



Workplace Compliance

eLearning Library

COURSES

Full Length (30-60 minutes)

01. Anti-Harassment for Everyone

Harassment may seem pretty simple; it's when you annoy somebody continually. So, is it illegal to annoy someone continually? The answer is: it's illegal if the harassment is based upon somebody's membership in a protected class. In this course, we'll talk about the basics of harassment and how it might show up at work. We'll go over the protected classes and their history. We'll discuss the various kinds of harassment and behaviors that one might witness or experience. Lastly, we'll cover when and how to report harassment.

02. Anti-Harassment for Managers

Perhaps you've seen our program called "Anti-Harassment for Everyone," and if so, that's great. This program is specifically for those who have direct reports, so managers or supervisors. Everyone deserves to work in a safe and harassment-free environment, and it's your job as a manager to make that available to your employees. So, in this course, we'll discuss sexual harassment and retaliation in the workplace and what is required of people in management positions. We'll go over the protected classes, define sexual harassment, and discuss the two main kinds of harassment. We'll also look at harassing behaviors that might show up in the workplace and what your responsibilities are when it does happen.

03. Investigating Harassment Claims

As a manager, you might be called upon to conduct or assist in conducting an investigation of sexual harassment. The EEOC says that whoever conducts a sexual harassment investigation should be well-trained in the skills that are required for interviewing witnesses and evaluating credibility. If you don't have the training or necessary skills, that's okay. That's what HR and lawyers are for. This course is

designed to give you an overview of a sexual harassment investigation, so you know what to expect. We'll discuss common questions that investigators ask. We'll go over when and how to take action. We'll also cover some things to consider and common mistakes that you'll want to avoid during an investigation.

04. Writing and Communicating Anti-Harassment Policy

A well-written sexual harassment policy will make your workplace a better, safer place to work. It could also help prevent a potentially catastrophic lawsuit. But this policy is just words on paper unless you communicate it, train on it, and hold people accountable to it. In this course, we'll go over the EEOC's policy-writing requirements and talk about the contents you should include in your sexual harassment policy. We'll go over how to define and clarify what sexual harassment is and how it shows up at work. Policies need to outline the complaint process, so we'll discuss that here. We'll also go over how to seek legal approval once your policy is written.

05. Sexual Harassment Cases in Court

Allegations of sexual misconduct, sexual harassment, and lawsuits range from the groundbreaking to the strange, and some are even Oscar-worthy. In this program, we're going to look at all of the above. While we won't be discussing recent events like the Activision Blizzard case or the sexual misconduct of Harvey Weinstein, we WILL be looking at past cases and allegations that brought sexual harassment in the workplace to light. We'll help you understand why anti-harassment training is so important and why it's critical to provide your employees with a safe and harassment-free workplace.

06. Review of Anti-Harassment

This series has covered sexual harassment and how it affects our workplaces. We've discussed

how employees and managers should handle these situations. We've also gone over writing and communicating harassment policies, investigating claims of sexual harassment, and some well-known cases and their outcomes. In this course, we'll review all that we've talked about and remind viewers of the key points covered in this series.

Understanding Harassment: 01. Introduction to Understanding Harassment

You're likely already familiar with the legal definitions of sexual harassment. These programs are designed to apply that legal knowledge to your actual work environment, with a practical and behavioral perspective, so you can identify and stop harassment before it begins. In this first course, we'll talk about the state of sexual harassment in today's workplace and the kinds of sexual harassment that show up in organizations. We'll go over the parties typically involved, discuss why harassment happens in the first place, and cover the serious, long-reaching effects it has on the workplace.

Understanding Harassment: 02. Understanding Offenders

What kind of person initiates sexual harassment in the first place? Believe it or not, there are seven common personality types that are most likely to engage in sexual harassment. In this course, we'll take an in-depth look at each of these. We'll also cover seven different methods of harassment that often appear in workplaces. This list doesn't encompass all types of sexual harassers and their methods, but it gets us started on identifying the most common types so we can learn how to recognize their harassment and deal with them accordingly.

Understanding Harassment: 03. Understanding Targets

Sexual harassment is always the complete responsibility of the offender. There's no justification for sexual harassment in any situation. To understand why certain individuals

are targeted, we need to disprove some common myths concerning sexual harassment in the workplace, which we'll cover in this course. We'll go through various ways to prevent sexual harassment, and we'll talk about why harassment often goes unreported.

Understanding Harassment: 04. Bystander Training

If you witness sexual harassment, you're already involved. Staying silent makes you a part of the problem. So, we want to give you the tools to recognize, intervene, and report, when necessary, so that you can be a part of solution. In this course, we'll talk about what sexual harassment looks like from a bystander's viewpoint, what your responsibilities are as a bystander, and what to do when you see harassment happening.

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Being a target of sexual harassment can be a harrowing and psychologically devastating experience. It's important for colleagues, supervisors, and even friends or family to know some common signs exhibited by targets of sexual harassment. This isn't an all-inclusive list, and some targets of sexual harassment may not showcase any of these. But knowing these warning signs can help you take care of yourself, your friends and family, and your co-workers. We'll also discuss why it's important to help targets once you start seeing signs.

Understanding Harassment: 06. Healthy Culture

We've talked a lot about the explicit things that are unacceptable in the workplace. But there are a lot of gray areas that can give rise to a culture that allows sexual harassment to happen and thrive. It's your job, regardless of your position within your organization, to foster a healthy work environment for everyone. In this course, we're going to cover some best practices, as well as some strategies for avoiding common pitfalls. We'll discuss language in the workplace,

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Understanding Harassment: 07. Understanding Harassment Review

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Introduction to California Harassment and Discrimination

When we think about harassment, we might think about the male executive requiring a female employee to submit to sexual advances in order to keep her job. Or the colleague who keeps pestering their coworker to go on a date. When it comes to discrimination, the employer refusing to hire someone because of their ethnicity might come to mind. We've heard these examples given for years. But under California law, harassment and discrimination don't have to be severe to be unlawful. In this course, we'll define what harassment and discrimination are in your state. We'll also walk you through some common questions that arise surrounding this topic. This introduction will help prepare you for your required anti-harassment and discrimination training.

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California Harassment and Discrimination Scenarios

To help you better understand how sexual harassment might appear in the workplace, in this course, we'll provide several scenarios that demonstrate your role in situations involving harassment and discrimination. We'll look at each scenario and then review the correct answer. After watching this program, you should have a solid understanding of what qualifies as harassment and discrimination under the law.

Introduction to Connecticut Harassment and Discrimination

When we think about harassment, we might think about the male executive requiring a female employee to submit to sexual advances in order to keep her job. Or the colleague who keeps pestering their coworker to go on a date. When it comes to discrimination, the employer refusing to hire someone because of their ethnicity might come to mind. We've heard these examples given for years. But under Connecticut law, harassment and discrimination don't have to be severe to be unlawful. In this course, we'll define what harassment and discrimination are in your state.

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Connecticut Harassment and Discrimination Scenarios

To help you better understand how sexual harassment might appear in the workplace, in this course, we'll provide several scenarios that demonstrate your role in situations involving harassment and discrimination. We'll look at each scenario and then review the correct answer. After watching this program, you should have a solid understanding of what qualifies as harassment and discrimination under the law.

Introduction to Delaware Harassment and Discrimination

When we think about harassment, we might think about the male executive requiring a female employee to submit to sexual advances in order to keep her job. Or the colleague that keeps pestering their coworker to go on a date. When it

comes to discrimination, the employer refusing to hire someone because of their ethnicity might come to mind. We've heard these examples given for years. But under Delaware law, harassment and discrimination don't have to be severe to be unlawful. In this course, we'll define what harassment and discrimination are in your state. We'll also walk you through some common questions that arise surrounding this topic. This introduction will help prepare you for your required anti-harassment and discrimination training.

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Anti-Harassment: 05. Sexual Harassment Cases in Court

Allegations of sexual misconduct, sexual harassment, and lawsuits range from the groundbreaking to the strange, and some are even Oscar-worthy. In this program, we're going to look at all of the above. While we won't be discussing recent events like the Activision Blizzard case or the sexual misconduct of Harvey Weinstein, we WILL be looking at past cases and allegations that brought sexual harassment in the workplace to light. We'll help you understand why anti-harassment training is so important and why it's critical to provide your employees with a safe and harassment-free workplace.

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This series has covered sexual harassment and how it affects our workplaces. We've discussed how employees and managers should handle these situations. We've also gone over writing and communicating harassment policies, investigating claims of sexual harassment, and some well-known cases and their outcomes. In this course, we'll review all that we've talked about and remind viewers of the key points covered in this series.

Understanding Harassment: 01. Introduction to Understanding Harassment

You're likely already familiar with the legal definitions of sexual harassment. These programs are designed to apply that legal knowledge to your actual work environment, with a practical and behavioral perspective, so you can identify and stop harassment before it begins. In this first course, we'll talk about the state of sexual harassment in today's workplace and the kinds of sexual harassment that show up in organizations. We'll go over the parties typically involved, discuss why harassment happens in the

first place, and cover the serious, long-reaching effects it has on the workplace.

Understanding Harassment: 02. Understanding Offenders

What kind of person initiates sexual harassment in the first place? Believe it or not, there are seven common personality types that are most likely to engage in sexual harassment. In this course, we'll take an in-depth look at each of these. We'll also cover seven different methods of harassment that often appear in workplaces. This list doesn't encompass all types of sexual harassers and their methods, but it gets us started on identifying the most common types so we can learn how to recognize their harassment and deal with them accordingly.

Understanding Harassment: 03. Understanding Targets

Sexual harassment is always the complete responsibility of the offender. There's no justification for sexual harassment in any situation. To understand why certain individuals are targeted, we need to disprove some common myths concerning sexual harassment in the workplace, which we'll cover in this course. We'll go through various ways to prevent sexual harassment, and we'll talk about why harassment often goes unreported.

Understanding Harassment: 04. Bystander Training

If you witness sexual harassment, you're already involved. Staying silent makes you a part of the problem. So, we want to give you the tools to recognize, intervene, and report, when necessary, so that you can be a part of solution. In this course, we'll talk about what sexual harassment looks like from a bystander's viewpoint, what your responsibilities are as a bystander, and what to do when you see harassment happening.

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Understanding Harassment: 07. Understanding Harassment Review

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Illinois Harassment and Discrimination Scenarios

To help you better understand how sexual harassment might appear in the workplace, in this course, we'll provide several scenarios that demonstrate your role in situations involving harassment and discrimination. We'll look at each scenario and then review the correct answer. After watching this program, you should have a solid understanding of what qualifies as harassment and discrimination under the law.

