



ON-LINE COURSE CATALOG

PEOPLE-DEVELOPMENT

On-Demand Training to Support Professional Development & Compliance for You and Your Team.

Comprehensive and Compliant.

Through our partnership with TrainingToday, our **On-Demand HR-Employment Library** includes HR training courses to train new employees, existing employees and experienced managers and helps ensure compliance with all Department of Labor (DOL) rules and regulations. From orientation, to FMLA, to team building we have your human resource training covered.

Timely and Efficient.

Traditional training can be time consuming and expensive. From course development to scheduling and delivery, it's valuable time your organization just doesn't have.

What You Need. When You Need It.

Our extensive library provides you the flexibility to train anywhere and at any time. Delivered so that it best meets the needs of your organization, when you need it, on-demand, 24/7.

COURSE FEATURES



INTERACTIVE: Courses are interactive and include various scenarios and knowledge checks throughout.



COMPLIANT: As regulations change, you can be sure that a course will be updated as quickly as possible to ensure the training content is always up to date and compliant with changing laws.



ASSESSMENTS: Questions are delivered in a variety of formats and are strategically placed throughout each course to ensure learner understanding. There are shorter check-ins throughout a course and a longer final quiz, which is scored and sent to the test administrator.



RESOURCES: Learners can download handouts and some courses include additional resources such as worksheets, reference guides, and glossary of terms.



CERTIFICATES: Upon successful completion of a course and passing the final quiz, each learner will automatically receive a certificate of completion. Copies can also be maintained in each employee's HR file.

COURSE TITLES

Click on any course title to view a full description.

SUPERVISOR TRAINING COURSES

[ADA—WHAT SUPERVISORS NEED TO KNOW](#)

[ATTENDANCE MANAGEMENT—WHAT SUPERVISORS NEED TO KNOW](#)

[COACHING FOR SUPERIOR EMPLOYEE PERFORMANCE: TECHNIQUES FOR SUPERVISORS](#)

[CONDUCTING EFFECTIVE PERFORMANCE APPRAISALS](#)

[DISASTER PLANNING—WHAT SUPERVISORS NEED TO KNOW](#)

[DIVERSITY FUNDAMENTALS FOR SUPERVISORS](#)

[EFFECTIVE MEETINGS: HOW-TO FOR SUPERVISORS](#)

[EMPLOYMENT LAW FOR SUPERVISORS—WHAT YOU SHOULD AND SHOULDN'T DO](#)

[EXIT ROUTES—SUPERVISORS](#)

[FAIR LABOR STANDARDS ACT \(FLSA\)—WHAT SUPERVISORS NEED TO KNOW](#)

[FMLA—WHAT SUPERVISORS NEED TO KNOW](#)

[FOUNDATIONS FOR TERMINATION—WHAT MANAGERS AND SUPERVISORS NEED TO KNOW](#)

[HANDLING EMPLOYEE COMPLAINTS](#)

[HIPAA—YOUR OBLIGATIONS UNDER THE PRIVACY RULE](#)

[HIRING LEGALLY](#)

[HOW TO MANAGE CHALLENGING EMPLOYEES](#)

[HOW TO PREVENT AND RESPOND TO BULLYING](#)

[INTERVIEWING SKILLS FOR SUPERVISORS \(MULTIMEDIA\)](#)

[MEASURING JOB PERFORMANCE—WHAT SUPERVISORS NEED TO KNOW](#)

[NLRA AND UNIONS—WHAT SUPERVISORS NEED TO KNOW](#)

[OFFICE HAZARDS—WHAT SUPERVISORS NEED TO KNOW](#)

[PREVENTING SEXUAL HARASSMENT: A GUIDE FOR SUPERVISORS](#)

[PROGRESSIVE DISCIPLINE](#)

[REDUCING TURNOVER AND INCREASING RETENTION](#)

[SEXUAL HARASSMENT IN THE DIGITAL AGE](#)

[SEXUAL HARASSMENT: DRAW THE LINE](#)

[TEAMBUILDING FOR SUPERVISORS](#)

[TERMINATING EMPLOYEES—THE PROCESS](#)

[UNDERSTANDING COBRA/HIPAA FOR SUPERVISORS](#)

[VIOLENCE IN THE WORKPLACE: HOW TO PREVENT AND DEFUSE FOR SUPERVISORS](#)

[WORKERS' COMPENSATION—WHAT SUPERVISORS NEED TO KNOW](#)

[WORKPLACE ETHICS FOR SUPERVISORS](#)

