

SUPERVISOR SOFT SKILL TRAINING PROGRAM

Learning Management System (LMS)

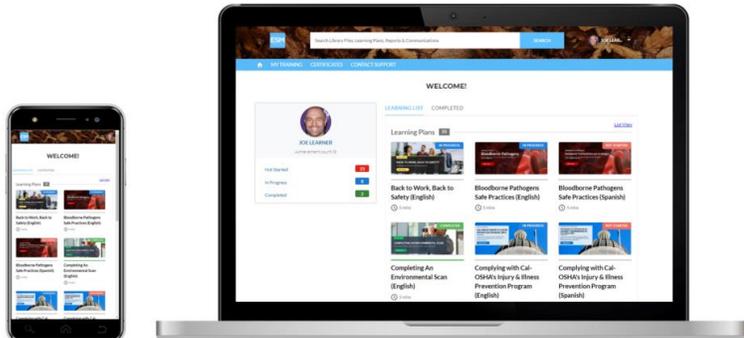
Powered by **INSITE**



INTRODUCING INSITE

Your secure cloud-based portal providing everything Safety, Compliance & Workers' Compensation Risk Management related.

Access your reports, utilize educational training, leverage our extensive compliance library, streamline stakeholder communication and much more.



[Click here to learn more](#)





Digital training provided by compliance experts



Web-based safety training solution, powered by INSITE.



Progress tracking in real-time by employee and department.



Digital recordkeeping for regulatory compliance.



Scalable and cost-effective solution for any size employer.



Mobile friendly solution allows for safety training on-the-go.

Training Benefits



01

Cloud Based

A cloud-based solution, ESM's Learning Management System (LMS) powered by INSITE gives employers a platform to manage their digital safety training from one secure, centralized portal.

02

Compliance

INSITE empowers safety managers, and HR teams, to schedule, distribute, and track Computer Based Training (CBT) courses to ensure compliance with regulatory requirements.