Introduction to Maine Harassment and Discrimination

When we think about harassment, we might think about the male executive requiring a female employee to submit to sexual advances in order to keep her job. Or the colleague that keeps pestering their coworker to go on a date. When it comes to discrimination, the employer refusing to hire someone because of their ethnicity might come to mind. We've heard these examples given for years. But under Maine law, harassment and discrimination don't have to be severe to be unlawful. In this course, we'll define what harassment and discrimination are in your state. We'll also walk you through some common questions that arise surrounding this topic. This introduction will help prepare you for your required anti-harassment and discrimination training.

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Harassment may seem pretty simple; it's when you annoy somebody continually. So, is it illegal to annoy someone continually? The answer is: it's illegal if the harassment is based upon somebody's membership in a protected class. In this course, we'll talk about the basics of harassment and how it might show up at work. We'll go over the protected classes and their history. We'll discuss the various kinds of harassment and behaviors that one might witness

or experience. Lastly, we'll cover when and how to report harassment.

Anti-Harassment: 02. Anti-Harassment for Managers

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Maine Harassment and Discrimination Scenarios

To help you better understand how sexual harassment might appear in the workplace, in this course, we'll provide several scenarios that demonstrate your role in situations involving harassment and discrimination. We'll look at each scenario and then review the correct answer. After watching this program, you should have a solid understanding of what qualifies as harassment and discrimination under the law.

Introduction to New York State Harassment and Discrimination

When we think about harassment, we might think about the male executive requiring a female employee to submit to sexual advances in order to keep her job. Or the colleague who keeps pestering their coworker to go on a date. When it comes to discrimination, the employer refusing to hire someone because of their ethnicity might come to mind. We've heard these examples given for years. But under New York State law, harassment and discrimination don't have to be severe or pervasive to be unlawful. In this course, we'll define what harassment and discrimination are in your state. We'll also walk you through some common questions that arise surrounding this topic. This introduction will help prepare you for your required anti-harassment and discrimination training. *People experiencing harassment in the workplace may use this free and confidential hotline to connect with pro-bono attorneys on sexual harassment issues, or to submit a complaint: 1-800-HARASS-3.

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New York State Harassment and Discrimination Scenarios

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Introduction to Chicago Harassment and Discrimination

When we think about harassment, we might think about the male executive requiring a female employee to submit to sexual advances in order to keep her job. Or the colleague who keeps pestering their coworker to go on a date. When it comes to discrimination, the employer refusing to hire someone because of their ethnicity might come to mind. We've heard these examples given for years. But under Chicago law, harassment and discrimination don't have to be severe to be unlawful. In this course, we'll define what harassment and discrimination are in your city.

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A well-written sexual harassment policy will make your workplace a better, safer place to work. It could also help prevent a potentially catastrophic lawsuit. But this policy is just words on paper unless you communicate it, train on it, and hold people accountable to it. In this course, we'll go over the EEOC's policy-writing requirements and talk about the contents you should include in your sexual harassment policy. We'll go over how to define and clarify what sexual harassment is and how it shows up at work. Policies need to outline the complaint process, so we'll discuss that here. We'll also go over how to seek legal approval once your policy is written.

Anti-Harassment: 05. Sexual Harassment Cases in Court

Allegations of sexual misconduct, sexual harassment, and lawsuits range from the groundbreaking to the strange, and some are even Oscar-worthy. In this program, we're going to look at all of the above. While we won't be discussing recent events like the Activision Blizzard case or the sexual misconduct of Harvey Weinstein, we WILL be looking at past cases and allegations that brought sexual harassment in the workplace to light. We'll help you understand why anti-harassment training is so important and why it's critical to provide your employees with a safe and harassment-free workplace.

Anti-Harassment: 06. Review of Anti-Harassment

This series has covered sexual harassment and how it affects our workplaces. We've discussed how employees and managers should handle these situations. We've also gone over writing and communicating harassment policies, investigating claims of sexual harassment, and some well-known cases and their outcomes. In this course, we'll review all that we've talked about and remind viewers of the key points covered in this series.

Understanding Harassment: 01. Introduction to Understanding Harassment

You're likely already familiar with the legal definitions of sexual harassment. These programs are designed to apply that legal knowledge to your actual work environment, with a practical and behavioral perspective, so you can identify and stop harassment before it begins. In this first course, we'll talk about the state of sexual harassment in today's workplace and the kinds of sexual harassment that show up in organizations. We'll go over the parties typically involved, discuss why harassment happens in the first place, and cover the serious, long-reaching effects it has on the workplace.

Understanding Harassment: 02. Understanding Offenders

What kind of person initiates sexual harassment

in the first place? Believe it or not, there are seven common personality types that are most likely to engage in sexual harassment. In this course, we'll take an in-depth look at each of these. We'll also cover seven different methods of harassment that often appear in workplaces. This list doesn't encompass all types of sexual harassers and their methods, but it gets us started on identifying the most common types so we can learn how to recognize their harassment and deal with them accordingly.

Understanding Harassment: 03. Understanding Targets

Sexual harassment is always the complete responsibility of the offender. There's no justification for sexual harassment in any situation. To understand why certain individuals are targeted, we need to disprove some common myths concerning sexual harassment in the workplace, which we'll cover in this course. We'll go through various ways to prevent sexual harassment, and we'll talk about why harassment often goes unreported.

Understanding Harassment: 04. Bystander Training

If you witness sexual harassment, you're already involved. Staying silent makes you a part of the problem. So, we want to give you the tools to recognize, intervene, and report, when necessary, so that you can be a part of solution. In this course, we'll talk about what sexual harassment looks like from a bystander's viewpoint, what your responsibilities are as a bystander, and what to do when you see harassment happening.

Understanding Harassment: 05. Warning Signs

Being a target of sexual harassment can be a harrowing and psychologically devastating experience. It's important for colleagues, supervisors, and even friends or family to know some common signs exhibited by targets of sexual harassment. This isn't an all-inclusive list, and some targets of sexual harassment may not

showcase any of these. But knowing these warning signs can help you take care of yourself, your friends and family, and your co-workers. We'll also discuss why it's important to help targets once you start seeing signs.

Understanding Harassment: 06. Healthy Culture

We've talked a lot about the explicit things that are unacceptable in the workplace. But there are a lot of gray areas that can give rise to a culture that allows sexual harassment to happen and thrive. It's your job, regardless of your position within your organization, to foster a healthy work environment for everyone. In this course, we're going to cover some best practices, as well as some strategies for avoiding common pitfalls. We'll discuss language in the workplace, socializing outside of work, traveling for business, and the importance of training.

Understanding Harassment: 07. Understanding Harassment Review

You've covered a lot in these programs, and hopefully you've learned a lot about your role in preventing sexual harassment. In this, our last course, we'll touch one last time on the core concepts. If anything here seems brand new to you, please go back and review the associated course. This information is important and knowing it is a priority. In this program, we'll revisit the basics of sexual harassment, the types of harassers, and the myths surrounding harassment. We'll also talk about targets, the responsibilities of bystanders, and problematic behaviors you should be aware of. Lastly, we'll cover warning signs of sexual harassment and go over how to create a healthy culture.

New York City Harassment and Discrimination Scenarios

To help you better understand how sexual harassment might appear in the workplace, in this course, we'll provide several scenarios that demonstrate your role in situations involving harassment and discrimination. We'll look at each

scenario and then review the correct answer. After watching this program, you should have a solid understanding of what qualifies as harassment and discrimination under the law.

Anti-Harassment for Bystanders: 01. Intro to Anti-Harassment for Bystanders

In many harassment scenarios, there's another person involved who is often overlooked: the bystander. A bystander is anyone who witnesses, or even just knows about, harassment happening in the workplace. Bystanders have certain responsibilities and have the ability to stop harassment. In this program, we'll talk about harassment and how it might show up at work. We'll go over the protected classes and their history. We'll discuss the various kinds of harassment and behaviors that one might witness or experience. Lastly, we'll define a bystander, explain their role, and go over their obligations.

Anti-Harassment for Bystanders: 02. Bystanders and the Bystander Effect

Unfortunately, anyone can become a bystander to sexual harassment in the workplace. Being a bystander means hearing, seeing, or otherwise becoming aware of sexual harassment that's occurring, or that has occurred. As a bystander to sexual harassment, there are things you're morally obligated to do. And the one thing you can't do is just, well, stand by. In this program, we'll define who bystanders are, what their responsibilities are, and when it's appropriate to intervene in a harassment situation. We'll also talk about the bystander effect, why it happens, and how to prevent it by becoming proactive.

Anti-Harassment for Bystanders: 03. An Intervention Mindset

We've talked in this series about what it means to be a bystander, and what some of the barriers to intervening are. In this program, we'll talk about some ways to gain the right mindset for intervention. Because ultimately the goal, for all of us, is to stop being just bystanders to the

problem of sexual harassment. We'll discuss harassment behaviors or actions you might take notice of, as well as the emotional side effects you should be aware of. We'll talk about recognizing the wrongness of these situations and the toll that it takes on targets, bystanders, and workplaces. We'll go over assuming the responsibility of reporting the harassment and then taking action by intervening.

Anti-Harassment for Bystanders: 04. How to Intervene in Sexual Harassment

We've spent a lot of time talking about what sexual harassment is, why it's a problem, and when you should intervene. But HOW exactly do you go about doing that? This is something you don't just want to improvise. Luckily, there are some key things to keep in mind when intervening in sexual harassment cases at work, as well as strategies for doing so safely. In this program, we'll talk about these tactics and cover the four Ds of intervention. We'll also go through some general rules to follow if you are a bystander to sexual harassment.

Anti-Harassment for Bystanders: 05. Harassment Bystander Scenarios

If you're still uncertain about how to identify cases of harassment at work and how to know when to intervene as a bystander, don't worry. It can be confusing. That's why this program is here to present you with a number of scenarios of potential harassment. These all involve what you, as a bystander, should do.

Anti-Harassment for Bystanders: 06. Review of Bystander Training

By now, hopefully you have a really good idea about what harassment is, what the role of the bystander is in harassment cases, when to intervene, and how to intervene. We've even been over a number of example cases in our scenarios course. In this class, we'll go through a condensed version of our whole series on

Bystander Intervention, as a reminder of the key points you'll want to remember.

