

# Human Resources Courses



- Americans With Disabilities Act
- Avoiding Retaliation
- Bystander Intervention
- Bystander Intervention - Chicago Edition
- Creating a Positive Work Environment
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- Cultural Competence
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- Fair Labor Standards Act (FLSA)
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- Financial Wellness
- Handling Reasonable Accommodations in the Workplace
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- Interview Compliance and Fair Hiring
- LGBTQ+ Inclusion
- Managing Difficult Employees
- Microaggressions in the Workplace
- Occupational Wellness
- Physical Wellness
- Preventing Bullying in the Workplace
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- Preventing Workplace Violence
- Psychological Safety at Work
- Religion, Spirituality and Beliefs
- Responding to Complaints
- Social Wellness
- Spiritual Wellness
- Unconscious Bias
- Understanding Affirmative Action Plans



# Human Resources Course Descriptions

## Americans With Disabilities Act

20 minutes

The Americans with Disabilities Act (ADA) is a federal law that prohibits discrimination based on disabilities and provides protections including requiring employers to provide reasonable accommodations in certain situations. This training provides employees with an overview of the ADA, an explanation of their rights, and an understanding of how the ADA applies in their workplace. *A Section 508c version of this course is available.*

## 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.*

## Bystander Intervention

25 minutes

Bystander intervention training is one of the most effective ways to empower employees to address and prevent harassment and discrimination in the workplace. This course raises awareness of the importance of being an active bystander and provides employees with practical steps for protecting targets of abusive behavior and preventing future misconduct. *Also available in a customized version for Industrial/Manufacturing organizations. A Section 508c version of this course is available.*

## Bystander Intervention - Chicago Edition

60 minutes

This course explores the role bystanders play in preventing harassment, discrimination and other misconduct and helps satisfy the City of Chicago bystander training requirement. Learners are introduced to who bystanders are and the dynamics that get in the way of taking action. Interactive video exercises show learners the difference bystanders can make and then ask them to consider how they would respond to other video scenarios involving misconduct. *A Section 508c version of this course is available.*

## Creating a Positive Work Environment

20 minutes

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

## Creating a Respectful Remote Workplace

10-15 minutes

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

## Cultural Competence

20 minutes

This training helps employees and managers understand the benefit and importance of cultural competence. Learners will gain practical knowledge, insight and inspiration to use as they interact with others in their job and in life. *Also available in a version for Healthcare. A Section 508c version of this course is available.*

# Human Resources Course Descriptions

## Diversity, Equity and Inclusion at Work

30 minutes

Diversity training is one of the essential steps organizations can take to foster a more open, welcoming culture and advance DEI initiatives to create positive change. This course explains core DEI concepts and provides practical steps to help individuals choose inclusive actions, improve cultural competency and address unconscious bias. The course further emphasizes the role civility and workplace sensitivity play in promoting a respectful culture. *Also available in a version for Healthcare organizations. A Section 508c version of this course is available.*

## Drugs and Alcohol in the Workplace

20 minutes

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

## 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.

## Employment Law Essentials for Managers

30 minutes

This training covers the basics of several laws that are related to your management responsibilities and includes sections on: Interviewing and Hiring, Wage and Hour Laws, Preventing Retaliation, FMLA Basics, Handling Harassment Complaints, and Reasonable Accommodations. This course will help you recognize situations where these laws apply, respond appropriately in those situations, and seek additional guidance as needed. *A Section 508c version of this course is available.*

## Fair Labor Standards Act (FLSA)

20 minutes

The FLSA is a federal law which establishes standards for such aspects of employment as minimum wage, overtime pay, recordkeeping and child labor. It also defines which types of work must be paid on an hourly basis and the types of work where a salary without overtime is permitted. This course will explain key rules of the FLSA, and give you an understanding of how they apply to your job responsibilities and workplace.

## Family Medical Leave Act (FMLA)

20 minutes

The FMLA is a federal law that was created to help employees balance the responsibilities of their jobs and families by allowing them to take a reasonable unpaid leave of absence for certain family and medical reasons. This course teaches managers to recognize FMLA situations and gives them an understanding of their role in helping their organization comply with the law.

