Complete Training Library

Course	Length	Format	Materials	Language	Audience
Communication					
Being Assertive By shattering the common paradigms associated with assertive people, this course is a roadmap for developing productive, healthy assertive behaviors. Clearly and simply, each module in this course illustrates why being assertive is acceptable and necessary while also teaching each step in the process.	10 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	All Employees
General Communication Skills This training educates participants about the different components of what makes for effective communication. This video explores how body language affects communication. Participants also learn about different behavioral styles. Use this course to help your team boost their communication skills.	9 minutes	On-Demand Video In-Person Training	Workbook	English ONLY	All Employees
Building Emotional Intelligence Leaders who display high Emotional Intelligence have increased leadership ability, increased team performance, improved decision-making, and increased personal well-being. Essentially, the majority of your success is dependent upon your ability to effectively interact with others. Developing emotional intelligence has a markedly beneficial impact on both personal and professional relationships, and you will gain further insight into how to improve your Emotional Intelligence through this training video.	12 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	All Employees
Effective Communication - Avoid the 6 Common Mistakes This online training course teaches employees how to communicate effectively by exploring the 6 most common communication mistakes, such as miscommunication and multi-tasking, and shows learners how to avoid them. The section on avoiding miscommunication illustrates how communication is a "two-way street" between the communicator and the receiver. It works most effectively when the communicator's message is clear, and when the receiver asks for clarification when they're not sure about something. This course also explains why multitasking and distractions should be avoided while communicating because they often cause the communicator to make mistakes such as sending an email to the wrong person.	25 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	All Employees
Organizational Change					
Changing Your Mindset This is the first in the six-part "Creating a Mindset for Change" package. All six parts are intended to be taken in sequence with a spaced learning approach. In the Creating a Mindset for Change Process, Laura Goodrich, Global Workforce Innovator, will guide you through a series of microlearning on the Seeing Red Cars methodology. This leadership course will give you the tools you need to maintain a positive mindset and change behavior.	23 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Senior Leaders C-Suite Teams
Reversing Negativity (Managing Moments) This part of the program provides examples of how to avoid fear-based thinking and focus on the positive outcomes you want for yourself and your organization. While this transition from negative to positive may be challenging at times, the results certainly make it worthwhile. As you continue through this process of creating a mindset for change, you will grow a more creative, agile, and change-adaptive workforce.	10 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Senior Leaders C-Suite Teams
Embracing Change This course first shows you how to recognize and play to your strengths. Once you recognize your strengths, and you can identify what you are passionate about and what really interests you, you can begin to create positive outcomes for yourself. This is how you realize your "I want" statements. Of course, everyone has at least one weakness they will never be able to eliminate completely. So, this course also teaches you how to recognize your weaknesses and combat them. This third part starts you on the journey to using your strengths and weaknesses to tackle organizational changes and reach your and your organization's goals.	27 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Senior Leaders C-Suite Teams

Course	Length	Format	Materials	Language	Audience
Making it Happen This part of the program walks you through a set of tools to help you on your way. You will set concrete goals for your professional life to have something tangible to work toward. The Professional Wheel tool helps you understand your current level of effectiveness in multiple areas, including collaboration with others. Knowing where you are, and seeing where you want to go, is critical for changing your mindset. Once you complete the tools in this lesson, you are better prepared to move forward on those paved pathways to success while avoiding the undercurrent of negativity based on social conditioning.	15 minutes	On-Demand Video	Workbook and Quiz	English ONLY	Senior Leaders C-Suite Teams
Influencing Others Individuals in a group fall into three groups - Ambassadors, Backseat Sitters, and Detractors. This part of the program explains these three groups and how individuals within each group contribute to the organization's success. This lesson explains how to create a change-adaptive culture throughout the entire organization, one where employees view change as something exciting rather than something to be feared.	13 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Senior Leaders C-Suite Teams