Florida Human Trafficking Awareness and Prevention for Apartment Staff

Florida Human Trafficking Awareness and Prevention for Hotel and Motel Staff

California Child Abuse and Neglect Reporting Act

The California Child Abuse and Neglect Reporting Act, or CANRA, was adopted in 1980. Since then, it's been amended several times, but essentially, the law requires mandated reporters to make formal reports of suspected child abuse to law enforcement authorities if they have knowledge of, or have observed, a child who the reporter knows, or reasonably suspects, has been the victim of child abuse or neglect. This definition often raises many questions. For example, how do you know if you're a mandated reporter? What signs should you look for? What's a "reasonable suspicion"? What happens if you see something, but choose not to report it? We'll answer these questions and more, here, in our course on CANRA.

Identification of Child Abuse and Neglect

In your role as a mandated reporter, it can feel like a lot of responsibility to identify child abuse and neglect. The warning signs of child abuse and neglect aren't always obvious. But by learning to recognize the signs of a problem, you can make a huge difference in a child's life. In this course, we'll talk about the signs and symptoms of neglect, physical abuse, and sexual abuse in children. Specific signs and symptoms depend on the type of abuse and can vary, but the common denominator is the emotional effect on the child. Whatever the abuse, the child is left feeling unsafe, uncared for, and alone. Let's talk about how to spot those most vulnerable.

Reporting of Child Abuse and Neglect

If you suspect a child is being abused or neglected, as a mandated reporter, you are obligated to report this information, and to continue reporting each separate incident, if it continues to occur. Each report you make is a snapshot of what's going on in the family. The more information you can provide, the better the chance of the child getting the help they deserve. Of course, it's normal to have some reservations or worries about reporting child abuse. In this program, we'll address these concerns, and talk about why it's important to report what you see. We'll discuss what "reasonable suspicion" means under the law and go over mandated reporters' criminal and civil liability.

Title IX: What is Title IX?

Title IX is a federal law that serves as a powerful tool for fighting campus violence. The law requires colleges receiving federal funding to combat gender-based violence and harassment and respond to survivors' needs in order to ensure that all students have equal access to education. We'll discuss the origin of the legislation and the many changes that have been made to Title IX to accommodate students. We'll talk about what's required of the colleges and universities this applies to and the protections Title IX provides to students.

Title IX: Title IX on Your Campus

In this course, we'll discuss what Title IX looks like on your campus. Whether you're a staff member or a student, there are several important things you should be aware of if you work or study at a university or college. We'll discuss who these regulations apply to and why. We'll talk about how schools should implement these regulations properly, including having a Title IX Coordinator. This program also covers addressing sex discrimination and handling complaints.

Title IX: Title IX Reporting

As a campus community, there are requirements

on how institutions must report violations of Title IX. Any person that has witnessed or experienced gender-discrimination, sexual harassment, or sex violence can file a complaint. Campuses should take every report seriously, investigate the complaint, and work to protect the complainant and quickly find a resolution. In this program, we'll take a look at how Title IX reporting works, what's required, and take you through the process of handling a complaint.

HIPAA: 1. The Basics

HIPAA. The acronym alone is enough to strike fear in the hearts of those in the medical industry and beyond. And it's no wonder...HIPAA violation settlements can cost an organization millions. In this course, we'll give you some background on the law. We'll also talk about who must comply with HIPAA rules, and if the rules apply to you, what type of training you'll need.

HIPAA: 2. What is HITECH?

In 2009, the United States Congress passed the Health Information Technology for Economic and Clinical Health Act, or HITECH. This sweeping act has implications for nearly every health care provider and organization in the medical industry.

HIPAA: 3. HITECH - Understanding Business Associates

HITECH, which stands for the Health Information Technology for Economic and Clinical Health Act, was part of 2009 legislation designed to encourage the use of electronic health recording systems nationwide. As part of that initiative, the act further refined and strengthened HIPAA, more clearly defining the roles and responsibilities of the businesses associates of covered entities. As you might recall, covered entities are health care providers and companies that are required to adhere to HIPAA rules. Under HITECH, the offices of business associates also need to be HIPAA compliant.

HIPAA: 4. What is Protected Health Information?

Nearly every aspect of the Health Insurance Portability and Accountability Act, or HIPAA, involves protected health information, or PHI. Before diving into the HIPAA rules, it's very important that all employees understand what constitutes PHI.

HIPAA: 5. The Privacy Rule - Authorizations

As you likely already know, the Health Insurance Portability and Accountability Act, or HIPAA, is a federal law designed to protect and safeguard both digital and printed patient health information. There are two main components of the act: The Privacy Rule and The Security Rule. This course focuses on the authorizations portion of the Privacy Rule, providing an in-depth summary that will suffice for the average employee. It needs to be noted, however, that this course doesn't cover the entire rule.

HIPAA: 6. The Privacy Rule - Disclosures

As you likely already know, the Health Insurance Portability and Accountability Act, or HIPAA, is a federal law designed to protect and safeguard both digital and printed patient health information. There are two main components of the act: The Privacy Rule and The Security Rule. This course focuses on the disclosures portion of the Privacy Rule, providing an in-depth summary that will suffice for the average employee. It needs to be noted, however, that this course doesn't cover the entire rule.

HIPAA: 7. The Security Rule

As you likely already know, the Health Insurance Portability and Accountability Act, or HIPAA, is a federal law designed to protect and safeguard both digital and printed patient health information. There are two main components of the act: The Privacy Rule and The Security Rule. This course focuses on the Security Rule, providing an in-depth summary that will suffice for the average employee. It needs to be noted,

however, that this course doesn't cover the entire rule.

HIPAA: 8. Enforcement

Fully understanding the Health Insurance Portability and Accountability Act is an exercise in putting rules into practice. In this course, you're going to learn what happens when an organization doesn't abide by the HIPAA Security or Privacy Rules. The HIPAA Enforcement Rule outlines enforcement responsibilities and processes. Though this isn't required knowledge for most employees, managers and supervisors can benefit from knowing what will happen in the case of a HIPAA violation complaint.

HIPAA: 9. Breaches

The goal of the Health Insurance Portability and Accountability Act, or HIPAA, is to prevent the unauthorized use or disclosure of protected health information (PHI). Under the HIPAA Privacy Rule, any impermissible release of this protected information is considered a data "breach." As you continue in this course, you'll learn what constitutes a breach and, as an employee, what you must do to prevent a breach.

HIPAA: 10. Penalties

As a quick review, HIPAA passed through Congress in 1996 as a broad attempt at health care reform. The act's main objective was to maintain the security and confidentiality of patient health information. In 2009, Congress amended and strengthened HIPAA through the Health Information Technology for Economic and Clinic Health Act, or the HITECH Act. It's the HITECH Act that established the penalty structure for HIPAA violations.

HIPAA: 11. General Disclosures - FAQ

The Health Insurance Portability and Accountability Act is designed to protect patient health information, so a great deal of the act's content is dedicated to outlining how and when covered entities can disclose protected health

information. This program covers frequently asked questions regarding disclosure, so you can be fully prepared.

HIPAA: 12. Marketing - FAQ

The Health Insurance Portability and Accountability Act greatly impacts how covered entities can market their products and services to patients. Marketing is defined as communication about a product or service that encourages the purchase or use of that product or service. Marketing remains a very tricky area when it comes to HIPAA compliance and it's important that all covered entities talk with a legal representative before sharing protected health information, or PHI, for any marketing efforts. This program covers frequently asked marketing questions.

HIPAA: 13. Protection Against Violations - Risk Analysis

The Health Insurance Portability and Accountability Act is a lengthy and arguably cumbersome maze of rules and requirements. Because it's your organization's job to stay compliant, it may seem like a daunting task. Of course, your first step is to fully train all employees on both the HIPAA Privacy and the HIPAA Security rules. Beyond that, it's the organization's job to conduct a formal risk analysis and to ensure that the necessary information safeguards are in place. These steps will greatly limit the risk of a breach. And, if a breach occurs, these processes can limit any fines imposed by the Office of Civil Rights—the enforcement arm of the U.S. Department of Health and Human Services, or HHS. In this course, we're going to talk through HHS recommendations regarding risk analysis.

HIPAA: 14. Protection Against Violations - Safeguards

The Health Insurance Portability and Accountability Act is a lengthy and arguably cumbersome maze of rules and requirements.

Because it's your organization's job to stay compliant, it may seem like a daunting task. Of course, your first step is to fully train all employees on both the HIPAA Privacy and the HIPAA Security rules. Beyond that, it's the organization's job to conduct a formal risk analysis and to ensure that the necessary information safeguards are in place. These steps: the risk analysis and the administrative, technical and physical safeguards, will greatly limit the risk of a breach. And, if a breach occurs, can limit or mitigate any fines imposed by the Office of Civil Rights– the enforcement arm of the U.S. Department of Health and Human Services, or HHS. In this course, we're going to talk through HHS recommendations regarding safeguards.

HIPAA: 15. Quick Learn for Employees

The Health Insurance Portability and Accountability Act, or HIPAA, is a big topic. So big, in fact, that hours of training are dedicated to ensuring compliance. But what does the average health care worker or volunteer need to know?

HIPAA: 16. Consumer Rights

The Health Insurance Portability and Accountability Act is designed to protect patients. In addition to learning all about the rules and regulations regarding these protections, it's also important to talk through consumer's rights. This course will teach you what consumers expect, and are entitled to, from your HIPAA compliance efforts.

HIPAA: 17. Disclosure to Family and Friends

The Health Insurance Portability and Accountability Act is designed to protect patient health information, so a great deal of the act's content is dedicated to outlining how and when covered entities can disclose protected health information, or PHI. As you may have already learned, the HIPAA Privacy Rule outlines six different permitted uses and disclosures. You can learn more about those in the Privacy Rule training. The goal of this program is to address

concerns regarding disclosing PHI to family and friends. This is one of the more complex HIPAA topics because the situations are so varied.

HIPAA: 18. For Emergency Responders

As an emergency responder, you're engaging with patients during some of the most vulnerable times in their lives. Your job is to comfort, treat, and transport while protecting yourself and those around you. The first question typically asked by emergency responders is this: "Am I required to be HIPAA compliant?" Most of the time, the answer is yes." Any health care providers that charge for services, including EMS agencies, fire departments, or rescue squads, are considered covered entities under HIPAA.

HIPAA: 19. GINA

One of the most significant changes in the health care landscape is the ability to use genetic information to determine a patient's risk of developing certain conditions or illness. This amazing technological advancement is a tool for people all over the world. The Genetic Information Nondiscrimination Act (GINA), passed in 2008, is a federal law seeking to ensure that this incredible technology will benefit us, not create additional hardships. The law protects people from discrimination based on their genetic information. In short, GINA prohibits employers and health insurers from misusing genetic health information.

