

Effective 12.1.2024, a new set of Playlists will be available to Training Coordinators for assignment to Learners. The content in these Playlists were selected based on feedback from the Spring 2024 Training Coordinator survey. Four Playlists have been built in these primary areas: Communication, Leadership/Management, Project Management, and Warehouse Safety.

Playlist Title	Courses	Total Time	Per Module	Level	Rating
Communication	Be Assertive, Not Aggressive	25 min		Beginner, Intermediate	4.5 Stars
	Communicating Through Body Language (Series)	34 min			4.5 Stars
	Introduction		6 min	Beginner, Intermediate	
	Position		7 min	Beginner, Intermediate	
	Movement		7 min	Beginner, Intermediate	
	At Work		7 min	Beginner, Intermediate	
	Reading		7 min	Beginner, Intermediate	
	Effective Writing Skills: Basic Grammar Rules	7 min		All Levels	4.5 Stars
	Communication Toolkit (Series)	34 min			4.5 Stars
	Becoming a Master Communicator		7 min	Intermediate, Expert	
	Overcommunicating		6 min	Beginner, Intermediate	
	The Power of Storytelling		9 min	Intermediate, Expert	
	Nonverbals & Body Language		11 min	Beginner, Intermediate	
	A Guide for Healthy Communications	88 min		All Levels	4.5 Stars
Leadership Management	Exceptional Leadership Communication: (Series)	91 min			4.5 stars
	Introduction		3 min	Intermediate	
	The 6 Leadership Communication Principles		8 min	Intermediate	
	Balancing Relational and Operational Communication		6 min	Intermediate	
	Psychological Safety		8 min	Intermediate	
	Building Trust with Your Team - Credibility		7 min	Intermediate	
	Building Trust with Your Team - Authenticity		5 min	Intermediate	
	Building Trust with Your Team - Vulnerability		6 min	Intermediate	
	Defining Your Team Culture		12 min	Intermediate	
	Effectively Giving Feedback		9 min	Intermediate	
	How to Properly Use Urgency		12 min	Intermediate	
	How to Effectively Inspire Your Team		12 min	Intermediate	

Management

	Conclusion		3 min	Intermediate	
	Increasing Your Emotional Quotient (Series)	33 min			4.5 stars
	Part 1 of 6: Build Your Intrinsic Motivation		5 min	All Levels	
	Part 2 of 6: EQ vs. IQ: What's the Difference?		5 min	All Levels	
	Part 3 of 6: Improve Your Self-Regulation		6 min	All Levels	
	Part 4 of 6: Increase Your Self-Awareness		7 min	All Levels	
	Part 5 of 6: Strengthen Your Empathy		5 min	All Levels	
	Part 6 of 6: Skills to Navigate Social Interactions		5 min	All Levels	
	Creating Engagement Among Employees	45 min		Beginner, Intermediate	4.5 stars
	Leading More with Less	18 min		All levels	4.5 stars
	Being a Positive Role Model	4 min		Intermediate, Expert	4.5 stars
Project Management (PMP Prep)	PMP® Certification PMBOK® 7 (Series)	21 hrs			4.5 stars
	PMP and Certification Overview (Part 1 of 5)		87 min	All Levels	
	Project Management Principles (Part 2 of 5)		183 min	All Levels	
	Project Performance Domains and Tailoring (Part 3 of 5)		653 min	All Levels	
	Models, Methods and Artifacts (Part 4 of 5)		296 min	All Levels	
	Project Delivery and Exam Prep		66 min	All Levels	
Project Management	Project Management Fundamentals (Series)	68 min			4.5 stars
	Project Management Introduction (Part 1 of 10)		6 min	All Levels	
	Characteristics of Projects (Part 2 of 10)		7 min	All Levels	
	Prioritizing Project Work (Part 3 of 10)		6 min	All Levels	
	The Project Management Life Cycle Model (Part 4 of 10)		8 min	All Levels	
	The Five Processes of Project Management (Part 5 of 10)		6 min	All Levels	
	Types of Project Stakeholders (Part 6 of 10)		6 min	All Levels	
	The Stakeholder Analysis Matrix (Part 7 of 10)		8 min	All Levels	
	Stakeholder Analysis Alternatives (Part 8 of 10)		8 min	All Levels	
	Managing Project Constraints (Part 9 of 10)		7 min	All Levels	
Project Ranking Method (Part 10 of 10)		6 min	All Levels		
Warehouse Safety	Making Safety Work: Overview of Workplace Safety and Responsibilities	12 min		All levels	4.5 stars
	Introduction to OSHA	21 min		All levels	4.5 stars
	First Aid	16 min		All levels	4.5 stars
	DOT HAZMAT General Awareness	20 min		All levels	4.5 stars
	HAZWOPER (Series)	80 min			4.5 stars
	HAZWOPER Safety Orientation		18 min	Beginner, Intermediate	
	HAZWOPER Fire Prevention		22 min	Beginner, Intermediate	
HAZWOPER Heat Stress		21 min	Beginner, Intermediate		

Personal Protective Equipment (HAZWOPER)		19 min	All levels	
Forklift Safety: Industrial Counterbalance Lift Trucks	26 min		Beginner, Intermediate	4.5 stars