

# Course Catalog

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Impactful workplace culture  
and compliance training

A photograph showing a woman with short blue hair speaking into a microphone at a podium. She is wearing a green blouse and a necklace. In the background, several people are seated at a long table in a bright, modern conference room, looking towards the speaker. The image is set against a dark teal background at the top of the page.

# Workplace Training Solutions

## Empowering Inclusive, Safe, and Respectful Workplaces

We offer a wide-range of course topics to support your total learning needs. With modern content, flexible deployment options, and built-in expertise, we provide the tools you need to achieve compliance and build a positive internal workplace culture.



## Impactful content



### APPROACHABLE

Interactive and positive-framing course design makes our training approachable and fun.



### AFFIRMATIVE

Build confidence and competence. We make it safe for learners to make mistakes and try again.



### ACCESSIBLE

Mobile course design, global languages, and meets WCAG 2.1 AA and section 508 standards.



### ADAPTABLE

Build your own training plan with course configurations that create a personalized experience.

“

I've been working on my Diversity & Inclusion training and I have been pleasantly surprised by how inclusive, open, honest, transparent, and amazing it has been. I have NEVER worked at a place like this before that takes into account all of the holistic and intrinsic things that go with being a minority in the tech space.”

Learner Testimonial

# Modern Content, Flexible Deployment

Click to explore courses available within each category

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# Preventing Harassment and Discrimination

## Courses available in this topic area:

### Accomodating People with Disabilities

### Bystander Intervention in the Workplace

### Managing Bias

### Preventing Harassment and Discrimination in the Workplace Suite:

✓ Supervisor Version

✓ Non-Supervisor Version

✓ Preventing Harassment and Discrimination Gateway (Supervisor and Non-Supervisor Versions)

✓ Optional Add-On: State Supplements

### Preventing Harassment and Discrimination in the Global Workplace

### Preventing Harassment and Discrimination for Canada

### Workplace Investigations

► Our courses help employees learn what skills they need to contribute to a harassment-free culture through contemporary, nuanced scenarios that engage employees, rather than obvious, cringeworthy scenarios. Our courses are designed to comply with the sexual harassment training mandates for the following locations: California, Connecticut, Delaware, Illinois, Maine, New York, as well as New York City and Chicago.



## Accommodating People with Disabilities

### Course Details

- Target audience: All managers and supervisors
- Course length: 20 mins.
- Laws covered: Americans with Disabilities Act (ADA) and CA regulations.
- Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course is an overview of disability discrimination laws. It explains the process of accommodating qualified applicants and employees with disabilities. Also, it prepares supervisors to recognize protected individuals, respond to requests for accommodation, engage in the interactive process, and avoid common mistakes.

This course helps learners:

- Classify who and what qualifies as a current disability that is protected by disability laws.
- Recognize the process required to provide reasonable accommodations.
- Distinguish the limits of reasonable accommodations provided by an institution.
- Identify how to protect individuals' privacy when determining and implementing reasonable accommodations.

## Bystander Intervention in the Workplace

### Course Details

- Target audience: All employees.
- Course length: 60 mins.
- Designed to meet compliance for: Chicago bystander intervention training mandate.
- Available in 5 languages: English, French (Canada), Spanish (Latin America), and Chinese (Simplified & Traditional).

This course aims to empower employees to recognize and intervene in potentially harmful situations at work. The course gives learners a toolkit of safe, effective, and appropriate intervention strategies to use in a variety of work situations. Employees will practice identifying harmful behavior, overcoming concerns about getting involved, and taking action to promote a healthy work environment. This course is designed to meet the bystander intervention component of the City of Chicago's training law while also being appropriate to deploy to all employees regardless of location.

This course helps learners:

- Define the three As of bystander intervention: Awareness, Attitude, and Action.
- Develop an awareness of situations where bystander intervention is appropriate.
- Identify barriers to bystander intervention and strategies for overcoming them.
- Define the 4 Ds of bystander action: Direct Action, Distract, Delegate, and Delay.



## Managing Bias

### Course Details

Target audience: All employees.

Course length: 20 mins.

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course defines bias, describes how it affects the work environment, and encourages learners to use that knowledge to reduce the negative effects of bias. Learners will recognize that biases can affect our actions, and that if left unchecked, biases can create an unhealthy work culture.

This course helps learners:

- Explain how biases can lead to unfair treatment.
- Identify types of bias, including explicit and implicit bias.
- Identify where and how bias occurs in everyday workplace decisions and attitudes.
- Acknowledge common barriers to progress and how to address them.
- Explain multiple strategies for intervention on an individual and organizational level.

## Preventing Harassment and Discrimination | For Non-Supervisors

### Course Details

Target audience: U.S. non-supervisory employees, including in locations that require a one-hour time requirement (CA, CT).

Course length: 60-120 mins.

Designed to meet compliance for: locations with training mandates, whether with a one-hour time requirement (CA, CT) or without a time requirement.

Available in 18 languages: English, Spanish (Latin America), Spanish (Spain), Chinese (Simplified), Chinese (Traditional), French (Canada), French (France), Portuguese (Brazil), Russian, German, Italian, Japanese, Korean, Polish, Turkish, Vietnamese, Tagalog, and Czech.

This course provides non-supervisory learners with instruction on harassment and discrimination prevention in compliance with relevant U.S. legal mandates.

Learners are empowered to recognize harmful behavior and engage in safe, effective forms of bystander intervention to promote a healthy and inclusive work culture. In addition to instruction, learners will apply prevention strategies and practice bystander intervention techniques through a series of realistic, thought-provoking scenarios.

This course helps learners:

- Recognize the role every employee has in creating a healthy, safe, and respectful work culture.
- Identify behaviors that can lead to harassment, discrimination, and retaliation.
- Describe the impact of harassing, discriminatory, and retaliatory behaviors on individuals and on the overall work culture.
- Practice bystander intervention techniques, including Direct Action, Distract, Delegate, and Delay.
- Define the three As of bystander intervention: Awareness, Attitudes, and Action.



## Preventing Harassment and Discrimination | For Supervisors

### Course Details

- Target audience: U.S. supervisors (regardless of location), including in locations that require a two-hour time requirement.
- Course length: 90-120 mins.
- Designed to meet compliance for: locations with training mandates, whether with a two-hour time requirement (CA, CT) or without time requirements.
- Available in 18 languages: English, Spanish (Latin America), Spanish (Spain), Chinese (Simplified), Chinese (Traditional), French (Canada), French (France), Portuguese (Brazil), Russian, German, Italian, Japanese, Korean, Polish, Turkish, Vietnamese, Tagalog, and Czech.

This course includes the content presented in Preventing Harassment and Discrimination: Non-Supervisors with additional content designed for the needs of supervisory learners. Learners will recognize their unique responsibilities to prevent and promptly address harassment, discrimination, and retaliation with practical tips across a variety of leadership situations about how to avoid missteps. By the course's end, supervisory learners will be prepared to create a culture that promotes safety, respect, and inclusion.

This course helps learners:

- Identify behaviors that can lead to harassment, discrimination, and retaliation.
- Practice bystander intervention techniques, including Direct Action, Distract, Delegate, and Delay.
- Recognize the importance of a supervisor modeling respectful and appropriate behavior in their own actions.
- Practice strategies to effectively respond to and report harassment, discrimination, and retaliation.
- Define the three As of bystander intervention: Awareness, Attitudes, and Action.