Marijuana Laws and HR Policy: Marijuana Laws and Your Workplace

The laws surrounding marijuana use are rapidly changing. Whether it can be used medically or recreationally varies by state, making it difficult for workplaces to update and enforce drug policies. Companies need to be educated so they can create policies accordingly. That's what these courses are designed for. In this first program, we'll define marijuana and its effects. We'll go over the changing laws, where they apply, and how to stay lawful as you navigate them. We'll

also talk about drug testing, the different methods available, and what they can help you determine.

Marijuana Laws and HR Policy: Setting Marijuana HR Policies

Drafting or updating your company's drug policy can prove to be a difficult task, given the confusing, ever-changing laws surrounding marijuana use. In this course, we'll help to simplify this process. We'll go over common policies that various industries are using, and why these might work, or not, for you. We'll talk about medical versus recreational use and separating these policies. We'll also cover the importance of creating very clear guidelines and which details to include.

Marijuana Laws and HR Policy: Post-Accident and Injury Marijuana Testing

One of the most important facets to your drug policy will be determining what to do in the event of an accident or injury, when it's suspected that marijuana use could be a factor. In this course, we'll discuss the details of setting a post-accident or injury marijuana testing policy. We'll go over when it's okay to test, signs that someone is intoxicated, and the testing process. We'll also talk about what to do if an employee refuses to be tested. We'll cover how to keep detailed reports of these incidents, and go over setting rules and consequences for testing positive for marijuana during an accident or injury.

Avoiding Discrimination Problems: 5 Keys

If there is one thing you want to avoid, it is a discrimination charge. Not only is it important from a legal standpoint, but also your employment practices define you as a company. There are five keys you need to know that will aid you in being a lawful and ethical employer. These five keys will help you to avoid a potentially catastrophic lawsuit that could come from one of your employees or applicants for employment.

Background Checks

We obviously don't need to sell you on the importance of background checks. These help verify employment history, education, criminal records, financial history, and social media history. Having this information can help your company create a better, safer, stronger workforce. However, there are some rules that businesses must follow in order to legally run background checks on prospective or current employees. So, in this course, we'll talk about what you can and can't do in terms of checking someone's background.

California Consumer Privacy Act: What Are the CCPA & CPRA?

If you do business in California and collect data on your customers—as most businesses do—then a very important privacy law applies to you. Beginning in 2020, California enacted the California Consumer Privacy Act or CCPA. It radically changed how you have to treat your customers' data, what data customers can access, and what penalties apply for consumer data breaches. In January of 2023, the California Privacy Rights Act, or CPRA, amended and expanded the scope of the CCPA. In this program, we'll discuss what this law stipulates, how it applies to your business, and what you must do to stay compliant.

California Consumer Privacy Act: How to Comply with the CCPA & CPRA

The California Consumer Privacy Act, along with its CPRA expansion, is a sweeping law that affects how companies with customers in California must deal with customer data. It gives customers the right to refuse data collection and sales, and to request 12 months' worth of their data. Facing down the prospect of making your company ready to comply with the CCPA can be daunting. But this program is here to help you understand the considerations that go into complying with the CCPA.

Chicago Harassment Bystander Intervention Regulations

If you work in the city of Chicago, there are specific regulations and rules regarding the bystander's responsibility to stop or report sexual harassment at work. The Chicago Commission on Human Rights defines bystander intervention as "safe and positive actions that may be carried out by a person or a group of people to prevent harm or intervene where there is a risk or perceived risk of sexual harassment to another." In this program, we'll define bystanders and go over their responsibilities if they witness harassment. We'll explain sexual harassment under Chicago city law and provide examples of what you might see.

Discrimination: The Protected Classes

Discrimination is very specific when it comes to employment practices. This course is designed to help viewers stay up-to-date on what the protected classes are and what exactly is considered discrimination in the eyes of the law. In this program, we'll talk about what the Equal Employment Opportunity Commission says about discrimination, including the laws that are enforced by the EEOC. We'll discuss the employment practices that are reviewed by the EEOC. We'll also go over creating company policies that help to ensure discrimination-free work environments and promote ongoing training.

Handling References

Hiring the wrong employee can cost your organization a lot of time and money, so checking candidates' references is a critical step when vetting prospects. In this course, we'll discuss the most effective way to conduct reference checks. We'll talk about which references to call, good questions to ask, and what you should and shouldn't do when conducting these checks.

Interviewing Checklist

Just as you're seeking to identify the best candidates based on skill set, professionalism, aptitude, attitude and dedication, job seekers are

seeking to identify employers who understand their desire for work-life balance, fair compensation, and inclusion. To properly prepare for a great interview, there are a lot of things the hiring manager must do before, during, and after the interview. In this course, we'll walk you through this checklist and discuss how you should prepare for and lead an interview.

Leadership of a Diverse Group

A lot of people think diversity is about being politically correct or saying things in a way that doesn't offend someone. It's not just that. It's about a whole host of factors: personal, professional, and social. Let's talk about facilitating a discussion on diversity with your employees.

Legally Firing

Firing someone is a painful part of management that, unfortunately, comes with the territory. You have a very important role in ensuring that when someone is fired, it's handled properly and legally. That's what this course is designed to educate on. We'll discuss creating progressive discipline plans, providing performance feedback, and knowing what to document. We'll also go over what you can and cannot fire someone for.

Legally Hiring

Hiring the right person for any job is a difficult process. From posting the position, to sorting through resumes, to interviewing, to eventually offering someone a position, there's so much that needs to happen before a person starts a job. Furthermore, there are several laws you must stay within when going through this lengthy hiring process. That's what we'll cover here: what those laws are and how to abide by them. We'll cover how to write a good job description, how to avoid discrimination when hiring, how to legally recruit good candidates, and more.

Retaliation

Employees in the US are protected from

retaliation under the Equal Employment Opportunity Commission, or EEOC. Retaliation occurs more often than you might think. For instance, it happens when an employer punishes an employee for engaging in a legally protected activity. Retaliation can include any negative job action, such as demotion, discipline, firing, salary reduction, or job or shift reassignment. It can also be more subtle, and disguised. In this course, we'll talk about this complicated law and its history. We'll also discuss the three key terms commonly used with retaliation complaints. *This course is an overview of the topic and not intended to be legal advice. For a more in-depth understanding, please contact your HR department, legal counsel, or visit the EEOC's website at EEOC.gov.

Alcohol Abuse

Over 14 million Americans struggle with alcoholism. As a supervisor, there's a possibility that you'll need to manage someone dealing with alcohol abuse in the workplace. This is a difficult issue to handle because alcohol is legal for people over 21 in the U.S., so it can be more challenging to pinpoint and deal with than drug use. In this program, we're going to talk about how to view these types of problems among employees as performance issues, not substance issues. We'll cover policies regarding alcohol abuse in the workplace, signs to look out for, the steps to take to deal with performance issues, and how to help an employee who admits to alcohol abuse.

Substance Abuse

As a supervisor, there's a possibility that you'll need to manage someone dealing with substance abuse issues in the workplace. In this program, we're going to talk about how to view these types of problems among employees as performance issues, not substance issues. We'll cover policies regarding substance abuse in the workplace, signs to look out for, the steps to take to deal with

performance issues, and how to help an employee who admits to substance abuse.

Termination Checklist

As a manager, one of the most challenging conversations you can have with an employee is when you must terminate their employment. However, having a termination checklist is a great tool to help you through the process. A termination conversation should always be respectful, legal, and to the point. To help you be best prepared for these situations, this course will provide some before, during, and after termination tips to lessen the chances of a wrongful termination lawsuit.

Texas Human Trafficking Awareness for Drivers

Human trafficking is a form of modern-day slavery that exploits people for forced labor or commercial sex. As a driver, you're moving about the state of Texas in a way that few others do. That makes you uniquely equipped to identify and report human trafficking. In this program, we'll define human trafficking and discuss the startling statistics of human trafficking in the state of Texas. We'll go over why you're in a unique position to spot it, and what you should be on the lookout for. Lastly, we'll cover how to report suspected trafficking, who to report it to, and the information you'll need to supply.

Bribery: What Is Bribery?

Cameron works at a shoe store and a hot, new sneaker is about to drop. His friend offers Cameron \$50 to get to the front of the reservation list. Mona is setting up a factory overseas to help make her innovative kitchen supplies. The local governor says that Mona can set up a factory in his town with reduced taxes, if Mona donates to the charity he sponsors. These are examples of bribery, which is unethical, and in business, is usually illegal. In this program, we'll talk about what bribery is, both legally and from a business ethics standpoint. We'll discuss what it looks like

to give or receive bribes, and how to avoid these situations all together.

Bribery: Avoiding and Reporting Bribery

Because bribery is both unethical and, in most cases, illegal, it's something you want to avoid at all costs. In this course, we'll talk about methods you can use to steer clear of bribery, and we'll cover what to do if you've been bribed, including whom to report it to. We'll go over some industries where bribes are considered "business as usual," and how those scenarios should be navigated. We'll also discuss handling overseas business in countries where bribing is common practice.

Workplace Bullying for Employees

Bullying isn't something that just affects children. A survey showed that 27% of American workers reported experiencing some form of bullying by managers or coworkers. Another 21% reported witnessing bullying in the workplace. In this course, we'll define workplace bullying and discuss what it is and what it is not. We'll go over what to do if you see bullying and abusive behavior at work or if you experience it yourself.

Workplace Bullying for Supervisors

Bullying isn't something that just affects children. A survey showed that 27% of American workers reported experiencing some form of bullying by managers or coworkers. Another 21% reported witnessing bullying in the workplace. If you're a manager, it's critical that you understand what bullying at work looks like and that you know how to properly address it. In this course, we'll discuss what is and is not considered workplace bullying. We'll talk about how to evaluate the way you manage to ensure that you're not inadvertently adding to the problem. We'll go over how to stop bullying and abusive behavior among your employees, what to do if someone files a complaint, and the consequences that should follow if someone is demonstrating bullying and

abusive behavior towards others in your workplace

Workplace Violence for Supervisors

Bullying isn't something that just affects children. A survey showed that 27% of American workers reported experiencing some form of bullying by managers or coworkers. Another 21% reported witnessing bullying in the workplace. If you're a manager, it's critical that you understand what bullying at work looks like and that you know how to properly address it. In this course, we'll discuss what is and is not considered workplace bullying. We'll talk about how to evaluate the way you manage to ensure that you're not inadvertently adding to the problem. We'll go over how to stop bullying and abusive behavior among your employees, what to do if someone files a complaint, and the consequences that should follow if someone is demonstrating bullying and abusive behavior towards others in your workplace.

