

IRONWORKER CONTRACTOR UNIVERSITY

IronworkerContractorU.com

ONLINE TRAINING AVAILABLE TO CONTRACTORS, MEMBERS
AND THEIR FAMILIES. OVER 200 ACCREDITED COURSES.



The primary mission of Ironworker Contractor University is to support the business success of Ironworkers and Signatory Contractors. IMPACT proudly provides educational opportunities to Ironworkers and Ironworker Contractors in order to increase their management and leadership knowledge and skills so that they have opportunities to be more competitive in the industry, win more work, and excel in their careers. Our curriculum is structured around six core areas of competence: Safety Management, Field Supervision Development, Business Administration & Operations, Project Management, Leadership & Talent Management, and Lean Construction.

Furthermore, we recognize that education must be more mobile and more local. Consequently, members will have access to over 200 continuing education eLearning courses offered at a sharp discount by the leader in online continuing education training – Red Vector. All of our instructor-led and eLearning training courses will be supported by a new Learning Management System that provides members with access to current course materials, pre-work, and post-work for any IMPACT course they are registered for, and to monitor progress, completions, and transcripts.

The attached list of eLearning courses highlights the diversity of topics available to our members. We encourage you to take advantage of the numerous instructor-led and eLearning courses that IMPACT has to offer!

For more information about Ironworker Contractor University, please contact:

Cindy Menches, Ph.D., P.E., STSC

IMPACT Director of Contractor Training & Development

1750 New York Ave., NW, Suite 400

Washington, D.C. 20006

O: 202-393-1147

D: 202-383-4843

C: 202-294-1474

cmenches@impact-net.org

www.impact-net.org

A Better Construction Contract

This 2-hour course examines two types of Owner-Contractor agreements: (1) stipulated sum, and (2) cost plus a fee with a guaranteed maximum price (often called "GMP").

A Manager's Guide to Performance Appraisals

This 1-hour course covers the techniques required in employee performance evaluation. From first day expectations to end of year reviews, this course teaches you as a manager the professional way to get the best from your employees each and every day.

ABCs of Time, Goals & Purpose: The Big Picture

This 3-hour course reinforces the importance of goal setting, time management and the need to find a purpose for your life.

Accounting for Change Orders

This 2-hour course concentrates on the accounting for change orders – how change orders can be "kept track of" in an accounting system, and how their cost might be captured and their revenue recognized and realized.

Advancements in Concrete

This course will provide information on the latest advancements and innovations in the area of concrete construction.

AEC Success: How to Become a Top-Notch Industry Leader

Are you a positive powerful leader? Most engineers and other technical professionals

strive to become a "manager" and in many cases when they do, they micromanage the details of every project to no avail. This course will give you strategies for becoming an exceptional leader. One that inspires his or her team into taking action towards a common goal. In this course, we will challenge you to make an opportunistic mind shift.

AEC Success: How to Communicate and Present Effectively

Do you communicate effectively? Engineers and other technical professionals typically work on teams and projects that require constant communication. Your ability to communicate effectively will impact your relationships and your results, both professionally and personally. This course will give you tips to help you transform into a comfortable, confident communicator.

AutoCAD 2014: Part 1 - Introduction

This course presents a hands on introduction to the AutoCAD® 2014 program and is the first in a series of courses on the 2014 release. You will be introduced to the AutoCAD® 2014 program and take a look at it's basic features.

AutoCAD 2014: Part 2 - Editing Techniques

This course presents a hands-on introduction to the AutoCAD® 2014 program and is the second in a series of courses on the 2014 release.

In this course, you will be exploring the AutoCAD® 2014 program in more detail and looking at layers, object properties, modifying objects, and adding text annotation to drawings.

AutoCAD 2014: Part 3 - Editing & Construction

This course presents hands on introduction to the AutoCAD® 2014 program and is the third in a series of courses on the 2014 release.

In this course, we shall cover construction lines, auto mode, hatching, dimensioning, and setting up dimension styles. We will have a practical application where we apply all of the above to a real-life situation.

AutoCAD 2014: Part 4 - Drawing Aids and Utilities

This course presents a hands on introduction to the AutoCAD® 2014 program and is the fourth in a series of courses on the 2014 release.

In this course, we will look at how to create and work with groups, blocks, annotation, and utilities. We'll look at how to set up and use the coordinate systems. And then, we shall have a practical application where we apply the above to a real life problem.

AutoCAD 2014: Part 5 - Template, Layouts, and Viewports

This course presents hands on introduction to the AutoCAD® program and is the fifth in a series of courses on the 2014 release.

In Part 5 of our lecture series on AutoCAD® 2014 we shall cover layouts, layout templates, viewports, plotting, exporting, and at the end we shall have a practicum.

AutoCAD 2014: Part 6 - Advanced Editing & Annotation

This course presents hands on introduction to the AutoCAD® program and is the fifth in a series of courses on the 2014 release.

In Part 5 of our lecture series on AutoCAD® 2014 we shall cover layouts, layout templates, viewports, plotting, exporting, and at the end we shall have a practicum.

AutoCAD/Land Desktop - Plotting Basics

Aimed primarily at those completely new to plotting AutoCAD drawings, this course will take you on a cruise to the island of Plo Ti Tout (plot it out) and guide you through the process of finding a drawing and creating a polished plot from a drawing with previously established plotting standards. It will also address a method of creating a plot from a drawing for which no standards have been established. If you are not careful, you may learn some of the secrets of the CAD gods.

Basic Blueprint Reading & Related Math

Blueprints are like a game plan for the construction team, and being able to read them is a skill everyone needs to know. That includes everyone from the architect, to the contractor, to the engineer, to the people who physically build the structure. They all make important decisions based on blueprints. Part of being able to read blueprints includes recognizing common elevation symbols, and having some basic math skills. This 3-hour course covers those areas. It also reviews the basic parts of a residential blueprint, as well as how to read elevations.

Basic Report Writing

All of us professionals need at one time or another to convey our findings to somebody. This course will help you convey what you have to say better. Does that last sentence end with a preposition? Oh, oh, is that wrong? Is there a better way to say it? This 1-hour course will help brush up on those old rules (and maybe bust some rules as well!).

BIM Essentials

This course will provide essential information regarding the latest Building Information Modeling (BIM) technology. BIM is the one of the most promising developments in the architecture, engineering and construction industries. This technology allows development and construction of an accurate virtual model of a building and provides critical support for construction and procurement activities. As a result of attending this course, you will gain valuable knowledge and training for producing integrated designs, better quality buildings, lower costs of construction, and reduced project durations.

