PowerSplash Project | Award-Winning Filmmakers



2027 Catalog

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ESSENTIALS TO A SUCCESSFUL COMPANY
A compilation of 100 Training Films.
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THE VISION OF POWERSPLASH PROJECT

a multi-award-winning production company

In addition to business and educational training films, PowerSplash Project is respected for their documentaries and music videos. Many of these films have been featured in over 430 film festivals, and have won over 200 awards to date.

The mark of a successful training presentation is the amount of sustainable information and retention for the viewer. Knowing time is scarce and attention spans are short, we have designed four-to-thirty-minute training solutions available via streaming, USB, or an LMS course.

Creating a business orientation series for students, temporary workers, new hires, and even seasoned professionals, we believe that true education and transformation occur when the whole of a subject is presented in full rather than just in part. Widening one's perspective while acquiring vast knowledge is crucial to understanding a subject, ourselves, and others. Now, let us apply this to business. For an organization to be successful, sustainable, and pleasant both for the employee and the customer, it is imperative that standardization is in place, enforced, and exampled from the top down. An impressive resume does not necessarily guarantee a constructive attitude, common sense, or team player. To understand the components that comprise a successful organization, one must shine a light on the entire operation – and how each part adds to the whole.

Imagine a workplace that is productive, sustainable, enjoyable, and safe. And imagine coworkers that are energized, compassionate, cooperating, and creative. Every employee and manager benefit from ongoing training. Indeed, transformation in the workplace begins with transformation within each person. Themes of positive self-image, compassion, and responsibility flow through every frame. Rather than the endless and unproductive cycles of complaining; let's focus on job responsibilities and expectations. The results of an effective training program are enormous when everyone is supported, educated, and on the same page.

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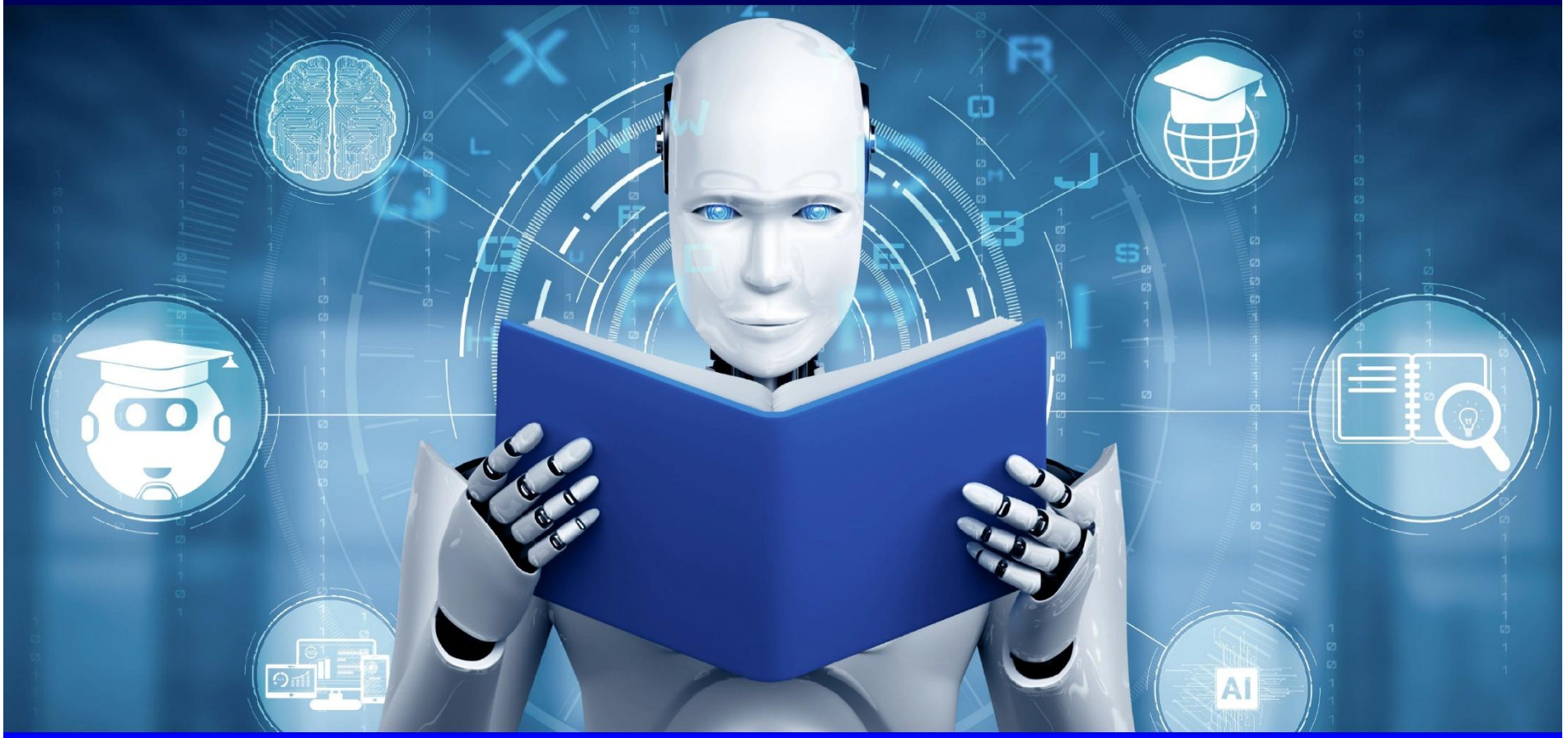
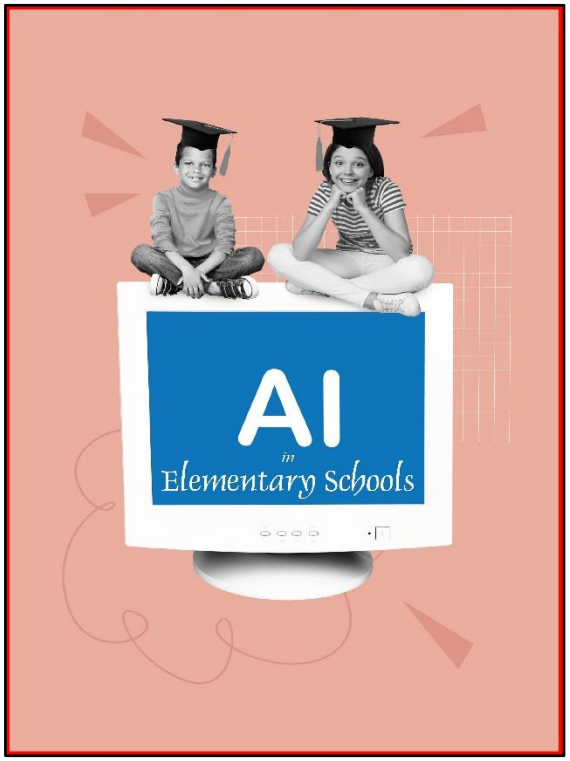


AI Media Literacy Series

AI MEDIA LITERACY SERIES



AI in Elementary Schools
21:00

- **Learn the advantages and disadvantages of AI**
- **Learn about AI Curriculum to engage young learners**
- **Learn how to select the right AI tools**

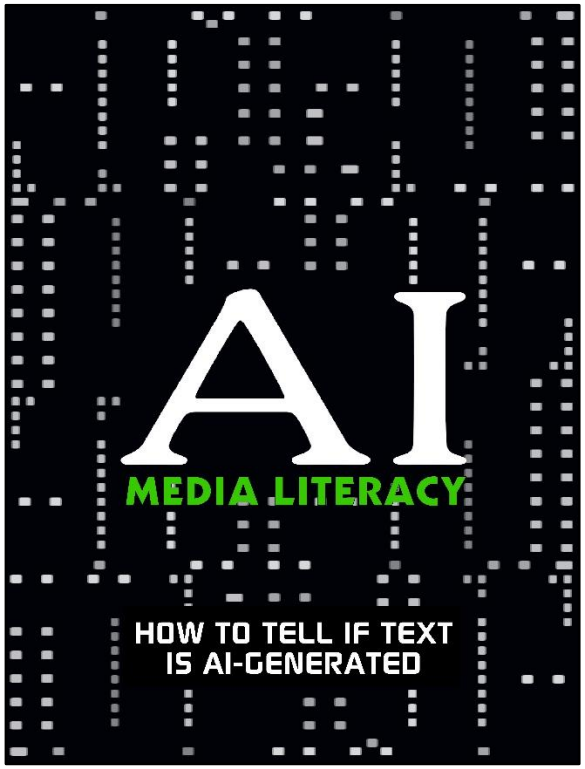
Artificial Intelligence is when programmed computers and machines can actually learn and think like humans. And, much like you, AI can recognize voices and faces as well as suggest books, music, or videos based on what we enjoy. Keep in mind that AI is powerful because it contains a vast amount of information; but AI is not human. It doesn't have emotions or beliefs or even an awareness of self, and it can make mistakes. It is important to verify.



AI in High Schools
19:05

- **Learn what AI can do for high school students**
- **Learn popular AI tools for research projects**
- **Learn how to evaluate AI's performance**

Today, almost every industry is being transformed by AI. Artificial Intelligence is revolutionizing healthcare, science, labor, transportation, education, and finance. AI is a tool and requires our ability to critically think, process, and verify. AI is an assistant that can spark curiosity, stretch our imagination, probe our mindsets, and challenge our beliefs. If used responsibly, AI will improve our problem-solving skills and help us address issues in the real world.

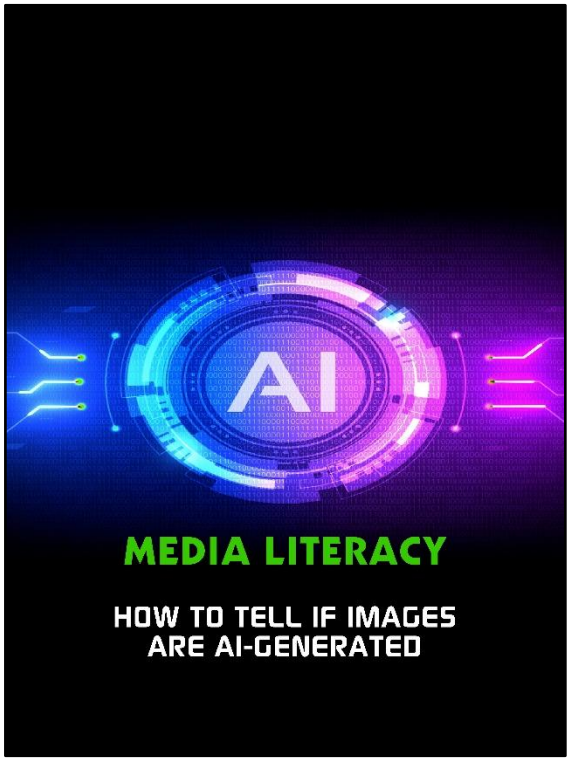


AI Media Literacy | Text
5:00

- **Learn how to preserve transparency and integrity**
- **Learn how to tell if text is AI-generated**
- **Discuss the need for AI detectors**

In the 80's, spell check was introduced in word processors and became a hit. We certainly have evolved. Now, AI can help you brainstorm, stimulate your thinking, and enhance your writing; but AI should not be used to do all the work. Keep in mind that original thinking will set you apart from the others. As AI tools advance, it is vital we be aware of accurate and reliable information. To preserve transparency, we must know what is written by people and what is not.

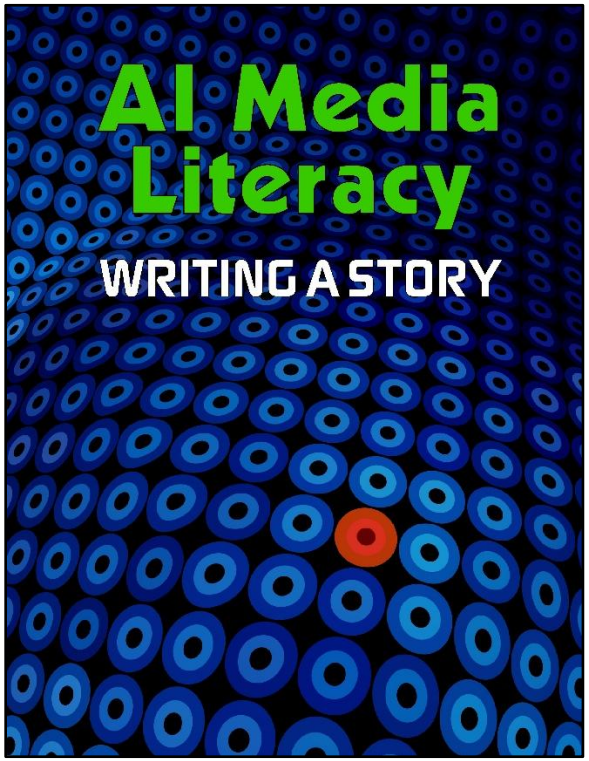
ARTIFICIAL INTELLIGENCE



AI Media Literacy | Images
6:35

- **Learn how to identify if an image is AI-generated**
- **Learn about detection tools available**
- **Learn that truth is always important**

Have you ever seen a photo and wondered if it's real? Sometimes, it can be challenging, and even experts can be fooled. Over 34 million AI-generated images are available to view every day. 76% of people admit they cannot tell the difference between what is real and what is not. Creating art is one thing. Creating misinformation is another. It should be a concern to all of us that the line between truth and fiction is becoming blurred.



AI Media Literacy | Storytelling
6:25

- **Learn how to generate human-like text**
- **Learn how AI gives your ideas a boost**
- **Learn the six steps to writing a story**

Everyone experiences writer's block from time to time. Now, there is a powerful assistant that can guide you through the creative process. Machine learning and natural language processing generate high-quality text. There is no reason to be concerned about losing your originality or think you are simply cutting and pasting the AI output. Creative writing requires nuance that only a person can provide. What AI does is give your ideas a boost in a timely manner.

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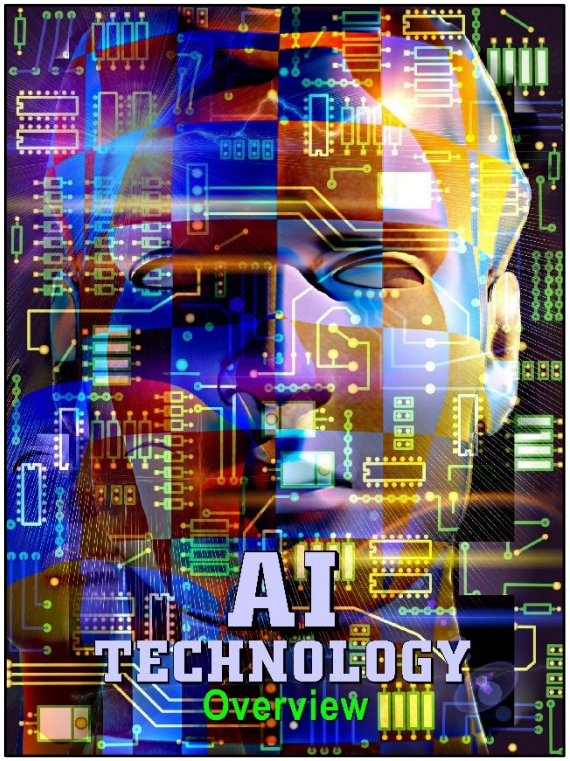
AI Technology Series

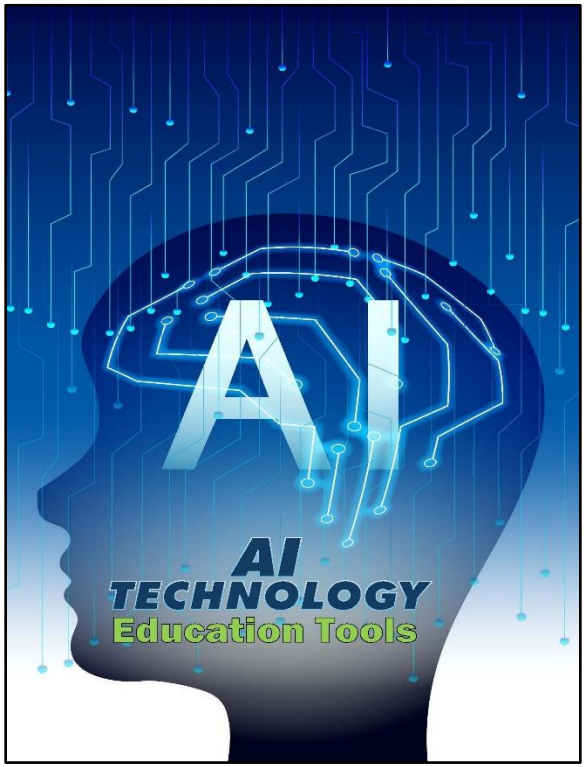
AI TECHNOLOGY SERIES



AI Technology | Overview
23:54

- **Learn the benefits and limitations of AI**
- **Learn how AI works**
- **Learn safeguards to keep AI safe**

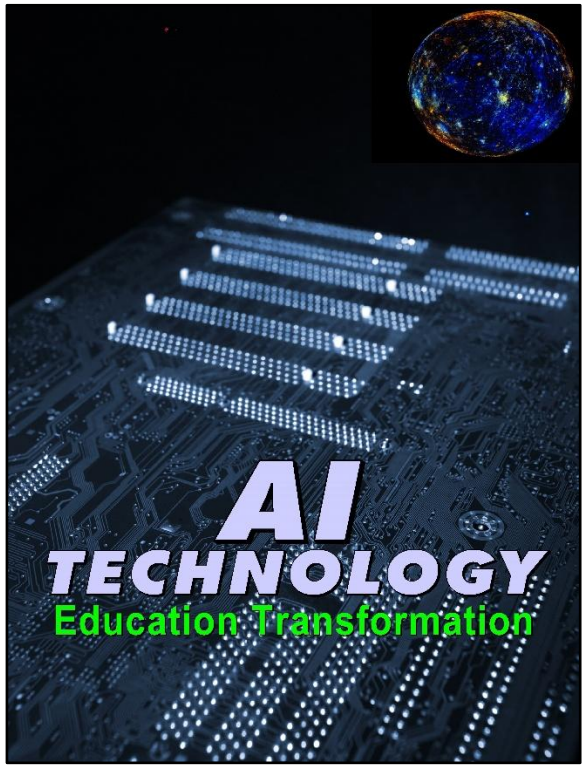
Intelligence is defined as the ability to solve problems and learn new things. Progress has brought us AI which is a machine's ability to solve problems and learn new things. Artificial Intelligence is possible when computers can store information much the way our brain stores information which is by accumulating skillsets and memories. Ultimately, the goal of AI is to create computers that can think as a human.



AI Technology | Education Tools
23:15

- **Learn the commonly asked questions about AI**
- **Learn the misconceptions about AI**
- **Learn about the top Generative Tools**

As is part of our ever day life. AI-powered apps can assist students in math problems and check grammar. AI is in your favorite video games, and is a voice assistant on your phone. AI can even paint pictures and compose music. Generative AI tools are changing how we create digital content. Artificial Intelligence generates new outputs that astonishingly mimics humans.

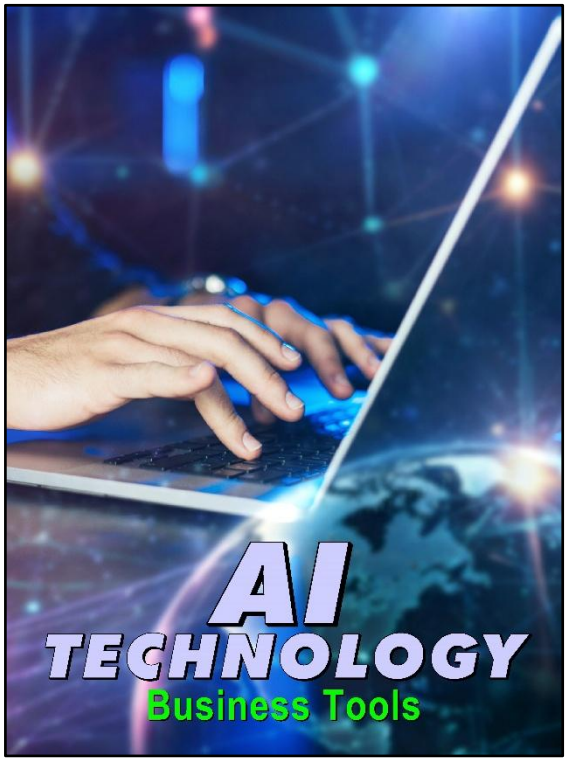


AI Technology | Education Transformation
23:25

- **Learn how AI is reshaping the way we teach and learn**
- **Learn about the potential benefits of AI in education**
- **Learn the role of students, teachers, and parents.**

It is true that Artificial Intelligence is reshaping the way we teach and the way we learn. Generative AI offers applications for students, parents, and school personnel to improve productivity and efficiency. We will explore customizing content, curriculum planning, creative assistance, tutoring systems, dyslexia detection, social environment development, and critical thinking.

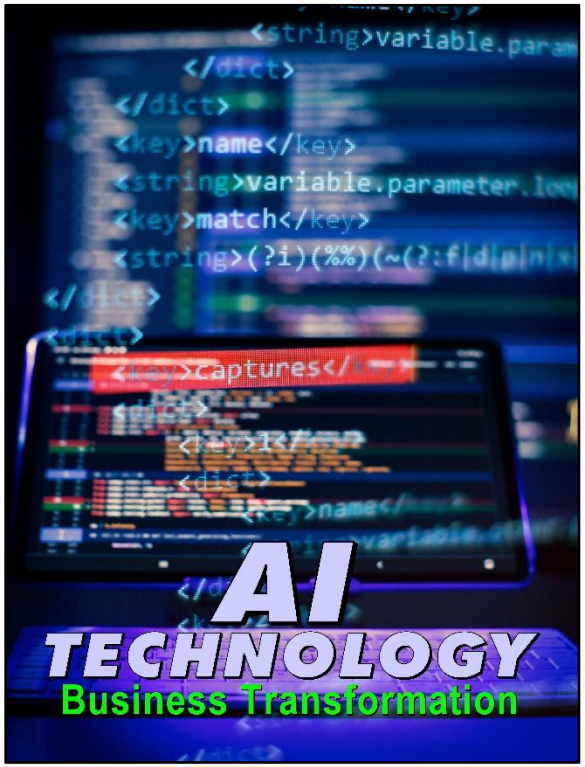
ARTIFICIAL INTELLIGENCE



AI Technology | Business Tools
23:38

- **Learn the benefits of AI in business**
- **Learn how businesses are using AI**
- **Explore the future of AI and work**

The last forty years have brought us personal computers, sophisticated spreadsheets, the internet highway, endless emails, and cellular phones that became smart. The secret to longevity is to embrace change. Most companies stay in business by creating new products at an affordable price and by offering customers excellent service. AI is now accessible as well as increasingly affordable to help companies create innovative products.



AI Technology | Business Transformation
23:32

- **Learn about AI-powered growth**
- **Learn about prompts and storytelling**
- **Learn the impact of AI in the corporate world**

The world is constantly changing and, with change, brings temporary disruption, confusion, and stress. There is a period of adjustment, but change is necessary for growth and expansion; a better way of doing and a better way of being. Artificial Intelligence will have an impact on you, your community, and your voice. Artificial Intelligence will bring change. Are you ready?

PowerSplash Project



Business Essentials Series

BUSINESS ESSENTIALS



Adapting to Change
4:00

- **Learn how to confront resistance and fear of change**
- **Concentrate on the benefits of change at work**
- **Learn how change helps a company to strive**

We all wish for things to be better and more effective yet often dread, if not fear, the steps for improvement and a change to our current routine. Many people think they can control the environment around them when, in fact, all we can control is our thoughts and reactions. By learning to accept that change is natural, we can begin to adapt more quickly. Keep in mind you do not have to like the change but you do have to find a way to cope without fear of failure, fear of success, or fear of the unknown.



Compassion Fatigue
5:25

- **Explore ways to move through depression**
- **Observe a positive perspective visualization**
- **Remind yourself that you are here for a reason**

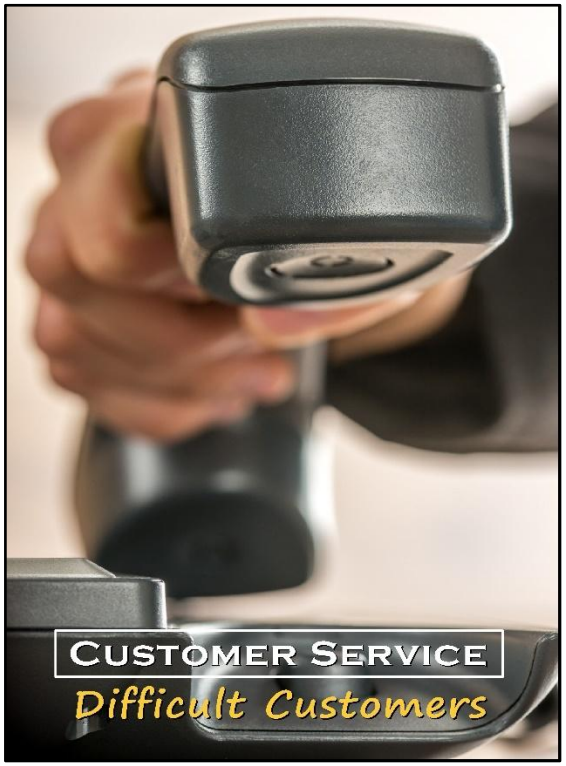
Compassion Fatigue is a combination of physical, emotional, and spiritual depletion. We are proud of the professionals and volunteers who follow their passion and help the lives of others. And with such responsibility comes rewards for caring and a cost for caring. Caring too much can hurt. Often, we forget that taking care of ourselves is an essential component to helping others. Acknowledging the occupational hazards of care giving is the first step toward preventing secondary traumatic stress.



Customer Service: Communication
4:20

- **Learn how to prepare your mindset before work**
- **Learn how to employ good phone techniques**
- **Learn the key to great customer service**

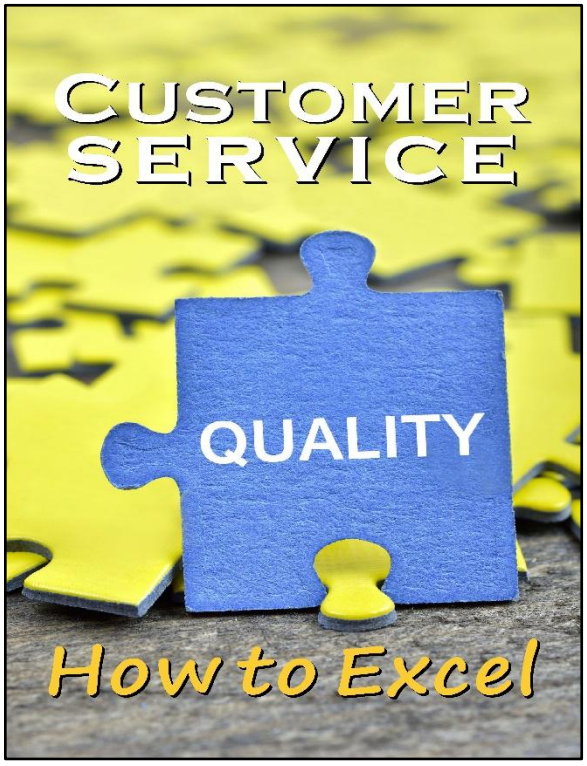
Every person that walks into your store or contacts you by phone or online is entitled to your respect, your assistance, your expertise, and your undivided attention – yet 89% of shoppers have stopped buying from online stores after they experienced poor customer service. This is a lost opportunity because great customer service translates into more sales and repeat customers. Indeed, communication is the key.



Customer Service: Difficult Customers
5:25

- **Learn how complaints are a major source of learning**
- **Learn the behaviors that frustrate a customer**
- **Learn techniques to manage a difficult customer**

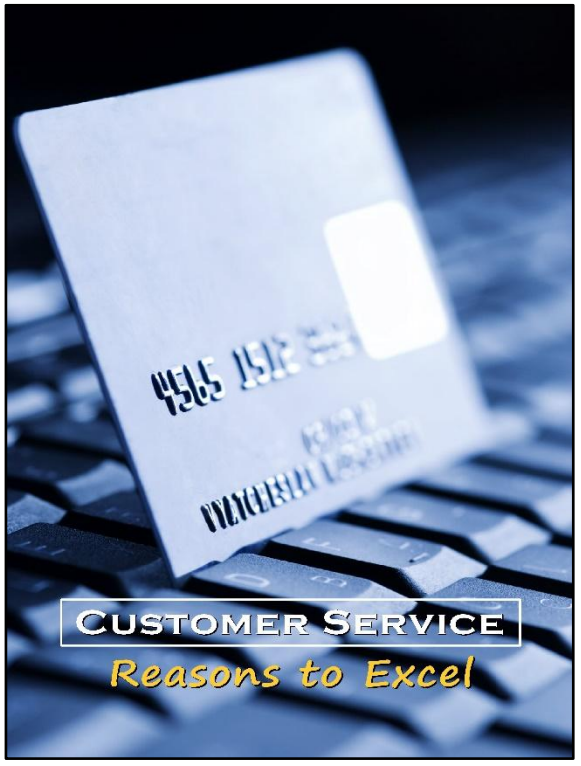
The best way to manage a difficult customer is to put the word "difficult" in perspective. A customer perceived as difficult may be more in the eyes of the customer service representative than the customer. Customers react to stress and disappointment in a variety of ways. They need someone with whom they can vent, someone who will provide a quick resolution. Businesses who understand how to manage difficult customers can reap huge rewards.



Customer Service: How to Excel
5:00

- **Learn how the internet makes complaining easy**
- **Learn ways a company can excel using great service**
- **Learn how to deliver top quality customer service**

The internet makes complaining easy – but comments and statistics are the roadmap to marketing and improvement. Statistically, consumers are engaged, informed, and have limited time to make purchases. Do not lose them due to poor customer service, poor telemarketing techniques, poor order processing, or poor technical support. Every single person in your organization should be caring for the customer in ways that exceed their expectations.



Customer Service: Reasons to Excel
3:50

- **Learn the importance of great customer service**
- **Learn the reasons why a company needs to excel**
- **Learn the role of the manager and employee**

The term 'call center' was first published by the Oxford English Dictionary in 1983. It is not just a department; it reflects the company. And everyone in the company must agree they need customers. If you work for pay, the customer guarantees your paycheck. A company wishing to excel should know the best strategy to increase profits is to provide great customer service through phone and email support, web forms, chat rooms, and social media.

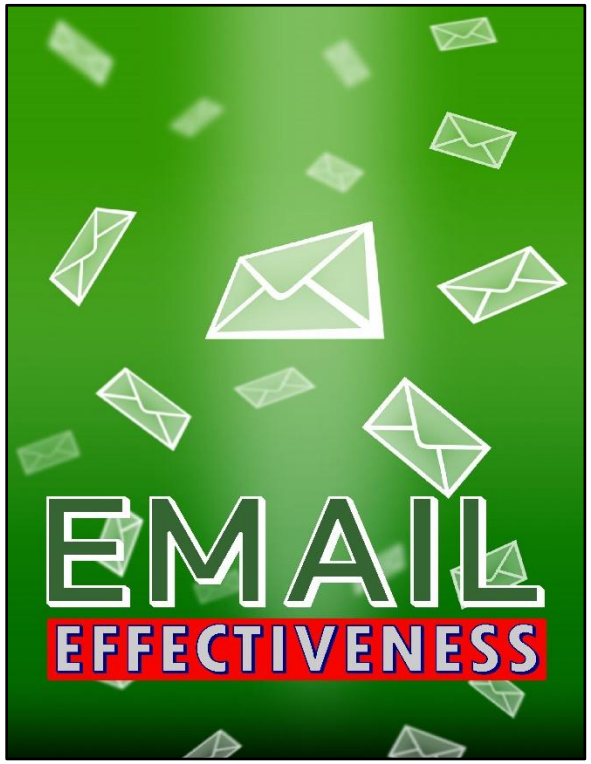
BUSINESS ESSENTIALS



Customer Service: Skills Required
5:40

- **Learn the qualities of a great representative**
- **Learn the importance of high emotional intelligence**
- **Learn the training needed for a representative**

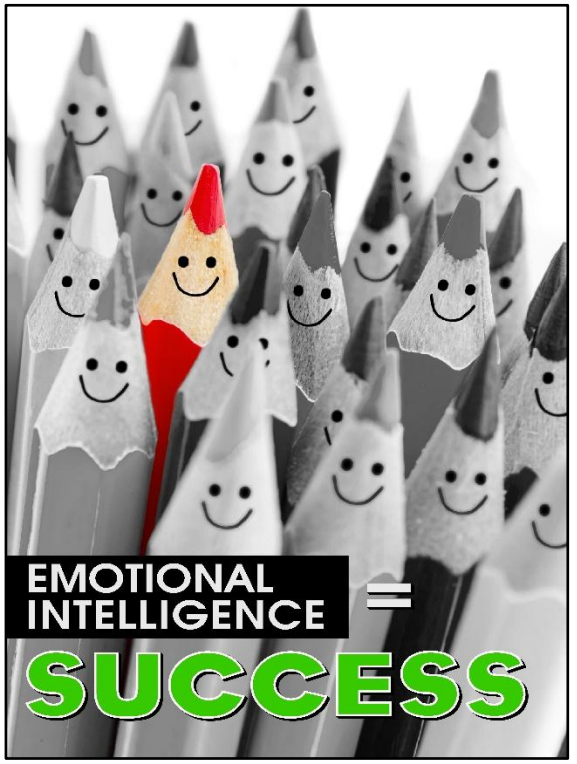
It takes a special individual to excel at customer service. The skilled individual is adaptable, articulate, attentive, caring, compassionate, confident, curious, flexible, friendly, purposeful, helpful, kind, motivated, patient, persuasive, an analytical person, and tenacious. Now for those who may not possess every quality, please be assured they can be learned and serve you well throughout your career.



Email Effectiveness
5:00

- **Learn why companies expect professional emails**
- **Learn clear communication creates effective emails**
- **Learn that first-email resolution benefits the customer**

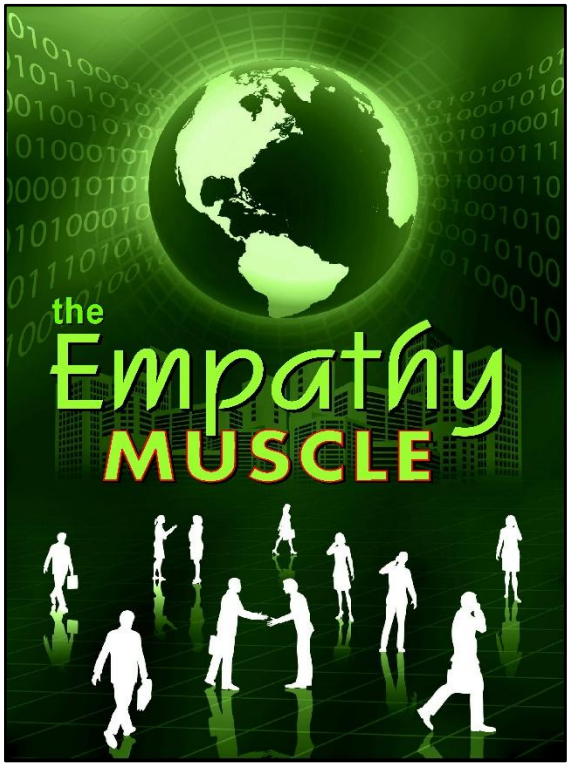
Email is the preferred choice of communicating for most of us, and most of us are overwhelmed by the number of emails we receive each day. In fact, we spend 13 hours a week or 28% of the workweek managing emails. While millennials prefer improvised texting for personal use, companies expect highly planned professional emails. No one has time for leisure banter. Remember, first email resolution pleases every professional and clears out your inbox quicker.



Emotional Intelligence Equals Success
4:55

- **Learn the five components of Emotional Intelligence**
- **See the importance of correctly interpreting emotions**
- **Learn how Emotional Intelligence equals success**

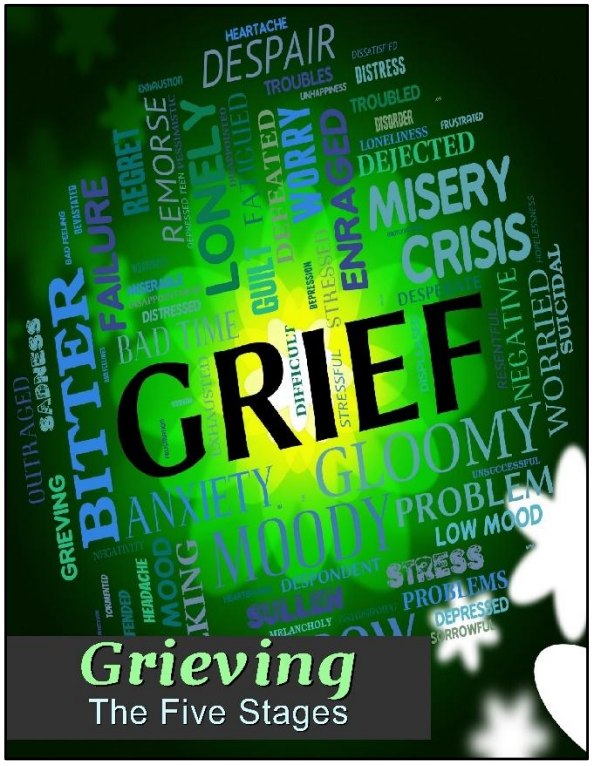
We all know the term Intelligence Quotient better known as IQ but there is also Emotional Intelligence which is another kind of intelligence and affects 58% of your performance, physical health, mental health, and your relationships. In fact, people with average IQs outperform those with the highest IQs 70% of the time. EI is correctly identifying and managing emotions and tendencies so as to remain calm under pressure and achieve resilience.



The Empathy Muscle
4:00

- **See the importance of treating others with sensitivity**
- **Learn how empathy improves relationships**
- **Learn to be curious about the views of others**

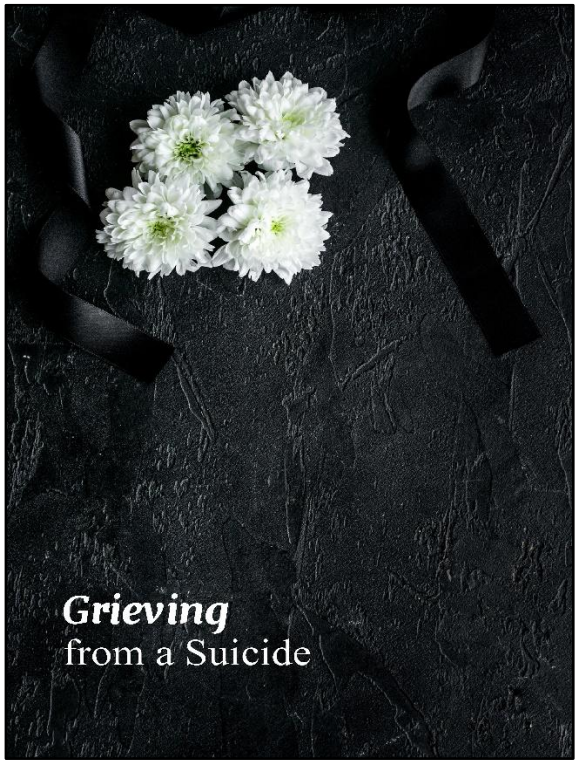
Empathy is the ability to relate to the thought, emotion, or experience of others. Empathy is a right brain activity that allows you to step into the shoes of another person and understand their feelings and needs. Considering that Americans are deeply polarized and businesses need relationships, it is time we support ourselves and others with compassion and sensitivity. It is greatly beneficial to be curious about the views and experiences of others.



Grieving: The Five Stages
7:00

- **Learn about the five stages of grieving**
- **Learn how grief should be experienced, not prevented**
- **Learn about the myths of bereavement**

Grief is a natural response to the loss of a loved one, a divorce or relation break-up, loss of a job, or death of a pet. Some people think of the grieving process as a rollercoaster, with ups and downs, highs, and lows. At the start, the ride is more frightening, unprepared for the twists and turns – but eventually the bumps subside and once again you feel grounded. It is essential to be patient and accepting of the five stages.

