



**eLearning  
update  
Q1 2024**

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## Q1 2024

In this training update, we are thrilled to present a comprehensive update on our training offerings. As we continuously strive to enhance your learning experience, we have revamped our course catalog with fresh content, introducing cutting-edge courses designed to meet the evolving needs of your industry. This collateral piece serves as your guide to the latest additions, retirements, and replacements within our training programs. Discover innovative courses that will empower you to stay at the forefront of your field and bid farewell to the retired content, making way for fresh replacements that better cater to the evolving needs of today's learners. We invite you to explore these updates and embark on a learning adventure that promises growth, relevance, and excellence.

## Our new catalog is now live!

View our comprehensive list of available courses [here](#).

## New and updated courses now available

We're excited to announce the following courses launched or have been updated within the past quarter. If you have the corresponding library, you will see that course appear within your content or SCORM files.

## What we're working on

- **Enhancing the UI/UX of our courses** – Our team of eLearning developers have been busy modernizing course templates, integrating more scenario-based learning, and increasing interactivity so your learners stay engaged and retain key concepts.
- **Improving accuracy** – We pride ourselves on the quality of our content—particularly when it comes to compliance—but because our course are developed by hand in house, sometimes we uncover typos and development glitches. We've been smoothing those out so they don't distract from the learner experience.
- **LMS interface improvements** – If you're hosting our courses on TrainingToday, get ready for some exciting platform enhancements like a more streamlined navigation, updated color palette, new content authoring style elements, and new instructor-led training (ILT) webhooks.

# EHS

## Active Shooter On-Site: What Every Employee Should Do

- All-Access: EH&S
- All-Access: Full Course
- All-Access: Human Resources
- HR Employment
- Workplace Safety
- Workplace Safety CA

## Disaster Planning: What Employees Need to Know

- All-Access: EH&S
- All-Access: Full Course
- All-Access: Human Resources
- HR Employment
- Pandemic Preparedness
- Workplace Safety
- Workplace Safety CA

## Acute Respiratory Illness Pandemics: Prevention and Response

- All-Access: EH&S
- All-Access: Full Course
- Coronavirus Prevention & Response
- Pandemic Preparedness
- Workplace Safety

## Asbestos Awareness

- All-Access: EH&S
- All-Access: Full Course
- Construction Safety
- Environmental Compliance

## Bloodborne Pathogens: Healthcare Workers

- All-Access: EH&S
- All-Access: Full Course
- All-Access: Healthcare
- Safety for Healthcare Workers



## Fall Protection in Construction

- All-Access: EH&S
- All-Access: Full Course
- Construction Safety

## Fire Extinguishers Safe Use and Handling (Refresher)

- All-Access: EH&S
- All-Access: Full Course
- Workplace Safety Refresher

## Forklifts and Pedestrian Safety

- All-Access: EH&S
- All-Access: Full Course
- Workplace Safety
- Workplace Safety CA

## Gas Safety for Construction Workers (Spanish)

- All-Access: EH&S
- All-Access: Full Course
- All-Access: Spanish
- Construction Safety (SP)

## Good Housekeeping

- All-Access: EH&S
- All-Access: Full Course
- Workplace Safety
- Workplace Safety CA

## Job Hazard Analysis

- All-Access: EH&S
- All-Access: Full Course
- Workplace Safety
- Workplace Safety CA

## Job Hazard Analysis (Spanish)

- All-Access: EH&S
- All-Access: Spanish

## Lead Safety in Construction (Spanish)

- All-Access: EH&S
- All-Access: Full Course
- All-Access: Spanish
- Construction Safety (SP)

## Lockout/Tagout: Affected Employees

- All-Access: EH&S
- All-Access: Full Course
- Workplace Safety

## PPE: Foot Protection

- All-Access: EH&S
- All-Access: Full Course
- Workplace Safety
- Workplace Safety CA

## Preparing for Weather Emergencies

- All-Access: EH&S
- All-Access: Full Course
- Workplace Safety
- Workplace Safety CA

