Created by top-rated employment lawyers, thought leaders, and subject matter experts.

We use our decades of HR Compliance and Diversity and Inclusion experience to create training programs that will ignite change throughout your organization. Our training programs are aligned with your business goals and reflect your organization’s values and culture.

Designed to educate, build empathy and teach strategies to neutralize bias and harassment.

Real-life scenarios and interactions.

Dedicated to helping clients meet their goals with excellent client service.

Dynamic exercises and embedded gamification.

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http://bit.ly/LinkedInSHIFT
PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION

Target Audience  Course Type  Length
Supervisors  Full-Length Course  1-2 Hours Depending on State-Specific Mandates

Applicable Requirements:
LEGALLY MANDATED (CALIFORNIA, CONNECTICUT, DELAWARE, MAINE AND NEW YORK CITY/STATE COMPLIANT)

Learning Objectives:

☞ Increase awareness of what is considered harassment and discrimination
☞ Address issues of discrimination of people in protected classes
☞ Guide supervisors on how to properly respond to employee concerns about harassment and discrimination
☞ Identify retaliatory conduct

Description:
A positive work environment free from harassment and discrimination is required by law and necessary for the health and continued success of your business. SHIFT’s online training course engages supervisors in the development and maintenance of a workplace free from harassment and discrimination based on sex, race, color, national origin, religion, age, sexual orientation, marital status, physical disability, mental disability, medical condition, or any other protected category. This highly interactive training gives learners the building blocks to identify, report and protect against harassment/discrimination and retaliation in the workplace. This ultimately helps companies build and sustain a healthy, safe and thriving culture. For California employers, this training includes the required material on preventing bullying in the workplace and is carefully timed to ensure every participant spends the required two hours on the course.
PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION

Target Audience: Non-Supervisory Employees
Course Type: Full-Length Course
Length: 30 Mins-1 Hour Depending on State-Specific Mandates

Applicable Requirements:
LEGALLY MANDATED (CALIFORNIA, DELAWARE, MAINE AND NEW YORK CITY/STATE COMPLIANT) California and New York courses also available in Spanish.

Learning Objectives:
- Increase awareness of what is considered harassment and discrimination
- Address issues of discrimination of people in protected classes
- Guide employees on how to address harassment and discrimination
- Identify retaliatory conduct

Description:
A positive work environment free from harassment and discrimination is required by law and necessary for the health and continued success of your business. SHIFT’s online training course engages employees in the development and maintenance of a workplace free from harassment and discrimination based on sex, race, color, national origin, religion, age, sexual orientation, marital status, physical disability, mental disability, medical condition, or any other protected category. This highly interactive training gives learners the building blocks to identify, report and protect against harassment/discrimination and retaliation in the workplace. This ultimately helps companies build and sustain a healthy, safe and thriving culture. For California employers, this training includes the required material on preventing bullying in the workplace and is carefully timed to ensure every participant spends the required one hour on the course.
PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION

Target Audience  
Supervisors

Course Type  
Full-Length Course

Length  
1 Hour

Applicable Requirements:  
HIGHLY RECOMMENDED

Learning Objectives:

✦ Increase awareness of what is considered harassment and discrimination
✦ Address issues of discrimination of people in protected classes
✦ Guide supervisors on how to properly respond to employee concerns about harassment and discrimination
✦ Identify retaliatory conduct

Description:

A positive work environment free from harassment and discrimination is required by law and necessary for the health and continued success of your business. SHIFT’s online training course engages supervisors in the development and maintenance of a workplace free from harassment and discrimination based on sex, race, color, national origin, religion, age, sexual orientation, marital status, physical disability, mental disability, medical condition, or any other protected category. This highly interactive training gives learners the building blocks to identify, report and protect against harassment/discrimination and retaliation in the workplace. This ultimately helps companies build and sustain a healthy, safe and thriving culture.
PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION

Target Audience  Course Type  Length
Non-Supervisory Employees  Full-Length Course  30 Minutes

Applicable Requirements:
HIGHLY RECOMMENDED. Also available in Spanish.

Learning Objectives:

► Increase awareness of what is considered harassment and discrimination
► Address issues of discrimination of people in protected classes
► Guide employees on how to address harassment and discrimination
► Identify retaliatory conduct

Description:
A positive work environment free from harassment and discrimination is required by law and necessary for the health and continued success of your business. SHIFT’s online training course engages employees in the development and maintenance of a workplace free from harassment and discrimination based on sex, race, color, national origin, religion, age, sexual orientation, marital status, physical disability, mental disability, medical condition, or any other protected category. This highly interactive training gives learners the building blocks to identify, report and protect against harassment/discrimination and retaliation in the workplace. This ultimately helps companies build and sustain a healthy, safe and thriving culture.

