

# let's **talk** safety

Metro Technology Center delivers a suite of products and services to help businesses, emergency services and individuals improve safety, health and compliance through scalable, technology-powered solutions to fit any organization.



## train

Emergency Care Teaching and Training

13% of all workplace fatalities result from Sudden Cardiac Arrest (SCA). 70% of SCA occur at home. 350,000 Americans will suffer from a SCA this year, 90% of those will die.



**13%**  
of workplace fatalities are from SCA



**70%**  
SCA occur at home



**90%**  
will die from SCA

## act

Workplace Training and Compliance Tools



In 2016 Fall Protection Violations Were the Most Cited

**violations 6,906**



**\$39** avg cost per injury thousand



**\$1.42** million avg cost of death



Per \$1 invested in injury prevention returns are between \$2 - \$6

## learn

Continuing Education for EMS Professionals

**826,000**

EMS Professionals in the U.S.



The National Registry of Emergency Medical Technicians (NREMT) allows up to 35 hours of online distributive CE for renewal, depending on EMS provider level.



**35 hrs**



NREMT requires EMS Providers to renew certification every 2 years.

**2 every yrs**

## know

Chemical Compliance and Management Services

In 2016 HazCom Violations Were the Second Most Cited

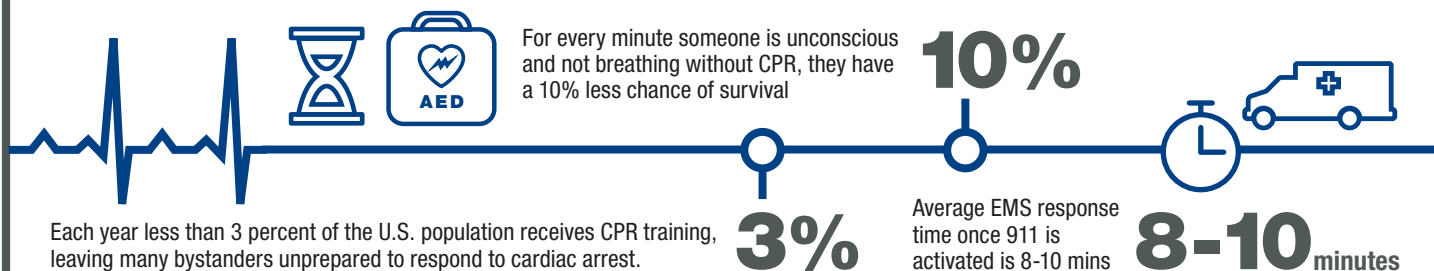


**5,665** HazCom violations



In 2017 OSHA increased their fines up to \$126,749. This is an 80% increase

**\$126,749**



AMERICAN SAFETY & HEALTH INSTITUTE

MEDIC First Aid

Summit Training Source

CLMI SAFETY TRAINING

VIVID learning systems

24-7 EMS

24-7 FIRE

SafeTec

hsi

### Sources

<http://www.safetyandhealthmaga-zine.com/articles/14927-2016-oshas-top-10-most-cited-violations>  
<https://www.osha.gov/penalties/>  
<http://www.safetyandhealthmagazine.com/articles/10414-safety-roi-infographic>

OSHA 10-HOUR *Available en Espanol*

# CONSTRUCTION INDUSTRY

The Online program is the first of its kind. It is a unique, interactive, Youth-to-Youth online curriculum that addresses the high priority safety training needs of young workers.



**FEDERAL OSHA CARD**  
Mailed upon completion



**100% ONLINE TRAINING**  
Available anytime, anywhere

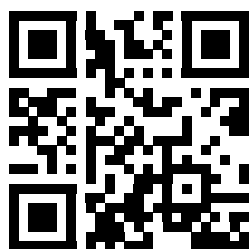
## TOPICS

- Introduction to OSHA
- OSHA Focus Four Hazards
  - Falls
  - Electrocutions
  - Struck-By
  - Caught-In or Caught-Between
- Personal Protective Equipment
- Health Hazards in Construction
- Excavations
- Materials Handling
- Scaffolds
- Hand and Power Tools
- Emergency Action Plans
- Safe Driving Practices
- Cranes
- Welding & Cutting

*“OSHA 10-Hour taught me a variety of valuable information and has impacted the way I recognize and respond to hazards in my workplace.”*

- Cloe,  
**2021**

Want to watch the course demo?  
Point your camera here!



**97%** said they would recommend this training to other young workers

**99%** agreed the program will help them identify hazards

**96%** said the program was easy to use

**59%** were employed at the time of this training

**29%** had never received job safety training prior to taking this course

\*Based on our poll of 240,000 CareerSafe® students.

## BENEFITS AND FEATURES

By completing the OSHA 10-Hour Construction Industry training, students:

- Earn an **OSHA 10-Hour card** from the U.S. Department of Labor, OSHA, demonstrating to employers they have received safety training needed in the workplace.
- Know their worker rights, employer responsibilities, and how to file a complaint.
- Become more employable, gaining a competitive advantage in the job market.
- Develop a safety mindset and learn valuable skills for their future.



# OSHA 30-HOUR CONSTRUCTION

Our OSHA 30-Hour Construction training course is provided through our partners at AdvanceOnline Solutions. This expanded credential offering is perfect for professionals and those looking for a deeper dive into OSHA safety standards.



**FEDERAL OSHA CARD**  
*Mailed upon completion*



**100% ONLINE TRAINING**  
*Available anytime, anywhere*

## TOPICS

- Introduction to OSHA
- Managing Safety and Health
- Struck and Caught Hazards
- Personal Protective Equipment
- Hearing Conservation
- Respiratory Protection
- Lead and Crystalline Silica
- Asbestos
- GHS Hazard Communication
- Electrical Safety
- Hand and Power Tools
- Fall Protection
- Ladder Safety
- Excavations
- Scaffolds
- Crane Safety
- Heavy Equipment
- Forklift Safety
- Materials Handling
- Fire Safety
- Welding and Cutting
- Concrete and Masonry
- Steel Erection
- Ergonomics
- Permit-Required Confined Spaces

## BENEFITS AND FEATURES

By completing the OSHA 30-Hour Construction Industry training, students will:

- Earn an **OSHA 30-Hour card** from the U.S. Department of Labor, OSHA, demonstrating to employers they have received safety training needed in the workplace.
- Know their worker rights, employer responsibilities, and how to file a complaint.
- Become more employable, gaining a competitive advantage in the job market.
- Develop a safety mindset and learn valuable skills for their future.





