TRALIANT

Ethics and Compliance Catalog

uplevel
HR Consulting

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*Course complies with Web Content Accessibility Guidelines (WCAG) 2.1/2.2 Level AA Success Criteria

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About Traliant

UpLevel HR Consulting is a proud Traliant partner. Traliant is the leading online compliance training solution, combining in-house legal expertise with modern, emotionally engaging course design to redefine compliance. Traliant delivers customized, interactive learning experiences to help encourage ethical decision making and foster respectful, positive and inclusive workplace cultures.

- Monitored and updated by dedicated in-house legal team
- Story-based approach to captivate learners
- Tailor learning to reflect be your brand, your business and your policies
- Accessible for all users including those with disabilities for an inclusive experience

Traliant courses cover a wide range of compliance topics and can be delivered using a third-party LMS or Traliant's industry leading LMS – the Traliant Learning Center.

- Dynamic dashboards
- Robust reporting functionality including question level reporting
- Able to handle the demands of global enterprises
- Data security policies aligned with ISO27001

Interested in viewing a course?
Contact us for information and access
to a course for free.
training@uplevelhrconsulting.com

Harassment Prevention Courses

Our discrimination and harassment courses are designed to help you meet federal, state and local requirements, while raising awareness and providing practical actions to address and stop unwelcome behavior — an essential part of creating a speak-up culture and reducing the risk of misconduct and potential lawsuits.

Available Courses:

- Bystander Intervention*
- Preventing Workplace Harassment*
  - US editions compliant for all 50 states
  - Global Edition
  - Canada Edition
  - UK Edition
  - Australia Edition
  - India's Prevention of Sexual Harassment (POSH) Edition

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Harassment Prevention Course Descriptions

Bystander Intervention*   60 minutes

Anyone who witnesses a harmful or potentially harmful situation is a bystander. In this course, you will explore how to be an active bystander. While watching relatable scenes, you'll learn the basic steps of bystander intervention. You'll see examples of different techniques for intervening, and practice through interactive exercises. The course satisfies the City of Chicago bystander intervention training requirement.

Preventing Workplace Harassment*   Varies

This course explores the nuances of workplace harassment, discrimination, retaliation and certain other types of inappropriate workplace conduct. Compliant in all 50-states including CA, CT, DE, IL, ME, NY, NYC, WA and Chicago, the course helps meet local, state and federal regulations in the US. The course is available in industry versions: Construction, Healthcare, Hotel, Manufacturing/Industrial, Office, Restaurant and Retail. All versions of the course are WCAG 2.1/2.2 AA accessible for an inclusive experience for all users.

US Editions

Advanced Edition - 2 hrs	For supervisors in California, supervisors in the City of Chicago, and everyone, both supervisors and non-supervisors, in Connecticut. Supervisors who are outside of Chicago and supervise people who are in Chicago must also take the 2-hour course.
Extended Edition - 1 hr	For non-supervisors in California, and non-supervisors in the City of Chicago.
Fundamentals Edition - 45 min	For everyone else; including supervisors and non-supervisors, in all other states outside of California and Connecticut, and outside of Chicago.

Non-US Editions

Global Edition - 45 min	Covers relevant equal opportunity laws in 37 countries, including France, Germany, Italy, Hong Kong, Singapore, and many more.
Canada Edition - 45 min	Consistent with both federal and provincial/territorial laws and guidelines. This edition includes Workplace Violence Prevention, which is required in some Canadian jurisdictions.
UK Edition - 45 min	Covers UK laws and features British narrators and scenarios with British actors.
Australia Edition - 45 min	Covers Australia laws and features Australian narrators and scenarios with Australian actors.
POSH Edition - 45 min	Addresses India's mandatory requirements of POSH and features Indian narrators and characters.

Data Protection Courses

Our data protection courses raise awareness of cybercrime threats, data privacy laws, and best practices for protecting your organization's data, assets, and business.

