Mineral®

CLARKE & COMPANY
BENEFITS LLC

COURSE CATALOG

Learn

Contents

Learn courses

Pandemic Response

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

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

Learn courses

Compliance and Legal

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

Learn courses

Compliance and Legal

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

Computer and IT

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

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Customer Service

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

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Human Resources

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

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Professional Development

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

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Professional Development

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

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Professional Development

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

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Workplace Harassment Prevention

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

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Workplace Harassment Prevention

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

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Environment & Climate

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

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Environment & Climate

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

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Workplace Safety

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

Note: Column headers span "COR" over CORE, "PREMIUM" over WHP and WS.

Learn courses

Workplace Safety

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

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Workplace Safety

		CORE	PREMIUM			
COURSE NAME		CORE	WHP	WS	LENGTH (MINS)	SPANISH
Hand and Power Tool Safety				✓	20	✕
Hand and Power Tools				✓	23	✓
Hazardous Materials Transportation: Classification				✓	40	✕
Hazardous Materials Transportation: General Awareness				✓	35	✕
Hazardous Materials Transportation: Loading and Unloading				✓	20	✕
Hazardous Materials Transportation: Marking, Labeling, and Placarding				✓	35	✕
Hazardous Materials Transportation: Packaging				✓	30	✕
Hazardous Materials Transportation: Shipping Papers				✓	20	✕
Healthcare: Personal Protective Equipment (PPE)				✓	20	✕

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Workplace Safety

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

Learn courses

Workplace Safety

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

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Workplace Safety

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

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CORE Essential Courses
WHP Workplace Harassment Prevention Courses
WS Workplace Safety Courses

✓ Available   ✕ Not Available

Workplace Safety

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

About

Mineral is the HR and compliance leader for growing businesses. Through a combination of data, technology and human expertise, our proactive solutions take the guesswork out of HR and compliance, giving clients peace of mind. To learn more, visit **trustmineral.com**.

Have questions? Let's connect.

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