

Learn Course Catalog



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Learn Courses

Key

CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

✓ Available

✗ Not Available

Pandemic Response

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
Assessing Your Organization's Risks	✓				30	✗
Becoming a Successful Collaborator	✓				30	✗
Contributing as a Virtual Team Member	✓				18	✗
Establishing Effective Virtual Teams	✓				30	✗
Facing Virtual Team Challenges	✓				24	✗
Forging Ahead with Perseverance and Resilience	✓				30	✗
General Information: Coronavirus and COVID-19	✓				12	✓
Managing in a Crisis	✓				18	✗
Responding Effectively to Risks	✓				24	✗



The Pandemic Response training courses are to help employers manage the impacts of COVID-19 on their workplaces.

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CORE Essential Courses































WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

 Available

 Not Available

Compliance and Legal

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
EMPLOYMENT LAW						
HIPAA Privacy Essentials					60	
HIPAA for Non-Medical Employers					18	
HIPAA – Privacy Rule for Business Associates					24	
HIPAA - Privacy Rule for Covered Entities					30	
HIPAA - Security Rule for Business Associates					36	
HIPAA - Security Rule for Covered Entities					36	
Union Awareness					48	
Wage and Hour Awareness for Managers					24	
Wage & Hour for Employees					18	
ETHICS						
COMPLIANCE IMPACT: Business Ethics – Adjusting the Figures					6	
Financial Integrity					24	
Foreign Corrupt Practices Act					6	
Global Business Ethics					18	
Global Conflicts of Interest					30	
Integrity in the Workplace					48	

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CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

✓ Available

✗ Not Available

Compliance and Legal (continued)

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
HR COMPLIANCE						
FERPA for Higher Education	✓				30	✗
Promoting a Substance-free Workplace	✓				18	✗
Rightful Employment Termination	✓				18	✗
Campus Security Obligations Under Federal Law	✓				30	✗
LEAVES OF ABSENCE						
FMLA	✓				12	✗



Computer and IT

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
CYBERSECURITY						
Global Cybersecurity Basics	✓				14	✗
Global Privacy and Information Security	✓				30	✗
IT Security for End Users: IT Security Fundamentals	✓				60	✗

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WS Workplace Safety Courses

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✗ Not Available

Customer Service

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
Communicating Effectively with Customers	✓				30	✗
Designing a Customer Service Strategy	✓				30	✗
Facing Confrontation in Customer Service	✓				24	✗
Keeping Business Calls Professional	✓				24	✗
Polishing Your Skills for Excellent Customer Service	✓				24	✗
Providing Telephone Customer Service	✓				30	✗
Rapport Building in Customer Service	✓				30	✗
Six Sigma and Lean: Foundations and Principles	✓				96	✗



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CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses



Available



Not Available

Human Resources

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
LEADERSHIP						
Being an Effective Team Member	✓				30	✗
Building the Foundation for an Effective Team	✓				30	✗
Developing a Successful Team	✓				30	✗
Encouraging Team Communication and Collaboration	✓				30	✗
Establishing Team Goals and Responsibilities, and Using Feedback Effectively	✓				30	✗
Getting What You Expect from Your Delegate	✓				24	✗
Handling Team Conflict	✓				30	✗
The Reality of Being a First-time Manager	✓				24	✗
PEOPLE OPERATIONS						
A Manager's Guide to Discipline and Documentation	✓				30	✗
Ensuring Onboarding Success	✓				30	✗
Positive Atmosphere: Establishing an Engaged Workforce	✓				24	✗
WELLNESS						
Pandemics	✓				84	✗
Staying Balanced in a Shifting World	✓				12	✗
PERFORMANCE MANAGEMENT						
Planning an Effective Performance Appraisal	✓				18	✗

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Professional Development



COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
MEETINGS						
Planning Meetings Fit for Purpose	✓				18	✗
Running Meetings in Better Directions	✓				18	✗
WORKPLACE SKILLS: GENERAL COURSES						
Becoming More Professional through Business Etiquette	✓				18	✗
Building Personal Power through Influence	✓				30	✗
Capturing the Attention of Senior Executives	✓				30	✗