[WORKPLACE HARASSMENT—WHAT SUPERVISORS NEED TO KNOW](#)

[WORKPLACE DIVERSITY FOR SUPERVISORS](#)

[WORKPLACE PRIVACY—WHAT SUPERVISORS NEED TO KNOW](#)

WORKPLACE ISSUES

[SEXUAL HARASSMENT—WHAT EMPLOYEES NEED TO KNOW](#)

[SEXUAL HARASSMENT: DRAW THE LINE](#)

[PREVENTING SEXUAL HARASSMENT: A GUIDE FOR EMPLOYEES](#)

[WORKPLACE DIVERSITY FOR EMPLOYEES](#)

[WORKPLACE HARASSMENT—WHAT EMPLOYEES NEED TO KNOW](#)

[BUSINESS ETHICS—WHAT EMPLOYEES NEED TO KNOW](#)

[DIVERSITY FOR ALL EMPLOYEES](#)

[SUBSTANCE ABUSE IN THE WORKPLACE: WHAT EMPLOYEES NEED TO KNOW \(MULTIMEDIA\)](#)

PROFESSIONAL DEVELOPMENT FOR EMPLOYEES

[EFFECTIVE COMMUNICATION FOR EMPLOYEES TRAINING](#)

[GENERATIONAL DIVERSITY](#)

[HIPAA—WHAT EMPLOYEES SHOULD KNOW](#)

[HOW TO MANAGE TIME WISELY—A GUIDE FOR EMPLOYEES](#)

[STRESS MANAGEMENT \(MULTIMEDIA\)](#)

[THE PAPERLESS OFFICE—CONSERVATION FOR EMPLOYEES](#)

WORKPLACE SAFETY, SECURITY & WELLNESS

[ACTIVE SHOOTER ON-SITE: WHAT EVERY EMPLOYEE SHOULD DO \(MULTIMEDIA\)](#)

[BASIC FIRST AID FOR MEDICAL EMERGENCIES](#)

[DISASTER PLANNING—WHAT EMPLOYEES NEED TO KNOW](#)

[EMERGENCY ACTION AND FIRE PREVENTION](#)

[OFFICE HAZARDS \(MULTIMEDIA\)](#)

[OFFICE ERGONOMICS TRAINING](#)

[PANDEMIC FLU—HOW TO PREVENT AND RESPOND](#)

[PREVENTING WORKPLACE VIOLENCE—WHAT EMPLOYEES NEED TO KNOW](#)

[SAVING ENERGY AT WORK AND BEYOND](#)

[SHIFTWORK SAFETY](#)

[WORKPLACE SECURITY FOR EMPLOYEES](#)

HR ADMINISTRATION

[AFFORDABLE CARE ACT: WHAT YOU NEED TO KNOW](#)

[ESSENTIAL HR—FOR THOSE WHO HAVE RECENTLY ASSUMED HR RESPONSIBILITIES](#)

[HOW TO MANAGE MILITARY LEAVE](#)

[HOW TO EXPLAIN THE 401\(K\) TO YOUR EMPLOYEES](#)

[HOW TO CONDUCT NEW EMPLOYEE ORIENTATION](#)

[RECORDKEEPING AND NOTICE REQUIREMENTS](#)

[RECORDKEEPING—INJURY AND ILLNESS](#)

[STRATEGIES FOR LEGALLY AVOIDING UNIONS](#)

ACTIVE SHOOTER ON-SITE: WHAT EVERY EMPLOYEE SHOULD DO (MULTIMEDIA)

When it comes to workplace shootings, there are measures you can take to not only limit the damage but also to save precious lives both before and during these traumatic incidents. Because most incidents are over within minutes, you must be prepared to react to the situation with speed. During this session, we'll talk about how you, as an employee, should react to and prepare for an active shooter in your workplace.

ADA—WHAT SUPERVISORS NEED TO KNOW

This online employment course will help supervisors identify the purpose of the Americans with Disabilities Act (ADA), define “disability” correctly, make reasonable accommodations, handle job interviews and post offer discussions properly, deal appropriately with leaves of absence and reinstatement, and avoid discrimination based on disability.

AFFORDABLE CARE ACT: WHAT YOU NEED TO KNOW

The Affordable Care Act (ACA) affects health insurance coverage for most Americans, and it has a considerable impact on the organization's health insurance plan. Supervisors need to understand the basic requirements and benefits of the ACA so they can work with Human Resources to ensure employees understand how the law affects them and answer basic questions employees often have about how the law affects their health insurance coverage. By the end of the course, you will be able to identify the purpose of the ACA, understand its key provisions, and explain how the law affects employees. Duration: 23 minutes.

