

**DuPont Sustainable Solutions**

TRAINING SOLUTIONS



*The miracles of science™*

# BLENDDED LEARNING

2010 CATALOG

[www.coastal.com](http://www.coastal.com)

eLearning | Instructor Led | DVD/Print



**Bring  
Learning  
to Life!**

**Safety & Environmental  
Ethics & Compliance  
Industrial Skills**

## CONTENTS



### 3 DUPONT SUSTAINABLE SOLUTIONS

- 3 Answering Challenges of a Changing World
- 4 Your Single Source for Blended Learning

### 5 DUPONT eLEARNING SUITE

- 10 Case Study

### 11 SAFETY AND ENVIRONMENTAL

- 11  NEW RELEASES
- 12  BEST SELLERS
- 14 Safety & Environmental Programs
- 21 STOP™ Safety Training Observation Program
- 22 Case Study

### 24 ETHICS & COMPLIANCE

- 24  NEW RELEASES
- 26  BEST SELLERS
- 28 Legal and Thought Leaders
- 30 Ethics & Compliance Programs

### 36 INDUSTRIAL SKILLS

- 36  NEW RELEASES & BEST SELLERS
- 37 Industrial Skills Programs
- 44 Case Study

# COASTAL

is now

## DuPont Sustainable Solutions TRAINING SOLUTIONS

### We're not just changing our name...

We're changing attitudes, behaviors and skills – one person at a time. Whether you're behind the wheel, working on high-hazard machinery, conducting a safety observation or dealing with an ethical dilemma, our blended learning solutions can raise awareness and provide critical knowledge to help you respond adeptly and with confidence.

At DuPont Sustainable Solutions, we're dedicated to creating training solutions that make an emotional impact – helping protect lives, develop competencies and empower employees. That's our mission and our passion.

The end result? A safer, more productive workforce and work culture to help you sustain business intelligence and transform performance.

From classroom instruction to self-paced training, DuPont Sustainable Solutions delivers compelling content that brings learning to life! Choose from e-learning technologies, instructor-led courses and award-winning DVD programs covering the latest issues in workplace safety, industrial skills, and ethics and compliance. Our programs are built upon DuPont's 200 years of trusted, real-world experience in safety, operations and environmental management.

DuPont Sustainable Solutions. Our name has changed, but not our commitment to training the global workforce.

GSA #GS-02F-9309C

Copyright © 2010 v. All rights reserved. The DuPont Oval Logo, DuPont™, The miracles of science™ and all products denoted with ® or ™ are registered trademarks or trademarks of E. I. du Pont de Nemours and Company or its affiliates.

## DuPont Sustainable Solutions

SAFETY RESOURCES / SUSTAINABLE OPERATIONS  
CLEAN TECHNOLOGIES / TRAINING SOLUTIONS

### ANSWERING CHALLENGES OF A CHANGING WORLD



Success in today's economic reality demands the transformation of workplaces and work cultures to safer, more efficient and environmentally sustainable systems. That's why we've integrated Safety Resources, Clean Technologies and Coastal into one organization – DuPont Sustainable Solutions.

DuPont Sustainable Solutions applies 200 years of accumulated firsthand knowledge and experience in safety, engineering, environmental stewardship and operations management to effect lasting, sustainable change that can help you meet current business objectives while preparing for the future. And we offer a wide range of solutions by bringing in together the people, process and technology you need to achieve sustained business transformation.

#### Safety Resources

*Improve skills and reduce risks*

Safety Resources helps transform your workplace and safety culture with proven methodologies in employees, contractor and process safety. Our experts provide the support you need to implement programs that reduce incidents, develop employee skills and minimize risks – all of which improve operational efficiency and sustain company growth.

#### Sustainable Operations

*In tune with the realities of a new world*

With the right solutions, you can lower costs and increase yields while reducing your environmental footprint. From environmental management and energy efficiency to capital effectiveness and asset productivity, it's all about employing practices that can keep you competitive in an ever-changing economy.

#### Clean Technologies

*A responsible path to a stronger, more profitable business*

Cleaner air and cleaner fuels are better for society and even better for your business. Now you can take advantage of environmentally responsible strategic plans, engineering capabilities and proprietary technologies designed to improve productivity, reduce air emissions and produce cleaner fuels.

#### Training Solutions

*Transforming your workforce to meet a demanding tomorrow*

Empower your employees with advanced training in safety, industrial skills, and compliance and ethics. With access to e-learning technologies, instructor-led programs and traditional media tools, your workforce will have the resources to develop and maintain the skills and behaviors needed to keep your organization competitive.



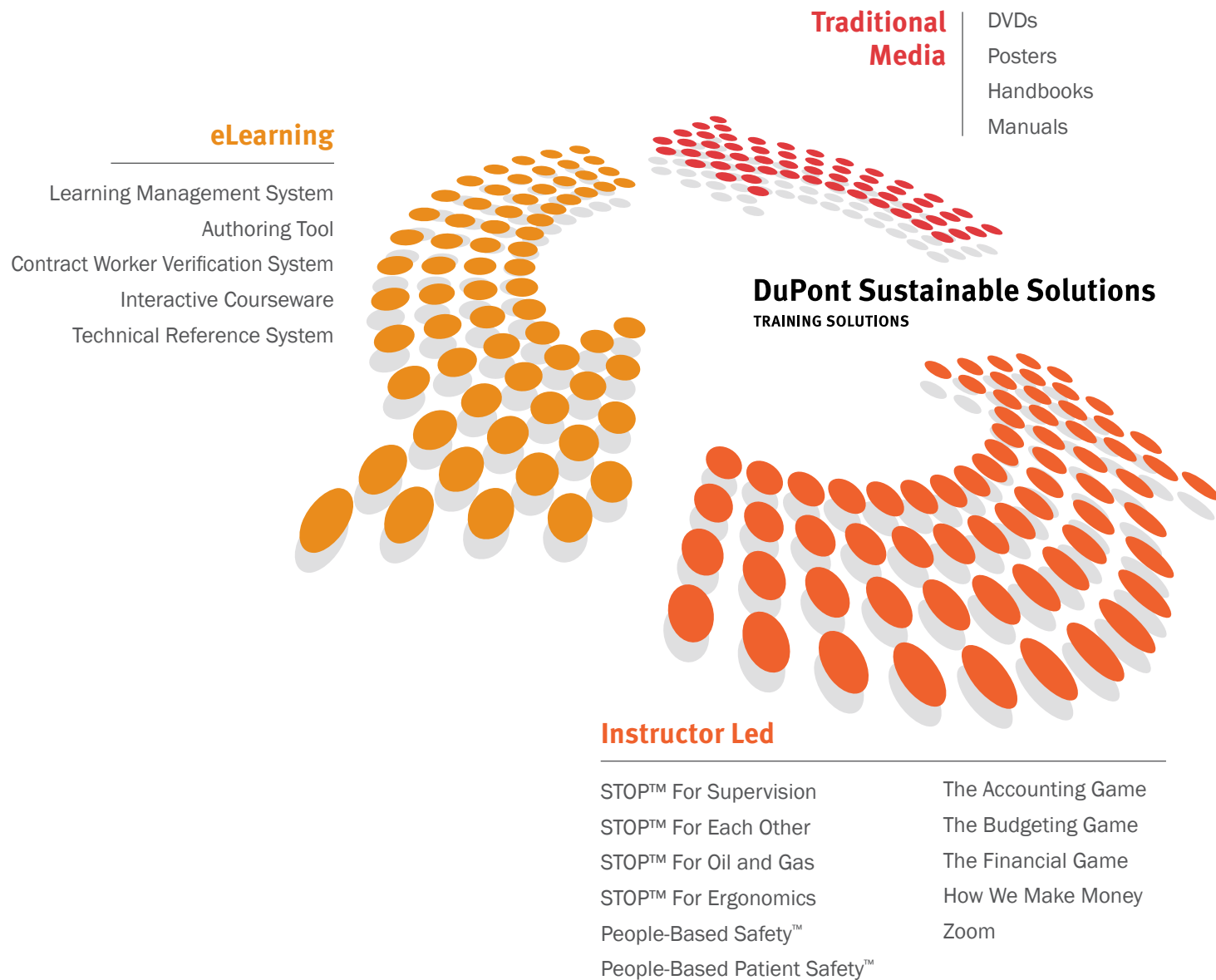
The miracles of science™

Learn more about our answers to the challenges of an evolving world. Visit [sustainablesolutions.dupont.com](http://sustainablesolutions.dupont.com)

✓ **YOUR SINGLE SOURCE FOR**  
 ✓ **BLENDED LEARNING**

More than 250,000 training professionals have relied on DuPont Sustainable Solutions to help protect workers, boost productivity and improve profitability.

From customizable e-learning solutions to award-winning DVDs and print products, trainers like you can count on DuPont Sustainable Solutions to deliver compelling, consistent content in the formats that best suit your diverse training needs. Our blended learning solutions integrate e-learning technologies, instructor-led courses and traditional media tools to help organizations develop employee skills, reinforce desired behaviors and facilitate continual learning.



**DuPont™**  
**eLearning Suite**

**ENGAGING CONTENT**  
**SCALABLE APPLICATIONS WITH VERSATILE IMPLEMENTATION OPTIONS**  
**OUTSTANDING PROFESSIONAL SERVICES**



## Scalable applications with versatile implementation options

Manage users, curriculums and components as your learning needs evolve.

- Suite includes the Learning Management System (LMS), Interactive Courseware, Authoring Tool, Technical Reference System and Contract Worker Verification System
- Standardizes training with measurable results
- Available on demand



### LEARNING MANAGEMENT SYSTEM

Deliver, Manage and Track Learning

- Role-based access
- Multi-language interface
- Powerful reporting
- Self registration and scheduling of online and classroom training
- Third-party course hosting
- Local support for global enterprises

### AUTHORING TOOL

Create Your Own Custom Online Courses

- Use a wide variety of storyboard templates
- Include self-checks and post-tests to assess employee competency
- Intuitive interface for rapid development

### CONTRACT WORKER VERIFICATION SYSTEM

Track Your Specific Work Requirements

- Training
- Background checks
- Drug tests
- Other criteria as defined by your organization

### INTERACTIVE COURSEWARE

Engage Employees with Compelling Content

- Interactive, rich-media delivery
- More than 1300 courses in safety, industrial skills, and ethics and compliance
- Courses available in 30+ languages
- Branding options to increase relevance
- User-enabled course modifications – add video, graphics, and training points to make content site specific

### TECHNICAL REFERENCE SYSTEM

Share Critical Information

- Collaborative wiki environment for sharing knowledge and ever-changing documentation
- Customization capabilities
- Site-specific security
- Embedded version control
- Full text search capabilities
- Drag and drop design capabilities

Bring learning to life with engaging content from DuPont.