Building Information Modeling (BIM) - An Introduction

This course exposes you, the planning, design, and/or construction professional, to the importance of using BIM (Building Information Modeling). It teaches you to work collaboratively throughout projects and helps you develop a thorough understanding of how BIM improves productivity throughout the design and construction process.

Building Information Modeling (BIM) - Tools

This course provides a review of BIM model generation technology and the tools and functional distinctions that can be used for assessing and selecting among them.

Building Information Modeling (BIM) for Contractors

Utilizing BIM technology has major advantages for construction that save time and money. An accurate building model benefits all members of the project team, allowing for a smoother and better planned construction process that reduces the potential for errors and conflicts. This course explains how a contractor can obtain these benefits and what changes to construction processes are desirable.

Business Communications: Effective Email

This 2-hour course covers the fundamentals of Effective Professional Email. Electronic mail is a new communications media with new characteristics and professional use of this media can be powerful and effective. Learn how to develop a strong personal style, choose powerful vocabulary, and get results. You must have Flash Player Version 7 or higher to view some parts of this course. We also recommend you view this course in Internet Explorer.

Business Communications: Effective Meetings

This 2-hour course covers the fundamentals of effective professional meetings. Meetings are a frequent (if not daily) part of business. With a small amount of preparation, meetings may be

made more effective and efficient. Learn how to plan and attend various types of meetings, develop a strong personal style, and get meaningful results from each meeting you organize or attend.

Business Communications: Effective Professional Presentations

The organization and crafting of a presentation is essential to its success. This 2-hour course covers the fundamentals of effective professional presentations. This course will help you learn preparation strategy and psychology as well as help you develop a strong personal style and powerful vocabulary that gets the best results.

Business Communications: Letters

Every letter represents you and your firm. Professional use of letters can be powerful and effective in every aspect of business, from securing a job, thru successful negotiations, to keeping satisfied clients. This 2-hour course covers the fundamentals of effective professional letters. Learn how to develop a strong personal style, choose powerful vocabulary, and get results.

Business Management: Brief Overview

This one hour online course is aimed at helping contractors manage their businesses. Topics covered include:

- Defining business management
- The five critical management areas
- Developing comprehensive business and financial plans

Business Reality Check: Pitfalls on the Path to Prosperity

This 2-hour course is tailored to increase the awareness of specific problems that businesses face. Possessing such information provides the foresight necessary to minimize the effects of these problems, if not outright avoid them. This course is complimented by "Launching a Successful Start-up Business: Entrepreneurial Basics", which provides an overview of issues primarily relevant to start-up businesses.

Business Writing: E-Mail Techniques

This 1-hour online interactive course teaches you how to use electronic mail to focus and present information effectively, so that you can immediately capture your reader's attention and then hold it by arranging the details in a logical sequence. This course presents techniques for improving your writing style and discusses the common mistakes people make when writing email. You'll learn how to recognize bad habits and to incorporate good habits into your daily email routine.

Classes of Fires and Extinguishers

A fire can happen at any time and at almost any place. In order to respond safely to a fire emergency, personnel must be able to identify the type of fire and select the correct type of fire extinguisher to put the fire out. This course will help reinforce your understanding of how to identify different classes of fires and different types of fire extinguishers.

Coaching for Better Performance

This 1-hour online interactive course is designed to help you become a coach in the very best sense of the word.

Communication & Leadership

This course teaches the basics of communication and leadership. The communication portion of the course focuses on the different modes and styles of communication, and how you can use this information to better communicate with a variety of people. The leadership portion of this course will help managers become better leaders by teaching them different leadership techniques, and when to use them. It also teaches managers how to determine what motivates employees, and how to build teams.

Confined Space Entry

This course will help to reinforce your understanding of the hazards associated with confined spaces and what you can do to protect yourself from them.

Confined Spaces in Construction

This course will define “confined spaces” and discuss hazards associated with confined space entry. You will learn about emergency procedures associated with confined space entries so you can understand the roles and responsibilities of all involved. This course will provide imagery of various entry points and will identify abnormal behavior and inconsistencies as well as show the proper techniques for monitoring confined spaces.

Construction Claims: Acceleration

This 1-hour online course provides a basic understanding of the two types of acceleration: directed and constructive, as well as a basic overview of acceleration in general.

Construction Claims: Changed Work

This 2-hour online interactive course provides a basic understanding of types of changes in work—directed or constructive change—and changed conditions.

Construction Claims: Delay

This 3-hour online interactive course provides a basic understanding of the types of delays in terms of impact and responsibility—non-prejudicial, prejudicial, excusable, compensable, noncompensable, and nonexcusable—and concurrent delays.

Construction Claims: Labor Productivity Loss

This 3-hour online interactive course provides a basic overview of what is lost productivity and how to calculate damages resulting from it.

Construction Claims: Termination

This 1-hour online interactive course provides a basic understanding of the type of claim that results when an owner or contractor stops work on a project or stops a project altogether before the project has been completed.

Construction Contract Law

This 2-hour course will provide a general introduction to construction contract law. The discussion will include basic principles of

contracts in general, as well as key aspects of construction contracting, including contracts between project owner and contractors, and between owners and their design professionals.

Construction Contract Law Case Notes & Articles

This 4-hour online course on construction contract law consists of information from over 30 case summaries. These summaries include commentary and risk management ideas relevant to architects, engineers, professional consultants, construction managers, project managers, project owners, contractors and subcontractors.

RV-7516 - Construction Contract Time

The text of this 1-hour course is taken from the Federal Highway Administration's Technical Advisory on construction contract time. While the Technical Advisory is specifically written for highway projects, any of the same concepts apply to other types of construction projects.

Construction Project Delivery Systems

This one hour course will provide an overview of the key attributes of project delivery systems.

Construction Project Documentation: Navigating Pitfalls

This course will show you how to successfully document your construction projects.

Cost Estimating: Fundamentals

Engineers, architects and contractors are often asked to prepare cost estimates when working on a new project. This 1-hour course takes you through the process discussing where, in the various stages in project development, cost estimates are made.

Crane Safety

Cranes are the workhorses that are utilized for economic growth and to complete major construction activities around the country- not only construction, but mining, logging, maritime operations, and maintenance of industrial facilities. There are hazards that come with the operation of cranes and can result in serious injuries and death. This webcast is designed to provide the basic information necessary for safe operation of cranes.

Design-Build - An Introduction

This 2 hour course will review the most critical aspects of the design-build process, starting with why the process is being used by owners and concluding with some of the most common challenges of the system.

