SAP Litmos

June 2020 release notes

SAP Litmos Training Content enterprise edition

Release 2006

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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.

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.

NEW COURSE

GENERAL UPDATE
Content or functionality has been updated. It's not necessary to reassign new versions to users who have completed the previous version recently. Update enrollment rules and learning pathways with the latest version.

LEGAL UPDATE
The legal content has changed, We recommend you assign learners to the new versions, even if they have recently completed the previous version. Update enrollment rules and learning pathways with the latest version.

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

New courses

California Human Trafficking Awareness 1.0 (US)
Human trafficking is the world's fastest growing crime. Raise awareness and build understanding about human trafficking with this course which meets requirements for human trafficking awareness training for hotel and motel employees in California.

🎗 | 10 Minutes | EN

Family Medical Leave Act for Managers 1.0 (US)
This course is for managers and supervisors, to help organizations comply with FMLA obligations. Learn about FMLA, who is covered by the law, types of leave, FMLA protections and their limitations. There is a course on the same topic for employees.
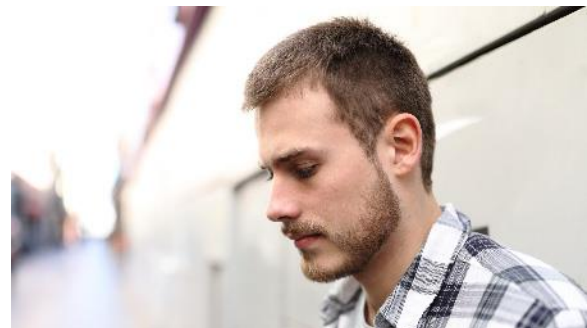
🎗 | 25 Minutes | EN

Family Medical Leave Act for Employees 1.0 (US)
Learn about FMLA, who is covered by the law, types of leave, FMLA protections and their limitations. This course is for employees. There is a course on the same topic for managers.

🎗 | 18 Minutes | EN

Human Trafficking Awareness 1.0 (US)
Human trafficking is the world's fastest growing crime. Raise awareness and build understanding about human trafficking with this course. It covers who is affected, how to recognize the signs, and what to do if you suspect human trafficking.

🎗 | 25 Minutes | EN

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New courses cont.

Keep Your Cool 1.0 (Global)
The thing is, we all get mad sometimes. There's no point in denying it. But some of us are better at controlling it than others. This course looks at the importance of patience – what it consists of and why it's important. It's also a good chance to look at our reactions and learn ways to you know… just breathe.

🎖 **| 10 Minutes | EN**

The Benefits of Stoic Thinking 1.0 (Global)
Remaining stoic is a busy, noisy world isn't easy. It's time we looked to the ancient philosophers for help… no, really. This course - and the accompanying Mindfulness workbook - will show you how to adopt important life lessons on how to stay calm, react better, and control those emotions.

🎖 **| 10 Minutes | EN**

Let Go of Control 1.0 (Global)
Having control over a situation is good; over-planning every aspect of your life… isn't. A need for too much control can create fear, anxiety, and ultimately, disappointment. This course - plus our Mindfulness workbook - will re-assess your relationship with control and encourage you to ease your grip.

🎖 **| 10 Minutes | EN**

Updated courses

**Confidentiality Agreements -
What is Your Role 3.0** (US)
This course is designed to help you comply with employee confidentiality agreements and teach you how to best negotiate the challenges of working with confidential information in the health care setting.

🔄 | 30 Minutes | EN

Introduction to Medicare Advantage Plans for Health Plans 2.0 (US)
This course introduces Medicare Advantage Plans, otherwise known as Medicare Part C Plans. A Medicare Advantage Plan combines Medicare Part A and B coverage into one plan, and many Medicare Advantage Plans offer prescription drug coverage.

🔄 | 45 Minutes | EN

Healthcare Fraud, Waste, and Abuse 2.0 (US)
This course incorporates the required elements from the two CMS Part C and D plans courses-Medicare Parts C and D General Compliance Training and Fraud and Abuse - Prevention, Detection, and Reporting and Combating Medicare Parts C and D Fraud, Waste and Abuse. It is NOT intended to replace Medicare Provider Agreement compliance program and training requirements for Parts C and D plan sponsors and their administrative services contractors and subcontractors.