Building Awareness This program aims to hit critical mass within your organization; to give you sufficient momentum to change yourself and those around you. After all, a company whose employees have been trained in this program is better prepared to achieve a self-sustaining culture of intentional focus on wants that fuel further growth. As you complete this program you will have the tools to take responsibility, focus on what you can control, and create a mindset for change, not only within yourself but within your organization as well.	12 minutes	On-Demand Video	Workbook and Quiz	English ONLY	Senior Leaders C-Suite Teams
Change Management					
Long-Term - Kotter's 8-Step Change Model Creating urgency for the change, building a coalition, forming a vision, communicating the vision, removing barriers, modeling change, generating quick wins, staying persistent, and making the change permanent, are all the steps for Kotter's 8-step Change Model. Each step is described using examples of how to implement the change.	16 minutes	On-Demand Video	Workbook and Quiz	English ONLY	Managers
Mid-Term McKinsey's 7 Change Model This video educates participants about the seven elements that can determine success during change, based on the McKinsey 7-S Change Model. This training explores the hard and soft elements of the factors of change.	7 minutes	On-Demand Video	Workbook and Quiz	English ONLY	Managers
Short-Term - Kure Lewin's 3-Stage Change Model The 3-stage model starts with an unfreeze stage, next a transition stage during the change, and a refreeze to help lock in the new change. This course demonstrates the critical components of each stage and why they need to be followed through, so that any confusion, resistance, or resorting back to the old ways can be dealt with. Communication and research are key to any successful change.	11 minutes	On-Demand Video	Workbook and Quiz	English ONLY	Managers
Leadership - Phase I					
10 Behaviors of an Ethical Leader This video walks leaders through a set of ten behaviors that exhibit the type of honor and reliability a leader needs to develop an ethical workforce. Harvey stresses the importance of taking your organizational values beyond hanging a plaque on the wall by applying them to everyday decisions. By setting an example, teaching employees how to apply values, and recognizing and rewarding good ethical behavior leaders will be on their way to building a culture of integrity.	11 minutes	On-Demand Video In-Person Training	Workbook	English ONLY	Managers
Diversity in the Workplace for Managers & Supervisors A diverse workforce has some significant benefits, but it can bring some challenges. Employers depend on managers and supervisors to support workplace diversity while making the most of each employee's unique potential. This video outlines how diversity is growing and how important it is in creating an environment that fosters creativity and growth.	14 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English/Spanish	Managers
Conflict Resolution Understanding what causes conflicts and the different types, helps workers understand how to prevent these situations and face them if needed. This training gives helpful tips on how to handle confrontation and manage situations if they become difficult or hostile. There are also ideas on how to handle and diffuse them before they get to that point. Making sure everyone is on the same page is important in conflict resolution.	13 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English/Spanish	Managers
Giving Leadership Away This training explains the importance of sharing common goals, decisions, and tasks. A narrative example of a manager struggling to lead his team to success is used to demonstrate common mistakes leaders make. His eventual triumph helps model best practices for leadership. Use this course to help managers and team leaders find new ways to lead their teams to success.	24 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers

Course	Length	Format	Materials	Language	Audience
Essentials of Employee Engagement This course offers ideas on how to build strong interpersonal relationships with colleagues. The other motivators taught in this course include opportunities to use skills and abilities; relationships with immediate superiors; contribution of their work to the organization's overall goal; and autonomy and independence.	30 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
5-Steps of Deligation This delegation training video demonstrates how to delegate through a 5-part process, starting with analyzing the task. Participants learn how to select an appropriate delegate, assign the task, execute the task, and finally, conduct regular feedback sessions. Once a leader is comfortable delegating it can be used as an employee development tool in addition to making room in a leader's schedule for other projects.	28 ninutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Leading More with Less This training video shows the viewer how productive organizations depend on a free flow of great ideas, and how it is a leader's responsibility to make sure that happens. By creating team goals and company goals together with employees, a leader can keep control while fueling additional motivation within the company. By creating goals together and keeping up communication and honesty, the scope of any project can be controlled by the team members and the leader in charge.	23 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Bullying and Other Disruptive Behavior This course discusses dealing with these problematic employees. It demonstrates bullying and its effects, coaching your department about bullying and other disruptions, handling a report of bullying or other disruptions, investigating, and prevention and intervention methods. This course helps managers deal with employee morale, safety, and company productivity while mitigating bullying in the workplace. Use this course to facilitate a greater understanding of appropriately responding to these types of issues within the workplace.	23 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English/Spanish	Managers
