Absorb Amplify Course List

August 2025 new and updated courses in **bold**

Courses available in French indicated by ●
Courses available in Spanish indicated by ●

Career Development

- Accessibility Standards Explained
- Active Listening ●
- Advanced Emotional Intelligence – Self Motivation
- Analytical Skills in Healthcare
- Being Assertive v2
- Building Confidence
- Building Perseverance and Resilience
- Building Rapport ●●
- Building Trust with Others ●
- Collaborative Problem Solving
- Communication Skills ●●
- Communication Skills in Healthcare
- Cost Control Strategies in Healthcare
- Creative Thinking
- Creativity in the Workplace
- Critical Thinking
- Curiosity as a Soft Skill
- DACI
- Dealing with Conflict ●●
- Decision Making ●
- Developing Empathy ●
- Digital Accessibility - Document Design
- Digital Accessibility - Web Design
- Effective Email Writing ●●
- Getting Rid of Desk Clutter ●●
- Giving and Receiving Feedback
- Handling Difficult Conversations
- How to Deal with Anger ●●
- How to Deal with Frustration ●●
- Identifying Your Daily Priorities ●●
- Identifying Your Skill Gaps
- Influencing Skills
- Influencing Without Authority ●
- Insights with Amy Tez - Communication: Delivery Skills
- Insights with Amy Tez - Communication: "Reading the Room"
- Insights with Amy Tez - Communication Skills: Being Present
- Insights with Amy Tez - Effective Listening
- Insights with Amy Tez - Giving Effective Feedback
- Insights with Amy Tez - Importance of Nonverbal Communication
- Insights with Amy Tez - Overcoming Imposter Syndrome
- Insights with Amy Tez - Preparing for Presentations
- Insights with Amy Tez - Public Speaking with No Fear?
- Insights with Amy Tez - Smart Negotiation
- Insights with Amy Tez - Storytelling
- Insights with Amy Tez - Thriving as an Introvert in an Extraverted World
- Insights with Derek Redmond - Being Part of a High Performance Team
- Insights with Derek Redmond - Goal Setting & Patience for Leaders
- Insights with Derek Redmond - Learning Lessons from Failure
- Insights with Derek Redmond - Top Tips for Goal Setting
- Insights with Derek Redmond - Traits of High Performing Teams
- Interview Tips ●●
- Introduction to Digital Accessibility
- Introduction to Managed Care
- Keeping Your Cool in Debates ●●
- Leading Productive Meetings ●●
- Leadership: What Motivates your Team? ●●

- Learning Podcast – Personal Accountability
- Learning Podcast – Building Confidence with Soft Skills and Workplace Etiquette
- Listening with Empathy
- Maintaining a Good Work/Life Balance
- Managing Fatigue
- Managing Your Own Performance
- Mark Preston - Lessons from Motorsport: Constructive Feedback
- Mark Preston - Lessons from Motorsport: Data Analysis
- Mark Preston - Lessons from Motorsport: High Hazard Environments
- Mark Preston - Lessons from Motorsport: High-Pressure Situations
- Mark Preston - Lessons from Motorsport: Innovative Thinking
- Mark Preston - Lessons from Motorsport: Resilience
- Mark Preston - Lessons from Motorsport: Teamwork
- Negotiating Healthcare Contracts
- Objectives and Key Results (OKRs) ●
- Office Communication ●●
- Organizing your Electronic Devices ●●
- Organizing your Paperwork ●●
- Organizing your Workspace ●●
- Powerful Storytelling ●●
- Preparing for Effective Meetings ●●
- Presentation Skills ●●
- Problem Solving Basics ●●
- Productivity Tips
- Psychological Safety
- Reading and Writing Comprehension
- Respect in the Workplace ●
- Self Regulation
- SMART Goal Setting (UK) v2
- SMART Goal Setting (US) v2
- Strategic Thinking ●
- Teamwork
- Time Management Tips ●●
- Utilization Management in Healthcare
- What is Digital Marketing?