Design-Build Professional Liability Risk Management & Insurance - Introduction

This 2 hour course addresses professional liability exposures of the design professional and contractor on projects that utilize the design-build method.

Design-Build Project Delivery System

This 5-hour online course is the first part of a two part comprehensive course that explains

how the system works and why it is successful today.

Design-Build: Lessons Learned - Series 2, Part 1

This 4-hour course on the Design-Build industry is part of a series of courses based on Design-Build Lessons Learned, an annual publication that analyzes the facts and lessons to be learned from reported design-build decisions.

Design-Build: Lessons Learned - Series 2, Part 2

This 4-hour course on the Design-Build industry is part of a series of courses based on Design-Build Lessons Learned, an annual publication that analyzes the facts and lessons to be learned from reported design-build decisions.

Design-Build: Lessons Learned - Series 2, Part 3

This 4-hour course on the Design-Build industry is part of a series of courses based on Design-Build Lessons Learned, an annual publication that analyzes the facts and lessons to be learned from reported design-build decisions.

Developing & Managing a Project Budget

This 4-hour course introduces the cost management concepts that are commonly used to create and control a project budget.

Developing an Employee Safety Training Program

People working in facilities, and in industry, need a solid foundation with respect to safety training, and leading people, and employees.

So, this course will provide you with that solid foundation that will help you in developing a valid, and detailed, safety training program for your group.

Effective Communication

The purpose of this course is to teach you about the various communication methods that can be used in your work place. In this course you will learn about the three most common types of communication (i.e., verbal, written, and body language) and how to use communication to send messages, conduct meetings, and monitor a project's progress.

Essentials of Quality Management

This highly informative 1-hour online course explores the immensely valuable components of quality management. The material presented is essential for every professional and every manager who cares about the quality of the product or the service he or she provides.

Excel 2013 Essential Training I

In the Excel 2013 Essentials Training series, you will learn about the core features and tools in Excel 2013. This first course in the series introduces you to the new features of Excel 2013.

Excel 2013 Essential Training II

In Excel 2013 Essentials Training II, you will learn about the advanced features and tools in Excel 2013. This second course in the series introduces key Excel skills, such as modifying pivot tables and charts, working with multiple worksheets, and managing and formatting large amounts of data.

Fall Protection

In this course, we'll introduce you to when fall protection is needed, and the basic means by which fall protection can be achieved. We'll also look at basic types of equipment that can be used to provide fall protection, and we'll look at how to properly select, use, and care for a personal fall protection system.

Finance & Accounting for the Non-Financial Manager

This 4-hour online course is designed for the professional who needs to develop a working knowledge of finance and accounting in order to be a better manager.

Financial Management 1: Negotiating Contracts

This 1-hour course helps you develop the skills needed to price your services to ensure profitability on every job.

Financial Management 2 & 3: Pricing for Profits, Generating Cash and Getting Paid

This 2-hour course helps find new ways to generate cash and get your clients to pay quickly.

Financial Management 4: Accounting & Cash

This 1-hour online course helps you choose the appropriate type of accounting system to optimize your firm's cash flow.

Financial Management 5: Strategic Planning & Budgeting

This 1-hour course helps you master the strategic planning process and control your financial operations effectively.

Financial Management 6 & 7: Financial Controls, Monitoring & Project Budgeting

This 1-hour online course gives you the knowledge you need to choose a budget method that will control your firm's project costs.

Financial Management 8: Controlling Labor Costs

This 1-hour course helps you control labor and overhead costs and increase your likelihood of profitability on every project.

Financial Management 9: Purchasing

This 1-hour course helps you develop the attributes necessary to create a good purchasing, leasing, and renting system for your firm.

Fire Safety

This course will reinforce your understanding of how to prevent and manage fires in the workplace.

Forklift Safety Checks

This unit provides formal instruction in making forklift safety checks. The unit will present the structural checks, power system checks and operational checks that an operator should make before and during the operation of a forklift.

From Project Manager to Principal 1: Foundations of Management

This 1-hour course is the first chapter of the “From Project Manager to Principal” course series, and explores the tools each business person needs to develop into a successful manager. Concepts such as transitioning from project developer to a management position, behavior changes, self evaluation and leadership qualities are discussed.

From Project Manager to Principal 2: Marketing Your Services

This 1-hour course is the second chapter of the “From Project Manager to Principal” course series. The focus of this course is the importance of marketing to project management and the overall success of your business. The material presented will help you better understand the project manager’s role in creating winning proposals and successfully marketing your services.

From Project Manager to Principal 3: Negotiation Outcomes & Strategies

This 1-hour course is the third chapter of the “From Project Manager to Principal” course series. This course explores the “art” of negotiation between a firm and a client and the vital role that project managers play in the discussion process. Key concepts such as negotiation strategies, scope, and compromise are presented to help you better understand how to reach a mutually beneficial agreement with your clients.

From Project Manager to Principal 4 & 5: Manpower & Quality

This 1-hour course covers the fourth and fifth chapters of the “From Project Manager to Principal” course series, and it begins with a look at creating your work force. Important strategies for hiring, interviewing and managing your employees are presented. The course concludes by discussing the importance of quality management and outlines how to create an effective quality control program.

From Project Manager to Principal 6: Financial Management

This 1-hour course is the sixth and final chapter of the “From Project Manager to Principal” course series. This course looks at the financial responsibilities of the project manager. Topics such as choosing the appropriate accounting method and improving cash flow are presented. The course also includes an in depth look at over 100 ways to cut overhead costs.

Globally Harmonized System Overview

The Globally Harmonized System for the Classification and Labeling of Chemicals (GHS) was developed by the United Nations in an effort to better align regulations and standards governing the handling and transport of hazardous materials across different countries. This course covers the key elements brought about by the GHS and discusses how those elements have been incorporated into U.S. regulations, including OSHA’s Hazard Communication Standard.

Hazard Communication

By law, you have a right to understand how to protect yourself from the hazards that may exist in your workplace. Information about these hazards is provided by warning labels, documents, and training. This course will reinforce your understanding of how to obtain information about workplace hazards.

HAZWOPER 8 Hour Refresher

This HAZWOPER Refresher course serves as continuing education training for workers who have taken the prerequisite 24 or 40 hour HAZWOPER course and meets the requirements of OSHA CFR 1910.120 for 8 hours of annual refresher training.

HAZWOPER Introduction

Industry and government are working together to manage hazardous waste and reduce the amount of hazardous waste that is generated. Because there are serious hazards associated with hazardous waste operations, the Occupational Safety and Health Administration (OSHA) has developed the standard known as HAZWOPER to protect workers who are involved in hazardous waste handling or who respond to hazardous materials emergency.

