

**Available Courses**

Category Name	Assignment	Module Code	Module Name	Hrs	Brief Module Description
Microsoft	<input type="checkbox"/>	REL-ALL-0-EXCEL10ADV	2010 MS Excel: Advanced	0.25	This advanced course on Microsoft Excel 2010 covers creating and running macros.
Microsoft	<input type="checkbox"/>	REL-ALL-0-EXCEL10BAS	2010 MS Excel: Basics	0.5	This course will teach you the basics of Microsoft Excel 2010 including creating a chart, keyboard shortcuts, protecting your files, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-EXCEL10INT	2010 MS Excel: Intermediate	2	This intermediate level course on Microsoft Excel 2010 will cover formulas and functions, conditional formatting, Vlookup, keyboard shortcuts, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-OUTLK10BAS	2010 MS Outlook: Basics	1.25	This course will teach you the basics of Microsoft Outlook 2010 including mailbox management, signatures, automatic replies, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-OUTLK10INT	2010 MS Outlook: Intermediate	1.25	This intermediate level course on Microsoft Outlook 2010 covers keyboard shortcuts, best practices, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-PPT10BAS	2010 MS PowerPoint: Basics	2	This course will teach you the basics of Microsoft PowerPoint 2010 including charts and diagrams, keyboard shortcuts, animations and transitions, inserting videos, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-PPT10INT	2010 MS PowerPoint: Intermediate	0.25	This intermediate level course on Microsoft PowerPoint 2010 will provide an indepth coverage of using animations.
Microsoft	<input type="checkbox"/>	REL-ALL-0-WORD10BAS	2010 MS Word: Basics	0.75	This course will teach you the basics of Microsoft Word 2010 including creating a document, protecting your files, keyboard shortcuts, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-WORD10INT	2010 MS Word: Intermediate	1.25	This intermediate level course on Microsoft Word 2010 covers working with table of contents, formatting, page numbers, headers and footers, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-EXCEL13ADV	2013 MS Excel: Advanced	1.75	This advanced course on Microsoft Excel 2013 will cover advanced formulas, pivot tables, macros, password protection, drop down lists, printing, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-EXCEL13BAS	2013 MS Excel: Basics	1.5	This course will teach you the basics of Microsoft Excel 2013 such as basic math, creating a chart, cell references, the autofill feature, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-EXCEL13INT	2013 MS Excel: Intermediate	1.25	This intermediate level course on Microsoft Excel 2013 includes sorting and filtering data, headers and footers, using basic formulas, conditional formatting, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-OUTLK13ADV	2013 MS Outlook: Advanced	1	This advanced level course on Microsoft Outlook 2013 will cover archiving, password protecting, personal folders, managing rules, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-OUTLK13BAS	2013 MS Outlook: Basics	1.5	This course will teach you the basics of Microsoft Outlook 2013 including email, calendars, contacts, attachments, search features, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-OUTLK13INT	2013 MS Outlook: Intermediate	2	This intermediate level course on Microsoft Outlook 2013 covers using folders, controlling spam, vCards, tracking emails, templates, using contact groups, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-PPT13ADV	2013 MS PowerPoint: Advanced	3.25	This advanced course on Microsoft PowerPoint 2013 will cover sound effects and music, bullets, headers and footers, animation, charts, inserting objects, and more.

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Microsoft	<input type="checkbox"/>	REL-ALL-0-PPT13BAS	2013 MS PowerPoint: Basics	1.25	This course will teach you the basics of Microsoft PowerPoint 2013 including themes, transitions between slides, speaker notes, basic formatting, printing, using the presenter view, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-PPT13INT	2013 MS PowerPoint: Intermediate	0.75	This intermediate level course on Microsoft PowerPoint 2013 includes backgrounds, using and formatting pictures, watermarks, handout masters, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-WORD13ADV	2013 MS Word: Advanced	1	This advanced course on Microsoft Word 2013 will cover mail merge, table of contents, collapsible headings, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-WORD13BAS	2013 MS Word: Basics	1	This course will teach you the basics of Microsoft Word 2013, including how to create and save a document, format the page and contents, edit, and more.
Microsoft	<input type="checkbox"/>	REL-ALL-0-WORD13INT	2013 MS Word: Intermediate	1.75	This intermediate level course on Microsoft Word 2013 includes creating labels, formatting features such as footnotes, mirror margins and watermarks, as well as citations and bibliographies, and more.
Basic Supervisory Skills	<input type="checkbox"/>	REL-ALL-0-BSUPSK	Basic Supervisory Skills	1	This course covers some basic skills that can help you be an effective supervisor- whether you are new to the role or have had some supervisory experience in the past.
Basic Supervisory Skills	<input type="checkbox"/>	REL-ALL-0-IEE	Improving Employee Engagement	1	The goal of this course is to provide nurses, administrators, and HR professionals in healthcare settings with strategies to improve employee engagement.
Basic Supervisory Skills	<input type="checkbox"/>	REL-ALL-0-IIT	Introduction to Interviewing Techniques	1	This course will help you achieve the 2 main goals of a job interview: selecting the right applicants and presenting your organization as a desirable place to work to the top candidates in the market.
Basic Supervisory Skills	<input type="checkbox"/>	REL-ALL-0-TMBLDG	Team Building: Introduction	1	In this course, you will learn about teams and how to be an effective team member.
Basic Supervisory Skills	<input type="checkbox"/>	REL-ALL-0-TRANSUP	The Transition to Supervisor	1	This course is designed to prepare you for a smooth initial transition to your new position of leadership. It will cover the basics of changing relationships and how to handle difficulties along the way.
Basic Supervisory Skills	<input type="checkbox"/>	REL-BHC-0-WMELGBTQC	Working More Effectively with the LGBTQ+ Community	2	This course will primarily focus on lesbian, gay, bisexual, transgender, and queer adults but the knowledge you gain can be applied to additional gender identities, sexual orientations and age groups.
Basic Workforce Skills	<input type="checkbox"/>	REL-PAC-0-ADRP	Advance Directives from a Regulatory Perspective	0.25	This course will provide an overview of current federal regulations related to advance directives for all healthcare providers.
Basic Workforce Skills	<input type="checkbox"/>	REL-ALL-0-AM	Anger Management	0.5	This course will provide the learner with a basic understanding of anger and describe techniques for managing anger in the workplace.
Basic Workforce Skills	<input type="checkbox"/>	REL-ALL-0-CR	Conflict Resolution	0.5	This course presents techniques essential to handling conflict in the workplace.

