

Available Courses

General Courses (English)



Sexual Harassment Prevention

Learn about the broad scope of actions that could be considered sexual harassment, so that you never engage in any behavior that puts you or your company in jeopardy. After completing the course, you'll be able to define what qualifies a behavior as sexual harassment, recognize behaviors that cross the line, understand the two categories of sexual harassment, and know the general procedure for reporting claims of improper behavior.

(3 Lessons - Total Video Instruction: 11 min, Estimated Total Completion: 16 min)



Workplace Harassment Prevention

What is workplace harassment, and how can you recognize behaviors that could be considered harassment? In this course, you'll learn about the standards for behaviors that rise to the level of harassment, how to build a company culture where harassment is not tolerated, and the procedures you should follow for reporting improper behavior. Also, learn the difference between workplace bullying and harassment.

(3 Lessons - Total Video Instruction: 13 min, Estimated Total Completion: 19 min)



Emergency Preparedness & Response

In this course, we'll discuss how to prepare your business for potential hazards, how to train your employees, and what actions to take to mitigate the damage from a disaster and keep your business running with minimal disruption.

(4 Lessons - Total Video Instruction: 31 min, Estimated Total Completion: 40 min)



Diversity and Inclusion

Diversity and inclusion initiatives are an important part of business success. Studies have repeatedly found that more diverse, inclusive workplaces perform better, improve morale, and make better decisions. In this course, we'll look at what these concepts mean, and how to value them in your workplace. We'll also discuss different forms of bias, and practical steps you can take to overcome implicit bias.

(3 Lessons - Total Video Instruction: 16 min, Estimated Total Completion: 22 min)



Employee Discipline

Hiring and retaining great employees is essential for any business, but do you know what to do when an employee is having performance or behavioral problems? In this course, you'll learn about a clear and proven method for handling employee discipline called Progressive Discipline. You'll learn the 5-step process for progressive discipline, essential tools for documenting and communicating discipline, and some of the important legal concepts impacting the employment relationship.

(4 Lessons - Total Video Instruction: 38 min, Estimated Total Completion: 54 min)



Termination

In this course, we'll help employers learn how to navigate the challenges and pitfalls of employee termination. We'll discuss the differences between voluntary and involuntary termination, factors to consider when making a termination decision, and laws that impact employee separation. We'll also go step-by-step through the process of preparing for a termination meeting, conducting the meeting, and communicating staff changes to the entire business team.

(5 Lessons - Total Video Instruction: 51 min, Estimated Total Completion: 1 hr 11 min)

Available Courses

General Courses (English), cont'd



OSHA for Employers

Maintaining a safe workplace is an absolute must, and if you're thinking about workplace safety then you're eventually going to turn your attention to OSHA, the Occupational Safety and Health Administration. Learn the basics of what you need to know about OSHA, safety standards, protection for employees, recordkeeping requirements, inspections and penalties, and more.

(6 Lessons - Total Video Instruction: 31 min, Estimated Total Completion: 45 min)



HR Recordkeeping

Employee recordkeeping is one of the most fundamental HR responsibilities. After taking this course, you'll be able to identify which records your business needs to retain, know how to build personnel and confidential files for each employee, and develop security procedures to properly protect employee information, staying compliant with state and federal laws.

(4 Lessons - Total Video Instruction: 15 min, Estimated Total Completion: 22 min)



Sales Channels

Learn how to identify and evaluate the best sales channels to get your product or service to your customers. This course covers the most important factors to consider when comparing sales channels, including economics, positioning, and expertise. Also, we'll look at how you can challenge the obvious and find unique sales channels that will help you stand out from your competitors.

(2 Lessons - Total Video Instruction: 16 min, Estimated Total Completion: 20 min)



Business Maxims

NFL Hall of Famer, veteran entrepreneur, and Founder of Upnetic.com Fran Tarkenton presents 7 Business Maxims that have been fundamental to his success over 50 years starting, running, and growing businesses. Apply these 7 principles to any business to give yourself the best chance of success in a fast-changing modern market.

(1 Lesson - Total Video Instruction: 12 min, Estimated Total Completion: 15 min)



Safety Training

A safe workplace is about more than just avoiding trips to the emergency room—it's also a legal requirement, and a boost to productivity and morale, too. Learn practical tips for making your workplace safer, improving workplace health, dealing with hazards and emergencies, and more.

(4 Lessons - Total Video Instruction: 20 min, Estimated Total Completion: 28 min)



FLSA Wage and Hour Requirements

Making sure your employees are correctly compensated isn't just a best practice; it's a legal requirement for employers who are subject to the Fair Labor Standards Act as well as other federal, state, and local legislation. In this course, we'll focus on federal wage and hour requirements under the FLSA, including employee classification, hours worked, tipped employees, business expenses, wage deductions, recordkeeping, and more.