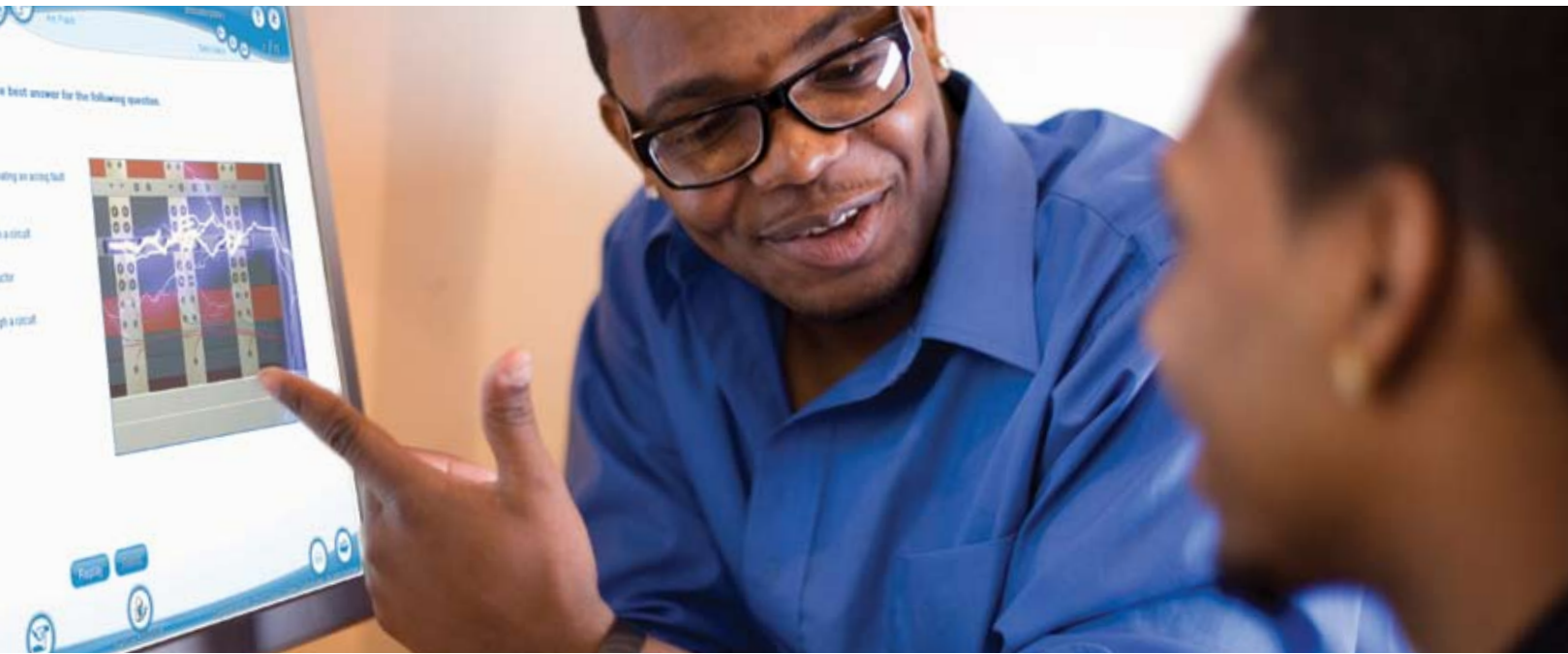
Ethics Is A Competitive Advantage with Dr. Marianne Jennings

Driven To Distraction II

Energy Management Best Practices



Coastal Training Technologies – which is now part of DuPont Sustainable Solutions – has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET) 1760 Old Meadow Road, Suite 500, McLean, VA 22102.



## Professional services

Ensure a successful elearning deployment with hands-on training, implementation support and technical assistance that meet the unique needs of your organization.

- Implementation support including customization and integration with internal and third-party systems
- Custom content creation available
- Can be conducted on site, via phone and online – within the environment that best suits your needs
- Marketing support to drive enrollment in your elearning initiative

## Experience & reliability

As a Fortune 100 company, we bring our customers stability, resources and innovation leading to sustainable solutions and long-term relationships.

- More than 25 years of workplace training innovation
- Backed by DuPont experience with more than 200 years of operating 210 sites in 80 countries
- Recognized as one of the world's safest and most ethical\* companies
- Courseware incorporates sound instructional design to facilitate the transfer of knowledge
- Content is reviewed by subject matter experts to help ensure compliance with health, safety, environmental, ethical and operational standards

\*Covalence Ethical Ranking Report 2009

## Choose From 1300+ Courses

### SAFETY TOPICS

Arc Flash  
Back Safety  
Bloodborne Pathogens  
Chemical Safety  
Confined Spaces  
DuPont™ STOP™  
Electrical Safety  
Emergency Preparedness  
Ergonomics  
Fall Protection  
Fire Safety  
First Aid  
Forklift Safety  
General Safety  
Hand Tool/Machine Safety  
Hazardous Materials  
HAZWOPER  
Heat Stress  
Homeland Security  
Lockout/Tagout  
Office Safety  
Personal Protective Equipment  
Process Safety  
Respiratory Protection  
Safe Driving  
Safety Attitudes  
Safety Orientation

### SCHOOL SAFETY & COMPLIANCE TOPICS

Bloodborne Pathogens  
Food Safety  
Harassment  
Infection Control  
Medication Management  
School Bus Safety  
Student Confidentiality  
Student Safety  
Violence & Emergency Response

### HEALTHCARE TOPICS

Back Protection  
Bloodborne Pathogens  
Emergency Preparedness Planning  
Ergonomics  
Hand Hygiene  
Healthcare Compliance  
HIPAA Compliance  
Infection Control  
Patient Rights  
Patient Safety

### INDUSTRIAL SKILLS TOPICS

Basic Electrical Theory  
Basic Engine Lathe  
Basic Machine Technology  
Basic Process Control  
Basic Skills  
Boiler Operation & Control  
Calibration & Test Equipment  
Computer Numerical Control  
Computer Numerical Control Lathe  
Continuous Process Control  
Control Valves & Actuators  
ControlLogix  
Dresser-Rand®  
DuPont™ Energy Efficiency  
Electronic Maintenance  
Electronics  
Fieldbus  
Fluid Power  
HVAC&R  
Machinery Oil Analysis  
Maintenance Troubleshooting  
Mechanical Electrical Control Systems  
Motor Drives  
Motors & Motor Controls  
Operator Inspection  
Pipfitting  
Power Transmission  
Process Measurement  
Programmable Logic Controllers  
Smart Digital Instrumentation  
Steam Traps  
Thermography  
Ultrasonics  
Vibration Analysis  
Wiring

### ETHICS & COMPLIANCE TOPICS

ADA  
Antitrust  
Change  
Coaching  
Communication  
Conflict Resolution  
Creativity  
Customer Service  
Discrimination and EEO  
Diversity  
Employee Development  
Employee Retention  
Employment Law  
Environmental Law  
Ethics  
Export Control  
FCPA  
Finance  
FMLA  
Goal Setting  
Harassment  
Identity Theft  
Insider Trading  
Interviewing & Hiring  
Meeting Skills  
Motivation  
Performance Appraisals  
Performance Feedback  
Privacy  
Productivity/Quality  
Records Management  
Sales  
Sexual Harassment  
Stress Management  
Substance Abuse  
Supervisory Skills  
Teamwork  
Time Management  
Trade Secret Law  
Workplace Violence



✓ NEW  
✓ RELEASES



**Confined Space Entry: Plan And Prepare**

Use this program to help your employees understand what a confined space is, the hazards that are associated with it and the steps to follow to maintain a safe work environment.

Available on DVD. Handbook also available.

▶ [Click here for FREE preview!](#)



**Line Breaking: Plan For Success**

Help your employees gain a solid understanding of how to plan for and prepare a line breaking operation and how to perform a line break safely.

Available on DVD. Handbook also available.

▶ [Click here for FREE preview!](#)



**Back In Action**

Take "back" your back! This documentary-style program discusses how your back work as well as the risk and warning signs you should watch out for to help prevent back injuries.

Available on DVD.

▶ [Click here for FREE preview!](#)



**Motorcycle Safety Awareness**

Your employees will hear from a crash victim how neglecting the basics of motorcycle riding can be life-changing. Don't let your employees become a statistic.

Available on DVD. Handbook also available.

▶ [Click here for FREE preview!](#)



**Respirator Safety: A Sure Fit**

This safety training program illustrates the different types of respirators, what they are used for and how to fit them correctly to maximize their protective qualities.

Available on DVD. Handbook also available.

▶ [Click here for FREE preview!](#)

# An eLearning Case Study

**DRESSER-RAND**

**Location:** New York with headquarters in Houston, Texas

**Products and Services Provided:** Compression equipment for the energy industry with a heavy concentration on gas and oil; services include upgrades, revamps, parts and maintenance

**Number of employees:** 5,500 at nearly 50 locations



**Solution**

Dresser-Rand selected the DuPont eLearning Suite (*formerly the Coastal eLearning System*) because of its total value proposition. Specifically, Dresser-Rand implemented the Learning Management System (LMS), Interactive Courseware and the Authoring Tool – which have provided them with:

- The flexibility to create D-R specific training aligned to its strategic business plans and people development plans
- Online, just-in-time training without incurring travel and related expenses along with minimizing lost production
- Outstanding support by the DuPont Sustainable Solutions team.

**Results**

The elearning solution was rolled out in conjunction with the Dresser-Rand University, and the feedback has been very positive. The DuPont eLearning Suite has provided D-R with the freedom to create and upload required training quickly and easily – while decreasing training costs, including travel expenses and lost work time. According to Jeff; "Dresser-Rand will benefit from a cost avoidance of approximately \$1 million this year".

**Challenge**

After being spun off from Ingersoll-Rand in 2005, Dresser-Rand was left with "no training and development organization, no leadership training, no technical training, no performance management system, and no way to capture knowledge across the company," explained Jeff Grenzer. In other words, we had to start from scratch an entire program in 14 languages for over 5,500 employees in 26 countries and over 50 locations." Jeff continued, "Without a centralized training and development group to develop a global strategy Dresser-Rand relied on 637 training vendors worldwide. The company was spending an incredible amount of money and the learning was never measured. Subject Matter Experts and engineers became trainers. Succession planning was non-existent, and basic training policies had not been developed. With 40 percent of our workforce becoming eligible for retirement in less than four years, the organization's future success depended heavily on our ability to create and maintain a learning and development culture."



*The miracles of science™*

✓ BEST  
✓ SELLERS



**Driven To Distraction**

This groundbreaking program illustrates just how dangerous distracted driving can be. The main character of this powerful program is the embodiment of the various distractions that accompany drivers.

Available on DVD and online. Handbook and poster also available.

▶ [Click here for FREE preview!](#)



**Driven To Distraction II**

This program follows up where Driven to Distraction left off. The same main character rides along with various drivers egging them on to give in to the myriad of distractions tempting today's drivers.

Available on DVD and online. Handbook also available.

▶ [Click here for FREE preview!](#)



**Just Another Day**

Don't let your veteran employees get complacent about safety. This program will help stop this mindset from taking hold. Developed especially for the experience worker.

Available on DVD and online.

▶ [Click here for FREE preview!](#)



**Fall Protection: The Right Connection**

In buildings and on scaffoldings, the dangers run high and your safety standards have to tower above the risks. Heighten yours with this highly valuable program on fall protection equipment, safety measures and fall emergency response.

Available on DVD and online. Handbook also available.

▶ [Click here for FREE preview!](#)



**Bloodborne Pathogens: Just The Facts**

Help fulfill your annual training requirement with this program which gives a complete picture of the possible risks of exposure, the kinds of diseases potentially present in blood and bodily fluids and the best practices to implement in order to stay safe in the event of exposure.

Available on DVD. Handbook also available.

▶ [Click here for FREE preview!](#)

✓ BEST  
✓ SELLERS



**Arc Flash: Live To Tell**

Do all you can to help make sure your workers never experience the devastation of an arc flash explosion. This training program will bring you and your workers up to speed on the 2009 version of NFPA70E.

Available on DVD. Handbook also available.

▶ [Click here for FREE preview!](#)



**Strains And Sprains: Avoiding The Pain**

Sprains and strains may not be considered serious workplace injuries, but they absolutely can cause lost time, reduce wages and disrupt employee health and productivity. Help reduce the risk of these injuries occurring in your workplace with this high-impact training.

Available on DVD. Handbook also available.

▶ [Click here for FREE preview!](#)



**Fire Extinguishers: Your PASS To Safety**

Your workers only have seconds to respond when a fire breaks out. Provide them with accurate and concise annual training on fire extinguisher use with this effective program.

Available on DVD. Handbook also available.

▶ [Click here for FREE preview!](#)



**Safety Orientation: On Alert**

Customize your facility's new-hire training program to meet your unique needs! Eight training segments are available, each covering a core compliance issue. (See SAF012-DVD for the larger 15-segment version.)

- Slips, trips and falls
- Hazard communication
- PPE
- Fire safety
- Back safety
- BBP
- Lockout/tagout
- Evacuation

Available on DVD and online. Handbook and poster also available.

▶ [Click here for FREE preview!](#)



**Lockout/Tagout: Lightning In A Bottle**

Use this training program as a tool to teach your employees, boost your lockout/tagout measures and ensure safety precautions are in place.

Available on DVD and online. Handbook and poster also available.

