

# Training360 Training Library

## **California Harassment Prevention Supervisors Training**

This mandated California Harassment Prevention Training for Supervisors and Managers satisfies the AB 1825 and AB 2053 training requirements. Organizations with 50 or more employees must provide two hours of sexual harassment training once every two years, this course meets those requirements.

Duration: 120 mins

## **Employee Discipline for Managers and Supervisors**

A well thought out discipline policy benefits employers and employees alike. It provides supervisors with specific guidelines for constructively dealing with issues, improves communication, and provides a foundation for fairly and equitably dealing with employee discipline problems. This training session provides step-by-step guidance on the employee discipline process, from establishing a workplace code of conduct to implementing an effective discipline policy and enforcing it fairly and consistently.

Duration: 30 mins

## **Diversity: Fostering a Dynamic, Supportive and Energetic Workplace**

The U.S. labor force is growing ever more diverse. According to the Bureau of Labor Statistics, the percentage of the workforce composed of women, minorities, and individuals over the age of 55 is continuing to grow. Diversity can strengthen the workforce by helping employers and employees adapt and evolve to meet the changing needs of clients, businesses, and the global economy. This training session explores the concept of diversity and explains how fostering diversity can create a more cooperative and productive work environment.

Duration: 25 mins

## **Workplace Violence Prevention for Managers**

Violent events are an unfortunate reality in many of today's workplaces. This training provides managers with an overview of the scope of workplace violence, and discusses factors that can act as triggers, as well as early warning signs that an employee may be at risk of becoming violent. The course also provides practical ways to keep employees safe, and outlines steps for designing an effective workplace violence prevention program.

Duration: 35 mins

## **Business Ethics for Employees: Honesty, Fairness, and Respect**

Ignoring the ethical implications of actions at work can result in injury, death, business losses, and adverse legal consequences. In this course, employees will learn about basic ethical principles such as those surrounding common conflicts of interest, and specific workplace behaviors that are likely to be viewed as unethical. Using workplace scenarios and concrete examples, the training will address ethical gray areas, and discuss when violations of ethics can lead to violations of the law.

Duration: 30 mins

## **HIPAA for Health Care Employees**

The Privacy and Security Rules of the Health Insurance Portability and Accountability Act (HIPAA) place limits on the use and disclosure of individuals' Protected Health Information. This course is designed for employees of health care providers, explaining what Protected Health Information is and how it may be used and disclosed, even without written patient authorization. The course also goes over HIPAA's required Notice of Privacy Practices, and practice tips for complying with the Security Rule.

Duration: 35 mins

## **Workplace Stress Management: Keeping Your Cool in the Workplace**

Chronic stress negatively impacts both worker health and the company's bottom line. A company staffed by stressed-out, burned-out employees means greater incidents of illness and injury, on-the-job accidents, turnover, and job failure—not to mention higher health care costs. This course looks at the causes and symptoms of workplace stress, offering stress-management strategies to bolster employee morale and productivity.

Duration: 25 mins

## **Workplace Violence Prevention for Employees**

With violent incidents an unfortunate reality in many workplaces today, it's important for employees to learn practical tips like the ones in this course for avoiding violence on the job. This training gives an overview of the scope of workplace violence, and explains types of employment that are at an increased risk for violence, with strategies for violence prevention. The course also discusses warning signs that a coworker may become violent, and what to do if you see them.

Duration: 30 mins

## **Customer Service: What Employees Need to Know**

Good customer service is essential to the success of any business. Through the use of animated retail scenes and real-life examples, this training will give employees an understanding of the importance of customer service and what good customer service entails, as well as best practices to guide them when dealing with customers.

Duration: 30 mins

## **A Bully-Free Workplace: What Employees Need to Know**

Workplace bullying can harm workers' emotional and physical health; create an unproductive, toxic work environment; and lead to disciplinary measures and even legal violations. This course provides a definition of workplace bullying, with concrete examples and real-life scenarios, to give employees a comprehensive understanding of what workplace bullying is and is not, and what steps can be taken to remedy bullying on the job.

