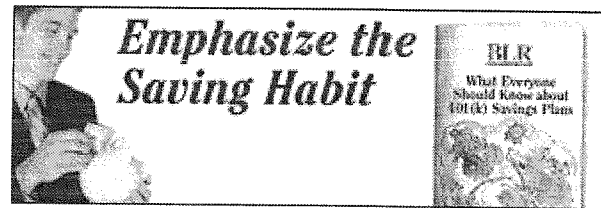


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Topic	Type	Title
Disabilities (ADA)	PowerPoints	ADA--What Supervisors Need to Know
Wellness	PowerPoints	All About Nutrition
Attendance	PowerPoints	Attendance Management--What Supervisors Need to Know
Ergonomics	PowerPoints	Back Safety
Ergonomics	PowerPoints	Back Safety (Spanish)
Paychecks	PowerPoints	Basic Tax Guidelines For Employees
Death in Family	PowerPoints	Bereavement
Safety and Health	PowerPoints	Bloodborne Pathogens--General
Safety and Health	PowerPoints	Bloodborne Pathogens--General (Spanish)
Communication	PowerPoints	Business Writing for Employees
Communication	PowerPoints	Business Writing for Supervisors and Managers
Communication	PowerPoints	Coaching for Superior Employee Performance--Techniques for Supervisors
Communication	PowerPoints	Coaching Techniques
Health Insurance Continuation (COBRA)	PowerPoints	COBRA and HIPAA--What Supervisors Need to Know
Training	PowerPoints	Computer-Based Training Presentation
Training	PowerPoints	Conducting Effective Business Meetings
Layoff	PowerPoints	Coping with Downsizing and Layoffs
Communication	PowerPoints	Creative Problem-Solving
Communication	PowerPoints	Customer Service Skills--How We Can All Improve
Discipline	PowerPoints	Dealing with Challenging Employees
Personnel/ HR Management	PowerPoints	Dealing with Change--How Supervisors Can Help
Motor Vehicles	PowerPoints	Defensive Driving for Noncommercial Motorists
Motor Vehicles	PowerPoints	Defensive Driving for Noncommercial Motorists (Spanish)
Motor Vehicles	PowerPoints	Defensive Driving--Commercial Motor Vehicles
Motor Vehicles	PowerPoints	Defensive Driving--Commercial Motor Vehicles (Spanish)
Leadership	PowerPoints	Delegation Techniques
Emergencies	PowerPoints	Disaster Planning--What Employees Need to Know
Emergencies	PowerPoints	Disaster Planning--What Supervisors Need to Know
Diversity	PowerPoints	Diversity for all Employees
Diversity	PowerPoints	Diversity--Legal Basics for Supervisors
Communication	PowerPoints	E-Mail Best Practices for All Employees
Communication	PowerPoints	Effective Communication for Employees

Leadership	PowerPoints	Effective Communication for Supervisors
Leadership	PowerPoints	Effective Decision-Making Strategies
Communication	PowerPoints	Effective Meetings--How to for Supervisors
Emergencies	PowerPoints	Emergency Action & Fire Prevention
Emergencies	PowerPoints	Emergency Action & Fire Prevention (Spanish)
Emergencies	PowerPoints	Emergency Preparedness--Healthcare Workers
Benefits	PowerPoints	Employee Benefits--What Supervisors Need to Know
Counseling Services/ EAPs	PowerPoints	Employee Counseling and the EAP for Supervisors