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Basic Workforce Skills	<input type="checkbox"/>	REL-ALL-0-CSERV	Customer Service	0.5	In this course you learn what customer service is, who your customers are, and how to build relationships with customers through everyday interactions. You will practice ways to communicate respect, attentiveness, and empathy in a variety of situations.
Basic Workforce Skills	<input type="checkbox"/>	REL-ALL-0-EFFCOM	Effective Communication	0.25	This course will help you to communicate clearly, concisely, and professionally. You'll increase understanding between you and your coworkers by learning what to say, how to say it, and the barriers to good communication.
Basic Workforce Skills	<input type="checkbox"/>	REL-ALL-0-PROFW	Effective Workplace Writing	0.25	In this course, you'll learn best practices that apply to all forms of professional writing. You'll learn how to organize information, clearly state your purpose, and avoid common errors.
Basic Workforce Skills	<input type="checkbox"/>	REL-BHC-0-ISCPF	Importance of Self-Care for Frontline Professionals	1.5	The goal of this course is to provide addictions, behavioral health counseling, marriage and family therapy, nursing, nutrition and dietetics, occupational therapy, physical therapy, psychology, social work, and speech-language and pathology/audiology professionals in healthcare settings with practical information on effective self-care strategies to use in times of prolonged stress, such as during a public health crisis.
Basic Workforce Skills	<input type="checkbox"/>	REL-ALL-0-MPBOUND	Maintaining Professional Boundaries	0.5	The goal of this course is to share with general staff in any setting the basics of how to maintain professional boundaries.
Basic Workforce Skills	<input type="checkbox"/>	REL-ALL-0-PSW	Problem Solving in the Workplace	1	In this course, you will learn how problems affect the workplace and about the common obstacles to effective problem solving at work. You will also learn how to apply problem solving steps and solve common problems with common solutions.
Basic Workforce Skills	<input type="checkbox"/>	REL-ALL-0-WTEAM	Working in a Team	0.5	This course provides you with the essential components to be an effective team member.
Basic Workforce Skills	<input type="checkbox"/>	REL-ALL-0-WWDP	Working with Difficult People	0.25	In this course, you'll learn strategies to calmly address misunderstandings before they blow up. Professional relationships can improve when you know how to deal with differences, communicate clearly, and listen respectfully.
Basic Workforce Skills	<input type="checkbox"/>	REL-ALL-0-WSU	Workplace Substance Use	2	The goal of this course is to provide managers and leaders with an understanding of the competencies needed to identify and manage employees with substance use issues.
Compliance/Safety	<input type="checkbox"/>	REL-SRC-0-APM	Accident Prevention and Management	0.75	This course will help you prevent and manage accidents that occur as a result of environmental hazards.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-ADVDIR	Advance Directives	0.5	It's important for everyone to have a basic understanding of what advance directives are and when they are applied so personal wishes can be observed at the end of life.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-BCORPC	Basics of Corporate Compliance	0.5	The goal of this course is to help staff recognize and report unlawful and unethical behavior.

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Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-BDD	Basics of Defensive Driving	0.5	The goal of this educational program is to provide all staff with knowledge of defensive driving techniques.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-BWM	Biomedical Waste Management	0.5	This course provides guidance for safe work practices while working with or around biomedical waste.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-BPSP	Bloodborne Pathogens and Standard Precautions	1	This course engages the learner in the tools and practices for workplace safety, including standard precautions, proper handwashing, the use of personal protective equipment, and the steps to take if one is exposed to a bloodborne pathogen.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-BINW	Bullying in the Workplace	0.25	The goal of this course is to educate all employees on how to recognize, respond to, and prevent bullying.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-CCRCF	Caregiver Conduct - Regulations, Co-workers, and Families	1	This course teaches how to stay in compliance with the requirements of your state and local regulations, while learning a positive teamwork approach with families and co-workers.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-CLSDS	Chemical Labeling and Safety Data Sheets	1	This course will also familiarize healthcare employers with their responsibilities to maintain and make available Safety Data Sheets for all employees as well as good practices for storing, handling, and disposing of potentially hazardous materials.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-CDV	Children and Domestic Violence	1	The goal of this course is to raise awareness about this cultural crisis. Education and prevention are the keys to breaking the cycle. Parents must learn how to model non-violent behaviors.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-CCETH	Corporate Compliance and Ethics	1	In this course, the learner will learn about fraudulent and ethical conduct, the laws pertaining to fraudulent conduct, and their responsibility for preventing and identifying this conduct under a corporate compliance program.
Compliance/Safety	<input type="checkbox"/>	REL-SRC-0-CRFE	Creating a Restraint-Free Environment	1.25	In this course, you will learn about the two types of restraints, appropriate restraint use, and the steps to creating a restraint-free environment.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-CAOA	Cultural Awareness and the Older Adult	1	The course engages the learner in comparing cultural similarities and differences, and how these may impact the approach to care.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-CDIV	Cultural Competence	0.5	This course provides important information about becoming more respectful and culturally competent.
Compliance/Safety	<input type="checkbox"/>	REL-BHC-0-DTEBH	Decreasing Medical and Treatment Errors in Behavioral Health	1	The goal of this course is to provide education to entry-level professional health and human services field about types, prevalence, causes, and consequences of medical and treatment errors in the behavioral health setting, as well as how to address them and reduce risk of future errors.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-DEIHE	Diversity, Equity, and Inclusion for the Healthcare Employee	1.5	The goal of this course is to provide healthcare employees with training about Diversity, Equity, and Inclusion (DEI).

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Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-DVAHP	Domestic Violence Awareness for Healthcare Personnel	2	The goal of this course is to enhance the ability of nurses in various settings to identify and treat people who are victims of domestic violence and abuse.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-CTCP	Duties of a Caregiver	1	This course covers the basic scope of a caregiver's job including how to preserve your clients' safety and integrity, help with mobility and independence, and how to work within the rules and regulations that govern your job.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-EPR	Emergency Preparedness Regulations	1.5	The goal of this course is to educate administrators and nurses about the key elements for an effective risk assessment.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-ESSQI	Essentials of Quality Improvement	0.25	Making positive changes to improve healthcare is a vital factor in all healthcare settings. All staff play a vital role in change and must grasp the concepts of quality improvement, or QI. In this course, you will learn the basic concepts of QI in healthcare.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-EDMTB	Ethical Decision Making: The Basics	0.5	This course provides you with some basic tools and concepts for ethical decision making in the workplace. It is not intended to replace guidelines established by your organization professional association.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-EPR	Ethics and Personal Rights	1	Ethics and personal right are an important part of a caregiver's day to day job. This course will help you better manage those gray areas when it's hard to know the right thing to do.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-FSEP	Fire Safety and Emergency Preparedness	2	The purpose of this course is to familiarize the learner with fire safety and emergency preparedness in the community care setting. The course engages learners in learning basic fire safety practices, fire emergency response procedures, equipment use, prevention, and emergency preparedness planning.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-FA1	First Aid – Part 1	1	The purpose of this course is to provide an overview of basic first aid principles for injury-related emergencies encountered in the community. This course also reviews appropriate safety measures and responses for injuries caused by trauma, thermal factors, and stings or bites.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-FA2	First Aid – Part 2	1	The purpose of this course is to provide an overview of basic first aid principles for sudden illness-related emergencies encountered in the community. Appropriate safety measures and responses are reviewed for conditions of the neurological, cardiac, respiratory, gastrointestinal, and endocrine systems, as well as emergency situations involving special populations.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-FIRSTAID	First Aid Refresher	1	This course will teach you basic first aid strategies so that you can respond effectively to a range of situations, from minor injuries to life-threatening emergencies.

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Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-GBDIW	Got Bugs? Dealing with Infestation	0.5	The information in this course is for you to use at work, in people's homes, and to educate those you work with or the people you serve so they can take measures to prevent or deal with infestations.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-HABXY	Handling Aggressive Behaviors	0.5	The goal of this course is to train staff on steps to prevent and manage aggressive behaviors.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-HW	Harassment in the Workplace	1	This course will provide information that will help produce a healthy work environment that is free of harassment. It will also help you understand your role if you encounter harassment in the workplace.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-HSOCM	HIPAA Do's and Don'ts: Electronic Communication and Social Media	0.5	During this course, you will be asked to make decisions on how to respond or communicate in specific situations. Your goal is to get through the course without committing a HIPAA violation.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-HPRIV	HIPAA Privacy	0.5	In this course, the learner will learn about the Privacy Rule and ways to prevent breaches.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-HSEC	HIPAA Security	0.5	In this course, the learner will learn about the Security Rule and ways they can prevent breaches.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-HBASIC	HIPAA: The Basics	0.5	The Health Insurance Portability and Accountability Act (HIPAA) protects the confidentiality and security of healthcare information. HIPAA creates and protects individual privacy rights for protected health information and governs the use and disclosure of that information.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-DES	HIV/AIDS - Diagnosis and Early Stages	1	This course follows Manuel as he goes through the HIV/AIDS diagnosis process. Through Manuel's appointments and interactions with the hospital staff, you are given a close look at the early stages of HIV/AIDS.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-FI	HIV/AIDS - Focusing on the Individual	1	This course is an intimate interview with Alora Gale, who was diagnosed with AIDS at the age of 6. In this illustrated interview, Alora Gale candidly discusses her diagnoses, her symptoms, her treatments, and generally how suffering from AIDS has had an impact on her life.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-EE	HIV/AIDS - The Elder's Experience	1	This course will help you provide care for a client with HIV/AIDS. Elderly clients with HIV/AIDS have special needs and considerations for care.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-UI	HIV/AIDS - Understanding the Illness	1	This course teaches the difference between the virus (HIV) and the disease (AIDS). Keep yourself and your clients safer and healthier by understanding how the virus is spread and what precautions to use to prevent its spread.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-HIVB-V2	HIV: Basic	1.25	This course provides basic information on HIV and AIDS. We will define HIV and AIDS, how the immune system works and doesn't work with HIV and AIDS. We will discuss how HIV can and cannot be transmitted. The course will also discuss testing for the HIV virus and treatment for the infection.

