



Work Life & Safety

Welcome to QuickSeries Publishing

QuickSeries Publishing has delivered credible, easy-to-read content on thousands of relevant topics for over 25 years. Our team of knowledgeable writers presents the most current information on a broad range of valuable subjects, including health and wellness, home and work life, security and government affairs, and disaster and emergency preparedness.

Our unique winning formula is guided by two crucial principles:

1. To offer a vast library of topics with content that is written in an easy-to-read style
2. To provide content on multiple innovative platforms that are best suited to your audience

From our original pocket guides to our eGuides and fully customized apps, we ensure seamless, affordable delivery of content that is guaranteed to make your program a success.

And our Peace of Mind Policy ensures your idea is easily brought to fruition with a one-stop shop of writers and designers and unsurpassed customer service – before, during and after delivery of your product.

Reliable Content. Innovative Delivery.



Workplace Standards

Build a strong, dynamic workforce by adhering to ethical standards and cultivating cultural awareness.



Emotional Wellness

Keep your employees' physical and mental health in check with useful strategies and exercises that balance the mind and the body.



Safety & Security

Help employees feel safe and secure on the job. Give them the knowledge they need to stay safe during any emergency situation or threat.



Helping You Build Successful Programs!

QuickSeries® understands that safe and healthy employees are happy employees – that's why we offer managers, supervisors and other leaders effective tools to promote workplace wellness and productivity. With the help of practical checklists and useful resources, each title in our Work Life & Safety series offers valuable information to accompany your organization's internal policies and procedures.

Whether you want to bring awareness to harassment and other workplace violence issues, promote worksite safety or educate on equal opportunity and ethics, QuickSeries® has an appropriate title – on the perfect platform – to meet your needs.

Our Accreditation Resource Partners

Along with our team of talented, knowledgeable writers and editors, we partner with various respected associations within different industries to write, review and validate our content. Once the content has been approved, we add their logo to the guide as a seal of approval – reassuring you that the information is correct and credible.



www.safetyskills.com



www.icisf.org



Communicating Your Message Has Never Been Easier!

We recognize your need to communicate your message to the community in an engaging and efficient manner. So, whether you choose from our library of pocket guides, eGuides or program outreach material, or you want something personalized or customized, we will guide you through the process from beginning to end.

We understand your needs, propose the right solution and deliver the final product your program requires. Plus, if you are unsatisfied with your product in any way, we promise to make it right with our QuickSeries® Peace of Mind Policy.



Ask Us About Personalization and Customization.

Don't see the title you're looking for? Want to personalize your own topic? Our team of experts can tailor any topic or format to fit your individual needs and branding. Want to use your own content? Not a problem – we can easily customize your text into any of our available formats.

Personalization

Choose a topic and modify the content and covers, or simply add your logo and brand colors.

Customization

Provide us with your content or ideas and we will research, write and design a product in any of our available formats.

Reliable Content. Innovative Delivery.

Our team of knowledgeable writers, editors and field specialists write and edit the topics in our vast library, integrating just the right amount of information for readers. The content is then packaged into various innovative formats that best communicate your program to your target audience, ensuring a successful outreach program.



Pocket Guides

Featuring durable lamination and heavy-duty spiral binding, our pocket guides deliver a long-lasting reference experience in the field, office or classroom.

- To-the-point content and simple messaging in a convenient tabbed format
- Perfect for the field or classroom
- Durable and water-resistant

Complex Subjects Made Easy

Visually Appealing



Reader-Friendly Content

Durable Construction

Conveniently Tabbed



Program Outreach

A successful communication strategy needs to be multifaceted, using a variety of tools to highlight your message.

The QuickSeries® Toolbox is a suite of outreach and educational products designed to capture the reader's attention and deliver your message.



Wallet Cards

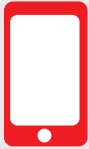
- Creative tools that promote topic awareness and information referral
- Ideal bookmarks
- Easily fold to fit into your wallet



Pamphlets

- To-the-point, informative content that expands information on outreach programs
- Modern, engaging design
- Available in various sizes

Spread your message through a variety of tools that work best for your audience and meet your budget.



eGuides

QuickSeries® eGuides offer a unique and dynamic reading experience. Your users interact with content through a variety of built-in features, including menus, checklists, forms, bookmarks and note-taking capabilities.