▶ [Click here for FREE preview!](#)



## ✓ INTRODUCTION TO SAFETY

### SAFETY ORIENTATION

- Safety Orientation: On Alert
- Shiftwork: Circadian Survival
- Contractor Safety: It's Everybody's Business
- Retail Safety Orientation
- Hotel Safety Orientation
- Sales Reps' Safety: Empowered To Perform
- Pharmaceutical Sales Reps' Safety: Scenes Of Success
- The Newcomers

### SAFETY ATTITUDES / PRO-ACTIVE SAFETY

- The Newcomers
- Just Another Day
- All For One: The Meerkat Way
- Pro-Active Safety Attitudes: Looking Out For Number One
- Rudy: Safety Takes Courage
- Safety Attitudes
- Incident Reporting
- The Pro-Active Safety Committee
- The Self-Inspection
- Safety Meetings
- Task Exposure Analysis
- Safety: The Good Fight
- People-Based Safety™
- Hazard Recognition And Control
- Hazard Recognition For Utility Workers
- Target Zero: Pro-Active Safety Attitudes

## ✓ PROTECTIVE EQUIPMENT

### PERSONAL PROTECTIVE EQUIPMENT

- Personal Protective Equipment: The Right Choice!
- Personal Protective Equipment
- Hand Protection
- Hearing Protection
- Eye Protection: See The Whole Picture
- Personal Protective Equipment: Real, Real-Life®
- PPE Hazard Assessment
- Hard Hat Safety
- Protecting Your Feet
- Hand Safety: It's In Your Hands
- Hearing Protection: It Makes Sense
- Personal Protective Equipment: Win The Race To Safety
- PPE: Don't Start Work Without It
- Hearing Protection: Real, Real-Life®
- Eye Protection: Why Gamble?

### RESPIRATORY PROTECTION

OSHA 1910.134

- Respirator Safety: A Sure Fit
- Respiratory Protection
- Disposable Respirators : Exposure Control
- Respiratory Fit Testing
- SCBA Care And Maintenance
- Indoor Air Report
- Mold Awareness
- SARS Awareness
- Respiratory Protection: Another World

### FALL PROTECTION

OSHA 1910.128 - 131, 1926.500 - 502 and 1910 Subpart D

- Fall Protection: The Right Connection
- Fall Protection For Ironworkers
- Scaffold Safety
- Stairways And Ladders
- Slips, Trips And Falls: Taking The Right Steps
- Slips, Trips & Falls: Real, Real-Life®
- Anchorages
- Walking & Working Surfaces
- Construction Fall Protection: Get Arrested
- Fall Protection
- Ladders
- Personal Fall Protection: One Step Beyond



## ✓ EMERGENCY ACTION PLAN / EMERGENCY RESPONSE

### FIRE/EMERGENCY

OSHA 1910.38 and 39

- Emergency Evacuation: Getting Out Alive
- Emergency Action Plan
- Fire Safety
- Fire Extinguishers: Your PASS To Safety
- Fire Safety: Real, Real-Life®
- Fire! In The Workplace
- Spiral To Disaster (EAPs)
- Incident Command System: When Seconds Count
- Portable Fire Extinguishers
- Disaster Safety: Aftermath & Cleanup
- Disaster Planning Series
- King's Cross: Beneath The Flames
- Crash In The Dark: A Crew Resource Management Case Study
- Emergency Response Driving
- Fire Safety: Alert, Aware, Alive
- Fire Safety: There's No Second Chance
- Emergency Action Plan: The Team Approach

### BLOODBORNE PATHOGENS / FIRST AID

OSHA 1910.1030

- Bloodborne Pathogens: Take Precautions
- Bloodborne Pathogens: Protecting Law Enforcement
- Bloodborne Pathogens For Corrections
- First Aid: Prepared To Help
- Bloodborne Pathogens: Real, Real-Life®
- Bloodborne Pathogens: Case Histories
- Avian Flu: What You Need To Know
- Bloodborne Pathogens For Cafeteria Workers
- Medical Emergencies: Citizen Responder
- Tuberculosis Awareness
- BBP For Fire & Rescue
- CPR and AED: The Chain Of Survival
- Bloodborne Pathogens
- Bloodborne Pathogens For Custodians
- Bloodborne Pathogens: Know The Risk
- Industrial First Aid
- Smallpox Awareness For First Responders
- Bloodborne Pathogens: Just The Facts

### HOMELAND SECURITY

OSHA 1910.1030

- Emergency Action Plan: Crisis Under Control
- Incident Command System: When Duty Calls
- Facility Security: The Critical Link
- Public Building Security: It's Everyone's Concern
- HazMat Transportation
- Biological And Chemical Threats-closing The Door
- Anthrax Awareness
- Lessons From Ground Zero
- Small Pox Awareness For First Responders
- Overcoming Stress, Fear And Anxiety
- Diversity Now
- Port Security: We're Counting On You
- Transit Security: On The Lookout
- Media Relations For Law Enforcement

## ✓ SUPERVISOR TRAINING

### SUPERVISOR TRAINING SERIES

- Safety Coach: The 7 C's Of Safety
- Job Safety Analysis: Pro-Active Planning
- PPE Hazard Assessment
- Safety Meetings
- Adult Learning
- OSHA Top Ten
- OSHA Inspections
- OSHA Recordkeeping: True To Form
- Incident Investigation
- Media Relations
- OSHA: An Introduction
- Safety OfficeSuite®: (OSHALOG/TRAINLOG Manager)
- OSHA: An Introduction For Construction



## ✓ HAZARDOUS ENVIRONMENTS

### ✓ CONFINED SPACE ENTRY

OSHA 1910.146 and OSHA Rescue Requirements

- Confined Space Entry: Keeping Public Employees Safe
- Confined Space Entry: Inside Maneuvers
- Confined Space Entry: Investigation
- Confined Space Entry: Permit Required
- Confined Space Entry: Plan And Prepare
- Non-Entry Rescue
- Ventilation
- Confined Space Hotwork: Checklist To Safety
- Confined Space Rescue
- Atmospheric Testing
- Rope Rescue Series
- Rescue Lowering Systems Series
- Rappelling
- Rescue Hauling Systems
- Confined Space Entry
- Trenching And Shoring

### ✓ PROCESS SAFETY

OSHA 1910.119

- Process Safety: Protecting Employees
- Process Safety Management
- Contractor Safety
- Line Breaking: Use A Permit!
- Protecting Employees
- Line Breaking: Plan For Success

### ✓ OFFICE SAFETY

OSHA General Duty Clause

- Office Safety
- Hazard Communication For Non-Industrial Employees
- Office Ergonomics

### ✓ HEAT STRESS

- Heat Stress: Code Red
- Heat Stress For Public Employees: Seeing Red
- Heat Stress: Don't Lose Your Cool
- Beat The Heat: Preventing And Treating Heat Disorders
- Heat Stress

## ✓ OPERATING HAZARDOUS EQUIPMENT

### ✓ FORKLIFT/CRANE SAFETY

Powered Industrial Truck Standard 1910.178

- Forklift Compliance Package
- Forklift Basics: Safe From The Start
- Forklift Safety: Real, Real-Life®
- Powered High-Lift Trucks
- Powered Low-Lift Trucks
- Indoor Cranes
- Working Around Forklifts
- Rigging
- Crane Inspection
- Working Around Cranes
- Bucket Trucks: Extending Your Safety
- Aerial Lifts
- Forklift Certification
- Forklift Safety
- Forklift Maneuvers: All The Right Moves
- Rigging: Equipment Basics
- Rigging Operations

### ✓ MOTOR VEHICLE SAFETY

- Driven To Distraction II
- Emotional Wreck
- Driven To Distraction
- Before You Turn The Key
- Defensive Driving
- Defensive Driving: 15-Passenger Vans
- Safe Driving: Real, Real-Life®
- Safe Winter Driving
- HazMat Transportation
- Defensive Driving For Government Employees
- Winter Driving
- Motorcycle Safety Awareness

### ✓ HAND TOOL / MACHINE SAFETY

OSHA 1910.127, 1910.212, 1926.301, 1926.302

- Machine Guarding: Safeguard Your Future
- Mechanical Power Press Safety
- Powered Hand Tool Safety
- Machine Guarding
- Laser Safety: The Blink Of An Eye
- Give Safety A Hand Series
- Working Safely With Power Tools
- Confined Space Hotwork: Checklist To Safety
- Oxyfuel Gas Cutting: The Sure Cut
- Pinch Points And Safeguarding For Pulp And Paper
- Welding Safety: Safe Work With Hotwork



## ✓ HAZARDOUS SUBSTANCES

### ✓ CHEMICAL SAFETY

OSHA 1910.1450

- Global Harmonization: Worldwide Hazard Communication
- Hazard Communication: Elements Of Safety
- Hazard Communication: The Road To Safety
- Hazard Communication: Real, Real-Life®
- Hazard Communication For Non-Industrial Employees
- Hazard Communication For Pulp And Paper
- Learn From Their Mistakes: Hazcom Case Histories
- Material Safety Data Sheets
- Chemical Handling Series
- Warning Labels And Signs: Get The Message
- Lab Safety
- Hazcom: Identifying the Dangers
- Laboratory Safety: The Finer Points
- Laboratory Safety: Under The Hood
- Hazard Communication For Public Employees
- Hazard Communication: Your Safety Net

### ✓ HAZARDOUS MATERIALS

OSHA 1910.120

- Combustible Dust: Up In A Flash
- Benzene: Knowledge Is Power & Safety
- NORM: Naturally Occurring Radioactive Material
- Hazardous Materials Transportation: What You Don't Know Can Hurt You
- Hydrogen Sulfide: A Matter Of Life Or Death
- Asbestos Awareness
- Compressed Gas Safety Awareness
- HazMat: Safe And Secure
- Anhydrous Ammonia
- Chlorine
- Marking, Labeling, And Placarding: HazMat For Transportation
- HazMat Shipping Papers
- Fly Ash
- Coal Dust Explosion Prevention
- Safe Handling Of Phosphoric Acid
- Safe Use Of Phosphorus Trichloride & Phosphorus Oxychloride
- Lead Safety
- Lead Safety On The Job
- Radiation Safety
- Hexavalent Chromium Awareness
- Lead Safety For Firearms
- Asbestos In Construction
- Cadmium Safety
- Hazmat Awareness
- Hydrogen Sulfide / Sulfur Dioxide
- Mold Awareness
- Preparing Hazmat For Transportation
- Radiation Safety: The Basics
- Silica Safety
- Drum Handling
- Preparing HazMat For Transportation



ENVIRONMENTAL

ENVIRONMENTAL

EPA Compliance

- Spill Prevention & Control: Insuring A Safer World
- Environmental Awareness 1
- Environmental Awareness 2
- EPA Criminal Liability
- RCRA Small Quantity Generators: A Commitment To The Future
- RCRA Large Quantity Generators: A Commitment To The Future
- Pollution Prevention
- EPA Risk Management: A Shared Responsibility
- EPA Risk Management: Be a Good Neighbor
- Stormwater Runoff: I Can Make A Difference
- Small Spills And Leaks