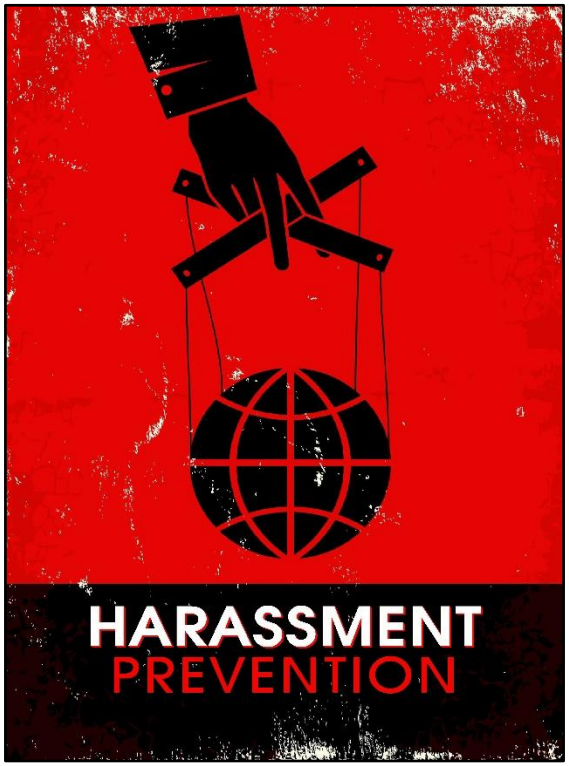


Grieving from a Suicide
5:25

- **Learn how to express sympathy**
- **Learn about the anger and guilt felt by the survivor**
- **Learn about the healing process**

Providing support is especially important during this delicate time. But what you can do when words are not enough? You can spend time with them – and reassure you they are always in your thoughts. Let them cry, talk, and vent, even if they say the same things over and over. They may vacillate between the stages but know in time they will eventually come to terms. Reassure you wish you had the perfect words.

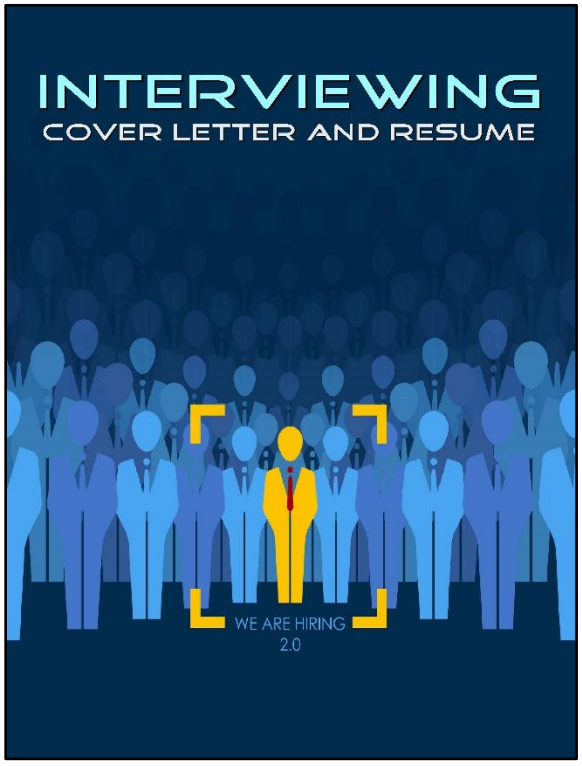
BUSINESS ESSENTIALS



Harassment Prevention
5:00

- **Learn what comprises harassment at work**
- **Learn what to do when harassed at work**
- **Learn how to eliminate harassment at work**

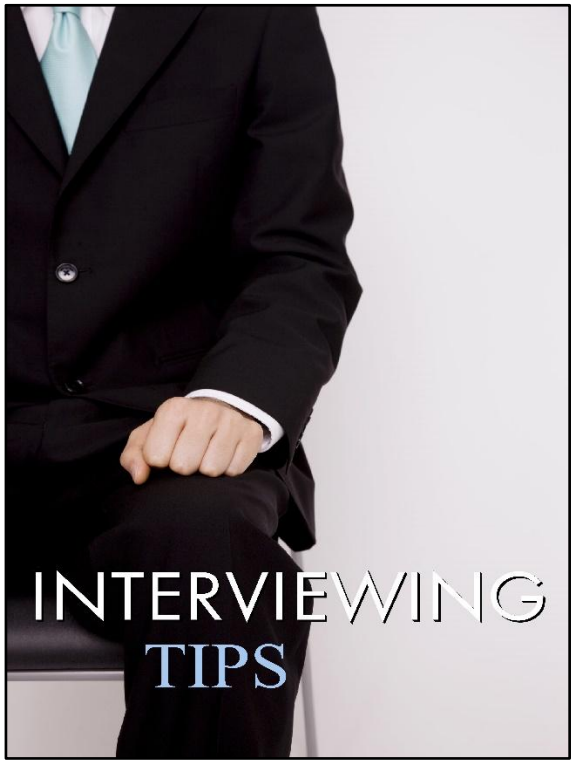
Employees have the right to perform their job without being subjected to harassment. Sexual harassment occurs whenever unwelcome conduct on the basis of gender affects a person's job. It can take a serious toll on the victims as well as affect the accused, the coworkers, and the company itself. While we often link sexual harassment to unwanted advances or inappropriate sexual comments, it also includes any discriminatory action based on gender.



Interviewing: Cover Letter and Resume
5:05

- **Create a cover letter that sells your unique value**
- **Create a resume appropriate for your situation**
- **Learn how to edit, edit, edit**

A cover letter can help a jobseeker stand out from the other applicants. You are introducing yourself and making a sales pitch. Give a positive presentation of your experiences and skills. A resume is a document to market your skills and strengths. The sole intention is to land an interview. It is quite an art to create an effective cover letter and resume. Learn what information to include and what to exclude. Learn the benefits of editing and proofreading.



Interviewing Tips
4:00

- **Learn how to prepare for an interview**
- **Learn the importance of researching a company**
- **Learn you've one chance to make a first impression**

What is the one quality that will ensure an impressive interview? Preparation, preparation, preparation. If your compelling resume and cover letter land you an interview, it is time to prepare – and there is no better way than to anticipate and prepare for the questions. Learn how to address specific questions the interviewer may ask. Do the answers show that your actions, thinking, and reactions cast a positive light on your personality and work ethic?

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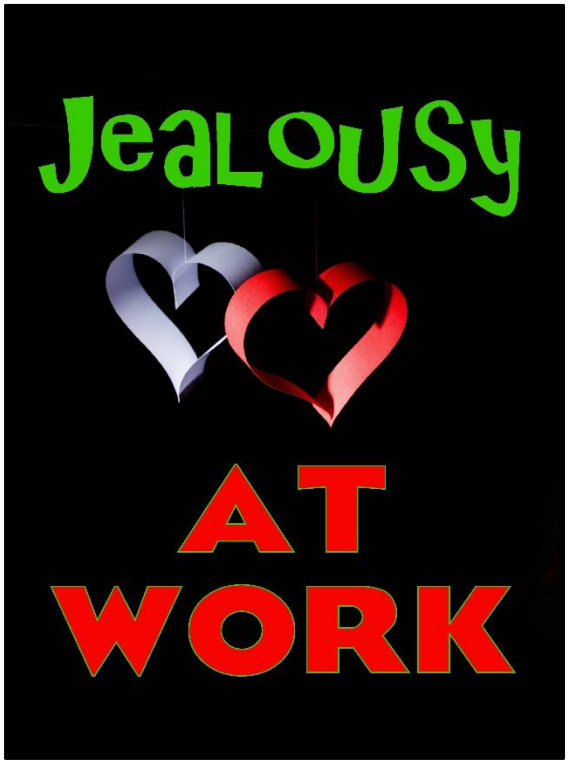
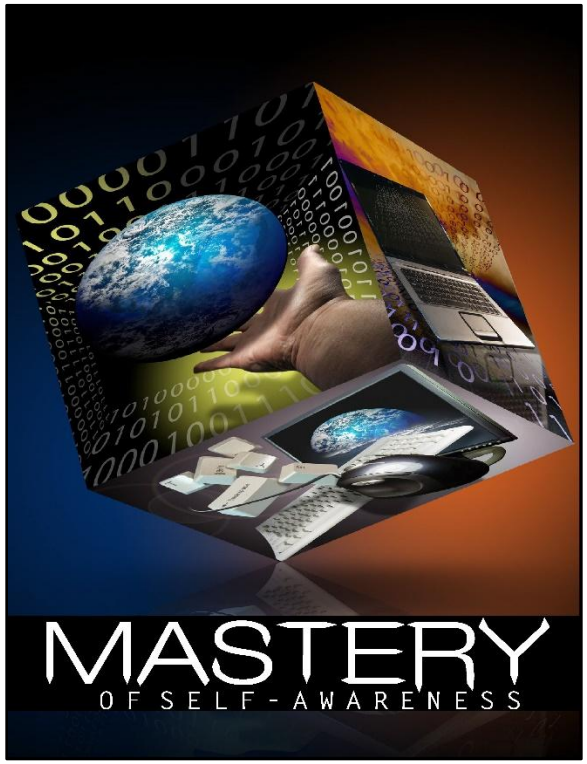


Jealousy at Work
4:30

- **Learn what creates jealousy in the workplace**
- **Learn how jealousy affects the workplace**
- **Learn steps to eliminate jealousy in the workplace**

The workplace does not have cookie cutter workers. The workplace has talented employees with personalities. Some are quiet and perform their duties with precision and excellence every day. Others appear more visible and garner recognition for their charisma and contributions. And then there are those whose insecurity leads them to wander the halls in a state of envy and jealousy. It can become problematic if we act out in a fit of jealousy or worse, wallow endlessly in bitterness and resentment.



Mastery of Self-Awareness
4:00

- **Learn how to look at ourselves objectively**
- **Learn to move beyond your default point-of-view**
- **Learn the first step toward success is always inward**

Ninety per cent of the population complain about their life – but do we take responsibility for why our life is the way it is? Ask yourself: Do you make things happen, or do things just happen to you? Do you create opportunities? It is common to avoid responsibility, avoid problem-solving, or avoid looking at ourselves in a truthful way. It is all right not to know all the answers – that is what experience is for. But taking problems head-on will make you more liberated and aware.



Meetings: Agenda and Minutes
5:00

- **Learn how to create an effective agenda**
- **Learn how to create efficient minutes**
- **Learn how organization creates a great meeting**

Creating an agenda and keeping a meeting short and to the point has never been easier. The agenda template included in the film has been specially designed to ensure brevity and organization. The informal minutes capture the essence of the meeting and are meant to provide an outline and brief summary of what was discussed, what decisions were made, and who is responsible for taking action. The blank templates of the Agenda and Minutes are included for you to download.

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Meetings: Concise and Productive
4:30

- **Learn the leader will create a brief agenda**
- **Learn the leader will encourage participation**
- **Learn how the leader converts decisions into plans**

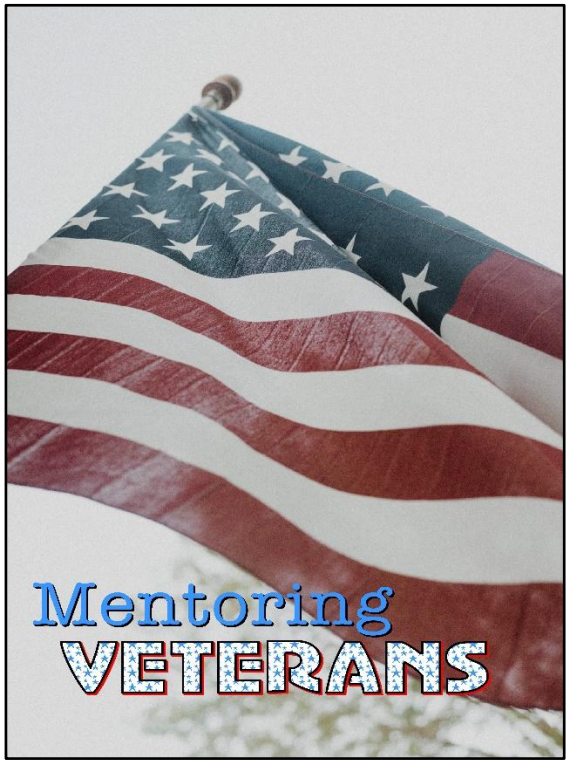
Meetings reflect the openness, dynamics, and self-image of the organization. It is where collective ideas transform into great projects. But often, meetings seem disorganized and even a poor use of time. What is the answer? Train every employee in the components of a productive, successful meeting. Bring everyone onto the same page as to the meeting content, length, and presentation style. The suggestions in this film may well create an even more powerful and concise meeting.



Meetings: Why and When
4:00

- **Learn why meetings are often counterproductive**
- **Learn if you should have a meeting and when**
- **Learn the components of a successful meeting**

It can be said meetings are often counterproductive. In the U.S. alone, 11 million formal business meetings occur every day and waste $37 billion in unnecessary meetings each year. Managers attend more than 60 meetings per month – and 37% of employee time is spent in meetings. The suggestions provided may greatly reduce, if not eliminate, unnecessary meetings, as well as boost morale and productivity, and create meaningful, motivated, and profitable meetings.



Mentoring Veterans
4:00

- **Learn the substantial training of those in the service**
- **Learn the resources available to veterans**
- **Learn the importance of mentoring a veteran**

The military is known as the nation's biggest group of international ambassadors. Brave, dedicated, and well-trained, they serve our nation well: natural disaster relief, food and humanitarian relief, rescue operations, and medical assistance in impoverished areas. Once their service is complete, they return home eager to use their skills in the private sector. However, sometimes they need help adjusting to the civilian workplace culture, thus the importance of corporate mentoring. Includes links.

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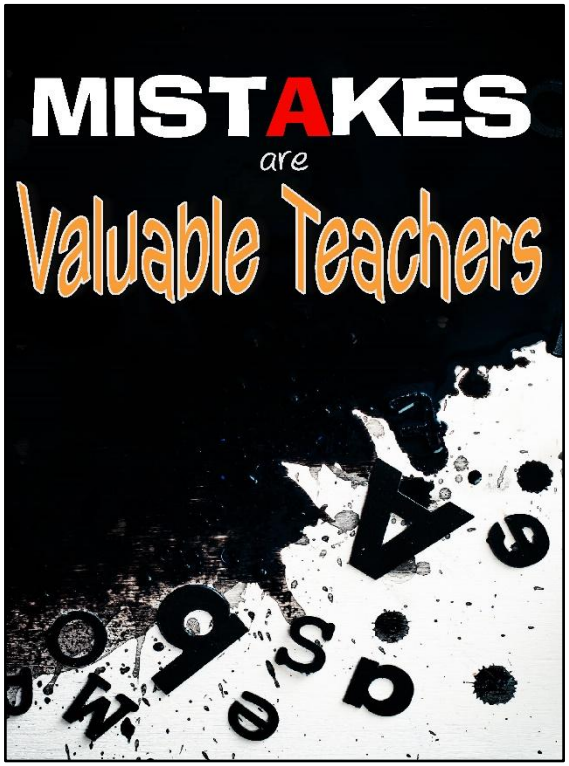
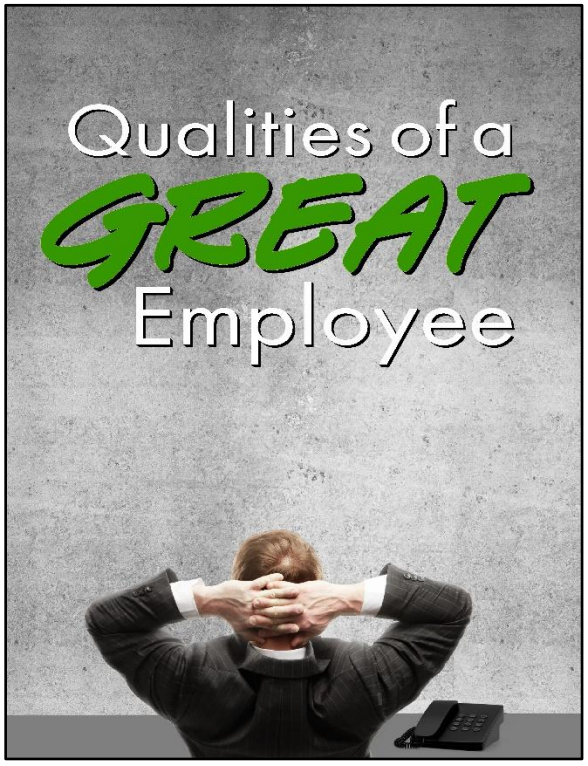


Mistakes are Valuable Teachers
4:10

- **Learn why we fear making mistakes**
- **Learn the benefit of making a mistake**
- **Learn techniques to manage mistakes**

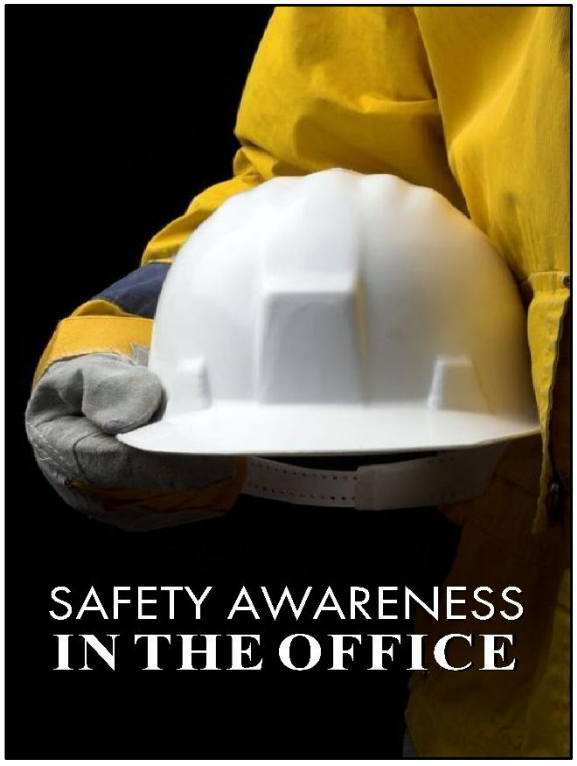
As children, we were taught to distinguish right from wrong and to get the answer right. In fact, to be right was so important that, when wrong, our first reactions could have been to deny it, be defensive, blame others, or internalize it. As adults, it is no wonder why so many people fear making mistakes – even to the point of viewing failure as permanent and success as temporary. What if we learned that mistakes can be useful? Sometimes learning is "trial and error."



Qualities of a Great Employee
3:00

- **Learn if a great worker is born or made**
- **Learn the qualities of a great employee**
- **Learn the qualities of a great manager**

Is a great employee born or made? Great question. Good, if not great employees are important in any business. They are dependable, creative, enthusiastic, and inspire others to be better employees. When looking to add staff to your workplace, though knowledge is an asset, it can be taught. Pay closer attention to character, personality, and attitude. What is essential for an employee to achieve greatness is to have a profound sense of personal security, an innate confidence that exudes passion.



Safety Awareness in the Office
4:00

- **Learn that most accidents are preventable**
- **Learn the rules for lifting and climbing**
- **Learn the rules to prevent slips and falls**

Safety is no accident and affects everyone in every industry. The good news is that, with proper training and safety products, most accidents are indeed preventable. A company's primary objective is to ensure the safety and health of their employees. Learn the rules for lifting and climbing and slips and falls. Remember, safety first. It is essential to educate everyone in the workplace about safety requirements, materials, and procedures; and of course, always keep the lines of communication open.

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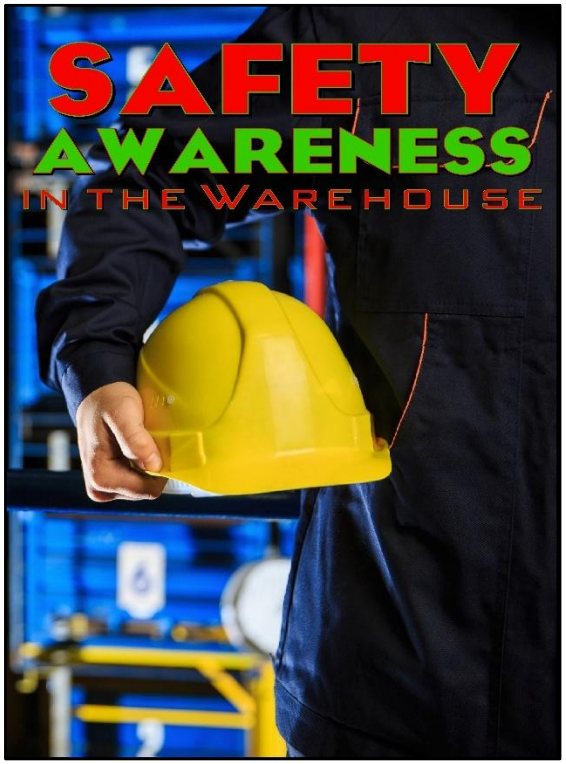
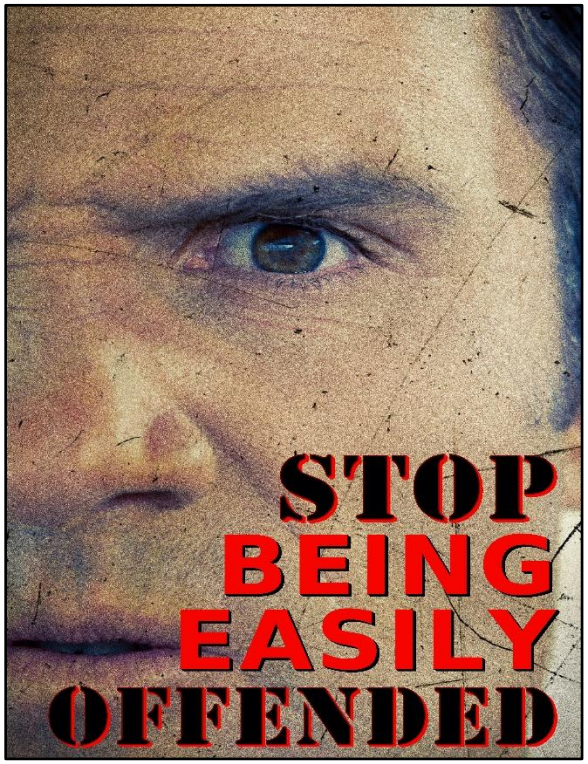


Safety Awareness in the Warehouse
4:00

- **Learn safety precautions for an industrial setting**
- **Learn safety tips when using tools and machinery**
- **Learn tips when working with hazardous materials**

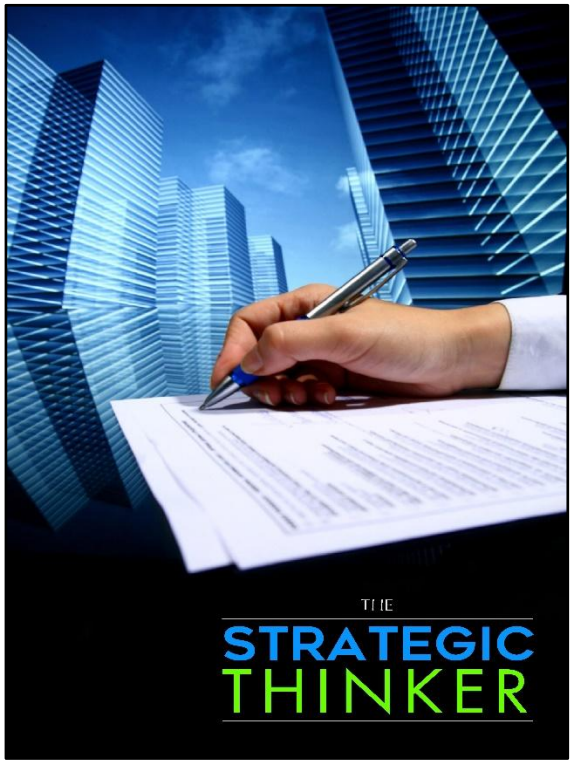
Every workplace has hazards that endanger workers. It is important for managers to understand the unique risks in the workplace so as to develop an effective safety program that minimizes illness and injuries. It is essential to educate everyone about safety requirements, materials, and procedures; and of course, always keep the lines of communication open. A company's primary objective is to ensure the safety and health of their employees. Remember, safety first.



Stop Being Easily Offended
4:00

- **Learn the qualities of people easily offended**
- **Learn the ingredients to stop being offended**
- **Learn how to manage situations possibly offensive**

Do you burst into fits of anger over trivial things? Do you often take things the wrong way? Do people say you make mountains out of mole hills? Do people feel they have to be cautious around you? Do people consider you to be high maintenance? If so, you may be easily offended – and your hypersensitivity may be depriving you of healthy relationships and inner happiness. Do not worry. There are many ways to thicken your skin and spare hurt feelings.



The Strategic Thinker
4:00

- **Learn how to challenge a 'business-as-usual" mindset**
- **Learn the qualities of a strategic thinker**
- **Learn how to create a strategy plan**

We all wish for businesses to be healthy, sustainable, and soar. Each day business owners or managers can spend time maintaining the systems or, in addition, they can use Strategic Thinking (analysis, strategizing and planning). Planning the future of your company in an organized manner is essential to its expansion and increased revenue. Unfortunately, many owners and managers get caught up in the spinning wheel of everyday operation. Let us change that!

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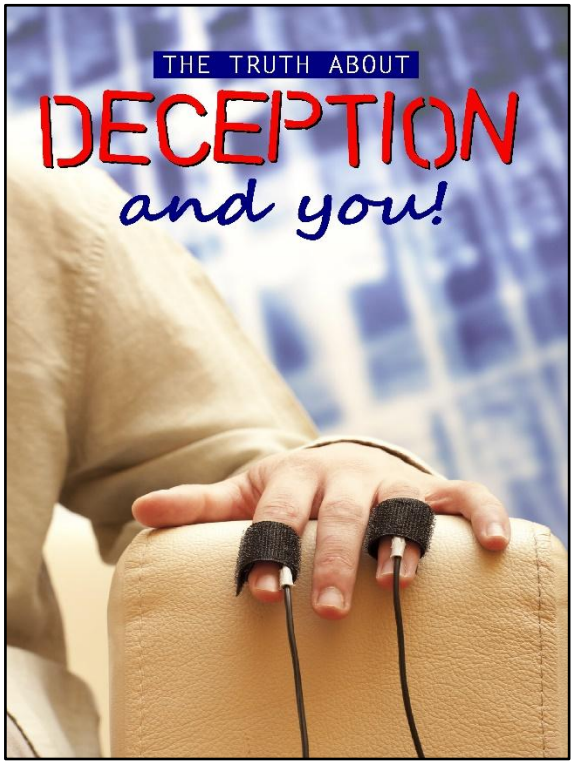
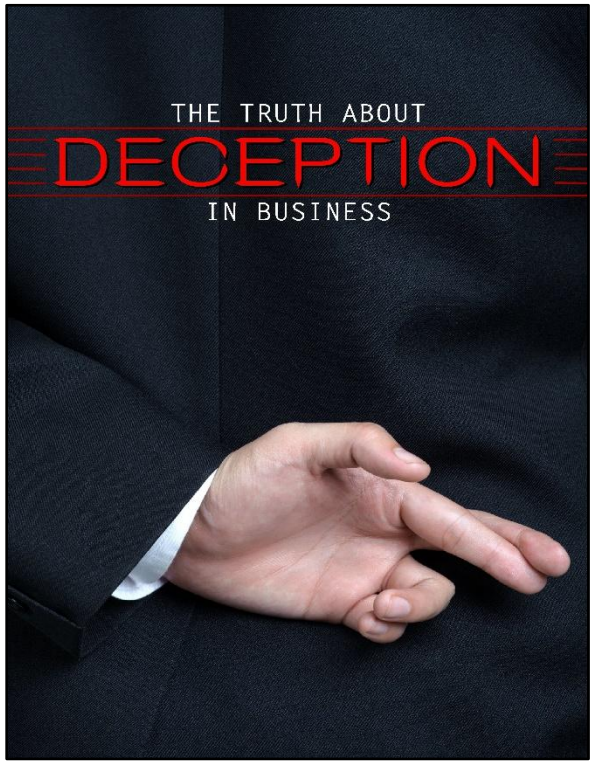


The Truth about Deception and You
4:00

- **Learn why we tell lies**
- **Learn statistics about deception**
- **Learn the clues to spot if someone is being dishonest**

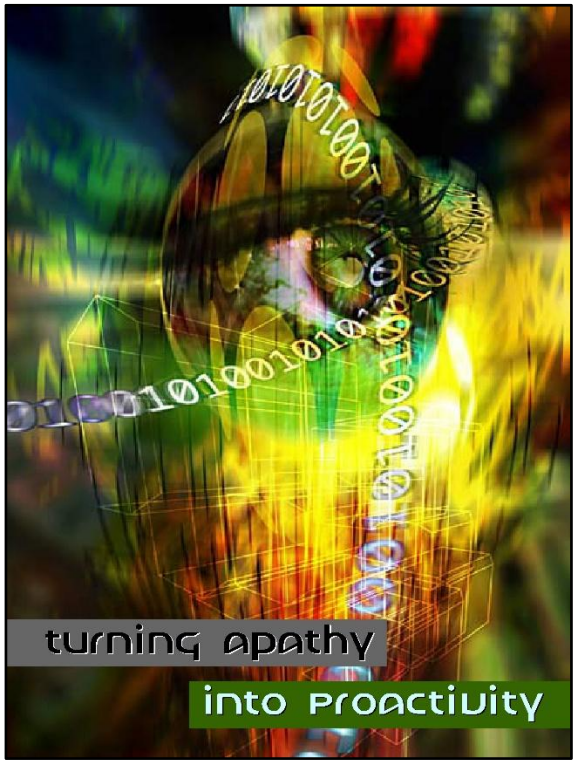
"Deception" is defined as the intentional withholding of information or deliberately misleading information to a participant. We lie. Often for good reason – but we lie. Children can deceive as early as 6 months using fake laughter or pretend crying to get attention. To maintain healthy relationships, it is an innovative idea to learn the cues and clues when someone may not be telling the truth. Please keep in mind these are clues and, in and of themselves, may not prove guilt.



The Truth about Deception in Business
4:00

- **Learn how lying adversely affects the workplace**
- **Learn how liars distort information**
- **Learn the clues to spot an employee being dishonest**

Deception. Businesses lose about 5% of their revenue due to fraud each year, which is 3.5 trillion worldwide. From fraud and theft to leaks and embezzlement, deception often ruins innovation, damages teams, and destroys reputations. We probably all can agree that manipulation, disinformation, and histrionics have no place in the workplace. It would be beneficial to train yourself and your staff to understand and spot deception. Businesses benefit from an honest culture – and it starts with you.



Turning Apathy into Proactivity
6:45

- **Learn why apathy exists in the workplace**
- **Learn how to deal with apathy in the workplace**
- **Learn how employees can overcome apathy**

Everyone has the right not to know and not to care … but there is a price for being uninformed and disengaged. Three things are needed for optimal mental and emotional health: Passion, Interest, and Action. A child is not born apathetic. The problem may have taken root at home, at school, or perhaps deep within them. But indeed, it must be addressed. With the right tools and the right attitude, you will be able to manage anything and be open to many opportunities and feelings.

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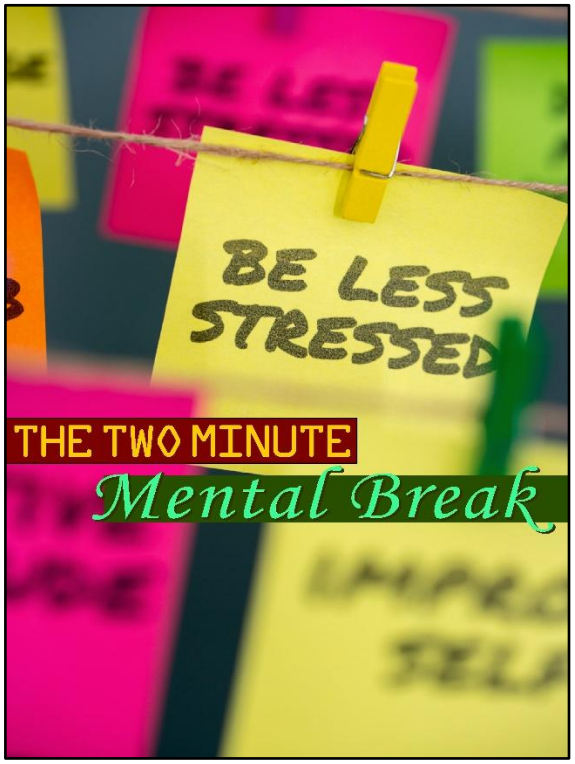
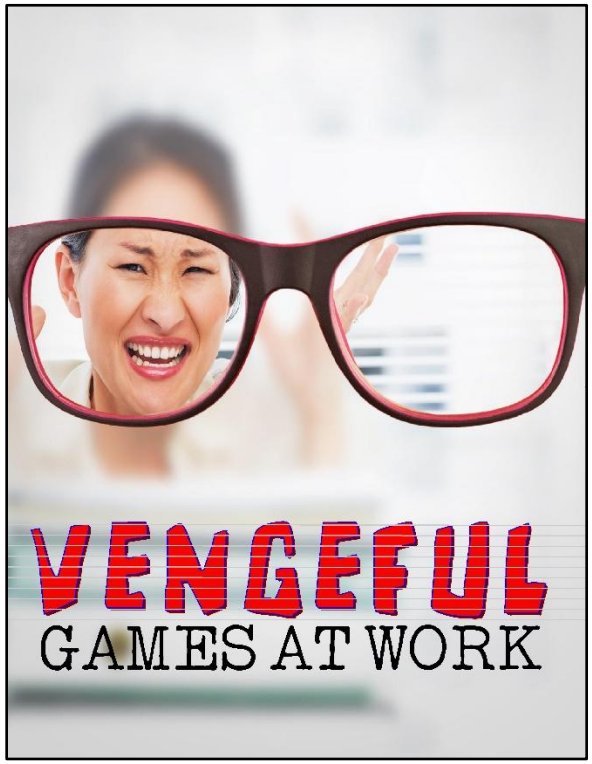


The Two-Minute Mental Break
4:00

- **Learn the importance of taking a brief mental break**
- **Learn ways to relax during a brief mental break**
- **Learn why it is essential to ritualize relaxation**

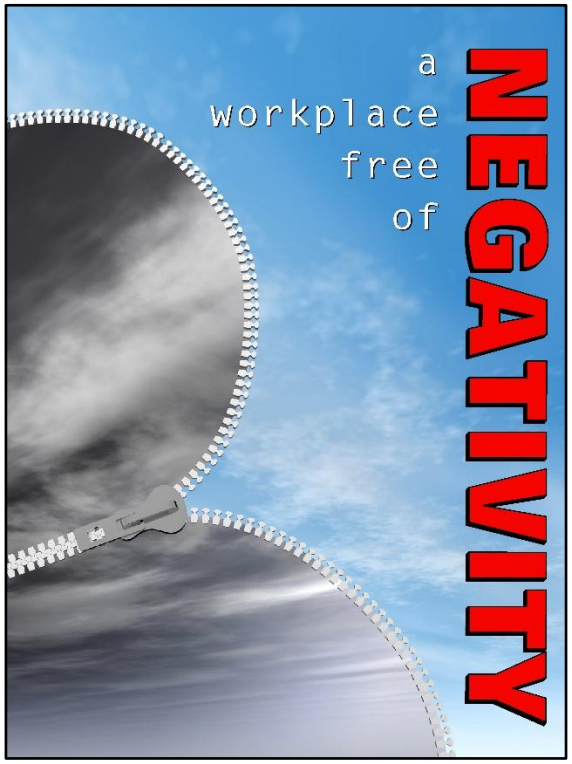
The average American works 9.2 hours a day. Though American work laws require all full-time employees to take a lunch break – only 1 in 3 coworkers actually take one. The remaining 2 in 3 eat at their desks and do not even take short breaks (especially if their managers do not). Did you know that taking breaks may reduce headaches, eyestrain, and lower back pain? Businesses need to understand the benefits of mental breaks. Schedule your breaks and make them a habit.



Vengeful Games at Work
4:40

- **Learn the reasons employees seek revenge**
- **Learn the dangers of revenge**
- **Learn how to manage thoughts of revenge**

When we are hurt, it is a natural response to return the hurt. And our reasons may be logical but none justify retaliation. When plotting to hurt another, we are consumed with immature beliefs and reactions instead of sound judgment. Revenge is a primal need for self-defense. The goal is to rid one of shame and humiliation and restore power and pride. You want satisfaction and justice in the present. You want reassurance it will not happen again in the future. But seeking revenge only perpetuates the cycle of pain.



A Workplace Free of Negativity
4:30

- **Learn why an employee may act in a negative manner**
- **Learn how to recognize common behavior issues**
- **Learn how to create a positive attitude**

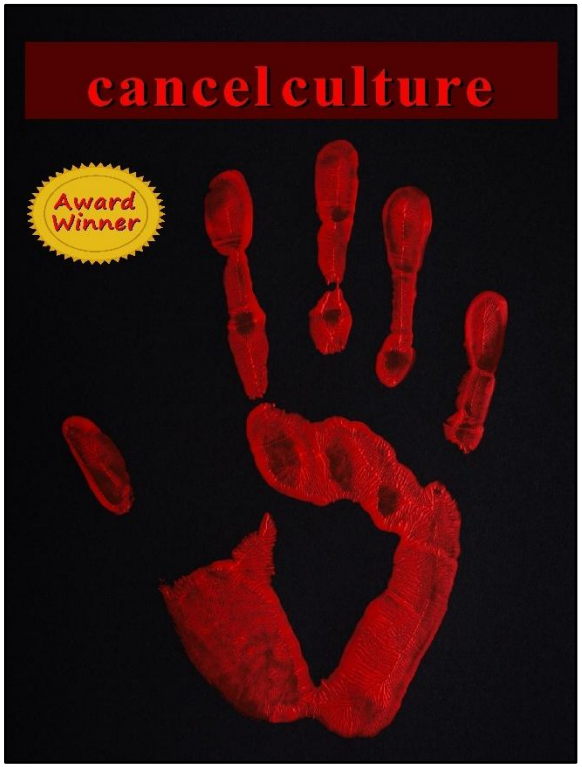
Most employers want to create a pleasant workplace where employees are happy, respectful, and excel to their fullest potential. Considering an employer never wants words or actions to divert from workplace performance, it is suggested that action be taken quickly 1) to find the source of the destructive behavior, 2) distinguish between the employee's personality and the behavior, 3) and provide training to ensure the workplace is free of negativity.

PowerSplash Project



Documentaries

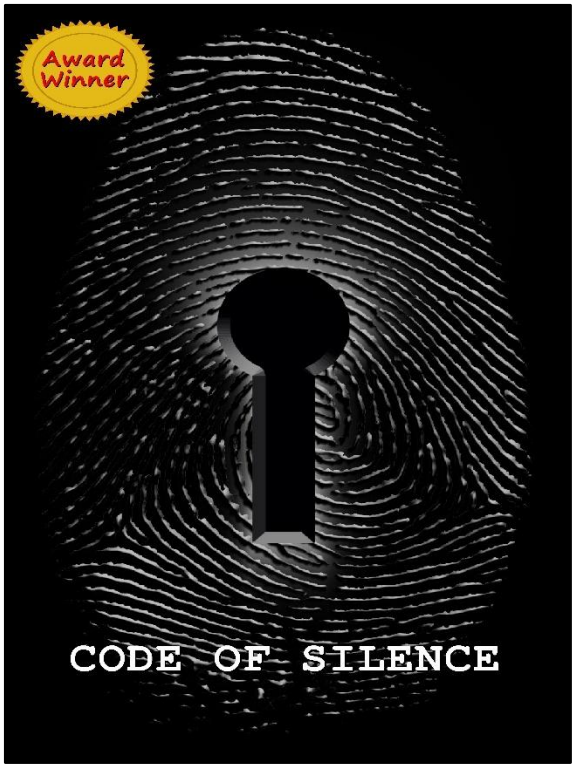
DOCUMENTARIES



Cancel Culture
6:45

- **Learn how social media contributes to cancel culture**
- **Learn the process of being cancelled**
- **Learn how to regain civility in our society**

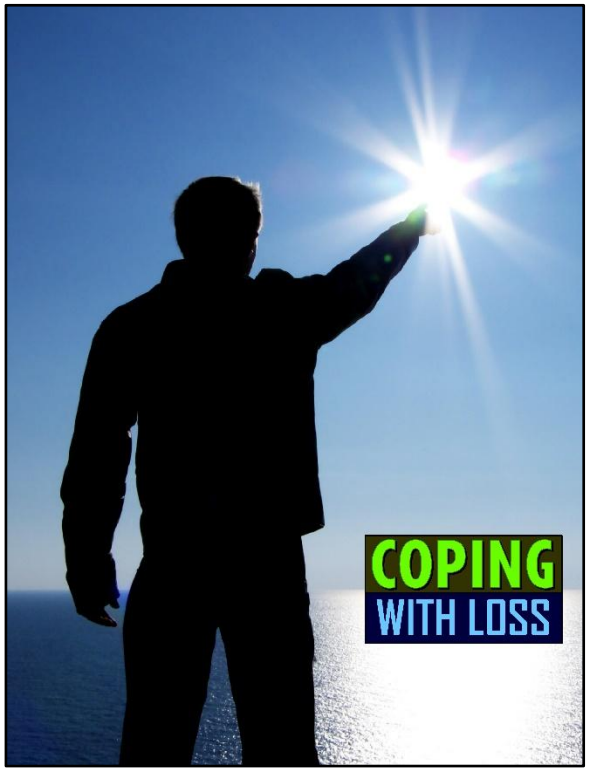
The practice of public shaming and silencing people has been around for a long time. It was not that long ago when tarring and feathering were used to put people in their place. Today we have the internet and are living more online than in the real world. Social media allows people to speak their minds with the cloak of invisibility. Voices once marginalized can now release their pent-up grievances in an open forum. Free speech is important. So is compassion and understanding.