# OSHA 10-HOUR *Available en Espanol*

## GENERAL INDUSTRY

The Online program is the first of its kind. It is a unique, interactive, Youth-to-Youth online curriculum that addresses the high priority safety training needs of young workers.



**FEDERAL OSHA CARD**  
Mailed upon completion



**100% ONLINE TRAINING**  
Available anytime, anywhere

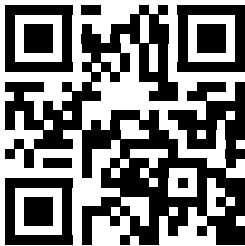
### TOPICS

- Introduction to OSHA
- Walking-Working Surfaces
- Emergency Action Plans
- Avoiding Electrocution Hazards
- Personal Protective Equipment
- Hazard Communication
- Materials Handling
- Machine Guarding
- Industrial Hygiene
- Bloodborne Pathogens
- Ergonomics
- Safe Driving Practices
- Preventing Workplace Violence
- Safety & Health Programs

*"OSHA 10-Hour taught me a variety of valuable information and has impacted the way I recognize and respond to hazards in my workplace."*

- Cloe,  
**2021**

Want to watch the course demo?  
Point your camera here!



**90%** said they would recommend this training to their peers

**94%** agreed the program will help them submit a high quality job application

**96%** said the program was easy to use

**44%** were employed at the time of this training

**45%** had never received job safety training prior to taking this course

\*Based on our poll of 600,000 CareerSafe® students.

### BENEFITS AND FEATURES

By completing the OSHA 10-Hour General Industry training, students:

- Earn an **OSHA 10-Hour card** from the U.S. Department of Labor, OSHA, demonstrating to employers they have received safety training needed in the workplace.
- Know their worker rights, employer responsibilities, and how to file a complaint.
- Become more employable, gaining a competitive advantage in the job market.
- Develop a safety mindset and learn valuable skills for their future.





# OSHA 10-HOUR GENERAL INDUSTRY [AGRICULTURE] INDUSTRY

The Online program is the first of its kind. It is a unique, interactive, Youth-to-Youth online curriculum that addresses the high priority safety training needs of young workers.



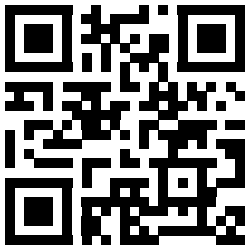
## TOPICS

- Introduction to OSHA
- Walking-Working Surfaces
- Emergency Action Plans
- Avoiding Electrocution Hazards
- Personal Protective Equipment
- Hazard Communication
- Materials Handling
- Machine Guarding
- Industrial Hygiene
- Bloodborne Pathogens
- Safe Driving Practices
- Tractor Safety
- Agricultural Confined Spaces
- Safety Around Livestock

*"OSHA 10-Hour taught me a variety of valuable information and has impacted the way I recognize and respond to hazards in my workplace."*

- Cloe,  
**2021**

Want to watch the course demo?  
Point your camera here!



**95%** said they would recommend this training to other young workers

**98%** agreed the program will help them identify hazards

**94%** said the program was easy to use

**39%** were employed at the time of this training

**50%** had never received job safety training prior to taking this course

\*Based on our poll of 19,000 CareerSafe® students.

## BENEFITS AND FEATURES

By completing the OSHA 10-Hour General Industry [Agriculture] training, students:

- Earn an **OSHA 10-Hour card** from the U.S. Department of Labor, OSHA, demonstrating to employers they have received safety training needed in the workplace.
- Know their worker rights, employer responsibilities, and how to file a complaint.
- Become more employable, gaining a competitive advantage in the job market.
- Develop a safety mindset and learn valuable skills for their future.



# OSHA 10-HOUR GENERAL INDUSTRY [AUTOMOTIVE] INDUSTRY

The Online program is the first of its kind. It is a unique, interactive, Youth-to-Youth online curriculum that addresses the high priority safety training needs of young workers.



**FEDERAL OSHA CARD**  
Mailed upon completion



**100% ONLINE TRAINING**  
Available anytime, anywhere

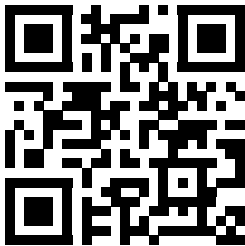
## TOPICS

- Introduction to OSHA
- Walking-Working Surfaces
- Emergency Action Plans
- Avoiding Electrocution Hazards
- Personal Protective Equipment
- Hazard Communication
- Materials Handling
- Machine Guarding
- Industrial Hygiene
- Ergonomics
- Preventing Workplace Violence
- Safe Driving Practices
- Automotive-Specific Hazards

*"OSHA 10-Hour taught me a variety of valuable information and has impacted the way I recognize and respond to hazards in my workplace."*

- Cloe,  
**2021**

Want to watch the course demo?  
Point your camera here!



**90%** said they would recommend this training to their peers

**94%** agreed the program will help them submit a high quality job application

**96%** said the program was easy to use

**44%** were employed at the time of this training

**45%** had never received job safety training prior to taking this course

\*Based on our poll of 600,000 CareerSafe® students.

## BENEFITS AND FEATURES

By completing the OSHA 10-Hour General Industry (Automotive) training, students:

- Earn an **OSHA 10-Hour card** from the U.S. Department of Labor, OSHA, demonstrating to employers they have received safety training needed in the workplace.
- Know their worker rights, employer responsibilities, and how to file a complaint.
- Become more employable, gaining a competitive advantage in the job market.
- Develop a safety mindset and learn valuable skills for their future.



# OSHA 10-HOUR GENERAL INDUSTRY [CULINARY] INDUSTRY

The Online program is the first of its kind. It is a unique, interactive, Youth-to-Youth online curriculum that addresses the high priority safety training needs of young workers.



