

LawRoom[®]
Inspired Employer Solutions



ClassroomCentral | ONLINE TRAINING COURSE CATALOG



ClassroomCentral

ENSURES COMPLIANCE, ENGAGES MINDS, ENHANCES PERFORMANCE

Since 1994, LawRoom has helped 60,000 employers navigate the complex web of employment law, and since 2005, LawRoom trained 2,700 organizations nationwide. LawRoom is an “Approved Training Provider” for HRCI (SHRM) and the California State Bar, is endorsed by PIHRA and NCHRA (largest SHRM chapters), and has been approved by the EEOC and DOJ in consent decrees.

ClassroomCentral is LawRoom’s online solution for engaging and interactive training. The training was developed by our internal instructional designer and legal team. The online courses focus on the critical areas of employee liability, and drive organizational compliance, real knowledge acquisition, performance improvement, and a change in behavior.

Courses feature real-life scenarios, decision making practice, and immediate feedback. Additionally, our “Ask the Instructor” feature allows trainees to submit questions to our legal team via email and receive responses within 2-4 hours during the business day.

Peace of Mind Delivered Online

THE BENEFITS OF ONLINE TRAINING

We designed our interactive online training to be individualized, and require attendees to show what they learn by peppering courses with quizzes that challenge their comprehension. In addition, training online is incredibly convenient. Courses are available from any computer linked to the Internet, and can be taken anytime 24/7. Other advantages include:

- **Consistency** – everyone trained is on the same page, with consistent quality
- **Easy Implementation** – quickly deploy and train entire workforce
- **Self-Paced** – trainees learn at their own pace, not restricted by class schedules
- **Learning Management System** – register trainees, check progress, create reports
- **Documentation** – retain records electronically and print certificates of completion

Why Train with Us?

THE LAWROOM ADVANTAGE

As a member of LawRoom, you have access to our entire library for the price of one course. New courses may be added periodically, and are also available at no additional cost during your membership.

Visit www.lawroom.com or call us at **800.652.9546** for more information on ClassroomCentral or specific online courses.

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THE LAWROOM ADVANTAGE:
 For the price of one course, get ALL courses at no added charge.
 Plus:
 No charge to implement training
 No charge for Ask Instructor
 No charge to use the LMS
 No charge to add Name/policy
 15-25% discount if qualify

All Employee Courses (sup/non-sup)

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Supervisor Courses



The supervisor courses address the responsibilities of supervisors as representatives of the company. Supervisors are on the front lines and in the best position to ensure compliance and to encourage a respectful and productive work environment.

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Accommodating Workers with Disabilities

THE INS AND OUTS OF WORKPLACE ACCOMMODATION

In 2008, the Americans with Disabilities Act (ADA) was amended to offer greater protections for impaired individuals. Learn about the laws prohibiting discrimination, protected individuals, types of accommodations, common problem areas, and practical tips for accommodating disabled workers.

AUDIENCE: Supervisors
LENGTH: 60 minutes
LANGUAGES: English

COURSE OVERVIEW

This course provides an overview of disability discrimination laws. Through real-world examples, supervisors will be better prepared to recognize protected individuals, respond to requests for accommodation, engage in the interactive process, and explore different types of accommodations.

Anti-harassment, Discrimination, Retaliation

SOLID PROTECTION AGAINST WORKPLACE HARASSMENT

If your company employs 50 or more people, California's AB 1825 requires that you train your supervisors on preventing harassment, discrimination, and retaliation. Additionally, employers who adopt anti-harassment policies and provide training have a potential legal shield against liability for harassment (Affirmative Defense under Title VII – Avoidable Consequences for California). Our solution exceeds every requirement for web-based training, including interactivity, duration, and harassment policy inclusion.

AUDIENCE: Supervisors
LENGTH: 120 minutes
LANGUAGES: English/Spanish

AVAILABLE VERSIONS:

California (AB 1825)
United States
Connecticut
Maine
University/College
School (K-12)
Restaurant
Hospital

COURSE OVERVIEW

This course trains supervisors to identify, avoid, and eliminate workplace harassment. It also provides broader protection for your company, covering other forms of discrimination besides sexual harassment, and it covers retaliation.