How To Handle Customer Conflict

As long as you are in business you will have customer complaints - they never end. Your ability to acquire and retain customers is vital to your organization's long-term success. This 1-hour course provides you with useful tools to help turn unhappy customers into loyal customers. A customer relations self-evaluation

which will give you insight into how well your business is doing with regards to customer service is also available.

Leadership Challenge Part 1: What Leaders Do

This 1-hour course is the first in the series and introduces the five practices of exemplary leadership - model the way, inspire a shared vision, challenge the process, enable others to act, and encourage the heart. This course sets the stage for the remaining courses in the series. Actual case examples are provided from real people who have achieved remarkable success.

Leadership Challenge Part 2: Model the Way

This 2-hour course is the second in the series and assists you with the first of the five practices of exemplary leadership, "Model the Way". In order to become a leader, the necessary first step is to find your voice. You also must serve as a role model for what constituents are expected to be, and this course demonstrates how you can do that with helpful real-world examples.

Leadership Challenge Part 3: Inspire a Shared Vision

This 1-hour course is the third course in the series and covers the second of the five practices of exemplary leadership, "Inspire a Shared Vision". You'll learn why leaders need to be able to look beyond the present moment to see an ideal version of the future, and how this vision will need to be clearly communicated in order

to enlist others in making this dream a reality. You will also learn that effective leaders are positive and expressive in communicating and are able to forge a shared agenda.

Leadership Challenge Part 4: Challenge the Process

This 2-hour course is the fourth in the series and covers the third of the five practices of exemplary leadership, "Challenge the Process". It shows you how leaders understand that change is a constant, and proactive individuals seize the moment, and use times of change to create something better than previously thought possible.

Leadership Challenge Part 5: Enable Others to Act

This 2-hour course is the fifth in the series and covers the fourth of the five practices of exemplary leadership, "Enable Others to Act". The best work occurs when more than one person contributes, so this course will show leaders how to create a climate of trust and facilitate positive interdependence in order to maximize the potential for collaboration.

Leadership Challenge Part 6: Encourage the Heart

This 2-hour course is the last in the series and covers the fifth and final of the five practices of exemplary leadership, "Encourage the Heart".

Managing Generation X

This 1-hour course examines the different characteristics of Generation X relative to other generations present in the workplace and of-

fers effective strategies to bring out the best in this vital group of workers.

Motivating and Mentoring - A Profit Center

This 1-hour course is intended to review and reinforce motivational and mentoring concepts that you may have used or evaluated in your profession. If you are starting a career as a manager, hopefully some of these concepts will provoke thought about how to motivate or mentor peers or employees in your company.

Motivating Employees: Getting the Most from Your Team

This 1-hour course covers the importance of motivating employees along with methods that can be used to motivate. Several case studies are introduced to give specific examples of how this information can be put to use with employees and leaders of an organization.

OSHA 10 Hour Construction Program

The Occupational Safety and Health Administration (OSHA) recommends Outreach Training Program courses as an orientation to occupational safety and health for workers. And while workers may need additional training based on OSHA standards and the specific hazards of their jobs, RedVector's OSHA-online 10-Hour Construction Industry Outreach Training program can help inject entry-level workers with critical knowledge on a variety of OSHA-regulated safety and health topics.

OSHA 30 Hour Construction Program

OSHA 30-Hour Construction is an OSHA-Authorized online course featuring the required steps for completing OSHA Outreach training and receiving an OSHA 30 Card. This online training covers everything from Electrical Hazard Safety to Fall Protection. ClickSafety's OSHA 30-Hour Construction course is a proven way to receive a valid OSHA 30-Hour Card and achieve the safety level required by your company for work in the construction industry.

OSHA Concrete and Masonry Construction

This online course is a brief review of Concrete and Masonry Construction Regulations as posted under Subpart Q, Part 1926, from OSHA's Safety and Health Regulations for Construction.

OSHA Electrical Regulations

This 5-hour course is a brief review of Electrical Regulations as posted under Subpart K, Part 1926, from OSHA's Safety and Health Regulations for Construction

OSHA Fatal Accidents & Prevention

This online course is developed from OSHA accident reports and is taken directly from OSHA's Fatal Facts.

OSHA Fire Protection & Prevention

This 4-hour course is a review of OSHA's Fire Prevention and Protection Regulations taken directly from Subpart F, Part 1926, Safety and Health Regulations for Construction.

OSHA Recordkeeping: General Recording Criteria

This 2-hour course is designed to teach you when and how to record such things as days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or a workplace death. You will learn not only the general requirements that apply to such events, but also how and when to return an employee to the workplace.

OSHA Safety: Stairways and Ladders

This 1-hour course discusses stepladders, portable ladders, fixed ladders, and all OSHA safety equipment requirements to keep you and your employees out of harm's way.

OSHA Signs, Signals & Barricades

This one hour course is a brief review of Signs, Signals and Barricades Regulations as posted under Subpart G, Part 1926, from OSHA's Safety and Health Regulations for Construction

OSHA Tools - Hand and Power

This course is a brief review of Government Regulations regarding Tools- Hand and Power as posted under Subpart I, Part 1926, from OSHA's Safety and Health Regulations for Construction.

OSHA Welding and Cutting

This 2-hour course is a brief review of Government Regulations regarding Welding and Cutting as posted under Subpart J, Part 1926, from OSHA's Safety and Health Regulations for Construction.

Outlook 2013 Essential Training

The course shows how to master fundamental Outlook features including sending and receiving email, creating an address book, and scheduling activities and tasks. It also covers basic administrative tasks including calendar and contact management. We will also cover more advanced Outlook features, including the new elements for handling mail so you can better manage and organize your Inbox.

Personal Protective Equipment

This 1-hour course focuses on what is involved with facilitating a personal protective equipment program. The course examines how to identify and evaluate hazards in the workplace, how to determine if using PPE is an appropriate control measure, and if so, what type will be used. The course also covers employee training, and helpful information on selecting appropriate PPE.

Personal Protective Equipment

Various types of protective clothing protect workers from many job-related hazards, and protective equipment protects a worker's head, hands, and feet. In certain situations, a worker may also need equipment that provides respiratory protection and fall protection. This course will help build and reinforce your understanding of the types of clothing and equipment that can protect you from hazards associated with your job.