ATTENDANCE MANAGEMENT—WHAT SUPERVISORS NEED TO KNOW

Excessive absenteeism and lateness are serious problems that disrupt operations and negatively affect productivity, quality, and customer service. The objective of this online employment training course is to help managers and supervisors manage attendance effectively. At the end of the training session supervisors will be able to recognize the serious problems created by absenteeism and lateness, identify causes of attendance problems, understand the requirements of our attendance policy, control absenteeism and lateness in your department, and encourage punctuality and good attendance.

BASIC FIRST AID FOR MEDICAL EMERGENCIES

The main purpose of this session is to familiarize you with basic first-aid procedures. By the time this session is over, you will be able to recognize the benefits of obtaining first-aid and CPR certification; identify proper procedures for a variety of medical emergencies; assist in administering first aid when a coworker is injured; and do no further harm.

BUSINESS ETHICS—WHAT EMPLOYEES NEED TO KNOW (ENGLISH & SPANISH AVAILABLE)

The main objective of this session is to create awareness of ethical issues in business and to ensure that you always know the ethical course of action to take on the job. By the time this session is over, you should be able to:

- Recognize the importance of business ethics;
- Understand the requirement of the law and our ethics policy;
- Identify ethical problems on the job; and
Make ethical decisions.

COACHING FOR SUPERIOR EMPLOYEE PERFORMANCE: TECHNIQUES FOR SUPERVISORS

Coaches play a very important role in the success of a sports team. They develop and motivate players. They work hard to bring out the best in each player and to unify their players into a winning team. Coaching in the workplace

has basically the same purpose and involves similar techniques. This session covers effective techniques you can use every day to coach your employees to higher levels of performance, which means greater success for you, your employees, and your department.

CONDUCTING EFFECTIVE PERFORMANCE APPRAISALS

This online performance appraisal training course will help provide managers and supervisors with the basic tools you need to conduct effective performance appraisals. At the end of the training session, you will be able to identify the importance and benefits of performance appraisals, assess and prepare necessary documentation, set motivational performance goals, plan for effective appraisal interviews, conduct fair and beneficial appraisals, and avoid discrimination charges.

DISASTER PLANNING—WHAT EMPLOYEES NEED TO KNOW

The objective of this online training course is to teach employees how to deal with workplace disasters and other emergencies. At the end of this training course, employees will be able to identify different types of workplace disasters, understand the requirements of the emergency response plan, carry out emergency response assignments effectively, and evacuate quickly and safely in an emergency.

DISASTER PLANNING—WHAT SUPERVISORS NEED TO KNOW

This online disaster planning training course will help teach supervisors and safety managers to recognize the types of workplace disasters they may face, understand the requirements of the emergency response plan, satisfy employee training requirements, and carry out emergency response duties effectively while at work.

DIVERSITY FOR ALL EMPLOYEES (ENGLISH & SPANISH AVAILABLE)

Diversity in the workplace means having a group of employees with a wide range of different backgrounds in terms of race, age, gender, and other characteristics. This online diversity training course will teach employees to support diversity in the organization. At the end of the training session, you will be able to identify how we are diverse, understand the challenges and opportunities of workplace diversity, help avoid discrimination, and follow company policy.

DIVERSITY FUNDAMENTALS FOR SUPERVISORS

Creating a welcoming and diverse workplace where all employees feel empowered and supported in their career goals is the best way to attract quality employees—and the best way to keep them. But HR's hiring and diversity initiatives will be for naught if supervisors don't know how to manage a diverse group of employees. This course covers best practices for dealing with a diverse workforce for supervisors. By the end of the course, you will be able to identify how we are diverse; understand the challenges and opportunities of workplace diversity; avoid legal problems; *and* follow company policy.

EFFECTIVE COMMUNICATION FOR EMPLOYEES TRAINING

Effective workplace communication is the foundation of positive and cooperative working relationships. The objective of this online employee communication training course is to teach employees the basics of effective workplace communication. At the end of the course, trainees will be able to understand the benefits of effective workplace communication, recognize obstacles to effective communication, enhance communication skills, and communicate more effectively on the job.