## Safe Forklift Operation

- All-Access: EH&S
- All-Access: Full Course
- Construction Safety
- Workplace Safety
- Workplace Safety CA

## Understanding Chemical Labels Under GHS (Spanish)

- All-Access: EH&S
- All-Access: Full Course
- All-Access: Spanish
- Workplace Safety
- Workplace Safety CA

## Working Safely with Formaldehyde

- All-Access: EH&S
- All-Access: Full Course
- Laboratory Safety

# HR

## Active Shooter On-Site: What Every Employee Should Do

- All-Access: EH&S
- All-Access: Full Course
- All-Access: Human Resources
- HR Employment
- Workplace Safety
- Workplace Safety CA

## Disaster Planning: What Employees Need to Know

- All-Access: EH&S
- All-Access: Full Course
- All-Access: Human Resources
- HR Employment
- Pandemic Preparedness
- Workplace Safety
- Workplace Safety CA

## All About Nutrition

- All-Access: Business Skills
- All-Access: Full Course
- All-Access: Human Resources
- Remote Worker Training Sup/Emp
- Wellness

## Conducting Effective Performance Appraisals

- All-Access: Full Course
- All-Access: Human Resources
- HR Employment

## E-Mail Best Practices for All Employees

- All-Access: Business Skills
- All-Access: Full Course
- All-Access: Sales & Service
- Communicating Effectively at Work
- Customer Service
- Leadership Employees
- Remote Worker Training Sup/Emp

## Office Ergonomics

- All-Access: Business Skills
- All-Access: Full Course
- All-Access: Human Resources
- HR Employment
- Wellness

## Personal Hygiene and Good Grooming

- All-Access: Full Course
- Hospitality & Food Service

## Preventing Workplace Violence: What Employees Need to Know

- All-Access: Full Course
- All-Access: Human Resources
- HR Employment



# Upcoming retirements and replacements

The following courses will be replaced or removed at the end of Q1. If you have any questions, please contact your account manager.

Title	Market	Update Type	Replacement Course	Current Libraries
Commercial Motor Vehicle Driver Logs	EHS	Retired, replaced with an existing similar course	Hours of Service Rules	All-Access: EH&S Transportation Safety
Confident Supervisor: Managing Conflict	HR	Retired, replaced with an existing similar course	Conflict Resolution for Supervisor	All-Access: Human Resources HR Video Training for Supv
Discipline	HR	Retired, replaced with an existing similar course	Progressive Discipline	All-Access: Human Resources HR Video Training for Supv
Discrimination	HR	Retired, replaced with an existing similar course	Interrupting Unconscious Bias for Supervisors	All-Access: Human Resources HR Video Training for Supv
Dynamic Diversity Training for Employees	HR	Retired, replaced with an existing similar course	Diversity for All Employees	All-Access: Human Resources Plus of Us: Diversity Training
Dynamic Diversity Training for Supervisors	HR	Retired, replaced with an existing similar course	Diversity Fundamentals for Supervisors	All-Access: Human Resources Plus of Us: Diversity Training

Title	Market	Update Type	Replacement Course	Current Libraries
Fire Prevention and Extinguishers in California	EHS	Retired, replaced with a newly created course	Process Safety Management in California launch date 3/18/24	All-Access: EH&S Workplace Safety CA
Firing	HR	Retired, replaced with an existing similar course	Terminating Employees: The Process	All-Access: Human Resources HR Video Training for Supv
Flaggers' Safety in Highway Work Zones	EHS	Retire - No Replacement		All-Access: EH&S Construction Safety Transportation Safety
Flaggers' Safet in Highway Work Zones (Spanish)	EHS	Retire - No Replacement		All-Access: EH&S All-Access: Spanish Construction Safety (SP)
Generational Diversity	HR	Retired, replaced with an existing similar course	Communication Between All Ages and Diversity for All Employees	All-Access: Human Resources HR Employment
Hazardous Waste: Routes of Exposure	EHS	Retired, replaced with an existing similar course	Hazardous Waste: Health Effects	All-Access: EH&S
Hiring	HR	Retired, replaced with an existing similar course	Hiring Legally	All-Access: Human Resources HR Video Training for Supv
Office Hazards: What Supervisors Need to Know	EHS	Retired, replaced with an existing similar course	Office Hazards	All-Access: Human Resources HR Employment
Other Harassment	HR	Retired, replaced with an existing similar course	Workplace Harassment: What Supervisors Need to Know	All-Access: Human Resources HR Video Training for Supv

