



# Training360 Learning Management System

## HR Training for Every Employee

Training360 is the most economical Learning Management System (LMS) available today delivering high quality, in-demand courses all developed by the experts at HR360.

## Online Training Courses

- High quality, online courses developed by HR360 attorneys and HR Professionals
- Easy-to-understand, professionally produced videos with interactive quizzes for a quality learning experience

## Employer Benefits

- Employers assign training courses based on role in the company - Employees, Manager/Supervisors or HR
- Employers self-administer the system (easy for you to set it and forget it)
- Employers can track an employee progress per course
- Employers get course statistics and reports for their company
- Employer-owned courses can be uploaded to the system

## Employee Benefits

- Provides anytime, anywhere online access for employees
- Works across all devices -- PCs, laptops, tablets and phones
- Issues certificates of completion to employees and informs HR

## The LMS Platform Features

### Engaging Material

Each course is actionable, engaging, and written by HR360 attorneys

### Course Certifications

Each student receives a course completion certificate

### Updated Courses

All courses are up-to-date and are constantly adding new courses

### Easy Tracking & Analytics

Monitor learner progress, run progress reports, and export data

### Online Content

Each training course includes video instruction, quizzes, and written content

### Customizable Training

Add your own training courses

- **300 Employees per company** (or possibly division)- Each company can enroll with up to 300 employees (learners).
- **Unlimited Access** - Each learner has unlimited access to the 'Learning Center' portal

## Training360 Learning Management System – Sample Course Catalog:



### Ladder Safety for Employees

#### **Ladder Safety for Employees [12 mins]**

This course explains safe practices for employees' use of different types of ladders, including stepladders, portable ladders, and fixed ladders. Important safety advice on ladder set up, inspection, and safe climbing is covered in the video training, which goes over precautions like making sure ladders are set up on stable, even surfaces, and checking ladders for specific defects before using them.

Duration: 12 mins Audience: *Employees*



### Personal Protective Equipment

#### **Personal Protective Equipment [13 mins]**

Drawing on OSHA regulations, this course teaches employees about the importance of personal protective equipment and how to use it on the job. The video training highlights different types of personal protective equipment, including head protection, eye and face protection, respiratory protection, and others.

Duration: 13 mins Audience: *Employees*



### Restaurant Employee Safety

#### **Restaurant Employee Safety [25 mins]**

This course explains safe practices for restaurant activities such as cooking, operating kitchen equipment, and handling knives and glassware. Other topics covered include personal protective equipment; preventing slips, trips, and falls; electrical and fire safety; chemical safety; and preventing and dealing with robberies and assaults in a restaurant setting.

Duration: 25 mins Audience: *Employees*



### Construction Employee Safety

#### **Construction Employee Safety [25 mins]**

This training is designed to increase safety awareness among construction employees. Using live-action narration, animated scenarios, slides, and quizzes, the course explains precautions for work around electrical equipment; floor and wall openings; elevated surfaces; and hand and power tools, among other construction-related hazards.

Duration: 25 mins Audience: *Employees*



### Distracted Driving Prevention for Employees

#### **Distracted Driving Prevention for Employees [25 mins]**

With automobile accidents a leading cause of workplace fatalities, distracted driving is a serious matter for employers and employees alike. This course explains in detail the dangers of common high- and low-tech distractions like cell phones, in-vehicle electronics, billboards, other passengers, and eating and drinking. Complete with quizzes and animated vignettes, the training also covers legal issues and tips for avoiding distractions behind the wheel.

Duration: 25 mins Audience: *Employees*



### Active Shooter Response for Employees

## **Active Shooter Response for Employees [28 mins]**

Active shooter incidents have unfortunately been on the rise in recent years, both in and out of the workplace. Training your employees on what to do before law enforcement arrives can make a life-saving difference. This session offers valuable advice about subjects like planning escape routes in advance, the best ways to take cover, and when and how to attack a shooter in the workplace.

Duration: 28 mins Audience: *Employees*



### Substance Abuse Prevention in the Workplace

## **Substance Abuse Prevention in the Workplace: A Guide for Employees [25 mins]**

This course provides valuable information to employees on the nature of substance abuse. Topics covered include risk factors and symptoms, effects on personal health and job performance, resources for recovery both inside and outside of work, and the legal implications of working while under the influence of drugs or alcohol.

