traliant

Course catalog

uplevel
HR Consulting

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About Traliant

We are the leading online compliance training solution, combining in-house legal expertise with modern, emotionally engaging course design to redefine compliance. We deliver 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

Our 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 purchasing a course?

Please reach out to us at 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*
- Title IX: Preventing Sex Discrimination for Faculty and Staff*
- Title IX: Preventing Sex Discrimination for Students*

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Harassment Prevention Course Descriptions

Bystander Intervention*   **60 minutes**
Anyone who witnesses a potentially harmful situation in the workplace is a bystander. In this course, you will explore how bystander intervention works to defuse, stop or correct inappropriate workplace conduct. Through relatable and realistic scenarios, you'll learn how to tell when intervention is necessary, how to overcome common barriers to intervening and techniques for intervening effectively. The course satisfies the City of Chicago bystander intervention training requirement. *A shortened 25-minute version is also available.*

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 - 40 min	For everyone else; including supervisors and non-supervisors, in all other states outside of California and Connecticut, and outside of Chicago.

Preventing Workplace Harassment (continued)

Non-US Editions

Global Edition - 30 min	Covers relevant equal opportunity laws in 37 countries, including France, Germany, Italy, Hong Kong, Singapore, and many more.
Canada Edition - 40 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 - 35 min	Covers UK laws and features British narrators and scenarios with British actors.
Australia Edition - 35 min	Covers Australia laws and features Australian narrators and scenarios with Australian actors.
India (POSH) Edition - 30 min	Addresses India's mandatory requirements of POSH and features Indian narrators and characters.

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Harassment Prevention Course Descriptions

Title IX: Preventing Sex Discrimination for Faculty and Staff*   **30 minutes**

This course is for employees and student-employees of post-secondary schools. Employees will learn how to recognize and report potential sex discrimination and sexual harassment against students or employees. After taking this training, they will understand the scope of sex discrimination, the definition of sexual harassment, how these types of unlawful conduct might arise, and your school's Title IX resources. The course is compliant with the Department of Education's 2020 rule on sexual harassment under Title IX.

Title IX: Preventing Sex Discrimination for Students*   **30 minutes**

In this course, students will learn how to recognize and report potential sex discrimination and sexual harassment that violates Title IX. After taking this training, they will understand the scope of sex discrimination, the definition of sexual harassment, the concept of consent and your school's Title IX resources. The course is compliant with the Department of Education's 2020 rule on sexual harassment under Title IX and 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.

Workplace Violence Courses

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

Available courses:

- Active Shooter Response*
- De-escalation for Hospitality*
- De-escalation for Retail*
- Preventing Bullying in the Workplace
- Workplace Violence Prevention*
  - Workplace Violence Prevention for California (20 min)
  - Workplace Violence Prevention and Active Shooter Preparedness for Retail (25 min)
  - Workplace Violence Prevention for Healthcare (20 min)

Workplace Violence Course Descriptions

Active Shooter Response*   20 minutes
This course teaches employees how to protect themselves in the event of an active shooter situation using FBI and Department of Homeland Security recommended techniques. It also teaches employees how to recognize and respond to red flags for workplace violence. By teaching employees a proper active shooter response, organizations can help create a safer workplace.

De-escalation for Hospitality*   10 minutes
De-escalation is a practical, scenario-based course that teaches employees how to safely and confidently handle tense or confrontational situations. Through realistic examples and easy-to-apply techniques, employees learn how to recognize signs of escalation, respond with empathy, set clear boundaries, actively listen, and resolve conflicts constructively. This course empowers hospitality teams to reduce workplace stress, prevent incidents, and create a safer, more respectful environment for both employees and customers.

De-escalation for Retail*   10 minutes
De-escalation is a practical, scenario-based course that teaches employees how to safely and confidently handle tense or confrontational situations. Through realistic examples and easy-to-apply techniques, employees learn how to recognize signs of escalation, respond with empathy, set clear boundaries, actively listen, and resolve conflicts constructively. This course empowers retail teams to reduce workplace stress, prevent incidents, and create a safer, more respectful environment for both employees and customers.

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.

Workplace Violence Prevention*   Varies
This interactive course educates employees on how to recognize warning signs of workplace violence, report workplace violence concerns, and respond effectively to workplace violence incidents. Our course can be tailored to reflect your organization, and our team of experts can consult to ensure the course aligns with your needs and legal requirements. Additional fees may apply.

