

HR Horizons E-learning Roadmap: Legal Compliance Catalogue

We hope that you enjoyed your classroom training and that you have discovered some new skills that can be applied to your career. But why stop there?

As a way to optimize your learning beyond the classroom, the Office of Training has prepared “roadmaps” of Skillsoft courses that complement our classroom training. The recommended group of online courses will significantly expand upon the various classroom topics presented during the training program.

E-learning “roadmaps” may consist of the following e-learning tools:

- **Traditional e-learning videos** that reinforce key concepts related to our classroom training.
- **Short impact series** that offer real workplace issues through reenactments and walk you through resolutions.
- **Interactive challenges** that provide real time application of new skills presented in the form of workplace simulated scenarios.

Core Courses:

Americans with Disabilities Act (ADA)

- Compliance Impact: Reasonable Accommodation – The Ask
Time: 6 min.
- Workplace Harassment Prevention for Managers
Time: 60 min.

Conflict Resolution

- Compliance Impact: Workplace Violence – The Warning Signs
Time: 6 min.
- Harassment Prevention for Managers - State and Local Government Edition
Time: 30 min.

Discipline & Grievance Handling

- A Manager's Guide to Discipline and Documentation
Time: 30 min.

Diversity

- A Manager's Guide to Diversity, Inclusion, and Accommodation
Time: 30 min.

Family Medical Leave Act (FMLA)

- FMLA Leave and More: An Overview of Legally Protected Leave
Time: 30 min.

Legal Implications of Interviewing

- EEO and Lawful Hiring
Time: 30 min.
- Interviewing: Doing it Right
Time: 30 min.

Understanding Classification and State Compensation

- Union Awareness
Time: 30 min.

Additional Courses of Interest

- Compliance Impact: Harassment- Handling the Complaint
Time: 6 min.
- Compliance Impact: Using the Internet- Beware of the Share
Time: 6 min.
- Global internet, Social Media, and Electronic Communication
Time: 25 min.