

SHIFT HR COMPLIANCE  
TRAINING

# E-LEARNING COURSE LIBRARY



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SHIFTELT.COM



# About SHIFT



## OUR EXPERTISE & COMMITMENT

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.



# Inclusion by Design

- **Interactive, engaging, and impactful online training**  
that delivers the very best content created and developed by an interdisciplinary team of experts.
- **Optional instructor-led trainings**  
by top-ranked employment attorneys provide consistent messaging between eLearning and live in-person or virtual training.
- **Tailored customization with a team of experts**  
that adapts 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**  
outside of the eLearning classroom. Each DEI course is complemented by a supplemental tool kit with resources to enhance the education long after course completion.

Webinars, videos, podcasts, and insights on topics affecting workplace culture at your fingertips.

Our blended learning delivers impactful DEI training to employees anytime, anywhere.





# COURSES

## DIVERSITY EQUITY & INCLUSION

- 01 | [Unconscious Bias In the Workplace](#)
- 02 | [Unconscious Bias: SHIFTing From Awareness to Action](#)
- 03 | [How to be an Upstander in the Face of Racism](#)
- 04 | [Disability Etiquette and Beyond](#)
- 05 | [Unconscious Bias: The Impact of Microaggressions](#)
- 06 | [Allyship in Action](#)
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- 08 | [Building Employee Inclusion & Upstander Culture](#)
- 09 | [Creating a Culture of Civility & Respect in the Workplace](#)
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## HR COMPLIANCE

- 12 | [Preventing Workplace Harassment and Discrimination  
\(Compliant in all 50 states\)](#)
- 13 | [Bystander Intervention  
\(Chicago Compliant Version Available\)](#)
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& Preventing Bribery, Fraud, and Corruption](#)
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# UNCONSCIOUS BIAS IN THE WORKPLACE

- What is Unconscious Bias?
- How do stereotypes influence bias?
- How do Unconscious Biases show up in the workplace?
- How can we interrupt biases so they don't impact important workplace decisions?

## Description:

SHIFT's Unconscious Bias in the Workplace course helps learners discover answers to all of these questions and more. Through awareness-building activities and the exploration of real-life scenarios, employees learn to recognize bias in everyday workplace situations and practice strategies for preventing bias from impacting important workplace decisions.

## 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



Course developed  
toward  
WCAG compliance.

### TARGET AUDIENCE



Supervisors &  
Non-Supervisory  
Employees

### COURSE TYPE



Full-Length Course

### COURSE LENGTH



30 Minutes

# UNCONSCIOUS BIAS: SHIFTING FROM AWARENESS TO ACTION



- How do our brains process bias?
- How and when are we most susceptible to biased thinking?
- What are the impacts of bias behavior?
- What strategies can we implement to lessen the impact of bias in our everyday interactions?

## Description:

Research has shown that it is easy to spot bias in others. It's much more difficult to recognize our own biases. This course focuses on helping employees to recognize their own biases, understand how and when they are most susceptible to relying on their biases and learn which strategies will work best to help prevent and interrupt bias from influencing their workplace interactions.

Learners will have the opportunity to take their awareness and knowledge of Unconscious Bias to the next level. They will engage with real-life scenarios that raise awareness and empathy inspiring them to take steps toward positive behavior changes to create more inclusive cultures.

## Learning Objectives:

- Helps employees learn how to recognize their own biases
- Presents the learner with a deeper level of understanding of how their brains process bias
- Creates empathy and an awareness of how biased actions and words may be perceived
- Provides opportunities to practice strategies for preventing and interrupting bias in workplace situations
- Presents scenarios and offers strategies for multiple perspectives including targets, bystanders, and those responsible

Course developed  
toward  
WCAG compliance.

