



# The Complete CypherWorx General Business Catalog



# The CypherWorx General Business Catalog

## Professional Development

- A Leader's Guide to Ensuring Organizational Health
- Advanced Interpersonal Communication: Colleagues and Subordinates\*
- Advanced Interpersonal Communication: Communication Styles and Methods\*
- Advanced Interpersonal Communication: Customers and Vendors\*
- Affirmative Action: Small Business Development - Title VI
- Affordable Care Act (ACA) Basics for Business Owners: 2016 Edition
- Americans With Disabilities Act and Transition Plans
- Basic First Aid
- Becoming a Visionary and Innovative Leader
- Business Ethics: Ethical Decisions\*
- Business Ethics: Managerial Ethics\*
- Business Ethics: Organizational Ethics\*
- Business Ethics: Unethical Behavior\*
- Business Ethics: Whistle-Blowing\*
- Business Problem Solving: Critical Thinking and Information Analysis\*
- Business Problem Solving: Problem Solving in the Corporate World\*
- Business Problem Solving: Problem-Solving Basics\*
- Business Problem Solving: Problem-Solving Process\*
- Business Problem Solving: Problem-Solving Teams\*
- Coaching: Coaching Diverse Employees\*
- Coaching: Communication \*
- Coaching: Fundamentals of Coaching\*
- Coaching: Interpersonal Meetings\*
- Coaching: The Coaching Process\*
- Conducting Meetings: Communicating As Meeting Leaders\*
- Conducting Meetings: Communicating Nonverbally\*
- Conducting Meetings: Conflicts, Climates, and Difficult Personalities\*
- Conducting Meetings: Fundamentals of Conducting Meetings\*
- Conducting Meetings: Listening Effectively and Asking Questions\*
- Conducting Meetings: Managing Meetings\*
- Conducting World Class Employee Investigations
- Correcting Performance Problems: Addressing Behavioral Problems\*
- Correcting Performance Problems: Disciplining Employees\*
- Correcting Performance Problems: Identifying Performance Problems\*
- Correcting Performance Problems: Investigating Performance Problems\*
- Correcting Performance Problems: Providing Feedback To Employees\*
- Creating a World Famous Culture in your Workplace
- Creating a World Famous Customer Service Training Program
- Creating and Implementing an Effective Strategic Plan for Your Organization
- Creatively Implementing a 360 Program on a Budget
- Creativity and Innovation: Creative Thinking Basics\*
- Creativity and Innovation: Creativity In Organizations\*
- Creativity and Innovation: Fostering A Creative Environment\*
- Creativity and Innovation: Personal Creativity\*
- Creativity and Innovation: Promoting Team Creativity\*
- Cross-Cultural Business Communication: Addressing Cross-Cultural Issues\*
- Cross-Cultural Business Communication:

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- Communicating Across Cultures\*
- Cross-Cultural Business Communication: Cross-Cultural Business Situations\*
- Cross-Cultural Business Communication: Differences In Communication\*
- Cross-Cultural Business Communication: Overcoming Communication Barriers\*
- Cross-Cultural Business Communication: Workplace Culture\*
- Customer Communication (PS)
- Customer Management (PS)
- Customer Service Fundamentals (PS)
- Customer Service Skills (PS)
- Draft Presentation: Storyboard of Results
- Effective Onboarding - the San Diego Zoo Way!
- Effectively Managing an Employee Engagement and Satisfaction Survey
- Engaging Your Employees in a World Famous Way
- Equal Opportunity 101
- Ergonomics - English
- Ergonomics - Spanish
- Ergonomics for Food Service and Retail
- Ergonomics for General Industry: Making the Work Fit the Worker
- Ergonomics MSDs
- GCF: Addition and Subtraction
- GCF: Algebra Topics
- GCF: Basic Spanish Skills
- GCF: Beyond Email
- GCF: Blog Basics
- GCF: Computer Basics
- GCF: Decimals
- GCF: Email 101
- GCF: Facebook 101
- GCF: Firefox
- GCF: Fractions
- GCF: Gmail
- GCF: Good at Math
- GCF: Google Account
- GCF: Google Chrome
- GCF: Google Documents
- GCF: Google Drive and Docs
- GCF: Google Search Tips
- GCF: Google Spreadsheets
- GCF: Grammar
- GCF: Internet 101
- GCF: Internet Explorer
- GCF: Internet Safety
- GCF: Internet Safety for Kids
- GCF: iPad Basics
- GCF: iPhone Basics
- GCF: Job Applications
- GCF: Job Success
- GCF: Learn English
- GCF: LinkedIn Basics
- GCF: Microsoft Access 2000
- GCF: Microsoft Access 2007
- GCF: Microsoft Access 2010
- GCF: Microsoft Access 2013
- GCF: Microsoft Access XP
- GCF: Microsoft Excel 2000
- GCF: Microsoft Excel 2003
- GCF: Microsoft Excel 2007
- GCF: Microsoft Excel 2010
- GCF: Microsoft Excel 2013
- GCF: Microsoft Excel XP 2002
- GCF: Microsoft PowerPoint 2000
- GCF: Microsoft PowerPoint 2003
- GCF: Microsoft PowerPoint 2007
- GCF: Microsoft PowerPoint 2010
- GCF: Microsoft PowerPoint 2013
- GCF: Microsoft PowerPoint XP 2002
- GCF: Microsoft Word 2000