Code of Silence
12:00

- **Learn how the code of silence impacts innocent people**
- **Learn the importance of ethical training**
- **Learn ways to prevent the code of silence**

In a perfect world, people who make commitments can be trusted to keep their word and abide by the rules. In today's world, there is this code of silence that exists in almost every profession, but especially more dangerous in law enforcement. Many officers enter the academy to uphold the law, to serve and protect the citizens of their community. Many become exceptional public servants. But all too soon it becomes clear there is a fine line between upstanding and corrupt.



Coping with Loss
21:45

- **Separate the myths from facts about bereavement**
- **Explore the process of mourning and moving on**
- **Learn how to be supportive and supportable**

Losing someone you love or something you care about can be very painful. There is no right way or wrong way to grieve; however, there are healthy ways to cope with pain as well as ways to help you move on. Grief is a natural response to the loss of a loved one, a divorce or break-up of a relationship, loss of a job, or death of a pet. Grief is normal and should be experienced, not prevented. It is important to be supportive as they can greatly benefit from your patience and kindness.

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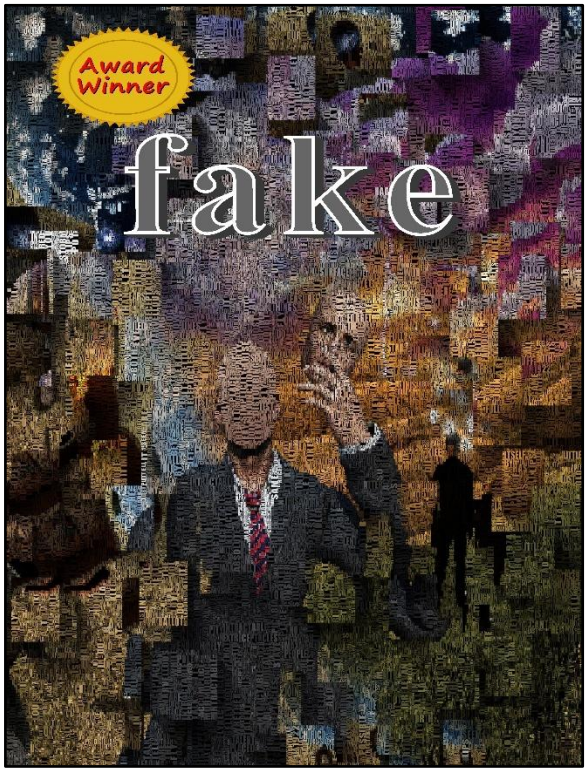
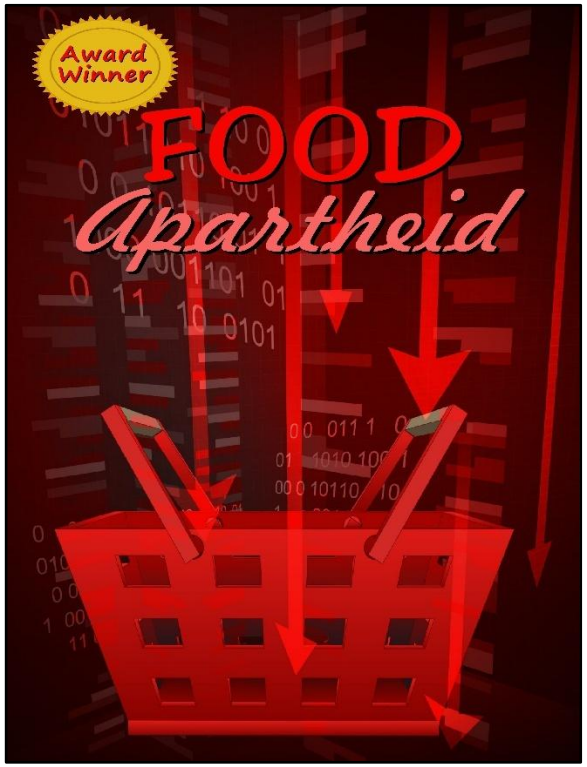


Fake
8:00

- **Learn the history of misinformation**
- **Learn how human bias plays a key role**
- **Learn the importance of media literacy**

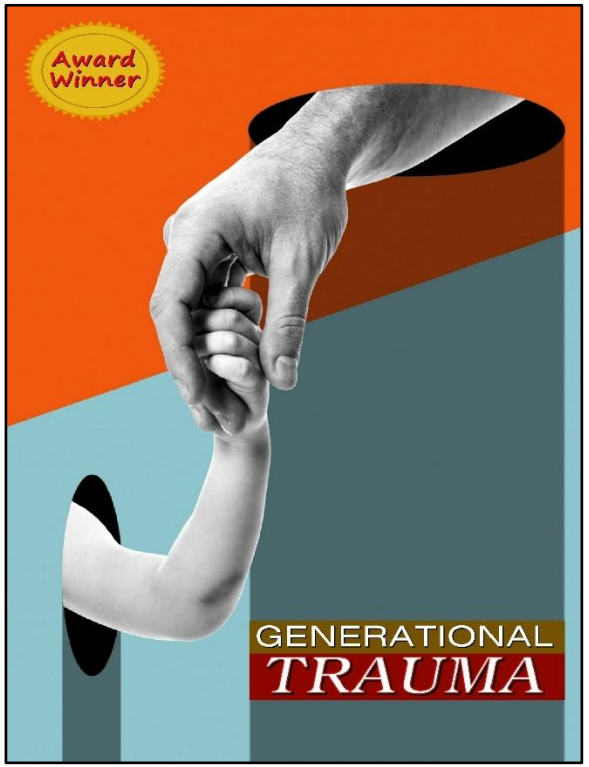
Fake news is not new – but now it is digital. Fake news misleads or deceives viewers, misleads of hurst an opposing side, manipulates public opinion, causes mistrust and confusion, and inflames passions and prejudices. From click-bait headlines to cyber disinformation, we are easily manipulated; and organizations and governments benefit and profit from our gullibility. Indeed, the louder voice may not be the wisest. It is time for media literacy.



Food Apartheid
14:15

- **Learn about food deserts and food swamps**
- **Learn the contributors and underlying issues**
- **Learn ways to address and solve food problems**

About 23.5 million people live in food deserts in the U.S., areas where affordable, healthy food options are greatly limited if non-existent. To purchase fresh meat, fruits, vegetables, and whole grains – most residents must travel considerable distance to find a supermarket. More than two million households in food deserts do not have a car, and bus accessibility is limited. In their own area, there are corner stores and gas station food marts but both have limited space for healthy, affordable food.



Generational Trauma
13:45

- **Learn the mechanisms of trauma response**
- **Learn babies have emotional history before birth**
- **Learn the impact of unprocessed stress**

We may inherit things from our family such as heirlooms and how we look; and sometimes we may inherit trauma. It is estimated that we have more than 25,000 genes in our DNA. Some lie dormant and some activate based on our environment. The way our genes determine our physical characteristics and which diseases we may be predisposed to is called epigenetics, the study of inheritable changes in gene function; how behaviors, environment, and events change the way our genes are expressed.

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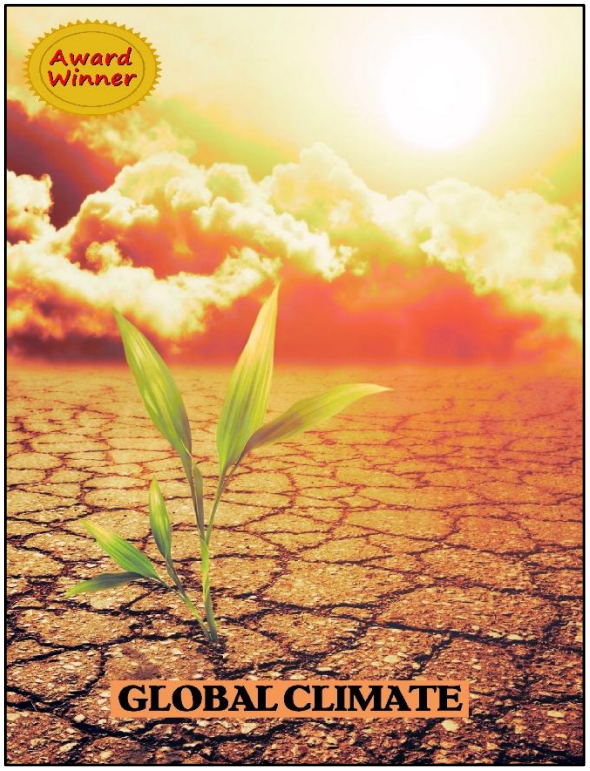
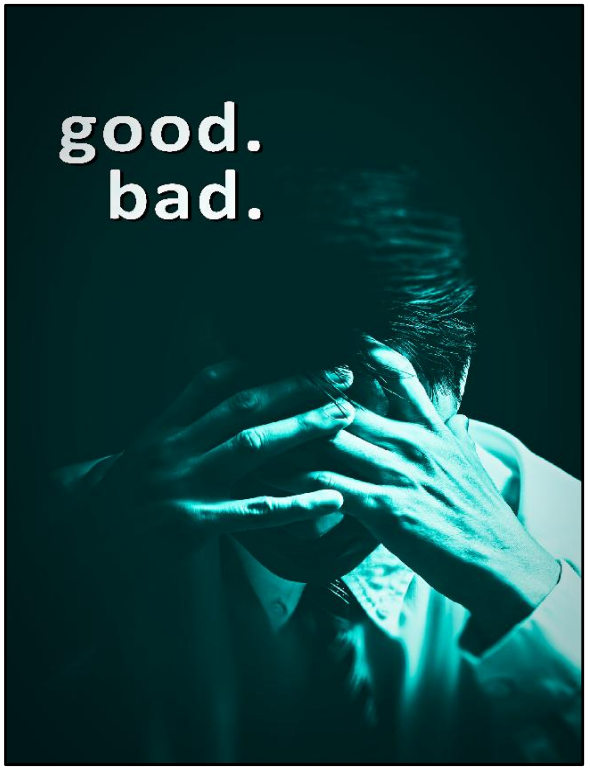


Global Climate
4:45

- **Learn the dangers of climate change**
- **Learn the need for intervention**
- **Learn workable solutions to climate change**

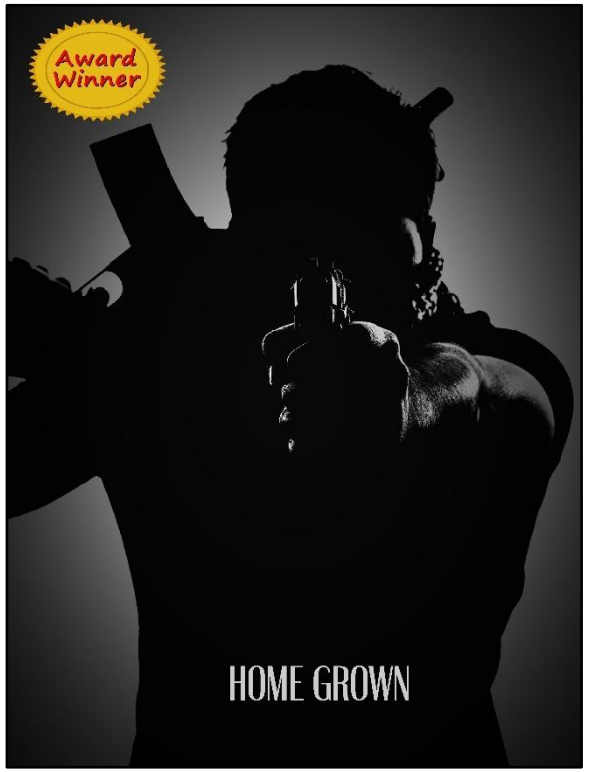
Sometimes we need to be reminded that climate change lessens our opportunities to enjoy this magnificent planet. The news media underreports that, without serious intervention, climate change can eventually reduce the habitable portions of earth which also reduces the world's farmland and economic opportunities for the average person. But common-sense remedies for global climate are met with extreme resistance. We must insist that politics and economics come together to address changes.



Good. Bad.
5:25

- **Learn the harm of repressing emotions**
- **Learn the driving force behind a hypocrite**
- **Learn the benefits of a moral audit**

It all starts with "are you being good?" Good gets a reward. Bad gets a punishment. It all seems so clear – but bad is subjective; and a false sense of goodness is limiting and a lie. Believing you are a good person is a belief. We are all imperfect human beings filled with every emotion. It is important not to ignore the negative emotions – for what you resist – will persist, and even grow stronger. Sometimes people who claim they are a "good person" use that as an excuse to do thoughtless things.



Home Grown
14:30

- **Learn the radicalization process of white supremacists**
- **Learn the deradicalization process of extremists**
- **Gain valuable insight into potential solutions**

Before coming to America, Europeans in general saw themselves as superior to people of color. Taking the land of Native Americans was part of forming white supremacy here in this country. Several hundred years later, the undercurrent of racism has become more visible, prouder, and more violent. Conflicting groups have increased their hate speech and marching orders to take back their country and make it white again. Such polarization has a breaking point. One we must address.

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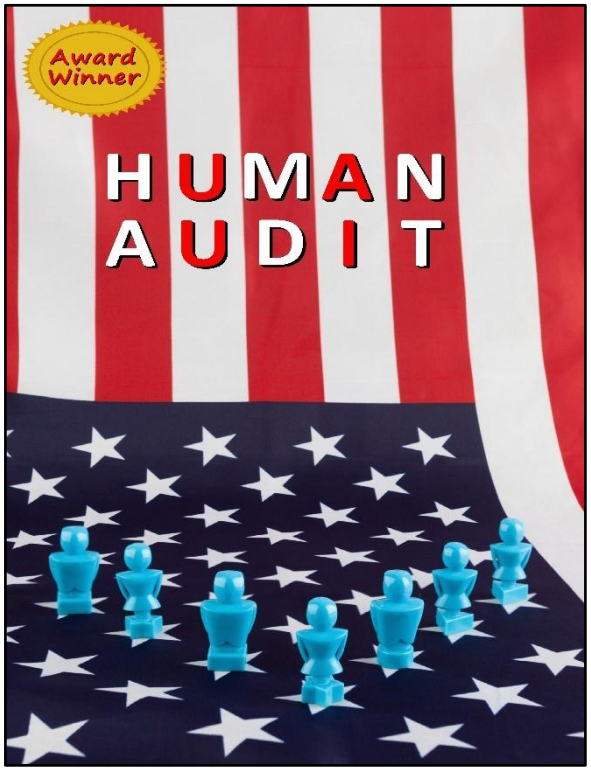
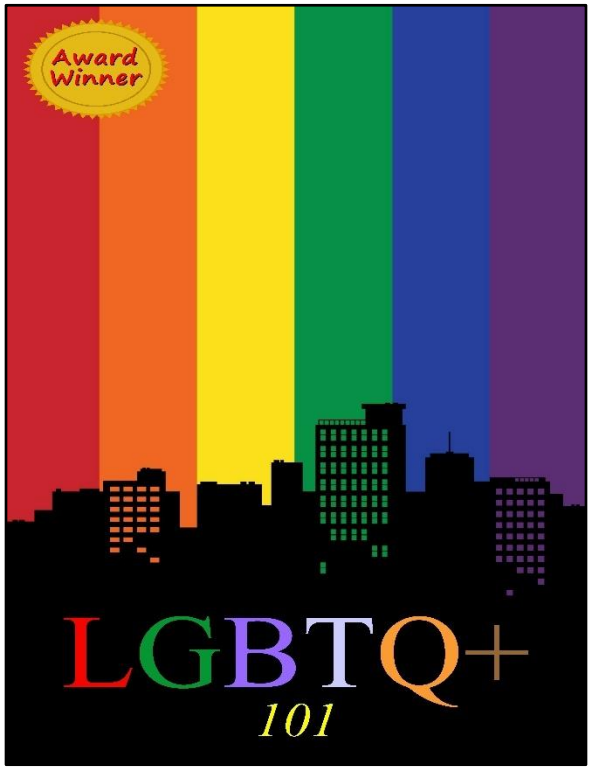


Human Audit
20:00

- **Learn how to regain trust in our government**
- **Learn how to replace indoctrination with education**
- **Learn how to take inventory of your community**

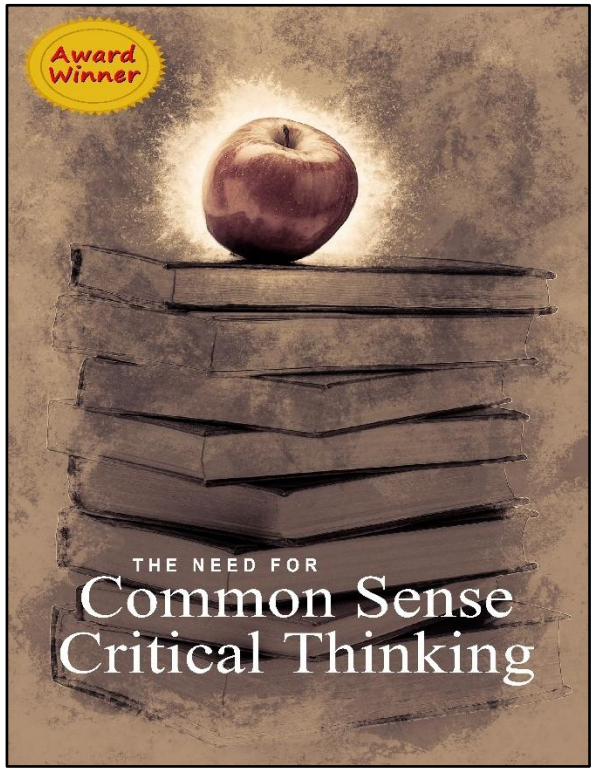
America has become a place where people have lost trust in themselves and in their government. Corruption abounds in every corner of society. The two-party system is in gridlock while politicians say there is no more money. Actually, there is. Perhaps it is time for an audit, not only for the financial components of this great country, but for the people who inhabit it. Restoring cooperation will require all of us to be introspective through reading and looking and listening without a defensive trigger.



LGBTQ+ 101
17:45

- **Learn the roots of homophobia**
- **Separate the facts from the myths about LGBTQ+**
- **Learn the power of acceptance**

This country takes hate very seriously – and there are over nine hundred organized hate groups to prove it. Our society is increasingly apathetic and violent. Early on, many are taught to hate the enemy, to be fearful of the other, to feel threatened by those different from them. Participating in groups with hateful beliefs and expressions provides a connection that perhaps fills the emptiness or inner pain. However, people who hate things in others, hate those same things in themselves.

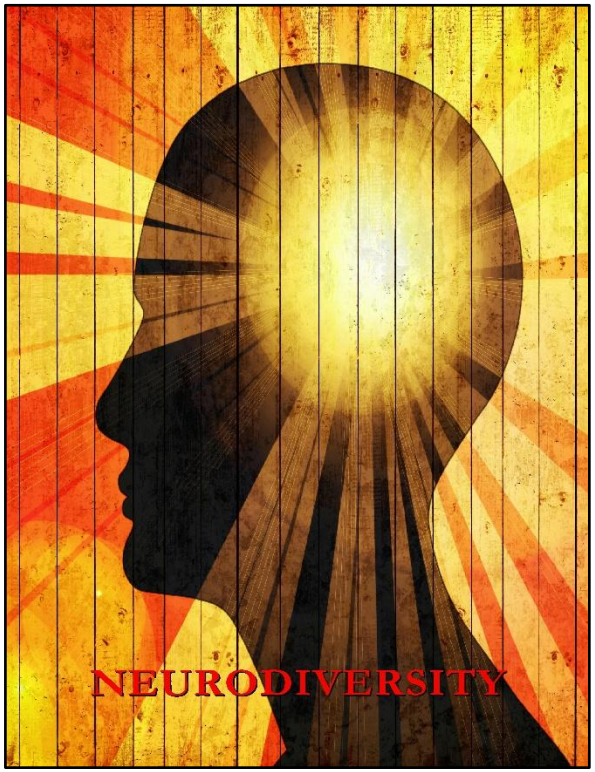


The Need for Common Sense Critical Thinking
23:00

- **Learn the roots of homophobia**
- **Separate the facts from the myths about LGBTQ+**
- **Learn the power of acceptance**

Common Sense and Critical Thinking. They may seem unrelated but together impact the quality of your life and the lives around you. Ninety percent of the information we absorb is from our eyesight; though we do not really see with our eyes, we see with our brains. Seldom, when we face a situation, do we examine and evaluate the information or even research important statistics. Instead, we make decisions based on a list of mental shortcuts that skip the math and take the least effort.

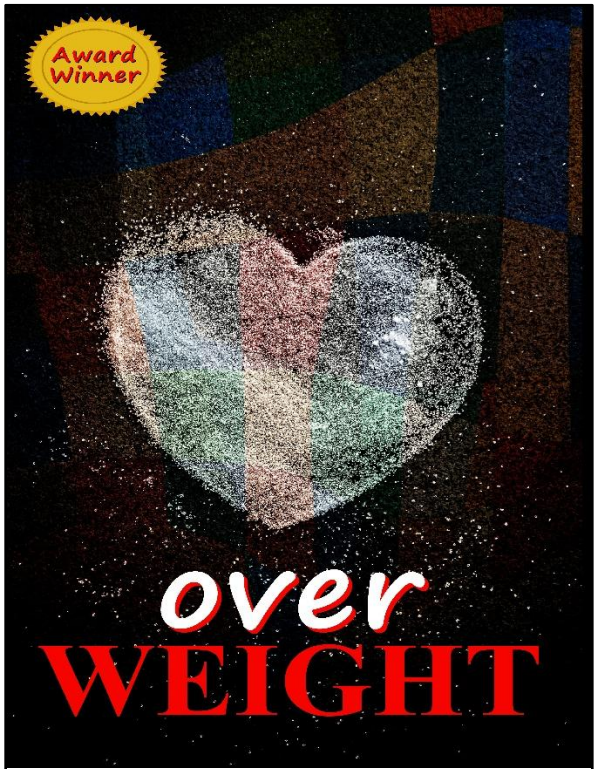
DOCUMENTARIES



Neurodiversity
22:40

- **Learn the terms neurodiversity and neurodivergent**
- **Learn the common types of neurodivergence**
- **Learn how to communicate with diverse thinking**

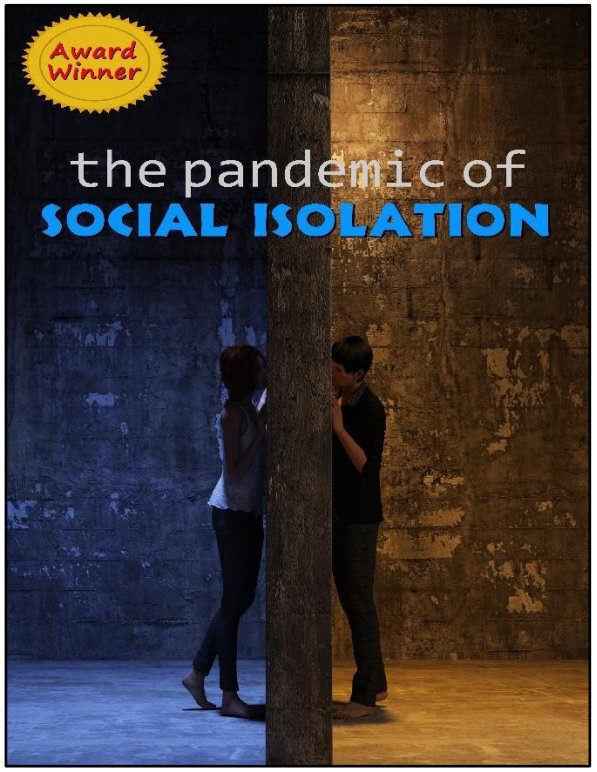
Approximately 70 million people in the U.S., including one-in-five children, have learning and thinking differences. The causes for someone to be neurodivergent has genetic factors as many run in the family. There are also biological factors such as brain development differences. As well as biological factors during pregnancy or complications during birth. The way neurodivergent people think and behave challenges what is accepted as good or normal. It is time to build a bridge to connect and care for all in our community.



Overweight
10:00

- **Learn the facts about eating habits**
- **Learn about supply & demand, information & choice**
- **Learn how to do our part to curb a national epidemic**

Overweight people often experience prejudice and exclusion. In fact, over 70% of obese people are ridiculed by family members. Half of our population see nothing wrong with poking fun of a person's weight. Clinging to myths and untruths, people can be misguided – and, in some cases, cruel. To learn the truth about our problem with weight, we need to address the stigma, stereotype, and statistics. Educating yourself about food and exercise can be the first step in a healthier lifestyle. Stay active, stay well.

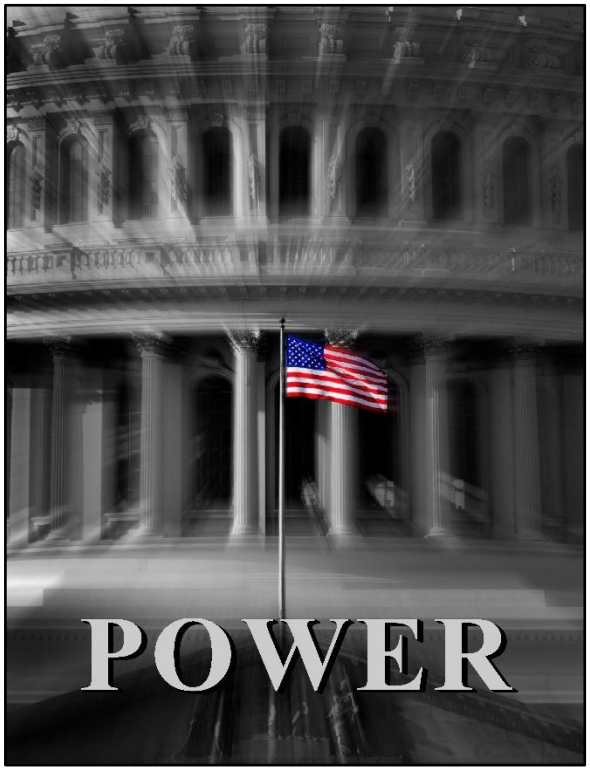


The Pandemic of Social Isolation
12:40

- **Learn the dangers of coronavirus to our children**
- **Learn how the pandemic affected our mental health**
- **Learn ways to overcome loneliness and social isolation**

Human beings have neurotransmitters that regulate many functions in our brain and body. Serotonin is often referred to as the happy chemical because it helps regulate mood. However, social isolation and loneliness can affect serotonin levels, impair immune functions, and boost inflammation which can lead to arthritis, type II diabetes, and heart disease.

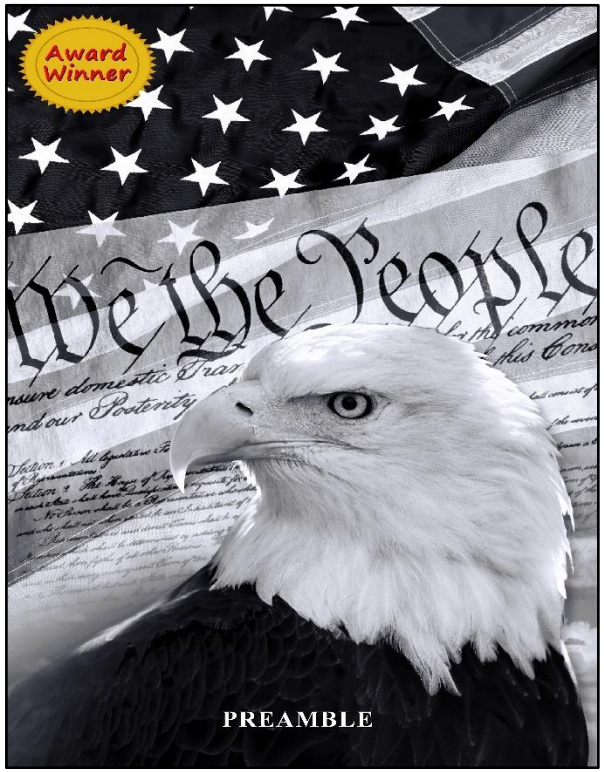
DOCUMENTARIES



Power
4:25

- **Learn the history of voting in America**
- **Learn the inequities of gerrymandering**
- **Learn the role of the electoral college**

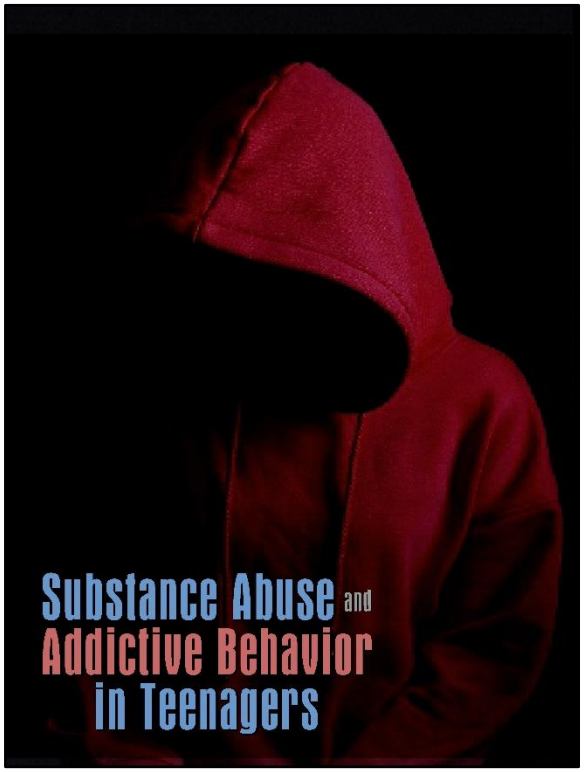
The Founding Fathers thought elections should be decided by the House of Representatives. 18th century town folk were deemed too uninformed to vote; however, white men owning land were indeed eligible to vote. Thus, disenfranchisement begins. Silent were the voices of Women, Black people, Asian people, Japanese people, Hispanic and Latino people, and disadvantaged people. Now, gerrymandering allows politicians to choose voters, allows long-term incumbency, and ignores voter's rights.



Preamble
3:10

- **Learn the meaning of the Preamble**
- **Learn examples of how the Preamble is interpreted**
- **Learn the importance of being politically engaged**

In three minutes, the Preamble is recited, interpreted, and exampled. In this extraordinary time, politicians need a reminder this country belongs to all of us. We the people of the United States, in order to form a more perfect union, establish justice, ensure domestic tranquility, provide for the common cause, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this constitution for the United States of America.

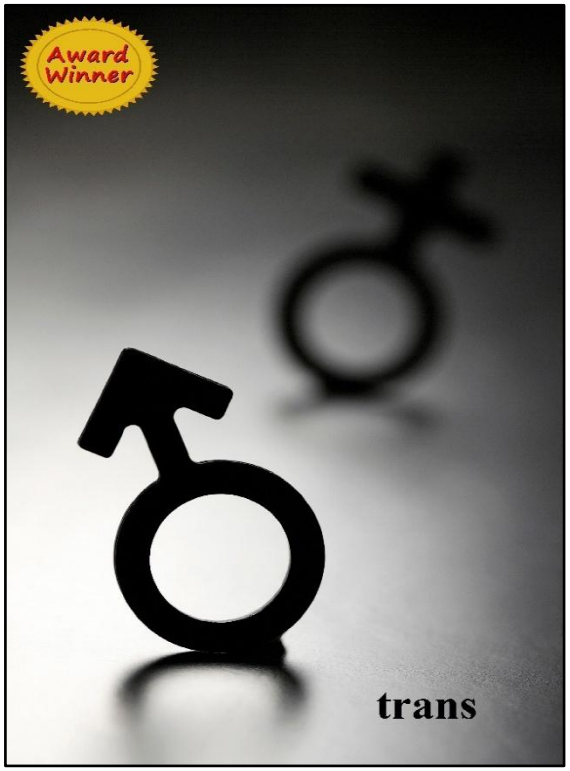


Substance Abuse & Addictive Behavior in Teenagers
37:15

- **Learn about seven most commonly abused substances**
- **Learn about the attraction to drugs and cycle of abuse**
- **Learn about the many recovery processes**

They say that substances do not belong in a teenage brain unless monitored and prescribed by a healthcare provider. True, but that's as effective as saying no. Perhaps, if we provide factual information, their choices may become clearer. Research shows that genetics play a role in addiction. Children of parents or grandparents with addictive tendencies have a 50% chance of developing an addiction. We need to address low self-esteem, family dynamics, peer pressure, and online advertisements.

DOCUMENTARIES



Trans
15:00

- **Learn how there are more than two genders**
- **Learn the myths about transgender people**
- **Learn the harm of conversion therapy**

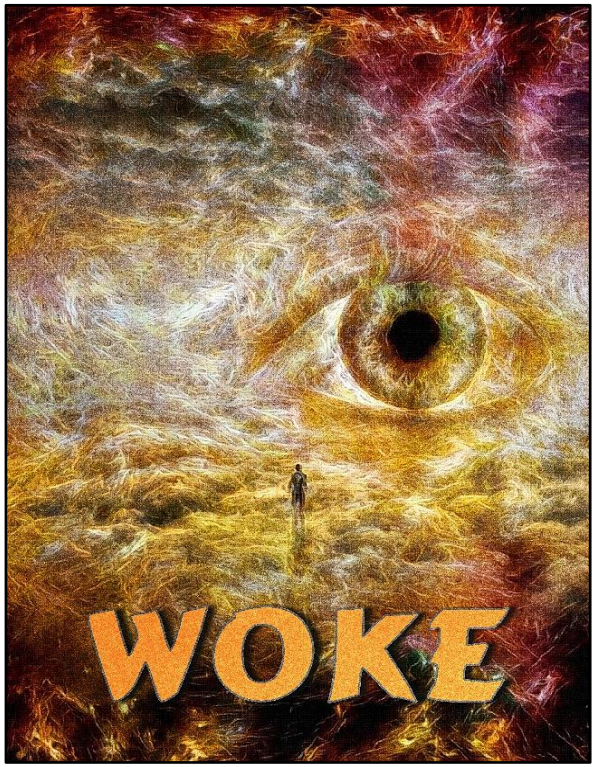
In three minutes, the Preamble is recited, interpreted, and exampled. In this extraordinary time, politicians need a reminder this country belongs to all of us. We the people of the United States, in order to form a more perfect union, establish justice, ensure domestic tranquility, provide for the common cause, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this constitution for the United States of America.



Vaping
4:25

- **Learn the components of vaping**
- **Learn the harm of nicotine**
- **Learn the FDA regulations of vaping**

The world is full of opinions and assumptions manifested in a variety of ways. Statements based on verifiable facts should be accepted as truth. However, we have a long history of distorting and manipulating the truth to fit one's agenda. Herein lies the problem. Well-intentioned people will read books, join groups, become rejuvenated, and conclude they are better than everyone else. This duplicity is what keeps the flames of intolerance burning. And destruction of the human spirit continues.



Woke
5:10

- **Learn the history of the word Woke**
- **Learn that for some the truth is inconvenient**
- **Learn the importance of living a life of awareness**

The world is full of opinions and assumptions manifested in a variety of ways. Statements based on verifiable facts should be accepted as truth. However, we have a long history of distorting and manipulating the truth to fit one's agenda. Herein lies the problem. Well-intentioned people will read books, join groups, become rejuvenated, and conclude they are better than everyone else. This duplicity is what keeps the flames of intolerance burning. And destruction of the human spirit continues.

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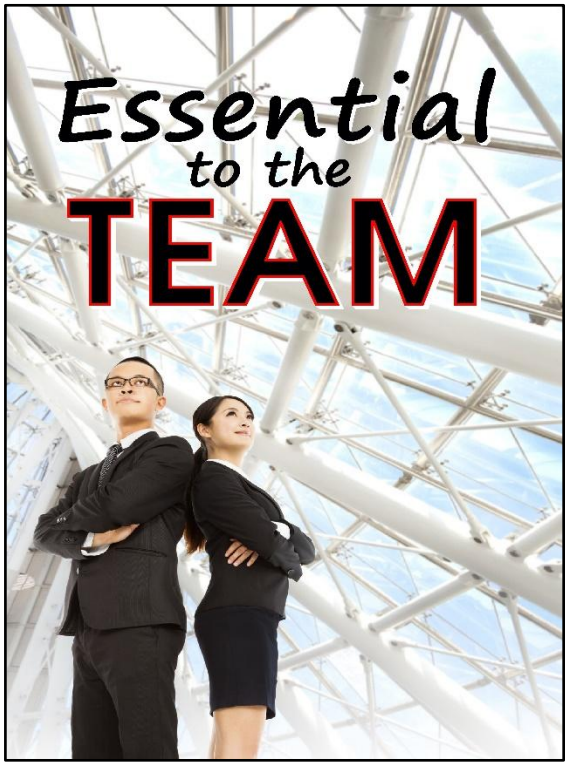
The Employee Awareness Series

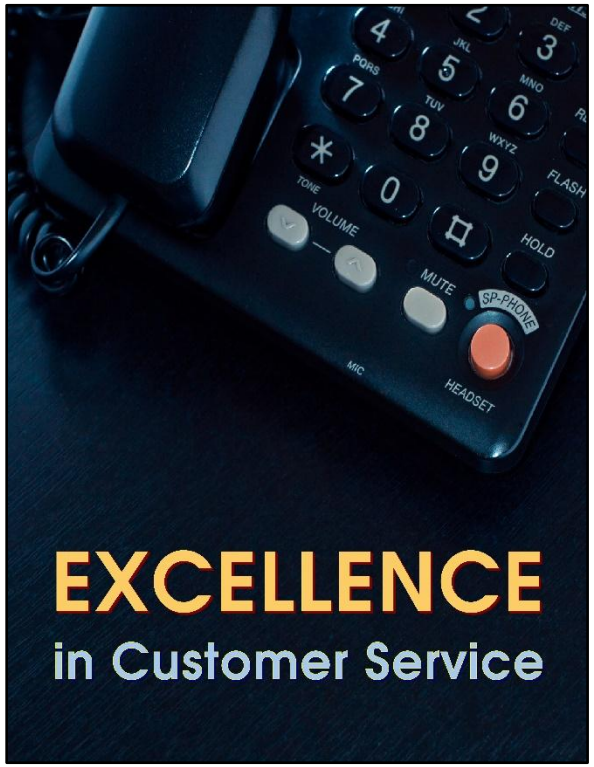
EMPLOYEE AWARENESS



Essential to the Team
15:30

- **Explore how awareness is the key to change**
- **Observe the traits of an effective collaborator**
- **Learn how to communicate effectively**

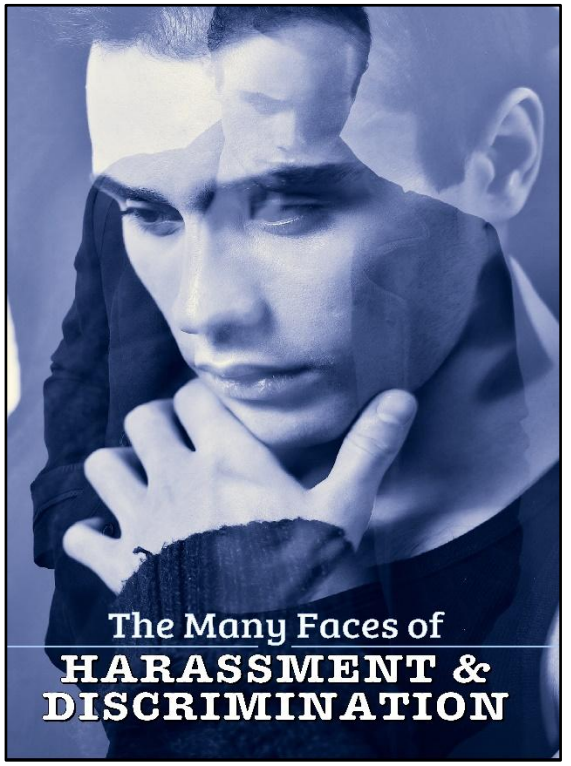
It is one thing to call a group of individuals a team. It is another for that group of individuals to actually function as a true team. Teamwork is the concept of people working together cooperatively. As a team player or manager, it is beneficial to learn about effective communication, conflict resolution, and how everyone is enriched from respect, support, and appreciation. Included are constructive ways to welcome a newcomer.



