



**HUMAN RESOURCES
INSTRUCT**
H. R. - EDUCATION - TRAINING

Human Resources Series

In human resources (HR), fostering a safe and inclusive workplace environment is paramount. HR oversees various initiatives aimed at promoting employee well-being and compliance with legal regulations. This includes managing policies related to employee leave, such as the Family and Medical Leave Act (FMLA), to ensure that employees have access to necessary time off for personal or family health needs. Additionally, HR plays a pivotal role in preventing workplace violence by implementing comprehensive policies, procedures, and training programs to mitigate potential risks and ensure the safety of all employees.



 **100% VIDEO
BASED
TRAINING**



**OSHA
COMPLIANT**



**FULLY
MANAGED
SOLUTION**



**LIVE CHAT
SUPPORT**



Video provides us the opportunity to not only instruct and scale learning to a wide audience quickly, but it also aids in significantly increasing comprehension and retention versus other online training solutions.

Video brings back the human element, allowing us to impact the employees through real, live examples. Instead of clicking through a slide PowerPoint, they're seeing an actual workplace, with actual employees, completing the action safely.

Contact us today for a FREE consultation



(866)943-6887



www.HRInstruct.com



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Human Resources Series Includes:

Alcohol and Substance Abuse

- Alcohol Awareness
- Marijuana Awareness
- Drugs and Testing

Americans with Disabilities Act (ADA) for Employees

- ADA Fundamentals
- Navigating the ADA
- Reporting Process

Americans with Disabilities Act (ADA) for Supervisors

- Protections and Prohibitions
- Reasonable Accommodations
- Notification Process
- Hiring and Managing Disabled Employees

Anti-Bribery and Corruption

- Global Laws and Regulations
- Identifying Public Officials and their roles
“Anything of Value”
- Facilitation Payments
- Preventing Bribery and Corruption

Bullying and Harrassment Prevention

- Recognizing Bullying and Harassment
- Legal Framework and Compliance
- Prevention
- Intervention and Reporting

Diversity, Equity and Inclusion for Employees

- What is DEI?
- What is Implicit Bias?
- Prejudice and Microaggressions
- DEI Learning Tactics

Diversity, Equity and Inclusion for Supervisors

- What is DEI?
- What is Implicit Bias?
- Prejudice and Microaggressions
- DEI Learning Tactics

Drug Free Workplace Program for Employees

- Impact of Substance Abuse
- How People Use Alcohol and Drugs
- Understanding Addiction
- Signs and Symptoms of Abuse
- Family and Coworker Impact
- Employee Rights
- Specific Drugs of Abuse
- Employee Training

Drug Free Workplace Program for Employees

- Drug Free Workplace Policies in Tennessee
- Substance Abuse and Addiction
- Recognizing Signs and Symptoms
- Documenting and Reporting Substance Abuse
- Streamlining Communication & Upholding Confidentiality
- Reasonable Suspicion Testing
- Confronting Employees in Substance Use Situations
- Employee Assistance Program (EAP)
- Return to Work Employee Procedures

Ethical Interviewing Practices for Fair Hiring

- Candidate Categories and Anti-Discrimination Laws
- Inclusivity in Job Advertisements
- Fair Hiring Process
- Continuous Improvement and Best Practices

Family and Medical Leave Act (FMLA)

- FMLA Compliance
- Employee Rights and Eligibility
- Employer Obligations



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Health Insurance Portability and Accountability Act (HIPAA)

- What is HIPAA?
- Privacy Rule Standards
- Covered Entities
- Permitted Uses and Disclosures
- HIPAA Security Rule

Sexual Harassment

- What is Sexual Harassment?
- Types of Sexual Harassment
- Sexual Harassment Evolution
- How to Report Sexual Harassment
- Employer Responsibility

Sexual Harassment for Supervisors

- Types of Sexual Harassment
- Recognizing Sexual Harassment
- Preventing Sexual Harassment
- Employer Responsibilities

Unconscious Bias

- Recognizing Different Types of Workplace Biases
- Influence of Bias on Workplace Decisions
- Understanding, Recognizing, and Addressing Bias

Pregnant Workers Fairness Act for Supervisors

- What is the Pregnant Workers Fairness Act?
- Final Rule for the PWFA
- Employee Rights and Protections
- Employer Responsibility
- Best Practices for PWFA Compliance
- Legal Implications of Non- Compliance with the PWFA

Pregnant Workers Fairness Act for Employees

- What is the Pregnant Workers Fairness Act?
- Final Rule for the PWFA
- Employee Rights and Protections
- Employer Responsibility

Preventing Workplace Violence for Employees

- Identifying Risk Factors and Warning Signs
- Violence Prevention and Reporting
- Protecting Yourself and Others

Preventing Workplace Violence for Supervisors

- Legal Considerations and Risk Assessment
- Communication, Conflict Resolution, and Reporting
- Employee Training and Education
- Policies, Procedures, and Emergency Training