

# **The Redwoods Institute** **Course Catalog**



**Comprehensive online training solutions, specifically  
designed for youth-serving organizations**

# The Redwoods Institute

# Complete Course List

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## Courses available to all Redwoods customers

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### Aquatic Safety Trainings

- Risk Management 101
- Shallow Water Blackout
- The Professional Lifeguard

### Camp Safety Trainings

- Aquatic Safety at the Pool
- Aquatic Safety in Natural Bodies of Water
- Behavior Management at Camp
- Bullying Prevention at Camp
- Child Sexual Abuse Prevention at Camp
- Day Camp Supervision
- Field Trips & Off-Site Travel Safety
- Peer-to-Peer Sexual Abuse Prevention at Camp
- Playground Safety & Programming at Camp
- Resident Camp Supervision
- Transportation Safety at Camp

### Employment Practices Trainings

- Anti-Harassment for Everyone
- Anti-Harassment for Managers
- Anti-Harassment in Court
- Anti-Harassment: Investigating Complaints
- Anti-Harassment: Writing and Communicating Effective Policy
- Anti-Harassment Review
- Harassment Prevention
- Sexual Harassment Prevention for California
- Sexual Harassment Prevention for Connecticut
- Sexual Harassment Prevention for Maine
- Workplace Violence

### Employee Safety Trainings

- Hazard Communication for Employees
- Managing Your Risk of Exposure to Bloodborne Pathogens
- Preventing Member and Guest Slips, Trips and Falls
- Safe Lifting

### Sexual Abuse Prevention Trainings

- Appropriate Touch
- Child Sexual Abuse Prevention
- Child Sexual Abuse Prevention for Volunteers
- Risk Management 101
- School-Aged Childcare Safety
- Social Media & Digital Communications
- YMCA Before & After School Program Safety

### Spanish-Language Trainings

- Levantamiento Seguro - Safe Lifting
- Patógenos Transmitidos por la Sangre - Bloodborne Pathogens
- Prevención de Abuso Sexual de Menores - Child Sexual Abuse Prevention

### Transportation Safety Trainings

- Defensive Driving
- Risk Management 101

# The Redwoods Institute

# Complete Course List

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## Courses Available to all Directors and Officers Customers

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### Employment Practices

- Age Discrimination in Employment Act for Employees
  - Age Discrimination in Employment Act for Managers
  - Americans with Disabilities Act for Employees
  - Americans with Disabilities Act for Managers
  - Avoiding Discrimination Problems: 5 Keys
  - Background Checks
  - California Time and Labor for Employees
  - California Time and Labor for Managers
  - Discrimination: The Protected Classes
  - Equal Pay Act for Employees
  - Equal Pay Act for Managers
  - Fair Labor Standards Act for Employees
  - Fair Labor Standards Act for Managers
  - Family and Medical Leave Act (FMLA) for Employees
  - Family and Medical Leave Act (FMLA) for Managers
  - Handling References
  - Interview Checklist
  - Leadership of a Diverse Group
  - Legally Firing
  - Legally Hiring
  - Military Family and Medical Leave Act (Military FMLA) for Employees
  - Military Family and Medical Leave Act (Military FMLA) for Managers
  - Pregnancy Discrimination Act for Employees
  - Pregnancy Discrimination Act for Managers
  - Retaliation
  - Substance Abuse
  - Termination Checklist
- The New I-9 Form
  - The Power of Respectful Language
  - Uniformed Services Employment & Reemployment Rights Act (USERRA) for Employees
  - Uniformed Services Employment and Reemployment Rights Act (USERRA) for Managers
  - Working Well with Everyone: Diversity = Greatness
  - Working Well with Everyone: The Diversity Continuum
  - Working Well with Everyone: The Mistake of Stereotyping
  - Working Well with Everyone: The Power of Inclusion
  - Working Well with Everyone: What is Diversity?
  - Workplace Bullying

# Complete Course List

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## Courses Available to all Workers' Compensation Customers

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### Employee Safety

- Aerial Lift Safety
- Back Smarts
- CSA Training for Employees
- CSA Training for Managers
- Emergency Exits
- Portable Fire Extinguisher
- Proper Ergonomics
- Safety First: Slips, Trips, and Falls
- Two-Wheeled Handcart

# The Redwoods Institute

# Complete Course List

## Courses available to all Redwoods customers

### Aquatic Safety Trainings

#### Risk Management 101

##### 20 min - New Staff and volunteers

This training is intended for new employees and volunteers. It is the safety portion of a new employee orientation. We'll cover sexual abuse prevention, aquatics safety, transportation safety, employee safety, and other safety concerns your employees and volunteers could face. The training puts an emphasis on mission - keeping yourself and others safe will help fulfill your mission.

