

Full Course Listing Report

Curricula Title/Course Title

Duration

Course Number

Note: HR128 hours credit is found under Duration

Course Curricula/English - US/Business Skills Curricula/Communication Curriculum/Business Grammar Essentials

Foundations of Grammar	2:30	COMM0201
Sentence Construction	2:00	COMM0202
Understanding Writing Mechanics	2:00	COMM0203
Punctuating with Skill	2:00	COMM0204

Course Curricula/English - US/Business Skills Curricula/Communication Curriculum/Business Writing Essentials

Avoiding Errors in Usage and Punctuation	4:30	COMM0012
Avoiding Grammatical Errors in Business Writing	4:30	COMM0013

Course Curricula/English - US/Business Skills Curricula/Communication Curriculum/Email Essentials

Optimizing E-mail at Work	2:00	COMM0232
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Course Curricula/English - US/Business Skills Curricula/Communication Curriculum/Business Interpersonal Communication Skills

Interpersonal Communications: The Process	3:00	comm_02_a01_bs_enus
The Mechanics of Communicating Effectively	3:00	comm_02_a02_bs_enus
Workplace Communication Skills	3:00	comm_02_a03_bs_enus
Communicating for Results	3:30	comm_02_a04_bs_enus
Leadership Communication Skills	3:30	comm_02_a05_bs_enus
Resolving Conflict with Communication Skills	3:00	comm_02_a06_bs_enus
Communicating for Contacts	3:00	comm_02_a07_bs_enus
Business Interpersonal Communication Skills Simulation	0:30	COMM002A
Team Interpersonal Communication Skills Simulation	0:30	COMM002B

Course Curricula/English - US/Business Skills Curricula/Communication Curriculum/Effective Listening

Listening Basics	2:00	comm_03_a01_bs_enus
Listening to Comprehend	4:00	comm_03_a02_bs_enus
Higher Purpose Listening	1:30	comm_03_a03_bs_enus
Enhancing Listening Skills	2:00	comm_03_a04_bs_enus
Effective Listening Simulation	0:30	COMM003A

Course Curricula/English - US/Business Skills Curricula/Communication Curriculum/Working with and Managing Difficult People

Difficult People in the Workplace Environment	3:00	comm_04_a01_bs_enus
How to Work with Aggressive People	3:00	comm_04_a02_bs_enus
How to Work with Negative People and Procrastinators	3:00	comm_04_a03_bs_enus
How to Work with Arrogant and Duplicitous People	2:00	comm_04_a04_bs_enus
Working with and Managing Difficult People Simulation	0:30	COMM004A
Effective Communication with Difficult Coworkers Simulation	0:30	COMM004B

Course Curricula/English - US/Business Skills Curricula/Communication Curriculum/Giving Successful Presentations

Presenting Successfully	3:00	comm_05_a01_bs_enus
Delivering the Message	3:00	comm_05_a02_bs_enus
Available Presentation Resources	3:30	comm_05_a03_bs_enus
Giving Successful Presentations Simulation	0:30	COMM005A

Course Curricula/English - US/Business Skills Curricula/Communication Curriculum/Conflict in the Workplace

Perspectives on Conflict in the Workplace	3:30	comm_07_a01_bs_enus
Handling Conflict	3:30	comm_07_a02_bs_enus
Managing Organization Conflict	3:30	comm_07_a03_bs_enus
Conflict in the Workplace Simulation	0:30	COMM007A

Managing Workplace Conflict Simulation	0:30	COMM007B
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Course Curricula/English - US/Business Skills Curricula/Human Resources Curriculum/Behavioral Interviewing

Building a Firm Foundation	3:00	HR0211
Screening Applicants	3:00	HR0212
Preparing for the Behavioral Interview	3:00	HR0213
Conducting the Behavioral-based Interview	2:30	HR0214
Preparing as the Interviewee	2:30	HR0215
Experiencing the Behavioral-based Interview	2:30	HR0216
Behavioral Interviewing Simulation	0:30	HR0210

Course Curricula/English - US/Business Skills Curricula/Human Resources Curriculum/Managing Diversity and Inclusiveness

Workplace Diversity	4:00	HR0141
Culture and Behavior	3:00	HR0142
Organizational Inclusion	5:00	HR0143
Corporate Culture and Diversity	3:00	HR0144
Management Skills for the Diverse Work Force	5:30	HR0145
Communication and Diversity Adoption	5:00	HR0146
Managing Diversity and Inclusiveness Simulation	0:30	HR0140

Course Curricula/English - US/Business Skills Curricula/Human Resources Curriculum/Sexual Harassment

Sexual Harassment Awareness for Employees	2:00	HR0181
Dealing with Sexual Harassment Claims	2:00	HR0182
Sexual Harassment Training for Human Resource Professionals	2:00	HR0183

