

Introducing New Employee Training Course Catalogs



Mineral Training Solutions

Employee training for businesses



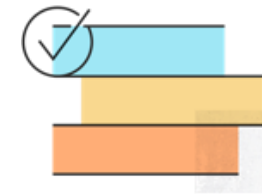
Leverage your own training

Use Learn (Mineral's Learning Management System) with custom course uploader to upload training you develop



Kick start employee training with Mineral Core courses

135 Courses that help you with compliance, safety, professional development and HR management



Deepen training on important topics with Premium Course Catalogs

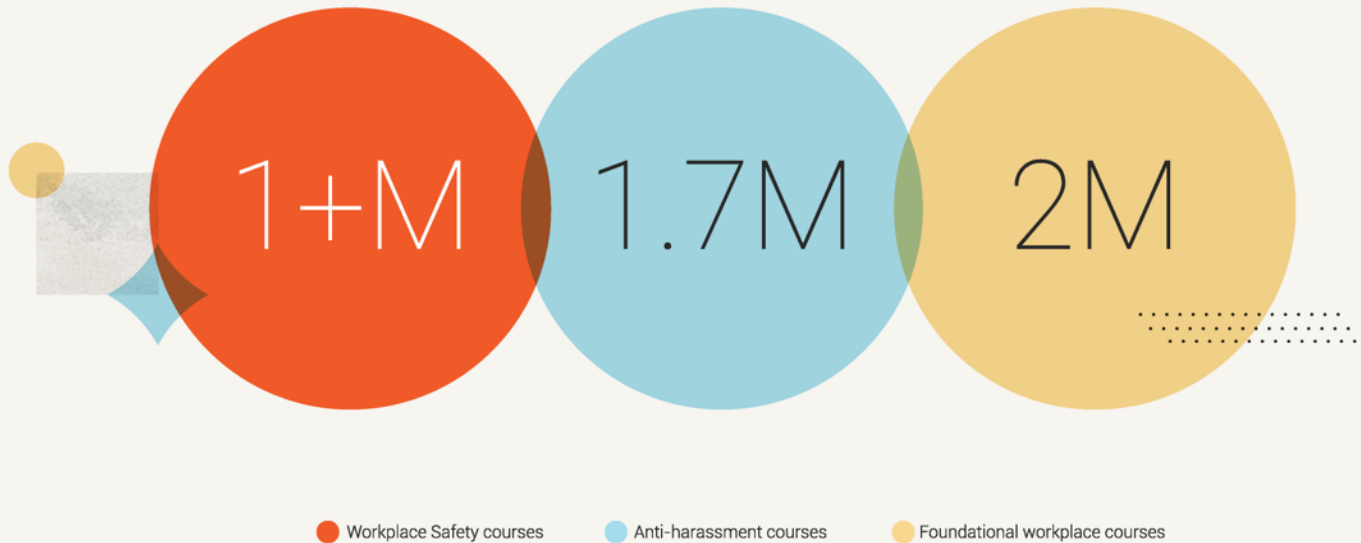
Additional course add-ons that go deeper into compliance, safety, leadership, health, cybersecurity, computer skills & DE&I.

WHY MINERAL?

We've trained millions of employees

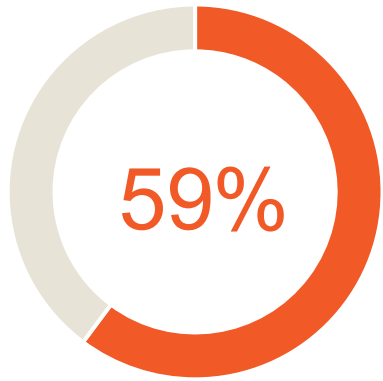
- Delivered 4.7 million training courses in 5 years.
- Topics include employee onboarding, compliance training, professional development, workplace challenges and much more.
- Expanded offerings through a partnership with OpenSesame makes training easy to deliver and affordable*.

*OpenSesame offers the most comprehensive catalog of curated eLearning courses in a variety of formats and languages through multiple publishers.

