



Course Library & Descriptions

Course Library & Descriptions	1
Bloodborne Pathogens	2
Diversity (and Discrimination) in the Workplace.....	2
Drug-Free Workplace	2
Food Handling Safety	2
Golf Car Safety	3
Hazard Communication (“HazCom”).....	3
Hearing Conservation.....	3
Heat Illness Prevention (Cal/OSHA Section 3395 compliant).....	4
Lightning Safety	4
Lockout/Tagout (“LOTO”).....	4
Managing Performance (Management Video)	5
Managing Within the Law (Video): Wrongful Termination.....	5
New Board Orientation: Presented by Kopplin & Kuebler.....	5
Personal Protective Equipment (“PPE”)	5
Pool Safety & Liability	5
Resolving Conflict (Communication Video)	6
Sexual Harassment: General Employee	6
Sexual Harassment: Supervisors & Managers	6
Sexual Harassment: Training for Supervisors & Managers (California AB 1825 Compliant)	6
Slips, Trips & Falls.....	7
ADDITIONAL COST COURSE OFFERINGS	7
Alcohol Server Liability Training	7
Food Handling Certification Preparation.....	7

Bloodborne Pathogens

13 minutes

This course covers how to identify and respond to the threat of exposure to bloodborne pathogens. This course is designed to train all employees on work practice controls to properly prevent transmissions of bloodborne pathogens. This course addresses general employee information covered in federal OSHA Standard 1910.1030.

- Available in English, Spanish and Haitian Creole.

Diversity (and Discrimination) in the Workplace

12 minutes

This course gives an overview of the discrimination policies in effect at the time of its writing. The course is intended for all employees and is not a managerial-level course. The course is designed to give all employees basic information on the discrimination policies in place on the federal level within the EEOC and DOL. Some state policies are more detailed than the federal level. These state and county specific policies should be provided to your employees in supplement to this course. It strongly recommended that you provide each employee with a written statement about your club-specific discrimination policy and talk them through that policy during your new hire orientation. The course provides photos and discrimination scenario examples within each policy.

- Available in English, Spanish and Haitian Creole.

Drug-Free Workplace

24 minutes

This course covers the basic issues surrounding addiction and alcohol abuse as it affects the workplace. This course is appropriate for all employees and is recommended that it is included all training groups. There are club-based scenarios and photos. Drug and alcohol abuse can occur in any department at your club. It is recommended that your organization supplement this training with your club-specific written policy on drugs and alcohol in the workplace since each club has its own culture and procedures.

- Available in English, Spanish and Haitian Creole.

Food Handling Safety

14 minutes

This course covers basic food safety, but does not come with certification. This course is designed for wait staff, bussers, bar crew, and food stand attendants. This course does not satisfy specific state and municipal food handler certification standards, which normally require a proctored examination.

- Available in English and Spanish.

Golf Car Safety

12 minutes

This course addresses how to safely operate a golf car at the club. The basics of driving a cart, and hazards associated with accidents in carts is emphasized. It is recommended that all employees take this course so they will at least be familiar with golf car safety in the event they are required to escort a member or transport themselves across club grounds.

- Available in English and Spanish.

Hazard Communication (“HazCom”)

13 minutes

This course deals with the federal OSHA Standard 1910.1200 Hazard Communication "Right to Know." The course addresses the importance of labels and possible chemical exposures on the job. There is a brief explanation of MSDS (material safety data sheets). It recommended that all employees take this course.

- Available in English and Spanish.

Hearing Conservation

10 minutes

This course covers the importance of hearing protection on the job. It is intended for all employees who will be exposed to or work around noises on the job (e.g., mowers, string trimmers, leaf blowers, chippers). The course covers the general employee training information covered in federal OSHA Standard 1910.95.

- Available in English and Spanish.

Heat Illness Prevention (Cal/OSHA Section 3395 compliant)

32 minutes

This course is based on topic areas required by Cal/OSHA, as written in the state of California's Title 8, Section 3395, Heat Illness Prevention standard. The course explains heat illness, basics of how the body cools itself, the dangers of working in extreme heat areas, the symptoms and stages of heat illness, and what to do when a person is showing signs of heat illness. Access to water and shade is also addressed, as well as how much water should be consumed when working in the heat, and what types of activities and jobs are at higher risk for heat illness. Ways to be proactive about preventing heat illness including water consumption, beverages to avoid (caffeine and alcohol), looking out for others' health on the job, acclimatization, and developing a written program are also covered. A short Cal/OSHA-produced video is also included along with websites, source links and safety cards (as PDF attachments in the course and also in the CLI library section).

- Available in English and Spanish.

NOTE: Cal/OSHA requires that written heat emergency program materials be developed and distributed in addition to heat illness prevention training. However, for the safety of all employees, it is recommended that written emergency materials be developed and distributed at your organization, regardless of state mandate. This online course is in compliance with the Cal/OSHA standard training requirements at the time of this printing.



Lightning Safety

27 minutes

This course addresses the need for lightning safety, at-risk activities for lightning strike, how to protect from lightning strike, where to shelter from lightning and why lightning is so dangerous. Some common misconceptions about lightning are exposed. The course uses animation and voiceover to illustrate how lightning occurs in an easy-to-understand format. There is a quiz, a scenario, and interactive games to reinforce retention of concepts. This course is intended for all employees. This course is based on information from the National Oceanic and Atmospheric Administration (NOAA) and the National Weather Service (NWS), and other agencies.