Communication Skills This training educates participants about the different components of what makes for effective communication. This video explores how body language affects communication. Participants also learn about different behavioral styles. Use this course to help your team boost their communication skills.	10 minutes	On-Demand Video In-Person Training	Workbook	English ONLY	Managers
Leadership - Phase II					
Holding Employees Accountable An effective leader proactively holds people accountable by setting expectations that are supported by coaching, mentoring, and consequences. This online training course teaches practical steps for leaders to implement to help develop the accountability of their employees. Participants are taught this 5-step process: choose employees carefully; set expectations early; establish milestones; give regular feedback; and deliver consequences.	10 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Being Productive This course covers a range of productivity best practices related to staying organized, managing email, avoiding distractions, and time management. For example, avoid bouncing between tasks and instead try and focus on one thing at a time, as multitasking can divert focus and attention away from the job at hand. Additionally, learn how to plan and be proactive to prevent yourself from staring at a list of tasks all due at the same time. These, and other, points are examined in greater detail here as well.	10 minutes	On-Demand Video In-Person Training	Workbook	English ONLY	Managers
Tackle Time Management Problems This course explains the importance of self-discipline and shows how goal setting helps you prioritize and manage time. It teaches learners how to put ongoing demands through a time filter, to see what can be eliminated, automated, or delegated. Participants learn how daily lists and calendars help them stay focused and on track and are shown ways to maintain the enthusiasm and energy needed to reach a goal.	19 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Being Approachable This training explains how nonverbal communication may affect your relationship with co-workers. This video explores techniques to make yourself more accessible to employees, including how to share information, ask for input, and adapt to different situations.	12 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers

Course	Length	Format	Materials	Language	Audience
What Employees Want to Tell You But Don't If employees are disgruntled, or if they feel like they cannot talk to their leaders, lines of communication will close. For example, if an employee is publicly criticized, he or she may start to doubt their abilities; they also may no longer wish to be open with their leader. Of course, the importance of understanding situations like these pertains to more than addressing mistakes; this also includes how to show appreciation, give autonomy, and be transparent, among others. Learn all these key points and more through the information presented in this Video On Demand. Utilize this content and become a better leader after understanding what your employees are thinking about you, how your behavior affects those thoughts, and how to best get your employees to be open with you.	17 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Coaching as a Manager This training explains coaching techniques to improve your team's performance, including how to establish credibility, agree on expectations and compare job performance to expectations. This course also explores how and when to share feedback with employees.	16 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Teams or Groups					
Group Decision Making: How Bad Decisions are Made This video presents different narrative examples of this phenomenon, also known as groupthink. The training program explores when an agreement is not the best decision, the consequences of not managing the agreement well, and how to avoid bad group decision-making. Learners who complete this program emerge more confident and ready to be valuable group members.	30 minutes	On-Demand Video	Workbook and Quiz	English ONLY	Managers
Lead Your Virtual Team Three of the most common challenges faced in virtual teams include holding successful virtual meetings, resolving conflicts, and coaching across a distance. This online training course shows leaders the best practices to tackle these challenges for leading a virtual team. This course explores how to employ the three C's of conflict resolution: cause; collaboration; and compromise. Leaders are also taught how to best coach a virtual team to foster results and improve its overall skillset.	