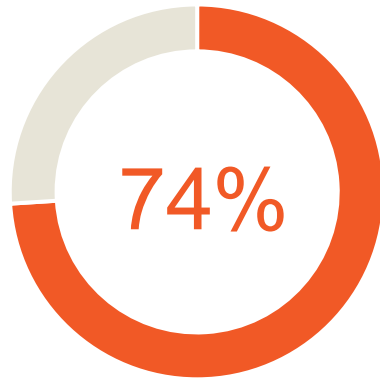


Widening skills gap is disruptive to companies

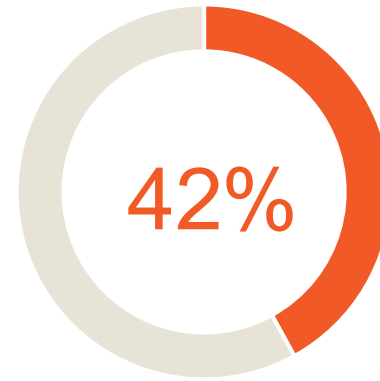
According to recent employee training data:



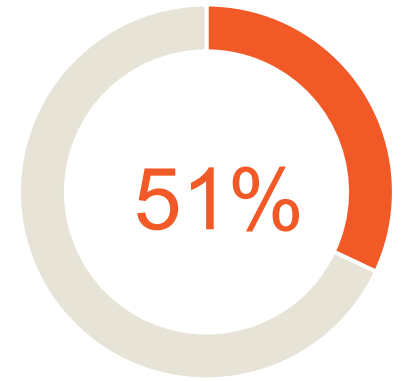
59% of employees had no workplace training or were self-taught.*



74% aren't reaching full potential due to lack of development opportunities.*



42% of the skills for a role known only by the person currently in that position.*



51% of business leaders worry about future talent shortages, and only 32% are confident their organization has the skills for long-term success.**

*Lorman Training Solutions, a professional services org specializing in training for more than 30 years.

** Workday

The Great Stay

- 61% of workers said they plan to upskill in 2025, focusing on professional development to safeguard their careers.
- \$200,000 per hire in lost productivity, rehiring, onboarding, and training expenses.

Source(s): Newsweek & SHRM



Premium Course Catalogs

Add on premium packages.



Diversity Equity
Inclusion & Belonging

[Click Here](#)



Cybersecurity

[Click Here](#)



Communication

[Click Here](#)



Health & Wellness

[Click Here](#)



New - Professional
Development Plus



Leadership &
Management

[Click Here](#)



Microsoft Computer Skills

[Click Here](#)



Workplace Harassment
Prevention

[Click Here](#)



Workplace Safety

[Click Here](#)



New - Workplace Safety
Plus

PREMIUM COURSE

Workplace Safety Plus

Reduce accidents, ensure compliance, and foster a safe, productive environment for all employees.



Benefits to Workplace Safety Plus

Our course offering will enable companies to foster a safer and compliant work environment.



Reduce Injuries &
Accidents



Stay
Compliant



Increase
Productivity



Lower
Costs



Boost
Morale

WS+ Course Specifics

[Back To Topics](#)

Workplace Safety Plus Courses

- Publishers
 - Vivid
 - Vubiz
 - Vector Solutions
 - Infobase
 - Syntrio
- Course lengths
 - Range from 5-180 minutes
- Language Options (may vary by course, including subtitle options)
 - English, French, Chinese, Hindi, Latin American Spanish, Japanese, French Canadian, etc.
- # of courses
 - 50

Learning focus

Reduce accidents, ensure compliance, and foster a safe, productive environment for all employees.

- OSHA & General Safety
- Personal Protective Equipment
- Personal Safety
- Transportation
- Workplace Safety
- And more!

PREMIUM COURSE

Professional Development Plus

Enhance skills, improve retention, and foster career growth for a stronger, more competitive workforce.



Benefits to Professional Development Plus

Our course offering will enable companies to enhance workforce skills and drive innovation.



Increase
Productivity



Reduce
Turnover



Develop
Leaders



Stay
Competitive



Boost
Morale

Pro Dev+ Course Specifics

[Back To Topics](#)

Professional Development Plus Courses

- Publishers
 - Enspark
 - Infobase
 - Management Pocketbooks
 - OpenMind
 - Syntrio
 - Vubiz
- Course lengths
 - Range from 5-66 minutes
- Language Options (may vary by course, including subtitle options)
 - English, French, Chinese, Hindi, Latin American Spanish, Japanese, French Canadian, etc.
- # of courses
 - 40

Learning focus

Enhance skills, improve retention, and foster career growth for a stronger, more competitive workforce.

- Creativity
- Critical Thinking
- Emotional Wellness
- Feedback
- Goal Setting
- Influence
- Networking
- Productivity
- Public Speaking
- Teamwork
- And more!