Available Courses:

- AI Ethics and Responsible Use*
- Cybersecurity Awareness*
- Global Data Privacy Awareness*
- HIPAA*
- Payment Card Industry Data Security Standards (PCI DSS)*
- Protecting Intellectual Property*

*Course complies with Web Content Accessibility Guidelines (WCAG) 2.1/2.2 Level AA Success Criteria

Data Protection Course Descriptions

AI Ethics and Responsible Use*   40 minutes

This interactive course introduces you to how AI works, explains the ethical principles of AI, and explores several everyday examples and realistic workplace scenarios. Learners will think through practical, real-world ethical dilemmas related to AI tool use in the workplace, and will understand what is considered acceptable and responsible AI tool use in your workplace. The course also covers current AI laws, developing AI laws, and laws of general applicability as applied to AI tool use.

Cybersecurity Awareness*   45 minutes

This course introduces you to the risks posed by more and more common cyberattacks. You'll hear about the dangers of phishing, spear phishing, vishing and smishing. Through interactive simulations, you will learn how to spot red flags and recognize an attack and what best practices you can apply to protect your organization and yourself.

Global Data Privacy Awareness*   35 minutes

This course will introduce you to key data use principles and how those are reflected in data privacy policies and laws. By the end of the course, you will have a good understanding of US state-based data privacy laws, US Federal sector-specific privacy laws, and National level comprehensive data privacy laws throughout the world. You will deepen your knowledge by practicing through scenarios about various data privacy concerns, including the usage of AI tools.

HIPAA*   20 minutes

This interactive course is designed for employees of covered entities and business associates with access to Protected Health Information (PHI). After taking this course, you will understand how to protect PHI under HIPAA's Privacy Rule (including limits on the use and disclosure of PHI) and under HIPAA's Security Rule (using appropriate administrative, physical, and technical safeguards). You will also learn about what must happen following a data breach following HIPAA's Breach Notification Rule. The course covers HIPAA as amended by the HITECH Act and Texas-specific rules under the Texas Medical Practice Act (TMPA).

Payment Card Industry Data Security Standards (PCI DSS)*   25 minutes

The Payment Card Industry Data Security Standards determine how merchants, processors, acquirers, issuers and service providers handle sensitive personal and financial data related to credit card transactions. This course introduces employees to the PCI Data Security Standards, focuses on key standards for front line employees, reviews key credit card features and shows employees what to look for to detect and prevent credit card fraud.

Protecting Intellectual Property*   20 minutes

This training will introduce employees to the concept of intellectual property and gives important guidance on how to handle it – whether it belongs to an organization, a vendor or partner, or even a competitor. Employees will be able to define the types of intellectual property and how to avoid common violations of IP.

Diversity, Equity and Inclusion Courses

Our diversity, equity and inclusion courses explain how to build a more welcoming and supportive workplace by practicing inclusive behaviors that increase collaboration, productivity, and innovation.

Available Courses:

- Creating Inclusive Workplaces*
- Cultural Competence*
- Inclusive Management: Hiring and Onboarding*
- Inclusive Management: Managing Diverse Teams*

- LGBTQ+ Inclusion
- Microaggressions and Subtle Acts of Exclusion*
- Religion, Spirituality and Beliefs
- Unconscious Bias*

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Diversity, Equity and Inclusion
Course Descriptions

Creating Inclusive Workplaces*   30 minutes
This interactive foundational course breaks down the concepts of unconscious bias, microaggressions, inclusion, and belonging and offers actionable guidance on how everyone can support a more inclusive workplace. Through watching unscripted real-life interviews, employees will gain insights into the perspectives and realities of individuals with different identities and learn about how they can experience the same workplace in very different ways.

Cultural Competence*   20 minutes
This training helps employees and managers understand the benefit and importance of cultural competence. Learners will be able to identify practical ways to ensure communications and interactions are effective, respectful and successful across any culture. *Also available in a version for Healthcare.*

Inclusive Management: Hiring and Onboarding*   25 minutes
Hiring and onboarding are the first experiences that candidates and new hires will have with an organization, it's where they discover how much managers value inclusivity—something we know is a priority in a competitive job market. In this course you will interact with relatable scripted scenes and scenarios that will help you gain a deeper understanding of inclusive management.

Inclusive Management: Managing Diverse Teams*   25 minutes
As job satisfaction and performance are increasingly tied to inclusion, managers need inclusive management practices that help create a culture of belonging where everyone can thrive. In this course, you'll hear from people sharing their own workplace experiences in unscripted interviews and interact with relatable scenarios that will help you gain a deeper understanding of inclusive management.

