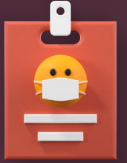




Learning Management Courses

GLOBAL CATALOG



If you select the Global bundle, then you can pick up to 50 courses from our global catalog of 150 courses. Courses cover everything from global cybersecurity to country-specific sexual harassment training. Each language version counts as one course.

COURSE LIST

Anti-Bribery and Anti-Corruption: Global	Data Privacy: Global	Equal Treatment Laws: France
Code of Conduct: Global	Return to Work and COVID-19: Global	Prevention of Sexual Harassment at Workplace: India
Diversity and Inclusion: Global	Unconscious Bias: Global	Bullying and Harassment Training: Ireland
Preventing Discrimination and Harassment: Global	Equal Employment Opportunity: Australia	Introduction to Health & Safety: Ireland
Discrimination and Harassment Training: Global	Sexual Harassment: Australia	Working When Seated: Italy
First Aid Basics: Global	Sexual Harassment: Bulgaria	Introduction to Mental Health: Phillipines
Workplace Health and Safety: Global	OHSA Harassment Training for Employees: Canada	Sexual Harassment Prevention: UK
Office Ergonomics: Global	OHSA Health and Safety Awareness Training for Employees: Canada	
Office Safety: Global	Workplace Violence: Canada	
Information Security and Cyber Risk Awareness: Global	Injury and Illness Prevention Program: France	

GLOBAL

Anti-Bribery and Anti-Corruption



Dutch, English, French, German, Italian, Korean, Portuguese [Brazil], Simplified Chinese, Spanish, Thai, Traditional Chinese [Hong Kong], Vietnamese, Arabic

In this course, employees will become familiar with anti-bribery and corruption laws, such as the UK Bribery Act, the United Nations Convention against Corruption, and the US Foreign Corrupt Practices Act in addition to other country-specific legislation. They'll learn how to recognize red flags and risks associated with bribery and corruption and how to mitigate those risks by applying their knowledge to real-life scenarios.

LEARNING OBJECTIVES

- Defining bribery and corruption
- Identifying Bribery and corruption red flags
- Following honest business practices
- Mitigating risks associated with bribery and corruption

GLOBAL

Code of Conduct



English, French, German, Italian, Japanese, Korean, Spanish, Arabic

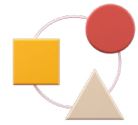
This course covers country-specific codes of conduct. It reminds employees of their obligation to comply with all relevant laws and regulations in each country their organization does business in. This includes topics like conflicts of interest, insider trading, protecting personal data, and more.

LEARNING OBJECTIVES

- Understanding your obligation to follow international laws and regulations
- Preventing bribery and corruption
- Identifying types of conflict of interest
- Understanding the importance of whistleblower programs
- Identifying insider trading
- Understanding the importance of corporate social responsibility
- Protecting personal data

GLOBAL

Diversity and Inclusion



English, French, French [Canada], German, Hindi, Italian, Japanese, Korean, Polish, Portuguese [Brazil], Russian, Simplified Chinese, Spanish, Spanish [LATAM], Thai, Traditional Chinese [Hong Kong], Dutch

This course explains to employees the importance of diversity and the competitive advantages of an inclusive workplace. Participants will learn how to identify and address their own unconscious biases in addition to practical steps they can take to support a fair company culture.

LEARNING OBJECTIVES

- Understanding the benefits of a diverse culture
- Understanding the importance of cultural awareness
- Understanding anti-discrimination laws
- Participating in diversity initiatives
- Identifying and addressing unconscious bias
- Becoming an ally
- Supporting diversity and inclusion

GLOBAL

Preventing Discrimination and Harassment



Finnish, Greek, Hindi, Hungarian, Indonesian, Norwegian, Portuguese, Romanian, Swedish, Turkish, Vietnamese, Danish

This course helps employees recognize their duty to act respectfully towards all coworkers, whether they're located in the office next door or the other side of the globe. Participants will learn how to apply basic principles to help promote a more professional workplace.

LEARNING OBJECTIVES

- Recognizing respectful behavior
- Understanding the benefits of a respectful workplace
- Identifying situations that might lead to inappropriate behavior

GLOBAL

Discrimination and Harassment Training



Czech, Dutch, English, French, French [Canada], German, Italian, Japanese, Korean, Polish, Portuguese [Brazil], Russian, Simplified Chinese, Spanish, Spanish [LATAM], Thai, Traditional Chinese [Hong Kong], Arabic

This course provides an overview of anti-discrimination and anti-harassment. Employees will learn the general fundamentals, policies, and best practices to maintain a positive, respectful work environment. Practice notes are included for 11 countries: Australia, Canada, China, France, Germany, Russia, South Africa, Singapore, UAE, UK, and the US.