ERGONOMICS/  
BACK SAFETY

ERGONOMICS/BACK SAFETY

Ergonomics Program Standard 1910.900

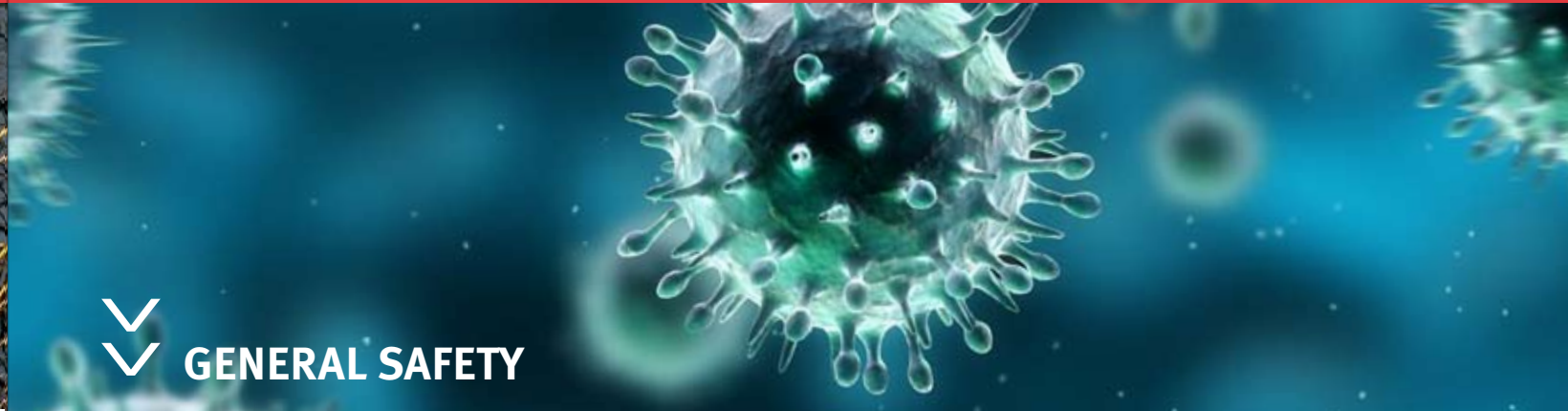
- Strains & Sprains: Avoiding The Pain
- Ergonomics
- Office Ergonomics
- Back In Action
- Back Safety
- Back At Work
- Back Safety: Real, Real-Life®
- Back Protection
- Back Safety For Landscape, Custodial & Maintenance Workers
- Back Safety For Material Handlers
- Back Safety For First Responders
- Back Safety: Lift Well, Live Well
- Ergonomics: Break the RMI Habit

MARITIME SAFETY

- Safe Driving On The Waterfront: Every Choice Counts
- Ready To Work On The Waterfront: Every Choice Counts
- Signaling On The Waterfront: Every Choice Counts
- Preventing Drug & Alcohol Abuse On The Waterfront Every Choice Counts
- Personal Protective Equipment On The Waterfront: Every Choice Counts
- Working Around Hazardous Materials On The Waterfront: Every Choice Counts
- Working Around Vehicles Safely On The Waterfront: Every Choice Counts
- Working Safely Around Railcars On The Waterfront: Every Choice Counts

“...After reviewing dozens of defensive driver videos over the years, someone has finally gotten it right! Driven To Distraction is, without a doubt, the best defensive driver training program I have ever seen...”

- Utah Risk Management Mutual Association (URMMA), Orem, UT



GENERAL SAFETY

GENERAL SAFETY

OSHA General Duty Clause

- 2009 H1N1 Flu (Swine Flu): What You Need To Know
- Avian Flu: What You Need To Know
- Shiftwork
- Housekeeping
- Dealing With Stress
- Warehouse Safety
- Good Manufacturing Practices:
- Food Safety's In Your Hands
- Tuberculosis Awareness
- D.O.T. Drug & Alcohol Testing
- Drug & Alcohol Abuse
- Sexual Harassment
- Office Safety
- Handwashing: Avoiding Germs And Viruses At Work
- HACCP: A Plan For Food Safety
- Landscape Power Tools
- Working Outdoors:
- Mosquitoes and Ticks
- Workplace Violence
- Service Reps: A Day In The Life
- Injury And Illness Prevention
- Indoor Air Report
- Office Safety: It's A Jungle In There
- Roadway Worker Safety: In The Zone

BEHAVIORAL SAFETY

PEOPLE-BASED SAFETY™

- Activating ACTS
- Acting
- Coaching
- Thinking
- Seeing

STOP™ (Safety Training Observation Program)

- STOP™ For Supervision For Oil & Gas
- STOP™ For Each Other For Oil & Gas
- STOP™ For Each Other
- STOP™ For Supervision
- STOP™ For Ergonomics
- STOP DataPro™

“Everyone with access to STOP DataPro™ can enter data, so data reporting and collection is timelier and we are able to respond to trends quicker.”

- Huhtamaki, Los Angeles, CA



## ✓ OUTDOOR / ✓ OFF-THE-JOB SAFETY

### OUTDOOR

- Heat Stress: Code Red
- Heat Stress For Public Employees: Seeing Red
- Working Outdoors: Mosquitoes And Ticks
- Groundskeeping Safety: Be A Pro!
- Winter Safety
- Heat Stress
- Heat Stress: Don't Lose Your Cool
- Groundskeeping Safety: Dealing With Bugs And Critters
- Beat the Heat: Preventing & Treating Heat Disorders

### OFF-THE-JOB

- Holiday Safety
- Summer Sports
- Vacation Safety
- Gun Safety
- Firearms Safety And The Hunter
- Judgement On The Water
- Water Rescue
- Survival!

## ✓ ✓ HAZARDOUS ENERGY

### ELECTRICAL SAFETY

OSHA 1910.269 and 1910.97

- Electrical Safety
- Electrical Safety: Real, Real-Life®
- Fatal Shock: Electrical Case Histories
- Basic Principles
- Electrical Hazards
- Electrical Emergencies
- Working Around Live Circuits
- Electric Power Generation
- Static Electricity
- Construction Electrical Safety: Current Control
- Electrical Safety: Beware The Bite

### LOCKOUT/TAGOUT

OSHA 1910.97

- Lockout/Tagout: Controlling The Beast
- Lockout/Tagout: Lightning In A Bottle
- Lockout Tragedy
- Lockout/Tagout: Real, Real-Life®
- Lockout/Tagout: An Open & Shut Case
- Lockout For Life!
- Line Breaking: Use A Permit!
- Line Breaking
- Lockout/Tagout
- Lockout/Tagout For Pulp And Paper

### ARC FLASH

NFPA 70E

- Arc Flash: Live To Tell
- Arc Flash Safety Awareness
- Electrical Safety For The Qualified Worker

### ARC FLASH

OSHA 1910.120

- Hazwoper Awareness
- Small Spills And Leaks
- Decontamination
- Drum Handling
- Lab Packs
- Incident Command System
- HAZWOPER First Responder Awareness Level
- HAZWOPER First Responder Operation Levels

## STOP™ Safety Training Observation Program

DuPont STOP™ is a member of the DuPont portfolio of workplace safety training offerings now available from DuPont Sustainable Solutions. The award-winning STOP™ series provides a path to workplace safety excellence by making safe behavior and workplace conditions part of the work culture, thus helping to prevent injuries and incidents.

STOP™ programs use a combination of methods to give people the information, skills and willingness to work more safely, maximize their learning and apply what they learn to the real world.

The programs feature a three-part approach:

- **Individual self-study** Workbooks are used to introduce basic concepts and begin safety skill development
- **Field or application activities** STOP™ program participants practice what they have learned in their own work areas
- **Group meetings** After viewing a video, participants discuss what they have learned and consider how it can be applied



## ✓ STOP™ Programs ✓ Now Available

### STOP™ For Supervision

A comprehensive behavior-based training program, STOP™ For Supervision establishes the framework for the entire STOP™ series. By talking with people to acknowledge safe acts and correct unsafe acts, workers are encouraged to follow safe work practices. This program is available in an oil and gas industry specific version.

### STOP™ For Each Other

STOP™ For Each Other focuses on peer-to peer safety, teaching participants to interact with their co-workers, incorporate safety in their everyday activities and make safety second nature. This program is available in an oil and gas industry specific version.

### STOP™ For Ergonomics

This program builds on the principles and skills introduced in the STOP™ series and applies them to ergonomics, an essential component of workplace safety.

### STOP™ Implementation Assistance Workshop

Conducted by DuPont STOP™ experts before you begin STOP™ implementation, these workshops will help you build a strong foundation for the STOP™ program and increase involvement across your organization.

### STOP DataPro™

STOP DataPro™ is a web-based application that optimizes the value of STOP™ programs by making it easier to record and analyze safety performance data and generate reports. It quickly and easily enables in-depth understanding of workplace safety using your STOP™ observation data to review findings, identify trends, track corrective actions and monitor the frequency and effectiveness of safety observations.

# 350 Days Without A Recordable Injury

Huhtamaki produces disposable packaging manufactured from paper, plastic, films or molded fiber. It is a leading supplier worldwide of disposable plates, bowls, cups, napkins, containers and carriers. In the U.S. retail market, it is best known for its Chinet® premium brand of disposable tableware. Headquartered in Espoo, Finland, Huhtamaki operates facilities throughout Europe, the United States, and Australia.



*"STOP™ For Each Other helps highlight all the areas where we need improvement. We can take one unsafe observation and then drill down to find all the areas affected by it."*

— Brian Rodriguez, Planning analyst, Huhtamaki, Los Angeles

Recently, the Huhtamaki manufacturing plant in Los Angeles celebrated 60 days without an Occupational Safety and Health Administration (OSHA) recordable injury. The milestone was marked with a plant-wide barbecue, but already Huhtamaki was looking ahead in hopes of surpassing its previous record—350 days without a recordable injury. That's a far cry from 2004, when the company's safety culture was in need of revitalization.

## Situation

In 2004, the Huhtamaki manufacturing plant in Los Angeles faced a serious challenge: Its injury rate was high and morale was low. The company was committed to turning the situation around. However, after assessing the situation, senior management dismissed a top-down approach, in which management would dictate safety via policies and procedures. The company needed to actively involve employees at all levels to successfully change the safety culture at the plant. They decided to seek out a behavior-based system that would not only involve everyone at the plant, but would effectively help employees think pro-actively about safety in their work environment.

## Solution

Because they wanted a frontline approach to safety, Huhtamaki chose DuPont's STOP™ family of workplace safety-training tools to overhaul its safety performance. It began in 2004 with STOP™ For Supervision, a program that trains line management to take responsibility for controlling injuries and incidents through worker observations and discussions. Huhtamaki rolled out STOP™ For Supervision to 30 managers, supervisors and leads. The company was able to "test drive" the STOP™ tools with this small group, while ensuring crucial supervisory roles fully understood the program's goals before introducing the program to the entire plant. A year later, in 2005, Huhtamaki



*The miracles of science™*

rolled out two additional STOP™ programs plant-wide: STOP™ For Each Other, a program designed to raise employee awareness of safety through a peer-to-peer approach, followed by STOP™ For Ergonomics, which trains employees to recognize ergonomic issues in the workplace. The STOP™ program became part of everyone's performance objective.

## Challenges

Implementing and maintaining the program were not without obstacles. Scheduling the time required for all plant employees to attend training was a logistical challenge. But Huhtamaki realized that completing the training would benefit the company in the long run. They made a concerted effort to enable all employees to complete training with minimal disruption to the line.

Once the initial program rollout and fanfare died down, Huhtamaki turned its energy to maintaining employee focus and consistency. For example, hourly employees are required to conduct two safety checklists each month but, over time, employees became lax about the checklists, either failing to carry them out or failing to complete them. Huhtamaki addressed the issue by retraining all departments on the importance of safety and the need to allocate enough time each month to properly complete two checklists. "We let them know their comments mattered," said Brian Rodriguez, planning analyst for the Huhtamaki L.A. plant.

At the same time, Huhtamaki encountered glitches with safety observation follow-ups. While employees would document unsafe observations on their checklists, busy supervisors didn't always make time to follow-up with employees regarding their comments. Consequently, employees began to doubt if anyone was reading the STOP™ checklists or taking the program seriously. First, Huhtamaki reminded its supervisors how important follow-up was to the program's success. Then it began tracking all unsafe observations in a place accessible to all employees, along with the corrective actions taken. Publicly sharing this information reassured employees that management not only heard their safety concerns, but acted on them.

Early on, Huhtamaki also needed to allay employee apprehensions about discussing safety with one another. STOP™ For Each Other is a peer-to-peer training program, prompting employees to intervene when they observe an unsafe act. This can be intimidating. Approaching other people to talk about safety was a new concept for many employees. At the same time, employees weren't comfortable being approached and asked safety-related questions – some worried participating would lead to disciplinary action.

To diminish such feelings, Huhtamaki used STOP™ training to explain to employees that the program was not a punitive one. Trainers reinforced the point that employees should not write specific employee names on observation checklists. Additionally, training stressed the proper way to approach safety discussions – giving a positive comment first, asking questions, etc. Trainers were careful to go over this approach thoroughly during training sessions.

Huhtamaki's biggest challenge came once the program was well under way. Tracking and organizing the volume of information collected in checklists each month was overwhelming. The company quickly solved this problem with STOP DataPro™.

