

HR Course Catalog

Catalog 1
2008



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Drug and Alcohol Policies

Drug Free Workplace (Employees)

This course addresses a critical issue facing the workplace today: drug abuse and the importance of a drug-free workplace. This course will review the impact of drug abuse in the workplace, including the financial, social, regulatory and legal challenges that have forced companies to address this issue. It will also explain drug testing and what actions can be taken to take part in maintaining a drug free workplace.

Course Objectives

- The impact of substance abuse in the workplace
- Consequences of substance abuse as an employee
- How to recognize and respond if co-workers display symptoms of substance abuse

References:

N/A

Available Language(s):	Length:
English, Spanish	46 Minutes

Drug Free Workplace (Managers)

Everyone deserves a workplace free of the effects of substance abuse, and this course will help managers understand their role in that workplace. Supervisors, managers and others in positions of authority have the responsibility to address performance based concerns about workers - concerns that may be related to substance abuse. The course presents information to help managers recognize signs of substance abuse and respond to them appropriately.

Course Objectives

- The impact of substance abuse in the workplace
- Types of substance abuse-related behaviors
- Appropriate responses to situations of substance abuse
- Actions that reduce the risk of substance abuse in the workplace

References:

N/A

Available Language(s):	Length:
English	60 Minutes

Reasonable Suspicion Training for Alcohol and Substance Abuse

PureSafety's Reasonable Suspicion Training for Alcohol and Substance Abuse was developed for Managers and Supervisors affected by Department of Transportation (DOT) regulations. This interactive module covers the signs and symptoms of alcohol and drug abuse; how safety and performance standards are enforced, and how to challenge alcohol and drug use in the workplace.

Course Objectives

- Employer responsibilities
- What is considered a violation
- Signs, symptoms and behavioral effects of drug and alcohol abuse
- DOT testing categories
- The testing process

References:

N/A

Available Language(s):	Length:
English, Spanish	52 Minutes

Employment Liability

Access to Medical and Exposure Records

Federal law provides employees with the basic right to know the extent and consequences of their exposure to harmful substances they work with. This means they are entitled to full access to all of the medical and exposure records generated for them while working for a given employer. This course covers employee rights to access medical exposure records, how to access those records and what information is exempt from employee access.

Course Objectives

- Employee rights to access certain records
- Requirements employers must meet when retaining records and informing employees
- Records available and how they can be accessed
- Alternative ways to access medical and exposure information when there are no records available
- Information that is exempt from access

References:

29 CFR 1910.151

Available Language(s):	Length:
English, Spanish, Italian, Chinese, French, German	31 Minutes

Code of Conduct

In our working lives, we often experience situations where the "right thing to do" is not always clear. When faced with a complicated situation, it can be difficult to decide where the ethical path lies. The standards and expectations in this presentation are intended to help employees make the right choices in their business dealings.

Course Objectives

- Conflicts of interest
- Outside activities
- Gifts and entertainment
- Bribes and kickbacks
- Family and friends
- Customer relationships

References:

N/A

Available Language(s):	Length:
English	34 Minutes

Diversity - Valuing Differences (Employees)

This course is designed to train the employee on the issue of diversity and understanding the impact of different types of people in the workplace. Trainees are taught that diversity is not just about different ethnic origins; it is about physical characteristics, cultural and intellectual backgrounds, beliefs, and the many other ways in which people are different from each other.

Course Objectives

- Definition of diversity in the workplace
- Recognizing difficulties with the definitions that have been used
- The positive and negative impact of diversity in the workplace
- How to capitalize on the differences among co-workers

References:

29 CFR 1910.1200

Available Language(s):	Length:
English	52 Minutes

Diversity - Valuing Differences (Managers and Supervisors)

This program addresses diversity from a manager's point of view. This course will assist the manager to guide his/her employees to work effectively with each other in a diverse workplace.

Course Objectives:

- Definitions of diversity in the workplace
- How diversity impacts the workplace
- How managers can capitalize on diversity in the workplace

References:

N/A

Available Language(s):	Length:
English, Spanish	50 Minutes

People With Disabilities and Work for Employees

Companies need to be willing to hire and work with qualified people with disabilities. That means employees need to know the facts about disabilities, what the law says and the consequences of discrimination, which will be presented in this course.

Course Objectives

- Disabling conditions
- Employment and discrimination laws
- Benefits of employing and integrating people with disabilities into the workplace
- Reporting discrimination

References:

N/A

Available Language(s):	Length:
English	52 Minutes

People With Disabilities and Work for Managers

Companies today need to be willing to hire and work with people with disabilities who are qualified to do the job. That means that managers need to know more facts about disabilities, what the law says, what they need to do in the workplace, and what the consequences of discrimination could be. This course provides those facts.