19 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Understanding Team Member Styles The ability to recognize how people's styles, and how to adapt your own, is taught and demonstrated through examples in this leadership training video. After all, the key to a successful group project is to have a successful group leader. Use this training video to encourage team members to work together to achieve the results and outcomes you all are striving for.	24 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Navigating the 4 Generational Team Workplace This training video shows you how to take advantage of a multi-generational workplace to benefit both your team and your organization's goals.This course helps you understand your own generational viewpoint, and how to guide interactions based on decisions and attitudes that will promote your organization.	12 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Team Building When….This Happens This course explores how to effectively handle a variety of interpersonal challenges common to the workplace to maximize teamwork and maintain solid business relationships.Comprised of ten realistic scenarios, this course demonstrates potential ways of appropriately, and inappropriately, addressing issues in the workplace. Topics covered include a negative coworker, personality clashes, resistance to change, persuading a colleague, supporting a new team member, and being new on the job.	55 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Performance Management					
How to Discipline in a Positive Way This informative training video guides the learner on the path to confidently managing disciplinary discussions. The simple process is made up of five easy-to-follow steps, which include how to identify, analyze, and discuss the problem, followed by documentation of the discussion, and follow-up.	30 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Managing Performance This training course teaches managers how to effectively conduct employee reviews and manage employee performance. Participants are taught a 4-part review model for creating a more effective evaluation. Participants also learn practices to improve the overall performance management process, such as keeping records and training.	9 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Discipline, Documentation, and Termination This online training course, part of the "TAKEAWAY" for Managers™ series, teaches the importance of consistent management practices, and how to effectively handle behavioral issues. Participants learn a series of steps which include proactive discipline, progressive discipline, good documentation, and, if necessary, termination.	15 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers

Course	Length	Format	Materials	Language	Audience
Conducting Legal Performance Appraisals This video training course educates managers on how to execute performance appraisals legally and effectively. This training explores the importance of appropriate documentation in performance appraisals. This video demonstrates to participants the necessity of accurate ratings in appraisals, standardized appraisal forms, appropriate goal setting, and employee input in the appraisal process.	15 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Giving and Receiving Feedback Many people resist feedback, whether it is positive or negative. This online training course teaches you how to give feedback that others are receptive to. There are two basic ways to give feedback: descriptive and evaluative. Viewers are shown why descriptive feedback should be used. This course also gives practical feedback tips. For example, plan what to say in advance, and provide examples. Another tip is to communicate clearly and respectfully. Viewers also learn about the importance of seeking feedback from others. When receiving feedback, listen, learn, and be willing to act. Complete this online training course to become more adept at giving and receiving feedback.	10 minutes	On-Demand Video In-Person Training	Workbook	English ONLY	All Employees
New Leaders					
Being a New Leader With this training course, new leaders learn what happens during the transition from peer to manager. They also learn the different leadership styles and how to communicate with their team. The course offers tips for how to leverage relationships and avoid gossip. Demonstrating authority without damaging relationships is also an important learning point.	10 minutes	On-Demand Video In-Person Training	Workbook	English ONLY	Managers
First-Time Manager Tips Congratulations on becoming a manager! One of the first things you must realize about becoming a manager is you have to prove yourself as an effective leader, one who can guide a team to success. You now have an opportunity to lead and inspire, but you must know how to do so when your team likely does not think or act like you. This lesson will guide you through the process and provide you with invaluable tips for becoming a top manager. There are four key components to becoming an effective manager: self-awareness, relationships, direction, and delegation. For example, you should make it a priority to know your staff, their strengths, and their weaknesses. Learn how to understand their goals, listen to their needs, and be able to address their questions and concerns accurately and adequately. This course explores these four components and teaches first-time leaders the behaviors to avoid in their new role.	10 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Supervisory Skills This course is aimed at helping improve the skills of managers and supervisors in any workplace. This course demonstrates on unconscious biases can have a detrimental impact on an employee's performance, and how managers often don't realize they are victims of such biases. This course also explores micro-affirmations, the importance of understanding one's role as the supervisor, acting ethically, and inclusion.	14 minutes	On-Demand Video In-Person Training	Workbook	English ONLY	Managers