## Preventing Harassment and Discrimination in the Workplace | Gateway for Non-Supervisors

### Course Details

- Target audience: U.S. non-supervisory employees in locations that don't have a time requirement.
- Course length: 30 mins.
- Laws covered: U.S. Federal Law and certain elements of various state laws.
- Available in 18 languages: English, Spanish (Latin America), Spanish (Spain), Chinese (Simplified), Chinese (Traditional), French (Canada), French (France), Portuguese (Brazil), Russian, German, Italian, Japanese, Korean, Polish, Turkish, Vietnamese, Tagalog, and Czech.

This course is a condensed version of Preventing Harassment and Discrimination. It provides a foundation of knowledge needed to prevent harassment, discrimination, and retaliation and engage in safe, effective forms of bystander intervention.

This course helps learners:

- Recognize the role every employee has in creating a healthy, safe, and respectful work culture.
- Identify behaviors that can lead to harassment, discrimination, and retaliation.
- Practice bystander intervention techniques, including Direct Action, Distract, Delegate, and Delay.



## Preventing Harassment and Discrimination in the Workplace | Gateway for Supervisors

### Course Details

Target audience: U.S. supervisors in locations that don't have a time requirement.

Course length: 50 mins.

Laws covered: U.S. Federal Law and certain elements of various state laws.

Available in 18 languages: English, Spanish (Latin America), Spanish (Spain), Chinese (Simplified), Chinese (Traditional), French (Canada), French (France), Portuguese (Brazil), Russian, German, Italian, Japanese, Korean, Polish, Turkish, Vietnamese, Tagalog, and Czech.

This course is a condensed version of Preventing Harassment and Discrimination with additional content designed for the needs of supervisory learners. It provides a foundation of knowledge needed to prevent harassment, discrimination, and retaliation and engage in safe, effective forms of bystander intervention.

This course helps learners:

- Recognize the role every employee has in creating a healthy, safe, and respectful work culture.
- Identify behaviors that can lead to harassment, discrimination, and retaliation.
- Practice bystander intervention techniques, including Direct Action, Distract, Delegate, and Delay.

## Preventing Harassment and Discrimination | California Supplement

### Course Details

Target audience: Employees whose role may require familiarity with California law (e.g., managers with reports in California).

Course length: 10 mins.

Laws covered: California training mandates (Cal. Gov't Code § 12950.1; 2 CCR § 11024)

Available in 18 languages: English, Spanish (Latin America), Spanish (Spain), Chinese (Simplified), Chinese (Traditional), French (Canada), French (France), Portuguese (Brazil), Russian, German, Italian, Japanese, Korean, Polish, Turkish, Vietnamese, Tagalog, and Czech.

In this course, learners explore relevant harassment and discrimination laws applicable in California. The course serves as a supplement to the Preventing Harassment and Discrimination: Supervisor and Non-supervisor courses.

This course helps learners:

- Identify categories protected from discrimination under California law.
- Define sexual harassment under California law.
- Identify the penalties and remedies for harassment, discrimination, and retaliation afforded under California law.

## Preventing Harassment and Discrimination | Connecticut Supplement

### Course Details

Target audience: Employees whose role may require familiarity with Connecticut law (e.g., managers with reports in Connecticut).

Course length: 10 mins.

Laws covered: Connecticut training mandates (CHRO § 46a-54-200, et. Seq.)

Available in 18 languages: English, Spanish (Latin America), Spanish (Spain), Chinese (Simplified), Chinese (Traditional), French (Canada), French (France), Portuguese (Brazil), Russian, German, Italian, Japanese, Korean, Polish, Turkish, Vietnamese, Tagalog, and Czech.

In this course, learners explore relevant harassment and discrimination laws applicable in Connecticut. The course serves as a supplement to the Preventing Harassment and Discrimination: Supervisor and Non-supervisor courses.

This course helps learners:

- Define sexual harassment under Connecticut law.
- Identify the penalties and remedies for harassment, discrimination, and retaliation afforded under Connecticut law.

## Preventing Harassment and Discrimination | Delaware Supplement

### Course Details

Target audience: Employees whose role may require familiarity with Delaware law (e.g., managers with reports in Delaware).

Course length: 10 mins.

Laws covered: Delaware training mandates (Del. Code tit. 19, §711A).

Available in 18 languages: English, Spanish (Latin America), Spanish (Spain), Chinese (Simplified), Chinese (Traditional), French (Canada), French (France), Portuguese (Brazil), Russian, German, Italian, Japanese, Korean, Polish, Turkish, Vietnamese, Tagalog, and Czech.

In this course, learners explore relevant harassment and discrimination laws applicable in Delaware. The course serves as a supplement to the Preventing Harassment and Discrimination: Supervisor and Non-supervisor courses.

This course helps learners:

- Define sexual harassment under Delaware law.
- Identify the penalties and remedies for harassment, discrimination, and retaliation afforded under Delaware law.



## Preventing Harassment and Discrimination | Illinois Supplement

### Course Details

Target audience: Employees whose role may require familiarity with Illinois law (e.g., managers with reports in Illinois).

Course length: 10 mins.

Laws covered: Illinois training mandates (775 ILCS 5/2-109).

Available in 18 languages: English, Spanish (Latin America), Spanish (Spain), Chinese (Simplified), Chinese (Traditional), French (Canada), French (France), Portuguese (Brazil), Russian, German, Italian, Japanese, Korean, Polish, Turkish, Vietnamese, Tagalog, and Czech.

In this course, learners explore relevant harassment and discrimination laws applicable in Illinois. The course serves as a supplement to the Preventing Harassment and Discrimination: Supervisor and Non-supervisor courses.

This course helps learners:

- Identify categories protected from discrimination under Illinois law.
- Define sexual harassment and retaliation under Illinois law.
- Identify the penalties and remedies for harassment, discrimination, and retaliation afforded under Illinois law.

## Preventing Harassment and Discrimination | New York Supplement

### Course Details

Target audience: Employees whose role may require familiarity with New York law (e.g., managers with reports in New York).

Course length: 10 mins.

Laws covered: New York training mandates (Labor Law 201-G; Stop Sexual Harassment in NYC Act).

Available in 18 languages: English, Spanish (Latin America), Spanish (Spain), Chinese (Simplified), Chinese (Traditional), French (Canada), French (France), Portuguese (Brazil), Russian, German, Italian, Japanese, Korean, Polish, Turkish, Vietnamese, Tagalog, and Czech.

In this course, learners explore relevant harassment and discrimination laws applicable in New York City and State. The course serves as a supplement to the Preventing Harassment and Discrimination: Supervisor and Non-supervisor courses.

This course helps learners:

- Define sexual harassment and retaliation under New York law.
- Identify the penalties and remedies for harassment, discrimination, and retaliation afforded under New York law.

## Preventing Harassment and Discrimination | Maine Supplement

### Course Details

Target audience: Employees whose role may require familiarity with Maine law (e.g., managers with reports in Maine).

Course length: 10 mins.

Laws covered: Maine training mandates (Title 26, Section 807).

Available in 18 languages: English, Spanish (Latin America), Spanish (Spain), Chinese (Simplified), Chinese (Traditional), French (Canada), French (France), Portuguese (Brazil), Russian, German, Italian, Japanese, Korean, Polish, Turkish, Vietnamese, Tagalog, and Czech.

In this course, learners explore relevant harassment and discrimination laws applicable in Maine.

The course serves as a supplement to the Preventing Harassment and Discrimination: Supervisor and Non-supervisor courses.

This course helps learners:

- Define sexual harassment and retaliation under Maine law.
- Identify the penalties and remedies for harassment, discrimination, and retaliation afforded under Maine law.

## Preventing Harassment and Discrimination in the Global Workplace

### Course Details

Target audience: All employees across the globe.