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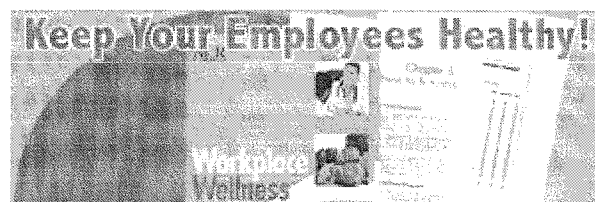
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Topic	Type	Title
Safety and Health	PowerPoints	Employee Safety Training Presentation
Laws & Regulations	PowerPoints	Employment Law For Supervisors--What You Should and Shouldn't Do
Communication	PowerPoints	Encouraging Employee Input
Training	PowerPoints	Enhancing Professional Development of Employees
Ergonomics	PowerPoints	Ergonomics--Healthcare Workers
Personnel/ HR Management	PowerPoints	Essential HR--For Those Who Have Recently Assumed HR Responsibilities
Safety and Health	PowerPoints	Exit Routes--Supervisors
Safety and Health	PowerPoints	Fire Extinguishers
Safety and Health	PowerPoints	Fire Extinguishers (Spanish)
Fair Labor Standards Act (FLSA)	PowerPoints	FLSA--What Supervisors Need to Know
Leave of Absence (FMLA)	PowerPoints	FMLA--What Supervisors Need to Know
Safety and Health	PowerPoints	Food Safety
Diversity	PowerPoints	Generational Diversity
Safety and Health	PowerPoints	Good Housekeeping
Termination (with Discharge)	PowerPoints	Grounds for Termination--What Managers and Supervisors Need to Know
Complaints and Investigations	PowerPoints	Handling Employee Complaints
Right to Know/ Hazard Communication	PowerPoints	Hazard Communication
Right to Know/ Hazard Communication	PowerPoints	Hazard Communication (Spanish)
Right to Know/ Hazard Communication	PowerPoints	Hazard Communication--Healthcare Workers
Smoking	PowerPoints	Hazards of Smoking--How to Quit
Wellness	PowerPoints	Healthy Aging
Health Information Privacy (HIPAA)	PowerPoints	HIPAA Privacy Training for Employers
Hiring	PowerPoints	Hiring Legally
Leadership	PowerPoints	How to Manage Challenging Employees
Layoff	PowerPoints	How to Manage Downsizing and Layoffs
Military Service (USERRA)	PowerPoints	How to Manage Military Leave
Hiring	PowerPoints	Immigration and Hiring--What Supervisors Need to Know
Hiring	PowerPoints	Interviewing Skills for Supervisors
Job Descriptions	PowerPoints	Job Descriptions--How to Write Them Effectively
Leadership	PowerPoints	Leadership Skills--What New Supervisors and Managers Need to Know
Diversity	PowerPoints	Managing Non-English-Speaking Employees
Performance Appraisal	PowerPoints	Measuring Job Performance

Safety and Health	PowerPoints	Mold Hazards and Prevention
Communication	PowerPoints	Motivating Employees--Tips and Tactics for Supervisors
Communication	PowerPoints	Motivation
Leadership	PowerPoints	Negotiation Skills
Orientation	PowerPoints	New Employee Orientation (Spanish)
Orientation	PowerPoints	New Employee Orientation--"How To" for Supervisors
Orientation	PowerPoints	New Employee Safety Orientation
Orientation	PowerPoints	New Employee Safety Orientation (Spanish)

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Topic	Type	Title
Unions	PowerPoints	NRLA and Unions--What Supervisors Need to Know
Ergonomics	PowerPoints	Office Ergonomics
Safety and Health	PowerPoints	Office Hazards
OSHA	PowerPoints	OSHA Inspections, Citations, and Penalties
Performance Appraisal	PowerPoints	Performance Appraisals--How to Conduct Effectively
Performance Appraisal	PowerPoints	Performance Goals--How Goals Help Supervisors Manage Employees More Effe
Strategic Planning	PowerPoints	Planning and Organizational Skills
Maternity and Pregnancy	PowerPoints	Pregnancy and Maternity--What Supervisors Need to Know
Emergencies	PowerPoints	Preparing for Weather Emergencies
Civil Rights	PowerPoints	Preventing Discrimination In the Workplace
Training	PowerPoints	Professional Behavior
Leadership	PowerPoints	Professional Behavior -- What Supervisors Need to Know
Discipline	PowerPoints	Progressive Discipline
Leadership	PowerPoints	Project Management I--Planning A Project
Leadership	PowerPoints	Project Management II--Implementation
Leadership	PowerPoints	Project Management III--Sticking to Your Budget
Communication	PowerPoints	Promoting Customer Service
Security	PowerPoints	Protection from Terrorism
Records	PowerPoints	Recordkeeping and Notice Requirements
Records	PowerPoints	Recordkeeping--Injury and Illness
Turnover	PowerPoints	Reducing Turnover and Increasing Retention
Disabilities (ADA)	PowerPoints	Right for the Job: How the ADA Provides Equal Opportunities
Safety and Health	PowerPoints	Safety and Health Program Presentation
Sexual Harassment	PowerPoints	Sexual Harassment--What Employees Need to Know
Sexual Harassment	PowerPoints	Sexual Harassment--What Employees Need to Know (Spanish)
Sexual Harassment	PowerPoints	Sexual Harassment--What Supervisors Need to Know
Shift Operation	PowerPoints	Shift Work Safety Presentation
Accidents	PowerPoints	Slips, Trips, and Falls
Safety and Health	PowerPoints	Slips, Trips, and Falls (Spanish)
Training	PowerPoints	State-of-the-Art Classroom Training
Wellness	PowerPoints	Stress Management
Alcohol and Drugs	PowerPoints	Substance Abuse in the Workplace--What Employees Need to Know

