HR & LEADERSHIP

These courses will help your employees succeed at working together as a team in a healthy, effective manner.

FCPA	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
HR01	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.
HR02	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.
HR03	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.
HR04	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.
HR05	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.
HR06	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.
HR07	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.
HR08	Drug-Free Workplace Part 3	Substance abuse takes a toll on an abuser and the workplace, affecting coworkers, supervisors, and the company as 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.
HR09	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.
HR10	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.
HR11	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.
HR12	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.

HR & LEADERSHIP

HR13	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.
HR14	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.
HR15	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.
HR16	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.
HR17	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.