Excellence in Customer Service
13:20

- **Explore ways to manage difficult people**
- **Learn how to improve emails, voicemails, manners**
- **Understand how your persona reflects the company**

Customer service is defined as the art of politely listening to and responding to the needs of the valued customer in a professional and timely manner. Good service with a kind, understanding voice will exude confidence and compassion. Even the most difficult customer can benefit from your tact, poise, and steadiness. A good attitude makes all the difference and sets your organization way above its competitors. Learn phone etiquette, emails, faxes, manners.

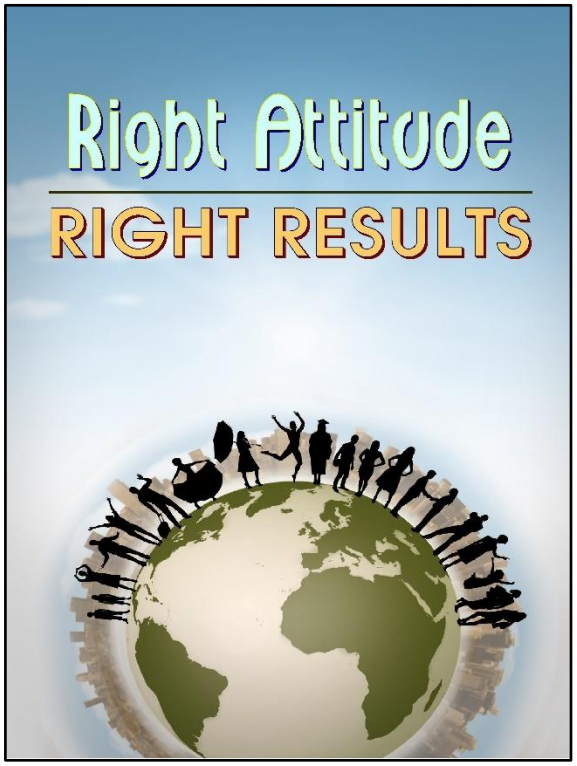


The Many Faces of Harassment and Discrimination
20:00

- **Learn about stereotypes, biases, and bullying**
- **Learn to distinguish between legal/illegal behavior**
- **Learn how to address harassment and discrimination**

It takes a lot of talent and a lot of work to build a successful company; and it only takes one person to take it apart brick by brick. Beware. There are employees who are attracted to a hostile work environment. They will manipulate and devalue the staff one by one. They will take what functions and make it dysfunctional. Instead of good employees finding ways to be effective, they are finding ways to cope and survive a poisonous environment.

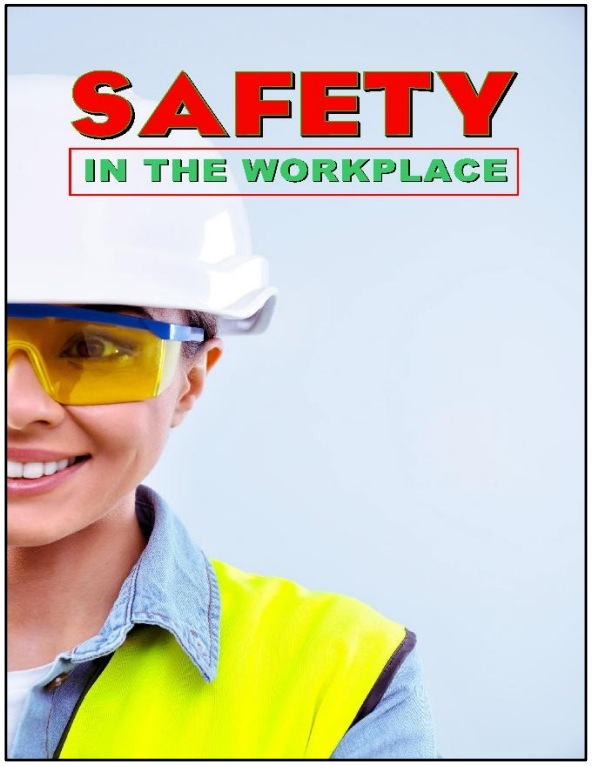
EMPLOYEE AWARENESS



Right Attitude, Right Results
27:50

- **Explore the origins of your mindsets and belief systems**
- **Learn how thoughts and beliefs can limit opportunities**
- **Observe the qualities of a great employee**

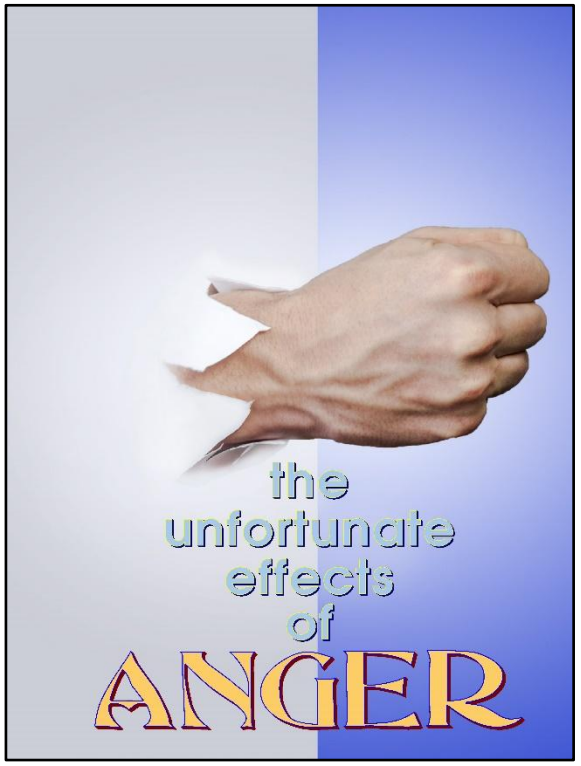
One narrator describes what qualities comprise the human structure while another narrator describes the structure for a successful business, thus we learn the many qualities that comprise both a great employee and a successful organization. See how an ambitious employee knows that learning business skills leads to economic prosperity. See how a practical employee accepts every opportunity to demonstrate their talent and worth. See how a sensitive employee is respectful of coworkers.



Safety in the Workplace
3:40

- **Learn the office is not a sterile environment**
- **Learn the hidden dangers that lurk in the workplace**
- **Learn to be aware of your surroundings**

Much like the traffic on your way to work, there are hidden dangers in the office that can have significant impact. For the safety of yourself and others, it is important to be aware of your surroundings. The office building is not a sterile working environment and common workplace hazards can be extra dangerous when you ignore them. If you *do not* have a safety program, start one. If you *do* have a safety program, enforce it. Remember, awareness is a choice. Choose to be safe.

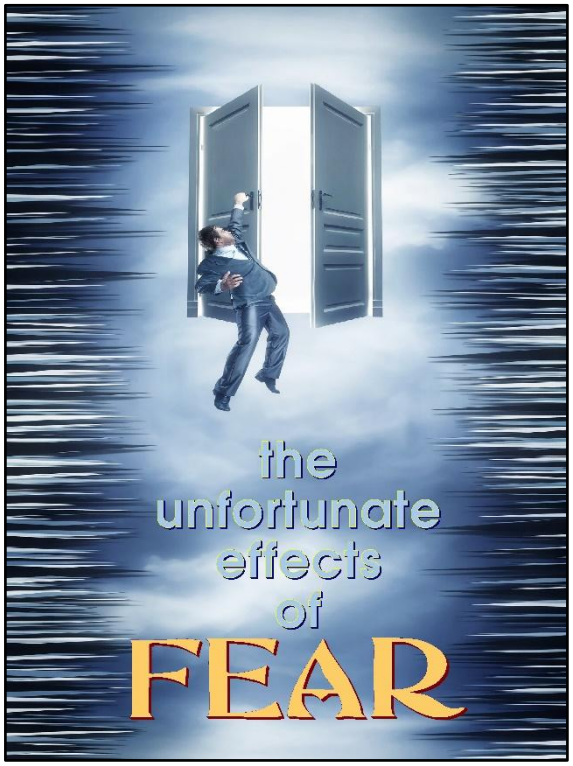


The Unfortunate Effects of Anger
20:10

- **Distinguish facts from myths about anger**
- **Discover how anger can affect your health**
- **Learn effective techniques to manager your anger**

It is essential we understand our emotions. Uncontrolled anger and misplaced aggression are epidemic in this country. Statistics: 77% of students are bullied - whether physically, mentally, or verbally. 71.5 million Americans are affected by bullying in the workplace. Rage in the home, in the office, on the roadway – human beings are an aggressive species. How did we get to be so angry? Explored are negative beliefs that fuel anger.

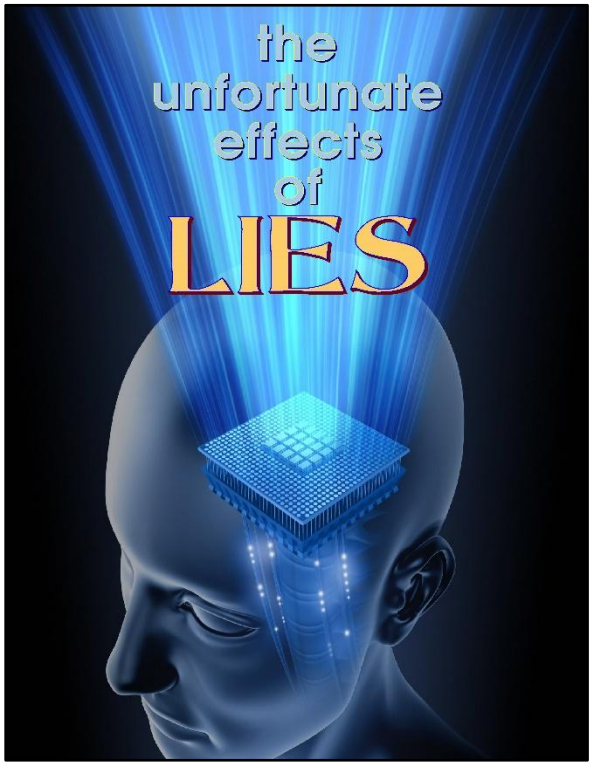
EMPLOYEE AWARENESS



The Unfortunate Effects of Fear
22:50

- **Discover how fears are developed**
- **Learn how a worker's fear affects the workplace**
- **Explore ways and techniques to overcome fear**

It is essential we understand our emotions. Fear, even the word scares us. Horror films, ghost stories, the evening news – fear is all around us. For many, fear can paralyze and place great limits on living a fulfilled life. But did you know there is a healthy fear and an unhealthy fear? The goal is not to get rid of fear because fear is a tool that can do good. The goal is to first acknowledge our fears and phobias, then learn ways to eliminate these delusions.



The Unfortunate Effects of Lies
18:55

- **Observe the history of lying and why we lie**
- **Learn how lying affects relationships and your job**
- **Explore effective ways to eliminate the use of lying**

Since the dawn of humankind, to avoid confrontation or embarrassment, our ancestors had to learn how to cooperate. In order to survive, they found a powerful tool that would get results by conveying a false impression. They discovered lying. It is ironic. We value honesty yet we can be so sneaky. We value truth yet lying is the number one reason people lose trust. Why do we do it? See if telling the truth can make you healthier.

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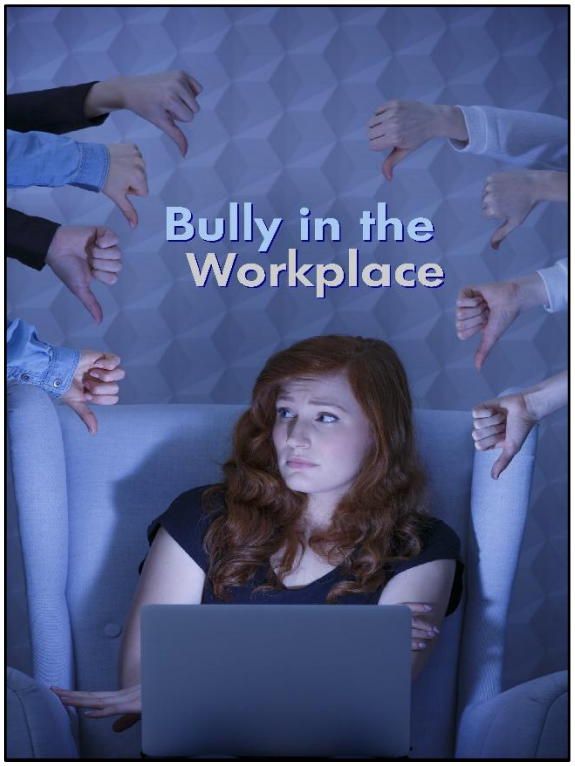
Employee Excellence Series

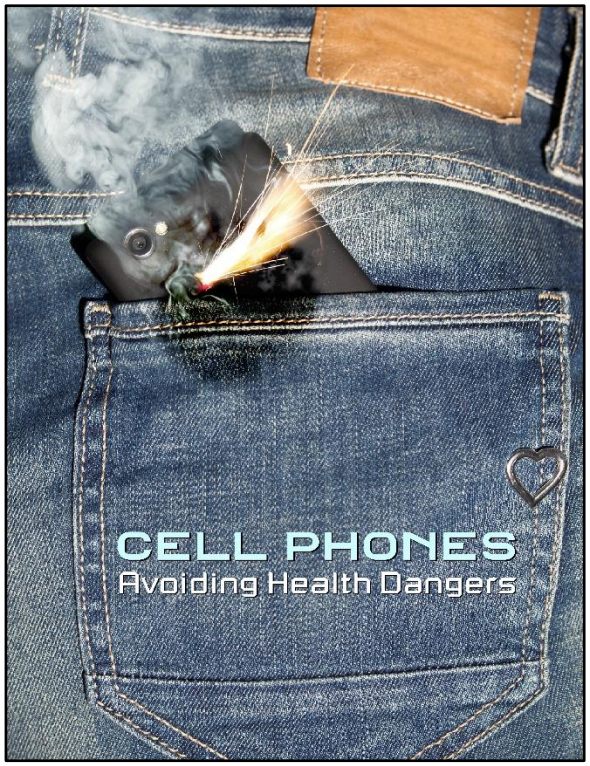
EMPLOYEE EXCELLENCE



Bully in the Workplace
5:50

- **Learn the traits of a bully**
- **Learn how to manage a bully**
- **Learn how managers can eradicate bullies**

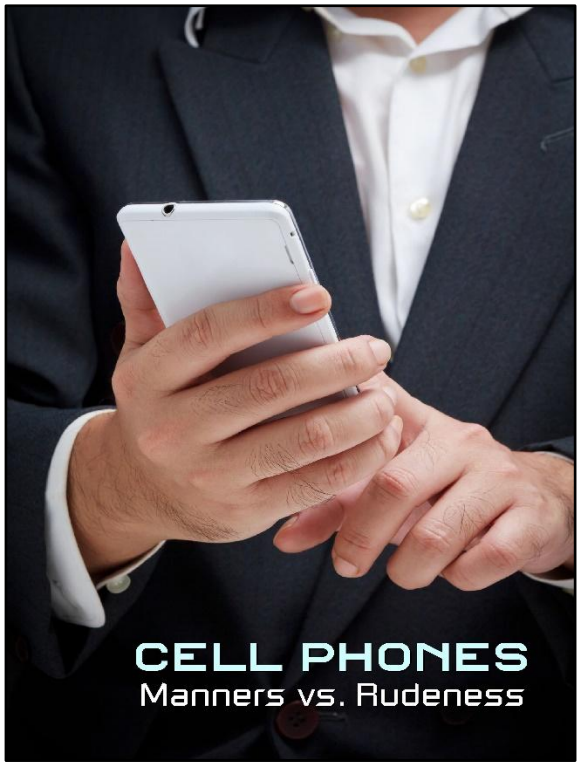
Some bullies are obvious. They may throw things, slam doors, insult others and be rude. Others may be much more subtle. While appearing to be courteous and reasonable on the surface, they are actually engaging in vicious character attacks and fabricating lies. The bully has never learned to accept responsibility for their behavior. Bullying is not about a clash of personalities or a simple misunderstanding. Unfortunately, bullies are poorly developed people and use surprise to gain leverage.



Cell Phones: Avoiding Health Dangers
5:15

- **Learn health statistics of cell phone use**
- **Learn when and when not to use a cell phone**
- **Learn remedies for cell phone addiction**

As with most inventions, necessity creates demand. And nothing proves that more than the advent of the cell phone. And with progress comes responsibility. Things we take for granted can easily become abused. There are more than two hundred billion cell phones worldwide. Did you know that a cell phone exposes you to a form of electromagnetic radiation called “radiofrequency” energy? In fact, scientists suspect this radiation known as RF may increase the risk of brain cell damage leading to tumors.

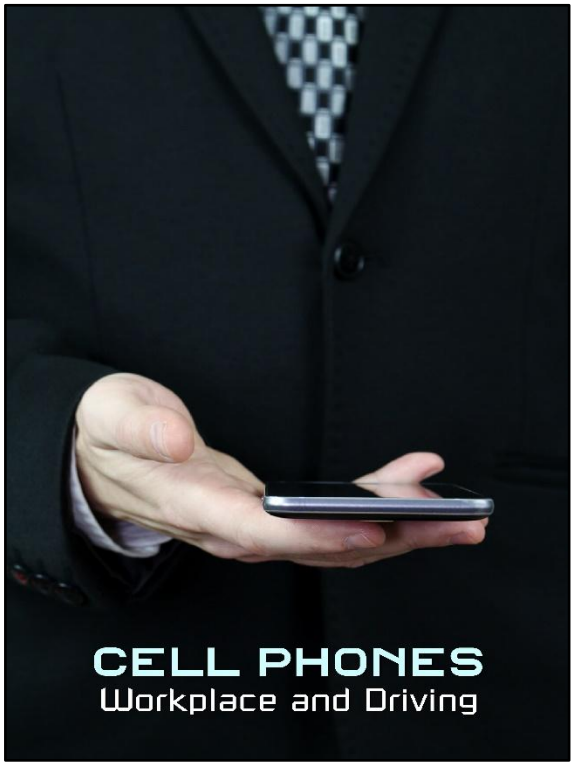


Cell Phones: Manners Vs Rudeness
5:20

- **Learn the negative impact of cell phone use**
- **Learn the positive impact of cell phone use**
- **Learn cell phone etiquette**

No one owns the planet. We share it. And with such insight, perhaps we should consider politeness, consideration, and compassion. Cell phones are a marvelous invention; however, if their use causes carelessness, excessive stress, and inconsideration, it can be seen as a nuisance, a health hazard, and a deadly distraction. It seems simple awareness will keep us from losing additional freedoms. If comparing rudeness with manners, cell phones rank supreme in terms of rudeness. See how.

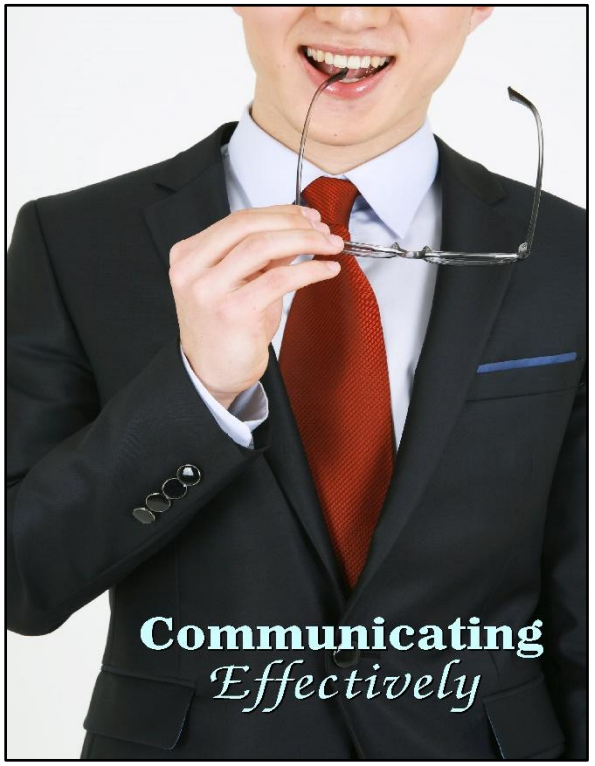
EMPLOYEE EXCELLENCE



Cell Phones: Workplace and Driving
5:11

- **Learn statistics of texting and driving**
- **Learn proper cell phone use in the workplace**
- **Learn tips to ensure safety when using a cell phone**

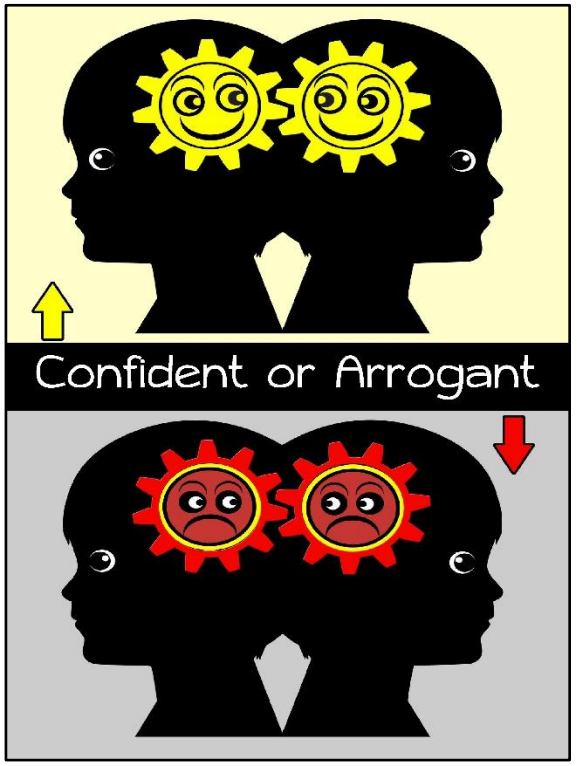
Driving a vehicle is a major responsibility. Driving safely should be the number one concern for every driver. And yet, despite the risks of injuring oneself, a passenger, a pedestrian or those in another vehicle, the majority of teen drivers seem to ignore cell phone driving restrictions. Talking on a cell phone while driving can slow your reaction time. Employers are encouraged to create policies that ensure their employees with company vehicles receive guidelines for cell phone use.



Communicating Effectively
4:30

- **Learn the art of effective communication**
- **Learn what leads to conflict**
- **Learn the power of your actions and words**

Words create impressions, images, and expectations. They influence how we think. Words can inform, words can hurt, and words can reassure. There is a powerful connection between the words we use and the results we get. Poorly chosen words can hamper enthusiasm and affect self-esteem. Well-chosen words can motivate and encourage thinking and creatively. What you write and what you say can have a lasting imprint on others. One of the most difficult skills to acquire is effective communication.



Confident or Arrogant
4:30

- **Learn how confidence is essential in the workplace**
- **Learn how confidence creates and arrogance destroys**
- **Learn how to interact with arrogant employees**

Confidence is essential in the workplace. Confident people are comfortable in their own skin. Their confidence is grounded in experience and a sense of self-worth. Their words and actions are inspiring. Arrogance, on the other hand, is destructive in the workplace. Arrogant people are not comfortable in their own skin and are often insecure. Their arrogance is an over-inflated sense of their position and power. Their words and actions show they are above everybody else.

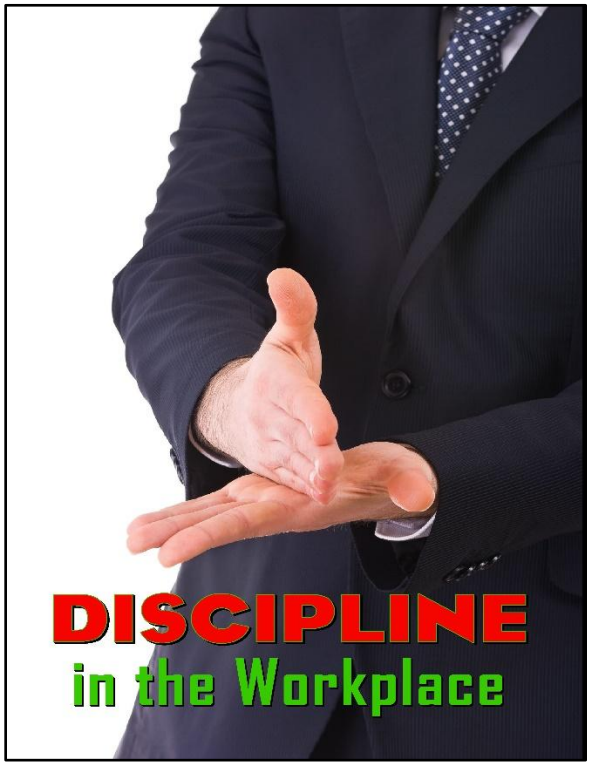
EMPLOYEE EXCELLENCE



Cyber Security
4:50

- **Learn about a cyber defense training program**
- **Learn about hackers and data breaches**
- **Learn about security solutions**

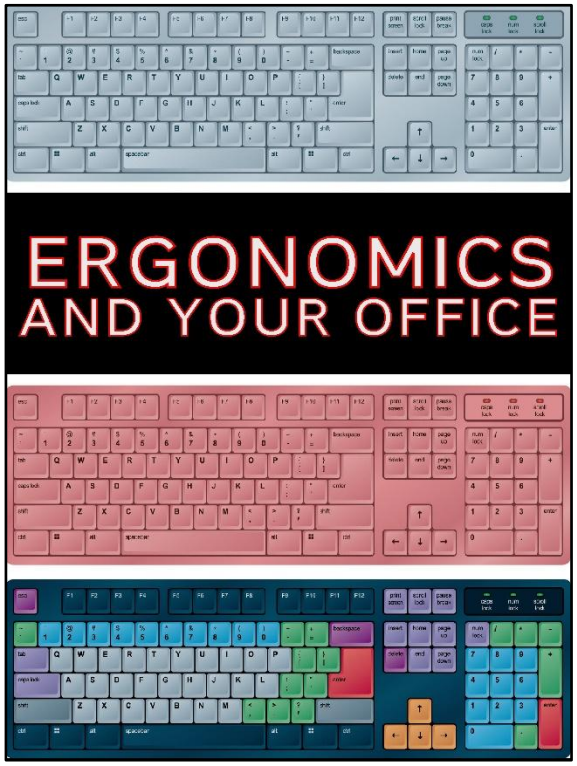
Americans are more worried about cybercrime than being a victim of violent crime. And with good reason. Any computer connected to the internet is vulnerable, and most users are not trained to avert cyberattacks. Hackers are becoming more sophisticated in their attempt to confiscate email accounts and employee data. When your employees are at risk, your business is at risk; and organizations need to be one step ahead of the criminal wave. Learn about security solutions available to you.



Discipline in the Workplace
5:35

- **Learn it is better to correct behavior than punish**
- **Learn when disciplinary action is needed**
- **Learn how to investigate and start a report**

A good manager knows that disciplining employees is part of the job. A great manager knows the purpose of discipline is to correct behavior instead of punishing or embarrassing an employee. Indeed, most employees strive for excellence – and they greatly benefit from guidance and understanding instead of diminishing remarks or threats. Employees need regular feedback on what they are doing right or wrong. An employee manual and training sessions are essential to give an employee every opportunity to succeed.

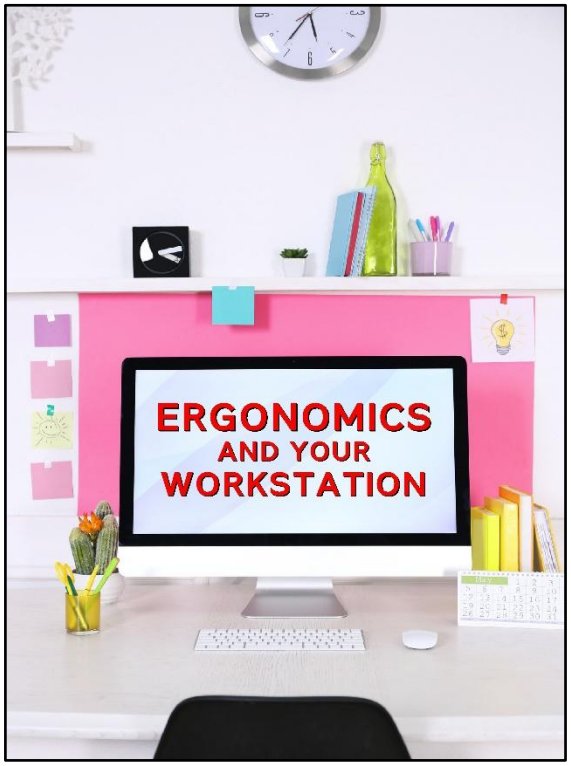


Ergonomics and your Office
6:30

- **Learn about proper lighting, temperature, and sound**
- **Learn the components of a good training program**
- **Learn how ergonomics will improve morale**

Ergonomics is the science of making things comfortable and efficient. The purpose of an ergonomics program is to reduce or eliminate hazards that contribute to the development of Cumulative Trauma Disorders; disorders caused by repetitive motions. Serious problems may result when a certain muscle or tendon is overused. As people and jobs are different, solutions vary by individuals. Therefore, we will provide general guidelines, and it is up to your manager to decide what actions are appropriate.

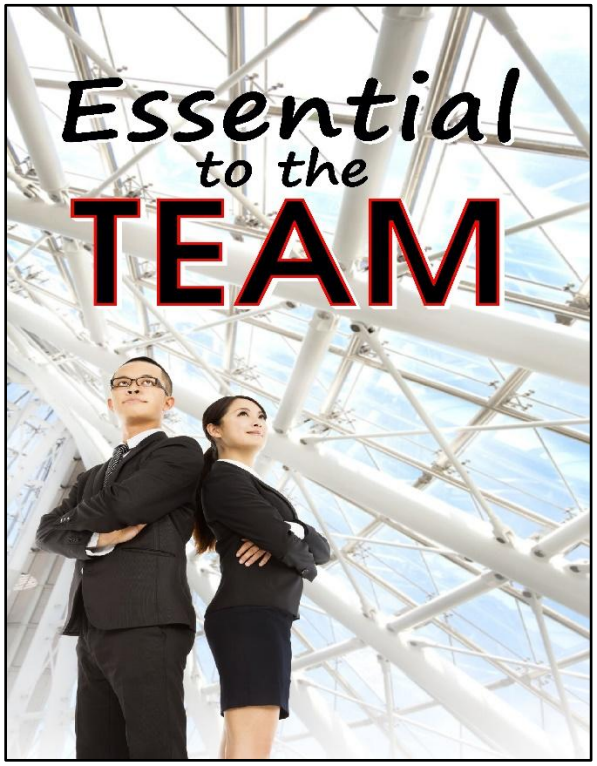
EMPLOYEE EXCELLENCE



Ergonomics and your Workstation
6:35

- **Learn successful methods to set-up your workstation**
- **Learn tips to performing safely in your workstation**
- **Learn the importance of good ergonomic practice**

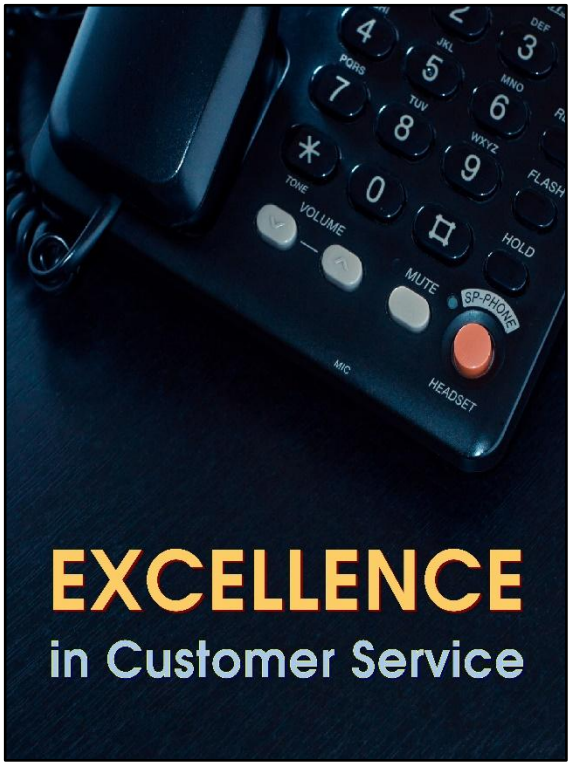
According to the U.S. Bureau of Labor Statistics, nearly 2/3 of all occupational illnesses reported were caused by exposure to repeated trauma to a worker's upper body (the wrist, elbow, or shoulder). Musculoskeletal disorders including carpel tunnel syndrome affect 7% of the working population. They account for 14% of physician visits and 19% of hospital stays. 62% of those afflicted report some degree of limits on activities. Almost half of all carpal tunnel cases result in 31 days or more loss of work.



Essential to the Team (Short Version)
6:00

- **Learn the concept of teamwork**
- **Separate facts from myths about teamwork**
- **Learn how to resolve conflicts**

It is one thing to call a group of individuals a team. It is another thing for that group of individuals to actually function as a team. Teamwork is the concept of people working together cooperatively. A team is worth more than the sum of its parts. No one does it alone. Successful team players listen instead of assuming. Successful team players are assertive instead of aggressive. Successful team players use tact instead of bluntness. Successful team players value the diversity that comprises their team.

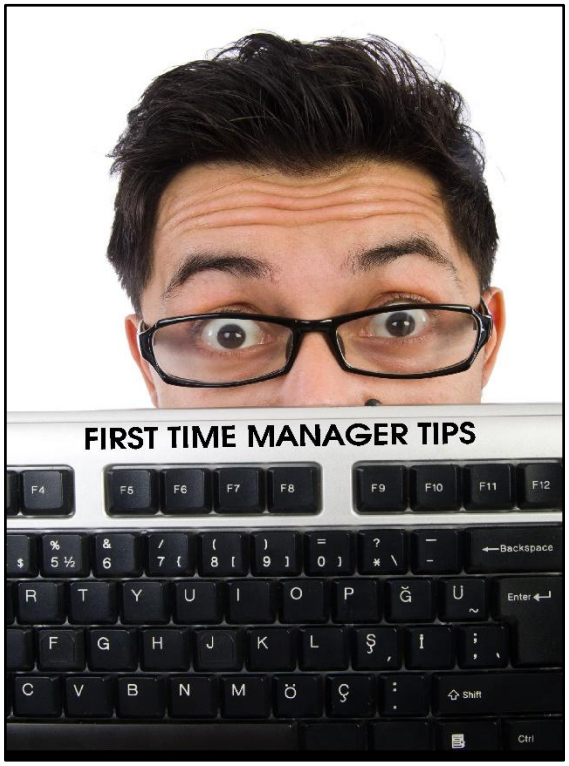


Excellence in Customer Service (Quiz Version)
7:15

- **Explore ways to manage difficult people**
- **Learn how to improve the creating of emails**
- **See how one's personal behavior reflects the company**

Customer service is the art of politely listening and responding to the needs of the valued customer in a professional and timely manner. Good service with a kind, understanding voice will exude confidence and compassion to the customer. Even the most difficult customer can benefit from your tact, poise, and steadiness. A good attitude makes all the difference and sets an organization way above its competitors. Topics include phone presentation, emails, faxes, and manners.

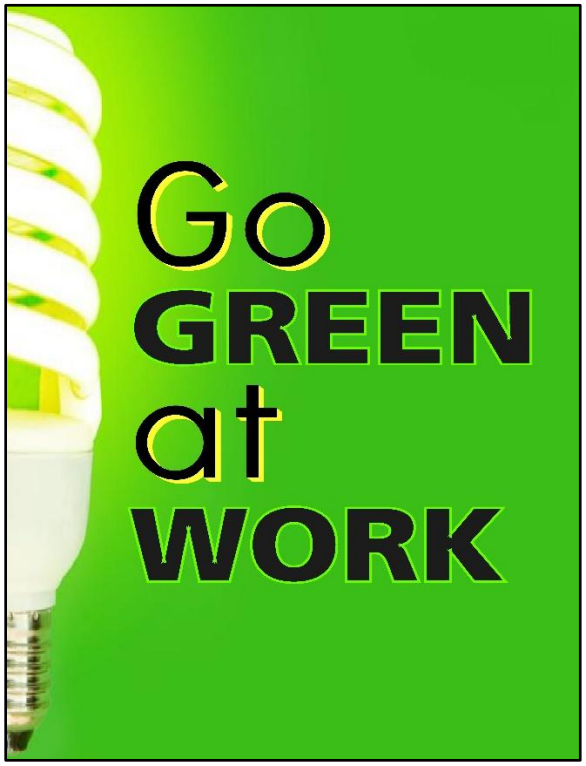
EMPLOYEE EXCELLENCE



First-Time Manager Tips
7:12

- **Learn the four components to effective management**
- **Learn what behaviors to avoid**
- **Learn how to build a healthy workplace culture**

Congratulations, you have been selected to be a manager. Some get there by accident, others work their way up the ladder. But now that you are there, it is no longer about you, it is about your team. And you have a new challenge; you must prove your effectiveness to your former peers and to your new hires. A first-time manager will discover it takes time to find your footing and know your direction. The best advice is to be patient with yourself and your team as you both create a productive and sustainable workplace.



Go Green at Work
7:05

- **Learn how organizations generate waste**
- **Learn the benefits of going green**
- **Learn how to reduce waste in the office**

The environment has been abused for a long time and it is not as resilient as we once thought. Every business generates waste – and it costs money. Individuals and businesses are now finding ways to improve recycling, reduction in energy use, emission reduction, and reduction in the use of aerosols. Whether going green is individual or business-based, the savings benefit the community, the environment, and the planet.



Gossip (if walls could talk)
5:45

- **Learn the harmful effects of gossip**
- **Learn the two ways to looking professional**
- **Learn how to manage information passed onto you**

We live in a society that is fascinated with the private lives of other people. Conversation around the water cooler has expanded to emailing and instant messaging. It is easier and faster now to convey a message that is constructive or destructive. True, it can be said that coworkers often spend more time at work than they do with their families; but it is important to avoid the temptation of getting too personal while at work. Be in the middle of a work assignment than in the middle of a gossip session.

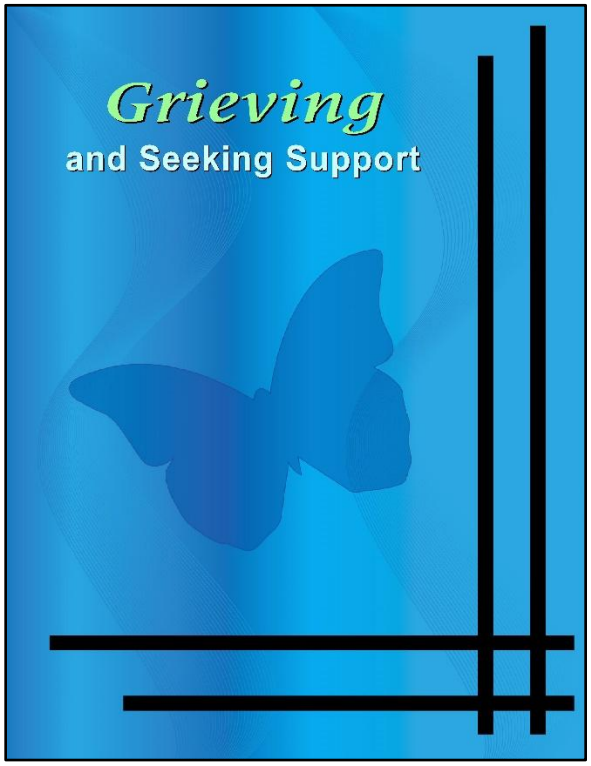
EMPLOYEE EXCELLENCE



Gossip Impacts the Team
6:15

- **Learn the different forms of gossip**
- **Learn how malicious gossip can affect the workplace**
- **Learn how to manage gossip at work**

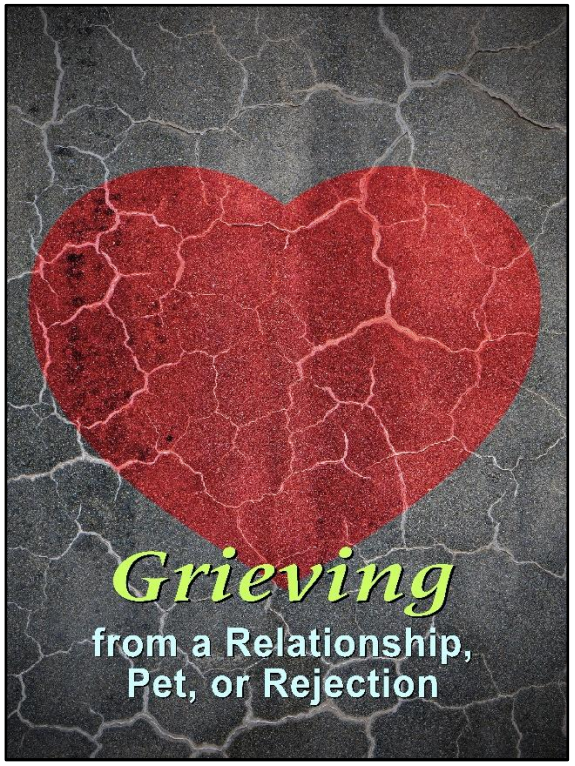
People are naturally curious about one another and gossip provides an opportunity for people to bond. Most people gossip as a way of sharing without intent to harm; however, speaking words that diminish the worth of a coworker, not present in the conversation, is harmful gossip. In fact, slander is used to destroy people's reputations. Malicious gossip is expressed with a deliberate desire to do harm. Generally, they lack power and want to establish an identity.



