



CONDUCT & COMPLIANCE
Workforce Training

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Boost Employee Engagement and Productivity

With employee engagement on the top of everyone's mind, there's no better way to keep employees engaged, stay compliant, and provide added benefits than to give them ample opportunities for professional growth through training initiatives.

What You Get With This Turn-Key Platform:

- An interactive, intuitive user interface that employees can access from anywhere
- Comprehensive tracking and reporting so you can view when your employees access and complete training
- Automated certificates of completion

Why Offer Employee Training?

- To reduce HR liabilities at your organization
- To stay in compliance with ever-changing laws and regulations



Employee Training

Employee Training Courses

- Active Shooter On-Site: What Every Employee Should Do
- Basic First Aid for Medical Emergencies
- Business Ethics: What Employees Need to Know
- Communication Skills for Employees
- Disaster Planning: What Employees Need to Know
- Diversity for All Employees
- Emergency Action and Fire Prevention
- HIPAA: What Employees Should Know
- HIPAA: Your Obligations Under the Privacy Rule
- How to Manage Time Wisely: A Guide for Employees
- How to Prevent and Respond to Bullying at Work
- Office Ergonomics
- Office Hazards
- Pandemic Flu: How to Prevent and Respond
- Preventing Sexual Harassment: A Guide for Employees
- Preventing Workplace Violence: What Employees Need to Know
- Saving Energy at Work and Beyond
- Sexual Harassment: Draw the Line
- Sexual Harassment in the Digital Age
- Sexual Harassment: What Employees Need to Know
- Shiftwork Safety
- Stress Management
- Substance Abuse in the Workplace: What Employees Need to Know
- The Paperless Office: Conservation for Employees
- What You Need to Know About Identity Theft
- Workplace Diversity for Employees
- Workplace Harassment: What Employees Need to Know
- Workplace Security for Employees

Employee Training Courses Offered in Spanish

- Active Shooter On-Site: What Every Employee Should Do
- Business Ethics: What Employees Need to Know
- Diversity for All Employees
- Emergency Action and Fire Prevention
- Office Ergonomics
- Sexual Harassment: What Employees Need to Know
- Substance Abuse in the Workplace: What Employees Need to Know
- Workplace Harassment: What Employees Need to Know
- Workplace Security for Employees



Supervisor Training

Supervisor Training Courses

- Affordable Care Act: What You Need to Know
- Attendance Management: What Supervisors Need to Know
- 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
- Essential HR: For Those Who Have Recently Assumed HR Responsibilities
- FLSA: What Supervisors Need to Know
- FMLA for Supervisors
- Generational Diversity
- Grounds for Termination: What Managers and Supervisors Need to Know
- Handling Employee Complaints
- Hiring Legally
- How to Conduct New Employee Orientation
- How to Explain the 401(k) to Your Employees
- How to Manage Challenging Employees
- How to Manage Military Leave
- Interviewing Skills for Supervisors
- Introduction to the FMLA for HR
- Job Descriptions: How to Write Them Effectively (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
- Recordkeeping and Notice Requirements
- Recordkeeping: Injury and Illness
- Reducing Turnover and Increasing Retention
- Strategies for Legally Avoiding Unions
- Substance Abuse in the Workplace: What Supervisors Need to Know
- U.S. Foreign Corrupt Practices Act

Supervisor Training Courses Continuation...

- Teambuilding for Supervisors
- Terminating Employees: The Process
- Training the Trainer: Effective Techniques for Dynamic Training
- Training the Trainer: Effective Techniques for Dynamic Training (Spanish)
- Understanding COBRA/HIPAA for Supervisors
- Violence in the Workplace: How to Prevent and Defuse for Supervisors
- Workers' Compensation: What Supervisors Need to Know
- Workplace Diversity for Supervisors
- Workplace Ethics for Supervisors
- Workplace Harassment: What Supervisors Need to Know



State-Specific Sexual Harassment Training Courses

California Courses

Supervisors

- Preventing Sexual Harassment in California: Training for Supervisors
- Sexual Harassment Prevention and Response for Supervisors in California

Employees

- Sexual Harassment Prevention and Response for Employees in California

California Courses (Spanish)

Supervisors

- Sexual Harassment Prevention and Response for Supervisors in California

Employees

- Sexual Harassment Prevention and Response for Employees in California

Connecticut Courses

Supervisors

- Sexual Harassment Prevention Training for Supervisors in Connecticut

Employees

- Sexual Harassment Prevention Training for Employees in Connecticut

Supervisors & Employees

- Sexual Harassment Prevention Training for Supervisors and Employees in Connecticut

Connecticut Courses (Spanish)

Employees

- Sexual Harassment Prevention Training for Employees in Connecticut

Delaware Courses

Supervisors

- Preventing Sexual Harassment: A Guide for Delaware Supervisors

Employees

- Preventing Sexual Harassment: A Guide for Delaware Employees

Supervisors & Employees

- Sexual Harassment Prevention Training for Supervisors and Employees in Connecticut

Illinois Courses

Supervisors

- Sexual Harassment Prevention and Response for Supervisors in Illinois

Employees

- Sexual Harassment Prevention and Response for Employees in Illinois

Supervisors & Employees

- Sexual Harassment Prevention and Response for Illinois Supervisors and Employees:
Restaurants and Bars

Illinois Courses (Spanish)

Employees

- Sexual Harassment Prevention and Response for Employees in Illinois

Supervisors & Employees

- Sexual Harassment Prevention and Response for Illinois Supervisors/Employees:
Restaurants and Bars

Maine Courses

Supervisors

- [Preventing Workplace Sexual Harassment in Maine — A Guide for Supervisors](#)

Employees

- [Preventing Workplace Sexual Harassment in Maine — A Guide for Employees](#)

New York and New York City Courses

Supervisors & Employees

- Sexual Harassment Training for Supervisors and Employees in New York and New York City (Extended Version)
- Sexual Harassment Training for Supervisors and Employees in New York and New York City

New York and New York City Courses (Spanish)

Supervisors & Employees

- Sexual Harassment Training for Supervisors and Employees in New York and New York City (Extended Version)
- Sexual Harassment Training for Supervisors and Employees in New York and New York City