LGBTQ+ Inclusion   15 minutes
This course introduces learners to some of the issues members of LGBTQ+ community face at work. Learners are taught the impact inappropriate conduct can have and how inclusive work relationships help the team succeed. They also learn the importance of treating everyone with respect, how making assumptions can hurt and how to be an ally. Also available in a version for Healthcare organizations. *A Section 508c version of this course is available.*

Microaggressions and Subtle Acts of Exclusion*   45 minutes
Microaggressions are defined as everyday verbal and non-verbal exchanges that communicate hostile, derogatory, or negative messages to others based upon some aspect of their identity. This course explores what microaggressions are, how to identify common examples, how to avoid committing microaggressions and how to respond if you experience or witness one.

Religion, Spirituality and Beliefs   15 minutes
As society is becoming more diverse, and people are experiencing a growing need to bring their "whole self" to work, the workplace acceptance and even encouragement of an individual's religion, spirituality and belief is becoming increasingly important. This training provides an overview of religion, spirituality and beliefs in the workplace, an explanation of its associated positive effects, and some practical tips for making the workplace more inclusive of religious and spiritual expression. Also available in a version for Healthcare organizations. *A Section 508c version of this course is available.*

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Diversity, Equity and Inclusion
Course Descriptions

Unconscious Bias*   **30 minutes**

This course challenges learners to explore the nuances of unconscious, implicit biases, and how our own biases can impact our judgments and decisions about others at work. It focuses on providing practical guidance that learners can implement immediately in their workplace to help reduce the negative impact of bias and promote a diverse and inclusive workplace culture.

Ethics and Compliance Courses

Our ethics and compliance courses help promote ethical practices in the workplace to build a strong culture of compliance by raising awareness of how relevant laws and regulations apply to day-to-day decisions and what employees can do to spot and stop unethical activities.

Available Courses:

- Anti-Bribery and Anti-Corruption*
- Anti-Money Laundering*
- Antitrust and Competition Law*
- Avoiding Conflicts of Interest*
- Code of Conduct*
- Code of Conduct - Federal Acquisition Regulation (FAR)*
- Code of Conduct - Healthcare
- Code of Conduct - Supplier
- Corporate Governance
- Corporate Social Responsibility
- Disability, Pregnancy and Religious Accommodations*
- Ethical Leadership
- Export Controls*
- Family, Medical and Other Protected Leave*

- Forced Labor in Global Supply Chains*
- Insider Trading*
- Interviewing and Hiring Lawfully*
- Introduction to ESG (Environmental, Social and Governance)
- Recognizing and Preventing Human Trafficking
- Records Management
- Recycling at Work
- Speaking for the Company
- Title IX: Preventing Sex Discrimination for Faculty and Staff*
- Title IX: Preventing Sex Discrimination for Students*
- US Import Regulation*
- Wage and Hour Fundamentals*
- Whistleblowing: The Importance of a Speak Up Culture

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Ethics and Compliance Course Descriptions

Anti-Bribery and Anti-Corruption*   20 minutes

Staying compliant with anti-bribery and anti-corruption laws such as the FCPA and the UK Bribery Act is more than simply memorizing laws. Employees need to understand not just what the laws are, but why they matter, and how to handle the gray-area situations they might encounter in real life that could lead to potential violations. This course explains the behaviors that are expected of individuals to create a workplace free of bribery and corruption. It defines bribery, explains the applicable laws and regulations, and covers concepts such as "anything of value," dealing with"public officials " and "facilitation payments."

Anti-Money Laundering*   35 minutes

This course introduces employees and managers to the basics of global anti-money laundering. This course highlights common money laundering schemes, along with strategies for detecting, preventing and reporting suspicious activities. A variety of eLearning challenges reinforce AML concepts and boost engagement and knowledge retention.

Antitrust and Competition Law*   20 minutes

Antitrust laws keep the market competitive and protect consumers from unfair business practices. This training, designed for employees and managers in sales and purchasing roles, provides an overview of key antitrust laws and prohibited practices. The training includes several examples of questionable and illegal business practices so the learner will be able to recognize and avoid these situations, and respond appropriately should they encounter them.

