

COURSE CATALOG

Learn



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CORE Essential Courses

WHP Workplace Harassment Prevention Courses

WS Workplace Safety Courses

✓ Available

✗ Not Available

Pandemic Response

COURSE NAME	CORE			PREMIUM	
	CORE	WHP	WS	LENGTH (MINS)	SPANISH
90 Seconds to Emotional Resilience	✓			10	✗
Being a Member of a Virtual Team	✓			13	✗
COVID-19 and Returning to Work	✓			25	✓
Establishing Trust in Collaborative Work	✓			14	✗
Leading a Virtual Team	✓			16	✗
Risk Management and Your Organization	✓			30	✗
The Basics of Crisis PR	✓			11	✗
Risk Assessment	✓			20	✗
Fostering Trust and Communication in Virtual Teams	✓			18	✗



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

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Not Available

Compliance and Legal

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
An Ethics and Integrity Discussion	✓				10	✗
Avoiding Conflicts of Interest	✓				15	✗
Avoiding Wrongful Termination (Manager)	✓				40	✗
Business Ethics: Sustaining a Responsible Organization (Employee - Core)	✓				8	✗
Ethics and Code of Conduct (College and University)	✓				30	✗
Financial Integrity: Ensuring that Numbers Tell the Truth (Core)	✓				8	✗
HIPAA Essentials (Foundation In-Depth)	✓				60	✗
HIPAA Essentials: Introduction (Focus)	✓				12	✗
HIPAA Essentials: Privacy Rule (Focus)	✓				16	✗
HIPAA Essentials: Security Rule (Focus)	✓				15	✗
Speak Up! Addressing Ethics Concerns	✓				15	✗
Substance Abuse Awareness	✓				30	✗
The Foreign Corrupt Practices Act (FCPA): Anti-Bribery Training	✓				45	✗
U.S. Family Educational Rights and Privacy Act (FERPA)	✓				20	✗
Union Free: A Guide for Managers and Supervisors	✓				90	✗

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Compliance and Legal

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
Wage and Hour (US)	✓				50	✗
Wage and Hour Basics (Manager)	✓				30	✗
Understanding the Family Medical Leave Act (FMLA) (Manager)	✓				45	✗
Health Insurance Portability and Accountability Act (HIPAA) Compliance for Covered Entities	✓				30	✗
HIPAA Essentials (Foundation Overview)	✓				30	✗



Computer and IT

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
Cybersecurity - Browser Safety	✓				20	✗
Cybersecurity Awareness for Employees: Classifying and Safeguarding Data for Corporate and Personal Use	✓				30	✗
Cybersecurity Awareness for Employees: Security Awareness Essentials	✓				30	✗

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Customer Service

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
1 to 1: Customer Service Success	✓				45	✗
Building Customer Rapport	✓				10	✗
Customer Service Confrontation and Conflict	✓				10	✗
Customer Service Over the Phone	✓				10	✗
Essentials of Six Sigma	✓				45	✗
Lean and Agile Concepts for Project Management	✓				60	✗
Meeting With Customers	✓				12	✗
Pause Before You Post, Text, or Email	✓				13	✗
Shaping the Direction of Customer Service	✓				10	✗



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Human Resources

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
A Manager's Core Skills	✓				20	✗
Build Agile Transformation with Collaborative Teams	✓				20	✗
Communication and the Science of Great Team Building	✓				20	✗
Delegation Goal Setting and Monitoring	✓				13	✗
Employee Discipline (Manager/Supervisor)	✓				45	✗
Establishing Performance Goals and Expectations	✓				50	✗
Evaluating Your Onboarding Process	✓				14	✗
Getting Ready for Performance Development Conversations	✓				10	✗
Identify and Address Team Disengagement	✓				20	✗
Implement Social Rules to Boost Collaboration	✓				20	✗
Pandemics: Slowing the Spread	✓				24	✗
Resilience and Stress Management	✓				5	✗
Successfully Resolving Workplace Conflict	✓				20	✗
Teamwork Strategies for Leaders	✓				13	✗