🔄 | 20 Minutes | EN

Making Meetings Matter 2.0 (Global)
Workers estimate a quarter of all time spent in meetings is wasted, and with the average office worker spending 16 hours each week in meetings... that's an awful lot. Instead of being something we waste time and energy in – they need to be run effectively, so we get the most out of them, without ruining our productivity.

🔄 | 30 Minutes | EN

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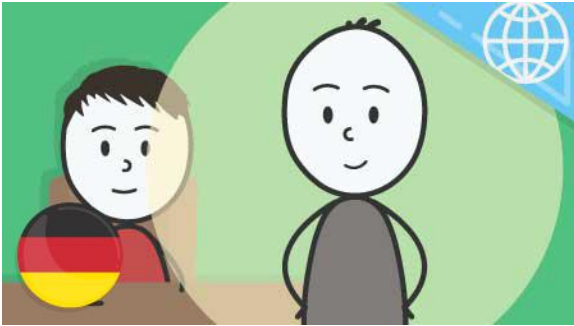### Preventing Workplace Discrimination and Harassment 2.0 (US)

This course has been legally reviewed and updated. It is now aimed at all employees, including managers. New content about best practice has also been added. This course provides legal and practical advice on how to prevent discrimination and harassment and respond if it occurs.

⚖ | 45 Minutes | EN

Preventing Workplace Discrimination and Harassment for Managers 2.0 (US)

This course has been legally reviewed and updated. It is now supplementary training for managers, building on information covered in "Preventing Workplace Discrimination and Harassment". New content about best practice has been added. This course covers managers' responsibilities and how an organization can reduce its liability.

⚖ | 40 Minutes | EN

Smart Objectives 2.0 (Global)

It's all too easy to set objectives that are so general, we don't even know what we're trying to achieve, or whether we've achieved it. The SMART approach is a structured approach that makes us think more deeply and methodically about what we actually want.

🔄 | 10 Minutes | EN

New translations

Inspirational Leadership 1.0 | Inspirierender Führungsstil 1.0 (Global)
Whether at home or in the workplace, we can all benefit from becoming better leaders. If you've just been promoted to a management position or if you have been appointed team leader on a project and want to get people working towards a common goal, you need to use leadership skills.

| 20 Minutes | DE

Agenda Setting 1.0 | Définir un ordre du jour 1.0 (Global)
Ever feel like a meeting should have been an email? At least in an email, the main point gets across. A lot of meetings don't have clear agendas set in advance. This course will help you to understand how agenda setting will benefit you, and how to create effective ones.

| 5 Minutes | FR

Be Active 1.0 | Soyez-actif 1.0 (Global)
A lack of physical activity can bring complications, both mentally and physically. It's important to keep yourself moving regularly. This course will help you understand why being active is so beneficial and offer some tips on how best to keep yourself fit and healthy.
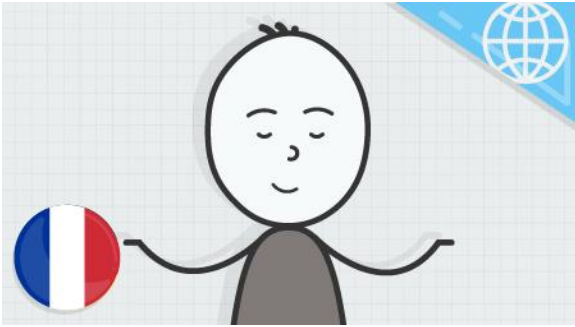
| 5 Minutes | FR

Budget like a Boss 1.0 | Une budgétisation hors pair 1.0 (Global)
When it comes to managing the financial side of your business – a budget is imperative. If you worry that it can be too complicated and confusing, don't stress. This bite-sized module provides you with a six-step plan for stress free budgeting.

| 5 Minutes | FR

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New translations cont.

Managing Stress 2.0 |
Gestion du stress 2.0 (Global)

Many of us experience stress in life, whether this is in the short term from one-off projects, or long-term stress from a high-pressure career. Not only can this be profoundly unpleasant, it can seriously affect our health and our work. However, it is possible to manage stress, this course will show you how.

💬 **| 20 Minutes | FR**

Telephone Etiquette 1.0 | Une étiquette
d'excellence au téléphone 1.0 (Global)

As the saying goes, "you never get a second chance to make a first impression" and amazingly, it takes just 6 seconds for the caller to make an impression of your business. This course focuses on seven steps to perfect telephone etiquette – so you can turn every new caller into a lifelong customer.