Workplace Violence Course Descriptions

Workplace Violence Prevention (continued)*
Editions

Workplace Violence Prevention (20 min)	This course covers the different types of workplace violence, identifying behaviors of concern and how and when to report incidents.
Workplace Violence Prevention for California (20 min)	This course complies with California's workplace violence prevention law (SB 533/Cal. Lab. Code 6401.9) and will require customization to include mandated elements such as an employer's workplace violence prevention plan and employer-specific reporting procedures.
Workplace Violence Prevention and Active Shooter Preparedness for Retail (25 min)	This course is designed for retail employees and complies with New York's Retail Worker Safety Act (New York Labor Law Section 27-e). The course covers de-escalation tactics, the use of security alarm systems, panic buttons, active shooter drills and an employer's site-specific emergency response procedures.
Workplace Violence Prevention for Healthcare (20 min)	This course complies with California's workplace violence regulation for healthcare (8 CCR 3342) and meets healthcare workplace violence prevention training requirements that apply to certain healthcare employers in Arizona, California, Louisiana, Minnesota, and Texas.

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Employment Law Fundamentals Courses

Our employment law fundamentals courses equip managers with the practical knowledge and tools they need to in order to comply with employment laws and procedures to foster an ethical workplace.

Available courses:

- Disability, Pregnancy and Religious Accommodations*
- Discrimination Prevention for Managers: Navigating the Executive Orders*
- Family, Medical and Other Protected Leave*
- Interviewing and Hiring Lawfully*
- Labor Relations*
- Managing Difficult Employees
- Wage and Hour Fundamentals*

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Employment Law Fundamentals
Course Descriptions

Disability, Pregnancy and Religious Accommodations*   **40 minutes**
In this course, you will learn about requesting, identifying, and providing disability, pregnancy, and religious accommodations. This course covers the ADA, the PWFA and similar state and local laws that require employers to provide reasonable disability, pregnancy, and religious accommodations to employees and applicants. After completing this course, you will understand the various types of accommodations laws and accommodation requests, and you will know how to recognize and respond to requests for accommodations.

Discrimination Prevention for Managers: Navigating the Executive Orders*   **20 minutes**
In this course, managers and supervisors will learn how to navigate the new equal employment opportunity issues that they are likely to encounter in the workplace. The course explains, in clear language, how the recent Executive Orders and EEOC and DOJ guidance impact anti-discrimination law, outlines the new risks that these legal developments raise and shows managers how to minimize them.

Family, Medical and Other Protected Leave*   **35 minutes**
In this course, managers will learn how to recognize a potential Family and Medical Leave Act (FMLA) request and how to help their organization comply with the law. After completing this course, managers will understand when FMLA and other protected leave may be taken and which employees may be eligible for FMLA and other protected leave. Managers will also learn what to do when they learn about a qualifying leave and when to contact HR for guidance.

Interviewing and Hiring Lawfully*   **40 minutes**
This interactive online course teaches practical skills for lawfully and effectively interviewing applicants for hire or promotion. We recommend this training for all human resource professionals, supervisors, and any non-supervisory employees who participate in hiring processes. After completing this course, you will know how to effectively interview applicants 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.

Labor Relations*   **20 minutes**
This interactive online course helps supervisors familiarize themselves with labor unions, why employees might consider unionization and what rights they have under the National Labor Relations Act (NLRA). Through realistic workplace scenarios, you will learn about your responsibilities in various situations concerning potential union activity.

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.

Wage and Hour Fundamentals*   **30 minutes**
This course teaches employees their specific responsibilities for complying with the federal FLSA. 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 FLSA. This course is kept up-to-date with changes in federal and state law.

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Inclusive Workplaces Courses

Our inclusive workplaces 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*
- Creating a Respectful Remote Workplace
- Cultural Competence*
  - Cultural Competence in Healthcare (20 min)
- Inclusive Language*
- Inclusive Management: Hiring and Onboarding*
- Inclusive Management: Managing Diverse Teams*
- Objectivity in the Workplace*
- Psychological Safety at Work*
- Subtle Acts of Exclusion*

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Inclusive Workplaces Course Descriptions

Creating Inclusive Workplaces*   **25 minutes**

This interactive course that explores core DEI concepts, including unconscious bias, microaggressions, inclusion and belonging — offering actionable guidance to help everyone contribute to a more inclusive workplace. Guided by an AI learning assistant that keeps employees engaged, the course adapts to each learner by allowing them to test out of sections they already know — saving time while maximizing impact.

