

# SHRM/HRCI Professional Development Courses



## Discipline & Termination

In this training, we'll look at the process for both discipline and termination. We'll walk through the 5-step Progressive Discipline process, including how to document the process and what legal concepts impact the employment relationship. Then we'll take a more in-depth look at the termination process, from the initial decision to terminate all the way through to the termination meeting and managing the impact of a termination.

(2 Courses, 9 Lessons - Total Video Instruction: 1 hr 29 min, Estimated Total Completion: 2 hrs 5 min  
Total SHRM PDC: 2 Credits)



## OSHA for Employers & HR Recordkeeping

In this combined training, you will learn about the basics of what employers need to know about OSHA, as well as fundamentals of HR recordkeeping. You will learn practical tips for making your workplace safer, improving workplace health, and dealing with hazards and emergencies. We will also discuss how to identify the records a business needs to retain, how to build personnel and confidential files for each employee, and security and compliance procedures.

(2 Courses, 10 Lessons - Total Video Instruction: 46 min, Estimated Total Completion: 1 hr 7 min  
Total SHRM PDC: 1 Credit)



## 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.

(1 Course, 14 Lessons - Total Video Instruction: 1 hr 12 min, Estimated Total Completion: 2 hr  
Total SHRM PDC: 2 Credits)



## 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.

(1 Course, 16 Lessons - Total Video Instruction: 1 hr 53 min, Estimated Total Completion: 2 hr 25 min  
Total SHRM PDC: 2.25 Credits)



## Illinois Sexual Harassment Prevention Training PLUS Restaurant & 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, and what actions you can take to prevent harassment in the workplace. This course, in combination with the Illinois Sexual Harassment Prevention training course, meets the requirements for sexual harassment prevention training for Illinois restaurants and bars.

(2 Courses, 9 Lessons - Total Video Instruction: 1 hr 5 min, Estimated Total Completion: 1 hr 35 min  
Total SHRM PDC: 1.5 Credits)



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## New York State & City 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 & City requirements for sexual harassment prevention training.

(2 Courses, 11 Lessons - Total Video Instruction: 53 min, Estimated Total Completion: 1 hr 10 min  
Total SHRM PDC: 1 Credit)



## Diversity & Inclusion, Harassment & Safety Training (Employee)

In this combined learning of sexual and workplace harassment prevention and safety, you will learn 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. You will also explore 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.

(4 Courses, 13 Lessons - Total Video Instruction: 44 min, Estimated Total Completion: 1 hr 3 min  
Total SHRM PDC: 1.25 Credits)



## FLSA Wage & 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.

(1 Course, 12 Lessons - Total Video Instruction: 2 hr 6 min, Estimated Total Completion: 2 hr 30 min  
Total SHRM PDC: 2.5 Credits)



## Understanding the Family & 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.

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



## Drugs and Alcohol in the Workplace

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.

(1 Course, 6 Lessons - Total Video Instruction: 1 hr 10 min, Estimated Total Completion: 1 hr 22 min  
Total SHRM PDC: 1.25 Credit)



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# SHRM/HRCI Professional Development Courses



## 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)



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## **Español - California Sexual Harassment Prevention Training (Supervisor)**

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.

(1 Course, 13 Lessons - Total Video Instruction: 1 hr 31 min, Estimated Total Completion: 2 hr  
Total SHRM PDC: 2 Credits)



## **Español - Connecticut 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. Al finalizar este curso de capacitación estará cumpliendo con los requisitos del Estado de Connecticut para la capacitación en prevención del acoso sexual.

(1 Course, 16 Lessons - Total Video Instruction: 2 hr 25 min, Estimated Total Completion: 2 hr 56 min  
Total SHRM PDC: 2.75 Credits)



## **Español - Illinois Sexual Harassment Prevention PLUS Restaurant & Bars Supplement**

En este curso complementario diseñado específicamente para restaurantes y bares de Illinois, analizaremos por qué el acoso sexual es un problema tan endémico en esas industrias y qué acciones puede tomar para prevenir el acoso en el lugar de trabajo. Este curso, en combinación con el curso de capacitación de prevención del acoso sexual de Illinois, cumple con los requisitos de capacitación sobre prevención del acoso sexual para restaurantes y bares de Illinois.

(2 Courses, 9 Lessons - Total Video Instruction: 1 hr 26 min, Estimated Total Completion: 1 hr 56 min  
Total SHRM PDC: 1.75 Credits)



## **Español - New York State & City Sexual Harassment Prevention Training**

Conozca la amplia gama de acciones que podrían considerarse acoso sexual, de modo que nunca se involucre 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. Este curso también cumple con los requisitos del estado y la ciudad de Nueva York para la capacitación en prevención del acoso sexual.

(2 Courses, 11 Lessons - Total Video Instruction: 1 hr 17 min, Estimated Total Completion: 1 hr 34 min  
Total SHRM PDC: 1.5 Credits)



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