Duration: 25 mins Audience: *Employees*



### Workplace Safety for Employees

## **Workplace Safety for Employees [30 mins]**

This course addresses general safety guidelines and safety concerns common to all workplaces. The training, complete with chapter quizzes and animated workplace scenes, covers topics such as slips, trips, and falls; personal protective equipment; electrical safety; fire safety; evacuation safety; and more.

Duration: 30 mins Audience: *Employees*



### Top 10 Cybersecurity Tips

## **Top 10 Cybersecurity Tips [9 mins]**

Any organization, of any size, can be vulnerable to cyberattacks. But a strong cybersecurity program can help protect your company from damage and losses caused by intrusions such as hacking, data theft, and malicious code. Use the ten easy cybersecurity tips in this short video to safeguard your business, customers, and valuable information.

Duration: 9 mins Audience: *Managers*



### Preventing Workplace Fires

## **Preventing Workplace Fires [7 mins]**

Workplace fires can cause devastating human injury and business losses, and are often preventable. This video explains simple steps you can take, like maintaining fire alarm and sprinkler systems, to guard against damaging fires at your worksite.

Duration: 7 mins Audience: *Managers*



### Preventing Foodborne Illness

## **Preventing Foodborne Illness [7 mins]**

Contaminated food can lead to life-threatening illnesses, affecting major bodily systems. Watch this video to learn about proper storage, refrigeration, sanitation, and hygiene techniques to help prevent dangerous foodborne illness.

Duration: 7 mins Audience: *Employees*



### ***Employee Discipline for Managers and Supervisors [30 mins]***

This training session provides step-by-step guidance on the employee discipline process, from establishing a workplace code of conduct to implementing an effective discipline policy and enforcing it fairly and consistently.

Duration: 30 mins Audience: *Human Resources, Managers*



### ***California Harassment Prevention Training for Supervisors (AB 1825 & AB 2053) [120 mins]***

This mandated California Harassment Prevention Training for Supervisors and Managers satisfies the AB 1825 and AB 2053 training requirements.

Duration: 120 mins Audience: *Human Resources, Managers*



### ***Diversity: Fostering a Dynamic, Supportive and Energetic Workplace [30 mins]***

This training session explores the concept of diversity and explains how fostering diversity can create a more cooperative and productive work environment.

Duration: 25 mins Audience: *Human Resources, Managers*



### ***Workplace Violence Prevention for Managers [35 mins]***

This course provides an overview of workplace violence prevention, including early warning signs of workplace violence and its contributing factors, an employer's legal duty to provide a safe workplace, and how to design an effective prevention program.

Duration: 35 mins Audience: *Human Resources, Managers*



### ***Business Ethics for Employees: Honesty, Fairness, and Respect [30 mins]***

Business ethics help shape an organization's reputation in the business community and marketplace. Using real-life examples, this course teaches employees basic principles that apply in the workplace, helping prevent ethical and legal lapses at work.

Duration: 30 mins Audience: *Employees*



### ***HIPAA for Health Care Employees [35 mins]***

This course covers HIPAA Privacy Rule and Security Rule essentials, including how and when Protected Health Information can be disclosed in a health care setting, and best practices for securing this information in compliance with the law.

Duration: 35 mins Audience: *Employees*



### **Workplace Stress Management: Keeping Your Cool in the Workplace [25 mins]**

Work-related stress can take a toll on employee health, morale, and productivity. This course examines the causes and symptoms of workplace stress, and offers steps and solutions for coping when the pressure's on.

Duration: 25 mins Audience: *Human Resources, Employees, Managers*



### **Workplace Violence Prevention for Employees [30 mins]**

This course provides an overview of workplace violence prevention, including early warning signs of violence in coworkers, employment circumstances that elevate the risk of violence, and strategies to help prevent becoming a victim of violence on the job.

Duration: 30 mins Audience: *Employees*



### **Customer Service: What Employees Need to Know [30 mins]**

This training gives employees an understanding of why good customer service is important, the different elements included in customer service, and best practices to follow on the job.

Duration: 30 mins Audience: *Employees*



### **A Bully-Free Workplace: What Employees Need to Know [20 mins]**

This training gives employees an understanding of the causes and harmful effects of bullying in the workplace, with the purpose of fostering a bully-free work environment beneficial to employees and organizations alike.

Duration: 20 mins Audience: *Employees*



### **Family and Medical Leave Act: An Overview and Basic Guidelines [30 mins]**

This training session reviews key aspects of the federal Family and Medical Leave Act, including employer and employee coverage, entitlement to leave, notice requirements, and maintenance of benefits.