#### Shallow Water Blackout

##### 12 min - All lifeguards and aquatic staff

Prolonged and competitive breath holding is a dangerous practice that can lead to shallow water blackout. Shallow water blackout is a term used to describe the loss of consciousness caused by decreased levels of carbon dioxide, created by hyperventilating and prolonged breath holding. This training explains the dangers of shallow water blackout and how to prevent it from happening in your aquatic facilities.

#### The Professional Lifeguard

##### 30 min - All aquatic staff

Every year, we investigate 15-20 drowning incidents, with results ranging from overnight hospital stays to fatalities. At every one of these incidents, trained lifeguards were present. The Professional Lifeguard training helps guards understand their responsibilities and the practical application of their skills on the pool deck. Guards will understand the following key lifeguard attributes upon completion: rescue ready, positioned to protect, singularly focused, aggressively scanning and protecting everyone.

### Camp Safety Trainings

#### Aquatic Safety at the Pool

##### 10 min- All camp staff

Pool time does not mean break time for camp staff. In this training, we'll highlight the counselor's responsibility while at the pool, and how to be actively engaged with their campers at all times. We'll also review the importance of protecting vulnerable campers. You'll hear from camp staff on how to apply this guidance at your camp.

#### Aquatic Safety in Natural Bodies of Water

##### 10 min- All camp staff

Bringing kids to the waterfront is not break time for counselors. In this training, we'll train camp staff how to be proactive, present and actively engaged with campers in natural bodies of water. You'll hear from camp staff on how to apply this guidance at your camp.

#### Behavior Management at Camp

##### 12 min- All camp staff

Camp can be stressful for some children. This stress can manifest into many different behaviors. In this training, we'll train staff on how to be proactive in order to create a culture where campers know and follow the expectations. And if a child does act inappropriately, we'll review how to effectively respond. You'll hear from camp staff on how to apply this guidance at your camp.

#### Bullying Prevention at Camp

##### 10 min- All camp staff

Bullying can ruin the camp experience for a child. In this training, we'll train staff on how to identify bullying behavior versus normal peer conflict, how to prevent bullying at their camp, and if bullying does happen, how to respond appropriately. You'll hear from camp staff on how to apply this guidance at your camp.

#### Child Sexual Abuse Prevention at Camp

##### 14 min- All camp staff

In this training, we'll train staff on the warning signs of child sexual abuse and how they can prevent this from happening at their camp. We'll focus on the importance of immediately reporting these warning signs and rule-breaking. You'll hear from camp staff on how to apply this guidance at your camp.

#### Day Camp Supervision

##### 12 min- All camp staff

Camp staff are expected to do more than supervise—they're expected to be actively engaged with their campers at all times. This training will review how to actively engage campers, the importance of taking charge, and how to create rules & routines. You'll hear from camp staff on how to apply this guidance at your camp.

## Field Trips & Off-Site Travel Safety

### 10 min- All camp staff

Field trips are exciting for campers and for staff. Although they are fun, safety is still the number one priority. In this training, we'll train staff how to plan ahead before a trip, and how to actively engage campers while on the trip. You'll hear from camp staff on how to apply this guidance at your camp.

## Peer-to-Peer Sexual Abuse Prevention at Camp

### 12 min- All camp staff

Peer-to-peer abuse happens at camp. In this training, we'll train staff on the elements of peer-to-peer abuse and how to prevent this from happening at their camp. And if it does happen, we'll review the appropriate way to respond. You'll hear from camp staff on how to apply this guidance at your camp.

## Playground Safety & Programming at Camp

### 9 min- All camp staff

Playgrounds are fun for campers. Because of the unstructured nature of playgrounds, it's important for staff to be actively engaged with their campers. In this training, we'll train staff on how to prepare for the playground, how to set expectations and specifically, what the role of the counselor is when on the playground. You'll hear from camp staff on how to apply this guidance at your camp.

## Resident Camp Supervision

### 14 min- All camp staff

Camp staff are expected to do more than supervise—they're expected to be actively engaged with their campers at all times. This training will review how to actively engage campers, the importance of taking charge, and how to create rules & routines. You'll hear from camp staff on how to apply this guidance at your camp.

## Transportation Safety at Camp

### 9 min- All camp staff

In this training, we'll train staff on how to plan ahead before a trip, how to engage with their campers while on the vehicle, and proper protocols for exiting the vehicle. You'll hear from camp staff on how to apply this guidance at your camp.