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WS Workplace Safety Courses



Available



Not Available

Professional Development

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
WORKPLACE SKILLS: GENERAL COURSES						
Choosing the Right Interpersonal Communication Method to Make Your Point	✓				30	✗
Conducting an Effective Hiring Interview	✓				12	✗
Emergency Response in the Workplace	✓				24	✗
Facing the Management Challenges of Difficult Behavior and Diverse Teams	✓				30	✗
Gauging Your Leadership Performance	✓				24	✗
Getting to the Root of a Problem	✓				24	✗
Global Internet, Social Media, and Electronic Communication	✓				24	✗
How Culture Impacts Communication	✓				30	✗
How to Manage Difficult Conversations	✓				30	✗
Interacting with Customers	✓				30	✗
Interviewing: Doing it Right	✓				18	✗
Six Sigma Team Dynamics and Training	✓				126	✗
Writing Effective E-mails and Instant Messages	✓				30	✗
WORKPLACE SKILLS: BASIC PRESENTATION SKILLS						
Building Your Presentation	✓				30	✗
Ensuring Successful Presentation Delivery	✓				30	✗
Planning an Effective Presentation	✓				30	✗

Learn Courses


Professional Development (continued)


Key












CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

 Available

 Not Available

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
WORKPLACE SKILLS: BUSINESS WRITING						
Audience and Purpose in Business Writing					30	
Clarity and Conciseness in Business Writing					30	
Editing and Proofreading Business Documents					30	
WORKPLACE SKILLS: INTERPERSONAL COMMUNICATION						
Become a Great Listener					24	
The Art and Science of Communication					18	
Trust Building through Effective Communication					24	
WORKPLACE SKILLS: LISTENING ESSENTIALS						
Listening Even When it's Difficult to Listen					30	
Using Active Listening in Workplace Situations					36	
WORKPLACE SKILLS: TIME MANAGEMENT						
Aligning Goals and Priorities to Manage Time					24	
Make the Time You Need: Get Organized					30	
The Art of Staying Focused					30	
WORKPLACE SKILLS: WORKING WITH DIFFICULT PEOPLE						
Difficult People: Strategies to Keep Everyone Working Together					30	
Difficult People: Why They Act That Way and How to Deal with Them					30	
Individual Behavior in Organizations					24	
WORKPLACE SKILLS: WORKPLACE CONFLICT						
Resolving Workplace Conflict					24	

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Workplace Harassment Prevention


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CORE Essential Courses

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WS Workplace Safety Courses

 Available

 Not Available

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
DIVERSITY						
Overcoming Your Own Unconscious Biases					24	
Overcoming Unconscious Bias in the Workplace					25	
Unconscious Bias					5	
Understanding Unconscious Bias					30	
Your Role in Workplace Diversity					36	
Americans with Disabilities Act: An Overview for Managers					12	
Bridging the Diversity Gap					24	
Global Diversity					30	
Managing Multigenerational Employees					22	
Maintaining a Cohesive Multigenerational Workforce					25	
HARASSMENT PREVENTION						
Bullying and Hazing on Campus					34	
Preventing Bullying and Violence					18	
Title IX for Higher Education					24	
Global Workplace Harassment Prevention for Employees					30	
Global Workplace Harassment Prevention for Managers					36	

Learn Courses


Workplace Harassment Prevention (continued)


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CORE Essential Courses

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WS Workplace Safety Courses

 Available

 Not Available

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
HARASSMENT PREVENTION						
Harassment Prevention for California Employees					78	
Harassment Prevention for California Managers					144	
Harassment Prevention for Connecticut Employees					140	
Harassment Prevention for Connecticut Managers					140	
Harassment Prevention for Delaware Employees					48	
Harassment Prevention for Delaware Managers					78	
Harassment Prevention for Illinois Employees					51	
Harassment Prevention for Illinois Employees (Restaurant / Bar)					36	
Harassment Prevention for Illinois Managers					90	
Harassment Prevention for Illinois Managers (Restaurant / Bar)					60	
Harassment Prevention for Maine Employees					48	
Harassment Prevention for Maine Managers					78	
Harassment Prevention for New York State & New York City Employees					54	
Harassment Prevention for New York State & New York City Managers					84	
Harassment Prevention for US Employees					42	
Harassment Prevention for US Managers					72	


