



INTRATRRAIN[®]

HUMAN RESOURCES

Absences from the Workplace

Duration: 35 minutes

Course Outline

- Family and Medical Leave
- Military Leave
- Jury Duty Leave

Learning Objectives

- Identify federal employment laws that cover employee absences from the workplace.
- Identify federal employment law requirements for covered employers and eligible employees.
- Identify federal employment law requirements for advance notice of absence, medical certification, and returning to work.
- Identify federal employment law provisions for job benefits and job protection.

AIDS in the Workplace

Duration: 20 minutes

Course Outline

- The AIDS Virus
- HIV/AIDS and the Law
- Workplace Policies
- Resources

Learning Objectives

- Identify facts and myths about HIV.
- Identify ways to manage risk of infection.
- Identify fair employment practices related to HIV infected employees.
- Identify elements of an HIV/AIDS workplace policy.

California Sexual Harassment for Supervisors AB1825

Duration: 120 minutes

Course Outline

- Why Sexual Harassment Awareness Is Important
- Employer and Manager Responsibilities
- Discrimination and the Law
- Recognizing Sexual Harassment Behaviors
- Preventing Sexual Harassment
- Exercising Due Care
- What to Do If Harassment Occurs
- Responding to a Complaint
- Retaliation
- Promoting a Discrimination-Free and Harassment-Free Workplace

Content By:



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Learning Objectives

- Recognize why understanding sexual harassment in the workplace is important for managers.
- Identify the responsibilities of the company and managers regarding discrimination and sexual harassment in the workplace.
- Identify federal and state laws regarding discrimination and sexual harassment in the workplace.
- Define sexual harassment.
- Identify behaviors that might be considered sexual harassment
- Identify managerial actions that can help prevent sexual harassment in the workplace.
- Explain precautions employers can take to exercise due care to prevent and correct sexual harassment.
- Identify the steps an employee should take if sexual harassment occurs.
- Identify the steps a manager should take in response to a sexual harassment complaint.
- Identify examples of retaliation.
- Identify steps a manager can take to promote a discrimination-free and harassment-free workplace.

Computer Security

Duration: 35 minutes

Course Outline

- Employee Responsibilities
- Device Protection
- Software Protection
- Online Security
- Password Protection
- Data Backup

Learning Objectives

- Describe their role in ensuring and maintaining security
- List best practices necessary to insure the physical security of commonly-used devices
- Identify methods that are commonly used to protect software and data on corporate devices
- Recognize the need for and approaches to ensuring security when online
- List best practices when creating and using passwords for online services, local devices and services
- Recognize the value of backing up data as a critical computer security measure

Disability in the Workplace

Duration: 20 minutes

Course Outline

- What is a Disability?
- Disability Issues in Employment
- Does This Meet Disability Law?

Learning Objectives

- Identify the purpose and scope of Americans with Disabilities Act (ADA), define disability, and recognize examples of disabilities.
- Identify the requirements mandated in the Employment (Title I) section by defining "qualified with a disability," "reasonable accommodations," "essential functions," and "undue hardship."
- Determine whether specific examples are in compliance with or in violation of ADA.

Discrimination-Free Workplace

Duration: 35 minutes

Course Outline

- Workplace Discrimination
- Discrimination and The Law
- Promoting a Discrimination Free Workplace
- Guidelines for Managers and Employers
- Workplace Discrimination Charge

Learning Objectives

- State what constitutes employment discrimination.
- Identify the federal discrimination laws in place to protect individual worker's rights.
- Recognize the importance of promoting a discrimination free workplace.
- Identify recommended guidelines for employers and managers.
- Recognize the actions taken if a discrimination charge is made.

Drug and Alcohol Free Workplace

Duration: 10 minutes

Learning Objectives

- Identify and state why they should be concerned about substance abuse at work.
- Identify and state how they can identify substance abuse problems.
- Identify and state how to report their concerns and how to get help for themselves if they have a substance abuse problem.

