuries that can occur in the workplace; various types of hand protection, their uses, and under what circumstances they are and are not to be used; proper care, maintenance, useful life and disposal of various types of hand protection; and the appropriate steps involved in dealing with a hand injury.

Also Available:

Hand and Power Tools Safety Short

Hand Washing

Target Audience: Employees, Managers/Supervisors

This microtraining will teach you workplace precautions and best practices in dealing with common infectious diseases. Topics include; What infectious diseases are, physical distancing and PPE, cleaning and disinfecting, and best practices.

Hazard Communication Standard

Target Audience: Managers/Supervisors

Defines the responsibilities of employers and employees as they relate to Hazard Communication; reviews and discusses typical hazards associated with chemicals; and provides an overview on how to understand the chemicals employees work with by reviewing Material Safety Data Sheets and container labels.

Also Available:

Spanish
Safety Short

Hearing Protection

Target Audience: Employees

Noise is defined as an unpleasant or unwanted sound; however, it can be much more than that. Noise can be a severe health hazard, because exposure to loud noise over a prolonged period of time can cause loss of hearing or a permanent ringing sound in one's ear. This training course describes the hazards associated with high noise levels, identifies related responsibilities of both employees and employers, and describes the purpose of hearing tests. The various types of hearing protection devices are identified, and the process for selecting, fitting, using, caring for, and cleaning of those devices is reviewed.



Heat Safety Short

Target Audience: Supervisors, Managers, Employees, Volunteers, Faculty, Staff

Narrated short on heat safety. Discusses signs, symptoms and how to control heat-related illness.

Home Office Safety

Target Audience: Supervisors, Managers, Employees, Faculty, Staff

Home Office Safety Short. Topics covered include selecting a safe physical location, setting up your computer workstation, workspace hazards, cyber security, managing time and completing tasks, proper attire, communication and mental and physical well-being.

Infectious Disease

Target Audience: Supervisors, Managers, Employees, Faculty, Staff

This microtraining will teach you how to prevent the spread of disease through handwashing and best practices for handwashing.

Keep Your Exits Clear!

Target Audience: Employees

Your building's exits are one of the most important life-safety systems built into your business. During an emergency such as a fire, it is imperative that building occupants consider all of the exits as a means of escape. This Safety Short discusses the importance of keeping exits clear and accessible.

Safe Housekeeping Practices

Target Audience: Employees

For custodial staff, good housekeeping not only means keeping the facility neat and free of hazards, it also means being able to perform these daily tasks without becoming injured. This training program provides participants with information on how to perform housekeeping tasks safely. Topics covered include the importance of wearing proper footwear; preventing slips, trips and falls; preventing strains and exertions when lifting, moving furniture, mopping and cleaning bathroom facilities; and discusses the importance of using chemicals safely. The program also provides reminders for general housekeeping safety that are applicable to any facility.

Also Available:

Housekeeping Safety Short
Before You Start Safety Short
Cleaning by Hand Safely Safety Short
Emptying Trash Safety Short
Mopping and Emptying Buckets Safety Short
Preventing Slips, Trips and Falls Safety Short

Identifying Strain and Exertion Exposures

Target Audience: Faculty/Staff, Volunteers

Shortage of time and pressure to get the job done can cause unsafe work practices. To avoid injuries and last-minute rushing, it is important to plan your workday in advance, organize your work, be aware of hazards, use the correct PPE, and know how to safely use carts and barrels.

**Also Available:**

Identifying Strain and Exertion Exposures - Spanish

Ladder Safety

Target Audience: Employees

Fall exposure that comes from improper ladder use can be avoided. This course discusses precautions that should be used when a ladder is in use.

Also Available:

Spanish

Safety Short

Safety Short Spanish

Lead-based Paint Awareness

Target Audience: Faculty/Staff, Volunteers

This training discusses various topics related to the hazards of lead. These topics include lead uses, regulatory requirements, health hazards, lead-based paint, lead identification, and lead exposure.

Lockdown Procedures (Active Shooter)

Target Audience: Faculty/Staff, Volunteers

It may be difficult to imagine being involved in a situation where your safety and the safety of others around you may be in immediate jeopardy due to an adverse event like an active shooter situation, civil unrest, natural disaster or other emergency; however it is important to be prepared for such events. This training module discusses situations that may require a lockdown, development and implementation of policies and procedures for lockdown situations, and actions to take once a lockdown is in effect—including securing the building and ensuring personal safety. The program also includes the Department of Homeland Security Options for Consideration—Active Shooter Training Video.

Lunchroom Safety Supervisor

Target Audience: Supervisors

During lunchtime and other student gathering times, it is important to properly supervise students. This course will provide information on how to do so. Additionally, this program will discuss lunchroom rules and procedures, both the legal and moral responsibilities of a supervisor, and how to handle different student injuries and emergency situations.



Machine Guarding-Protecting Employees from Injuries

Target Audience: Employees

Provides information on the hazards associated with operating moving machinery and guides participants through scenarios to determine if common industrial machinery is properly/improperly guarded. Machinery discussed includes: Grinders, Saws, Power Presses and Conveyor Systems.

Also Available:

Spanish

Means of Egress

Target Audience: Employees

Focuses awareness on the importance of exits within the workplace as a means of escape in the event of a life-threatening event. Topics include defining “Means of Egress;” Exit Components; Exit Requirements; Factors Compromising the Means of Egress; and Safety and Compliance.

Also Available:

Spanish

Office Ergonomics Defined

Target Audience: Faculty/Staff, Volunteers

This program is designed to provide a general overview of Ergonomics and how ergonomic principles can be applied to daily office tasks to reduce your chances of experiencing strain and exertion injuries. Topics include: Definition of Ergonomics; Ergonomic Risks; Ergonomic Conditions; Ergonomic Injury Statistics; Cost of Ergonomic Injuries; Typical Ergonomic Injuries; Benefits of Ergonomics; Office Work Risk Factors; General Ergonomics Awareness; Employee Education and Training.