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Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-HIVBB	HIV: Beyond the Basics	1.25	This course provides a detailed review of certain aspects of HIV and AIDS. It builds on the foundational knowledge learned in the HIV: Basics course. In this course, you will learn about the life cycle of the human immunodeficiency virus and course progression.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-HTAGE	Human Trafficking: A Growing Epidemic	2	The goal of this course is to provide healthcare staff with critical steps to recognize and respond to human trafficking.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-POTGC-IHPDSB	Identifying and Handling a Person with Drug Seeking Behaviors	0	This course presents Pro on the Go instruction for how to identify and handle a person with drug seeking behaviors.
Compliance/Safety	<input type="checkbox"/>	REL-HHS-0-IPCAN-V2	Identifying And Preventing Child Abuse And Neglect	1.5	This course will teach you about the various types of child abuse and neglect that are currently the most common, and the physical and behavioral warning signs that may accompany different kinds of child maltreatment.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-ICWIM	Impaired Co-Workers: Identification and Management	0.5	Impairment in the workplace is a serious topic that can be uncomfortable to address.
Compliance/Safety	<input type="checkbox"/>	REL-SRC-0-ICP	Infection Control and Prevention	1	In order to prevent these infections, you must be familiar with infection control and prevention procedures. In this module, you will learn about healthcare-associated infections and the steps you can take to prevent them.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-POTGC-ICAP	Infection Control: Airborne Precautions	0	This course presents Pro on the Go instruction for implementing infection control measures to prevent transmission of airborne disease.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-POTGC-ICCP	Infection Control: Contact Precautions	0	This module reviews the steps needed to maintain contact precautions including topics on PPE, transportation, equipment, and placement.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-POTGC-ICDP	Infection Control: Droplet Precautions	0	This module reviews the steps to take to maintain droplet precautions including topics on PPE, transportation, equipment, and placement.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-ISOCO	Infection Control: Isolation and Cohorting	0.5	The goal of this course is to educate nursing professionals in long-term care facilities on the use of isolation and cohorting to help prevent the spread of infections.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-IPC	Infection Prevention and Control	1	This course teaches the basic principles of infection prevention and control for yourself and your clients.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-IHIPAA	Introduction to HIPAA	0.5	The goal of this course is to provide all staff with basic information about the principles of confidentiality and specific information about HIPAA privacy and security.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-MANEL	Managing Elopement	0.5	This course discusses the precautions and interventions to follow to prevent a resident from eloping. It also discusses the process for how to respond if a resident elopes.

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Compliance/Safety	<input type="checkbox"/>	REL-SRC-0-MRDLICNA	Medical Record Documentation & Legal Information for Certified Nursing Assistants	1	Certified nursing assistants, or CNAs, give important and valuable care in all types of settings. Just as important as the care you give is the documentation of that care. Additionally, you must be familiar with legal aspects of care that guide your practice as a CNA. This course will offer you guidance on documentation and legal aspects of care.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-MMEL	Minimizing Medical Errors	1	The purpose of this course is to help you, whether you work in a skilled nursing facility or an assisted living community, recognize error-prone situations and the factors that impact medical errors in an effort to prevent them.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-MDRO-V2	Multi-drug Resistant Organisms (MDROs)	0.5	Multi-drug Resistant Organisms (MDROs) are a significant challenge to the healthcare industry. The prevention and control of MDROs are an important component to all infection control programs.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-OXYSFTY	Oxygen Safety	0.25	Many people require the use of Oxygen (O2) on a regular basis outside the hospital. This course will teach learners to recognize supplemental Oxygen, understand the risks and dangers, and properly handle supplemental Oxygen.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-CFISA-PCIDSS1	PCI Compliance Security Awareness Training Level I	1	Level I training provides employees with a solid understanding of how to properly protect credit card and personal information. This course also teaches a user about basic safe internet use.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-CFISA-PCIDSS2	PCI Compliance Security Awareness Training Level II	2	Level II PCI-DSS course includes all Level I lessons and extends employees security awareness training on best practices to protect your workplace. Level II also teaches employees about identity fraud and how human behavior is exploited by cybercriminals.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-PPE	Personal Protective Equipment	1	This course engages the learner in discovering educational resources for commonly used chemicals and tactics for choosing personal protective equipment used in situations where exposure risks are evolving.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-PL-UTHR	Personalized Learning: Understanding the HIPAA Regulations	1	This personalized learning module evaluates the learner's knowledge of the HIPAA regulations and application of its standards in the workplace and provides training based on the learner's knowledge gaps within key areas of HIPAA compliance.
Compliance/Safety	<input type="checkbox"/>	REL-SRC-0-PBI-R1	Preventing Back Injuries	0.5	Back injuries are a significant concern in the healthcare industry. You may be at risk and not even realize it. In this course, you will learn ways that you can prevent back injuries.
Compliance/Safety	<input type="checkbox"/>	REL-SRC-0-PMEAE	Preventing Medical Errors and Adverse Events	1	In this course, you will learn about medical errors, identification of their cause, and ways to prevent them.
Compliance/Safety	<input type="checkbox"/>	REL-ACU-0-OT25	Preventing Unintentional Childhood Injury	1	Accidental injury is the leading cause of morbidity and mortality in children. Many injuries can be prevented by education-based interventions delivered by health professionals. This module describes the prevalence and common causes of unintentional injury and the role of occupational therapy in injury prevention.



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Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-PRRA	Preventing, Recognizing, and Reporting Abuse	0.5	The goal of this course is to provide direct care professionals in post-acute care with knowledge of preventing, recognizing, and reporting abuse.
Compliance/Safety	<input type="checkbox"/>	REL-SRC-0-PCNCE	Privacy and Confidentiality for Non-HIPAA Covered Entities	0.25	You work for an organization that provides housing and a variety of services to many individuals. As part of your responsibilities, you will come in contact with and need to communicate personal information about those individuals. You are responsible for protecting the privacy and confidentiality of all individuals' personal information.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-PYCI	Promoting Your Client's Independence	1	This course will teach you how to maintain your clients' independence, while also providing care when needed. This course also covers topics of skin care and positioning for more dependent clients.
Compliance/Safety	<input type="checkbox"/>	REL-SRC-0-RPDV	Recognizing and Preventing Domestic Violence	2	This course provides information on recognizing and responding to domestic violence and presents strategies you can use to report and even prevent it.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-RCPR	Refresher for CPR	1	The goal of this course is to provide all staff with an overview of CPR.
Compliance/Safety	<input type="checkbox"/>	REL-ACU-0-REPI21	Regulation Express: HIPAA / Patient Information Privacy and Security	0.25	The goal of this course is to provide healthcare workforce members with an overview of HIPAA laws, including the Privacy, Security, and Breach Notification Rules.
Compliance/Safety	<input type="checkbox"/>	REL-ACU-0-RERA21	Regulation Express: Recognizing Abuse, Neglect, and Exploitation	0.25	The goal of this course is to provide healthcare professionals with knowledge of indicators for child, elder, and dependent adult abuse, neglect, and exploitation.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-RCA	Root Cause Analysis	0.25	This course provides staff with an overview of root cause analysis and some of the most common tools used to conduct it.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-CFISA-SATL1	Security Awareness Training Level I	1	Level 1 provides an overview of the risk associated to cybercrime and best practices to protect the business from phishing, email threats, and other cybercrimes.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-CFISA-SATL2	Security Awareness Training Level II	2	Level II expands on Level I training and provides employees with a more robust cybersecurity awareness training experience. The added lessons help your organization to reduce risk.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-SPBP	Standard Precautions and Bloodborne Pathogens	1	This course engages the learner in the tools and practices for workplace safety, including standard precautions, proper handwashing, the use of personal protective equipment, and the steps to take if one is exposed to a bloodborne pathogen.

