



# HR & LEADERSHIP

<b>FCPA</b>	Foreign Corrupt Practices Act (FCPA)	This training reviews the Foreign Corrupt Practices Act (FCPA). FCPA requires compliance in business dealings throughout the world. You will learn: • What is covered by FCPA • Persons covered by FCPA • Best practices and exceptions • What are bona fide business expenditures • Warning signals for business transactions • Accounting provisions applications
<b>HR01</b>	Change Agility	In today's globalized and interconnected environment, change is a given. To stay ahead of competition and quickly adapt to changing markets, organizations need to possess change agility. This course features five steps managers can use to implement change agility in your company. Also included are tips on building change-agile employees and how to increase and improve your own change agility skills.
<b>HR02</b>	Coaching Skills	Organizations are successful when their employees are engaged and motivated. As a manager or supervisor, it's not enough to oversee the daily activities of your team - it's also your responsibility to coach each employee to help them solve problems, make better decisions, progress their careers, and work well with their team. This course defines workplace coaching and offers suggestions on how to improve your coaching skills. The popular GROW model for structuring your coaching sessions is also included.
<b>HR03</b>	Creating a Training Plan	Organizations realize when they invest in their employees' ongoing professional development, they reap the benefits of increased employee retention, greater efficiencies, lower costs, and a highly qualified and motivated workforce. This course is designed to assist you in developing a training plan for your organization, so your training is organized, on target, and effective.
<b>HR04</b>	Delegation	Identifying tasks that can be delegated and assigning them to employees ready to take on new responsibilities are key management skills. In this course, you will discover the value of delegation to you, your employees, and your organization. You'll learn how to promote individual and team development, the factors to consider when delegating tasks, and how to coach the employee assigned to the task by following an eight-step coaching model.
<b>HR05</b>	Delivering Feedback	The information in this course is designed to help learners develop skills and confidence when delivering feedback. Participants will learn ways to differentiate between formal and informal feedback, avoid or minimize surprises when delivering feedback, make sure they are maximizing the impact of positive and constructive feedback, document feedback discussions and related employee behavior, and provide feedback to more senior leaders.
<b>HR06</b>	Drug-Free Workplace Part 1	Substance abuse takes a toll on an abuser and the workplace, affecting coworkers, supervisors, and the company as a whole. Part One of this three-part course explains direct and indirect costs of substance abuse, outlines policies that support a drug-free workplace, and describes employer and supervisor workplace responsibilities.
<b>HR07</b>	Drug-Free Workplace Part 2	Substance abuse takes a toll on an abuser and the workplace, affecting coworkers, supervisors, and the company as a whole. Part Two of this three-part course will explain the signs of substance abuse and the emotional, mental, and physical effects. You will also learn how to reduce both personal and professional substance abuse risks.
<b>HR08</b>	Drug-Free Workplace Part 3	Substance abuse takes a toll on an abuser and the workplace, affecting coworkers, supervisors, and the company as a whole. In the final part of this three-part course, you will learn how to avoid enabling behavior and abuser traps, and how to carry out an intervention.
<b>HR09</b>	Effective Communication	Effective communication is simply the ability to be clearly understood. Without this skill, you risk misunderstandings, confusion, conflict, and poor employee performance. This course offers helpful methods to improve your communication skills whether you're addressing an employee, your team, or another manager. Also included are suggestions for using non-verbal communication, such as email and text, and an overview of the power of body language and voice intonation.
<b>HR10</b>	Goal Setting	Managers are responsible for motivating employees to reach and accomplish goals that support the organizational plan. This course focuses on how to recognize and use the strengths of individuals in your department to create goals that both motivate employees and move your company forward. It steps you through the SMART method of goal setting and presents suggestions and cautions that will help you set attainable goals with achievable results.
<b>HR11</b>	Sexual Harassment Part 1	Everyone wants to work in a safe, productive, and supportive environment. Sexual harassment and other types of abuse, however, create an unsafe and unproductive environment. In this course, you will learn what harassment is and what to do if you witness or experience harassment in the workplace. We will explore the responsibilities of both employees and leaders, as well as state and federal laws. Lastly, we will explain the potential legal outcomes of harassment claims and how to avoid or limit potential damage from harassment.
<b>HR12</b>	Sexual Harassment Part 2	There is a lot to learn when it comes to the laws and legal ramifications of sexual harassment. In this course, we offer a more in-depth look at sexual harassment, abusive conduct, bullying, and who can be a victim in legal terms. We explore state-specific harassment laws, as well as the potential consequences of harassment. The course concludes with a look at strategies for avoiding harassment in the first place and for creating the lowest level of liability for your company.
<b>HR13</b>	Sexual Harassment Part 3	Bullying is a type of harassment and abuse that has become more common in recent years, due, in part, to the advent of social media. This course describes how to identify someone who is experiencing abuse and how to respond to it, as well as how to appropriately report the abuse. Additionally, the course details how to build and implement a policy and a protocol for preventing bullying, cyber-bullying, and other forms of online harassment and abuse.