Course length: 35 mins.

Available in 18 languages: English, Spanish (Latin America), Spanish (Spain), Chinese (Simplified), Chinese (Traditional), French (Canada), French (France), Portuguese (Brazil), Russian, German, Italian, Japanese, Korean, Polish, Turkish, Vietnamese, Tagalog, and Czech.

This course provides the same foundational bystander intervention content as the U.S.-focused courses but with additional content to meet the needs of learners across the globe.

This course helps learners:

- Recognize behaviors that may be harassment and discrimination.
- Recognize how cultural and regional differences can result in different interpretations of what is appropriate behavior at work.
- Identify strategies for promoting a healthy and respectful work culture.
- Implement bystander intervention strategies in instances of potential harassment, discrimination, or disrespect.



## Preventing Harassment & Discrimination: Canada

### Course Details

- Target audience: All employees in Canada.
- Course length: 45 mins.
- Designed to meet compliance for: Canadian federal and provincial training mandates (Alberta, British Columbia, New Brunswick, Newfoundland and Labrador, Ontario, Quebec)
- Available in 2 languages: English and French (Canada).

This course provides Canadian learners with a localized training experience that focuses on what they can do to prevent and address harassment, discrimination, and retaliation. Learners will explore definitions of potentially unlawful behavior under federal and/or provincial law. Using thought-provoking, realistic scenarios, the course also empowers employees to take positive steps to support a positive work culture through bystander intervention.

This course helps learners:

- Define the three As of bystander intervention: Awareness, Attitudes, and Action.
- Define unlawful discrimination based on protected categories under federal and provincial laws.
- Identify unlawful harassment and concerning behavior that may lead to harassment
- Define retaliation, reprisal, and behavior or actions that may constitute retaliation.
- Practice using bystander intervention techniques, including direct action, distraction, delegation, and delay.

## Workplace Investigations

### Course Details

- Target audience: All managers and supervisors.

- Course length: 60 mins.

Laws covered:

- Title VII of the Civil Rights Act of 1964
- 29 USCS §§ 158 and §660,
- 18 USCS §§1512, 1513, and 1519.

- Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course teaches supervisors how to promptly conduct investigations upon learning of problems. Learners will gain knowledge to go forth and confidently conduct investigations in the workplace.

This course helps learners:

- Identify when and why employers should conduct investigations.
- Recognize how to plan and conduct an effective investigation.
- Explain the importance of creating an investigative file and documentation.
- Identify guidelines on interviewing the person(s) who reported or were harmed by an event, the person(s) accused or suspected of wrongdoing, and witnesses.
- Implement the proper way to finalize and follow up after an investigation.



# Diversity, Equity, and Inclusion

## Courses available in this topic area:

### Diversity, Inclusion, and Belonging:

✓ Non-Leader Version

✓ Leader Version

### Diversity and Inclusion in the Modern Workplace

### Managing Bias

Whether you're building a foundation or integrating DEI into every aspect of your business, our courses are designed to empower and educate your learners every step of the way. Our courses help build a better culture by driving inclusion, resulting in a strong foundation of mutual respect that increases employee satisfaction, belonging, retention, and loyalty.

## Diversity, Inclusion, and Belonging

### Course Details

Target audience: All employees.

Course length: 30-40 mins.

Available in 19 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, Korean, Russian, Italian, Dutch, Czech, Finnish, Polish, Slovak, and Thai.

Modular course design

Diversity, equity, and inclusion play a critical role in the health and well-being of a work culture. This course is designed to meet learners where they are in their diversity education journey, starting with foundational instruction and building up to more complex topics. Learners will not only explore key concepts related to diversity, equity and inclusion, but they will also build the needed skills to actively contribute to a positive workplace culture. This course pairs well with Diversity: Inclusion in the Modern Workplace to offer a long-term diversity training plan.

This course helps learners:

- Define key concepts related to diversity, equity and inclusion in the working environment.
- Describe the value of workplace diversity and a culture of inclusion and equity.
- Demonstrate respectful and appropriate interactions in different cultural contexts.
- Demonstrate appropriate prevention and intervention skills to foster diversity and inclusion, mitigate bias, and address acts of exclusion.



## Diversity, Inclusion, and Belonging for Leaders

### Course Details

 Target audience: Leaders.

 Course length: 30-40 mins.

 Available in 19 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, Korean, Russian, Italian, Dutch, Czech, Finnish, Polish, Slovak, and Thai).

 Modular course design

This course is designed to meet the needs of all supervisory learners, from those with formal managerial and executive responsibilities to those who are emerging leaders. It builds on the skills taught in Diversity, Inclusion, and Belonging to further enhance leaders' ability to serve as role models and advocates of diversity, equity and inclusion in key talent management and organizational processes.

This course helps learners:

- Identify key talent management and other organizational processes that can advance (or undermine) diversity, equity and inclusion in the workplace.
- Explain how biases and lack of awareness can lead to inequitable treatment and lack of diversity/inclusion.
- Define the concept and importance of psychological safety.
- Demonstrate ways to create inclusive individual and group interactions.
- Demonstrate how to use effective skills to address acts of exclusionary or biased behaviors, and inequitable processes/policies.



## Diversity and Inclusion in the Modern Workplace

### Course Details

 Target audience: All employees.

 Course length: 60 mins.

 Available in 2 language: English and Spanish (Latin America).

 Modular course design

This course explores the nature of diversity and provides practical strategies for workplace inclusion. It covers key concepts such as identity, power, privilege, and communication through the unique experiences of real people. By gaining a better appreciation for our shared experiences of difference, our shared expectations of respect, and our shared need to belong and feel appreciated, learners are encouraged to identify how they can create more inclusive and accepting workplaces. This course pairs well with Diversity, Inclusion, and Belonging to offer a long-term diversity training plan.

This course helps learners:

- Explain the benefits of diversity training.
- List strategies that people use to reduce the likelihood of discrimination or exclusion.
- List examples of ways to be an ally and inclusion strategies.
- List strategies to communicate effectively with colleagues.



## Managing Bias

### Course Details

 Target audience: All employees.

 Course length: 20 mins.

 Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course defines bias, describes how it affects the work environment, and encourages learners to use that knowledge to reduce the negative effects of bias. Learners will recognize that biases can affect our actions, and that if left unchecked, biases can create an unhealthy work culture.

This course helps learners:

- Explain how biases can lead to unfair treatment.
- Identify types of bias, including explicit and implicit bias.
- Identify where and how bias can occur in everyday workplace decisions and attitudes.
- Acknowledge common barriers to progress and how to address them.
- Explain multiple strategies for intervention on an individual and organizational level.



# Leadership and Management

### Courses available in this topic area:

Preventing Harassment and Discrimination in the Workplace | For Supervisors (and Gateway version)

Preventing Workplace Violence for Leaders

Recognizing Drug & Alcohol Abuse

Social Media for Managers

Workplace Investigations

Micro-lesson Suite for Leaders

✓ Effective Interviewing

✓ Engaging Employees

✓ Handling Employee Terminations

✓ Leading Meaningful Performance Conversations

✓ Leading with Emotional Intelligence

✓ Managing Conflict at Work

✓ Preparing to Hire

► Equip your leaders with the essential skills they need to shine in today's workplace. From management basics like hiring and termination, to deep culture-building topics like leading with emotional intelligence, managing conflict, and effective employee engagement, we've got you covered.