Grieving and Seeking Support
4:12

- **Learn the natural reactions to death**
- **Learn the importance of seeking help and support**
- **Learn the benefits of bereavement counseling**

Sadness, anger, confusion, and emptiness are natural reactions to death. Grief is not considered a mental disorder. However, grief and depression share a number of similarities such as sorrow, insomnia, loss of appetite, excessive sleeping, and over-eating. If these feelings or symptoms go on for an exceptionally long time, and if you feel you are not coping very well with grief, it may be worth seeking additional support. A better understanding of the mourning process could be provided through bereavement counseling.

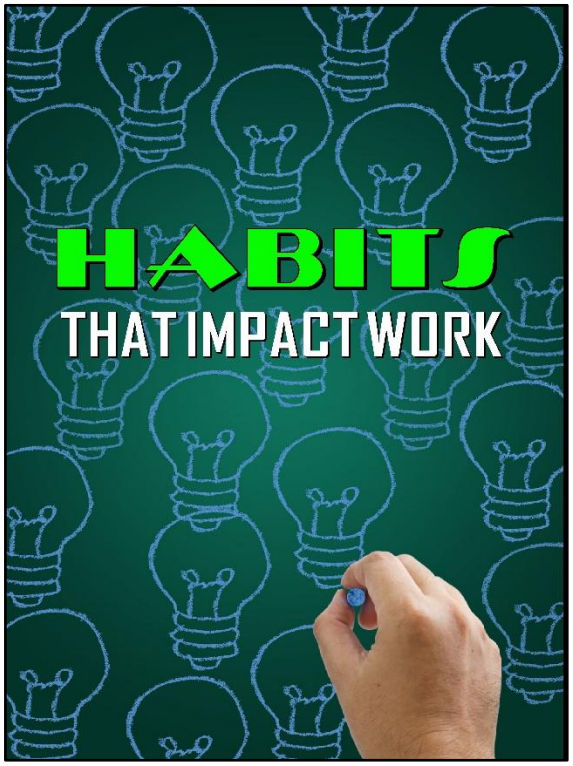


Grieving from a Relationship, Pet, or Rejection
5:45

- **Learn valuable processes to manage your grief**
- **Learn valuable suggestions on how to move on**
- **Learn how to manage rejection**

In the circle of life, death is certain. In day-to-day life, rejection is possible, if not common; and good coping skills will keep your dignity and confidence intact. People have said that the grief of death may be easier than grief from a divorce because death is not a choice but someone chose to divorce. Our animal friends are beloved members of the family. And it is natural to be stricken by grief and sadness when a pet dies. There are those that may not understand the attachment between a family and their pet.

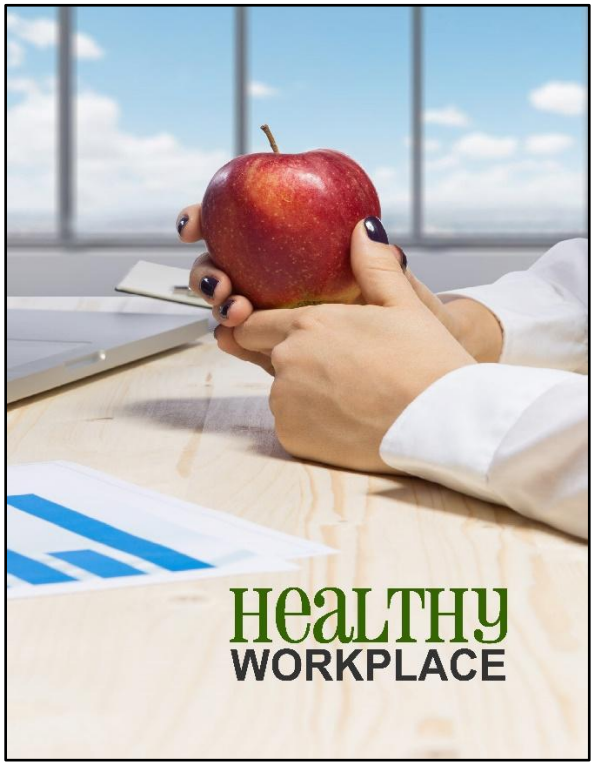
EMPLOYEE EXCELLENCE



Habits that Impact Work
5:25

- **Learn the Top 40 Most Annoying Habits**
- **Learn how to turn poor habits into good habits**
- **Learn how to create a workplace free of distractions**

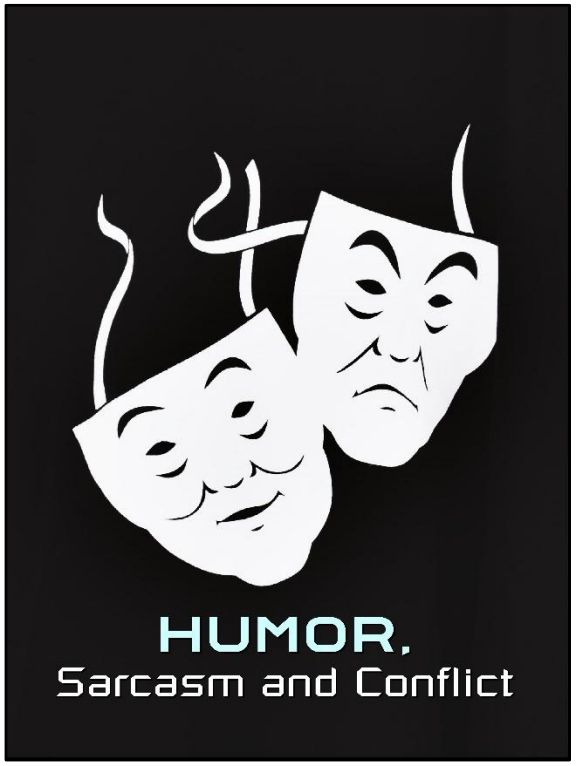
For millions of Americans in the workplace, sharing an office with an annoying coworker can be stressful. In fact, the habits of an annoying coworker are the number one source of stress. Good people can have annoying habits. Of course, what is annoying to one may be endearing to another. But a productive work environment should be free of unnecessary distractions. Support your employees with quiet and consideration.



Healthy Workplace
4:50

- **Learn how to create a germ-free office**
- **Learn how a manager sets the example**
- **Learn the importance of a healthy outlook**

It is essential to create a germ-free office. Did you know the average office desk harbors hundreds of times more bacteria per square inch than an office toilet seat? Indeed, a dirty workspace could make you and your coworkers' sick. Workplace wellness makes good business sense. It increases morale and productivity, lowers health costs, and reduces absenteeism as well as injuries. Remember, workplace wellness supports well-being.

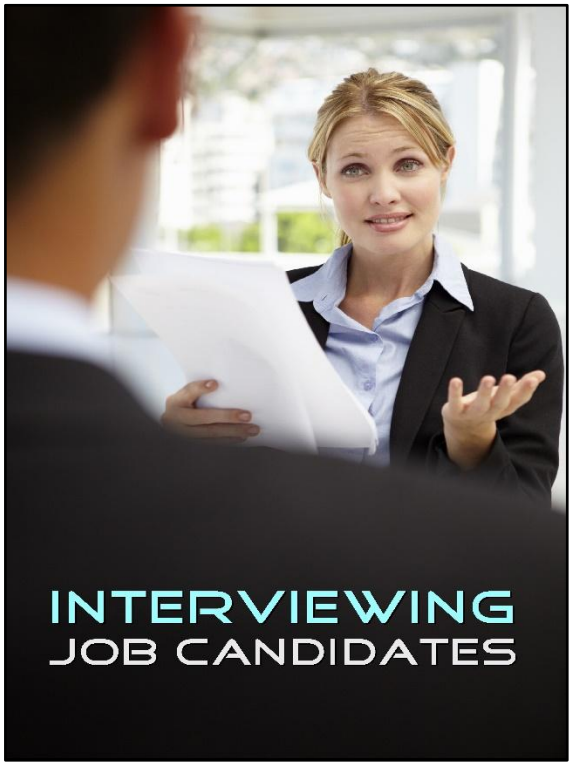


Humor, Sarcasm, and Conflict
4:25

- **Learn the importance of fun and humor at work**
- **Learn the fine line between humor and rudeness**
- **Learn the harm of sarcasm among team members**

As a manager, I have learned it is helpful to add a level of playfulness to everyday tasks. It is clear that employees who have fun on the job are more creative, make better decisions, and have a good relationship with their coworkers. Strive to minimize boredom and fatigue; and laughter can reduce stress and boost morale but only if appropriate and tasteful. For example, sarcasm and teasing tends to be negative, often coming from a place of hostility.

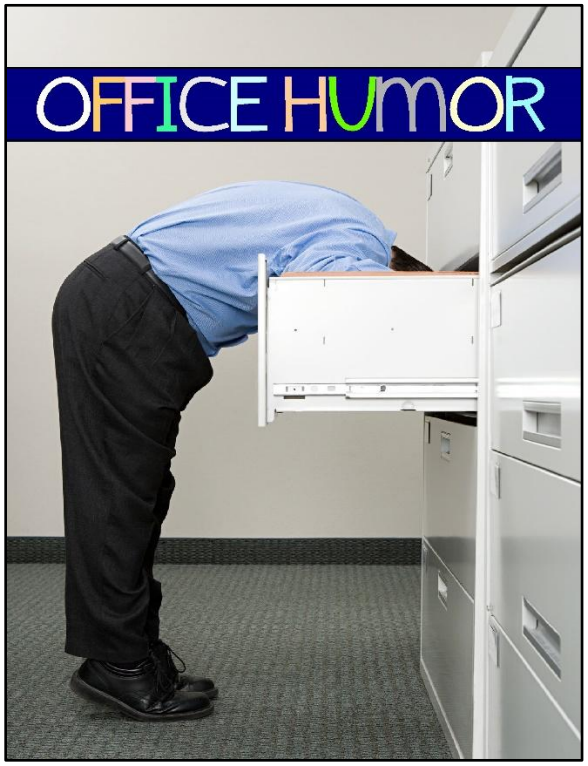
EMPLOYEE EXCELLENCE



Interviewing Job Candidates
5:20

- **Learn how to advertise for candidates**
- **Learn how to prepare for an interview**
- **Learn how to conduct an interview**

From job description to job fulfillment, the process of interviewing job candidates and hiring the right one is quite a responsibility and takes practice and skill. There are six components to the hiring process: job description, job advertisement, applicant selection, job interview preparation, job interview techniques, and job hiring or rejection. So many problems in the future can be prevented by hiring the right employee today. It is important to hire people with the right attitude and talent.



Office Humor
4:50

- **Learn the benefits of fun and humor at work**
- **Learn the liability of inappropriate humor**
- **Learn how to tell a joke**

We need laughter to get through the day. Laughter can function as a coping mechanism to reduce stress. Laughter increases endorphins, increases disease fighting antibodies, increases your intellectual performance, boosts your information retention, strengthens your immune system, and lowers blood pressure. Laughing can bring people together and strengthen relationships. But what is funny to one person may be offensive to another. No one wants their appearance or opinions to be mocked.



Organization Culture for Learning
2:35

- **Learn the importance of transformational learning**
- **Learn the benefits of a transformative culture**
- **Learn how to create a culture of learning at work**

Learning is a natural process. Transformational learning is the expansion of one's beliefs and mindsets. It challenges how we see and do things. The problem with the status quo is that it avoids examination and may hamper growth. We all need to continuously learn, improve, and adapt. Organizations with a transformative culture stay relevant and thrive. Employees learn about their job positions, job skills, rules and regulations, and policies and procedures. They are elevated and motivated as a worker.

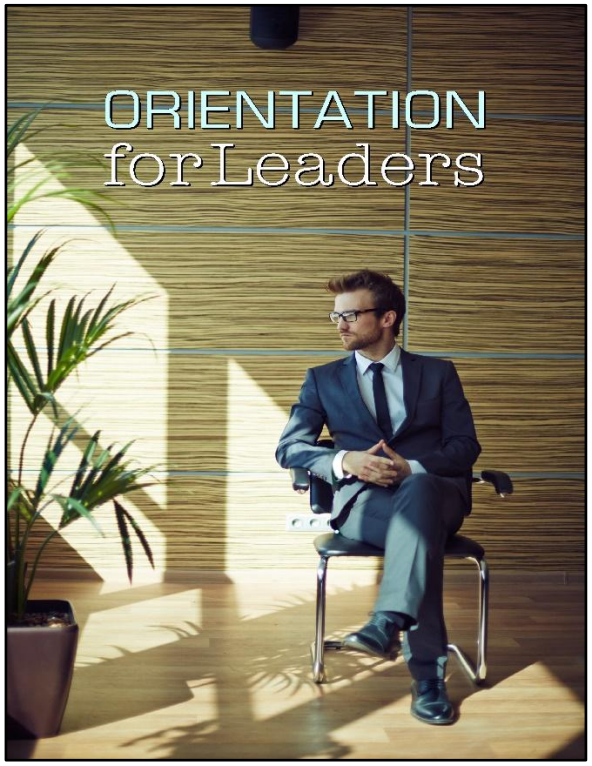
EMPLOYEE EXCELLENCE



Organizing your Workspace
6:50

- **Learn how to organize your desktop**
- **Learn how to create an effective filing system**
- **Learn how to remove clutter from your workplace**

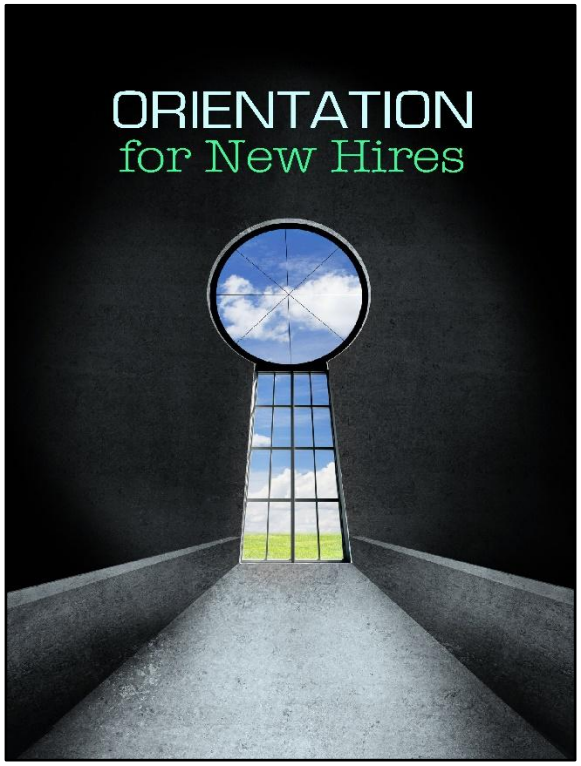
In every moment, you can savor time or squander time. Did you know the average executive wastes six weeks a year searching for paper? It is essential to organize your workspace as well as your thoughts. Put everything in its place and think positive. Starting with your desk, only keep things you constantly need. Work needs space and most of the clutter on your desk is probably paper – and a cluttered desk could affect your energy as well as your time. Your desk is for doing work, not storing work.



Orientation for Leaders
5:35

- **Learn the basics of good leadership**
- **Learn the basics of a good orientation program**
- **Learn how to create an effective work schedule**

A good leader is sensitive to the needs of their staff. They know employees perform at their best when they are happy, knowledgeable, and motivated. They treat their employees with respect and as a valued member of the team. They know good relationships are based on trust and honesty. Most importantly, a good manager sets an example of appropriate behavior and commitment to excellence. Good managers are made, not born. Learn from their experience.

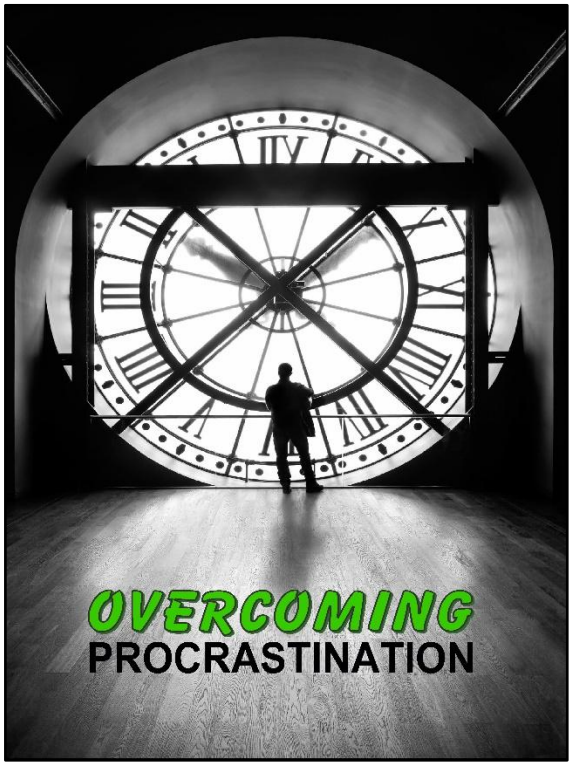


Orientation for New Hires
6:00

- **Learn three important components of business**
- **Learn about skills, behavior, and relationships**
- **Learn how to be an exemplary employee**

Whether on-line or in-store, selling a product or performing a service, companies that put their employees first are usually the most successful in reaching their long-term goals. Most successful organizations thrive on good management and employee relations. Managers deserve your respect and a good day's work. The employee deserves to be treated as a valuable member of the team. The world of business takes a lifetime of education.

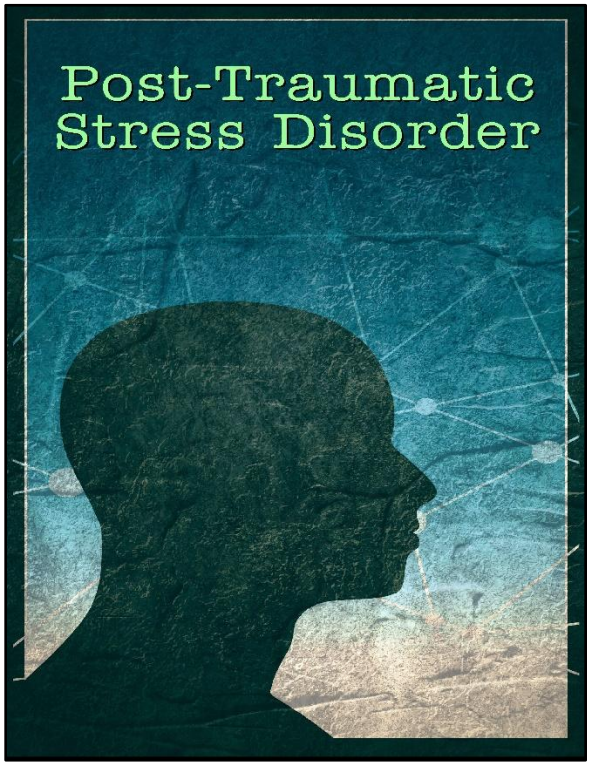
EMPLOYEE EXCELLENCE



Overcoming Procrastination
5:57

- **Learn how to overcome procrastination**
- **Learn how to create a productive daily routine**
- **Learn ten tips to keep you on track**

We cannot manage time but we can manage ourselves in a timely manner. To achieve productivity is to avoid procrastination. Causes include waiting for the right mood, a fear of failure, a fear of success, undeveloped decision-making skills, poor organizational skills, and perfectionism. The only difference between being busy and being productive is results. Changing the way that you look at things changes everything else around you. Ensure you are professionally trained to perform your duties.



Post-Traumatic Stress Disorder
6:35

- **Learn the symptoms of PTSD**
- **Learn how PTSD is diagnosed**
- **Learn the recovery process of PTSD**

Disturbing dreams, difficult sleeping, fatigue, mental or physical distress, and feeling emotionally numb are some of the symptoms people experience when they have lived through a traumatic event such as combat, terrorist attacks, child sexual or physical abuse, sexual or physical assault, harassment, serious accidents, or natural disasters. After the event, a person may feel scared, confused, or angry. These strong emotions caused by the horrific event create changes in the brain that may result in PTSD.



Safety from Home to Work
5:10

- **Learn safety questions to ponder while going to work**
- **See the hidden dangers that lurk in the workplace**
- **Learn the how to be aware of your surroundings**

Much like the traffic on your way to work, there are hidden dangers in the office that can have a significant impact. For the safety of yourself and others, it is important to be aware of your surroundings. The office building is not a sterile working environment. Common workplace hazards can be extra dangerous when you ignore them. If you do not have a safety program, start one. If you do have a safety program, enforce it. Awareness is a choice. Choose to be safe.

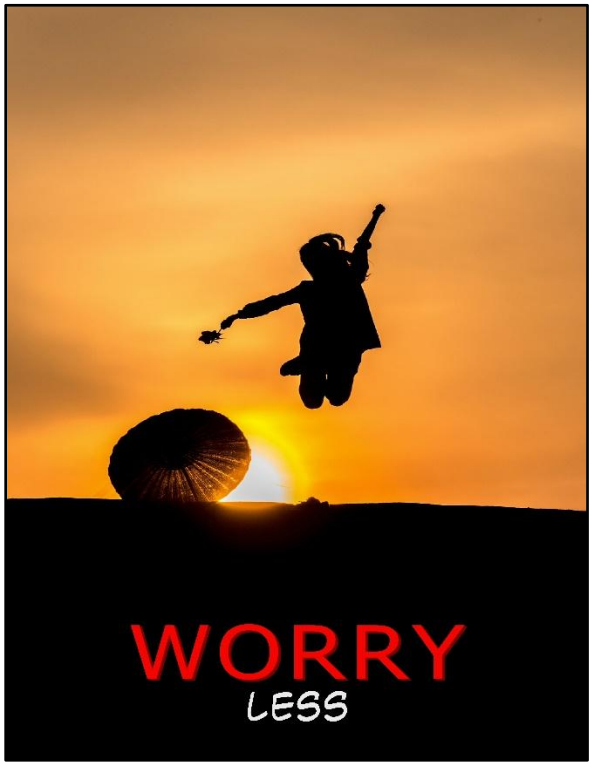
EMPLOYEE EXCELLENCE



Tech Leadership Code to Success
3:35

- **Learn the components of great leadership**
- **Learn how to build great teams**
- **Learn the importance of a self-starter mindset**

IT is the use of any computers, storage, networking and other physical devices, infrastructure, and processes to create, process, store, secure and exchange all forms of electronic data. The IT Leader must bring all of the workers together; and the Leaders must have knowledge and experience to become a well-rounded professional. Successful management is the key to success of any organization and the IT Leader must be a visionary, a project manager, and a specialist in operational excellence.



Worry Less
4:30

- **Learn how worrying affects our emotions**
- **Learn how to shift a worry to a concern**
- **Learn a unique perspective about control**

Worry is conditioned. Worrying is when you think about negative things that may or may not happen in the future. It consumes precious energy and is the easiest way to ensure unhappiness in the present moment. So why do we allow this feeling of anxiety to overwhelm us? Fear of the unknown. Fear the worst will happen. There are sensible concerns and senseless worries. Sensible concerns help you be alert and informed. Senseless worrying causes you to feel anxious.



Worry Management
6:40

- **Learn how to manage what others thinks of you**
- **Learn the process to rid worrying in your life**
- **Learn what we can control in our lives**

Everyone has opinions and, what is true, the opinions are theirs. And what people think of you is none of your business. So why get involved in unsolvable situations? You are who you are. You know your strengths and you know what needs improving. Do not let the opinions of others affect your self-esteem, your decisions, or goals. Be confident in your actions. Be aware of your emotions. Focus and choose wisely. Ask yourself if you are going to allow others to make your life less enjoyable.

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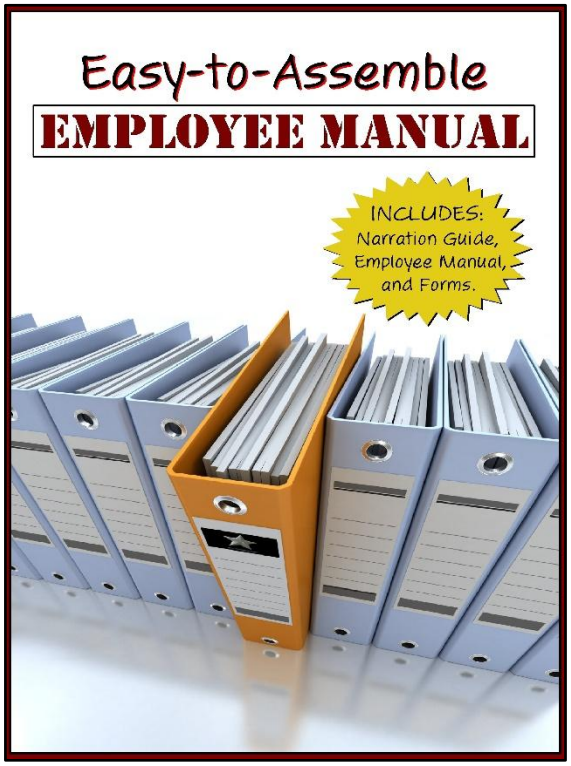
Employee Manual Series

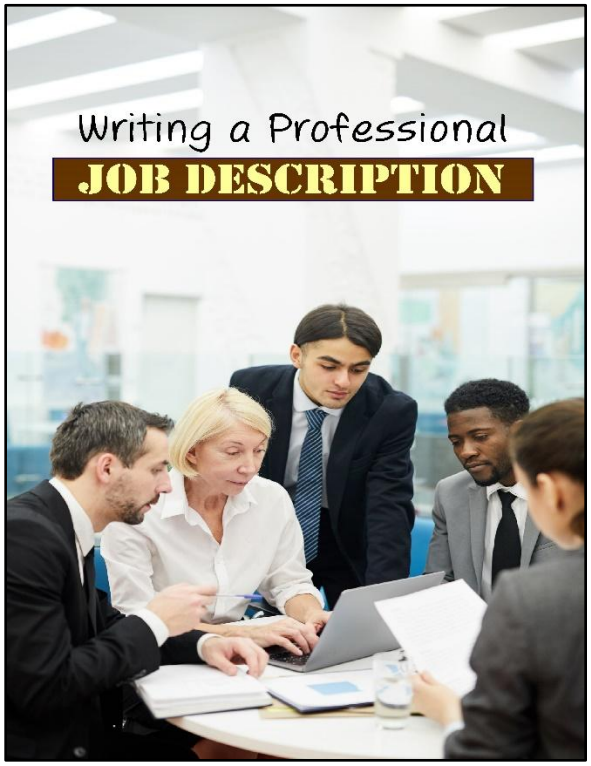
EMPLOYEE MANUAL



Easy to Assemble Employee Manual
17:10

- **Learn the importance of creating an employee manual**
- **Learn how to proof and modify an employee manual**
- **Learn the importance of acknowledgement forms**

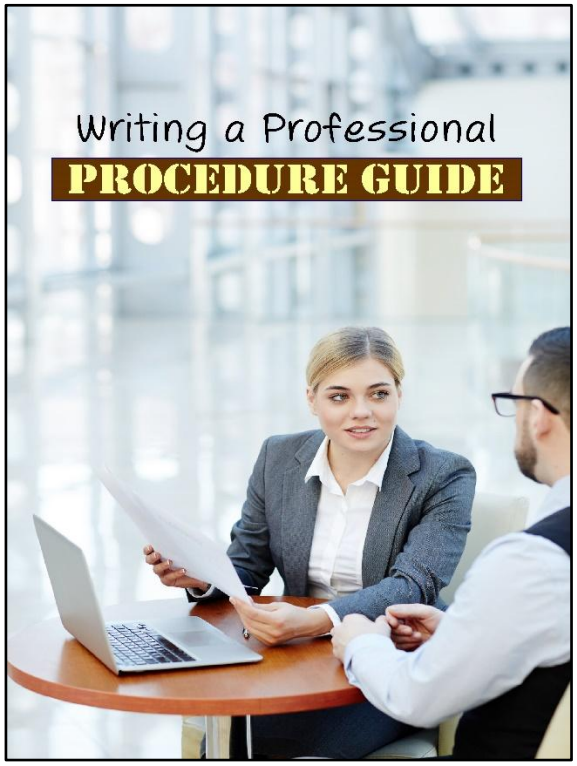
Every organization needs a constitution, a foundation of its workplace which governs its employee-employer relations. The employee manual lays the groundwork for work behavior, policies, and standards. Think of your manual as a living, breathing document that should be evaluated, modernized, and updated often. At all times, the employee manual should be friendly using clear, precise language. Valuable templates are provided.



Writing a Professional Job Description
7:00

- **Learn why a company should have job descriptions**
- **Learn how to create job descriptions for staff**
- **Learn how to create job descriptions for HR Directors**

No matter the era, no matter the technology, successful companies are organized. A job description is essential in every organization and should reflect the nature of the job and duties for a specific role. Think of a job description as a blueprint. The form should be brief, precise, use gender-neutral language, and omit unnecessary words. There are two parts to the job description: HR hiring guidelines – and employee guidelines for performing. Templates are included.



Writing a Professional Procedure Guide
3:35

- **Learn why a company should have procedure guides**
- **Learn how to create procedure guides for job tasks**
- **Learn how these forms save time for the company**

A standard operating procedure (or procedure guide) for each work task is essential in every organization. Every procedure must be documented for easy reference, product/service consistency, and company sustainability. A procedure guide ensures compliance standards and safety practices are met. A company needs to have every employee on the same page, especially when an employee is absent or ill. Templates are included.

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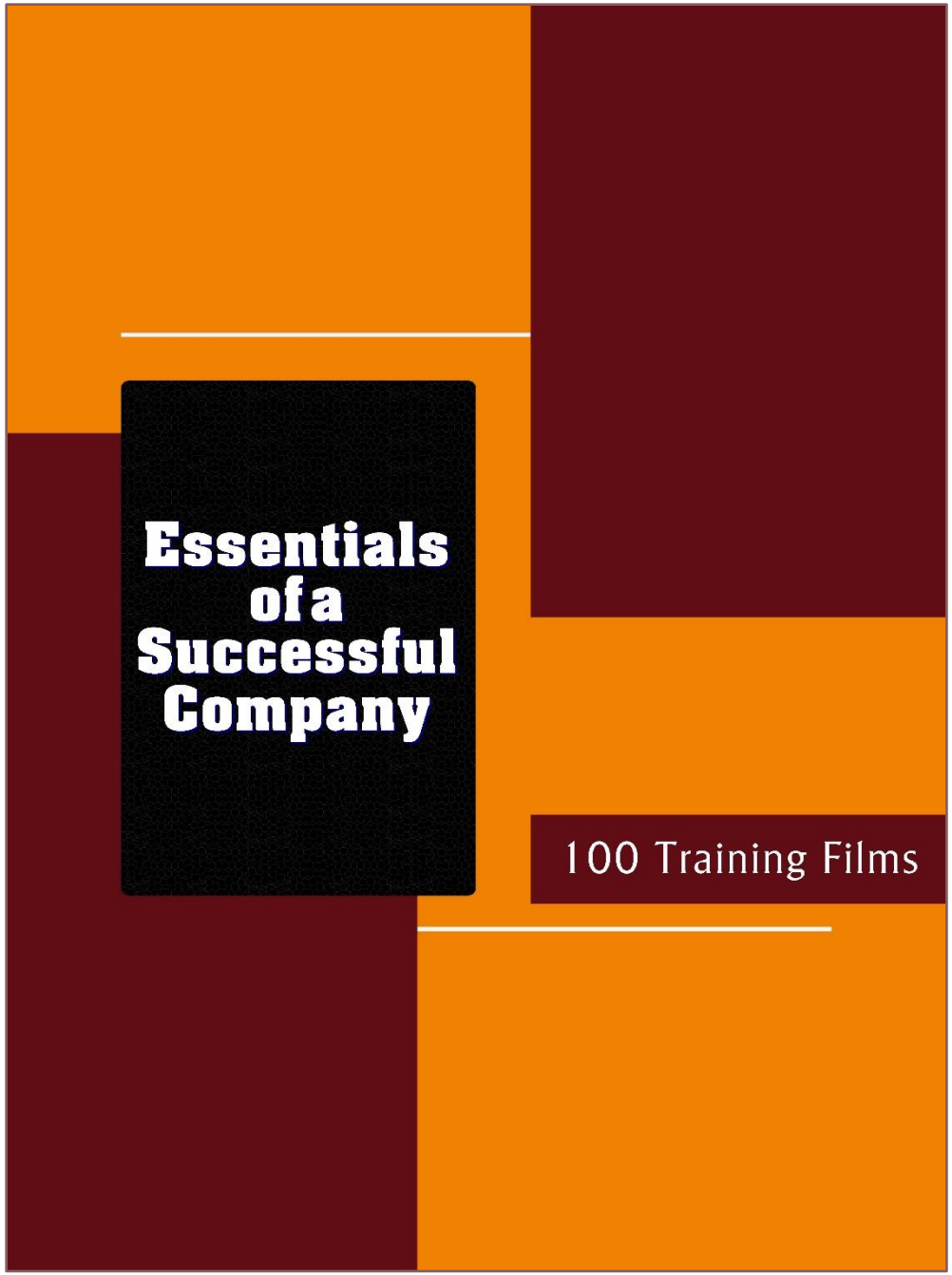
Essentials of a Successful Company



100 TITLES ● 10 HOURS OF TRAINING

a compilation of films from the business categories

In business, time is precious and scarce; and time-sensitive deadlines are met through planning, organization, skillsets, and resources.

It takes collective focus, concentration, and commitment.

It takes managers who embody professionalism, managers who are committed to a vision, and managers who inspire employee excellence.

For an organization to be successful and sustainable, standardization should be in place, enforced, and exampled from the top-down.

YOU WILL LEARN:

- Artificial Intelligence and how to choose wisely.
- How to transform poor behavior to exemplary behavior.
- Learning the need for common sense and critical thinking.
- Ensuring excellence in customer service.
- Learning the components of emotional intelligence.
- Creating an employee handbook (templates included).
- Creating job descriptions (templates included).
- Creating procedure guides (templates included).
- The unique value of neurodivergent people.
- The unique value of people with disabilities.
- How to interview job candidates.
- How to create an informative orientation program.
- How to create an environment of constructive teamwork.
- Preparing and presenting brief, concise meetings.
- The importance of safety training.
- Learn the benefits of working remotely.

Titles come with Training Guides and Quizzes.

ESSENTIALS OF A SUCCESSFUL COMPANY

Artificial Intelligence

23:54	AI Technology: Overview
23:38	AI Technology: Business Tools
23:32	AI Technology: Business Transformation

Behavior

4:00	Adapting to Change
4:30	Confident or Arrogant
5:25	Habits that Impact Work
4:30	Jealousy at Work
4:10	Mistakes are Valuable Teachers
5:57	Overcoming Procrastination
4:00	Stop Being Easily Offended
4:00	Truth about Deception in Business
4:00	Truth about Deception and You
6:45	Turning Apathy into Proactivity
20:10	The Unfortunate Effects of Anger
22:50	The Unfortunate Effects of Fear
18:55	The Unfortunate Effects of Lies
4:40	Vengeful Games at Work

Bullying | Discrimination | Harassment

5:50	Bully in the Workplace
5:35	Discipline in the Workplace
5:45	Gossip (if walls could talk)
6:15	Gossip Impacts the Team
16:54	Harassment Exposed
5:00	Harassment Prevention
20:00	Many Faces of Harassment and Discrimination

Communication

5:15	Cell Phones: Avoiding Health Dangers
5:20	Cell Phones: Manners Vs Rudeness
5:11	Cell Phones: The Workplace and Driving

Customer Service

4:30	Communicating Effectively
4:20	Customer Service: Communication
5:25	Customer Service: Difficult Customers
5:00	Customer Service: How to Excel
3:50	Customer Service: Reasons to Excel
5:40	Customer Service: Skills Required
5:00	Email Effectiveness
13:20	Excellence in Customer Service

Emotional Intelligence

4:25	Emotional Intelligence Equals Success
4:00	Empathy Muscle
4:00	Mastery of Self-Awareness
23:00	Need for Common Sense and Critical Thinking
3:00	Qualities of a Great Employee
27:50	Right Attitude, Right Results
4:00	Strategic Thinker
4:00	Two-Minute Mental Break
4:00	A Workplace Free of Negativity

Employee Handbook

28:03	Easy to Assemble Employee Manual

Environment

7:05	Go Green at Work

Equal Opportunity

8:10	Disability without Borders
4:00	Mentoring Veterans
22:40	Neurodiversity

Interviewing | Orientation

5:05	Interviewing: Cover Letter and Resume
5:20	Interviewing Job Candidates
4:00	Interviewing Tips
5:35	Orientation for Leaders
6:00	Orientation for New Hires

Management

15:30	Essential to the Team
7:12	First-Time Manager Tips
4:50	Healthy Workplace
2:35	Organization Culture for Learning
6:50	Organizing your Workspace
3:35	Tech Leadership Code of Success

Meetings

5:00	Meetings: Agenda and Minutes
4:30	Meetings: Concise and Productive
4:00	Meetings: The When and Why

Mental Wellness

3:35	The Chance of Being Positive
5:25	Compassion Fatigue
21:45	Coping with Loss
10:15	The Endless Cycle of Substance Abuse
2:00	Inspiration to Exercise
8:45	Overcoming Anxiety and Depression
6:35	Post-Traumatic Stress Disorder
13:50	Preventing the Temptation of Suicide
7:00	Support your Sleep
4:00	Worry Less
4:00	Worry Management

Safety

4:50	Cyber Security
6:30	Ergonomics in your Office
6:35	Ergonomics at your Workstation
4:00	Safety Awareness in the Office
4:00	Safety Awareness in the Warehouse
5:10	Safety from Home to Work
3:40	Safety in the Workplace
6:40	Workplace Violence Trilogy

ESSENTIALS OF A SUCCESSFUL COMPANY

Three-Minute Solutions

3:00	3-in-1: Adaptability
3:00	3-in-1: Anti-Harassment
3:00	3-in-1: Complaining
3:00	3-in-1: Conflict
3:00	3-in-1: Constructive Feedback
3:00	3-in-1: Constructive Words
3:00	3-in-1: Cultural Awareness
3:00	3-in-1: Fun at Work
3:00	3-in-1: Office Politics
3:00	3-in-1: Starting the Workday
3:00	3-in-1: Successful Habits
3:00	3-in-1: Time, Security, Knowledge
3:35	3-in-1: Tech Leadership Code of Success
3:00	3-in-1: Complaining
3:00	3-in-1: Constructive Feedback
3:00	3-in-1: Constructive Words
3:00	3-in-1: Cultural Awareness
3:00	3-in-1: Fun at Work
3:00	3-in-1: Office Politics
3:00	3-in-1: Starting the Workday
3:00	3-in-1: Time, Security, Knowledge

Working Remotely

5:35	Working Remotely: Pros, Cons, Risks
11:25	Working Remotely: Organize your Office
9:00	Working Remotely: Policies-Agreements
3:00	Working Remotely: Professional Tips
8:25	Working Remotely: Pandemic Safety
4:10	Working Remotely: Office on the Move



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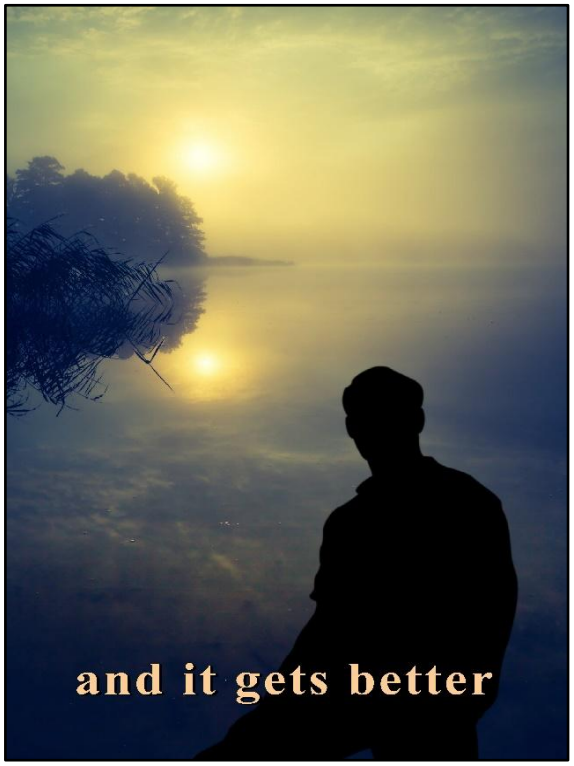
Healthy Body and Mind Series

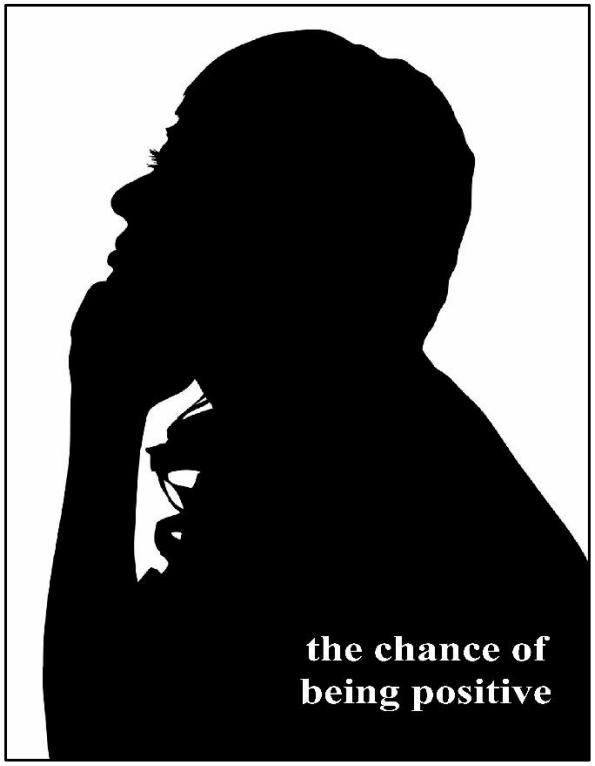
HEALTHY BODY AND MIND



And It Gets Better
5:30

- **Explore ways to move through depression**
- **Observe a positive perspective visualization**
- **Remind yourself that you are here for a reason**

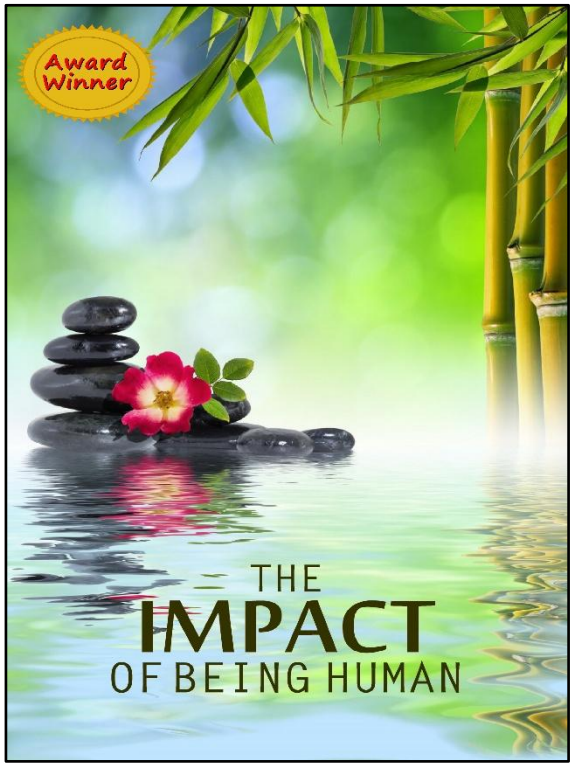
A sincere, touching, reassuring film for anyone feeling overwhelmed, bullied, or severely depressed. Sadness is a normal reaction to stressful events. Depression is more serious than sadness. If untreated, it can be a recurring disorder. Learning skills to manage stress will help you cope and become more resilient. *If you or a loved one is in emotional distress, please call the National Suicide Prevention Hotline at 1-800-273-TALK. They are there to help 24/7.*



The Chance of Being Positive
3:35

- **Learn the power of positive thinking**
- **Learn the power of compassion**
- **Learn the power of gratitude**

An inspiring short film on positive thinking, compassion, and gratitude. It can be said that what we put in our mind at bedtime may well affect our attitude in the morning. The importance of a positive self-image cannot be overstated. Thinking and acting in a positive manner, especially in time of trouble, will help you with coping, reduce stress, and may bring about a higher outcome. *If you or a loved one is in emotional distress, please call the National Suicide Prevention Hotline at 1-800-273-TALK.*

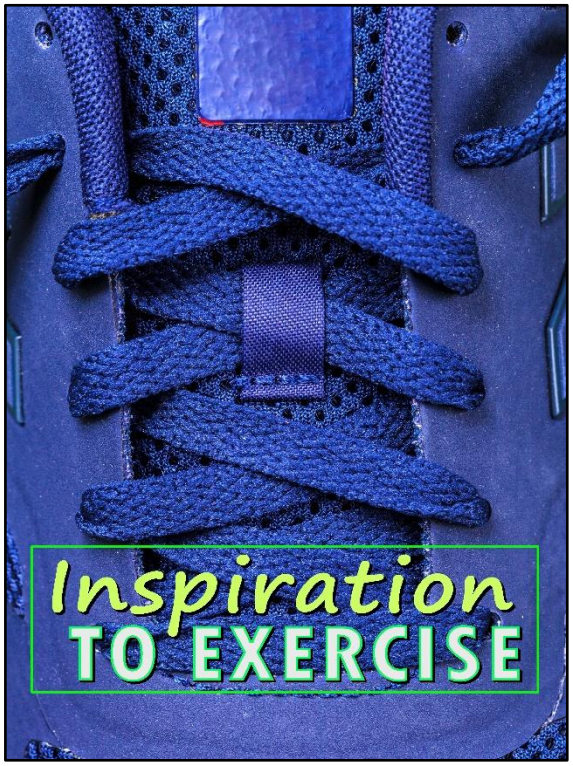


The Impact of Being Human
30:00

- **Learn how the body and brain function**
- **Observe how to dispel the stigma of mental health**
- **See how your mental health impacts a community**

Award Winning Short Film. An extremely sensitive suicide prevention film contrasts how childhood experiences affect perspectives in adulthood. Learn the reasons for self-loathing, addictions, and why we cannot get what we think we need while, at the same time, widening the context of how we look at ourselves, others, and the world. Learning about yourself has never been easier. Film festivals include Festival of Globe and the Coventry Festival.