PREMIUM COURSE

Diversity, Equity, Inclusion & Belonging (DEIB)

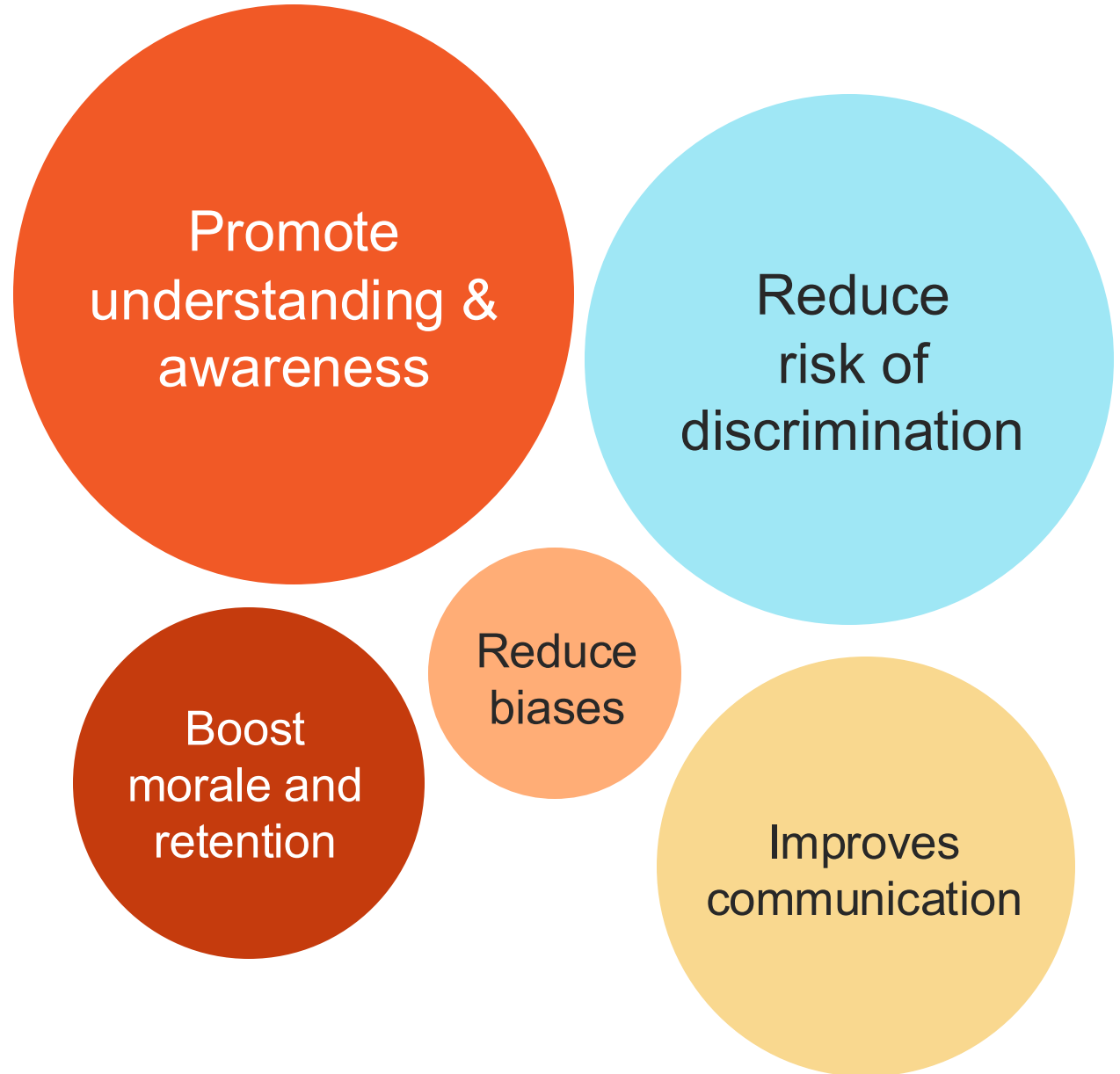
DEIB training benefits companies trying to build a workplace environment that is inclusive, respectful and supportive of all employees.



Benefits & courses that support this initiative

Top Courses:

- Reducing Unconscious Bias in the Workplace
- How Managers Can Address Diversity and Inclusion with Employees
- Valuing Diversity
- Unconscious Bias: An Introduction
- Sustaining Diversity, Equity, and Inclusion



DEIB Course Specifics

[Back To Topics](#)

DEIB Courses	Learning focus
• Publishers • Enspark • Ideas for Leaders • Management Pocketbooks • OpenDoors • Syntrio • Course lengths • Range from 5-30 minutes • Language Options (may vary by course, including subtitle options) • English, French, Chinese, Hindi, Latin American Spanish, Japanese, French Canadian • # of courses • 46	Create a workplace environment that is inclusive, respectful, and supportive of all employees through e-learning courses that cover. • Workplace inclusion strategies • Measuring DEI impact • Why Diversity matters • Allyship • Managing culture in virtual teams • Overcoming bias when giving feedback • Disrupting microaggressions • Building emotional self-awareness • And more!

