

Ethics & Conduct Courses

- Code of Conduct** 40-45 Min
 Employee responsibilities and common code of conduct standards in Business Ethics, Workplace Conduct, Data Security, Business Courtesies, and Books and Records.
- Code of Conduct: Business Ethics** 10-15 Min
 Basics of business ethics and protecting an organization's interests.
- Code of Conduct: Data Security** 10-15 Min
 Best practices for protecting sensitive information and assets.
- Code of Conduct: Workplace Conduct** 5-10 Min
 Recognizing discriminatory and offensive conduct for a respectful workplace.
- Code of Conduct: Business Courtesies** 5-10 Min
 Determining proper and improper gifts, gratuities, and other business courtesies.
- Code of Conduct: Books and Records** 10-15 Min
 Maintaining accurate books and records and proper internal controls.
- Tools for an Ethical Workplace** 45 Min
 Overcoming obstacles to decision making and behavior.
- Foreign Corrupt Practices Act (FCPA)** 20-30 Min
 Recognizing red flags, minimizing risks, and reporting bribery practices.
- Insider Trading** 30 Min
 Identifying and preventing insider trading under US laws.
- Conflicts of Interest** 20 Min
 Identifying common types of conflicts of interest and how to respond to them.
- Anti-Corruption & Bribery** 20 Min
 Identifying and preventing corruption and bribery globally.
- Antitrust** 30 Min
 Understanding and preventing antitrust violations globally.
- UK Bribery Act** 20 Min
 Identifying and preventing bribery under the UK Bribery Act 2010.

Harassment & Discrimination Courses

- Harassment Prevention Training** 60-120 Min
 Promoting behavior that prevents workplace harassment and discrimination for supervisors and non-supervisors, including state-specific modules for CA, CT, ME, and Canada.
- Diversity: Inclusion in the Modern Workplace** 30-45 Min
 Examining identity, power, privilege and communication strategies to promote inclusivity and respect in the workplace.
- Managing Bias** 20 Min
 Identifying and reducing the negative effects of bias in the workplace.
- Accommodating Disabilities** 30 Min
 Fundamentals of disability discrimination law and best practices for supervisors.

Data Security & Privacy Courses

- Data Security & Privacy** 90 Min
 Responding to potential security attacks and avoiding risky behavior.
- PCI DSS: Payment Card Industry Data Security Standard** 20 Min
 Handling credit cards under PCI DSS standards.
- HIPAA Basics** 60 Min
 Preventing security and privacy violations under the Health Insurance Portability and Accountability Act.
- Social Media & Your Job** 30 Min
 Understanding and using social media responsibly for employees.
- Social Media for Managers** 30 Min
 Understanding, using, and monitoring social media for supervisors.

People & Culture Courses

- **Workplace Violence Prevention** 30 Min
Recognizing and preventing workplace violence for employees.
- **Duty to Prevent Violence** 30 Min
Recognizing and preventing workplace violence for supervisors.
- **Bullying in the Workplace** 30 Min
Recognizing and preventing workplace bullying.
- **Injury & Illness Prevention** 15 Min
OSHA workplace health and safety training.
- **Bloodborne Pathogens** 20 Min
Blood and other potentially infectious material training.
- **Hazard Communication** 20 Min
Essentials of federal Hazard Communication standards.
- **Wage and Hour Training for Managers** 60 Min
Understanding the basics of the Fair Labor Standards Act (FLSA), with a separate California module.
- **Identifying Candidates** 25 Min
Best practices in job descriptions and finding candidates.
- **Interviewing Candidates** 25 Min
Essential skills to conduct successful interviews.
- **Background Checks for Hiring** 20 Min
Best practices for performing background checks on applicants.
- **Terminating Employees** 25 Min
Terminating employees effectively and with respect.
- **Drugs & Alcohol at Work** 30 Min
Dangers of drugs and alcohol in the workplace for employees.
- **Recognizing Drug & Alcohol Abuse** 60 Min
Responding to suspected drug and alcohol abuse for supervisors.