

EMPLOYEE
& MANAGER
LIBRARY

2022

Our expansive Employee & Manager library includes training courses to train new employees, existing employees, new managers, experienced managers, and members of the HR & Executive teams. Courses cover everything from benefits & leave, compensation, discrimination, health & safety, HR management, performance & termination, and employee communication.

SAFETYNOW

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RESEARCH SHOWS THAT

70% OF DEVELOPMENT

HAPPENS ON THE JOB;

WE WORK HARD TO MAKE

SURE YOU HAVE THE

ENGAGING TRAINING TO

UPSKILL YOUR EMPLOYEES



COACHING SKILLS

FUNDAMENTAL COACHING SKILLS

>30 minutes

Learn coaching skills such as looking, listening, giving feedback, questioning & more.



COACHING SKILLS

GROW METHOD

21 minutes

The GROW (Goal, Reality, Options, Way Forward) Model is a powerful framework for your coaching sessions.



COACHING SKILLS

INFORMAL COACHING

24 minutes

This course compares informal & formal coaching, & techniques to make your informal coaching better.



COACHING SKILLS

INTRODUCTION TO COACHING

33 minutes

This Course defines coaching in the workplace, how it can be used, some of the golden rules of coaching.

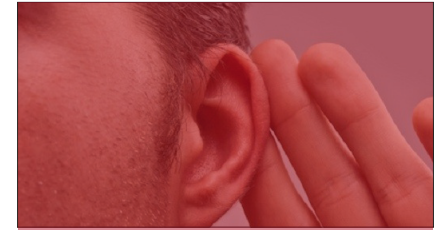


COACHING SKILLS

MORE COACHING METHODS

30 minutes

This course outlines some additional methods & approaches to coaching in the workplace.



COMMUNICATION

ACTIVE LISTENING

>30 minutes

This course will cover what active listening is, why it's important, how to become an active listener & more.



COMMUNICATION

COMMUNICATE TO LEAD

>30 minutes

Managers & leaders need to be able to communicate effectively in order to engage & connect with others.



COMMUNICATION

COMMUNICATION ACROSS CULTURES

>30 minutes

Learn seven tips for improving cross-cultural communication at the workplace.



COMMUNICATION

NEGOTIATIONS

>30 minutes

This course covers the basics of what constitutes a negotiation, the key stages of a negotiation.



COMMUNICATION

STORYTELLING

>30 minutes

Learn how storytelling can be valuable for a business & how to make storytelling effective.

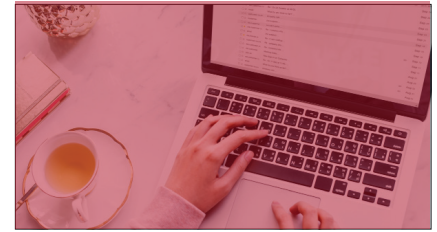


COMMUNICATION

THE IMPORTANCE OF LISTENING

>30 minutes

Examine listening vs hearing, listening styles, listening difficulties or barriers, listening stages, & listening critically.

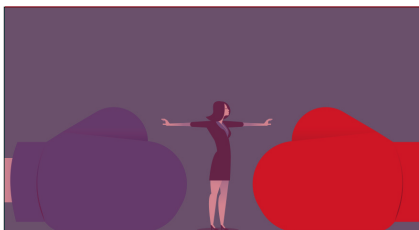


COMMUNICATION

WRITING EFFECTIVE EMAILS

>30 minutes

This course covers 6 simple rules to get your emails noticed & acted upon.

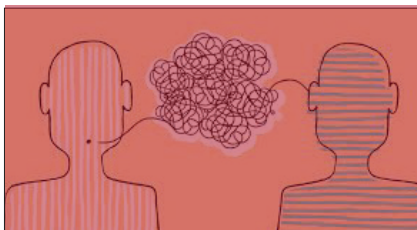


CONFLICT

CONFLICT RESOLUTION

>30 minutes

Recognize the causes of workplace conflict, how to facilitate resolution & how to manage work relationships.