Course Curricula/English - US/Business Skills Curricula/Human Resources Curriculum/Managing Diversity in the Workplace

The Reasons Why Diversity Matters	1:30	hr_02_a01_bs_enus
Choosing the Best Applicant	1:30	hr_03_a03_bs_enus

Course Curricula/English - US/Business Skills Curricula/Management Curriculum/How to Overcome Negativity in the Workplace

Overcoming Organizational Negativity	2:00	MGMT0313
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Course Curricula/English - US/Business Skills Curricula/Management Curriculum/Managing Others through Change

Change Leadership	2:30	MGMT0331
Communicating and Reinforcing Change	2:30	MGMT0332
Overcoming the Challenges of Change	2:30	MGMT0333
Managing Others Through Change Simulation	0:30	MGMT0330

Course Curricula/English - US/Business Skills Curricula/Management Curriculum/Moving into Management

Taking on a Management Role	3:30	mgmt_03_a01_bs_enus
Becoming a Manager: Responsibilities and Fears	3:30	mgmt_03_a02_bs_enus
Becoming a Manager: Leading and Communicating	4:00	mgmt_03_a03_bs_enus
A New Manager and the Company's Future	3:30	mgmt_03_a04_bs_enus
Moving into a Management Role Simulation	0:30	MGMT003A
Leadership and Management Simulation	0:30	MGMT003B

Course Curricula/English - US/Business Skills Curricula/Management Curriculum/Effective Delegation

The Basics of Delegation	1:30	mgmt_07_a01_bs_enus
Delegation: the Personal Approach	2:00	mgmt_07_a02_bs_enus
Managing Delegation	3:00	mgmt_07_a03_bs_enus

Delegating Effectively Simulation	0:30	MGMT007A
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Course Curricula/English - US/Business Skills Curricula/Management Curriculum/Facilitating Successfully

The Facilitator Role	4:00	mgmt_08_a01_bs_enus
Facilitative Fundamentals: Tools and Techniques	4:30	mgmt_08_a02_bs_enus
Facilitating Meetings and Work Groups	4:30	mgmt_08_a03_bs_enus
Facilitating Difficult Situations	5:00	mgmt_08_a04_bs_enus
Facilitative Tools and Formats: Offering Options	4:30	mgmt_08_a05_bs_enus
Facilitative Leadership	4:30	mgmt_08_a06_bs_enus
Facilitating Successfully Simulation	0:30	MGMT008A

Course Curricula/English - US/Business Skills Curricula/Personal Development Curriculum/Take Control of Your Time by Working More Effectively

Your Time and You	3:00	pd_01_a01_bs_enus
Techniques for Improved Time Management	2:30	pd_01_a02_bs_enus
Developing Excellent Time Management Habits	3:30	pd_01_a03_bs_enus
Taking Control of Your Time Simulation	0:30	PD001A

Course Curricula/English - US/Business Skills Curricula/Personal Development Curriculum/Business Ethics

Making Decisions Ethically	2:30	pd_02_a01_bs_enus
Business Ethics for Managers	1:30	pd_02_a02_bs_enus
Understanding Organizational Ethics	3:00	pd_02_a03_bs_enus
Social Responsibility in Corporations	3:00	pd_02_a04_bs_enus
Business Ethics Simulation	0:30	PD002A

Course Curricula/English - US/Business Skills Curricula/Personal Development Curriculum/Handling Organizational Change

Views on Organizational Change	2:30	pd_03_a01_bs_enus
Preparing for Change	3:00	pd_03_a02_bs_enus
Communication during Organizational Change	3:30	pd_03_a03_bs_enus
Handling Organizational Change Simulation	0:30	PD003A

Course Curricula/English - US/Business Skills Curricula/Personal Development Curriculum/Decision-making and Problem-solving for Business

The Fundamentals of Effective Thinking	3:00	pd_04_a01_bs_enus
Problem Framing	3:00	pd_04_a02_bs_enus
Problem Solving: Generating Alternatives	2:00	pd_04_a03_bs_enus
Making Decisions Dynamically	2:30	pd_04_a04_bs_enus
Decision Making: Implementation and Evaluation	2:30	pd_04_a05_bs_enus
Group Problem Solving and Decision Making	2:30	pd_04_a06_bs_enus
Effective Thinking and Creative Problem Solving Simulation	0:30	PD004A
Rational Decision-making and Problem Solving Simulation	0:30	PD004B

Course Curricula/English - US/Business Skills Curricula/Team Building Curriculum/Making Teams Work: Capitalizing on Conflict

Team Conflict: The Seeds of Dissent	3:30	TEAM0211
Analyzing Workplace War Zones	2:30	TEAM0212
Getting Past Clashes: Valuing Team Diversity	2:30	TEAM0213
Conquering Conflict through Communication	3:00	TEAM0214
The Path to Peace and Harmony	2:30	TEAM0215
Manager's Performance Guide - Team Conflict Skills	1:30	TEAM0216
Making Teams Work Simulation	0:30	TEAM0210