## Employment Practices Trainings

### Anti-Harassment for Everyone

#### 10 min- All staff

Sexual Harassment is illegal. We're all against it. But, nothing good happens about this topic unless it is openly discussed and everyone takes a stand. The U.S. Supreme Court has 'strongly suggested' that every employer in America take action. This class is the way we begin the discussion with each and every employee of our organization. Watch, learn and take a stand.

### Anti-Harassment: Anti-Harassment for Managers

#### 13 min- All supervisors

Managers have a legal duty to not only report instances of illegal harassment, they also have a legal duty to "adequately supervise." What does this mean? Do supervisors have a responsibility to report sexual harassment that they know about? The answer is, "Yes." Can supervisors be held liable for sexual harassment that they "should have known about?" Learn here.

### Anti-Harassment: Anti-Harassment in Court

#### 9 min- All staff

You will understand about laws concerning sexual harassment. You will also learn what to do, why you should do it, and how to be most successful.

### Anti-Harassment: Anti-Harassment Investigating Complaints

#### 10 min- All supervisors

Eliminate corporate liability and improve quality of work life by managing harassment situations when they occur.

### Anti-Harassment: Anti-Harassment Writing and Communicating an Effective Policy

#### 11 min- All supervisors

We're not lawyers and we don't give legal advice. But, one thing is for sure: if you don't have a sexual harassment policy you'll be talking to a lawyer sooner rather than later. The U.S. Supreme Court has sent us a message: Have a sexual harassment policy and communicate it to all of your employees.

### Anti-Harassment: Anti-Harassment Review

#### 13 min- All staff

This course is a review of key concepts covered in the Anti-Harassment Series.

### Harassment Prevention

#### 60 min- All staff

Welcome to our series on understanding sexual harassment. You're likely already familiar with the legal definitions of sexual harassment. These programs are designed to apply that legal knowledge to your actual work environment with a practical and behavioral perspective so you can identify and stop harassment before it begins.

### Sexual Harassment Prevention for California Supervisors

#### 120 min - All supervisors

This course defines and provides examples of sexual harassment, explains the legally-protected categories, and provides specifics on retaliation and whistleblower protections. It meets California state codes.



## Sexual Harassment Prevention for Connecticut Supervisors

**120 min - All supervisors**

This course defines and provides examples of sexual harassment, explains the legally-protected categories, and provides specifics on retaliation and whistleblower protections. It meets Connecticut state codes.

## Sexual Harassment Prevention for Maine Employees

**120 min - All employees**

This course defines and provides examples of sexual harassment, explains the legally-protected categories, and provides specifics on retaliation and whistleblower protections. It meets Maine state codes.

## Workplace Violence

**10 min- All staff**

Workplace violence is becoming more and more common. This is a conversation about steps you can take before anything violent occurs in the workplace.

## Employee Safety Trainings

### Hazard Communication for Employees

**60 min- All Staff**

Creating a hazard communication program can seem intimidating, but it doesn't have to be. Here, we'll walk you through, step by step, how to develop a plan that is clear, comprehensive, and most importantly, effective.

### Managing Your Risk of Exposure to Bloodborne Pathogens

**45 min - All staff with potential exposure to blood**

This course teaches employees how to manage and minimize their risk of exposure to blood and other potentially infectious materials. It is customized for child-serving organizations and explains methods of transmission, bloodborne diseases, personal protective equipment and what to do after an exposure. This course covers OSHA's BBP Regulations (29 CFR 1910.1030).

### Preventing Member and Guest Slips, Trips and Falls

**20 min - All staff**

Slips, trips and falls are the most commonly reported accidents to The Redwoods Group. The resulting injuries can range from a skinned knee to a fractured hip, or worse. This training will teach you to identify potential slip, trip and fall hazards and the best practices to prevent slips, trips and falls in organizations like yours. We show real images of slip, trip and fall hazards from our customers and recommend how you can fix the problem.

## Safe Lifting

**20 min - All staff**

This course is designed for all employees, not just the maintenance staff. Lifting responsibilities are a part of most jobs, and lifting injuries are a common workplace safety problem, despite being preventable through safe practices. This course will teach why safe lifting is important, how lifting injuries happen and how to prevent lifting injuries. A lifting injury can negatively affect both you and your organization. After completing this course you will have techniques to keep you safe while lifting and tips to prevent lifting injuries.

