MITRATECH

Stay competitive with a skilled workforce

Upskilling and reskilling employees through training helps businesses attract and retain top talent, compete for customers, and achieve long-term success. Learn, Mineral's Learning Management System (LMS), makes it easy to assign, track and manage employee training courses, all from the convenience of the Mineral Platform™.

Premium Learn Course Catalogs:

Workplace Harassment

Get and stay compliant with state-mandated workplace harassment prevention training requirements with our e-learning courses, including:

- Interactive
- state-mandated topics
- Valuing Diversity
- Workplace harassment and bullying
- Unconscious bias
- Preventing workplace violence

Leadership and management

Gain competitive advantages by developing top talent through e-learning courses designed to strengthen leadership roles with the skills in:

- Communication
- Time management
- Problem solving
- Decision making
- Delegation
- Team building
- Performance management
- Adapting to change
- Innovation

Diversity, Equity, Inclusion, and Belonging (DEIB)

Create a workplace environment that is inclusive, respectful, and supportive of all employees through e-learning courses that cover:

- Workplace inclusion strategies
- Measuring DEI impact
- Why diversity matters
- Allyship
- Managing culture in virtual teams
- Overcoming bias when giving feedback
- Disrupting microaggressions
- Building emotional self-awareness

Microsoft computer skills

Streamline workflows, make better-informed decisions, and improve data management by becoming proficient in using Microsoft Office applications including:

- Excel
- Outlook
- PowerPoint
- Word
- Office 365
- Teams
- SharePoint
- Planner
- Using technology in virtual teams
- Cybersecurity and data analysis

Communication

Create a workplace environment that is inclusive, respectful, and supportive of all employees through e-learning courses that cover:

- Active listening
- Feedback
- Coaching
- Negotiation
- Conflict resolution
- Written communication
- Cultural awareness

Cybersecurity

Protect assets and reduce the risk of cyber-attacks with e-learning courses that address procedures for handling sensitive information including topics such as:

- Password security
- Phishing
- Ransomware
- Social engineering
- Safe browsing practices

Health and wellness

Increase employee morale, productivity, attendance, and retention through e-learning courses that prioritize:

- Physical and mental well-being
- Work-life balance
- Stress management
- Emotional resilience
- Social connection
- Hybrid and remote work environments
- Economic uncertainty
- Preparing for the future of work

Workplace Safety

Create and maintain a safe and healthy workplace and culture with e-learning courses designed to reduce potential hazards, accidents, and liability, including topics such as:

- Personal protective equipment
- Ladder safety
- Hazardous materials
- Transportation
- Safety

Professional Development Plus

Empower employees to reach their full potential with e-learning courses that enhance valuable career skills including:

- Critical thinking
- Teamwork
- Public speaking
- Networking
- Goal setting
- Productivity
- Emotional wellness

Workplace Safety Plus

Foster a safe and compliant work environment with e-learning courses that equip employees with essential knowledge in:

- Hazard recognition
- Emergency preparedness
- Personal protective equipment
- Fire safety
- Driving safety
- OSHA standards

58%
of employees leave given no training to develop skills and drive career growth in 2023.

200k
per hire in lost productivity, rehiring, onboarding, and training expenses.

> Mineral is easy to use and has reduced our need for other HR and compliance resources. With Learn, we're able to receive training certificates that I can file electronically, which is great for keeping track of when an employee completes a course

Cindy Henderson
HR Director
Blue-White Industries, LTD.

Explore the Learn course catalogs.
Visit **trustmineral.com** to learn more about employee training and our **Learn solution.**

*Core Course Catalog is offered as part of the Essential Package   **Premium Course Catalogs require an additional subscription

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EMPOWER. AUTOMATE. ELEVATE.