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.

Cultural Competence*   **Varies**

This course highlights the importance of cultural competence in the workplace and equips learners with the skills to communicate and interact effectively, respectfully and successfully across diverse cultures.

Editions

Cultural Competence (30 min)	This course identifies practical ways to increase this critical work competency and details practical actions employees can take to avoid misunderstandings.
Cultural Competence in Healthcare (20 min)	This course explains what cultural competence is and how it can improve patient outcomes and quality care. It equips clinicians with the practical skills they can employ to provide patients from any cultural or social background with culturally competent care.

Inclusive Language*   **15 minutes**

In this course you will enhance your workplace communication skills by mastering inclusive language. Through interactive scenarios, you'll quickly learn to recognize and replace exclusionary language, fostering an environment where everyone feels heard, respected, and valued — even when mistakes happen. Empower yourself and your colleagues by communicating thoughtfully and inclusively every day.

Inclusive Management: Hiring and Onboarding*   **15 minutes**

In this inclusion course, you will learn how to recruit, select and retain the most qualified talent — regardless of background. Through realistic scenarios and engaging learning exercises, you'll learn practical skills to increase your pool of qualified and diverse applicants, interview and assess the candidates objectively and make sure that your new hires feel welcome and included from day one.

Inclusive Management: Managing Diverse Teams*   **15 minutes**

In this inclusion course, you will learn practical skills to help employees on diverse teams feel engaged, recognized and effectively led. Through realistic scenarios, you'll see how techniques like setting inclusive standards, active listening and creating room for diverse work styles fosters collaboration, productivity and a positive work environment. You'll also learn how to address conflict by encouraging team members to shift their focus from assumptions that can reflect hidden biases to specific behaviors and outcomes.

Inclusive Workplaces Course Descriptions

Objectivity in the Workplace*   **20 minutes**

In this course, you will explore how unconscious biases shape workplace perceptions and decisions, providing practical strategies to cultivate objectivity and inclusion. Designed in compliance with current DOJ/EEOC guidance and relevant executive orders, the course reflects federal, state and local laws, helping you foster a respectful, positive, and inclusive workplace environment.

Psychological Safety at Work*   **20 minutes**

This interactive course helps employees and managers understand, identify and effectively address signs of a lack of psychological safety at work. Learners interact with four characters (two managers and two non-managers) in a series of realistic scenarios that explore how a lack of psychological safety may arise and how employees and managers can respond.

Subtle Acts of Exclusion*   **45 minutes**

This interactive training will empower you to recognize subtle acts of exclusion — known as microaggressions — that unintentionally impact others and harm the workplace. Discover practical strategies to identify, avoid and effectively respond to microaggressions, fostering a more inclusive work environment for everyone.

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-Money Laundering*
- Antitrust and Competition Law*
- Avoiding Conflicts of Interest*
- Avoiding Retaliation
- Code of Conduct*
- Code of Conduct - Federal Acquisition Regulation (FAR)*
- Code of Conduct - Healthcare
- Code of Conduct - Supplier
- Corporate Governance
- Corporate Social Responsibility
- Creating a Positive Work Environment
- Economic Sanctions*
- Emotional Wellness
- Environmental Wellness
- Ethical Leadership
- Export Controls*
- Financial Wellness
- Forced Labor in Global Supply Chains*

- Global Anti-Bribery and Anti-Corruption*
- Insider Trading*
- Intellectual Wellness
- Introduction to ESG (Environmental, Social and Governance)
- Occupational Wellness
- Physical Wellness
- Protecting Intellectual Property*
- Recognizing and Preventing Human Trafficking
- Recognizing and Preventing Human Trafficking for Hotels
- Records Management
- Recycling at Work
- Social Wellness
- Speaking for the Company
- Spiritual Wellness
- US Import Regulation*
- Whistleblowing*

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Ethics and Compliance Course Descriptions

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*   **15 minutes**

This course introduces managers and employees to the basic concepts related to conflicts of interest. Through watching realistic workplace scenarios, they will learn what conflicts of interest are, why they must be avoided, what common circumstances can create potential conflicts of interest — and what to do when faced with a possible conflict of interest.

