SHIFT
HR COMPLIANCE TRAINING™

TRAINING COURSE LIBRARY

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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PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION

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

Applicable Requirements:

MEETS LEGALLY MANDATED REQUIREMENTS FOR CALIFORNIA, CONNECTICUT, DELAWARE, ILLINOIS, MAINE AND NEW YORK CITY/STATE

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.

It allows employees to take ONE course and self-select the state(s) they work and manage in, while also helping administrators easily track the training employees completed.

This course is offered in two versions.

Two Hours	One Hour
Meets the mandated requirements of ALL states, including, California and Connecticut.	Meets the mandated requirements of Delaware, Maine, Illinois and New York City/State ONLY.

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
- New streamlined course design allows learners to simply and easily fulfill multiple state requirements

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PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION

Target Audience	Course Type	Length
Non-Supervisory Employees	**Full-Length Course**	**30 Minutes-2 Hours Depending on State-Specific Mandates**

Applicable Requirements:

MEETS LEGALLY MANDATED REQUIREMENTS FOR CALIFORNIA, CONNECTICUT, DELAWARE, ILLINOIS, MAINE AND NEW YORK CITY/STATE

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. The California and New York compliant courses are available in Spanish.

It allows employees to take ONE course and self-select the state(s) they work in, while also helping administrators easily track the training employees completed.

This course is offered in three versions.

Two Hours	One Hour	30 Minutes
Meets the mandated requirements of ALL states.	Meets the mandated requirements of California, Delaware, Maine, Illinois and New York City/State ONLY. The California and New York compliant courses are also available in Spanish.	Meets the mandated requirements of Delaware, Maine, Illinois and New York City/State ONLY.

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
- New streamlined course design allows learners to simply and easily fulfill multiple state requirements

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CODE OF CONDUCT: CULTIVATING WORKPLACE ETHICS AND PREVENTING BRIBERY, FRAUD AND CORRUPTION

Target Audience	Course Type	Length
Supervisors & Non-Supervisory Employees	**Full-Length Course**	**15-40 Minutes**

Applicable Requirements:

HIGHLY RECOMMENDED WITH SHIFT'S PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION COURSE

Description:

Employers who are committed to operating with the highest standards of ethics and integrity understand that they must do more than simply provide their employees with a written code of conduct. The key in creating an ethical work environment is to ensure that every employee understands what that entails. SHIFT's online training course serves as a guide to help your employees better understand how to best maintain the highest ethical standards in their everyday actions and business dealings. It covers topics such as understanding business ethics, conflicts of interest, gifts and entertainment, fair competition, insider trading, confidential information, corruption, bribery and fraud.

This course is offered in three versions.

40 Minutes	25 Minutes	15 Minutes
Cultivating Workplace Ethics and Preventing Bribery, Fraud and Corruption Complete course	Cultivating Workplace Ethics Only covers the code of conduct and business ethics content of the course.	Preventing Workplace Bribery, Fraud and Corruption Only covers the bribery, fraud and corruption content of the course.

Learning Objectives:

- To provide a clear understanding of what constitutes appropriate workplace conduct and good business ethics.
- To provide examples of appropriate and inappropriate behavior.
- To provide information on what an employee should do if they are faced with or witness violations of their organization's code of conduct policy.

To provide interactive situations that allow the learner to demonstrate they understand key concepts and practice making appropriate decisions.

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RETURNING TO WORK DURING COVID-19: WHAT YOU NEED TO KNOW

Target Audience	Course Type	Length
Supervisors & Non-Supervisory Employees	Microburst Course	10-15 Minutes

Applicable Requirements:

HIGHLY RECOMMENDED WITH SHIFT'S PREVENTING HARASSMENT AND DISCRIMINATION COURSE AND SHIFT'S CREATING A CULTURE OF CIVILITY AND RESPECT IN THE WORKPLACE MICROBURST

Description:

After living with emergency lock-downs and sheltering in place orders due to COVID-19, employers are starting to consider their path to returning employees into their workplaces. Employers must consider many things while making this transition, such as employees feeling uncomfortable returning to work, the fear of exposing employees to illness, and how to put practices in place that will keep your employees safe and reduce legal exposure. SHIFT's online training course informs supervisors so they can understand the important responsibility they have in managing this transition, and informs employees so they feel safer returning to work.

OSHA recommends that training take place, and the CDC has provided "best practices" for safe workplaces that need to be communicated to your team.

This course is offered in two versions.

15 Minutes	10 Minutes
Supervisors	Non-Supervisory Employees
Efficiently outlines the important responsibilities supervisors have in knowing how to manage employees with symptoms, maintaining confidentiality, and providing reasonable accommodations.	Quickly gets employees up to speed on the "dos and don'ts" in the new workplace and makes them feel confident that their workplace is safe.