## Sexual Abuse Prevention Trainings

### Appropriate Touch

**15 min - All staff working with children**

This training follows Rodney McCormick, a Youth Outreach Director, and his daily interactions with kids in his program. Rodney and Redwoods Consultant, Sarah Pharr, present real-life guidance to teach staff how to create a safe environment with appropriate touch, instead of prohibiting all touch. When appropriate touch is open, observable and rare, we're able to create a safer environment where child sexual abuse is less likely to happen.

### Child Sexual Abuse Prevention

**60 min - All staff**

The training follows a story of sexual abuse from the eyes of a child. Madison, a fictional character based on a real event we handled, tells us her story through journal entries. In this training, we'll teach staff the basics of how to prevent child sexual abuse. And because effective prevention requires an organization-wide culture of safety, we focus on rule breaking, and how to stop it from happening.

### Child Sexual Abuse Prevention for Volunteers

**15 min - Program volunteers**

In this condensed training, we'll teach program volunteers the basics of how to prevent child sexual abuse. And because effective prevention requires an organization-wide culture of safety, we focus on rule breaking, and how to stop it from happening.

### Risk Management 101

**20 min - New Staff and volunteers**

This training is intended for new employees and volunteers. It is the safety portion of a new employee orientation. We'll cover sexual abuse prevention, aquatics safety, transportation safety, employee safety, and other safety concerns your employees and volunteers could face. The training puts an emphasis on mission - keeping yourself and others safe will help fulfill your mission.

## **School-Aged Childcare Safety**

### **15 min - All staff working with children**

The role that school-aged programs play in our community should not be underestimated. Keeping kids safe, making them feel loved, and providing opportunities for growth can literally change lives. As with any complex task, supervising children is much easier when you come fully prepared for anything that may occur. Whatever program you're in, this training will help prepare staff to care for school-aged children.

## **Social Media & Digital Communications**

### **20 min - All staff working with children**

This course teaches employees and volunteers how to appropriately communicate with children via social media and digital communications (such as cell phone and email). The purpose of this training is to protect children from sexual predators building relationships outside of organization programs. The course is customized for youth-serving organizations. It explains the risks of digital communication, the best methods to protect yourself and children, and offers alternative means of communication.

## **YMCA Before & After School Program Safety**

### **45 min - All before and after school staff**

You play an important role as a before or after school supervisor to keep children safe and to accomplish your Y's mission off-site. YMCA Before and After School Programs carry several specific risks. This training will prepare you for the before/after school environment and teach you proper supervise, bullying prevention and child sexual abuse prevention.

## **Spanish-Language Trainings**

### **Prevención de Abuso Sexual de Menores - Child Sexual Abuse Prevention**

#### **60 min - All staff**

Este curso se presenta en español. This course is presented in Spanish. Abuso sexual es un tema difícil que muchos de nosotros preferimos no pensar en ello pero como una organización de servicio a niños, usted se enfrenta con este riesgo todos los días. Cada año de 90-120,000 casos de abuso sexual de menores son reportados en los Estados Unidos pero el número actual es mucho más alto. Dos tercios de todos los casos no son reportados. En el YMCA, JCC y los campamentos, el peligro es muy real.

### **Levantamiento Seguro - Safe Lifting**

#### **30 min - All staff**

Las lesiones de levantamiento son problemas de seguridad muy comunes en el trabajo, a pesar de ser prevenibles a través de la práctica correcta de seguridad. Una lesión de levantamiento afectará negativamente tanto a usted, como

a su organización. Usted tendrá dolor después de la lesión y posiblemente no podrá continuar su estilo de vida normal aun después que disminuya su dolor. Además, su organización será menos capaz de desempeñar su misión sin su ayuda.

## **Patógenos Transmitidos por la Sangre - Bloodborne Pathogens**

### **45 min - All staff with potential exposure to blood**

Este Curso es presentado en Español. This course is presented in Spanish. It teaches employees how to manage and minimize their risk of exposure to blood and other potentially infectious materials. It is customized for child-serving organizations and explains methods of transmission, bloodborne diseases, personal protective equipment and what to do after an exposure. This course covers OSHA's BBP Regulations (29 CFR 1910.1030).

## **Transportation Safety Trainings**

### **Defensive Driving**

#### **30 min - All staff driving vehicles for work**

We need to talk about distracted driving and aggressive driving. In 2012 it was made illegal for drivers of commercial vehicles to operate mobile devices while their vehicle is moving. Mobile devices include cell phones, Personal Digital Assistants (PDAs), converged devices, texting devices, computers and other mobile electronic devices. We're going to cover what Aggressive Driving is, what causes people to do it, how to keep yourself from driving aggressively, and what to do when you are confronted by an aggressive driver. (Directors & Officers Customers)

### **Risk Management 101**

#### **20 min - New Staff and volunteers**

This training is intended for new employees and volunteers. It is the safety portion of a new employee orientation. We'll cover sexual abuse prevention, aquatics safety, transportation safety, employee safety, and other safety concerns your employees and volunteers could face. The training puts an emphasis on mission - keeping yourself and others safe will help fulfill your mission.