Avoiding Conflicts of Interest*   20 minutes

This course introduces managers and employees to the basic concepts related to conflicts of interest. Learners are taught what conflicts of interest are, common circumstances that can create conflicts of interest - and how and why most conflicts of interest can be resolved.

Code of Conduct*   Varies

This comprehensive course is tailored to align with a client's Code of Conduct. Over 18 compliance topics to choose from, with titles such as Acting with Respect, Supporting Inclusion, Health and Safety, Avoiding Insider Trading, Keeping Private Information Private, Political Activities, Sustaining the Environment, Upholding Human Rights, Avoiding Conflicts of Interest, Competing Fairly, Fighting Money Laundering, Gifts and Entertainment, International Trade Laws, Never Bribe, Keeping Accurate Records, Keeping Systems Secure, Protecting Our Assets and Speaking for the Company.

Code of Conduct - Federal Acquisition Regulation (FAR)*   30 minutes

This Code of Conduct training is tailored for federal contractors and sub-contractors and includes material required by the Federal Acquisition Regulation. This course is divided into brief episodes and provides examples of how to behave ethically in a variety of challenging situations. It covers topics such as anti-bribery, hiring government employees, conflicts of interest, gifts and entertainment, government audits, communications with government customers, pricing mandates, government supply contracts, rules for procurements, third party due diligence, keeping accurate records and reporting violations.

Ethics and Compliance Course Descriptions

Code of Conduct - Healthcare   60 minutes
This Code of Conduct training is tailored for the healthcare industry and explains the behaviors needed to make the right ethical choice in a number of challenging situations. This course is divided into brief episodes covering topics such as elements of a successful compliance program; healthcare laws and regulations related to fraud, waste and abuse; gifts and entertainment; politics at work; third party due diligence; record keeping; data privacy; information security and respectful workplace.

Code of Conduct - Supplier   20 minutes
This Supplier Code of Conduct training supports Traliant's Modern Slavery in Supply Chains training. It was created so that companies could provide their supply chain vendors with an explanation of the standards and expectations for suppliers with regard to labor, ethics, health and safety, and the environment. The training is designed to help suppliers operate in a socially responsible manner and meet their contractual obligations with their business partners.

Corporate Governance   10 minutes
This course introduces learners to the basics of how organizations are governed. It explains the purpose and function of the Board of Directors and senior management and introduces learners to the basic principles of good corporate governance.

Corporate Social Responsibility   10 minutes
This course introduces managers and employees to the concepts of corporate social responsibility and corporate citizenship. Learners are taught what social responsibility is, why it matters to both organizational stakeholders and the community, and what common corporate social responsibility initiatives look like.

Disability, Pregnancy and Religious Accommodations*   25 minutes
In this course, employees learn how to comply with state and local laws requiring employers to provide reasonable accommodations to employees including the ADA and the Pregnant Workers Fairness Act (PWFA). Managers learn about their special obligations for ensuring compliance with these laws.

Ethical Leadership   10 minutes
This course introduces learners to the concept of ethical leadership, key characteristics demonstrated by ethical leaders and how ethical leadership can be applied in practical, day-to-day tasks.

Export Controls*   30 minutes
Federal laws, known as Export Controls, restrict the shipment and transfer of certain items, services, and technology. This training explains the basics of these laws and will prepare employees to recognize situations where these rules apply and respond appropriately. After taking this course, employees will have an understanding of situations covered by Export Controls, gain familiarity with the ITAR, EAR and OFAC, and know how to determine whether Export Controls apply and respond accordingly.

Family, Medical and Other Protected Leave*   25 minutes
In this course, employees learn how to comply with federal laws and numerous state and local laws requiring employers to provide family, medical or other types of protected leave to employees in some situations as well as your organization's policies. Managers learn about their special obligations for ensuring compliance with these laws.

Ethics and Compliance Course Descriptions

Forced Labor in Global Supply Chains*   20 minutes
This interactive course is designed for any employee working within a supply chain, including those who manage relationships with vendors, suppliers, and partners. After taking this course, you will understand your and your organization's role in eliminating forced labor, including the global context of forced labor, risk assessment and warning signs, supplier vetting, ongoing due diligence, and reporting. The course covers the legal requirements in the United States, United Kingdom, Canada, Mexico, and Australia.

