

# **2025 Training Module Listings**



**Cyber • Employment Practices • Fleet Safety • Human Resources  
Professional Development • Risk Management for the Workplace  
Safe Environments • Smart Adults - Safer Children (SASC)  
Student-Related Risks • Workplace Safety**



If you have questions on the registration process or  
on the implementation of employee online training...

**Contact: Anthony Chimera**  
*Risk Control Specialist*

**800.807.0100 x2512**  
[anthony.chimera@cbservices.org](mailto:anthony.chimera@cbservices.org)

## Cyber

**Cyber Email Security**, 10:00 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Cyber Bring Your Own Device Employees**

**Target Audience:** Employee, Faculty/Staff, Volunteer, 9:00 Min.

**Cyber Bring Your Own Device Leadership**

**Target Audience:** Supervisor/Manager, 9:00 Min.

**Cyber Data Classification**, 6:30 Min.

**Target Audience:** Supervisor/Manager, Employee, Faculty/Staff, Volunteer

**Cyber Data Security Employees**, 17:00 Min.

**Target Audience:** Employee, Faculty/Staff, Volunteer

**Cyber Data Security Leadership**, 17:00 Min.

**Target Audience:** Supervisor/Manager

**Cyber Intercative Manual**, 25:00 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Cyber Internet Privacy**, 10:30 Min.

**Target Audience:** Supervisor/Manager, Employee, Faculty/Staff, Volunteer

**Cyber IoT Security**, 7:30 Min.

**Target Audience:** Supervisor/Manager, Employee, Faculty/Staff, Volunteer

**Cyber Internet Security**, 10:30 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Cyber Malware (ransomeware, vruses and more)**, 12:00 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Cyber Mobile Device Security**, 12:00 Min.

**Target Audience:** Supervisor/Manager, Employee, Faculty/Staff, Volunteer

**Cyber Password Security**, 12:00 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Cyber Phishing Prevention**, 10:30 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Cyber Remote Work**, 14:00 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Cyber Removable Media**, 7:40 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Cyber Social Engineering**, 25:00 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Cyber Social Media**, 9:45 Min.

**Target Audience:** Supervisor/Manager, Employee, Faculty/Staff, Volunteer

**Cyber Workbook**, 30:00 Min.

**Target Audience:** Supervisor/Manager, Employee, Faculty/Staff, Volunteer

## Employment Practices

**ADA Higher Ed**, Self-paced

**Americans with Disabilities Act (ADA)**

Self-paced

**Target Audience:** Managers/Supervisors

**Bullying Prevention in the Workplace**

24:00 Min.

**Target Audience:** Supervisor/Manager

**Diversity LGBT (Employees)**, 33:00 Min.

Guided 100% on quiz, Closed Captioning

**Diversity LGBT (Supervisors)**, 42:00 Min.

Guided 100% on quiz, Closed Captioning

**Fraud Prevention**, 14:00 Min.

**Target Audience:** Supervisor/Manager, Employee

**Retaliation Prevention**, 21:00 Min.

**Target Audience:** Supervisor/Manager

**Sexual Harassment and Discrimination**

State specific modules will meet the legal requirements of that state.

**Sensitivity Basics: Creating Positive**

**Working Relationships**, Approx. 22 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Smart Hiring (Part 1)**, Self-paced

(Pre-Interview)

**Smart Hiring (Part 2)**

(Interviewing and Post-Interviewing)

**TRAC** (Teamwork/Respect/Awareness/ Communication), 10 Min.

**Target Audience:** All Employees

**Wrongful Termination**, Self-paced

**Target Audience:** Managers/Supervisors

## Fleet Safety

**Accident Scene Management**, 8:43 Min.

**Target Audience:** Drivers/Fleet Administrators

**Defensive Driving - Backing Safely - R is for Reverse**, 7:18 Min.

**Target Audience:** Anyone who drives

**Defensive Driving - Changing Lanes Safely**, 13:04 Min.

**Target Audience:** Anyone who drives

**Defensive Driving - Reducing the Risk of Deer-Related Accidents**, 6:08 Min.

**Target Audience:** Anyone who drives

**Defensive Driving - Reducing Winter Weather Accidents**, 10:24 Min.

**Target Audience:** Anyone who drives

**Defensive Driving - Springtime Weather Accidents**, 9:09 Min.

**Target Audience:** Anyone who drives

**Basics of Defensive Driving (Part 1)**

11:58 Min. **Target Audience:** Anyone who drives

**Defensive Driving - Driving Safely in School Zones**, 7:30 Min.

**Target Audience:** Anyone who drives

**Defensive Driving - Intersections**

10:52 Min. **Target Audience:** Anyone who drives

**Defensive Driving - Safe Following Distances - Avoiding Rear End Collisions**, 8:31 Min.

**Target Audience:** Anyone who drives

**Driver Awareness Training**, 76:37 Min.

**Target Audience:** Anyone who drives

**Driver Awareness Part II: The Mature**

**Driver**, 42:42 Min. **Target Audience:** Non employee drivers age 55 and older

**General Auto Risk Management**

**Program for Drivers**, 21:23 Min.

**Target Audience:** Anyone who drives

**Van Safety Training Higher Ed-Christian**

**Brothers**, 31:42 Min. **Target Audience:** Drivers who drive sport utility vehicles, activity vans, activity buses and 10-15