Workplace Violence for Employees

Workplace violence statistics are so staggering that the conversation is slowly shifting from "if it happens" to "when it happens," so preparation is everything. In this program, we'll have a realistic conversation with you about the steps you can take before anything violent occurs in your workplace. We'll discuss workplace violence statistics, who's at risk, warning signs to be on the lookout for, and common triggers that often lead to violence. We'll also go over ways to prevent future acts of workplace violence to help keep you and your colleagues safe.

Fair Labor Standards Act: FLSA for Employees

The Fair Labor Standards Act, or FLSA, was originally passed in 1938 and is enforced by the United States Department of Labor. The act establishes standards regarding two key items: minimum wage and overtime pay, but it also establishes standards for employer recordkeeping and youth employment. In this

program, we'll go over what these laws mean to you, as an employee. We'll discuss who FLSA applies to, what it means to be an exempt versus nonexempt employee, how FLSA affects wages, and more.

Fair Labor Standards Act: FLSA for Managers

The Fair Labor Standards Act, or FLSA, was originally passed in 1938 and is enforced by the United States Department of Labor. The act establishes standards affecting employees in the private and government sectors regarding minimum wage, overtime pay, recordkeeping, and youth employment. In this program, we'll go over what these laws mean to you, as a manager. We'll discuss who is covered by FLSA and how the act affects wages and overtime pay. We'll also go over youth employment under the law, as well as FLSA recordkeeping requirements.

Family and Medical Leave Act: FMLA for Employees

Have you ever wondered what would happen if you or a loved one had a medical emergency? What would you do if you developed a serious illness, or needed to care for a family member as they underwent treatment for one? These are just a few of the situations covered by the Family and Medical Leave Act, or FMLA. In this program, we'll discuss how FMLA works, who it applies to, what it covers, and how to use it.

Family and Medical Leave Act: FMLA for Managers

What is family and medical leave? How does it work? Who qualifies? And does it apply at your workplace? It's important to be familiar with the Family and Medical Leave Act, or FMLA, so you can answer these questions when you or your employees need to take advantage of family or medical leave. In this program, we'll discuss how FMLA works and who qualifies. We'll also go over some common scenarios you might experience as a manager, and we'll talk about what needs to

happen in order for an employee to request FMLA.

Americans With Disabilities Act: ADA for Employees

The Americans with Disabilities Act, also known as the ADA, was a groundbreaking law passed in 1990 that protected those with disabilities from discrimination in the workplace and beyond. The Americans with Disabilities Amendments Act, or the ADAA, was passed in 2008 and expanded protections to more Americans. If you're a qualified applicant for a job and have a disability, have a record of having a disability in the past, or even just have a relationship or association with a person who has a disability, you can benefit from understanding the protections offered by the ADA and the ADAA. In this course, we'll explain the law, talk about who it covers, and discuss reasonable accommodations.

Americans With Disabilities Act: ADA for Managers

The Americans with Disabilities Act, or ADA, has decreased discrimination against people with disabilities. However, the Bureau of Labor Statistics found that the unemployment rate for people with disabilities is twice as high as for people without disabilities. People with disabilities are often treated unfairly by employers and potential employers. As employers, it's our responsibility to educate ourselves so we don't discriminate against our employees. In this course, we'll take a closer look at the ADA and its amendments. Then, we'll define disability and reasonable accommodations, and walk through a list of dos and don'ts.

Military Family and Medical Leave Act: Military FMLA for Employees

Military families face unique and difficult challenges. When a family member is deployed, on duty, or injured in the line of duty, employees must make important decisions regarding

childcare, finances, medical treatment, and more. Balancing their needs with the demands of their workplace can be very difficult. In 2008, the Family and Medical Leave Act, also known as FMLA, was amended to cover military families in situations like these. In this course, we'll talk through some of the specifics of FMLA for military families. We'll discuss who is covered, the types of leave, and the process involved for taking leave.

Military Family and Medical Leave Act: Military FMLA for Managers

The Family and Medical Leave Act, or FMLA, provides certain employees up to 12 weeks of annual unpaid and job-protected leave, and is enforced by the Department of Labor. In 2008, the FMLA was amended to include military leave based on the National Defense Authorization Act. In this program, you'll learn more about the military leave included in the FMLA amendment and how it affects you, as an employer. We'll discuss important terms you need to understand, go over the types of leave employees may request, and take you through some scenarios you might experience. We'll also discuss how the process works and what it requires of you, as a manager.

Age Discrimination in Employment Act: ADEA for Employees

While it's been against the law to discriminate against an applicant or employee based on age for more than half a century, age discrimination remains a problem. In 2022, the EEOC received over 73,000 age discrimination complaints, a 20% increase over the previous year. This makes it even more important for employees to understand legislation around age discrimination. In this course, we'll cover the Age Discrimination in in Employment Act: what it is, who it covers, and why someone might waive their rights.

Age Discrimination in Employment Act: ADEA for Managers

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Pregnancy Discrimination Act: PDA for Employees

Even though the Pregnancy Discrimination Act (PDA) was passed in 1978, discrimination due to pregnancy is still a big problem in the United States. In 2022 alone, the United States Equal Employment Opportunity Commission, or the EEOC, received 73,485 new discrimination charges, which was close to a 20% increase from the previous year. In this course, we'll go over your responsibilities under the PDA as an employer. We'll discuss the basics of the act, whom it applies to, and what the PDA prohibits. Lastly, we'll provide some common examples of scenarios you may run into as a manager, so you can better navigate these situations and stay in compliance with the PDA.

Pregnancy Discrimination Act: PDA for Managers

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Lastly, we'll provide some common examples of scenarios you may run into as a manager, so you can better navigate these situations and stay in compliance with the PDA.

Uniformed Services Employment and Reemployment Rights Act: USERRA for Employees

Being called to active duty can be stressful for those in the armed services who also have civilian jobs. Preparing to serve your country can bring anxiety about your family, career, and future. If you find yourself worrying about what would happen to your job if you were called away for military service, rest assured that your employment is protected under the Uniformed Services Employment & Reemployment Rights Act, also known as USERRA. In this course, we'll discuss what USERRA is, who it covers, and how it works. We'll also talk about job placement rules and health benefits under this law.

Uniformed Services Employment and Reemployment Rights Act: USERRA for Managers

Being called to serve in the military creates enormous stress and disruption to many service members' lives. Facing discrimination when returning to the workplace shouldn't be an additional concern. The United Services Employment and Reemployment Act, also called USERRA, was passed in 1994. This important legislation protects military service members and veterans, making sure that their careers won't be adversely impacted by their service to our country. In this course, we'll take a closer look at USERRA and what you need to know as an employer. We'll discuss what the act is, who it covers, and what's required of you. We'll also cover employee health benefits under USERRA.

Equal Pay Act: EPA for Employees

Equal pay for equal work. If two people are doing the same job for the same company, they should be paid the same, regardless of their gender.

Right? In 2022, the U.S. Bureau of Labor Statistics found that for full-time, year-round workers, women are paid about 83% of what men are paid, and this inequity is even greater for Black and Hispanic women. Historically, women have been paid less than men for doing the same job. In 1963, to address this issue, President Kennedy signed the Equal Pay Act, or EPA. Over sixty years later, there's still a massive wage discrepancy. In this course, we'll take a closer look at the protections provided by the EPA. We'll also talk about making a wage discrimination claim.

Equal Pay Act: EPA for Managers

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California Time and Labor: California Time and Labor for Employees

The federal standard for overtime pay in many states is established by the Fair Labor Standards Act, or FLSA. It says that nonexempt employees should be paid overtime after working 40 hours in a week. However, California is a little different. The state of California has overtime provisions that require all nonexempt employees, which includes domestic workers, to receive overtime pay at a rate one and a half times the regular rate of pay for all hours worked over 8 hours per day

and 40 hours per week. In this course, we'll discuss the differences between exempt and nonexempt employees. We'll cover some exceptions to the rule, and we'll go over some tips to help you ensure you're being paid properly.

California Time and Labor: California Time and Labor for Managers

The federal standard for overtime pay in many states is established by the Fair Labor Standards Act, or FLSA. It says that nonexempt employees should be paid overtime after working 40 hours in a week. However, California is a little different. The state of California has overtime provisions that require all nonexempt employees, which includes domestic workers, to receive overtime pay at a rate one and a half times the regular rate of pay for all hours worked over 8 hours per day and 40 hours per week. In this course, we'll discuss the differences between exempt and nonexempt employees. We'll cover some exceptions to the rule, and we'll go over some tips to ensure you're paying your employees properly.

Pregnant Workers Fairness Act: PWFA Act for Employees

The Pregnant Workers Fairness Act, or PWFA, went into effect on June 27, 2023, and is enforced by the Equal Employment Opportunity Commission, also known as the EEOC. The PWFA is designed to provide a wide range of protections that support pregnant workers who wish to remain working longer into their pregnancies. Specifically, the PWFA requires employers to provide reasonable accommodations to pregnant workers who are experiencing limitations due to their pregnancy. In this course, we'll explain what your rights are, provide examples of reasonable accommodations, and outline employer restrictions.

Pregnant Workers Fairness Act: PWFA Act for Managers

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enforced by the Equal Employment Opportunity Commission, also known as the EEOC. The PWFA is designed to provide a wide range of protections that support pregnant workers who wish to remain working longer into their pregnancies. Specifically, the PWFA requires employers to provide reasonable accommodations to pregnant workers who are experiencing limitations due to their pregnancy. In this course, we'll explain what's required of you as the employer, and what restrictions are outlined in this new legislation.

PUMP for Nursing Mothers Act: PUMP Act for Managers

When workers give birth, they often face unexpected challenges and pressures when they return to work, especially if they decide to nurse. It's our job as managers to support lactating parents and understand the laws we must comply with to prevent nursing parents from facing discrimination. On December 29, 2022, legislation was passed to support nursing mothers as they return to work. This law is called the "PUMP for Nursing Mothers Act," or the "PUMP Act" for short. In this course, we'll take a look at how the legislation impacts accommodations that you must make as an employer.

PUMP for Nursing Mothers Act: PUMP Act for Employees

Discrimination around pregnancy doesn't only impact pregnant or newly postpartum parents. Unfortunately, it's also common for parents to face discrimination even after they return to their jobs. For nursing parents, it can be hard to know what their rights are as they come back to work and have a desire to continue pumping milk for their babies. On December 29, 2022, new legislation was passed to support nursing parents as they return to work. This law is called the "PUMP for Nursing Mothers Act," or the "PUMP Act" for short. In this course, we'll take a look at how the legislation can protect your rights as an employee.