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Professional Development



COURSE NAME	CORE	PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS		
Are You Really Listening?	✓			45	✗
Barriers to Effective Communication	✓			14	✗
Better Business Writing	✓			45	✗
Clear and Concise Emails	✓			10	✗
Communicating with Senior Staff	✓			12	✗
Conflict Resolution	✓			40	✗

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Professional Development

COURSE NAME	CORE			PREMIUM	
	CORE	WHP	WS	LENGTH (MINS)	SPANISH
Creating the Right Atmosphere for Difficult Conversations				13	
Critical Thinking and Problem Solving				35	
Develop Empathy and Gain Influence by Listening				20	
Effective Presentation Skills				30	
Effective Use of Email in the Workplace				20	
Email Etiquette				10	
Establishing a Culture of Trust				15	
Exit Routes, Emergency Action Plans, and Fire Prevention Plans				60	
Impactful Presentation Skills				12	
Increasing Your Impact During Difficult Conversations				14	
Interviewing Skills for Managers: Conducting an Interview				25	
Lead the Way: Building Leadership Capability				30	
Legal Aspects of Interviewing and Hiring				40	
Listening to Others' Ideas and Opinions				10	
Listening to Your Customers				10	
Meetings That Get Results				30	
Organizing Information for Productivity				10	
Powerful Presentations				30	

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Professional Development

COURSE NAME	CORE			PREMIUM	
	CORE	WHP	WS	LENGTH (MINS)	SPANISH
Preparing for Difficult Conversations				16	
Prioritizing Decisions and Taking Action				12	
Professional Etiquette				39	
Running Successful Meetings				20	
Social Media Ethics				15	
Staying Focused in Meetings				9	
Team Building Activities for Challenged Teams				12	
The Customer Perception Ladder				15	
Turning Feedback Into Behavioral Change				14	
When and How to Use Texts, Emails, and Calls to Communicate				16	
Why Culture Counts				11	

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Workplace Harassment Prevention

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
Bystander Awareness and Intervention (Chicago)					60	
How Managers Can Address Diversity and Inclusion with Employees					14	
Multigeneration Management: 01. Workforce Generations					60	
Multigeneration Management: 05. Developing Generations					60	
Preventing Employment Discrimination (Manager)					45	
Preventing Unlawful Harassment (College and University - Employee)					30	
Preventing Unlawful Harassment (College and University - Manager and Faculty)					45	
Preventing Workplace Violence (Employee)					45	
Reduce Implicit Bias with Mindful Meditation					20	
Reducing Unconscious Bias in the Workplace					30	
Sustaining Diversity, Equity, and Inclusion					10	
Unconscious Bias and You: Essentials					25	
Unconscious Bias: An Introduction					12	
Valuing Diversity					30	
Workplace Harassment (US - California - Employee)					60	
Workplace Harassment (US - California - Manager)					120	
Workplace Harassment (US - Chicago - Employee)					60	
Workplace Harassment (US - Chicago - Manager)					120	

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Workplace Harassment Prevention

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS	WS		
Workplace Harassment (US - Connecticut - Employee)					120	
Workplace Harassment (US - Connecticut - Manager)					120	
Workplace Harassment (US - Delaware - Employee)					50	
Workplace Harassment (US - Delaware - Manager)					60	
Workplace Harassment (US - Hospitality - Illinois - Employee)					50	
Workplace Harassment (US - Hospitality - Illinois - Manager)					60	
Workplace Harassment (US - Illinois - Employee)					50	
Workplace Harassment (US - Illinois - Manager)					60	
Workplace Harassment (US - Maine - Employee)					50	
Workplace Harassment (US - Maine - Manager)					60	
Workplace Harassment (US - Manager - 60-Minute)					60	
Workplace Harassment (US - Employee - 40-Minute)					40	
Workplace Harassment (US - New York - Employee)					50	
Workplace Harassment (US - New York - Manager)					60	
Workplace Harassment and Bullying: Managing Threats to a Respectful Work Culture (Global - Employee - Foundation)					27	
Workplace Harassment and Bullying: Managing Threats to a Respectful Work Culture (Global - Manager - Foundation)					30	

