



**WORKFORCE ACCELERATION™**

# Training and development overview



**Insperity®**

*HR that Makes a Difference™*

# **Insperity training and development course catalog**

**This offering includes more than 2,000 courses\* from our business, liability management, environmental health & safety, information technology and desktop collections. This premium solution takes the guesswork out of choosing courses, enabling learners to easily find courses that fit their learning needs.**

**The Insperity® Workforce Acceleration™ solution offers a comprehensive human capital management solution that integrates your workforce management processes – payroll, HR administration, benefits and time tracking – with a level of service and attention that comes from more than 30 years in the industry.**

**\*Courses are subject to change without notice.**

## A premium learning platform

The robust learning management system allows you to take training past checking a box. Administrators can create personalized curriculums for new hire training, employee development, annual compliance training or any specific learning initiative.

### Employee features available

- Access to over 2,000 titles
- Completion certificates
- Track external training and/or certifications
- Group content into curriculums with due dates, auto enrollment rules, custom messaging, reminders and recurrence requirements
- Bulk enroll employees into courses or curriculums based on profile information
- Track instructor-led rosters
- Reporting dashboard

# Topics list

## Business skills

- Accounting and Finance
- Business Essentials
- Change Management
- Communication
- Conflict Resolution
- Customer Service
- Ethics
- Etiquette and Professional Image
- Innovation and Creativity
- Making Meetings Effective
- Marketing
- Negotiation Skills
- Office Basics
- Personal and Career Development
- Presentation Skills
- Project Management
- Quality Management
- Retention and Succession Planning
- Social Media
- Teamwork and Collaboration
- Time Management and Productivity
- Training and Onboarding

## Discrimination and anti-harassment (English and Spanish)

- General
- California
- Connecticut
- Delaware
- Illinois
- New York

## HR compliance

- Compensation
- Diversity and Respect
- Drugs and Alcohol
- HIPAA
- Hiring and Recruiting
- HR General
- HR Law
- Mentoring Programs
- Organizational Culture
- Risk Management
- Substance Abuse
- Workplace Violence

## Information technology and desktop

- Adobe Illustrator
- Agile
- Ajax
- Amazon Web Services
- Cisco
- Cloud Computing
- CompTIA
- CSS
- Cybersecurity
- Data Storage and Management
- Databases
- Evernote
- Google Apps
- HTML5
- IT Essentials
- IT Pro / Networking
- Java
- JavaScript
- Microsoft Access 2016
- Microsoft ASP.NET
- Microsoft Certifications
- Microsoft Excel 2013
- Microsoft Excel 2013
- Microsoft Excel 2016
- Microsoft Excel 2016
- Microsoft Excel 2016
- Microsoft Excel 2016
- Microsoft Excel 2019
- Microsoft Office 2016
- Microsoft Office 2016
- Microsoft Office 365
- Microsoft Office 365
- Microsoft OneNote
- Microsoft Outlook 2016
- Microsoft Outlook 2019
- Microsoft Power BI
- Microsoft PowerPoint 2013
- Microsoft PowerPoint 2016
- Microsoft PowerPoint 2016
- Microsoft PowerPoint 2016
- Microsoft PowerPoint 2019
- Microsoft Project
- Microsoft Publisher
- Microsoft SharePoint 2013
- Microsoft SharePoint 2016
- Microsoft Skype for Business
- Microsoft Teams
- Microsoft Word 2013

- Microsoft Word 2016
- Microsoft Word 2016
- Microsoft Word 2019
- Mobile
- Operating Systems and Servers
- Programming
- Sketch
- Software General
- SQL Server
- Web Development Fundamentals
- Windows 10
- WordPress

### **Leadership and management**

- Coaching and Counseling
- Communication for Leaders and Managers
- Conflict Resolution for Leaders and Managers
- Delegation and Empowerment
- Engagement and Motivation
- Leadership Essentials
- Leading Change
- Leading Innovation and Creativity
- Management Essentials
- New Manager
- Performance Coaching and Appraisal
- Team Building

### **Sales and service**

- Distance Selling
- Sales Essentials
- Sales Presentations

### **Workplace safety**

- Accident Investigation
- Asbestos
- Bloodborne Pathogens in First Response Environments
- Bloodborne Pathogens in Healthcare
- Bloodborne Pathogens: Exposure Incidents
- Bloodborne Pathogens: Methods of Control
- Bloodborne Pathogens: Recordkeeping
- Building a Lasting Culture of Safety
- Computer Workstation Safety
- Creating a Safe Industrial Workplace
- Dealing With Drug and Alcohol Abuse (Construction)
- DOT: Reasonable Suspicion of Drug and Alcohol Abuse
- Equipment Safety Essentials
- Ergonomics
- Fighting Fatigue in the Workplace

- Fire Safety 101
- First Aid
- Formaldehyde
- Hazard Communication
- Ladder Safety
- Lead Exposure (Business and Construction)
- Office Safety
- Personal Protective Equipment (PPE)
- Personal Protective Equipment in Construction Environments
- Safe Driving
- Safe Driving: Driving Defensively
- Safe Driving: Winter Weather
- Safe Housekeeping
- Safety Awareness
- SPCC Regulation
- Supported Scaffolding Safety in Industrial and Construction Environments
- The Key to Good Ergonomics
- Tuberculosis in a Healthcare Environment
- Workplace Safety