The program allows the Huhtamaki plant to effectively track unsafe acts by department and by shift. It also allows management to export data to a spreadsheet to track comments and corrective actions. Huhtamaki uses the data to project trends and generate analysis of unsafe and safe acts that can be shared with all employees. This makes everyone in the plant aware of what issues the site needs to address.

## Results

Since STOP™ was rolled out plant-wide in 2005, Huhtamaki has undergone a resounding transformation. All employees now perform safety observations (hourly employees conduct two per month and supervisors eight). Conducting these observations has raised the safety consciousness of all employees. As a result, Huhtamaki has experienced a 45 percent decrease in lost workdays—from 351 lost workdays in 2005 to 201 lost workdays in 2009. Overall, it has seen a 91 percent drop in injuries at the LA plant.

Huhtamaki also has seen a significant improvement in safe versus unsafe acts, and employees no longer hesitate to point out unsafe acts. "If the plant manager were to walk down to the floor without wearing the appropriate personal protective equipment, an hourly employee would have no problem stopping him and letting him know he was being unsafe," said Mr. Rodriguez.

Additionally, because all employees participate in STOP™ safety observations and are now in the habit of doing full observations with comments, Huhtamaki harvests a wealth of safety-related information. "We really look at comments here because they give us an idea what areas to work on," said Mr. Rodriguez.

✓ NEW  
✓ RELEASES



**Harassment: A New Look For Employees**

Harassment has evolved into new yet equally devastating forms! Help keep your training up to speed, address the challenges and protect your employees with this course. It urges them to recognize and avoid workplace bullying and intimidation, cyberbullying, sexting, joking, and discrimination against younger employees.

Available on DVD and online. Handbook and poster also available.

▶ [Click here for FREE preview!](#)



**Understanding The New FMLA**

Get practical tips on how to handle complex FMLA situations with Understanding the New FMLA, a course that summarizes the law's requirements in plain, non-legalistic English, helping your managers fine tune their understanding of the FMLA and make the right decisions.

Available on DVD.

▶ [Click here for FREE preview!](#)



**Leakproof: 8 Privacy Principles**

Two hundred million data breaches have occurred over the last few years, each costing an average of \$6.7 million. Explore strategies that seek to strengthen privacy compliance using eight guidelines from the Organisation for Economic Cooperation and Development (OECD) with this program.

Available on DVD and online. Handbook and poster also available.

▶ [Click here for FREE preview!](#)



**Red Flags Rule: Preventing Identity Theft**

Identity theft victimizes millions of Americans and has cost businesses \$50 billion annually in the last few years. Maintain high standards of confidentiality and help your organization comply with the four requirements of Red Flags Rule: identify, detect, and respond to red flags, as well as implement an Identity Theft program. The course summarizes key points of the law: types of accounts and organizations covered, five categories of red flags, and other compliance practices that can help protect your organization's reputation and prevent costly legal liabilities.

Available on DVD and online. Handbook also available.

▶ [Click here for FREE preview!](#)

✓ NEW  
✓ RELEASES



**Ethics Is A Competitive Advantage With Dr. Marianne Jennings**

Through eye-opening examples, hard-hitting research and unsettling stories, this program explores why ethics matter, citing its impact on customer trust, write-off research, reputation, skill sets, and regulatory relationships. It also discusses the flaw of the gray-area myth.

Available on DVD and online.

▶ [Click here for FREE preview!](#)



**Speaking Up Without Fear With Dr. Marianne Jennings**

Premised on the idea that employees are always aware of the issues, this program discusses alternate ways of drawing out wrongdoing, strategies to break down or get around the culture of fear, and the need to create moral accountability via a "flat" organization. It also features illuminating anecdotes and whistleblower studies to illustrate vital ethical lessons.

Available on DVD and online.

▶ [Click here for FREE preview!](#)



**Ethical Leadership: Tone At All Levels With Dr. Marianne Jennings**

Explore obstacles to ethics-building that employees must watch out for with this program. The program reviews the problem of moral complacency and indifference, the pressures affecting decision-making, and the use of "warm" language as a communication pitfall.

Available on DVD and online. Handbook also available.

▶ [Click here for FREE preview!](#)



**Understanding The New ADA**

Update your ADA training and keep your organization abreast of the expanded provisions of the new ADA, including the new definition of major life activities and disabilities. A timely supplement to your compliance efforts, the course examines the features of an ADA-compliant job description, the nature of reasonable accommodations, and critical interview protocols that can help prevent legal liabilities.

Available on DVD and online. Handbook also available.

▶ [Click here for FREE preview!](#)

✓ BEST  
✓ SELLERS



**Harassment Is...**

Harassment has a deep, destructive impact on individuals. It inflicts stress, lowers morale, and reduces productivity at work. This course provides compliance practices and explains strategies to help prevent harassment and create a respectful environment for all. Available in Office, Industrial, Government, Hospitality and Retail versions.

Available on DVD and online. Handbook also available.

▶ [Click here for FREE preview!](#)



**More Than A Gut Feeling III**

Using all of the proven *More Than A Gut Feeling* techniques, through Dr. Paul Green's ever-reliable behavioral approach, and gain confidence and assurance that you're hiring the best candidate for the job! Join the thousands of interviewers worldwide who have hired top-caliber employees utilizing this method.

Available on DVD. Manual also available.

▶ [Click here for FREE preview!](#)



**Diversity: Food For Thought**

Enter the Diversity Diner to listen and watch conversations on how organizations can reduce discrimination, increase harmony and tap the power of diversity!

Available on DVD and online. Handbook and poster also available.

▶ [Click here for FREE preview!](#)



**It's About Respect: Recognizing Diversity In The Workplace**

When it comes to the delicate issue of harassment, make sure that your employees never cross the line. Raise awareness with this program and explain the dos and don'ts of creating a respectful, more harmonious and productive workplace for everyone. This program is available in office and industry versions.

Available on DVD.

▶ [Click here for FREE preview!](#)



**Drop By Drop**

Go beyond conventional diversity training with this course, which can help your employees spot and stop micro-inequities – the subtle digs, tiny slights, casual gestures, off-hand remarks, and even body language that can poison your organization's morale and productivity.

Available on DVD and online. Handbook also available.

▶ [Click here for FREE preview!](#)

✓ BEST  
✓ SELLERS



**The Goal: The How-To Version**

The program shares an inspiring story of Alex Rogo, who used principles like bottlenecks, throughput, and the theory of constraints to transform his mediocre division into a money-making machine. *The Goal* is based on Eli Goldratt's book.

Available on DVD and online.

▶ [Click here for FREE preview!](#)



**Communication Breakdown**

Communication is at the foundation of everyone's work day. This poignant program discusses seven common communication barriers and how to work on identifying and even changing any negative behaviors.

Available on DVD and online. Handbook also available.

▶ [Click here for FREE preview!](#)



**Ethics: The L.O.G.I.C. Of Right**

Introduce your employees to the L.O.G.I.C. standard, a five-step process that can guide them to stronger, more ethical decisions in the face of nine common moral dilemmas.

Available on DVD and online. Handbook also available.

▶ [Click here for FREE preview!](#)



**Sexual Harassment: Is It Or Isn't It**

Do away with the grey areas, train employees on the definition of sexual harassment, create a non-threatening work environment, communicate anti-sexual-harassment policies, and stress that harassment will not be tolerated in the organization!

Available on DVD.

▶ [Click here for FREE preview!](#)



**Let's Face It: Harassment Training For Supervisors**

Help fulfill your mandatory harassment training with this best-selling program. Understand your role and how to work with your staff to assist in eliminating this phenomenon.

Available on DVD and online. Handbook also available.

▶ [Click here for FREE preview!](#)

## ✓ ETHICS & COMPLIANCE ✓ ADVISORS

DuPont Sustainable Solutions works with thought leaders and practicing attorneys to stay abreast of the constantly changing compliance climate and to ensure that our clients have the most up-to-date and effective ethics learning solutions available.

- The DuPont Primary Law Firms assisted us in developing the content.
- Through DuPont Sustainable Solutions' blended learning solutions, we are able to deliver the content in the most effective and efficient manner to meet your business needs.
- By working with key thought leaders in the areas of ethics, compliance, governance, and risk, we are able to provide our clients with best practices and legal expertise that these leaders have obtained from many years of working with Boards of Directors, CEOs, General Counsel, and Chief Ethics and Compliance Officers.

### DuPont Primary Law Firms

The law firms listed are two of the DuPont Primary Law Firms who assisted DuPont Sustainable Solutions in developing the Ethics & Compliance courses.



#### Stacia A. Christman, Counsel

Working primarily with national and international industrial, manufacturing and commercial clients, Ms. Christman focuses her practice on a variety of environmental regulatory arenas at local, state and federal levels including permitting and compliance,

enforcement and site remediation. In addition, she provides environmental counsel to clients involved in corporate mergers and acquisitions and environmental litigation including administrative hearings.



#### Annie Wartanian Reisinger, Associate

Ms. Reisinger is an international trade attorney with significant experience in U.S. and Foreign trade controls. She counsels a wide range of domestic and international manufacturers, freight forwarders, sales forces and distributors on BIS, DDTC and

OFAC export regulations including U.S. Trade embargoes and sanctions, CFIUS, as well as European trade controls, anti-boycott regulations and compliance with the Foreign Corrupt Practices Act (FCPA).



#### Anne Marie Cushmac, Partner

Ms. Cushmac concentrates her practice on antitrust litigation and counseling. She is a member of the Cartel and Criminal Practice Committee of the American Bar Association's Antitrust Section and past chair of the Virginia State Bar's Antitrust,

Franchise and Trade Regulation Section.



#### Briton K. Nelson, Associate

Ms. Nelson practices within the firm's Labor and Employment Department.

## ✓ ETHICS & COMPLIANCE ✓ ADVISORS



#### Douglas B. Smith, Associate

Mr. Smith's practice focuses on trademark risk assessment, registration, maintenance, licensing, and dispute resolution for public and private companies. He also counsels clients in the areas of copyright, advertising, and sweepstakes law.



#### W. Carter Younger, Partner

Mr. Younger has more than 30 years of labor and employment law experience that includes litigation in federal and state courts throughout the country. He is experienced in alternative dispute resolution, including arbitration

and mediation. He also represents employers before administrative agencies, including the National Labor Relations Board, the U.S. Department of Labor Office of Federal Contract Compliance Programs and Wage and Hour Division, and state and local equal employment opportunity agencies. Mr. Younger has been listed in Best Lawyers in America for labor and employment law for more than 25 years, since its inception.

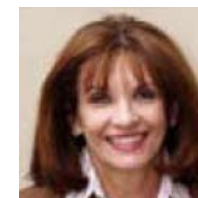


#### John B. Pellegrini, Counsel

Mr. Pellegrini's practice is concentrated on the regulatory and commercial aspects of international trade. He represents clients with respect to government regulation of the import-export trade, duty planning, admissibility requirements, litigation in the

U.S. Court of International Trade, representation before the various federal agencies which regulate trade in the United States, and the commercial aspects of international trade.

### Thought Leader



#### Dr. Marianne Jennings, Professor, author, attorney, and lecturer

Dr. Jennings is a professor of legal and ethical studies in business from the W.P. Carey School of Business at Arizona State University. She has conducted numerous seminars and published a broad range of resources on law and ethics, including books such as "**Seven Signs of Ethical Collapse and Case Studies in Business Ethics**". A recipient of numerous awards and citations, Dr. Jennings has done consulting work for law firms, businesses and many professional groups. Learn more about Dr. Jennings at her website, The Ethical Barometer (<http://www.mariannejennings.com/>).



#### LaTisha S. Owens, Partner

Ms. Owens advises corporate clients on mergers and acquisitions, securities offerings, corporate governance matters, and compliance with federal securities laws and listing requirements. Her securities practice includes work under both the

Securities Act of 1933 and the Securities Exchange Act of 1934. Ms. Owens devotes a significant amount of time to advising public companies and their boards of directors on corporate governance matters including compliance with the Sarbanes-Oxley Act, insider trading, proxy statements, shareholder relations, and board and shareholder meetings.



#### Martha S. Doty, Counsel

Ms. Doty is counsel in the firm's Los Angeles office. She counsels public and private employers on the many and varied aspects of employment relationships, and also litigates all types of employment cases. In addition, Ms. Doty

handles administrative matters before the California Labor Commissioner, Cal-OSHA, and the Workers' Compensation Appeals Board.



