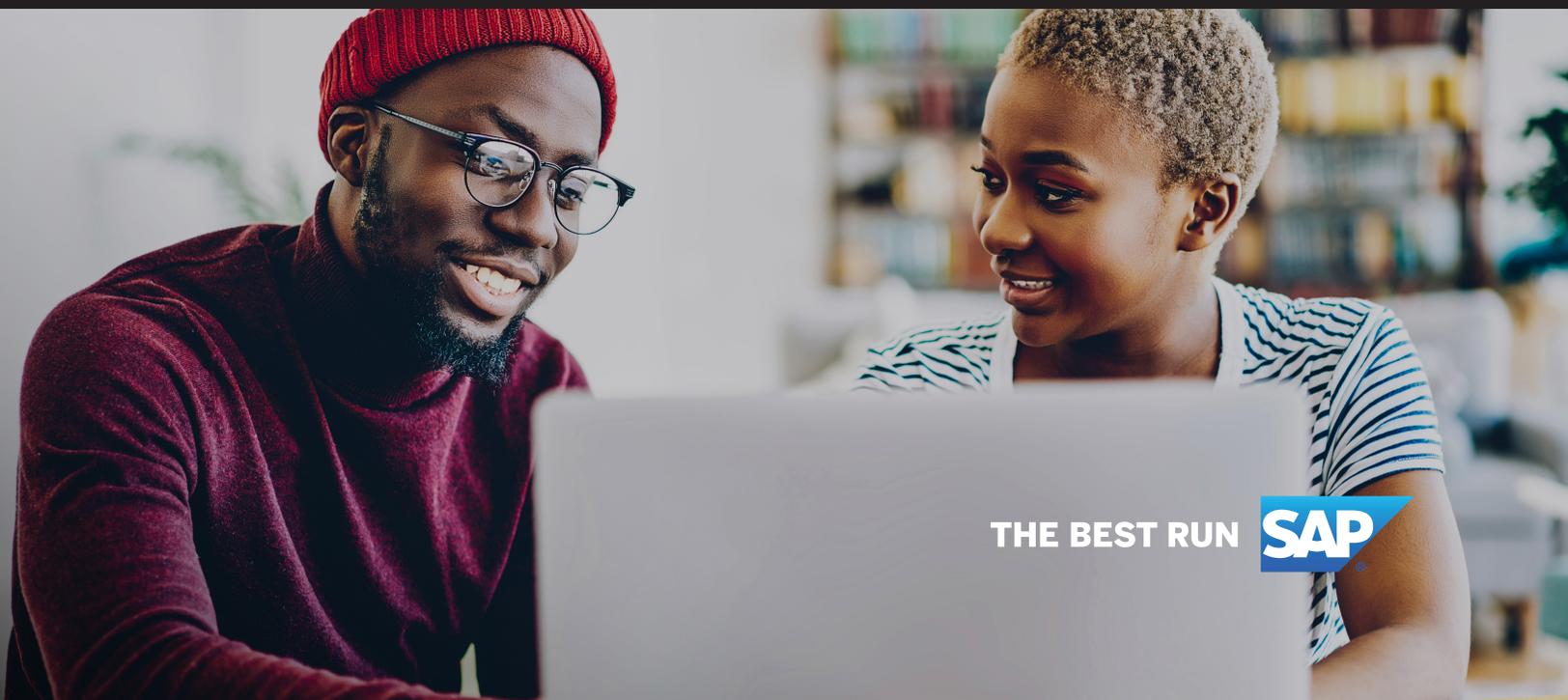


SAP Litmos 

May 2020 release notes

# SAP Litmos Training Content

**enterprise edition 2005**



THE BEST RUN



# SAP Litmos Training Content enterprise edition

- 3 New products
- 7 Updated products
- 8 Translated products

We are working on translating our courses into various languages in 2020. Under each course description, you will see which language translations are available for that course.

EN - English

SP - Spanish

DE - German

FR - French

To gain access to courses that aren't part of your library, please see your Account Manager.



## GENERAL UPDATE

Content or functionality has been updated. It's not necessary to reassign new versions to learners who completed the previous version recently. If this course is part of an annual training program, update relevant enrollment rules. Update any learning pathways with the latest version.



## LEGAL UPDATE

Legal content has changed. Assign the new version to learners, even if they completed the previous version recently. If this course is part of an annual training program, update relevant enrollment rules. Update any learning pathways with the latest version.



## TRANSLATION

The content hasn't changed, but the course has been translated to a specific language.



# SAP Litmos Training Content

## enterprise edition

The content in this library is only available to customers who have an active subscription to the SAP Litmos Training Content, enterprise edition.

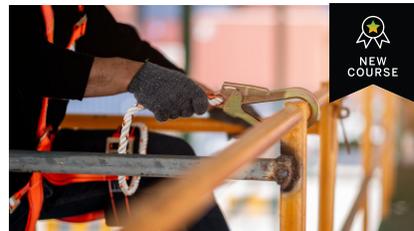
### New Courses



#### **Forklift Safety 1.0** (US)

Learn about powered industrial trucks and safe forklift use. Examine forklift-related accidents and strategies that can reduce them, as well as OSHA requirements for using forklifts, and general safety tips.