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Environment & Climate

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
Asbestos Hazard Awareness					20	
Biosafety: Introduction					20	
Chemical Safety					20	
Environmental Management Fundamentals					20	
Explosive and Flammable Chemicals					60	
Hazard Communication [Globally Harmonized System (GHS)]					20	
Hazard Communication: Overview					6	
Hazardous Waste Management					20	
HAZWOPER: Operations					60	
HAZWOPER: Safety and Health Program					15	
Heat Stress Symptoms and Prevention					24	
Lead Awareness					25	
Lead Awareness: Overview					13	
Personal Protective Equipment (PPE) Fundamentals					10	
Preventing Spills					26	
Putting Sustainability Initiatives into Practice					13	

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Environment & Climate



COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
Resource Conservation Recovery Act (RCRA)				✓	15	✗
Spill Prevention, Control, and Countermeasure Inspections				✓	30	✗
Stormwater Management				✓	20	✗
Transporting Hazardous Materials				✓	30	✗
The Toxic Substances Control Act (TSCA)				✓	10	✗
Workplace Signs, Labels, and Tags				✓	9	✗
Workspace Cleanliness				✓	5	✗

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Workplace Safety

COURSE NAME	COR		PREMIUM		LENGTH (MINS)	SPANISH
	CORE		WHP	WS		
Active Shooter Response					20	
Alert Driving					15	
Back Safety and Injury Prevention					20	
Backing Vehicles Safely					30	
Behavior Based Safety (BBS)					21	
Benzene: Safe Handling and Storage					60	
Bloodborne Pathogens (BBP)					20	
Chemical Hazard Communication					40	
Cold Stress					15	
Compressed Gas Safety					21	
Confined Spaces					25	
Construction: Fall Protection					40	
Contractor Safety					60	
Crane and Hoist Rigging Safety					32	
Cybersecurity - Protecting Yourself and Your Company From Phishing Attacks					25	
Dangers of Distracted Driving					15	
Defensive Driving					45	
DOT Driver Wellness					30	
Driver Safety					20	

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Workplace Safety

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
Driver Safety: Overview					6	
Electrical Safety Awareness					30	
Electrical Safety: General Awareness					17	
Emergency and Fire Preparedness					25	
Emergency Planning and Community Right-to-Know Act (EPCRA)					30	
Employee Safety Orientation					23	
Ergonomics for Industrial Environments					30	
Fire Extinguisher Safety					45	
First Aid: Environmental Emergencies					15	
First Aid: Initial Steps					32	
First Aid: Medical Emergencies					15	
Flammable Liquid Safety					10	
Food Safety for Food Handlers					65	
Forklifts: 01. Fundamentals					15	
Forklifts: 02. Stability and Capacity					20	
Forklifts: 03. Load Handling					15	
Forklifts: 04. Safe Driving					20	
Forklifts: 05. Inspection and Maintenance					20	
Globally Harmonized System (GHS) Hazard Communication: Overview					5	