Alcohol and Drugs	PowerPoints	Substance Abuse in the Workplace--What Supervisors Need to Know
Homeworkers/ Telecommuting	PowerPoints	Supervising Alternative Work Arrangements
Turnover	PowerPoints	Supervising an Aging Workforce
Turnover	PowerPoints	Supervising Young Employees
Communication	PowerPoints	Teambuilding for All Employees
Communication	PowerPoints	Teambuilding for Supervisors
Contingent Workers	PowerPoints	Temporary Employees and Independent Contractors
Termination (with Discharge)	PowerPoints	Terminating Employees--The Process

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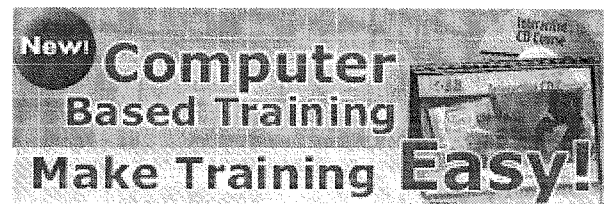
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Topic	Type	Title
Right to Know/ Hazard Communication	PowerPoints	The Case of the Unknown Chemical Hazard
Leadership	PowerPoints	Time Management for Supervisors
Training	PowerPoints	Time Management Skills for Employees
Civil Rights	PowerPoints	Title VII Discrimination--What Supervisors Need to Know
Training	PowerPoints	Training Strategies I--E-Learning
Military Service (USERRA)	PowerPoints	Understanding Military Leave Laws
Leave of Absence (FMLA)	PowerPoints	Understanding the Interplay Between FMLA and ADA
Violence in the Workplace	PowerPoints	Violence in the Workplace--How to Prevent and Defuse for Employees
Violence in the Workplace	PowerPoints	Violence in the Workplace--How to Prevent and Defuse for Employees (S
Violence in the Workplace	PowerPoints	Violence in the Workplace--How to Prevent and Defuse for Supervisors
Violence in the Workplace	PowerPoints	Violence Prevention for Healthcare
Garnishment	PowerPoints	Wage Garnishment and Family Support Withholding
Garnishment	PowerPoints	Wage Garnishment and Family Support Withholding--What Supervisors N
Wellness	PowerPoints	Wellness and You
Workers' Compensation	PowerPoints	Workers Compensation--What Supervisors Need to Know
Safety and Health	PowerPoints	Working in Hot Conditions
Ethics	PowerPoints	Workplace Ethics for Supervisors
Civil Rights	PowerPoints	Workplace Harassment--What Employees Need to Know
Civil Rights	PowerPoints	Workplace Harassment--What Supervisors Need to Know
Privacy	PowerPoints	Workplace Privacy
Privacy	PowerPoints	Workplace Privacy--What Supervisors Need to Know
Safety and Health	PowerPoints	Workplace Safety for Employees
Safety and Health	PowerPoints	Workplace Safety for Employees (Spanish)
Safety and Health	PowerPoints	Workplace Safety for Supervisors
Security	PowerPoints	Workplace Security for Employees
Security	PowerPoints	Workplace Security Safety Presentation
Security	PowerPoints	Workplace Theft--What Supervisors Need to Know
Job Descriptions	PowerPoints	Writing Effective Job Descriptions

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Ethics	PowerPoints	Workplace Ethics for Supervisors
Civil Rights	PowerPoints	Workplace Harassment--What Employees Need to Know
Civil Rights	PowerPoints	Workplace Harassment--What Supervisors Need to Know
Privacy	PowerPoints	Workplace Privacy
Privacy	PowerPoints	Workplace Privacy--What Supervisors Need to Know
Safety and Health	PowerPoints	Workplace Safety for Employees
Safety and Health	PowerPoints	Workplace Safety for Employees (Spanish)
Safety and Health	PowerPoints	Workplace Safety for Supervisors
Security	PowerPoints	Workplace Security for Employees
Security	PowerPoints	Workplace Security Safety Presentation
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