(12 Lessons - Total Video Instruction: 2 hr 6 min, Estimated Total Completion: 2 hr 30 min)



Understanding the Family and Medical Leave Act

In this training course we aim to provide a general overview of the Family and Medical Leave Act, as well as an in depth look at the requirements of FMLA from the perspective of both employers and employees. Finally, we'll offer guidance in some of the practical challenges of administering Family and Medical Leave under the FMLA.

(6 Lessons - Total Video Instruction: 59 min, Estimated Total Completion: 1 hr 9 min)

Available Courses

General Courses (English), cont'd



Remote Work

Description: Working from home is not new, but it has been rapidly growing in popularity in recent years. In this course, we'll help employers and managers understand both the benefits and challenges of offering remote work options to employees, discuss what resources your remote workforce will need to succeed, walk through the essential elements of a remote work policy, and talk about how to properly manage a remote workforce.

(4 Lessons - Total Video Instruction: 53 min, Estimated Total Completion: 1 hr 2 min)



COVID-19 Safety in the Workplace

Description: The COVID-19 pandemic has dramatically changed the way we live and work. What can employers do to minimize the risk of a potential COVID-19 breakout in the workplace? And how should you respond if an employee tests positive? In this course, we'll discuss the employer's obligation to provide a safe and healthy workplace, best practices for minimizing the spread of COVID-19 at work, and the key components of a COVID-19 infectious disease response plan. We aim to help you mitigate risks, prepare for potential outbreaks, and keep your business running with minimal disruption.

(3 Lessons - Total Video Instruction: 42 min, Estimated Total Completion: 49 min)



Drugs and Alcohol in the Workplace

Description: Issues relating to drug and alcohol use and abuse are a fact of life in many workplaces. Substance abuse can have negative effects on both individuals and the workplace. Some employers are required to implement drug testing by federal or state legislation, while others choose to set up programs based on the needs of their workplace. In this course, we'll discuss why you might choose to set up a drug-free workplace program, how to create a policy, and guidelines for an effective testing program.

(6 Lessons - Total Video Instruction: 1 hr 10 min, Estimated Total Completion: 1 hr 22 min)



Cybersecurity in the Workplace

Is a small business really at risk of being a victim of cybercrime? The danger for small businesses is not only real, it is significant. Learn about some of the most common threats you face, as well as best practices that will help you keep your data, systems, and company safe. We'll talk about both digital and physical threats, and provide guidance to be a more aware citizen in our digital world.

(3 Lessons - Total Video Instruction: 34 min, Estimated Total Completion: 40 min)



Navigating the Americans with Disabilities Act

The Americans with Disabilities Act is a federal civil rights law that has had a broad impact on the workforce since it was passed in 1990, and the effect on both employers and employees is far reaching. Throughout this course, we aim to provide an overview of the general principles of the ADA, a step by step guide to the Interactive Process, examples of reasonable accommodation in action, and the information business leaders and HR professional need to ensure that they are appropriately documenting ADA accommodations requests.

(5 Lessons- Total Video Instruction: 1 hr 18 min, Estimated Total Completion: 1 hr 30 min, Total SHRM & HRCI PDC: 1.5 Credits)

Available Courses

State-Specific Courses (English)



California Sexual Harassment Prevention Training (Supervisor)

Learn about the broad scope of actions that could be considered sexual harassment, so that you never engage in any behavior that puts you or your company in jeopardy. This course includes a series of case studies that allow you to apply the lessons to real-life situations. This course also meets the State of California requirements for sexual harassment prevention training for supervisory employees.

(14 Lessons - Total Video Instruction: 1 hr 12 min, Estimated Total Completion: 2 hrs)



California Sexual Harassment Prevention Training (Employees)

Learn about the broad scope of actions that could be considered sexual harassment, so that you never engage in any behavior that puts you or your company in jeopardy. This course includes a series of case studies that allow you to apply the lessons to real-life situations. This course also meets the State of California requirements for sexual harassment prevention training.

(13 Lessons - Total Video Instruction: 1 hr 2 min, Estimated Total Completion: 1 hr 23 min)



Connecticut Sexual Harassment Prevention Training

Learn about the broad scope of actions that could be considered sexual harassment, so that you never engage in any behavior that puts you or your company in jeopardy. This course includes a series of case studies that allow you to apply the lessons to real-life situations. This course also meets the State of Connecticut requirements for sexual harassment prevention training.

(16 Lessons - Total Video Instruction: 1 hr 53 min, Estimated Total Completion: 2 hr 25 min)



Illinois Sexual Harassment Prevention Training

Learn about the broad scope of actions that could be considered sexual harassment, so that you never engage in any behavior that puts you or your company in jeopardy. This course includes a series of case studies that allow you to apply the lessons to real-life situations. Completion of this training course will also meet the State of Illinois requirements for sexual harassment prevention training.