03

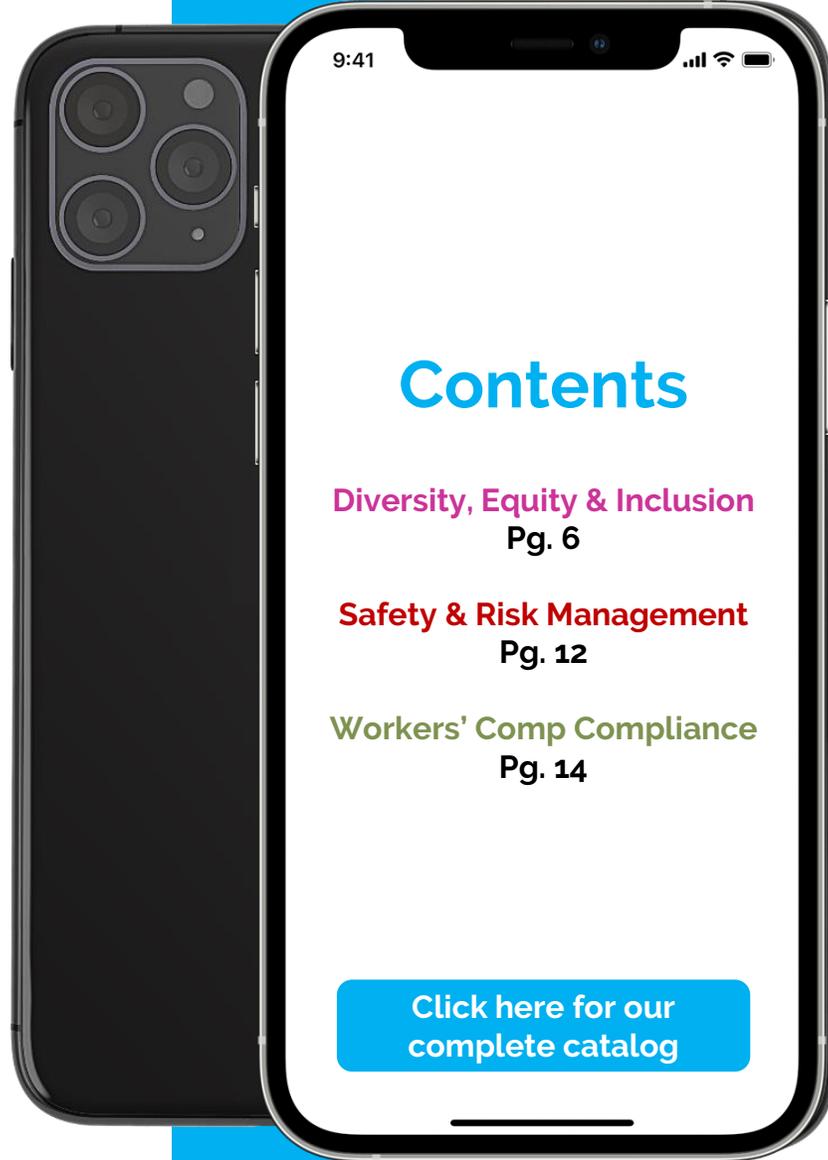
Efficiency

ESM's LMS automates formerly burdensome and paper-based tasks so that teams can focus their efforts on aligning training with the company's safety goals and Key Performance Indicators.

04

Injury and cost reduction

Increasing safety awareness via consistent training enhances the safety culture of an organization. This can translate to fewer injuries and ultimately lower Workers' Compensation insurance costs.



Training Key



Available Online



One-page printable copy
with attendance form



Available in English



Available in Spanish

DIVERSITY EQUITY & INCLUSION

Conflict Resolutions

Effective conflict resolution reduces distraction, increases performance & gives employees confidence that their concerns will be fairly addressed. This course presents productive ways to manage workplace conflict.



EN

SP

(20-22 min)

Coaching & Mentoring

This course provides managers with an easy-to-remember model for coaching and mentoring career advancement that will help enhance performance and productivity – and build positive employee relationships.



EN

SP

(20-22 min)

Emotional Intelligence at Work (microlesson)

Using emotional intelligence helps everyone make better decisions and take positive actions. These are key elements to a healthy workplace culture.



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(10-12 min)

FLSA & Wage & Hour Laws (Manager)

This wage and hour course walks managers through the basics of wage and hour law protections; who is exempt from those protections; how to record time properly and the most common wage and hour mistakes.



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(20-22 min)

Video Meeting Best Practices (microlesson)

Many of us are new to video conferencing from home. Recognizing video do's and don't will help connect us better. Ignoring them may inadvertently send the wrong message.



EN

SP

(10-12 min)

Drug & Alcohol Awareness (Manager)

This is a general course to teach people how to spot the signs of drug and alcohol use, including how to use the reasonable suspicion standard and how and where to report their concerns.



EN

SP

(20-22 min)

DIVERSITY EQUITY & INCLUSION

Workplace Violence (microlesson)

Employers' cares about our safety. So, this program will educate you about what workplace violence is, how it shows up and what you can do to keep you and your co-workers safe.



(10-12 min)

Equal Employment Opportunity (Manager)

Social justice and equity are at front and center in our society and in our workforce. In this course, we walk managers through how to operationalize equity throughout the employee experience.



(10-12 min)

When Workplace Jokes go Over the Line (microlesson)

Having fun with co-workers makes the workday go faster. But sometimes a joke goes too far, potentially violating policies of inclusion and respect, or counting as harassment.



(10-12 min)

Navigating Harassment from Clients (microlesson)

When managers learn that an employee is being harassed, their first instinct is to get their person out of the situation. That's critical - but a manager's thoughts and actions can't stop there.



(10-12 min)

Social Intelligence as a Work Skill (microlesson)

Everyone is human and most people eventually say or do something that's unintentionally inappropriate at work. The key is to develop self-awareness to realize your comments are having an unintended impact.



(10-12 min)

Effective Email Communication (microlesson)

With more people working from home, and electronic communication formats are more important than ever. Upgrade the effectiveness of your email communications by being intentional and using a few small tweaks.



(10-12 min)

DIVERSITY EQUITY & INCLUSION

Establishing Healthy Norms of Behavior (microlesson)

Everyone wants a healthy workplace, but what does that mean? We're all human, so a healthy workplace isn't perfect and doesn't mean nobody will ever misstep. But being able to give and receive feedback is a key skill.



EN

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(10-12 min)

Navigating General Differences (microlesson)

Workplace Harassment typically occurs when employee conflict goes from simply emotionally reactive to referencing a personal and protected characteristic. The key is to call it out in the moment.



EN

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(10-12 min)

Social Media Drama at Work (microlesson)

This general awareness training provides best practices for navigating social media in the workplace.