PREMIUM COURSE

Cybersecurity

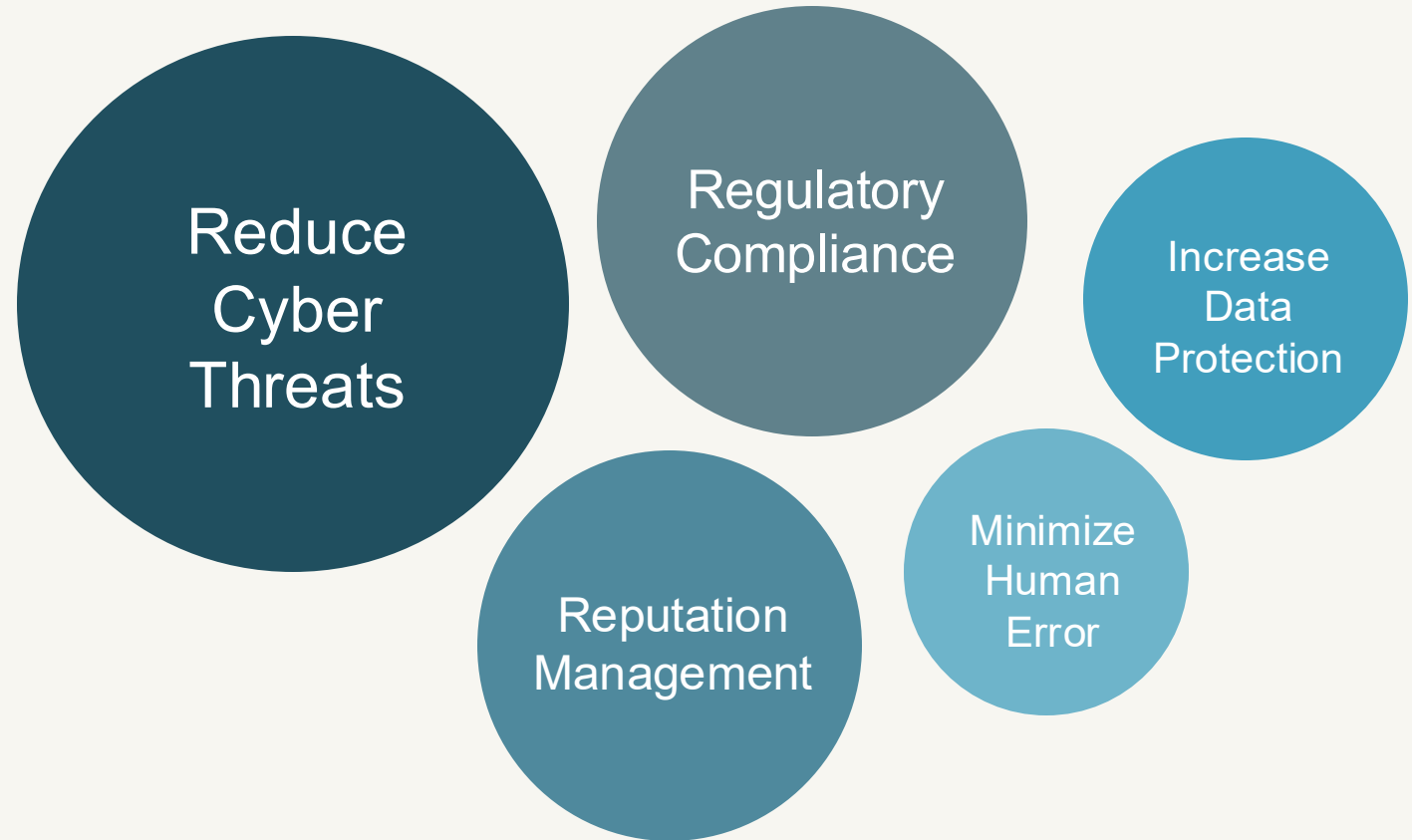
Companies are often targeted by cybercriminals due to their perceived vulnerabilities. Employees who receive regular cybersecurity training are better equipped to identify and respond to security threats.



Benefits & courses that support this initiative

Top Courses:

- **Cybersecurity Awareness for Employees:** Security Awareness Essentials.
- **Cybersecurity:** Protecting Yourself and Your Company From Phishing Attacks
- **Business Ethics:** Sustaining a Responsible Organization (Employee Core)



AI & Cybersecurity Course Specifics

[Back To Topics](#)

Cybersecurity Courses

- Publishers
 - Enspark
 - Infobase
 - SONIC Performance Support
 - Syntrio
 - Vector Solutions
 - Vubiz
- Course lengths
 - Range from 5-90 minutes
- Language Options (may vary by course, including subtitle options)
 - English, French, Chinese, Hindi, Latin American Spanish, Japanese, French Canadian
- # of courses
 - 40

Learning focus

Protect assets and reduce the risk of cyber-attacks with e-learning courses that address procedures for handling sensitive information including topics such as:

- Password security
- Phishing
- Ransomware
- Social engineering
- Safe browsing practices
- And more!