 25 Minutes | EN



#### **Fall Protection 1.0** (US)

Learn about working at heights, legal obligations related to fall protection, and the risk management process. This course also covers safety measures for using ladders and safety advice for preventing falls.

 20 Minutes | EN



#### **Manual Handling 1.0** (US)

Learn manual handling risk management, and tips and strategies for back safety and injury prevention that can help with ergonomic issues through to physically strenuous tasks at work.

 15 Minutes | EN



#### **Fire Safety and Prevention 1.0** (US)

Learn about how fire starts, and how to prevent and respond to a fire emergency, including the use fire extinguishers. This course also covers employers' legal requirements for fire safety and prevention.

 25 Minutes | EN

## New Courses



### Hand-arm Vibration Syndrome 1.0 (US)

Using vibrating tools is a workplace hazard that can lead to hand-arm vibration syndrome (HAVS). Learn about what causes HAVS, how to reduce the risks, and what to do if any symptoms of this condition appear.

 10 Minutes | EN



### Lockout Tagout 1.0 (US)

Learn about energy sources, lockout/tagout (LOTO) procedures, safety programs for controlling hazardous energy, and regulations related to the OSHA standard.

 20 Minutes | EN



### Head Protection 1.0 (US)

Learn about the importance of head protection in the workplace and employers' legal obligations to provide it. This course covers different types and classes of hard hats, and why wearing a hard hat could be lifesaving.

 7 Minutes | EN



### Working in Hot and Cold Conditions 1.0 (US)

Working outside for long periods comes with exposure hazards. Learn about environmental exposure and steps that organizations and workers can take to reduce the risks associated with working in sunny, hot, or cold conditions.

 20 Minutes | EN



### PPE Awareness 1.0 (US)

Personal protective equipment (PPE) is clothing and equipment that protects against health and safety hazards at work. Learn about employers' legal obligations, types of PPE, and ways to effectively use and maintain PPE.

 12 Minutes | EN



### Slips and Trips 1.0 (US)

It's every workers' role to spot slip and trip hazards, and in most instances, deal with them. This course covers the dangers of slips and trips, and how to identify hazards that cause these accidents. Learn the procedures for cleaning workplace spills and other best practices to prevent slip and trip accidents.

 12 Minutes | EN

## New Courses



### Hearing Conservation 1.0 (US)

Workplace noise can seriously and permanently affect hearing. Learn about employers' legal obligations for hearing conservation, effective use of hearing protection (earmuffs and earplugs), and steps to take to prevent work-induced hearing loss.

 10 Minutes | EN



### Chemical Safety 1.0 (US)

Chemical safety starts with awareness and information. Learn how chemical exposure can occur, workers' and employers' legal responsibilities for chemical safety, and how to reduce the risks of chemical exposure at work. This course covers key information aligned with OSHA's Hazard Communication Standard.

 15 Minutes | EN



### Culture Series – Doing What's Right 1.0 (US)

This course will take the learner on an adventure through a workplace scenario where the learner's choices about setting an example when faced with an ethical dilemma determines the outcome. This microlearning course is part of the Culture Series.

 5 Minutes | EN



### Culture Series – Setting An Example (For Non-managers) 1.0 (US)

This course will take the learner on an adventure through a workplace scenario where their choices about setting an example when faced with a negative co-worker determine the outcome. This microlearning course is part of the Culture Series.

 5 Minutes | EN



### Culture Series – Setting An Example (For Managers) 1.0 (US)

This course will take the learner on an adventure through a workplace scenario where their choices about setting an example when faced with a negative co-worker determine the outcome. This microlearning course is for managers and is part of the Culture Series.

 5 Minutes | EN



### Culture Series – Start the Change (For Managers) 1.0 (US)

This course helps those in leadership roles understand why a positive workplace culture is important, and provides tips on how they can help develop this in their own organization. This microlearning course is part of the Culture.

 10 Minutes | EN

## New Courses



### Culture Series – Be the Change (For Non-Managers) 1.0 (US)

A positive workplace culture involves everyone. This course will help employees understand the idea of workplace culture and provides tips on how they can help create a better, more positive workplace. This microlearning course is part of the Culture Series, aimed at building compliant workplace cultures through everyday behavior change.

 5 Minutes | EN



### Environmental - The Realities of Recycling 1.0 (US)

The uncontrolled overconsumption of waste packaging products at home and in workplaces is one of the biggest threats to environmental health. We all want to do our bit for the environment and so this course is here to give you the knowledge and awareness to confidently make your own positive, ethical impact!

 15 Minutes | EN



### Environmental - Defining Recycling 1.0 (US)

Here's the thing, until those guys at NASA get a move on and get us on to Mars, we've only got the one planet – so we need to look after it. In this course we are going to look at recycling, give you some facts, dispel a few myths, define the negative impacts of not recycling your waste and basically shed much needed light on how recycling can really affect you!