Office Workstation Safety

Target Audience: Managers/Supervisor

Provides participants with the correct information on how to work safely at a computer workstation. Topics include: workplace organization; maintaining neutral body positions; avoiding eyestrain; sustaining good physical condition; and exercises to stretch tired muscles.

Also Available:

Supervisors Version



OSHA Reporting 101

Target Audience: Managers/Supervisor, Employee

Each calendar year from January through December, employers who are required to keep injury and illness records, review workers' compensation claims and record serious work-related injury and illness events that have occurred at their entity. This information is compiled into an OSHA log and as required by OSHA, posted at the entity by February 1. In addition, some employers are also required to submit an electronic report of this information to OSHA by March 2. Compliance with the OSHA Recordkeeping Rule is essential to providing a safe workplace and preventing injuries.

Personal Protective Equipment

Target Audience: Employees

Discusses the importance of utilizing Personal Protective Equipment (PPE); explains OSHA's requirements for access to and utilization of PPE; and explores the functions and use of common articles of PPE including: gloves, eye protection, head protection, hearing protection and respiratory protection.

Also Available:

Spanish
Safety Short

Playground Safety Inspection Program

Target Audience: Employees, Managers/Supervisors, Volunteers

Playground inspection plays a key role in school districts providing safe, productive play environments and must be a priority every day. This program will review different types of playground equipment, ground protection, and other hazards routinely encountered on the playground.

Playground Safety Supervisor Training

Target Audience: Supervisors

Proper supervision of students on the playground plays a key role in school districts providing safe and productive play environments. These environments encourage a child's mental and physical development, thus, proper supervision must be a priority every day. The goal of this program is to provide information on how to properly supervise students during recess activities, discuss legal and moral responsibilities, and provide guidelines for handling playground injuries and emergency situations.

Portable Fire Extinguishers Part 1

Target Audience: Employees

This module is the first part in a two-part series and provides a basic overview of the main causes of fire and the types of fire extinguishers that are designed to extinguish and control fires.



Portable Fire Extinguishers Part 2

Target Audience: Employees

This module is the first part in a two-part series and provides a basic overview of the main causes of fire and the types of fire extinguishers that are designed to extinguish and control fires.

PPE

Target Audience: Employees, Managers/
Supervisors, Volunteers

This microtraining will teach you about when and where PPE is appropriate and best practices in selecting PPE for the office. Topics include; why PPE is important, the differences between masks and respirators, how to put on and take off a mask, and caring for your PPE.

Preventing Back Injuries

Target Audience: Employees

Describes the impact of back injuries, why they occur and the contributing factors that lead to back injuries. Discusses the measures that can be taken to prevent back injuries.

Also Available:

Spanis
Office Worker

Preventing Fall Accidents and Injuries: School Maintenance Staff

Target Audience: Employees

Describes the impact of back injuries, why they occur and the contributing factors that lead to back injuries. Discusses the measures that can be taken to prevent back injuries.

Recognizing and Identifying On-The-Job Hazards

Target Audience: Employees

There are many different types of hazards, including exertion, contact, and falling. The purpose of this program is to review various workplace hazards, some of the reasons these hazards are present, and employee risk.

Also Available:

Spanish

Safe Lifting Practices Safety Short

Target Audience: Employees

Proper lifting techniques are critical in reducing exposure to exertion injuries (from lifting, pulling, pushing, twisting, bending, and turning while handling materials), which account for approximately 30% of workplace-related injuries. This training program will define the safe lifting zone and discuss techniques to be used when lifting and handling materials.



Safety Pays for Life

Target Audience: Employees

A brief motivational program that emphasizes how working safely can actually “pay you for life.”

School Hazard Identification Training Program

Target Audience: Employees

Familiarizing oneself with some of the hazards that affect school employees and students on a regular basis is a great way to help avoid some accidents. The intent of this program is to better protect staff and students from injury while at school by discussing life safety, fire protection, shops, studios, laboratories, kitchens, lunchrooms, outdoor areas, and playgrounds.

Slip, Trip and Fall Training Program

Target Audience: Employees

This training module covers preventing the occurrence of slip, trip and fall injuries in the workplace. Topics include: Recognizing the costs associated with slip, trip and fall related injuries; identification of the leading causes of slip, trip and fall injuries associated with the physical workplace environment; identification of the leading causes for slip, trip and fall injuries associated with employee behaviors; and preventive actions that employers and employees should take to reduce the risk for slip, trip and falls in the workplace.

Also Available:

Spanish

Safety Short

Identifying Strain and Exertion Exposures

Target Audience: Employees

Explores the contributing factors of strain and exertion injuries; how to identify potential strain and exertion related tasks; and how to implement corrective actions to minimize exertion related injuries. Includes practice scenarios in which participants identify strain and exertion exposures and offer solutions for minimization.

Employee Orientation – Temporary Staffing Services

Target Audience: Employees

This program is intended for providing both new and existing employees with information on general safety rules and practices for accident prevention. The program also provides information on what to do in case of an accident or injury.

Also available:

Spanish



Working at Home-Making the Transition from the Office to the Home Office

Target Audience: Employees, Faculty/Staff, Supervisors

Moving your workspace from a busy office to your home can be a challenge that requires physical and mental adjustment. The good news is that there are basic practices you can implement to ensure success, no matter where your desk is located. This training module will provide you with information on best practices for selecting a safe physical location; setting up a computer workstation; controlling physical workspace hazards; being aware of cyber security risks; effectively managing time and completing tasks; and the actions you can take to ensure your mental and physical well-being.

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