## Preventing Harassment and Discrimination in the Workplace | For Supervisors

### Course Details

-  Target audience: U.S. supervisors, including in locations that require a two-hour seat time.
-  Course length: 90-120 mins.
-  Designed to meet compliance for: locations with training mandates, whether with a two-hour seat time (CA, CT) or without seat time requirements.
-  Available in 18 languages: English, Spanish (Latin America), Spanish (Spain), Chinese (Simplified), Chinese (Traditional), French (Canada), French (France), Portuguese (Brazil), Russian, German, Italian, Japanese, Korean, Polish, Turkish, Vietnamese, Tagalog, and Czech.

## Preventing Harassment and Discrimination in the Workplace | Gateway for Supervisors

### Course Details

-  Target audience: U.S. supervisors in locations that don't have a time requirement.
-  Course length: 50 mins.
-  Laws covered: U.S. Federal Law and certain elements of various state laws.
-  Available in 18 languages: English, Spanish (Latin America), Spanish (Spain), Chinese (Simplified), Chinese (Traditional), French (Canada), French (France), Portuguese (Brazil), Russian, German, Italian, Japanese, Korean, Polish, Turkish, Vietnamese, Tagalog, and Czech.

This course includes the content presented in Preventing Harassment and Discrimination: Non-Supervisors with additional content designed for the needs of supervisory learners. Learners will recognize their unique responsibilities to prevent and promptly address harassment, discrimination, and retaliation with practical tips across a variety of leadership situations about how to avoid missteps. By the course's end, supervisory learners will be prepared to create a culture that promotes safety, respect, and inclusion.

This course helps learners:

- Define the three As of bystander intervention: Awareness, Attitudes, and Action.
- Identify behaviors that can lead to harassment, discrimination, and retaliation.
- Practice bystander intervention techniques, including direct action, distract, delegate, and delay.
- Recognize the importance of a supervisor modeling respectful and appropriate behavior in their own actions.
- Practice strategies to effectively respond to and report harassment, discrimination, and retaliation.

This course is a condensed version of Preventing Harassment and Discrimination with additional content designed for the needs of supervisory learners. It provides a foundation of knowledge needed to prevent harassment, discrimination, and retaliation and engage in safe, effective forms of bystander intervention.

This course helps learners:

- Recognize the role every employee has in creating a healthy, safe, and respectful work culture.
- Identify behaviors that can lead to harassment, discrimination, and retaliation.
- Practice bystander intervention techniques, including Direct Action, Distract, Delegate, and Delay.



## Preventing Workplace Violence for Leaders

### Course Details

-  Target audience: Supervisory employees.
-  Course length: 60 mins.
-  Designed to meet compliance with: CA (California Senate Bill No. 553) and NY retail (Retail Worker Safety Act) training mandates.
-  Available in 2 languages: English, Spanish (Latin America).

In addition to presenting the content included in Preventing Workplace Violence, this course encourages supervisory learners to recognize their unique role in preventing workplace violence. This course instructs them about how they can examine possible risks in their workplace, create a work culture that does not tolerate violence, and encourages employees to help keep their workplace safe. This course also trains supervisors about their responsibilities when responding to incidents of workplace violence and how to investigate and respond after a workplace violence situation.

This course helps learners:

- Identify essential policies necessary to keep employees safe.
- Recognize that healthy and respectful employee relations and work culture are essential to preventing violence.
- Recognize workplace violence in its distinct forms.
- Identify physical, environmental, emotional, and behavioral risk factors for violence at work.
- Identify potential responses to violence, such as de-escalation and run, hide, fight.
- Identify resources for supporting themselves and others after a violent incident.
- Recognize that active shooter situations are a unique form of violence which make up only a small portion of workplace incidents.

## Recognizing Drug & Alcohol Abuse

### Course Details

-  Target audience: All managers and supervisors.
-  Course length: 30 mins.
-  Laws covered: Drug-Free Workplace Act (41 U.S. Code § 8102), et seq, Controlled Substances Act (21 U.S.C. 812), ADA Amendments Act of 2008 (ADAAA), and the Americans with Disabilities Act of 1990 (ADA) regulations.
-  Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean

This course shows supervisors how to recognize and evaluate the signs of impairment due to drug and alcohol abuse. It covers different types of drugs, requirements for reasonable suspicion, rules for drug and alcohol testing, and how to respond to test results.

This course helps learners:

- Identify the signs of employees' drug and alcohol abuse.
- Evaluate whether there is reasonable suspicion of drug or alcohol abuse.
- Respond appropriately when there is reasonable suspicion.



## Workplace Investigations

### Course Details

-  Target audience: All managers and supervisors.
-  Course length: 60 mins.
-  Designed to meet compliance with: Title VII of the Civil Rights Act of 1964, 29 USCS §§ 158 and §660, 18 USCS §§1512, 1513, and 1519.
-  Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean

This course teaches supervisors how to promptly conduct investigations upon learning of problems. Learners will gain knowledge to go forth and confidently conduct investigations in the workplace.

This course helps learners:

- Identify when and why employers should conduct investigations.
- Recognize how to plan and conduct an effective investigation.
- Explain the importance of creating an investigative file and documentation.
- Identify guidelines on interviewing the person(s) who reported or were harmed by an event, the person(s) accused or suspected of wrongdoing, and witnesses.
- Implement the proper way to finalize and follow up after an investigation

## Social Media for Managers

### Course Details

-  Target audience: All managers and supervisors.
-  Course length: 30 mins.
-  Laws covered: the National Labor Relations Act of 1935, and Fair Labor Standards Act of 1938 (FLSA) regulations.
-  Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course helps supervisors understand, use, and monitor social media responsibly and effectively, both at work and at home. It covers the laws surrounding online privacy and the importance of maintaining clear boundaries between employees' personal and professional use of social media to protect their organization's interests.

This course helps learners:

- Introduce tools to prevent incidents that may degrade working relationships.
- Establish a baseline for appropriate behavior online.
- Examine the nuances of social media and employment actions.



## Microlesson for Leaders: Effective Interviewing

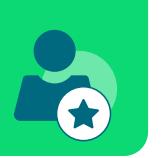
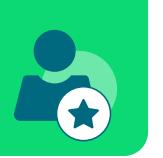
### Course Details

-  Target audience: New and experienced managers.
-  Course length: 10 mins.
-  Designed to meet the latest HR standards
-  Available in 2 languages: English and Spanish (Latin America).

This module introduces learners to the best strategies for interviewing candidates. It covers the interview process, including pre-interview preparation, question crafting, what to do or avoid during the interview, and post-interview steps to take to help you find the right hire.

This module helps learners:

- Identify the importance of interview preparation and HR consultation throughout the interview process.
- Identify effective interview questions to ask candidates and different interview formats.
- Demonstrate the importance of balancing speaking and listening skills in an interview.
- Recognize ways to conclude the interview and post-interview steps.



## Engaging Employees

### Course Details

Target audience: New and experienced managers.

Course length: 10 mins.

Designed to meet the latest HR standards

Available in 2 languages: English and Spanish (Latin America).

This module introduces learners to the skills and tactics they need to identify, improve, and sustain employees' engagement in today's working environments.

This module helps learners:

- Define employee engagement.
- Recognize the impact of employee engagement.
- Identify ways to improve and promote employee engagement at work.

## Leading Meaningful Performance Conversations

### Course Details

Target audience: New and experienced managers.

Course length: 10 mins.

Designed to meet the latest HR standards

Available in 2 languages: English and Spanish (Latin America).

In this module, learners will explore ways for holding an effective performance conversation. It covers how managers should prepare for performance conversations and how to support employee development with actions and plans.

This module helps learners:

- Identify the benefits of effective performance conversations.
- Use and recognize effective performance conversation methods.

## Handling Employee Terminations

### Course Details

Target audience: New and experienced managers.