 10 Minutes | EN



### Environmental - Where in the World is Our Waste 1.0 (US)

Ever wondered where your trash goes once you've taken it out? It's something most of us never give a second thought to once that bin lid drops back down. But the future of our environment depends on us, both personally and professionally, to start acting more responsibly when throwing out waste.

 15 Minutes | EN

## Updated Courses



### **Sexual Harassment Prevention 3.0** (US)

Sexual harassment has received a lot of media attention in recent years. This course provides you with the latest legal and practical advice on how to help prevent sexual harassment in your workplace, and respond to it if it occurs.

 40 Minutes | EN



### **Medication Errors and Safety 3.0** (US)

Learn safety steps that reduce medication errors and ensure patients receive the correct medications. This course covers safe medication storage, ways to reduce medication mix-ups, and safe procedures for dispensing and administering medication.

 30 Minutes | EN



### **Medicare Advantage Marketing Guidelines for Health Plans 2.0** (US)

Learn about the Medicare Advantage marketing guidelines set up by CMS. This course covers the education that agents require, guidelines for using marketing materials, and criteria for seminars, public events, and sales appointments.

 20 Minutes | EN

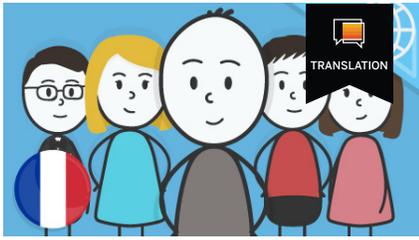


### **Prevention of Adverse Events 3.0** (US)

Learn about adverse events in healthcare and the role of employee in helping to prevent them. This course defines adverse events, provides examples, and explains the importance of reporting and investigating these events.

 30 Minutes | EN

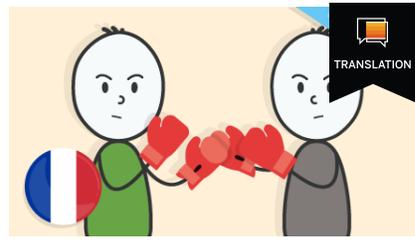
## Translated Courses



### Team Working Excellence 2.0 | Travail d'équipe d'excellence 2.0 (Global)

During this course you will learn about the four key skills needed to enhance your team working performance. You'll discover what makes certain people better team players than others. So, if you want to become a great team player, by the end of this course you will have the knowledge and skills to back it up.

 30 Minutes | FR



### Conflict Management 2.0 | Gestion des conflits 2.0 (Global)

This course provides learners with the knowledge needed to understand conflict, and gain and new skills to confidently manage it in the workplace. Part of the Personal Development collection, this course will go deep into the aspects of conflict, and how to handle and settle disputes.

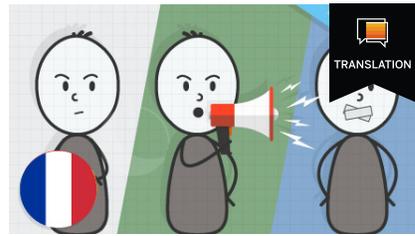
 15 Minutes | FR



### Communicating Effectively 2.0 | Communication efficace 2.0 (Global)

This course will provide learners with the knowledge, skills and confidence to be an effective communicator. You'll discover how effective communication can lead to an easier, more stress-free life.

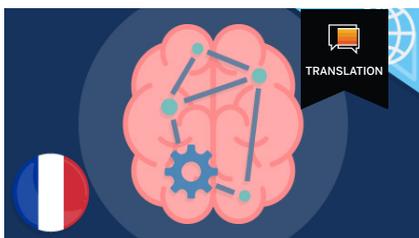
 30 Minutes | FR



### Being Assertive In The Right Way 2.0 | S'affirmer de la bonne manière 2.0 (Global)

Sometimes, at work, we fail to speak up or agree to things we don't really want to do. This course will provide you with the skills and confidence to become more assertive, taking control of your life in the process.

 30 Minutes | FR



### Unconscious Bias 1.0 | Préjugés inconscients 1.0 (Global)

Unconscious bias is as pervasive as it is misunderstood. It actually resides in all of us. This course looks to dispel some of the myths and help you understand exactly what unconscious bias is, the impact it has, and how you can mitigate it in your workplace.

 20 Minutes | FR



### Complaint Handling 2.0 | Gestion des réclamations 2.0 (Global)

Research has shown that 95% of customers will give you a second chance if you handle their complaint successfully. This means complaint handling is a skill vital to retaining customers. This course will help to improve your ability to handle complaints.

 10 Minutes | FR

## Translated Courses



### **Be Active 1.0 | Mehr Bewegung am Arbeitsplatz 1.0** (Global)

Physical inactivity has long been linked to a range of health conditions and emerging research shows being sedentary for long periods of time doesn't just lead to a bigger waistline, but can result in some really serious illnesses. This course is here to help.

 5 Minutes | DE



### **Be Active 1.0 | Manténgase activo 1.0** (Global)

Physical inactivity has long been linked to a range of health conditions and emerging research shows being sedentary for long periods of time doesn't just lead to a bigger waistline, but can result in some really serious illnesses. This course is here to help.

 5 Minutes | EN

# SAP Litmos

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