



training▶today

Workforce

eLEARNING COURSE CATALOG

CONTENT

LMS Content Connection	3
Course Features	4
Topics We Cover	5
<u>Business & Professional Skills</u>	6
<u>HR Compliance</u>	8
<u>Environmental Compliance</u>	10
<u>Leadership & Management</u>	12
<u>Anti-Harassment & Inclusion</u>	13
<u>Sales & Service</u>	14
<u>Mental Health & Wellness</u>	16
<u>IT & Software Security</u>	17
<u>Workplace Safety</u>	18
Spanish Courses (Translation Services also included)	19
Healthcare Courses	20
Explore more training opportunities:	
Revenue cycle training through HCPro	21
eLearning content customizations through BLR	22
Leadership Development through Bluepoint	23



With **over 800 courses** spanning 69 libraries, our tools will help you reach your full potential!

AN LMS FOR TODAY'S LEARNER

A scalable and intuitive LMS

TrainingToday's learning management system (LMS) is designed to provide you and your teams with an interactive and engaging platform to perform all your on-demand training needs.

Transformative features

TrainingToday's LMS will take your training program to a world-class level.

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

Our Course Content Is...



Created by experts



Completely customizable



Ahead of the technology curve



Always up-to-date



COURSE FEATURES GUIDE

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

Our award-winning training content from TrainingToday and HCPro offers some of the best compliance and skills training there is. The courses developed by our in-house experts are ready to load to your LMS or ours!



Interactive

Courses are interactive, with various scenarios and knowledge checks throughout, to keep the learners engaged.



Compliant

As regulations change, know we will update a course as quickly as possible to ensure your training is always up-to-date and compliant.



Assessments

Questions come in a variety of formats and are strategically placed throughout the course to ensure learner understanding.



Certificates of completion

Upon successfully completing a course and taking the final quiz with a passing score, learners will automatically receive a certificate of completion.



Resources

Learners can download or print handouts at their convenience. Some courses also include other ancillary resources, like worksheets, reference materials, or glossary terms.



Transcripts

A copy of the narration is included in each course for learners who prefer to read along.



Ask the expert

As regulations require, some courses include an ask the expert feature. For the duration of the course, learners can send questions directly to our in-house experts!

TOPICS WE COVER

Business & Professional Skills

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

IT Software & Security

Businesses have an ethical and legal responsibility to protect private information and networks from malicious actors. Violating data privacy laws is a serious offense involving fines and loss of customer trust. TrainingToday's solutions help employees quickly absorb and implement new technology skills into their day-to-day work life. We provide comprehensive software and cybersecurity training solutions on various topics, including cyber countermeasures, business software, remote working, and more.

HR Compliance

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

Environmental Compliance

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

Leadership & Management

Leadership training for current or future managers and supervisors positively impacts company culture and leads to high performance. TrainingToday's expert-guided leadership and management training equips your leaders with the skills needed to unlock their true potential, communicate more effectively, and implement strategic visions.

Anti-Harassment & Inclusion

Employers need to be intentional about cultivating a culture of belonging in the workplace. Anti-harassment and inclusion training can protect your company's reputation while clearly communicating what behaviors will not be tolerated in your workplace. Toxic work environments can disrupt and damage workplace morale, creating an unproductive, unpleasant, and sometimes even hostile working environment. TrainingToday's anti-harassment and inclusion content provides a starting point for nurturing a diverse and welcoming work environment.

Sales & Service

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

Mental Health & Wellness

Establishing and implementing a corporate wellness program improves worker wellbeing and boosts productivity. With the rising costs of health insurance, there's a tremendous opportunity to prioritize the health of your employees while simultaneously benefitting the organization's bottom line. Mental health and wellness training provides comprehensive solutions for establishing and managing a corporate wellness initiative.

Workplace Safety

We provide training solutions to keep your workplace safe and compliant with state and federal regulations, industry guidance, and best practices. Empower your workforce with the skills needed to perform their work in an environment that keeps them safe. Crafted by industry experts, TrainingToday's workplace safety training provides comprehensive safety solutions for various industries and work environments, including construction sites, offices, laboratories, and more.

BUSINESS & PROFESSIONAL SKILLS

About

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

Libraries

- Communicating Effectively at Work (16 courses)
- Leadership for Employees (22 courses)
- Leadership for Managers and Supervisors (28 courses)
- Project Management for Business (26 courses)
- Wellness (23 courses)

All-Access

- Business Skills All-Access (92 courses)
- Business Skills All-Access + Software Suite (242 courses)

Featured Courses

Balancing Work and Home

Many Americans are struggling to juggle a full-time job while also caring for young children, aging parents, and other tasks on a daily basis. This training session will help you learn how to successfully balance all of your responsibilities.

Course duration: 25 minutes

Effective Decision-Making Strategies for Employees

No matter what your job, the decisions you make affect your productivity, the quality of your work, and your ability to meet performance goals. The purpose of this training session is to help you make the best decisions possible every workday.

Course duration: 9 minutes

Leadership Skills: What New Supervisors and Managers Need to Know

Leadership is an essential skill for all supervisors and managers, especially if you are new to the job. It's through effective leadership that goals are achieved and your department meets productivity, quality, service, and safety standards.

