For more than a decade, Lighthouse has helped clients across all types of industries manage risk and maximize performance by providing award-winning online training programs.


**ETHICS & COMPLIANCE**
This series includes highly customizable courses on general ethics, code of conduct, data privacy, anti-corruption, and bribery

**EMPLOYMENT LAW & CONDUCT**
HR compliance courses help organizations address important HR and workplace compliance concerns.

**INFORMATION SECURITY**
Lighthouse's cyber security course gives your employees a security-minded culture throughout the year.

**BUSINESS SKILLS**
Lighthouse's business skills courses are intended to help your organization succeed in today's highly competitive, fast-changing environment.

**HEALTH & SAFETY**
Lighthouse's health and safety courses are designed to help your organization meet regulatory requirements, reduce loss and risks, prevent injuries, and potentially save lives.

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Lighthouse offers a series of highly customizable courses on a range of ethics and compliance topics, commonly addressed in corporate codes of conduct.

These programs are intended to communicate organizational values and foster commitment to ethical and legal business practices.
ETHICS & COMPLIANCE

CODE OF CONDUCT COURSES

Ethics and Code of Conduct

30 minutes
Ethics is about doing the “right” thing. In a business setting, ethics also involves ensuring that company values are shared and upheld by all members of the organization. This modular course introduces the concept of business ethics and highlights the company code of ethics and/or business conduct. Learners apply “the code” to a series of ethical issues common in the workplace. This course also discusses responsibilities, procedures, and “whistleblower” protections associated with reporting ethics and/or legal violations.

Audience: All employees
Code: scode160

Ethics and Code of Conduct for Government Contractors

45 minutes
Business ethics involves educating and aligning the actions of individuals with relevant laws and the preferred values of the organization. This course discusses the many benefits of promoting business ethics as well as the legal requirements of government contractors with respect to ethics and compliance. It highlights the organization’s Code of Ethics and/or Business Conduct and asks learners to apply the Code to a series of hypothetical scenarios in which ethical issues may arise in the workplace. It also discusses responsibilities, procedures, and “whistleblower” protections associated with reporting ethics and/or legal violations.

Audience: All employees working on government contracts
Code: scomp109

Ethics and Code of Conduct for Colleges and Universities

50 minutes
This course will introduce you to the College’s Code of Conduct and challenge you to apply the Code to a few scenarios. The purpose is to provide an overview of the College’s expectations of its Members and representatives. The College expects its Members and their representatives to adhere to the highest ethical standards, including honesty, integrity, respect for others, fair dealing, diligence, and prudence and accountability in the use of the College’s resources. If you have questions or discover gaps or inconsistencies in policy and application, please share your observation with your supervisor.

Audience: All employees
Code: scomp120
ETHICS & COMPLIANCE

MICRO-LEARNING MODULES

Employee Core Competencies: Addressing Ethics & Compliance at Work

Knowing right from wrong, determining whether conduct is wrong and what to do about it, knowing when to seek help, and then raise concerns about improper behavior—these four actions are as important in an organization as they are in one's personal life. Here, learners explore the basic competencies needed to support their organization’s ethics and compliance efforts.

Audience: All employees
Code: sccg302 (7-8 minute)
      scsg302 (2-3 minute)

Manager Core Competencies: Managing Ethics & Compliance at Work

Employees who manage others have important responsibilities to guide their subordinates’ actions. They need to demonstrate ethical behavior. They are accountable for setting and reinforcing a strong culture of ethical conduct within their work group. And they are their subordinates’ principal resource for guidance and concerns regarding ethical conduct, among other responsibilities. In this module, managers explore the key competencies that lead to and reinforce a responsible workplace.

Audience: All employees
Code: sccg303 (7-8 minute)
      scsg303 (2-3 minute)

Conflicts of Interest: Properly Managing Work and Personal Interests

It’s not unusual for people to feel pulled between duty to their employer and loyalty to their family and friends or other personal interests. Sometimes, the choice is an easy one. Other times these situations can raise concerns if employees compromise their ability to act objectively. Here, learners are helped to recognize and address such situations to avoid allegations of improper conduct.

Audience: All employees
Code: sccg305 (7-8 minute)
      scsg305 (2-3 minute)

Business Ethics: Sustaining a Responsible Organization

To successfully address ethics issues that arise in the workplace, it’s helpful for employees to understand some key foundations regarding ethics and compliance. This module introduces employees to important concepts as expectations of responsible conduct, responsibilities to stakeholders, challenges they are likely to face in a business setting, and the importance of building competencies at recognizing, evaluating and resolving questions and concerns. This module provides an important foundation to ensuring ethics and compliance instruction.