Course Objectives

- The legal definition of disability as it relates to employment and discrimination
- The laws about employment and discrimination of people with disabilities
- Why these laws are needed
- What benefits employing people with disabilities brings
- General information about integrating people with disabilities into the workplace
- How to report complaints of discrimination based on disability

References:

N/A

Available Language(s):	Length:
English	50 Minutes

Racial Harassment

This course will help you recognize and respond to racial harassment and other inappropriate, racially-motivated conduct in the workplace.

Course Objectives

- Recognizing racial harassment
- Responding to racial harassment
- Management's role

References:

N/A

Available Language(s):	Length:
English	13 Minutes

Sexual Harassment Part 1

Potential sexual harassment entanglements can appear anywhere in the work environment and in many different forms. As a manager, you need to be on constant alert as to what's going on in the workplace and know how to deal with inappropriate and illegal behaviors. This course is designed to raise management's awareness of the potential employee issues and the legal liabilities associated with sexual harassment. It also meets the two-hour sexual harassment training requirements of California AB1825.

Course Objectives

- Your role as a manager
- Defining sexual harassment
- Federal laws
- Tort law
- Costs of sexual harassment

References:

29 CFR 1604.11

Available Language(s):	Length:
English, Spanish	94 Minutes

Sexual Harassment Part 2

Sexual harassment is an ever changing target as the laws and company policies change and the concept expands. As a manager, you must always be on your toes and be aware of the laws and behaviors considered legal and illegal. Throughout the course, emphasis will be placed upon your roles and responsibilities in creating a respectful work climate. The goal of the training is to deepen and solidify your understanding of what sexual harassment is and how to deal with real-life situations. The training also meets the two-hour sexual harassment training requirements of California AB1825.

Course Objectives

- Sexual harassment
- California law
- Management's responsibility
- Protecting against liability
- Conducting an investigation

References:

29 CFR 1604.11

Available Language(s):	Length:
English, Spanish	73 Minutes

Workplace Violence Prevention

Recent statistics show that every year, about 1.7 million U.S. residents are victims of workplace violence incidents. You or someone you know could be involved in workplace violence at any time, anywhere. This course will give you a basic understanding of what constitutes workplace violence, the warning signs to watch for, and what you and others around you can do to prevent it.

Course Objectives

- Types of workplace violence
- Risk factors associated with workplace violence
- The roles of various groups of people in workplace violence prevention
- Components of workplace violence prevention programs

References:

N/A

Available Language(s):	Length:
English, Spanish	55 Minutes

Workplace Violence Prevention - Health Care and Social Service Workers

Workplace violence is any physical assault, threatening behavior or verbal abuse. It can occur in the work setting including, but not limited to, a work building and its surrounding perimeters, field locations, clients' homes and travel to and from work assignments. This course explores the elements of a good workplace violence prevention program for health care and social service environments.

Course Objectives

- Defining workplace violence
- OSHA's guidelines and recommendations
- Management commitment and employee involvement
- Prevention and control measures
- Recordingkeeping and evaluation

References:

N/A

Available Language(s):	Length:
English	26 Minutes

Workplace Violence Prevention - Late-Night Retail Establishments

Physical assault, threatening behavior and verbal abuse are examples of workplace violence. These types of violence can occur in any work setting including retail and late-night establishments. Therefore, it's important to learn the elements of a good workplace violence prevention program and establish such a program in your workplace.

Course Objectives

- Defining workplace violence
- OSHA's guidelines and recommendations
- Management commitment and employee involvement
- Prevention and control measures
- Recordingkeeping and evaluation

References:

N/A

Available Language(s):	Length:
English	24 Minutes

General Human Resources

Behavioral Interviewing

One of the best predictors of future success is past success. Behaviorally based questions are purposefully designed to elicit answers from candidates about past actions and behaviors. The Behavioral Interviewing course provides a structured process to assist the hiring manager in creating the appropriate set of questions designed to assist in selecting the most suitable candidate for a position.

Course Objectives

- Why behavioral interviewing
- Ways to assess applicant qualifications
- Common errors of interviewing
- The interview process
- Interview guide for the interview
- Key success behaviors
- Interview questions
- Evaluation principles

References:

N/A

Available Language(s):	Length:
English	45 Minutes

Conducting Performance Reviews

This course provides an overview of the performance management process and the mechanics of what to do to prepare for, conduct and follow-up on performance reviews. Although the major emphasis is on the formal, annual review, the same mechanics work whenever managers are required to give feedback on an employee's performance.

