

# 2018

1+ MILLION ENROLLMENTS

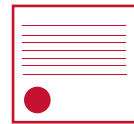
10,000 ORGANIZATIONS

160,000+ USERS



### UNLIMITED

- Courses
- Enrollments



### CERTIFICATION

Receive certificates for your course completions.



### COLLEGE CREDIT

University of the Cumberlands & American Public University. Add your own as elective credits.



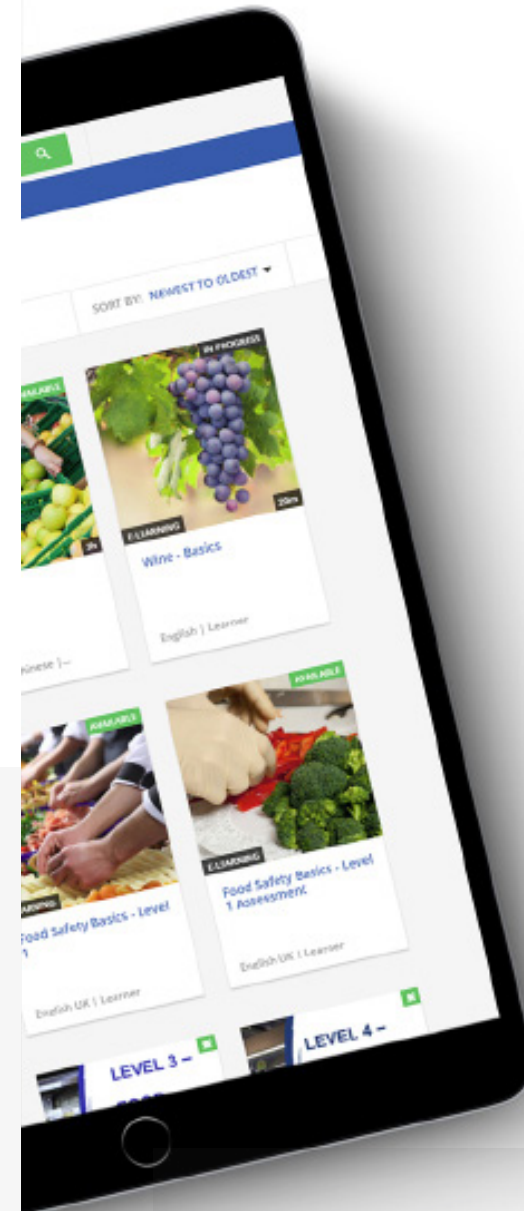
### MOBILE LEARNING

Courses are tablet ready.



### EXTERNAL TRAINING

Track all your store training online



## OPTIONAL CUSTOMIZATION

**Corporate University:** \$2,000 initial fee (\$800 annual maintenance)

**Administrator Bundle:** \$300 annual fee

**Course Upload:** \$250 each

**Custom Work:** \$80/hr.

(Course customization, single sign on, automation, etc.)



### LOW COST SFS\* CERTIFICATIONS

- "Food Handler" (\$8)
- "Grocery Exam" for managers (\$21)

SFS\* - State Food Safety

# RETAIL LEARNING COURSE LIBRARY

## ONLINE TRAINING DEMO

Conducted every Tuesday at 10AM CT

- Live-session with Q&A
- Learn about our online training program
- Explore the system's functionality
- Full access for a week after the demo
- Duration: 1 hour
- You may request an individual demo session

## CONTACT US

8745 W. Higgins Rd. Ste. 350,  
Chicago, IL 60631

**Phone:** 773-695-2611

**Fax:** 773-693-9178

**Email:** [igainstitute@igainc.com](mailto:igainstitute@igainc.com)

LMS

**LEARNING MANAGEMENT SYSTEM (LMS)**  
User, course, and report tools

CLOUD

**CLOUD-BASED**  
Available anytime anywhere

170+

**170+ COURSES**  
Supermarket training designed for the independent retailer

10

**10 CATEGORIES**

- Compliance
- Essentials
- Getting Started
- IGA
- Logistics
- Management
- Merchandising
- Operations
- Job Positions
- Produce

LAST UPDATED: 12/28/18

## GETTING STARTED 7 COURSES

- **(ES)** Getting Started Administrators - 1hr
- **(ES)** Getting Started Students - 1hr 45m
- Getting Started Certificates - 4m
- Getting Started Curriculum Coordinator - 35m
- Getting Started Learning Plans - 10m
- Getting Started Reports - 1hr 45m
- Getting Started Testing - 4m