PREMIUM COURSE

Communication

Communication is the glue that holds a business together. When executed effectively, strong communication can increase productivity, mitigate pitfalls and resolve issues in the workplace.

Benefits to Communication Training

Our course offering will enable companies to improve internal and external communication.



Increase
Productivity



Improve
Teamwork



Enhance Customer
Satisfaction



Reduce
Conflicts



Boost
Morale

Courses to Help Communication:

- Clear and Concise Emails
- Preparing for Difficult Conversations
- When and How to Use Texts, Emails, and Calls to Communicate
- Barriers to Effective Communication
- Communication and the Science of Great Team Building

Communication Course Specifics

[Back To Topics](#)

Communication Courses

- Publishers
 - Enspark
 - Ideas for Leaders
 - Management Pocketbooks
 - Syntrio
- Course lengths
 - Range from 8-45 minutes
- Language Options (may vary by course, including subtitle options)
 - English, French, Chinese, Hindi, Latin American Spanish, Japanese, French Canadian
- # of courses
 - 42

Learning focus

Cultivate a productive, collaborative, and harmonious workplace with e-learning courses that teach employees how to develop skills essential for effective communication such as:

- Active listening
- Feedback
- Coaching
- Negotiation
- Conflict resolution
- Written communication
- Cultural awareness
- And more!



PREMIUM COURSE

Health & Wellness

Healthier employees tend to have less absenteeism, be more productive and have fewer medical expenses, which can lead to cost savings.

Courses and Benefits to Health & Wellness Training

Top courses:

- 90 Seconds to Emotional Resilience
- Reduce Implicit Bias with Mindful Meditation
- Resilience and Stress Management
- Staying Focused in Meetings
- Office Ergonomics



Reduce
Healthcare Costs



Increase Morale &
Job Satisfaction



Attract & Retain
Talent



Reduce
Absenteeism



Improve
Productivity

Health & Wellness Course Specifics

[Back To Topics](#)

Health & Wellness Courses

- Publishers
 - Management Pocketbooks
 - OpenMind
- Course lengths
 - Range from 5-16 minutes
- Language Options (may vary by course, including subtitle options)
 - English, French, Chinese, Hindi, Latin American Spanish, Japanese, French Canadian
- # of courses
 - 55

Learning focus

- Increase employee morale, productivity, attendance, and retention through e-learning courses that prioritize:
- Physical and mental well-being
 - Work-life balance
 - Stress management
 - Emotional resilience
 - Social connection
 - Challenges related to hybrid and remote work environments, economic uncertainty, and preparing for the future of work.

PREMIUM COURSE

Leadership & Management

Good leaders play a critical role in setting business vision and values and inspiring employees to adopt and support these. They also motivate and guide employees to achieve business goals. Good leadership skills can help a business make more effective decisions.



Courses & Benefits to Leadership & Management Training

Top courses:

- Build Agile Transformation with Collaborative Teams
- Teamwork Strategies for Leaders
- Delegation, Goal Setting, and Monitoring
- Leading a Virtual Team
- A Manager's Core Skills



Leadership & Management Course Specifics

[Back To Topics](#)

Leadership & Management Courses

- Publishers
 - Enspark
 - Ideas for Leaders
 - Management Pockbooks
 - Syntrio
- Course lengths
 - Range from 8-60 minutes
- Language Options (may vary by course, including subtitle options)
 - English, French, Chinese, Hindi, Latin American Spanish, Japanese, French Canadian
- # of courses
 - 39

Learning focus

Gain competitive advantages by developing top talent through e-learning courses designed to strengthen leadership roles with the skills in:

- Communication
- Time management
- Problem solving
- Decision making
- Delegation
- Team building
- Performance management
- Adapting to change
- Innovation

PREMIUM COURSE

Microsoft Computer Skills

Microsoft Office products are the most widely-used business productivity software worldwide. If you want to improve efficiency in your business, one way to do that is to provide training on Microsoft Office skills training.



Courses and Benefits to Microsoft Computer Skills Training

Microsoft skills training can equal up to an hour per remote worker per day in productivity gains, as well as reduced IT support.