Course duration: 26 minutes

Performance Goals: How Goals Help Supervisors Manage Employees More Effectively

The main objective of this session is to help you use goals to guide and improve employee performance so that all your employees can achieve their highest potential.

Course duration: 26 minutes

Teambuilding for Employees

This training helps you build strong, effective teams in your organization. Learn how to identify the characteristics of an effective team, understand the qualities of a productive team member, and help build successful teams to achieve important goals.

Course duration: 13 minutes

Featured Courses

The Art of Listening for Enhanced Communication

Listening helps you get the information you need to do your job well; build rapport with others; maintain good work relationships; prevent misunderstandings and conflict; avoid mistakes; and be more successful in your job.

Course duration: 21 minutes

Time Management Skills for Employees


Time is one of your most valuable assets. Learn how to define goals, plan, and prioritize tasks to keep you and your projects on track.

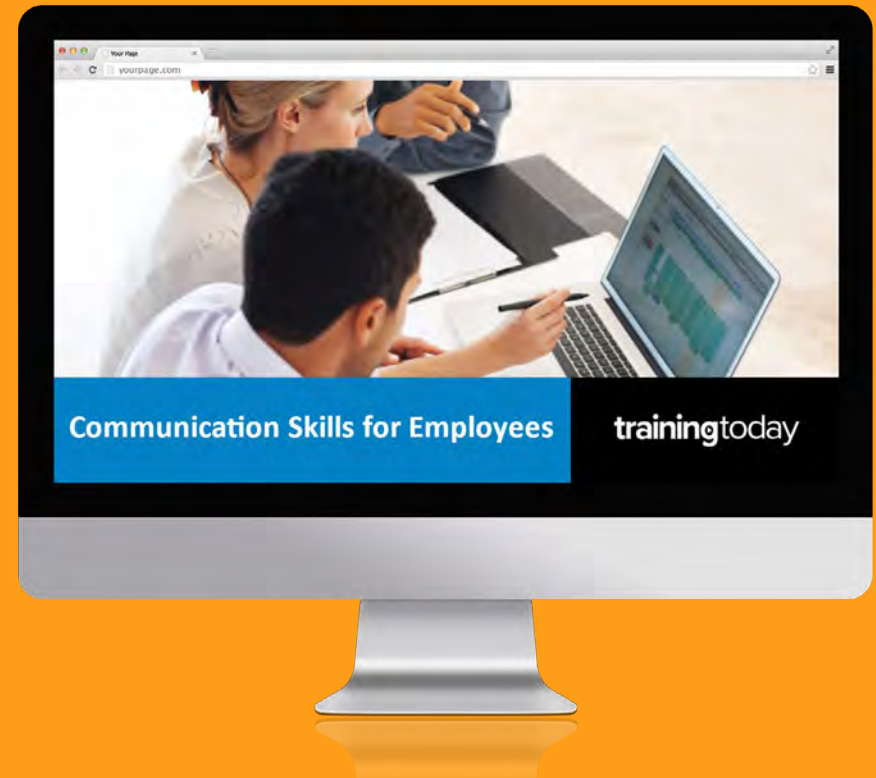
Course duration: 19 minutes

Virtual Meetings: Etiquette and Effectiveness

Virtual meetings can be an excellent way to interact with coworkers, make decisions and plans, solve problems, and communicate information. Knowing how to get the most from virtual meetings is an important skill every worker should possess.

Course duration: 28 minutes

 With **over 800 courses** spanning 69 libraries, our tools will help your business reach its full potential!



Save time, save money, and train smarter with TrainingToday's Business Skills libraries.

The demand to be a well-rounded employee nowadays is greater than ever. Trying to cultivate leadership skills in employees and supervisors in order to effectively manage teleworkers, flexible work schedules, and technology; develop and encourage workplace wellness in a legally sound way; and juggle a million different projects are just a few areas where organizations are trying to step up their game.

But that's where TrainingToday's Business Skills libraries can help. With library topics that include leadership for managers and supervisors, workplace wellness, project management, and more, we'll help you save time and money on your business skills training.

HR COMPLIANCE

About

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

Libraries

- Coronavirus Prevention & Response (2 courses)
- DEI in the Workplace: Microlearning (20 courses)
- HR Employment (89 courses)
- HR Employment Refresher (13 courses)
- HR for Campus Employees (13 courses)
- HR for Health Care (13 courses)
- HR Video Training for Supervisors (13 courses)
- Mental Health in the Workplace (10 courses)
- Pandemic Preparedness (11 courses)
- Preventing Sexual Harassment – National (11 courses)
- Preventing Sexual Harassment - CA: Supervisor (2 courses)
- Preventing Sexual Harassment - CA: Supervisor/Employee (3 courses)
- And more!

All-Access

- Human Resources All-Access (284 courses)
- Workplace Harassment Microlearning (48 courses)

Featured Courses

Americans with Disabilities Act: What Supervisors Need to Know

This training session will help you to identify the purpose of the ADA, define “disability” correctly, make reasonable accommodations, handle job interviews and post-offer discussions properly, deal appropriately with leaves of absence and reinstatement, and avoid discrimination based on disability. Updated with with latest ADAAA laws.