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CORE Essential Courses

































WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

 Available

 Not Available

Environment & Climate

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
ENVIRONMENTAL COMPLIANCE						
Asbestos					42	
Construction: Lead Awareness					42	
Environmental Regulations Overview					36	
Lead Awareness in General Industry					42	
HAZARDOUS COMMUNICATIONS						
Decontamination (HAZWOPER)					24	
Emergency Response and Spill Control (HAZWOPER)					24	
Fire and Explosion Hazards (HAZWOPER)					24	
Globally Harmonized System of Classification and Labeling of Chemicals (GHS)					36	
Hazard Communication (HAZWOPER)					24	
Hazard Communication: An Employee's Right to Understand 2.0					24	
Heat and Cold Exposure Management (HAZWOPER)					30	
Personal Protective Equipment (HAZWOPER)					30	
Regulatory Overview (HAZWOPER)					30	
Site Safety and Health Plan Procedures (HAZWOPER)					42	
Toxicology (HAZWOPER)					18	
Site Control (HAZWOPER)					30	

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Environment & Climate (continued)

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CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses



Available



Not Available



COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS	WS		
HAZARDOUS WASTE						
Biosafety Hazardous Waste Handling and Disposal			✓		24	✗
Hazardous Material Handling and Storage			✓		42	✗
Hazardous Waste Generator (RCRA)			✓		24	✗
Stormwater Pollution Prevention			✓		36	✗
Universal Waste Rule			✓		30	✗
Pollution Prevention for Employees			✓		24	✗
Hazardous Materials and Spills in the Workplace			✓		60	✗

Learn Courses

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CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

✓ Available

✗ Not Available

Workplace Safety

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS	WS		
WORKPLACE SAFETY						
Active Shooter 2.0	✓				18	✗
Emergency and Disaster Preparedness				✓	24	✓
Food Allergen Safety				✓	36	✓
Food Safety and Handling				✓	42	✗
Foodservice Worker Safety 2.0				✓	30	✓
Liquefied Petroleum Gas (LPG)				✓	18	✗
Lockout/Tagout for Authorized Persons 2.0				✓	54	✓
Lockout/Tagout v2				✓	30	✗
Workplace Safety Orientation				✓	36	✓



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Workplace Safety (continued)


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CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

 Available

 Not Available

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
OSHA AND GENERAL SAFETY						
Aerial Work Platforms					18	
Behavior-based Safety for Supervisors					24	
Compressed Gas Safety					30	
Confined Spaces 2.0					36	
Contractor Safety					18	
Crane Signaling and Communications					24	
Electrical Hazards: Shock, Electrocution, Arc Flash and Arc Blast (2021 Edition)					84	
Emergency and Crisis Management					42	
Global Safety Principles: Indoor Hoisting and Rigging					36	
Hand and Power Tool Safety					18	
Hand and Power Tool Safety Impact: Pneumatic Tools					6	
Hydrogen Sulfide					24	
Incident Investigation and Reporting					36	
Introduction to Industrial Hygiene					36	
Introduction to OSHA					54	
Job Hazard Analysis					12	
Machine Guarding 2.0					30	
Mold Awareness					24	

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Workplace Safety (continued)

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CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses



Available



Not Available

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
OSHA AND GENERAL SAFETY						
Office Safety 2.0			✓		30	✗
OSHA 300 Recordkeeping			✓		60	✗
Process Safety Management (PSM) Programs			✓		48	✗
Process Safety Management Overview			✓		36	✗
Regulatory and Industry Standards for EHS			✓		24	✗
Rigging Equipment and Inspection			✓		30	✗
Safety at Work: A Systematic Approach			✓		24	✗
Safety Data Sheets			✓		42	✓
Scaffolding Safety			✓		12	✗
Scissor Lifts			✓		18	✗
Slips, Trips and Falls			✓		12	✓
Spill Prevention and Control			✓		24	✗
Spill Prevention, Control, and Countermeasure Plan			✓		24	✗
Warehouse Safety			✓		24	✗
Welding, Cutting, and Brazing			✓		30	✗
Workplace Inspections			✓		24	✗

Learn Courses

Workplace Safety (continued)

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CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

✓ Available

✗ Not Available

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
PERSONAL PROTECTIVE EQUIPMENT (PPE)						
Hearing Conservation 2.0			✓		12	✗
PPE: Eye and Face Protection			✓		24	✗
PPE: Foot Protection			✓		36	✗
PPE: Hand Protection			✓		24	✗
PPE: Head Protection			✓		18	✗
PPE: Personal Protective Equipment 2.0			✓		24	✓
Respiratory Protection Impact: Donning and Doffing			✓		6	✓



