



# COMPASS LEADERSHIP TRAINING

## Leadership Series 2.0 2019

<b>Construction Safety</b>	<b>Language</b>	<b>Time</b>	<b>Audience</b>
Aerial Lifts in Industrial and Construction Environments	English	15	E
Caught-in or Between Hazards in Construction Environments	English	15	E
Caught-in or Between Hazards in Construction Environments	Spanish	15	E
Crystalline Silica Employee Training	English	15	E
Crystalline Silica Employee Training	Spanish	15	E
Electrocution Hazards in Construction Environments Pt. 1	English	20	E
Electrocution Hazards in Construction Environments Pt. 2	English	15	E
First Aid in Construction Environments	English	16	E
Headaches for Vandals; Job Site Vandalism & Tool Theft Prevention	English	20	E
Heat Stress in Construction Environments	English	14	E
Rigging & Lifting; Small Hydraulic Cranes	English	23	E
Rigging & Lifting; Small Hydraulic Cranes	Spanish	23	E
Rigging & Lifting; Structural Steel	English	26	E
Road Crew Safety; Safe Practices Road Construction & Paving	English	25	E
Safe and Efficient Operation of Hand-held Cutoff Saws	English	17	E
Scissor Lifts in Industrial and Construction Environments	English	11	E
Stealing From Thieves; Equipment Theft Prevention	English	30	E
Supported Scaffolding Safety in Construction Environments	English	17	E
Suspended Scaffolding Safety in Construction Environments	English	15	E
Tips from the Pros; Rigging & Lifting	English	27	E
Walking and Working Surfaces in Construction Environments	English	17	E
Crane Signal Person Basic Training	English	18	E
Operating Aerial Work Platforms Safely	English	17	E
Operating Aerial Work Platforms Safely	Spanish	17	E
Construction Employee Safety	English	25	E
Dealing with Drug & Alcohol Abuse for Construction Managers	English	19	M

<b>Cyber Security</b>	<b>Language</b>	<b>Time</b>	<b>Audience</b>
Cyber Security for Employees: An Overview	English	16	E
Cyber Security for Employees: Avoiding Phishing and Other Social Engineering	English	15	E
Cyber Security for Employees: Best Practices for Email	English	15	E
Cyber Security for Employees: Physical and Electronic Information Security	English	15	E
Cyber Security for Employees: Responding to a Cyber Attack	English	15	E
Cyber Security for Employees: Safe Internet Use	English	15	E
Cyber Security for Employees: Social Media Risks	English	15	E
Cyber Security for Employees: Strong and Safe Passwords	English	15	E
Top 10 Cyber Security Tips	English	9	M

<b>Employee Training</b>	<b>Language</b>	<b>Time</b>	<b>Audience</b>
10 Low-cost Benefits for Building Employee Satisfaction	English	10	HR/M
A Bully-free Workplace: What Employees Need to Know	English	20	E
Active Shooter Response for Employees	English	28	E
Business Ethics for Employees: Honesty, Fairness and Respect	English	30	E
Communication Skills for Employees	English	30	E
Customer Service: What Employees Need to Know	English	30	E
Distracted Driving Prevention for Employees	English	10	E
Steps to Successful Employee Communication	English	10	HR/M
Substance Abuse Prevention in the Workplace: A Guide for Employees	English	25	E
Workplace Stress Management: Keeping Your Cool in the Workplace	English	25	E/M

HIPPA Training	Language	Time	Audience
California Harassment Prevention Employee Training	English	30	E
California Harassment Prevention Supervisors Training (AB 1825 & AB 2053)	English	120	HR/M
Connecticut Sexual Harassment Prevention for Employees	English	30	E
Family and Medical Leave Act: An Overview and Basic Guidelines	English	30	HR/M
HIPAA for General Employers	English	30	HR/M
HIPAA for Health Care Employees	English	35	E
HIPAA for Health Care Managers: The Privacy Rule	English	50	HR/M
HIPAA for Health Care Managers: The Security and Breach Notification Rules	English	30	M
Preventing FMLA Abuse	English	10	HR/M
Training for a Harassment-free Workplace eLearning - New York Employee	English	35	E