**FEDERAL OSHA CARD**  
Mailed upon completion



**100% ONLINE TRAINING**  
Available anytime, anywhere

## TOPICS

- Introduction to OSHA
- Walking-Working Surfaces
- Emergency Action Plans
- Avoiding Electrocution Hazards
- Personal Protective Equipment
- Hazard Communication
- Machine Guarding
- Industrial Hygiene
- Bloodborne Pathogens
- Ergonomics
- Preventing Workplace Violence
- Safe Driving Practices
- Culinary-Specific Hazards

*"OSHA 10-Hour taught me a variety of valuable information and has impacted the way I recognize and respond to hazards in my workplace."*

- Cloe,  
**2021**

Want to watch the course demo?  
Point your camera here!



**90%** said they would recommend this training to their peers

**94%** agreed the program will help them submit a high quality job application

**96%** said the program was easy to use

**44%** were employed at the time of this training

**45%** had never received job safety training prior to taking this course

\*Based on our poll of 600,000 CareerSafe® students.

## BENEFITS AND FEATURES

By completing the OSHA 10-Hour General Industry [Culinary] training, students:

- Earn an **OSHA 10-Hour card** from the U.S. Department of Labor, OSHA, demonstrating to employers they have received safety training needed in the workplace.
- Know their worker rights, employer responsibilities, and how to file a complaint.
- Become more employable, gaining a competitive advantage in the job market.
- Develop a safety mindset and learn valuable skills for their future.





# OSHA 10-HOUR GENERAL INDUSTRY (COSMETOLOGY) INDUSTRY

The Online program is the first of its kind. It is a unique, interactive, Youth-to-Youth online curriculum that addresses the high priority safety training needs of young workers.



**FEDERAL OSHA CARD**  
Mailed upon completion



**100% ONLINE TRAINING**  
Available anytime, anywhere

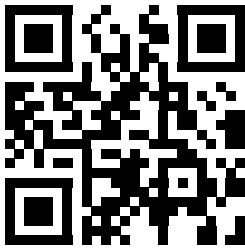
## TOPICS

- Introduction to OSHA
- Walking-Working Surfaces
- Emergency Action Plans
- Avoiding Electrocution Hazards
- Personal Protective Equipment
- Hazard Communication
- Industrial Hygiene
- Bloodborne Pathogens
- Ergonomics
- Safety & Health Programs
- Preventing Workplace Violence
- Safe Driving Practices
- Cosmetology-Specific Hazards

*“OSHA 10-Hour taught me a variety of valuable information and has impacted the way I recognize and respond to hazards in my workplace.”*

- Cloe,  
**2021**

Want to watch the course demo?  
Point your camera here!



**90%** said they would recommend this training to their peers



**94%** agreed the program will help them submit a high quality job application



**96%** said the program was easy to use



**44%** were employed at the time of this training

**45%** had never received job safety training prior to taking this course

\*Based on our poll of 600,000 CareerSafe® students.

## BENEFITS AND FEATURES

By completing the OSHA 10-Hour General Industry (Cosmetology) training, students:

- Earn an **OSHA 10-Hour card** from the U.S. Department of Labor, OSHA, demonstrating to employers they have received safety training needed in the workplace.
- Know their worker rights, employer responsibilities, and how to file a complaint.
- Become more employable, gaining a competitive advantage in the job market.
- Develop a safety mindset and learn valuable skills for their future.



# OSHA 10-HOUR GENERAL INDUSTRY (MANUFACTURING) INDUSTRY

The Online program is the first of its kind. It is a unique, interactive, Youth-to-Youth online curriculum that addresses the high priority safety training needs of young workers.



**FEDERAL OSHA CARD**  
Mailed upon completion



**100% ONLINE TRAINING**  
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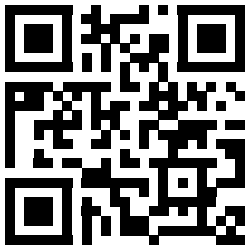
## TOPICS

- Introduction to OSHA
- Walking-Working Surfaces
- Emergency Action Plans
- Avoiding Electrocution Hazards
- Personal Protective Equipment
- Hazard Communication
- Materials Handling
- Machine Guarding
- Industrial Hygiene
- Ergonomics
- Preventing Workplace Violence
- Safe Driving Practices
- Safety & Health Programs
- Manufacturing-Specific Hazards

*"OSHA 10-Hour taught me a variety of valuable information and has impacted the way I recognize and respond to hazards in my workplace."*

- Cloe,  
**2021**

Want to watch the course demo?  
Point your camera here!



**90%** said they would recommend this training to their peers

**94%** agreed the program will help them submit a high quality job application

**96%** said the program was easy to use

**44%** were employed at the time of this training

**45%** had never received job safety training prior to taking this course

\*Based on our poll of 600,000 CareerSafe® students.

## BENEFITS AND FEATURES

By completing the OSHA 10-Hour General Industry (Manufacturing) training, students:

- Earn an **OSHA 10-Hour card** from the U.S. Department of Labor, OSHA, demonstrating to employers they have received safety training needed in the workplace.
- Know their worker rights, employer responsibilities, and how to file a complaint.
- Become more employable, gaining a competitive advantage in the job market.
- Develop a safety mindset and learn valuable skills for their future.



# OSHA 10-HOUR GENERAL INDUSTRY (PUBLIC SAFETY)

The Online program is the first of its kind. It is a unique, interactive, Youth-to-Youth online curriculum that addresses the high priority safety training needs of young workers.



**FEDERAL OSHA CARD**  
Mailed upon completion



**100% ONLINE TRAINING**  
Available anytime, anywhere

## TOPICS

- Introduction to OSHA
- Walking-Working Surfaces
- Avoiding Electrocution Hazards
- Emergency Action Plans
- Personal Protective Equipment
- Hazard Communication
- Bloodborne Pathogens
- Safety & Health Programs
- Industrial Hygiene
- Ergonomics
- Safe Driving Practices
- Preventing Workplace Violence
- Public Safety-Specific Hazards

Want to learn more?  
Point your camera here!



**95%** said they would recommend this training to other young workers



**99%** agreed the program will help them identify hazards



**95%** said the program was easy to use



**39%** were employed at the time of this training

**46%** had never received job safety training prior to taking this course

\*Based on our poll of 39,000 CareerSafe® students.