The New I-9 Form

The Form I-9 is managed by the U.S. Department of Homeland Security's division of U.S. Citizenship and Immigration Services (USCIS), and it verifies a new hire's identity and authorization to work in the United States. What does this mean for you? How should you be using it? In this course, we'll cover these questions and discuss each section of the form. We'll also go over which identification and work authorization documents are okay to accept. Lastly, this course will provide information regarding previously filed I-9 forms, reverification, what to do after the form is completed, and how the new I-9 form differs from the old one.

Working Well with Everyone: 01. What is Diversity?

This is a diversity series, but it's different than what you've probably seen in the past. Instead of discussing legalities, tolerance, or political correctness, we're going to talk about why diversity is a beneficial and necessary part of today's workforce.

Working Well with Everyone: 02. The Diversity Continuum

Are you open to people who are different to you? Or are you a little leery at first? For most people, their attitude about diversity fits somewhere on what we call the diversity continuum. In this course, we'll go through each level and provide an example of it.

Working Well with Everyone: 03. The Mistake of Stereotyping

This course looks at the mistake of stereotyping. We'll start with a definition and then explore the problem. We'll end with what we can do to fix it.

Working Well with Everyone: 04. The Power of Inclusion

What happens when we discriminate and stereotype? When we allow biases to impact our work? We'll address these questions. Then we'll

explore the opposite, which is the wonderful world of inclusion! We'll go through the psychology and benefits of this important practice.

Working Well with Everyone: 05. Diversity = Greatness

You may be wondering, does diversity pay off? Is it really worth pursuing, and embracing? We'll explore those questions here, and provide an emphatic "Yes!" with specifics to back it.

Insider Trading

If you trade on the stock markets or work for a publicly-traded company, there are many legal areas you need to be aware of. But perhaps one of the most important things is insider trading. You may have heard of this before. It's what Martha Stewart went to prison for. Obviously, it carries large criminal penalties for individuals and companies alike. In this course, we'll discuss what insider trading is, how to avoid it as an individual, and how to prevent it within your company.

Antitrust Law Overview

Antitrust laws are statutes or regulations designed to promote free and open markets. They prohibit unfair competition, making it illegal for competitors in an industry to use unfair tactics, and preventing companies from abusing their monopoly power to force smaller competitors out of business. There are several of these laws in the U.S., and in this course, we'll discuss what those are, who they apply to, and why they're important. We'll also talk about various violations and who enforces them.

PCI Data Security Standards

Are you a merchant or vendor who accepts payments via credit or debit cards? If so, this course is for you. You must comply with the PCI Data Security Standards, both because it's an important regulatory body AND because doing so will ensure that your customers' credit card data

is kept as secure as possible. In this course, we'll define what these standards are and what your business needs to do to stay compliant. We'll cover the six areas of concern, discuss the auditing process, and the PCI Self-Assessment Questionnaire.

Leadership of a Diverse Group

A lot of people think diversity is about being politically correct, or saying things in a way that doesn't offend someone. Well, it's not. It's about a whole host of factors: personal, professional, and social. It's about asking questions like, "Do differences create problems or do our differences make us stronger as a team?" and "What do we have in common that unites us?" In this course, we'll discuss how to celebrate differences. We'll also talk about how organizations are making cultural shifts toward diversity and inclusivity. And we'll go over leadership's role in pursuing and embracing diversity among its workforce.

Avoiding Discrimination: 5 Keys

If there's one thing you want to avoid, it is a discrimination charge. Not only is it important from a legal standpoint, but your employment practices define you as a company. Do you want to be known as a company that uses discriminatory practices? Or do you want to be known as an ethical company that prides itself on fair employment practices? You benefit from the diversity of your employees, so it's important to treat them equally and fairly, in spite of any differences between you. In this course, we'll cover five key things you need to know in order to be both a lawful and ethical employer.

Diversifying Your Leadership Team

It's in every company's best interest to have a diverse team of leaders. You want your leadership team to not only bring extensive professional skills and experience to the table, but also vast and varying life experiences, personality types, educational backgrounds, and even hobbies or interests. In this course, we'll explore the benefits

of building a diverse leadership team and provide some concrete tips for putting your diversity plans into action. We'll look specifically at recruiting practices, leadership development opportunities, succession planning, and external hiring. We'll also discuss the importance of setting realistic expectations for your unique organization.

Tokenism

"The token Black guy." Are you familiar with that expression? Perhaps you've heard this in relation to TV or movies. It's when a minority is added into the mix to create an appearance of diversity. Oftentimes in the workplace, token minorities are hired to show diversity within a company, or worse, to hit a diversity quota. This practice is harmful, and in this course, we'll discuss why. We'll go over what tokenism is, and how it impacts individuals and companies. We'll talk about how to avoid tokenism and educate you on best practices when it comes to hiring a diverse work force. Lastly, we'll discuss the difference between appearance and impact, including how companies can take steps toward truly embracing diversity.

Microaggressions

Microaggressions reinforce underlying stereotypes or assumptions about a marginalized or minority group of people. While the intent of microaggressions is not usually to cause harm, the reality is that they do just that. In this course, we will define microaggressions and look at the impact they have on groups of people. We will also talk about how to be more conscious and intentional in your own behavior, as well as how to respond to microaggressive behavior in others.

The Problem with Toxic Masculinity

Toxic masculinity refers to cultural norms that are associated with excessively dominant behavior, misogyny, racism, and homophobia. These traits are harmful to society, and are considered toxic due to their promotion of violence, including

sexual assault and domestic violence. The effects of toxic masculinity are harmful to women, racial and ethnic minority groups, those who identify as LGBTQ+, and men themselves. And if ignored, toxic masculinity will ruin an organization's culture. In this program, we'll take a hard look at how toxic masculinity shows up in the workplace, and why it happens in the first place. We'll explore how to confront this issue, and how to shift your organization's culture away from it.

Supporting Working Parents and Caregivers

As a leader, it can be easy to get so involved in the advancement of your organization that you overlook the individual needs of your employees, especially working parents and caregivers. These are people that support someone who depends on them outside of work, like their children or other relatives. In this program, we'll talk about what life looks like for these people outside of the office, where their time, energy, and focus is often going, and the strain they may feel getting tugged between work and home. We'll also go over what companies and managers can do to better support parents and caregivers.

Considering Part-Time and Job-Sharing for Your Team

There is a large, diverse talent pool looking for part-time and job-sharing opportunities. These people often have responsibilities outside of work that demand their time, such as caring for their family members. Offering job sharing and part-time jobs, especially above entry-level positions, gives you access to this diverse candidate pool, with just as much talent as you'd find anywhere else. In this course, we'll discuss why candidates are seeking these types of jobs, and the advantages and disadvantages to having part-time or job-sharing roles. We'll also go over several job-sharing models, and what companies should do to ensure a successful implementation of these models.

People-First Language

Language is powerful. Words can inspire, lead, guide, and shape the attitudes people hold about themselves and others. At work, we interact with diverse groups of people, like our coworkers, employees, customers, and vendors—and research has shown that the language we use to communicate has great impact. In this course, we'll talk about a concept known as “people-first language,” or it's also called “person-first language.” This idea can be applied in the workplace, at home, or in your community.

Understanding Intersectionality at Work

Intersectionality is a framework for understanding how different aspects of a person's identities intersect and overlap, creating different dynamics and challenges, particularly for those in disadvantaged groups. These factors include someone's race, gender, sexual orientation, class, disability status, or neurodiversity status. In this program, we'll take a deeper look at this idea of intersectionality, go over the history of this concept, how it looks in different people, and why understanding this concept is critical for a healthy, diverse, and inclusive workplace.

Embracing Candor

Have you ever felt like some of your coworkers were hiding the truth or acting too nice or that leaders in your organization were lacking transparency? The opposite of this kind of dishonesty is candor, or being candid, which is the quality of being open, honest, and sincere. Candor is a key element of a healthy workplace culture. It means putting forward your true personality, saying what you mean, being honest and genuine about your work, and being direct and transparent. In this course, we'll talk about how to embrace and apply candor in the workplace.

Building an Emotionally Intelligent Team

Emotional intelligence is the ability to identify, understand, and manage emotions. It involves

being aware of your own emotions, as well as the emotions of those around you, and using that awareness to guide your thoughts and actions. In this course, we'll talk about why emotional intelligence is important, and how you can build a team of employees that model this characteristic.

Supporting Coworkers With ADHD

According to the National Resource Center on ADHD founded by the CDC, around 10 million adults have attention-deficit/hyperactivity disorder. The odds of working with an adult with this condition are, therefore, pretty high. But what is ADHD exactly, how does it look in adults, and how might people with ADHD be affected by it in the workplace? In this program, we'll answer these questions and discuss some tips on how to support your coworkers or direct reports who have ADHD.

Supporting Coworkers on the Autism Spectrum

According to the CDC, there are 5.4 million adults in the United States who've been diagnosed as being on the autism spectrum, which means you might encounter someone on the spectrum at your workplace. In this course, we'll talk about what autism is exactly, how it looks in adults, and how it might affect people in the workplace. We'll also go over some tips on how to support your coworkers or direct reports who are on the spectrum.

Anti-Racism: The Anti-Racism Continuum

According to Dr. Ibrahim, everyone falls somewhere on the anti-racism continuum. In this course, we'll go over the three phases in his graphic: the Fear Zone, the Learning Zone, and the Growth Zone, and apply those areas to the workplace. We'll discuss how to push your organization and yourself toward the Growth Zone and go over some pitfalls to avoid along the way.

Anti-Racism: Colorblindness Doesn't Work

Seeing people's race is innate. To say that we "don't see color" undermines society's influence

on us, which is an inconspicuous, endless force. Interestingly, most people promoting the notion of colorblindness are white. In this course, we'll go over why colorblindness, though a beautiful dream, isn't our reality. We'll discuss alternatives to colorblindness. Specifically, we will look at how to get educated, things you can do to be anti-racism, and how to be "color kind," not colorblind.

Anti-Racism: Calling Out and Calling In

I know you've heard the term "calling out," but have you heard the term "calling in?" If this term is new to you or if you're uncertain exactly what it means, or when to use it, this course is for you. Here, we'll define these terms, identify the different scenarios when it's more effective to "call out" someone and when it's more effective to "call in." We'll also review some important points to keep in mind when putting these actions to use.