Insider Trading*   20 minutes
This course for employees explains insider trading, including the use of material, non-public information (MNPI), and how to steer clear of this unlawful conduct. This course is for anyone working in either a public or private organization that needs to be aware of and respect the laws governing insider trading.

Interviewing and Hiring Lawfully*   30 minutes
This course focuses on practical skills for lawfully and effectively interviewing applicants for hire or promotion. Employees will learn about how to effectively interview applicants to determine their qualifications for the job using behavioral-based interviewing techniques, how to avoid unlawful or poorly phrased questions and comments during the interview, and how to select the best candidate and properly document the selection.

Introduction to ESG (Environmental, Social and Governance)   10 minutes
This 10-minute awareness course will introduce learners to what ESG factors are, why they are increasingly important to organizations and stakeholders, and how they can support ESG initiatives in your organization.

Recognizing and Preventing Human Trafficking   20-30 minutes
Human trafficking has increasingly become a pervasive and widespread problem. Today employees in industries like banking, social media, health care, hospitality, social services, transportation and many others are in a position to recognize and stop human trafficking. This 25-minute course teaches employees the different types of human trafficking, who is most vulnerable, the places where human trafficking occurs, the signs and indicators to look for that someone might be a victim and how employees can safely and anonymously report any suspicions.

Records Management   15 minutes
This course, intended for all levels of employees, illustrates the importance of records management for the protection, access and use of business information, as well as compliance with statutory and regulatory requirements. This course also covers topics such as legal holds, retention schedules and the records management lifecycle.

Recycling at Work   15 minutes
This course guides learners with do's and don'ts around recycling programs at work and answers common questions from workers who want to know "should I recycle this?"

Speaking for the Company   15 minutes
This course provides all employees with best practices for internal communications and social media use. Topics include speech in the workplace, confidentiality and privacy, and information security. Guidance is also provided for employees who might receive requests from outside the company.

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Ethics and Compliance Course Descriptions

Title IX: Preventing Sex Discrimination for Faculty and Staff*   **50 minutes**

In this course, employees and student-employees of post-secondary schools will learn how to recognize and report potential sex discrimination and sex-based harassment against students or employees. After taking this training, learners will understand the scope of sex discrimination, the definition of sex-based harassment, how these types of unlawful conduct might arise, and how schools must respond to potential sex discrimination. The course also covers requirements related to pregnancy modifications under Title IX and the Department of Education's April 2024 rule and satisfies Title IX's annual training requirement for employees and student-employees.

Title IX: Preventing Sex Discrimination for Students*   **50 minutes**

In this course, students of post-secondary schools will learn how to recognize and report potential sex discrimination and sex-based harassment. After taking this training, learners will understand the scope of sex discrimination, the definition of sex-based harassment, the concept of consent and requirements related to pregnancy modifications under Title IX and the Department of Education's April 2024 rule. The course is compliant with California Education Code Section 67385.7, which requires that most post-secondary schools in California provide students with annual training on preventing and addressing sexual violence and sexual harassment.

US Import Regulation*   **20 minutes**

This course introduces managers and employees to the basics of U.S. import controls. Learners are introduced to the concept of shared responsibility for import compliance, the importance of an organizational approach to import compliance, as well as the basics of classification, valuation, country of origin, intellectual property rights issues and OFAC compliance.

Wage and Hour Fundamentals*   **25 minutes**

This course teaches employees their specific responsibilities for complying with the federal Fair Labor Standards Act. Unlike most courses on this topic, the training also addresses how to comply with state and local wage and hour laws, which often are much more expansive than the federal FLSA. The course addresses non-exempt employees, overtime pay, meal and rest breaks and scheduling laws, exempt employees and employer policies, reporting and retaliation.

Whistleblowing: The Importance of a Speak Up Culture   **15 minutes**

This course introduces managers and employees to the basics of whistleblowing. It addresses how and when concerns in an organization should be raised and also covers a manager's responsibility when concerns are brought to their attention.