## BENEFITS AND FEATURES

By completing the CareerSafe® OSHA 10-Hour General Industry (Public Safety) training, students:

- Earn an **OSHA 10-Hour card** from the U.S. Department of Labor, OSHA, demonstrating to employers they have received safety training needed in the workplace.
- Know their worker rights, employer responsibilities, and how to file a complaint.
- Become more employable, gaining a competitive advantage in the job market.
- Develop a safety mindset and learn valuable skills for their future.





# OSHA 10-HOUR GENERAL INDUSTRY (PUBLIC SAFETY: EMS)

The Online program is the first of its kind. It is a unique, interactive, Youth-to-Youth online curriculum that addresses the high priority safety training needs of young workers.



**FEDERAL OSHA CARD**  
Mailed upon completion



**100% ONLINE TRAINING**  
Available anytime, anywhere

## TOPICS

- Introduction to OSHA
- Walking-Working Surfaces
- Emergency Action Plans
- Avoiding Electrocution Hazards
- Personal Protective Equipment
- Hazard Communication
- Bloodborne Pathogens
- Ergonomics
- Safety & Health Programs
- Safe Driving Practices
- Infection Control (EMS)
- EMS-Specific Hazards

*"OSHA 10-Hour taught me a variety of valuable information and has impacted the way I recognize and respond to hazards in my workplace."*

- Cloe,  
**2021**

Want to watch the course demo?  
Point your camera here!



**95%** said they would recommend this training to other young workers

**99%** agreed the program will help them identify hazards

**95%** said the program was easy to use

**39%** were employed at the time of this training

**46%** had never received job safety training prior to taking this course

\*Based on our poll of 39,000 CareerSafe® students.

## BENEFITS AND FEATURES

By completing the OSHA 10-Hour General Industry (Public Safety: EMS) training, students:

- Earn an **OSHA 10-Hour card** from the U.S. Department of Labor, OSHA, demonstrating to employers they have received safety training needed in the workplace.
- Know their worker rights, employer responsibilities, and how to file a complaint.
- Become more employable, gaining a competitive advantage in the job market.
- Develop a safety mindset and learn valuable skills for their future.



# OSHA 10-HOUR GENERAL INDUSTRY [PUBLIC SAFETY: LAW ENFORCEMENT, CORRECTIONS, SECURITY]

The Online program is the first of its kind. It is a unique, interactive, Youth-to-Youth online curriculum that addresses the high priority safety training needs of young workers.



**FEDERAL OSHA CARD**  
Mailed upon completion



**100% ONLINE TRAINING**  
Available anytime, anywhere

## TOPICS

- Introduction to OSHA
- Walking-Working Surfaces
- Avoiding Electrocution Hazards
- Emergency Action Plans
- Personal Protective Equipment
- Hazard Communication
- Bloodborne Pathogens
- Industrial Hygiene
- Materials Handling
- Ergonomics
- Safe Driving Practices
- Preventing Workplace Violence
- Caught-In or -Between Hazards
- Infection Control (EMS)
- Law Enforcement, Corrections, Security-Specific Hazards

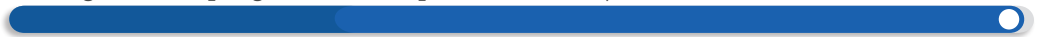
Want to learn more?  
Point your camera here!



**95%** said they would recommend this training to other young workers



**99%** agreed the program will help them identify hazards



**95%** said the program was easy to use



**39%** were employed at the time of this training

**46%** had never received job safety training prior to taking this course

\*Based on our poll of 39,000 CareerSafe® students.

## BENEFITS AND FEATURES

By completing the OSHA 10-Hour General Industry [Public Safety: Law Enforcement, Corrections, Security] training, students:

- Earn an **OSHA 10-Hour card** from the U.S. Department of Labor, OSHA, demonstrating to employers they have received safety training needed in the workplace.
- Know their worker rights, employer responsibilities, and how to file a complaint.
- Become more employable, gaining a competitive advantage in the job market.
- Develop a safety mindset and learn valuable skills for their future.



# OSHA 10-HOUR GENERAL INDUSTRY (HEALTHCARE) INDUSTRY

The Online program is the first of its kind. It is a unique, interactive, Youth-to-Youth online curriculum that addresses the high priority safety training needs of young workers.



**FEDERAL OSHA CARD**  
Mailed upon completion



**100% ONLINE TRAINING**  
Available anytime, anywhere

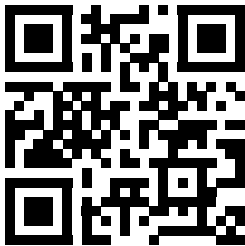
## TOPICS

- Introduction to OSHA
- Walking-Working Surfaces
- Emergency Action Plans
- Avoiding Electrocution Hazards
- Personal Protective Equipment
- Hazard Communication
- Ergonomics
- Ergonomics:  
Safe Patient Handling
- Preventing Workplace Violence
- Safe Driving Practices
- Bloodborne Pathogens
- Biological Agents & Infection Control

*"OSHA 10-Hour taught me a variety of valuable information and has impacted the way I recognize and respond to hazards in my workplace."*

- Cloe,  
**2021**

Want to watch the course demo?  
Point your camera here!



**95%** said they would recommend this training to other young workers

**99%** agreed the program will help them identify hazards

**95%** said the program was easy to use

**39%** were employed at the time of this training

**46%** had never received job safety training prior to taking this course

\*Based on our poll of 39,000 CareerSafe® students.

## BENEFITS AND FEATURES

By completing the OSHA 10-Hour General Industry (Healthcare) training, students:

- Earn an **OSHA 10-Hour card** from the U.S. Department of Labor, OSHA, demonstrating to employers they have received safety training needed in the workplace.
- Know their worker rights, employer responsibilities, and how to file a complaint.
- Become more employable, gaining a competitive advantage in the job market.
- Develop a safety mindset and learn valuable skills for their future.





# OSHA 10-HOUR GENERAL INDUSTRY (VETERINARY) INDUSTRY

The Online program is the first of its kind. It is a unique, interactive, Youth-to-Youth online curriculum that addresses the high priority safety training needs of young workers.