EFFECTIVE MEETINGS: HOW-TO FOR SUPERVISORS

All managers and supervisors must deal with meetings, either as a leader of a meeting or as a participant. The main objective of this session is to help managers and supervisors use meetings effectively to accomplish important goals. By the time this session is over, trainees should be able to:

- Plan meetings to achieve the best results;
- Conduct meetings efficiently; and
- Participate more effectively in other people's meetings.

EMERGENCY ACTION AND FIRE PREVENTION (ENGLISH & SPANISH AVAILABLE)

This online safety training course will teach employees to understand workplace hazards that lead to an emergency and how to respond quickly and efficiently to an emergency situation. Also covered in this training course is how to evacuate an area in an emergency, protect others from fire and other hazards, prevent fires, and respond to fires and spills while at work.

EMPLOYMENT LAW FOR SUPERVISORS—WHAT YOU SHOULD AND SHOULDN'T DO

The main objective of this session is to provide basic guidelines for compliance with important federal employment laws. By the time this session is over, you should be able to recognize that your job is directly affected by a variety of important employment laws, identify the requirements of these laws, use your knowledge to assist in compliance, and interact fairly and correctly with employees.

ESSENTIAL HR – FOR THOSE WHO HAVE RECENTLY ASSUMED HR RESPONSIBILITIES

The main objective of this session is to introduce you to your new responsibilities as an HR specialist and to help you learn more about your job and the organizations. By the time this session is over, you will be able to understand HR priorities, learn more about the organization, identify the requirements of employment laws and workplace policy, make ethical decisions, and perform job responsibilities successfully.

EXIT ROUTES—SUPERVISORS

This online safety training course is designed for plant managers, supervisors, and other employees designated as emergency evacuation coordinators who need to understand the process for preparing a facility for the safe evacuation of employees. By the end of the training session, participants will be able to set up and maintain exit routes, implement the requirements of the facility Emergency Action Plan, recognize alarm signals, and, implement evacuation procedures.

FAIR LABOR STANDARDS ACT (FLSA)—WHAT SUPERVISORS NEED TO KNOW

This training presentation will familiarize you with the numerous requirements of the Fair Labor Standards Act (FLSA). By the end of the training session, you will be able to comply with the basic requirements of the FLSA, including minimum wage, overtime, and equal pay; determine whether an employee is exempt or nonexempt; apply FLSA requirements to part-time workers and independent contractors; and identify and observe child labor restrictions.

FMLA—WHAT SUPERVISORS NEED TO KNOW

The objective of this training session is to familiarize you with the provisions of the Family and Medical Leave Act (FMLA). At the end of the training session, you will be able to identify the purpose and benefits of the FMLA, recognize when and to whom it applies, understand key provisions of the law, assist employees in handling leaves appropriately, and protect yourself and your organization from liability.

GENERATIONAL DIVERSITY

The main objective of this session is to help you better understand generational diversity so that you can supervise all your employees more effectively. By the time the session is over, you will be able to define generational diversity; identify the different generations in the workforce; understand differences among the generations that can affect the workplace; appreciate the impact of generational diversity in communication, feedback, teamwork, motivation, training, and development; and use knowledge of generational diversity to improve supervision of all employees. Duration: 29 minutes.

GROUNDS FOR TERMINATION—WHAT MANAGERS AND SUPERVISORS NEED TO KNOW

The main objective of this online employment training course is to teach managers and supervisors the legal grounds for termination. By the time this session is over, supervisors will be able to identify the employment laws that affect termination, recognize legitimate reasons for terminating employees, and prevent wrongful discharge and discrimination lawsuits.

HANDLING EMPLOYEE COMPLAINTS

The main objective of this session is to help you handle employee complaints successfully so that you and your employees can get past the problems that lead to complaints and get on with your work. By the time this session is over, you should be able to acknowledge employee complaints promptly and effectively, investigate complaints thoroughly and make fair decisions, decide when help is required to resolve a complaint, and avoid pitfalls that could cause complaints to escalate into larger problems.

HIPAA—WHAT EMPLOYEES SHOULD KNOW

This session will guide you through a variety of topics, which will help you understand the Health Insurance portability and Accountability Act (HIPAA) and its privacy policy. By the time the session is over, you should be able to understand how HIPAA helps you to acquire benefits when you lose eligibility, how HIPAA protects your rights to benefits when certain conditions or health issues may otherwise make it difficult, the purpose of HIPAA's Privacy Rule, and what, when, and how your personal health information is protected.