Audience: All employees
Code: sccg301 (7-8 minute)
      scsg301 (2-3 minute)

Harassment: Ensuring a Respectful Workplace

Our collective understanding of harassment now goes way beyond just sexual harassment, also including harassment based on personal characteristics and bullying. In any form, harassment prevents employees and organizations from doing their best. Here, learners come to understand that all employees have the responsibility to address harassing behavior, be it verbal or non-verbal, whether as a victim or witness.

Audience: All employees
Code: sccg304 (7-8 minute)
      scsg304 (2-3 minute)
**Micro-Learning Modules**

**Data Privacy: Properly Handling and Securing Personal Information**

Personal information can be used to identify a specific individual. It can belong to customers, consumers, people using the Internet, employees, suppliers, business partners and third parties. Certain personal information is often considered private under the law. Therefore, organizations and their employees have the duty to safeguard any personal information in their care. Here, learners explore the many considerations regarding the handling of personal information and the practical steps to take to protect it from theft and misuse.

**Audience:** All employees  
**Code:** sccg308 (7-8 minute)  
scsg308 (2-3 minute)

**Bribery: Recognizing and Avoiding Improper Incentives**

Bribery takes many forms, not just a payment to expedite business. A bribe is never called a bribe. Instead, it’s labeled many other things; making bribery in the workplace a challenging issue. To complicate matters, in a global marketplace, bribery has different implications. Here, learners explore how to prevent or respond to a bribery attempt in ways that protect themselves and their organization.

**Audience:** All employees  
**Code:** sccg306 (7-8 minute)  
scsg306 (2-3 minute)

**Cyber Security: Securing Technology from Cyber Risks**

Every month brings headlines about another organization reeling from its digital network being compromised, resulting in unauthorized release of confidential information. On a personal level, everyone likely knows someone who suffered identity theft. Here, learners explore the many ways that hackers and other criminals gain access to an organization’s technology and how best to frustrate these attempts while protecting sensitive organizational, customer, and personal information.

**Audience:** All employees  
**Code:** sccg307 (7-8 minute)  
scsg307 (2-3 minute)

**Fair Competition: Promoting Proper Marketplace Practices**

Everyone knows that winning business can be competitive. Sometimes, overly aggressive competition may override our sense of fairness, leaving some organizations questioning how far they’ll go to be on top. Here, learners are guided to appreciate the value of fair business competition and how honestly promoting the quality and value of their products and services is the strongest long-term strategy.

**Audience:** All employees  
**Code:** sccg311 (7-8 minute)  
scsg311 (2-3 minute)
Financial Integrity: Ensuring that Numbers Tell the Truth

Financial records may take various forms. Regardless of the form, it’s essential that employees properly prepare, maintain, keep, submit and (when authorized) destroy financial and related records. Here, learners explore the types of ethical challenges that can arise with preparing, completing, or changing financial or operational records. Because the more employees are aware of these risks, the more easily they can recognize and successfully resolve them.

**Audience:**
All employees

**Code:**
sccg309 (7-8 minute)  
scsg309 (2-3 minute)

Gifts, Hospitality, and Entertainment

Gifts, hospitality, and entertainment can help to build and sustain business relationships by fostering better interactions. But they may also lead to improper benefits that compromise one’s decision-making and duty to the organization. Here, learners will explore when gifts, hospitality and entertainment can become a gray area that involves careful attention and management.

**Audience:**
All employees

**Code:**
sccg310 (7-8 minute)  
scsg310 (2-3 minute)

International Trade: Properly Managing Cross-Border Business

The careful handling of confidential, nonpublic information is an essential duty for every organization and employee. Yet, many employees may not understand what data is considered to be “inside information” and the proper ways to work with and safeguard it. Also, how inside information may be communicated in respect to securities trading can challenge employees and those that learn of this information. This module provides an important introduction to these challenging issues.

**Audience:**
All employees

**Code:**
sccg312 (7-8 minute)  
scsg312 (2-3 minute)

Inside Information & Insider Trading: Building Trust with the Marketplace

The careful handling of confidential, nonpublic information is an essential duty for every organization and employee. Yet, many employees may not understand what data is considered to be “inside information” and the proper ways to work with and safeguard it. Also, how inside information may be communicated in respect to securities trading can challenge employees and those that learn of this information. This module provides an important introduction to these challenging issues.

