

## FREE Courses available via EnergyU through May 15, 2020

As an association, MEA tries to anticipate members needs and provide as much value as we can. During these unprecedented times, MEA is glad to be able to offer a variety of FREE courses to EnergyU subscribing companies through May 15, 2020. Feel free to offer any number of these courses to your registered users. The courses and associated data will not remain in the system past May 16, 2020.

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## Enroll in certificate: **Coronavirus Preparedness (7 Courses)**

### **#1 Course Title: Coronavirus Preparedness for Employers and Employees**

#### Course Description:

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases. The most recently discovered coronavirus causes coronavirus disease 2019 (COVID-19). This course will tell you about simple steps you can take to stay healthy and prevent the spread of the virus and disease.

#### Key Objectives:

- Describe what coronaviruses are and the health concerns associated with Coronavirus Disease 2019 (COVID-19)
- Recall the signs and symptoms of COVID-19
- Summarize the ways that the SARS-CoV-2 virus is transmitted and the ways to prevent its spread
- Describe how to care for COVID-19 patients at home
- Outline COVID-19 workplace preparedness considerations

### **#2 Course Title: Coronavirus: COVID-19**

#### Course Description:

Coronaviruses aren't new to us. There are different types that can present with respiratory or gastrointestinal symptoms. The 2019 Novel Coronavirus was first discovered in a group of pneumonia patients who also had contact with a seafood and live animal market. Sometimes these diseases can spread from animals to humans in what the medical community calls a "spillover." We don't yet know the origin of the 2019 Novel Coronavirus, or exactly how it's transmitted, but we're quickly gathering information on transmission and symptoms, which we'll provide in this program. We'll also discuss ways to prevent infection.

### **#3 Course Title: Coronavirus Precautions and Prevention: Coronavirus Preparedness**

#### Course Description:

The emergence and spread of COVID-19, or the coronavirus, is a worldwide concern. If you're not under quarantine, there's a chance you could be at some point. So it's important to start collecting items for a coronavirus preparedness kit. This is just like any other emergency kit you might have, like one for a major earthquake in your area or getting stuck in a blizzard in your car. It's a way to be prepared ahead of time, before there's a run on supplies. So let's talk about what your kit should include.

### **#4 Course Title: Coronavirus Precautions and Prevention: Stay Calm, Stay Informed**

#### Course Description:

There's a lot of information out there that might make you anxious about a coronavirus pandemic. But while it's important to be prepared and prevent the virus's spread as much as possible, it's also important to keep some perspective. There have been far deadlier viruses that have spread more widely throughout human history, and with the benefit of modern

science and medicine, we will do much better than in the past. In this course, we'll talk through what exactly we know about the virus and any treatment options currently being developed. We'll also discuss where to find the most accurate, up-to-date information. Lastly, we'll touch on the impact of the coronavirus on the global economy.

## #5 Course Title: Crisis Management

### Course Description:

Prevent a workplace crisis before it spirals out of control. This course will teach you how to establish a plan and respond in an emergency before it escalates. Set backs are inevitable, it's how you handle them that can make a difference.

This comprehensive Crisis Management course includes 4 types of content that fall into the categories of Look, Think, Practice and Remember. These sections include videos, questions and a summary of key points. We will discuss the importance of responding quickly when a crisis strikes and communicating with your team and other relevant parties. You'll learn the benefit of having a plan in place for a quicker resolution. Pass the practice questions throughout to demonstrate your knowledge of course material.

### Key Objectives:

- Act quickly to prevent a crisis from spiraling out of control
- Communicate with your team and any other appropriate parties
- Known in advance whom to contact when a crisis strikes

## #6 Course Title: What we do (and don't) know about the coronavirus | David Heymann

### Course Description:

What happens if you get infected with the coronavirus? Who's most at risk? How can you protect yourself? Public health expert David Heymann, who led the global response to the SARS outbreak in 2003, shares the latest findings about COVID-19 and what the future may hold.

## #7 Course Title: How do viruses jump from animals to humans? | Ben Longdon

### Course Description:

At a Maryland country fair in 2017, farmers reported feverish hogs with inflamed eyes and running snouts. While farmers worried about the pigs, the department of health was concerned about a group of sick fairgoers. Soon, 40 of these attendees would be diagnosed with swine flu. How can pathogens from one species infect another, and what makes this jump so dangerous? Ben Longdon explains. [Directed by Cabong Studios, narrated by Addison Anderson, music by Matheus Wittmann].

Enroll in certificate: **Infection Control and Illness Prevention (3 Courses)**

## #1 Course Title: Coronavirus Precautions and Prevention: Common Sense Hygiene

Course Description:

You've heard of COVID-19, or the coronavirus, and its rapid spread around the globe. Perhaps one of the first things that came to mind was, "How do I prevent myself and my family from getting the virus?" This program compiles expert advice on how to prevent the spread of coronavirus and keep yourself and loved ones healthy. We'll talk about how the virus spreads and go over personal and environmental hygiene tips.