Title	Market	Update Type	Replacement Course	Current Libraries
Pandemic Flu: How to Prevent and Respond	EHS	Retired, replaced with an existing similar course	Acute Respiratory Illness Pandemics: Prevention and Response	All-Access: Business Skills All-Access: EH&S All-Access: Healthcare All-Access: Human Resources HR Employment Safety for Healthcare Workers Wellness
Performance Evaluations	HR	Retired, replaced with an existing similar course	Conducting Effective Performance Appraisals	All-Access: Human Resources HR Video Training for Supv
Personal Protective Equipment in California: What Employees Need to Know	EHS	Retired, replaced with a newly created course	Personal Fall Protection Systems in General Industry: What Employees Need to Know launch date Q2-24	All-Access: EH&S Workplace Safety CA
Privacy	HR	Retired, replaced with an existing similar course	Workplace Privacy: What Supervisors Need to Know	All-Access: Human Resources HR Video Training for Supv
Recruiting: Evaluation (Multimedia)	HR	Retired, replaced with an existing similar course	Recruiting: A Model for Targeting Top Talent	All-Access: Human Resources Recruiting
Recruiting: Planning (Multimedia)	HR	Retired, replaced with an existing similar course	Recruiting: A Model for Targeting Top Talent	All-Access: Human Resources Recruiting
Recruiting: The Process (Multimedia)	HR	Retired, replaced with an existing similar course	Recruiting: A Model for Targeting Top Talent	All-Access: Human Resources Recruiting
Respirator Fit Testing: What Supervisors Need to Know	EHS	Retired, replaced with a newly created course	Respiratory Protection: How to Conduct Fit Tests	All-Access: EH&S Workplace Safety Workplace Safety CA
Risk Management: Program 3 Prevention Program - Part II	EHS	Retired, replaced with an existing similar course	Risk Management: Program 3 Prevention Program	All-Access: EH&S Environmental Compliance

Title	Market	Update Type	Replacement Course	Current Libraries
Sexual Harassment	HR	Retired, replaced with an existing similar course	Preventing Sexual Harassment: Training for Supervisors	All-Access: Human Resources HR Video Training for Supv Preventing SexHarass - National
Sexual Harassment Prevention Training for Supervisors and Employees in Connecticut	HR	Retired, replaced with an existing similar course	Sexual Harassment Prevention Training for Employees in Connecticut and Sexual Harassment Prevention Training for Supervisors in Connecticut	All-Access: Human Resources Preventing SexHarass CT
Transporting Hazardous Materials Safely	EHS	Retired, replaced with an existing similar course	Hazardous Materials Transportation	All-Access: EH&S All-Access: Full Course Transportation Safety
Violence	HR	Retired, replaced with an existing similar course	Violence in the Workplace: How to Prevent and Defuse for Supervisors	All-Access: Human Resources HR Video Training for Supv
Privacy	HR	Retired, replaced with an existing similar course	Workplace Privacy: What Supervisors Need to Know	All-Access: Human Resources HR Video Training for Supv
Recruiting: Evaluation (Multimedia)	HR	Retired, replaced with an existing similar course	Recruiting: A Model for Targeting Top Talent	All-Access: Human Resources Recruiting
Wage and Hour	HR	Retired, replaced with an existing similar course	FLSA: What Supervisors Need to Know	All-Access: Human Resources HR Video Training for Supv
Working Safely with Flammable Liquids in California	EHS	Retired, replaced with a newly created course	Working Safely with Flammable Liquids	All-Access: EH&S Workplace Safety CA
Working Safely with Pesticides	EHS	Retire - No Replacement		All-Access: EH&S Environmental Compliance