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Compliance/Safety	<input type="checkbox"/>	REL-BHC-0-PECP	Supporting Client Rights for Paraprofessionals in Behavioral Health	1	This course will introduce you to these basic rights. Knowing how to promote and protect your clients' rights is key to their health, safety, and well-being. The goal of this course is to provide paraprofessionals in behavioral health settings with information about client rights.
Compliance/Safety	<input type="checkbox"/>	REL-SRC-0-EJA	The Elder Justice Act	0.5	In this course, you will learn your responsibilities under the Elder Justice Act.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-LAD	The Legal Aspects of Documentation	1.25	As a professional in the healthcare industry, you are expected to be familiar with many aspects of care. If you are a nurse, you are responsible for assessing, planning, implementing, and evaluating nursing care.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-UAN	Understanding Abuse and Neglect	0.75	The goal of this course is to provide direct care workers in post-acute settings with guidance for recognizing, reporting, and preventing abuse.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-UHT	Understanding Human Trafficking	1	The goal of this course is to provide healthcare staff with critical steps to recognize and respond to human trafficking.
Compliance/Safety	<input type="checkbox"/>	REL-ALL-0-ULAL	Understanding Latex Allergies	0.25	The goal of this course is to provide all staff with knowledge of latex allergies.
Compliance/Safety	<input type="checkbox"/>	REL-PAC-0-WHS	Workplace Hazards and Safety	1	This course will teach you how to create a safe, comforting environment, and how to keep it free from hazards.
Compliance/Safety HHS	<input type="checkbox"/>	REL-ALL-0-DLHDE	A Day in the Life of Henry: A Dementia Experience	0.25	A Day in the Life of Henry is a virtual reality experience for professionals caring for people with dementia across the healthcare continuum. This course helps learners experience this reality, even briefly, allowing them to understand the importance of their interventions and actions.
Compliance/Safety HHS	<input type="checkbox"/>	REL-CHC-0-BPIP	Best Practice for Interviewing the Patient	1	This course will discuss how to conduct patient-centered interviews. You will learn interviewing methods to effectively elicit the important details about a patient's reason for presenting to the clinic.
Compliance/Safety HHS	<input type="checkbox"/>	REL-BHC-0-BMCE	Building a Multicultural Care Environment	1.75	This course covers the significance of cultural diversity, demographics, as well as individual and cultural diversity factors. The information in this training proposes some helpful conceptual frameworks for embracing cultural considerations in healthcare.
Compliance/Safety HHS	<input type="checkbox"/>	REL-BHC-0-CRCP	Cultural Responsiveness in Clinical Practice	1.5	This training introduces you to several models to enhance your communication with individuals from a range of diverse backgrounds. You will also learn about cultural barriers to treatment, several health belief systems, and factors to consider in a culturally responsive assessment. It is worth noting that culture is always at play, regardless of the healthcare provider's capacity to recognize and/or respond to it appropriately.

## Available Courses

Category Name	Assignment	Module Code	Module Name	Hrs	Brief Module Description
Compliance/Safety HHS	<input type="checkbox"/>	REL-BHC-0-DTEBH	Decreasing Medical and Treatment Errors in Behavioral Health	1	The goal of this course is to provide education to entry-level professional counselors, marriage and family therapists, alcohol and drug counselors, psychologists, nurses, and social workers working in the health and human services field about types, prevalence, causes, and consequences of medical and treatment errors in the behavioral health setting, as well as how to address them and reduce risk of future errors.
Compliance/Safety HHS	<input type="checkbox"/>	REL-ALL-0-DEIHE	Diversity, Equity, and Inclusion for the Healthcare Employee	1.5	Healthcare staff provide care to individuals from many backgrounds, so it is essential that they get proper Diversity, Equity, and Inclusion (DEI) training. DEI training should be integrated into the standard hiring and onboarding process for the entire healthcare workforce. The goal of this course is to provide healthcare employees with training about Diversity, Equity, and Inclusion (DEI).
Compliance/Safety HHS	<input type="checkbox"/>	REL-BHC-0-DTP	Documentation for Treatment Planning	2	The main goal of this course is to reinforce what you already know about plans of care while offering you direction and structure for capturing the real therapeutic relationship on paper.
Compliance/Safety HHS	<input type="checkbox"/>	EL-HFS-COMP-0	Handling Food Safely	1	This course you will provide you with the tools you need to handle food in a safe manner. A few interactive exercises along the way will help facilitate your learning and allow you to test your knowledge of the things you learn.
Compliance/Safety HHS	<input type="checkbox"/>	REL-ALL-0-HTAGE	Human Trafficking: A Growing Epidemic	2	The goal of this course is to provide healthcare staff with critical steps to recognize and respond to human trafficking.
Compliance/Safety HHS	<input type="checkbox"/>	REL-HHS-0-IR	Incident Reporting	1	This course describes current accepted practice related to the prevention and reporting of incidents in behavioral health settings. Interactive exercises, helpful vignettes, and informative guidelines on disclosure of serious incidents will aid you in implementing this material at your own job.
Compliance/Safety HHS	<input type="checkbox"/>	REL-BHC-0-IOAMC	Individual and Organizational Approaches to Multicultural Care	1.25	This course presents an overview of multicultural care and service delivery. You will be guided through the national standards in the United States for working with individuals from diverse backgrounds and cultures, along with key concepts that relate to your role in the alleviation of health disparities.
Compliance/Safety HHS	<input type="checkbox"/>	REL-PI-0-P46	Medicare and Medicaid Fraud and Abuse Prevention	2	This module explain Medicare and Medicaid fraud and abuse prevention, detection, recovery, and reporting.
Compliance/Safety HHS	<input type="checkbox"/>	REL-HHS-CDP-MCC	Military Cultural Competence	1.25	This course teaches you about military rank structure, the branches of service, their missions and core values, active versus reserve status components, demographic characteristics, as well as general and deployment-related military terminology.
Compliance/Safety HHS	<input type="checkbox"/>	REL-ALL-CFISA-PCIDSS1	PCI Compliance Security Awareness Training Level I	1	Level I training provides employees with a solid understanding of how to properly protect credit card and personal information. This course also teaches a user about basic safe internet use.