Course duration: 30 minutes

Conducting Effective Performance Appraisals

This training presentation will help provide you with the basic tools you need to conduct effective performance appraisals. At the end of the training session, you will be able to identify the importance and benefits of performance appraisals, assess and prepare necessary documentation, set motivational performance goals, plan for effective appraisal interviews, conduct fair and beneficial appraisals, and avoid discrimination charges.

Course duration: 21 minutes

Discrimination

Discrimination in the workplace has been illegal since 1964, yet employers are still spending millions of dollars every year defending discrimination lawsuits and paying judgments when they lose.

Course duration: 23 minutes

Essential HR: For Those Who Have Recently Assumed HR Responsibilities

The main objective of this session is to introduce you to your new responsibilities as an HR specialist and to help you learn more about your job and the organization. By the time this session is over, you will be able to understand HR priorities; learn more about the organization; identify the requirements of employment laws and workplace policy; make ethical decisions; and perform job responsibilities successfully.

Course duration: 29 minutes

Featured Courses

FLSA: What Supervisors Need to Know

The Fair Labor Standards Act (FLSA) is a federal law that regulates minimum wage, overtime, equal pay, and child labor. Although supervisors may not be directly responsible for administering the provisions of the FLSA, they need to know how to deal effectively with wage and hour issues governed by the FLSA because they are critical to the efficient operation of every organization.

Course duration: 42 minutes

HIPAA: Your Obligations Under the Privacy Rule

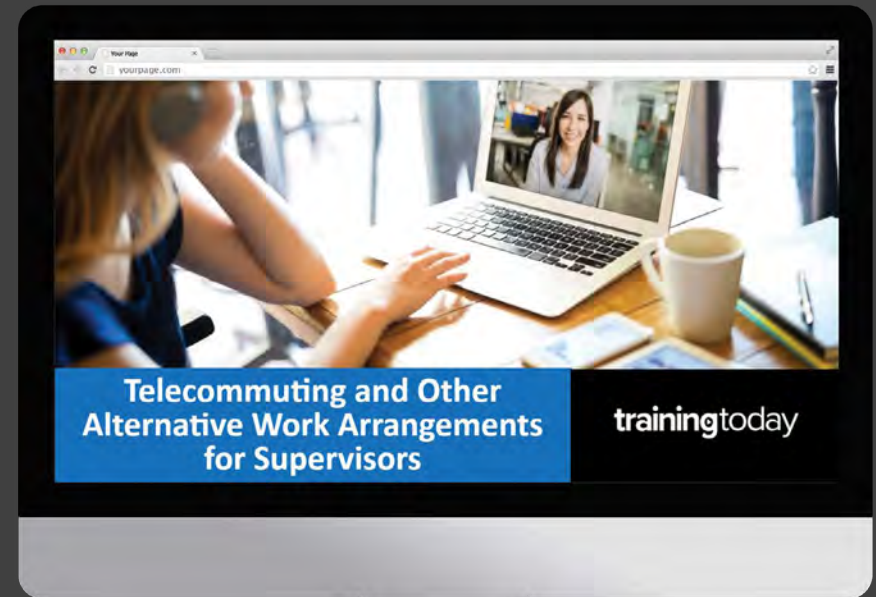
This session will guide you through a variety of topics which will help you understand HIPAA's Privacy Policy. By the time the session is over, you should be able to understand the purpose of HIPAA's Privacy Rule, the basic requirements of the rule, covered entities and business associates, and what, when, and how personal health information is protected.

Course duration: 43 minutes

Preventing Sexual Harassment: A Guide for Supervisors

Not only is sexual harassment illegal, but it also has many detrimental effects on the workplace and workforce. Our workplace also has a formal policy that prohibits sexual harassment in the workplace—a policy supervisors are responsible for enforcing. But beyond laws and policies, sexual harassment is very damaging to the workplace and work environment. After taking this course, supervisors should be able to recognize, prevent, and respond to sexual harassment.

Course duration: 24 minutes



Retaliation charges filed with the EEOC account for **56% of the workplace discrimination charges** received by the agency in 2021, with **disability (37.2%)** and **race (34.1%)** charges coming in second and third, respectively.

Source: The U.S. Equal Employment Opportunity Commission
2019 Enforcement and Litigation Data.

ENVIRONMENTAL COMPLIANCE

About

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

Libraries

- Construction Safety (39 courses)
- Construction Safety Spanish (39 courses)
- Coronavirus Prevention and Response (2 courses)
- Environmental Compliance (36 courses)
- HAZWOPER (19 courses)
- Laboratory Safety (17 courses)
- Workplace Safety (111 courses)
- Workplace Safety CA (111 courses)
- Workplace Safety Refresher (12 courses)
- And more!

All-Access

- EHS All-Access (315 courses)

Featured Courses

Aerial Lift Safety

Aerial lifts are extremely useful pieces of equipment and are commonly used in many industries. But this equipment can be hazardous to both operators and employees working nearby unless proper precautions are taken by all employees.

Course duration: 26 minutes

Disaster Planning: What Employees Need to Know

This course provides information about how employees can prepare for a disaster in the workplace and how to react if one should happen. It describes how to prevent some types of workplace disasters from happening, how employees' actions can reduce the catastrophic results of other disasters, and what steps employees should take if a disaster does occur.