✓ ✓ COMPLIANCE

**ADA** MANAGERS

- Understanding The New ADA

**ANTITRUST** MANAGERS

- U. S. Antitrust Compliance Training

**CALIFORNIA -COMPLIANT HARASSMENT** MANAGERS

- Let's Face It: Harassment Training For Supervisors
- Sexual Harassment: A Manager's Guide In California
- Harassment: A New Look For California (*Ab 1825 Compliant*)

**DISCRIMINATION & EEO** MANAGERS

- Discrimination & EEO

**EMPLOYMENT LAW** MANAGERS

- New Employment Law For Managers **Coming In 2010!**
- Legal Peril: 8 Management Pitfalls To Avoid
- Avoiding Litigation Landmines: A Survival Guide For Managers

**ENVIRONMENTAL LAW** MANAGERS

- Environmental Law

**ETHICS** MANAGERS

- Ethics Is A Competitive Advantage With Dr. Marianne Jennings
- Ethics: Speaking Up Without Fear With Dr. Marianne Jennings
- Ethical Leadership: Tone At All Levels With Dr. Marianne Jennings
- Ethics: The L.O.G.I.C. Of Right

**IDENTITY THEFT** MANAGERS

- Red Flags Rule: Preventing Identity Theft

**INSIDER TRAINING** MANAGERS

- Insider Trading

**INTERVIEWING & HIRING** MANAGERS

- More Than A Gut Feeling III
- Legal And Effective Interviewing II: The Right Questions
- Legal And Effective Interviewing Skills
- You Be The Judge II

**PERFORMANCE APPRAISALS** MANAGERS

- Care And Candor: Making Performance Appraisals Work

**PRIVACY** MANAGERS

- Leakproof: 8 Privacy Principles

**RECORDS MANAGEMENT** MANAGERS

- Records And Information Management

**SEXUAL HARASSMENT** MANAGERS

- Sexual Harassment: A Manager's Guide
- Sexual Harassment: A Manager's Guide In California



✓ ✓ COMPLIANCE

**EXPORT CONTROL** MANAGERS

- Export Control And Anti-boycott Law

**FCPA** MANAGERS

- FCPA & Business Ethics

**FMLA** MANAGERS

- Understanding The New FMLA

**HARASSMENT LAW** MANAGERS

- Harassment: A New Look For Managers
- Harassment Is...
- Harassment: The Real Scene
- It's About Respect: Recognizing Harassment In A Diverse Workplace
- Respect In The Workplace: Avoiding Discrimination
- Beyond Sexual Harassment: Other Forms Of Harassment And Discrimination
- Let's Face It: Harassment Training For Supervisors

**SUBSTANCE ABUSE** MANAGERS

- Recognizing Drug And Alcohol Abuse For Managers
- Creating A Drug-free Workplace: Back On Track
- D.O.T. Drug And Alcohol Testing

**TRADE SECRET LAW** MANAGERS

- Trade Secret Law

**WORKPLACE VIOLENCE** MANAGERS

- Workplace Violence: The Calm Before The Storm
- Workplace Violence: First Line Of Defense

*"The savings in administrative time is significant. There is greater efficiency in training, tracking and reporting on our compliance needs. Also, with the ability to customize courses, we have been able to generate better content geared more to our organizational structure."*

- Dallas Nephrology Associates, Dallas, TX





✓  
✓ COMPLIANCE

**ANTITRUST** ALL EMPLOYEES

- U. S. Antitrust Compliance Training

**DIVERSITY** ALL EMPLOYEES

- Drop By Drop
- Diversity: The Real Scene
- Diversity: Food For Thought
- The Diversity Advantage: Food For Thought
- Diversity In The Real World
- Dealing With Diversity

**ENVIRONMENTAL LAW** ALL EMPLOYEES

- Environmental Law

**ETHICS** ALL EMPLOYEES

- Ethics: The L.O.G.I.C. Of Right

**EXPORT CONTROL** ALL EMPLOYEES

- Export Control And Anti-boycott Law

**FCPA** ALL EMPLOYEES

- FCPA & Business Ethics

**HARASSMENT** ALL EMPLOYEES

- Harassment: A New Look For Employees
- Harassment Is...
- Harassment: The Real Scene
- It's About Respect: Recognizing Harassment In A Diverse Workplace
- Respect In The Workplace: Avoiding Discrimination
- Beyond Sexual Harassment: Other Forms Of Harassment And Discrimination

**INSIDER TRADING** ALL EMPLOYEES

- Insider Trading

**PRIVACY** ALL EMPLOYEES

- Leakproof: 8 Privacy Principles

**RECORDS MANAGEMENT** ALL EMPLOYEES

- Records And Information Management

**SEXUAL HARASSMENT** ALL EMPLOYEES

- Sexual Harassment: New Perspectives
- Sexual Harassment: You Make The Call
- Sexual Harassment: Is It Or Isn't It? II

**SUBSTANCE ABUSE** ALL EMPLOYEES

- Recognizing Drug And Alcohol Abuse For Employees
- Creating A Drug-free Workplace: Back On Track
- D.O.T. Drug And Alcohol Testing

**TRADE SECRET LAW** ALL EMPLOYEES

- *Course to be released in 2010*

**WORKPLACE VIOLENCE** ALL EMPLOYEES

- Workplace Violence: The Calm Before The Storm
- Workplace Violence: First Line Of Defense



✓  
✓ SOFT SKILLS

**BEHAVIORAL-BASED INTERVIEWING** MANAGERS

- More Than A Gut Feeling III

**CHANGE** MANAGERS

- Finding The Up In Upheaval
- Managing People Through Change

**COACHING** MANAGERS

- Documenting Discipline II
- We Need To Talk: Coaching Problem Employees

**COMMUNICATION** MANAGERS

- Tearing Down Walls
- You're Not Listening
- The Straight Scoop On E-mail

**CONFLICT RESOLUTION** MANAGERS

- Conflict Resolution: A Win/win Approach
- Between You And Me: Solving Conflict

**EMPLOYEE RETENTION** MANAGERS

- Love 'Em Or Lose 'Em: Employee Retention

**FINANCE** MANAGERS

- Learning The Accounting Game: The Basics

**LEADERSHIP** MANAGERS

- Leadership: Reach For The Stars
- ▶ **Covey Leadership Library**
- Everest - Habits 4, 5, And 6 Public Victory
- Max And Max - Habit 4 Think Win-win
- Leading By Example - Habit 1 Be Proactive
- Tearing Down Walls
- I Know Just What You Mean - Habit 5 Seek First To Understand, Then To Be Understood
- Mauritius - Habit 6 Synergy

**MOTIVATION** MANAGERS

- Either Way You're Right
- Continuous Motivation
- Motivation: Igniting Exceptional Performance

**PERFORMANCE FEEDBACK** MANAGERS

- Documenting Discipline II
- Care And Candor: Making Performance Appraisals Work
- Looking Forward: Your Performance Appraisal
- Legal And Effective Performance Appraisals
- Documenting Discipline
- The Human Touch Performance Appraisal II
- Legal And Effective Progressive Discipline
- The Legal Side Of Evaluating Performance
- Not Just Another Meeting
- Continuous Performance Appraisal

**SUPERVISORY SKILLS** MANAGERS

- The Sid Story
- Quality Supervision For Industry
- Training Ground: Supervisory Skills
- Supervisory Skills: Take Control



✓  
✓ **SOFT SKILLS**

**CHANGE** ALL EMPLOYEES

- Finding The Up In Upheaval

**COMMUNICATION** ALL EMPLOYEES

- Nobody's Listening
- Communication Breakdown
- Communication Cornerstones: Building Trust
- Communication Nightmares
- Relationship Strategies

**CONFLICT RESOLUTION** ALL EMPLOYEES

- Conflict Resolution: A Win/Win Approach
- Between You And Me: Solving Conflict

**CREATIVITY** ALL EMPLOYEES

- Why Didn't I Think Of That? II

**CUSTOMER SERVICE** ALL EMPLOYEES

- Who Cares?
- The Secret: Customer Service Uncovered
- Quality Service In The Public Sector
- But I Don't Have Customers!
- Exceeding Expectations
- Point Of Impact
- ▶ **Telephone Skills**
- Telephone Courtesy Pays Off II
- Telephone Courtesy: The Royal Connection

**EMPLOYEE DEVELOPMENT** ALL EMPLOYEES

- 40 Hours: Invest In Yourself
- Worksmarts: How To Get Along, Get Noticed And Get Ahead
- Office Politics

**GOAL SETTING** ALL EMPLOYEES

- Smart Goals: Steps To Success
- Personal Goal Setting: Journey To Success
- The Goal: How-To Version
- Charting Your Course

**MEETING SKILLS** ALL EMPLOYEES

- We've Got to Stop Meeting Like This

**PERFORMANCE FEEDBACK** ALL EMPLOYEES

- Documenting Discipline II
- Looking Forward: Your Performance Appraisal
- Legal And Effective Performance Appraisals
- Documenting Discipline
- The Human Touch Performance Appraisal
- Legal And Effective Progressive Discipline
- The Legal Side Of Evaluating Performance
- Not Just Another Meeting
- Continuous Performance Appraisal

**PRODUCTIVITY / QUALITY** ALL EMPLOYEES

- The Goal: How-To Version
- Quality: You Don't Have To Be Sick To Get Better



✓  
✓ **SOFT SKILLS**

**SALES** ALL EMPLOYEES

- Breaking Competitive Accounts: The Seven Critical Sales Actions
- ▶ **Business-To-Business Prospecting Series**
- Determine And Reach Key Decision Makers: Sticking To It
- Verify The Decision Maker And Ask For The Business: develop The Thirst
- Listening And Addressing Resistance: Prepare For The Obstacles

**STRESS MANAGEMENT** ALL EMPLOYEES

- Life Meets Work: Overcoming Stress, Fear And Anxiety
- Fear And Stress In The Workplace: Managing The Global Challenge
- Dealing With Stress
- Stress: You're In Control

**TEAMWORK** ALL EMPLOYEES

- One For All: Teamwork The Meerkat Way
- Teamwork: How Synergy Succeeds
- Team Nightmares: Solutions To Your Top Team Problems
- That's Not My Problem
- Team Player
- Self-directed Work Teams: Getting It Done
- Employee 101: Respecting The Team

**TIME MANAGEMENT** ALL EMPLOYEES

- Time Management: A Productivity Plan
- Time Trap II

*"We were looking for an online system for remote locations instead of bringing [employees] to a central location for face to face classroom training. The convenience of being able to deliver consistent training company-wide to the outlying branches is truly beneficial."*

- All Star, Fairfield, CA

✓ NEW RELEASES  
✓ & BEST SELLERS



**DuPont™ Energy Efficiency Series**

Designed to provide facilities around the world with the necessary skills to help improve energy efficiency and profitability, this 16-part series is perfect for industrial organizations looking to begin or improve an energy efficiency program.

Available as an online course.

▶ [Click here for FREE preview!](#)



**Maintenance Troubleshooting Series**

This five-part training series provides a structured format for technicians responsible for frequent electrical and mechanical maintenance and troubleshooting as well as for anyone having a desire to learn a more formal approach to troubleshooting.

Available as an online course.

▶ [Click here for FREE preview!](#)



**Pipefitting Series**

These mechanical maintenance courses serve as a progressive introduction to the techniques and practices of the pipefitting art. The 11-part series covers the most common piping systems in use today and stresses proper safety precautions throughout.

Available on DVD and online course.

▶ [Click here for FREE preview!](#)



**ControlLogix**

This electrical maintenance series will help students master ControlLogix systems. The six-part series is designed for new electronics students who have little to no knowledge of the field. All the terms used are explained or defined throughout the courses, so students are not required to have an electronics vocabulary to understand the content.

Available as an online course.

▶ [Click here for FREE preview!](#)



**Smart Digital Instrumentation**

Help students understand HART protocol, the applications and day-to-day use of HART Smart field devices, and the FOUNDATION™ fieldbus communication model with this four-part training series.

Available as an online course.