HR Compliance Courses

Our diversity, equity and inclusion courses explain how to build a more welcoming and supportive workplace by practicing inclusive behaviors that increase collaboration, productivity, and innovation.

Available Courses:

- Avoiding Retaliation
- Creating a Positive Work Environment
- Creating a Respectful Remote Workplace
- Emotional Wellness
- Environmental Wellness
- Financial Wellness
- Intellectual Wellness

- Managing Difficult Employees
- Occupational Wellness
- Physical Wellness
- Preventing Bullying in the Workplace
- Social Wellness
- Spiritual Wellness

HR Compliance Course Descriptions

Avoiding Retaliation   15 minutes
Retaliation training is one of several positive steps that organizations can take to prevent workplace discrimination and harassment and reduce the risk of retaliation incidents and claims. This course is intended for employees in supervisory roles, who may deal with complaints of discrimination and harassment. Avoiding Retaliation reinforces the importance of keeping all forms of retaliation out of the workplace and responding promptly and effectively to complaints. *A Section 508c version of this course is available.*

Creating a Positive Work Environment   20 minutes
This course explains the role a positive work environment plays in motivating employees and prepares managers to use positivity as a tool for enabling individuals to thrive and organizations to succeed. This course will provide managers with concrete steps for promoting a positive work environment and encourage them to incorporate these initiatives into their workplace.

Creating a Respectful Remote Workplace   10-15 minutes
This training explains how the expectations for a respectful workplace apply in remote work situations. This course is available in versions for employees and managers, and covers topics such as harassment, bullying, bystander intervention and inclusion. The managers' version builds upon the employee course, with additional content on supervising remote workers.

Emotional Wellness   10 minutes
This course introduces learners to the emotional dimension of wellness—one of eight courses offered in Traliant's Health and Wellness suite. Learners will gain insight into what emotional wellness is and how important it is to overall success, health and wellness. Topics include how emotional wellness affects thoughts and behaviors, how it differs from mental health and how multitasking can lead to reduced productivity and work-related stress. The course concludes with ideas and practical actions for applying emotional wellness skills in both our personal and professional lives.

Environmental Wellness   10 minutes
This course introduces learners to the environmental dimension of wellness—one of eight courses offered in Traliant's Health and Wellness suite. Learners will gain insight into what environmental wellness is and how our immediate and extended environments affect our overall health, safety and well-being. Other topics include how we affect our environments and what we can do to keep our environments—including our work environment—safe, healthy and thriving.

Financial Wellness   10 minutes
This course introduces learners to the financial dimension of wellness—one of eight courses offered in Traliant's Health and Wellness suite. Learners will gain insight into what financial wellness is, reflect on their own financial values, and explore ways to avoid financial stress while strengthening financial wellness.

Intellectual Wellness   10 minutes
This course introduces learners to the intellectual dimension of wellness—one of eight courses offered in Traliant's Health and Wellness suite. Learners will gain insight into what intellectual wellness is, its importance to overall health and wellness, and the many ways it can be developed outside of formal education settings. Topics include a wide range of meaningful and sometimes surprising activities that support intellectual wellness, as well as ideas on how to support intellectual wellness in settings like work and home.

HR Compliance Course Descriptions

Managing Difficult Employees   20 minutes
Employees who demonstrate disruptive behaviors can have a negative impact on the workplace and therefore need to be managed. This course prepares managers to identify, address and appropriately document problem behaviors, so they feel confident handling difficult-employee situations should they encounter them.

Occupational Wellness   10 minutes
This course introduces learners to the occupational dimension of wellness—one of eight courses offered in Traliant's Health and Wellness suite. Learners will gain insight into what occupational wellness is and is not and how important it is to overall health and wellness. Topics include finding balance between work and leisure time, building relationships with co-workers and addressing workplace stress.

Physical Wellness   10 minutes
This course introduces learners to the physical dimension of wellness—one of eight courses offered in Traliant's Health and Wellness suite. Learners will gain insight into the importance of physical health and wellness and how to get and stay active. The course also covers how to maintain muscle, eat healthy, find a healthy weight and get enough sleep. In addition to practical tips and ideas for integrating physical wellness at work or at home, the course offers ways of overcoming setbacks and roadblocks on the journey to physical wellness.