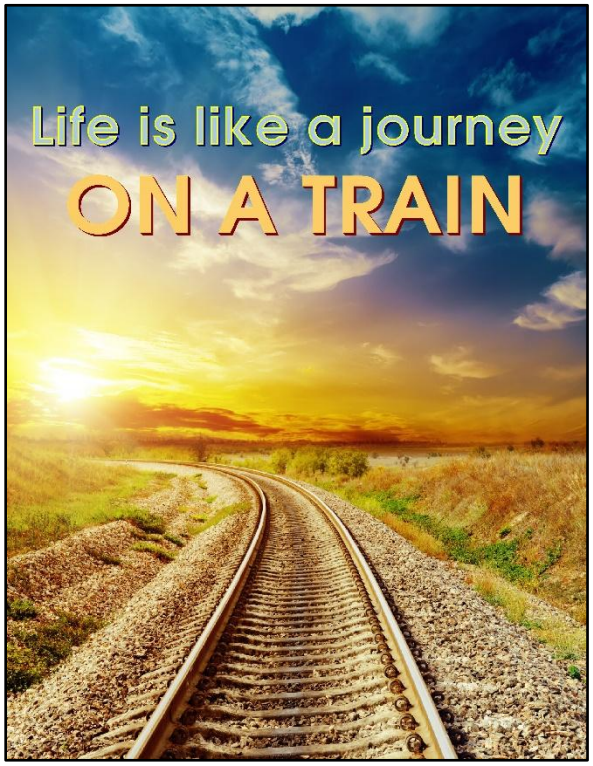
HEALTHY BODY AND MIND



Inspiration to Exercise
2:00

- **Learn the importance of walking**
- **Learn the importance of bike riding**
- **Learn the importance of an exercise program**

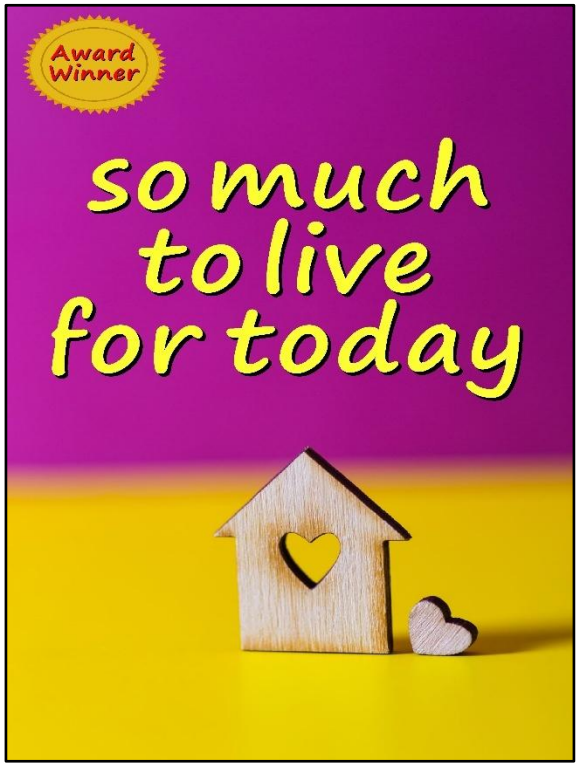
No matter your age, it is sometimes challenging to begin an exercise program. Sometimes what we need is a helpful nudge. Just a little exercise goes a long way. Here is your starting point.



Life is like a Journey on a Train
2:45

- **Learn the basic rules of the track**
- **Learn the importance of interesting people**
- **Learn how to contribute to peace**

Metaphorically, life is like a journey on a train. Our parents and guardians taught us the rules of the tracks. Going through life, we all strive for connection and purpose. Choices abound as we pass the many stops. The longer the ride, the more the memories. They will bring you comfort when the ride is slow. And remember, many things are up to you. If you see the journey as hopeless, it will be. If you see the journey as hopeful, it will be. It is an adventurous ride.

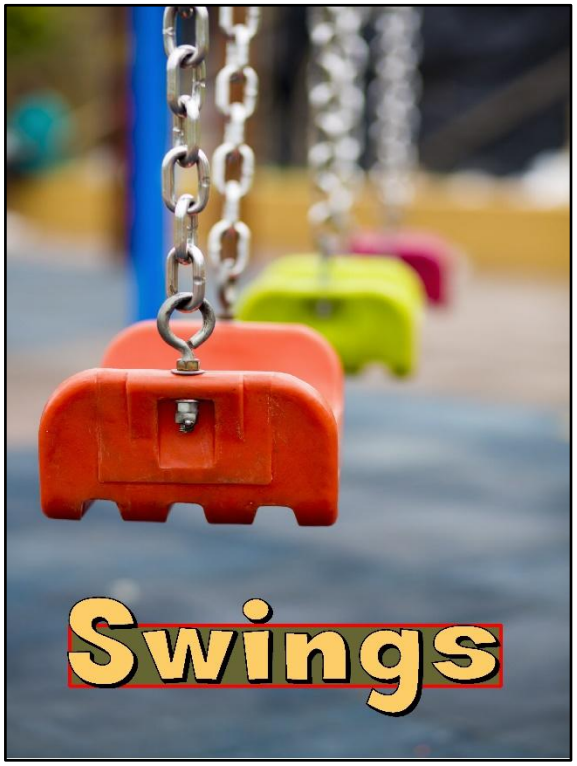


So Much to Live for Today
3:03

- **Learn activities available to you to break depression**
- **Observe the many things that are waiting for you**
- **See how fun and recreation can elevate your mood**

A truly short film designed to show the vast number of activities that are open to you when you choose. Processing problems are especially important – and so is interaction and exercise. *If you or a loved one is in emotional distress, please call the National Suicide Prevention Hotline at 1-800-273-TALK*

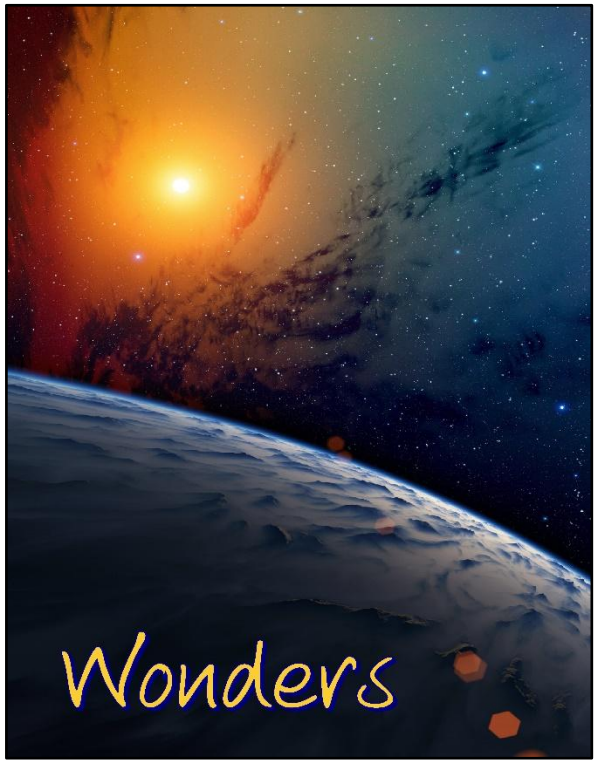
HEALTHY BODY AND MIND



Swings
2:37

- **Learn how the past impacts our present and future**
- **Learn how special moments live on**
- **Learn the importance of treasuring special moments**

It is extraordinary how special moments from our past can bring joy to the present. It is essential we cherish the precious moments each day as they will bring contentment in our future.



Wonders
3:50

- **How can we feel more positive in the moment?**
- **How can we relax and feel more comfortable?**
- **How can we express gratitude?**

A breathtaking visualization of nature's beauty and the precious uniqueness of the human heart. Presented is a life perspective and sensitive training that will reduce stress. Depression is more serious than sadness. If untreated, it can be a recurring disorder. Learning skills to manage stress will help you cope and become more resilient. *If you or a loved one is in emotional distress, please call the National Suicide Prevention Hotline at 1-800-273-TALK.*

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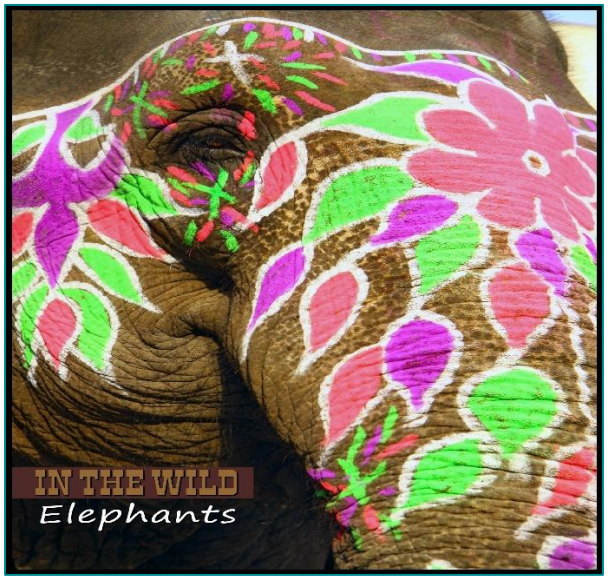
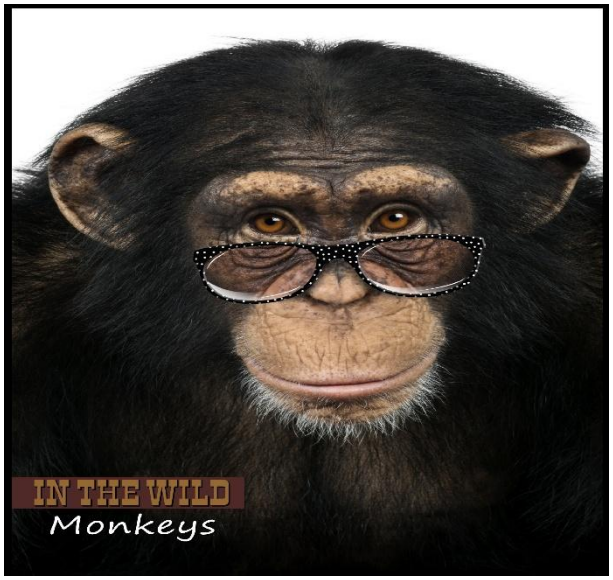
In the Wild Series

IN THE WILD


IN THE WILD
Elephants


IN THE WILD
Horses


IN THE WILD
Koalas


IN THE WILD
Monkeys


IN THE WILD
Pigs

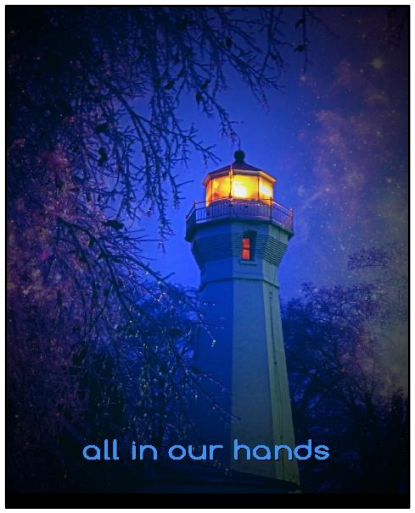

IN THE WILD
Sheep

PowerSplash Project

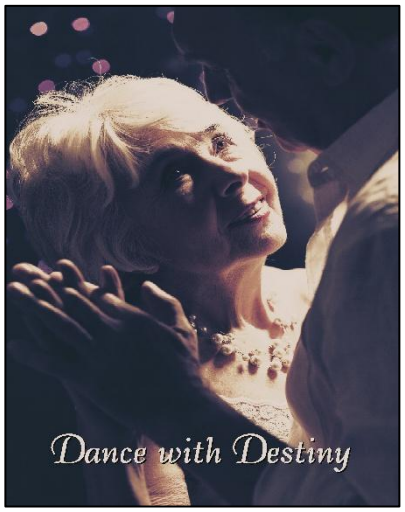


Music Videos

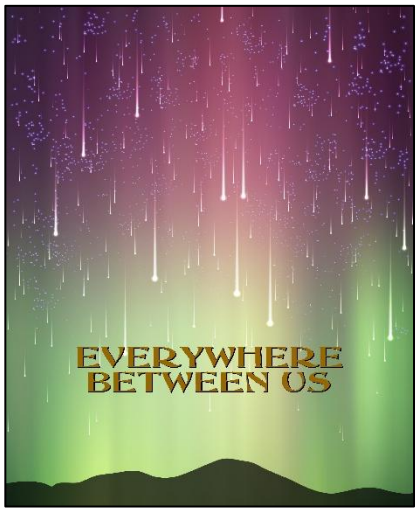
MUSIC VIDEOS



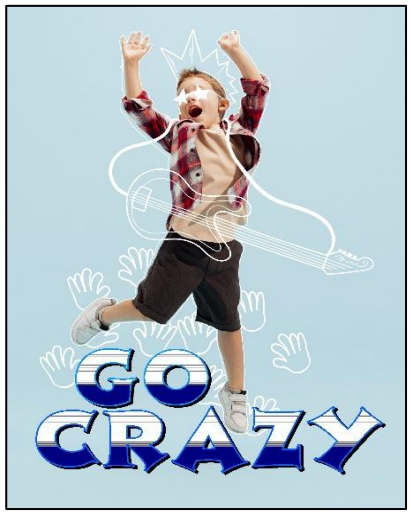
All in Our Hands
3:25



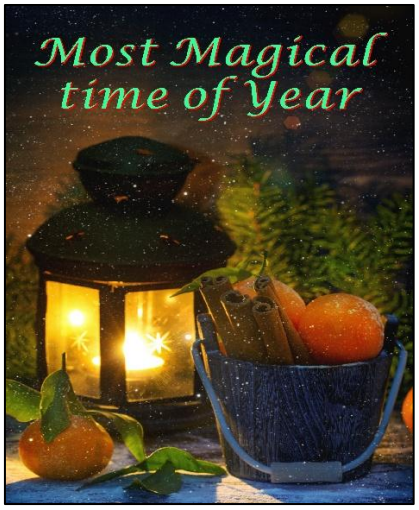
Dance with Destiny
4:10



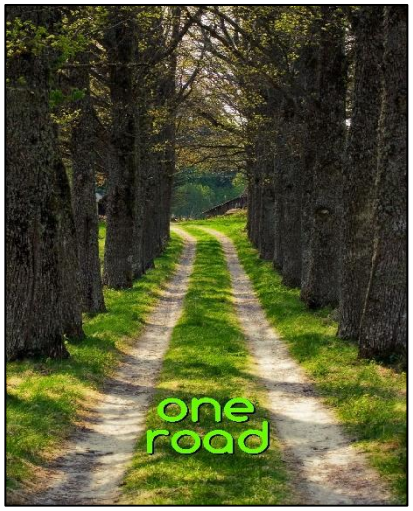
Everywhere Between Us
3:25



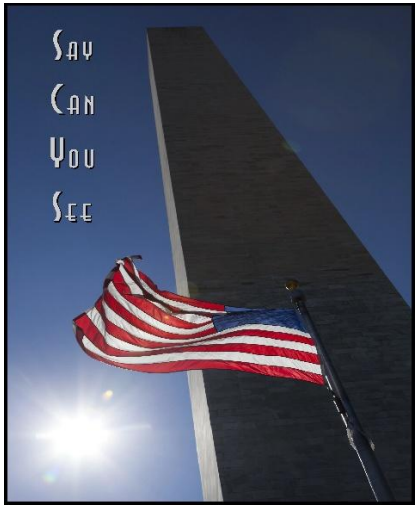
Go Crazy
3:15



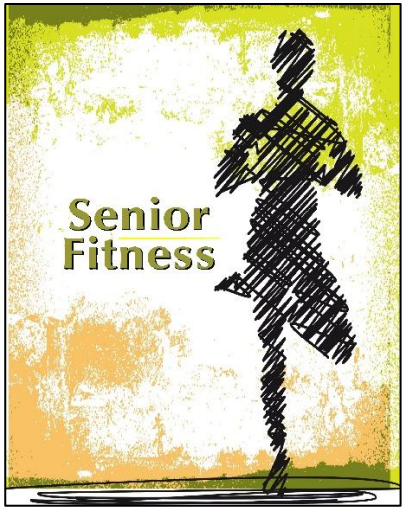
Most Magical Time of Year
3:15



One Road
4:06

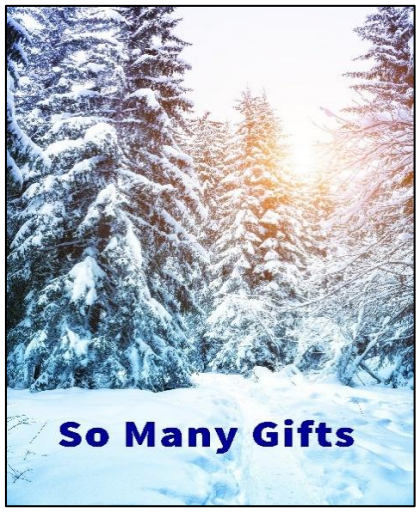


Say Can You See
2:35

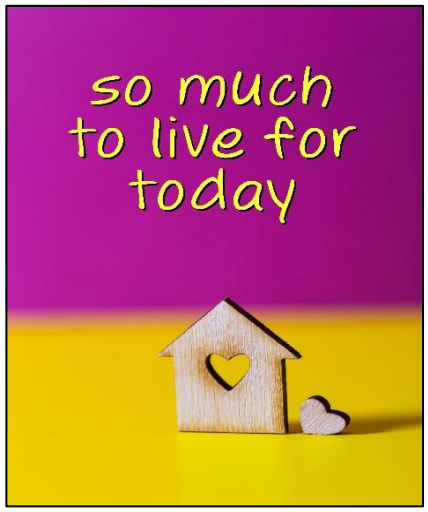


Senior Fitness
1:10

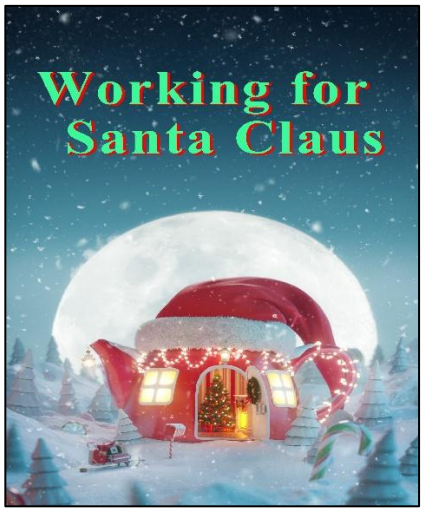
MUSIC VIDEOS



So Many Gifts
2:20



So Much to Live for Today
3:03



Working for Santa Claus
2:30

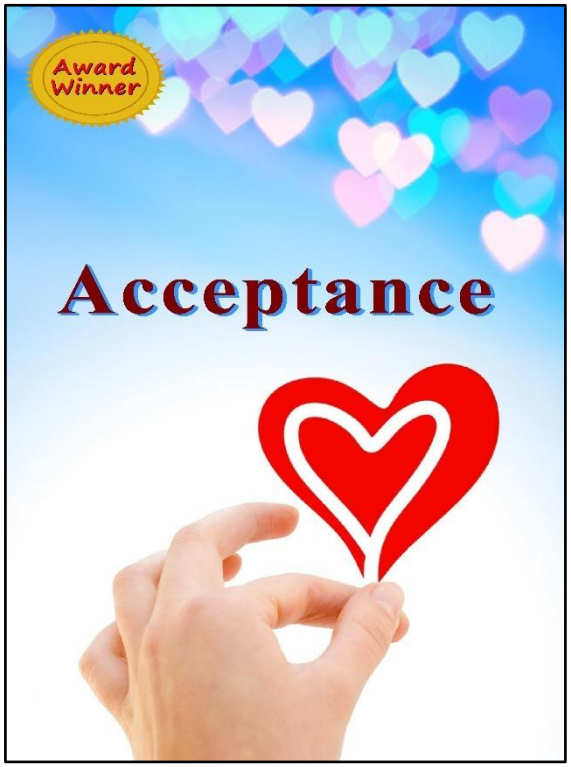


PowerSplash Project



Social Issues Series

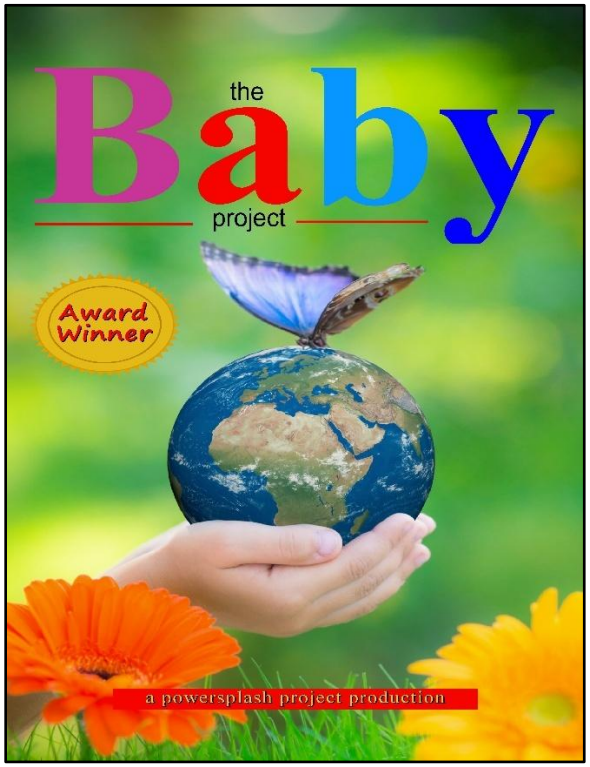
SOCIAL ISSUES



Acceptance
3:55

- **Explore ways to expand your acceptance of others**
- **Widen your perspective of lifestyles and challenges**
- **Learn about the perils of prejudice**

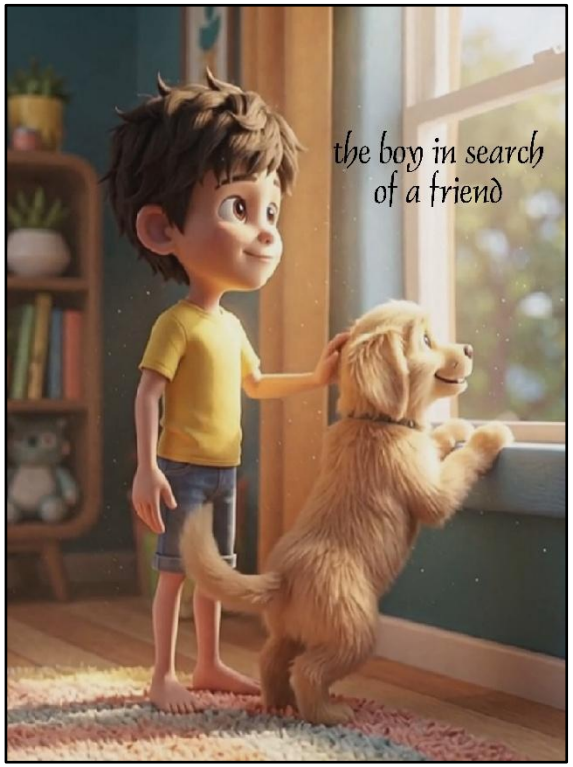
Here is a universal story about prejudice, tolerance, and acceptance. A wise man recalls how his curiosity as a child helped him meet so many friends . . . Marcy who could not walk, Jimmy who could not see, and Julie who could not hear. He speaks of Ramon who was chided for being overweight and his uncle who is gay. He reflects that people are often afraid of what they do not understand.



The Baby Project
9:00

- **Learn the four types of parenting**
- **Learn what a child should be taught by 18 years of age**
- **Learn if you want to be parent and when**

Award Winning Film. It is one thing to give birth. It is another to be a parent. Parenting impacts the world and it is time for people to pause and examine if they should be a parent, how to improve parenting, and commit to resolving their own issues that adversely affect children. Designed to inspire discussion, the viewer will explore the vast complexities of living one's life let alone raising a child.



The Boy in Search of a Friend
5:55

- **Learn to appreciate your good qualities**
- **Learn that you decide who becomes your friend**
- **Learn that you deserve to be treated with respect**

Once, there was a boy in search of a friend; looking for someone special, who'd make him feel needed. Often, he was alone with his dreams and fears, and sometimes tears would stream, for he was lonely and shy. Uncertain and confused, he wondered if anyone would ever like him, for what had he to offer a friend? He was simply sensitive and honest with a wide smile and a kind heart.

SOCIAL ISSUES



The Bullying Epidemic
30:00

- **Learn how a bully is born**
- **Observe the phenomenon of cyber bullying**
- **Learn how prevention begins with you**

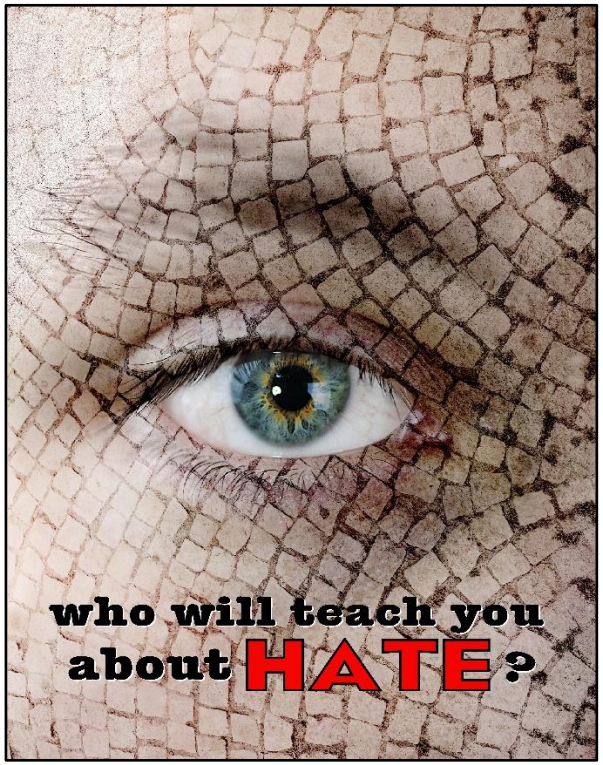
Multi-Award-Winning Film. Every seven minutes a child is being bullied on the playground. The noise of bullying echoes across our nation every day. The cries of victims fill the halls and school yards in every town. The goal of the bully is to take advantage of, and take control over, the victim. Bullying is here because we accept it, normalize it, and tolerate it. Did you know the behavior can be unlearned?



Last Words
11:00

- **Learn the many sides of a complicated issue**
- **Honor the victims of this growing epidemic**
- **Learn how to gather facts and actively listen**

Multi-Award-Winning Film. On a cold snowy morning, Billy rehearses his speech on rampage shootings. Violence is the result of biological, social, and psychological factors. Though DNA cannot be altered, help is available for abuse, neglect, rejection, trauma, loss, and abandonment. And that is where it begins: forming a healthy family attachment, developing empathy, and learning how to use social skills to diffuse a demanding situation.



Who will teach you about hate?
2:00

- **Observe the gift of tolerance**
- **Observe the gift of love**
- **Explore teaching acceptance instead of teaching hate**

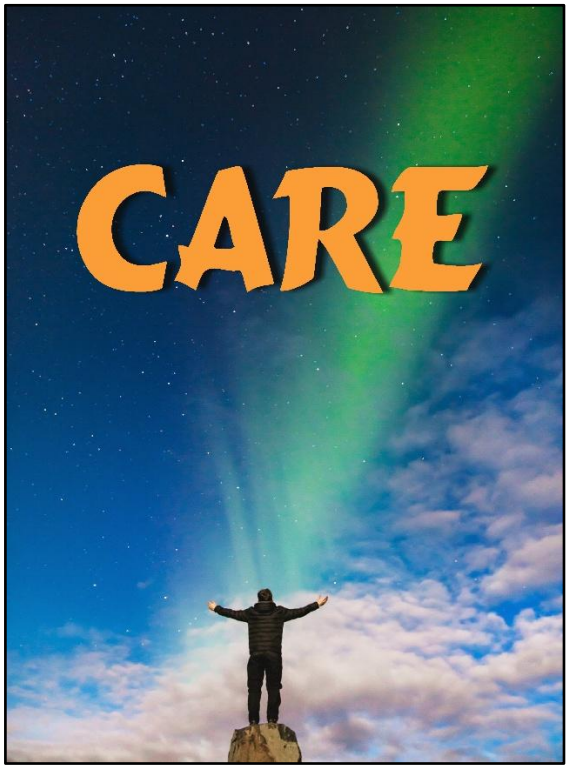
A touching film about tolerance and acceptance. Against a background of joyful, innocent babies, a heartfelt narrative unfolds about whether others will choose to teach tolerance or teach hatred to the newest of human beings. Will they be accepted as they are – or will they be ridiculed for the shape of their body or the color of their face? Will we teach them to speak their minds, or silence their every question?

PowerSplash Project



This and That

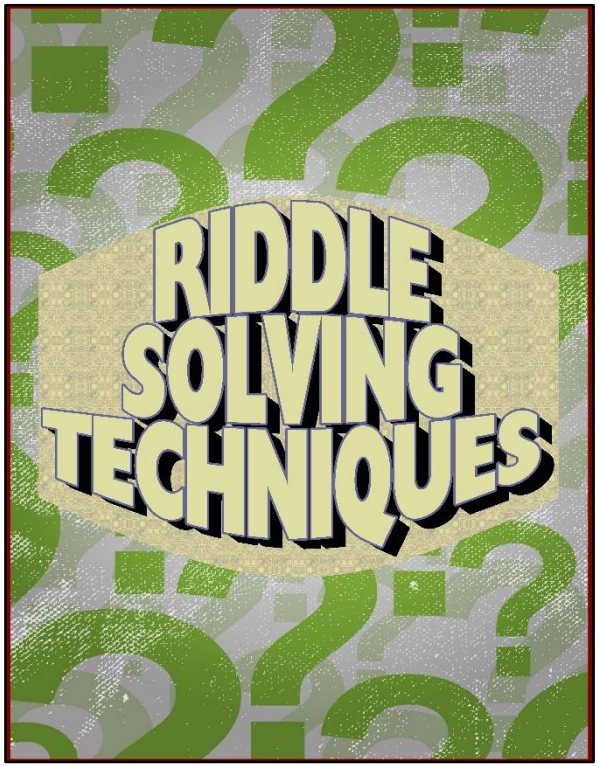
THIS AND THAT



Care
2:00

- **Learn the benefits of our healthcare system**
- **Learn that healthcare is color blind**
- **Learn about compassion and empathy**

A short film about a patient surviving cancer.



Riddle-Solving Techniques
12:45

- **Learn techniques to solve riddles**
- **Learn the rewards for problem solving & critical thinking**
- **Try to solve our clever sets of riddles**

A short film about how to solve riddles.



Waiting for You
2:20

- **Learn the wonders of childhood**
- **See the preciousness of children**
- **See the benefits of curiosity**

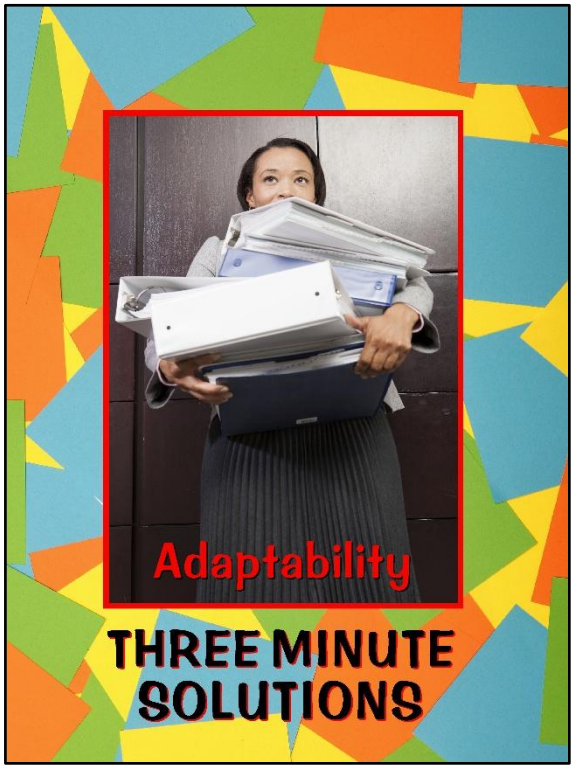
A short film about waiting for the birth of a child.

PowerSplash Project



Three Minute Solutions

THREE-MINUTE SOLUTIONS



3 Minute Solutions: Adaptability
3:00

- **Improvements through Change**
- **Adaptability Skills**
- **Embracing Progress**

When managers mention the word change, think of the benefits. Change is natural, change is inevitable, and you can facilitate change or sabotage change, but you cannot ignore change. It is essential to learn adaptability.



3 Minute Solutions: Anti-Harassment
3:00

- **The Art of Civility**
- **Harassing**
- **Sexual Harassment**

Ever measure the cost of workplace incivility? It has been described as the gateway drug to workplace harassment, incivility is disruptive to productivity and is more subtle than bullying, yelling, or physical violence. All employees deserve respect in the workplace.



3 Minute Solutions: Communication
3:00

- **Communication Dysfunction**
- **Beliefs and Mindsets**
- **Communicating Clearly**

We all want to be heard but we should also want to understand. It is useful to clarify and verify ideas before expressing them to another. When conversing, be aware of your tone, content, and presentation. How you say things are as important as what you say.

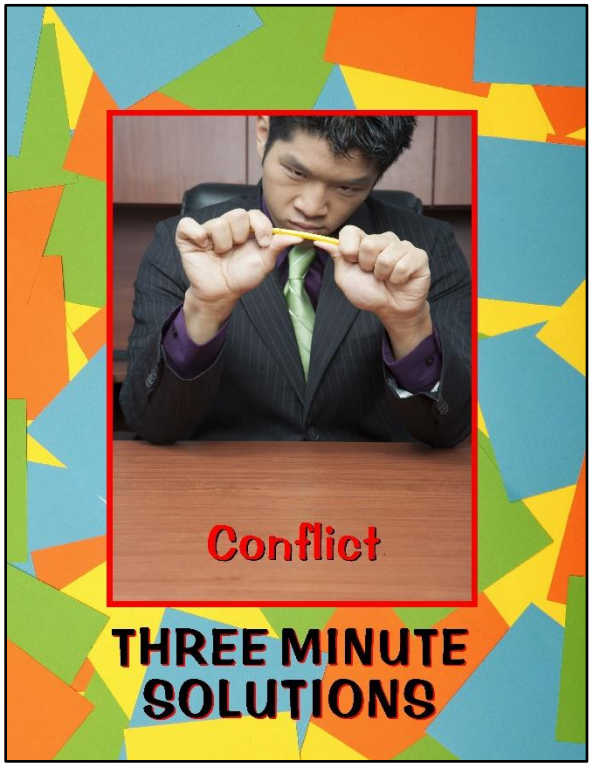
THREE-MINUTE SOLUTIONS



3 Minute Solutions: Complaining
3:00

- **Rationale of Complaining**
- **Dealing with Complaining**
- **Reduce the Habit of Complaining**

The footsteps of a chronic complainer coming toward you could cause stress. It is important to learn ways to manage an uncomfortable situation. Bringing closure to a complaint is often as simple as letting go what is out of your control.