LEARNING OBJECTIVES

- Identifying different types of discrimination
- Understanding Protected Categories and anti-discrimination laws
- Describing employee rights and responsibilities
- Learning best practices for preventing discrimination and harassment

GLOBAL

Workplace Health and Safety



English

This course teaches employees how to maintain a healthy and safe working environment. It covers health and safety laws, regulations and standards, and best practices for both on-site and remote workplaces. Country-specific regulation will be covered, including the EU's Framework Directive, Australia's Work Health and Safety Act, Singapore's Workplace Safety and Health Act, the UK's Health and Safety at Work Act, and the US's Occupational and Safety Health Act.

LEARNING OBJECTIVES

- Understanding the importance of workplace health and safety
- Identifying workplace hazards
- Addressing workplace hazards
- Understanding basic first aid techniques for choking, severe bleeding, shock, fractures, sprains, strains, and burns

GLOBAL

First Aid Basics



Dutch, English, French, German, Japanese, Polish, Portuguese, Spanish, Thai, Czech, Chinese

This course covers the basic of first aid. Participants will learn about the the importance of first aid and how to respond to basic first aid situations until Emergency Medical Services (EMS) arrives.

LEARNING OBJECTIVES

- Assessing scenes and victims
- Providing correct information to EMS
- Learning guidelines on when and how to move victims

GLOBAL

Office Ergonomics



French, French [Canada], German, Italian, Japanese, Korean, Portuguese, Spanish, English, Chinese

This course helps employees reduce risks associated with sitting at a desk for long periods of time. Participants will learn how reduce pain and discomfort by making their workspace more ergonomic.

LEARNING OBJECTIVES

- Understanding office ergonomics
- Recognizing ergonomic risk factors
- Identifying the correct adjustments

GLOBAL

Office Safety*Dutch, Polish, Czech*

This course teaches office employees how to maintain a secure and safe work environment. Participants will learn how to minimize the risk of injury and illness, identify common hazards, and respond appropriately in an emergency.

LEARNING OBJECTIVES

- Identifying common hazards
- Understanding how to respond in an emergency
- Learning proper lifting techniques
- Identifying proper personal protective equipment
- Learning how to report an incident or injury
- Learning how a healthy lifestyle can reduce the risk of injury or illness

GLOBAL

Information Security and Cyber Risk Awareness*Dutch, English, French, German, Italian, Japanese, Korean, Portuguese [Brazil], Simplified Chinese, Spanish, Traditional Chinese [Taiwan], Arabic*

This course provides an overview of information security. Participants will learn how to recognize the warning signs of cybercrime and protect themselves and their workplace from cyber security breaches.

LEARNING OBJECTIVES

- Understanding what makes an information security regime effective
- Understanding security measures for physical and electronic data
- Learning the consequences of lost or stolen data, records, and information
- Identifying how to protect personal information
- Identifying common cybercrimes
- Learning how to respond to potential information security incidents

GLOBAL

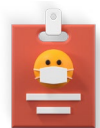
Data Privacy*Arabic, Czech, Dutch, English, French, French [Canada], German, Italian, Japanese, Korean, Malay, Polish, Portuguese [Brazil], Simplified Chinese, Spanish, Spanish [LATAM], Thai, Traditional Chinese [Hong Kong]*

This course will teach employees about the risks associated with mishandling personal data and how to mitigate those risks with data privacy best practices. They'll learn what roles are subject to regulation, the importance of data privacy, data privacy principles, data subjects' rights to control the use of their data, and best practices for handling and protecting personal data.

LEARNING OBJECTIVES

- Defining personal data
- Identifying data subjects
- Processing and collecting personal data
- Understanding data privacy principles and regulation
- Understanding data subjects' rights, consent, and disclosure of use of data
- Defining and preventing data breaches

GLOBAL

Return to Work and COVID-19*English*

This course covers practical considerations around health and safety as workers return to the office.

LEARNING OBJECTIVES

- Managing risk with 5 safety steps
- Practicing social distancing at work
- Learning practical steps to ensure a safe and healthy workplace
- Learning best practices for preventing discrimination and harassment

GLOBAL

Unconscious Bias

Dutch, English, French, French [Canada], German, Hindi, Italian, Japanese, Korean, Polish, Portuguese [Brazil], Romanian, Russian, Simplified Chinese, Spanish, Spanish [Latam], Thai, Traditional Chinese [Hong Kong]

This course helps raise awareness around the harmful role unconscious bias can play in the workplace. Participants will learn how to identify and address their own unconscious biases through practical strategies.

LEARNING OBJECTIVES

- Defining unconscious bias
- Identifying potential triggers
- Understanding different types of unconscious bias
- Applying behaviors and strategies to promote inclusion

AUSTRALIA

Equal Employment Opportunity

English

This course teaches employees about equal employment opportunity and the importance of contributing to a safe company culture that recognizes and supports diversity. Participants will learn how to identify, report, and resolve any unlawful conduct that is hindering a fair and respectful workplace.

LEARNING OBJECTIVES

- Defining equal employment opportunity
- Defining discrimination, sexual harassment, and unlawful adverse action
- Understanding reasonable accommodations

AUSTRALIA

Sexual Harassment

English

This course gives an overview of sexual harassment and its impact in the workplace. Employees will learn how to recognize, prevent, and address sexual harassment.