Learning Objectives:

- Unifies everyone around a common set of safe workplace behaviors and guidelines
- Helps meet OSHA guidance and CDC best practices on returning employees to work
- Eases employee concerns about coming back to work, eliminating worries and helping improve productivity and performance
- Provides protection against legal exposure by putting employers in a better position to defend themselves against claims of an unsafe workplace
- Additional benefit for supervisors, it outlines their responsibilities to understand the management of employees with symptoms, to maintain confidentiality and provide reasonable accommodations

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UNCONSCIOUS BIAS IN THE WORKPLACE

Target Audience	Course Type	Length
Supervisors & Non-Supervisory Employees	**Full-Length Course**	**20-30 Minutes**

Applicable Requirements:

HIGHLY RECOMMENDED WITH SHIFT'S PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION COURSE

Description:

People carry unconscious biases, both positive and negative, that shape how they act and treat others. SHIFT's 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 and real-life scenarios helps the learner 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 and strategies to interrupt and neutralize these biases, in an effort to prevent bias from impacting critical workplace decisions. Real-life interactive scenarios provide practical experience in making conscious decisions to move beyond bias.

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

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HOW TO BE AN UPSTANDER IN THE FACE OF RACISM

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

Applicable Requirements:

HIGHLY RECOMMENDED WITH SHIFT'S PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION COURSE

Description:

Creating an anti-racist environment is vital in order for organizations to succeed. SHIFT's online training course uses current real-world scenarios that provide the learners with tools to become an ally in the face of racism. Understanding that employees come to the issue of race with different backgrounds and perspectives, learners are encouraged and provided tools for taking positive actions. The course's engaging and interactive scenarios take the learner through impactful racist behaviors that have an effect on individuals to build empathy. The course urges learners to be more than bystanders when faced with racism.

Learning Objectives:

- Understand how to be more inclusive
- Learn to identify remarks and behaviors that can be considered racist or insensitive
- Identify and practice using proactive strategies to intervene when you witness racist remarks or actions

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CREATING A CULTURE OF CIVILITY AND RESPECT IN THE WORKPLACE

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

Applicable Requirements:

HIGHLY RECOMMENDED WITH SHIFT'S PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION COURSE

Description:

Employees appreciate working in an environment that is comfortable, inclusive, and free of inappropriate conduct and disrespectful behavior. SHIFT's online training course outlines 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.

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

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BUILDING EMPLOYEE INCLUSION AND PROMOTING AN UPSTANDER CULTURE

Target Audience	Course Type	Length
Supervisors & Non-Supervisory Employees	**Microburst Course**	**20 Minutes**

Applicable Requirements:

HIGHLY RECOMMENDED WITH SHIFT'S PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION COURSE

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. SHIFT's online training course improves the quality of workplace interactions and decisions and encourages employees to become Upstanders and identity and practice tools to increase team productivity, innovation, and morale. Upstanders help others to recognize their blind spots and take actions to support those that have been affected; while Bystanders take no action.

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

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PREVENTING AND MANAGING WORKPLACE BULLYING

Target Audience	Course Type	Length
Supervisors & Non-Supervisory Employees	Add-On Course	10-15 Minutes

Applicable Requirements:

HIGHLY RECOMMENDED AS AN ADD-ON TO SHIFT'S PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION COURSE

Description:

According to the Workplace Bullying Institute, more than 60 million working people in the United States are affected by bullying. SHIFT's 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.

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

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TRANSGENDER INCLUSION IN THE WORKPLACE

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

Applicable Requirements:

HIGHLY RECOMMENDED WITH SHIFT'S PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION COURSE

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. SHIFT's online training 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.

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 roles all employees play in creating an inclusive environment

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CONDUCTING EFFECTIVE INTERNAL INVESTIGATIONS

Target Audience	Course Type	Length
Supervisors & HR Departments	**Webinar**	**1 Hour**

Applicable Requirements:

HIGHLY RECOMMENDED WITH SHIFT'S PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION COURSE

Description:

Ensuring that your organization properly handles workplace complaints is critical for preserving your culture and mitigating your legal risk. SHIFT's webinar 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 webinar 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.

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

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

Target Audience	Course Type	Length
Supervisors & HR Departments	Webinar	1 Hour

Applicable Requirements:

HIGHLY RECOMMENDED WITH SHIFT'S PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION COURSE

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. SHIFT's webinar 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 webinar also includes Employer Best Practices that can help prevent misuse of social media in the workplace.

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

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