

VERTICLIMB



# Learning Plans

Suggested bundle options for course assignments

12

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## HOW DO I START THE ONLINE TRAINING PROCESS?

After your Verticlimb subscription purchase, you will receive a Welcome Packet email and .zip file/link from the Verticlimb staff.

Download the .zip file and view it. You will need to:

1. Read the **LEARNING PLANS** document.
2. Read the **COURSE LIBRARY & DESCRIPTIONS** document.
3. Use the **LEARNING PLANS** and the **COURSE LIBRARY & DESCRIPTIONS** documents together to choose courses for your employees.
4. Complete the **EMPLOYEE ONBOARD SPREADSHEET**.
  - \_ Fill out employee information for each employee.
  - \_ Indicate each employee's supervisor/manager.
  - \_ Choose Learning Plans for employees (plan names are in drop-down lists in the cells of the spreadsheet.)
5. If you would like supervisors to have the ability to run reports on the people they supervise, please indicate:
  - \_ the name of an employee's manager in appropriate column, and
  - \_ "yes" or "no" to whether an employee should be able to run reports.
6. Attach and return your completed **EMPLOYEE ONBOARD SPREADSHEET** to [support@verticlimb.com](mailto:support@verticlimb.com).

## WHAT IS A LEARNING PLAN?

A Learning Plans is a bundle of courses to which an employee is assigned. An employee may be assigned to one Learning Plan or several Learning Plans. The assignments are based on selections made by the person(s) heading the online training initiative at your company.

### ▼ Learning Plans

2 learning plans available, showing 1-2

Development Plan (Plan de Desarrollo) ▲		Status (Estatus)	Date Completed
⊕	Cursos Básicos de Estudiantes	Incomplete	NA
⊖	OSHA Espanol	Incomplete	NA
Course Name (Nombre del Curso)		Status (Estatus)	Date Completed
	Bloqueo/Etiquetado	Not Attempted	NA
	Equipo de proteccion personal (EPP)	Not Attempted	NA
	Norma de comunicacion de riesgos	Not Attempted	NA

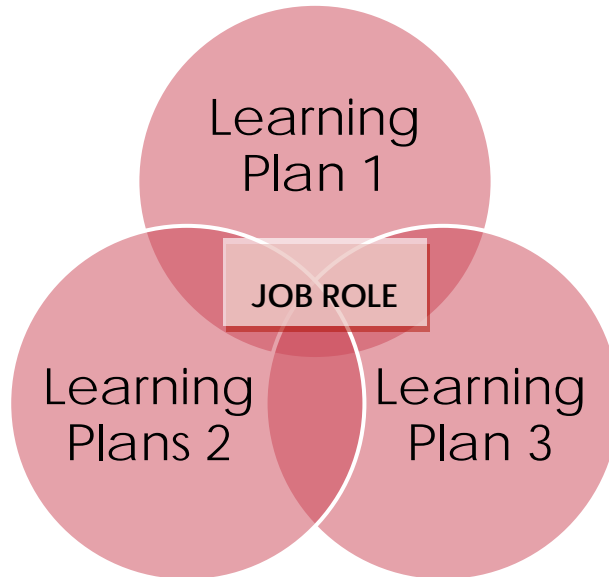
**Learning Plan** (indicated by a red dashed arrow pointing to the OSHA Espanol course)

**Courses assigned to Learning Plan** (indicated by a red dashed arrow pointing to the course list)

Learning Plans are a named group of courses (e.g., *Front Line Safety Pack 1*). They appear in an employee's Home page. The Learning Plan assignment controls which courses an employee can view and access inside the Learn Center LMS.

Each Learning Plan contains course titles that are based on job roles and the similar tasks that you would expect that job role to perform. The courses contained within a Learning Plan are selected based on the compliance issues normally faced by the job tasks associated with certain job roles or function areas.

Due to the various job requirements and the variety of company structures, not all Learning Plans will fit every job role. However, the plans have been developed to fit many similar job and related tasks. They can make the training rollout plans and assignments easier.



The **COURSE LIBRARY & DESCRIPTIONS** document is designed to help you get a start on compliance training assignments appropriate for the needs of your employees.