LEARNING OBJECTIVES

- Understanding sexual harassment laws
- Identifying types of sexual harassment
- Understanding the impact of sexual harassment in the workplace
- Learning how to identify, report, and resolve incidents of sexual harassment

BULGARIA

Sexual Harassment

Bulgarian

This course covers how to protect personal data in accordance with GDPR.

LEARNING OBJECTIVES

- Understanding how to correctly collect, process, and store personal data
- Learning how to properly handle the rights and requests of data subjects
- Identifying data protection risks
- Understanding what to do in the event of a data breach

CANADA

OHSA Harassment Training for Employees

English, French [Canadian]

This two-part interactive seminar covers new legislation around sexual harassment, including Bill 132.

LEARNING OBJECTIVES

- Understanding the new definition of harassment
- Understanding how employers must respond to complaints

CANADA

OHSA Health and Safety Awareness Training for Employees*English, French [Canada]*

This course provides occupational health and safety awareness training per the Occupational Health and Safety Act (OHSA). Employees will learn their rights and responsibilities under this act and how to anticipate different workplace hazards.

LEARNING OBJECTIVES

- Understanding the OHSA act and regulations
- Understanding worker rights and responsibilities
- Understanding and anticipating different workplace hazards

FRANCE

Injury and Illness Prevention Program*International French*

This course teaches employees how to identify and prevent common injuries and illnesses in the workplace. Details from the written Injury and Illness Prevention Program will be covered so that participants can protect themselves from occupational health and safety hazards.

LEARNING OBJECTIVES

- Understanding common injuries and illnesses
- Preventing injuries and illnesses
- Understanding employee, supervisor, and employer responsibilities

CANADA

Workplace Violence*English*

This interactive course uses an engaging mix of audio, full-motion video, text, and colorful graphics to teach employees how to recognize, prevent, and address violence in the workplace. By the end, participants will have a newfound appreciation for the importance of a safe environment and the consequences when conflict gets out of hand.

LEARNING OBJECTIVES

- Identifying different types of aggressive behavior
- Recognizing warning signs of violence
- Understanding the hazards of violent behavior in the workplace
- Learning tactics for addressing conflict
- Creating effective Workplace Violence Prevention Programs

FRANCE

Equal Treatment Laws*French*

This 15 minute course goes over discrimination and harassment in the workplace and demonstrates what professional and respectful behavior looks like.

LEARNING OBJECTIVES

- Identifying different types of discrimination
- Learning best practices for preventing discrimination and harassment

INDIA

Prevention of Sexual Harassment at Workplace

English



This course gives an overview of sexual harassment. Participants will learn the different types of sexual harassment, the roles of employees and managers in addressing sexual harassment, and the correct process for reporting incidents of harassment.

LEARNING OBJECTIVES

- Defining sexual harassment
- Identifying the different types of sexual harassment
- Reporting sexual harassment
- Identifying, reporting, and resolving incidents of discrimination
- Understanding unlawful adverse action and victimization

IRELAND

Bullying and Harassment Training

English



This course helps employees learn how to identify and prevent bullying, harassment, and sexual harassment in the workplace. Participants will walk away with a better understanding of their role in keeping their workplace a safe and respectful space.

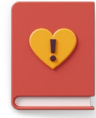
LEARNING OBJECTIVES

- Understanding the difference between bullying, harassment, and sexual harassment
- Learning how to submit a complaint
- Identifying how to respond to inappropriate behavior

IRELAND

Introduction to Health & Safety

English



This course teaches employees about standard health and safety best practices in the workplace. Participants will learn how to protect themselves and their coworkers from workplace hazards and how to contribute to a culture of safety at work.

LEARNING OBJECTIVES

- Understanding the relationship between hazards, risks, and control measures
- Following the correct procedures in emergency situations
- Contributing towards a safe working environment

ITALY

Working When Seated

Italian



The course helps employees stay safe in sedentary jobs. Participants will learn how to reduce the risk of injury and mitigate negative effects on their health from sitting at a desk.

LEARNING OBJECTIVES

- Understanding the risks of non-manual jobs
- Learning tips for sitting at a desk
- Learning tips for working with a computer
- Learning exercises to help reduce eye strain

PHILIPPINES

Introduction to Mental Health

English



This course will provide an introduction to mental health. Employees will learn what mental health means, how to check in on their own mental health, and how to seek support.

LEARNING OBJECTIVES

- Becoming more conscious of mental health
- Having conversations about mental health
- Recognizing signs of mental health issues

UK

Sexual Harassment Prevention

English



This course teaches employees how to help build a workplace free from harassment and discrimination. Employees will learn how to recognize harassment, different methods for intervening, and strategies to respond safely to violence at work. This training is compliant with the U.K. Equality Act 2010.

LEARNING OBJECTIVES

- Recognizing different forms of harassment
- Preventing harassment
- Reporting harassment

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