CONFLICT

HOW TO HAVE DIFFICULT CONVERSATIONS

>30 minutes

Handle tough conversations in a way that creates a better outcome & get what you need.



CONFLICT

MANAGING CONFLICT WITH A COWORKER

>30 minutes

Find out what causes workplace conflict & how to resolve conflict.



CONFLICT

MANAGING CONFLICT WITH YOUR BOSS

>30 minutes

This course focuses on ways that you can resolve workplace conflicts with a superior.



DEI

HOW TO BE AN ALLY

>30 minutes

What is a workplace ally? How can you create an environment of allyship in your workplace.



DEI

ADOPTING INCLUSIVE BEHAVIORS AT WORK

>30 minutes

The research is clear: diverse & inclusive organizations perform better.

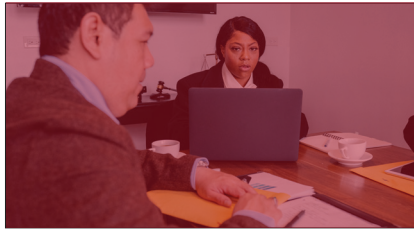


DEI

CREATING AN INCLUSIVE WORKPLACE

>30 minutes

Creating a diverse & inclusive workplace is not only the “right” thing to do, but...



DEI

UNCONSCIOUS BIAS

>30 minutes

This covers the different types of unconscious bias, addressing it & the benefits of reducing it.



HIRING & FIRING

EMPLOYEE TERMINATIONS

>30 minutes

In this course, you will learn the managers role in letting someone go & how to plan to let an employee go.



HIRING & FIRING

GETTING A CANDIDATE TO SAY YES

>30 minutes

This course outlines tips & strategies on how to get the right candidate to say yes to your job offer.



HIRING & FIRING

HOW TO CONDUCT AN INITIAL INTERVIEW

>30 minutes

How to conduct an initial interview & preparing for & conducting the interview.



HIRING & FIRING

HOW TO CONDUCT BACKGROUND CHECKS (CAN)

>30 minutes

This Canada specific course covers why a background check is necessary & more.



HIRING & FIRING

HOW TO CONDUCT BACKGROUND CHECKS (US)

>30 minutes

This US specific course covers why a background check is necessary & more



HIRING & FIRING

HOW TO EFFECTIVELY TERMINATE AN EMPLOYEE (CAN)

>30 minutes

This course covers reasons you may need to terminate an employee & steps to help you.



HIRING & FIRING

HOW TO EFFECTIVELY TERMINATE AN EMPLOYEE (US)

>30 minutes

This course covers reasons you may need to terminate an employee & steps to help you.



HIRING & FIRING

ONBOARDING

>30 minutes

This course will cover the phases of onboarding & best practices on onboarding both in person & remotely.



HIRING & FIRING

WHAT IS WRONGFUL TERMINATION (CAN)

>30 minutes

This course defines what wrongful termination is & how to avoid making mistakes..

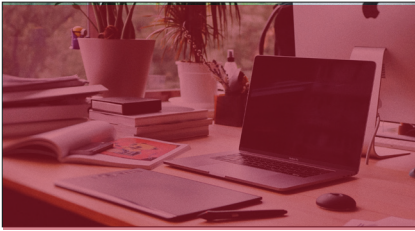


HIRING & FIRING

WHAT IS WRONGFUL TERMINATION (US)

>30 minutes

This course defines what wrongful termination is & how to avoid making mistakes.



MANAGEMENT

ABSENCE MANAGEMENT

>30 minutes

Learn the importance of absence management & effective systems to drive productivity & engagement.



MANAGEMENT

CREATING A HEALTHY WORKPLACE

>30 minutes

Learn what a healthy workplace is. Explore strategies to use to transform your team's working environment.



MANAGEMENT

DISABILITY MANAGEMENT & RETURN TO WORK PROGRAMS

>30 minutes

This course covers 3 interrelated aspects of disability management.