**FEDERAL OSHA CARD**  
Mailed upon completion



**100% ONLINE TRAINING**  
Available anytime, anywhere

## TOPICS

- Introduction to OSHA
- Walking-Working Surfaces
- Avoiding Electrocution Hazards
- Personal Protective Equipment
- Hazard Communication
- Emergency Action Plans
- Bloodborne Pathogens
- Industrial Hygiene
- Ergonomics
- Safety & Health Programs
- Safe Driving Practices
- Veterinary-Specific Hazards
- Safety Around Livestock

*"OSHA 10-Hour taught me a variety of valuable information and has impacted the way I recognize and respond to hazards in my workplace."*

- Cloe,  
**2021**

Want to watch the course demo?  
Point your camera here!



**90%** said they would recommend this training to their peers

**94%** agreed the program will help them submit a high quality job application

**96%** said the program was easy to use

**44%** were employed at the time of this training

**45%** had never received job safety training prior to taking this course

\*Based on our poll of 600,000 CareerSafe® students.

## BENEFITS AND FEATURES

By completing the OSHA 10-Hour General Industry (Veterinary) training, students:

- Earn an **OSHA 10-Hour card** from the U.S. Department of Labor, OSHA, demonstrating to employers they have received safety training needed in the workplace.
- Know their worker rights, employer responsibilities, and how to file a complaint.
- Become more employable, gaining a competitive advantage in the job market.
- Develop a safety mindset and learn valuable skills for their future.





AMERICAN SAFETY & HEALTH INSTITUTE

MEDIC First Aid

EMS SAFETY

# ADULT FIRST AID | CPR AED

- ✓ HSI First Aid | CPR AED has been approved by the HSI Medical Advisory Board and reviewed by the HSI Advisory Council.
- ✓ Reflects the latest resuscitation science and treatment recommendations published by the International Liaison Committee on Resuscitation (ILCOR).
- ✓ Conforms with the 2020 American Heart Association (AHA) Guidelines Update for CPR and ECC and the annual Guidelines Update.

## Course highlights

- Designed for individuals who are not healthcare providers or professional rescuers who desire, or are occupationally required, to be trained and certified in adult first aid and/or CPR AED for the adult, child, or infant.
- Scenario videos, full-color digital and printed materials, and clear, concise course content
- 2-year certification
- 4 - 6 hour class

## Course topics include:

- CPR and Defibrillation
- Assessment & Chest Compressions
- Rescue Breathing & Using a CPR Mask
- Opioid-Associated Emergency
- Relief of Choking
- Responding to External and Internal Bleeding
- Direct Manual Pressure & Bandaging
- Using a Tourniquet (Improvised and Commercial)
- Shock
- Common Injuries
- Concussion
- Burns
- Poisoning
- Difficulty Breathing and Asthma
- Severe Allergic Reaction (Anaphylaxis)
- Heart Attack, Stroke and Seizure
- Diabetes and Hypoglycemia
- Heat and Cold Emergencies
- Bites and Stings

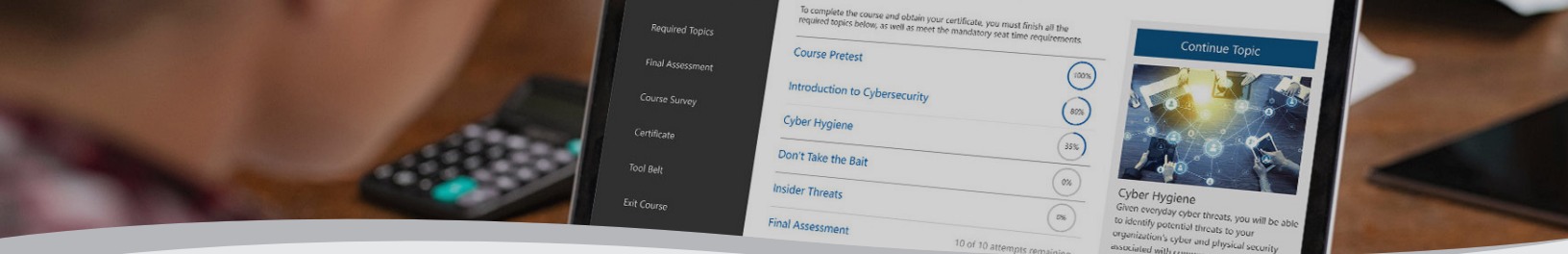


Metro Technology Center Economic and Workforce Development  
101 North Robinson Ave Suite 300 Oklahoma City, OK  
405 595-4090 [safety.training@metrotech.edu](mailto:safety.training@metrotech.edu)



**Metro Technology Centers**  
Preparing for Life





# EMPLOYABILITY SKILLS

## *COURSE LIST \$15 each or \$99 for all*

The Employability Skills Training Package is the perfect all-in-one online curriculum designed to make your students more employable.

### Interview Skills

- *Applying for a Job - 45 min*
- *The Role of Social Media in Your Job Search - 45 min*
- *Before You Enter the Interview Room - 45 min*
- *Interview Communication Techniques - 60 min*
- *Types of Interviews - 45 min*
- *After the Interview - 30 min*
- *Interview Simulation - 25 min*

### Time Management

- *The Importance of Time Management - 15 min*
- *Components of a Successful Time Management Plan - 30 min*
- *Developing a Personalized Time Management Plan - 30 min*

### Human Resource Management

- *Human Resource Management Foundations - 25 min*
- *Human Resource Management | Laws and Requirements - 30 min*
- *Performance Management - 20 min*

### Written Communication

- *Write Like a Professional - 15 min*
- *Workplace Communications - 30 min*
- *Meeting Communications - 15 min*

### Personal Financial Management

- *Understanding Income - 15 min*
- *Future Proofing Your Credit - 15 min*
- *Managing a Personal Budget - 30 min*

### Workplace Financial Management

- *Predicting Profitability - 20 min*
- *Reading the Books - 10 min*
- *Budgets - 15 min*
- *Strategic Financial Planning - 15 min*

### Communication Skills

- *Introduction to Communication - 15 min*
- *Fundamental Factors for Effective Communication - 45 min*
- *Effective Listening - 60 min*

### Cybersecurity Essentials for Work

- *Introduction to Cybersecurity - 20 min*
- *Cyber Hygiene - 30 min*
- *Don't Take the Bait! - 30 min*
- *Insider Threats - 40 min*

### Teamwork

- *Teamwork Foundations - 25 min*
- *Barriers to Effective Teamwork - 40 min*
- *Leadership in a Team Environment - 15 min*
- *Communication and Collaboration on Teams - 30 min*