Providing an overview of the laws prohibiting harassment and other forms of discrimination, this course also helps supervisors recognize a potential "hostile work environment" and stops inappropriate behavior before trouble arises. Additionally, the course covers how to avoid being a victim of harassment or being wrongly accused of harassment.

Note: for the California version, LawRoom offers a Statement of Compliance for AB 1825 regulations.

California Employment Law Update (2012)

NEW LAWS AFFECTING BUSINESS

Each year, state and federal legislatures enact hundreds of new laws, the courts decide thousands of cases, and government agencies issue, amend, or rescind an uncountable number of official regulations, notices and rules.

These changes present a compliance challenge for employers, who, not surprisingly, often focus on business issues rather than legal developments. Keep up to date on the latest employment rules from the comfort of your desk, at your convenience, 24/7.

COURSE OVERVIEW

This course is designed to help employers understand the new rules governing the employment relationship that took effect on January 1, 2012.

AUDIENCE: Supervisors
LENGTH: 60 minutes
LANGUAGES: English

California Paid Family Leave

MAKING SENSE OF PAID FAMILY LEAVE (PFL)

Employers must understand the new PFL law and regulations, and be prepared to manage thorny attendance and scheduling issues arising from employees taking advantage of this unique employment benefit.

COURSE OVERVIEW

This course is designed to help employers understand the first PFL law in the country. It describes the new laws and regulations, illustrates them with real-world scenarios, and covers how to coordinate company policies with these new legal requirements.

Questions answered in this course include:

- Which employees are eligible for PFL?
- What must employees do to collect PFL?
- Who pays for PFL?
- Can an employer refuse to authorize an employee's PFL?
- Does PFL give employees job protection?
- What policies must be changed to comply with the PFL law?
- How does an employer coordinate PFL and other leaves (vacation, FMLA, etc)?

AUDIENCE: Supervisors
LENGTH: 90 minutes
LANGUAGES: English

Duty to Prevent Violence

VIOLENCE PREVENTION AND PREPARATION

Unfortunately, no organization is exempt from the threat of workplace violence. Risk comes from both work and non-work related sources, including attacks by terrorists, criminals engaged in robbery, disgruntled ex-employees seeking revenge, or even an employee's abusive spouse. In today's unpredictable world, we must take the initiative to prevent workplace violence and, unfortunately, prepare for the worst.

AUDIENCE: Supervisors
LENGTH: 60 minutes
LANGUAGES: English

COURSE OVERVIEW

This course gives supervisors the skills to recognize the threat of violence and minimize injuries in the event of a violent incident. Covering techniques to reduce conflict and stress, practical methods to defuse violent situations, and promoting a safe workplace, this course may help prevent injuries and reduce the likelihood of claims.

Employment Law Boot Camp

LEGAL "BASIC TRAINING" FOR SUPERVISORS

The last decade has seen hundreds of employers sued for millions of dollars for basic employment law violations. A big reason for these lawsuits is the difficulty faced by employers in trying to apply the complex legal requirements. Supervisors need an understanding of employment laws, legal obligations, and how to handle the difficult situations they can encounter on a daily basis. Arm your supervisors with basic knowledge to keep themselves and your organization out of legal hot water.

AUDIENCE: Supervisors
LENGTH: 60 minutes
LANGUAGES: English

COURSE OVERVIEW

This course provides an overview of the employment laws that supervisors should know such as scheduling and compensating employees, preventing discrimination and harassment, and disciplining and terminating employees. Supervisors who take this course will be better prepared to recognize, respond to, and prevent workplace situations that violate the law.