Top courses:

- Microsoft SharePoint - Organize Cooperation in Groups
- Office 365: Collaborate and Share
- Dynamic Arrays in Excel



Better
Communication



Increase
Productivity



Cost
Effective



Competitive
Advantage



Improve
Data Analysis

Microsoft Computer Skills Course Specifics

[Back To Topics](#)

Leadership & Management Courses

- Publishers
 - Enspark
 - Infobase
 - Management Pocketbooks
 - SONIC Performance Support
- Course lengths
 - Range from 5-300 minutes
- Language Options (may vary by course, including subtitle options)
 - English, French, Chinese, Hindi, Latin American Spanish, Japanese, French Canadian
- # of courses
 - 32

Learning focus

Streamline workflows, make better-informed decisions, and improve data management by becoming proficient in using Microsoft Office applications including:

- Excel
- Outlook
- PowerPoint
- Word
- Office 365
- Teams
- SharePoint
- Planner
- Addresses topics such as using technology in virtual teams, cybersecurity and data analysis.

PREMIUM COURSE

Workplace Harassment Prevention

Establish a culture of inclusion and trust by preventing costly claims, litigation, and reputational harm.



Workplace Harassment Prevention

Compliant Versions

New York State (+Spanish)

New York City (+Spanish)

California (+Spanish)

Connecticut (+Spanish)

Delaware (Spanish)

Maine (Spanish)

Illinois (+Spanish)

Chicago (+Spanish)

DE&I Training

Custom Course Uploader

Features

Interactive (required)

Live advisor access

Time tracking (required)

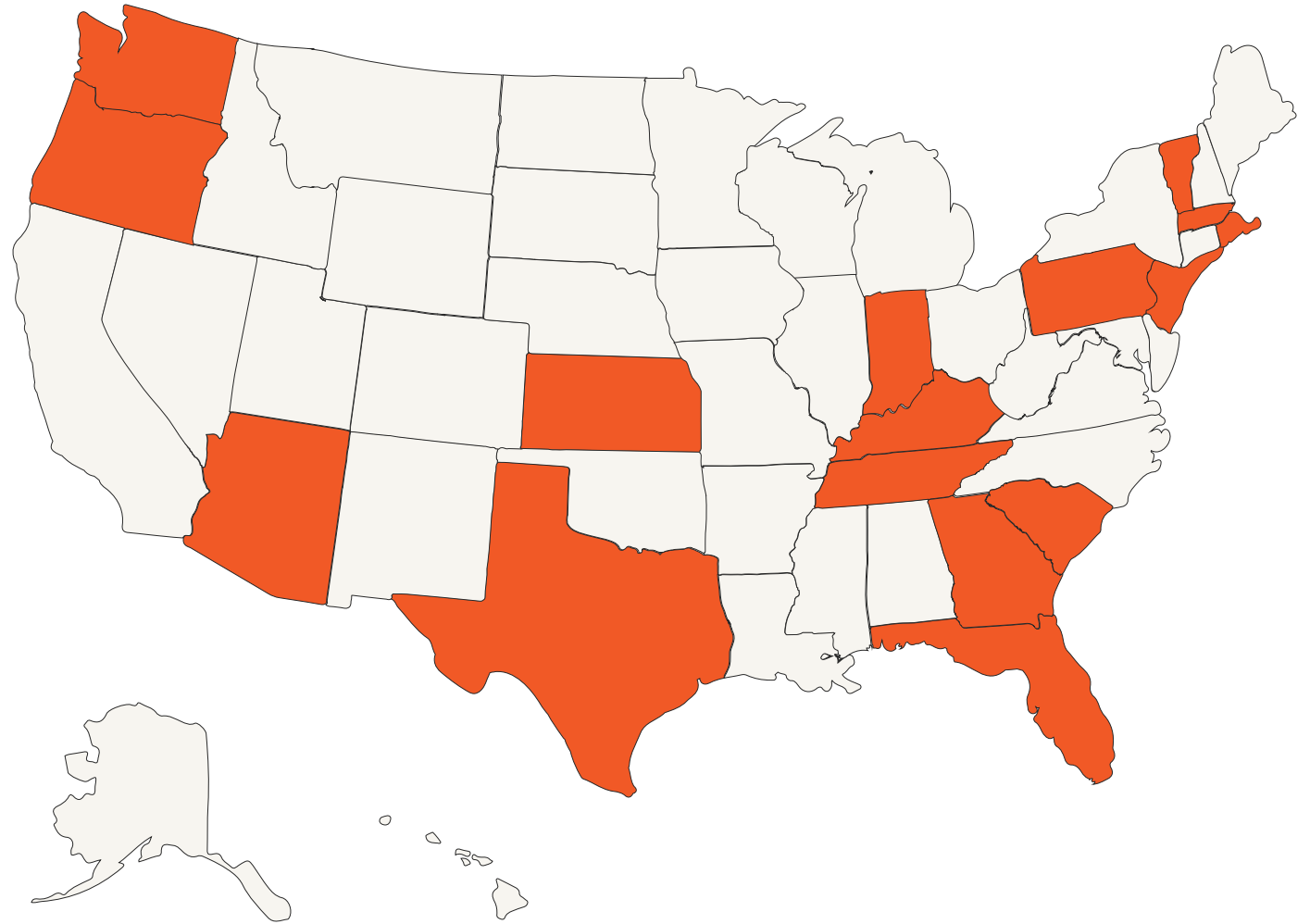
Proof of completion

Auto-reminders

All future harassment prevention mandates

18 states pending mandate requirements

- Arizona
- Florida
- Georgia
- Kansas
- Massachusetts
- New Jersey
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- Texas
- Vermont
- Washington