### TARGET AUDIENCE



Supervisors &  
Non-Supervisory  
Employees

### COURSE TYPE



Full-Length Course  
Mobile Ready

### COURSE LENGTH



30-40 Minutes



# HOW TO BE AN UPSTANDER IN THE FACE OF RACISM

## Description:

Creating an anti-racist culture is key for organizations to succeed in a diverse environment. 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 provided tools and encouraged to take positive actions. The course's engaging and interactive scenarios expose the learner to multiple perspectives designed to build empathy and motivate positive behavior change.

- **What does it mean to be anti-racist?**
- **How does it feel to be the target of racist behavior?**
- **How can you be an ally in your organization?**
- **What options do you have when you witness racist behavior?**

## 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

Course developed  
toward  
WCAG compliance.

### TARGET AUDIENCE



All  
Employees

### COURSE TYPE



Full-Length Course  
Mobile Ready

### COURSE LENGTH



30 Minutes



# DISABILITY ETIQUETTE AND BEYOND



- What is a disability?
- What does it mean to be neuro-diverse?
- How can you be more inclusive of your colleagues with disabilities?

## Description:

Companies must address the needs of employees of all abilities. SHIFT's online training course was designed to foster inclusive work environments where employees of all abilities are made to feel included, supported, and comfortable to be their authentic selves. The course utilizes engaging interactions, compelling testimonials, and real-world examples to raise awareness about what it means to be supportive and inclusive of employees with disabilities.

## 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

Course developed  
toward  
WCAG compliance.

This course is offered in two versions:

- **SUPERVISORS** - 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. (35 Minutes)
- **NON-SUPERVISORY EMPLOYEES** - 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. (25 Minutes)

### TARGET AUDIENCE



Supervisors &  
Non-Supervisory  
Employees

### COURSE TYPE



Full-Length Course  
Mobile Ready

### COURSE LENGTH



25-35 Minutes

# UNCONSCIOUS BIAS: THE IMPACT OF MICROAGGRESSIONS

What are microaggressions?

How can I avoid microaggressions?

What should I do if I'm responsible for a microaggression?

What can I do if I witness a microaggression?



## Description:

Microaggressions may be small acts, but they can have a *Macro* impact over time. This course helps learners to recognize behaviors that are considered microaggressions and offers an opportunity for playing out practical and effective strategies for responding.

## Learning Objectives:

- Help employees recognize the types of behaviors that can be considered microaggressions
- Develop empathy and awareness of the impact microaggressions have on their targets
- Promote effective strategies for avoiding microaggressions in workplace interactions
- Encourage employees to act as upstanders when they witness microaggressions

Course developed  
toward  
WCAG compliance.

### TARGET AUDIENCE



All  
Employees

### COURSE TYPE



Microburst Course  
Mobile Ready

### COURSE LENGTH



10 Minutes



# ALLYSHIP IN ACTION

## Description:

This course helps employees understand how they can actively promote a culture of inclusion by being an ally. Learners are taught the benefits of workplace allyship and motivated to act through empathy-building examples and exercises. SHIFT's engaging course provides learners with clear, proactive strategies they have an opportunity to practice using in real-world scenarios.

## Learning Objectives:

- To understand what a workplace ally is and how allies help promote a culture of inclusion in the workplace
- To provide clear, proactive strategies for learners to implement to become allies in their workplace
- To help motivate learners to action with business case data and empathy-building examples

Course developed  
toward  
WCAG compliance.

### TARGET AUDIENCE



All  
Employees

### COURSE TYPE



Microburst Course  
Mobile Ready

### COURSE LENGTH



7 Minutes



# BUILDING CULTURAL COMPETENCY IN THE WORKPLACE

## Description:

Today, more than ever before, we are working and interacting with people from all parts of the world with many different cultural backgrounds. One's culture does not merely show up in obvious ways like language, religion, food, and dress. It has a less obvious but very powerful influence on how a person thinks, communicates, and views roles, relationships and even concepts like time.

This course will help you build your cultural competence to better understand and communicate with people from different backgrounds, helping to foster a more positive and inclusive environment for everyone.