Preventing Bullying in the Workplace   20 minutes
Workplace bullying negatively impacts employees and organizations. This course explains what bullying in the workplace looks like, the difference between bullying and harassment, the costs to employees and organizations and what employers, targets and bystanders can do to stop this unacceptable behavior in the workplace. *A Section 508c version of this course is available.*

Social Wellness   10 minutes
This course introduces learners to the social dimension of wellness—one of eight courses offered in Traliant's Health and Wellness suite. Learners will gain insight into what social wellness is and isn't and how important it is to overall success, health and wellness. The course concludes with ideas and practical actions for applying this important skill in both our personal and professional lives.

Spiritual Wellness   10 minutes
This course introduces learners to the spiritual dimension of wellness—one of eight courses offered in Traliant's Health and Wellness suite. Learners will gain insight into what spiritual wellness is, its importance in our personal lives and how it can be seen through a practical work lens that doesn't spark controversy or debate. Topics include how having a sense of purpose and a defined set of beliefs and values influences work ethic, decision making, DEI practices, leadership styles, profitability and employee alignment to an organization's vision, mission and values.

Workplace Safety Courses

Our workplace safety courses work alongside your organization's safety policies and procedures to raise employee awareness of potential workplace risks, reinforce the need for vigilance, and send a strong message that safety is everybody's responsibility.

Available Courses:

- Active Shooter Response*
- Bloodborne Pathogens*
- COVID-19: Safe Workplace*
- Drugs and Alcohol in the Workplace
- Electrical Safety
- Emergency Preparedness and Response
- Environment, Health and Safety in the Workplace
- Fall Protection
- Fire Extinguisher Safety
- Forklift Safety General Awareness

- Hazard Communication
- Housekeeping in the Workplace
- Infectious Disease Control
- Introduction to OSHA
- Materials Handling, Storage, Use and Disposal
- Personal Protective Equipment
- Psychological Safety at Work*
- Slips, Trips and Falls
- Workplace Ergonomics
- Workplace Violence Prevention*

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Workplace Safety Course Descriptions

Active Shooter Response*   20 minutes
Active shooter training strengthens and reinforces an organization's emergency action plan and can help reduce the risk of an incident occurring. This course explains how to prepare for, and respond appropriately to, an active shooter situation. The course will also teach you how to recognize indicators of potential violence so you may help reduce the likelihood of an active shooter incident.

Bloodborne Pathogens*   60 minutes
This course is designed to educate participants on the risks associated with bloodborne pathogens and provide essential knowledge and skills to prevent their transmission. This comprehensive course is designed to meet OSHA's Bloodborne Pathogens Standard (29 CFR 1910.1030) requirements.

COVID-19: Safe Workplace*   15 minutes
This course helps employers comply with federal and state training guidelines including OSHA guidance and California's Permanent Standard which requires California employers to continue to provide effective Covid-19 training to all employees through December 31, 2024. This training encourages employees to promote and maintain a safe and healthy work environment.

Drugs and Alcohol in the Workplace   20 minutes
This training is designed to give employees a basic understanding of what substance misuse is and why it presents workplace safety issues. The course covers red flags that indicate a potential substance use problem and provides employees with resources for getting help for themselves as well as tools for responding should they observe such indicators in others in the workplace.

Electrical Safety   25 minutes
This course introduces learners to the basics around electrical safety. This includes basic electrical terms and common risks related to power lines, cords, power tools and sockets. Learners are also instructed on common practices to keep themselves and others safe and lock out/tag out procedures. Interactive exercises reinforce key points and require learners to identify common electrical hazards.

Emergency Preparedness and Response   20 minutes
This course provides response and prevention guidance on different workplace emergencies for both on-site and remote workers. Topics include the required elements of an Emergency Action Plan and a Fire Prevention Plan, and what employees should know about exit routes in the event an evacuation is required. Learners will also have an opportunity to review guidance and procedures for different shelter-in-place emergencies unique to their environment, work setting and geographic location.

Environment, Health and Safety in the Workplace   30 minutes
This course introduces employees and managers to EHS topics, initiatives, risks and hazards in the workplace. The course provides employees with practical actions to take to keep themselves healthy and safe, reduce security risks at work and protect the environment inside and outside of the workplace.