Course duration: 26 minutes

Fire Extinguishers Safe Use and Handling (INT)

When a fire occurs, you have to think and act fast. Do you evacuate or stay and fight the fire with an extinguisher? This training course covers the safe use and handling of portable fire extinguishers by employees designated or allowed to put out fires in their initial or beginning stage. You'll learn about different classes of fires, the type of extinguisher to use on each class of fire, as well as how to use a fire extinguisher correctly.

Course duration: 18 minutes

Hazard Communication and GHS: What Employees Need to Know

By the end of the training you will be able to explain the purpose of the HazCom standard; recognize the risks posed by hazardous chemicals in your workplace; explain the purpose and content of safety data sheets (SDSs) and how to access that information; interpret the information on chemical labels; and identify and apply appropriate measures to protect yourself from the chemical hazards in your workplace and respond to emergencies.

Course duration: 36 minutes

Featured Courses

Lockout/Tagout: Affected Employees

This session covers the safety procedure known as “lockout/tagout” and related hazardous energy control measures designed to protect you from injuries due to unexpected start-up of machinery or equipment or the release of stored hazardous energy during servicing and maintenance operations after the equipment has been turned off.

Course duration: 28 minutes

Slips, Trips, and Falls: What Supervisors Need to Know

The main objective of this session is to help you prevent slips, trips, and falls among the employees you supervise. By the time this session is over, you should be able to identify slip, trip, and fall hazards in the workplace; eliminate slip, trip, and fall hazards in work areas you supervise; prevent falls on stairs and from ladders; help employees prevent slips, trips, and falls outdoors and at home; and teach employees how to minimize injuries if they fall.

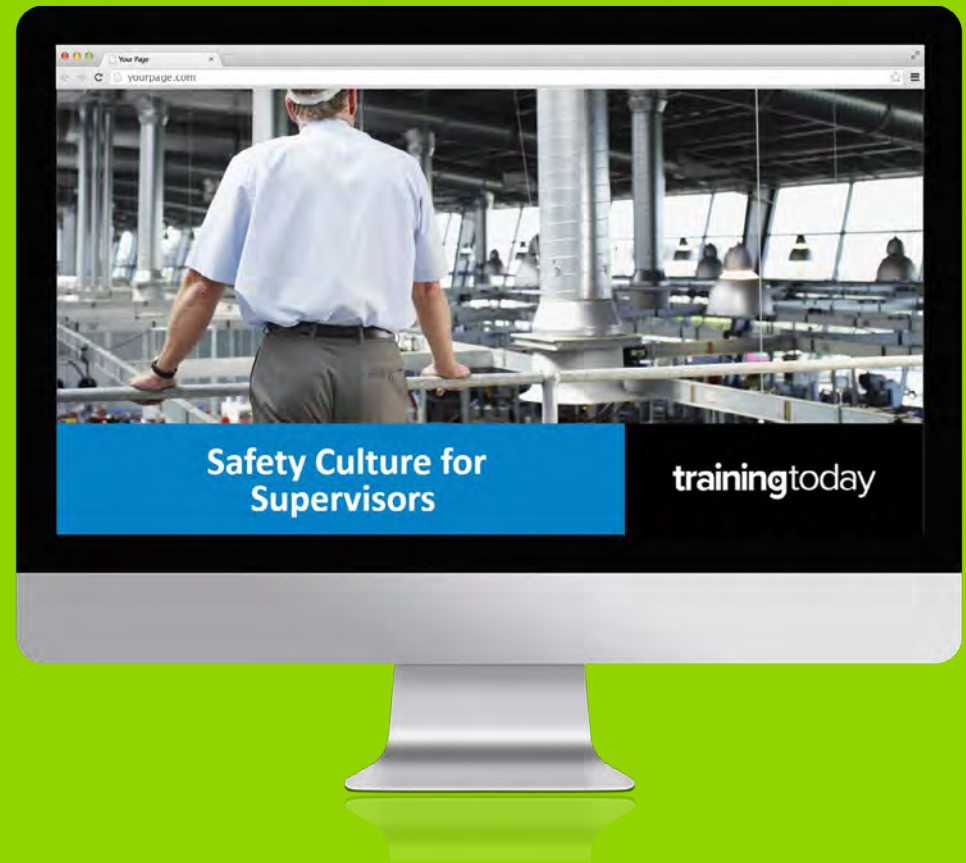
Course duration: 24 minutes

Warehouse Safety

The main objective of this session is to help you prevent accidents and injuries while working in the warehouse and loading dock. By the time the session is over, you should be able to identify warehouse hazards; prevent back injuries; work safely with material-handling equipment; protect against accidents on the loading dock; stack materials safely; and prevent slips, trips, and falls.

Course duration: 31 minutes

Explore federal guidelines & industry best practices



78% of customers say environmental practices influence their decision to buy from a company.

Source: Salesforce's State of the Connected Customer report, 2022.

LEADERSHIP & MANAGEMENT

About

Becoming an impactful leader is possible for anyone who is willing to develop their skillsets. TrainingToday offers over 40 leadership courses crafted to prepare professionals for leadership roles, in addition to refresher courses for the seasoned professional. No matter what stage of their career an employee is in, TrainingToday has the content necessary to bolster their leadership abilities and enhance their management performance.