**Audience:**
All employees

**Code:**
sccg313 (7-8 minute)  
scsg313 (2-3 minute)
## ETHICS & COMPLIANCE

### LEADERSHIP, REPORTING, AND GIFTS

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Description</th>
<th>Audience:</th>
<th>Code:</th>
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</thead>
<tbody>
<tr>
<td>Resolving Ethical Issues</td>
<td>25 minutes</td>
<td>Resolving ethical issues requires advanced decision-making skills and keen moral sensibilities. To help you effectively address and resolve ethical issues that arise in the workplace, this course introduces a four-step model for ethical awareness, assessment, decision-making, and action.</td>
<td>All employees</td>
<td>scomp157</td>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>Responding to Ethics Complaints</td>
<td>20 minutes</td>
<td>Maintaining and ethical and legally compliant culture is essential to our long term success, however, unethical and unlawful behavior can occur in any organization. How quickly the organization responds to such behavior often dictates whether the ethical culture is strengthened or whether the reputation and health of the organization are put at risk. Managers and supervisors have a responsibility to respond promptly and effectively to ethics and compliance complaints in the workplace. This course discusses a manager’s role responding to ethics complaints as well as procedures for investigating and appropriately resolving ethics concerns.</td>
<td>Managers and Supervisors</td>
<td>scomp159</td>
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</tbody>
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</thead>
<tbody>
<tr>
<td>Speak Up! Addressing Ethics Concerns*</td>
<td>15 minutes</td>
<td>Legal and ethical missteps can occur in any organization. Addressing and resolving these behaviors on a regular basis can head off devastating effects to the organization and its reputation. This course teaches employees the importance of speaking up on ethics concerns and their responsibility to hold each other accountable for maintaining the high ethical standards of the organization. It also discusses actions employees can take to question and/or report misconduct if it arises.</td>
<td>All employees</td>
<td>scomp155</td>
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<tbody>
<tr>
<td>Gift Giving and Receiving</td>
<td>15 minutes</td>
<td>In the business world, gifts/entertainment are often offered to show appreciation to partners or customers. However, doing so without careful consideration can raise questions of ethics and leave those involved vulnerable to unethical, or even unlawful conduct. In this course you will learn to identify ethical issues associated with the offer of gifts or entertainment, use a guided process to decide whether or not a gift or offer of entertainment is appropriate, distinguish between a gift and a bribe and respond to unethical gifts or entertainment in a professional way.</td>
<td>All employees</td>
<td>scomp156</td>
</tr>
</tbody>
</table>
FCPA: Anti-Corruption and Bribery
45 minutes
This course is designed for personnel authorized to negotiate contracts with and make payments to foreign officials. It discusses key anti-bribery provisions of the Foreign Corrupt Practices Act (FCPA) with the purpose of protecting individuals and their companies from accusations of corrupt payment to foreign officials along with the serious civil or criminal penalties that can ensue.

Audience: Anyone authorized to negotiate contracts or make payments to foreign officials
Code: scomp118

Preventing Bribery and Corruption in a Global Economy
45 minutes
This course is designed for personnel authorized to negotiate contracts with and make payments to foreign officials and other global entities inside and outside the United States of America. It discusses the key anti-bribery provisions of the Foreign Corrupt Practices Act (FCPA), UK Bribery Act of 2010 (Act), legislation flowing from the Organization for Economic Co-Operation and Development (OECD) and newly enacted and pending legislation in Brazil, Russia, India and China (BRIC Nations) with the purpose of protecting individuals and their companies from accusations of corrupt payment and the serious civil or criminal penalties that can ensue.

Audience: Personnel authorized to negotiate contracts with and make payments to foreign officials and other global entities inside and outside the United States of America.
Code: scomp132

Avoiding Insider Trading Risk
15 minutes
Insider Trading is one of those terms that many people have heard of but few really understand. Most people associate insider trading with headlines about greedy high level executives, but the truth is that anyone with access to business information can run afoul of insider trading laws and risk severe penalties. Learn about the circumstances and types of transactions that can lead to violations of federal securities laws enforced by the Securities and Exchange Commission (SEC) as well as who is at risk of insider trading violations and key responsibilities for minimizing those risks.

Audience: All employees
Code: scomp163

Avoiding Antitrust Violations
20 minutes
Antitrust laws exist to ensure that consumers are able to enjoy the benefits of choice between providers in a competitive marketplace. This course provides an overview of antitrust laws and the anticompetitive agreements and behaviors with customers and competitors that can lead to violations.

Audience: All employees
Code: scomp164
ETHICS & COMPLIANCE

CONFLICTS OF INTEREST, SOCIAL MEDIA, AML, AND EXPORT COMPLIANCE

Avoiding Conflicts of Interest
15 minutes
Conflicts of interest arise in the workplace can undermine the reputation and integrity of the individual(s) involved and the organization. This course teaches employees to recognize potential conflicts of interest, or situations that could be perceived as conflicts of interests, and respond appropriately by avoiding or disclosing the situation through appropriate channels.

