



Training Courses

Course Title	HR Compliance	HRCI	Leadership	Professional Development
Absenteeism - Managing and Preventing	X	X		
Attract, Hire and Develop Quality Employees	X			
Avoiding Workplace Discrimination	X			
California Leave Laws	X	X		
Cal-OSHA/IIPP Training	X			
Communicating Clearly and Effectively			X	
Courage to Coach			X	
Customer Service			X	
Dealing with Conflict			X	
Dealing with Difficult Attitudes			X	
Discipline and Bad Conduct	X		X	
Diversity	X			
Document, Discipline and Discharge Employees*	X	X		
D.R.E.S.S. Code			X	
Drugs in the Workplace	X		X	
Effective and Legal Performance Appraisals	X		X	
Employee Free Choice Act (EFCA)		X		
Employee Handbooks	X		X	
Employee Opinion Survey		X		
Fair Labor Standards Act (FLSA)	X			
Family Medical Leave Act (FMLA)	X			
Harassment in the Workplace	X			
HIPAA Privacy Rules	X			
Identity Theft Prevention*		X		
Injury & Illness Prevention Program (IIPP)	X			
Labor Law Update	X			
Leader Speak!		X		
Managing Reduced Hours and Layoffs in CA	X	X		
Motivation and Delegation: Unleashing Personal Drive for Organizational Outcomes			X	
Participatory Leadership			X	
Prevailing Wage	X			
Preventing Violence in the Workplace	X			
Recognizing Drug and Alcohol Abuse	X		X	
Role of the Supervisor			X	
Safety Training	X			
Sexual Harassment Prevention	X			
Termination in the Workplace	X			
T.I.M.E - Task Importance Management Training				X
True Colors				X
Understanding ADA	X			
Unemployment: Do's and Don'ts for Employers	X			
Wage & Hour Update	X			
Workers Compensation	X			