(7 Lessons - Total Video Instruction: 46 min, Estimated Total Completion: 1 hr 8 min)



Illinois Sexual Harassment Prevention Training: Restaurant and Bars Supplement

In this supplemental course designed specifically for Illinois restaurants and bars, we'll discuss why sexual harassment is such an endemic problem in those industries, affecting the vast majority of workers, and what actions you can take to prevent harassment in the workplace.

(2 Lessons - Total Video Instruction: 19 min, Estimated Total Completion: 27 min)



New York State Sexual Harassment Prevention Training

Learn about the broad scope of actions that could be considered sexual harassment, so that you never engage in any behavior that puts you or your company in jeopardy. This course includes a series of case studies that allow you to apply the lessons to real-life situations. This course also meets the New York State requirements for sexual harassment prevention training.

(10 Lessons - Total Video Instruction: 46 min, Estimated Total Completion: 1 hr)

Available Courses

State-Specific Courses (English), cont'd



New York City Sexual Harassment Law

Learn about the additional protections, requirements, and resources for businesses in New York City. To view this course, you must first complete the New York State Sexual Harassment Prevention Training course. Completing both courses meets the New York City requirements for sexual harassment prevention training.

(1 Lesson - Total Video Instruction: 7 min, Estimated Total Completion: 10 min)



Oregon's Retirement Savings Plan Mandate

Learn about the state mandate for Oregon businesses to offer a retirement savings plan benefit to their employees, and the options for business owners. In this course, we'll discuss the different types of employer-sponsored retirement plans, as well as the state-sponsored OregonSaves program, and the factors that should go into deciding on the right plan for your business.

(5 Lessons - Total Video Instruction: 33 min, Estimated Total Completion: 40 min)



California's Retirement Savings Plan Mandate

Learn about the state mandate for California businesses to offer a retirement savings plan benefit to their employees, and the options for business owners. In this course, we'll discuss the different types of employer-sponsored retirement plans, as well as the state-sponsored CalSavers program, and the factors that should go into deciding on the right plan for your business.

(5 Lessons - Total Video Instruction: 38 min, Estimated Total Completion: 48 min)

Available Courses

General Courses (Español)



Entrenamiento de seguridad (Safety Training)

Un lugar de trabajo seguro es algo más que simplemente evitar los viajes a la sala de emergencias, también es un requisito legal y también un impulso a la productividad y la moral. Obtenga consejos prácticos para hacer que su lugar de trabajo sea más seguro, mejorar la salud en el lugar de trabajo, lidiar con los peligros, emergencias y más.

(4 lecciones - Total de instrucciones en video: 23 min, Estimado total de Finalización: 31 min)



OSHA para empleadores (OSHA for Employers)

Mantener un lugar de trabajo seguro es una necesidad absoluta, y si está pensando en la seguridad en el lugar de trabajo, finalmente va a centrar su atención en OSHA, la Administración de Salud y Seguridad Ocupacional. Conozca los conceptos básicos de lo que necesita saber sobre OSHA, las normas de seguridad, la protección de los empleados, los requisitos de mantenimiento de registros, las inspecciones y sanciones, y más.

(6 lecciones - Total de instrucciones en video: 38 min, Estimado total de Finalización: 52 min)



Diversidad e inclusión (Diversity and Inclusion)

Las iniciativas de diversidad e inclusión son una parte importante del éxito empresarial. Los estudios han encontrado repetidamente que los lugares de trabajo más diversos e inclusivos funcionan mejor, mejoran la moral y toman mejores decisiones. En este curso, veremos qué significan estos conceptos y cómo valorarlos en su lugar de trabajo. También discutiremos diferentes formas de sesgo y los pasos prácticos que puede tomar para superar el sesgo implícito.

(3 lecciones - Total de instrucciones en video: 24 min, Estimado total de Finalización: 30 min)



Disciplina del empleado

Contratar y retener empleados excelentes es esencial para cualquier negocio, pero ¿sabe qué hacer cuando un empleado tiene problemas de rendimiento o comportamiento? En este curso, aprenderá sobre un método claro y probado para manejar la disciplina de los empleados llamado Disciplina Progresiva. Aprenderá el proceso de 5 pasos para la disciplina progresiva, las herramientas esenciales para documentar y comunicar la disciplina, y algunos de los conceptos legales importantes que afectan la relación laboral.

(4 lecciones - Total de instrucciones en video: 52 min, Estimado total de Finalización: 1 hora)



Terminación

En este curso, ayudaremos a los empleadores a aprender cómo superar los retos y las dificultades de la terminación de los empleados. Discutiremos las diferencias entre la terminación voluntaria e involuntaria, los factores a considerar al tomar una decisión de terminación y las leyes que afectan la separación de los empleados. También visitaremos paso a paso el proceso de preparación para una reunión de terminación, realización de la reunión y comunicación de los cambios del personal a todo el equipo comercial.

