Professional Skills Library Catalog

AI Course Collection

Course	Duration (minutes)
AI Fundamentals	10
Boosting Productivity with AI Tools and Platforms	12
Safe and Responsible Use of AI	10

Data Privacy and Cybersecurity

Course	Duration (minutes)
HIPAA for Business Associates	50
HIPAA for Business Associates, Non-Healthcare Industries	50
HIPAA for Business Associates: Florida	70
HIPAA for Business Associates: Texas	70
HIPAA for Covered Entities	65
HIPAA for Covered Entities: Florida	65
HIPAA for Covered Entities: Texas	70
Incident Response	30
Payment Card Industry Data Security Standard (PCI DSS)	30
Threat Detection and Threat Hunting	30

Ethical Practices

Course	Duration (minutes)
Anti-Bribery and Anti-Corruption	30
Anti-Bribery and Anti-Corruption for Contractors	25
Anti-Money Laundering	30
Antitrust	30
Conflicts of Interest	30
Corporate Governance	10
Environmental Sustainability	10
How to Handle Whistleblower Reports	10
Insider Trading	30
Microaggressions	30
Social Responsibility	10
Understanding Telemarketing Regulations: TCPA and TSR	30

Soft Skills

Course	Duration (minutes)
Active Listening Skills in the Workplace	9
Building Rapport and Expressing Empathy in Customer Service	10
Building Teams Through Collaboration	10
Conflict Resolution and Communication in the Workplace	25
Critical Thinking and Problem-Solving	10
Decision-Making	15
Driving Innovation	10
Empathy and Emotional Intelligence for Leaders	10
Evaluating Change	10
Handling Difficult Customers	10
Having Effective Difficult Conversations	10
Leadership Essentials	30
Leading Change	10
Leading Remote Performance Development	10
Leading Through a Crisis	10
Presentation Skills	15
Strategic Thinking	10
Time Management	10
Understanding Customer Needs	10
Verbal Communication Skills for Customer Service	10
Words Matter: Using Inclusive Language in the Workplace	10
Written Communication Skills for Customer Service	10

Wellness

Course	Duration (minutes)
Building Remote Work Culture	10
Burnout Prevention Strategies for Employees	10
Developing Mental Health Coping Strategies	10
Employee Wellness for Work Productivity	30
Management Strategies for Preventing Employee Burnout	10
Mental Health Awareness	15
Mental Health: Supporting Colleagues	10
Office Ergonomics	10
Positive Psychology: The Workplace Happiness Hack	10
Stress and Anxiety Management	10

Workplace Safety

Course	Duration (minutes)
Active Shooter Primer	10
Active Shooter Response	20
Bloodborne Pathogens Awareness	40
Cardiopulmonary Resuscitation (CPR)	10
COVID-19 Safety in the Workplace	30
Drugs and Alcohol in the Workplace	30
Electrical Safety	10
Emergency Preparedness	10
Fall Protection and Ladder Safety	30
Fire Safety	30
First Aid Basics	10
Materials Handling: Forklifts, Cranes, and Manual Handling	30
Noise Exposure	10
Personal Protective Equipment (PPE)	10
Slips, Trips, and Falls	30
Workplace Health and Safety	50
Workplace Health and Safety Essentials	15
Workplace Health and Safety, Office and Remote	40