**Available Courses**

Category Name	Assignment	Module Code	Module Name	Hrs	Brief Module Description
Compliance/Safety HHS	<input type="checkbox"/>	REL-ALL-CFISA-PCIDSS2	PCI Compliance Security Awareness Training Level II	2	Level II PCI-DSS course includes all Level I lessons and extends employees security awareness training on best practices to protect your workplace. Level II also teaches employees about identity fraud and how human behavior is exploited by cybercriminals.
Compliance/Safety HHS	<input type="checkbox"/>	REL-BHC-0-PIRAN	Preventing, Identifying, and Responding to Abuse and Neglect	1	The goal of this course is to provide general staff in health and human services settings with skills for recognizing and responding to abuse and neglect.
Compliance/Safety HHS	<input type="checkbox"/>	REL-BHC-0-PIRDAA	Prevention, Identification, and Reporting of Dependent Adult Abuse	1	You should be aware of precautions dependent adults can take to protect themselves from becoming a victim of abuse. Also, you should be familiar with your responsibilities related to reporting suspected or known dependent adult abuse.
Compliance/Safety HHS	<input type="checkbox"/>	REL-HHS-0-QI	Quality Assurance and Performance Improvement for Direct Care Professionals	1	This course is designed to provide you with an overview of quality improvement, including what it is and how it is best implemented. You will learn relevant aspects of how quality improvement not only impacts your job, but also your clinic or agency's performance.
Compliance/Safety HHS	<input type="checkbox"/>	REL-HHS-0-CSRME-V2	Reducing Medical and Treatment Errors in Behavioral Health	2.25	In this course, you will learn the scope of medical and treatment errors within the overall healthcare system and specifically in behavioral health settings. You will explore the types of medical errors, including error-prone situations, and the use of root cause analysis to determine why and how an error occurred.
Compliance/Safety HHS	<input type="checkbox"/>	REL-HHS-0-SF-V2	Safety In The Field	2.5	The purpose of this course is to teach human service workers how to stay safe by using safety techniques while working in the field, delivering services, and conducting meetings at client residences.
Compliance/Safety HHS	<input type="checkbox"/>	REL-HHS-0-SBIRT-V2	SBIRT: Screening and Interventions for Individuals with Substance Use Issues	1.25	This course will discuss the core components of the Screening, Brief Intervention, and Referral to Treatment model, the most common screening tools used, and how the basic philosophy, principles, and techniques of motivational interviewing and stages of change apply to SBIRT.
Compliance/Safety HHS	<input type="checkbox"/>	REL-ALL-CFISA-SATL1	Security Awareness Training Level I	1	Level 1 provides an overview of the risk associated to cybercrime and best practices to protect the business from phishing, email threats, and other cybercrimes.
Compliance/Safety HHS	<input type="checkbox"/>	REL-ALL-CFISA-SATL2	Security Awareness Training Level II	2	Level II expands on Level I training and provides employees with a more robust cybersecurity awareness training experience. The added lessons help your organization to reduce risk.

**Available Courses**

Category Name	Assignment	Module Code	Module Name	Hrs	Brief Module Description
Compliance/Safety HHS	<input type="checkbox"/>	REL-BHC-0-PECP	Supporting Client Rights for Paraprofessionals in Behavioral Health	1	The goal of this course is to provide paraprofessionals in behavioral health settings with information about client rights.
Compliance/Safety HHS	<input type="checkbox"/>	REL-ALL-0-UHT	Understanding Human Trafficking	1	The goal of this course is to provide healthcare staff with critical steps to recognize and respond to human trafficking.
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-ALCUSE-V2	Employee Wellness - Alcohol Use: How Much Is Too Much?	0.25	This course presents information about low- and high-risk patterns of alcohol consumption and what they look like.
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-DOH-V2	Employee Wellness - Dental and Oral Health	0.25	Most of us think we know how to take care of our teeth and we intend to do it well. This course is a reminder that your investment today in dental and oral hygiene will pay off in the long run!
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-DPREV-V2	Employee Wellness - Diabetes Prevention	0.25	This course looks at common symptoms and complications, as well as everyday changes you can make to reduce your risk of developing type 2 diabetes.
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-EINTEL-V2	Employee Wellness - Emotional Intelligence: Awareness	0.25	Emotional intelligence is your ability to understand, express, and manage your emotions, as well as your insight into what the people around you are feeling. In this course, you'll learn about developing emotional awareness-the bedrock of emotional intelligence.
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-EINTELFT-V2	Employee Wellness - Emotional Intelligence: Feeling & Thinking	0.25	Emotional intelligence (EQ) is the ability to understand, express, and regulate your own emotions, and your awareness of what the people around you are feeling. This module will explain a little bit about how emotions work in the brain and how developing your EQ can improve your quality of life.
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-HEB-V2	Employee Wellness - Healthy Eating on a Budget	0.25	The idea of healthy living is prevalent in our current society. This course will help you understand how to make the best choices and implement them into the daily life.
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-HS-V2	Employee Wellness - Healthy Sleep	0.25	Almost two-thirds of Americans have difficulty sleeping on two nights of the week or more. This course explains why sleep is important and how to improve your quality of sleep.
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-HDPREV-V2	Employee Wellness - Heart Disease Prevention	0.25	Lifestyle choices and genetic factors can contribute to the development of heart disease. This course will help you identify positive heart health practices and apply them in your own life.
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-IPF-V2	Employee Wellness - Importance of Physical Fitness	0.25	Most people know that physical fitness is important, but it can still be a struggle to develop and maintain a regular fitness routine. This course looks at how you can incorporate fitness activities into your everyday life. You may be surprised how easy it is, and we think you'll agree the rewards are pretty great!
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-MF-V2	Employee Wellness - Making the Most of Your Memory	0.25	Through this course you will be empowered with strategies to enhance and sustain your memory functioning for optimal performance.

## Available Courses

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Employee Wellness	<input type="checkbox"/>	REL-ALL-0-SUPD-V2	Employee Wellness - Safe Use of Prescription Medications: Part 1	0.25	This course will help you locate and interpret the instructions given to you with a prescription medication, including how much and how long you should take it and any potential side effects or complications.
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-SUPD2-V2	Employee Wellness - Safe Use of Prescription Medications: Part 2	0.25	Proper use of medications includes a lot of personal responsibility on your part. This course is designed to educate you in the proper use of prescription medications including how to identify interactions and the difference between misuse and abuse of medications.
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-SECG-V2	Employee Wellness - Side Effects of Care Giving	0.25	Caregiving demands a tremendous amount of compassion and empathy. While this can be incredibly rewarding, it can cause some adverse side effects.
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-SMCESS-V2	Employee Wellness - Smoking Cessation: Ready, Set, Quit!	0.25	One thing that can improve your chances of quitting smoking for good is to make a plan. When you make a plan, you prepare yourself as well as you can for the temporary discomfort of nicotine withdrawal. You put tools and ideas in place to get through it-and quit for good!
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-STRMGT-V2	Employee Wellness - Stress Management	0.25	Stress is part of everyone's life. This course will teach you to identify triggers and develop a personal stress management plan.
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-TMGMT-V2	Employee Wellness - Time Management	0.25	In this course, you'll develop a basic understanding of time management skills by learning techniques to help recognize the most common 'slippery slope' moments and identify strategies to overcome them. Mastering time management helps us reach our goals and reduce stress.
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-WGTMGMT-V2	Employee Wellness - Weight Management	0.25	Are you concerned about your weight? That can be a good thing! Making small changes over time to healthy eating habits has positive effects on your daily activities, mood, and your overall health as you age
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-WLBAL-V2	Employee Wellness - Work-Life Balance	0.25	Today's fast-paced workplace along with the 24/7 nature of the digital age has resulted in a common experience: A lack of work/life balance. Over time, this can result in job dissatisfaction and personal burnout. This course will explore the factors causing imbalance between work and home and teach you how to make changes in both areas to restore balance
Employee Wellness	<input type="checkbox"/>	REL-ALL-0-EWSCFP	Employee Wellness: Self-Care for Frontline Professionals	0.25	This goal of this course is to provide staff working in healthcare settings with information about self-care and strategies they can use for self-care during crisis situations.
HR/Legal	<input type="checkbox"/>	REL-ALL-0-AFFACT	Affirmative Action	0.5	It is important for you to understand what affirmative action is and how it may apply to you and your organization.
HR/Legal	<input type="checkbox"/>	REL-ALL-0-CEFFEL	Concepts of Effective eLearning	0.5	The goal of this course is to provide staff with the basic concepts of eLearning.