## #2 Course Title: OSHA - Cold, Flu, and Transmissible Illness Prevention

Course Description:

The purpose of this lesson is to educate learners on actions they can take to prevent contraction of and transmission of cold and influenza viruses, as well as actions to take if they become infected.

Key Objectives:

- Describe the route of exposure for both cold and flu viruses
- List methods to reduce exposure and the effects of exposure to the common cold and influenza
- List the benefits of an annual influenza vaccination
- Describe high-risk people who should make an annual influenza vaccination a priority
- Identify symptoms of infection
- Describe the actions one should take if they feel sick
- Recognize emergency warning signs of influenza-related illness

## #3 Course Title: The simple power of hand-washing | Myriam Sidibe

Course Description:

Myriam Sidibe is a warrior in the fight against childhood disease. Her weapon of choice? A bar of soap. For cost-effective prevention against sickness, it's hard to beat soapy hand-washing, which cuts down risk of pneumonia, diarrhea, cholera and worse. Sidibe, a public-health expert, makes a smart case for public-private partnerships to promote clean hands — and local, sustainable entrepreneurship.

## Enroll in certificate: **Anxiety & Mental Health (4 Courses)**

### #1 Course Title: Mindfulness: The Importance of Breathing

Course Description:

We breathe all day long without thinking about it. When we're mindful of our breath we can reduce stress and feel more relaxed. This module looks at this in more detail.

Key Objectives:

- Explore the importance of mindful breathing
- Practice mindful breathing techniques

## #2 Course Title: Mental Health - Anxiety

### Course Description:

Anxiety. It's one of those mental disorders that all of us suffer from at some point in our lives. Some may have relatively mild symptoms. But some people can suffer severely. Whichever end of the scale you fall on, you'll want to try and calm or control that anxiety, even if you can't remove it completely. This course will help with that.

Crippling anxiety can be a huge barrier in both your personal life and career. We're here to provide you with the tools to remove that barrier.

### Key Objectives:

- Common symptoms of anxiety
- The difference between anxiety and stress
- Tips on controlling your anxiety

## #3 Course Title: Handling Stress

### Course Description:

In this training course, you'll learn effective techniques to help you manage stress, allowing you to be more productive and improve your overall sense of well-being. We discuss how stress manifests itself and how we contribute to our own perception of stress. With an understanding of this, you'll be in a better position to manage your stress. You'll learn how to perform simple breathing exercises to lower your stress-levels when necessary. This modular course is designed to help you recognize the signs of stress, understand how stress operates, and manage your stress through simple techniques and exercises. The module comes with an interactive menu, in-class quizzes and activities and printable supporting documents for easy reference. This version of the course is mobile friendly.

### Key Objectives:

- Maintain workplace harmony by responding to the emotions of employees appropriately
- Recognize the underlying needs that are causing each display of emotion
- Use empathic listening to convey interest in your employees' thoughts and feelings

## #4 Course Title: Mental Health Awareness

### Course Description:

Designed for employees in health and social care, this training course covers valuable guidelines for providing support to individuals with mental illness, dementia, and learning disabilities. We'll discuss best practices for early detection, reporting concerns, adapting care, and developing the right attitude. You'll also learn about important legal frameworks and policies you are obliged to follow, including the 5 principles of the Mental Capacity Act and different types of informed consent.

The 30-minute course features self-paced video lessons with animated visuals, audio narration, and user interactivity for an engaging overview of mental health issues. A final quiz completes the course, offering the opportunity to review what you've learned and evaluate your retention of key material.

Key Objectives:

- Offer appropriate mental health support by applying legal and ethical guidelines
- Detect mental health signs and symptoms to report concerns in a timely fashion
- Develop a productive, positive attitude when supporting individuals with mental health concerns

Enroll in certificate: **Working Remotely (4 Courses)**

**#1 Course Title: Working Remotely**

Course Description:

Research shows that around half of the American workforce holds jobs that are compatible with remote work, meaning they don't need to be in an office to do their jobs. Millions of these people are working from home for at least half of each week. In fact, since 2005, working from home (for those not self-employed) has grown by over 100%. Working remotely offers plenty of benefits, not just to the employee doing the remote work, but to the organization allowing them to do it in the first place. In order to take advantage of those benefits, you need to be a successful remote employee.

**#2 Course Title: Working From Home: Strategies for Remote Employees**

Course Description:

When imagining telecommuting, many people envision a relaxed day of working at home in their pajamas. However, this probably isn't the best approach. Telecommuting definitely offers a lot of freedom, but that doesn't mean you can ignore your work responsibilities. This course will help you decide if telecommuting is a good fit for you and then provide some strategies for being effective as a remote employee.

Key Objectives:

- Assess how successful you may be as a remote employee.
- Identify ways to improve your home office environment.
- Create a plan for a successful schedule.

**#3 Course Title: The happy secret to better work | Shawn Achor**

Course Description:

We believe we should work hard in order to be happy, but could we be thinking about things backwards? In this fast-moving and very funny talk, psychologist Shawn Achor argues that, actually, happiness inspires us to be more productive.