Duration: 30 mins Audience: *Human Resources, Managers*



### **HIPAA for Health Care Managers: The Privacy Rule [50 mins]**

This course covers the HIPAA Privacy Rule, addressing issues such as the definition of protected health information (PHI), when and how PHI may be disclosed, the Notice of Privacy Practices requirement, and tips for safeguarding PHI.

Duration: 50 mins Audience: *Managers, Human Resources*



## HIPAA for General Employers

### ***HIPAA for General Employers [30 mins]***

This course explains how the HIPAA Privacy, Security, and Breach Notification Rules apply to employers who are not in the health care industry. Topics covered include Privacy Rule essentials, the Notice of Privacy Practices requirement, and steps to take if protected health information is breached.

Duration: 30 mins Audience: *Human Resources, Managers*



## HIPAA for Health Care Managers: The Security and Breach Notification Rules

### ***HIPAA for Health Care Managers: The Security and Breach Notification Rules [30 mins]***

This course covers the HIPAA Security and Breach Notification Rules, including the required administrative, physical, and technical safeguards, and what to do if protected health information is breached.

Duration: 30 mins Audience: *Managers, Human Resources*



## The Hiring Process

Efficient, Effective, Legally Compliant

### ***Hiring Process: Efficient, Effective, Legally Compliant [45 mins]***

This training session features practical guidance on how to manage the hiring process, from creating an effective job description to utilizing appropriate interview questions and other selection procedures to make the best hiring decisions.

Duration: 45 mins Audience: *Human Resources, Managers*



## Internal Investigations in the Workplace

Why and How

### ***Internal Investigations in the Workplace: Why and How [35 mins]***

This training session provides an overview of the internal investigation process, including common reasons why a workplace investigation may be necessary and strategies for conducting a thorough and objective investigation.

Duration: 35 mins Audience: *Human Resources, Managers*



## The Art and Science of Interviewing

Conducting Effective, Legal and Compliant Interviews

### ***Interviewing: The Art and Science of Conducting Effective, Legal and Compliant Interviews [30 mins]***

This training session covers the interviewing process in detail, including preparing job-related interview questions, guidance for conducting the interview meeting, and strategies for evaluating candidates.

Duration: 30 mins Audience: *Human Resources, Managers*



## Performance Reviews

Tips and Tactics for Supervisors & Managers

### ***Performance Reviews: Tips and Tactics for Supervisors [30 mins]***

This training session highlights the importance of employee performance reviews, and provides techniques and strategies to help make the process more efficient and offer more productive results.

Duration: 30 mins Audience: *Human Resources, Managers*



### ***Sexual Harassment Prevention for CA Employees [30 mins]***

This training session for employees of California employers explores the issue of sexual harassment in the workplace, including how to recognize it, procedures for reporting it, and strategies for preventing it.

Duration: 30 mins Audience: *Employees*



### ***Sexual Harassment Prevention for CT Employees [30 mins]***

This training session for employees of Connecticut employers explores the issue of sexual harassment in the workplace, including how to recognize it, procedures for reporting it, and strategies for preventing it.

Duration: 30 mins Audience: *Employees*



### ***Sexual Harassment Prevention for Employees [30 mins]***

This training session for employees explores the issue of sexual harassment in the workplace, including how to recognize it, procedures for reporting it, and strategies for preventing it.

Duration: 30 mins Audience: *Employees*



### ***Sexual Harassment Prevention for Managers & Supervisors [30 mins]***

This training session for managers and supervisors explores the issue of sexual harassment in the workplace, including how to recognize it, procedures for reporting it, and strategies for preventing it.

Duration: 30 mins Audience: *Human Resources, Managers*



### ***Sexual Harassment Prevention for ME Employees [30 mins]***

This training session for employees of Maine employers explores the issue of sexual harassment in the workplace, including how to recognize it, procedures for reporting it, and strategies for preventing it.

Duration: 30 mins Audience: *Employees, Human Resources*



### ***Substance Abuse in the Workplace: A Manager's Guide [25 mins]***

This training session offers practical guidance on how to handle substance abuse in the workplace, including the rights and responsibilities of both employers and employees and procedures for addressing suspected abuse and performance-related issues.