Employee Concerns

Duration: 20 minutes

Course Outline

- Employee Concerns Program
- Resolving Problems or Concerns
- Rights and Responsibilities
- After a Concern is Raised

Learning Objectives

- Identify the purpose, scope, and elements of an Employee Concerns "Program" or an employee concerns reporting mechanism.
- State the preferred process for reporting and resolving workplace problems or concerns.
- Identify the rights and responsibilities of employees and management in resolving concerns.
- State the key steps that occur following an employee concern being raised.

Ethics

Duration: 30 minutes

Course Outline

- Who Needs Ethics?
- Fairness, Accuracy, and Antitrust Laws
- Gifts, Travel, and Entertainment
- Conflict, Asset Protection, and Employment Standards
- The Reporting Process
- Case Studies

Learning Objectives

- State the purpose of an ethics program, define ethics, and list common characteristics of the ethics program.
- Identify ethical standards for fairness and honesty, accurate record keeping, and complying with antitrust laws.
- Identify ethical standards for giving and receiving gifts, gratuities, and entertainment with customers and suppliers, government and non-government personnel, and foreign officials.
- Identify standards for handling conflicts of interest, financial standards, including preservation of assets, restrictive trade practices, intellectual properties, and employee relations.
- Recognize the responsibility to comply with and report suspected ethical violations, what disciplinary action could result from failure to comply with or report violations, and how to raise ethical concerns and seek additional counsel.
- Recognize the application of ethics principles through the use of case studies.

Hiring and Lawful Termination

Duration: 35 minutes

Course Outline

- Employment Laws
- Hiring Considerations
- Considerations Prior to Termination
- Handling an Employee Termination
- After Terminating an Employee

Learning Objectives

- Identify relevant laws and their associated requirements to prevent discrimination in the hiring process.
- Recognize legal criteria for application and interview questions and good practices for interviews.
- State legal requirements and appropriate considerations prior to termination.
- State legal requirements and appropriate actions for an employment termination interview.
- State legal requirements and appropriate actions following the termination of an employee.

Sexual Harassment for Employees

Duration: 30 minutes

Course Outline

- Recognizing Sexual Harassment Behaviors
- What To Do If You Are Sexually Harassed
- Preventing Sexual Harassment
- Move Quickly and Take Appropriate Action
- Retaliation

Learning Objectives

- Define sexual harassment.
- Identify behaviors that might be considered sexual harassment.
- Identify the steps an employee should take if harassment occurs.
- Identify actions that can help prevent sexual harassment in their workplace.
- Identify management responsibilities in responding to a harassment complaint.
- Define retaliation and identify examples.

Sexual Harassment for Managers

Duration: 90 minutes

Course Outline

- Why Sexual Harassment Awareness Is Important
- Employer and Manager Responsibilities
- Discrimination and the Law
- Recognizing Sexual Harassment Behaviors
- Preventing Sexual Harassment
- Exercising Due Care
- What to Do If Harassment Occurs
- Responding to a Complaint
- Retaliation
- Promoting a Discrimination-Free and Harassment-Free Workplace

Learning Objectives

- Recognize why understanding sexual harassment in the workplace is important for managers.
- Identify the responsibilities of the company and managers regarding discrimination and sexual harassment in the workplace.
- Define sexual harassment.
- Identify behaviors that might be considered sexual harassment.
- Identify managerial actions that can help prevent sexual harassment in the workplace.
- Explain precautions employers can take to exercise due care to prevent and correct sexual harassment.
- Identify the steps an employee should take if sexual harassment occurs.
- Identify the steps a manager should take in response to a sexual harassment complaint.
- Identify examples of retaliation.

Violence in the Workplace

Duration: 30 minutes

Course Outline

- What Is Workplace Violence?
- Who Commits Workplace Violence?
- Recognizing and Preventing Workplace Violence
- Handling Violent Events
- After a Violent Event

Learning Objectives

- Define workplace violence.
- Identify job tasks and occupations at increased risk for workplace violence.
- Identify the categories of perpetrators of workplace violence.
- Identify precautions to help prevent workplace violence.
- Recognize warning signs of violent behavior and how to respond.
- Identify the appropriate response to a violent event occurring in the workplace.
- Identify what to do after a violent incident takes place.