## Available Courses

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HR/Legal	<input type="checkbox"/>	REL-ALL-0-DOCSUP	Documentation for Supervisors	1	In this course, we will explore the importance of accurate documentation for important employee matters.
HR/Legal	<input type="checkbox"/>	REL-ALL-0-FS	FLSA for Supervisors	1	This course will introduce you to key provisions of the FLSA through a combination of easy-to-read summaries and skill-building activities that highlight how the law applies in scenarios you may encounter at work. First, you'll learn about the minimum wage, overtime, child labor restrictions, and what constitutes compensable time.
HR/Legal	<input type="checkbox"/>	REL-ALL-0-FMLAS	FMLA for Supervisors	1	This course will introduce you to key provisions of the FMLA such as which employees have rights under the FMLA and the circumstances under which they are eligible to take protected leave.
HR/Legal	<input type="checkbox"/>	REL-ALL-0-MANHR	Management of Human Resources	1.5	The goal of this course is to provide HR professionals and managers with an overview of HR responsibilities.
HR/Legal	<input type="checkbox"/>	REL-ALL-0-WDWSNK	Workplace Discrimination: What Supervisors Need to Know	1	You can be held liable for discrimination whether or not you intentionally discriminated against your employee, so it is imperative that you understand the federal laws prohibiting discrimination.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-AM	Anger Management	0.5	This course will provide the learner with a basic understanding of anger and describe techniques for managing anger in the workplace.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-BSUPSK	Basic Supervisory Skills	1	This course covers some basic skills that can help you be an effective supervisor- whether you are new to the role or have had some supervisory experience in the past.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-BET	Building an Effective Team	1	The goal of this course is to provide human resource professionals and general staff in any professional setting with guidance regarding building an effective team.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-CMLC	Change Management: Leading Change	1	The goal of this course is to provide managers and supervisors with strategies for planning and implementing change, as well as for guiding their team through the change process.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-CMNC	Change Management: Navigating Change	0.5	The goal of this course is to provide managers and supervisors with an understanding of the common reasons for resistance to change and learn ways to counteract it.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-CR	Conflict Resolution	0.5	This course presents techniques essential to handling conflict in the workplace.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-CSERV	Customer Service	0.5	The skills you learn in this course are meant to help you in your daily routine as well as when you need to defuse a customer's negative impression and recover the relationship.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-EFFCOM	Effective Communication	0.25	This course will help you to communicate clearly, concisely, and professionally. You'll increase understanding between you and your coworkers by learning what to say, how to say it, and the barriers to good communication.

## Available Courses

Category Name	Assignment	Module Code	Module Name	Hrs	Brief Module Description
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-ECWSNK	Communication: What Supervisors Need to Know	1	This course prepares you to better work beside people and in situations on a professional level through effective communication.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-PROFW	Effective Workplace Writing	0.25	In this course, you'll learn best practices that apply to all forms of professional writing. You'll learn how to organize information, clearly state your purpose, and avoid common errors.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-ECCE	Essentials of Communication: Communication Effectiveness	1	This course will use a blend of experiential exercises, instructive information, and self-study to provide the tips, tools, and techniques you need to increase your effectiveness.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-ECEL	Essentials of Communication: Effective Listening	1	In this course, you will learn the consequences of not listening effectively and how adapting the techniques of active listening will benefit you. You will develop a greater understanding of why and how managers and leaders must listen actively, not passively, to build stronger teams and increase their impact.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-ECNC	Essentials of Communication: Navigating Conversations	1	In this course, you will examine four types of conversations managers face in the workplace and learn how to manage each one effectively.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-FML	Fundamentals of Management vs. Leadership	1	In this course, you will compare management and leadership to learn the distinctions between them. This comparison will create a vibrant picture of what you need to do to become the most effective leader you can be, regardless of your title.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-FMSSS	Fundamentals of Management: Setting the Stage for Success	0.5	The goal of this course is to provide managers and supervisors with fundamental skills for building relationships with their team.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-FMEL	Fundamentals of Management: The Emerging Leader	0.5	The goal of this course is to provide supervisors and managers with current best practices for the emerging leader.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-FMWW	Fundamentals of Management: Winning at Work	0.5	The goal of this course is to provide supervisors and managers with techniques to strengthen their role as a manager and win at work.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-HPTAE	High Performing Teams: Achieving Excellence	1	In this course, you will explore the importance of identifying team dynamics associated with assessment and motivation that can help or hinder your team's success. You will also learn some practical actions for facilitating emotional buy-in and commitment to achieving greater team results.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-BHC-0-ISCPF	Importance of Self-Care for Frontline Professionals	1.5	The goal of this course is to provide professionals in healthcare settings with practical information on effective self-care strategies to use in times of prolonged stress, such as during a public health crisis.



## Available Courses

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Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-IEE	Improving Employee Engagement	1	The goal of this course is to provide nurses, administrators, and HR professionals in healthcare settings with strategies to improve employee engagement.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-IIT	Introduction to Interviewing Techniques	1	This course will help you achieve the 2 main goals of a job interview: selecting the right applicants and presenting your organization as a desirable place to work to the top candidates in the market.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-LFLC	Leadership Fundamentals: Leading as a Coach	1	In this course, you will gain an understanding of what it means to take a coaching approach and learn the fundamental skills to work with individuals on your team in a trust-based environment.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-LFRL	Leadership Fundamentals: Relationship-Centric Leadership	1	In this course, you will meet two different managers and evaluate the results of their autocratic and servant leadership styles. By understanding these leadership styles and their impact, you are better able to bring these learnings to life in your work as a leader.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-MPBOUND	Maintaining Professional Boundaries	0.5	The goal of this course is to share with general staff in any setting the basics of how to maintain professional boundaries.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-MIMPP	Motivating for Improved Performance	0.5	The goal of this course is to provide leaders and manager with an overview of how to motivate improved performance.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-TRNKY-OBCD	On-Boarding and Culture Development	1	Failing to properly on-board employees results in poor performance and unnecessarily high turnover. We'll also explore the importance of culture development as it relates to onboarding.
Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-TMBLDG	Team Building: Introduction	1	In this course, you will learn about teams and how to be an effective team member.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-IDD-0-RALBMG	The Role of Agency Leadership in Board Management and Governance	1	The goal of this course is to provide managers and leaders in IDD settings with an overview of working with a board of directors.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-TRANSUP	The Transition to Supervisor	1	This course is designed to prepare you for a smooth initial transition to your new position of leadership. It will cover the basics of changing relationships and how to handle difficulties along the way.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-WTEAM	Working in a Team	0.5	This course provides you with the essential components to be an effective team member.
Leadership and Management Fundamentals	<input type="checkbox"/>	REL-ALL-0-WWDP	Working with Difficult People	0.25	In this course, you'll learn strategies to calmly address misunderstandings before they blow up. Professional relationships can improve when you know how to deal with differences, communicate clearly, and listen respectfully.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-ACOVID	About COVID-19	0.25	This course will describe the roots of COVID-19 as well as steps to take to lessen the risk of exposure or infection.

## Available Courses

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OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-BIPREV	Back Injury Prevention	0.5	In this course, you'll learn basis of back injury prevention - which includes identifying risks, implementing proper lifting techniques, and strengthening you're your back.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-BHH	Basics of Hand Hygiene	0.25	The goal of this course is to instruct all employees about when hand hygiene is necessary as well as the correct procedure for hand washing and the use of alcohol-based hand rubs.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-BIOTER	Bioterrorism	0.5	In this course you will learn how to prepare for and respond to bioterrorism in the workplace. This course is appropriate for all staff in any agency.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-CVWYNK	COVID-19 Vaccines: What You Need to Know!	0.25	This course educates healthcare workers about the three COVID-19 vaccines currently available. It also reviews the benefits, risks, and known side effects of these vaccines.
OSHA Requirements	<input type="checkbox"/>	REL-ACU-0-C19F2020	COVID-19: Fall 2020 Update	1	Relias continues to offer nurses and healthcare providers free education resources to help them navigate the ongoing coronavirus pandemic. In our Fall 2020 update, you'll read research and information covering a variety of topics related the impacts on COVID-19 on hospital employee health.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-ELSFTY	Electrical Safety	0.25	This course focuses on how to work safely with electricity. You will learn what common electrical hazards are present in the workplace, how to make your work setting safer, and how to respond to hazardous electrical incidents.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-ERGOFF	Ergonomics: Office	0.25	In this course, you will learn how to set up a computer workstation properly. It is also important to recognize the early warning signs of common work-related injuries.
OSHA Requirements	<input type="checkbox"/>	REL-CV-0-FSTB	Fire Safety	0.5	This course corresponds to the Federal regulations F454, F517, & F518; while information is related to the aforementioned tags, individual facilities/buildings will still need to add organization specific information regarding evacuation and emergency procedures.
OSHA Requirements	<input type="checkbox"/>	REL-CV-0-FSEP	Fire Safety Evacuation Procedures Skills Checklist	0	The following table lists the steps that are expected of you should it be necessary to evacuate individuals from your place of work. The table also provides rationales that explain why you perform some of these steps.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-FSBASIC-V2	Fire Safety: The Basics	0.5	The goal of this course is to provide all employees with easy-to-remember steps and information about responding to and preventing fires.
OSHA Requirements	<input type="checkbox"/>	REL-PAC-0-OSHA05	Fire, Electrical, and Chemical Safety	0.5	Practice all procedures discussed in the module as well as any facility specific procedures. This should include the use of fire extinguishers, fire pulls/alarms, fire/emergency drills, etc.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-HCSDS	Hazardous Chemicals: SDS	0.5	This course provides the learner with a survey of hazardous chemical labels, pictograms and the SDS. This course is intended for any employee of any profession. What was once a standard for the worker's right-to-know, the new HCS provides workers with the right-to-understand.