Libraries

- Leadership for Managers/Supervisors (28 courses)
- Leadership for Employees (22 Courses)
- Project Management (26 Courses)
- New Manager Micro eLearning Program (19 courses)
- HR Video Training for Supervisors (13 courses)



Great leaders contribute to a **147% increase** in profit per share.

Source: Gallup

Featured Courses

Critical Thinking for Employees

We all think all the time. But how deeply do we think? How efficiently do we think? How effectively do we use our brain power on the job to handle all the information, problems, and decisions we must deal with every day? By the time you've completed this course, you'll be well on your way to being a more effective critical thinker. So put on your "thinking cap," and get ready to learn about a very useful performance-enhancing process that will make you more successful.

Course duration: 18 minutes

Encouraging Employee Input

Organizations grow and prosper when they encourage-and act upon-employee input. Your employees-the people who make the products, serve the customers, and perform all those essential functions-often have valuable insights into ways to save money, improve our operations, and enhance our competitive advantage.

Course duration: 16 minutes

Leading Innovative Teams

"When we hear the word "innovation," what do we think of? Excitement, fear, unknown possibilities? Innovation certainly means change and often challenging the status quo. For many, this is extremely difficult to do. The usual ways of doing things can be quite comfortable and may have even contributed to current success. Many companies choose to augment existing products and processes rather than create something new. In this course, we will examine cutting-edge, innovative techniques used in some of the most successful companies in the world. The main objective of this session is to help you discover these practices to help you and your company succeed."

Course duration: 26 minutes

ANTI-HARASSMENT AND INCLUSION

About

Creating an inclusive and safe environment for your employees is key to their success. TrainingToday's anti-harassment and inclusion course content can help your organization protect employees from harassment and discrimination and promote diversity within your workforce.

Libraries

- DEI in the Workplace: Microlearning (20 courses)
- Plus of Us: Diversity Training (2 courses)
- Preventing Sexual Harassment – National (11 courses)
- Preventing Sexual Harassment Supervisors/Employees CA (3 courses)
- Preventing Sexual Harassment Chicago (4 courses)
- Sexual Harassment Training Supervisors and Employees NY&NYC (2 courses)
- Unconscious Bias (4 courses)
- Preventing Sexual Harassment CT (3 courses)
- Preventing Sexual Harassment DE (2 courses)
- Preventing Sexual Harassment IL (3 courses)
- Preventing Sexual Harassment ME (2 courses)
- And More!

Featured Courses

Preventing Sexual Harassment: A Guide for Supervisors

Not only is sexual harassment illegal, but it also has many detrimental effects on the workplace and workforce. Our workplace also has a formal policy that prohibits sexual harassment in the workplace—a policy supervisors are responsible for enforcing. But beyond laws and policies, sexual harassment is very damaging to the workplace and work environment. After taking this course, supervisors should be able to recognize, prevent, and respond to sexual harassment.

Course duration: 24 minutes

Recognizing and Overcoming Unconscious Bias for Employees and Supervisors

We all have unconscious biases (also known as implicit biases) that affect our interactions with others and how we view the world. These unconscious biases can have a negative effect in the workplace when they go unchecked. This course will benefit everyone who interacts with coworkers, customers, or anyone else as part of their job. After completing this course, learners will be able to identify and address their own unconscious biases and take steps to “interrupt” them when communicating and interacting with others in the workplace.

Course duration: 30 minutes

Interrupting Unconscious Bias for Supervisors

Unconscious bias (also known as implicit bias) can hurt morale, productivity, and innovation when it happens among employees. When it sneaks into critical workplace personnel and management decisions, it can be costly for your company in terms of lawsuits and discrimination charges. This course will benefit all managers, supervisors, and workplace leaders who are tasked with recruiting, hiring, and evaluating performance. Building on the concepts and strategies presented in “Recognizing and Overcoming Unconscious Bias,” this course offers strategies for eliminating unconscious bias from personnel decisions and how to recognize and counteract microaggressions that often stem from unconscious bias. After completing this course, supervisors should be able to identify their own unconscious biases and “interrupt” them when making critical personnel management decisions.

Course duration: 30 minutes

SALES & SERVICE

About

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

Libraries

- Customer Service (22 courses)
- Microsoft Office Complete (139 courses)
- Microsoft Office Essential (59 courses)
- Sales (12 courses)

All-Access

- Sales & Service All-Access (34 courses)
- Sales & Services + Software Suite All-Access (184 courses)



88% of customers say the experience a company provides is as important as its product or services. **73% of customers** expect companies to understand their unique needs and expectations.

Salesforce's State of the Connected Customer report, 2022

Featured Courses

Closing Sales Techniques

Learn how to become a more effective closer. By the time the session is over, you should be able to define "closing", recognize and respond effectively to buying signals, use trial closes successfully, choose the right closing technique for each sales interaction, make the most of customer interactions that don't result in a sale, avoid common closing mistakes, and follow up effectively to preserve the sales relationship.

Course duration: 30 minutes

Handling Objections

Improve the way you handle sales objections. By the time the session is over, you should be able to understand why customers object, identify reasons for objections, recognize different types of objections, and handle objections successfully.