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- GCF: Microsoft Word 2003
- GCF: Microsoft Word 2007
- GCF: Microsoft Word 2010
- GCF: Microsoft Word 2013
- GCF: Microsoft Word XP 2002
- GCF: Money Basics
- GCF: Multiplication and Division
- GCF: Percents
- GCF: Pinterest 101
- GCF: Practice Reading
- GCF: Resume Writing
- GCF: Skype
- GCF: Twitter 101
- GCF: Windows 10
- GCF: Windows 8
- GCF: Workplace Basics
- Generational Differences - Managing The Complexity
- Getting Your Board Involved in Your Development Efforts
- Grow and Thrive while Becoming Greener
- Harassment Prevention Training (PS)
- HR Strategic Planning
- Incipient Stage Fire Extinguisher Education
- Innovation and Change
- Interviewing Skills: EEO Guidelines\*
- Interviewing Skills: Evaluating and Deciding\*
- Interviewing Skills: Federal Laws\*
- Interviewing Skills: Following Up\*
- Interviewing Skills: Fundamentals of Interviews\*
- Interviewing Skills: Handling and Conducting\*
- Interviewing Skills: Planning and Preparing\*
- Leaders Shape the Future
- Leadership and Innovation (PS)
- Managerial Leadership: Coping Through a Change Process\*
- Managerial Leadership: Defining Employee Roles and Priorities\*
- Managerial Leadership: Employing Motivational Strategies\*
- Managerial Leadership: Leading with a Vision\*
- Managerial Leadership: Making Vision a Reality\*
- Managerial Leadership: Motivating Employees Through Change\*
- Managerial Leadership: Planning for Change\*
- Managing Performance: Appraising Employee Performance\*
- Managing Performance: Legal Appraisals\*
- Managing Performance: Performance Improvements\*
- Managing Performance: Performance Management Basics\*
- Managing Performance: Performance-Planning Meetings\*
- Mapping Your Performance and Talent Strategy for Results
- Motivation: Identifying, Planning, and Implementing: Basics Of Motivation\*
- Motivation: Identifying, Planning, and Implementing: Positive Mental Attitude\*
- Motivation: Identifying, Planning, and Implementing: The Core Four\*
- Motivation: Identifying, Planning, and Implementing: The Motivation Process\*
- Motivation: Identifying, Planning, and Implementing: Using What You've Learned\*
- Nonprofit Program Development
- Nonprofit Program Marketing
- Organizational Communication: Communication Basics\*
- Organizational Communication: Context, Stress, and Managerial Tools\*
- Organizational Communication: Innovation and Change\*
- Organizational Communication: Leadership and Motivation\*
- Organizational Communication: Power, Politics,

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- and Diversity\*
- Organizational Communication: Relational Context and Organizations\*
- Organizational Communication: Technology in the Workplace\*
- Preventing Sexual Harassment and Understanding California Law
- Preventing Violence at the Workplace
- Preventing Violence at the Workplace - Retail
- Researching and Writing Grants
- Safety and Survival in an Active Shooter Event
- Setting & Maintaining Brand Standards / Guest Feedback & Survey Tools
- Sexual Harassment Prevention for Employees
- Simple Statistical Analysis: Non-parametric
- Starting Your Nonprofit
- Strategic Decision Making: Complex Decisions\*
- Strategic Decision Making: Decision Options\*
- Strategic Decision Making: Decision Results\*
- Strategic Decision Making: Group Decisions\*
- Strategic Decision Making: Negotiation Decisions\*
- Strategic Decision Making: Preparing to Make Decisions\*
- Strategies for Managing Risk
- The Latest and Greatest in Employee Benefits
- Train-the-Trainer: Training Methods
- Understanding the Basic Concepts of HIPAA
- Universal Design “Providing Accessibility to All (webinar)
- Volunteers and Change Management
- Wellness Programs
- Young Worker Safety Training: Module 1- English
- Young Worker Safety Training: Modules 2 & 3
- American Heart Association Emergency First Aid
- Asbestos Safety Awareness
- Basic First Aid
- Bed Bug Protection Tips
- Bloodborne Pathogens and HIV (PS)
- Bringing the Full Power of Science to Bear on Drug Abuse & Addiction
- CERT Basic Training Light Search and Rescue Operations
- CERT Basic Training: Disaster Preparedness
- CERT Basic Training: Earthquakes
- CERT Basic Training: Fire Safety and Utility Controls
- CERT Firefighter Rehab Operations
- Chainsaw Safety
- Compressed Gas Safety
- Construction Hazards
- Creating a Safe and Respectful Environment for Our Nation’s Children and Youth
- Creating a Safety Program
- Cyberbullying
- Driving Safety Off-Road Vehicles
- Effective Health and Safety Committees: Part One
- Effective Health and Safety Committees: Part Three
- Effective Health and Safety Committees: Part Two
- Egress, Fire Prevention, & Fire Protection
- Electrical Safety
- Electrical Safety for the Non-Electrical Skilled Worker
- Electricity
- Elements of an Effective Safety and Health Program
- Emergency and Crisis Communications (PS)
- Emergency and Crisis Management (PS)
- Emergency and Crisis Planning (PS)
- Employee Education: Drug-Free Workplace
- Ergonomics - English