FLSA Exemption Regulations Update

THE FLSA EXEMPTION WEB UNTANGLED

The last decade has seen hundreds of companies sued for millions of dollars for unpaid overtime. One of the leading causes for these lawsuits is the difficulty faced by employers trying to apply the complex exemption regulations that define employees as “exempt” or “non-exempt.” Recently, the federal exemption regulations were revised, changing the rules for exempt employees (and employers) across the U.S.

AUDIENCE: Supervisors
LENGTH: 90 minutes
LANGUAGES: English

COURSE OVERVIEW

This course is designed to help employers understand and comply with the Labor Department’s official overtime regulations. It answers a many pressing questions, including:

- What are the new federal rules to qualifying an employee as an exempt?
- Which categories of white-collar employees are overtime-exempt?
- When are programmers and outside salespeople exempt from overtime?
- Who can qualify for the new “highly compensated” employee exemption?
- What are the new rules permitting deductions an exempt employee’s salary?
- How can you correct improper deductions without losing the exempt status?
- What must you do to implement the new FLSA regulations?

FMLA Regulation Update (2009)

CUTTING THROUGH THE FMLA CLUTTER

The U.S. Labor Department issued 200+ pages of revised rules for administering the FMLA effective January 2009. The new regulations include 139 pages of explanatory text, 42 pages of revised technical rules, and 19 pages of new forms. Wade through this voluminous information and focus on the key requirements and tips for complying with the revised rules.

AUDIENCE: Supervisors
LENGTH: 60 minutes
LANGUAGES: English

COURSE OVERVIEW

This course is designed to help employers understand and comply with the new FMLA requirements. In addition to describing the revisions to the law, it also illustrates the new rules with real-world scenarios.

THE COURSE INCLUDES:

- A description of the new notice requirements
- A review of changes for determining eligibility
- Explanations of the new military service member leaves
- Suggestions for compliance
- Links to the revised regulations, related forms, and more

Hiring I – Identifying Candidates

STEP ONE IN SMART HIRING

The hiring process is intended to help you find capable and productive workers and build the foundation for a strong employment relationship. Unfortunately, an ineffective or improper process can expose your organization to liability and increase the risk of claims. Luckily, we have developed a two-part course to help you screen and interview candidates, and hire new employees effectively and LEGALLY.

AUDIENCE: Supervisors
LENGTH: 60 minutes
LANGUAGES: English

COURSE OVERVIEW

This course is designed to give supervisors the skills to effectively and legally identify qualified employment candidates that will fit in and satisfy organizational needs. The course also covers the risks and benefits of hiring preferences, how to identify “red flags” in resumes, and how to avoid claims for negligent hiring. Also covered are the laws that govern the hiring process, including the ADA and the duty to accommodate disabled applicants.

Hiring II – Interviewing & Selecting

STEP TWO IN SMART HIRING

During the hiring process, an improper question or even a well-intentioned remark can expose your organization to liability and convert an applicant from being a potential worker into a plaintiff suing your organization. Luckily, we have developed a two-part course to help you screen and interview candidates, and hire new employees effectively and LEGALLY. This course is the final step in following a smart hiring process.

AUDIENCE: Supervisors
LENGTH: 60 minutes
LANGUAGES: English

COURSE OVERVIEW

This course is designed to give supervisors the skills to interview and hire employees both effectively and in compliance with the law. The course covers interview questions you can and cannot ask, uncovers “red flags” to watch for in interviews, and identifies improper tests, conditions, and investigations that may violate the law or an applicant’s privacy.

How to Lawfully Terminate Employees

YOUR GPS FOR THE TOUGH TERRAIN OF TERMINATIONS

Terminating employees may be the supervisor's most difficult task, and is among the most hazardous aspects of the employment relationship. To properly handle a termination, supervisors must be able to negotiate a myriad of legal complexities and psychological challenges, and avoid common firing mistakes that can leave your organization at risk.

AUDIENCE: Supervisors

LENGTH: 60 minutes

LANGUAGES: English

COURSE OVERVIEW

This course is designed to give supervisors the skills to properly handle an employee termination. In addition to discussing the employer's right to terminate, what should and should not be said during a termination, and describing the five critical steps of the termination process, the course explains how supervisors can reduce or prevent claims for wrongful discharge.

