

200+ WEB COURSES FOR MANAGERS & EMPLOYEES

HR EMPLOYMENT

Benefits and Leave
Affordable Care Act - What You Need to Know
FMLA--What Supervisors Need to Know
Compensation
FLSA--What Supervisors Need to Know
Job Descriptions--How to Write Them Effectively
Discrimination
Americans with Disabilities Act - What Supervisors Need to Know
Diversity for All Employees
Diversity--Legal Basics for Supervisors
Preventing Sexual Harassment-A Guide for Employees
Preventing Sexual Harassment-A Guide for Supervisors
Sexual Harassment -- What Employees Need to Know
Sexual Harassment--What Employees Need to Know (Spanish)
Sexual Harassment--What Supervisors Need to Know
Workplace Harassment -- What Employees Need to Know
Workplace Harassment--What Supervisors Need to Know
Health & Safety
Avoiding Back Injuries
Back Safety
Back Safety (Spanish)
Bloodborne Pathogens--General
Defensive Driving for Noncommercial Motorists
Defensive Driving--Commercial Motor Vehicles
Disaster Planning--What Employees Need to Know
Disaster Planning--What Supervisors Need to Know
Emergency Action and Fire Prevention
Emergency Action and Fire Prevention (Spanish)
Exit Routes--Supervisors
Fire Extinguishers
Good Housekeeping
Hazard Communication
Hazard Communication (Spanish)
Mold Hazards and Prevention
Office Ergonomics
Pandemic Flu--How to Prevent and Respond
Preventing Workplace Violence--What Employees Need to Know
Recordkeeping--Injury and Illness
Slips, Trips, and Falls
Slips, Trips, and Falls (Spanish)
Stress Management
Workplace Safety for Employees
Substance Abuse in the Workplace-What Employees Need to Know (Spanish)
Workplace Safety for Employees (Spanish)
HR Management
Business Ethics--What Employees Need to Know
Effective Meetings--How to for Supervisors
Employment Law For Supervisors--What You Should & Shouldn't Do
NLRA and Unions--What Supervisors Need to Know
Teambuilding for Supervisors
Workers' Compensation--What Supervisors Need to Know
Violence in the Workplace--How to Prevent and Defuse for Supervisors
Workplace Ethics for Supervisors
Workplace Privacy--What Supervisors Need to Know
Workplace Security for Employees
Performance & Termination
Attendance Management--What Supervisors Need to Know
How to Manage Challenging Employees
Grounds for Termination--What Managers & Supervisors Need to Know
Measuring Job Performance--What Supervisors Need to Know
Performance Appraisals--How to Conduct Effectively
Progressive Discipline
Substance Abuse in the Workplace--What Employees Need to Know
Substance Abuse in the Workplace--What Supervisors Need to Know
Terminating Employees--The Process
Staffing & Training
Customer Service Skills--How We Can All Improve
Coaching for Superior Employee Performance--Techniques for Supervisors
Effective Communication for Employees
Hiring Legally
How to Conduct New Employee Orientation
How to Manage Challenging Employees
How to Manage Time Wisely - A Guide for Employees
Interviewing Skills for Supervisors
Motivating Employees--Tips and Tactics for Supervisors
Leadership Skills--What New Supervisors and Managers Need to Know
New Employee Orientation--'How To' for Supervisors
New Employee Safety Orientation
Reducing Turnover and Increasing Retention
Teambuilding for All Employees
Time Management Skills for Employees
Training the Trainer
How to Conduct New Employee Orientation
How to Manage Time Wisely - A Guide for Employees

CA AB1825

Sexual Harassment Prevention & Response in California (AB 1825)

ENVIRONMENTAL COMPLIANCE

Air Contaminants
Lead Safety - General Industry
Mold Hazards and Prevention
Asbestos
Asbestos Awareness
Chemical Hygiene
Laboratory Safety
Hazard Communication
PPE for Emergency Response
Reactive Chemicals
Safe Chemical Handling
Working Safely with Corrosives
Working Safely with Solvents
Hazardous Waste
Hazardous Waste Container Management
Hazardous Waste Emergency Response
Hazardous Waste Introductory Training
Hazardous Waste Manifests
Hazmat Transportation
Hazardous Materials Transportation
HazMat Transportation Security Awareness
HAZWOPER
HAZWOPER - First Responder Awareness Level
HAZWOPER Facility Operations
PPE
PPE - What Employees Need to Know
PPE for Emergency Response
SPCC
Spill Prevention, Control and Countermeasure Plan (SPCC Plan)
Stormwater
Stormwater Pollution Prevention Plan (SWPPP)
Underground Storage Tanks
Class C UST Operator Training
Universal Waste
Universal Wastes Large and Small Quantity Handlers