Audience: All employees
Code: scomp162

Social Media Ethics
25 minutes
The rise of social media has impacted society and culture, including the workplace, in profound ways. By revolutionizing the way people communicate and socialize, social media offers many opportunities and benefits to individuals and to organizations. It also raises many challenging ethical and legal issues. This course provides an overview of the social media ethics in the workplace.

Audience: All employees
Code: scomp161

Anti-Money Laundering
20 minutes
This course discusses what money laundering is, how it works, key responsibilities under anti-money laundering laws, penalties for compliance failures, and “red flags” to help detect money laundering if it occurs.

Audience: All employees
Code: scomp167

Introduction to Export Compliance
20 minutes
This course provides a general overview of U.S. export rules that must be followed by companies that export to destinations outside the U.S. or that take other actions that qualify as an export. Knowing your company’s responsibilities under the law can help avoid potential errors and costly legal sanctions arising from violations.

Audience: All employees
Code: scomp168
Lighthouse’s employment law courses help organizations address important HR and workplace compliance concerns. Featuring sexual harassment training, anti-discrimination training, diversity training and other important training topics, Lighthouse’s courses are designed to meet mandatory training requirements flowing from EEOC-compliance guidelines, landmark cases, federal sentencing guidelines and applicable federal and state regulations.
AB 1825: Harassment Prevention for Managers
First Edition

120 minutes
This course, designed for managers and/or supervisors, discusses the federal and state anti-discrimination laws and company policies prohibiting sexual harassment and other forms of unlawful harassment. Using all-new hypothetical scenarios and real-life examples, managers are instructed on how to recognize and prevent harassment and retaliation and are provided with practical guidance on the steps that should be taken to correct harassment. Managers will learn of their legal and moral obligations in refraining from harassment and maintaining a harassment-free environment as well as the remedies available for victims.

Audience: CA Managers and Supervisors
Code: scomp094

Workplace Harassment Prevention:
Manager and Supervisor Edition
(Video-Enabled)

120 minutes
This course, designed for managers and/or supervisors, discusses anti-discrimination laws and company policies prohibiting sexual harassment. Using hypothetical scenarios and real-life examples, managers are instructed on how to recognize and prevent sexual harassment and retaliation and are provided practical guidance on the steps that should be taken to correct sexual harassment. Managers will learn of their legal and moral obligations in refraining from harassment and maintaining a harassment-free environment as well as the remedies available for victims.

Audience: All Managers and Supervisors
Code: scomp151

AB 1825: CA Sexual Harassment Training for Supervisors
(Video-Enabled) Second Edition

120 minutes
This course, designed for managers and/or supervisors, discusses the federal and state anti-discrimination laws (AB 1825, AB 2053, and SB 396) and company policies prohibiting sexual harassment. Using hypothetical scenarios and real-life examples, managers are instructed on how to recognize and prevent sexual harassment and retaliation and are provided practical guidance on the steps that should be taken to correct sexual harassment. Managers will learn of their legal and moral obligations in refraining from harassment and maintaining a harassment-free environment as well as the remedies available for victims.

Audience: CA Managers and Supervisors
Code: scomp150

Connecticut Sexual Harassment Training for Supervisors

120 minutes
This course, designed for Connecticut managers and/or supervisors, discusses the federal and CT state anti-discrimination laws and Connecticut policies prohibiting sexual harassment. Using hypothetical scenarios and real-life examples, managers are instructed on how to recognize and prevent sexual harassment and retaliation and are provided practical guidance on the steps that should be taken to correct sexual harassment. Managers will learn of their legal and moral obligations in refraining from harassment and maintaining a harassment-free environment as well as the remedies available for victims.

Audience: CT Managers and Supervisors
Code: scomp151

Maine Sexual Harassment Training for Managers

60 minutes
This course, designed for Maine managers and/or supervisors, discusses the federal and Maine state anti-discrimination laws and company policies prohibiting sexual harassment. Using hypothetical scenarios and real-life examples, managers are instructed on how to recognize and prevent sexual harassment and retaliation and are provided practical guidance on the steps that should be taken to correct sexual harassment. Managers will learn of their legal and moral obligations in refraining from harassment and maintaining a harassment-free environment as well as the remedies available for victims.

Audience: MA Managers and Supervisors
Code: scomp176

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Harassment Prevention for Managers and Supervisors

120 minutes
This course, designed for managers and/or supervisors, discusses the federal and state anti-discrimination laws and company policies prohibiting sexual harassment and other forms of unlawful harassment. Using all-new hypothetical scenarios and real-life examples, managers are instructed on how to recognize and prevent harassment and retaliation and are provided with practical guidance on the steps that should be taken to correct it. Managers will learn of their legal and moral obligations in refraining from harassment and maintaining a harassment-free environment as well as the remedies available for victims.