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**EXAMPLE:**

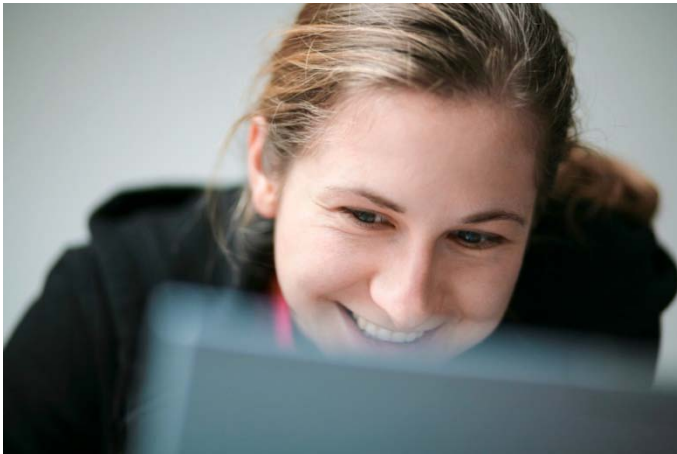
John User is part of *Maintenance Services* at *Q Company*. He is assigned to the "General Safety Pack 1" and "Front Line Safety Pack 1" Learning Plans. He is informed by his supervisor that he must complete all 10 courses within 10 months.

He is assigned these two Learning Plans because General Safety Pack 1 covers topics relevant to most employees, regardless of job title. Front Line Safety Pack 1 includes more job-specific topics, such as *Electrical Safety*.



## THINGS TO CONSIDER WHEN CHOOSING LEARNING PLANS

- An employee can be assigned to more than one Learning Plan and any combination of plans. In fact, most employees are assigned to two or more Learning Plans.
- If there is an overlap in course titles between two separate Learning Plans, the course score received in one Learning Plan will be reflected across all Learning Plans to which the employee is assigned.
- Course duration estimates listed in the Course Library & Descriptions document do not include the time it takes to successfully complete a course quiz.



- The average time to complete a course quiz is usually under 10 minutes.
- Time estimates may be significantly increased based on an employee's literacy, skill and comfort level using computers. Please consider your employees skills as you allot the amount of time dedicated for training.

## LEARNING PLANS (SUGGESTED PACKS)

Suggested Learning Plans are bundled in groups of five (5) courses. These are suggested bundles based on job areas and functions associated with those jobs. Please contact [support@verticlimb.com](mailto:support@verticlimb.com) to discuss your safety course assignment needs.

### CHEMICAL CONTACT & CONTROL AWARENESS SAFETY PACK 1 (CCAP1)

Basic Respiratory Protection

Chemical Safety

Personal Protective Equipment (Available in Spanish)

Process Safety Management

Choose 1 additional course from the list below:

- Chlorine Safety
- Compressed Gases
- Lead Awareness
- Flammable Liquid Safety

### CHEMICAL CONTACT & CONTROL AWARENESS SAFETY PACK 2 (CCAP2)

Incident Investigation

Indoor Air Quality

Industrial Ergonomics

Personal Protective Equipment (Available in Spanish)

Process Safety Management



## ELEVATED HEIGHTS SAFETY PACK (ELVP1)

Fall Protection

Industrial Ergonomics

Ladder Safety

Scaffold Safety

Choose 1 additional course from the list below:

- Overhead and Gantry Crane Safety
- Electrical Safety
- Machine Guarding

## FORKLIFT OPERATOR SAFETY 6-PACK INCLUSIVE (FORK)

Fundamentals

Stability and Capacity

Load Handling

Safe Driving Practices

Safety Standards

Inspection and Maintenance

## FORKLIFT OPERATOR SAFETY IN SPANISH 6-PACK INCLUSIVE (FORK\_SP)

Fundamentals

Stability and Capacity

Load Handling

Safe Driving Practices

Safety Standards

Inspection and Maintenance

## FRONT LINE SAFETY PACK 1 (FLSP1)

Behavior-Based Safety

Driver Safety

Electrical Safety

Indoor Air Quality

Slips, Trips and Falls

## GENERAL SAFETY PACK 1 (GENS1)

Basic First Aid

Bloodborne Pathogens

Emergency Response

Hazard Communication (Available in Spanish)

Industrial Ergonomics or Office Ergonomics

## GENERAL SAFETY PACK 2 (GENS2)

Behavior-Based Safety

Cardiopulmonary Resuscitation (CPR)

Electrical Safety

Fire Safety

Heat and Cold Stress

### GENERAL SAFETY PACK 3 (GENS3)

Basic Respiratory Protection

Behavior-Based Safety

Hearing Conservation (Available in Spanish)

Lock and Tag (Available in Spanish)

Personal Protective Equipment (Available in Spanish)