Course Curricula/English - US/Business Skills Curricula/Team Building Curriculum/Participating in Teams

Effectively Communicating in Teams	3:00	TEAM0172
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Course Curricula/English - US/KnowledgeCenters/Leadership KnowledgeCenter/ Leadership Courses

Energizing and Empowering Employees	2:30	LEAD0123
Dynamics of Leadership	3:00	LEAD0126
Leadership and Change	1:30	lead_01_a07_bs_enus

Course Curricula/English - US/Legal Compliance Curricula/HR Series

Equal Employment Opportunity (EEO)	2:30	HR0155
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Course Curricula/English - US/Environmental, Safety and Health, and Transportation Curricula/Environmental, Safety & Health, and Transportation/Safety and Health

Mold Awareness	1:00	esh_sah_a01_sh_enus
Lead and Cadmium	1:00	esh_sah_a02_sh_enus
Chlorine Safety	1:00	esh_sah_a03_sh_enus
Cryogenic Safety	1:00	esh_sah_a04_sh_enus
Food Safety and Handling	1:00	esh_sah_a05_sh_enus
NFPA 70E Electrical Safety in the Workplace	2:00	esh_sah_a06_sh_enus
Electrostatic Discharge Safety Training	1:30	esh_sah_a07_sh_enus
Lockout/Tagout for Authorized Persons	1:30	esh_sah_a08_sh_enus
Non-Ionizing Radiation Safety	1:00	esh_sah_a09_sh_enus
Pandemic Flu Awareness	1:00	esh_sah_a10_sh_enus
Sprains and Strains	1:00	esh_sah_a11_sh_enus
Defensive Driving: Truck Safety	3:00	esh_sah_a12_sh_enus
Benzene Awareness	1:00	esh_sah_a14_sh_enus
Introduction to Industrial Hygiene	1:00	esh_sah_a15_sh_enus

Electrical Safety	0:30	esh_sah_a16_sh_enus
PPE: Personal Protective Equipment	1:00	esh_sah_a17_sh_enus
Machine Guarding	0:30	esh_sah_a18_sh_enus
Lockout/Tagout	0:30	esh_sah_a19_sh_enus
Hazardous Material Handling and Storage	1:00	esh_sah_a20_sh_enus
Emergency and Disaster Preparedness	0:30	esh_sah_a21_sh_enus
Bloodborne Pathogen Awareness	0:30	esh_sah_a22_sh_enus
Back Safety and Injury Prevention	0:30	esh_sah_a23_sh_enus
Fire Safety and Prevention	0:30	esh_sah_a24_sh_enus
Defensive Driving Fundamentals	1:00	esh_sah_a25_sh_enus
Hazard Communication: An Employee's Right to Know	0:30	esh_sah_a27_sh_enus
Accident Investigation and Reporting Simulation	0:30	SAH0400
Access to Exposure and Medical Records	1:00	SAH0401
Accident Investigation and Reporting	1:00	SAH0402
Asbestos Awareness	1:00	SAH0403
Back Safety	1:00	SAH0404
Behavior-based Safety for Supervisors	1:00	SAH0405
Bloodborne Pathogens	1:00	SAH0406
Carcinogen Safety	1:00	SAH0407
Chemical Process Safety	1:00	SAH0408
Cold Stress	1:00	SAH0409
Compressed Gas Safety	1:00	SAH0411
Computer Ergonomics	1:00	SAH0412
Confined Space Entry	1:00	SAH0414
Construction Safety Orientation	1:30	SAH0415
Decontamination (HAZWOPER)	1:00	SAH0416
Defensive Driving	1:00	SAH0417
Defensive Driving Techniques	1:00	SAH0418
Emergency Response	1:00	SAH0422
Emergency Response and Spill Control (HAZWOPER)	1:00	SAH0423
Ergonomics Awareness	1:00	SAH0424
Fall Protection Awareness	1:00	SAH0425
Fire and Explosion Hazards (H)	1:00	SAH0426