▶ [Click here for FREE preview!](#)



✓ BASIC SKILLS\*

**BASIC SKILLS** (17 Training Hours)

▶ **Workplace Reading**

- Basic Skills
- Literal Comprehension: Main Idea
- Literal Comprehension: Relationships
- Inference
- Study Skills

▶ **Workplace Mathematics**

- Whole Numbers
- Fractions
- Decimals
- Introduction To Algebra

▶ **Mechanical Print Reading**

- Orthographic Projection
- Drawing Format & Dimensioning
- Drawing Types & Symbols
- Thread Specifications

▶ **Gaging & Measurement**

- Types & Fundamentals
- Procedures & Operation

▶ **Rigging**

- Equipment Basics
- Operations

✓ OPERATOR INSPECTION\*

**OPERATOR INSPECTION** (9 Training Hours)

- Pneumatic System Inspection
- Vacuum System Inspection
- Air Compression System Inspection
- Fasteners & Equipment Structure Inspection
- Electrical Equipment Control System Inspection
- Motor Drive System Inspection
- Belt Drive, Chain Drive & Gear Box Inspection
- Clutches & Brakes Inspection
- Lubrication System Inspection

✓ MAINTENANCE  
✓ TROUBLESHOOTING

**MAINTENANCE TROUBLESHOOTING** (5 Training Hours)

- Troubleshooting Procedures
- Power Distribution & Lighting Systems
- Motors & Motor Controls
- Pumps & Compressors
- Hydraulic Circuits & HVAC

*"We chose DuPont Sustainable Solutions as our training supplier for three key reasons; the wide variety of courses, quality of the courses and the ability to customize the content."*

- REACH Air Medical Services, Santa Rosa, CA



Certified curricula marked by an asterisk (\*). Applies to ClarityNet® eLearning delivery format.



## MACHINE TECHNOLOGY

### BASIC MACHINE TECHNOLOGY (10 Training Hours)

- Safety Procedures & Guidelines
- Hand Tools & Their Use
- The Use Of Measuring Tools
- The Vertical Milling Machine: Parts & Operation
- Vernier Caliper & Vernier Protractor
- The Pedestal Grinder
- Sharpening Drill Bits By Hand Or The Drill Press
- Drill Presses: Sensitive & Radial Arm
- Drill Press Operations
- Vertical Band Saws: Parts, Accessories & Operation

### BASIC ENGINE LATHE\* (14 Training Hours)

- Identification Of Parts & Care Of The Engine Lathe
- Engine Lathe Accessories
- Cutting Speeds & Feeds For Lathe-ferrous, Non-Ferrous Plastics
- Grinding A Right-hand Roughing Tool
- Grinding A Round-nose Finishing Tool
- Mounting & Truing Work In The Four-jaw Independent Chuck
- Three Methods Of Facing Work To Length
- Straight Turning Work Of Two Diameters
- Turning Between Centers
- Drilling, Boring & Reaming Work Held In A Lathe Chuck
- Turning A Radius
- Taper Turning On The Lathe
- Filing & Polishing On The Engine Lathe
- Knurling On The Lathe

### COMPUTER NUMERICAL CONTROL (15 Training Hours)

- Introduction
- Preparing For Programming
- Absolute & Incremental Positioning
- One- & Two-axis Linear Milling
- Three-axis Linear & Circular Milling
- Completed Milling Programs
- Drilling, Boring & Spot Facing
- Subroutines
- Special Cycles
- Mirroring
- Quick Coding Procedures
- Polar Coordinate Programming
- Scaling & Engraving Programming
- Rotation
- Cutter

### COMPUTER NUMERICAL CONTROL LATHE (15 Training Hours)

- Cnc Lathe Safety & Machine Configuration
- The Coordinate Systems With Part & Machine Zero
- Cnc Tooling, Workholding & Offsets
- Introduction To Programming For The Cnc Lathe
- Rapid Positioning & Interpolation Commands
- Spindle Speeds & Feed Commands
- Tool Nose Compensation
- Od/id Stock Removal
- Irregular Path Stock Removal
- End Face Stock Removal
- Multiple-pass, Thread-cutting Cycle
- Drilling Canned Cycles
- Tapping Canned Cycles
- Boring Canned Cycles
- Visual Quick Code

## MECHANICAL MAINTENANCE\*

### FLUID POWER (33 Training Hours)

- ▶ **Hydraulics**
  - Harnessing Hydraulic Power
  - The Hydraulic Circuit
  - Pumps & Actuators
  - Control Valves
  - Hydraulic Fluid
  - Hydraulic Systems Safety & Maintenance
  - Hydraulic System Troubleshooting
- ▶ **Industrial Hydraulics**
  - Basic Principles & Application
  - Types & Concepts
  - Function & Operating Principles
  - Maintenance & Troubleshooting
- ▶ **Hydraulic Power Systems & Troubleshooting**
  - Identification & Operation
  - Troubleshooting Techniques
- ▶ **Valve Basics**
  - Shutoff Valve Designs & Application Consideration
  - Selecting Shutoff Valves
  - Installing Shutoff Valves
  - Maintaining Shutoff Valves
- ▶ **Centrifugal Pumps**
  - Design & Function
  - System Characteristics & Selection
  - Operation & Maintenance
  - Troubleshooting & Disassembly
  - Reassembly & Installation
- ▶ **Pneumatics**
  - The Power Of Compressed Air
  - The Pneumatic Circuit
  - Processing Air
  - Using Compressed Air
  - Pneumatic Control Valves
  - Working Safely With Pneumatic Systems
  - Pneumatic System Maintenance
  - Troubleshooting Pneumatic Systems
- ▶ **Industrial Seals**
  - Types, Materials & Properties
  - Gaskets & Packings: Inspection & Installation
  - Mechanical Face Seals: Troubleshooting & Installation

### STEAM TRAPS (3 Training Hours)

- Types, Principles & Functions
- Sizing, Installation & Monitoring
- Diagnostics & Troubleshooting

## PREDICTIVE MAINTENANCE\*

### VIBRATION ANALYSIS (6 Training Hours)

- Predictive Maintenance & Machine Vibration
- Machine Vibration, Basic Theory
- Preparing For Data Collection
- The Data Processing System
- Data Collection
- Data Analysis

### MACHINERY OIL ANALYSIS (3 Training Hours)

- Fundamentals & Methods
- Strategies, Options & Testing
- Establishing An Effective Program

### ULTRASONICS (3 Training Hours)

- Basic Principles
- Leak Detection
- Mechanical & Electrical Inspection

### THERMOGRAPHY (3 Training Hours)

- Basic Operation
- Operating Procedures & Implementation
- Practical Applications

### ADVANCED VIBRATION: AC INDUCTION MOTORS (2 Training Hours)

- AC Induction Motors, Part I
- AC Induction Motors, Part II

### HVAC&R (7 Training Hours)

- Complete System Troubleshooting
- Air Handlers: Mechanical Systems
- Air Handlers: Calibration
- Chillers: Mechanical Components
- Chillers: Leak Check & Electrical
- Cooling Towers: Maintenance & Troubleshooting
- Condensers: Maintenance & Troubleshooting

continued to p.38



Certified curricula marked by an asterisk (\*). Applies to ClarityNet® eLearning delivery format.



**DUPONT™  
ENERGY EFFICIENCY**

**DUPONT™ ENERGY EFFICIENCY**

Featuring DuPont Owner-Operator Content  
(16 Training Hours)

- Energy Smart
- Energy Management Best Practices
- Energy System Instrumentation & Controls
- Theory Of Steam Generation
- Fuels & The Combustion Process
- Boilers & Auxiliaries
- Emission Control & Ash Handling
- Steam Distribution
- Steam Turbines & Condensers
- Electricity Generation & Distribution
- Pumping Systems
- Cooling Towers
- Water Treatment
- Compressed Air
- Refrigeration
- HVAC & Indoor Air Quality



**PIPEFITTING (11 Training Hours)**

- Introduction To Pipefitting
- Piping Systems & Standards
- Pipe Fittings & Joints
- Measuring Pipe & Drawings
- Offsets
- Manual & Electric Threaded Pipe
- Flanged Pipe
- Plastic Pipe
- Accessories & Specialty Equipment
- Tubing
- Hoses

continued from p.36

**MECHANICAL  
MAINTENANCE\***

**BOILER OPERATION & CONTROL (5 Training Hours)**

- Introduction To Boilers
- Boiler Design & Construction
- Boiler Feedwater & Steam
- Boiler Fuel & Air
- Boiler Operation

**POWER TRANSMISSION (14 Training Hours)**

► **Machinery Lubrication**

- Lubricating Oil: Types, Properties & Handling
- Lubricating Oil: Equipment & Procedures
- Lubricating Greases: Types, Applications & Equipment

► **Industrial Bearings**

- Application & Technology
- Maintenance & Installation
- Troubleshooting

► **Industrial Drives**

- Belt Drives
- Chain Drives
- Enclosed Drive Systems
- Complete Drive Packages
- Gears & Gear Systems
- Shaft Joining & Coupling Devices

► **Clutches & Brakes**

- Types & Applications
- Troubleshooting



**ELECTRICAL  
MAINTENANCE\***

**BASIC ELECTRICAL THEORY (20 Training Hours)**

► **AC/DC Theory**

- Current
- Voltage
- Resistance
- Ohm's Law
- Magnetism
- Electrical Measurement
- DC Circuits
- Inductance & Capacitance
- Alternating Current
- AC Measurement
- Capacitive Circuits
- Inductive Circuits
- Transformers
- Tuned Circuits

► **Applied DC Fundamentals**

- Voltage, Resistance & Current
- Ohm's Law & DC Circuits
- Electronic Components & Magnetism
- Electronic Schematics & Circuit Analysis

► **Industrial Electricity**

- Basic Principles
- Alternating Current

**ControlLogix (6 Training Hours)**

► **ControlLogix**

- Introduction To The ControlLogix Plc Family
- Introduction To Rslogix™ 5000 Software
- Creating & Using Tags & The Program Editor
- Basic Instructions
- Advanced Programming & Analog Devices
- PLC Troubleshooting

continued to p.40

**WIRING (3 Training Hours)**

► **Industrial Electricity**

- Conductors
- Wiring
- Installation, Distribution & Lighting

**ELECTRONICS (6 Training Hours)**

► **Basic Electronic Components & Their Measurement**

- Types & Diagrams
- Controls & Applications
- Operation & Troubleshooting

► **Electronic Circuits**

- Basic Principles
- Characteristics & Operation
- Logic Fundamentals, Types & Application

**MOTOR DRIVES (6 Training Hours)**

- Motor Drive Identification
- Open & Closed Loop Systems
- Variable Speed AC Drives
- Servo & Stepper Motors
- AC Motor Operation
- AC Drive Selection & Setup

**MECHANICAL ELECTRICAL CONTROL SYSTEMS**

(7 Training Hours)

- Introduction to Control Schematics
- Creating Schematics
- Electrical Lockout
- Design & Troubleshooting
- Energy Management
- Electronic Controls
- Responsive Systems

**PROGRAMMABLE LOGIC CONTROLLERS**

(8 Training Hours)

► **PLCs**

- Fundamentals
- Programming
- Inputs & Outputs
- Troubleshooting
- Communications & Advanced Programming

► **Using RSLogix™**

- Configuring Hardware & Software
- Programming & Editing
- Testing & Troubleshooting



Certified curricula marked by an asterisk (\*). Applies to ClarityNet® eLearning delivery format.



Certified curricula marked by an asterisk (\*). Applies to ClarityNet® eLearning delivery format.