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## Courses available to all Directors and Officers Customers

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### Employment Practices

#### Age Discrimination in Employment Act for Employees

##### 7 min- All employees

You've probably heard the saying, "You can't teach an old dog new tricks." Unfortunately, this is an attitude that prevails at many workplaces: older employees are often undervalued. The Age Discrimination in Employment Act, or ADEA, makes it illegal to discriminate against any person who is 40 years or older because of his or her age. Any workplace with more than 20 employees must be ADEA-compliant. In this course, we'll go over some different ways that discrimination takes place and we'll discuss what is protected under the law. We'll also talk about ADEA waivers: what they are, what purpose they serve, and what you should do if you've been asked to sign one.

#### Age Discrimination in Employment Act for Managers

##### 7 min- All supervisors

You've probably heard the saying, "You can't teach an old dog new tricks." Unfortunately, this is an attitude that prevails at many workplaces: older employees are often undervalued. The Age Discrimination in Employment Act, or ADEA, makes it illegal to discriminate against any person who is 40 years or older because of his or her age. Any workplace with more than 20 employees must be ADEA-compliant. In this course, we'll discuss what exactly is covered under the law, from job ads to benefits to retirement. We'll also talk about ADEA waivers and their specific requirements.

#### Americans with Disabilities Act for Employees

##### 9 min- All employees

Do you have a disability? Or history of a disability? Or a relationship with someone who has a disability? If you answered yes to any of these, you are most likely protected by The Americans with Disabilities Act and its amendment. This course goes through the basic information on who qualifies and what protections it provides.

#### Americans with Disabilities Act for Managers

##### 10 min- All supervisors

Even well-intentioned employers can struggle when trying to treat people with disabilities equally with others. Oftentimes, it's unclear what to do, what to ask, and what to avoid. This course will shed some light. We'll start with a look at the Americans with Disabilities Act and the Americans with Disabilities Amendments Act. Then, we'll define disability and reasonable accommodation, before wrapping up with a list of practical do's and don'ts.

#### Avoiding Discrimination Problems: 5 Keys

##### 10 min- All supervisors

If there is one thing you want to avoid, it is a discrimination charge. Not only is it important from a legal standpoint, but also your employment practices define you as a company. There are five keys you need to know that will aid you in being a lawful and ethical employer. These five keys will help you to avoid a potentially catastrophic lawsuit that could come from one of your employees or applicants for employment.

#### Background Checks

##### 8 min- All supervisors

Have you hired any criminals, liars, or cheats lately? And what happens when you do? As you've probably found out, it can cost you money and hurt the reputation of your company. These are things that can be avoided if you do background checks.

#### California Time and Labor for Employees

##### 5 min- All employees in California

If you work overtime in California, this course is for you! As you might know, under federal law, nonexempt employees are entitled to overtime pay. This law indicates that they should be paid one-and-a-half times their usual hourly wage when they work more than 40 hours in one workweek. However, in California, the state law is a little different. In this course, we'll discuss those differences and go over everything you need to know when it comes to overtime pay, including when you should be paid, exempt versus nonexempt employment, exceptions to the law, and alternative work weeks.

#### California Time and Labor for Managers

##### 6 min- All supervisors in California

If you are a California employer, you must be knowledgeable about overtime pay requirements. As you probably already know, federal law established overtime pay requirements for nonexempt workers. It's all outlined in the Fair Labor Standards Act, or FLSA. However, sometimes state law differs from the federal law. California is one of those states. In this course, we'll take a closer look at California's overtime pay requirements and how they differ from the FLSA.

#### Discrimination: The Protected Classes

##### 8 min- All supervisors

What is discrimination? What are the protected classes? What laws do we need to know to make sure we stay compliant? All great questions and all of them will be addressed, right here, right now.

## Equal Pay Act for Employees

### 6 min- All employees

Equal pay for equal work. If two people are doing the same job for the same company, they should be paid the same, whether they are men or women, right? Unfortunately, this isn't always the case. Historically, women have been paid less than men for doing the same job. This is called the "gender wage gap." It was a big problem in 1963, when President Kennedy signed the Equal Pay Act. It's still a problem today, over 50 years later. In 2015, the U.S. Census Bureau found that for full-time, year-round workers, women made about 80 cents for every dollar earned by men. In this course, we'll take a closer look at the protections provided by the Equal Pay Act, or EPA. We'll also look at the steps you should take if you feel you have been discriminated against.