MANAGEMENT

DISCRIMINATION FREE WORKPLACE

>30 minutes

Discover the laws covering, types, & impact of discrimination.



MANAGEMENT

ETHICS & CODE OF CONDUCT

>30 minutes

This course covers the differences & similarities between a code of ethics & code of conduct.



MANAGEMENT

GOING FROM COWORKER TO BOSS

>30 minutes

This course covers considerations & actions to take before, during & after your move from a coworker.

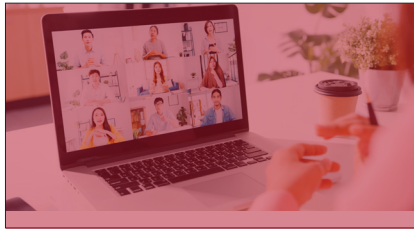


MANAGEMENT

LEADING INTERNAL INVESTIGATIONS

>30 minutes

This course gives you information & practical advice on how to handle an investigation effectively.

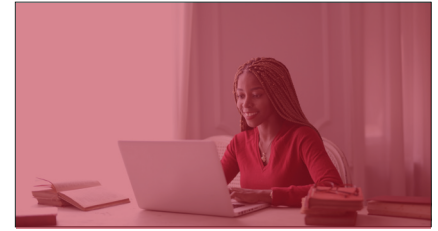


MANAGEMENT

LEADING VIRTUAL TEAMS

>30 minutes

Learn tips to implement with your virtual team to improve communication, productivity & performance.



MANAGEMENT

LONE WORKER

>30 minutes

This course covers the risks of working alone, strategies for coping working alone & how help a lone worker.



MANAGEMENT

PREVENTING WORKPLACE HARASSMENT

>30 minutes

Learn the types of workplace harassment & strategies to prevent & deal with cases.



MANAGEMENT

REENGAGING WITH TEAM MEMBERS

>30 minutes

Employee engagement is critical for company success. Learn techniques on how to re-engage with team members.

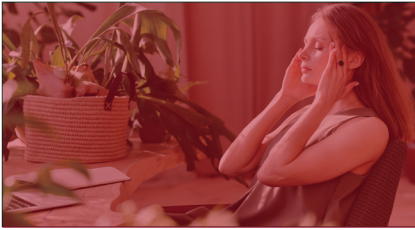


MANAGEMENT

RIGHT TO WORK

>30 minutes

This course covers basic right to work information in the US including what it means & how it works.



MANAGEMENT

STRESS MANAGEMENT

>30 minutes

This course covers what stress is, how we react to stress, common types of stress & how to manage stress.



MANAGEMENT

WAGE & HOURS LAWS (CAN)

>30 minutes

Get an overview of the nation's labor laws, exploring minimum employee rights & standards by topic.



MANAGEMENT

WAGE & HOURS LAWS (US)

>30 minutes

Get an overview of the nation's labor laws, exploring minimum employee rights & standards by topic.



MANAGEMENT

WHISTLEBLOWING, REPORTING & RETALIATION

>30 minutes

This course will cover what whistleblowing is, what you should do & more.

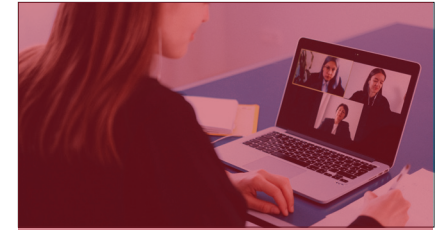


MEETINGS

EFFECTIVE TEAM MEETINGS

>30 minutes

This course covers what makes a team meeting effective, the basic functions of a meeting & more.



MEETINGS

HOW TO RUN EFFECTIVE VIRTUAL MEETINGS

>30 minutes

Learn how to prepare for a virtual meeting, proper etiquette & more.



MEETINGS

MANAGING CONFLICT IN MEETINGS

>30 minutes

This course dives into the different types of workplace conflict, how to spot the signs early & more.