Duration: 20 mins

## **Family and Medical Leave Act: An Overview and Basic Guidelines**

The federal Family and Medical Leave Act, or FMLA, is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. This training session reviews key aspects of the law, including employer and employee coverage, entitlement to leave, notice requirements, and maintenance of benefits.

Duration: 30 mins

## **HIPAA for Health Care Managers: The Privacy Rule**

This course covers the HIPAA Privacy Rule, addressing issues such as the definition of protected health information (PHI), when and how PHI may be disclosed, the Notice of Privacy Practices requirement, and tips for safeguarding PHI.

Duration: 50 mins

## **HIPAA for General Employers**

This course explains how the HIPAA Privacy, Security, and Breach Notification Rules apply to employers who are not in the health care industry. Topics covered include Privacy Rule essentials, the Notice of Privacy Practices requirement, and steps to take if protected health information is breached.

Duration: 30 mins

## **HIPAA for Health Care Managers: The Security and Breach Notification Rules**

This course covers the HIPAA Security and Breach Notification Rules, including the required administrative, physical, and technical safeguards, and what to do if protected health information is breached.

Duration: 30 mins

## **Hiring Process: Efficient, Effective, Legally Compliant**

Your employees are the most important asset in your business, and hiring the right people is essential to your success. However, hiring must be done thoughtfully and with some procedures in place, both to make the process effective and to avoid legal issues. This training session features practical guidance on how to manage the hiring process, from creating an effective job description to utilizing appropriate interview questions and other selection procedures to make the best hiring decisions.

Duration: 45 mins

## **Internal Investigations in the Workplace: Why and How**

Any allegation of misconduct or wrongdoing in the workplace should be carefully investigated. An internal investigation, when conducted properly and lawfully, will go a long way toward uncovering the actual truth of a situation or circumstance. While every workplace and investigation is different, the goals of this training session are to help you identify typical circumstances that may warrant an internal investigation; discuss general guidelines and principles under which investigations should be performed; and outline specific procedures that you can adapt and use for conducting internal investigations.

Duration: 35 mins

## **Interviewing: The Art and Science of Conducting Effective, Legal and Compliant Interviews**

While every aspect of the hiring process is important, the interview stands out as a deciding moment for candidates and employers alike. Remember, you're not just interviewing a potential employee. You're representing your company to that individual and to the wider marketplace, and you too are being assessed and evaluated. This training session covers the interviewing process in detail, including preparing job-related interview questions, guidance for conducting the interview meeting, and strategies for evaluating candidates.

Duration: 30 mins

## Performance Reviews: Tips and Tactics for Supervisors

Your employees are your most important investment. Regular, formal reviews help you guide their performance, compensation and professional development, and align employee development and growth with your business goals. The performance review process can also be a great way to strengthen the relationship between manager and employee by promoting open communication in a caring and supportive work environment. This training session highlights the importance of employee performance reviews, and provides techniques and strategies to help make the process more efficient and offer more productive results.

Duration: 30 mins

## Sexual Harassment Prevention for Employees, Sexual Harassment Prevention for Managers & Supervisors, and Sexual Harassment Prevention for California Employees

Despite decades of attention in boardrooms, courtrooms and in the media, sexual harassment remains a significant and costly problem in today's business environment. These training sessions explore the issue of sexual harassment in the workplace, including how to recognize it, procedures for reporting it, and strategies for preventing it.

Duration: 30 mins **each session**

## Substance Abuse in the Workplace: A Manager's Guide

Substance abuse is all too prevalent. At the worksite, substance abuse can lead to absenteeism, diminished productivity, and the potential for accidents, bad judgment, or even criminal activity. This training session offers practical guidance on how to handle substance abuse in the workplace, including the rights and responsibilities of both employers and employees and procedures for addressing suspected abuse and performance-related issues.