Leaves and Absence Management

THE LEAVE MANAGEMENT PROCESS DEMYSTIFIED

Both state and federal laws give employees a right to time off from work (and a right to reinstatement) for a variety of reasons. Individual companies often provide additional leave rights, such as vacation, sick days and holiday benefits. Together, these rights and benefits lead to a complicated collection of overlapping and conflicting rules, rendering leave management an enormous and confusing burden.

AUDIENCE: Supervisors

LENGTH: 60 minutes

LANGUAGES: English

Supervisors must be able to identify and comply with company leave obligations, and assure appropriate attendance to maintain productivity. Demystify the leave management process with clear explanations in straightforward language.

COURSE OVERVIEW

This course is designed to cut through the confusion and clarify both employees' and employers' rights. In addition to discussing the most common types of "optional" and "mandatory" leaves and their proper administration, the course describes a supervisor's duty to identify and respect employees' leave rights, avoid retaliation, and prevent claims and liability related to absenteeism and attendance.

Performance Reviews

THE “INFAMOUS” REVIEWS

Performance reviews are an important — and yet often dreaded — component of any performance management system. Properly conducted, they can improve morale, help your organization retain productive and shed unproductive workers, and provide critical evidence to defend against discrimination and wrongful discharge cases. On the other hand, failing to conduct (or improperly conducting) performance reviews can lead to liability for defamation, retaliation, negligent supervision and retention, and so on.

AUDIENCE: Supervisors
LENGTH: 60 minutes
LANGUAGES: English

COURSE OVERVIEW

This course gives managers the skills to conduct effective and legally compliant performance reviews. Besides explaining methods to analyze and evaluate job performance, it also discusses communicating with employees, including how to deliver both praise and criticism, the importance of providing specific examples, and how to set performance goals. The course also covers dealing with employees' excuses, negativity, and insubordination, and includes tips to help managers avoid common mistakes and improve the appraisal process.

Recognizing Drug & Alcohol Abuse

Identifying and evaluating the signs of impairment

When employees abuse drugs or alcohol, employers can end up paying a big price—either directly because of accidents or absenteeism, or indirectly because of how it impacts others. But testing employees for drugs or alcohol comes with its own risks, because employers must respect employees' privacy. Most employers can best balance these competing concerns by testing employees when there is a “reasonable suspicion” of illegal drug use.

AUDIENCE: Supervisors
LENGTH: 60 minutes
LANGUAGES: English

COURSE OVERVIEW

This Course is designed to train managers in how to identify the signs of impairment and how to evaluate whether there is “reasonable suspicion” that calls for further action. It discusses various types of evidence, such as the paraphernalia of illegal drugs, and the physiological and behavioral symptoms. The course includes interactive exercises that give the user practice in applying what they've learned to realistic situations.

Social Media For Managers

MANAGE THE RISKS TO YOUR ORGANIZATION

Social media is blurring the lines between our professional and personal lives, and it can be a struggle for management to keep up with the constant change. Employees use social media, at work and outside of it, and these activities can lead to legal headaches and costly losses. To minimize the risks, managers must be savvy about these emerging technologies.

AUDIENCE: Supervisors
LENGTH: 60 minutes
LANGUAGES: English

COURSE OVERVIEW

This course helps managers identify, respond to, and minimize the legal risks posed by social media. Covering best practices for monitoring social media before, during, and after employment, it trains managers to enforce social media rules within their organization, to preserve organizational secrets, and to avoid other losses and regulatory risks that social media can create. It also shows managers how to respond to online bullying and harassment, as well as employee Internet abuse.

Wage and Hour Basics

WAGE AND HOUR LAWS IN PLAIN ENGLISH

The last decade has seen multitudes of employers sued for millions of dollars for wage and hour violations. A big reason for these lawsuits is the difficulty faced by employers in trying to apply the complex legal requirements. Understanding these requirements and steering clear of common pitfalls will help keep your organization from becoming another statistic.