### GENERAL SAFETY IN SPANISH PACK 4 (GEN\_SP)

Hazard Communication

Hearing Conservation

Lock and Tag

Personal Protective Equipment

### LABORATORY SAFETY PACK (LABS1)

Criticality Safety

Indoor Air Quality

Industrial Ergonomics

Laboratory Safety

Process Safety Management

## MANAGEMENT PACK (MGT1)

Absences from the workplace

Computer Security

Hiring and Lawful Termination

Incident Investigation

Safety Audits

## MACHINE SAFETY PACK (MACH1)

Electrical Safety

Hand Safety

Hand and Power Tool Safety

Machine Guarding

Lock and Tag (Available in Spanish)

## SAFETY AND COMMUNICATION PLANNING STRATEGIES PACK (SCOM1)

Radio Communications

Emergency Response

Behavior-Based Safety

Safety Audits

Incident Investigation

## WAREHOUSE INDUSTRIAL SAFETY PACK (WARE1)

Machine Guarding

Lock and Tag (Available in Spanish)

Industrial Ergonomics

Slips, Trips and Falls

Fall Protection

## WORKING WITH ELECTRICITY SAFETY PACK (ELEC1)

Cardiopulmonary Resuscitation (CPR)

Fire Safety

Hand Safety

Lock and Tag (Available in Spanish)

Electrical Safety or Hot Work with Arc Welding

## WORKPLACE AWARENESS PACK (WRKA1)

AIDS in the Workplace

Disability in the Workplace

Discrimination-Free Workplace

Drug-Free and Alcohol-Free Workplace

Violence in the Workplace

## WORKPLACE STANDARD PACK (WRKS1)

Computer Security

Drug Free Workplace

Ethics

Employee Concerns

Sexual Harassment

## ADDITIONAL COST PLANS

### Alcohol Server License (ALC10)

If your state law allows, you may elect to purchase additional course codes to take the online alcohol server program. Contact [support@verticlimb.com](mailto:support@verticlimb.com) for more information about this Learning Plan option.

### Food Handler Certification Prep Course (FHP10)

Certain states and municipalities require food handler employees to become certified. This online course prepares employees to sit for the state proctored exam. This course does not issue a certificate at completion but it is designed to assist employees in preparation for the certification exam. Most state-required certificates are proctored by Prometrics and you can schedule an exam time online.

## OSHA & SAFETY COURSES – PLAIN TEXT LIST

Asbestos Hazard Awareness

Bloodborne Pathogens (BBP)

Behavior-Based Safety

Chemical Safety

Chlorine Safety

Compressed Gas Safety

Confined Spaces

Confined Space - Entry Level

Cardiopulmonary Resuscitation (CPR)

Overhead and Gantry Crane Safety

Criticality Safety

Electrical Safety

Emergency Response

Industrial Ergonomics

Office Ergonomics

Excavation, Trenching and Shoring Safety

Fall Protection

Fire Safety

Basic First Aid

Traffic Control (Flagger)

Flammable Liquid Safety

Hand Safety

Hand and Power Tool Safety

Hazard Communication \*\*

Hearing Conservation \*\*

Heat And Cold Stress

Hot Work with Arc Welding  
Incident Investigation  
Indoor Air Quality  
Laboratory Safety  
Ladder Safety  
Lead Awareness  
Lock and Tag \*\*  
Machine Guarding  
Personal Protective Equipment \*\*  
Process Safety Management  
Radio Communications  
Basic Respiratory Protection  
Driver Safety  
Safety Audits  
Scaffold Safety  
Slips, Trips and Falls

## **FORKLIFT SAFETY COURSES – PLAIN TEXT LIST**

Forklift Lesson 1 - Fundamentals \*\*  
Forklift Lesson 2 - Stability and Capacity \*\*  
Forklift Lesson 3 - Load Handling \*\*  
Forklift Lesson 4 - Safe Driving Practices \*\*  
Forklift Lesson 5 - Safety Standards \*\*  
Forklift Lesson 6 - Inspection & Maintenance \*\*

## **EMPLOYMENT LAW COURSES – PLAIN TEXT LIST**

Absences from the Workplace  
AIDS in the Workplace



Computer Security  
Disability in the Workplace  
Discrimination-Free Workplace  
Drug- and Alcohol-Free Workplace  
Employee Concerns  
Ethics  
Hiring and Lawful Termination  
Sexual Harassment for Employees  
Sexual Harassment for Managers  
California Sexual Harassment for Supervisors (2 hour, CA AB 1825)  
AIDS in the Workplace