passenger vans

**Van Safety Training Schools-Christian**

**Brothers**, 31:28 Min. **Target Audience:** Drivers who drive sport utility vehicles, activity vans, activity buses and 10-15

passenger vans

## Human Resources

**Diversity (Employees)**, Self-paced

**Target Audience:** Employees

**Diversity (Managers/Supervisors)**, Self-paced

**Target Audience:** Managers/Supervisors

**Drug-Free Workplace (Supervisors)**

Self-paced

**Target Audience:** Managers/Supervisors

**Ethics In Action (Supervisors)**, Self-paced

**Target Audience:** Managers/Supervisors

**Ethics In Action (Employees)**

Self-paced, **Target Audience:** Employee

**Fair and Accurate Credit Transaction**

**Act (FACTA)**, 27 Min.

**Target Audience:** Employees

**Fair and Accurate Credit Transaction**

**Act (FACTA) - Higher Ed**, Self-paced,

**Target Audience:** Faculty/Staff

**Family Medical Leave Act (FMLA)**

Self-paced, **Target Audience:** Managers/ Supervisors

**FERPA (Family Educational Rights and**

**Privacy Act)**, Self-paced

**Target Audience:** Faculty/Staff

**Interviewing Strategies**, 13 Min.

**Target Audience:** Managers/Supervisors

**Personnel Files 01-03: Do's and Don'ts**  
30 Min.

**Target Audience:** Managers/Supervisors

**Personnel Files 03: What Should and Should Not be Included in the Personnel Files**, 15:00 Min.

**Target Audience:** Managers/Supervisors

**Personnel Files 01: Top 6 Questions About Personnel Files Answered**, 7 Min.

**Target Audience:** Managers/Supervisors

**Personnel Files 02: How Technology Impairs the Personnel Files**, 10 Min.

**Target Audience:** Managers/Supervisors

**Taking the Step to Supervisor**, 32:27 Min.

**Theft and Unsafe Acts – Higher Education**, Self-paced

**Workers' Compensation Essentials**  
(Fraud and Retaliation), 25 Min.

**Target Audience:** Managers/Supervisors

**Workplace Investigations**, 18 Min.

**Target Audience:** Managers/Supervisors

## Professional Development

**Disciplining Employees**, 25 Min.

Guided 100% on quiz, Closed Captioning

**Target Audience:** Managers/Supervisors

**Data Analytics and Insights**, 41:00 Min.

**Target Audience:** Managers/Supervisors

**Using AI to Enhance Productivity**  
35 Min., 100% Slide View

**Managing a Remote Team**, 16 Min.

100% Slide View, Closed Captioning

**Target Audience:** Managers/Supervisors

## Risk Management for the Workplace

**Accident and Injury Procedures**

3:28 Min. **Target Audience:** Employees

**Accident Investigation Techniques**

11:32 Min.

**Target Audience:** Managers/Supervisors

**California Ethics (AB 1234)**

Approx. 2 Hours

**Target Audience:** All Employees

**Collective Risk Management Training Team®**, Self-paced

**Target Audience:** Relevant Employees

**Conflict Management in the Workplace**  
16 Min.

**Target Audience:** All Employees

**Conflict Management in the Workplace**  
23 Min.

**Target Audience:** Managers/Supervisors

**Cybersecurity Awareness in the Workplace**, 30:00 Min.

**Target Audience:** Supervisor/Manager, Employee, Faculty/Staff, Volunteer

**Cybersecurity Awareness in the Workplace**, 17 Min. (not including knowledge check questions)

**Preparing Makes Sense: Build a Kit**

Self-paced, **Target Audience:**

Managers/Supervisors/Employees

**Five Core Principles of Smart Risk Management**, 9:20 Min.

**Target Audience:** Managers/Supervisors

**Theft and Unsafe Acts**, 18:30 Min.  
(not including final quiz)

**Workplace Violence**, 28:00 Min.

**Target Audience:** Employees

## Safe Environments

**Sexual Violence and Discrimination - Higher Ed (Employee)**, 45 Min.

**Target Audience:** Faculty and Staff

**CB: Sexual Violence and Discrimination - Higher Ed (Student)**, 45 Min.

**Target Audience:** Student

**Sexual Violence and Discrimination Higher Ed (E-guide)**, 2 Min.

**Target Audience:** Those who manage student violence awareness training at colleges, universities and higher ed organizations