<b>Sexual Harassment Training</b>	<b>Language</b>	<b>Time</b>	<b>Audience</b>
California Harassment Prevention Employee Training	English	30	E
California Harassment Prevention Supervisors Training (AB 1825 & AB 2053)	English	120	M
Connecticut Sexual Harassment Prevention for Employees	English	30	E
Maine Sexual Harassment Training	English	30	E
New York Sexual Harassment Training	English	35	E
Sexual Harassment Prevention for Employees	English	30	E
Sexual Harassment Prevention for Managers	English	30	M

<b>Supervisor Training</b>	<b>Language</b>	<b>Time</b>	<b>Audience</b>
Avoiding Common COBRA Mistakes	English	10	HR/M
Common Hours Worked Mistakes	English	10	HR/M
Conflicts in the Workplace	English	17	HR/M
Distracted Driving for Employers	English	30	E
Diversity: Fostering a Dynamic, Supportive and Energetic Workplace	English	30	HR/M
Employee Discipline for Managers and Supervisors	English	30	HR/M
Employee Handbooks	English	10	HR/M
Employment Laws: What Supervisors Need to Know	English	19	HR/M
Five Most Common Questions Regarding I-9 Forms	English	10	HR/M
Five Must-do's for Employee Orientation	English	10	HR/M
Handling Holiday Bonuses	English	10	HR/M
Hiring Process: Efficient, Effective, Legally Compliant	English	45	HR/M
How to Hire Top Talent	English	10	HR/M
How to Keep Employees Motivated	English	10	HR/M
Internal Investigations in the Workplace: Why and How	English	35	HR/M
Interviewing: The Art and Science of Conducting Effective, Legal and Compliant	English	30	HR/M
Leadership at Every Level	English	24	HR/M
Listening Under Pressure	English	14	HR/M
Management and Leadership Skills for Supervisors	English	17	HR/M
Performance Reviews: Tips and Tactics for Supervisors	English	30	HR/M
Reviewing and Updating Company Policies	English	10	HR/M
Substance Abuse in the Workplace: A Manager's Guide	English	25	HR/M
Terminating Employees: A Supervisor's Guide to the Process	English	35	HR/M
What Employers Need to Know About Disability and Religious Accommodatio	English	10	HR/M
Workplace Violence Prevention for Managers	English	35	HR/M

<b>Workplace Safety</b>	<b>Language</b>	<b>Time</b>	<b>Audience</b>
A Better Way to Lift	English	13	E
About Confined Space Entry Concise	English	12	E
About Confined Space Entry Concise	Spanish	12	E
About Emergency Response Concise	English	12	E
About Ergonomics Concise	English	14	E
About Ergonomics Concise	Spanish	14	E
About Fire Prevention & Response Concise	English	12	E
About Fire Prevention & Response Concise	Spanish	12	E
About Good Housekeeping Concise	English	10	E
About Good Housekeeping Concise	Spanish	10	E
About Handling Materials Safely Concise	English	13	E
About Handling Materials Safely Concise	Spanish	13	E
About Machine Guarding and Safety Devices Concise	English	13	E
About Machine Guarding and Safety Devices Concise	Spanish	13	E
About Lockout/Tagout Concise	English	12	E
About Lockout/Tagout Concise	Spanish	12	E
About Personal Fall Arrest Systems Concise	English	12	E
About Personal Fall Arrest Systems Concise	Spanish	12	E
About Preventing Back Injuries Concise	English	12	E
About Preventing Back Injuries Concise	Spanish	12	E
About Preventing Electric Shock Concise	English	12	E
About Preventing Electric Shock Concise	Spanish	12	E
About Preventing Eye Injuries Concise	English	12	E
About Preventing Eye Injuries Concise	Spanish	12	E
About Preventing Hearing Loss Concise	English	12	E
About Preventing Hearing Loss Concise	Spanish	12	E
About Preventing Slips, Trips & Falls Concise	English	12	E
About Preventing Slips, Trips & Falls Concise	Spanish	12	E