PowerPoint 2013 Essential Training

In the PowerPoint 2013 Essential Training course, you will be introduced to the new features and learn how to engage an audience with professional presentations that successfully deliver a quality message. In this course we will take a look at what is new in PowerPoint 2013 and review the basic features and functions.

Preventing and Investigating Accidents

This 2-hour course is taken from OSHA material and is broken down into two sections: (a) preventing accidents and (b) investigating accidents. The first part focuses on how employers can prevent accidents by conducting a job hazard analysis.

Principles of Design-Build

This 1-hour course will provide an overview of design-build. It will begin with an historical perspective, and then move into the key structural, procurement and contractual components of the process. Possible major legal issues will be presented as well.

Professional Liability: Contract Performance Considerations, Part I

This 4-hour course provides an in-depth examination on the issue of termination. Specifically, it focuses on which parties have the right to terminate, what reasons might a party terminate, what strategies the terminated party might use to challenge termination, and what costs might the injured parties recover.

Project Decision Making with Case Studies

This 2-hour online course is specifically prepared for Architects, Engineers, Contractors and other professionals who have a good knowledge of mathematics and science but have yet to learn decision models. The theories and models most relevant to Architects and Engineers, or to our everyday lives, such as life cycle cost analysis, decision trees, linear programming, decision matrix, statistical simulation and game theory are discussed in detail.

Project Management Basics

This 4-hour course covers the tools and techniques required to successfully manage a project, as well as manage people. It provides a reference tool to be used as a building block for continued education.

Project Management: Professional Techniques

This 2-hour course goes over the professional techniques for project management. Topics include project management and the organization, work breakdown structure and scheduling, resources and project financing, and project control and evaluation.

Project Risk Management

This 2-hour course introduces the concept and principles of project risk management - risk identification, risk quantification, risk response development and risk control.

Project Team Management

This 1-hour online course introduces the concept and principles of project team management - the concept of team, conflict resolution, team building cycle and management's roles.

Quality Improvement Process

This 3-hour course has been developed to provide an understanding of the Quality Improvement Cycle and a ready reference guide to enable you to effectively participate in a Quality Improvement Process.

RV-6197 - Quick Writing Tips

This two hour online course covers the steps you need to take to be an effective and efficient writer: organizational strategies, formatting, drafting, and revising for style, grammar, and punctuation.

Respirator Fit Testing

This unit will look at various factors that can affect how well a respirator fits. The unit will also address how to put on a disposable respirator and ensure that it fits properly.

Respiratory Protection

In this course, we examine air purifying respirators, air supplied respirators, and the use and care of respirators.

Rigging: Basic Lifting

This course is designed to familiarize participants with the proper use of devices designed to lift and move loads. After completing this course, participants should be able to describe

how to use a simple block and tackle, a compound block and tackle, a hoist, a jack, a winch, a turnbuckle, and a load leveler. They should also be able to describe the effects of sling angles and hitch patterns on a slings lifting ability.

Rigging: Ladders and Scaffolds

This course is designed to familiarize participants with various types of ladders and scaffolds that enable personnel to work at elevated heights. After completing this course, participants should be able to describe how to select the proper ladder for a job and then use the ladder safely. They should also be able to describe general safety precautions associated with using scaffolds and the basic operation and use of various types of fixed scaffolds and powered scaffolds.

Safe Forklift Operation

This course will look at some techniques that are commonly used to maneuver a forklift, including some special situations you will probably encounter. Several traffic safety issues associated with forklift operation are also examined. Finally, we'll look at how to safely handle loads using a forklift.

Safety Data Sheets

A safety data sheet (SDS) contains important information about working safely with hazardous chemical products and preventing exposure to them. This course covers the different sections of an SDS to help you become familiar with its format and understand its contents.

Safety Management

This course will review the four major elements to achieve a world class safety and health program at your facility.

Safety Orientation

This course covers the following common safety issues associated with the workplace: safe work habits, personal protective equipment, hazard communication, and fire safety.

Safety: Fire Part 1 - Workplace Fire Hazards & Preventing Fires

This 3-hour online course is the first of a two-part series and introduces you to the information you need to practice fire safety and prevention in the workplace.

Safety: Fire Part 2 - Fire Protection Equipment & Techniques

This 2-hour course is the second in a two-part series and covers fire protection equipment - both fixed and portable - as well as fire protection techniques.

Safety: Material-Handling

This 2-hour course introduces you to the safe techniques and work practices commonly used when handling manufacturing and industrial materials.

Safety: Trades

This 3-hour course is designed to help you understand why safety in the work-place is so important, and to present you with some information about safety that goes beyond the common sense you already have.

Safety: Welding Part 1 - Gas Cylinders & Oxy-fuel Systems

This 3-hour course is the first of a two-part series that covers the important safety facts and practices involving the high-pressure and low-pressure gases used in welding. You'll learn general welding safety as well as specific safety practices. You'll also learn about controlling heat sources from welding operations to protect yourself from harm and your facility from fire.

Safety: Welding Part 2 - Equipment Use & Welder Protection

This 2-hour course is the second in a two-part series and will teach you important safety facts and practices involving the high-pressure and low-pressure gases used in welding. This course covers welding equipment and protection of welders.

Sexual Harassment: Respecting the Individual

This 2-hour course is designed to help you gain a general knowledge of sexual harassment.

Structural Steel - An Introduction

This course introduces the student to the basic fundamentals of structural steel.

Team Building I: Team Member Roles

In this 1-hour course, you will learn more about the characteristics needed to be an effective team member, as well as the role of a team member. It covers ways to productively interact with other team members and how

to enhance your role as an individual team member.

Team Building II: Stages of Team Development

This 1-hour course identifies your team's developmental stage and covers how to select appropriate team-building strategies.

Team Building III: The Role of the Team Leader

This 2-hour course is part of a series of Team Building and is designed to provide participants with the skills, techniques and strategies necessary to successfully fulfill the team leader's role in teams. This

Team Building IV: Conflict Management

This 2-hour course involves the unpleasant but unavoidable side of team leadership- trouble. It happens to every team, but don't despair. This course shows you how to recognize the signs of trouble and what to do when you find it.

Team Building V: Training, Icebreakers & Wrap-Up

In this 2-hour course, you will 'learn-how-to-learn' the benefits of teamwork training, effective communications, creative skills, information application and more. You will receive an overview of the team learning principal as you discover it yourself and learn how it applies in team scenarios.

The Art & Science of Delegation

This 3-hour course defines delegation, explains its benefits, and guides the student through the process of delegating tasks and projects. This course includes a multiple-choice quiz at the end.