Course length: 10 mins.

Designed to meet the latest HR standards

Available in 2 languages: English and Spanish (Latin America).

This module introduces learners to the termination process from start to finish, including when to determine that termination is the right action, considerations for HR and managers, and how to navigate the termination process effectively. It also provides them with the critical skills and knowledge they need to handle the termination conversation.

This module helps learners:

- Evaluate whether termination is the best action for an employee.
- Identify questions to consider when terminating an employee.
- Identify ways to handle the termination conversation.
- Define the next steps following the employee's termination.

## Leading with Emotional Intelligence

### Course Details

Target audience: New and experienced managers.

Course length: 10 mins.

Designed to meet the latest HR standards

Available in 2 languages: English and Spanish (Latin America).

In this module, learners will explore ways to improve, promote, and employ emotional intelligence skills in the workplace.

This module helps learners:

- Define the 5 components of emotional intelligence.
- Identify ways to improve and promote emotional intelligence at work.

## Managing Conflict at Work

### Course Details

 Target audience: New and experienced managers.

 Course length: 10 mins.

 Designed to meet the latest HR standards

 Available in 2 languages: English and Spanish (Latin America).

## Preparing to Hire

### Course Details

 Target audience: New and experienced managers.

 Course length: 10 mins.

 Designed to meet the latest HR standards

 Available in 2 languages: English and Spanish (Latin America).

In this module, learners will explore strategies for handling conflicts in the workplace. It covers the effects of unmanaged conflicts and ways to boost learners' confidence to constructively respond to conflicts at work.

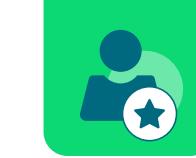
This module helps learners:

- Identify potential signs of conflict at work.
- Recognize the effects of different types of conflict in the workplace.
- Identify ways to manage conflict at work.

This module introduces learners to strategies for preparing to hire and identifying great candidates for the organization. It covers job descriptions, evaluating candidates, plus the legal and ethical considerations surrounding these activities.

This module helps learners:

- Define the effective hiring process.
- Identify discriminatory actions that affect the hiring process.
- Express the purpose and scope of the job description in the hiring process.
- Recognize strategies for writing a job description and selecting candidates to interview.



# Workplace Safety and Health

### Courses available in this topic area:

#### Bloodborne Pathogens

#### Drugs and Alcohol

- ✓ Drugs and Alcohol at Work

- ✓ Recognizing Drug & Alcohol Abuse

#### Hazard Communication

#### Preventing Injury and Illness at Work Suite

#### Preventing Workplace Violence

- ✓ Preventing Workplace Violence for Non-Leaders

- ✓ Preventing Workplace Violence for Leaders

#### Recognizing Drug & Alcohol Abuse

#### Staying Healthy in a Changing Environment

From jobsite safety to preventing workplace violence, our workplace safety and health courses give your employees and leaders the tools they need to make good decisions and recognize potential dangers. Encourage and empower your employees to create a safe environment for themselves and their colleagues.



## Bloodborne Pathogens

### Course Details

Target audience: All employees.

Course length: 20 mins.

Designed to meet compliance with: 29 CFR 1910.1030 - Bloodborne Pathogens, by U.S. Occupational Safety and Health Administration (OSHA), and California Code of Regulations, Title 8, Section 5193, Bloodborne Pathogens.

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course describes bloodborne pathogens, how they are transmitted, practices that minimize the risk of exposure, what to do if there is an exposure incident, and how to handle and dispose of contaminated items for employees who might have occupational exposure to blood or other potentially infectious material.

This course helps learners:

- Define bloodborne pathogens.
- Identify the safety steps necessary when there is occupational exposure to bloodborne pathogens.
- Recognize how bloodborne pathogens are transmitted and how to avoid exposure.

## Recognizing Drug & Alcohol Abuse

### Course Details

Target audience: All managers and supervisors.

Course length: 30 mins.

Laws covered: Drug-Free Workplace Act (41 U.S. Code § 8102), et seq, Controlled Substances Act (21 U.S.C. 812), ADA Amendments Act of 2008 (ADAAA), and the Americans with Disabilities Act of 1990 (ADA) regulations.

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean

This course shows supervisors how to recognize and evaluate the signs of impairment due to drug and alcohol abuse. It covers different types of drugs, requirements for reasonable suspicion, rules for drug and alcohol testing, and how to respond to test results.

This course helps learners:

- Identify the signs of employees' drug and alcohol abuse.
- Evaluate whether there is reasonable suspicion of drug or alcohol abuse.
- Respond appropriately when there is reasonable suspicion.

## Drugs and Alcohol at Work

### Course Details

Target audience: All employees.

Course length: 20 mins.

Laws covered: the Drug-Free Workplace Act (41 U.S. Code § 8102), et seq, and Controlled Substances Act (21 U.S.C. 812) regulations.

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course allows employees to learn about the dangers of drugs and alcohol and strategies to keep their workplace safe. It explores the negative impact of substance abuse and discusses the physiological and behavioral effects of commonly abused substances. It also covers the disease of addiction, the employer's anti-drug and alcohol policy, the consequences of violations, and resources for employees.

This course helps learners:

- Identify critical facts and reasonable accommodations related to substance abuse and the disease of addiction.
- Learn common drugs and their side effects.
- Interpret and apply organizational drug and alcohol policy to daily life on the job.
- Identify moments when the sharing of resources related to substance abuse is necessary.

## Hazard Communication

### Course Details

Target audience: U.S. employees who handle or might be exposed to hazardous materials.

Course length: 20 mins.

Designed to meet compliance with: Federal and California HazCom standards.

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course explains the essentials of federal hazard communication standards and what learners need to know about container labels, safety data sheets, and hazard communication symbols, called pictograms. After taking this course, learners will recognize the importance of hazard communication and how it can protect them. A California version of this course is also available to provide instruction on laws specific to California.

This course helps learners:

- Identify hazardous chemical classifications, container labels, and safety data sheets under the US hazard communication standards.
- Identify pictograms on hazard material containers and the safety standards for each material.
- Identify the required components of a Safety Data Sheet (SDS).

## Preventing Injury and Illness at Work | Suite

### Course Details

-  Target audience: All employees (versions for office workers vs. operational workers).
-  Course length: 20 mins.
-  Designed to meet compliance with: Occupational Safety and Health Administration (OSHA) regulations.
-  Available in 1 language: English.
-  Modular course design

This course helps businesses promote a safe workplace, prevent injuries and illnesses, and reduce accidents by giving all employees the agency to think, prepare, and act. It covers a variety of prevention strategies for injury and illness at work, including overexertion, stress, slips and falls, heat and cold exposure, mechanical hazards, motor vehicle safety, and office, and building hazards. It also gives learners an insight into action plans in case of emergencies.

This course helps learners:

- Identify the different types of workplace hazards.
- Recognize preventive measures to avoid hazards and incidents.
- Identify the necessary steps to report hazards at work.
- Recognize ways to respond to emergencies at work.

## Preventing Workplace Violence

### Course Details

-  Target audience: Non-supervisory employees.
-  Course length: 45 mins.
-  Designed to meet compliance with: CA (California Senate Bill No. 553) and NY retail (Retail Worker Safety Act) training mandates.
-  Available in 2 languages: English, Spanish (Latin America).

This course empowers learners to recognize, prevent, and respond to workplace violence. It covers their role in creating a safe workplace, the warning signs of potential violence, its effects, and how they can reduce their risk. This course also includes a module about prevention and response to active shooter incidents.