Audience:
All Managers and Supervisors

Code:
scomp095

Workplace Harassment Prevention: Employee Edition (Video-Enabled)

60 minutes
This course, designed for non-supervisory employees, discusses the federal and state anti-discrimination laws and company policies prohibiting sexual harassment and other forms of unlawful harassment. Using hypothetical scenarios and real-life examples, employees learn to recognize conduct and circumstances that can give rise to a claim of unlawful workplace harassment including those which create a hostile work environment. It also discusses the dangers of engaging in office relationships and the steps to take if one witnesses or experiences harassment at work.

Audience:
All employees

Code:
scomp098

Preventing Unlawful Workplace Harassment: Manager Edition

45 minutes
This video-enhanced course teaches managers and supervisors about the human characteristics that are protected by anti-discrimination laws and the type of conduct related to the “protected classes” that can lead to a claim of unlawful workplace harassment. It offers strategies for preventing unlawful harassment and teaches managers how to respond appropriately when they learn of it. It also discusses the risk of liability to both the company and a manager if he or she fails to stop harassment or personally engages in harassing behavior.

Audience:
Managers and/or Supervisors

Code:
scomp154

Preventing Unlawful Workplace Harassment: Employee Edition

30 minutes
This video-enhanced course teaches employees about the human characteristics that are protected by anti-discrimination laws and the type of conduct related to the “protected classes” that can lead to a claim of unlawful workplace harassment. It also discusses the steps employees can take to prevent workplace harassment and what to do in the event that they witness or experience it.

Audience:
All employees

Code:
scomp153

Campus Aware: Sexual Violence Prevention

45 minutes
Domestic, dating and sexual violence are problems on many college campuses. It is estimated that 1 in 5 college females will experience some form of sexual abuse during her college career. Men can also be victims. More often than not, sexual assault is perpetrated by someone known to the victim. This program is intended to raise awareness of these issues and help reduce incidence of violence within the campus community. Designed to meet the mandatory training requirements of the Campus SaVE Act (Campus Sexual Violence Elimination Act) and address Title IX concerns, it discusses important subjects including sexual harassment and violence, concepts of consent, and bystander intervention and instructs members of the campus community how to respond to and prevent sexual violence.

Audience:
Students, faculty, staff managers, and supervisors in colleges and universities

Regulations: Campus SaVE Act, Campus Sexual Violence Elimination Act, Cleary Act, and Title IX

Code:
scomp131
Preventing Unlawful Workplace Harassment for Federal Agencies: Employee Edition

30 minutes
This course teaches employees who work in federal government departments and agencies about the human characteristics that are protected by anti-discrimination laws and the type of conduct related to the “protected classes” that can lead to a claim of unlawful workplace harassment. It also discusses the steps employees can take to prevent workplace harassment and what to do in the event they witness or experience it.

Audience: Federal Sector employees.
Code: scomp123

Preventing Unlawful Workplace Harassment for Federal Agencies: Manager Edition

45 minutes
This course teaches managers and supervisors who work in federal government departments and their agencies about the human characteristics that are protected by anti-discrimination laws and the type of conduct related to the “protected classes” that can lead to a claim of unlawful workplace harassment. It offers strategies for preventing unlawful harassment and teaches managers how to respond appropriately when they learn of it. It also discusses the risk of liability to federal agencies and managers who fail to stop harassment or personally engage in harassing behavior.

Audience: Federal Sector Manager and Supervisors.
Code: scomp124

Preventing Unlawful Harassment for Colleges and Universities: Employee Version

30 minutes
This course for non-managerial college employees, including student-employees, discusses the human characteristics that are protected by anti-discrimination laws and school policy and the type of conduct related to the “protected classes” that can lead to a claim of unlawful harassment. It also discusses the steps employees can take to prevent workplace harassment and what to do in the event that they witness or experience it.

Audience: All employees
Regulations: Title VII of the City Rights Act of 1984
Federal Protected Classes of Discrimination
Title IX
Code: scomp107

Preventing Unlawful Harassment for Colleges and Universities: Faculty and Manager Edition

45 minutes
This course teaches faculty and staff managers and supervisors about the human characteristics that are protected by anti-discrimination laws and the type of conduct related to the “protected classes” that can lead to a claim of unlawful harassment. It offers strategies for preventing unlawful harassment and teaches faculty and staff managers how to respond appropriately when they learn of it. It also discusses the risk of liability to both the institution and a manager if he or she fails to stop harassment or personally engages in harassing behavior.