AUDIENCE: Supervisors
LENGTH: 60 minutes
LANGUAGES: English

COURSE OVERVIEW

This course provides an overview of the wage and hour laws in plain English. It identifies common problem areas such as paying overtime, classifying employees, and offering breaks in the work day, and supplies practical tips, applying the material to real world examples.

Workplace Investigations

EFFECTIVE, LEGALLY COMPLIANT INVESTIGATIONS

Employment laws require employers to conduct investigations promptly upon learning of problems. Additionally, the media regularly reports on employers facing multi-million dollar liability for workplace accidents and misconduct.

To mitigate risk and reduce exposure, employers must take a proactive stance, as ignoring complaints and grievances can lead to the financial ruin of an organization. Arm can your supervisors with the knowledge to go forth and confidently conduct investigations in your workplace.

COURSE OVERVIEW

This course educates supervisors on how to conduct legally compliant workplace investigations. Besides explaining the rights and liabilities of the company, the accused, and the accuser, the course gives investigators strategies and skills to uncover useful evidence and reach legally-defensible conclusions. Supervisors will learn to avoid liability for improper investigations and reduce the potential for claims.

AUDIENCE: Supervisors

LENGTH: 60 minutes

LANGUAGES: English



SECTION ENDS



All Employee Courses



While supervisors are primarily responsible to monitor and ensure compliance, all employees share a responsibility to create and maintain a respectful and safe work environment. The courses for all employees are designed to educate the workforce on their role as responsible employees.

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Bullying in the Workplace

KNOWLEDGE IS POWER IN ERADICATING BULLYING

Often ignored by employers, workplace bullying is a growing problem. Bullying is now four times more common than illegal discrimination and harassment, and has devastating long-term effects on both the workforce and on the employer's bottom line. Still, many managers don't know how to spot or handle bullying, and most employees don't know how to prevent becoming a victim of bullying.

AUDIENCE: All employees

LENGTH: 30 minutes

LANGUAGES: English

COURSE OVERVIEW

This course trains managers and employees in recognizing and preventing workplace bullying. In this course, workplace bullying is defined, its effect on the workplace is outlined, and the types of bullies and reasons for bullying are examined. Finally, the course provides practical tips for dealing with bullying and for maintaining a bully-free environment.

Diversity: Skills for Collaboration

CELEBRATING OUR DIFFERENCES

As the world around us is changing and getting more complex, so is the workplace. It's an increasingly diverse workforce. Since people, in general, are not comfortable with change or the unfamiliar, employees must learn to collaborate with those who are both like and unlike themselves for maximum individual productivity and organizational effectiveness.

AUDIENCE: All employees

LENGTH: 60 minutes

LANGUAGES: English

COURSE OVERVIEW

This course is designed to help employees successfully work together with diverse co-workers by encouraging respectful behavior, reducing bias, and explaining how cooperation can overcome conflict. The course also identifies the challenges and opportunities arising from human diversity, and helps employees understand the need for a respectful workplace and the barriers that prevent full participation.



Ethics and Code of Conduct

ETHICAL DECISION MAKING AND BUSINESS PRACTICES

State and federal laws, including Sarbanes-Oxley, SEC regulations, and Federal Sentencing Guidelines, either require or grant incentives to employers who adopt a Code of Conduct policy and provide training on ethical business practices. These laws seek to ensure an honest and fair marketplace, compliance with laws and regulations, and personal and corporate accountability.

AUDIENCE: All employees

LENGTH: 60-90 minutes

LANGUAGES: English

COURSE OVERVIEW

This course is designed to raise awareness of ethical values and the principles of ethical business practices. The course describes the core ideals underlying ethical decision making, presents practical steps employees must take to avoid ethical lapses or violations of the law, and highlights personal responsibility and how to respond to ethical challenges.