- Writing Longer Emails ●●

Career Skills

- Adaptability and Managing Change in a Manufacturing Setting
- Building Trust and Credibility with Your Manufacturing Team
- **Communication Skills in Manufacturing**
- **Conflict Management in a Manufacturing Setting**
- Creative Problem Solving ●
- **Cultural Awareness and Inclusion in Manufacturing Teams**
- Design Thinking ●
- Email Etiquette ●
- Giving and Receiving Feedback **Effectively in Manufacturing**
- Innovative Thinking ●
- Instant Messaging Etiquette ●
- Negotiation Skills
- Patient Advocacy and Mutual Respect in Healthcare
- Patient-Centered Communication
- Problem Solving and Critical Thinking for Operators and Technicians
- Stress Management and Mental Wellness for Manufacturing Workers
- Teamwork and Collaboration in Manufacturing
- Time Management and Productivity on the Manufacturing Floor

Compliance

- 5 Whys
- Acceptable Use Best Practices
- Accessibility for Ontarians with Disabilities Act (AODA) ●
- Accessing Medical and Exposure Records
- Acting Ethically v2 ●
- Anti-Kickback Statute
- Anti-Money Laundering Awareness
- Antitrust Awareness

- Antitrust Regulations and The Healthcare Industry
- **AODA & The Human Rights Code**
- Asbestos Awareness
- Automated External Defibrillator (AED) Use
- Back Safety and Injury Prevention
- Behavior Based Safety (BBS)
- Box Cutter Safety
- Building a Safety Culture Through Leadership: Introduction
- Building a Safety Culture Through Leadership: Fostering Engagement
- Building a Safety Culture Through Leadership: Employee Recognition
- Building a Warehouse Safety Culture
- Bullying and Harassment (UK & EU)
- Business Ethics for Managers
- Bystander Intervention: Sexual Harassment (Chicago) v2
- Cal/OSHA: Bloodborne Pathogens
- Cal/OSHA: Emergency and Fire Preparedness
- Cal/OSHA Heat Illness Prevention
- Cal/OSHA: Incident Investigation & Reporting
- Cal/OSHA: Lockout Tagout
- Cal/OSHA: Personal Fall Arrest Systems
- Cal/OSHA: Personal Protective Equipment
- Cal/OSHA: Working in Confined Spaces
- Cal/OSHA Workplace Violence: Senate Bill 553 Explained
- Canadian Anti-Spam Legislation (CASL) ●
- Carcinogen Safety
- Chemical Safety Overview
- Choking - First Aid
- CI: The PDCA Model
- Code of Conduct and Ethics (Global)
- Code of Conduct and Ethics (US)
- Code of Conduct and Ethics v2
- Compressed Gas Cylinder Safety
- Conflicts of Interest
- Continuous Improvement: 5S ●

- Continuous Improvement: Lead Management
- COSHH and Hazardous Substances Awareness
- CPR Basics
- Creating a Speak-Up Culture
- Crisis Management Response
- **Cyber Security: AI**
- Cyber Security: Phishing Prevention ●
- Cyber Security Tips for Executives and Senior Managers
- Data Protection (GDPR) Explained ●●
- Data Protection (GDPR) Explained (UK)
- Data Protection (US)
- Data Protection - Data Classification
- Digital Harassment and Cyberbullying
- Drug and Alcohol Awareness (Global)
- EEOC Explained
- Electrical Safety: Arc Flashes
- Emergency and Fire Preparedness ●
- Emergency Eye Wash and Shower Stations
- Environmental and Hazardous Waste Management and Prevention
- Eye Protection
- Failure Modes and Effects Analysis (FMEA)
- **Failure to Prevent Fraud (UK)**
- Fair Labor Standards Act (FLSA)
- Fall Protection Awareness (Global)
- Fall Protection (US)
- Family and Medical Leave Act (FMLA)
- Fire Safety
- Flammable Liquid Safety
- Food Safety - Outdoor Cooking
- Food Safety - Proper Kitchen Housekeeping
- Food Safety - Proper Storage Techniques
- Food Safety - Safe Food Handling Practices
- Fraud, Bribery and Corruption Awareness ●●
- **Fraud Prevention and Ethics ●●**