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(10-12 min)

Bias Against Asians (microlesson)

The pandemic has caused an uptick in bias and hate crimes against our Asian communities. It's up to all of us to go from bystander to upstander and allies for our Asian co-workers.



EN

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(10-12 min)

Minimizing Gossip at Work (microlesson)

Employees vent after receiving an assignment and news that a coworker struggling with a mental health challenge will be out of the office. This kind of conduct can cross the line and violate policies and the law.



EN

SP

(10-12 min)

Creating More Respectful Interactions (microlesson)

This lesson in our Workplace Color Spectrum Series shows people how to use the Workplace Color Spectrum to de-escalate yellow conduct.



EN

SP

(10-12 min)

DIVERSITY EQUITY & INCLUSION

Responding to Recruitment Harassment (microlesson)

As a manager, you're a leader. Your team will look to what you say - and what you do. And the message you send through your conduct is often the most powerful.



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(10-12 min)

Using Proper Pronouns (microlesson)

In this lesson, we model how to respectfully navigate a potentially unfamiliar situation of asking someone what pronouns they use.



EN

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(10-12 min)

Race & Assumptions (microlesson)

In this lesson, we show the intersection of inclusion with respect. When there are weak social connections with employees from underrepresented demographics, there's a higher potential for disrespectful conduct.



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SP

(10-12 min)

Creating a Trans-Inclusive Workplace (microlesson)

Trans people have one of the highest rates of unemployment in the U.S. It is time for that statistic to change. Learn how to mitigate unconscious bias and what steps you can take to make your workplace trans-inclusive.



EN

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(10-12 min)

Hiring Skills & Restrictions

This course teaches hiring managers how to recruit, interview, evaluate and onboard effectively and in a manner that is both inclusive and respectful.



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SP

(10-12 min)

Coming Out at Work (microlesson)

As social values and norms change, more and more people are coming out. But not all people are ready to come out, especially at work. How can we make our workplaces more inclusive to our LGBTQIA+ co-workers?



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(10-12 min)

DIVERSITY EQUITY & INCLUSION

Disability Protections in the Workplace

Individuals with disabilities are an important segment of our workforce. But without proper guidance, it's easy for managers to make mistakes. In this course, we'll address the protections of the U.S.



EN

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(10-12 min)

Managing Our Frustrations (microlesson)

This lesson in our Workplace Color Spectrum Series shows people how to use the Workplace Color Spectrum to give feedback on yellow conduct.



EN

SP

(10-12 min)

Managing COVID-19 in the workplace (microlesson)

As we return to shared workspaces, everyone needs to follow new safety protocols. And when someone missteps or forgets, we need to be able to give and receive respectful feedback.



EN

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(10-12 min)

Blindspots & Inappropriate Behavior (microlesson)

This lesson in our Workplace Color Spectrum Series shows people how to use the Workplace Color Spectrum to get orange conduct back on track.



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(10-12 min)

Workplace Safety

This is a general course to teach people the basics of workplace safety including common safety issues, the employer's safety program (if applicable), reporting injuries, office ergonomics, and workplace violence



EN

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(10-12 min)

Social Media Harassment (microlesson)

If a co-worker's conduct after-hours feels inappropriate, that's a work problem. This includes online activities, too, like texting and commenting on social media. Here's what to do if a co-worker crosses a line.



EN

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(10-12 min)

Crisis De-Escalation

De-Escalation is a method to prevent potential violence. In this training, we review how Individuals can use purposeful actions, verbal communications, and body language to calm a potentially dangerous situation.



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(20-22 min) (coming soon)

Disciplinary Action Best Practices

Disciplinary action is an essential tool for managing unwanted behavior in the workplace. In this training, we will review best practices and steps to take for disciplinary action and developing corrective action plans.



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(20-22 min) (coming soon)

Becoming A Better Trainer

Effective trainers continuously practice and develop qualities that improve their understanding of learner and organizational needs. In this training, we will review tactics and best practices to becoming a better trainer and leader.



EN

SP

(18-22 min) (coming soon)

SAFETY & RISK MANAGEMENT

How to Complete Your OSHA 300

Your OSHA Form 300A Summary must be posted (“in a visible location”) from February 1st to April 30th. Find out how to properly complete your Forms and submit them to FedOSHA timely via the ITA website.



Establishing an Effective Safety Committee

It is required that the company provide a safe and healthy worksite. In this training, we review the importance of establishing an effective and sustainable safety committee and what it takes for success.