## WORKPLACE ESSENTIALS 11 COURSES

- **(ES)** Active Shooter Awareness - 8m
- **(ES)** Business Ethics - 1hr
- **(ES)** Customer Service - 1hr
- **(ES)** Customer Service - Selling Solutions - 1hr
- **(ES)** Introduction to Food and Health - 2hrs 15m
- **(ES)** Introduction to Food Retail - 2hrs 30m
- **(ES)** Professionalism - 1hr
- Sexual Harassment (CA) - 2hrs 45m
- **(ES)** Sexual Harassment - Employee - 1hr
- Sexual Harassment - Supervisor - 35m
- **(ES)** Stress Management - 1h 30m

## JOB POSITIONS 37 COURSES

- **(ES)** Bagging - 15m
- Bakery - Manager - 2hrs 30m
- **(ES)** Bakery Clerk - 1hr
- **(ES)** Cashier - 3hrs
- **(ES)** Cashier - Alcohol Sales Compliance - 1hr 15m
- Cashier - Alcohol Sales Compliance (MT) - 1hr 15m
- **(ES)** Cashier - Produce Identification - 30m
- **(ES)** Cashier - Tobacco Sales Compliance - 1hrs 45m
- Cashier - Tobacco Sales Compliance (CA) - 1hrs 45m
- Cashier - Tobacco Sales Compliance (NY) - 2hrs 35m
- **(ES)** Cashier - WIC Administrative Procedures - 1hr
- **(ES)** Cashier - WIC Training - 1hr
- Cashier - WIC Training (MN) - 25m
- Cheese Specialist - 3hrs 30m
- **(ES)** Courtesy Clerk - 2hrs
- Deli - Manager - 3hrs 30m
- Deli Clerk - 2hrs
- Deli Clerk - Product Knowledge - 45m
- Deli Clerk 1 - Food Slicer - 5m
- Deli Clerk 2 - Equipment - 4m
- Deli Clerk 3 - Display Cases - 5m
- Floral Clerk - 2hrs
- Meat Apprentice - 5hrs
- Meat - Beef Basics and Cuts - 30m
- Meat - Beef Nutrition and Health - 25m
- Meat - Raising Beef - 30m
- Meat - The Modern Consumer - 20m
- **(ES)** Meat Wrapper - 3hrs
- **(ES)** Produce Clerk - 1hr
- **(ES)** Produce Clerk - Product Knowledge - 30m
- Receiving - 1hr 45m
- **(ES)** Stocking - Display & Storing - 15m
- **(ES)** Stocking - Equipment - 15m
- **(ES)** Stocking - Process - 15m

## Convenience:

- Convenience Store Cashier - 1hr
- Convenience Store Customer Service - 1hr 30m

- **(ES)** Convenience Store Operations - 1hr

## FOOD COMPLIANCE 20 COURSES

- **(ES)** Alcohol Server/Seller Training **(SFS) \$** - Varies by State
- Bloodborne Pathogens - 30m
- **(ES)** Food Allergen Training **(SFS) \$** - Varies by State
- **(ES)** Food Handler Compliance **(NRSFP) \$** - Varies by State
- Food Handler Compliance **(SFS) \$** - Varies by State
- **(ES)** Food Safety and Sanitation Basics - 1hr
- Food Safety and Sanitation - NY Certified - 8hrs
- Lockout-Tagout - 15m
- OSHA Hazard Communication Standards - 1hr
- **(ES)** Supplemental Nutrition Assistance Program (SNAP) Training - 25m

## Food Safety and Sanitation (Food Safety Manager Training):

- FSS1 – Foodborne Illness Overview - 43m
- FSS2 – The Flow of Food Products - 45m
- FSS3 – Manage Product Time and Temperature - 42m
- FSS4 – Safe Food Preparation - 35m
- FSS5 – Cooked Foods - 35m
- FSS6 – Personal Hygiene and Employee Health - 35m
- FSS7 – Cleaning and Sanitizing - 40m
- FSS8 – Facility Management - 50m
- FSS9 – Pest Control Program - 40m
- FSS10 – Food Safety and Crisis Management Plan - 40m

## MERCHANDISING & MARKETING 14 COURSES

- **(ES)** Category Management - 3hrs
- Introduction to Dairy - 1hr
- Multicultural Marketing - 30m
- Non-Alcoholic Beverages Dept. - 2hrs 30m
- Non-Alcoholic Beverages Dept. - Juices - 3hrs
- Non-Alcoholic Beverages Dept. - Soft Drinks - 3hrs 15m
- **(ES)** Organic and Natural Foods - 15m
- **(ES)** Promotions and Merchandising - 3hrs 30m
- Shopping Occasions - 2hrs 15m
- Social Media and Company Case Studies - 30m
- Social Media and the Digital Shopper - 30m
- What is Social Media? - 30m
- **(ES)** Wine - Basics - 20m
- **(ES)** Wine - Selling - 30m