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<b>HR14</b>	Sexual Harassment Part 4	We all understand that sexual harassment is wrong and that it can carry serious consequences. However, situations may not always be black-and-white. In this course, we will look at several real-life harassment cases, and discover what went wrong, where they sometimes went right, and what might have been done differently to prevent sexual harassment in the first place.
<b>HR15</b>	Workplace Violence Prevention	For the past thirty years, violence in the workplace has been a leading cause of workplace injuries and deaths. Close to 2 million workers are injured and almost 800 die each year from violence in the workplace, while many more cases go unreported. With training and preparation, you can be better equipped to stay safe in violent situations.
<b>HR16</b>	Diversity	Organizations recognize that productivity can be enhanced when you have a diverse workplace. It allows an opportunity for new perspectives and ideas to flourish. But simply hiring people with different styles, cultures, and personalities is not enough. Employees need to feel included, accepted, and comfortable. This course explains how each individual can contribute to the company culture by learning to identify their own biases and work to overcome them. It explains what diversity is and how important inclusion is to a successful team. It also identifies some of the barriers to inclusion and how to go about breaking them down.
<b>HR17</b>	Social Sensitivity	In the workplace, social sensitivity is an important skill. This course discusses how to demonstrate you are aware and respectful of other people, how to consider the perspective of others, and specific types of sensitivity issues common in the workplace. It also includes tips how to listen, how to communicate with difficult people, and how to accept constructive feedback.
<b>HR18</b>	ADA in the Workplace	The Americans with Disabilities Act prohibits discrimination against people with disabilities. This course defines how the ADA applies to the workplace, what is required by covered employers, and what a person with disabilities can expect starting from the interview through job placement. The course defines terms used by the Act, such as "reasonable accommodations," "qualified individual," and "hardship." It also focuses on specifics, such as reasonable accommodation guidance and limitations, conditions not covered by the ADA, health and safety considerations, and ADA recordkeeping requirements.
<b>HR19</b>	Anger Management	Everyone feels anger, but how we handle it can be responsible and professional - or disruptive and lead to conflict. This course teaches the anger management skills needed to change habitual anger reactions from dangerous or out-of-control to more conscientious and problem-solving behavior. It explains what the effects of anger can be in the workplace, in the home, and on your health. Tips on problem-solving and constructive help assistance are included.
<b>HR20</b>	Introduction to HIPAA	The Health Insurance Portability and Accountability Act (HIPAA) was enacted to protect the confidentiality and security of our personal medical information. If you have ever received any type of medical treatment, you should know your rights under HIPAA. If you work with protected health information (PHI), your training must include HIPAA rules and regulations regarding proper handling. This course provides an overview of HIPAA, including why it was created, who it protects, and how it ensures your PHI is protected. The Privacy Rule and Security Rule are defined, as well as information on the types of safeguards in place to protect your privacy. How to comply is discussed as well.
<b>HR21</b>	DOT Reasonable Suspicion for Supervisors	If you are a supervisor responsible for overseeing Commercial Motor Vehicle (CMV) drivers, you must be able to identify the signs and symptoms of drug and/or alcohol use and abuse among your drivers. The DOT requires those who oversee employees in safety-sensitive positions, to be trained in accordance with regulatory requirements, 49 CFR Sections 382.603 and 382.307.
<b>HR22</b>	Drug Awareness	This course provides employees with a basic overview of legal and illegal drugs and the serious consequences of their use and abuse. Topics include the risks and dangers of prescription and street drugs, including opioids and fentanyl, the drugs included in the 5 schedules of the Controlled Substances Act, symptoms of drug use and abuse to look for in yourself and others, and different types of treatments and therapies.
<b>HR23</b>	Recognizing and Reporting Human Trafficking	Human trafficking is the contemptible crime of abducting and/or manipulating men, women, and children into forced labor or sexual slavery. It's difficult for authorities to capture and prosecute traffickers because their victims don't often report themselves. To rescue these victims, it's necessary to learn how to recognize victims of human trafficking and report it to authorities. This course offers an overview of human trafficking and answers questions such as: who are the victims, where are they found, what are the red flags that indicate a person may be enslaved, and what to do when you suspect a person is being trafficked?

