

Q3 2025 Sunset – Date: 07/14/2025

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OSHA & Compliance

Retiring Course Title	Replacement Course Title
Coronavirus 101 - What You Need to Know	Smart Workplaces: Preparing for a Pandemic Flu Outbreak
Coronavirus 101 - What You Need to Know (Newest Version)	Smart Workplaces: Preparing for a Pandemic Flu Outbreak
Coronavirus 102 - Preparing your Household	Smart Workplaces: Preparing for a Pandemic Flu Outbreak
Coronavirus 103 - Managing Stress and Anxiety	Smart Workplaces: Preparing for a Pandemic Flu Outbreak
Coronavirus 104 - Transitioning to a Remote Workforce	Smart Workplaces: Preparing for a Pandemic Flu Outbreak
Coronavirus 105 - Cleaning and Disinfecting your Workplace	Smart Workplaces: Preparing for a Pandemic Flu Outbreak
Coronavirus 106 - DIY Cloth Face Coverings	Smart Workplaces: Preparing for a Pandemic Flu Outbreak
Coronavirus 107 - Reopening your Organization	Smart Workplaces: Preparing for a Pandemic Flu Outbreak
Coronavirus 108 - The Basics of Vaccines	Smart Workplaces: Preparing for a Pandemic Flu Outbreak
Coronavirus 109 - What You Should Know about Variants	Smart Workplaces: Preparing for a Pandemic Flu Outbreak

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HR & Business Skills

Significant changes are being made to our Harassment training courses. Several high usage Harassment related courses are being retired and replaced with updated or newly developed training to better reflect current laws, expectations, and learner needs.

To support a smooth transition for PRISM members, **any courses that fall within a harassment-related course title and assigned in 2022 and after, will be automatically swapped with the replacement highlighted below in yellow.**

Retiring Course Title	Replacement Course Title
Anti-Harassment Training for All Employees - California (SB1343)	Harassment Prevention for Employees - California (Coming April 2025)
Anti-Harassment Training for Supervisors and Managers - California (SB1343/AB1825)	Harassment Prevention for Supervisors - California (Coming April 2025)

Brain Bites - Organizing Your Files	OneDrive Essentials (2021)
Get It Done: Sharing Calendars	Outlook 365 Essentials (2024)
Preventing Discrimination in the Workplace	N/A
Sexual Harassment Awareness	Harassment Prevention for Employees - California (Coming April 2025)
Sexual Harassment Awareness for Supervisors	Harassment Prevention for Supervisors - California (Coming April 2025)
Sexual Harassment Prevention for Supervisors (California AB 1825)	Harassment Prevention for Supervisors - California (Coming April 2025)
Sexual Harassment Prevention for Supervisors (California AB 1825) (EDU)	Harassment Prevention for Supervisors - California (Coming April 2025)
Smart Business Writing: How to Write Powerful & Persuasive Emails	Smart Business Writing: Writing Effective Emails
Smart Business Writing: Short, Sweet and To-the-Point Reports	Smart Business Writing: 4 Stages to Writing Your Best
Smart Health: Best Practices to Help You Quit Smoking	Smart Health: Best Practices to Help You Quit Smoking
Smart Health: Child Nutrition - How to Avoid/Prevent Childhood Obesity	Smart Health: Child Nutrition - How to Avoid/Prevent Childhood Obesity
Smart Health: Drinking Responsibly	N/A
Smart Health: Eating Right	Diet & Nutrition
Smart Health: Managing Your Cholesterol and Blood Pressure	Health & Wellness
Smart Health: Physical Fitness - Choosing an Exercise Plan That's Right for You	Health & Wellness
Smart Health: Sleeping - How to Ensure You Are Well-Rested & Energized	Health & Wellness
Smart Health: Yoga & Meditation - Finding your Inner Chi	Health & Wellness
Smart Management: Business Essentials	N/A
Smart Management: Data Security	N/A
Smart Management: Discrimination in the Workplace for Managers	N/A
Smart Management: Effective Performance Review Practice	Performance Management
Smart Management: Equal Employment Opportunity and Diversity for Managers	N/A
Smart Management: Getting the Most out of a Multigenerational Workforce	N/A
Smart Management: Hiring the Right Talent - Sales	N/A
Smart Management: Lawful Hiring Practices	N/A
Smart Management: Lawful Termination Practices	N/A
Smart Management: Managing a Geographically Distributed Workforce	Strategies for Success in a Hybrid Workplace
Smart Management: Methods for Motivating and Mentoring Your Team	N/A