## PRODUCE 32 COURSES

- **(ES)** Apples - 1hr
- Avocados - 1hr
- **(ES)** Bananas - 45m
- Beans & Pods - 45m
- Berries - 30m
- Blueberries - 30m
- Cabbages - 30m
- Cherries - 1hr
- Citrus - 1hr 30m
- Cucumbers - 45m
- **(ES)** Grapes - 30m
- Leafy Greens - 1hr
- Lettuce - 30m
- **(ES)** Melons - 45m
- Mushrooms - 1hr
- Nuts - 1hr 15m
- Onions - 45m
- **(ES)** Organic and Natural Foods - 15m
- **(ES)** Pears - 1hr
- Peppers - 1hr 15m
- Potatoes - 45m
- Root Vegetables - 45m
- Squash - 1hr
- Stalks - 45m
- Stone Fruits - 30m
- **(ES)** Strawberries - 30m
- **(ES)** Tomatoes - 30m
- Tropical Fruits - 1hr 15m

## Potatoes USA Series:

- Harvesting and Packing - 10m
- Marketing Strategy - 10m
- Nutrition - 6m
- Storage and Handling - 10m
- Varieties - 7m

## MANAGEMENT & LEADERSHIP 17 COURSES

### Employee Engagement:

- Engagement 1 - What is Employee Engagement? - 10m
- Engagement 2 - How does Employee Engagement Improve Business Results? - 10m
- Engagement 3 - Hiring and Corporate Culture - 12m
- Engagement 4 - Job Resources and Demands - 15m
- Engagement 5 - Getting Started - Building Employee Engagement - 15m

- Emotional Intelligence - 40m
- Hiring and Training - 20m
- Introduction to Supervisory Skills I - 1hr
- Introduction to Supervisory Skills II - 1hr 15m
- Learning Leader Series - Strategies to Improve Retention - 8m
- Learning Leader Series - The Learning Process - 20m
- Learning Leader Series - Training Formats - 15m
- Management Best Practices - 1hr 30m
- Managing People - 2hrs 30m
- Retention and Turnover - 1hr 15m
- The Fresh Imperative - Asia - 2hrs
- The Leadership Challenge - 45m

## LOGISTICS 10 COURSES

- Food Logistics I - 1hr
- Food Logistics II - 2hrs

## Distribution Center:

- DC Food Policy - 2hrs
- DC Information Technology - 1hr 45m
- DC Inventory Management - 2hrs
- DC Loading and Shipping - 2hrs
- DC Order Selection - 2hrs 30m
- DC Receiving - 1hr 15m
- DC Risk Management - 2hrs
- DC Storage and Replenishment - 2hrs 25m

## OPERATIONS 19 COURSES

- GSC Top 5 Grocery Store Energy Savers - 18m
- Key U.S. Supermarkets - 1hr 30m
- **(ES)** Loss Prevention I - 3hrs 30m
- **(ES)** Loss Prevention II - 2hrs
- Supermarket Finance - 2hrs

## Time Management:

- TM1 - Getting Control - 7m
- TM2 - Mastering Management - 11m
- TM3 - Beating Procrastination - 8m
- TM4 - Prioritizing - 9m

- TM5 - Actions for Maximum Productivity - 12m
- TM6 - Adopting a Growth Mindset - 12m

## Store Safety:

- **(ES)** Store Safety I (Spanish Only) - 2hrs
- **(ES)** Store Safety II (Spanish Only) - 1hr 30m
- Store Safety - Cleanliness and Sanitation - 15m
- **(ES)** Store Safety - Fire Prevention - 10m
- Store Safety - Floor Monitoring - 10m
- Store Safety - Promotions and Committees - 15m
- Store Safety – Reporting and Investigation – 25m
- Store Safety – Severe Weather – 10m

## IGA 5 COURSES

- IGA Exclusive Brands - 45m
- IGA Way to Care - 1 - 30m
- IGA Way to Care - 2 - 45m
- IGA Way To Care - Program Resources - 35m
- IGA Way to Lead - 30m

## OTHER CATALOGS

- **Administrator:** This catalog has the courses relevant to the online training administrators.
- **College Credit:** This catalog has the learning plans approved for college credit validation.
- **Practice Test:** The retrieval courses are identified by the RT suffix. These courses have only the tests, no content. They are used to systematically retrieve information from memory.
- **RLI Learning Paths:** These are recommended learning paths for onboarding, management and supporting roles within grocery retail.
- **Español (Spanish):** This catalog has Spanish mobile ready courses.



## ONLINE COURSES (172)

**(ES)** = Spanish available  
**\$** = Payment required  
**TBR** = To be released

Yellow Highlight = Compliance Courses\*

Check your compliance requirements with your local authorities