# Human Resources Course Descriptions

## 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.

## Handling Reasonable Accommodations in the Workplace

30 minutes

This course gives managers an understanding of their role in helping their organization comply with laws that may require accommodations including disability, pregnancy, religious and domestic violence discrimination laws. The course covers what accommodations are, the circumstances that necessitate them, accommodation examples, how to recognize and respond to requests and an understanding of the process involved in reviewing, recommending and implementing accommodations.

## 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.

## Interview Compliance and Fair Hiring

20 minutes

Job applicants are protected from illegal discrimination during the hiring process. This course explains how discrimination can occur in recruiting, interviewing, and hiring -- and provides guidelines for handling your hiring-related responsibilities in a fair and legal manner. *A Section 508c version of this course is available.*

## LGBTQ+ Inclusion

15 minutes

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

## 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.

## Microaggressions in the Workplace

20 minutes

Microaggressions are subtle or unintentional comments or actions that can have a negative impact on others and the workplace. This training, designed for all employees, explains microaggressions and the effect they can have on others, examines why certain remarks are considered microaggressions, and provides guidance for responding to microaggressions in a positive and effective manner. Also available in a version for Healthcare organizations. *A Section 508c version of this course is available.*

## 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.

# Human Resources Course Descriptions

## Physical Wellness

10 minutes

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

## Preventing Bullying in the Workplace

20 minutes

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

## Preventing Discrimination and Harassment

Varies

This course, available in employee and manager versions, explains the expected behaviors for building a respectful workplace and introduces employees to key concepts related to workplace harassment, retaliation, discrimination, bystander intervention, diversity, inclusion, and civility. The course helps meet local, state and federal regulations in the US, with specific editions for CA, CT, DE, Chicago, IL, ME, NY, NYC and WA as well as Global, UK and Canada. The course is also available in 7 industry editions: Construction, Healthcare, Hotel, Manufacturing and Industrial, Office, Restaurant and Retail.

## Preventing Workplace Violence

25 minutes

Workplace violence is bad for people – and for business – and includes a range of behavior, including bullying, verbal abuse, threats, intimidation, physical assaults and mass violence. This course for employees explains what workplace violence is, reviews red-flag behaviors that could mean trouble, and outlines the connection between domestic and work violence. It also gives employees practical guidance on what to do when confronting potentially violent situations, including active shooter situations – and emphasizes the importance of reporting concerns.

## Psychological Safety at Work

20 minutes

Whether work takes place onsite, virtually or in a hybrid situation, we spend a significant portion of our lives at work. This course addresses the importance of fostering a psychologically safe work environment – where everyone can be their authentic selves and feel comfortable speaking up, admitting mistakes, sharing ideas and offering feedback. This course describes what psychological safe behaviors look like, how to implement them and how they benefit individuals, teams and organizations. *A Section 508c version of this course is available.*

## Religion, Spirituality and Beliefs

15 minutes

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

## Responding to Complaints

20 minutes

This course is designed for managers and teaches about the role complaints - and the managers who receive them - play in surfacing and resolving issues. Managers will learn what complaints and investigations are, what to do - and what to avoid - when an employee brings a complaint, and what to do if the complaint is about them.

# Human Resources Course Descriptions

## Social Wellness

10 minutes

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

## Spiritual Wellness

10 minutes

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

## Unconscious Bias

35 minutes

Unconscious bias training is a positive step to help organizations recognize and address hidden biases that can influence workplace decisions. This course explains what unconscious bias is, describes how biases can influence workplace decisions, and provides suggestions to help individuals reach a higher level of awareness so they are better able to prevent personal biases from affecting their actions at work. Also available in a version for Healthcare organizations. *A Section 508c version of this course is available.*

## Understanding Affirmative Action Plans

20 minutes

This awareness-level course introduces the employees and managers of organizations doing business with the federal government to Affirmative Action Plans. This course is available in versions for employees and managers, and explains what AAPs are, how they operate and the goals they aim to achieve. It addresses misconceptions around AAPs and explains what managers and employees can do to support a positive, inclusive workplace. *A Section 508c version of this course is available.*