**School Hazard Identification Training Program**, 9:48 Min.

**Target Audience:** Manager/Supervisors/Employees

## Smarter Adults - Safer Children

**Bullying/Cyberbullying: Administrator**  
20 Min. (not including final quiz)

**Target Audience:** Managers/Supervisors

**Bullying/Cyberbullying: Faculty/Staff**  
17 Min. (not including quiz)

**Mandated Reporting for Child Abuse**

29 Min. (not including final quiz)

Completion Requirement: 100% on final quiz (guided 100 format)

**Mandated Reporting for Child Abuse Spanish**, 31 Min. (not including final quiz)

**Mandated Reporting for Child Abuse (Schools K-12)**, 29 Min.

**Mandated Reporting for Child Abuse (Schools K-12) Spanish**

31 Min. (not including final quiz)

**Mandated Reporting for Child Abuse - California**, 31 Min. (not including final quiz) Completion Requirement: 100% on final quiz (guided 100 format)

**Mandated Reporting for Child Abuse - California**, 34 Min. (not including final quiz)

**Preventing Child Sexual Abuse (Religious)** 24:23 Min., Approx.

25-45 Min. depending on version

**Target Audience:** Faculty/Staff, Employees

**Preventing Child Sexual Abuse (Schools K-12)**

24:18 Min. (not including final quiz)

**Preventing Child Sexual Abuse**

Self-paced, **Target Audience:** Adults

Alternate versions: Religious, Schools

**Substance Abuse Prevention**, 25 Min.

**Target Audience:** Adults

**Technology Safety**, 17 Min.

**Target Audience:** Managers/Supervisors

**Student Violence**, (self-paced)

**Target Audience:** Supervisor/Manager/Employee

## Student-Related Risks

**Lunchroom Safety Supervisor**, 10:09 Min.

**Target Audience:** Managers/Supervisors

**Playground Safety Inspection Program**

17:14 Min. **Target Audience:** Maintenance/Playground Supervisors

**Playground Safety Supervisor Training Program**, 10:48 Min.

**Target Audience:** Playground Supervisors/School Administrators

**School Security Series: Heighten Your Staff's Awareness with Online Training**

7:00 Min. **Target Audience:** Administration/Security and Safety Committees/Supervisors/Employees

**Shop Safety for Schools**, 35.33 Min.

**Target Audience:** Students

**Student Misconduct On and Off Campus**,

Self-paced **Target Audience:** Adults

## Workplace Safety

**Accident Prevention (Safety Short)**

1:06 Min. **Target Audience:** Employees

**Basic Lockout/Tagout Safety**, Self-paced

**Target Audience:** Managers/Supervisors/Employees

**Basic Lockout/Tagout Safety Short**, 1:07 Min.

**Bloodborne Pathogens**, 11:39 Min.

**Target Audience:** Managers/Supervisors

**Bloodborne Pathogens - Reducing the Risk of Occupations Transmission in the School** (General Version, Spanish Version) 16:29 Min. **Target Audience:** Managers/Supervisors/Employees

**Bloodborne Pathogens - Safety Short**

1:55 Min. **Target Audience:** Employees



**Cart Operator Safety Training**, 26 Min.

**Target Audience:** Relevant Employees

**Catholic Cemeteries Hazard Awareness/ Self Inspection Program**, 26:16 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Cold Weather Safety Short**, 5:02 Min.

**Creating a Safe Holiday Celebration**

18:08 Min. **Target Audience:** Managers/ Supervisors/Employees

**Determining the Root Cause of Accidents**, 16:16 Min.

**Target Audience:** Managers/Supervisors

**Defensive Driving in Winter Weather Conditions Safety Short**, 2:09 Min.

**Disaster Planning 101**, 20:07 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Distracted Driving Safety Short**, 2:45 Min.

**Driving Safely in School Zones Safety Short**, 3:20 Min.

**Electrical Safety**, 11:41 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Electric Safety – Safety Short**, 0:50 Min.

**Target Audience:** Employees

**Emergency Procedures Safety Short**

0:59 Min. **Target Audience:** Employees

**Employee and Family Disaster**

**Preparedness Training**, 15:22 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Fire Prevention Practices**, 9:38 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Fire Prevention & Protection Safety Short**, 1:44 Min.

