HR-EMPLOYMENT COURSES



The HR-Employment online library includes a variety of courses to train new employees, existing employees, and new managers on compliance related and supervisory skills. Examples include: sexual harassment prevention, inclusion and diversity, interviewing skills to managing teams to administering disciplinary action. We have your HR training covered.

Insightful Thinking. Custom Solutions. Sustainable Results.

- Active Shooter On-Site: What Every Employee Should Do
- Aerial Lift Safety
- Affordable Care Act: What You Need To Know
- Americans with Disabilities Act -What You Need to Know
- Americans with Disabilities Act -What Supervisors Need to Know
- Acute Respiratory Illness
 Pandemics Prevention and Response
- Attendance Management What Supervisors Need to Know
- Basic First Aid for Medical Emergencies
- Business Ethics: What Employees Need to Know
- Coaching for Superior Employee Performance: Techniques for Supervisors
- Conducting Effective Performance Appraisals
- Conflict Resolution for Supervisors
- COVID-19 and the Workplace: Housekeeping and Hygiene
- Cyber Security Module 1: What is Cyber Security?

- Cyber Security Module 2: Types of Cyber Threats?
- Cyber Security Module 3: Anatomy of a URL: How to Identify Web Links
- Cyber Security Module 4: Email Security: Recognizing a Cyber Attack
- Cyber Security Module 5: Safe Web Browsing: Identifying Malicious Webpages
- Cyber Security Module 6: Creating and Using Passwords
- Cyber Security Module 7: Protecting and Securing Your Data
- Cyber Security Module 8: Mobile Device Best Practices
- Delegation
- Disaster Planning What Employees Need to Know
- Disaster Planning What Supervisors Need to Know
- Diversity Legal Basics for Supervisors
- Diversity for All Employees
- Drug and Alcohol Testing -What Supervisors Need to Know

- Effective Communication for All Employees Training
- Effective Meetings: How to For Supervisors
- Emotional Intelligence
- Employee Engagement
- Employment Law for Supervisors
 What you Should and Shouldn't
 Do
- Essential HR For Those Who Have Recently Assumed HR Responsibilities
- FLSA What Supervisors Need to Know
- FMLA for Supervisors
- Generational Diversity
- Giving and Receiving Feedback
- Good Housekeeping
- Grounds for Termination What Managers and Supervisors Need to Know
- Handling Employee Complaints
- HIPAA What Employees Should to Know
- HIPAA What Healthcare Employees Need to Know
- HIPAA Your Obligations Under the Privacy Rule

HR-EMPLOYMENT COURSES



- Hiring Legally
- How to Conduct New Employee Orientation
- How to Manage Challenging Employees
- How to Explain the 401(k) to your Employees
- How to Manage Military Leave
- How to Manage Time Wisely A Guide for Employees
- How to Prevent and Respond to Bullying at Work
- Interviewing Skills for Supervisors
- Introduction to the FMLA for HR
- Introduction to OSHA and the General Duty Clause
- Job Descriptions How to Write Them Effectively
- Measuring Job Performance -What Supervisors Need to Know
- Motivating Employees: Tips and Tactics for Supervisors
- Negotiation Skills for Supervisors
- New Employee Safety
- NLRA and Unions What Supervisors Need to Know
- Noise and Hearing Conversation
- Office Ergonomics Training
- Office Hazards
- Office Hazards What Supervisors Need to Know
- OSHA Inspections, Citations, and Penalties
- Pandemic Flu How to Prevent and Respond
- Personal Protective Equipment -What Employees Need to Know

- Preventing Sexual Harassment -A Guide for Employees
- Preventing Sexual Harassment -A Guide for Supervisors
- Preventing Slips, Trips, and Falls
 A Guide for Employees
- Progressive Discipline
- Preventing Workplace Violence: What Employees Need to Know
- Problem Solving for Supervisors
- Process Safety Management
- Professional Behavior: What Supervisors Need to Know
- Recordkeeping Injury and Illness
- Recordkeeping and Notice Requirements
- Recruiting: Interviewing Skills for Supervisors
- Reducing Turnover and Increasing Retention
- Saving Energy at Work and Beyond
- Sexual Harassment Draw the Line
- Sexual Harassment What Employees Need to Know
- Sexual Harassment What Supervisors Need to Know
- Social Media and Sexual Harassment
- Strategies for Legally Avoiding Unions
- Stress Management
- Substance Abuse in the Workplace - What Employees Need to Know
- Substance Abuse in the Workplace - What Supervisors Need to Know

- Terminating Employees The Process
- The Paperless Office -Conversation for Employees
- Time Management Skills for Employees
- Team Building for Supervisors
- Training the Trainer Effective Techniques for Dynamic Training
- Understanding COBRA/HIPAA for Supervisors
- Understanding the Safety Data Sheet (SDS)
- Violence in the Workplace: How to Prevent and Defuse for Supervisors
- Workers Compensation What Supervisors Need to Know
- Workplace Diversity for Supervisors
- Workplace Harassment What Employees Need to Know
- Workplace Harassment What Supervisors Need to Know
- Workplace Privacy What Supervisors Need to Know
- Workplace Safety for Employees
- Workplace Security for Employees
- What You Need to Know about Identity Theft
- Workplace Diversity for Employees
- Workplace Ethics for Supervisors
- Your Guide to Personal Protective Equipment