# Legal and Compliance Courses



- Active Shooter Response
- Anti-Bribery and Anti-Corruption
- Anti-Money Laundering (AML)
- Antitrust and Competition Law
- Avoiding Conflicts of Interest
- Avoiding Insider Trading
- Bloodborne Pathogens
- Building Positive Teams and Union Awareness
- California Consumer Privacy Act (CCPA)
- Code of Conduct: Enterprise Edition
- Code of Conduct: Essentials
- Corporate Governance
- Corporate Social Responsibility
- COVID-19: Returning to the Workplace
- Data Privacy and Information Security
- Environment, Health and Safety in the Workplace
- Ethical Leadership
- Export Controls
- FAR Code of Conduct
- General Data Protection Regulation (GDPR)
- Healthcare Code of Conduct
- HIPAA for Covered Entities
- HIPAA for Business Associates
- HIPAA for Texas Regulations (TMPA)
- Introduction to ESG (Environmental, Social and Governance)
- Payment Card Industry Data Security Standards (PCI DSS)
- Recognizing and Preventing Human Trafficking
- Recognizing and Preventing Human Trafficking for Hotels
- Recognizing and Preventing Phishing Attacks
- Responding to Complaints
- Responding to Union Activity
- Modern Slavery in Supply Chains
- Supplier Code of Conduct
- US Import Regulation



# Legal and Compliance Course Descriptions

## Active Shooter Response

20 minutes

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

## Anti-Bribery and Anti-Corruption

45 minutes

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

## Anti-Money Laundering

30 minutes

Anti-Money Laundering (AML) training provides a basic understanding of anti-money laundering and associated laws, including the Bank Secrecy Act, USA Patriot Act and EU Laws and Regulations. The course explains common money laundering schemes and how to spot, prevent and report suspicious activities.

## Antitrust and Competition Law

20 minutes

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

## Avoiding Conflicts of Interest

20 minutes

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

## Avoiding Insider Trading

20 minutes

Insider trading is a serious crime with serious consequences for individuals and companies. This course is for anyone working in either a public or private organization that needs to be aware and respect the laws governing insider trading. It defines insider trading and the use of MNPI.

## Bloodborne Pathogens

30 minutes

Bloodborne Pathogens are infectious microorganisms contained in blood that can cause disease in humans. People working in virtually any occupation can accidentally be exposed to bloodborne pathogens. This training program was designed to provide employees who do not have "occupational exposure" to bloodborne pathogens with some basic safety information and common-sense rules for handling an unexpected situation. The course covers ways to prevent exposure, procedures to follow after an exposure, and other important guidelines on the subject.



# Legal and Compliance Course Descriptions

## **Building Positive Teams and Union Awareness**

**20 minutes**

This course introduces managers the basics around unions and focuses on how positive teams and good management create committed employees who are far less likely to turn to unions. It provides a primer on what unions are, why employees join unions, what managers can do to create positive teams and how to spot unionizing red flags.

## **California Consumer Privacy Act (CCPA)**

**25 minutes**

This course introduces managers and employees to the basics of the California Consumer Privacy Act (CCPA) and the California Privacy Rights Act and helps them understand when the Act applies, what personal information is and the consumer rights and business requirements created by the Act.

## **Code of Conduct – Enterprise Edition**

**Varies**

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

## **Code of Conduct – Essentials**

**45 minutes**

This Code of Conduct training focuses on teaching employees how to make the right decisions when facing ethical and legal dilemmas in the workplace. The course is divided into bite-sized episodes covering a selection of core topics, with titles such as Acting with Respect, Keeping Private Information Private, Avoiding Conflicts of Interest, Gifts and Entertainment, Keeping Accurate Records, Keeping Systems Secure, and Protecting Our Assets.

## **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.

## **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.

# Legal and Compliance Course Descriptions

## 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.

## Data Privacy and Information Security

45 minutes

As technology advances and increases the availability of data, the challenges and threats to firms rise. Threats are generally assumed to be external, but often it is the employee's lack of knowledge or awareness and the subsequent actions that opens firms to security risks. In this course we will discuss a range of concepts regarding data privacy, information security and asset protection. Upon completing this course, employees will understand their roles and responsibilities in protecting personal and confidential information, and keeping information systems secure.