Audience: Faculty, staff managers, and supervisors in colleges and universities
Regulations: Title VII of the City Rights Act of 1984
Federal Protected Classes of Discrimination
Title IX
Code: scomp106
Preventing Sexual Harassment: Manager Edition

45 minutes
This course teaches managers and supervisors to recognize and prevent sexual harassment, to respond appropriately when they learn of it, and to deal with and prevent retaliation against victims and witnesses. It also discusses the risk of liability to both the company and a manager if he or she fails to stop harassment or engages in harassing behavior.

Audience: Managers and Supervisors
Code: scomp101

Preventing Sexual Harassment: Employee Edition

30 minutes
This course teaches employees to recognize conduct and circumstances that can give rise to a claim of sexual harassment including those which create a hostile work environment. It also discusses the dangers of engaging in office relationships and the steps to take if one witnesses or experiences sexual harassment.

Audience: All employees
(Also available in Spanish)
Code: scomp102
scomp102_sp

Preventing Employment Discrimination

45 minutes
Title VII of the Civil Rights Act of 1964 and other federal and state equal employment opportunity (EEO) laws protect employees and job applicants from discrimination based on their race, color, religion, national origin, sex, disability, and other protected grounds. This course teaches managers and supervisors to make employment decisions that adhere to anti-discrimination laws, promote respect, improve morale, and, in turn, prevent claims of discrimination and employer liability.

Audience: Managers and Supervisors
Code: scomp105

Disability Discrimination and Accommodation

30 minutes
Title VII of the Civil Rights Act of 1973 as amended by the Americans with Disabilities Act (ADA), as amended by the ADA Amendment Act (ADAAA), and state and local laws prohibit employment discrimination against qualified individuals with a disability. Using hypothetical scenarios and practical exercises, this course teaches managers how to effectively and legally manage individuals with disabilities including the obligation to provide reasonable accommodations, if necessary. It also teaches preventive steps that a manager can take to avoid a claim of disability discrimination.

Audience: Managers and Supervisors
Code: scomp040

Preventing Unlawful Retaliation in the Workplace

45 minutes
The are many laws governing the workplace that guarantee rights to individual workers, such as the right to be free from discrimination, the right to be paid minimum and overtime wages, and the right to join a union etc. Unlawful retaliation occurs when an employer imposes adverse consequences on an employee for exercising his or her rights or engaging in certain activities that are “protected” by law. Using scenarios and case studies, this course discusses the types of work-related activities that are protected by law, the types of behavior that can lead to a charge of retaliation, and the risks of failing to take steps to prevent unlawful retaliation in the workplace.

Audience: Managers and Supervisors
Code: scomp119
### Preventing Age Discrimination

**20 minutes**
Workers of all ages can make strong contributions to a productive and effective workforce. Still, a recent study found that nearly 2 in 3 workers ages 45-74 reported having seen or experienced age discrimination in the workplace. This course familiarizes managers and supervisors with their ethical and legal responsibilities under the Age Discrimination in Employment Act (ADEA) and other anti-discrimination laws. Knowledge of the law is essential to avoid potentially costly lawsuits and can help to build a company culture rooted in trust and fairness.

**Audience:** Managers and Supervisors  
**Code:** scomp127

### Preventing Employment Discrimination for Federal Agencies

**45 minutes**
Equal employment opportunity (EEO) and other anti-discrimination laws protect federal sector employees and job applicants from discrimination based on protected grounds such as race, color, national origin, religion, sex and sexual orientation, pregnancy, age, mental and physical disability, genetic information, status as a parent, marital status, or political affiliation. This course teaches managers and supervisors working in federal government agencies to make employment decisions that comply with anti-discrimination laws, promote respect and fairness, and, in turn, prevent claims of discrimination and employer liability.

**Audience:** Federal Sector Managers and Supervisors  
**Code:** scomp125

### Preventing Employment Discrimination: College and University Edition

**45 minutes**
Title VII of the Civil Rights Act of 1964 and other federal and state equal employment opportunity (EEO) laws protect employees and job applicants from discrimination based on their race, color, religion, national origin, sex, disability, and other protected grounds. This course teaches faculty and staff managers and supervisors in College and University settings to make employment decisions that adhere to anti-discrimination laws, promote respect, improve morale, and, in turn, prevent claims of discrimination and employer liability.

**Audience:** Faculty and Staff Managers and Supervisors  
**Code:** scomp130

### Religious Discrimination and Accommodation

**20 minutes**
Everyone in the United States has a right to equal opportunity in hiring and employment regardless of their religious beliefs. This course familiarizes managers and supervisors with their ethical and legal responsibilities under Title VII of the Civil Rights Act prohibiting religious discrimination and harassment in the workplace. It also discusses approaches to religious accommodation, allowing employees to adhere to religious customs and practices while at work.