- Available in English, Spanish translation in process.

Lockout/Tagout (“LOTO”)

19 minutes

This course uses elements from the OSHA standard 1910.147. The course covers the importance of powering down machinery and process to lockout and tagout energized machinery. This course does **not** certify an employee to be classified as an Authorized Employee. The course also addresses safety hazards associated with machines and the basic importance of safety procedures and machine guarding.

- Available in English and Spanish.

Managing Performance (Management Video)

17 minutes

This course deals with effectively managing others' job performance, including job coaching, setting goals, SMART goals, and conducting performance reviews. (Note: This course was also advertised as Effective Job Coaching and is the same course.)

- Available in English only.

Managing Within the Law (Video): Wrongful Termination

19 minutes

This course covers these main topics: (1) Wrongful Termination, (2) Employment at Will, (3) Restrictions and Exceptions, (4) Communication, (5) Liability and Just Cause, (6) Progressive Discipline, and Termination Decisions.

- Available in English only.

New Board Orientation: Presented by Kopplin & Kuebler

14 minutes

This course is designed for management and club board members. Kurt Kuebler and Dick Kopplin are your narrators as they walk you through the orientation process for new board members. This course is one of others to come relating to Executive and Board level areas of interest, designed with Mr. Kuebler's and Mr. Kopplin's expertise and experience. This course does not have a quiz.

- Available in English only.

Personal Protective Equipment ("PPE")

9 minutes

This course covers the basic protective equipment recommended for use in club specific jobs. This course does not certify or address respirator use (usually requires in-person training for certification). This course is designed to keep employees safe when working around equipment that could pose a safety hazard. Emphasis is placed on protective eyewear, gloves, hats, and hearing protection. It is based on the OSHA Standard. Each club is unique as are the job duties and the equipment required for those jobs. It is essential that this course is used as a baseline for PPE training and then supplemented by individual training on proper use of PPE by a site supervisor.

- Available in English and Spanish.

Pool Safety & Liability

17 minutes

This course identifies potential safety hazards in the pool and spa areas of the club. This course also addresses basic guidelines for pool liability reduction, including the Virginia Graeme Baker Pool and Spa Safety Act (P&SS Act).

- Available in English and Spanish.

Resolving Conflict (Communication Video)

18 minutes

This course addresses ways to positively address and resolve conflict on the job.

- Available in English only.

Sexual Harassment: General Employee

14 minutes

This course covers the basic sexual harassment classifications as based on the Equal Employment Opportunity Commission (EEOC) guidelines. The course takes a proactive approach to preventing sexual harassment and gives club-based scenarios to reiterate learning. This training is recommended for all employees.

- Available in English, Spanish and Haitian Creole.

Sexual Harassment: Supervisors & Managers

18 minutes

This course takes the CLI Sexual Harassment course a few steps further to include proper follow-up procedures to a sexual harassment allegation, when to involve Human Resources for assistance, and what basic steps to expect while conducting an investigation. This course does ***not*** cover the California, Connecticut or Maine state manager requirements. (CLI has a solution for those clubs requiring CA, CT, and ME manager training. Please inform CLI if you require this course.) Course includes club-specific scenarios and photos. This course is recommended for managers and supervisors of staff.

- Available in English only.

Sexual Harassment: Training for Supervisors & Managers (California AB 1825 Compliant)

2 hours

This course is designed for managers and supervisors of staff in accordance with the California Assembly Bill 1825 (CA AB 1825). This course covers sexual harassment based on the federal Equal Employment Opportunity Commission (EEOC) guidelines and state statutes. Training is designed to comply with the California mandate requiring managers and supervisory employees to take a 2-hour training to be repeated every 2 years. Newly promoted supervisory employees must also be trained within 6 months of their promotion date, even if they have been with the club and received a form of non-supervisory training.

- Available in English only.

Slips, Trips & Falls

18 minutes

This course covers the basic safety hazards that can exist within the club grounds. Whether in the kitchen or in the club office, Slips, Trips & Falls covers basic safety hazards found in the workplace and how to prevent them. Specifically, Slips Trips & Falls covers non-skid flooring and appropriate use, encourages the use of non-skid footwear, encourages fall safety, specifically how to properly climb a ladder and how to fall “properly” if necessary. There are club-based scenarios and photos. This course is appropriate for all employees and is recommended that it is included all training groups. Slip, Trip & Fall hazards can occur anywhere in your club.

- Available in English, Spanish and Haitian Creole.

ADDITIONAL COST COURSE OFFERINGS

Alcohol Server Liability Training

3 to 4 hours

EXTRA COST / CODE PURCHASE REQUIRED: This course is offered in partnership with Learn2Serve to cover certain states’ mandated alcohol server training. The course takes you to an additional link where you will be required to enter a pre-paid code issued by Club Learning Institute. Please contact support@clublearninginstitute.org for more information about obtaining liquor training codes, and if they are available for use in your state.

- Available in English only.

Food Handling Certification Preparation

3 hours

EXTRA COST / CODE PURCHASE REQUIRED: This course is offered in partnership with Learn2Serve. This course does not offer certification at the end of its completion. This course covers information and test preparation on the topics required by most state and municipal proctored exams. Please contact support@clublearninginstitute.org for more information about obtaining food handling certification training codes, and the availability for use in your state.

- Available in English only.