The Ultimate Project Manager, Chapter 01: Today's Project Manager

In the first course of this series, we will take an in-depth look at what it means to be a project manager in today's high-stress, fast paced business climate. We will examine the duties and responsibilities of a typical project manager and review the traits that make them successful. We will explore the resources and elements that should be included in a project management training program.

The Ultimate Project Manager, Chapter 02: Marketing And Proposals

In this course you will learn to treat the proposal process as a project. We will cover selecting quality clients using a client pre-proposal evaluation form. You'll get instruction in making the "go/no go" decision reasons to turn down a project. We'll show you how to manage the proposal just like a project through use of proposal manager's checklists. You'll learn how to prepare for the first proposal meeting, choose support staff, meet with clients during the proposal phase, and define scope of services. We'll pull together the entire proposal and identify the difference between good and bad proposals, and how to avoid proposal pitfalls. You'll also learn how to improve your presentations and complete a post-award analysis.

The Ultimate Project Manager, Chapter 03: The Contract Agreement

This third course discusses important information regarding contract agreements, and illustrates what project managers need to know to successfully negotiate contracts. We will examine contract basics, including contract sections and appropriate terms, in addition to negotiating rules and ways to manage risk. The purpose of this course is to provide project managers with a solid understanding of contract agreements and tools necessary to negotiate profitable projects.

The Ultimate Project Manager, Chapter 04: The Project Management Plan

The purpose of this course is to provide you with the skills required to develop and administer an efficient project management plan. You will learn the major elements and concepts of a project management plan, and how to use those to effectively develop and administer a project management plan that meets your client's needs. Above all, you will understand how effective project management planning can not only help your project succeed, but your business too.

The Ultimate Project Manager, Chapter 05: The Project Schedule

The purpose of this course is to not to demonstrate the importance of project schedule, but of an effective project schedule. We'll cover the different purposes for using a project schedule and the different techniques that can be used to build a project schedule. Throughout the course, remember that producing project

schedules is not a project itself; instead they are tools to help you successfully achieve your project goals.

The Ultimate Project Manager, Chapter 06: The Project Budget

Price, cost, budgets, estimates, fees, revenues, etc.—there always seems to be confusion about these terms. Are they the same thing or different? If they are different, what is the difference? These are some of the questions that we will answer in this course. This course will not attempt to make the project manager into an accountant; however, a basic understanding of these terms is vital to establishing the project budget. Assuming that the PM has completed the planning and scheduling phase, it is now time to align the project budget to the tasks in the project management plan.

The Ultimate Project Manager, Chapter 07: Leading The Project Team

The project team is made up of experienced individuals who need to work together toward successful completion of a project. This course gives you, the project manager, the processes, methods, and tools to build and lead your project team.

The Ultimate Project Manager, Chapter 08: Managing Client Relationships

In the design industry, business is built around good service...and good service depends on good relationships. This eighth course in The

Ultimate Project Manager series discusses the importance of establishing and maintaining good client relationships. Keys to a successful client relationship will be discussed, in addition to ways to create a positive impression and provide a great client experience.

The Ultimate Project Manager, Chapter 09: Developing Effective Communications

Effective communication goes a long way in building rapport with your co-workers and clients and informing all project stakeholders involved of a project's direction and progress. The purpose of this course is to teach you about the various communication methods that can be used in your work place. In this course you will learn about the three most common types of communication (i.e., verbal, written, and body language) and how to use communication to send messages, conduct meetings, and monitor a project's progress.

The Ultimate Project Manager, Chapter 10: The Project Startup

A successful project is the result of many factors, but a well-organized project manager is one of them. The purpose of this course is to teach you the project management skills that are essential to starting a project off on a positive note. In this course you will learn how to start project meetings with your co-workers and the client and how to record and manage documents and files for others to use in your project manager's notebook.

The Ultimate Project Manager, Chapter 11: Managing Your Time

Your time is your most valuable personal asset. It's one of the few things that can't be purchased. By definition there is also a limited amount—no matter who you are, there are only 24 hours in a day. Therefore, how you allocate this limited personal resource will determine your success in both your personal and professional life. In this course, we will take a look at some of the ways that you can better manage your time by examining effective ways to handle meetings, interruptions, and your own schedule.

The Ultimate Project Manager, Chapter 12: Managing Project Studies And Reports

Because many design firms are consulting with clients using studies and reports, rather than designing; you, as a project manager, may find yourself managing project studies and reports. In this course you will get guidance in comparing design and study projects. We'll give you specialized instruction in planning and managing the study project as well as focused direction in the report preparation process. We'll also cover engineering calculations, technical or peer reviews, and final activities including oral presentations.

The Ultimate Project Manager, Chapter 13: Managing Design And Construction Phases

Typically, design projects are divided into three phases: preliminary design, production design and bidding, and construction. Each phase requires project planning to maintain control

and ensure the project is completed on time and on budget. The purpose of this thirteenth course in The Ultimate Project Manager series is to provide a practical guideline for each phase of production. Design development and required documentation is covered, in addition to the production design process and the project construction phase.

The Ultimate Project Manager, Chapter 14: Managing Project Quality

Have you produced projects that did not meet you or your client's expectations, despite having a skilled team and rigid project management plan? This could have been because quality was not accounted for early on in the project. The purpose of this course is to show you methods and tools you can use to implement and improve the quality of your projects.

The Ultimate Project Manager, Chapter 15: Managing Project Risks

In this course you will learn about three fundamental elements that limit a firm's liability for project risks:

- Identifying all potential types of risk that could impact the project
- Assigning the management of each type of risk to the party who is best suited to manage/control the risk
- Implementing a risk management plan to manage and/or mitigate the risk elements of each risk assigned to the design firm

The Ultimate Project Manager, Chapter 16: Project Financial Management

Every design firm is in the business of providing professional consulting services to its clients. To be successful and remain in this business, however, its projects must be profitable (i.e., the revenue must exceed all costs including overhead and profit expectations). In addition, clients must receive invoices in a timely manner, and your firm must receive payment for the completed work within the time specified in the contract.

The Ultimate Project Manager, Chapter 17: Project Management And Design Technology

Technology can be the project manager's best friend. In this course we will review some basic concepts of technology systems with extra emphasis on Building Information Modeling (BIM). You'll get instruction in selecting and testing software and using templates and standard forms. We'll examine the latest communications tools and the use of project websites. You'll also receive encouragement in backing up data and creating archives. We'll also touch on making sales presentations using your computer as well as training the design staff in computer technology.