### Materials Management

- *Materials Management Foundations - 10 min*
- *Materials Management, Inventory, Purchasing, and Storage - 20 min*
- *Managing the Movement of Materials - 15 min*
- *Selecting Materials and Ensuring Sustainability - 30 min*

### Critical Thinking

- *Critical Thinking Foundations - 25 min*
- *Reasoning and Strategic Thinking - 20 min*
- *Organizing and Planning - 20 min*
- *Critical Thinking Process for Creativity - 30 min*
- *Critical Thinking for Decision Making - 40 min*
- *Critical Thinking and Problem Solving - 45 min*

**More Courses Coming Soon!**





**5 HOUR  
SEAT TIME**

# INTERVIEW SKILLS

The Interview Skills course provides knowledge and skills for students seeking part-time employment opportunities, internships, or apprenticeships. Through this training, students will learn about seeking and securing employment, workplace ethics, and success in the workplace.



**Part of the Employability Skills Training Package!**

**Starting at \$99!**

## TOPIC MODULES:

### **Applying for a Job** - 45 min

Students will learn how to navigate their way through a standard job application process and be able to list the steps necessary to prepare for an interview, including Resume Building, filling out an online Job Application, and writing a Cover Letter.

### **The Role of Social Media in Your Job Search** - 45 min

Provides students the skills necessary to leverage social media and online resources to improve their employment search and recognize the impact their digital footprint can have on their employment prospects.

### **Types of Interviews** - 45 min

Provides students the skills necessary to adequately prepare for all common interview formats, including Group Interviews, Panel Interviews, Meal Interviews, Work-Based Interviews, and Phone or Video Interviews.

### **Before you Enter the Interview Room** - 45 min

Provides students with knowledge of the tasks that should be performed in advance of an interview, including researching the job, picking out appropriate attire, and formulating a list of questions to ask the interviewer.

### **Interview Communication Techniques** - 60 min

Provides information that helps students outline successful interview behaviors and list behaviors to avoid, including appropriate interactions, how to manage stress, active listening, and tailoring your experience to the job.

### **After the Interview** - 30 min

Provides students with hands-on experience in applying skills obtained in the interview techniques covered in the Interview Communication Techniques module, including best follow-up practices.

### **Interview Simulation** - 25 min

By the end of this module, students will have hands-on experience in applying skills obtained in the interview techniques covered in the Interview Communication Techniques module.



1 HOUR  
SEAT TIME

# TIME MANAGEMENT

This course provides a solid foundation in the skills, tools, and strategies employees, interns, or students should possess to manage varying tasks and calendars effectively and efficiently. This course aims to build the resources, confidence, and direction necessary to take control of your time and increase your productivity.



Part of the Employability Skills Training Package! Starting at \$99!

## TOPIC MODULES:

### **The Importance of Time Management** - 15 min

- Describe the meaning of time management.
- Compare time techniques, tools, and strategies.
- Recognize the personal, social, and professional benefits of time management.
- Identify when there is a need for managing time.
- Describe the common causes of procrastination.

### **Components of a Successful Time Management Plan** - 30 min

- Recognize that a good time management plan is purposeful, sustainable, and includes accountability.
- List the strengths and weaknesses of individual tools in the time management toolbox.
- Determine the appropriate time management tool or strategy for a situation.
- Utilize strategies for prioritizing tasks.
- Identify activities that are time sinks.
- Explain the benefits of organization as a tool for saving time.

### **Developing a Personalized Time Management Plan** - 30 min

- Engage in and model the development of a time management plan.
- Describe the steps of developing a personalized time management plan.
- Recognize self-assessment tools to personalize a time management plan.
- Evaluate how time choices align with priorities.



**1 HOUR**  
SEAT TIME

# HUMAN RESOURCE MANAGEMENT

The Human Resource Management course is designed to familiarize students with the concepts related to human resource management, including legal requirements, employee selection considerations, and employee development and evaluation.



**HUMAN RESOURCE  
MANAGEMENT**

**Part of the Employability Skills Training Package! Starting at \$99!**

## TOPIC MODULES:

### **Human Resource Management Foundations** - 25 min

- Define the term "human resources".
- Classify the basic human resource functions such as recruiting, selecting, training, developing, and compensating.
- Categorize the basic responsibilities of a human resource manager, including advice and counsel, service, policy formulation and implementation, and employee advocacy.

### **Human Resource Management / Laws and Requirements** - 30 min

- Describe the purpose of the Civil Rights Acts, EEOC legislation, women's rights, and rights of the elderly and disabled, as they apply to human resource functions.
- Demonstrate an awareness of federal and state administrative agencies, their duties, and how they affect human resource managers.
- Describe the "Right to Know" law and the Whistleblower Protection Act.
- Explain the importance of strong policies and procedures for dealing with sexual harassment.
- Examine contemporary social and political human resource issues, such as sexual orientation, immigration reform and control, and Uniform Guidelines on Employee Selection Procedures.

### **Performance Management** - 20 min

- Define performance appraisal.
- Identify the uses of performance appraisal.
- Describe the importance of performance management.
- Describe the performance appraisal process.

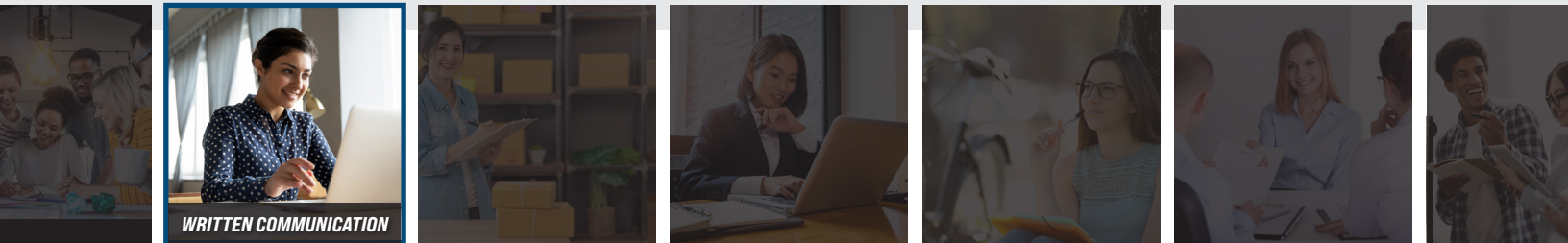




**1 HOUR**  
SEAT TIME

# WRITTEN COMMUNICATION

This course covers electronic communication tools and describes how to consistently employ strategies to develop written materials that are clear and concise, as well as create effective and appropriate electronic business communications.