## Equal Pay Act for Managers

### 7 min- All supervisors

In 1963, President Kennedy signed the Equal Pay Act, making equal pay for equal work, regardless of gender, the law of the land. Nevertheless, over 50 years later, the gender wage gap endures. In 2015, the U.S. Census Bureau found that for full-time, year-round workers, women made about 80 cents for every dollar earned by men. As a manager, it's important for you to know that the gender wage gap is real, and it is illegal. The Equal Pay Act of 1963 requires men and women be given equal pay for equal work in the same establishment. To learn more about these requirements, let's take a closer look at what the EPA means by equal pay, equal work, and the same establishment.

## Fair Labor Standards Act for Employees

### 7 min- All employees

The Fair Labor Standards Act, or FLSA, was originally passed in 1938 and is enforced by the United States Department of Labor. You may know that the Act establishes standards regarding two items: minimum wage and overtime pay, but FLSA also establishes standards for employer recordkeeping and youth employment. In this program, we'll answer some common questions regarding FLSA, including who is covered, the differences between exempt versus nonexempt employees, the current minimum wage, overtime pay, workweeks, and age restrictions.

## Fair Labor Standards Act for Managers

### 10 min- All supervisors

The Fair Labor Standards Act, or FLSA, was originally passed in 1938 and is enforced by the United States Department of Labor. The Act establishes standards effecting employees in the private and government sectors regarding minimum wage, overtime pay, recordkeeping, and youth employment. Remember that some states may have minimum wages that are higher than the federal minimum wage, or have different standards for overtime pay. It's crucial to know your state and local laws. In this course, we'll focus on what the federal law covers. We'll also answer some common questions regarding FLSA, including who is

covered, the differences between exempt versus nonexempt employees, exceptions to the current minimum wage, overtime pay, workweeks, and age restrictions.

## Family and Medical Leave Act (FMLA) for Employees

### 6 min- All employees

What is family and medical leave? How does it work? Who qualifies? And does it apply at my workplace? These are the most common questions about the Family and Medical Leave Act, and we'll answer them here.

## Family and Medical Leave Act (FMLA) for Managers

### 8 min- All supervisors

What is family and medical leave? How does it work? Who qualifies? And does it apply at my workplace? These are the most common questions about the Family and Medical Leave Act, and we'll answer them here.

## Handling References

### 4 min- All supervisors

As a hiring manager, you'll probably have to check up on potential employees. This could include background checks or reference checks. Hiring the wrong employee can cost your organization plenty of time and money. Checking up on candidates' references is a critical step in the hiring process.

## Interview Checklist

### 7 min- All supervisors

To be legal, smart, and very organized about your interviewing process, you need to use an interviewing checklist for hiring a new employee or promoting a current one. Hopefully, using this checklist will get you a better person for the position.

## Leadership of a Diverse Group

### 9 min- All supervisors

A lot of people think diversity is about being politically correct or saying things in a way that doesn't offend someone. It's not just that. It's about a whole host of factors: personal, professional, and social. Let's talk about facilitating a discussion on diversity with your employees.

## Legally Firing

### 5 min- All supervisors

When the time comes, make sure you are firing people not only for the right reasons, but perhaps more importantly, firing them legally.

## Legally Hiring

### 5 min- All supervisors

At some point you'll have an open position on your team, and you will need to hire someone. You need to hire the best qualified candidate. The truth is, hiring the right employee is hard work.

## **Military Family and Medical Leave Act (Military FMLA) for Employees**

### **6 min- All employees**

Military families face unique challenges and stressors. When a family member is deployed, on duty, or injured in the line of duty, employees must make important decisions regarding childcare, finances, medical treatment, and more. In such trying times, balancing the needs of the family with the demands of the workplace is very difficult. In 2008, the Family and Medical Leave Act was amended to help military families in situations like these. In this course, we'll discuss who qualifies, the types of leave that fall under Military FMLA, the process of requesting leave, and what happens after taking Military FMLA.

## **Military Family and Medical Leave Act (Military FMLA) for Managers**

### **10 min- All supervisors**

Enacted in 1993, the Family and Medical Leave Act, or FMLA, provides certain employees with up to 12 weeks of unpaid and job-protected leave per year. It is enforced by the Department of Labor. In 2008, the FMLA was amended to include Military Leave based on the National Defense Authorization Act. In this course, you'll learn more about the military leave included in the FMLA amendment and how it impacts you as an employer. We'll discuss eligibility, types of leave, the process for requesting leave, and what happens when an employee returns to work. We'll also go over some possible scenarios that may arise in the workplace.