## ENVIRONMENTAL MANAGEMENT COURSES – PLAIN TEXT LIST

Air Emissions Management  
Environmental Management  
Emergency Planning and Community Right-to-Know Act (EPCRA)  
Hazardous Waste Management  
Spill Prevention, Control and Countermeasures  
Storm Water Management  
Wastewater and Storm Water Management

## CREATING YOUR OWN CUSTOM LEARNING PLAN(S)

Create your custom Learning Plans by grouping courses together in a set of topic areas, job roles or similar functions performed in an area. The Learning Plans can be a mix of courses from across the topic libraries (Employment Law, OSHA, Environmental Management, Forklift). If you are unsure about how to group all of the courses you have purchased, you can “bank” the remainder. Save courses for insertion into a Learning Plan at a later date, once your training program has begun to take shape.

## WHERE TO START WHEN CONSIDERING COURSE GROUPINGS FOR LEARNING PLANS

Sometimes it’s helpful to get general feedback and then hone your plan from there. You may wish to work within small groups of department reps to brainstorm the most important courses to each department. This process can be helpful in gaining department head buy-in. Sometimes, valuable feedback regarding unique pain points each department area may be experiencing (such as common near-misses or even employee knowledge training gaps that need filling) and can give a wider perspective on the day-to-day.

Once you begin discussions, this often leads to more ideas on what will best benefit a long-term training incentive and how Verticlimb’s online program benefits this incentive. Talks could give you a better idea about how you should prioritize your online course rollout, reducing the guesswork in the onboarding process. Identifying the best courses to kick off the online launch and other courses to hold back until a later date may become more obvious to you.

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## COURSE CONSIDERATIONS EXAMPLE

*Are there current plans to launch a company-wide disaster planning program, which will occur 4 months from now? If so, it might benefit the success of the program to assign specific courses 6 weeks before the launch (e.g., Emergency Response, Radio Communications). Then each department can schedule pre-talks about why radio communication is important and get staff thinking about ways to communicate in a disaster situation. Or is there a department that is generating its own safety program that would benefit from the consistent message of online safety training? Involving departments now, before the launch, may actually assist them in achieving their goal leading to more buy-in.*

Planning talks may also expose the possibility of refresher reading material that you want Verticlimb to place in your Library section of the Learn Center LMS and so on.

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## LEARNING PLAN CREATION EXAMPLE

*You might choose to create a few different Learning Plans:*

*"[Your Company Name] All Employee Orientation" that contains three courses: (1) Sexual Harassment Employee, (2) Drug-Free Workplace, (3) Hazard Communication.*

*(Reasoning: This might be an appropriate choice for all new hires, regardless of job function, to take. OSHA requires any person having the possibility of coming into contact with or having reasonable exposure to chemicals in the workplace are required to be training on Standard 1910.1200 Right to Know Act.)*

*"[Your Company Name] All Manager Orientation" that contains five courses: (1) Sexual Harassment Manager, (2) Drug-Free Workplace, (3) Hazard Communication, (4) Incident Investigation, (5) Hiring and Lawful Termination.*

*"[Your Company Name] Railcar Restoration Safety Protocol" that contains four courses: (1) Confined Spaces, (2) Hot Work with Arc Welding, (3) Basic Respiratory Protection, (4) Hand & Power Tool Safety.*

## REPEAT SPECIFIC COURSES ANNUALLY

"Skills" are the answer to repeating a course or groups of courses annually, bi-annually or anything in between. Simply let us know that you would like to repeat courses and we'll plan the setup. Repeating compliance training annually is another way to consider course groupings when creating Learning Plans.

## LEARNING PLAN & COURSE ASSIGNMENT STEPS

1. Choose your course bundles.
2. Name the course bundles.
3. Send the course options and corresponding group names to [support@verticlimb.com](mailto:support@verticlimb.com).
4. Verticlimb will add the plans into the Employee Onboard Spreadsheet so they appear in the drop down selection menu and send the spreadsheet back to you.
5. You assign the appropriate Learning Plans to each employee along with their profile information.
6. You send the Learning Plan assignments in the Employee Onboard Spreadsheet.
7. Reward yourself for a job well done.... Get a cookie or one of those fancy beverages.

## HERE TO HELP

We're also here to help you jump-start your planning if you have no idea where to start. Just [contact us](#) and we can set up a time to discuss what you'd like to accomplish with your online training, how you currently administer your training, and ways to put together a schedule that works for you.