Anti-Racism: Learning to Listen and Listening to Learn

Often, we hear what people of color are saying, but our unconscious bias tunes it out because it's not happening to us. We may hear a story or a statistic, but since it's out of our realm of normalcy, our brain has a tendency to push it out of the way. In this course we'll review how to listen to and learn from people of color. Specifically, we talk about resources you should turn to for information, how to respect a person of color who is sharing their experience with you, how to avoid gaslighting, and when it's appropriate for you to speak up instead of just listen.

Anti-Racism: Maintaining Momentum

What we're seeing right now are signs of progress. What we're working toward is real, longlasting change. How do we move from progress to change? That happens through continued hard work and a sustained commitment to the cause. Which means that as you see the passion toward change fade within

your community, you're going to have to find ways to keep yourself motivated. That's what we're going to talk about here. We'll discuss committing to realistic goals, holding yourself accountable, and building a community. We'll also go over supporting minority-owned businesses; diversifying the toys, shows, and books in your home; and other ways to support minority communities.

Anti-Racism for Leaders: Diversity-Focused Recruitment

Diversity in hiring practices is a newer focus for many teams. This doesn't mean hiring to meet a diversity quota, but embracing the strengths and qualities that a truly diverse team can bring to an organization. This perspective requires a shift in how many companies view diversity and how they execute their hiring practices. In this course, we'll talk about how to change the language in your job postings to be more inclusive and less gender-specific. We'll discuss sharing a diversity statement along with diversity metrics and any benefits that are inclusive to all. We'll talk about outreach and where to post positions to maximize your diversity efforts. Lastly, we'll cover the job application, and some changes many companies are making to avoid unconscious bias when qualifying their applicants.

Anti-Racism for Leaders: Mitigating Bias

It's become clear to corporate leaders and business owners around the world that we need to do more to fight racial inequality in the workplace. Not only is this work aligned with the ethics and moral values of the labor force, but it's a fact that racially and ethnically diverse companies outperform industry norms by 35%. So why has it taken the corporate world so long to wake up to this reality? Unfortunately, many expressions of racial prejudice are hard to spot, even in ourselves. This is known as unconscious bias, and it's been deeply impactful on hiring practices and workplace relations for decades.

The good news is, we can uncover our own unconscious biases and actively work against them. In this course, we'll talk about two types of common biases and how to mitigate those in the workplace.

Anti-Racism for Leaders: Creating and Implementing Policy

As a leader, you are in a prime position to enact real change and mitigate racism in your organization. In order to do this successfully, you need to start with your company's policies. In this course, we'll talk about why taking anti-racism steps is vital to your business. We'll discuss how to assess your company's current values and integrate anti-discrimination and anti-racism policies into your culture. We'll tell you about various resources you can use to craft policies that will protect your company and all its employees. Lastly, we'll cover how to implement these policies.

Anti-Racism for Leaders: Allyship

You may have had the luxury of not thinking about racism much at work. In fact, you may have even assumed that it wasn't much of a problem anymore. It's likely that changes in our national dialogue have prompted some questions for you, including what it might mean for your organization, or for you, to be an ally to those who face discrimination at work. In this program, we'll explore what it means to be an ally while in a leadership position, hence the term, "allyship." We'll talk about what your motivation should be and what you can do as a leader to stand side-by-side with people of color.

Anti-Racism for Leaders: Maintaining Momentum for Leaders

Our recent social dialogue has centered on racism and discrimination in a way we haven't seen in quite some time. All of these conversations are good and can move us in the direction of needed change, but as interest wanes, what can we do to stay engaged? How

can we avoid complacency and maintain this momentum within our organizations? In this course, we'll discuss ways to make this a daily practice by setting realistic expectations. We'll go over some ideas to help you personally stay engaged in this conversation, and we'll also talk about measuring your efforts by examining organizational data.

Anti-Racism for Leaders: Evaluating Your Organization

The effort needed to become a truly anti-racist organization is considerable. But it's also worth it. Study after study shows that diverse organizations are more productive and ultimately more profitable, and those are great things for a business. But more importantly, you should search for ways to become more anti-racist simply because it's the right thing to do. Evaluating your own organization will help give you an idea of where you are and how far left you have to go. In this program, we'll talk about how to survey your company, what to do with those results, and questions you need to consider as you lead your company in these efforts.

Privilege: What is Privilege?

"A special right, advantage, or immunity granted or available to a particular person or group." This is the definition of privilege, a contentious word that often conjures anger, defensiveness, and divisiveness. Why is this? In this course, we'll start to answer this question by discussing exactly what privilege is, how it shows up in our lives, why it's such a sensitive topic for many, and how we can use our privilege to elicit change.

Privilege: Privilege Scenarios

Understanding your own privileges involves studying the life around you and seeing where you fit in. It requires you to take inventory of your own privileges. Before viewing this course, please complete the questionnaire provided to reveal your areas of privilege. Then, as you watch this course, we'll show you how some of those areas

listed on the questionnaire impact career opportunities.

Privilege: Using Your Privilege

Once you've been able to explore your own privileges and understand how they've provided an advantage to you throughout your life, you can use any privilege for good to lift others up. In order to do this successfully, you should understand how privilege shows up differently for different people, a concept known as "intersectionality," which we'll discuss here. We'll also talk about finding opportunities to make real change, through listening, learning, and letting yourself get "uncomfortable."

Psychological Safety for Employees

Do you feel comfortable asking your coworkers for help, or disagreeing with your boss? What happens when someone makes a mistake? How often do people give and receive feedback? Each of these questions is related to your sense of psychological safety at work. Psychological safety is the belief that you won't be punished or humiliated for speaking up with ideas, questions, or concerns. In this program, we'll talk about how organizations can adopt and cultivate this concept. We'll discuss why it's important and how lacking psychological safety can leave a negative impact on you as an employee.

Psychological Safety for Managers

If you're a manager and you're unfamiliar with the term "psychological safety," you should watch this course. Psychological safety is the belief that that one won't be punished or humiliated for speaking up with ideas, questions, or concerns. This speaks to the comfortability of your employees asking for help, expressing disagreement with you, or admitting to mistakes. Are you aware of your team's sense of psychological safety? If not, you should be. In this program, we'll talk about why this concept matters and how you as a manager can develop a more psychologically safe work environment.

Neurodiversity: What is Neurodiversity?

Neurodiversity refers to variation in the brain regarding sociability, learning, attention, mood, and other mental functions. It applies to a wide range of neurological variation, known as neurovariations, including autism, Asperger's, ADHD, dyslexia, dyspraxia, dysgraphia, Tourette syndrome, and others. In this program, we'll discuss the origins of the term and its intricacies. We'll also talk about the current neurodiversity movement, what it aims to do, and how to approach neurodiversity in the workplace.

Neurodiversity: Misconceptions About Neurodiversity

Neurodiversity is a relatively new idea in the sociological and medical fields. Because of this, there's a lot of misconception and a lack of clarity surrounding the movement. In this course, we'll walk through some of the core ideas, as well as the criticisms, of neurodiversity. We'll discuss the social versus medical models of disability, as well as some of the misconceptions surrounding the neurodiversity movement.

Neurodiversity: Working With Neurodiverse People

People with neurovariations may spend a lot of time trying to adjust to their work environment by managing their social behavior or finding ways to block out distractions. Over time, this extra effort can take a toll on their work performance, as well as their physical and mental health. Expecting neurodiverse people to work under difficult circumstances sets up an unfair situation, where their neurotypical coworkers might ignore their needs or preferences. Adopting the ideas of neurodiversity at work helps immensely, reducing the stigma and stress that affects neurodiverse workers. Let's talk about what this looks like.

Isms: Exploring Isms in the Workplace

Merriam-Webster defines "ism" as an "oppressive and especially discriminatory attitude or belief." Terms like this do not belong in the workplace,

but unfortunately, people engage in these kinds of discrimination without even realizing it. This happens due to a fear of the unknown, or failing to understand the issue. In this program, we'll educate viewers by focusing on six isms of discrimination and some stereotypes that accompany them. We'll also discuss how these attitudes are detrimental to organizations.

Isms: Overcoming Isms in the Workplace

Merriam-Webster defines "ism" as an "an oppressive and especially discriminatory attitude or belief." Perhaps, this is something you've personally experienced. Being the target of these isms can make you feel anxious, sad, angry, and defeated. They're oppressive, which is why it's important to be empowered and to effect change for yourself and others. In this course, we're going to talk about how to overcome these types of discrimination. Specifically, we will discuss the four steps to overcoming isms and what to do if what you are experiencing goes beyond what the four-step process can resolve.

Isms: Avoiding Items in the Workplace

Every workplace should be welcoming and inclusive. If that's the goal, then in order to avoid isms and prevent discrimination, we need to start by respecting each other's differences. In this program, we'll talk about how to achieve a more considerate and compassionate work environment that invites all to the table. We'll go over speaking without bias, educating yourself, and learning from people who are different than you. We will also review the most important elements to include in an anti-discrimination policy, as well as items that should be covered in any diversity training.

Working With Different Generations: Introduction to the Working Generations

Each generation has its own stereotypes. "Baby Boomers aren't skilled with technology." "Millennials are lazy and entitled." The list can go on and on. While, of course, these stereotypes

aren't true, working with different generations can be challenging. In this course, we'll shed some light on the different generations and talk about what sets them apart. We'll discuss various historical events that have had impacts, go over family and social dynamics that each generation experiences, and list some other factors that affect the different age groups.

Working With Different Generations: Working With Baby Boomers

For a long time, the massive Baby Boomer generation represented the largest part of the U.S. workforce. As they've started to retire, this spot has been overtaken by Millennials. However, many Boomers are still in the workplace. If you're working with some of them, it might be helpful to know some general facts about their generation and their preferences at work. But keep in mind that every person is an individual, so not all of this information will apply to every Baby Boomer. Still, there are some general things to keep in mind, and that's what we'll cover here, in our course, Working with Baby Boomers.

Working With Different Generations: Working With Gen X

Generation X. The name may conjure up images of rebellion and anti-social behavior. But it's time we got past what we thought of them as teenagers, because the reality is, Gen X is now middle-aged! And that comes with its own set of workplace benefits and challenges. While, of course, every individual is different, there are some things we can say about Gen X in the workplace. In this course, we'll discuss this generation and the technology, social interaction, preferred work schedules, financial situations, and general characteristics that make up this group of employees.

Working With Different Generations: Working With Millennials

You've probably heard a lot of largely disparaging things about Millennials. "They're lazy, entitled,

etc." Maybe you even hold some of these views yourself. But the truth is, Millennials are a diverse and hard-working generation. They just tend to approach work a little differently than their older peers. And as the largest working generation, you're bound to encounter them in the workplace, so it's good to know how best to work with them. In this course, we'll talk about the Millennial generation and their preferences regarding working environment, work-life balance, and social interaction, as well as some general characteristics.