The Ultimate Project Manager, Chapter 18: Monitoring And Controlling The Project

The purpose of this eighteenth course in The Ultimate Project Manager series is to provide detailed project management duties and responsibilities, including monitoring the progress of the project, tracking and analyzing

schedules and budgets, and anticipating problems so they can be avoided.

The Ultimate Project Manager, Chapter 19: Project Closeout

The purpose of this course is to guide you through the processes and all considerations that should be accomplished in that should be considered during project closeout.

The Ultimate Project Manager, Chapter 20: Alternative Project Delivery Methods

In the twentieth course of this series, we will take a look at the changes and discuss the advantages and risks involved in the selection of alternative project delivery methods.

The Ultimate Project Manager, Chapter 21: A/E Project Management Benchmark Data

In this course we will give you the results of surveys so that you will know what's happening in the industry and how your firm compares to your competition. You'll get project manager staffing levels, net revenues per project manager ratio, and direct labor hours per project manager ratio. We'll cover senior project manager and junior project manager compensation. You'll also get project manager time charges, design firm billing rates, contract forms and terms, design fees as a percentage of construction costs, direct project expense, and a section on electronic data processing.

The Ultimate Project Manager, Series Summary: The Short and Sweet Version

In this course we will touch upon the different phases leading to the foundation of the proj-

ect and project features the project manager must control for in order to see the project come to a successful close.

Understanding Workers' Compensation for Employees (V14)

The purpose of this 1-hour course is to educate employees about their legal rights under workers' compensation.

Winning Proposals 1: Preliminary Steps & Planning Strategies

This 1-hour online course is the first chapter of the series and explores the preliminary steps and considerations that should be taken before writing a proposal. It covers RFP answering and review, how marketing plays a role, proposal writing costs, proposal types and opportunity assessment.

Winning Proposals 2: Effective Design & Development

This 1-hour online course is the second chapter and discusses effective ways to develop proposals that cater to the individual needs of the prospective client. The course looks at proposal analysis, including SWOT and IFBP analysis. It also covers typical client hot buttons, client wants and objections, client interview questions, proposal themes, and managing the proposal team and process.

Winning Proposals 3: Components of a Successful Proposal

This 1-hour online course is the third chapter of the series and focuses on the technical elements of a proposal. The course covers im-

portant components such as the cover letter, executive summary, resumes, references, and federal forms. It also takes a look at your scope of services and schedule, as well as common errors made in preparing the scope.

Winning Proposals 4 & 5: Final Considerations & Evaluations

This 1-hour course is the fourth and fifth chapters of the series and explores the 'final touches' you should consider for your proposal. The impact of important elements such as font styles, color choices, graphic selections and paper types are discussed.

Word 2013 Essential Training I

This first course in the series provides an orientation of the Word 2013 interface, including the functionality at the heart of Word: creating, editing, and formatting documents. It also covers numbering and page layout, in addition to creating and editing tables.

Word 2013 Essential Training II

This second course in the series discusses the advanced features of Word 2013, including how to apply and create styles, build a table of contents, edit and review, insert images, manage comments, and share documents.

Worksite Safety 01: OSHA Safety Introduction

This Introductory course covers a bit of the history and functions of OSHA and how it serves to benefit workers in ways that were unprecedented before its existence.

Worksite Safety 02: OSHA Electrical Safety

This course examines the main causes of different types of hazards and details precautions for preventing accidents. It looks specifically at the requirements of 29 CFR 1926, Subpart K – which covers the design characteristics of safe systems for use when installing and using electrical systems.

Worksite Safety 03: OSHA Fall Protection

OSHA's construction industry safety standard for fall protection 29 CFR, Subpart M, outlines systems and procedures designed to prevent employees from falling off, onto, or through working levels and to protect employees from being struck by falling objects. Here, we outline the basics and provide some “do’s” and “don’ts” for novices and those who need a refresher course.

Worksite Safety 04: OSHA Struck-By & Caught-Between Accidents

“Struck-by” and “caught-between” accidents are major causes of injuries and fatalities on construction worksites. Struck-by incidents are classified as accidents where workers are hit by swinging booms, falling objects (such as bricks from a scaffold), or flying objects (such as particles flying off an object being drilled or ground by a power tool). Caught-between accidents are often fatal occurrences when a worker is unwittingly caught in the gears of machinery; pinned between a vehicle and a wall, or even caught by the clothing or hair on a moving part and pulled into danger. This course provides information to assist the learner in the

identification, avoidance, and control of these hazards in the workplace.

Worksite Safety 05: OSHA Personal Protective Equipment

OSHA requires all employers to protect their employees from workplace hazards, and when they can't control a hazard at its source, they need to provide workers with accoutrements such as hard hats, gloves, respirators, goggles, safety shoes, and other gear to minimize the likelihood of a mishap. This course covers many common forms of PPE and how to choose it, wear it and care for it.

Worksite Safety 06: OSHA Scaffolds

This course will familiarize you with the facts you need to know to be in compliance with OSHA 1926.451, Subpart L, and keep yourself safe during scaffold work.

Worksite Safety 07: OSHA Cranes & Other Hoists

Moving large, heavy loads is critical to the manufacturing and construction industries, but unfortunately, cranes, derricks, hoists, and other lifting devices pose significant safety issues for both their operators and for workers in proximity to them. The rules are complex and often out of date; here, we give OSHA-Subpart N-recommended, ANSI-based tips for safe use and cover cranes, derricks, hoists, elevators and conveyors.

Worksite Safety 08: OSHA Power Tools and Excavations

It might seem silly to think of non-powered hand tools as hazardous, but anyone who's ever hit a finger with the full force of a hammer blow or staple-gunned their hand might beg to differ. Power tools are relatively safe when used properly and well maintained, but an electric shock resulting from a defective or modified device can be deadly. This course will teach you the basics for keeping yourself and your coworkers out of harms way when using tools.

Worksite Safety 09: OSHA Materials Storage

The handling and storage of materials used in the construction trade involves diverse operations such as hoisting heavy steel bars with a crane, driving a truck loaded with concrete blocks, manually carrying bags, and stacking drums, lumber or loose bricks. When any of these things are done the wrong way, serious injuries and extensive costs can result. Avoid pitfalls by reading about OSHA's rules in this course.

Worksite Safety 10: OSHA Demolition

Demolition is one of the most spectacular – and dangerous – undertakings in the construction industry. A tremendous number of safety precautions are taken and meticulous planning that goes into each such undertaking. This course will familiarize you with some of the basics of safe demolition practices and the attendant OSHA standard.