- Information is always readily available
- Interactive content, news and alerts
- Innovative and engaging designs
- Exclusively available to our app clients

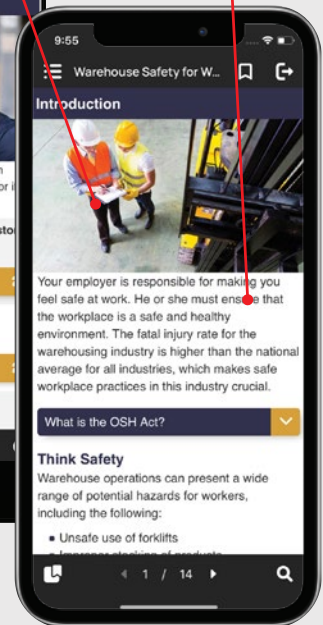
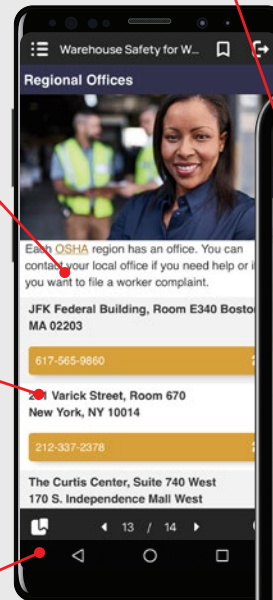
100% Mobile

Auto-dial,
Email and
Web
Connect

Every
Pocket Guide
is Available
in eGuide
Format

Not Your
Typical
Book

New Text
for Full
Customization



Magnets

- Valuable custom tool that helps increase your program visibility
- Useful visual reminder of your cause or message
- Durable product with modern, eye-catching design



Calendars

- Reliable content and optimized design deliver important information in a themed format
- Relevant monthly topics
- Durable paper stock



Posters

- Attractive double-sided design that helps create topic awareness
- Durable and water-resistant
- Available in an assortment of sizes



Message Cards

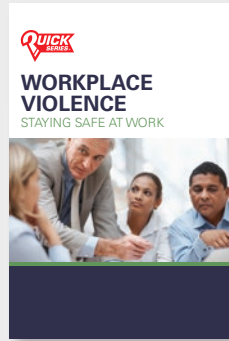
- Practical promotional tools for events, services or causes
- Ideal handouts
- Compact size perfect for mailing



Pocket Cards

- Easily fold to fit in your pocket or purse
- Pages are perforated for easy removal
- Double-sided design allows for more in-depth information without adding bulk

Conflict Management



- Eliminate violence and conflict from your workplace with valuable information and resources.
- Prevent violent situations by learning and spotting the warning signs.
- Learn how to effectively manage conflict and resolve issues in a constructive way.
- Make your workplace a safe, stress-free environment with the help of various exercises and tips for controlling emotions.

Program Outreach



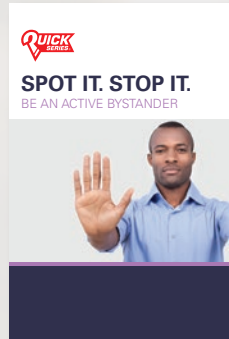
Poster



Wallet Card



Harassment



- Contribute to the safety of your work environment by preventing or responding to harassment of any kind – from sexual harassment to bullying.
- Identify harassment so you can stop it in its tracks and prevent it from escalating.
- Know your rights, your coworkers' rights and your employers' responsibilities.

Program Outreach



Poster



Wallet Cards



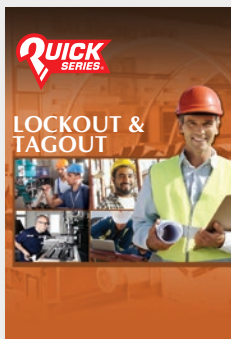
Pamphlet



Message Card



Worksite Safety

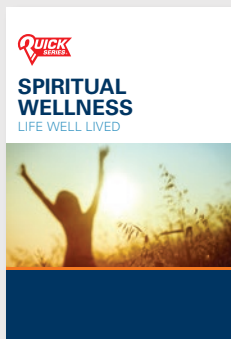
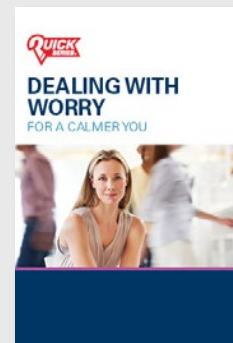
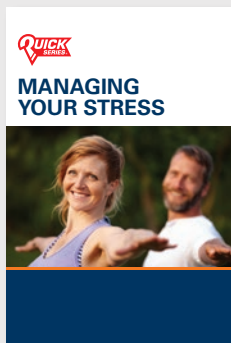


- Stay safe on the job by following standard protocols and procedures – from wearing personal protection to using the right equipment for the job.
- Learn Occupational Safety and Health Administration (OSHA) guidelines and standards and how you can maintain a safer work environment.
- Know your employer's responsibilities for keeping you safe on the job.
- Use valuable checklists, illustrations and resources to ensure your protection at any worksite.