## 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.

## 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, be familiar with the ITAR, EAR and OFAC, and know how to determine whether Export Controls apply and respond accordingly.

## General Data Protection Regulation (GDPR)

35 minutes

This course introduces the General Data Protection Regulation to managers and employees. Using examples and interactive exercises, it helps learners make the connection between what they see and do in their day-to-day work and the GDPR's lawful bases for data processing, data use principles, individual rights. Special attention is given to the need and benefit for transparency and reporting.

## HIPAA

35-40 minutes

Ensuring that health and medical records are kept private and secure is a concern of both industry professionals and private citizens. The Health Insurance Portability and Accountability Act, commonly known as HIPAA, sets standards for the protection of individuals' medical records and other personal health information.

The training is available in two versions. **HIPAA for Covered Entities** is appropriate for businesses such as medical practices, hospitals, dental practices, nursing homes, pharmacies, and health plans. **HIPAA for Business Associates** is tailored to businesses such as medical device companies, accountants, lawyers, consultants, data processors and others. Both versions cover the essential HIPAA topics, but each was designed to contain practical information and relevant examples that provide learners with an understanding of how HIPAA applies to their types of job responsibilities and workplace.

# Legal and Compliance Course Descriptions

## **HIPAA for Texas Regulations (TMPA)**

**35-40 minutes**

**Business Associates Version:** This 35-minute course, designed for individuals who come in contact with protected health information as business associates, explains how HIPAA and the Texas Medical Privacy Act apply to their job responsibilities and workplace. **Covered Entities Version:** This 40-minute course provides individuals who come in contact with protected health information a thorough understanding of how HIPAA and the Texas Medical Privacy Act apply to their job responsibilities and workplace.

## **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.

## **Payment Card Industry Data Security Standards (PCI DSS)**

**25 minutes**

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

## **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.

## **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.

## **Recognizing and Preventing Phishing Attacks**

**20 minutes**

This course introduces managers and employees to the risks posed by phishing cyberattacks. It explains what phishing, spear phishing, vishing and smishing are, how they rely on deception, how to recognize an attack and what to do if you encounter one. It also includes an interactive simulations section in which learners apply what they've learned to spot red flags.

## **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.

# Legal 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?"

## **Responding to Union Activity**

**20 minutes**

This course introduces managers to the legal and practical landscapes after union activity has begun. Managers learn about the rights and prohibitions created by the National Labor Relations Act, what protected concerted activities and unfair labor practices are and how best to answer questions about labor activity using FOE and TIPS guidelines. Managers are also coached on their roles in an organizational response to union activity and how to safeguard their positions as team leaders.

## **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.

## **Modern Slavery in Supply Chains**

**20 minutes**

This course is designed to help employees in procurement and other areas understand and manage the risks of labor exploitation in supply chains. The course explains what modern slavery is, provides examples of modern slavery practices and equips employees with practical information and steps to identify red flags with suppliers and report their concerns.

## **Supplier Code of Conduct**

**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.

## **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.

# Higher Education Courses

- Title IX: Preventing Sexual Misconduct for Faculty and Staff
- Title IX: Preventing Sexual Misconduct for Faculty and Staff with Reporting Obligations
- Title IX: Preventing Sexual Misconduct for Students



# Higher Education Course Descriptions

## **Title IX: Preventing Sexual Misconduct for Faculty and Staff**

**30 minutes**

This course explains sexual misconduct and the rights and responsibilities of faculty and staff under Title IX and related laws. It offers practical information for preventing and responding to inappropriate behavior, and promoting a safe and respectful learning environment.

## **Title IX: Preventing Sexual Misconduct for Faculty and Staff with Reporting Obligations**

**40 minutes**

This course covers all the material in the Faculty and Staff course, with additional information on what employees with reporting obligations need to know about their duty to report sexual misconduct incidents they learn about directly or indirectly. Depending on the school policy, these individuals may also be referred to as responsible employees, mandatory reporters or another name.

## **Title IX: Preventing Sexual Misconduct for Students**

**30 minutes**

This course explains sexual misconduct and the rights of students under Title IX and related laws. It offers practical information for preventing and responding to inappropriate behavior, and shows how students can promote a safe and respectful learning environment.