**Audience:** Managers and Supervisors  
**Code:** scomp129
<table>
<thead>
<tr>
<th>Course Title</th>
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<tbody>
<tr>
<td>Legal Aspects of Interviewing and Hiring</td>
<td>60 minutes</td>
<td>A company’s strength lies in its employees, but hiring the right employee for the job every time is not simple. It can cost thousands of dollars to search for, hire, and train new people. If a new hire does not work out, this investment is lost. Good hiring must be done with objectivity, care, and an eye toward the law. The process takes time, but remember, when the right person for the job is found, both staff performance and morale improve! This course looks at effective strategies for finding and hiring the best person for any position.</td>
<td>scomp133</td>
</tr>
<tr>
<td>Wage &amp; Hour Basics</td>
<td>30 minutes</td>
<td>This course is designed for managers who supervise employees subject to the FLSA and state minimum wage, overtime, and meal and rest break laws. In addition to learning the basic parameters of the laws governing the payment of minimum wages and overtime, managers will learn the essential “flash points” that lead to wage and hour lawsuits, including (but not limited to): scheduling; record keeping; supervision and policing (or lack thereof) of break times; and the distinction between exempt and non-exempt status with respect to state and federal overtime requirements.</td>
<td>scomp136</td>
</tr>
<tr>
<td>Wage &amp; Hour Basics: CA Manager and Supervisor Edition</td>
<td>45 minutes</td>
<td>This course is designed for California managers who supervise employees subject to the FLSA and California state minimum wage, overtime, and meal and rest break laws. In addition to learning the basic parameters of the laws governing the payment of minimum wages and overtime, managers will learn the essential “flash points” that lead to wage and hour lawsuits, including (but not limited to): scheduling; record keeping; supervision and policing (or lack thereof) of break times; and the distinction between exempt and non-exempt status with respect to California overtime requirements.</td>
<td>scomp139</td>
</tr>
<tr>
<td>Meal &amp; Rest Break Training: CA Manager and Supervisor Edition</td>
<td>15 minutes</td>
<td>This course is designed for California managers who supervise employees subject to California meal and rest break laws. In addition to learning the basic parameters of the laws governing the provision of mandatory rest breaks, managers will learn the essential “flash points” that lead to expensive class action lawsuits, including (but not limited to): scheduling; record keeping; supervision and policing (or lack thereof) of break times. Managers should take this course as a supplement to California wage &amp; hour training for those managers interested in the nuances of meal and rest break laws.</td>
<td>scomp140</td>
</tr>
</tbody>
</table>
Employee Privacy

45 minutes
This course provides an overview of employee privacy in the workplace. Managers should know their state’s regulations on privacy to achieve a balance between their need-to-know, with employees’ right to freedom from undue intrusion into their personal lives. This course is for managers who wish to avoid litigation for invasion-of-privacy or defamation claims, yet who must sometimes consider drug testing, searches, discussion of an employee’s behavior, or examination of an employee’s after-hour activities. This course may also interest company executives who initiate company policy regarding privacy.

Audience: Managers and Supervisors
Code: scomp048

Avoiding Wrongful Termination

40 minutes
This course will help managers to understand the principle of “at-will” employment and the important exceptions to the rule. At the completion of this course, managers will be able to identify practices that could create liability and identify methods for effectively handling terminations to minimize the risk of a lawsuit. Preventive measures outlined in this course can be used to help avoid a costly wrongful termination claim.

Audience: Managers and Supervisors
Code: scomp047

Understanding the Family Medical Leave Act (FMLA)

45 minutes
The course is designed for managers or supervisors whose employees may request or require leave. It also provides an “advanced path” with more detailed information designed for FMLA-leave administrators (i.e., staff responsible for designating and qualifying leave requests as FMLA-qualifying). Users will learn about eligibility requirements, circumstances under which employees qualify for FMLA leave, pay and benefits employees are entitled to while on leave, and responsibilities for record keeping and posting notices regarding FMLA procedures.

Audience: Managers or Supervisors
Code: scomp057

Employee Discipline

45 minutes
Employee discipline is an important managerial responsibility. In this course, managers and supervisors will learn how to use a disciplinary system that corrects problem behavior and creates and maintains a productive, responsive workforce, while protecting the company from liability. Through interactive scenarios and exercises, managers will learn how and when to use informal versus formal disciplinary techniques, what the progressive steps of discipline are, the importance of documentation, and how to handle disciplinary meetings.

