

LEGAL COMPLIANCE EDUCATION COURSES



Employment Law Compliance

AB 1825: Sexual Harassment Prevention for Managers
Also available in Spanish
Americans With Disabilities Act
Avoiding Wrongful Termination
Employee Privacy
Maintaining a Drug-Free Workplace: Employee Version
Maintaining a Drug-Free Workplace: Manager's Edition
Preventing Employment Discrimination for Managers

Preventing Unlawful Workplace Harassment for Managers
Preventing Sexual Harassment for Managers
Sexual Harassment Prevention for Managers (2hrs)
The Family Medical Leave Act
Understanding Sexual Harassment
Understanding Unlawful Workplace Harassment
Valuing Diversity
Valuing Diversity for Managers

Employment Health and Safety

Back Injury Protection
Bloodborne Pathogens
Bloodborne Pathogens for Healthcare Workers
Chemical Safety
Confined Spaces
Defensive Driving
DOT: Classification
DOT: DOT Hazardous Materials Transportation:
General Awareness
DOT: Loading and Unloading
DOT: Marking, Labeling, and Placarding
DOT: Packaging
DOT: Shipping Papers
Electrical Safety Awareness
Environment, Safety and Health@Work
Environment, Safety and Health@Work:
Contractor Edition
Environmental Management Systems
ErgoNet: A Personal Assessment
Ergonet: A Training Guide for Healthy Office Work
Ergonomics For Manufacturing

Fall Protection
Fire Extinguisher Safety
Hazardous Energy Control (Lock Out/Tag Out)
Hazardous Waste Management
Hearing Conservation: Protecting Yourself from Hearing Loss
Incident Command
Introduction to Accident Investigation
Introduction to Laser Safety
Laboratory Safety
Managing Workplace Safety and Health
Personal Protective Equipment: General Overview
Personal Protective Equipment: Eye & Face
Personal Protective Equipment: Foot
Personal Protective Equipment: Hand & Arm
Personal Protective Equipment: Head
Powered Industrial Truck Safety
Preventing Workplace Violence
Radiation Safety
Radioisotope Safety
Respiratory Protection
Slip, Trip, and Fall Prevention

Industry Specific

Privacy Laws and Practices: Applying the Gramm-Leach-Bliley Act to the Insurance Industry

New Employee Training: College and School Districts *(Also available in Spanish)*



See reverse for Business Skills Essentials courses

BUSINESS SKILLS ESSENTIALS COURSES

Communication

Are You Really Listening? *(Also available in Spanish, Chinese, French, Italian, Portuguese, Thai)*
Effective and Appropriate E-Mail Usage
High Impact Visual Aids
Interpersonal Communication *(Also available in Spanish)*
Power Speaking
The Effective Business Writer

Management and Leadership

Ethics and Business Conduct
Ethics and Business Conduct for Managers
Leading a High-Performance Team *(Also available in Spanish)*
How to Hire the Right People
Management Basics
Managing Conflict: A Collaborative Approach (Manager's Edition)
Maximizing Employee Performance *Also available in Spanish*
Meeting the Delegation Challenge *Also available in Spanish*
Personal Leadership Power

Personal Development

Goal Setting in the Workplace
Handling Conflict: An Employees' Guide
It's About Time *(Also available in Spanish and French)*
Lose The Meeting Blues *(Also available in Spanish)*
Managing Information Overload
Negotiation: Your Road to Success
Participating in a High Performance Team
PROACTION: Change, Innovation and Opportunity
The Power To Change

Sales and Services

1 to 1: Customer Service Success
Sell For Success: What You Need to Know About Selling