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.

Code of Conduct*   **25 minutes**

Dive into compliance like never before in this groundbreaking Code of Conduct TV series, featuring suspenseful cliff-hanger episodes that spotlight everyday ethical dilemmas in the workplace — from conflicts of interest, accepting gifts and meals, and bribery risks to protecting sensitive information and reporting. Complemented by a fan-driven podcast unpacking learning objectives and sharing others' "Code Confessions" scenarios, each episode leaves viewers eagerly awaiting the next ethical twist, making compliance training engaging, memorable, and binge-worthy.

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.

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.

Ethics and Compliance Course Descriptions

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.

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.

Economic Sanctions*
40 minutes

This interactive course helps employees understand what sanctions are; what countries, regions, industries, entities and individuals are subject to US sanctions; how to identify red flags for sanctions violations; and how to seek guidance on sanctions compliance.

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.

Ethics and Compliance Course Descriptions

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.

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.

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.

Global Anti-Bribery and Anti-Corruption*   20 minutes
This course introduces your employees to anti-bribery and anti-corruption laws worldwide. After taking it, they will know how to avoid criminal bribery, how to identify foreign officials, the difference between bribery and extortion, and how to report suspicion of bribery or corruption.

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.

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.

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.

Ethics and Compliance Course Descriptions

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.

Protecting Intellectual Property*   **20 minutes**

This interactive course educates employees about the key things they need to know about intellectual property: How to identify IP, how to determine who owns the IP, the legal protections for IP, what obligations we have to protect IP and uphold the rights of the IP owner. It also covers the main IP rights protected by US law: Trademark, copyright, patent and trade secret.

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 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.

Recognizing and Preventing Human Trafficking for Hotels   **20-30 minutes**

Human trafficking is a multibillion-dollar criminal industry that affects millions of men, women and children around the world. The illegal exploitation of individuals takes many different forms and occurs in many different places, including hotels and motels. This course addresses the issues surrounding human trafficking. It teaches the definitions of human trafficking and related terms while providing guidance on how to identify at-risk individuals. This course also includes strategies on how to identify human trafficking specific to the following roles: hotel and motel staff, housekeeping, maintenance and room staff, concierge, bellman, front desk, security and valet staff, and food and beverage staff.

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.

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Ethics and Compliance Course Descriptions

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?"

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.

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.

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.

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.

Whistleblowing*   **25 minutes**

This course will introduce you to the basics of whistleblowing. Through realistic workplace scenarios, you will learn about the importance and benefits of reporting, the laws that protect people who make reports, and when and how to make a report. The training also covers managers' responsibilities related to responding to reports.

Cybersecurity, Data Privacy and AI Courses

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

Available courses:

- AI in the Workplace*
- Cybersecurity Awareness*
  - Internet Security - Microlearning*
  - Social Engineering - Microlearning*
  - Physical Security and Insider Threats - Microlearning*
  - AI-Enabled Cyber Threats - Microlearning*
- Global Data Privacy Awareness*
- HIPAA*
- Payment Card Industry Data Security Standards (PCI DSS)*

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Cybersecurity, Data Privacy and AI Course Descriptions

AI in the Workplace*   **30 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. You 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*   **30 minutes**

This course surveys your employees' cybersecurity obligations. By the end of the course, they will understand how to apply cybersecurity hygiene to protect an organization's digital infrastructure while ensuring compliance with relevant laws, industry standards, and company policies. Short, 2-minute microlearning courses are also available to reinforce and support key cybersecurity topics.

Cybersecurity microlearning courses

Internet Security*	Refreshes the learner's understanding of how good password hygiene and multi-factor authentication can protect employees from cybersecurity threats.
Social Engineering*	Refreshes the learner's phishing awareness and understanding of how cybercriminals use social engineering to manipulate people into providing access to systems.
Physical Security and Insider Threats*	Refreshes the learner's understanding of Physical Security and Insider Threats and introduces the new concept of Malicious Insiders.
AI-Enabled Cyber Threats*	Refreshes the learner's understanding of how to protect against AI-enabled cybersecurity threats

Global Data Privacy Awareness*   **25 minutes**

This course introduces your employees to data privacy principles and data subject rights based on comprehensive data privacy laws. After taking this course, they will be fully informed and up to date on operational and administrative safeguards related to worldwide data privacy laws. *A short, engaging 10-minute refresher course is also available to reinforce data privacy principles and promote ongoing security awareness.*