Course duration: 24 minutes

Identifying Customer Needs

Identifying and meeting customers' needs, an important step in creating loyal customers. At the end of this training session trainees will be able to recognize the importance of correctly identifying customers' needs, ask the right questions to accurately identify needs, identify and take advantage of cross-selling opportunities, and present products, services, and solutions that meet customers' needs.

Course duration: 22 minutes

Qualifying Prospects

When you qualify prospects correctly, you close more sales and achieve ever higher sales goals. This session explains how to identify the information you need to know about prospects, prepare effectively for qualifying prospects, ask useful qualifying questions, listen effectively when qualifying prospects, understand the consequences of failing to qualify prospects properly and identify key issues in the qualifying process.

Course duration: 28 minutes

Featured Courses

Setting Sales Goals

Help set effective goals that will boost your sales and enhance your success as a salesperson. By the time the session is over, you should be able to understand the purpose of sales goals, plan efficiently to achieve goals, set effective goals for sales calls, allocate resources efficiently to maximize goal achievement, and set challenging but appropriate goals to grow your sales career.

Course duration: 28 minutes

Telephone Sales Techniques—Cold Calling and Prospecting

Cold calling is one of the sales professional's toughest tasks. This course helps you master the cold call, develop prospect interest in your product or service, cut to the chase to overcome objections, apply research results, use a script for cold calls, effectively modulate and articulate your voice to achieve better results, handle rejection that comes with cold calling, and follow up successfully.

Course duration: 26 minutes

The Power of Listening

The objective of this online training course is to give representatives the basic skills they need to become good listeners. At the end of this training session trainees will be able to understand the benefits of active listening, identify feelings, attitudes, and unspoken needs underlying customers' words, overcome listening obstacles, and use listening skills to meet and exceed customer expectations.

Course duration: 21 minutes

Business Writing for Employees

The ability to write effectively is a skill everyone needs-no matter what your job. Even if you are called on to write only an occasional message or note, being able to express yourself clearly, accurately, and professionally in writing is an important job skill. This training session is designed to review important writing techniques that can help you make your business communications more effective.

Course duration: 23 minutes



It takes **12 positive customer experiences** to make up for **1 negative experience.**

Source: Ruby Newell-Legner's "Understanding Customers".




MENTAL HEALTH & WELLNESS

About

The mental health and wellness of your workforce matters. Implementing successful wellness programs can be a proactive way to help employees prioritize their mental health and general wellbeing. With TrainingToday's Mental Health in the Workplace and Wellness Library's your leadership and your employees have access to training content specifically created to enhance their everyday lives.

Libraries

- Mental Health in the Workplace (10 courses)
- Wellness (23 courses)

 **3 in 5 workers** said they have experienced the negative impacts of work-related stress in the past month.

Source: 2021 American Psychological Association survey

Featured Courses

A Manager's Role in Wellness

Managers play a key role in making a workplace wellness program a success. As a manager, you need to motivate your staff by setting a good example, providing the tools that they need to keep themselves on the right track, communicating your organization's wellness messages, and helping to educate your staff on the latest wellness techniques. This training session will help you understand your role in your workplace wellness program.

Course duration: 25 minutes

Balancing Work and Home

"Many Americans are struggling daily to juggle a full-time job while also caring for young children, aging parents, and doing other tasks. That can lead to burnout, decreased productivity and quality of work, and strained personal relationships at work and at home. This training session will help employees learn how to recognize the stress of an unbalanced life and offers tools to help successfully manage responsibilities."

Course duration: 25 minutes

Wellness and You

Good health is perhaps the most important thing in anybody's life. Without your health, you can't enjoy the rest of your life and meet the challenges you face every day. Today, we're going to talk about wellness and how to improve your health and the quality of your life.

Course duration: 24 minutes

Stress Management

A little bit of stress can keep us on our toes and give us the adrenaline we need to get through tough situations. But when stress becomes persistent or excessive, it can create problems—both at work and at home. And even worse—it can take a toll on your physical and mental health. During this session we'll learn about what causes stress, how much is too much, and lots of things you can do to make it more manageable for you.

Course duration: 20 minutes


IT SOFTWARE AND SECURITY

About

Protect your organization from cyber threats and develop your employees technology skillset. TrainingToday's experts have developed cyber security and software training content that can protect your business and heighten the skills of your employees.

Libraries

- Cyber Security (8 Courses)
- Business Software (150 Courses)

 The average cost of a data breach was **\$4.24 million** in 2021

Featured Courses

Types of Cyber Threats

Viruses, Malware, Distributed Denial of Service (DDoS) attacks: These threats, along with other types of Advanced Persistent Threats (APTs), are increasingly discussed in the news as cyber crimes, which have increased in frequency. These threats evolve almost as rapidly as the defenses against them. Cyber criminals entice their victims to click on a link to a website or download a file that has been maliciously altered. This module provides an introductory overview of various cyber threats directed at new employees during onboarding or as a refresher course for those without a cyber security background. By the end of the session, you will learn about several tactics that cyber criminals use to commit their crimes and methods they use to deliver malicious software.