Complete Compliance with Mineral

- Establish a culture of inclusion and trust
- Prevent costly claims, litigation, and reputational harm
- Courses Offered:
 - Reducing Unconscious Bias in the Workplace
 - Reduce Implicit Bias with Mindful Meditation
 - Unconscious Bias and You: Essentials
 - Unconscious Bias: An Introduction
 - Valuing Diversity



Workplace Harassment Prevention Courses

Mineral™

HR ComplianceCompany PoliciesSafetyTrainingHR ToolsTemplatesResources

Learn

Course CatalogMy CoursesDashboard

Search Courses

Course Selection Guidance

Actions

Active Tracks

TOTAL: 730 ACTIVE TRACKS

<< < 73 of 73 > >>

RECORDS PER PAGE: 10

Track Name	Company	Courses	Users	Completion Date	Status	Actions
+ Wizard Track 1 (Demo)	DEMO Demo MNL Kyle Burnett	4	1	April 07, 2022	COMPLETED	    
- WMS - DEMO	TriBridge Partners, LLC	4	2	December 10, 2021	OVERDUE	    
	Andrea Green				NOT STARTED	  
	Matthew Brashears				IN PROGRESS	  
- WorkMagic_Demo Track_Q1 2021	Work Magic	3	0	January 31, 2021	COMPLETED	    
- WorkMagic_Demo Track_Q4 2020	Work Magic	3	1	November 30, 2020	OVERDUE	    
	Patricia Johnson				IN PROGRESS	  
- Workplace Harassment Prevention Demo Track	Eli Howayeck Sales Demo - Partner View	7	0	March 09, 2022	OVERDUE	    
- Workplace Harassment Prevention Sales Demo	EH Consulting - SAMPLE CLIENT	1	0	March 09, 2022	COMPLETED	    
- Workplace Harassment Training Demo	Virbac Corporation	1	2	August 09, 2019	COMPLETED	    