* Licensed by SafetySkills

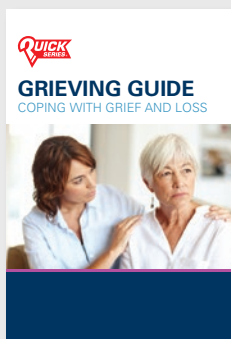
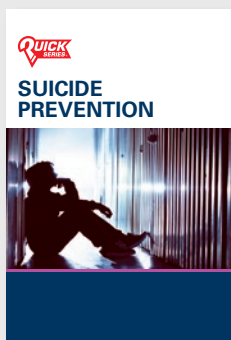


Personal Wellness



- Perform your best at work by making your physical wellness a priority – from dealing with worry and stress to controlling fatigue and fitness.
- Adopt helpful techniques to improve your quality of life, including stress management, sleep hygiene, self-care strategies and physical activity guidelines.
- Use checklists, tips and resources to enhance your wellness and improve your quality of work.

Mental Health



- Manage overwhelming emotions, such as anxiety, grief or depression, by learning about the tools and resources you need.
- Recognize mental health red flags in yourself or your coworkers.
- Know your treatment options and where to turn for professional help, or how to offer support to others.
- Use valuable exercises, tips and resources to take charge of your mental health.

* Licensed by ICISF

Preparedness & Response



- Be prepared to respond to different types of threats while on the job.
- Create, practice and implement an Emergency Action Plan.
- Understand evacuation and shelter-in-place policies and procedures.
- Know your role in an emergency, how to respond in any small- or large-scale event and how to manage the after-effects.
- Use helpful checklists, organizational charts and resources to better respond in any emergency situation.

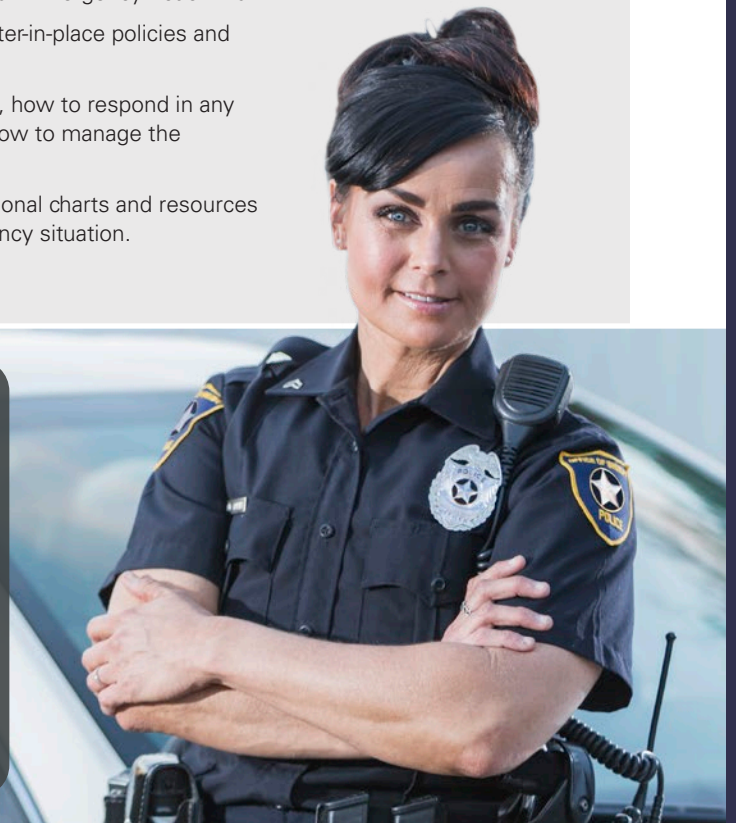
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QuickTip

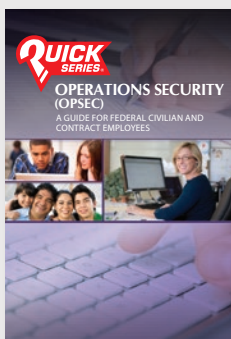
An Emergency Action Plan should include the following:

- Designated emergency coordinators
- Floor plans with multiple escape routes
- Designated area to account for employees
- Evacuation plans for people with functional needs
- Fire prevention plans

For more details, refer to our extensive suite of Preparedness & Response guides.