## TOPIC MODULES:

### **Write Like a Professional** - 15 min

- State the importance of effective electronic communication.
- Demonstrate the correct use of punctuation.
- Recount how to avoid common grammatical errors.
- List best practices for improving the clarity of writing.
- Describe best practices to help with editing communications.
- List best practices when writing for English as a Second Language speakers.

### **Workplace Communications** - 30 min

- Describe how to select the tone of, and correctly format, a business email.
- Outline email etiquette best practices.
- Restate approaches which can be relied upon when using work chat platforms.
- Identify the components of a business letter.
- Recognize that different forms of workplace communication are utilized depending on the message and the audience.

### **Meeting Communications** - 15 min

- Identify and define vocabulary related to business meetings.
- Describe how to coordinate meetings.
- Create professional and effective meeting artifacts.



# PERSONAL FINANCIAL MANAGEMENT

In this course, students will learn about income and common deductions, strategies for building and maintaining good credit, and approaches and tools students can use to budget and make solid financial decisions.



**Part of the Employability Skills Training Package! Starting at \$99!**

## TOPIC MODULES:

### **Understanding Income -** 15 min

- Explain the different types of income and wages.
- Recognize methods for calculating wages.
- List common wage deductions.
- Explain the relationship between withholdings, taxes, and paycheck size.

### **Future Proofing Your Credit -** 15 min

- Recognize the advantages and disadvantages of credit.
- Explain how maintaining a good credit score increases your financial and employment opportunities.
- Describe strategies for maintaining a good credit score.

### **Managing a Personal Budget -** 30 min

- Recognize a personal budget as a tool to meet financial goals.
- Describe the process of creating a personal budget.
- Identify the components of a personal budget.
- List strategies and tools for creating and maintaining a personal budget.
- Select appropriate financial decisions to meet a goal working within a budget.



**1 HOUR  
SEAT TIME**

# WORKPLACE FINANCIAL MANAGEMENT

This course provides practical workplace financial management skills that will allow students to effectively manage resources to maximize progress towards a business goal. Students will be introduced to common terms and strategies for determining the success of a potential business venture and interpreting financial documents.



**Part of the Employability Skills Training Package!**

**Starting at \$99!**

**WORKPLACE FINANCIAL  
MANAGEMENT**

## TOPIC MODULES:

### **Predicting Profitability** - 20 min

- Explain the role of variable & fixed costs when calculating the break-even point.
- Recognize the break-even point as a tool for determining the success of an enterprise.
- Compare the terms profit margin and markup.
- Explain markup pricing strategies for determining an appropriate selling price.

### **Reading the Books** - 10 min

- Compare the terms revenue, expenses, and profit.
- Interpret an income statement.

### **Budgets** - 15 min

- Recognize that budgets are flexible financial tools that can be customized to meet specific financial goals.
- Explain how a budget drives the operating decisions of an organization or project.
- Describe the process of creating an operating budget.
- List components of a general operating budget.

### **Strategic Financial Planning** - 15 min

- List strategies for forecasting financial needs.
- Explain the importance of managing the days cash on hand for sustained operation.
- Recognize the role of investment as a tool for meeting short and long-term growth goals.
- Identify ways to invest.





**2 HOUR  
SEAT TIME**

# COMMUNICATION SKILLS

Communication Skills course has a media-rich and mobile-friendly online format that makes it accessible anywhere, anytime. The course consists of interactive modules discussing how to effectively communicate, with an emphasis on understanding the importance of superb communication skills.



**COMMUNICATION SKILLS**

**Part of the Employability Skills Training Package!**

**Starting at \$99!**

## TOPIC MODULES:

### **Introduction to Communication** - 15 min

- Define effective communication.
- Recognize that communication is constantly occurring.
- Identify types of nonverbal communication.
- Identify and practice effective communication skills.
- Recognize barriers that can lead to ineffective communication.

### **Fundamental Factors for Effective Communication** - 45 min

- Recognize how emotions affect the communication process.
- Identify your own strengths and weaknesses related to communication.
- Select examples of filters that influence communication.
- Recognize how past experiences impact the communication process.
- How cultural differences lead to communication style differences.
- List different types of contexts that influence communication.
- Recognize communication approaches that best fit the context.

### **Effective Listening** - 60 min

- Describe the elements of effective listening.
- Explain the benefits of effective listening.
- Identify the barriers to effective communication.
- Explain the role body language plays in creating a positive listening attitude.
- How to create a listening mindset using framing, positive intent, and focus.
- Engage in and model active listening skills.





**2 HOUR  
SEAT TIME**



# CYBERSECURITY ESSENTIALS FOR WORK

This course provides a solid foundation of essential cybersecurity knowledge employees, interns, and students should possess in order to make them informed and engaged digital citizens poised to protect an organization's electronic data and digital infrastructure from common cybersecurity threats.



**Part of the Employability Skills Training Package! Starting at \$99!**

## TOPIC MODULES:

<b>Introduction to Cybersecurity</b> - 20 min	<ul style="list-style-type: none"><li>• Recognize why cybersecurity is important to your organization.</li><li>• List the different types of cybersecurity threats and vulnerabilities.</li><li>• Describe the types of information that must be protected due to law requirements.</li><li>• Describe the best practices you can use to reduce cybersecurity risks.</li></ul>
<b>Cyber Hygiene</b> - 30 min	<ul style="list-style-type: none"><li>• Explain the considerations when sending sensitive information.</li><li>• Describe the importance of situational awareness.</li><li>• Recall best practices to keep your information secure.</li><li>• Define the internet of things (IoT) and cyber hygiene.</li><li>• Identify how the use of common, everyday devices can pose cybersecurity risks to both yourself and your employer.</li></ul>
<b>Insider Threats</b> - 30 min	<ul style="list-style-type: none"><li>• Describe social engineering and how it is used to trick employees.</li><li>• Recognize the importance of detecting and reporting potential insider threats.</li><li>• Recognize indicators of insider threat behavior.</li><li>• Comply with counterintelligence and security reporting requirements.</li></ul>
<b>Don't Take the Bait!</b> - 40 min	<ul style="list-style-type: none"><li>• Explain why phishing poses a threat to you and your organization.</li><li>• Explain why links and attachments can be dangerous.</li><li>• Describe the different ways in which you could be targeted.</li><li>• Describe common signs that you have been infected by ransomware.</li><li>• Explain best practices when receiving phone calls to avoid falling victim to social engineering attacks.</li><li>• Describe the importance of timely reporting.</li></ul>



**2 HOUR  
SEAT TIME**

# TEAMWORK

This course covers strategies and techniques that will help you become a more effective and valued team member. Working on a team means that you have to be able to successfully communicate and collaborate with others. As a result, learning constructive ways to acknowledge differences and show respect is critical.