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UNCONSCIOUS BIAS IN THE WORKPLACE

Target Audience: Supervisors
Course Type: Microburst Course
Length: 30 Minutes

Applicable Requirements:
HIGHLY RECOMMENDED WITH THE PREVENTING HARASSMENT AND DISCRIMINATION COURSE

Learning Objectives:
- Provide the learner with a definition of Unconscious Bias
- Develop an understanding of how Unconscious Bias can impact the workplace
- Create empathy and understanding of how actions and words may be perceived
- Provide examples of how to handle situations differently to achieve better results

Description:
This online training course introduces managers to the important concept of unconscious bias and explores the impact of such biases on their work environment. Awareness-building activities and real-life scenarios help the learner to understand that we all have biases and that becoming more aware of them can make us better employees and managers. This course focuses on moving beyond awareness-building and provides practical solutions for preventing bias from impacting critical workplace decisions related to hiring and managing employees. Real-life interactive scenarios provide practical experience in making conscious decisions to move beyond bias.
UNCONSCIOUS BIAS IN THE WORKPLACE

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<tr>
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<th>Length</th>
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<tr>
<td>Non-Supervisory Employees</td>
<td>Microburst Course</td>
<td>20 Minutes</td>
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Applicable Requirements:
HIGHLY RECOMMENDED WITH THE PREVENTING HARASSMENT AND DISCRIMINATION COURSE

Learning Objectives:
- Provide the learner with a definition of Unconscious Bias
- Develop an understanding of how Unconscious Bias can impact the workplace
- Create empathy and understanding of how actions and words may be perceived
- Provide examples of how to handle situations differently to achieve better results

Description:
This online training course introduces employees to the important concept of unconscious bias and explores the impact of such biases on their work environment. Awareness-building activities help the learner to understand that we all have biases, and they teach strategies to interrupt and neutralize these biases, guiding learners to be better employees, co-workers, and friends. This course focuses on moving beyond awareness-building. Real-life interactive scenarios provide practical experience in making conscious decisions to move beyond bias.
# Preventing and Managing Workplace Bullying

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<tr>
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<tr>
<td>Supervisors</td>
<td>Add-On Course</td>
<td>15 Minutes</td>
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**Applicable Requirements:**

HIGHLY RECOMMENDED AS AN ADD-ON TO THE PREVENTING HARASSMENT AND DISCRIMINATION COURSE

**Learning Objectives:**

- Define workplace bullying
- Provide examples as to how an employee can intervene if they witness bullying
- Provide strategies for reducing the likelihood of workplace bullying

**Description:**

This online training course informs supervisors of various types of behaviors found in the workplace that could be considered bullying. Purposeful activities help learners develop and maintain a positive workplace free from bullying. This highly interactive and engaging course takes participants through everything they need to know related to recognizing bullying behavior and reporting and protecting against this behavior in the workplace.
PREVENTING AND MANAGING WORKPLACE BULLYING

Target Audience | Course Type | Length
---|---|---
Non-Supervisory Employees | Add-On Course | 10 Minutes

**Applicable Requirements:**
HIGHLY RECOMMENDED AS AN ADD-ON TO THE PREVENTING HARASSMENT AND DISCRIMINATION COURSE

**Learning Objectives:**

- Define workplace bullying
- Provide examples as to how an employee can intervene if they witness bullying
- Provide strategies for reducing the likelihood of workplace bullying

**Description:**
This online training course informs employees of various types of behaviors found in the workplace that could be considered bullying. Purposeful activities help learners develop and maintain a positive workplace free from bullying. This highly interactive and engaging course takes participants through everything they need to know related to recognizing bullying behavior and reporting and protecting against this behavior in the workplace.
TRANSGENDER INCLUSION IN THE WORKPLACE

Target Audience | Course Type | Length
--- | --- | ---
Supervisors Non-Supervisory Employees | Microburst Course | 15 Minutes

Applicable Requirements:
HIGHLY RECOMMENDED WITH THE PREVENTING HARASSMENT AND DISCRIMINATION COURSE

Learning Objectives:
- Create a work environment that is welcoming and safe for all transgender employees, clients and visitors
- Increase awareness and understanding of issues facing transgender individuals in the workplace
- Create an understanding of the role every employee plays in creating an inclusive environment

Description:
The EEOC and many states’ employment laws interpret Title VII of the Civil Rights Act to include discrimination protections for transgender individuals. As a result, companies and their employees cannot discriminate based on gender identity. This course provides learners with an understanding of the issues related to gender identity and transgender rights in the workplace. Learners are provided with an opportunity to learn and practice how they can create an inclusive workplace environment that is respectful of everyone, including their transgender colleagues and customers.
CREATING A CULTURE OF CIVILITY AND RESPECT IN THE WORKPLACE