Duration: 25 mins

## Terminating Employees: A Supervisor's Guide to the Process

Terminating an employee can be one of the most challenging parts of any manager's job. Whether it's for underperformance, disciplinary reasons, or as part of a layoff, letting an employee go is never easy. This training session covers the termination process in detail, from making the decision to terminate an employee, to managing key legal issues relevant to termination, conducting the termination meeting, and satisfying post-termination obligations. While this training is not a substitute for legal advice, it will help you become aware of some of the pitfalls to avoid with termination, and offer strategies for making the process proceed more smoothly.

Duration: 35 mins

## **Avoiding Common COBRA Mistakes**

COBRA violations can cost your company big. Learn how to avoid these violations with this training course.

Duration: 10 mins

## **Common Hours Worked Mistakes**

As a manager or business owner who employs non-exempt workers, you know that calculating hours worked can be a complicated subject. In this training session, we offer some information that can save you fines, penalties and headaches when deciding which hours must be counted. Let's take a look at a few common circumstances outlined by the U.S. Department of Labor, and discuss whether and why they qualify as hours worked.

Duration: 10 mins

## **Distracted Driving**

We've all heard the messages: driving while texting or otherwise distracted is dangerous. As an employer, you are required by law to take steps to keep your workers safe.

Employers should outright prohibit texting while driving by declaring their vehicles text-free zones, and emphasize that commitment to workers, customers and communities

Duration: 10 mins

## **Employee Handbooks**

In this training course, we discuss an essential tool for onboarding a new employee at your company--the employee handbook.

Duration: 10 mins

## **Five Most Common Questions Regarding I-9 Forms**

In the training, we are discussing the Form I-9...the federal form that employers use to verify the identity and employment eligibility of nearly ALL employees. We will look at some of the most common questions employers have regarding I-9 forms

Duration: 10 mins

## **Five Must-Do's for Employee Orientation**

New employee orientation is an important piece of HR and employee management. In this training course, we discuss practices for employee orientation.

Duration: 10 mins

## **Handling Holiday Bonuses**

In this training course, we discuss the basics of holiday bonuses, and provide insight on factors to keep in mind as they are implemented.

Duration: 10 mins

## **How to Hire Top Talent**

In this training course, we discuss the best strategies for recruiting top talent to your business.

Duration: 10 mins

## **How to Keep Employees Motivated**

Whether you're the CEO of a Fortune 500 company or the owner of a five-person firm, you know that a motivated team is essential to your success. More than that, a demotivated staff can do serious damage to your business.

Duration: 10 mins

## **Preventing FMLA Abuse**

The federal Family and Medical Leave Act, or FMLA, provides eligible employees with unpaid, job-protected leave to take care of certain family and medical situations. The FMLA helps employees balance the demands of their jobs with health needs and family commitments.

Duration: 10 mins

## **Steps to Successful Employee Communication**

In this training course, we discuss best practices for employee communication.

Duration: 10 mins

## **Reviewing and Updating Company Policies**

Well thought-out and consistently administered policies are essential to your company's success. They keep your department and your organization running efficiently, and provide guidelines for staying in compliance with federal, state, and local laws. As your company evolves, and as laws change, your policies will need to be updated and the changes communicated clearly to all your employees.

Duration: 10 mins

## **Ten Low-Cost Benefits for Building Employee Satisfaction**

A team of satisfied employees is a worthy goal for every business, no matter your size. A satisfied workforce may be more motivated, productive and loyal—all of which are essential to your success. Of course, paying your employees well is one obvious way to build satisfaction and loyalty, but when raises and bonuses aren't in the immediate budget, there are plenty of options that won't damage your bottom line.

Duration: 10 mins

## **What Employers Need to Know About Disability and Religious Accommodation**

In all likelihood, your company or organization employs individuals of many different backgrounds and abilities. At times, these differences may require what is known as an accommodation—a change in the work environment (or in the way things are usually done) that enables an employee to perform the duties of his or her job while respecting the employee's disability or religious beliefs or practices.

Duration: 10 mins