- Fraud, Waste and Abuse (FWA) in Healthcare
- Freedom of Information Act (US)
- Gramm-Leach-Bliley Act (GLBA) Overview
- GMP (Good Manufacturing Practices)
- Hand and Power Tool Safety ●
- Hand Safety
- Harassment and Discrimination Prevention (Australia)
- Hazard Communication v3 ●●
- HIPAA Explained
- HIPAA for Covered Entities
- Hot Work
- Housekeeping on the Job
- Human Trafficking (US)
- Hydrogen Safety
- **Import Compliance Awareness**
- Incident Investigation
- Industrial Ergonomics
- Information Security Essentials ●●
- Insider Trading (Global) ●
- Introduction to Continuous Improvement
- Introduction to Crisis Management
- **Introduction to Export Control Laws**
- Introduction to Food Safety
- Introduction to Loading Dock Safety
- Introduction to MSHA
- ISO 9001 Overview
- Job Hazard Assessments
- Job Safety Analysis
- Job Site Security Introduction
- Laser Safety
- Latex Allergy Safety
- Legionnaires' Awareness (UK)
- Lithium-Ion Battery Awareness
- Lone Worker (UK)
- Machine Guarding
- **Mandated Reporting (California)**
- Mobile Elevated Work Platforms (MEWP)
- Modern Slavery (Global) ●●

- Modern Slavery Prevention – Practical Tips (Global) v2
- New York Retail Worker Safety Act
- Office Safety ●
- Overhead and Gantry Crane Safety
- Pedestrian Safety in Warehouses
- Personal Fall Arrest Systems
- PPE Basics
- Preventing Discrimination and Harassment in the Workplace for Employees (NY, CT, CA) v3
- Preventing Discrimination and Harassment in the Workplace for Supervisors (NY, CT, CA) v3
- Preventing Elder Financial Exploitation
- Reasonable Suspicion ●
- Reasonable Suspicion for Supervisors
- Reducing Digital Eye Strain
- Resource Conservation Recovery Act (RCRA)
- Resource Conservation Recovery Act (RCRA) v2
- Rigging Safety
- Right to Disconnect (Australia)
- Right to Work (UK)
- Risk Management ●
- Risk Management: Barriers and Bowtie Diagrams
- Safe Business Travel
- Safety Culture: Practical Workplace Safety Tips for Employees ●
- Safety Culture: Practical Workplace Safety Tips for Managers ●
- Safety Leadership Behaviors ●
- Safety Orientation for Construction Workers
- Safety Orientation for Office Workers
- Safety Orientation for Warehouse Workers
- Safety: Working in Mining Environments
- Setting up an Ergonomic Workspace at Home or in the Office ●
- Severe Weather and Natural Disaster Prep

- Spill Prevention and Control
- The Americans with Disabilities Act (ADA)
- The Americans with Disabilities Act v2
- The Foreign Corrupt Practices Act (FCPA)
- UDAAP Awareness
- Understanding Safety Data Sheets
- Warehouse 5S Best Practices
- Warehouse Automation and Robotics Safety
- Warehouse Safety Awareness
- Warehouse Waste Management and Recycling Practices
- Warehouse Yard Safety
- What is Elder Financial Exploitation?
- Whistleblower Awareness (Global) ●●
- Whistleblower Awareness (US)
- Workplace Bullying Prevention
- Workplace Harassment Prevention for Employees
  - CA, CT, DE, IL, Maine, NY, US, VT
- Workplace Harassment Prevention for Supervisors (CA)
  - CA, CT, DE, IL, Maine, NY, US, VT
- Workplace Health and Safety (Canada) ●
- Workplace Safety: Situational Awareness
- Working in Confined Spaces
- Workplace Violence & Harassment Prevention (Employee – Canada, Ontario, Quebec) v2 ●
- Workplace Violence & Harassment Prevention (Manager – Canada, Ontario, Quebec) v2 ●

Cyber Security

- Cyber Security: Malware
- Cyber Security: Mobile Devices
- Cyber Security: Ransomware
- Cyber Security: Social Engineering
- Cyber Security: While Traveling
- Everyday Cyber Security Tips ●

- PCI: DSS Awareness v2 ●
- PCI Protection for Point of Sale Devices ●

Building Your Career Brand

- Building Your Career Brand Through LinkedIn ●●
- Career Brand: Networking ●●
- CV & Resume Tips ●●
- What is Your Career Brand? ●●