(5 lecciones - Total de instrucciones en video: 1 hora 7 min, Estimado total de Finalización: 1 hora 15 min)

Available Courses

State-Specific Courses (Español)



Capacitación de prevención del acoso sexual - California (supervisores)

(Sexual Harassment Prevention Training - California (Supervisors))

Conozca el amplio espectro de acciones que podrían considerarse acoso sexual, para que nunca se involucre en ningún tipo de comportamiento que ponga a usted o a su compañía en peligro. Este curso incluye una serie de estudios de caso que le permiten aplicar las lecciones a situaciones de la vida real. Este curso también cumple con los requisitos del Estado de California para la capacitación de prevención del acoso sexual para empleados supervisores.

(14 lecciones - Total de instrucciones en video: 1 hora 31 min, Estimado total de Finalización: 2 horas)



Capacitación en prevención del acoso sexual – California (empleados)

(Sexual Harassment Prevention Training - California (Employees))

Aprenda sobre el amplio espectro de acciones que podrían considerarse acoso sexual, para que nunca se involucre en ningún tipo de comportamiento que ponga a usted o a su compañía en peligro. Este curso incluye una serie de estudios de caso que le permiten aplicar las lecciones a situaciones de la vida real. Este curso también cumple con los requisitos del Estado de California para la capacitación en prevención del acoso sexual.

(13 lecciones - Total de instrucciones en video: 1 hora 16 min, Estimado total de Finalización: 1 hora 37 min)



Capacitación para la prevención del acoso sexual en el estado de Connecticut

(Connecticut Sexual Harassment Prevention Training)

Conozca el amplio espectro de acciones que podrían considerarse acoso sexual, para que nunca se involucre en ningún tipo de comportamiento que ponga a usted o a su empresa en peligro. Este curso incluye una serie de estudios de caso que le permiten aplicar las lecciones a situaciones de la vida real. Este curso también cumple con los requisitos del estado de Connecticut para la capacitación en prevención del acoso sexual.

(16 lecciones - Total de instrucciones en video: 2 horas 25 min, Estimado total de Finalización: 2 horas 56 min)

Available Courses

State-Specific Courses (Español), cont'd.



Capacitación sobre prevención del acoso sexual en Illinois (Illinois Sexual Harassment Prevention Training)

Aprenda sobre el amplio alcance de las acciones que podrían considerarse acoso sexual, para que nunca participe en ningún comportamiento que lo ponga a usted o a su empresa en peligro. Este curso incluye una serie de estudios de casos que le permiten aplicar las lecciones a situaciones de la vida real. La finalización de este curso de capacitación también cumplirá con los requisitos del Estado de Illinois para la capacitación en prevención del acoso sexual.

(7 lecciones - Total de instrucciones en video: 1 hora 1 min, Estimado total de Finalización: 1 hora 23 min)



Capacitación sobre prevención del acoso sexual en Illinois: Suplemento de restaurantes y bares (Illinois Sexual Harassment Prevention Training: Restaurant and Bars Supplement)

En este curso complementario diseñado específicamente para restaurantes y bares de Illinois, discutiremos por qué el acoso sexual es un problema tan común en esas industrias, que afecta a la gran mayoría de los trabajadores, y qué medidas puede tomar para prevenir el acoso en el lugar de trabajo.

(2 lecciones - Total de instrucciones en video: 25 min, Estimado total de Finalización: 33 min)



Capacitación para la prevención del acoso sexual en el estado de Nueva York (New York State Sexual Harassment Prevention Training)

Conozca el amplio espectro de acciones que podrían considerarse acoso sexual, para que nunca se involucre en ningún tipo de comportamiento que ponga a usted o a su empresa en peligro. Este curso incluye una serie de estudios de caso que le permiten aplicar las lecciones a situaciones de la vida real. Este curso también cumple con los requisitos del estado de Nueva York para la capacitación en prevención del acoso sexual.

(10 lecciones - Total de instrucciones en video: 1 hora 5 min, Estimado total de Finalización: 1 hora 19 min)



Ley de Acoso Sexual de la ciudad de Nueva York (New York City Sexual Harassment Law)

Obtenga información sobre las protecciones, requisitos y recursos adicionales para negocios en la ciudad de Nueva York. Para ver este curso, primero debe completar el curso de capacitación sobre prevención del acoso sexual del estado de Nueva York. Completar ambos cursos cumple con los requisitos de la ciudad de Nueva York para la capacitación en prevención del acoso sexual.

(1 lección - Total de instrucciones en video: 12 min, Estimado total de Finalización: 15 min)