**Available Courses**

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OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-HCTB	Hazardous Chemicals: The Basics	0.5	This course provides necessary training that is required to work safely with hazardous materials, and what to do in the event of a spill per the requirements of 29 CFR 1910.1200.
OSHA Requirements	<input type="checkbox"/>	REL-ACU-0-60011	Infection Control for Healthcare Professionals	3	This three-part program will update your ability to apply scientifically accepted infection-control principles to reduce the transmission of pathogens.
OSHA Requirements	<input type="checkbox"/>	REL-PAC-0-POTGC-ICAP	Infection Control: Airborne Precautions	0	This course presents Pro on the Go instruction for implementing infection control measures to prevent transmission of airborne disease.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-ICBC	Infection Control: Basic Concepts	0.25	The goal of this course is to provide staff in all healthcare settings with the basics of infection control.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-IFEP	Infection Control: Essential Principles	0.5	The goal of this course is to provide all staff in healthcare settings with knowledge about infection control and prevention, the basics of how diseases are transmitted, and types of precautions to prevent illnesses such as influenza and tuberculosis.
OSHA Requirements	<input type="checkbox"/>	REL-ACU-0-PR1019	Infection Prevention and Control Nursing: Surveillance Systems	1	The goal of this module is to provide an overview of the design of surveillance systems and the use of surveillance data to prevent and control the spread of infections.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-INFLZA	Influenza	0.5	This course will teach you simple steps to take to protect yourself and those you serve from getting or spreading the flu. It will teach you about prevention, symptoms, and treatment strategies.
OSHA Requirements	<input type="checkbox"/>	REL-SRC-0-IEI	Investigating Employee Incidents	1	This course will also help you to understand the significant role you play in incident investigation and, ultimately, prevention.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-LADSFTY	Ladder Safety	0.25	Sometimes you are required to perform certain job tasks that may involve the use of ladders. By following best practices and taking some basic precautions, you can help prevent ladder injuries.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-LOTO	Lockout/Tagout	0.25	This course presents basic information about the purpose and requirements of the OSHA standard for the Control of Hazardous Energy, Lockout/Tagout or LOTO.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-NDWEO	Natural Disasters and Workplace Emergencies: An Overview	0.5	This course is a basic overview of natural disasters and workplace emergencies. It is designed to supplement your awareness of natural disasters and workplace emergencies and to complement your use of workplace-specific emergency plans established by your employer.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-NDWEET	Natural Disasters and Workplace Emergencies: Earthquakes and Tsunamis	0.5	Earthquakes and tsunamis unleash powerful forces of nature. They cause catastrophic infrastructure and property damage and can result in tremendous loss of life. The goal of this course is to provide all staff with a basic overview of earthquakes and tsunamis.

**Available Courses**

Category Name	Assignment	Module Code	Module Name	Hrs	Brief Module Description
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-NDWEEHC	Natural Disasters and Workplace Emergencies: Heat and Cold Stress	0.5	The goal of this course is to provide all staff with an overview of both hot and cold environments, the human response, and how to live and work safely in these conditions.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-NDWEH	Natural Disasters and Workplace Emergencies: Hurricanes	0.5	The goal of this course is to provide the learner with safety considerations for use in hurricane-prone regions.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-NDWET	Natural Disasters and Workplace Emergencies: Tornadoes	0.5	The goal of this course is to provide staff with a foundation for staying safe during a tornado.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-WSRETS	OSHA Workplace Safety Rules – COVID-19 Emergency Temporary Standard	0.25	This ETS outlines policies and procedures that should be developed and implemented in healthcare settings where suspected or confirmed COVID-19 individuals are treated. The goal of this course is to provide an overview of the OSHA COVID-19 Emergency Temporary Standard for all healthcare administrators and managers.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-CONFSP	OSHA: Confined Space	0.25	This course teaches employees who work in confined spaces how to recognize and evaluate potential confined space hazards. A clear understanding of the dangers confined spaces may present can prevent injury and even death.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-PANIP	Pandemic Influenza Preparation	1	This course will introduce you to the influenza pandemic response and its three stages of preparation, response, and recovery. You will learn about the basic elements of a pandemic influenza plan and the steps needed to implement this plan when responding to pandemic levels of influenza in the community.
OSHA Requirements	<input type="checkbox"/>	REL-SRC-0-PROFT	Particulate Respirators and OSHA Fit Testing	0.25	In this course, you will learn about the appropriate fit and use of particulate respirators. In addition to the guidelines provided in this course, you must also be familiar with and follow your organization’s specific respiratory protection program.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-PPE	Personal Protective Equipment	0.25	It is important to know the different types of PPE necessary for the job tasks you perform. You must also recognize the situations that require the use of PPE and know how to correctly put on (donning) and remove (doffing) the equipment you need.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-PSTF	Preventing Slips, Trips and Falls	0.25	This course is about workplace slip, trip, and falls hazards. It alerts you to the serious consequences that can result even from a simple fall or a near fall, and provides information about measures that can help you prevent these incidents and reduce potential injuries.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-CPTRF	Safe Transfers	0.25	This course focuses on the safe and effective methods to transfer individuals. Throughout the course, you'll be asked to make decisions regarding the appropriate assistive devices and the proper lifting techniques.

**Available Courses**

Category Name	Assignment	Module Code	Module Name	Hrs	Brief Module Description
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-SIPR	Sharps Injury Prevention and Response	0.5	In this course, you will learn about types of sharps, what to do if you experience a sharps injury and how you can prevent injury caused by sharps. You will encounter several scenarios where you will apply your knowledge of sharps and how to prevent sharps injury.
OSHA Requirements	<input type="checkbox"/>	REL-PAC-0-STFP	Slips, Trips, and Falls Prevention	0.5	Preventing falls is everyone's responsibility. It takes a team effort to have an eye out for potential hazards and then to ACT to remove them. This course is designed to help you get engaged in preventing slips, trips, and falls within your community.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-SUW	Substance Use in the Workplace	1	This course describes what substance use disorders are and what signs might suggest someone is using substances. It explains the impact of substance use in the workplace. It also gives an overview of how you can get help if you or your coworker has a problem with substance use.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-W007	Common Forms of Workplace Violence: Hostile Encounters	1	This webinar will help participants learn how to identify potential victim-employees, approach appropriately and offer effective support as well as learn the unique challenges in security planning.
OSHA Requirements	<input type="checkbox"/>	REL-SRC-0-TBP	Transmission-Based Precautions	0.5	This course presents the principles of transmission-based precautions and strategies to apply them in daily practice.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-TUBBAS	Tuberculosis Basics	0.5	This course will review signs and symptoms and available testing procedures, as well as treatment and prevention related to this disease. The goal of this course is to provide all healthcare providers with a basic understanding of tuberculosis.
OSHA Requirements	<input type="checkbox"/>	REL-PAC-0-TUBO	Tuberculosis Overview	1	This course is designed for individuals working with people who may have tuberculosis. You will be able to review the significance of TB, the health factors associated with the disease, and the populations at greatest risk.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-UBBPAT	Understanding Bloodborne Pathogens	0.75	Exposure and injury prevention is the responsibility of each and every employee. Knowing what is in your organization's ECP, and adhering to it, is a great step forward in maintaining a safe and injury free workplace. This course aligns with OSHA's Bloodborne Pathogen Standard.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-NDFM	Workplace Emergencies and Natural Disasters: Flooding and Landslides	0.5	Floods, landslides, and debris flows happen in almost every state. This course provides some basic information about these potentially destructive events, including the importance of knowing the particular risks in your locality and taking recommended protective actions.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-NDH	Workplace Emergencies and Natural Disasters: Hurricanes	0.5	Hurricanes are colossal storms that can cause catastrophic damage to coastal areas, and sometimes extend far inland. Unlike other weather disasters, there is usually time to prepare for a hurricane. Advance preparation, attention to official updates, and being careful after the storm are all important when keeping yourself and others safe during hurricane season.