Diversity, Inclusion and Equity

- Building and Supporting Employee Resource Groups
- Bystander intervention Explained v2 ●
- Bystander Intervention: Practical Tips v2 ●
- Diversity, Equity and Inclusion: Belonging
- Diversity, Inclusion and Equity: Microaggressions
- First Steps Towards a Diverse, Inclusive and Equitable Workplace ●●
- Inclusive Language and Communication ●
- Intercultural Competence ●
- Intersectionality
- Introduction to Diversity, Inclusion and Equity ●●
- Neurodiversity in the Workplace
- Pronouns in the Workplace
- Practicing Allyship
- Unconscious Bias Explained ●
- Unconscious Bias in Hospitality ●
- Unconscious Bias: Practical Tips ●
- What is Neurodiversity?
- What is Workplace Harassment? ●
- What to do if you Experience or Witness Workplace Harassment ●
- Women in Leadership ●●

Project Management

- Agile Benefits
- Agile Organization

- Agile Principles
- Agile Project Management: What is a Sprint? ●●
- Agile Values
- Customer Experience & User Experience Explained
- CX Design & Customer Experience
- Dealing with Project Changes ●●
- How do Projects Start? ●●
- Introduction to Agile Project Management ●●
- Problem Solving and Conflict Management Tips ●●
- Project Communication Tips ●
- Project Management: Goals and Objectives ●●
- Project Management: Meeting Management ●●
- Project Management: Processes ●●
- Project Management Toolkit ●●
- Scrum Artifacts
- Scrum Ceremonies
- Scrum Framework
- Scrum Roles
- The Kanban Method in Agile Environment
- UX Design & the User Experience
- What Skills Does a Project Manager Need? ●●

Programming Essentials

- Introduction to Python:
  - Module 1 - Introduction v2
  - Module 2 - Variables and Operators v2
  - Module 3 - Lists in Python v2
  - Module 4 - Tuples and Maps v2
  - Module 5 - Decisions v2
  - Module 6 - Loops v2
  - Module 7 – Functions v2
  - Module 8 - Len Function v2
  - Module 9 – Classes and Objects v2
  - Module 10 - Account v2

Leadership

- Accepting Organizational Change
- Accountability – Non-Manager Employees
- Are Your Employees Engaged? ●●
- Asking Your Manager for Feedback
- Assertiveness – Communication and Teamwork
- Building Accountability - Leadership
- Communicate Effectively in the Workplace
- Creating a Coaching Culture
- Crisis Management: Planning
- Dealing with Difficult Coworkers ●
- Delegation Made Easy ●●
- Develop Your Leadership Skills
- Developing Female Leaders
- Developing Future Leaders
- Empathy and Leadership
- Employee Recognition Tips ●●
- Getting to Know Your New Team ●●
- How to Conduct a Remote Interview ●
- How to Give Feedback ●●
- Inclusive Hiring
- Insights with Amy Tez - Communicating with "Difficult" People
- Insights with Amy Tez - Communicating Your Leadership Vision
- Insights with Amy Tez - Conveying Leadership Presence in Meetings
- Insights with Amy Tez - Leadership Authenticity
- Insights with Amy Tez - Leadership: Boundaries
- Insights with Amy Tez - Leadership: How Does Inauthenticity Show Up?
- Insights with Amy Tez - Leadership Presence
- Insights with Amy Tez - Leadership: Handling Disruptive Behavior
- Insights with Amy Tez - Leadership: The Power to Say "No"

- Insights with Amy Tez - "Vision" in Leadership
- Insights with Amy Tez - Women in Leadership: Leadership Presence
- Insights with Derek Redmond - Creating a High Performance Culture
- Insights with Derek Redmond - Leadership: Goal Setting
- Insights with Derek Redmond - Leadership: Helping Your Team Deal With Failure
- Inspirational Leadership
- Leadership Accountability
- Leadership Styles
- Leadership: Aligning with Motivation Styles ●●
- Leadership: Employee Empowerment vs Delegation ●●
- Leadership: Retaining Your Team
- Leadership: Supporting your Team's Mental Health
- Leading a Diverse Team
- Leading a Global Team
- Leading a Multigenerational Workforce
- Learning Podcast - Continuous Improvement
- Learning Podcast - Learning From Mistakes
- Learning Podcast - Psychological safety
- Managing High Potential People
- Managing Performance ●●
- Mark Preston - Lessons from Motorsport: Leadership Qualities
- Mentoring ●
- Onboarding Hybrid Employees
- Performance Development Conversations ●
- Performance Development for Remote Workers
- Powerful Interview Questions for Managers ●●
- Qualities of Great Leaders ●●
- Servant Leadership
- The Future of Leadership
- Top Tips for New Managers ●●

