SHIFT's eLearning Course Library

Our courses are created by a passionate team of practicing employment attorneys, corporate trainers, social psychologists, organizational development professionals, and eLearning experts.

We use our decades of HR Compliance, Diversity, Equity, 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.

↗ Interactive, engaging, and impactful online training that delivers the very best content created and developed by an interdisciplinary team of experts

↗ The ability to offer supplemental instructor-led training by top-ranked employment attorneys that provides consistent messaging between eLearning and live in-person or virtual training

↗ Tailored customization with a team of experts to adapt training programs that meet each organization's unique needs and style

↗ A dedicated team to provide personalized service from the contract and onboarding process through successful implementation

↗ Continued opportunities for learning and growth with complimentary webinars and podcasts, as well as new courses addressing the most current topics affecting workplace culture

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SHIFT
HR COMPLIANCE
TRAINING

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

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**.	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

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

Target Audience	Course Type	Length
Supervisors & Non-Supervisory Employees	Full-Length Course Mobile Friendly	25-40 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 two versions.

40 Minutes	25 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.

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

This course is developed towards WCAG compliance.
↗ SHIFT developed this course with the goal of making it as accessible as possible to the broadest group of learners. This includes:
  o optimizing all screens for use with screen-reader devices
  o adding closed captioning
  o providing alternative functionality to complex interactions
  o providing clear navigation instructions
  o including image descriptions where necessary

UNCONSCIOUS BIAS IN

THE WORKPLACE

Target Audience

Supervisors &
Non-Supervisory Employees

Course Type

Full-Length Course

Length

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

SHIFT
HR COMPLIANCE
TRAINING

HOW TO BE AN UPSTANDER

IN THE FACE OF RACISM

Target Audience	**Course Type**	**Length**
Supervisors & Non-Supervisory Employees	Full-Length Course Mobile Friendly	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

This course is developed towards WCAG compliance.
- ↗ SHIFT developed this course with the goal of making it as accessible as possible to the broadest group of learners. This includes:
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SHIFT HR COMPLIANCE TRAINING

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

BUILDING EMPLOYEE INCLUSION AND

PROMOTING AN UPSTANDER CULTURE

Target Audience	**Course Type**	**Length**
Supervisors & Non-Supervisory Employees	**Microburst Course Mobile Friendly**	**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

This course is developed towards WCAG compliance.
- ↗ SHIFT developed this course with the goal of making it as accessible as possible to the broadest group of learners. This includes:
    - ○ optimizing all screens for use with screen-reader devices
    - ○ adding closed captioning
    - ○ providing alternative functionality to complex interactions
    - ○ providing clear navigation instructions
    - ○ including image descriptions where necessary

SHIFT
HR COMPLIANCE TRAINING

DISABILITY ETIQUETTE
AND BEYOND
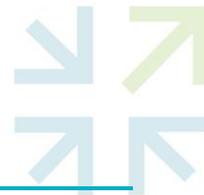
Target Audience	**Course Type**	**Length**
Supervisors & Non-Supervisory Employees	Full-Length Course Mobile Friendly	25-35 Minutes

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

Description:
As companies continue to enhance their efforts towards creating a more diversified and inclusive workplace, they must address the needs of employees of all abilities. SHIFT's online training course was built with the goal in mind of building inclusive work environments where employees of all abilities are made to feel included, supported, and comfortable to be their authentic selves. We utilize engaging interactions, compelling testimonials, and practical, real-world examples in our course to raise awareness about what it means to be supportive and inclusive of employees with disabilities. The course explores best practices for working with and supervising employees with physical, invisible, mental, and emotional disabilities, as well as, neuro-diverse individuals.

This course is offered in two versions.

35 Minutes	25 Minutes
Supervisors	**Non-Supervisory Employees**
Explores best practices for managing and hiring employees with disabilities. As well as efficient practices for, interviewing, managing, making accommodations, and providing job performance evaluations.	Explores how to understand ways in which employees of all abilities are made to feel safe, welcomed, supported, and comfortable to be their authentic selves.

Learning Objectives:
- ↗ Increase knowledge and understanding of different types of disabilities
- ↗ Develop a deeper sensibility and awareness of issues facing people with disabilities
- ↗ Encourage and empower employees to actively promote a safe and inclusive environment for employees of all abilities

This course is developed towards WCAG compliance.
- ↗ SHIFT developed this course with the goal of making it as accessible as possible to the broadest group of learners. This includes:
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SHIFT
HR COMPLIANCE
TRAINING

PREVENTING AND MANAGING

WORKPLACE BULLYING

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

TRANSGENDER INCLUSION IN

THE WORKPLACE

Target Audience	**Course Type**	**Length**
Supervisors & Non-Supervisory Employees	Microburst Course Mobile Friendly	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

This course is developed towards WCAG compliance.
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