Giving and Receiving Feedback Many people resist feedback, whether it is positive or negative. This online training course teaches you how to give feedback that others are receptive to. There are two basic ways to give feedback: descriptive and evaluative. Viewers are shown why descriptive feedback should be used. This course also gives practical feedback tips. For example, plan what to say in advance, and provide examples. Another tip is to communicate clearly and respectfully. Viewers also learn about the importance of seeking feedback from others. When receiving feedback, listen, learn, and be willing to act. Complete this online training course to become more adept at giving and receiving feedback.	10 minutes	On-Demand Video In-Person Training	Workbook	English ONLY	All Employees
Managing When….The Complete Collection Coaching, mentoring, or supervisory trainees will not perform well in their new roles unless they understand the communication challenges they may encounter. By teaching the proper technique for regaining or maintaining control of team communication, this course gives leaders the skills for navigating through those challenges and developing high-performing teams. Each of the ten modules in this course spotlights the key challenges new leaders face when it comes to having conversations with team members. From wasting time online and getting team members back on track when they have a performance issue, to setting objectives and offering praise, these challenges, and the skills for overcoming them are taught by first presenting the goal, then the objective, and then the key take-away points leaders can apply immediately.	45 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers

Course	Length	Format	Materials	Language	Audience
Building Emotional Intelligence Leaders who display high Emotional Intelligence have increased leadership ability, increased team performance, improved decision-making, and increased personal well-being. Essentially, the majority of your success is dependent upon your ability to effectively interact with others. Developing emotional intelligence has a markedly beneficial impact on both personal and professional relationships, and you will gain further insight into how to improve your Emotional Intelligence through this training video.	12 minutes	On-Demand Video	Workbook and Quiz	English ONLY	All Employees
Being Approachable This training explains how nonverbal communication may affect your relationship with co-workers. This video explores techniques to make yourself more accessible to employees, including how to share information, ask for input, and adapt to different situations.	12 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
General Communication Skills This training educates participants about the different components of what makes for effective communication. This video explores how body language affects communication. Participants also learn about different behavioral styles. Use this course to help your team boost their communication skills.	9 minutes	On-Demand Video In-Person Training	Workbook	English ONLY	All Employees
Building a Culture of Respect This Building a Culture of Respect course explains various facets of ensuring a fantastic working environment to ensure morale and productivity are maximized. This course demonstrates how behaviors, such as behaving ethically, disagreeing constructively, alleviating harassment, curtailing bullying, championing diversity, and being understanding of others, create a respectful work environment. The course presents different scenarios of bad workplace behavior, and then gives examples of more respectful ways to handle the situations.	47 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers
Talent Acquisition					
Recruiting Talent acquisition is an important first step in having great employees. This video training course educates participants about best practices for recruiting quality candidates. This training explores how to use social media to help identify, attract, engage, and hire candidates. This video explains how to evaluate a hire for cultural fit.	10 minutes	On-Demand Video	Workbook and Quiz	English ONLY	Managers Supervisors
Behavioral Based Interviewing This course includes a section on the legal aspects of interviewing and laws to protect candidates from being discriminated against. Participants learn how gender, age, religion, sexual orientation, national origin, race, veteran status, and physical disability are "protected classes." Interview questions about any of these topics are illegal.	16 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers Supervisors
Techniques for Behavioral Interviewing Interviewers need to learn as much as possible about a candidate's work history and performance during the interview process. However, it can be difficult to collect the right information in a given time slot for an interview. This online training course shows a five-step behavioral-based interview process to help the interviewer gather relevant information and make informed hiring decisions.	17 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	Managers Supervisors
Selection Presenting strategic screening and assessment techniques and software, this course shows managers the step-by-step processes for reviewing resumes, checking references and social media, conducting remote interviews, and effectively using assessments. Upon completing this course, managers or HR personnel will know how to review resumes and shortlist candidates, identify the need to check for references, conduct remote interviews, and astutely gauge candidates that contribute on day one.	13 minutes	On-Demand Video	Workbook and Quiz	English ONLY	Managers Supervisors