Working With Different Generations: Working With Gen Z

For a long time, Millennials were the youngest generation in the workforce, but not so anymore. Now most of the people coming out of college or high school into your workplace are actually from Generation Z. Because they're relatively new to working, you may not have a great idea of how to work with them yet. So that's what this program is for! Here, we'll discuss Generation Z and their approach to technology, preferred communication styles, and what drives them. We'll also talk about some general characteristics of this younger generation.

Working With Different Generations: Working Together Across Generations

When you're working with people of different generations, there can sometimes be culture clashes. This isn't only because of which generation someone is in, but what stage in life they're at. So how do you cooperate and work together across these gaps? In this program, we'll talk about the five things you can start doing today that can help you create a better working relationship with anyone on your team.

Unconscious Bias: 01. What is Unconscious Bias?

Painter Benjamin Haydon said, "Fortunately for serious minds, a bias recognized is a bias sterilized." Whether we'd like to admit it or not, we

all have biases. You're probably not even aware of some of yours. In this course, we look at how they are formed, what they can look like, and why it's so important to gain "consciousness."

Unconscious Bias: 02. Types of Unconscious Bias

"Who, me, biased? Only other people are so shallow and narrow-minded! They weren't blessed with the same good understanding or intellect that I was!" Have you ever had thoughts like this? Contrary to popular belief, we all have unconscious biases. We can even be biased about being biased! But the first steps to recovery involve acknowledgement and identification, and this course is here to help. It shows us different types of unconscious bias and how they occur, therefore enabling us to move along the path to enlightenment.

Unconscious Bias: 03. Overcoming Unconscious Bias

Carl Jung said, "Until you make the unconscious conscious, it will direct your life and you will call it fate." Sure, we all have unconscious biases. But we don't have to let them be in control. As this course explains, you can take steps to recognize and overcome these false assumptions, opening yourself up to a new world of richness and diversity.

Equity in the Workplace: Equality vs. Equity

Diversity and inclusion are common terms in the modern workplace, but it takes more than that to support all people at work, including people with disabilities, people of color, women, and people who identify as LGBTQ+ or nonbinary. This is where the distinction between equality and equity becomes important. In this program, we'll discuss the meanings of equality and equity, and how you can build an equitable working environment for your employees.

Equity in the Workplace: Implementing Equitable Practices at Work

In this program, we'll talk about how you can advocate for, and implement, equitable practices at work. We'll review the definitions of equality and equity, explaining why having these practices in place can benefit any company. We'll discuss creating equity at work by looking at pay equity, ensuring all demographics are represented, reviewing the hiring process, and offering equitable opportunities for advancement. We'll also include some discussion on making reasonable accommodations and having equitable benefits.

Working Well with Everyone: 01. What is Diversity?

Can you take a completely random, unrelated group of people with different interests, backgrounds, and personalities and have them mesh well enough to be productive in the workplace? Hopefully, this happens every day in your workplace. When we show up to work, we all bring different backgrounds and experiences, both personally and professionally. These differences can include upbringing, ethnicity, religion, sexual orientation, education level, career goals, etc. The list of differences is endless. This is diversity, and in this series of courses, we're going to talk about why having a diverse workforce is not only the right thing to do, but it's essential to a successful organization because of the vast benefits. In this first program, we'll talk about diversity: what it is and what it looks like in the workplace.

Working Well with Everyone: 02. Diversity by Design

There are several ways that we can all work together to better accommodate our diverse backgrounds, experiences, and current needs in the workplace. Doing this is called "diversity by design," and it's not just for leaders and managers. Every employee contributes to designing our workplaces and the work we produce to be accessible for everyone. In this

course, we'll discuss ways to design our workspaces to suit everyone's needs. We'll also go over various methods to encourage more diversity in your organization.

Working Well with Everyone: 03. The Mistake of Stereotyping

One of the biggest barriers to diversity at all levels of the workplace is stereotyping. This can show up in big managerial areas like hiring and promotion, but it can also affect day-to-day interactions between coworkers. In this program, we'll discuss why stereotyping is such a mistake. We'll define stereotypes and talk about how they show up in the workplace. We'll go over where these erroneous ideas and concepts originate from and how to avoid assigning them to those around us.

Working Well with Everyone: 04. The Power of Inclusion

When we discriminate, stereotype, or allow biases to impact the workplace, we create a toxic environment. People become singled-out, targeted, talked about, ignored, isolated, or disrespected. They could be the best person for the job, but if social disconnect like this occurs, they won't stick around for long. Everyone wants a sense of belonging at work. In this course, we'll talk about the importance of inclusion. We'll discuss employee engagement and the need to feel valued and safe.

Working Well with Everyone: 05. Diversity = Greatness

Does diversity pay off for companies and employees? 100%. In this course, we'll talk about why having a diverse workforce makes organizations more productive, innovative, knowledgeable, and profitable. We'll discuss the research that supports the benefits of diversity, which include greater sales, higher customer satisfaction, better competitive success, and a happier, and more engaged workforce.

Supporting LGBTQ+ Coworkers: 01. Gender Identity and Sexual Orientation

Gender and sexuality are different, and it's important to understand the difference. In this program, we'll define gender identity and sexual orientation. We'll discuss common terms that are often misunderstood to help bring more awareness to workplaces with LGBTQ+ employees. We'll cover transgender, gender non-conforming, nonbinary, agender, genderfluid, cisgender, and more. Understanding and using the correct terminology will help employees support their LGBTQ+ coworkers by demonstrating respect for each unique individual.

Supporting LGBTQ+ Coworkers: 02. Understanding Pronouns

A pronoun is a word that refers to either the people who are talking, or someone or something that is being talked about. These are words like "she," "he," "they," "them," etc. We use feminine, masculine, and gender-neutral pronouns in everyday conversations all the time. However, for those who have gender identities or expressions that are different than the conventional binary genders, using improper pronouns when referencing them can be hurtful and disrespectful. In this program, we'll discuss how to avoid these situations by recognizing and respecting other people's identities. We'll go over commonly used pronouns, how to establish your own pronouns, and how to determine the preferred pronouns of others.

Supporting LGBTQ+ Coworkers: 03. Being an LGBTQ+ Ally

Being an ally to the LGBTQ+ community is an essential aspect of creating a more inclusive and equitable workplace. As you'll see in this course, supporting people who are different than you is not only the right thing to do, but it is also beneficial to your team. In this program, we'll discuss ways to be an LGBTQ+ ally. This includes educating yourself, speaking up against

discrimination and bias, using inclusive language, and staying mindful of privilege.

Supporting LGBTQ+ Coworkers: 04. Coming Out at Work

Being open about your personal life at work can be intimidating and uncomfortable, and that's especially true if you choose to come out at work. You may have concerns about harassment or job security because of who you are. However, with the right support and understanding from your coworkers and your employer, coming out can be positive and empowering. In this course, we'll talk about the benefits of being open at work. We'll go over the process of deciding to come out and provide some tips on sharing your identity safely and comfortably.

Supporting LGBTQ+ Coworkers: 05. Navigating a Gender Transition at Work

Navigating a gender transition at work can be a challenging and emotional experience. However, with the right support and understanding from your coworkers and your employer, it can also be positive and empowering. In this program, we'll talk about ways to navigate the process of living as your authentic self at work. Whether you're making a social, medical, or legal transition, there are things you can do to make this process more comfortable for you and your employer.

Supporting LGBTQ+ Coworkers: 06. Supporting a Coworker Coming Out

Supporting a coworker coming out is not just the right thing to do, it's also a good business decision. If an LGBTQ+ employee leaves their job, it's typically because they're not supported by their employer or their coworkers. Ensuring that they're supported during this time can help the company retain this valued team member, along with their skills, experience, and knowledge. In this program, we'll discuss ways to champion a direct report who's chosen to come out. We'll also talk about providing support as a coworker.

Supporting LGBTQ+ Coworkers: 07. Supporting a Transitioning Coworker

Supporting a transitioning coworker is not just the right thing to do; it's also a good business decision. If an LGBTQ+ employee leaves their job, it's typically because they're not supported by their employer or their coworkers. Ensuring that they're supported during this time can help the company retain this valued team member, along with their skills, experience, and knowledge. In this program, we'll discuss ways to champion a direct report who's chosen to transition. We'll also talk about providing support as a coworker.

Personality Assessments: Overview of Personality Assessments

Personality assessments are used in a good variety of job functions. They can be used for hiring, constructing teams, promotions, or just as a fun team-building activity. But how do you figure out which assessment is right for you, when there are so many out there? In this series, we'll go through the top assessment types and how to put them to use in your workplace. In this first course, we'll walk you through the major personality assessments. We'll cover the Big Five, the Myers-Briggs Type Indicator, the DISC Assessment, the Caliper Assessment, the Hogan Assessment, and the CliftonStrengths Assessment by Gallup.

Personality Assessments: Personality Assessments for Hiring

If you're looking for a personality assessment to use during the hiring process specifically, you'll want to watch this course. Here, we'll talk through the legalities surrounding this practice. We'll discuss the pros and cons of using assessments when acquiring talent, and we'll go over what to do if a candidate refuses to take one. Lastly, we'll cover which personality assessments are recommended during the hiring process, and why.

Personality Assessments: Choosing a Personality Assessment

There is a lot that goes into bringing a personality

assessment into your workplace. You may need to gain buy-in by selling the benefits, and then you need to choose the right assessment to meet the needs of your organization. In this program, we'll cover how to make the case for using an assessment, how to choose the best assessment for your company, and how to manage any associated vendor relationships.

Personality Assessments: Personality Assessments for Existing Team Members

Leading a team can be complicated and challenging at times. As a manager, you want to get to know your team members as individuals, you want to help the team collaborate and build relationships, and you want your team to be as efficient as possible in their workflows. Personality assessments can help you accomplish all of these goals – so in this course, we'll discuss how. We'll also cover the benefits of

using assessments for your team, look at legal issues to avoid, and explore what to do if an employee refuses to participate.

Personality Assessments: Considerations When Using Personality Assessments

We know that bringing personality assessments into the workplace can be beneficial for many reasons. These assessments help organizations recognize the strengths of potential candidates for hiring and internal personnel for promotions. They help managers better realize their employees' skills, and they create a deeper understanding within teams for improved collaboration and productivity. In this program, we'll discuss ways to implement these assessments and things to consider as you go.