

CourseAvenue's eComply for Human Resources series provides human resource compliance courses written by CCH, a part of Wolters Kluwer Law & Business, a leading provider of research products and software solutions in key specialty areas for legal and business professionals.

CourseAvenue is leading the simplification of creating and distributing eLearning compliance courseware. All courses are published in SCORM/AICC standards-compliant formats, integrating seamlessly into LMS systems used by many organizations today.

The following courses are included in CourseAvenue's eComply Human Resources Series of eLearning courses. More information can be found at www.courseavenue.com/eComply-humanresources.aspx.

Course Title	Course Description
Discrimination and Harassment Prevention Training for Managers and Supervisors	Workplace harassment can take many forms. Although well publicized and often talked about, sexual harassment is just one form of workplace harassment - and a specialized one at that. As such, it presents its own set of special concerns and considerations. Much of what is taught in this course can be applied to incidents of sexual harassment. However, this training focuses on helping you to understand the other forms of workplace harassment and inappropriate conduct, which may be based on race, religion, gender, national origin, age, disability, veteran status, or other category protected by law.
Sexual Harassment Prevention Training for Managers and Supervisors	Supervisors play an important role in preventing and eliminating sexual harassment. It is crucial that supervisors learn about workplace sexual harassment because the elimination of sexual harassment in the workplace is an essential part of their job. Not only must they refrain from any inappropriate conduct that could be perceived as sexually harassing, but they also must be able to recognize harassment and know what steps to follow to stop it immediately. And, should someone come to them with a complaint of sexual harassment, they must know how to respond.
Workplace Violence Prevention Training for Managers and Supervisors	Preventing violent outbreaks is everybody's responsibility. Your employer's violence in the workplace prevention plan begins with training. This course provides an explanation of what violence in the workplace is and what it encompasses; it describes actions to avoid, and the costs of workplace violence. It also includes an outline of prevention strategies and examines the role of a manager or supervisor in violence prevention.
E-Mail and Internet Use for Managers and Supervisors	This course provides managers and supervisors information on appropriate use of e-mail and the Internet in the workplace. It helps them to understand how to use e-mail and the Internet responsibly to ensure a positive and productive work experience. After completing this course, managers and supervisors will understand their employer's policy covering e-mail and Internet use, know how to use e-mail and the Internet in a responsible and appropriate manner, know what actions must be avoided to ensure appropriate e-mail or Internet, and be ready to properly manage employee use of these tools.
Interviewing and Hiring for Managers and Supervisors	This course teaches managers and supervisors what they need to know in order to effectively and lawfully interview and hire employees. This training includes an explanation of why a manager's role in the interviewing and hiring process is so important, from both a legal and a business perspective. It describes activities that typically precede an interview including information on job descriptions, resume and application review, and pre-employment testing. Additionally, crucial information about the actual interview process is discussed, including topics such as biases, interview methods, and appropriate and inappropriate interview questions as well as some tips that will help guide a manager through an interview.

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Discipline Training for Managers and Supervisors	This course provides the basic information you need to effectively discipline employees and accurately document the process. It will give you a discipline framework that will help reduce emotional reactions and possible overreactions to events in the workplace. In addition, it will help you react professionally, even in adverse situations. In this course, you will learn that disciplining employees requires that you comply with legal requirements and your organization's policy and procedures.
Termination Training for Managers and Supervisors	Terminating employees is one part of the job that managers and supervisors usually don't enjoy. Following termination, an employee may feel "singled out" or treated unfairly and may discuss the situation with an attorney. Charges with state or federal agencies or lawsuits may be filed, while you, as a supervisor or manager, were merely trying to enforce your organization's policies. Fortunately, there are many steps that you can take to prevent employee dissatisfaction following termination. Through this course, you will learn that these steps also will help reduce the chances that your employer-and you-may be sued.
Substance Abuse Prevention Training for Managers and Supervisors	Substance abuse in the workplace is a serious problem. A carefully planned drug-free workplace policy and substance abuse testing program will help ensure safety and productivity. This course can be used to help keep substance abuse from affecting the safety and productivity of the workplace.
Managing Disability Leaves Training for Managers and Supervisors	This course defines different types of disability leave including what the leave covers, who is eligible, how much leave is allowed and other characteristics of each type of leave. This course covers two major types of disability leave, employer-provided leave and leave required by law. It also addresses the importance of careful recordkeeping.
Discrimination and Harassment Prevention Training for Employees	Workplace harassment can take many forms. Although well publicized and often talked about, sexual harassment is just one form of workplace harassment - and a specialized one at that. This course focuses on helping you to understand the other forms of workplace harassment and inappropriate conduct, which may be based on race, religion, gender, national origin, age, disability, veteran status, or other category protected by law.
Sexual Harassment Prevention Training for Employees	This course was created to train employees on how to prevent and eliminate sexual harassment in the workplace. Upon completion of this course, employees will understand their employer's policy prohibiting sexual harassment and other inappropriate behavior and be able to recognize what sexual harassment is and also what it is not. They will review what actions must be avoided so that they don't unknowingly sexually harass someone or engage in otherwise offensive behavior. Additionally, this course will provide employees with an understanding of how an employer will respond to a sexual harassment complaint.
E-Mail and Internet Use Training for Employees	This course provides employees information on appropriate use of e-mail and the Internet in the workplace. It helps them to understand how to use e-mail and the Internet responsibly to ensure a positive and productive work experience. After completing this course, employees will understand their employer's policy covering e-mail and Internet use. Learners will also know how to use e-mail and the Internet in a responsible and appropriate manner as well as what actions must be avoided to ensure appropriate e-mail or Internet. Lastly, this course provides an understanding of how to effectively use e-mail to perform job functions well.

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Workplace Violence Prevention Training for Employees	As employer, you want your employees to be prepared for possible workplace violence. And the best way to be prepared is through knowledge. Employees need to know that preventing violent outbreaks is everybody's responsibility. An employer's violence in the workplace prevention plan begins with this training. This course includes an explanation of what violence in the workplace is and what it encompasses. It describes an employer's policy prohibiting any kind of violence in the workplace, as well as the policy pertaining to weapons in the workplace. It also includes an explanation of what an employer will do if violence does occur in the workplace.

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