## **Pregnancy Discrimination Act for Employees**

### **3 min- All employees**

Even though the Pregnancy Discrimination Act was passed in 1978, discrimination due to pregnancy is still a big problem in the United States. In 2016, the Equal Employment Opportunity Commission (EEOC) received 3,486 charges of pregnancy discrimination, resulting in monetary rewards of \$15.5 million. You may be wondering what the Pregnancy Discrimination Act is and what your rights are as an employee if you or someone you care about becomes pregnant, gives birth, or has a pregnancy-related condition. This course will help answer those questions. We'll talk about hiring, firing, promotion, and benefits. We'll also discuss accommodations, leaves of absence, and the Family and Medical Leave Act (FMLA).

## **Pregnancy Discrimination Act for Managers**

### **5 min- All supervisors**

It's estimated that 75% of working women will become pregnant at some point during their careers. As a manager, it's imperative that you understand and comply with the Pregnancy Discrimination Act. The Pregnancy Discrimination Act, or PDA, is a federal law that was passed in 1978 to help end discrimination because of pregnancy, childbirth, or related medical conditions. This act states that it's illegal to treat women differently than other applicants or employees based on their pregnancy-related condition. Even though the act was passed more than 30 years ago, discrimination because of pregnancy is still a big problem in the United States. In fact, in 2016, the EEOC received 3,486 charges of pregnancy discrimination with monetary rewards of \$15.5 million. Let's talk about your responsibilities under PDA as an employer.

## **Retaliation**

### **7 min- All supervisors**

Back in 1990, the Supreme Court defined retaliation; saying that an employer may not fire, demote, harass or otherwise "retaliate" against an individual for filing a charge of discrimination, participating in a discrimination proceeding, or otherwise opposing discrimination. We will look at what retaliation means to you and your workforce.

## **Substance Abuse**

### **6 min- All supervisors**

Hopefully you never have to deal with a substance abuse issue in the workplace, but as a manager you probably will. Dealing with these kinds of issues is not simple. Your organization should have some sort of drug policy in place.

## **Termination Checklist**

### **9 min- All supervisors**

It's never a good day when you have to let someone go. That's why having a termination checklist will keep you organized and on task.

## **The New I-9 Form**

### **14 min- All supervisors**

The Form I-9 is managed by the U.S. Department of Homeland Security's division of U.S. Citizenship and Immigration Services (USCIS) and it verifies a new hire's identity and authorization to work in the United States. In January 2017, the new I-9 form became mandatory for all employers. What does this mean for you? How should you be using it? In this course, we'll cover these answers and discuss each section of the form. We'll also go over which identification and work authorization documents are okay to accept. Lastly, this course will provide information regarding previously filed I-9 forms, reverification, what to do after the form is completed, and how the new I-9 form differs from the old one.

## **The Power of Respectful Language**

**25 min - All staff**

Respect and Inclusion Series: An organizational culture that incorporates respectful language training into their diversity programs will be able to attract and retain the best talent from a diverse pool of candidates. Successful businesses and organizations develop diversity training programs that create inclusive environments and allow their employees to thrive without fear of harassment or discrimination. Educating employees using our online diversity training makes them aware of the positive effects of using respectful language in all workplace communications, whether it's email, phone calls, instant messaging, or other communications.

## **Uniformed Services Employment & Reemployment Rights Act (USERRA) for Employees**

**6 min- All employees**

For those in the armed services who also have civilian jobs, being called to active duty can be a stressful time. Making preparations to serve one's country often brings worries about one's family, career, or the future in general. If you find yourself wondering what would happen to your job if you were called away for military service, take heart. There is a law in place that protects your employment rights. It's USERRA, the Uniformed Services Employment & Reemployment Rights Act. The Veterans' Employment and Training Service, through the Department of Labor, administers and enforces this Act. In this program, we'll discuss the benefits of this act, who is covered, and how coverage is impacted by length of service and injury or illness.

## **Uniformed Services Employment and Reemployment Rights Act (USERRA) for Managers**

**8 min- All supervisors**

The United Services Employment and Reemployment Act, also called "USERRA," was passed in 1994. It's important legislation that protects military service members, helping ensure that their career won't be adversely impacted by their service to our country. Transitioning from a civilian job to active duty and back can be stressful for members of the armed services. USERRA was passed to help minimize these worries as well as the possible disadvantages service members could face when they are returning from service. As an employer, it's essential that you understand how USERRA works in terms of benefits. You could be at risk for a USERRA-related lawsuit if you reject or dissuade an employee from submitting a request. In this program, we'll discuss what is required of you, an employer, when working with service members. We'll go over service member's rights. We'll talk about how to restore service members to their jobs, the "escalator principle," training, job benefits, and who is covered by USERRA.

