# **Administrative Teams Curriculum**

## **Cyber Security**

* Data Privacy & Information Security (English-2022 Edition)

## **Diversity and Ethics**

* Common Sense & Critical Thinking: Tolerance, Diversity & Stereotypes
* Discrimination & Workplace Sensitivity
* Diversity & Inclusion Training for Employees (English-2022 Edition)
* Workplace Code of Conduct

## **Drugs & Alcohol**

* Drugs and Alcohol in the Workplace (English)

**Employee Success**

* Communicating Effectively
* Social Media Behavior
* Stress Management Techniques for Employees

**Ergonomics**

* Adjusting Workstations & Postures
* Ergonomics Basics for Employees (English)
* Lifting Safety for Employees

## **Fire Safety**

* Fire Extinguisher Tips for Employees (English - Retake)

## **General Workplace Safety**

* Good Housekeeping Tips for Employees (English)
* Good Housekeeping Tips for Employees (Spanish)
* Office Injury Prevention for Employees
* Office Injury Prevention for Employees (Retake)
* Slip, Trip & Fall Prevention for Employees (English)
* Slip, Trip & Fall Prevention for Employees (Spanish)
* Top 10 Causes of Workplace Injuries