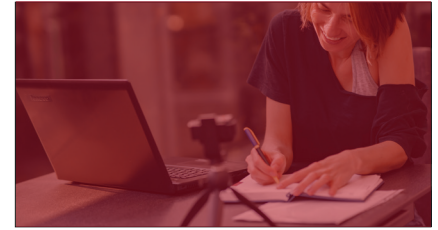


MEETINGS

RUNNING EFFECTIVE MEETINGS

>30 minutes

There are good meetings & there are bad meetings., learn how to always have effective ones.



MEETINGS

WRITING MEETING NOTES

>30 minutes

This course covers effective strategies for taking notes during a meeting, what to include in your notes & more.



PERFORMANCE MGMT

DEVELOPMENTAL CONVERSATIONS

>30 minutes

This course will help you underst& the importance of developmental conversations & how to navigate them.



PERFORMANCE MGMT

EFFECTIVE ONE-ON-ONES

>30 minutes

This course dives into how to perfect the one-on-one meeting.

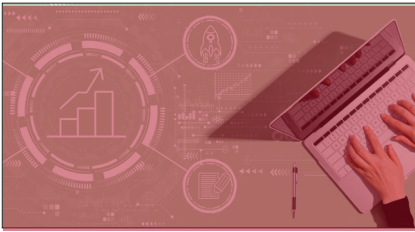


PERFORMANCE MGMT

GIVING & RECEIVING FEEDBACK

>30 minutes

This course will discuss the importance of effective feedback & the best practices on how to give it.



PERFORMANCE MGMT

PERFORMANCE MGMT PRIMER

>30 minutes

This course explores the tools & methods to review & plan performance to the highest level.



PERFORMANCE MGMT

PROGRESSIVE DISCIPLINE

>30 minutes

Learn important considerations for a progressive discipline policy & common mistakes.



PERFORMANCE REVIEWS

H&LING A BAD PERFORMANCE REVIEW

>30 minutes

This course dives into the do's & don'ts of reacting to a poor performance review.



PERFORMANCE REVIEWS

PREPARING YOUR REVIEW

>30 minutes

This course provides some tips & tricks to help you prepare for your review & tips to get the most out of the process.



PERFORMANCE REVIEWS

SELF ASSESSMENTS

>30 minutes

Learn the value of self-assessments, how to highlight accomplishments, include feedback & more.



PRIVACY

1: WHY IT MAKES GOOD BUSINESS SENSE

>30 minutes

Discover why privacy training is necessary. Learn the principles of privacy & more.



PRIVACY

2: SUMMARY OF PRIVACY LAWS (CAN)
>30 minutes

Privacy Part 2 outlines Canada's privacy legislation, how "personal information" is defined & how its applied.



PRIVACY

2: SUMMARY OF PRIVACY LAWS (US)
>30 minutes

The US version of Privacy Part 2 covers the nation's mix of privacy laws, including HIPPA, the FCRA, FERPA.



PRIVACY

3. YOUR RESPONSIBILITIES
>30 minutes

Privacy part 3 covers the responsibilities around privacy including the Principles of Privacy for individuals



PRIVACY

4: DEALING WITH A BREACH
>30 minutes

Privacy part 4 covers Dealing with a Breach, the harm of a breach, breach reports & more.



PRIVACY

5: WHAT IS MEANINGFUL CONSENT
>30 minutes

Privacy Part 5 Covers meaningful consent, valid consent, who is responsible for consent & more.



PRIVACY

6: GUIDANCE FOR BUSINESSES DOING EMARKETING
>30 minutes

Privacy part 6 covers best practices for e-marketing.



PRIVACY

7: PASSWORDS, EMAILS & FAXES, DEVICES & DISPOSAL

>30 minutes

Privacy part 7 covers password security, securely sending emails & faxes, storing & more.



PRIVACY

8: MALICIOUS SOFTWARE

>30 minutes

Privacy Part 8 outlines types of malware, how they work, how to avoid, & what to do if your system is attacked.



PRIVACY

9: VIDEO SURVEILLANCE

>30 minutes

Privacy Part 9 covers the use of a video surveillance system & FAQs about video surveillance.