CUSTOMER SERVICE

Challenging Situations
Conflict Resolution for Employees
Problem Solving for Employees
Communication Skills
Business Writing for Employees
Effective Communication for Employees
The Power of Listening
Customer Communications
Email Best Practices for All Employees
Phone Skills
Customer Relationship Management
Connecting with Customers
Customer Service Skills--How We Can All Improve
How to Maintain Customer Loyalty
Identifying Customers' Needs
Making Customers Feel Special
Turn Satisfied Customers into Repeat Customers
Employee Attitude
Maintaining a Positive Attitude
Stress Management
General Workplace Skills
How to Manage Time Wisely - A Guide for Employees - NEW!
Teambuilding for All Employees
Time Management Skills for Employees
Supervising Customer Care Staff
Coaching for Superior Employee Performance--Techniques for Supervisors
Customer Service - How to Promote Excellent Service Among Your Staff
Motivating Employees--Tips and Tactics for Supervisors

WELLNESS

Creating a Program
A Manager's Role in Wellness
Creating a Successful Wellness Program - A Guide for Managers
Workplace Wellness
All About Nutrition
Avoiding Back Injuries
Back Safety
Balancing Work and Home
Driver Wellness
Financial Wellness
Fitness for Everyone
Hazards of Smoking - How to Quit
Healthy Aging
Healthy Sleep Habits
Heart Health
Keeping Yourself--and Your Family--Healthy
Office Ergonomics
Pandemic Flu--How to Prevent and Respond
Stress Management
Substance Abuse in the Workplace--What Employees Need to Know
Successful Weight Management
Wellness and You
What You Need to Know About Headaches

WORKPLACE SAFETY

Construction
Crane Rigging in Construction
Fall Protection in Construction
Fall Protection in Construction (Spanish)
Scaffolds in Construction
Scaffolds in Construction
Trenching - Competent Person
Emergency Planning & Response
Disaster Planning - What Employees Need to Know
Emergency Action and Fire Prevention
Emergency Action and Fire Prevention (Spanish)
Exit Routes - Supervisors
Fire Extinguishers
Good Housekeeping
Pandemic Flu--How to Prevent and Respond
Permit-Required Confined Spaces - Attendant
Permit-Required Confined Spaces - Attendant (Spanish)
Permit-Required Confined Spaces - Entrant
Permit-Required Confined Spaces - Entrant (Spanish)
Preventing Workplace Violence - What Employees Need to Know
Violence in the Workplace - How to Prevent & Defuse for Supervisors
Workplace Security for Employees
Equipment & Process Safety
Arc Flash Safety
Crane Rigging
Electrical Safety - Unqualified Worker
Forklift Operator Safety
Introduction to Rough Terrain Forklift Safety
Ladder Safety
Lockout/Tagout - Authorized Employee
Lockout/Tagout--Affected Employee
Lockout/Tagout: Authorized Employee (Spanish)
Machine Guarding
Portable Power Tool Safety
Safe Forklift Operation
Hazardous Substance & Materials
Compressed Gases
Flammable and Combustible Liquids
Hazard Communication
Hazard Communication (Spanish)
Hazard Communication - Your Right to Know
Hazard Communication--Healthcare Workers
Laboratory Safety
Material Safety Data Sheets
Material Safety Data Sheets (Spanish)
Mold Hazards and Prevention
Understanding The Safety Data Sheet (SDS)
Welding, Cutting, and Brazing
Health
Avoiding Back Injuries
Back Safety
Back Safety (Spanish)
Bloodborne Pathogens - General
Bloodborne Pathogens - Healthcare Workers
Ergonomics - Industrial
Office Ergonomics
Stress Management
Substance Abuse in the Workplace - What Supervisors Need to Know
Substance Abuse in the Workplace--What Employees Need to Know
Substance Abuse in the Workplace--What Employees Need to Know (Spanish)
Working in Cold Conditions
Working in Hot Conditions
Personnel Safety
Aerial Lift Safety
Eye Protection
Foot Protection
Noise and Hearing Conservation
PPE - Hand Protection
PPE - What Employees Need to Know
PPE: Hand Protection (Spanish)
Respiratory Protection
Slips, Trips, and Falls
Slips, Trips, and Falls (Spanish)
Your Guide to Personal Protective Equipment
Safety Management
Accident Investigations
ADA - What Supervisors Need to Know
New Employee Safety Orientation
Recordkeeping - Injury and Illness
Training the Trainer
Workers' Compensation - What Supervisors Need to Know
Workplace Safety for Employees
Workplace Safety for Employees (Spanish)
Transportation
Defensive Driving for Noncommercial Motorists
Defensive Driving for Noncommercial Motorists (Spanish)
Defensive Driving--Commercial Motor Vehicles
Defensive Driving--Commercial Motor Vehicles (Spanish)
DOT Alcohol and Drug Testing Rules-What Supervisors Need to Know
Hazardous Materials Transportation
Infectious Materials Transportation

ThinkHR Training Access Instructions

To access the full selection of online training courses, login to your ThinkHR Live website and click on the blue **HR Training Access** icon. From there you will be provided with tools and prompts to create a training program for your employees. If you have any questions, please call the HR Hotline at 877-225-1101 to speak with a training specialist.