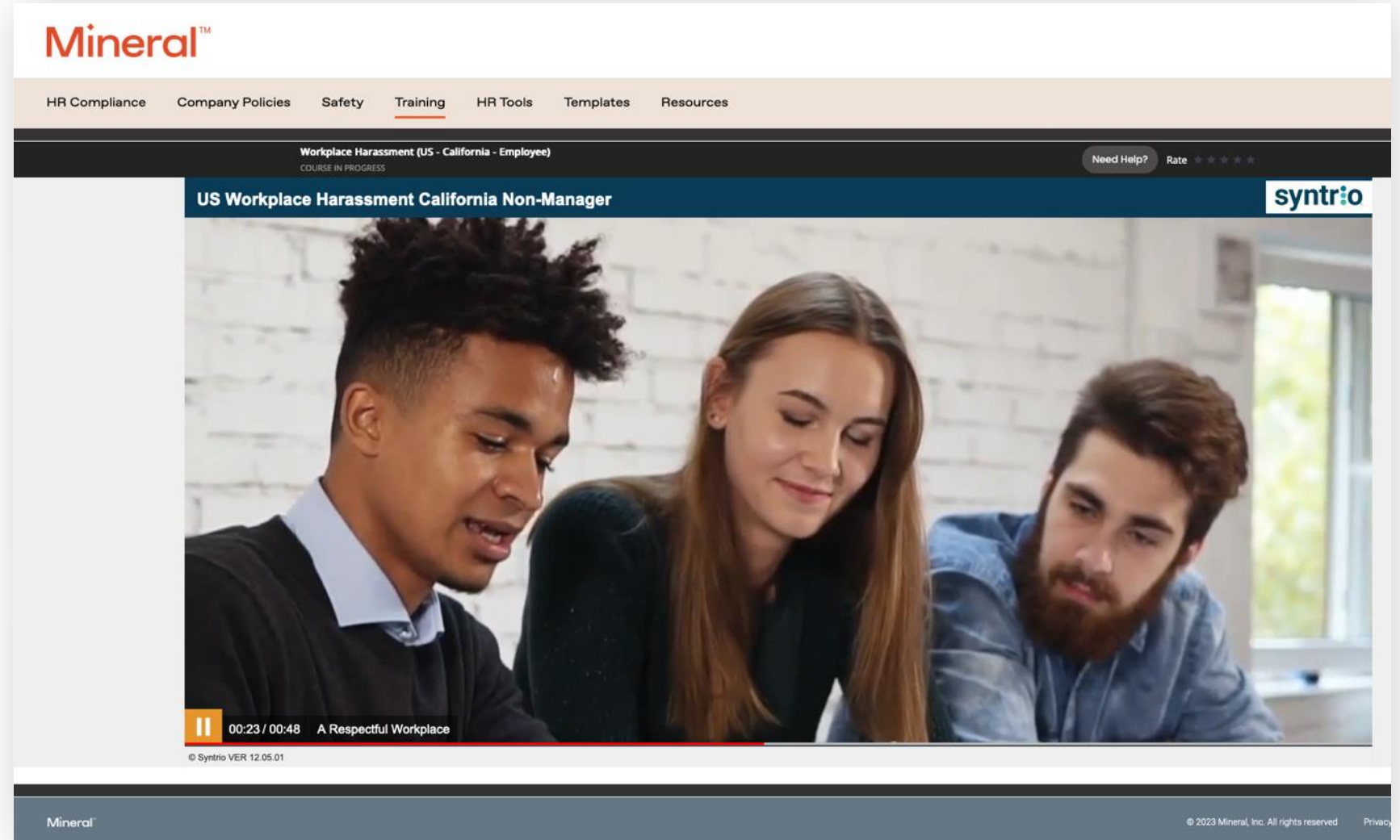
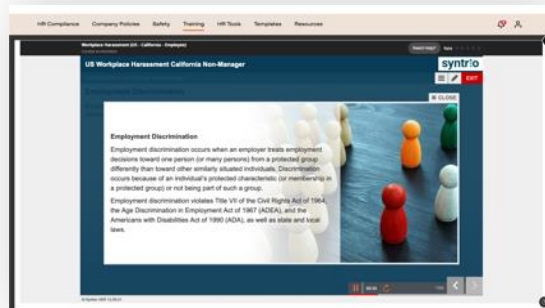
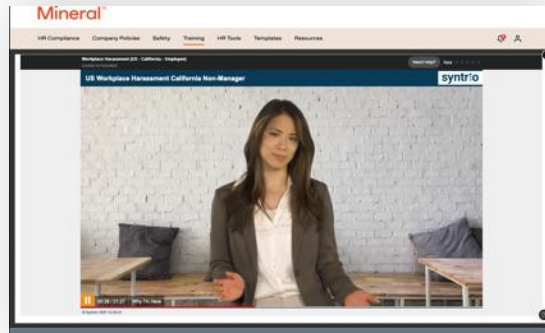
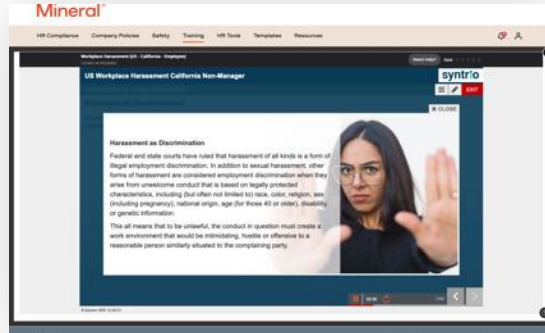
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Mineral

43

Workplace Harassment Prevention Courses





PREMIUM COURSE

Workplace Safety

Reduce potential hazards, accidents and liability while creating a culture of safety among your employees.

Workplace Safety

These online courses includes best practices on everything from personal protective equipment and ladder safety to hazardous materials, transportation and more.

- 160+ courses
- Interactive quizzes
- Available in Spanish and English



Workplace Safety

We make it easy to make your workplace safer.

The full catalog of courses will educate your people on the specific hazards they face and give them the skills they need to protect themselves against those hazards.

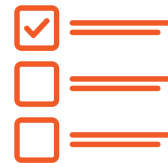
Topics include personal protective equipment and ladder safety to more detailed trainings on hazardous materials and transportation.



Be compliant with Department of Labor and OSHA requirements



Customize courses for the unique needs of your business



Easily assign courses and track employee completion



Why training is important – Reskilling & upskilling employees

- Improve productivity & morale
- Enhance customer satisfaction
- Keep up with industry & technology changes
- Retain employees
- Compliance

Employee training offers a significant competitive advantage.

- **24% higher profit margin** for companies that offer comprehensive training programs.
- Companies with well-trained & engaged employees **outperformed those without by 202%.**

Source(s): Association for Talent Development & S H ! F T eLearning



Mineral[®]

HR and compliance made simple.