Duration: 25 mins Audience: *Human Resources, Managers*



## **Terminating Employees: A Supervisor's Guide to the Process [35 mins]**

This training session covers the termination process in detail, from making the decision to terminate an employee, to managing key legal issues relevant to termination, conducting the termination meeting, and satisfying post-termination obligations.

Duration: 35 mins Audience: *Human Resources, Managers*



## **Avoiding Common COBRA Mistakes [10 mins]**

COBRA violations can cost your company big. Learn how to avoid these violations with this training course.

Duration: 10 mins Audience: *Human Resources, Managers*



## **Common Hours Worked Mistakes [10 mins]**

As a manager or business owner who employs non-exempt workers, you know that calculating hours worked can be a complicated subject. In this training session, we offer some information that can save you fines, penalties and headaches when deciding which hours must be counted.

Duration: 10 mins Audience: *Human Resources, Managers*



## **Distracted Driving for Employers [10 mins]**

We've all heard the messages: driving while texting or otherwise distracted is dangerous. As an employer, you are required by law to take steps to keep your workers safe.

Duration: 10 mins Audience: *Human Resources, Managers*



## **Employee Handbooks [10 mins]**

In this training course, we discuss an essential tool for onboarding a new employee at your company--the employee handbook.

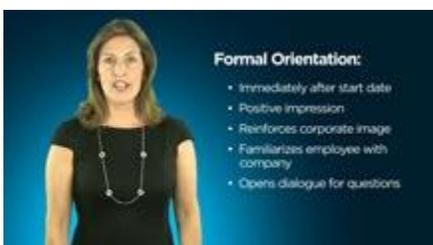
Duration: 10 mins Audience: *Human Resources, Managers*



## **Five Most Common Questions Regarding I-9 Forms [10 mins]**

We will discuss the most common questions employers have regarding I-9 forms.

Duration: 10 mins Audience: *Human Resources, Managers*



## **Five Must-Do's for Employee Orientation [10 mins]**

New employee orientation is an important piece of HR and employee management. In this training course, we discuss practices for employee orientation.

Duration: 10 mins Audience: *Human Resources, Managers*



### **Handling Holiday Bonuses [10 mins]**

In this training course, we discuss the basics of holiday bonuses, and provide insight on factors to keep in mind as they are implemented.

Duration: 10 mins Audience: *Human Resources, Managers*



### **How to Hire Top Talent [10 mins]**

In this training course, we discuss the best strategies for recruiting top talent to your business.

Duration: 10 mins Audience: *Human Resources, Managers*



### **How to Keep Employees Motivated [10 mins]**

Whether you're the CEO of a Fortune 500 company or the owner of a five-person firm, you know that a motivated team is essential to your success.

Duration: 10 mins Audience: *Human Resources, Managers*



### **Preventing FMLA Abuse [10 mins]**

The federal Family and Medical Leave Act, or FMLA, provides eligible employees with unpaid, job-protected leave to take care of certain family and medical situations.

Duration: 10 mins Audience: *Human Resources, Managers*



### **Reviewing and Updating Company Policies [10 mins]**

Well thought-out and consistently administered policies are essential to your company's success. They keep your department and your organization running efficiently, and provide guidelines for staying in compliance with federal, state, and local laws.

Duration: 10 mins Audience: *Human Resources, Managers*



### **Steps to Successful Employee Communication [10 mins]**

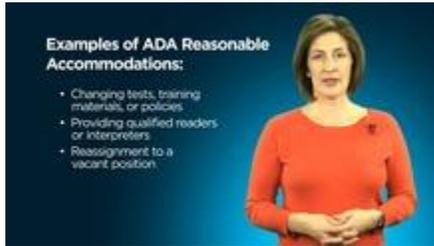
In this training course, we discuss best practices for employee communication.

Duration: 10 mins Audience: *Human Resources, Managers*



### **Ten Low-Cost Benefits for Building Employee Satisfaction [10 mins]**

A satisfied workforce may be more motivated, productive and loyal--all of which are essential to your success. Of course, paying your employees well is one obvious way to build satisfaction and loyalty, but when raises and bonuses aren't in the immediate budget, there are plenty of options that won't damage your bottom line.



## ***What Employers Need to Know About Disability and Religious Accommodation [10 mins]***

In all likelihood, your company or organization employs individuals of many different backgrounds and abilities. At times, these differences may require what is known as an accommodation.

Duration: 10 mins Audience: *Human Resources, Managers*