3 Minute Solutions: Conflict
3:00

- **The Nature of Conflict**
- **Conflict Awareness**
- **Conflict Awareness**

Poor communication at work can be tiring and affect your emotional well-being. Negative talk is toxic and destroys morale. But conflict, in and of itself, is not the problem. It is the tools we use to address the conflict and bring people together not tear apart.

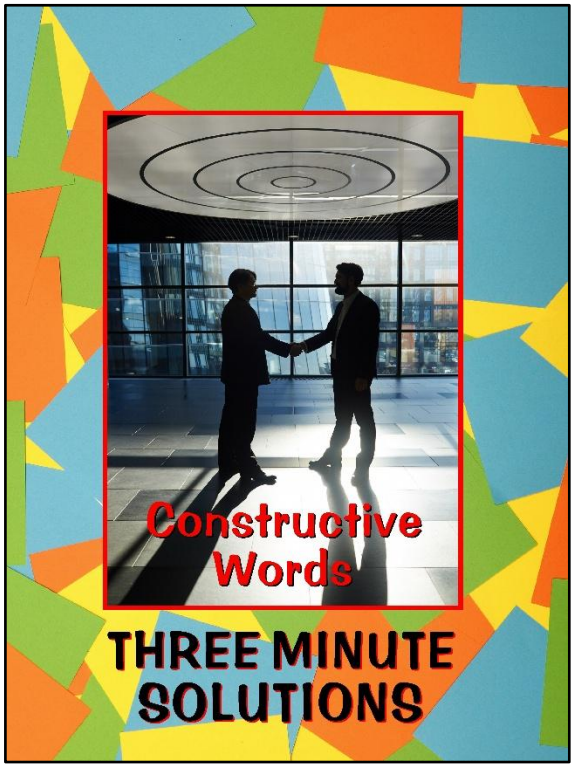


3 Minute Solutions: Constructive Feedback
3:00

- **Praise and Criticism**
- **Constructive Feedback**
- **Tips for a Good Presentation**

Employees do not learn from embarrassment or humiliation, and great managers do not criticize in public. As the saying goes “praise in public, criticize in private.” Indeed, criticizing in a secluded setting will decrease an employee’s defense mechanisms.

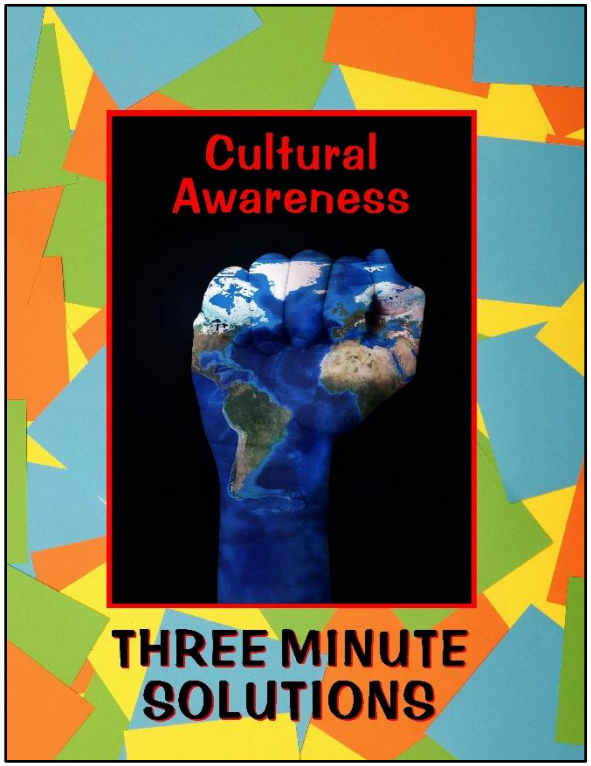
THREE-MINUTE SOLUTIONS



3 Minute Solutions: Constructive Words
3:00

- **Professional Emails**
- **Words and Phrases**
- **A Dose of Humor**

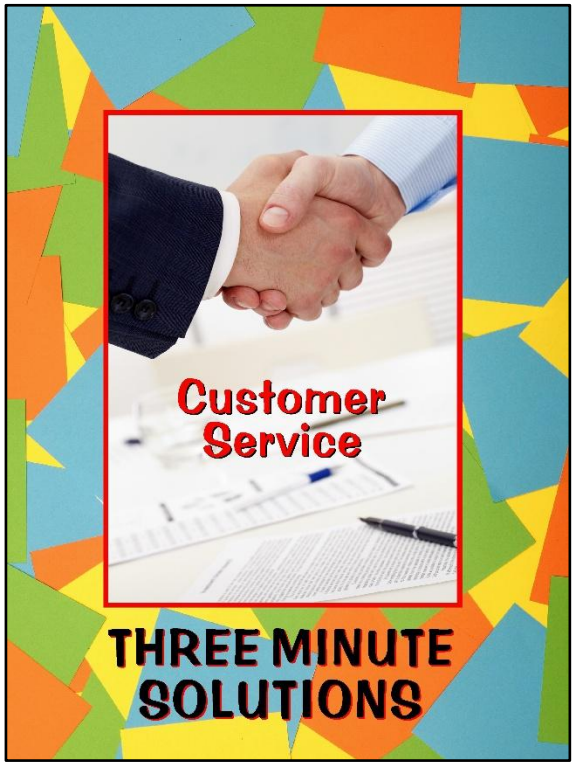
Empowering words and phrases are crucial to a harmonic workplace. In addition, humor can ease tension, make work more fun, and help build trust. Simply put, constructive communication will unify coworkers and make them feel valued and respected.



3 Minute Solutions: Cultural Awareness
3:00

- **Celebrate Diversity**
- **Unconscious Bias**
- **Cultural Competence**

Unconscious biases, including favorable and unfavorable assessments, are learned assumptions, beliefs, or attitudes, that we may not even be aware of. It greatly affects the way we think and act. It can affect how we interact with others.

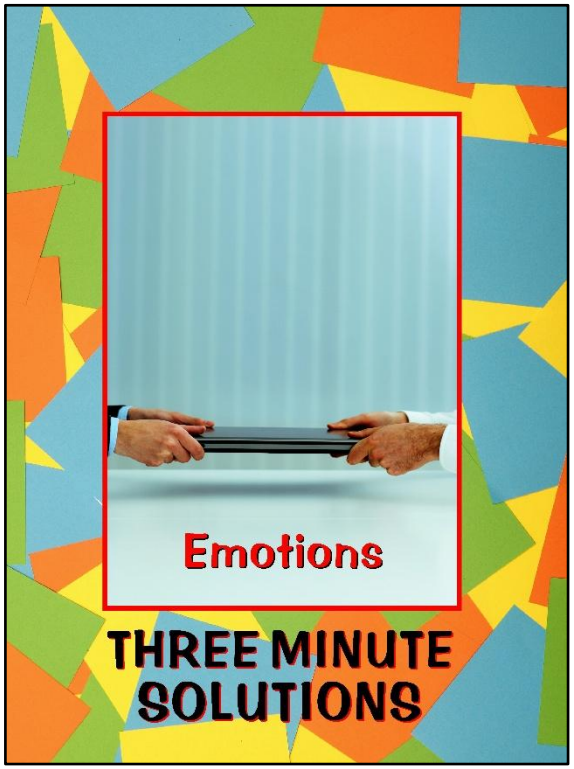


3 Minute Solutions: Customer Service
3:00

- **Customer Needs**
- **Customer Service**
- **Consumer Behaviors**

With an estimated six trillion dollars available for purchasing worldwide, companies should pay attention to consumer behaviors. The probability of selling to a new prospect is 5-20%. Price is not the main incentive; it is the quality of service.

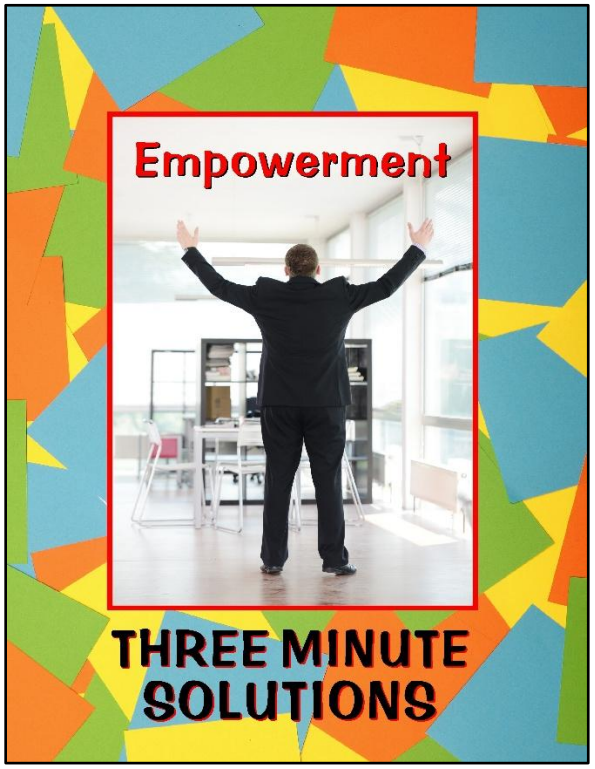
THREE-MINUTE SOLUTIONS



3 Minute Solutions: Emotions
3:00

- **Anger Management**
- **Avoid the Dramatics**
- **Emotions**

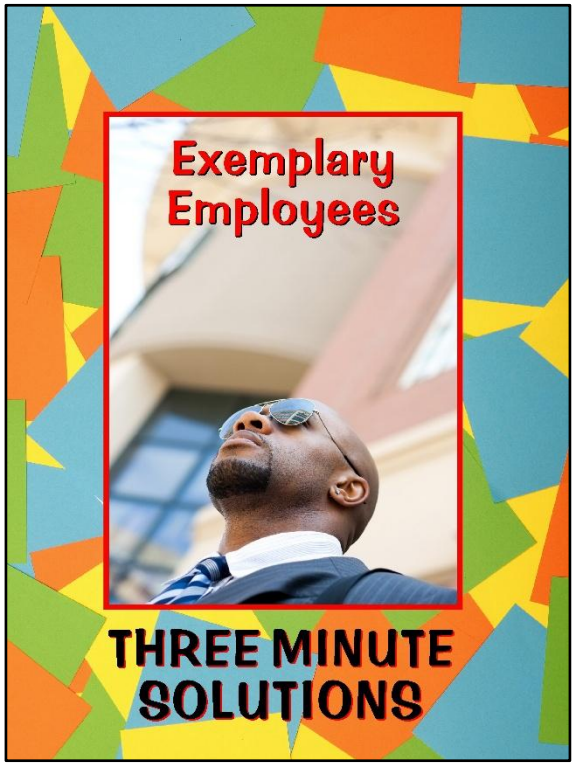
Research shows that most angry outbursts arise from frustration or feeling socially threatened. There are many useful reactions that reduce the acceleration of harmful emotions. It is imperative we monitor and manage our emotions.



3 Minute Solutions: Empowerment
3:00

- **Improving Self-Esteem**
- **Maximizing Optimism**
- **Empower Yourself**

Low self-esteem is a self-fulfilling prophecy but so is confidence. In every situation, you have the power to see the good. With daily use, your positive emotions will broaden and strengthen. Optimism increases your coping abilities, boosts energy, and builds resilience.



3 Minute Solutions Exemplary Employees
3:00

- **Traits of a Valuable Employee**
- **Aspiring to Management**
- **Motivation**

Generally, job opportunities for advancement or even job security relies on the traits of a valuable employee. Shown are ten traits to aspire to; from being conscientious and taking steps to improve, to never procrastinating and taking deadline seriously.

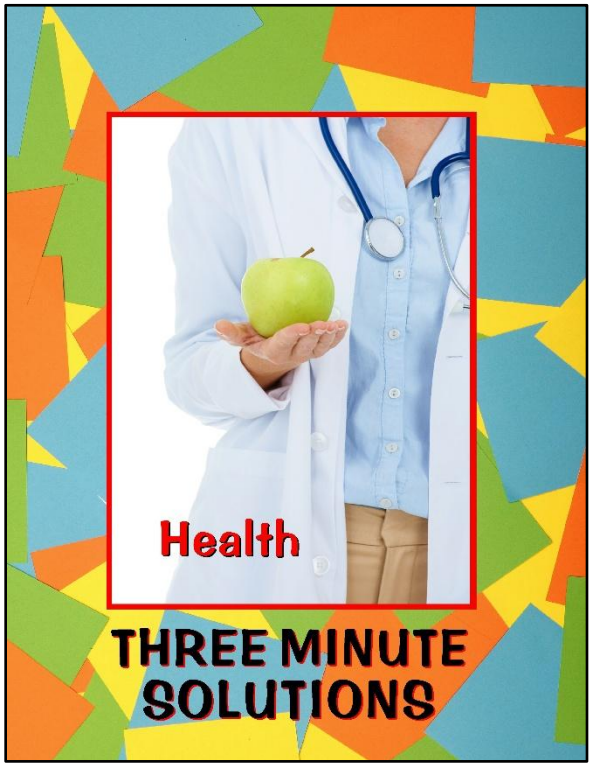
THREE-MINUTE SOLUTIONS



3 Minute Solutions: Fun at Work
3:00

- **Make it a Fun Day**
- **Employee Engagement**
- **Value of Internal Surveys**

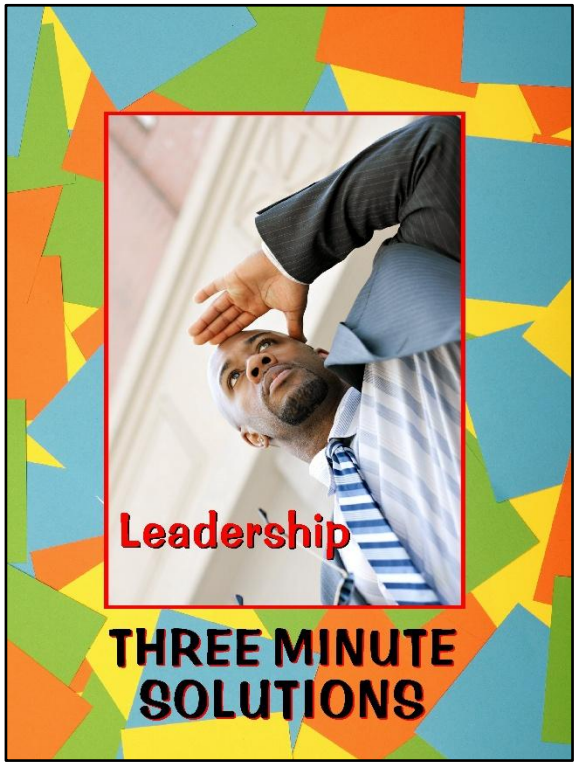
Even if you think there is no better place to be than at work, eventually you may tire of the routine. What is the remedy? Mix it up with special day activities such as Sundae Cart Day, Cookie Platter Day, and many more social activities guaranteed to spark enthusiasm.



3 Minute Solutions: Health
3:00

- **First Aid at Work**
- **First Aid Tips**
- **Immunization**

First aid at work is defined as necessary temporary assistance and does not take the place of professional medical care. All employees should understand and receive training for basic first aid so they can respond in a quick and appropriate manner.



3 Minute Solutions: Leadership
3:00

- **Qualities of Great Leadership**
- **Teamwork is a Commitment**
- **Mindfulness**

Great leadership steers the company talent to attain mutual success. Indeed, the skills of great leadership can certainly be learned, mirrored, developed, and mastered. It is time to celebrate the many qualities you have and work toward acquiring the rest.

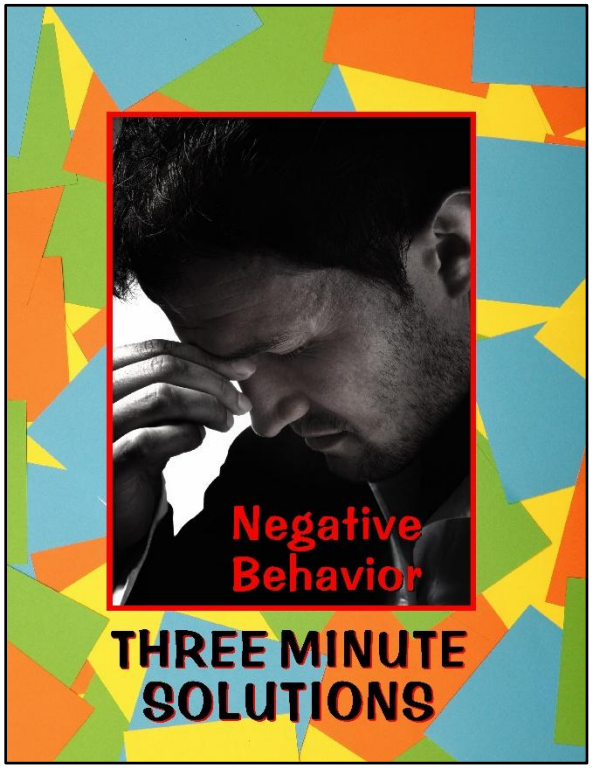
THREE-MINUTE SOLUTIONS



3 Minute Solutions: Mental Health
3:00

- **Mental Health Stigma**
- **Understanding Mental Health**
- **Discussing Mental Health**

450 million people are affected with mental illness worldwide. Globally, twelve billion working days are lost every year due to depression and anxiety. Discussing mental health at work is essential to everyone's well-being. There are many constructive ways to begin discussions.



3 Minute Solutions: Negative Behavior
3:00

- **Gossip and the Grapevine**
- **The Harm of Antagonism**
- **Minimizing Negativity**

Gossip can be positive, but unfortunately, gossip is often negative and perpetuates mean-spirited dramas, strains relationships, and undermines the organization. Negative gossip especially flourishes in toxic workplaces and can cause turnover of valuable employees.

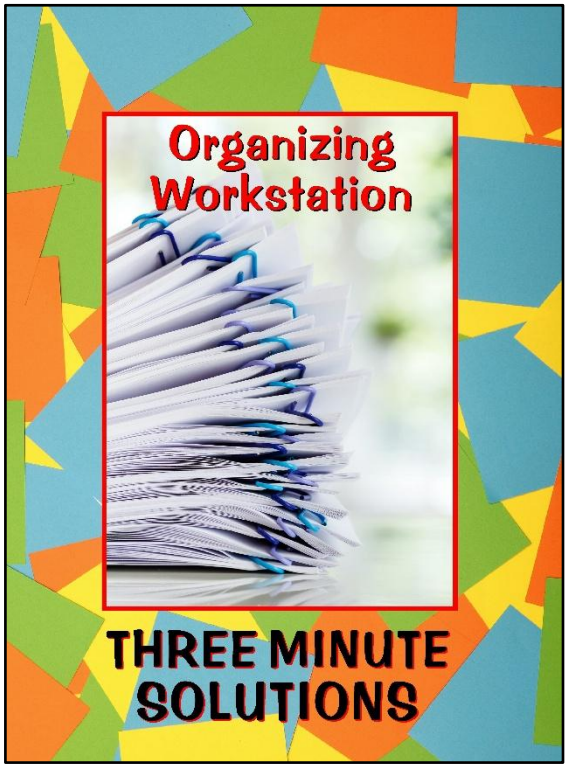


3 Minute Solutions: Office Politics
3:00

- **Nature of Office Politics**
- **Opinions, Beliefs, and Facts**
- **Open Door Policy**

A belief is something you regard to be true but may not always be so. Thoughts you hold true influence the things you say and do; therefore, it is all the more important to be aware of what you are thinking. Do you observe and monitor your thoughts and actions?

THREE-MINUTE SOLUTIONS



3 Minute Solutions: Organizing Workstation
3:00

- **Set the Tone for a Productive Day**
- **Organizing your Desktop**
- **Strategy to Attain Efficiency**

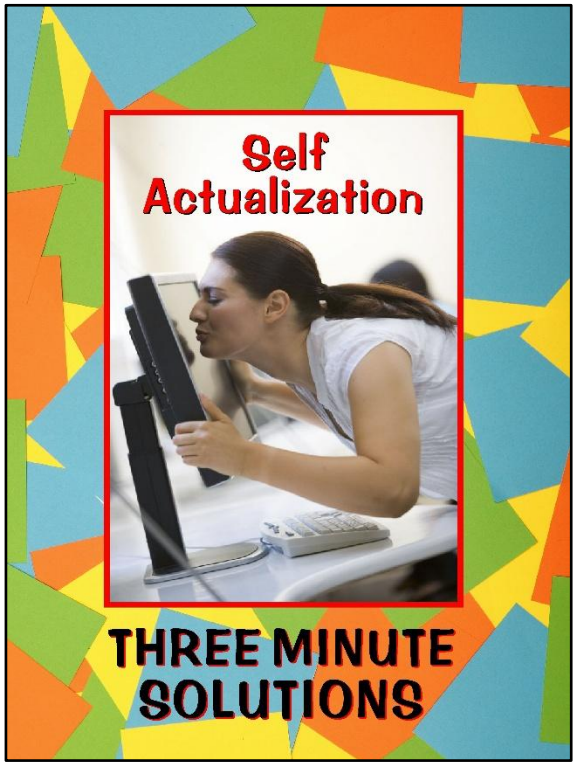
The first couple of minutes of your workday can greatly impact your attitude and productivity. Did you know about 80% of clutter in the office is the result of being disorganized, not lack of space? It is time to learn strategies to attain efficiency.



3 Minute Solutions: Safety
3:00

- **Ergonomics**
- **Safety Awareness**
- **Violence**

Every eight seconds a work injury occurs. We need to start each day thinking 'safety' first. We must be aware of proper posture and rules of ergonomics. Ask for help if a load is too heavy or awkward. Obey safety signs, stickers, and tags. Let us check out your workstation for correct set-up.

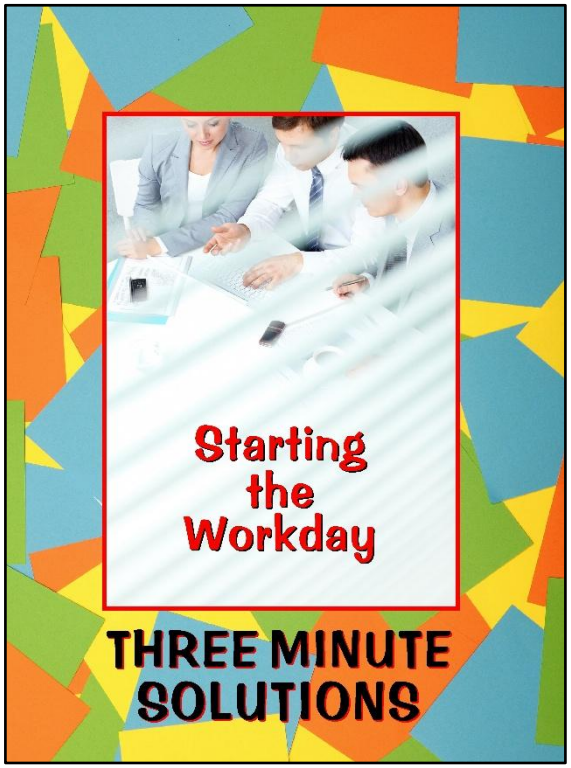


3 Minute Solutions: Self-Actualization
3:00

- **Taking Care of Yourself Everyday**
- **Benefits of Guilt**
- **Self-Actualization at Work**

Self-actualization is the full realization of one's creative, intellectual, or social potential. Human motivation is based on seeking fulfillment through personal growth. Employees want to evolve, be challenged with more responsibilities, and reach their goals.

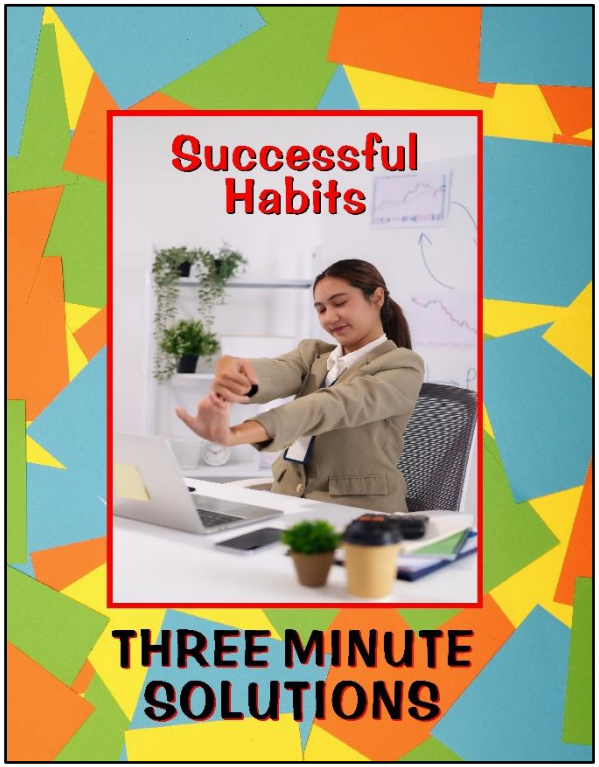
THREE-MINUTE SOLUTIONS



3 Minute Solutions: Starting the Workday
3:00

- **How to Wake Up your Body**
- **How to Wake Up your Brain**
- **Starting the Workday**

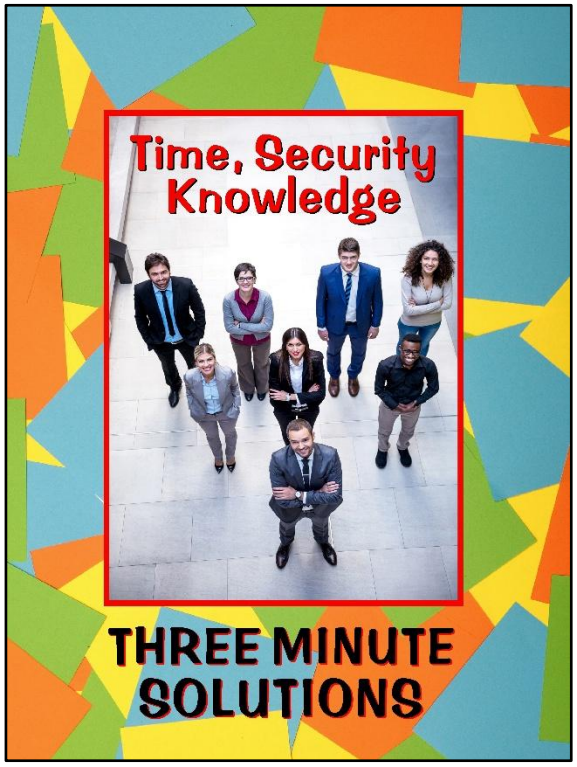
Do you have a challenging time waking up your body and brain? First, consider your daily habits, diet, exercise, and thoughts. On your way to work, tell yourself that you are confident, adaptive, respectful, innovative, detail-oriented, and have a thick skin.



3 Minute Solutions: Successful Habits
3:00

- **Successful Habits of Motivated People**
- **Successful Critiques**
- **What Successful Employees Do Everyday**

Success is certainly not by accident and is not always defined by a dollar amount. Seeing your success can be reflected in your daily habits. Take a look at our list of good habits. Incorporate them into your daily work routine to make yourself and the company successful.

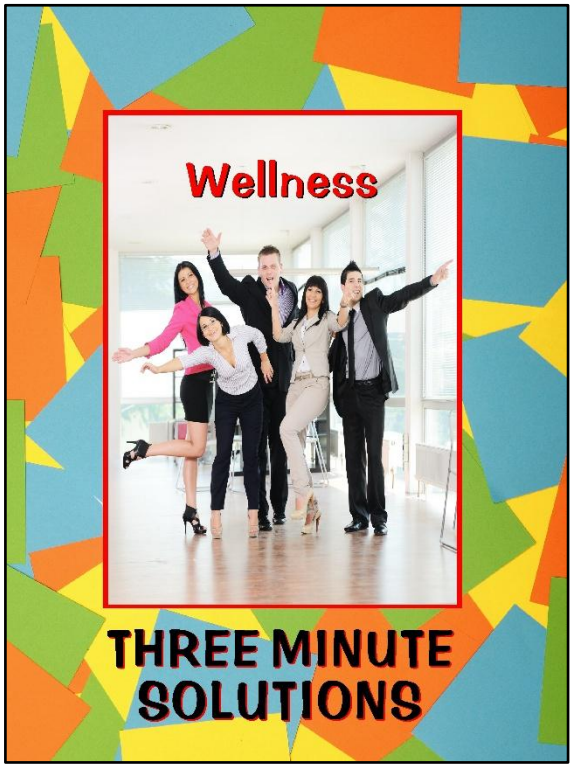


3 Minute Solutions: Time, Security, Knowledge
3:00

- **Time Management**
- **IT Security**
- **What Employees Should Know**

Security is not only a technical problem; security is also an employee problem. The top security objective is to prevent employees from falling prey to cyber danger. Time management is important to sort tasks, prioritize tasks, and complete tasks on time – while keeping the company safe.

THREE-MINUTE SOLUTIONS



3 Minute Solutions: Wellness
3:00

- **Wellness Committee**
- **Wellness Program**
- **Wellness Benefits**

Experiencing well-being is when coworkers address normal stresses, work productivity, and realize their potential, Research shows that healthy employees are far more likely to achieve outstanding achievements. Included are creative ideas for an outstanding wellness program.

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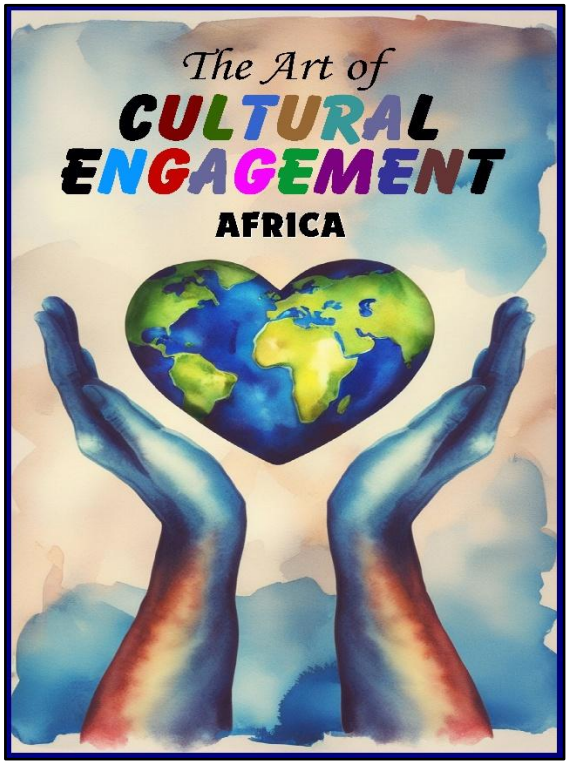
Travel Series I Cultural Engagment

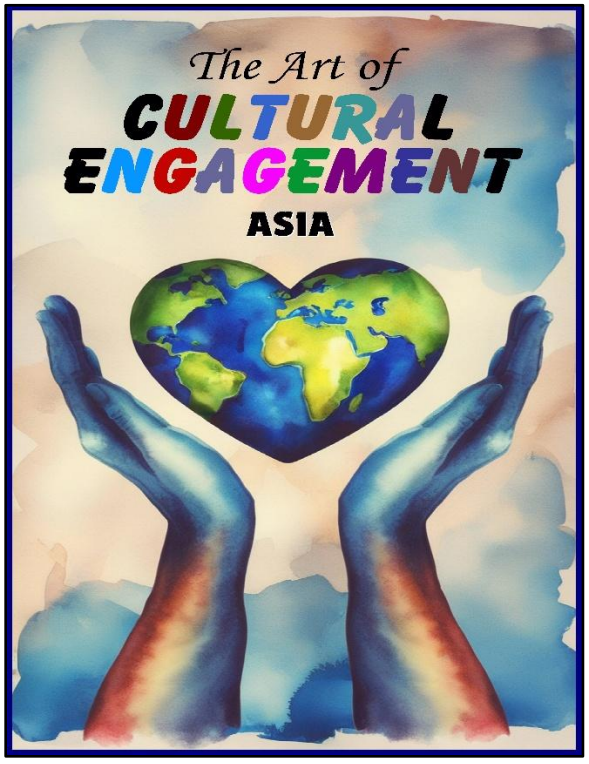
TRAVEL SERIES | CULTURAL ENGAGEMENT



Art of Cultural Engagement: Africa
14:45

- **Learn about cultural etiquette and traditions**
- **Learn the power of respecting people**
- **Learn valuable travel tips**

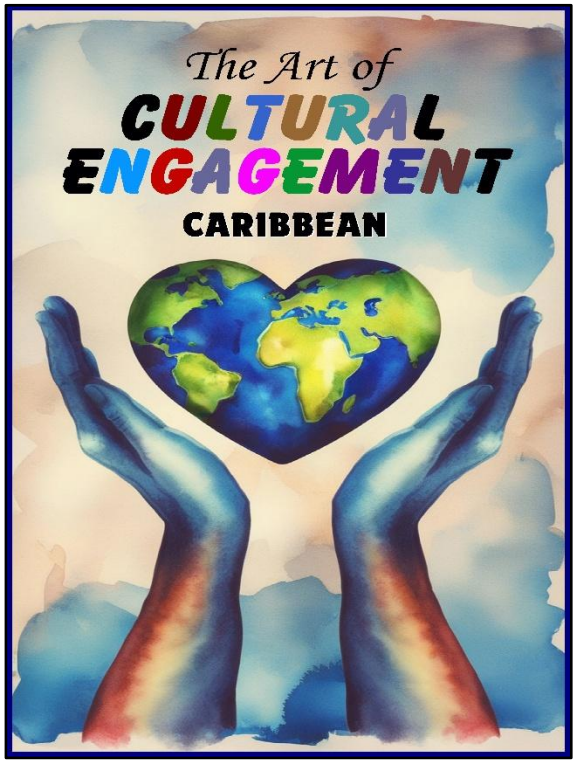
Whether for business or pleasure, it's fun to travel; but sometimes the rules of polite behavior are often overlooked in today's fast-paced communities. Before traveling, it is best to learn the customs and behavioral expectations of the country you'll be visiting. Africa has 54 recognized countries featuring more than 3000 ethnic groups and over 2000 languages. We will briefly explore the Democratic Republic of the Congo, Egypt, Ethiopia, Kenya, Morocco, Nigeria, and South America.



Art of Cultural Engagement: Asia
14:30

- **Learn about cultural etiquette and traditions**
- **Learn the power of respecting people**
- **Learn valuable travel tips**

Respect is a universal concept but, like manners, people in different cultures may express respect and manners in varying ways. Learning these differences will greatly help you to effectively communicate. Whether traveling for business or for pleasure, take time to learn how to behave properly and engage comfortably. The People's Republic of China is located in East Asia and has the most international borders. We will briefly explore Hong Kong, India, Indonesia, Japan, Malaysia, Philippines, South Korea, Taiwan, and Thailand.

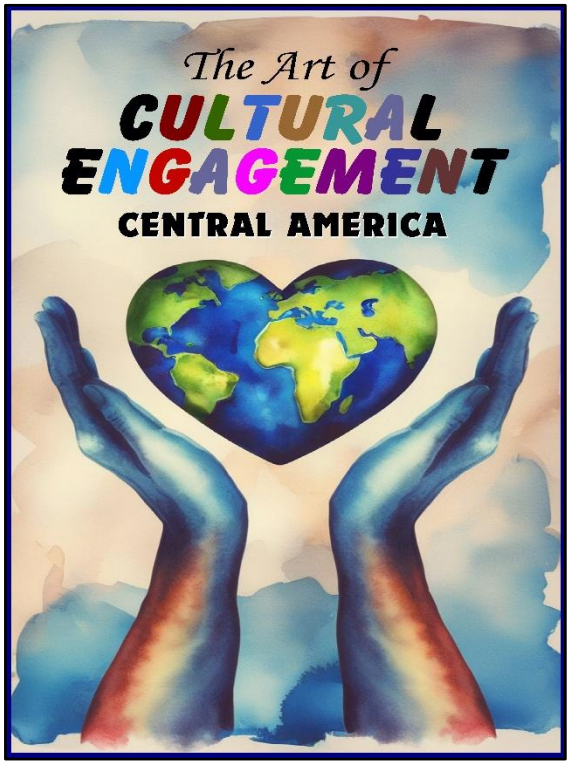


Art of Cultural Engagement: Caribbean
10:40

- **Learn about cultural etiquette and traditions**
- **Learn the power of respecting people**
- **Learn valuable travel tips**

The Caribbean is a region of many countries featuring African, European, Indigenous, and Asian influences. As there are different flags, territories, and religions, always ask questions with curiosity. English thrives in Barbados and Jamaica. Spanish dominates in Cuba and the Dominican Republic. French and Creole are featured in Haiti, Guadeloupe, and Martinique. To prepare for your personal or business trip, we will explore Barbados, Cuba, Dominican Republic, Jamaica, and Puerto Rico.

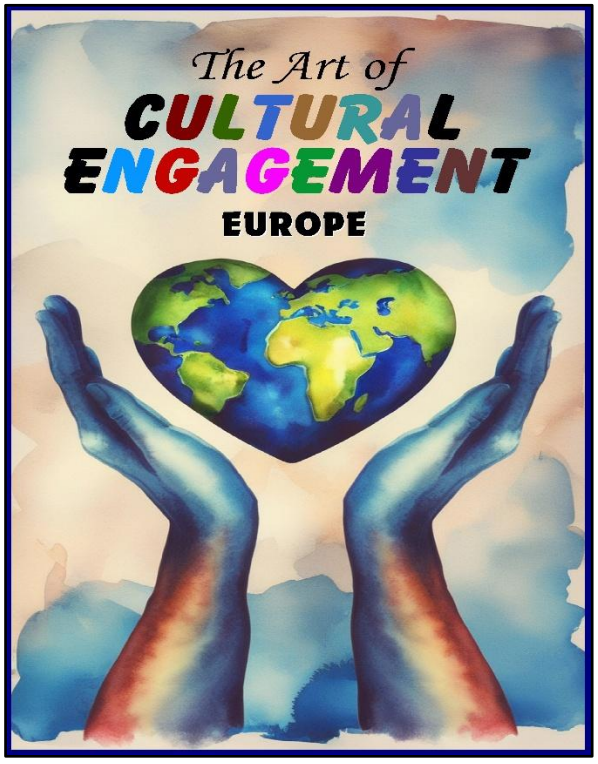
TRAVEL SERIES | CULTURAL ENGAGEMENT



Art of Cultural Engagement: Central America
11:10

- **Learn about cultural etiquette and traditions**
- **Learn the power of respecting people**
- **Learn valuable travel tips**

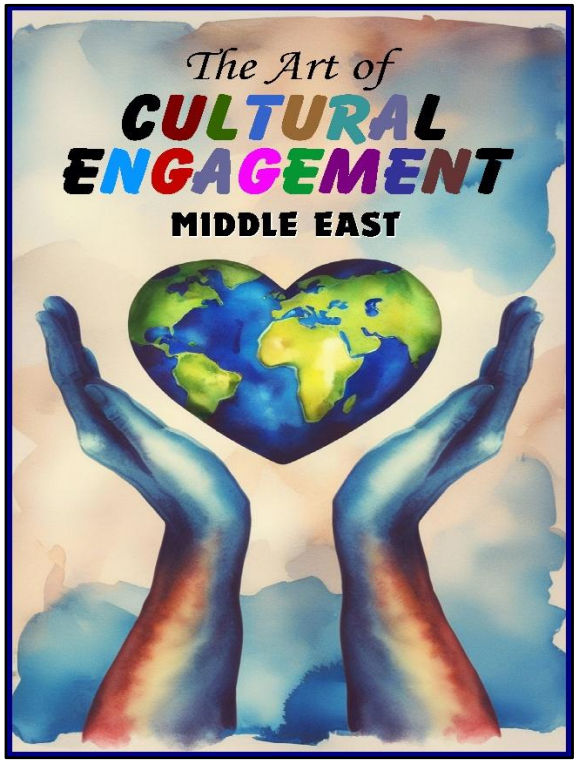
Central America is a rich blend of indigenous traditions and Spanish impact. Learning about their celebrations and social norms will enrich your personal or business travel experience. Wherever you go, a friendly smile is the first step to breaking down barriers. Enjoy the rich landscape and cordial people. Every journey is shaped by the people we meet. Every interaction is an opportunity to show kindness, compassion, and respect. We will briefly explore Costa Rica, El Salvador, Guatemala, Honduras, and Mexico.