**Target Audience:** Employees

**Forklift Safety Basics for General**

**Industry**, 16:57 Min. **Target Audience:** Managers/Supervisors/Employees

**General Industry Asbestos Awareness**

23:04 Min. **Target Audience:** Employees

**Hand and Power Tools Safety Short**

1:21 Min. **Target Audience:** Employees

**Hand Safety**, 8:28 Min.

**Hazard Communication (GHS)**

14:29 Min. (General and Spanish Version)

**Target Audience:** Managers/Supervisors

**Hazard Communication - Safety Short**

1:45 Min. **Target Audience:** Employees

**Hearing Protection**, 12:54 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Housekeeping: Before You Start Safety Short**, 4:57 Min. **Target Audience:**

Managers/Supervisors/Employees

**Housekeeping: Emptying Trash Safety Short**, 3:48 Min. **Target Audience:**

Managers/Supervisors/Employees

**Housekeeping: Mopping and Emptying Buckets Safety Short**, 5:38 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Housekeeping: Cleaning by Hand Safety Short**, 4:12 Min. **Target Audience:**

Managers/Supervisors/Employees

**Housekeeping: Preventing Slips, Trips and Falls Safety Short**, 4:29 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Housekeeping Safety Short**

1:35 Min. **Target Audience:** Employees

**Identifying Strain and Exertion**

**Exposures**, 20:15 Min.

**Target Audience:** Managers/Supervisors/ Employees (General and Spanish Version)

**Injury Prevention in Restaurants**

15:22 Min. **Target Audience:** Employees

**Janitorial Safety Orientation**, 12:01 Min.

**Target Audience:** Employees

**Ladder Safety**, 8:58 Min.

**Target Audience:** Employees

**Ladder Safety – Safety Short**, 1:23 Min.

**Target Audience:** Employees

**Lead-Based Paint**, 21:13 Min.

**Target Audience:** Employees

**Basic Lockout/Tagout Safety Short**

1:07 Min. **Target Audience:** Employees

**Machine Guarding: Protecting**

**Employees from Injuries**, 26:10 Min.

(General Version, Spanish Version)

**Target Audience:** Employees

**Means of Egress**, 18:45 Min.

**Target Audience:** Employees

**Office Ergonomics Defined**

11:01 Min. **Target Audience:** Employees

**Office Safety Basics**, 7:41 Min.

**Target Audience:** Employees

**Office Workstation Safety**, 14:14 Min.

**Target Audience:** Employees

**Office Workstation Safety for**

**Supervisors**, 18:49 Min.

**Target Audience:** Managers/Supervisors

**Personal Protective Equipment (PPE)**

19:23 Min. **Target Audience:**

Managers/Supervisors/Employees

**Personal Protective Equipment Safety Short (PPE)**, 3:09 Min.

**Target Audience:** Employees

**Portable Fire Extinguishers (Part 1)**

19:59 Min., **(Part 2)** 15:37 Min.

**Target Audience:** Employees

**Preparation for Physical Activity**

15:02 Min. **Target Audience:** Employees

**Preventing Back Injuries**

11:33 Min. **Target Audience:** Employees

**Preventing Fall Accidents and Injuries**

**Target Audience:** School Maintenance Staff

**Preventing Injuries When Lifting, Moving and Transferring Residents**

15:18 Min. **Target Audience:** Healthcare aids, CNAs, Nursing Staff

**Preventing Slips and Falls in Restaurants**, 8:09 Min.

**Target Audience:** Employees

**Preventing Workplace Violence**

11:46 Min. **Target Audience:** Employees

**Recognizing and Identifying on the Job Hazards**, 20:46 Min.

**Target Audience:** Supervisors/Employees/ Volunteers in Temporary Staff Environments

**Safety Committees - The Real Story**

9:43 Min. **Target Audience:** Employees

**Safety Committees - The Real Story**

9:43 Min. **Target Audience:** Safety Committee/Risk Management/ Committee Members

**Safe Housekeeping Practices**, 16:10 Min.

**Target Audience:** Managers/Supervisors/ Employees

**Safe Lifting Practices – Safety Short**

1:55 Min. **Target Audience:** Employees

**Safety Pays for Life**, 3:44 Min.

**Target Audience:** Employees

**Slip, Trip, Fall Safety Short**, 2:00 Min.

**Target Audience:** Employees

**Slip, Trip and Fall Training Program**

10:23 Min. **Target Audience:** Employees

**Tornado Preparedness Safety Short**

2:23 Min.

**Working in Comfort**, 12:09 Min.

**Target Audience:** Employees

**Workplace Mold**, 9:50 Min.

**Target Audience:** Employees