## Learning Objectives:

- To understand why cultural competency is important in today's work environment
- To learn the foundations of cultural competency
- To identify key ingredients for developing cross-cultural skills
- To gain practical strategies for successful cross-cultural communication

Course developed  
toward  
WCAG compliance.

### TARGET AUDIENCE



All  
Employees

### COURSE TYPE



Microburst Course

### COURSE LENGTH



15 Minutes



# BUILDING EMPLOYEE INCLUSION AND UPSTANDER CULTURE

## Description:

As workplaces become more diverse and employees regularly interact with colleagues and customers from an increasing variety of backgrounds, employees must be mindful of the important role they play in creating an inclusive environment. This course provides learners with engaging and interactive content that builds emotional intelligence, empathy, and the skills necessary to increase team productivity, innovation, and morale.

## Learning Objectives:

- Create work environments where all employees feel included, supported, and valued
- Improve the quality of workplace interactions and decisions
- Encourage employees to become “Upstanders” by taking an active role in interrupting bias

Course developed  
toward  
WCAG compliance.

### TARGET AUDIENCE



All  
Employees

### COURSE TYPE



Microburst Course  
Mobile Ready

### COURSE LENGTH



20 Minutes



# CREATING A CULTURE OF CIVILITY AND RESPECT IN THE WORKPLACE

## 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.



## 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
- Learn effective strategies for maintaining civil and respectful behavior

Course developed  
toward  
WCAG compliance.

### TARGET AUDIENCE



All  
Employees

### COURSE TYPE



Microburst Course

### COURSE LENGTH



15 Minutes



# TRANSGENDER INCLUSION IN THE WORKPLACE

## Description:

The EEOC and many states' employment laws interpret Title VII of the Civil Rights Act to include discrimination protections for transgender individuals. SHIFT's online training course provides learners 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 role all employees play in creating an inclusive environment

Course developed  
toward  
WCAG compliance.

### TARGET AUDIENCE



All  
Employees

### COURSE TYPE



Microburst Course  
Mobile Ready

### COURSE LENGTH



15 Minutes

# THRIVING IN A MULTI-GENERATIONAL WORKFORCE



## Description:

The modern workforce is more diverse than ever in terms of gender, race, national origin, ability and age. We are working in a time when members of 5 distinct generations from the Silent Generation to Generation Z are actively participating in the workforce bringing with them a rich diversity of experiences, skills and perspectives. By taking time to recognize and appreciate the unique talents and abilities of each generation and learning strategies to foster strong working relationships, everyone has an opportunity to benefit.

## Learning Objectives:

- Understand the composition of today's workforce
- Recognize the benefits of multi-generational inclusion
- Identify key generational differences
- Discern challenges to effective collaboration
- Gain strategies to achieve a harmonious and productive multigenerational environment

Course developed  
toward  
WCAG compliance.

### TARGET AUDIENCE



Supervisors &  
Non-Supervisory  
Employees

### COURSE TYPE



Microburst Course  
Mobile Ready

### COURSE LENGTH



15 Minutes

# PREVENTING WORKPLACE HARASSMENT AND DISCRIMINATION

- What does harassment and discrimination look like in the workplace?
- What should you do if you witness harassing behavior at work?
- How can harassment and discrimination be prevented?

Meets all state-mandated requirements.

## 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 Preventing Workplace Harassment and Discrimination course engages employees and supervisors in the development and maintenance of a workplace free from harassment and discrimination.

This interactive training provides learners with opportunities to engage with trending scenarios and real-world workplace issues and provides practical strategies for recognizing, preventing, managing and reporting harassment and discrimination when it occurs.

SHIFT understands that having well-informed employees is one step in building harassment and discrimination-free workplaces. But, to develop real positive culture change, employees need to be motivated through empathy and awareness. SHIFT courses simplify complicated training requirements. Our streamlined course design allows learners to take ONE course to meet multiple jurisdictional mandates saving employees and administrators time and expense.