✓ **FIELDBUS PROCESS CONTROL**

**FIELDBUS** (14 Training Hours)

- Fieldbus Curriculum Overview
- The Road To Fieldbus
- Fieldbus Wiring
- Fieldbus Devices
- Introduction To Configuration
- Introduction To Control Strategy
- Control Strategy
- Data Flow & Communications
- Fieldbus Calibration
- OPC
- Introduction To Troubleshooting
- Troubleshooting
- Fieldbus Maintenance
- Maintenance Exercises

The Fieldbus Center  
at Lee College  
www.knowtoobus.org



continued from p.39

✓ **ELECTRICAL MAINTENANCE\***

**MOTORS & MOTOR CONTROLS** (14 Training Hours)

► **Industrial Electricity**

- Generators & Motors
- AC Motor Control & Current Measurement

► **Motor Controls**

- Basic Motor Controls & Relays
- Overload Relays
- Time Delay Relays
- Schematic Symbols
- Schematics & Wiring Diagrams
- Starting Methods For Squirrel Cage Motors
- Wye-Delta, Synchronous & Wound Rotor Controls
- Installing & Troubleshooting Control Systems

► **DC Motors**

- Basics & Internal Parts
- Maintenance & Troubleshooting

► **DC Motor Controllers**

- Controller Function & Operation
- Maintenance Procedures & Applications

✓ **DRESSER-RAND**

**DRESSER-RAND®** (24 Training Hours)

► **Reciprocating Products**

- Recip-Compressor Major Components
- Recip-Compressor Theory
- Recip-Compressor Piston End-Clearance
- Recip-Compressor Rod Run-Out
- Recip-Compressor Frame Lubrication
- Recip/Engine-Crankshaft Web Deflection
- Recip-Compressor Rod Packing Fundamentals
- Recip-Compressor Rod Packing Reconditioning
- Recip-Compressor Wedge Ring Packing
- Recip-Compressor Divider Block Cylinder & Packing Lubrication
- Recip-Compressor Pump To Point Cylinder & Packing Lubrication
- Recip-Compressor Set Screw Type Valve Cover
- Bolt Torque
- Recip-Compressor Crosshead & Piston Supernut
- Engine-Major Components
- Engine-Two Cycle Theory
- Engine-Four Cycle Theory
- Engine-Pre-Ignition & Detonation
- Engine-Balancing Firing Pressures

► **Turbo Products**

- Centrifugal-Compressor Types
- Centrifugal-Compressor Surge

► **Steam Products**

- Steam-Turbine Major Components
- Steam-Turbine Operation
- Steam-Turbine Overspeed Trip Systems

**DRESSER-RAND**



✓ **INSTRUMENTATION & CONTROL\***

**BASIC PROCESS CONTROL** (9 Training Hours)

- Feedback Control
- Process Control Modes
- Process Characteristics
- Process Variables
- Instrumentation Symbols
- Instrument Loop Diagrams
- Piping Instrumentation Drawings
- Mechanical Connections
- Electrical Connections



**CALIBRATION & TEST EQUIPMENT** (6 Training Hours)

- Primary Calibration Standards
- Pneumatic Test Equipment
- Electronic Test Equipment
- Oscilloscopes
- Instrumentation Errors
- Instrumentation Calibration



**CONTINUOUS PROCESS CONTROL** (4 Training Hours)

- Principles Of Continuous Control
- Applications Of Heat Exchanger Control
- Applications Of Distillation Control
- Applications Of Ph Control



**CONTROL VALVES & ACTUATORS** (4 Training Hours)

- Basics & Function
- Types & Design
- Fundamentals & Selection
- Sizing & Installation



**PROCESS MEASUREMENT** (8 Training Hours)

- Temperature 1: Thermometers & Thermocouples
- Temperature 2: Resistance & Radiation Devices
- Pressure 1: Manometers & Gages
- Pressure 2: Indicators & Transmitters
- Level 1: Level Measurement & Gages
- Level 2: Level Indicators & Transmitters
- Flow 1: Flow Measurement
- Flow 2: Flow Sensors



**ELECTRONIC MAINTENANCE** (12 Training Hours)

- Solid State Devices
- Integrated Circuits & Op Amps
- Sensor & Transducer Principles
- Transmitters
- Transducers
- Controllers, Indicators & Recorders
- Tuning
- Sampling Systems & Gas Chromatograph Valves
- Gas Chromatograph Ovens & Controllers
- Spectroscopic Analyzers
- Electrochemical Analyzers
- Instrument Loop Troubleshooting



**SMART DIGITAL INSTRUMENTATION** (4 Training Hours)

- Understanding HART Protocol
- Applications Of Smart Field Devices
- Configuring, Calibrating & Testing Smart Field Devices
- FOUNDATION™ Fieldbus



Certified curricula marked by an asterisk (\*). Applies to ClarityNet® eLearning delivery format.

# Improving Energy Efficiency & Profitability with DuPont

**BOLD ENERGY PLAN DRIVES RESULTS THROUGH REAL WORLD EXPERIENCE**

DuPont meets the global challenges of sustainable growth and energy efficiency through its own Bold Energy Plan, helping reduce energy costs by \$30 million at its largest energy-consuming plant.



## Goal

DuPont's goal is sustainable growth, which the company defines as "increasing shareholder and societal value while decreasing the footprint of our operations along the value chains in which we operate." The company considers energy use—on which it spends over \$1.1 billion annually—to be part of its global operations footprint and has set measurable goals to demonstrate that it is reducing that footprint over time.

## Solution

The commitment to continuously improve energy efficiency is an extraordinary challenge. For DuPont, difficulties include the broad dispersion of energy use within its plants, the invisibility of defects in its energy systems, and the need for additional expertise to find and fix those defects. The company's twenty-year ongoing efforts in sustainable growth and management's recognition of the importance of achieving both efficiency and profitability goals led, in 2008, to the inauguration of the Bold Energy Plan, a refinement of existing sustainability policies that called for all plants to accelerate improvement in energy efficiency. Under its Bold Energy Plan, which focuses on improving energy efficiency to generate savings, DuPont has targeted a 5% (\$50 million) annual decrease in energy use. The plan offers each DuPont location the following advantages:

- Senior leadership commitment and oversight
- Dedicated site leadership for plant efficiency programs



*The miracles of science™*



*"The payoff for our energy efficiency work has been significant. Since 1990, DuPont's energy use has declined over 18% while production has grown over 47%. This improvement has enabled us to avoid over \$5 billion in energy purchases."*

– **William F. Bailey**, principal consultant, DuPont Engineering, and leader of the DuPont Energy Center of Competency

## Global Recognition of DuPont Success in Driving Sustainable Growth & Energy Efficiency

- President Obama praises DuPont for its Energy Efficiency Program
- DuPont receives 14 "Responsible Care Energy Efficiency Awards" from American Chemistry Council since 2007
- DuPont Recognized as 2006 "Best in Class" on Climate Change
- DuPont Receives 2006 National Safety Council's Green Cross Safety Medal
- Ceres 2006 Report Ranks DuPont #1 in U.S., #2 Globally on Climate Change
- DuPont on Fast Company's 2006 "Fast 50" Annual List
- WIRED Magazine Names DuPont to the "WIRED 40" in 2006
- DuPont Tops BusinessWeek's 2005 Ranking of "The Top Green Companies"
- DuPont on "Scientific American 50" List of Technology Leaders in 2005
- DuPont is Recipient of National Medal of Science and Four National Medals of Technology

- Site Energy Champions to work on and encourage the achievement of energy goals
- Capital for improvements
- Local plant improvement objectives
- Tracking of site performance against targets
- Peer networking
- Leveraging knowledge: energy websites, best practices and e-training modules

Senior leadership commitment and oversight have been critical to DuPont's success. Enthusiasm for sustainability inside DuPont has grown because it is now directly tied to the company's growth. Working together, plant managers, employees and dedicated Site Energy Champions at DuPont's 100 largest energy-consuming plants have produced admirable results in energy efficiency.

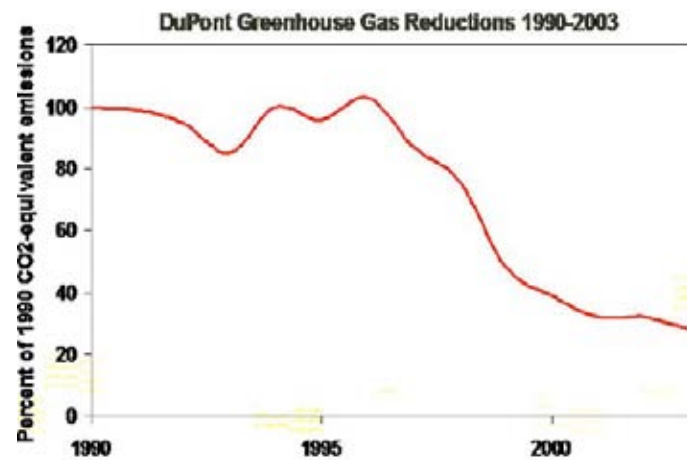
## Results

In 2008, the first full year under the Bold Energy Plan, DuPont saved \$47 million, which equaled 5% of the prior year's energy costs. The company also showed a 4% improvement in overall energy productivity. The work being done to generate these significant reductions includes 266 projects that require little or no out-of-pocket spending and 72 funded capital projects with a blended rate of return of 65%. As to its effect on the environment, the DuPont Bold Energy Plan was responsible for reducing greenhouse gas emissions by about 400,000 metric tons in 2008. To date DuPont's overall energy use is down 18% since 1990, despite a 40% growth in production. In all, DuPont has avoided more than \$5 billion in energy costs.

## Owner-Operator Experience in Action at Sabine River Works

Under the Bold Energy Plan, the energy efficiency achievements of the DuPont Sabine River Works have set an example for the entire company. Sabine River Works, located on the Gulf Coast of Texas, is the largest energy-consuming DuPont plant. Sabine River Works produces and sells ethylene and ethylene copolymers, which are primarily used in plastic packaging.

The challenge at Sabine, which consumes 15% of the energy used by DuPont, was to reduce the site's energy use in a manner that was consistent with DuPont's long-term energy goals. This task was made more difficult because site resources are limited and have to compete with other programs whose value is more visible.



However, in 2008, the plant saved more than \$25 million in energy costs, \$10 million in 2009, and savings in 2010 are expected to be about \$13 million. In addition, the site's energy productivity (in BTU per pound of product) improved by 40% comparing 2009 to 2007.

How did they do it? Sabine River Works achieved major savings by improving the reliability of steam supply to a key process area, which in turn reduced wasteful forced outages. The plant made improvements to key process equipment, including a large steam turbine; corrected metering problems with purchased energy; and made repairs and improvements to steam traps.

**DuPont Energy Efficiency Best Practices Now Available Through Consulting Offerings and Online Training**

The energy savings at Sabine River Works is only one example of DuPont's owner-operator success in improving energy efficiency and profitability. The top 100 energy-using DuPont sites are involved in the Bold Energy Plan, and all are backed by the determination and commitment of company leadership to achieve sustainable, energy-efficient growth.

DuPont is also committed to sharing its owner-operator experience and best practices to help other facilities around the world improve their energy efficiency and profitability. As one of 13 DuPont businesses, DuPont Sustainable Solutions (DSS) brings customers the benefits of an integrated global services and technology delivery

enterprise. DSS applies DuPont's real-world experience, history of innovation, problem-solving success, and strong brands to help organizations transform their workplaces and work cultures to create safer, more efficient and more environmentally sustainable workplaces.

The DuPont™ Energy Efficiency Series, which includes 16 online training courses, is now available through Training Solutions. This series has been designed to include many of the industrial energy management principles and best practices that have been instrumental to the success of Sabine River Works and the Bold Energy Plan as a whole. Find out today how your company can benefit.

**For more information on the DuPont™ Energy Efficiency Series or to arrange a free course demo, please contact Dan McGonegle at 757-498-9014, extension 7425, or at [danielm@coastal.com](mailto:danielm@coastal.com) For more information on DuPont Sustainable Solutions and its Energy Efficiency consulting services, call us today at 1-800-532-SAFE (7233) or visit us at [www.safety.dupont.com](http://www.safety.dupont.com)**

# Learning... Best Served Blended.

When it comes to employee learning and development, are you mixing the right ingredients to satisfy your unique needs?

Create your recipe for success using Training Solutions from DuPont Sustainable Solutions. Start with the right blend of training media and stir in compelling content – covering the latest issues in workplace safety, industrial skills and ethics and compliance. Choose from thousands of programs – in more than 30 languages – designed to raise awareness, improve attitudes, align behaviors and develop skills to help ensure a safer, more productive workforce.

Sound refreshing?

**Call 888-203-7086 today to choose your winning blend of elearning, instructor-led training and DVD programs from DuPont Sustainable Solutions.**



**DuPont Sustainable Solutions**  
TRAINING SOLUTIONS