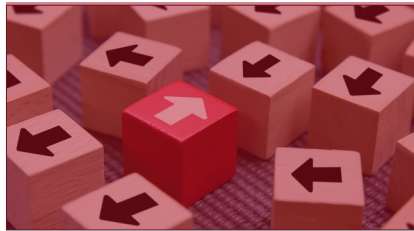


PRIVACY

10: HIPPA

>30 minutes

Privacy Part 10 covers protections under HIPPA, why PHI must be protected, & ways to protect PHI.

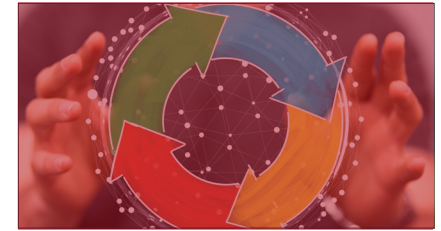


PRODUCTIVITY

ADAPTING TO CHANGE

>30 minutes

Learn why organizational change can be difficult, how to communicate change & implement change smoothly.



PRODUCTIVITY

GETTING FLOW

>30 minutes

This course covers the concept of flow & how it can be used to maximize productivity.

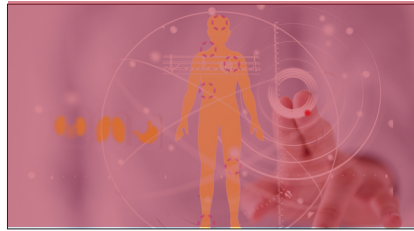


PRODUCTIVITY

PERSONAL EFFECTIVENESS

>30 minutes

This course covers how to improve & maximize your personal effectiveness at work.



PRODUCTIVITY

PRODUCTIVITY PRIMER

>30 minutes

Learn how to identify when you are most productive & why productivity leads to achieving the state of flow.



PRODUCTIVITY

SMART GOALS

>30 minutes

This course goes over what SMART goals are, how to use them & avoid goal setting mistakes.



PRODUCTIVITY

THE INVERTED-U THEORY

>30 minutes

This course covers the factors of the inverted-U theory & how to use the theory to increase your performance.



PRODUCTIVITY

TIME MANAGEMENT

>30 minutes

This course covers time management; the benefits & mistakes to avoid & how to improve time mgmt.



WORKING GENERATIONS

MANAGING DIFFERENT GENERATIONS

>30 minutes

Get strategies for ensuring that members of all generations can work together in harmony.

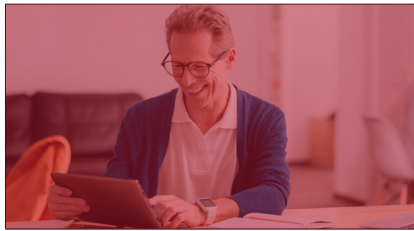


WORKING GENERATIONS

WORKING WITH BABY BOOMERS

>30 minutes

This course discusses common characteristics among baby boomers, their values, & their working styles.



WORKING GENERATIONS

WORKING WITH GEN X

>30 minutes

This course dives into what Gen Xers value in the workplace, as well as their common skills & strengths.



WORKING GENERATIONS

WORKING WITH GEN Z

>30 minutes

This course covers the expectations & values of Gen-Z, & tips on recruiting & more.



WORKING GENERATIONS

WORKING WITH MILLENIALS

>30 minutes

This course covers what Millennials expect from employers, including promoting diversity & more.

PRICING OPTIONS

2022

The entire collection of 83 elearning courses is available at the starting price of \$3.85/learner/month, including access to our award-winning Learning Management Platform.

Volume, industry, & association/partner discounts can apply & save you up to 70% off the list price.

1.800.667.9300

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CONTACT US

Our entire reason for getting up in the morning is to try & help as many businesses & organizations as we can to empower their employees & make sure they are safe, healthy, & productive. We've been doing it for nearly 100 years, & hope to keep doing it for 100 more.

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