



Compliance Training Course List		Audience			Areas of Focus					
		For Employees	For Supervisors	For Human Resources	Diversity	Ethics	Harassment	Legal Defense Kit	Management Skills	
Core Compliance Skills Suite	100a	Legal Basics for Managers: Fundamentals for Managers	X					X		
	100b	Manager's Boot Camp: Employment Law Issues: A Survey Course for Supervisors	X				X	X	X	
	100c	Managing the Law: Responding to Employment Law Issues	X				X	X	X	
	100d	Management in America: Legal & Practical Guide for International Managers Supervising a U.S. Workforce	X		X		X	X	X	
	109b	Staying the Course: A Manager's Guide to Handling Ethical Dilemmas & Maintaining Compliance	X			X		X	X	
	301	Employment Law Fundamentals: For Human Resource Professionals			X			X	X	X
Harassment Prevention Suite	101a	Keeping Out of the Harassment Risk Zone: Interactive Multimedia Program Focusing on Managerial Skills & Harassment Prevention Tactics		X			X	X		
	101a+	Advanced Harassment Prevention: Case-study-based Program Using Hands-on, Teamwork Approach in Building Core Managerial Response & Resolution Strategies <small>(The 101a and 101a+ courses meet California's mandatory training laws and federal standards.)</small>		X			X	X	X	
	101b	Eliminating Harassment — It's a Group Effort: Connecting Employees with Organizational Responsibilities to Eliminate Workplace Harassment	X				X			
Diversity Suite	107a	Diversity & Respect: Strategic Objectives for the Manager		X		X			X	
	107b	Diversity as a Core Workplace Value: Cultivating the Potential of All Employees	X			X				
Ethics & Compliance Suite	109a	It Starts at the Top: What Executives Must Know About Ethics & Compliance Oversight			X		X	X	X	
	109b	Staying the Course: A Manager's Guide to Handling Ethical Dilemmas & Maintaining Compliance		X			X	X	X	
	109c	From the Ground Up: Employee-Focused Program for Creating a Foundation of Ethics & Compliance	X				X	X	X	
Conducting Lawful Investigations Suite	303a	Conducting Lawful Investigations: Comprehensive Workshop for Internal Investigators <small>(Full-day or multiple-day workshops are available.)</small>			X			X	X	
	303b	Conducting Lawful Investigations: Wage and Hour Compliance Focus			X			X	X	
	303c	Conducting Lawful Investigations: Ethics Compliance Focus			X		X	X		
Global Workforce Suite	100d	Management in America: Legal & Practical Guide for International Managers Supervising a U.S. Workforce		X		X		X	X	X
	312	Working in the United States: The Complete, Hands-on Guide to I-9 Compliance		X	X			X		
	314	The International Manager: Employment Law Perspectives for the Global Company		X	X			X	X	X

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		For Employees	For Supervisors	For Human Resources	Diversity	Ethics	Harassment	Legal Defense Kit	Management Skills
Unions in the Workplace Suite	206	Time to Decide: Executive Overview of the Key Strategic Decisions that Employers Must Make to Remain Union Free Under the Employee Free Choice Act (EFCA)	X	X					
	206a	Positive Employee Relations: Managing the Union-Free Workplace (Includes material to address the challenges posed by EFCA)	X	X					X
	206b	The Art of Collective Bargaining: Getting What You Need from Negotiations	X	X					X
	206c	Shop Stewards, Duty to Bargain & Getting the Job Done: Managing the Unionized Workforce	X	X					X
	206d	Making Just Cause Decisions: When Critical Employment Decisions Must Meet the "Just Cause" Standard	X	X				X	X
	206e	Think First: The High Costs of Being Part of a Union (Training materials and train-the-trainer services only)	X						
Workplace Violence Prevention Suite	108a	Security for All: The Manager's Role in Preventing Workplace Violence	X					X	X
	108b	Keeping Your Coworkers Safe: The Employee's Role in Preventing Workplace Violence	X					X	
OTHER COURSES AVAILABLE — Specific Skill Development									
	103	You Don't Have to Hire the Person You Hate! Making Smart and Legal Hiring Decisions	X					X	X
	104	Managing the Employee from Hell: Managing Performance Before and After Problems Begin	X					X	X
	104a	It's Time to Talk: Coaching Skills for Managers	X						X
	104b	Managing in Tough Times: Supervisory Skills for Tough Economic Times	X						X
	105	When It Is Time To Go: The Process of Making Lawful Termination Decisions	X					X	X
	105a	Organizational Restructuring: A Supervisor's Guide to Reductions in Staff	X					X	X
	302	Handling Discrimination & Harassment Complaints: Forging the HR Partnership upon Receipt of a Complaint	X	X			X	X	X
	306	Can't We All Just Get Along?: Conflict Resolution Strategies to Keep Organizations out of Court & Employees on Task	X	X					X
Specific Employment Law Topics									
Discrimination	102	Keeping the Playing Field Equal: Preventing Workplace Discrimination	X					X	
Wage & Hour	110a	Every Hour Counts: Wage & Hour Law Essentials	X	X				X	
ADA	201	Managing Requests for Reasonable Accommodations: The ADA Process Explained	X	X				X	
LOA	202	"You Can't Make Me Come to Work:" Untangling the Web of Leaves of Absence	X	X				X	
Privacy	204	Managing to Respect Employees' Privacy Rights	X	X				X	
	310	Best Practices for Workplace Privacy: Data Security, HIPAA & Monitoring Limits		X				X	