**Part of the Employability Skills Training Package!**

**Starting at \$99!**

## TOPIC MODULES:

### **Teamwork Foundations** - 25 min

- Define the term "teamwork".
- Explain the benefits of teamwork.
- Identify the characteristics of effective teams.
- Identify the characteristics of effective team members.
- Recognize how to acknowledge team members' rights to have differing opinions.
- Identify ways to demonstrate tolerance and respect when interacting with teammates.
- Restate how effective communication contributes to a high functioning team.
- Describe the barriers to communication in teams.
- Recognize the role power dynamics have in communication.
- Explain how to give and receive feedback.
- Recognize strategies for working collaboratively with others.
- Identify strategies that increase the effectiveness of written communication.

### **Communication and Collaboration on Teams** - 30 min

### **Barriers to Effective Teamwork** - 40 min

- Explain why conflict can be a healthy process for a group of people.
- Recognize examples of resolving conflict through improved communication.
- Identify which collaborative conflict resolution technique should be used.
- Identify strategies for handling aggressive and passive-aggressive people.
- Identify strategies to employ when having difficult conversations.
- Recognize the characteristics of unconscious bias.

### **Leadership within a Team** - 15 min

- Recognize the characteristics of a good leader.
- Define the term "non-positional leadership".
- List the benefits of non-positional leadership.
- List strategies to demonstrate leadership qualities.





1 HOUR  
SEAT TIME

# MATERIALS MANAGEMENT

This course covers the various roles and responsibilities that fall under materials management and why it is a critical component to the success of a business.



Part of the Employability Skills Training Package! Starting at \$99!

MATERIALS MANAGEMENT

## TOPIC MODULES:

### **Materials Management Foundations** - 10 min

- Define materials management and its role in running an effective business.
- Recognize the benefits and responsibilities of materials management for various career paths.

### **Materials Management Inventory, Purchasing, and Storage** - 20 min

- Explain the importance of materials management for businesses.
- List strategies for managing inventory.
- Identify safe practices for storing materials.

### **Managing the Movement of Materials** - 15 min

- Recognize the benefits and limitations associated with the modes of transportation used to distribute materials.
- Select an appropriate transportation mode given demands on cost, speed, or quantity.

### **Selecting Materials and Ensuring Sustainability** - 30 min

- List strategies for the selection of material resources.
- Identify considerations of material, cost, and source on the selection of materials.
- Recognize that minimizing the environmental impact of materials has long term benefits.
- Describe eco-friendly practices for sustainable materials management.



# CRITICAL THINKING

This course provides students with the strategies and practices to refine critical thinking skills and increase their abilities to conquer challenges and engage in a global community. Students will learn to apply the critical thinking process to creative thinking, decision-making, and problem-solving



Part of the Employability Skills Training Package!

Starting at \$99!

## TOPICS:

### **Critical Thinking Foundations** - 25 min

- Define critical thinking and its significance in personal development and in growing your career.
- Recognize the skills that intersect with critical thinking skills.
- Explain the critical thinking process.
- Select a resolution in a given situation by utilizing the critical thinking process.

### **Reasoning and Strategic Thinking** - 20 min

- Define and compare the three types of reasoning.
- Recognize how reasoning supports critical thinking and the critical thinking process.
- Evaluate sources using methods of reasoning.
- Describe how the process of strategic thinking complements the process for critical thinking.
- List tools and strategies for strategic thinking.

### **Organizing and Planning** - 20 min

- Recognize the importance of effective organizing and planning when using the critical thinking process.
- Describe how metacognition, cognitive flexibility, and reasoning skills contribute to critical thinking skills.
- List tools for organizing thoughts, information, or tasks.
- Explain strategies for prioritizing.
- Outline a process for planning steps or procedures.

**Critical Thinking  
Process for Creativity -**  
30 min

- *Recognize the relationship between thinking critically and thinking creatively.*
- *Define creativity and how it benefits personal and professional growth.*
- *Define how the critical thinking process leads to innovative and novel ideas/solutions.*
- *Describe how cognitive flexibility, curiosity, and objectivity support creative thinking.*
- *List strategies to improve creative thinking skills.*
- *Model using the critical thinking process for creative thinking.*

**Critical Thinking for  
Decision-Making -** 40 min

- *Describe the benefits of developing your decision-making skills.*
- *Apply the critical thinking process to making decisions.*
- *Recognize the importance of challenging assumptions or bias to making decisions.*
- *Explain how our biases can influence the lens through which we interpret information.*
- *Describe how to identify unreliable content sources.*
- *Describe strategies for considering options and outcomes of decisions.*
- *Communicate the reasoning behind decisions.*
- *Translate decisions into action plans.*
- *Model using the critical thinking process for decision-making.*

**Critical Thinking for  
Problem-Solving -** 45 min

- *Describe the benefits of developing your problem-solving skills.*
- *Explain the importance of approaching problem-solving in a procedural way.*
- *Describe how the critical thinking process can be applied to problem-solving.*
- *List strategies to improve problem-solving skills.*
- *Re-state how to break down complicated issues into smaller pieces.*
- *Recognize the importance of challenging assumptions or biases when solving problems.*
- *Describe the role of emotional intelligence, cognitive flexibility, and objectivity in supporting problem-solving.*
- *Recognize types of solutions when problem-solving.*
- *Model using the critical thinking process for problem-solving.*