About Safe Forklift Operation Concise	English	12	E
About The Proper Use of a Fire Extinguisher Concise	English	12	E
About The Proper Use of a Fire Extinguisher Concise	Spanish	12	E
Accident Investigation	English	13	M/E
Active Shooter - How to Survive	English	7	HR/M/E
Asbestos Awareness: Employee Basic Training	English	18	E
Bloodborne Pathogens for Custodians	English	12	E
Bloodborne Pathogens General Awareness	English	11	E
Cold Stress - Working Safely In Cold Weather	English	8	E
Compressed Air Safety	English	15	E
Dealing With Hazardous Spills	English	13	E
Dealing With Hazardous Spills	Spanish	13	E
DOT Hazmat Safety Training	English	18	E
DOT Hazmat Security Awareness	English	13	E
Electrical Safety for Non-electricians	English	15	E
First Aid; Until Help Arrives	English	20	M/E
Forklift Operator Certification Series	English	45	M/E
Forklift Operator Certification Series	Spanish	45	M/E
Forklift Safety Lessons for the Safe Pedestrian	English	15	E
Forklift Safety Lessons for the Safe Pedestrian	Spanish	15	E
GHS Labels Refresher (Employee)	English	5	E
GHS Labels Refresher (Supervisor)	English	5	M
GHS Overview Refresher (Employee)	English	5	E
GHS Overview Refresher (Supervisor)	English	5	M
GHS SDS Refresher (Employee)	English	7	E
GHS SDS Refresher (Supervisor)	English	7	M
Hang Up and Drive	English	20	E
Hazmat Security; DOT Requirements	English	13	E

HAZWOPER; Chemical Protective Clothing	English	12	E
HAZWOPER; Donning/Doffing/Decontamination	English	17	E
HAZWOPER; Identifying Hazardous Materials	English	15	E
HAZWOPER; Medical Surveillance Program	English	14	E
HAZWOPER; On-site Safety Considerations	English	14	E
HAZWOPER; Orientation	English	14	E
HAZWOPER; Respiratory Protection	English	24	E
Hydrogen Sulfide Employee Training	English	22	E
Ladder Safety for Employees	English	12	E
Lockout/Tagout Refresher (Employee)	English	4	E
Lockout/Tagout Refresher (Supervisor)	English	4	E
Machine Guarding and Operator Safety	English	18	E
Managing the Drug-free Workplace	English	23	HR/M
Office Injury Prevention	English	18	M/E
OSHA Top 10 Violations	English	27	M/E
OSHA Top 10 Violations	Spanish	27	M/E
Personal Protective Equipment	English	13	E
Personal Protective Equipment	Spanish	13	E
Powerlift Lifting Techniques for a Healthy Back	English	19	E
Powerlift Lifting Techniques for a Healthy Back	Spanish	19	E
PPE Refresher (Employee)	English	4	E
PPE Refresher (Supervisor)	English	4	E
Preventing Fires; Hot Work Operations Concise	English	10	E
Preventing Foodborne Illness	English	7	E
Preventing Workplace Fires	English	7	E
RCRA Training for Hazardous Waste Generators	English	21	E
Respiratory Protection: The Facts	English	17	E
Respiratory Protection: The Facts	Spanish	17	E

Responsibility - Stay in Control	English	10	E
Restaurant Employee Safety	English	25	E
Safe Electrical Work Practices - NFPA 70E 2018	English	27	E
Safety Leadership; An Essential Safety Element	English	14	E
Safety Leadership; An Essential Safety Element	Spanish	14	E
Safety's Top 10 Causes for Workplace Injuries	English	21	E
Stormwater Pollution Awareness	English	13	E
Understanding & Preventing Heat-related Illnesses	English	16	E
Walking and Working Surfaces	English	20	E
Walking and Working Surfaces	Spanish	20	E
Warehouse Safety	English	17	E
Winter Driving; When the Rules Change	English	10	M/E
Winter Walking Staying on Your Feet	English	10	E
Working Safely With Compressed Gas Cylinders	English	17	E
Working Safely With Compressed Gas Cylinders	Spanish	17	E
Workplace Safety for Employees	English	30	E
Workplace Violence Prevention for Employees	English	30	E

<b>comP4</b>	<b>Language</b>	<b>Time</b>	<b>Audience</b>
Safety Leadership – Play 1	English	9	HR/M
Drug-free Workplace (Supervisor) – Play 2	English	45	HR/M
Drug-free Workplace (Employee) – Play 2	English	45	E
Integrity Testing – Play 4	English	5	HR/M
Post-offer Health Questionnaire – Play 5	English	5	HR/M
Creating a New Hire Safety Orientation – Play 7	English	14	HR/M
New Hire Safety Orientation Training – Play 7	English	19	E
New Hire Safety Orientation Training – Play 7	Spanish	19	E
Creating an Effective Safety Committee – Play 9	English	14	HR/M
Disciplinary Techniques for Managers – Play 12	English	12	HR/M
Supervisors Work Comp 101 – Play 15	English	15	HR/M
Introduction to Safety IQ and Claims IQ	English	5	HR/M
How to Build a Safety IQ® Program – Play 16	English	22	HR/M
How to Build a Claims IQ® Program – Play 17	English	18	HR/M
Return to Work	English	22	HR/M
Work Comp Claim Management	English	20	HR/M
Workers' Comp Claim Leadership	English	22	HR/M