## **Working Well with Everyone: Diversity = Greatness**

**6 min- All staff**

Welcome to our series on Working Well with Everyone. In this program, we're going to be talking about Diversity and how it can lead you to Greatness.

## **Working Well with Everyone: The Diversity Continuum**

**4 min- All staff**

Welcome to our series on Working Well with Everyone. In this program, we're going to talk about something called The Diversity Continuum. Now if you haven't seen the first program, What is Diversity, please stop this program and go back and watch it. Then watch this one. This series is made to be seen in order, and things will make a lot more sense if you do.

## **Working Well with Everyone: The Mistake of Stereotyping**

**3 min- All staff**

Welcome to our series on Working Well with Everyone. In this program, we're going to talk about The Mistake of Stereotyping. As we mentioned in earlier programs, if you haven't seen What is Diversity or The Diversity Continuum programs, please stop and go back and watch them. This series is made to be seen in order, and things will make a lot more sense if you do.

## **Working Well with Everyone: The Power of Inclusion**

**4 min- All staff**

Welcome to our series on Working Well with Everyone. In this program, we're going to be talking about The Power of Inclusion. By definition, we don't know what we don't know... the known unknowns. As a result, we have a very limited viewpoint. With that limited view comes some danger to us and to the organization, that we may miss some things if we're not including others.

## **Working Well with Everyone: What is Diversity?**

**5 min- All staff**

Welcome to our series on Working Well with Everyone. Diversity is a topic that makes lots of people uneasy. Our goal is to create a more productive, more comfortable working environment. In this program, we're going to talk about what diversity is.

## **Workplace Bullying**

**5 min- All staff**

Workplace bullying is a big problem. The idea of controlling workplace bullies was something to do for practical reasons, but not for legal reasons. That's changing. Currently, there are 26 States and two territories that have introduced a healthy workplace or anti bullying bill.

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## Courses available to all Workers' Compensation Customers

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### Employee Safety

#### Aerial Lift Safety

##### 9 min- All staff

In this program we're going to talk about general safety requirements that apply to lift devices - specifically scissor lifts and aerial lifts. Before operating any type of lift, you need to be trained and have the proper qualifications. This course is meant to be a basic overview on the safety of these devices and watching it does not qualify you to operate any type of lift we discuss. There is a lot to talk about when understanding the safe operation of a lift device. Each brand name will have different characteristics and it's important that you understand what those are and understand how to operate your lift safely.

#### Back SMARTS

##### 8 min- All staff

You want to be smart about your back. If you're out of commission, you're worthless to yourself and your employer. Watch this course for helpful tips on Back Smarts.

#### CSA Training for Employees

##### 14 min- All employees

CSA is a data-driven compliance and enforcement program. It's all part of the FMCSA's effort to prevent crashes, injuries, and fatalities associated within the commercial driving industry.

#### CSA Training for Managers

##### 12 min- All supervisors

CSA is a data-driven compliance and enforcement program. It's all part of the FMCSA's effort to prevent crashes, injuries, and fatalities associated within the commercial driving industry.

#### Emergency Exits

##### 10 min- All supervisors

The Occupational Safety and Health Administration (OSHA) requires that every workplace have a means of allowing employees to safely exit from the building in case of fire or other emergency. This program is an overview of what is required for most employers.

#### Portable Fire Extinguisher

##### 5 min- All staff

Most people are capable of using a fire extinguisher and it's important to know how to use them. In addition to fire extinguishers, this course will teach you some fire prevention basics, including types of fire hazards and types of fires.

#### Proper Ergonomics

##### 15 minutes - All staff

How you sit at your desk and arrange your workspace is very important. It's called ergonomics. This course covers the ergonomics of your workstation and provides tips and exercises to help alleviate the pains of sitting at a desk for extended periods of time.

#### Safety First: Slips, Trips, and Falls

##### 5 min- All staff

Safety in the office should be top priority. Watch this course to review the most common ways workers are injured and how to prevent those types of injuries.

#### Two-Wheeled Handcart

##### 7 min- All staff

This seemingly simple tool of our trade is a bit more complex than we think. Do you push or pull? What is the balance point? How much of a load is too much of a load? And, what do you do about stairs? This fast paced presentation will not make you an expert but it will shorten the time you need to become an expert.