Fire Prevention and Safety	1:00	SAH0427
First Aid--Automated External Defibrillator	0:30	SAH0428
First Aid--Basic	1:00	SAH0429
First Aid--CPR	1:00	SAH0431
First Aid--Medical Emergencies	1:00	SAH0432
Forklift Safety	1:00	SAH0433
Hand and Power Tool Safety	1:00	SAH0434
Hazard Communication (HAZWOPER)	1:00	SAH0436
Hearing Conservation	1:00	SAH0438
Heat and Cold Exposure Management (HAZWOPER)	1:00	SAH0439
Heat Stress	1:00	SAH0441
Hydrogen Sulfide	0:30	SAH0442
Indoor Hoisting and Rigging	1:00	SAH0443
Industrial Ergonomics	1:00	SAH0444
Job Hazard Analysis	1:00	SAH0445
Laboratory Safety	1:00	SAH0446
Ladder and Scaffolding Safety	1:00	SAH0447
Ladder Safety	1:00	SAH0448
Laser Safety Training	1:00	SAH0449
Lead Awareness	1:00	SAH0451
Liquefied Petroleum Gas (LPG) Safety	1:00	SAH0453
Material Handling and Storage	2:00	SAH0455
Material Safety Data Sheets	1:00	SAH0456
Office Ergonomics	1:00	SAH0457
Office Safety	1:00	SAH0458
OSHA 300 Recordkeeping	1:30	SAH0459
Portable Fire Extinguishers	1:00	SAH0462
Powered Industrial Truck Safety	1:00	SAH0463
PPE/Respiratory Protection (HAZWOPER)	1:00	SAH0464
Personal Protective Equipment: Body Protection	1:00	SAH0465
PPE: Eye and Face Protection	1:00	SAH0466
PPE: Foot and Leg Protection	0:30	SAH0467
PPE: Hand Protection	0:30	SAH0468

Personal Protective Equipment: Head Protection	1:00	SAH0469
Radiation Safety	1:00	SAH0471
Regulatory Information	1:00	SAH0472
Regulatory Overview (HAZWOPER)	1:00	SAH0473
Respiratory Protection	1:00	SAH0474
Safe Work Practices	1:30	SAH0475
Signs and Tags	0:30	SAH0476
Site Control (HAZWOPER)	1:00	SAH0477
Site Safety and Health Plan Procedures (HAZWOPER)	1:00	SAH0478
Slips, Trips, and Falls	1:00	SAH0479
Toxicology (HAZWOPER)	1:00	SAH0482
Trenching and Excavation Safety	1:00	SAH0483
Tuberculosis: Prevention and Control	1:00	SAH0484
Welding, Cutting, and Brazing	1:00	SAH0485
Workplace Safety Orientation	1:00	SAH0486
Workplace Security Awareness	1:00	SAH0487
Workplace Hazardous Materials Information System	1:00	SAH0488
Confined Space Entry - Canada	1:00	SAH0489
Lockout/Tagout Awareness - Canada	1:00	SAH0490
Hearing Conservation - Canada	1:00	SAH0491
Fall Prevention Awareness - Canada	1:00	SAH0492
Respiratory Protection - Canada	1:00	SAH0493
Ladder and Scaffolding Safety - Canada	1:00	SAH0494

Course Curricula/English - US/Environmental, Safety and Health, and Transportation Curricula/Environmental,

Environmental Regulations Overview	1:00	ENV0101
Hazardous Waste Generator (Awareness)	1:00	ENV0102
Spill Prevention and Control	1:00	ENV0103
Spill Prevention Control and Countermeasure Plan	0:30	ENV0104
Storm Water Pollution Prevention	1:00	ENV0105
Universal Waste Rule Training	1:00	ENV0106
Used Oil Management	1:00	ENV0107
Hot Work Permits	0:30	SAH0108

Hazardous Material Management	1:00	SAH0109
Environmental Management Systems (EMS)	1:00	esh_env_a01_sh_enus

Course Curricula/English - US/Environmental, Safety and Health, and Transportation Curricula/Environmental,

NFPA 1600 Disaster/Emergency Management	1:00	esh_sec_a01_sh_enus
NFPA 1600 Business Continuity Programs	1:00	esh_sec_a02_sh_enus

Course Curricula/English - US/Environmental, Safety and Health, and Transportation Curricula/Environmental,

DOT Drug and Alcohol Awareness	2:00	esh_trns_a01_sh_enus
DOT Security for Shipment of Hazardous Materials	1:00	esh_trns_a02_sh_enus
DOT 1: Hazardous Materials Table	1:00	TRNS0201
DOT 2: Packaging and Labeling	1:30	TRNS0202
DOT 3: Shipping Papers	0:30	TRNS0203
DOT 4: Loading and Storage	1:00	TRNS0204
IATA 1: Hazard Class Identification/Classification	1:30	TRNS0205
IATA 2: Marking and Labeling	1:00	TRNS0206
IATA 3: Packaging	1:30	TRNS0207
IATA 4: Documentation	1:00	TRNS0208
IATA 5: Limitations and Shipment Review	1:00	TRNS0209

Course Curricula/English - US/Environmental, Safety and Health, and Transportation Curricula/Environmental,

Centrifugal Pumps--Types and Components Training	1:00	FUND0303
DC Circuit Theory	1:00	FUND0304
Positive Displacement Pumps	1:00	FUND0305