💬 **| 10 Minutes | FR**

Productivity and Time Management 2.0 |
Productivité et gestion du temps 2.0 (Global)

Do you hate feeling rushed, scrambling to meet deadlines, or having to work later than you'd like? Time flies, and not always when you're having fun. But by managing it properly, through careful planning, you can learn to make the most of it. This course will help.

💬 **| 30 Minutes | FR**

The Mindful Leader 1.0 |
Le dirigeant attentif 1.0 (Global)

Mindfulness is a simple way of being present in the moment, that enables you to be more focused and stop worrying. This course will help you to understand what mindfulness is and how it can benefit you and help you to be more focused and become more present as a leader.

💬 **| 10 Minutes | FR**

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New translations cont.

Social Media Awareness 1.0 | Sensibilisation aux réseaux sociaux 1.0 (Global)

The vast majority of us spend a lot of time on social media, but do we really consider its impact? This course is here to help you do just that. It'll look at how to make the right choices and examine why social media policies are so important to you and your workplace.

| 5 Minutes | FR

**Fall Protection 1.0 |
Protección contra caídas 1.0** (US)

This course about working at heights is now available in Spanish. Learn about 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 | SP

Fire Safety and Prevention 1.0 | Seguridad y prevención contra incendios 1.0 (US)

This course about fire safety is now available in Spanish. Learn how fires start, 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 | SP

**Forklift Safety 1.0 |
Uso seguro de montacargas 1.0** (US)

This course about powered industrial trucks and safe forklift use is now available in Spanish. Examine forklift-related accidents and strategies that can reduce them, as well as OSHA requirements for using forklifts, and general safety tips.

| 20 Minutes | SP

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New translations cont.

Hand-arm Vibration Syndrome 1.0 | Síndrome de vibración del sistema mano-brazo 1.0 (US)

This course is now available in Spanish. Learn about what causes hand-arm vibration syndrome (HAVS), how to reduce the risks, and what to do if any symptoms of this condition appear.

💬 | 10 Minutes | SP

Head Protection 1.0 | Protección de la cabeza 1.0 (US)

This course about head protection in the workplace is now available in Spanish. Learn about employers' legal obligations to provide head protection. This course covers hard hats, and why wearing one could be lifesaving.

💬 | 7 Minutes | SP

Hearing Conservation 1.0 | Conservación de la audición 1.0 (US)

This course about workplace noise is now available in Spanish. Learn about employers' legal obligations for hearing conservation, effective use of hearing protection, and steps to take to prevent work-induced hearing loss.

💬 | 10 Minutes | SP

Inspirational Leadership 1.0 | Liderazgo inspirador 1.0 (Global)

Whether at home or in the workplace, we can all benefit from becoming better leaders. If you've just been promoted to a management position or if you have been appointed team leader on a project and want to get people working towards a common goal, you need to use leadership skills.

💬 | 20 Minutes | SP

New translations cont.

Chemical Safety 1.0 |
Seguridad química 1.0 (US)

This course about chemical safety is now available in Spanish. 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.

| 15 Minutes | SP

Manual Handling 1.0 |
Manipulación manual 1.0 (US)

This course is now available in Spanish. 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 | SP

Lockout Tagout 1.0 |
Bloqueo y etiquetado 1.0 (US)

This course is now available in Spanish. Learn about energy sources, lockout/tagout (LOTO) procedures, safety programs for controlling hazardous energy, and regulations related to the OSHA standard.

| 15 Minutes | SP

PPE Awareness 1.0 |
Concientización sobre el PPE 1.0 (US)

This course about personal protective equipment (PPE) is now available in Spanish. Learn about employers' legal obligations, types of PPE, and ways to effectively use and maintain PPE.

| 12 Minutes | SP

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New translations cont.

Sexual Harassment Prevention 1.0 | Prevención del acoso sexual 1.0 (US)

This popular course about preventing and responding to workplace sexual harassment was recently updated. This course is now also available in Spanish. Get the latest legal and practical advice for Spanish-speaking workers.

| 40 Minutes | SP

Working in Hot and Cold Conditions 1.0 | Trabajar en condiciones de frío y calor 1.0 (US)

This course is now available in Spanish. 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 | SP

Slips and Trips 1.0 | Resbalones y tropiezos 1.0 (US)

This course is now available in Spanish. Learn about the dangers of slips and trips, how to identify hazards that cause these accidents, and best practices to prevent slips and trips in the workplace.

| 12 Minutes | SP

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