Art of Cultural Engagement: Europe
15:05

- **Learn about cultural etiquette and traditions**
- **Learn the power of respecting people**
- **Learn valuable travel tips**

Europe is a continent located entirely within the northern hemisphere that is the birthplace of western civilization. Europe is comprised of 50 countries with a population over 745 million people, among which over 200 languages are spoken. Though their traditions, values, and customs may be different than your own personal or business experience, the way they see the world is just as meaningful as yours. We will briefly explore France, Germany, Greece, Greenland, Italy, Netherlands, Romania, Russia, and Spain.

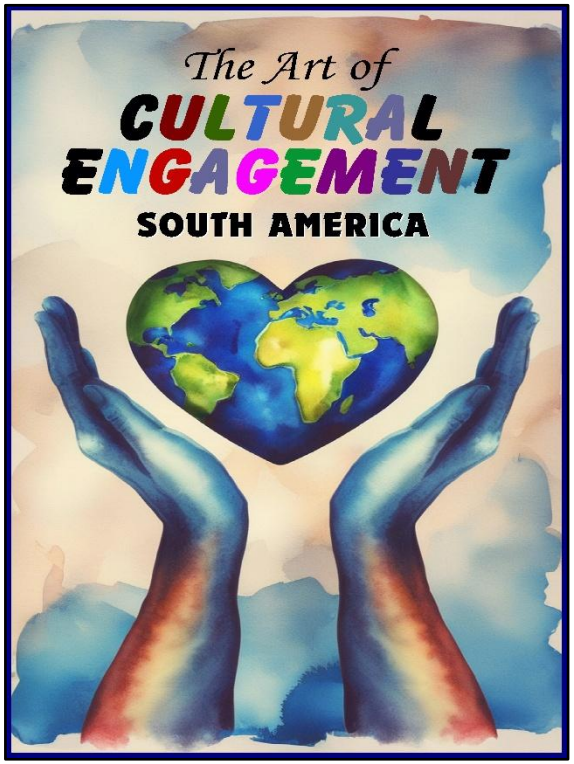


Art of Cultural Engagement: Middle East
12:35

- **Learn about cultural etiquette and traditions**
- **Learn the power of respecting people**
- **Learn valuable travel tips**

The Middle East resides at the crossroads of Asia, Africa, and Europe. Arabic has given us thousands of modern words, including algebra and coffee. Visitors, whether on vacation or conducting business, will delight in touring ancient sites. They appreciate if you support their local businesses. Smiles, simple gestures, and learning basic phrases will go a long way to building trust and being welcomed into their community. We will briefly explore Iran, Israel, Pakistan, Saudia Arabia, Turkey, and UAE.

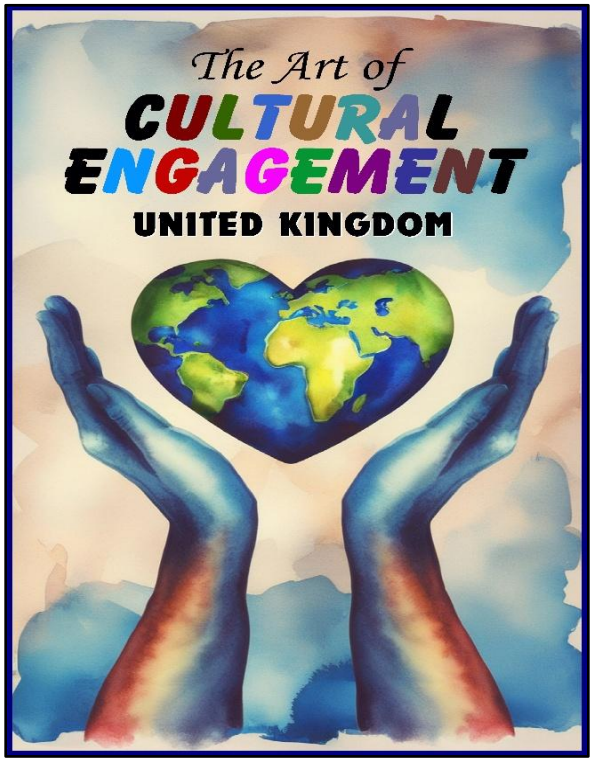
TRAVEL SERIES | CULTURAL ENGAGEMENT



Art of Cultural Engagement: South America
12:30

- **Learn about cultural etiquette and traditions**
- **Learn the power of respecting people**
- **Learn valuable travel tips**

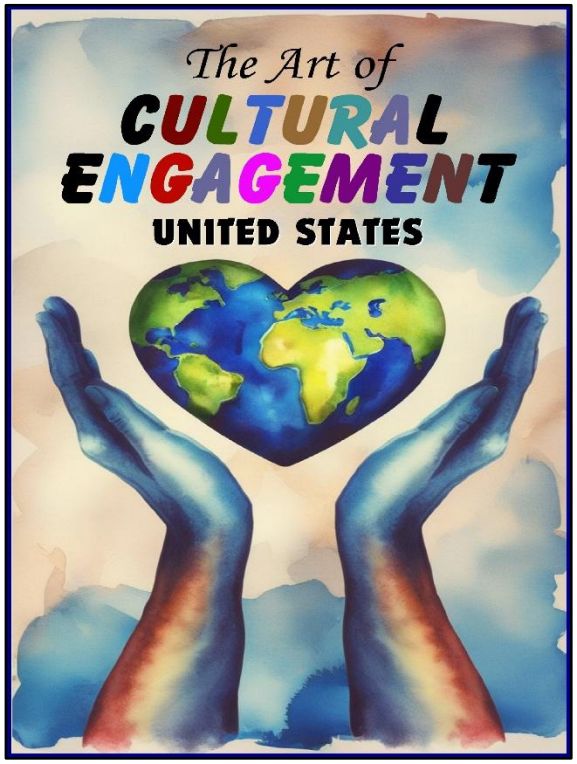
South America is home to vibrant people, breathtaking landscapes, and ancient rainforest. Its beauty is meant to be savored, and the pace is relaxed. Their emphasis is on respeto and personalismo meaning respect and personal connection. Whether you're traveling on vacation or conducting a business trip, always enter a new country with curiosity and an open mind. Your presence will have impact, make it a positive impact. We will briefly explore Brazil, Chile, Columbia, Peru, and Venezuela.



Art of Cultural Engagement: United Kingdom
13:15

- **Learn about cultural etiquette and traditions**
- **Learn the power of respecting people**
- **Learn valuable travel tips**

The United Kingdom is an island off the northwestern coast of Europe and contains four countries, where no location is more than 115 kilometers from the sea. Stonehenge was built around 3000 BC. The first postage stamp was created in 1840. Golf was developed in Scotland. On your trip, observing and adapting are the tools that will serve you well. Whether traveling for personal or business reasons, respect public places and understand local customs. We will briefly explore England, Ireland, Scotland, and Australia.



Art of Cultural Engagement: United States
18:35

- **Learn about cultural etiquette and traditions**
- **Learn the power of respecting people**
- **Learn valuable travel tips**

The phrase "American Dream" is from the 1931 book "Epic of America" by James Truslow Adams. The American Dream embodies the belief that every individual can attain their own vision of success through imagination, dedication, taking risks, and hard work. America. Land of the free. Home of the brave. It is the largest western democracy with more than 300 million people, over one thousand different ethnic groups speaking over 350 languages, making it one of the most culturally diverse countries in the world.

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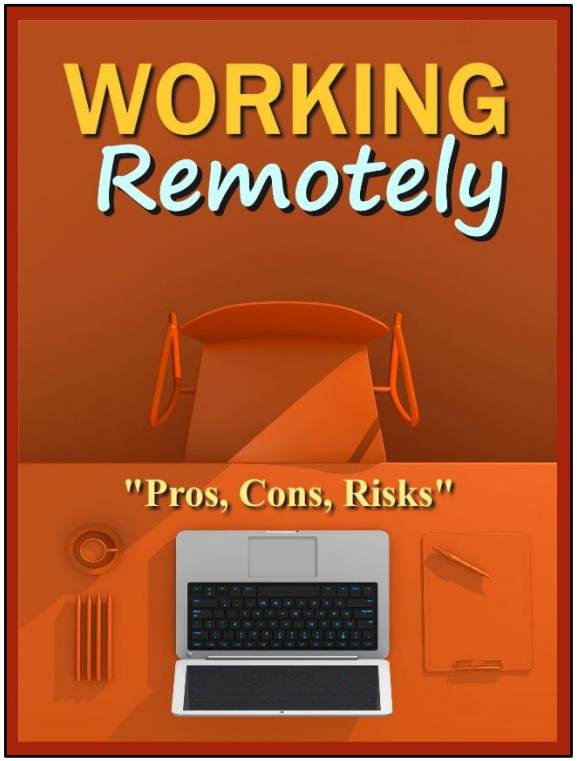
Working Remotely Series

WORKING REMOTELY



Working Remotely 1: Pros, Cons, Risks
5:35

- **Learn what companies are perfect for telecommuting**
- **Learn surprising statistics about telecommuting**
- **Learn how to achieve work/life balance**

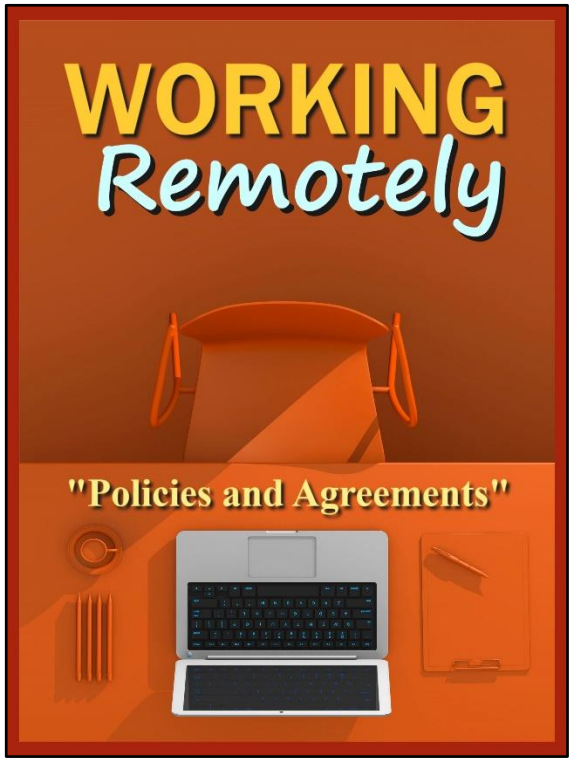
Working remotely is the future of business. In fact, it is perhaps one of the biggest transformations in the workplace. Telecommuting, working from home, working remotely, or e-commuting, is working from home or a remote location. Of the organizations that made the Fortune Magazine's 2019 Annual Best Companies to Work for List, 85% of the companies allow their employees to work remotely, and this percentage is increasing every year.



Working Remotely 2: Organize your Office
11:25

- **Learn how to prepare a room makeover**
- **Learn the steps to setting up your home office**
- **Learn valuable tips from a safety film**

First, organize your workspace as well as your thoughts. Put everything in its place and think positive. In every moment, you can savor time or squander time. Did you know the average executive wastes 6 weeks a year searching for paper? Let us remedy that problem. It is always better to purge before you merge. So, take a look at your work area and put things into three piles: Garbage, Office, Unsure. Now, throw away the garbage and look back at your workspace. Think logic!

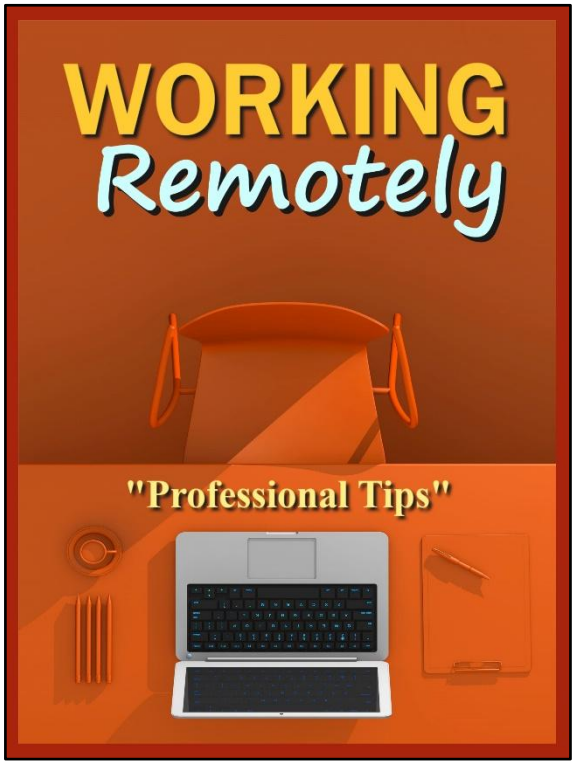


Working Remotely 3: Policies and Agreements
9:00

- **Learn how to address concerns with telecommuting**
- **Learn the elements that build trust**
- **Observe the contents of a home office agreement**

Telecommuting is the wave of the future. Teleworking or e-commuting, companies have even more opportunities to thrive and prosper. But as trust and continuity is essential in the workplace, there is a greater potential for unclear expectations, miscommunication, and missed deadlines if policies are not in place and the telecommuter is not prepared for the task-at-hand; however, these concerns can easily be addressed and resolved.

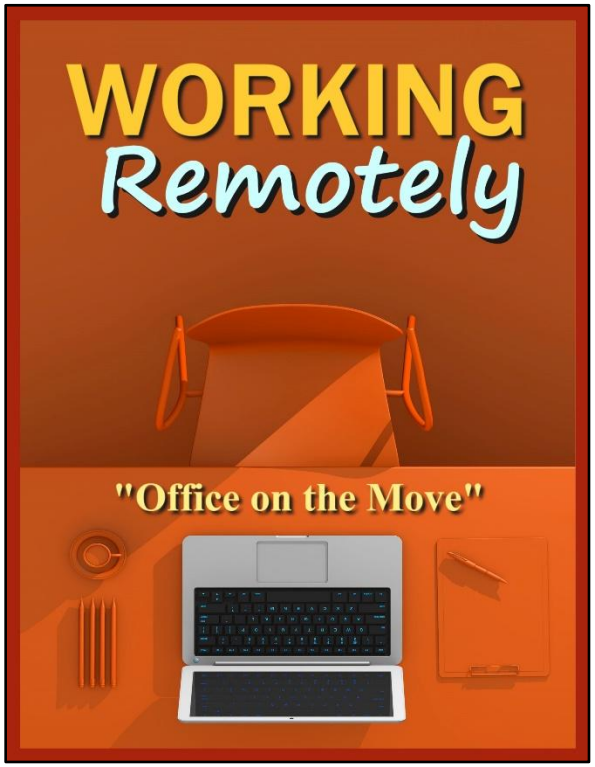
WORKING REMOTELY



Working Remotely 4: Professional Tips
3:30

- **Learn the benefits of working remotely**
- **Learn valuable tips when working remotely**
- **Learn the importance of sharing professional tips**

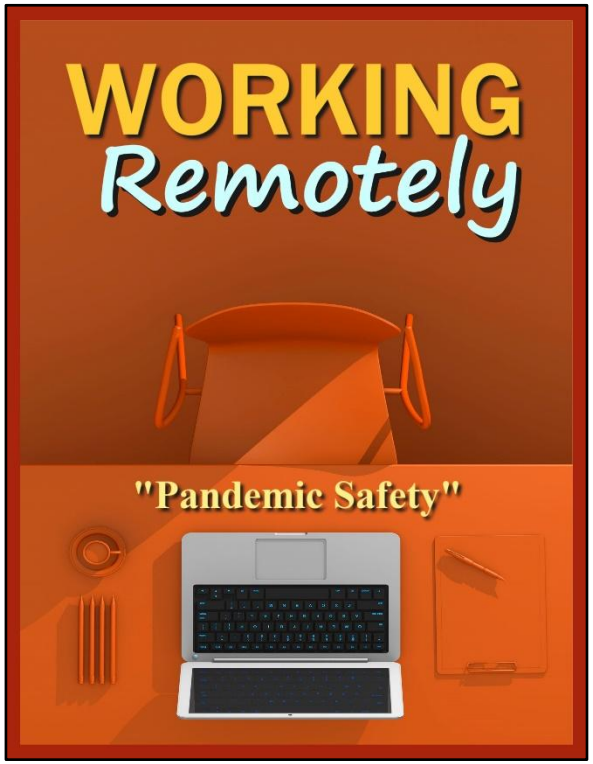
Working at home became a viable option due to the pandemic and has since gained positive reviews. Working remotely has so many benefits, among which is not having to commute to and from work or spending lots of money on food or a wardrobe. Even more important is that the manager of your office is you. You now have the freedom to take your children to school and address medical needs without disrupting the flow of a company office.



Working Remotely 5: Office on the Move
4:10

- **Learn about car accessories available**
- **Learn how to organize your car office**
- **Learn a safety review**

There are many good reasons for mobilizing workforces. A mobile office increases availability, decreases overhead, allows employees to work anytime from any location, improves customer relations and morale, and is not costly to implement. But where to start? How to begin? Let us see what is needed to set-up your mobile office.



Working Remotely 6: Pandemic Safety
8:25

- **Learn how to reduce the spread of COVID-19**
- **Learn the basics of safety when working remotely**
- **Learn effective clean and disinfecting tips**

We all have a responsibility to reduce the spread of infection by wearing a mask, washing hands frequently and applying hand-sanitizer (prevents the spread of the virus from contaminated surfaces). First, assume everyone is infected with the virus. With approximately 80% of diseases transmissible through touch and knowing flu viruses can live on hard surfaces up to 72 hours, we must take every measure to ensure excellent personal hygiene.

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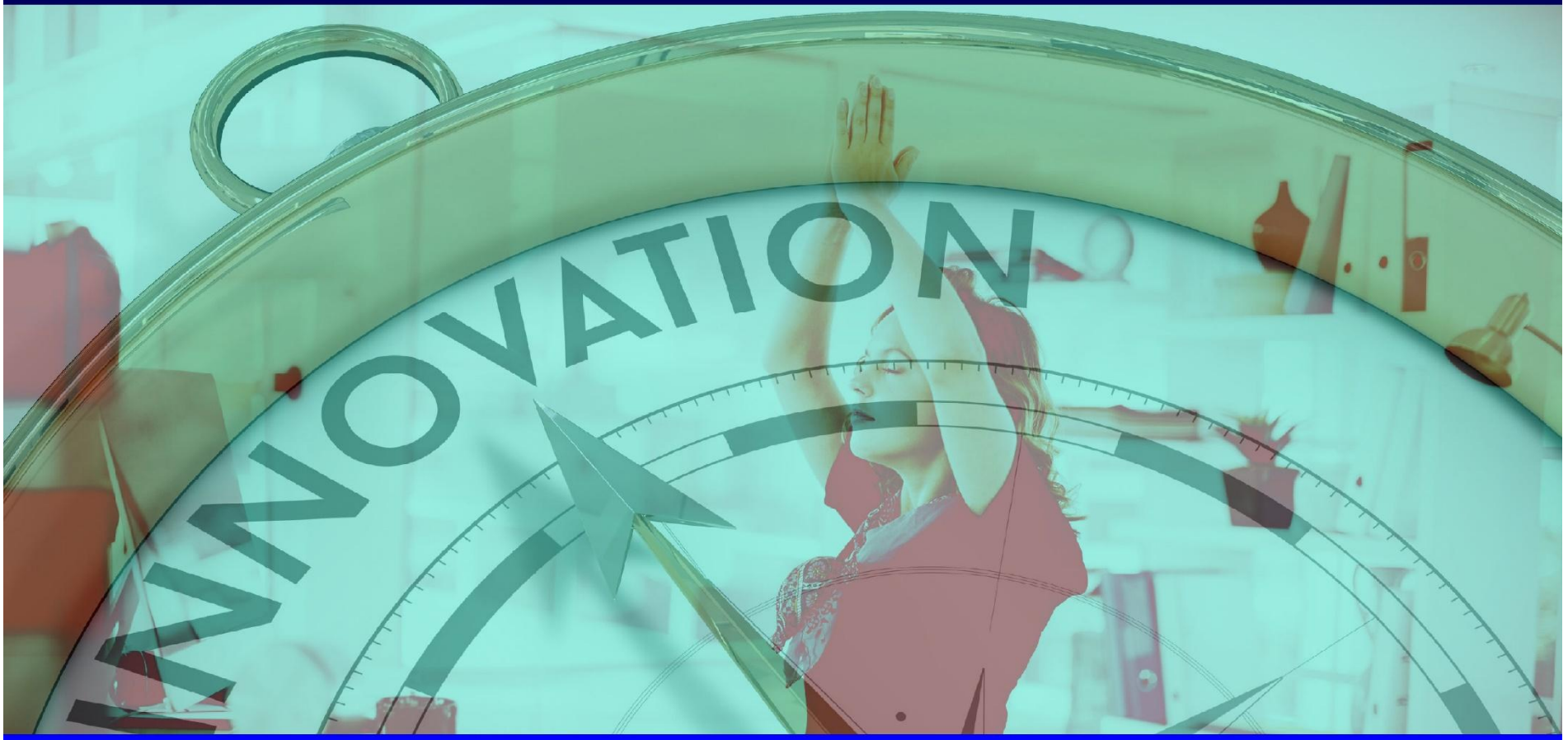


Workplace Wellness Series

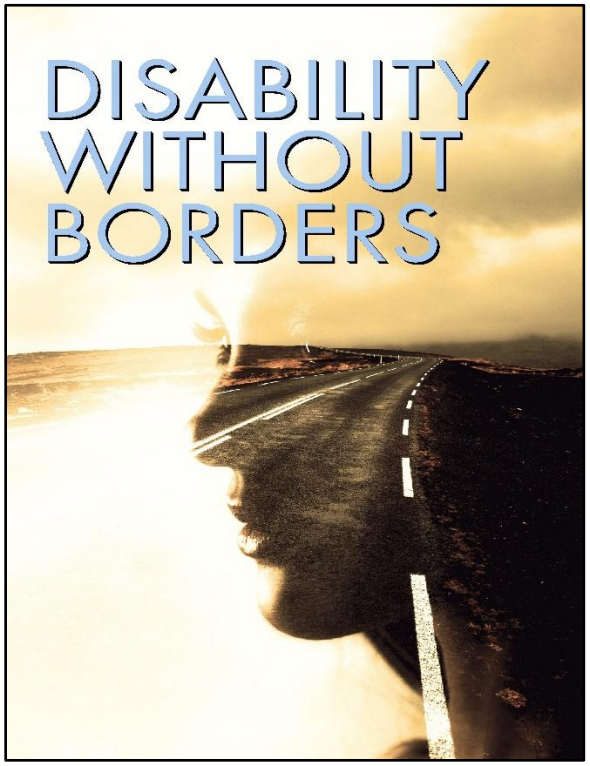
WORKPLACE WELLNESS



Aging with Grace
8:20

- **Learn the facts about aging**
- **Learn the importance of staying active**
- **Learn ways to adjust to retirement**

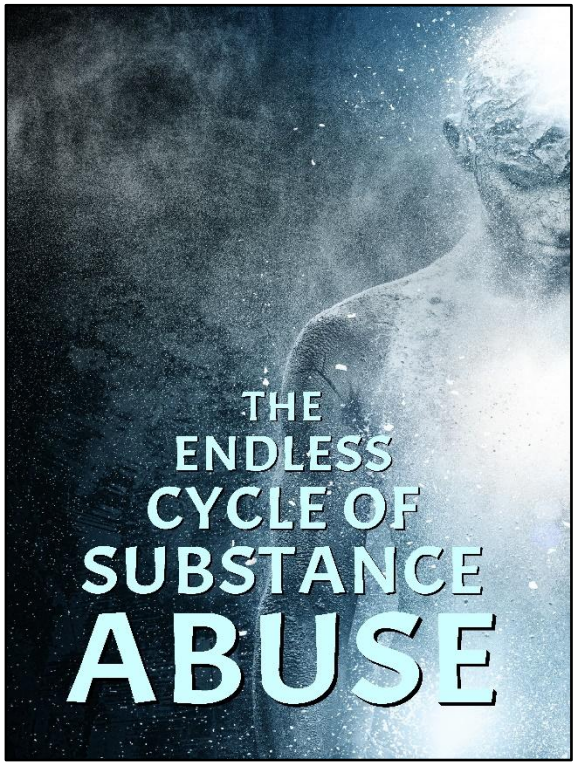
Nowadays, people enjoy a longer life expectancy. However, there are those obsessed with the uncomfortable conditions that come with aging. Since people are often afraid of what they do not understand, let us discuss the facts. If you get to be older, you will survive many obstacles and many challenges. And you still have emotions to express and opportunities to explore. If there is a fountain of youth, it is keeping your mind open, brain active, and making sound decisions.



Disability without Borders
8:10

- **Learn how people with disabilities inspired innovations**
- **Learn why people with disabilities are great employees**
- **Learn how to accommodate people with disabilities**

The government wants more people with disabilities to be gainfully employed; but many employers are scared of the unknown. All right let us learn together. People with disabilities represent an untapped labor force of talented, dedicated people – and an exceptional workplace is comprised of people of all abilities. Keep in mind that people with disabilities have inspired innovations such as closed-captioning, voice activation, braille, screen readers, and spell check.

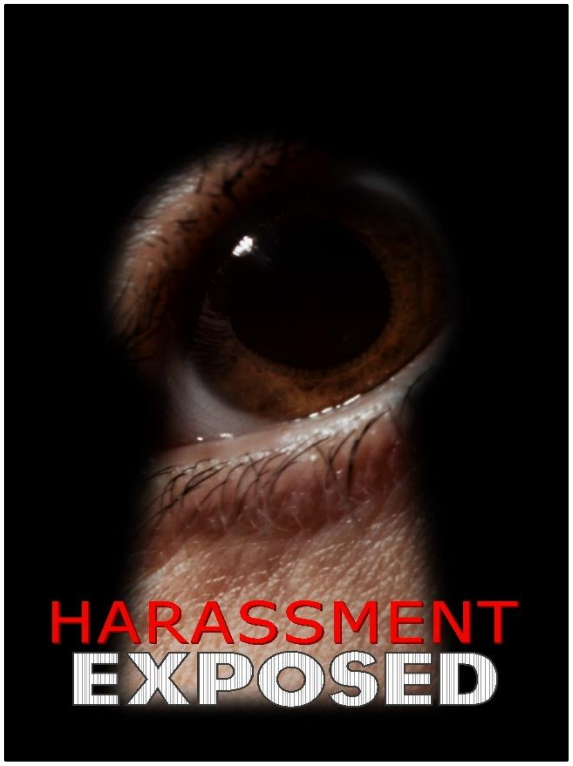


The Endless Cycle of Substance Abuse
10:15

- **Learn the dangers of substance abuse in the workplace**
- **Learn the impact of working with someone inebriated**
- **Learn how companies can address this prevalent issue**

Alcohol is the most widely used and abused substance in our country. In fact, 140 million Americans drink alcohol, 67.1 million are binge drinkers, and 16.6 million are heavy drinkers. Most job assignments involve being accurate and alert, require reflexes, and caring for the welfare of their coworkers. Employees that have substance abuse issues are less productive and are 70% more likely to injure themselves, use more sick days, or file a workman's compensation claim.

WORKPLACE WELLNESS



Harassment Exposed
17:00

- **Learn why it is mostly men that harass others**
- **Learn when an environment becomes sexually hostile**
- **Learn ways to disarm the perpetrator**

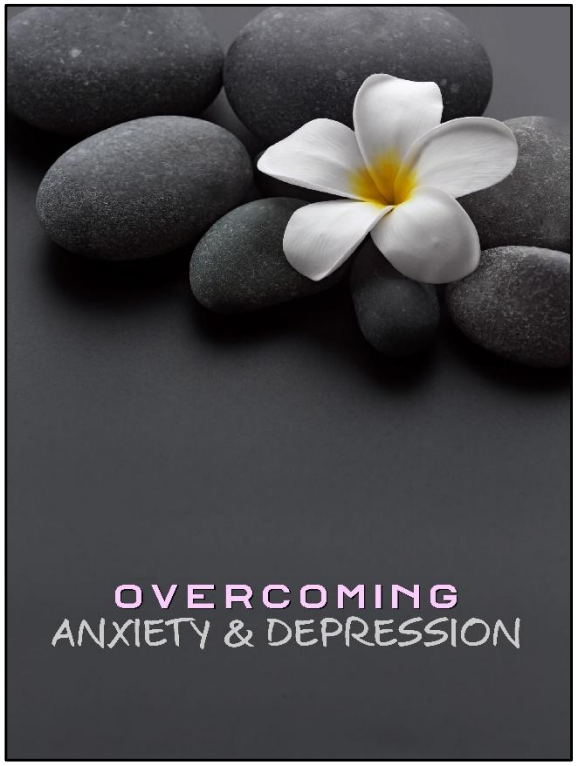
Many men have difficulty handling power and money with grace. Intense issues of entitlement and control often go unchecked, thus becoming the norm. And powerful men who are focused solely on themselves are more likely to objectify others. The men exploit and mistreat people simply because they can get away with it. Victims of chronic harassment can suffer the same psychological effects as rape victims. They can become the target of retaliation after complaining or filing a formal grievance.



Heartsounds
4:55

- **Learn the similarities of parenting**
- **Learn how childhood memories serve you well**
- **Learn how we can grieve unforeseen events**

Award Winning Film. The narrator shares her lifelong fascination with penguins. Like humans, not all chicks look the same. They vary in size and plumage color. But bonding is an important part of raising a penguin, and the parents kiss their babies a lot. Family and friends provide a loving support network in towns and villages called rookeries. As they get older, penguins proudly spread their wings and assume the role of a responsible adult. Sound familiar?

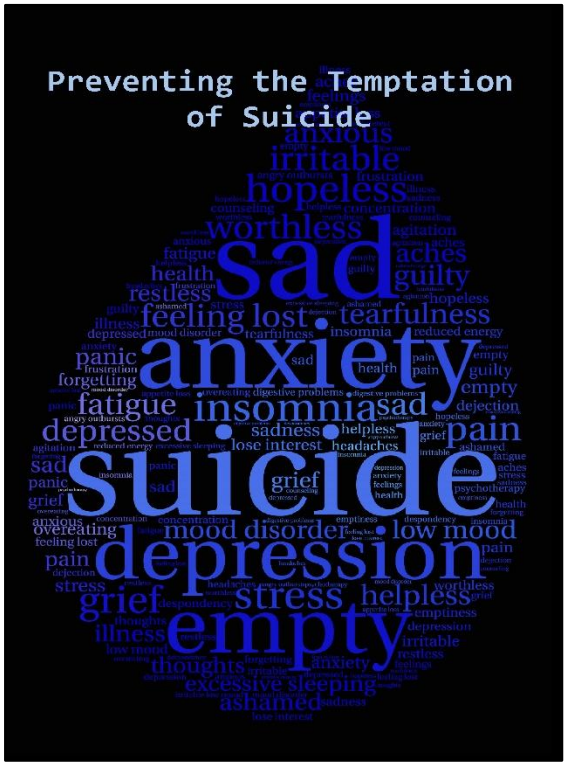


Overcoming Anxiety and Depression
8:45

- **Learn the connection between anxiety and depression**
- **Learn the harmful habits you can break**
- **Learn what to tell yourself when depressed**

Anxiety is the most common mental health disorder in the U.S. affecting forty million adults. About half of those that are diagnosed with anxiety disorders also suffer from depression. Experiencing occasional anxiety and worry is normal; but people with anxiety disorders experience excessive and persistent fear about everyday situations. These anxiety disorders are often inherited and occur by faulty circuits in the brain that control fear.

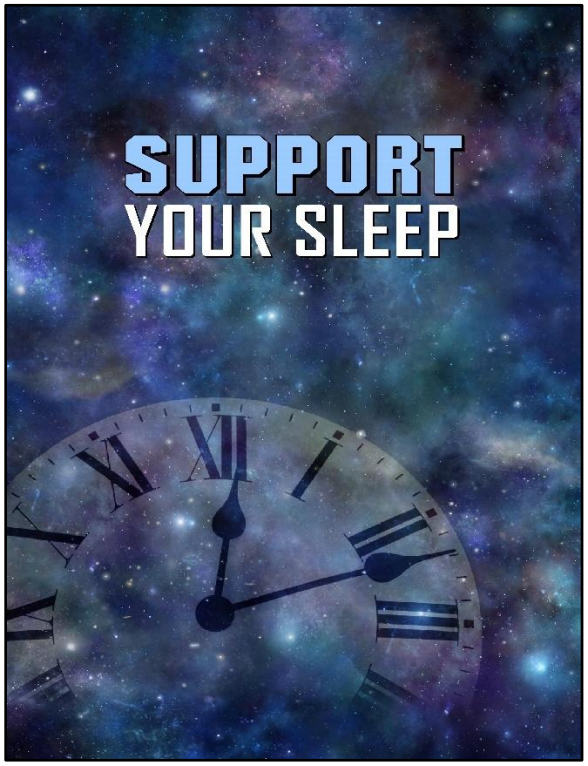
WORKPLACE WELLNESS



Preventing the Temptation of Suicide
13:50

- **Learn the warning signs and conversation codes**
- **Learn that suicide is preventable**
- **Learn how to talk with someone considering suicide**

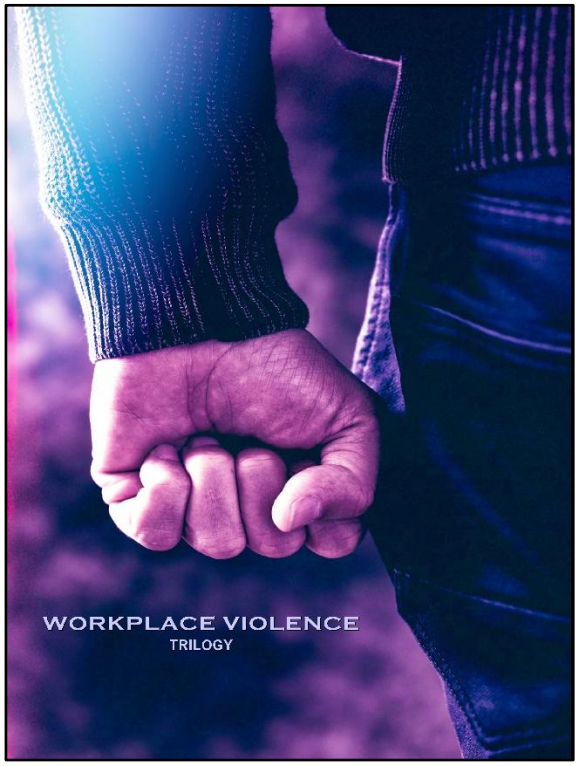
Some people can feel trapped and unable to cope with stressful situations. They are overwhelmed and cannot find a remedy within. Pain. It is an inevitable part of life, but sometimes the pain is so crippling that escape from it seems hopeless. The choice is either to reduce the pain or find ways to cope. But people in a state of despair may not be able to process and support themselves in a way that is positive. They just want the pain to stop. Learn how to talk with someone considering suicide.



Support your Sleep
7:00

- **Learn the importance of a good night's sleep**
- **Learn about sleep disorders**
- **Learn treatments for insomnia**

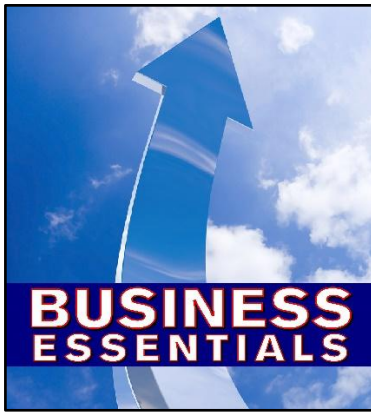
On planet earth, we spend about one-third of our time asleep, and more than 75% of Americans between the ages of 20 and 59 report having difficulty sleeping on a regular basis. And people over 60 may not sleep as deeply as those younger. Sleep is just as important as diet and exercise, and the amount of sleep you need depends on your age, health, and lifestyle. Basically, most adults need 7 to 8 hours of sleep each night. However, many people do not allow enough time to sleep.

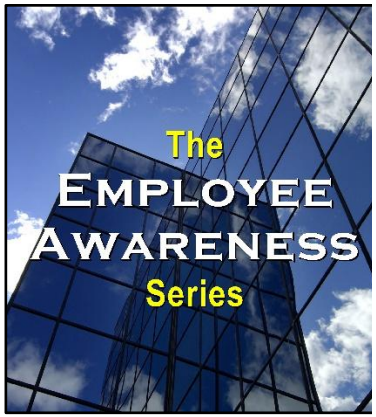


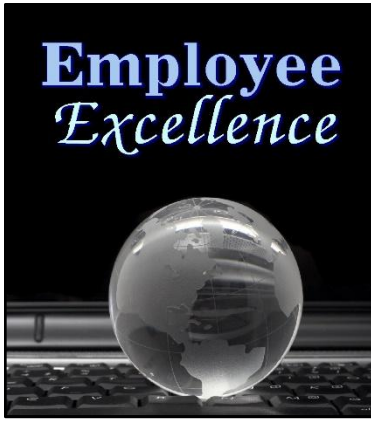
Workplace Violence Trilogy
15:00

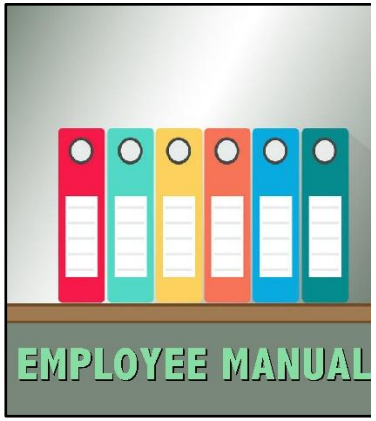
- **Learn how to diffuse potentially violent situations**
- **Learn ways to secure the workplace**
- **Learn proper procedures to report incidents**

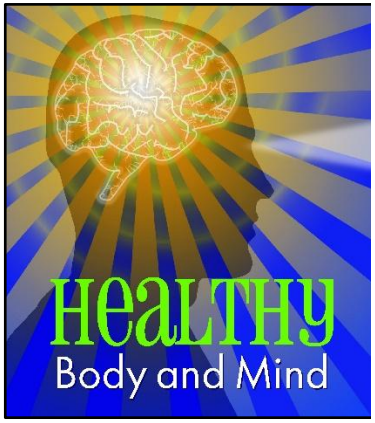
Violence. Prevention. People used to resolve their differences through talking. Now, the tendency is to use violence as the initial problem-solving technique. In fact, one out of four employees are harassed, threatened, or attacked. Worker violence should never be regarded as part of the job. Prevention programs that do not consider harassment in all forms are unlikely to be effective. Should employees be afraid each and every day? No. Be aware.

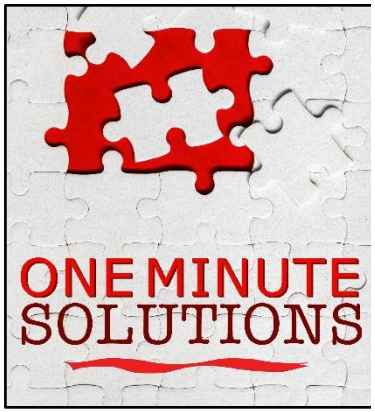

BUSINESS
ESSENTIALS

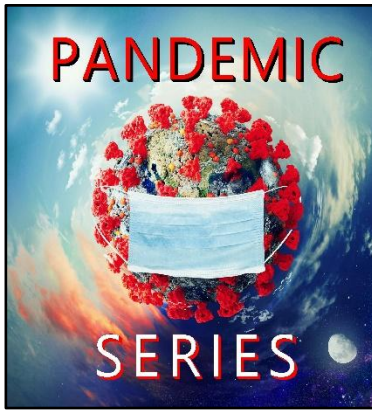

The
EMPLOYEE
AWARENESS
Series


Employee
Excellence


EMPLOYEE MANUAL


HEALTHY
Body and Mind


ONE MINUTE
SOLUTIONS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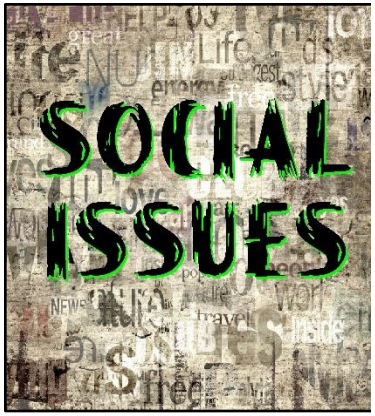
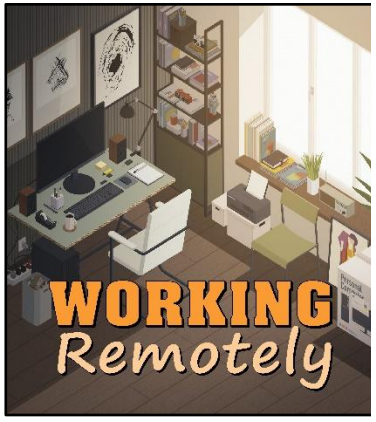
SERIES


SOCIAL
ISSUES


WORKING
Remotely


Wellness