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<td>Microburst Course</td>
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**Applicable Requirements:**
HIGHLY RECOMMENDED WITH THE PREVENTING HARASSMENT AND DISCRIMINATION COURSE

**Learning Objectives:**

- Guide all employees through the most effective communication strategies to uphold a positive and productive workplace
- Remind employees to carefully consider their everyday words and actions

**Description:**

Employees appreciate working in an environment that is comfortable, inclusive, and free of inappropriate conduct and disrespectful behavior. The goal of this online training course is to present the expectations of organizational leadership to uphold a positive and productive workplace and to remind employees to carefully consider their everyday words and actions. Real-world situations and practical examples of positive behavior are given as well as tips and tactics to show employees how to take appropriate steps to point out and correct incivility when they see it.
BUILDING EMPLOYEE INCLUSION AND PROMOTING AN
UPSTANDER CULTURE

Target Audience
Supervisors
Non-Supervisory Employees

Course Type
Microburst Course

Length
20 Minutes

Applicable Requirements:
HIGHLY RECOMMENDED WITH THE PREVENTING HARASSMENT AND
DISCRIMINATION COURSE

Learning Objectives:

>Create work environments where all employees feel included, supported
and valued

>Improve quality of workplace interactions and decisions

>Encourage employees to become “Upstanders” by taking an active role in
interrupting bias and stereotyping

Description:

As workplaces become more diverse and we regularly interact with colleagues from an
increasing variety of backgrounds, it’s important to be mindful of the important role
every person plays in creating an inclusive environment where all employees feel
included, supported and valued; improve the quality of workplace interactions and
decisions; encourage employees to become Upstanders; identity and practice tools to
increase team productivity, innovation, and morale.
CONDUCTING EFFECTIVE INTERNAL INVESTIGATIONS

**Target Audience**
- Supervisors
- HR Departments

**Course Type**
- Webinar

**Length**
- 1 Hour

**Applicable Requirements:**
HIGHLY RECOMMENDED WITH THE PREVENTING HARASSMENT AND DISCRIMINATION COURSE

**Learning Objectives:**
- Help managers identify when an investigation is necessary
- Discuss how to determine violations of federal and state discrimination and harassment laws based on protected characteristics
- Explain the components of an effective, thorough, and impartial investigation
- Discuss interviewing guidelines including confidentiality issues, questioning techniques and documentation
- Outline suggestions for remedial actions following an investigation

**Description:**
Ensuring that your organization properly handles workplace complaints is critical for preserving your culture and mitigating your legal risk. This training course will teach your internal investigation team (whether it be supervisory employees or HR professionals) about the important role they play in handling internal complaints. The course includes tips and strategies for: evaluating the complaint, selecting the investigator, planning the investigation, reviewing factual findings, and conducting appropriate follow-up after the investigation is completed. This course is a must-have for anyone on your team who is charged with conducting internal investigations.

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THE DO’S AND DON’TS FOR USING SOCIAL MEDIA IN THE WORKPLACE

Target Audience       Course Type       Length
Supervisors          Webinar           1 Hour
HR Departments

Applicable Requirements:
HIGHLY RECOMMENDED WITH THE PREVENTING HARASSMENT AND DISCRIMINATION COURSE

Learning Objectives:

✦ Guide employers on how to develop, implement, and enforce an effective social media policy to protect the company from litigation and other potential risks
✦ Discuss the legal risks of using social media in the hiring process and during employment
✦ Provide examples of how to handle disciplinary action related to misuse of social media and how to avoid privacy breaches

Description:

The social media arena is constantly evolving. Employers struggle with how to develop, implement, and enforce an effective social media policy to protect themselves from litigation and other potential risks. This training course covers recent developments and the legal risks of using social media in the hiring process and during employment (e.g., discrimination and privacy claims and potential violations of the Stored Communications Act). This course also includes Employer Best Practices that can help prevent misuse of social media in the workplace.
BUSINESS ETHICS/CODE OF CONDUCT

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<td>Webinar</td>
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<tr>
<td>Non-Supervisory Employees</td>
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Applicable Requirements:
HIGHLY RECOMMENDED WITH THE PREVENTING HARASSMENT AND DISCRIMINATION COURSE

Learning Objectives:
- Demonstrate the importance of Business Ethics
- Explain general principles and unacceptable behavior
- Outline the reporting process
- Demonstrate costs of non-compliance

Description:
Ensuring that your employees understand and comply with your organization’s policies and the law is critical for mitigating your legal risk. This training course will teach your employees about making ethical and values-driven business decisions. The course includes how to make a complaint on improper conduct internally, how to raise concerns and report on policy violations, the impact on the organization of poor and unethical decisions, the policy against retaliation, and the importance of being a role model and being held accountable for individual actions. This course also includes instruction for supervisory employees on how to handle and investigate complaints.