Learn Courses


Workplace Safety (continued)


Key









































CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

 Available

 Not Available

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
PERSONAL SAFETY						
Back Safety and Injury Prevention					12	
Benzene Awareness					54	
Bloodborne Pathogen Awareness 2.0					24	
Cold Stress					30	
Electrical Safety 2.0					30	
Fall Prevention					18	
Fire Safety and Prevention					18	
First Aid: Basic					78	
First Aid: Medical Emergencies					42	
Flammable Liquids					42	
Global Safety Principles: Silica in General Industry					23	
Hazards to Outdoor Workers					30	
Heat Stress Recognition and Prevention					18	
Industrial Ergonomics					24	
Laboratory Safety					24	
Ladder Safety 2.0					18	
Office Ergonomics					18	
Portable Fire Extinguishers 2.0					42	
Preventing Identity Theft					30	
Workplace Security					30	

Learn Courses


Workplace Safety (continued)


Key



































CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

 Available

 Not Available

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
TRANSPORTATION: GENERAL COURSES						
Accident Procedures Involving Large Vehicles					30	
Collision Avoidance					30	
Defensive Driving					18	
Defensive Driving Fundamentals					48	
Defensive Driving: Truck Safety					84	
Distracted Driving 2.0					18	
Emergency Situations While Driving					24	
Ergonomics and Injury Prevention for Commercial Vehicle Operators					24	
Flagging Safety					66	
Flatbed Cargo Securement					24	
Hazardous Materials: Infectious Materials Transportation by Ground					46	
Hazardous Weather Driving for Commercial Vehicle Operators					36	
Loading Dock Safety					18	
Negotiating Hazards for Commercial Vehicles					36	
Packaging Small Quantities					47	
Safe Vehicle Backing					24	
Trailer Coupling and Uncoupling					36	
Urban Driving					18	

Learn Courses


Workplace Safety (continued)


Key































CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

 Available

 Not Available

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
TRANSPORTATION: DEPARTMENT OF TRANSPORTATION (DOT)						
DOT 1: Introduction, Classification, and the Hazardous Materials Table					42	
DOT 2: Packaging, Labeling, Marking, and Placarding					54	
DOT 3: Shipping Papers					30	
DOT 4: Loading and Storage					30	
US Export Controls					60	
DOT: Air Brakes					30	
DOT: Drug and Alcohol Awareness					132	
DOT: Hours of Service					36	
DOT: Inspections					24	
DOT: Security for Shipment of Hazardous Materials					54	
TRANSPORTATION: FORKLIFT OPERATION						
Forklift Operation 1: Safety Inspection and Maintenance					30	
Forklift Operation 2: Stability and Capacity					24	
Forklift Operation 3: Load Handling					24	
Forklift Operation 4: Traveling and Maneuvering					24	
Forklift Safety Awareness 2.0					24	

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Workplace Safety (continued)

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CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

✓ Available

✗ Not Available



COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
TRANSPORTATION: INTERNATIONAL AIR TRANSPORT ASSOCIATION (IATA)						
IATA 1: Hazard Class Identification/Classification			✓		30	✗
IATA 2: Marking and Labeling			✓		30	✗
IATA 3: Packaging			✓		30	✗
IATA 4: Documentation			✓		30	✗
IATA 5: Limitations and Shipment Review			✓		30	✗
TRANSPORTATION: INTERNATIONAL MARITIME DANGEROUS GOODS (IMDG)						
IMDG 1: Introduction, General Provisions, and Classifications			✓		60	✗
IMDG 2: Dangerous Goods List, Special Provisions and Exceptions			✓		60	✗
IMDG 3: Packaging, Marking, Labeling, Placarding, and Documentation			✓		90	✗
IMDG 4: Loading, Unloading, and Offering Dangerous Goods			✓		60	✗

About

Mineral is the HR and compliance leader for growing businesses. Through a combination of data, technology and human expertise, our proactive solutions take the guesswork out of HR and compliance, giving clients peace of mind.

To learn more, visit trustmineral.com.

Have questions? Let's connect.

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