<b>Risk Series</b>	<b>Language</b>	<b>Time</b>	<b>Audience</b>
Utilizing our Risk Series and Management Campaigns	English		HR/M
Business Continuity Planning	English		HR/M
Employee Theft	English		HR/M
Fleet Management	English		HR/M
Employment Practices Liability	English		HR/M
OSHA 101	English		HR/M

<b>OSHA Series</b>	<b>Language</b>	<b>Time</b>	<b>Audience</b>
Access to Employee Exposure and Medical Records	English	5	E
Access to Employee Exposure and Medical Records	Spanish	5	E
Back Safety	English	5	E
Employment Practices Liability	English	5	E
OSHA 101	Spanish	5	E
Bloodborne Pathogens	English	5	E
Bloodborne Pathogens	Spanish	5	E
Compressed Gases	English	5	E
Compressed Gases	Spanish	5	E
Electrical Work Practices	English	5	E
Electrical Work Practices	Spanish	5	E
Emergency Action Plan	English	5	E
Emergency Action Plan	Spanish	5	E
Fall Protection	English	5	E
Fall Protection	Spanish	5	E
Fire Prevention	English	5	E
Fire Prevention	Spanish	5	E
First Aid	English	5	E
First Aid	Spanish	5	E
Flammable and Combustible Liquids	English	5	E
Flammable and Combustible Liquids	Spanish	5	E
Hazard Communication	English	5	E
Hazard Communication	Spanish	5	E
Hearing Conservation	English	5	E
Hearing Conservation	Spanish	5	E
Ladder Safety	English	5	E
Ladder Safety	Spanish	5	E
Lockout/Tagout	English	5	E

Lockout/Tagout	Spanish	5	E
New Hire Safety Orientation	English	5	E
New Hire Safety Orientation	Spanish	5	E
Permit-Required Confined Space Entry in Construction	English	5	E
Permit-Required Confined Space Entry in Construction	Spanish	5	E
Personal Protective Equipment	English	5	E
Personal Protective Equipment	Spanish	5	E
Portable Fire Extinguishers	English	5	E
Portable Fire Extinguishers	Spanish	5	E
Powered Industrial Trucks	English	5	E
Powered Industrial Trucks	Spanish	5	E
Respiratory Protection	English	5	E
Respiratory Protection	Spanish	5	E
Warehouse Safety	English	15	E

<b>Georgia Work Comp Claims</b>	<b>Language</b>	<b>Time</b>	<b>Audience</b>
The Official Notice	E	22	HR/M
Social Media and Work Comp Claims	E	20	HR/M
The 240 Process	E	10	HR/M
Top 10 Defenses	E	20	HR/M
Pain Management	E	11	HR/M
Obtaining Recorded Statements	E	32	HR/M
Reducing your Attorney Fees	E	18	HR/M
Georgia Legal Resources	E	10	HR/M
Should you Take your Case to a Hearing?	E	40	HR/M
Wilful Misconduct Defense	E	38	HR/M



<b>Soft Skills</b>	<b>Language</b>	<b>Time</b>	<b>Audience</b>
Appreciative Inquiry	E	90	HR/M/E
Administrative Support	E	90	HR/M/E
Adult Learning – Mental Skills	E	90	HR/M/E
Adult Learning Physical Skills	E	90	HR/M/E
Anger Management	E	90	HR/M/E
Appreciative Inquiry	E	90	HR/M/E
Archiving Records and Management	E	90	HR/M
Assertiveness and Self Confidence	E	90	HR/M/E
Attention Management	E	90	HR/M/E
Being a Likeable Boss	E	90	M
Body Language Basics	E	90	HR/M/E
Business Acumen	E	90	HR/M
Business Etiquette	E	90	HR/M/E
Business Succession Planning	E	90	M
Business Writing	E	90	HR/M/E
Change Management	E	90	HR/M
Civility in the Workplace	E	90	HR/M
Coaching and Mentoring	E	90	HR/M
Coaching Sales People	E	90	M
Collaborative Business Writing	E	90	HR/M/E
Communication Strategies	E	90	HR/M
Conducting Annual Reviews	E	90	HR/M
Conflict Resolution	E	90	HR/M
Contract Management	E	90	HR/M
Creative Problem Solving	E	90	HR/M/E
Crisis Management	E	90	HR/M
Customer Service	E	90	HR/M/E