Fall Protection   30 minutes
Fall hazards exist in every workplace. This course teaches employees how to recognize fall hazards in their workplace, identify when they're at risk for falls and how to eliminate, prevent or control falls. The course includes content on ladder fall prevention, common fall prevention methods and systems, as well as fall arrest systems.

Workplace Safety Course Descriptions

Fire Extinguisher Safety   30 minutes

Fire extinguishers are an important safeguard against workplace fires. This course will teach employees how to assess their environment and determine if conditions are favorable to use a fire extinguisher safely and successfully. The course will also cover how a fire extinguisher works, what type to use and the correct procedure for using one.

Forklift Safety General Awareness   30 minutes

This course is designed for both forklift operators and workers who work around forklifts and introduces learners to the basics around safely operating and working around powered industrial trucks and forklifts. Learners are taught about the different kinds of forklifts, how forklifts work and common forklift hazards.

Hazard Communication   25 minutes

This course introduces workers to the basics around hazard communication programs. Learners are taught what hazardous chemicals are and how understanding and using critical information in Safety Data Sheets (SDSs) and chemical labeling can keep them, and the people who work around them, safe.

Housekeeping in the Workplace   20 minutes

This 20-minute course introduces employees to the EHS concept of housekeeping at work. Housekeeping lays the foundation that prevents workplace fall, fire and health hazards. The course covers what good housekeeping looks like in different work environments, as well as simple yet effective behaviors and best practices that every employee can do to keep their workplace safe, healthy and productive.

Infectious Disease Control   25 minutes

This course introduces employees to infectious disease control in the workplace. Workplaces pose a special risk because they're places where people come together and share spaces and equipment. Employees will learn what infectious diseases are, how they are spread, and steps they can take to protect themselves and others.

Introduction to OSHA   30 minutes

This course provides employees with an overview of OSHA and its regulations. The course covers the history and purpose of OSHA, as well as the rights and responsibilities of employees and employers under the OSHA law. Employees will learn the OSHA regulations crucial to keeping the workplace safe along with the basics of Hazard Mapping and Job Hazard Analysis.

Materials Handling, Storage, Use and Disposal   30 minutes

This course introduces learners to the basics around material handling hazards. This includes an explanation of what material handling hazards are, common mitigation strategies, material handling risks related to forklifts, overhead cranes, slings and manual activities. Interactive exercises reinforce key points and require learners to spot common material handling hazards.

Personal Protective Equipment   30 minutes

This course introduces learners to what personal protective equipment is and how it can keep them safe. Learners are taught about common forms of PPE for, and best practices related to PPE, for the eyes, ears, head, hands, feet, respiratory systems and full body.

Workplace Safety Course Descriptions

Psychological Safety at Work*   **20 minutes**
Whether work takes place onsite, virtually or in a hybrid situation, we spend a significant portion of our lives at work. This course addresses the importance of fostering a psychologically safe work environment – where everyone can be their authentic selves and feel comfortable speaking up, admitting mistakes, sharing ideas and offering feedback. This course describes what psychological safe behaviors look like, how to implement them and how they benefit individuals, teams and organizations.

Slips, Trips and Falls   **30 minutes**
This course introduces employees to slip, trip and fall hazards in the workplace. Slips, trips and falls are one of the most frequent and costly workplace hazards, ranking high in both nonfatal injuries and fatalities. Employees will learn where they most often occur, how to identify slip, trip and fall hazards and most importantly how to prevent them from occurring in different environments.

Workplace Ergonomics   **15 minutes**
This course introduces learners to the concept of ergonomics and how ergonomic principles can be used to keep them safe and more productive. It explains best practices and corrective steps learners can take in office, home office and non-office settings.

Workplace Violence Prevention*   **30 minutes**
This course teaches employees how to recognize warning signs and risk factors for workplace violence, what to do if workplace violence concerns arise, and how to protect themselves in a workplace violence incident. We also offer a version that complies with California regulations (will require customization). Our team of experts can consult to ensure it aligns with your needs and meets any required regulations. Additional fees may apply.