Onboarding					
You're New on the Job When you're new on the job or assigned a new role, you want to appear to be completely competent and to please the people who ask you to perform tasks within your areas of responsibility. So, when you're given a task, do you know what to say to get all the information required to complete it? Find out what is to be done, when it's to be done, how it's to be done, and what resources can be used to complete the task. This video uses a narrative example to demonstrate how to take on a new task and gather all the information needed to succeed.	10 minutes	On-Demand Video In-Person Training	Workbook	English ONLY	Managers
Mindfulness This course explores these and several additional benefits of mindfulness, as well as tips for being mindful, such as prioritizing tasks instead of multitasking. This course also demonstrates some basic meditation skills.	9 minutes	On-Demand Video In-Person Training	Workbook	English ONLY	All Employees

Course	Length	Format	Materials	Language	Audience
Ethical Decision Making - Knowing Right from Wrong in the Workplace Dedicated to improving decision-making aptitude regarding legal and ethical compliance, adherence, and conduct, this course provides specific examples of, and information on, common areas of ethical concern. From theft and fraud to bribery, human trafficking, and environmental stewardship, each module in this course guides employees toward understanding and making morally and ethically correct choices. Realistic workplace scenarios depict each area of ethical decision-making to help employees see how ethics play out in the real world.	23 minutes	On-Demand Video	Workbook and Quiz	English ONLY	All Employees
Effective Communication - Avoid the 6 Common Mistakes This online training course teaches employees how to communicate effectively by exploring the 6 most common communication mistakes, such as miscommunication and multi-tasking, and shows learners how to avoid them. The section on avoiding miscommunication illustrates how communication is a "two-way street" between the communicator and the receiver. It works most effectively when the communicator's message is clear, and when the receiver asks for clarification when they're not sure about something. This course also explains why multitasking and distractions should be avoided while communicating because they often cause the communicator to make mistakes such as sending an email to the wrong person.	25 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English ONLY	All Employees
Unconscious Bias This course highlights the categories we put ourselves and others into that impact our assessment and understanding of people. Focused on showing employees how their unconscious biases lead to hasty and often unfair judgments, this course illustrates the harmful effects of unconscious bias in both their personal and professional lives.	10 minutes	On-Demand Video In-Person Training	Workbook	English ONLY	All Employees
Diversity in the Workplace for Employees This course examines in great detail the intricacies of diversity discussion. Sometimes these things make us uncomfortable, and the course aims to unpack the topic in a friendly and neutral manner. It talks about the definition of diversity, how bias, discriminatory and stereotyping behaviors affect others, and how to increase one's diversity skills.	11 minutes	On-Demand Video In-Person Training	Workbook and Quiz	English/Spanish	All Employees
Tackle Time Management Problems This course explains the importance of self-discipline and shows how goal setting helps you prioritize and manage time. It teaches learners how to put ongoing demands through a time filter, to see what can be eliminated, automated, or delegated. Participants learn how daily lists and calendars help them stay focused and on track and are shown ways to maintain the enthusiasm and energy needed to reach a goal.	17 minutes	On-Demand Video In-Person Training	Workbook	English ONLY	All Employees
Being Productive This course covers a range of productivity best practices related to staying organized, managing email, avoiding distractions, and time management. For example, avoid bouncing between tasks and instead try and focus on one thing at a time, as multitasking can divert focus and attention away from the job at hand. Additionally, learn how to plan and be proactive to prevent yourself from staring at a list of tasks all due at the same time. These, and other, points are examined in greater detail here as well.	10 minutes	On-Demand Video In-Person Training	Workbook	English ONLY	All Employees
Knowing Your Business This module covers knowing your organizational structure, understanding and being knowledgeable of product and service updates, staying abreast of current information and trends, communicating that information, and using knowledge best practices.	9 minutes	On-Demand Video	Workbook	English ONLY	All Employees
New Employee Safety Orientation and Training The topics of this course range from protective equipment, slips and falls, heavy lifting, bloodborne pathogens, workplace violence, and more. There are many situations where employees need to know how to prevent injuries or keep themselves safe. This multimedia video gives thorough training in these situations.	9 minutes	On-Demand Video	Workbook	English ONLY	All Employees