- What Makes a Strong Team? ●●

Microsoft

- Microsoft Excel:
  - 4 Super Useful Functions ●●
  - Functions and Cell Referencing
  - The Interface
  - Top Excel Tips and Tricks ●●
  - VLOOKUP Made Easy ●●
  - Working with Excel Sheets & Data
- Microsoft PowerPoint:
  - The Basics
  - Presenting & Exporting Presentations
  - Adding Graphics
  - Animating Content
  - Working with Tables

Personal Development

- Building Good Habits
- Coping with Uncertainty ●
- Cultivating Patience ●
- Fatigue Fighting Tips ●●
- Healthy Quick Bites ●●
- How to Build Resilience ●●
- Insights with Derek Redmond - Building Resilience
- Insights with Amy Tez - How to Motivate Yourself
- Insights with Amy Tez - Being Authentic in the Workplace
- Insights with Derek Redmond - Dealing with Failure in a Productive Way
- Learning to Learn
- Learning Podcast – Physical and Mental Health in the Workplace
- More Self Development Ideas ●●
- Navigating Your Mental Health ●
- Personal Finance Explained ●●
- Personal Finance Top Tips ●●
- Preventing Burnout
- Self Development Ideas ●●
- Stress Busting Tips ●●

- Which Personality Style are You? ●●

Remote Working

- Hybrid Working Top Tips ●
- Leading a Hybrid Team ●
- Managing a Remote Team ●●
- Online Meeting Etiquette
- Remote Onboarding v2
- Remote Presentation Skills v2
- Remote Communication Tips v2
- Working From Home - Top Tips ●●
- Working in a Hybrid Team

Sales and Customer Service

- ABC = Always Be Closing ●●
- Building Customer Rapport
- Building Strong Sales Teams
- Closing Sales
- Creating Valuable Customer Relationships
- Customer Feedback
- Customer Focus v2
- Customer Journey Map
- Customer Service: The Art of Body Language ●●
- Handling Customer Complaints ●
- Listening to Your Customers
- People Buy from People They Like ●●
- Retail Top Tips ●●
- Sales and Customer Service Essentials ●●
- Sales Effectiveness
- Sales Management: Running a Sales Meeting
- Sales Tips: Questioning and Listening ●●
- Sales Tips: Selling on the Phone ●●
- Soft Skills for Call Center Staff: Active Listening
- Soft Skills for Call Center Staff – Empathy
- Soft Skills for Call Center Staff: Handling Angry and Frustrated Callers

- Soft Skills for Call Center Staff - Ownership and Responsibility
- Soft Skills for Call Center Staff: Phone Etiquette
- Soft Skills for Call Center Staff: Questioning Techniques
- Soft Skills for Call Center Staff: Service Mindset
- Soft Skills for Call Center Staff - Service Recovery
- Soft Skills for Call Center Staff - Time Management
- Soft Skills for Call Center Staff – Upselling
- Understanding Customer Motivation
- Understanding Customer Needs

Mindfulness

- 10 Work and Home Focused Meditation Courses
- Mindfulness: The Importance of Breathing ●●
- What is Meditation? ●●
- What is Mindfulness? ●●

Modern Business Skills

- Being Inclusive in the Remote Workplace: Meetings ●
- Change Management in the Modern World ●
- Emotional Intelligence Explained ●
- Growth Mindset: Practical Tips ●
- Mark Preston - Lessons from Motorsport: Calculated Risks
- Mark Preston - Lessons from Motorsport: "Solving the Next Problem"
- What is a Growth Mindset? ●

Digital Transformation

- AI Chatbots: What They Are and Best Practices
- AI Leadership Misconceptions - Insights from an AI Expert