This course helps learners:

- Recognize workplace violence in its distinct forms.
- Identify physical, environmental, emotional, and behavioral risk factors for violence at work.
- Identify potential responses to violence, such as de-escalation and run, hide, fight.
- Identify resources for supporting themselves and others after a violent incident.
- Recognize that active shooter situations are a unique form of violence which make up only a small portion of workplace incidents.

## Preventing Workplace Violence for Leaders

### Course Details

-  Target audience: Supervisory employees.
-  Course length: 60 mins.
-  Designed to meet compliance with: CA (California Senate Bill No. 553) and NY retail (Retail Worker Safety Act) training mandates.
-  Available in 2 languages: English, Spanish (Latin America).

In addition to presenting the content included in Preventing Workplace Violence, this course encourages supervisory learners to recognize their unique role in preventing workplace violence. This course instructs them about how they can examine possible risks in their workplace, create a work culture that does not tolerate violence, and encourages employees to help keep their workplace safe. This course also trains supervisors about their responsibilities when responding to incidents of workplace violence and how to investigate and respond after a workplace violence situation.

This course helps learners:

- Identify essential policies necessary to keep employees safe.
- Recognize that healthy and respectful employee relations and work culture are essential to preventing violence.



# Staying Healthy in a Changing Environment

## Course Details

 Target audience: All employees.

 Course length: 25 mins.

 Laws covered: Centers for Disease Control and Prevention (CDC) COVID-19 guidelines and Occupational Safety and Health Administration (OSHA) regulations.

 Available in 6 languages: English, French (Canada), Spanish (Latin America), Chinese (Simplified & Traditional), and Portuguese.

This course provides employees with information to navigate the work environment through the lens of COVID-19. It helps learners protect their physical health, support their mental well-being, and work effectively onsite or offsite with practical guidance about the COVID-19 virus and vaccine, returning to the workplace, and working remotely. It covers information about COVID-19, safety measures, mental well-being and coping with stress, and best practices for in-person and remote work environments.

This course helps learners:

- Apply strategies to protect oneself and others from contracting COVID-19.
- Recall strategies to manage stress and mental wellbeing.
- Use strategies to work from home successfully or request accommodations.
- Enabling LO: Report unsafe behaviors observed in the workplace.



# Ethics and Compliance

## Courses available in this topic area:

Anti-Corruption and Bribery

Anti-Corruption and Bribery for Third Parties

Antitrust

Conflicts of Interest

Export & Trade Compliance

Foreign Corrupt Practices Act (FCPA)

Insider Trading

Medicare Fraud, Waste, and Abuse

► Build a culture of exemplary conduct and teach your employees how to abide by your organization's ethical guidelines with every business interaction and transaction. These courses are designed to help educate your employees on issues in the workplace, and ensure they are informed on how to stay compliant with various regulations.

Social Media Suite

✓ Social Media and Your Job

✓ Social Media for Managers

Suppliers and Human Trafficking

Tools for an Ethical Workplace

Wage and Hour Training

Workplace Ethics: Our Code of Conduct

Workplace Investigations

## Anti-Corruption and Bribery

### Course Details

Target audience: All employees.

Course length: 35 mins.

Laws covered:

Foreign Corruption Practices Act (FCPA), UK Bribery Act, UN/Organisation for Economic Co-operation and Development (OECD).

Available in 16 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, Korean, Russian, Italian, Dutch, Czech, and Turkish.

This course teaches learners how to identify high-risk situations and possible violations of anti-corruption and bribery laws. It presents real-life scenarios, case studies, job-specific compliance tips, and specific instruction about how to comply with relevant regulations.

The course first introduces foundational concepts in corruption, then builds on that knowledge to cover international anti-bribery laws and policies, such as the FCPA, UK Bribery Act, and UN and OECD.

Anti-bribery topics include books, records, and controls; due diligence; government officials, agents, and third parties; and gifts, meals, travel, and entertainment.

This course helps learners:

- Identify various types of corruption.
- Identify common forms of bribery.
- Define the role of third parties and the risks of working with them.
- Implement strategies to prevent corruption and bribery.
- Recognize an employee's responsibility to report concerns about potential corruption and bribery.

## Anti-Corruption and Bribery for Third Parties

### Course Details

Target audience: Third parties (such as contractors or vendors) affiliated with an organization, or those retaining a third party.

Course length: 10 mins.

Laws covered:

Foreign Corruption Practices Act (FCPA), UK Bribery Act, UN/Organisation for Economic Co-operation and Development (OECD).

Available in 16 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, Korean, Russian, Italian, Dutch, Czech, and Turkish.

This course is designed for the needs of third parties and those who employ them. Learners will recognize that anti-bribery laws and regulations, such as the FCPA, UK Bribery Act, and OECD Convention apply to third parties. By the end of the course, partners and other third parties will be prepared to protect your organization's interests by following anti-corruption laws, organizational policies, and your organization's code of conduct.

This course helps learners:

- Recognize the responsibility third parties have to protect the organization from corruption and bribery.
- Implement strategies to prevent corruption and bribery.



## Antitrust

### Course Details

 Target audience: All employees.

 Course length: 30 mins.

 Laws covered:  
Clayton Act, Federal Trade Commission Act, and Sherman Act regulations.

 Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean

This course introduces learners to the complex requirements of antitrust laws and regulations governing trade and competition in the marketplace. It covers major antitrust concepts, including anticompetitive conduct, fair competition practices, and how to avoid and report violations.

This course helps learners:

- Define antitrust law.
- Describe why antitrust law is necessary.
- Identify and avoid business practices and situations that could risk antitrust violations.



## Export & Trade Compliance

### Course Details

 Target audience: All employees.

 Course length: 30 min

 Laws covered:  
Federal Trade Commission Act, Export Administration Regulations (EAR), and U.S. export laws, International Traffic in Arms Regulations (ITAR).

 Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course provides an overview of key issues and concepts in U.S. export laws and how they affect employees' day-to-day job operations. Additionally, it helps learners identify some common traps, warning signs, and risks associated with violating trade laws, and how to avoid them.

This course helps learners:

- Recall key takeaways from export and trade compliance laws.
- Recognize common traps and red flags when organizing exports.
- Recall how and when to report problems.

## Conflicts of Interest

### Course Details

 Target audience: All employees.

 Course length: 20 mins.

 Laws covered:  
Code of Federal Regulations.

 Available in 14 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, Korean, Vietnamese, Thai, and Indonesian.

This course explores common types of conflicts of interest and how to respond to them. It covers ways to recognize conflicts of interest and provides learners with strategies to avoid them in the workplace, whether they are personal, financial, or family-related interests.

This course helps learners:

- Define "conflict of interest".
- Identify different types of conflicts of interest and their impact on the workplace.
- Explain the relationship between conflicts of interest and corruption.
- Identify methods of preventing conflicts of interest.



## Foreign Corrupt Practices Act (FCPA)

### Course Details

 Target audience: All U.S. employees.

 Course length: 30 mins.

 Laws covered: FCPA.

 Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course provides learners with an overview of the Foreign Corrupt Practices Act (FCPA), a federal law that prohibits bribery of various officials abroad. It covers foundational instruction about what constitutes an FCPA violation, then provides guidance on how to avoid unintentional violations and emphasizes the importance of internal reporting of any potential violations.

This course helps learners:

- Identify the parties and entities who are subject to the FCPA.
- Define the anti-bribery and accounting violations under the FCPA.
- Identify best practices for preventing violations and maintaining FCPA compliance.
- Identify ways to reduce or prevent risk of FCPA violations made by third party or contracted hires.

## Insider Trading

### Course Details

 Target audience: All employees.

 Course length: 30 mins.