HIPAA—YOUR OBLIGATIONS UNDER THE PRIVACY RULE

This session will guide you through a variety of topics which will help you understand HIPAA's Privacy Policy. By the time the session is over, you should be able to understand the purpose of HIPAA's Privacy Rule, the basic requirements of the rule, covered entities and business associates, and what, when, and how personal health information is protected.

HIRING LEGALLY

It's hard to think of any supervisory function more important than hiring. Just one ill-advised question or comment during an interview can bring untold harm to your company. Supervisors must be well-versed on topics such as protected classes, illegal discrimination, privacy, and a variety of laws. Learn more with the online training course Hiring Legally.

HOW TO CONDUCT NEW EMPLOYEE ORIENTATION

The main objective of this course is to help you plan and conduct effective employee orientations. By the time the course is over, you should be able to recognize the benefits and goals of new employee orientation; assume a leadership role in the process; determine the issues to be covered; and plan and execute successful orientations.

HOW TO EXPLAIN THE 401(K) TO YOUR EMPLOYEES

Gain a solid understanding of the 401(k) plan's features, benefits, and rules so that you can explain these issues to your employees and answer their questions about the plan. By the time the session is over, you will be able to identify benefits of participating in a 401(k); understand investment options; explain the plan's rules; answer questions; and help employees make informed choices.

HOW TO MANAGE CHALLENGING EMPLOYEES

Supervising other people is never easy, but some employees make it particularly difficult. Challenging employees can try a manager's patience and drain a lot of time and energy. To turn things around takes skillful management and patience. The main objective of this online employment training course is to teach supervisors and managers how to manage challenging employees more effectively. By the time the course is over, you should be able to identify challenges associated with supervising difficult employees, manage your own feelings effectively, create a positive work environment for all, and respond positively to challenging employees and treat them fairly.

HOW TO MANAGE MILITARY LEAVE

The main objective of this session is to talk about the requirements of the law concerning military leave and return to work and to clarify the rights and responsibilities of both employees and the organization under the law. By the time this session is over, you will be able to identify the requirements of the federal military leave law; understand the rights and responsibilities of employees and the organization under the law; inform employees about military leave procedures; handle return-to-work issues appropriately; and help the organization comply with the law.

HOW TO MANAGE TIME WISELY—A GUIDE FOR EMPLOYEES

This online time management training course teaches employees how to gain control over their time so that they can work more efficiently and productively. This employee productivity course offers ways that employees can make better use of their time and accomplish more with less effort. By the end of this online time management training course, employees will be able to identify and eliminate time wasters; plan and prioritize effectively; define goals and make time-wise decisions; capitalize on prime and commuting time; avoid procrastination; and handle communications, interruptions, and emergencies effectively.

HOW TO PREVENT AND RESPOND TO BULLYING

This session helps trainees understand why workplace bullying is a problem, how to recognize it, what motivates bullying behavior, common characteristics of bullies, steps that can help prevent bullying at work, and what to do if the employee is bullied or witnesses bullying.

INTERVIEWING SKILLS FOR SUPERVISORS (MULTIMEDIA)

When a hiring manager makes good hiring decisions, everyone in the organization benefits. Likewise, when a poor hiring decision is made, everyone suffers. This online interview training course will teach supervisors and hiring managers how to conduct more effective interviews. At the end of this course, supervisors will be able to recognize legal and policy issues related to interviewing, identify styles and types of interviews, plan an effective interview strategy, develop good interview questions, conduct successful interviews, and take precautions to prevent discrimination.

MEASURING JOB PERFORMANCE—WHAT SUPERVISORS NEED TO KNOW

This training presentation will help provide you with the basic tools you need to conduct effective performance appraisals. At the end of the training session, you will be able to identify the importance and benefits of

performance appraisals, assess and prepare necessary documentation, set motivational performance goals, plan for effective appraisal interviews, conduct fair and beneficial appraisals, and avoid discrimination charges.

NLRA AND UNIONS—WHAT SUPERVISORS NEED TO KNOW

Are your supervisors aware of the key provisions of the National Labor Relations Act (NLRA) and the influence of unions within the workplace? If not, they could be setting you up for an expensive misstep. This course will train them on how to identify the basic features and prohibitions of the NLRA, distinguish the rights of employers and employees under the Act, recognize the influence of unions in the workplace, and understand how the NLRA and union contracts may affect interactions with employees.