- AI Risks Explained
- AI Tools for People in Non-Technical Roles
- Aligning AI with Business Objectives
- Blockchain in the World of Business
- Data Driven Decision Making
- Digital Transformation: Buzzwords Explained ●●
- Common Misconceptions and Myths About AI
- Deep Learning Basics
- Discrimination/Bias in AI ●
- Essential AI Skills for Leaders from an AI Expert
- How Generative AI Works ●
- Human - AI Collaboration
- Incorporating AI in Business Strategies ●
- Introduction to Artificial Intelligence (AI) ●
- Introduction to Business Intelligence (BI)
- Introduction to ChatGPT
- Introduction to Machine Learning
- Leading Digital Transformation ●●
- Learning Podcast – AI: Transforming Lives and Businesses
- Learning Podcast – AI in Business: Opportunities and Challenges
- Major AI Application Areas By Industry
- Navigating the Regulatory Landscape of AI
- Popular AI Technologies
- Practical Tips For Using ChatGPT
- Security and AI
- **Security and AI (locked)**
- Understanding AI and Ethics ●
- What is AI Bias?
- What AI Can and Cannot Do
- What is Big Data?
- What is Blockchain Technology and How Does it Work
- What Is Data-Driven Decision Making? ●
- What is Data Literacy?

- What is Digital Transformation? ●
- What is a Machine Learning Model?
- What is the "Next Big Thing" in AI?
- What People in Non-Technical Roles Should Know About AI

Covid-19

- De-escalating Conflict: Face Masks and Social Distancing ●
- Protecting Your Mental Health During the Covid-19 Pandemic ●
- Returning to Work after Lockdown ●

Workplace Safety

- Active Shooter Response ●
- Bloodborne Pathogens ●
- Cold Stress
- Common Workplace Hazards
- Distracted Driving
- Driver Safety
- Electrical Safety Basics
- First Aid Basics
- Forklift Safety Basics
- Hearing Protection
- Heat Stress Safety
- Ladder Safety
- Lockout/Tagout Awareness
- Manual Handling Safety
- Portable Fire Extinguisher Safety
- Respiratory Illness Prevention
- Respiratory Protection
- Slips, Trips and Falls Prevention ●
- WHMIS ●
- Workplace Violence Prevention
- OSHA – Asbestos Awareness
- OSHA – Bloodborne Pathogens
- OSHA – Burns
- OSHA – Carbon Monoxide
- OSHA – Chloroform
- OSHA – Cold Conditions (Cold Stress)
- OSHA – Confined Spaces
- OSHA – Drug and Alcohol Awareness
- OSHA – Electrical Arc Flashes

- OSHA – Electrical Cord Safety
- OSHA – Electrical Safety
- OSHA – Eye Protection
- OSHA – Fall Protection
- OSHA – Falling Objects
- OSHA – Fire Safety
- OSHA – First Aid
- OSHA – Forklift Safety
- OSHA – Formaldehyde
- OSHA – Good Housekeeping
- OSHA – Hand Washing
- OSHA – Hazard Communications
- OSHA – HAZWOPER
- OSHA – Hearing Conservation
- OSHA – Heat Illness Prevention
- OSHA – Infection Awareness
- OSHA – Introduction to OSHA
- OSHA – Lead Exposure
- OSHA – Legionnaires Disease
- OSHA – Sleep Deprivation
- OSHA – Slips, Trips, and Falls
- OSHA – SPCC (Spill Prevention, Control, and Countermeasure)
- OSHA – Workplace Violence

Lean and Six Sigma

- Introduction to Lean and Six Sigma ●●
- Kaizen Explained ●●
- Lean: Tools and Waste Explained ●●
- Six Sigma Explained ●●

Sustainability

- Carbon Offsetting and Net Zero Explained ●●
- Climate Change and Business ●●
- Corporate Sustainability Reporting ●●
- How to Live and Work More Sustainably ●●
- Introduction to Sustainability ●●
- Learning Podcast – Bringing the Gap Between Personal and Professional Sustainability

- Learning Podcast – Sustainability: The New Currency of Business Success
- Social Sustainability ●●
- The Complete Guide to Sustainability v2
- The Paris Agreement & Goals (SDGs) Explained ●●
- Sustainability: Circular Economy

Finance for Managers

- Basic Concepts
- Creating and Managing a Budget
- Objectives of Financial Management
- Types of Financial Management Activities