Emergency Response Procedures

In this lesson on emergency response preparedness, we will provide an understanding of the actions needed to provide initial medical care to prevent further injury during an emergency situation.



OSHA's Here, Now What?

Ah-oh! OSHA's here. What do we do? If not properly prepared (or in compliance), an unexpected OSHA visit can be costly and stressful. In this training we review how to prepare for an unexpected OSHA visit.



Complying with California's IIPP

This training focuses on Cal-OSHA's Title 8 California Code of Regulations section 3203, the Injury & Illness Prevention Program, which includes eight individual safety elements.



How to Complete Your OSHA 300

Your OSHA Form 300A Summary must be posted (“in a visible location”) from February 1st to April 30th. Find out how to properly complete your Forms and submit them to FedOSHA timely via the ITA website.



SAFETY & RISK MANAGEMENT

Developing Your Risk Management Strategy

In this training, we discuss developing your risk management strategy that reduces your company's Workers' Compensation risk and cost. We'll outline why it is important to be proactive with your safety efforts.



COVID-19 Prevention (updated February 3, 2023)

Over the course of this training, we will review worksite controls including responsibilities, face coverings, reporting requirements and more.



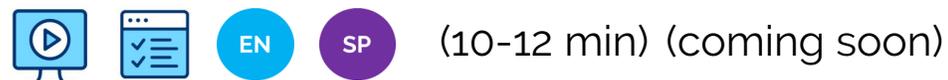
Emergency Response Procedures

In this lesson on emergency response preparedness, we will provide an understanding of the actions needed to provide initial medical care to prevent further injury during an emergency situation.



Workplace Violence Prevention

Coming soon.



Pre-Work, Warm-Up

During this training we will review the importance of stretching, and when done regularly, how this can help maintain a healthy, flexible and durable body.



WORKERS' COMPENSATION BEST PRACTICES

An Employer's Guide to Managing Claims

In this training, we discuss how, what, when and best practices to report a Workers' Compensation claim.



EN

(15-17 min)

Managing the First 5 Days After an Injury

In this training, we discuss the important of having a process in place when an injury occurs. This will ensure compliance with Workers' Comp and OSHA requirements and will aid with a recovery strategy.



EN

(15-17 min)

Understanding my California X-MOD (part 1)

This training will help you understand the basics of the California Workers' Compensation Experience Rating System. Including how your Experience Modification Rate is calculated, and how to manage it.



EN

(15-17 min)

Understanding my California X-MOD (part 2)

In part 2, we will identify steps that you can take to manage and control your X-Mod, as well as opportunities for potential revision of your X-Mod. We will also review an X-Mod case study that you can learn from.



EN

(10-12 min)

TAPS: A Claims Management Process for Results

In this training we will review ESMs "TAPS" claims management strategy: Triage, Analyze, Propose and Settle.



EN

(15-17 min)

Managing Seasonal & Temporary Employees

In this training we will focus on safety for temporary employees, and seasonal or part time employees. We will review managing your Temp/ Staffing Agency and discuss how to onboard your temporary employees.



EN

(15-17 min)

WORKERS' COMPENSATION BEST PRACTICES

Workers' Comp Litigation Strategies (part 1)

Workers' Compensation is a no-fault system with legislated benefits. Despite this, some employees retain attorneys. In this training we review litigation strategies to reduce the cost and impact of a litigated case.



EN

(15-17 min)

Workers' Comp Litigation Strategies (part 2)

In Part 2, Cumulative Trauma claims will be reviewed. The potential outcomes for a denied claim will be discussed, including when to consider a settlement, and what do when a Blind App is the first notice of a claim.



EN

(15-17 min) (coming soon)

Accident Investigation

Coming Soon!



EN

SP

(15-17 min) (coming soon)

WHY ESM?

We provide INSITE into an employer's safety and compliance needs.

ESM provides the tech-enabled tools and training for employers to manage their compliance requirements and the safety of their employees.

Our team of Safety & Compliance Advocates empowers clients with expert advice focused on helping them make the most ethical, financial and legal decision when managing safety, compliance and Workers' Compensation programs.

All customers have access to ESM's INSITE portal where they have access to a rich library of compliance tools, digital safety and compliance trainings, and so much more.

Visit our website for more information on [INSITE](#).



Your Partner For Success.

Leveraging technology to ensure OSHA compliance while reducing Workers' Compensation risk and cost.

That's the ESM Difference.