 Designed to support compliance with U.S. insider trading laws and regulations.

 Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course is an overview of US insider trading laws and provides learners with practical information to help them comply with insider trading regulations. It covers the concept of insider trading including misappropriation, tipping, material information, and non-public information, misappropriation, and tipping, exceptions to the legal prohibition on insider trading, and penalties for insider trading.

This course helps learners:

- Define "insider trading."
- Identify the most common types of insider trading.
- Explore the exceptions to the legal prohibition on insider trading and the penalties associated with it.
- Recognize ways to avoid misappropriation, tipping, and other forms of illegal insider trading.



## Medicare Fraud, Waste, and Abuse

### Course Details

 Target audience: All employees.

 Course length: 25 mins.

 Laws covered:

- False Claims Act (31 USC § 3729-3733)
- Health Care Fraud Statute (18 USC § 1347)
- Anti-Kickback Statute (42 USC § 1320a-7b(b))
- Stark Law (42 USC § 1395nn)
- Exclusions Program (42 USC § 1320a-7)
- Civil Monetary Penalties Law (42 USCS § 1320a-7a)
- Eliminating Kickbacks in Recovery Act (18 USCS § 220).

 Available in 7 languages: English, French (Canada & France), Spanish (Latin America), Chinese (Simplified & Traditional), and Portuguese.

This course explains that Medicare is a national social insurance program that provides health benefits to millions of elderly and disabled Americans. It helps learners understand the costs and legal consequences of Medicare fraud, waste, and abuse, as well as ways to prevent and combat it.

This course helps learners:

- Define Medicare fraud, waste, and abuse and explore laws prohibiting misconduct.
- Identify fraud prevention strategies you can implement in your workplace.
- Identify warning signs of Medicare fraud, waste, and abuse.
- Recognize paths to report suspicious behavior.



## Social Media and Your Job

### Course Details

Target audience: All employees.

Course length: 30 mins.

Laws covered: National Labor Relations Act of 1935, and Federal Trade Commission. Guides Concerning the Use of Endorsements and Testimonials in Advertising.16 CFR Part 255 regulations.

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course teaches learners how to use social media responsibly and effectively, both at work and at home. By raising awareness of the limits of online privacy, this course helps learners understand the importance of maintaining clear boundaries between their personal and professional lives while online.

This course helps learners:

- Identify ways social media affects the workplace.
- Identify tools to prevent incidents that may degrade working relationships.
- Establish a baseline for appropriate behavior online.
- Examine the various ways social media content can create legal liability and be used as evidence.

## Social Media for Managers

### Course Details

Target audience: All employees.

Course length: 30 mins.

Laws covered: National Labor Relations Act of 1935, and Fair Labor Standards Act of 1938 (FLSA) regulations.

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course helps supervisors understand, use, and monitor social media responsibly and effectively, both at work and at home. It covers the laws surrounding online privacy and the importance of maintaining clear boundaries between employees' personal and professional use of social media to protect their organization's interests.

This course helps learners:

- Introduce tools to prevent incidents that may degrade working relationships.
- Establish a baseline for appropriate behavior online.
- Examine the nuances of social media and employment actions.

## Suppliers and Human Trafficking

### Course Details

Target audience: All employees.

Course length: 20 mins.

Laws covered:

- UK Modern Slavery Act 2015
- California Transparency in Supply Chains Act
- Victims of Trafficking and Violence Prevention Act (aka Trafficking Victims Protection Act)
- Customs And Facilitations and Trade Enforcement Reauthorization Act of 2009
- PROTECT Act of 2003
- Civil Asset Forfeiture Reform Act of 2000
- Mann Act of 1910.

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course explains what human trafficking is, how to detect it in the supply chain, and how to respond once it is detected. It helps Employees gain a better understanding of the perils of human trafficking and how it can taint the supply chain for virtually any product sold in the US.

This course helps learners:

- Define human trafficking and why human trafficking occurs.
- Identify types of human trafficking that affect the supply chain.
- Implement strategies to assess the risk and identify instances of human trafficking.
- Implement strategies to respond when there are indications of human trafficking.

## Tools for an Ethical Workplace

### Course Details

 Target audience: All employees.

 Course length: 45 mins.

 Laws covered: 18 USCS §1519, Travel Act, 17 CFR § 240.10b5-1, Sherman Act, Federal Trade Commission Act, Clayton Act, Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act.

 Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This foundational ethics course provides instruction to help learners make good choices. Most learners know the difference between right and wrong, but certain barriers can make it difficult to act accordingly.

This course provides insight into the pressures affecting their everyday actions and allows them to practice overcoming common ethical obstacles. Various scenarios in the course also illustrate how to report and intervene in instances of unethical behavior at work, as well as how to handle antitrust situations, retaliation, and confidentiality.

This course helps learners:

- Recognize the role of values in shaping our perception of what is ethical.
- Define common obstacles to engaging in ethical behavior.
- Identify appropriate behaviors when working with confidential information.
- Identify how to ethically respond to conflicts of interest.



## Wage and Hour Training

### Course Details

 Target audience: All employees.

 Course length: 30-40 mins.

 Laws covered:

- Fair Labor Standards Act of 1938 (FLSA)
- 5 CFR §551.104
- 29 CFR §§516.2(a)(7); §531; §570.2(a)(i); §570.35; §§785.18 - 785.19; and §1910.132.

California:

- Cal. Labor Code §200, et. seq.; §§512 and 513; §§551 - 552; §1391; § 2775, et. seq.; §2802; §§6401 and 6403
- Industrial Welfare Commission Minimum Wage Order (8 CCR §11000); Industry and Occupation Orders (8 CCR §§ 11010-11170).

 Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course provides an overview of federal wage and hour laws. It teaches about paying overtime, classifying employees, and offering breaks in the workday, tying together the law and real-world examples.

The California version of this course reflects differences in the California law.

This course helps learners:

- Recognize how the law classifies workers.
- Identify differences between exempt and nonexempt employees.
- Recognize and adhere to regulations on wage payment and expense reimbursement.
- Recognize and adhere to regulations on paycheck deductions and premium pay.
- Implement best practices regarding setting and modifying work schedules.

## Workplace Ethics: Our Code of Conduct

### Course Details

 Target audience: All employees.

 Course length: 45 mins.

 Laws covered: Clayton Act, the Federal Trade Commission Act, Sherman Act, Foreign Corrupt Practices Act, Export Administration Regulations (EAR), Bribery Act of 2010, Anti-Money Laundering Act of 2020, and U.S. Securities and Exchange Commission regulations.

 Available in 13 languages: English, Chinese (Simplified & Traditional), Spanish (Latin America & Spain), French (Canada & France), German, Italian, Japanese, Korean, Portuguese, and Russian.

 Modular course design

This comprehensive course educates your employees on how to abide by your organization's ethical guidelines with every business interaction and transaction. Educate employees on how to mitigate legal and financial risks through real-life examples and ethically-challenging scenarios.

This best-in-class training solution offers a fresh, modern and innovative way to set up and deliver your company's code of conduct training.

This course helps learners:

- How to deal with conflicts of interest and adopt appropriate responses.
- Identify vulnerabilities and explore specific strategies to prevent private information from falling into the wrong hands.
- Learn to create appropriate contracts in alignment with export and trade laws, as well as how to identify and work effectively with suppliers.
- Encourage your employees to report wrongdoing through the appropriate channels.



## Workplace Investigations

### Course Details

 Target audience: All managers and supervisors.