## Safety

- Accessibility
- Adult and Child CPR

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- Ergonomics - Spanish
- Excavation & Trenching Awareness for the Construction Industry
- Excavation & Trenching Awareness for the Construction Industry - Spanish
- Fire Evacuation Training (PS)
- Firefighter Life Safety Initiatives: How Can We Make it Better?
- Food Service Worker: Annual Food Safety Training
- Forklift Safety
- Forklift: Material Handling
- Grow and Thrive while Becoming Greener
- Hand and Power Tools
- Hazard Communication Advanced (PS)
- Hazard Communication Basic (PS)
- Hazardous Materials
- Health and Safety in the Laboratory
- Heat Illness
- Heat Illness - Spanish (Enfermedades por calor)
- Incident Command System (ICS) Overview for Executives and Senior Officials
- Incident Command System ICS-100
- Incipient Stage Fire Extinguisher Education
- Indoor Air Quality
- Information Security Awareness (Dept. of Health and Human Services)
- Information Security Awareness (PS)
- Introduction and Understanding of OSHA
- Introduction and Understanding of OSHA - Spanish (Introducción y Conocimiento de OSHA)
- Lightning Safety Awareness
- Lockout-Tagout: Control of Hazardous Energy
- Machine Guarding and Amputation Hazards
- Machinery and Vehicular Safety
- Making Your Home A Safer Place
- Manual Materials Handling
- Marchman Act: The Florida Substance Abuse Impairment Act
- Medication Administration for Resource Parents
- Medication Administration for Unlicensed Personnel
- Mobile Equipment
- Mold Safety Awareness
- NAHB Scaffold and Ladder Safety Training
- NAHB Scaffold and Ladder Safety Training - Spanish: NAHB Capacitación sobre seguridad en andamios y escaleras de mano
- NEIHS Driving Hazard Awareness
- Office Safety and Health
- Outdoor Personal Protective Equipment (PPE)
- Overview of Enforcement for Occupational Exposure to Tuberculosis (TB)
- Permit-Required Confined Spaces
- Pesticides and Chemical Safety
- Planning for Emergencies
- Preparing Workplaces for Pandemic Flu
- Preventing Cuts, Scrapes and Punctures
- Preventing Needlesticks and Other Sharps Injuries
- Preventing Slips, Trips and Falls
- Protecting Yourself While Responding to Earthquakes
- Reducing Foodborne Illness Risk Factors in Food Service and Retail Establishments
- Respiratory Protection Awareness
- Respiratory Protection Standard
- Safe Patient Handling - English
- Safe Patient Handling- Spanish (Manejo del Paciente Segura) (PS)
- Safe Vehicle Operation
- Safety and Survival in an Active Shooter Event
- Safety Communication and Training Techniques
- Safety Training for Supervisors
- Sanitation and Hygiene
- SARS: Protecting Workers
- Scaffolding Safety

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- Slips, Trips, and Falls
- Stop Bullying
- Suicide Prevention: Saving Lives One Community at a Time
- The Globally Harmonized System (GHS) for Hazard Classification and Labelling
- The NoFEAR Act
- The Safe Food Handler
- What's Bugging You? Communicable Diseases
- Worms, Germs and You (Introduction to Zoonotic Disease)
- Young Worker Safety Training: Module 1 - English
- Young Worker Safety Training: Modules 2 & 3

\*An Instructor Guide version of this course is available for use in a classroom setting.