Course Objectives

- Performance Management
- Useful Terms
- Preparing for a Performance Review
- Review Feedback
- Writing a Review
- Tips for Difficult Reviews

References:

N/A

Available Language(s):	Length:
English	54 Minutes

Conflict Management for Employees

Conflict is defined as any situation where two or more people have differing ideas, approaches, outcomes, or desires. This course is designed to help employees work through conflicts at their lowest levels, rather than allow them to escalate and impact their effectiveness.

Course Objectives

- The definition of conflict
- Outcomes of conflict
- Types of communication
- Techniques for handling conflict
- Tips for dealing with aggressive people
- Conflict management skills

References:

N/A

Available Language(s):	Length:
English	71 Minutes

Conflict Management for Managers

Conflict is defined as any situation where two or more people have differing ideas, approaches, outcomes, or desires. A manager's role is to help employees work through conflicts at their lowest levels, rather than allow them to escalate and impact the department's effectiveness. This presentation provides conflict management solutions for managers of people.

Course Objectives

- The definition of conflict
- Outcomes of conflict
- Types of communication
- Techniques for handling conflict
- Tips for dealing with aggressive people
- Conflict management skills

References:

N/A

Available Language(s):

English

Length:

68 Minutes

Effective Supervision

In today's increasingly competitive marketplace, people are an organization's most valuable resource. Effectively supervising this resource is crucial to success. This course presents the tools needed to be an effective supervisor. The course will help those new to the supervisory role transition to their new responsibilities, while providing a good review for more seasoned supervisors.

Course Objectives

- The importance of being an effective supervisor
- The multiple roles a supervisor plays
- Common mistakes to avoid
- Tips for transitioning to a supervisory position
- Supervisory styles and when and how to use them

References:

N/A

Available Language(s):

English, Spanish

Length:

76 Minutes

Family Medical Leave Act

When employees have a legitimate need to be away from work to address injury, illness or family needs; employers must comply with the Family Medical Leave Act (FMLA). This training is designed to help you understand how and when leave can be taken as well as what your obligations are to your employer or to the employee.

Course Objectives

- FMLA history
- Qualifying reasons for use
- Employee and employer protection
- FMLA enforcement

References:

29 CFR 825

Available Language(s):

English

Length:

31 Minutes

HIPAA

In 1996, United States Congress enacted the Health Insurance Portability and Accountability Act, known as HIPAA. One aspect of HIPAA is titled "Administrative Simplification". It is this portion of HIPAA that authorized the U.S. Department of Health and Human Services to put out new regulations governing the use and disclosure of individually identifiable health information. This rule is commonly referred to as the HIPAA privacy regulation. This training program deals solely with the HIPAA privacy regulation.

Course Objectives

- Who is required to comply with the regulation.
- Protected Health Information and how it can be de-identified.
- Required & permitted disclosure of protected information.
- Authorization required for use and disclosure of Protected Health Information.
- Respect of an individual's rights with regard to their Protected Health Information.
- The possible consequences of failing to comply with the regulation.

References:

N/A

Available Language(s):

English

Length:

93 Minutes

Managing Stress for Employees

We must all deal with stress. For that reason, this course offers practical ways to reduce harmful stress and increase our resilience in the face of adverse workplace situations.

Course Objectives

- Sources of stress
- Safeguarding your health
- Handling workplace change
- Stress management methods

References:

N/A

Available Language(s):

English

Length:

37 Minutes

Organizational Change

In today's workplaces, managers need to learn about and understand the impact of change on employees and organizations. The key to successfully managing change is to be proactive in educating the manager and the people they direct about change and how people respond to change. In this way, managers can influence, and hopefully accelerate, their journey through the change process.

Course Objectives:

- Facts about organizational change
- Management goals
- Impact of organizational change
- Factors which may impact reactions to change
- Dealing with resistance
- Strategies for managing change
- Management's role in managing change
- Strategies to employ

References:

N/A

Available Language(s):

English

Length:

60 Minutes

OSHA 300 - OSHA Recordkeeping Requirements v2

OSHA has a set of rules for recordkeeping. This training summarizes the key provisions of the new rules. It also highlights the major changes from OSHA's previous recordkeeping regulation.