Illness and Injury Prevention

OSHA REQUIRED TRAINING

State and federal laws require companies to provide employees with a safe and healthy workplace. To accomplish this goal, regulations issued by the Occupational Safety and Health Administration (OSHA) specify that each employer must train employees to recognize and avoid hazards they are exposed to in the workplace.

AUDIENCE: All employees

LENGTH: 60 minutes

LANGUAGES: English

Additionally, the increasing cost of workers' compensation and the threat of unlimited liability highlight the need for offering safety training to help prevent injuries and reduce the number of accident claims.

COURSE OVERVIEW

This course is designed to raise awareness about workplace health and safety and reduce the threat of accidents. The course describes the sources and serious consequences of workplace hazards, and practical methods for employees to reduce their risk of job-related illnesses and injuries.



Prevent Harassment & Discrimination

DEFENSE AGAINST WORKPLACE HARASSMENT

Over forty years ago, federal laws were enacted to guarantee equal employment opportunities for all employees. These laws unleashed an explosion of harassment and discrimination lawsuits that continue today. Employers cannot afford to allow employees' ignorance or confusion about proper conduct to create the risk of legal liability.

This training expresses your organization's strong disapproval of any form of harassment and discrimination based on a variety of "protected characteristics" under state and federal EEO laws.

COURSE OVERVIEW

This course is designed to raise awareness about workplace harassment and discrimination, and reduce or prevent incidents of misconduct. Besides introducing employees to the equal employment opportunity (EEO) laws, the course also helps employees identify the difference between legal discrimination and an illegal "hostile environment", promotes appropriate behavior, and reduces the potential for harassment claims.

AUDIENCE: Non-sup ONLY

LENGTH: 60 minutes

LANGUAGES: English

Prevent Workplace Violence

FORTIFICATION AGAINST VIOLENCE AND INJURY

The national media regularly reports about employees "going postal" and shooting or attacking co-workers. Although homicide is one of the leading causes of workplace deaths, the fact is that the number of employees who are murdered on the job has been steadily declining since 1994. Instead of crazed co-workers, the greater threat to workplace safety is aggressive customers and criminals (such as robbers). Preparation is the key to quick and effective response.

COURSE OVERVIEW

This course is designed to raise awareness of workplace violence and reduce the risk of injuries if an incident should occur. Besides identifying the five most common types of attacks and four types of workplace attackers, the course explains how employees should respond in emergencies.

AUDIENCE: All employees

LENGTH: 60 minutes

LANGUAGES: English



Social Media and Your Job

BEST PRACTICES FOR THE WEB 2.0 WORKFORCE

Social media is an exciting frontier for every organization, but it can also have a profoundly negative impact if employees use it improperly or irresponsibly. Employees already use social media outside of work, so it is vital that they understand how it can impact their jobs and their employer's business

AUDIENCE: All employees

LENGTH: 45-60 minutes

LANGUAGES: English

COURSE OVERVIEW

This course is designed to help employees use social media responsibly and effectively, both at work and outside of it. By raising awareness of the limits of online privacy, it helps employees understand the importance of maintaining clear boundaries while online between their personal and professional lives.

The course uses real world scenarios to introduce employees to the legal issues surrounding social media, and to prepare them to anticipate and avoid the unpleasant consequences it can have for their careers. It also helps employees interact online more effectively so they can use social media for their benefit and for the benefit of their employer.



SECTION ENDS



Specialty Courses – selected employees



The specialty courses address related employment issues that can create liability for the employer from 3rd parties based on the conduct of employees. Who should take the course is based on the purpose of the course and type of employee or position.

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Bloodborne Pathogens

A MATTER OF LIFE AND DEATH (FOR SPECIFIC JOB TYPES)

The Occupational Safety & Health Administration (OSHA) requires that all employees who might reasonably be expected to have occupational exposure to blood or other potentially infectious material be trained about bloodborne pathogens at the time of initial hire or assignment, and re-trained annually thereafter.