Course duration: 11 minutes

Saving Time in Outlook

Outlook is packed with great tools but there a few that can make a tremendous difference in your efficiency. With the automating features, tasks that you do on a regular basis that can take time will become simpler and faster.

Course duration: 33 minutes

SharePoint for Site Owners

Now more than ever, SharePoint is a powerful and user-friendly tool for creating a common place where your team can share documents, collect data, and collaborate. In this course, you'll quickly learn how to create your own site and invite your team members.

SharePoint expert, Kat Snizaski, walks you step-by-step through creating a parent site and adding subsites for multiple teams. You'll learn how to create and manage document libraries and custom lists that enable collaboration. You'll also learn how to assign user permissions and get your team rolling on their new collaboration platform!

Course duration: 80 minutes

WORKPLACE SAFETY

About

There are many different aspects to keeping a workplace safe. TrainingToday helps keep you prepared for all different work environments and the training necessary to ensure they are safe for employees. From safety on a construction site to safety within a laboratory, our course content covers the topics you need to bring safety to the forefront of your employees minds.

Libraries

- Construction Safety (39 courses)
- Laboratory Safety (17 courses)
- Pandemic Preparedness (11 courses)
- Transportation Safety (27 courses)
- Workplace Safety (111 courses)
- Safety for Healthcare Workers (19 courses)
- Safety Culture (8 courses)
- And More!

Top 3 Most Frequently Cited Standards

1. Fall protection, construction
2. Respiratory protection, general industry
3. Ladders, construction

Source: United State Department of Labor, OSHA, fiscal year 2021 data.

Featured Courses

Working Safely Around Heavy Equipment

A construction site is an inherently dangerous workplace. You must pay attention not only to what you are doing but also to what other workers around you are doing. The main goal of this session is to help you understand how important it is to work safely near heavy equipment. At the end of the session, you will be able to understand the leading causes of heavy equipment-related accidents, identify dangers associated with heavy equipment, discuss what OSHA regulations say about working safely on or near heavy equipment, and learn basic precautions to stay safe on the worksite.

Course duration: 21 minutes

Contractor Safety

In today's training session, we'll review the key elements of a typical host employer's safety program. Contractors will be required to follow the host employer's safety program while performing their work. Familiarity with the host employer's site and safety program is crucial to reducing the risk of injury.

Course duration: 25 minutes

Ladder Safety

Ladder accidents, injuries, and even fatalities are one of the most common forms of accidents that happen on the job. But there is a lot you can do to avoid becoming one of those accident statistics—and it starts with using the information you will be provided during this training session.

Course duration: 15 minutes

Shiftwork Safety

Nontraditional shifts present unique safety concerns. By the time this session is over, you will be able to recognize the health, social, and safety effects of working outside an 8-hour day shift; identify strategies for minimizing the negative impact of shiftwork; and stay healthy and safe when working shifts.

Course duration: 29 minutes

SPANISH COURSES

About

TrainingToday offers dozens of Spanish courses spanning Human Resources and Environmental, Health & Safety to Hospitality and Healthcare.

Sample course titles

- Accident Investigation (Multimedia) (Spanish)
- Active Shooter On-Site: What Every Employee Should Do (Multimedia) (Spanish)
- Acute Respiratory Illness Pandemic Training for Healthcare Workers (Spanish)
- Acute Respiratory Illness Pandemics: Prevention and Response (Spanish)
- Aerial Lift Safety (Spanish)
- Basic First Aid for Medical Emergencies (Spanish)
- Battery Safety (Spanish)
- Blasting and Explosives Safety (Spanish)
- Business Ethics: What Employees Need to Know (Spanish)
- Contractor Safety (Spanish)
- COVID-19 and the Workplace: Housekeeping and Hygiene (Spanish)
- Diversity for All Employees (Spanish)
- Electrical Safety for Unqualified Construction Workers (Spanish)
- Electrical Safety: Unqualified Person (Spanish)
- Emergency Action and Fire Prevention (Spanish)
- Powered Platform Safety (Spanish)
- PPE: Hand Protection (Spanish)
- Preventing Slips, Trips, and Falls: A Guide for Employees (Spanish)



Translation Services

In addition to our online suite of eLearning courses and custom training development, the learning team at BLR offers translation services for our valued clients. Whether you need an existing TrainingToday course translated or custom-course content developed, we can translate courses into Spanish, French, German, Mandarin, and more! Contact a member of our learning team for details at service@blr.com or 800-727-5257.

Email us today to learn more!

HEALTHCARE COURSES

About

TrainingToday offers dozens of Healthcare related courses ranging from workplace safety topics such as PPE and patient protected information laws like HIPAA.