Course Objectives:

- OSHA 300 Rule
- Recording work-related injuries and illnesses
- Classifying injuries and illnesses
- Calculating injury and illness incidence rates

References:

N/A

Available Language(s):	Length:
English	47 Minutes

Preventing Workplace Harassment - Managers v2

Victims of harassment have well-established rights under federal law and, in many cases, under state and local law, too. And as a Manager or Supervisor, you have an important responsibility to both prevent harassment from taking place and to address it whenever it occurs in your organization. In order to meet that responsibility, you need to know what harassment and discrimination are, what laws prohibit discrimination and harassment in the workplace, what you must do to prevent and act upon workplace harassment, and how your organization's anti-discrimination policy helps you do this. That's what you're going to learn in this course.

Course Objectives:

- Describe the results of respect in the workplace
- Recognize respectful and disrespectful behaviors
- Discuss the investigation of reported misconduct

References:

N/A

Available Language(s):	Length:
English	39 Minutes

Safety And You

As a supervisor your actions directly impact the employees you supervise. How you handle yourself, what you say and even what you don't say impacts how employees behave. Therefore, we'll examine several safety management approaches and help you build an enhanced climate for safety in your workplace.

Course Objectives:

- Pros/cons of traditional safety management approaches
- Flaws with discipline-based safety management
- Management skills for effective safety management

References:

N/A

Available Language(s):	Length:
English, Spanish	56 Minutes

Team Structure and Function - Management Principles

This course is designed to help managers guide their teams more effectively. Managers are taught what teams are, how they are formed and structured, the skills the teams need to succeed and how managers can recognize when teams are healthy or in need of help.

Course Objectives:

- Team models
- Skills to promote team success
- Team formation
- Power of teams

References:

N/A

Available Language(s):	Length:
English, Spanish	50 Minutes

Team Structure and Function - Teambuilding Foundations

This course is designed to assist team members to understand teams, how they are formed and structured, and the skills needed to be successful working on and with teams.

Course Objectives:

- Team models
- Skills to promote team success
- Team formation
- Power of teams

References:

N/A

Available Language(s):	Length:
English	35 Minutes

Workplace Violence Prevention

Recent statistics show that every year, about 1.7 million U.S. residents are victims of workplace violence incidents. You or someone you know could be involved in workplace violence at any time, anywhere. This course will give you a basic understanding of what constitutes workplace violence, the warning signs to watch for, and what you and others around you can do to prevent it.

Course Objectives:

- Types of workplace violence
- Risk factors associated with workplace violence
- The roles of various groups of people in workplace violence prevention
- Components of workplace violence prevention programs

References:

N/A

Available Language(s):	Length:
English, Spanish	55 Minutes

Health & Wellness

Diet and Exercise

Poor diet and physical inactivity lead to more than 400,000 deaths each year in the United States. People who are overweight or obese increase their risk for heart disease, diabetes, stroke, high blood pressure, arthritis-related disabilities, and some cancers. Not getting an adequate amount of exercise is associated with needing more medication, visiting a physician more often, and being hospitalized more often. This course presents information about diet and exercise and how they can be used to improve health

Course Objectives:

- Basics of nutrition and health
- Types of diets
- Food groups, fat and sugar
- Making good choices for diet and exercise

References:

N/A

Available Language(s):	Length:
English	54 Minutes

Drug and Alcohol Awareness

Substance Abuse affects every worker directly or indirectly. When it impacts the workplace, productivity and profits suffer. This course will talk about what substance abuse is, the costs and the effects of substance abuse on the workplace, and the effects of a variety of substances on the body, the mind, and the emotions.

Course Objectives:

- The definition of substance abuse
- Costs of substance abuse in the workplace
- Effects of substance abuse
- Ways to reduce the risk of substance abuse
- Identifying resources for education, prevention, and intervention

References:

N/A

Available Language(s):	Length:
English	81 Minutes

Living a Less Stressful Life v2

While you can't eliminate stress, you can choose to respond to it with different coping methods. This course stresses the impact of unmanaged stress, describes coping methods you might choose from and offers options for crafting a higher quality of life.

Course Objectives:

- The impact of unmanaged stress
- Methods of coping with stress
- Recognizing when to seek professional help

References:

N/A

Available Language(s):	Length:
English	36 Minutes

Tobacco and Smoking Awareness

Smoking and tobacco usage are major health concerns today. The links between tobacco use and health are well-documented and you've probably heard many - if not all - of them before. So why learn more about smoking now? Well, knowing more can help you to make good choices about smoking and using tobacco, whether you're trying to quit or trying not to start!

Course Objectives:

- The frequency and impact of tobacco use
- The health consequences of tobacco
- Tobacco cessation issues and practices
- How to stop using tobacco
- Resources for cessation plans

References:

N/A

Available Language(s):	Length:
English	59 Minutes



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