OFFICE ERGONOMICS TRAINING

Despite reports that the number of work-related musculoskeletal disorders (MSDs) has declined in recent years because of widespread awareness and implementation of effective preventive measures, ergonomics remains a significant workplace safety and health issue. The main objective of this online office ergonomics training course is to cover the topic of office ergonomics from hazards to precautions so that employees can avoid developing work-related MSDs. By the time the session is over, trainees should be able to define ergonomics and MSDs, identify ergonomic risk factors, recognize MSD symptoms, set up a workstation to minimize stress and strain, and perform tasks safely to avoid musculoskeletal injuries and illnesses. The benefits to you, the employer, are numerous, from lower healthcare costs to increased employee productivity.

OFFICE HAZARDS (MULTIMEDIA)

The main objective of this session is to discuss office hazards and the safety precautions you need to take to prevent accidents and injuries. By the time this session is over, you should be able to: recognize office hazards, know what to do in emergencies; take proper precautions to avoid accidents; reduce ergonomic risk factors; use proper lifting techniques; and manage stress effectively.

OFFICE HAZARDS—WHAT SUPERVISORS NEED TO KNOW

The main objective of this session is to review office hazards and the safety precautions you need to take to help your workers prevent accidents and injuries. By the time this session is over, you should be able to recognize office hazards, know what to do in emergencies, take proper precautions to avoid accidents, reduce ergonomic risk factors, use proper lifting techniques, and manage stress effectively.

PANDEMIC FLU—HOW TO PREVENT AND RESPOND

The main objective of this session is to make you aware of the risks of flu pandemics, the potential problems we could all face should we be hit with a pandemic, and the precautions you would need to take to keep yourself and your family safe. By the time the session is over, you should be able to understand what a pandemic is, recognize the risks, identify flu symptoms, prevent the spread of infection, prepare for and deal with a pandemic at work and at home, and know what to do if you get sick.

PREVENTING SEXUAL HARASSMENT: A GUIDE FOR EMPLOYEES

Sexual harassment is a form of illegal discrimination under federal and state civil rights laws. Not only can it lead to lawsuits and penalties; it can damage workplace morale, creating an unproductive, unpleasant, and sometimes even hostile working environment. Your employees need to know that sexual harassment violates your workplace policies and won't be tolerated. This course will help employees recognize, respond to, and prevent sexual harassment in the workplace. Duration: 25 minutes.

PREVENTING SEXUAL HARASSMENT: A GUIDE FOR SUPERVISORS

Not only is sexual harassment illegal, but it also has many detrimental effects on the workplace and workforce. Our workplace also has a formal policy that prohibits sexual harassment in the workplace—a policy supervisors are responsible for enforcing. But beyond laws and policies, sexual harassment is very damaging to the workplace and work environment. After taking this course, supervisors should be able to recognize, prevent, and respond to sexual harassment.

PREVENTING WORKPLACE VIOLENCE—WHAT EMPLOYEES NEED TO KNOW

This presentation will help you to identify the causes of workplace violence, spot the signs of potential violence, follow required security procedures, respond effectively to violent acts, and recognize and respond to terrorist threats.

PROGRESSIVE DISCIPLINE

This training presentation will explain the steps of progressive discipline and help you use this disciplinary system consistently and fairly to manage employee behavior and performance. At the end of the training session, you will be able to apply progressive discipline steps fairly and consistently, identify laws and policy requirements affecting discipline, conduct effective disciplinary meetings, and document disciplinary action properly.

RECORDKEEPING AND NOTICE REQUIREMENTS

We'll solve this puzzle of federal requirements by focusing on a few specific goals. We'll begin this session with an introduction highlighting the importance of records and notices and commenting on retention, storage, and destruction of records. Next, we will review the recordkeeping requirements of key employment laws so that you will be familiar with the basic rules. Then, we will discuss notice requirements so that you will be aware of what notices need to be posted and how to post them in compliance with the laws.

RECORDKEEPING—INJURY AND ILLNESS

This online recordkeeping training course is recommended for employees and supervisors required to maintain U.S. Occupational Safety and Health Administration (OSHA) illness and injury recordkeeping forms and those who need to know about the recordkeeping requirements. By the end of this training session, employees and supervisors will understand which employers are affected by recordkeeping standards, appropriate recordkeeping forms, how to reporting to the government, employee rights regarding recordkeeping, and injury and illness recording criteria.

REDUCING TURNOVER AND INCREASING RETENTION

The objective of this online employment training course is to understand the reasons for turnover and to discuss strategies to reduce turnover and increase retention. At the end of the training session, you will be able to identify the costs of excessive turnover, calculate and analyze your department's turnover rate, determine causes of turnover among your employees, understand what your employees want from their jobs, and develop an effective turnover reduction strategy.