Smart Management: SMART Goals - Setting Effective Targets for Success	Brain Bites - Prioritizing Tasks
Smart Management: The Art & Science of Delegation	Stronger Together: Delegation and Task Management
Smart Mental Health: Goal Setting and Visualization Techniques	N/A
Smart Mental Health: Happiness is a Choice - Keys to Living a Joyful Life	Smart Mental Health: Core Values and Finding a Purpose in Life
Smart Mental Health: Keys to Successful Parenting	N/A
Smart Project Management: Keys to On-Time, On-Budget Results	N/A
Smart Sales 1: Understanding the Psychology of Sales	N/A
Smart Sales 2: Identifying the Decision Maker & Setting Appointments	N/A
Smart Sales 3: Securing Appointments & Advancing the Sale	N/A
Smart Sales 4: Overcoming Objections & Closing the Sale	N/A
Smart Sales 5: Business-to-Business Sales	N/A
Smart Sales 6: The Sales Cycle	N/A
Smart Sales: Advanced Tele-Prospecting 01 - Overview and Pre-Call Planning	N/A
Smart Sales: Advanced Tele-Prospecting 02 - Getting Past Gatekeepers	N/A
Smart Sales: Advanced Tele-Prospecting 03 - Creating Opening Statements	N/A
Smart Sales: Advanced Tele-Prospecting 04 - Qualification and Questioning	N/A
Smart Sales: Advanced Tele-Prospecting 05 - Dealing With Dismissive Objections	N/A
Smart Sales: Advanced Tele-Prospecting 06 - Presenting an Offer	N/A
Smart Sales: Advanced Tele-Prospecting 07 - Handling Smokescreen and Authentic Objections	N/A
Smart Sales: Advanced Tele-Prospecting 08 - Closing the Call	N/A
Smart Sales: Advanced Tele-Prospecting 09 - Follow-up Strategies and Tactics	N/A
Smart Sales: Advanced Tele-Prospecting 10 - Using Email in the Tele-Prospecting Process	N/A
Smart Workplaces: Optimizing LinkedIn for Sales Prospecting and Business Networking	N/A
Smart Workplaces: Putting Your People First - Personnel Administration	N/A

Smart Workplaces: Sexual Harassment Prevention for Field Managers & Supervisors, California AB 1825	Harassment Prevention for Supervisors - California (Coming April 2025)
Smart Workplaces: Sexual Harassment Prevention for Office Managers & Supervisors, California AB 1825	Harassment Prevention for Supervisors - California (Coming April 2025)
Smart Workplaces: Webinars - Conducting a Web-based Presentation	Effective Presentation Skills
Workplace Diversity	N/A

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Office Productivity

Retiring Course Title	Replacement Course Title
Access 2013: 01-Working with Databases in Access 2013	N/A
Access 2013: 02-Creating, Modifying, and Managing Tables in Access 2013	N/A
Access 2013: 03-Working with Forms in Access 2013	N/A
Access 2013: 04-Working with Queries in Access 2013	N/A
Access 2013: 05-Sharing and Protecting Your Data in Access 2013	N/A
Mastering QuickBooks Desktop 2018	N/A
Mastering QuickBooks Online 2018	N/A

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Cybersecurity

Retiring Course Title	Replacement Course Title
Cybersecurity Awareness for Business Leaders: Creating A Cyber Security Culture	N/A
Cybersecurity Awareness for Business Leaders: Incident Preparedness and Management Planning	N/A
Cybersecurity Awareness for Business Leaders: Laws and Global Compliance Standards	N/A
Cybersecurity Awareness for Business Leaders: Safeguarding Against Social Engineer Attacks	N/A

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Project Management

Retiring Course Title	Replacement Course Title
PMBOK? Guide - Sixth Edition: 01-Project Management Overview	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 02-Managing Projects within Organizations	PMBOK Guide 7th Edition Courses Available



PMBOK? Guide - Sixth Edition: 03-Project Management Process Groups	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 04-Execution, Monitoring and Controlling	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 05-Project Change Control and Closure	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 06-Initiation Basics, Developing a Project Charter and Project Management Plan	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 07-Collecting Requirements and Defining Scope	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 08-Monitor and Control Project Scope	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 09-Defining and Sequencing Project Activities	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 10-Developing and Controlling the Project Schedule	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 11-Estimating Activity Resources and Duration	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 12-Controlling Costs	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 13-Estimating & Budgeting Project Costs	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 14-Project Quality Planning	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 15-Quality Assurance and Cost Control	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 16-Managing Projects for Human Resources	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 17-Planning Projects for Human Resources	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 18-Processes for Managing Project Communications	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 19-Stakeholders and the Communication Management Plan	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 20-Identifying Project Risks	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 21-Performing Risk Analysis	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 22-Risk Management Planning	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 23-Risk Response, Monitor and Control	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 24-Managing Procurement During Your Project	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 25-Planning Procurement for Your Project	PMBOK Guide 7th Edition Courses Available



PMBOK? Guide - Sixth Edition: 26-Stakeholder Identification and Planning	PMBOK Guide 7th Edition Courses Available
PMBOK? Guide - Sixth Edition: 27-Project Stakeholder Engagement and Communication	PMBOK Guide 7th Edition Courses Available

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