AUDIENCE: Employees who may be exposed

LENGTH: 60 minutes

LANGUAGES: English

COURSE OVERVIEW

This course focuses on substances likely to contain HIV, HBV, and HCV, how those pathogens are transmitted, practices that minimize the risk of exposure, what to do if there is an exposure incident, and how to handle and dispose of contaminated items. The course also addresses universal precautions and personal protective equipment, plus the basics of cleanup, decontamination, and disposal.

Data Security & Privacy

PROTECTING PRIVATE INFORMATION

Most organizations gather and keep large amounts of private information about their customers, employees, and others. While this information is important to organizations, it can also be very valuable in the hands of outsiders like criminals and competitors. This course will help organizations and their employees secure and safeguard the private information they create, gather, and keep.

AUDIENCE: Supervisors

LENGTH: 30 minutes

LANGUAGES: English

COURSE OVERVIEW

This course raises awareness to the importance of keeping private data secure. The course also provides steps that employees can take to help maintain the security and confidentiality of private information.



FERPA: Protecting Education Records

KEEPING STUDENTS' INFORMATION CONFIDENTIAL

The Family Educational Rights and Privacy Act guarantees both the confidentiality of students' education records and students' right of access to their own records. In recent years, with information increasingly moving to the Web, colleges and universities are finding that virtually every school employee has access to protected information, including instructors, administrative staff, and others. Each of these individuals needs to understand what FERPA requires and what it forbids.

AUDIENCE: All employees in university/college
LENGTH: 30 minutes
LANGUAGES: English

COURSE OVERVIEW

This course provides an overview of the Family Educational Rights and Privacy Act. After covering what is and isn't an educational record, the course explains the confidentiality rule and its exceptions, along with students' right of access. It also includes practical tips and links to laws and other resources.

Foreign Corrupt Practices Act

PROTECTING YOUR COMPANY FROM LIABILITY FOR BRIBES

Enforcement of FCPA has become a high priority of both the Securities Exchange Commission (SEC) and the Department of Justice (DOJ). While just a few years ago, there were only a handful of FCPA enforcement actions annually, now there are dozens each quarter. And, the penalties have been rising. The ten biggest FCPA fines ever levied have all been in the past five years and range from 28.5 million to \$800 million.

AUDIENCE: All employees
LENGTH: 30 minutes
LANGUAGES: English

Further increasing the pressure on covered companies, the Dodd-Frank Wall Street Reform Act, enacted on July 21, 2010, provides for whistleblower bounties. Now, anyone who reports bribery to the SEC or the DOJ may earn from 10% to 30% of any penalty over \$1 million.

COURSE OVERVIEW

This course provides an overview of the anti-bribery provisions of the Foreign Corrupt Practices Act. Besides covering the elements of what constitutes an FCPA violation, the course includes guidance on how to avoid unintentional violations while doing business abroad and emphasizes the importance of internal reporting of any potential violations.



HIPAA Privacy & Security

REGULATIONS ON HANDLING PROTECTED HEALTH INFORMATION

Confidentiality of medical information is required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The federal HIPAA law and regulations require “covered entities” and “business associates” to provide appropriate training to all staff to protect the privacy of health care information and ensure compliance with HIPAA.

AUDIENCE: All employees who may be exposed
LENGTH: 60 minutes
LANGUAGES: English

COURSE OVERVIEW

This course discusses the confidentiality of medical information as required by HIPAA. Focusing on HIPAA’s Privacy Rule and Security Rule, the course includes coverage of the 2009 amendments to HIPAA under the Health Information Technology for Economic and Clinical Health (HITECH) Act, including the new breach notification regulations.

Covering basic HIPAA definitions, rules and requirements, as well as HIPAA-mandated content, employees will gain an awareness to identify, avoid, prevent, and respond to security and privacy breaches.