Customer Support	E	90	HR/M/E
Cyber Security	E	90	HR/M/E
Delivering Constructive Criticism	E	90	HR/M
Developing Corporate Behavior	E	90	HR/M
Developing Creativity	E	90	HR/M
Developing New Managers	E	90	HR/M
Digital Citizenship	E	90	HR/M
Emotional Intelligence	E	90	HR/M/E
Employee Onboarding	E	90	HR/M
Employee Recognition	E	90	HR/M
Employee Recruitment	E	90	HR/M
Employee Termination Process	E	90	HR/M
Entrepreneurship	E	90	HR/M/E
Facilitation Skills	E	90	HR/M
Generation Gaps	E	90	HR/M
Goal Setting and Getting Things Done	E	90	HR/M
Handling a Difficult Customer	E	90	HR/M/E
Health and Wellness at Work	E	90	HR/M/E
High Performance Teams within a Company	E	90	HR/M/E
High Performance Teams Remote Workforce	E	90	HR/M/E
Hiring Strategies	E	90	HR/M
Human Resource Management	E	90	HR/M
Improving Mindfulness	E	90	HR/M/E
Improving Self-awareness	E	90	HR/M/E
Increasing your Happiness	E	90	HR/M/E
Interpersonal Skills	E	90	HR/M/E
Knowledge Management	E	90	HR/M/E
Leadership and Influence	E	90	HR/M/E

Lean Process and Six Sigma	E	90	HR/M
Life Coaching Essentials	E	90	HR/M
Manager Management	E	90	HR/M
Managing Workplace Anxiety	E	90	HR/M
Measuring Results from Training	E	90	HR/M
Meeting Management	E	90	HR/M
Middle Manager	E	90	HR/M
Millennial On-boarding	E	90	HR/M
mLearning Essentials	E	90	HR/M
Motivating your Sales Team	E	90	M
Negotiation Skills	E	90	HR/M
Networking Outside the Company	E	90	HR/M/E
Networking Within the Company	E	90	HR/M/E
Office Politics for Managers	E	90	HR/M
Organizational Skills	E	90	HR/M/E
Oversoming Sales Objections	E	90	HR/M/E
Performance Management	E	90	HR/M
Personal Branding	E	90	HR/M/E
Personal Productivity	E	90	HR/M/E
Presentation Skills	E	90	HR/M/E
Project Management	E	90	HR/M
Proposal Writing	E	90	HR/M
Prospecting and Lead Generation	E	90	HR/M
Public Speaking	E	90	HR/M
Risk Assessment and Management	E	90	HR/M
Safety in the Workplace	E	90	HR/M/E
Sales Fundamentals	E	90	HR/M/E

Self Leadership	E	90	HR/M/E
Servant Leadership	E	90	HR/M/E
Social Intelligence	E	90	HR/M/E
Social Learning	E	90	HR/M/E
Social Media in the Workplace	E	90	HR/M
Social Media Marketing	E	90	HR/M
Stress Management	E	90	HR/M/E
Supervising Others	E	90	HR/M
Supply Chain Management	E	90	HR/M
Taking Initiative	E	90	HR/M/E
Talent Management	E	90	HR/M
Team Building for Managers	E	90	HR/M
Team Building thru Chemistry	E	90	HR/M
Teamwork and Team Building	E	90	HR/M
Telephone Etiquette	E	90	HR/M/E
Telework and Telecommuting	E	90	HR/M/E
Ten Soft Skills You Need	E	90	HR/M/E
The Cloud and Business	E	90	HR/M/E
Time Management	E	90	HR/M/E
Top 10 Sales Secrets	E	90	HR/M/E
Train the Trainer	E	90	HR/M
Universal Safety Practices	E	90	HR/M/E
Women in Leadership	E	90	HR/M
Work-life Balance	E	90	HR/M/E
Workplace Diversity	E	90	HR/M/E
Workplace Harassment	E	90	HR/M/E
Workplace Violence	E	90	HR/M/E