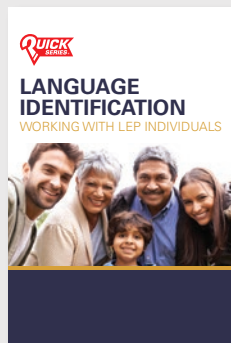


Cybersecurity



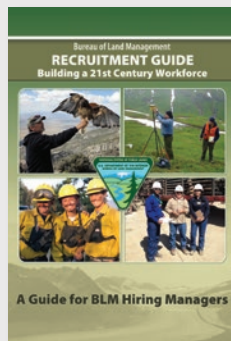
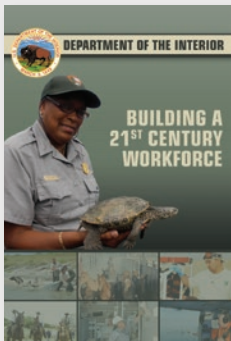
- Understand the security threats you might encounter online – from spams and scams to identity theft and fraud.
- Know how to secure your information so you can protect yourself against cybersecurity threats.
- Use valuable checklists, reporting information and resources to actively maintain your Internet security.

Cultural Awareness



- Encourage employees to be open-minded and respectful of each other to cultivate inclusiveness and strengthen productivity.
- Gain cultural awareness to better interact with coworkers and employees and to create a compassionate work environment.
- Understand cultures and lifestyles of different groups – from Veterans to non-English-speaking individuals – and help foster a tolerant workplace.

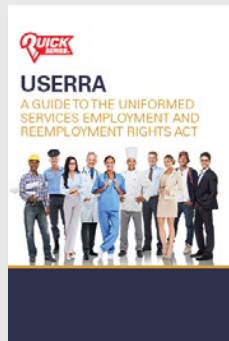
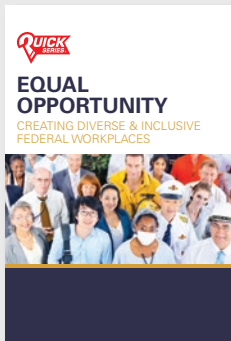
Recruitment Standards



- Build a diverse workforce by adopting various programs and initiatives that strengthen and improve hiring practices.
- Understand workplace laws, inclusive outreach and inclusion strategies, and special authorities for Veterans.
- Use valuable information and resources to strengthen your hiring or career-search strategies.

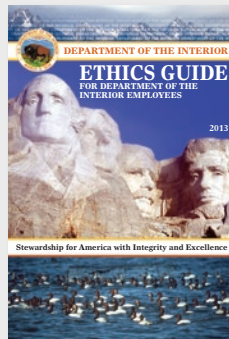
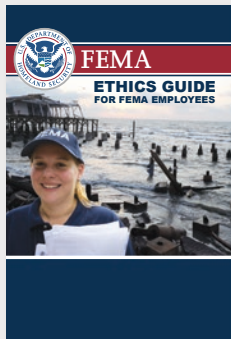
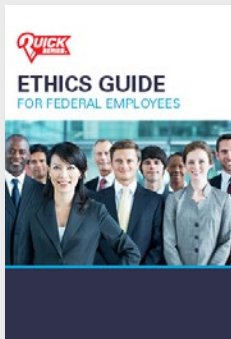


Equal Opportunity Guidelines



- Promote an equal opportunity workplace by becoming culturally aware and eliminating discrimination and harassment.
- Know your rights to equal treatment as an employee; understand reasonable accommodation; and be aware of your reporting options.
- Use checklists and resources to ensure your workplace fosters a fair, diverse work environment.

Workplace Ethics



- Understand complicated ethics laws and regulations that apply to various Government employees, presented in a simplified "plain English" format.
- Be informed of unique ethics prohibitions, travel regulations and strict gift guidelines.
- Use clear and concise examples, checklists and resources to ensure your workplace follows standard ethics laws.



Poster

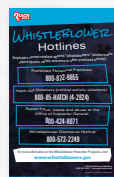
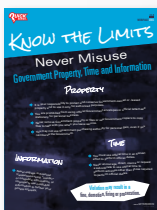


Wallet Cards



Magnet

Program Outreach



QuickRule

Everyone has the right to be hired, to work and to advance based on merit and ability. No employee should be discriminated against based on gender, age, race, sexual orientation or any other distinguishing characteristic.

To learn more about employees' rights, refer to our collection of Ethics and Equal Opportunity guides.

Ask Us About Our Other Topics:

Security & Preparedness



Education



Home Life



Health & Wellness



For a **free** sample or **more** information on how QuickSeries® can help you make your program a success, contact us:



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www.quickseries.com



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