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Available

Not Available

Workplace Safety

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS	WS		
Hand and Power Tool Safety				<input checked="" type="checkbox"/>	20	<input type="checkbox"/>
Hand and Power Tools				<input checked="" type="checkbox"/>	23	<input checked="" type="checkbox"/>
Hazardous Materials Transportation: Classification				<input checked="" type="checkbox"/>	40	<input type="checkbox"/>
Hazardous Materials Transportation: General Awareness				<input checked="" type="checkbox"/>	35	<input type="checkbox"/>
Hazardous Materials Transportation: Loading and Unloading				<input checked="" type="checkbox"/>	20	<input type="checkbox"/>
Hazardous Materials Transportation: Marking, Labeling, and Placarding				<input checked="" type="checkbox"/>	35	<input type="checkbox"/>
Hazardous Materials Transportation: Packaging				<input checked="" type="checkbox"/>	30	<input type="checkbox"/>
Hazardous Materials Transportation: Shipping Papers				<input checked="" type="checkbox"/>	20	<input type="checkbox"/>
Healthcare: Personal Protective Equipment (PPE)				<input checked="" type="checkbox"/>	20	<input type="checkbox"/>



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Workplace Safety

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
Hearing Conservation					20	
Heat Stress					15	
Hot Metal Cutting Processes					30	
Hydrogen Sulfide (H2S) Safety					10	
Incident Investigation (Manager/Supervisor)					40	
Industrial Ergonomics					22	
Inspecting for and Filling Out the 4-Point Form					60	
Introduction to Export Compliance					20	
Laboratory Safety					35	
Ladder Safety					45	
Liquefied Natural Gas (LNG): The LNG Value Chain					60	
Loading Dock Safety: Introduction					8	
Lockout/Tagout (LOTO)					20	
Lockout/Tagout (LOTO) for Authorized Workers					26	
Machine Guarding					20	
Mobile Elevating Work Platforms (MEWP): Aerial and Scissor Lift Safety					30	
Mobile Elevating Work Platform (MEWP) Safety					45	
Mold and Mildew Hazards: Introduction					6	
New Employee Safety Orientation					30	

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Workplace Safety

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
Office Ergonomics					10	
Oil Spill Prevention, Control, and Countermeasures (SPCC)					25	
Oil Spill Prevention, Control, and Countermeasures (SPCC): Overview					10	
OSHA: Introduction to OSHA					30	
Overhead and Gantry Crane Safety					20	
Passenger Van Driver Safety					12	
Personal Protection Equipment (PPE): Eye and Face Protection					8	
Personal Protection Equipment (PPE): Foot Protection					10	
Personal Protective Equipment (PPE): Hand Protection					10	
Personal Protective Equipment (PPE): Head Protection					10	
Process Safety Management (PSM): An Overview					60	
Process Safety Management (PSM): Emergency Planning & Response					60	
Process Safety Management (PSM): Employee Participation					30	
Respiratory Protection					35	
Rigging Safety					25	
Safe Driving Behaviors for Commercial Motor Vehicles (CMV)					35	

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✗ Not Available

Workplace Safety

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS	WS		
Scaffold Safety				✓	25	✗
Silica Hazards				✓	20	✓
Site Security: Introduction	✓				6	✗
Slips, Trips, and Falls				✓	29	✓
Symbols, Standards, and Schematics				✓	15	✗
The Department of Transportation (DOT): 01. Hazardous Materials - Fundamentals				✓	25	✗
The Department of Transportation (DOT): 02. Hazardous Materials - Identifying				✓	28	✗
The Department of Transportation (DOT): 03. Hazardous Materials - Packaging				✓	25	✗



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Not Available

Workplace Safety

COURSE NAME	CORE		PREMIUM		LENGTH (MINS)	SPANISH
	CORE	WHP	WS			
The Department of Transportation (DOT): 04. Driver and Carrier Responsibilities				✓	25	✗
The Department of Transportation (DOT): 05. Incident Response and Transport Security				✓	20	✗
The Department of Transportation (DOT): Drug and Alcohol Testing - Reasonable Suspicion (Manager/Supervisor)				✓	120	✗
The Importance of Safety				✓	10	✗
Traffic Control (Flagger)				✓	45	✗
Warehouse and Loading Dock Safety				✓	30	✗
Winter Weather Driving				✓	12	✗
Work-Related Injury and Illness Recordkeeping				✓	20	✗
Workforce Hazard Recognition				✓	18	✗

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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