## Available Courses

Category Name	Assignment	Module Code	Module Name	Hrs	Brief Module Description
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-WSTB	Workplace Safety: The Basics	0.25	It is important that you are aware of common hazards in the workplace and tools and techniques to keep yourself safe. Some situations will be specific to working in an organization, a home, or the community.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-WRKVLN	Workplace Violence	0.5	Workplace violence includes threats or actual use of physical force. This course will cover the key elements to maintaining a safe workplace: Prevent, Report, and Respond.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-W006	Workplace Violence Prevention	1	This webinar will help participants develop a secure workplace by looking at the environmental, procedural and personal dynamic that lead to workplace violence.
OSHA Requirements	<input type="checkbox"/>	REL-ALL-0-W009	Workplace Violence: Assess, Defend, and Survive	1	This final webinar of the Workplace Violence series will be where the tire meets the road. We address how to determine the likelihood and severity of a threat, how to secure your workplace and active shooter response protocols. 1) Basic Threat Assessment. 2) Securing the Workplace 3) Active Shooter Protocols.
Trust University	<input type="checkbox"/>	TUBackingSafely	Backing Up a Vehicle Safely	0.25	One of out of four vehicle accidents can be blamed on poor backing techniques. Backing accidents cause 500 deaths and 15,000 injuries per year. This presentation will provide information that employers and employees can use to help prevent accidents while on the job.
Trust University	<input type="checkbox"/>	TUDistDriv	Distracted Driving	0.5	Distracted driving is dangerous. The National Highway Transportation Safety Administration (NHTSA) reports that in 2016 Distracted Driving claimed 3,450 lives. This course will provide safety tips to help you stay safer on road and prevent accidents.
Trust University	<input type="checkbox"/>	TUEnerSafeComm	Energizing Your Safety Committee	0.5	Safety committee are an essential component to reducing and preventing injuries but sometimes they need a little zap of energy. Take this course to find out what your organization can do to energize your committee.
Trust University	<input type="checkbox"/>	TUHandPowrTool	Hand and Power Tools	0.5	Hand and power tools can cause severe injuries if proper safety measures are not implemented, This course will provide information on both the employer and employee obligations under the OSHA standard(s).
Trust University	<input type="checkbox"/>	TUHomeOffcErgo	Home Office Ergonomics	0.5	Employees tele-commuting need to understand how to set up their personal workspace to reduce and/or eliminate ergonomic exposures. This training will provide employees with the necessary information to meet this objective.
Trust University	<input type="checkbox"/>	TUKitcSafe	Kitchen Safety	0.5	Kitchens are filled with the potential for many types of accidents. To stay safe, consider each of these possible hazards and identify ways to safeguard yourself.
Trust University	<input type="checkbox"/>	TUManuMateHand	Manual Material Handling	0.5	Injuries to the back, neck and shoulders account for about two thirds of manual material handling claims (MMH) in the workforce. By taking this course, learners will understand the risks associated with MMH and methods to prevent injuries and incidents.

## Available Courses

Category Name	Assignment	Module Code	Module Name	Hrs	Brief Module Description
Trust University	<input type="checkbox"/>	TUOSHARKTheBasics	OSHA Recordkeeping: The Very Basics	0.5	New to the Recordkeeping process and standard? Then this course is for you! This course will provide basic information on the standard and resources to get you started. If you have questions please contact your Senior Loss Control Consultant.
Trust University	<input type="checkbox"/>	TUOSHARKCommMist	OSHA Recordskeeping: Common Mistakes	0.5	This course answers the most common questions and addresses easily misunderstood questions on recordkeeping.
Trust University	<input type="checkbox"/>	TUPersSafe	Personal Safety in the Community	0.5	Workplace Violence can affect your employees who work in the community. This course is designed to provide your employees who work outside the office safe.
Trust University	<input type="checkbox"/>	TUPortLadd	Portable Ladder Safety	0.5	Falls from elevations can cause devastating injuries. Teach your employees to use ladders safely.
Trust University	<input type="checkbox"/>	TUProtWorkEffeHeat	Protecting Workers from the Effects of Heat	0.5	Workers who work outdoors need to understand the risks and solutions to avoid illnesses and injuries due to working in a hot environment. This is a beneficial course for them to take prior to working outdoors in the summer months.
Trust University	<input type="checkbox"/>	TUSlipTrip	Slips, Trips and Falls Identification and Prevention	0.5	Slips, trips and falls are one of the most preventable WC injury. This course will provide your employees with the information necessary to reduce and/or prevent injuries.
Trust University	<input type="checkbox"/>	TUTailgateTopicMergingCh anging	Tailgate Topics - Merging and Changing Lanes	0.25	Workers are at risk of injuries due to vehicle accidents whether on the job or while commuting to and from work. This course will help drivers understand the risks and how to safely merge and change lanes as well as safe passing techniques.
Trust University	<input type="checkbox"/>	TUTailgateTopicRightofWay	Tailgate Topics - Right of Way	0.25	Statistics show that forty percent of all car crashes involve intersections. This course will provide information that will reduce the likelihood of you being contributing to this statistic.
Trust University	<input type="checkbox"/>	TUTTAggressDrive	Tailgate Topics- Aggressive Driving and Road Rage	0.25	Of the 5 million annual car accidents, aggressive driving is at the top of the causes of fatal collisions. The program will help you to identify the signs of aggressive driving and road rage and provide methods to help reduce and or avoid aggressive driving situations or becoming a victim of another aggressive driver.
Trust University	<input type="checkbox"/>	TUDementia	Tips for Maintaining Health and Safety with Clients With Dementia	0.5	This course is designed for homecare workers to provide an overview of interacting with clients with Dementia to keep both the employee and the client safe. The course will provide information on the risks of working with people with Dementia, signs and symptoms of dementia, and effective techniques to keep clients with Dementia calm and help to manage the situation when they become agitated.

### Available Courses

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Trust University	<input type="checkbox"/>	TUThreBeha	Tips for Safely Handling Threatening Behavior When Providing Homecare	0.5	This course is designed for homecare workers to identify and reduce risks associated with threats within the home from other people. The information contained in the training is important for both caregivers and clients. The information learned can be shared with families and other caregivers.
Trust University	<input type="checkbox"/>	TUWintSafe	Winter Safety	0.5	Winter in New England can be beautiful yet challenging. This course will provide safety tips to help prevent injuries and incidents.
Trust University	<input type="checkbox"/>	TUWPVinHH	Workplace Violence Prevention in Home Health Care	0.5	Homecare workers and companions are particularly vulnerable to workplace violence. These workers faced unprotected and unpredictable environment each time they enter a patient or clients community and home.