Cybersecurity, Data Privacy and AI Course Descriptions

HIPAA*   **25 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 state laws that supplement HIPAA obligations. *A short, engaging 13-minute refresher course is also available to reinforce key HIPAA requirements and safeguards as well as reporting obligations.*

Payment Card Industry Data Security Standards (PCI DSS)*   **15 minutes**

The Payment Card Industry Data Security Standards (PCI DSS) determine how employees of organizations that accept payment cards must handle cardholder data and sensitive authentication data. This course introduces you to the 12 standards covered by PCI DSS 4.0 and uses realistic scenarios and interactive exercises to explain how to spot and prevent payment card fraud.

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

Soft Skills Microlearning Courses

Our microlearning courses deliver quick, engaging soft skills training in under two minutes. With real-life examples and a social media–style format, these short videos cover topics like communication, feedback, and team-building — making it easy to build essential skills anytime, anywhere.

Available Courses

- Active Listening with Empathy*
- Communicating with Confidence*
- Decision-Making*
- Emotional Intelligence*
- Giving Constructive Feedback*
- Handling Difficult Conversations*
- Project Management*
- Teamwork for Remote Work*
- Time Management Skills*
- Writing Effectively*

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Soft Skills Microlearning Course Descriptions

Active Listening with Empathy*   less than 2 minutes
Master the art of active listening by learning how to fully engage, ask meaningful questions, mirror language, and validate emotions — transforming conversations into powerful moments of empathy and connection. In this course you will learn simple yet impactful techniques to ensure people feel genuinely heard and valued.

Communicating with Confidence*   less than 2 minutes
Learn how to instantly boost your confidence and clarity at work by cutting filler words, mastering impactful body language, and harnessing quick preparation strategies. This course will help transform your communication into clear, authoritative, and memorable interactions.

Decision-Making*   less than 2 minutes
Beat decision fatigue and confidently choose better, faster — using powerful techniques like the 10/10/10 rule, decision matrices, and the OODA Loop. In this course you will learn how to balance intuition with data, manage feelings of overwhelm, and avoid analysis paralysis to make smart, impactful decisions every time.

Emotional Intelligence*   less than 2 minutes
Boost your emotional intelligence — the key to stronger relationships and career growth—by learning to identify your emotions, manage reactions with tools like the RAIN method, and respond to others with empathy. In this course you will gain practical, science-backed strategies to improve self-awareness, communication, and workplace connections.

Giving Constructive Feedback*   less than 2 minutes
Learn to deliver constructive feedback confidently and clearly, using proven techniques like asking permission, focusing on behaviors, and leveraging powerful frameworks such as the Feedback Sandwich and COIN model. In this course, you will learn to transform your feedback conversations into collaborative opportunities for growth — without the sting.

Handling Difficult Conversations*   less than 2 minutes
Transform tough conversations at work into productive, clear dialogues by learning to address issues promptly, communicate respectfully using "I" statements, and structure your points with the powerful SBI method. In this course you will learn simple techniques to create openness, actively listen, and confidently handle difficult discussions.

Project Management*   less than 2 minutes
Turn project chaos into clarity by mastering essential project management techniques like clearly defining scope, visually tracking milestones with tools, and assigning clear roles using the RACI framework. In this course you will learn proactive communication strategies and how to anticipate blockers — keeping projects smooth, aligned, and successful.

Teamwork for Remote Work*   less than 2 minutes
Strengthen your remote team with simple, high-impact strategies like over-communication, shared goals, virtual rituals, and meaningful check-ins that foster connection and trust. In this course you will learn how to build alignment, boost morale, and keep your team engaged — no matter the distance.

Soft Skills Microlearning Course Descriptions

Time Management Skills*   **2 minutes**

In this course you will learn the "rocks, pebbles, sand" approach to help you prioritize high-value work and make the most of your day.

Writing Effectively*   **2 minutes**

In this course you'll learn how to write clear, concise messages by understanding your audience, eliminating filler, and using structure to boost clarity and impact.

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:

- 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
- Slips, Trips and Falls
- Workplace Ergonomics

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Workplace Safety Course Descriptions

Drugs and Alcohol in the Workplace   **15 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.

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.

Workplace Safety Course Descriptions

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.

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.

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

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Workplace Safety Course Descriptions

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.