SAVING ENERGY AT WORK AND BEYOND

In this session, you'll learn key terms, such as "conservation" and "sustainability"; energy conservation and why it is important; facts about energy use, including nonelectrical energy; costs of using and wasting energy; and tips, strategies, and opportunities for saving energy.

SEXUAL HARASSMENT IN THE DIGITAL AGE

Almost everyone has some sort of online footprint, and your employees' could affect your business. Furthermore, social media and other electronic communications exponentially expand the opportunities for workplace sexual harassment. By the time the session is over, employees should be able to recount types of online conduct that constitute sexual harassment; avoid improper online communications; understand why actions taken with personal devices or even off duty are covered by workplace rules; know their rights and limitation on those rights; recognize that harassment comes in many shapes and forms; and act to prevent and respond to harassment.

SEXUAL HARASSMENT—WHAT EMPLOYEES NEED TO KNOW (ENGLISH & SPANISH AVAILABLE)

This online sexual harassment training course will teach employees about sexual harassment in the hope that awareness will help lead to the prevention of such harassment. By the end of this session, employees will have learned to be able to recognize sexual harassment; differentiate between the two main kinds of harassment; understand and follow company policy; report incidents; cooperate in investigations; and help promote and maintain a comfortable, productive working environment.

SEXUAL HARASSMENT: DRAW THE LINE

Sexual harassment is not simply a knowledge problem...it's a behavior problem—one that is pervasive in the modern workplace. This course focuses on employees' responsibilities relative to preventing and dealing with sexual harassment in their workplace. By the end of the course, employees, supervisors and managers should be able to recognize sexual harassment in the workplace, understand their responsibility to report it, and what they can do to prevent it from happening. 36 Min.

SHIFTWORK SAFETY

Nontraditional shifts present unique safety concerns. By the time this session is over, you'll be able to recognize the health, social, and safety effects of working outside an 8-hour day shift; identify strategies for minimizing the negative impact of shiftwork; and stay healthy and safe when working shifts.

STRATEGIES FOR LEGALLY AVOIDING UNIONS

The main objective of this session is to help you avoid unions if you choose to do so. By the time the session is over, you will be able to understand employee union-organizing rights; identify reasons employees join unions; identify reasons employees reject unions; recognize signs of a union-organizing campaign; and take legal and effective action to avoid unionization in your workplace.

STRESS MANAGEMENT (MULTIMEDIA)

The main objective of this session is to help you better manage the stress in your life. By the time this session is over, you should be able to identify the causes of stress, recognize the different types of stress, understand how stress affects you, and manage stress effectively. Duration 25 minutes.

Substance Abuse in the Workplace: What Employees Need to Know (Multimedia) (English & Spanish Available)

The main objective of this session is to help you understand the impact of substance abuse in the workplace and to suggest ways that you can help us deal with this serious problem.

TEAMBUILDING FOR SUPERVISORS

This course on teambuilding reviews how teams can be an extremely effective way to make the best use of our employees' diverse skills, knowledge, backgrounds, and approaches to work. Properly used, teams can boost productivity, improve quality, and increase motivation and job satisfaction among our employees. You can use teams for everything from handling projects to solving problems to dealing with ongoing tasks. By the end of this course, trainees will be able to:

- Recognize the value of team efforts;
- Identify the characteristics of an effective team;
- Build commitment and cooperation among team members; and
- Use teams effectively to achieve goals.

TERMINATING EMPLOYEES—THE PROCESS

The objective of this training session is to teach you key information about the termination process so that when you must fire an employee, you can do so effectively and legally.

THE PAPERLESS OFFICE—CONSERVATION FOR EMPLOYEES

In this session, you will learn about sustainability; what a “real” paperless office is—fact or fiction; the environmental costs of paper production and waste; the economic costs of waste paper; and “best practices” to save you paper, ink, and money.

TRAINING THE TRAINER: EFFECTIVE TECHNIQUES FOR DYNAMIC TRAINING (ENGLISH & SPANISH AVAILABLE)

This course discusses effective training in all its stages, from assessing the needs at your workplace to developing a culture where training is ongoing and seen as an essential part of every job. By the time the session is over, trainees should be able to:

- Assess training needs at your workplace.
- Identify training objectives to meet these needs.
- Understand the elements of adult learning. This will help you train adults effectively.
- Develop effective training sessions that enhance learning through participation.
- And finally, foster or encourage a culture of continued learning.