Sample course titles

- Active Shooter for Healthcare Environments
- Acute Respiratory Illness Pandemic Training for Healthcare Workers
- Acute Respiratory Illness Pandemic Training for Healthcare Workers (Spanish)
- Bloodborne Pathogens: Healthcare Workers
- Compensation and Benefits in the Healthcare Industry
- Diversity for All Employees for Healthcare
- Electrical Safety: Unqualified Person
- Emergency Preparedness for Healthcare Workers
- Employee Retention and Morale for Healthcare Administrators
- HIPAA Privacy Rule: What Healthcare Workers Need to Know
- Hiring Legally for Health Care
- How to Lift and Transfer Patients Safely
- How to Prevent Slips, Trips, and Falls for Healthcare Workers
- How to Prevent Workplace Violence: A Guide for Healthcare Workers
- HR Laws in Health Care: An Overview
- Personal Protective Equipment: Healthcare Workers
- Personnel Counseling for Healthcare Workers



Explore other training opportunities

Our brands offers a host of other impactful training products and services to supercharge your facility's learning and development:

- [Revenue cycle training through HCPro](#)
- [eLearning content customizations through BLR](#)
- [Leadership Development through Bluepoint](#)

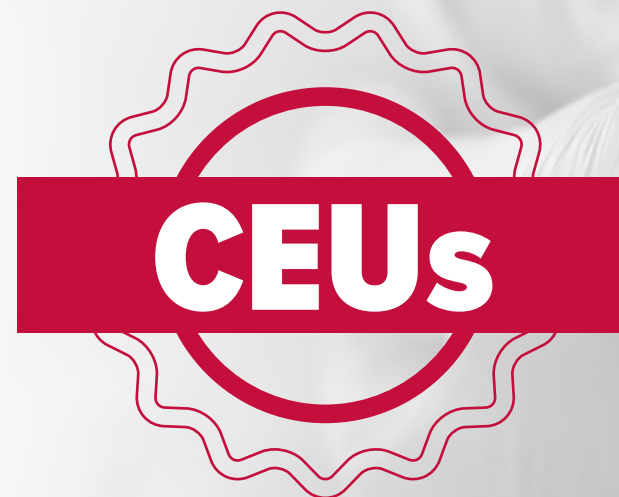
HEALTHCARE TRAINING

**More bang for your buck...More training, more content, more value...
Higher return on investment...**

Our training through HCPPro includes:

- **CDI:** This topic provides 90+ hours for all levels in your CDI department. Whether you have someone brand new to CDI or a team of veterans, this topic is designed for all learning levels—all while providing critical CEUs.
- **Coding:** Designed to provide the fundamentals of ICD-10 diagnostic codes, ICD-10 procedure codes, and applying inpatient coding guidelines, while highlighting important information coders should look for in documentation. This topic contains 105+ hours of critical training for your team.
- **Revenue integrity:** This topic provides 18+ hours of training designed to provide continued instruction for all levels within your revenue cycle department and update staff on revenue integrity fundamentals.
- **Post-acute care:** Access 48+ hours of training on the fundamentals of home health coding, hospice, and OASIS with this topic.
- **Healthcare safety & compliance:** Safety in healthcare is critical to comply with environment of care.
- **Graduate medical education:** Access 4+ hours of training for coordinators, residents, directors, and physicians.
- **Case management:** Get the core skills vital to get staff up to speed in an engaging, interactive learning format by providing popular topics essential to case management and covering them in great detail.
- **Medical staff and training:** Explore the nuances of privileging and credentialing to MSPs who are new to their role or could use a refresher on the basics.

We Provide:



AAPC, AHIMA, ANCC, BMSC, CA Board of Registered Nursing, CCB, CCDS, CCDS-O, CCMC, CES, CME, NAMSS...and more!

**More than
1270 CEUs available!**

WHEN OFF-THE-SHELF TRAINING **ISN'T AN OPTION**

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

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

Training challenges we solve:

- Technology implementation
- Onboarding
- Change management
- New product training
- Leadership development
- Modernizing existing training
- Simplify workflow or processes

Delivered in formats to meet your training program needs:

- Microlearning
- Elearning
- Instructor-led training modules
- Outsourcing
- Managed services

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

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

We'd love to tell you more. Contact a member of our learning team at service@blr.com or 800-727-5257 to find the best training solution for your company.



ACCELERATE THE DEVELOPMENT OF YOUR LEADERS

Bluepoint Leadership Development works with organizations of all shapes and sizes to build better leaders.

Experiential workshops

Our workshops train and educate leaders at all levels to lead themselves, others, and their organization. Participants will gain proven tools and methodologies applicable to their day-to-day role.

Personal impact coaching

Increase personal leadership impact and provide the skills to dynamically take on organizational challenges with this one-on-one coaching engagement. Clients will have the opportunity to create personal leadership goals and actionable steps to achieve success.

Custom program design

Partner with us to develop a single experiential workshop or a series of blended learning opportunities shaped around the needs of your leaders and organization from program design through delivery.

Executive coaching

Through our one-on-one coaching, clients are challenged to do a deep self-examination, to seriously consider multiple sources of feedback, to adopt high-impact leadership practices, and to make the personal changes necessary to step up to a whole new level of performance as an executive leader.

“The Bluepoint approach focuses on the individual leader and helps them to grow and develop. It does not suggest a template for the ideal leader and make people conform to that image. This core belief separated Bluepoint from other firms we were considering.”

- Neil Bryant | VP of Leadership and Sales Development, Carestream





The right training.

The right time.

In the right way.

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

Ready to subscribe? Contact a TrainingToday Solutions Specialist today by calling 800-727-5257 or emailing service@blr.com.

“

Without TrainingToday, we wouldn't even have the training content to start with. We'd be starting from scratch."

- Judy K.
HR Senior Manager

SEE ALL COURSES!