 Course length: 60 mins

 Laws covered:

- Title VII of the Civil Rights Act of 1964
- 29 USCS §§ 158 and §660
- 18 USCS §§1512, 1513, and 1519

 Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course teaches supervisors how to promptly conduct investigations upon learning of problems. Learners will gain knowledge to go forth and confidently conduct investigations in the workplace.

This course helps learners:

- Identify when and why employers should conduct investigations.
- Recognize how to plan and conduct an effective investigation.
- Explain the importance of creating an investigative file and documentation.
- Identify guidelines on interviewing the person(s) who reported or were harmed by an event, the person(s) accused or suspected of wrongdoing, and witnesses.
- Implement the proper way to finalize and follow up after an investigation.





# Data and Cybersecurity

## Courses available in this topic area:

CCPA: California Consumer Privacy Act

Data Security and Data Privacy in the Workplace

General Data Protection Regulation (GDPR)

Health Insurance Portability and Accountability Act (HIPAA)

PCI DSS: Payment Card Industry Data Security Standard

Social Media Suite

✓ Social Media and Your Job

✓ Social Media for Managers

► Our data privacy and data security training courses teach employees what makes an organization vulnerable and the small steps they can take on a daily basis to make their workplace more secure. Through interactive courses, you can ensure your employees are equipped to handle the challenges we face in today's technical landscape.



## CCPA: California Consumer Privacy Act

### Course Details

Target audience: All employees.

Course length: 10 mins.

Designed to meet compliance with: TITLE 1.81.5. California Consumer Privacy Act of 2018 [1798.100 - 1798.199] regulations and California Privacy Rights Act (CPRA).

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course covers the California Consumer Privacy Act of 2018 (CCPA) which gives consumers the right to control more of the personal information that is collected by organizations. It includes the 2023 update to the CPRA, companies' compliance obligations under the CCPA, their role in supporting those efforts, and the employer's obligations to appropriately respond to consumer requests to delete, disclose, or opt out of the sale of personal information.

This course helps learners:

- Identify consumers' CCPA rights to correct, delete, disclose, and opt out of (or limit) the sale and sharing of their personal and sensitive personal information.
- Recognize their organization's obligations under the California Consumer Privacy Act (CCPA) as amended by the California Privacy Rights Act (CPRA) to provide methods for consumers to exercise their CCPA rights.
- Explain the impact the CCPA has on the privacy policies and security habits of applicable businesses.
- Recognize their organization's compliance obligations and their role in supporting those efforts.



## Data Security and Data Privacy in the Workplace

### Course Details

Target audience: All employees.

Course length: 50 mins.

Laws covered:  
Texas Security Awareness Training Certification standards.

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This modular, on-demand course equips learners with the skills and knowledge needed to protect data and uphold privacy standards at organizations, regardless of their size, type, or industry. It provides learners with best practices and strategies that can serve both preventative and remedial learning purposes.

This course helps learners:

- Examine best security and privacy practices for working in different environments.
- Describe the types of information and the reasons to safeguard them.
- Illustrate the basic principles of data processing and their purposes.
- Examine best practices to securely store, dispose, sanitize information, and safeguard against unauthorized.
- Summarize the best security and privacy practices in the Age of AI.

## Health Insurance Portability and Accountability Act (HIPAA)

### Course Details

Target audience: All employees.

Course length: 60 mins.

Laws covered: Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH), and 45 CFR Parts 160, 162, and 164 of the U.S. Department of Health and Human Services regulations.

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course discusses the confidentiality of medical information as required by the Health Insurance Portability and Accountability Act (HIPAA) and employees' roles in protecting that information. It introduces learners to federal regulations establishing security and privacy rules for health care records, when "Protected Health Information" (PHI) may and may not be used or released, and potential penalties for unauthorized use or disclosure.

This course helps learners:

- Define business associates, covered entities, and health plans under HIPAA.
- Recognize the compliance requirements covered entities must meet to adhere to the HIPAA Privacy and Security Rule.
- Identify the rules and regulations concerning the treatment, payment, healthcare operations, and the limited use, disclosure, and authorizations of PHI, including how to protect the PHI of individuals seeking reproductive healthcare.
- Identify procedures to follow in the event of incidental exposure to PHI and how to safeguard electronic Protected Health Information (E-PHI).

## General Data Protection Regulation (GDPR)

### Course Details

Target audience: Employees of organizations that control/process data of individuals in the EU

Course length: 10 min

Laws covered: GDPR.

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

If your organization collects or processes the personal data of any individual in the EU, employees need to understand the European Union's General Data Protection Regulation, or GDPR. This course teaches learners about the rules and reporting requirements included in the GDPR so they can feel confident in complying with the regulations.

This course helps learners:

- Identify when, how, and where GDPR affects consumers and companies.
- Identify non-compliance with the GDPR in various scenarios.



## PCI DSS: Payment Card Industry Data Security Standard

### Course Details

Target audience: All employees.

Course length: 20 mins.

Laws covered:  
Payment Card Industry Data Security Standard.

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course covers the requirements of the Payment Card Industry Data Security Standard (PCI DSS). It provides learners with the knowledge and skills to properly store and/or dispose of different types of important information on payment cards. PCI DSS training helps protect organizations and their customers from liability and theft.

This course helps learners:

- Recognize the importance of PCI DSS compliance and what actions must be taken by their organization to comply with it.
- Implement strategies to keep customer data safe.
- Implement strategies to identify and report suspicious activity and potential data breaches.

## Social Media for Managers

### Course Details

Target audience: All managers and supervisors.

Course length: 30 mins.

Laws covered: National Labor Relations Act of 1935, and Fair Labor Standards Act of 1938 (FLSA) regulations.

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course helps supervisors understand, use, and monitor social media responsibly and effectively, both at work and at home. It covers the laws surrounding online privacy and the importance of maintaining clear boundaries between employees' personal and professional use of social media to protect their organization's interests.

This course helps learners:

- Introduce tools to prevent incidents that may degrade working relationships.
- Establish a baseline for appropriate behavior online.
- Examine the nuances of social media and employment actions.

## Social Media and Your Job

### Course Details

Target audience: All employees.

Course length: 30 mins.

Laws covered: the National Labor Relations Act of 1935, and Federal Trade Commission. Guides Concerning the Use of Endorsements and Testimonials in Advertising.16 CFR Part 255 regulations.

Available in 11 languages: English, French (Canada & France), Spanish (Latin America & Spain), Chinese (Simplified & Traditional), Portuguese, German, Japanese, and Korean.

This course teaches learners how to use social media responsibly and effectively, both at work and at home. By raising awareness of the limits of online privacy, this course helps learners understand the importance of maintaining clear boundaries between their personal and professional lives while online.

This course helps learners:

- Identify ways social media affects the workplace.
- Identify tools to prevent incidents that may degrade working relationships.
- Establish a baseline for appropriate behavior online.
- Examine the various ways social media content can create legal liability and be used as evidence.

### About EVERFI from Blackbaud

EVERFI® from Blackbaud® (NASDAQ: BLKB) is an international technology company driving social impact through education to address the most challenging issues affecting society ranging from financial wellness to mental health to workplace conduct and other critical topics. Founded in 2008, EVERFI's Impact-as-a-Service™ solution and digital educational content have reached more than 45 million learners globally. In 2020, the company was recognized as one of the World's Most Innovative Companies by Fast Company and was featured on Fortune Magazine's Impact 20 List. The company was also named to the 2021 GSV EdTech 150, a list of the most transformative growth companies in digital learning. [Blackbaud acquired EVERFI in December 2021](#). To learn more about EVERFI, please visit [everfi.com](#) or follow us on [Facebook](#), [Instagram](#), [LinkedIn](#), or [X/Twitter @EVERFI](#).