UNDERSTANDING COBRA/HIPAA FOR SUPERVISORS

The main objective of this session is to give supervisors an overview of COBRA and HIPAA and train them to understand the effects of the two laws, understand an employee's continuation rights when terminated, recognize a qualifying event under COBRA, know the length of continuation coverage, help keep your company compliant with healthcare information privacy requirements, make sure healthcare information is secure, and inform employees of their rights.

VIOLENCE IN THE WORKPLACE: HOW TO PREVENT AND DEFUSE FOR SUPERVISORS

This online violence in the workplace training course will help managers and supervisors identify the causes of workplace violence, spot the signs of potential violence, follow required security procedures, respond effectively to violent acts, and recognize and respond to terrorist threats.

WHAT YOU NEED TO KNOW ABOUT IDENTITY THEFT

The main objective of this session is to discuss identity theft and talk about prevention, detection, and actions to take if your identity is stolen. By the time the session is over, you will be able to understand what identity theft is; recognize its effects; detect identity theft; take effective action in the event of identity theft; and finally, prevent identity theft.

WORKERS' COMPENSATION—WHAT SUPERVISORS NEED TO KNOW

It is important for managers and supervisors to understand how the organization's workers' compensation program works so that they can help injured employees get prompt and proper care and ease the transition back to work when employees recover. Management plays an important role in helping the organization keep down workers' comp costs and prevent workplace injuries and illness. This online workers' compensation training course will teach supervisors and managers to be able to recognize the purpose and benefits of workers' compensation, complete reports, and help workers file claims, maintain contact with employees on leave and ease their return to work, and help prevent workplace accidents to keep worker's comp costs down.

WORKPLACE DIVERSITY FOR EMPLOYEES

The main goal of this session is to help you understand the importance of diversity in the workplace and how you can support it for everyone's benefit. By the end of the session, you should be able to identify the ways in which we are diverse; understand both the challenges and the opportunities of a diverse workforce; help avoid discrimination and harassment in the workplace; and follow the laws and the organization's policy regarding workplace diversity and discrimination.

WORKPLACE DIVERSITY FOR SUPERVISORS

The main goal of this session is to help you understand the importance of diversity in the workplace and how you can support it for everyone's benefit. By the end of the session, you should be able to identify the ways in which we are diverse; understand both the challenges and the opportunities of a diverse workforce; help avoid discrimination and harassment in the workplace; and follow the laws and the organization's policy regarding workplace diversity and discrimination.

WORKPLACE ETHICS FOR SUPERVISORS

This training session on business ethics for supervisors explores ethical issues that affect your job and your employees. The objective of this training session is to help ensure that as an organization and as individuals we act ethically in all matters related to our business. At the end of the training session trainees will be able to:

- Appreciate the importance of ethical conduct on the job;
- Understand the requirements of the law and company policy;
- Identify ethical problems in the workplace;
- Make ethical decisions; and
- Recognize and carry out ethical responsibilities.

WORKPLACE HARASSMENT—WHAT EMPLOYEES NEED TO KNOW

There are many forms of harassment—all of them against the law. This session will discuss the kind of harassment that arises from the diversity of the American workforce. It covers harassment on the job because of a person's race, color, religion, or national or ethnic origin.

WORKPLACE HARASSMENT—WHAT SUPERVISORS NEED TO KNOW

The main objective of this online workplace harassment training course is to teach managers and supervisors the nature of harassment in the workplace, how you can help prevent it, and what to do if, despite our best efforts, it occurs in our organization. This online training course will teach supervisors what harassment is and why it is a problem, all about company policy against harassment, the procedures for dealing with harassment, how to investigate incidents and determine whether harassment has occurred and the actions you need to take to stop harassment and correct its effects.

WORKPLACE PRIVACY—WHAT SUPERVISORS NEED TO KNOW

Supervisors need to know how to stay on solid legal ground when dealing with private information on their employees. Privacy is an area that does not have one clear-cut set of standards from one major federal law, but various federal, state, and local laws do govern how employers treat employee information.

WORKPLACE SECURITY FOR EMPLOYEES (ENGLISH & SPANISH AVAILABLE)

It is commonly thought that workplace security is a job for management, security patrols, surveillance cameras, and the police. And, to some extent, it is. But in order to maintain a safe and secure workplace, everyone needs to become involved. The main objective of this online safety training course is to teach employees to be aware of security risks and what can be done to help prevent security breaches while at work.