Subtitles available in: American English, Italian, Brazilian Portuguese, Czech, Indonesian, European Spanish, Russian, Dutch, European Portuguese, Chinese (Traditional), Turkish, Chinese (Simplified), Thai, Polish, European French, German, Hungarian, Japanese, Korean, Swedish, Slovak, Arabic, Greek, Gujarati, Vietnamese, Catalan, Armenian, Galician, Azerbaijani, Latvian, Lithuanian, Romanian, Bulgarian, Ukrainian, Croatian, Danish, Persian, Hebrew, Kazakh, Serbian, Albanian, Mongolian, Macedonian, Kurdish, Marathi, Uzbek, Burmese, and Georgian

#### #4 Course Title: Working From Home: Top Tips

Course Description:

In this module we'll look at some tips for effective remote working from your home. We'll cover how to create a productive routine and create an inspirational workspace. This short microlearning module will take around 5 minutes to complete and contains a multiple choice quiz.

Key Objectives:

- Learn how to organize your workspace at home
- Learn techniques for effective remote working

#### Enroll in certificate: **Managing Remote Teams (4 Courses)**

#### #1 Course Title: Managing Remote Teams

Course Description:

Encouraging personal interactions can be tricky when you are managing a team remotely. This course will explain how you can build relationships between team members, even from a distance. First, you'll learn why creating opportunities for employees to get to know each other is so important. Then, you'll assess the current state of your team's personal and professional relationships, and discover fun activities you can incorporate into your workday to get team members acquainted with each other. By the end of the course, you will have a better understanding of how you can nurture appropriate work relationships by using a variety of exercises.

#### #2 Course Title: Leading Teams - Leading and Managing Effective Virtual Teams

Course Description:

Organizations are changing, and so are our offices. The new age millennials are shifting toward the virtual world. More and more organizations use virtual teams to meet corporate goals. This has created the need to determine how best to manage and lead these virtual groups. Traditional methods of managing on-site groups don't work with remote workers, because virtual teams are most often composed of workers who are spread over a varied geographic and cultural expanse and communicate, for the most part, electronically. Future Workforce Report states that 63 percent of companies utilize virtual workers, but only 57 percent have standards in place to manage the process. In this lesson, you will learn to effectively guide teams that they rarely see face-to-face.

Key Objectives:

- Establish requirements
- Build mutual trust with your virtual team
- Communicate frequently with them

#### #3 Course Title: Remote Management: Effective Ways to Communicate with Team Members

Course Description:

Manage a team member's activity:

- Visiting a team member
- Using the right tools to inform
- Effective remote meetings

Boost each team member:

- Avoiding team members' frustration
- Choosing the right moment to interact
- Adopting a circular view on reporting

Key Objectives:

- Communicate effectively with your remote team members
- Implement rituals that allow the team to track its progress
- Stimulate interactions to ensure team's commitment

#### #4 Course Title: Leading Virtual Teams - Beginner

Course Description:

The overall goal of this program is to enable managers to learn and apply a practical approach to leading virtual teams. This is an especially important skill because teams are now the fundamental way in which work gets done within organization and teams existing now across geographic areas and meet virtually. Blending best practice and the latest research, our emphasis is on helping managers understand how to lead these dispersed, virtual teams. Upon completion, each learner will have completed a series of exercises that will enable them both to better manage teams in a virtual world.

Key Objectives:

- Apply a practical approach to managing virtual teams.
- Understand best practices for managing dispersed virtual teams.

#### Enroll in certificate: **Ergonomics (2 Courses)**

##### #1 Course Title: Ergonomics: 01. The Basics

Course Description:

This course outlines the basic concepts of ergonomics to prepare you for the rest of the series and to start making small improvements today. Workplace injuries can happen even in environments we think of as low risk; many work habits can cause musculoskeletal disorders, which are preventable with proper ergonomics. Learn how to arrange your workspace ergonomically, and recognize the challenges to ergonomic practices that companies currently face, so that you can work with your managers to create the most ergonomically friendly environment possible.

The first part in our series on Workplace Ergonomics, this course provides an overview of the basic concepts of ergonomics. A downloadable document summarizing key points and a final exam to test comprehension are included.



Key Objectives:

- Prevent pain, discomfort and workplace injuries by making workstations more ergonomic
- Create ergonomic workspaces that fit the specific needs of your organization

## **#2 Course Title: Workplace Safety for Office Professionals: Designing an Ergonomic Workstation**

Course Description:

This video course addresses some of the major causes of injury due to poor workstation design and illustrates several simple ways to prevent any problems. You'll also see some killer dance moves and learn about an electrifying new way to motivate your employees. Who would have thought that a training video about ergonomics could be so entertaining? Another training course from The Jeff Havens Company, where we offer serious solutions in a seriously funny way.

Key Objectives:

- Identify best practices for setting up a workstation to minimize risk of injury