



## HR Library

(86 Courses)

Active Shooter On-Site – What Every Employee Should Know (MM)  
ADA–What Supervisors Need to Know  
Affordable Care Act  
Attendance Management-Supervisors  
Basic First Aid for Medical Emergencies  
Becoming a Leader-  
    How to Prepare for a Leadership Role  
Business Ethics-Employees  
Business Ethics-Employees (Spanish)  
Business Writing - Supervisors  
Coaching for Superior Employee Performance-Supervisors  
COBRA & HIPAA–Supervisors  
Conflict Resolution-Consensus Building  
Customer Service Skills  
Disaster Planning-What Employees Need to Know  
Disaster Planning-What Supervisors Need to Know  
Diversity–Employees  
Diversity-Employees (Spanish)  
Diversity-Legal Basics for Supervisors  
Effective Communication-Employees  
Effective Meetings-Employees  
Effective Meetings-Supervisors  
Employment Law-Supervisors  
Essential HR: For Those Who Recently Assumed HR Duties  
FLSA–Supervisors  
FMLA–Supervisors  
Generational Diversity  
Grounds for Termination-Supervisors  
Handling Employee Complaints  
HIPAA – Employees  
HIPAA – Your Obligations Under The Privacy Rule  
Hiring Legally-Supervisors  
How to Conduct New Employee Orientation  
How to Explain the 401(k) to Employees

How to Manage Military Leave  
How to Manage Time Wisely  
How to Prevent and Respond to Bullying at Work  
Interviewing Skills-Supervisors  
Job Descriptions–How to Write Them Effectively  
Leadership Skills-Managers and Supervisors  
Managing Challenging Employees  
Measuring Job Performance-Supervisors  
Motivating Employees-Supervisors  
New Employee Orientation-Supervisors  
NRLA and Unions-Supervisors  
Office Hazards  
Office Hazards (MM)  
Pandemic Flu-Prevent and Respond  
Performance Appraisals–Supervisors  
Preventing Sexual Harassment – Employees  
Preventing Sexual Harassment - Supervisors  
Progressive Discipline-Supervisors  
Problem Solving - Employees  
Recordkeeping and Notice Requirements  
Reducing Employee Turnover-Supervisors  
Saving Energy at Work And Beyond  
Sexual Harassment–Employees  
Sexual Harassment-Employees (Spanish)  
Sexual Harassment–Supervisors  
Shiftwork Safety  
Social Media and Sexual Harassment  
Strategies for Legally Avoiding Unions  
Stress Management-Employees  
Stress Management (MM)  
Substance Abuse-Employees  
Substance Abuse-Employees (MM)  
Substance Abuse-Employees (Spanish)  
Substance Abuse-Supervisors  
Team Building for All Employees  
Team Building-Supervisors  
Terminating Employees-The Process



## HR Library

(86 Courses) *continued...*

Terminating Employees-Supervisors  
The Paperless Office: Conservation for Employees  
Time Management Skills-Employees  
Understanding COBRA-HIPAA for Supervisors  
Water Conservation: Making Every Drop Count  
What You Need to Know about Identity Theft  
Worker's Compensation-Supervisors  
Workplace Diversity for Employees  
Workplace Diversity for Supervisors  
Workplace Ethics-Supervisors  
Workplace Harassment-Supervisors  
Workplace Harassment-Employees  
Workplace Privacy-Supervisors  
Workplace Safety for Employees  
Workplace Safety-Employees (Spanish)  
Workplace Violence-Employees  
Workplace Violence-Supervisors

*\* (MM) – Multi-Media Courses*

*(E/S) – English and Spanish language*