Insider Trading

HOW TO AVOID TRADING ON INSIDE INFORMATION

Insider trading cases continue to make the news on an almost daily basis, with the Securities Exchange Commission (SEC) ramping up its enforcement resources. New technologies and data-gathering tools allow the SEC to more efficiently analyze trading patterns, match individual trades to insiders, and compare the telephone records with trading data.

AUDIENCE: All employees
LENGTH: 30 minutes
LANGUAGES: English

If your employees have access to inside information about any publicly traded company—not just your own company—the lure of easy profits by trading on that information may be irresistible for those who don’t understand the rules or the risks.

COURSE OVERVIEW

This course provides an overview of US insider trading laws. Besides covering the elements of insider trading, the course includes practical tips on how to avoid insider trading, such as the timing of trades and utilizing trading windows.



Prevent Elder Financial Abuse

CRITICAL INFORMATION FOR MANDATORY REPORTERS

California law has designated officers and employees of all financial institutions in the state as mandated reporters of elder and adult financial abuse. They must make an immediate telephone report of every reasonably suspected incident, and a follow-up written report. If a reportable incident is not reported, the financial institution can be assessed a monetary penalty.

AUDIENCE: All employees
LENGTH: 60 minutes
LANGUAGES: English

In addition, if any failure to report causes a loss to the elder person, the employer and the mandated reporter may be sued.

COURSE OVERVIEW

This course is designed to assist officers and employees of financial institutions in California to learn of the scams and schemes that target elders and their assets, recognize elder behavior patterns that indicate financial abuse, and identify those incidents that must be reported. In addition to advising how, when and where to report, the course also covers ways to effectively handle a financially abused elder customer and persons suspected of this abuse.

Recognize & Prevent Elder Abuse

CRITICAL INFORMATION FOR MANDATORY REPORTERS

According to AARP, the number of Americans 65 or older will double to 71 million by 2030. Every year, an estimated 2.1 million elderly are victims of physical, psychological, or other forms of abuse. Experts estimate that for every case reported, there may be five that are not, highlighting the urgent need to raise awareness of this maltreatment.

AUDIENCE: All employees
LENGTH: 30-45 minutes
LANGUAGES: English

COURSE OVERVIEW

This interactive course raises awareness of physical, psychological and financial elder abuse, including warning signs, recognizing potential abusers, and knowing when and how to report suspected abuse.



Recognize & Report Child Abuse

CRUCIAL KNOWLEDGE FOR MANDATORY REPORTERS

In 1963, California enacted the first law in the United States requiring the mandatory reporting of child abuse. By 1967, all 50 states had similar laws. These laws seek to protect children by establishing a legal duty to report “suspected abuse—and imposing penalties for failing to make a report—on certain occupations or for some state, every adult.

AUDIENCE: All employees in contact with children
LENGTH: 60-75 minutes
LANGUAGES: English

In addition to the moral obligation to protect children from abuse and neglect, the threat of unlimited liability for violating the rules on reporting further justifies the need to be aware of the right thing to do in the event of suspected abuse or neglect.

COURSE OVERVIEW

This course is designed to raise awareness about child abuse and neglect, and to reduce its impact in your community. It is intended for mandatory reporters who work in most occupations, and identifies the types of harm that victims suffer, the signs that may indicate a problem is occurring, and how adults should respond when they have suspicions of abuse.

Red Flags Rule: Identity Theft

INDUSTRIAL-STRENGTH PROTECTION AGAINST IDENTITY THEFT

The devastating impact of identity theft is a significant threat to both businesses and individuals. Anyone can fall victim to this fraud, and millions of dollars are lost every year as a result. Raise awareness of identity theft tactics, review real-world scenarios and obtain useful feedback that transfers knowledge and experience directly to job performance.

AUDIENCE: All employees
LENGTH: 60 minutes
LANGUAGES: English

COURSE OVERVIEW

This course complies with the Federal Trade Commission’s Red Flags Rule, exploring each of the “red flags” and teaching how to detect the warning signs of identity theft. The course provides employees with the knowledge and practice to detect, deter, and defend against identity theft fraud.



SECTION ENDS



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