## Learning Objectives:

- Recognize behaviors considered harassment and discrimination
- Understand that sexual harassment is a form of unlawful discrimination
- Know what reporting options are available
- Identify retaliatory conduct
- Supervisors develop the ability to properly prevent and respond to employee concerns about harassment and discrimination
- Clarify the difference between intention and impact
- Motivate positive behavior change through empathy and awareness

Course developed toward WCAG compliance.

### TARGET AUDIENCE



Supervisors & Non-Supervisory Employees

### COURSE TYPE



Full-Length Course  
Mobile Ready

### COURSE LENGTH\*



30-120 Minutes

\*Depending on State Specific Mandates



# BYSTANDER INTERVENTION

- What's the difference between a Bystander and an Upstander?
- When should an upstander speak up?
- What are effective strategies Upstanders can use?

Meets  
Chicago  
mandates.



## Description:

When employees are empowered to speak up when they witness inappropriate situations, you create an environment that doesn't tolerate harassment, discrimination, or bullying. Bystander Intervention training provides employees with the knowledge, skills, and encouragement they need to sustain a healthy working environment for everyone. This course is designed to meet Chicago-mandated Bystander Intervention training requirements.

## Learning Objectives:

- What is Sexual Harassment
- What is Bystander Intervention
- When to Intervene
- How to Intervene in a Safe and Productive Way
- Strategies an Upstander Can Take in Response to Harassment
- Evolving from Bystander to Ally

Course developed  
toward  
WCAG compliance.

### TARGET AUDIENCE



All  
Employees

### COURSE TYPE



Full-Length Course  
Mobile Ready

### COURSE LENGTH



60 Minutes

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

## 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 to 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.

## 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 offered in two versions:

- Cultivating Workplace Ethics and Preventing Bribery, Fraud, and Corruption - 40 Minutes
- Cultivating Workplace Ethics ONLY covering the code of conduct and business ethics content of the course - 25 Minutes

Course developed  
toward  
WCAG compliance.

### TARGET AUDIENCE



All Employees

### COURSE TYPE



Full-Length Course  
Mobile Ready

### COURSE LENGTH



25-40 Minutes





# PREVENTING WORKPLACE BULLYING

## Description:

When bullying behavior happens in the workplace it creates an environment of fear and mistrust. Taking steps to ensure your workplace is free from bullying behavior has many benefits including happier, more productive employees. SHIFT's highly interactive and engaging course provides useful strategies for preventing abusive behavior and offers an opportunity for learners to witness real world bullying behavior and practice effective ways to respond.

## Learning Objectives:

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

Course developed  
toward  
WCAG compliance.

### TARGET AUDIENCE



All  
Employees

### COURSE TYPE



Microburst Course  
Mobile Ready

### COURSE LENGTH



15 Minutes





# PREVENTING WORKPLACE VIOLENCE

## Description:

Having an informed and prepared workforce is your best defense against workplace violence. SHIFT's 30-minute online training course will help employees better understand the types of workplace violence risks inherent in their workplaces and how they can recognize warning signs and risk factors of violent behavior. The course will provide critical strategies on how to prepare for and respond to workplace violent incidents including de-escalation techniques and life-saving techniques for surviving an active assailant situation. To meet the training requirements under California's Workplace Violence Prevention legislation (SB553), SHIFT's team of compliance professionals will guide you through the customization process to include all necessary workplace-specific components.

## Learning Objectives:

- Defining workplace violence
- Recognizing behaviors of concern and risk factors
- Preparing for and responding to workplace violence including active assailant situations
- Knowing how to report violent incidents and concerns

Course developed  
toward  
WCAG compliance.

### TARGET AUDIENCE



All  
Employees

### COURSE TYPE



Full-Length Course  
Mobile Ready  
CA Compliant

### COURSE LENGTH



30 Minutes

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