Worksite Safety 11: OSHA Hazards in Communication

There are already more than 650,000 hazardous chemical products in circulation around any number of workplaces in the U.S., and hundreds more are introduced every year. More than 30 million workers may be exposed to a chemical hazard or to multiple chemical hazards. If you haven't yet been poisoned, remember: There's still time! Make sure it doesn't happen to you by familiarizing yourself with the HCS - OSHA's Hazard Communication Standard, which is discussed in this course.

RV-10869 - AEC Success: Business Development and Sales

"Everyone lives by selling something." Robert Louis Stevenson. In this course our discussion is going to be about developing the seller-doer in you. We'll give you the basics of business development so you can understand the process, technical skills such as communications and networking and how to take a business strategy and creating an effective plan of action.

AEC Success: Effective Decision Making

Do you know that making too many decisions can wear you out? How do you make decisions? Do you have a process or do you typically go with your gut? This course provides you with tools and techniques that you can understand and easily apply to any decision you have to make – at work or at home.

AEC Success: Networking and Relationship Building

In this course you will learn the importance of networking and receive strategies that you can start to use to build strong relationships today! Not just 'business card' relationships, but ones that will yield enjoyment and opportunities for years to come.

Alternative Dispute Resolution - Arbitration & Mediation

This 3-hour course provides a basic overview of alternative dispute resolution as a means to avoid litigation. It specifically focuses on mediation and arbitration as techniques that can be employed after the completion of a project to avoid litigation.

CPM Scheduling

This course provides an overview of scheduling techniques, plus an introduction to the background, principles and techniques of Critical Path Method (CPM) Schedule application for the management and control of projects.

CPM Scheduling Part I

This 4-hour course provides an overview of scheduling techniques, plus an introduction to the background, principles and techniques of Critical Path Method (CPM) Schedule application for the management and control of construction projects.

CPM Scheduling Part II

This 4-hour course emphasizes the basic concepts of Critical Path Method scheduling and the application of those concepts.

Design & Construction Claims

This 5-hour course provides an overview of design and construction potential disputes and claims. The course emphasizes the practical concepts of claims prevention and the application of those concepts by the owner; by the design professional; by the contractor; and even by the subcontractor.

Launching a Successful Start-Up Business: Entrepreneurial Basics

This 1-hour online course will help you gain awareness of key steps necessary to launch a company. You will learn about the life cycle of launching a company, including intellectual property concerns, funding methods, and typical hurdles to overcome.

Understanding Construction Claims

This 2-hour course provides a basic overview of the five different types of construction claims that a contractor might have against an owner: Delay, Changed Work, Labor Productivity Loss, Acceleration, and Termination. It defines each type of claim and the subcategories within each, as well as defining the crucial concepts associated with each. It also provides a basic introduction to the various methods for calculating damages related to each type of claim, emphasizing the importance of the project schedule as an evaluation and analysis tool.

Understanding Workers' Compensation for Employers V14

This 1-hour online course explains what workers' compensation insurance is and who needs

coverage. It also discusses proper procedures in the event of an accident, and how implemented preventive measures, such as safety awareness and a drug-free workplace program, can reduce the occurrences of work-related incidents and control insurance costs.

Asbestos: What Is It and Who Should Remove It?

This 3-hour course is aimed at informing the student about the health risks concerning asbestos, and the methods of safely removing it.

Back Safety

This course will help your understanding of how to keep your back healthy.

Basic Construction Math

This 2-hour course presents the basic mathematical skills required in a variety of construction trades. This includes the basic arithmetic and geometry required to accurately perform routine tasks and estimate simple quantities. The student will learn how to work with stationing for linear projects, as well as use arithmetic to calculate simple areas and volumes. This course also touches on using geometry to calculate more complex volumes.

Commercial Structural and Building Systems Essentials

This course will cover essential information regarding structural and building systems, with a focus on commercial building structures and roofing systems.

Commissioning of Building Systems

This 1-hour online course provides an overview of the commissioning process for building and construction projects. Included in the overview is information on commissioning teams, types of checklists and tests utilized, required documentation to validate commissioning activities, and typical activities involved in each phase of a project.

Concrete Fundamentals: An Introduction

This 2-hour online course introduces the student to the basic fundamentals of concrete.

Concrete Standards and Requirements

This course is a review of the Specification for Ready Mixed Concrete, ASTM C94, and discusses the aspects of ordering concrete, production, delivery and testing.

Excavation Safety and Shoring/OSHA

This 4-hour course will give the student a basic understanding of OSHA approvable shoring, sloped sidewall trenches, and safety measures for excavations. As a engineer, or OSHA defined competent person, you will learn valuable skills in identification of site conditions, selection of shoring, construction, and inspection.

Lead Safety in Construction: Keeping You Safe and Compliant

Lead exposure is a major health issue. Exposure to lead can cause brain damage, paralysis, kidney disease and even death however, there are many methods to protect workers from exposure. In this one-hour interactive course, we will discuss these and other acute and

chronic symptoms. We'll discuss how lead is used in construction and identify the workers that are the most vulnerable to these risks. You'll be introduced to OSHA's Lead Standard on the responsibility of employers and how it's designed to protect workers. Finally, we'll go over the methods to reduce exposure to lead, including engineering controls as well as the proper protection for workers such as the use of personal protective equipment.

Material Science: Structures of Metals

This 1-hour course is designed to assist nuclear facility operating contractors in providing operators, maintenance personnel, and technical staff with the necessary fundamentals training to ensure a basic understanding of the structure and properties of metals.

OSHA Safety: Introduction to Powered Industrial Trucks

This 1-hour course focuses not only on the new OSHA standards for properly training employees to operate industrial trucks, but also the rules and regulations that must be followed to safely operate an array of work-oriented vehicles.

OSHA Standards on Steel Erection

This 2-hour course covers requirements to protect employees from the hazards associated with steel erection activities involved in the construction, alteration, and/or repair of single and multi-story buildings, bridges, and other structures where steel erection occurs.

Precast Concrete Erection Procedures

This 2 hour course discusses erection considerations for precast concrete structures.

Smart Workplaces: Sexual Harassment Prevention for Office Managers & Supervisors, California AB 1825

This course meets the content requirements stipulated in FEHC Regulations, Section 7233.0. (c). The FEHC Training and Education Content Requirements Section 7233.0. (c) is located in the Appendix of this course.

This course has been updated to include the latest information on CA – AB 2053: Abusive Conduct.

Wind Power Today

This course is about the various developments happening in the field of wind energy, and at the same time it also discusses various aspects of windmills, such as turbine technology, component development, testing, and other offshore technology used in the wind industry.