Audience: Managers or Supervisors
Code: sprod096

Family Educational Rights & Privacy Act (FERPA)

20 minutes
This course covers the U.S. Family Educational Rights & Privacy Act (FERPA) and its requirements regarding handling and disclosure of certain student education records. All college and university employees, including faculty and administrators, need to understand FERPA and its restrictions in disclosing this information to third parties.

Audience: College & University employees
Code: scomp177
Anti-Bullying in Schools (K-12 New Hampshire)

20 minutes
This course provides an overview of bullying on the K-12 grade school campus, the forms it takes, what it looks like, how it can adversely affect targeted students, regulatory rules to designed to mitigate bullying. It provides guidance regarding how school staff and others can help to prevent and address it when it is identified.

Audience:
New Hampshire school faculty and staff
Code:
scomp178

Valuing Diversity: Manager Edition

40 minutes
In order to realize the greatest competitive advantage and retain the most qualified employees, companies must make an effort to ensure that a diverse population of employees is fully represented and that a culture of inclusion and respect is promoted and maintained. This course discusses the advantages and pitfalls of working in and managing a diverse workforce. It also offers strategies to help managers recognize and value individual differences so as to maximize the potential of all employees.

Audience:
Managers and Supervisors
(Canadian Version also available)
Code:
scomp089
scomp113_CAN

Valuing Diversity: Employee Edition

30 minutes
In order to realize the great competitive advantage and retain the most qualified employees, companies must make an effort to ensure that a diverse population of employees is fully represented and that a culture of inclusion and respect is promoted and maintained. This course explores the realities of working in a diverse environment and discusses strategies to help you recognize, accept, and value individual differences in your workplace. Learn about the concept of diversity and how to recognize diversity issues that can lead to legal liability under anti-discrimination and harassment laws. Also covered are the positive steps that can be taken to embrace diversity and promote a culture of inclusion in the workplace.

Audience:
All employees
(Canadian Version also available)
Code:
scomp061/scomp114_CAN

Creating a Bully-Free Workplace: Employee Edition

30 minutes
Workplace bullying can have devastating effects on victims, witnesses, and on organizations. In this course, employees will learn how to recognize and address workplace bullying, as well as common prevention strategies to keep their work area bully-free. They will learn how to analyze their own behavior to ensure it is appropriate at all times and the importance of promoting a culture of mutual respect in the workplace.

Audience:
All employees
Code:
sprod099
Creating a Bully-Free Workplace: Manager Edition

45 minutes
Workplace bullying can have devastating effects on victims, witnesses, and on organizations. In this course, managers and supervisors will learn how to recognize and address workplace bullying, as well as common prevention strategies to keep their work area bully-free. They will learn how to analyze their own behavior to ensure it is appropriate at all times and the importance of promoting a culture of mutual respect in the workplace.

Audience: Managers and Supervisors
Code: sprod097

Maintaining A Drug-Free Workplace: Employee Edition

45 minutes
This course discusses the benefits of a drug-free workplace. You will learn the damage caused by drug and alcohol abuse, the advantages of working towards a drug-free workplace and to recognize and understand your company policy for sustaining a drug-free workplace. You will also learn when and why drug and alcohol testing can be used in the workplace and what action you should take if you or a co-worker has a substance abuse problem.

Audience: All employees
Code: sprod072

Maintaining A Drug-Free Workplace: Manager Edition

45 minutes
This course discusses the unique challenges faced by managers in achieving and maintaining a drug-free workplace. Managers will learn the damage substance abuse causes, the advantages of working towards a drug-free workplace and how they can proactively assist in achieving a drug-free workplace. They learn how to sensitively deal with employees who have a suspected problem and where they can turn for help if they themselves have a substance abuse problem. Also covered is when and why drug and alcohol testing can be used in the workplace.

Audience: Managers and Supervisors
Code: sprod073
Lighthouse’s security courses have interactive and engaging awareness training courses that will help you pass your audit and prevent breaches, giving your employees a security-minded culture throughout the year. Whether you are looking to meet regulatory compliance requirements or implement an information security awareness training program to promote a culture of awareness, our course will help you pass your audit and remain secure.
Cyber Security Basics

30 minutes

Security breaches occur every day and all organizations, large and small, are at risk. This course provides an overview of key cyber and information security concepts. It discusses measures that can be taken by all employees to help protect and defend computer systems and sensitive information from attack, damage, or unauthorized access in a digitally connected world.

Audience:
All employees
Code:
scomp137

Avoiding Phishing Message Threats

10 minutes
Learn to recognize phishing message threats such as being wary of email links and attachments, verifying message source of unsolicited email, emails that request money, and urgent requests in emails. While while mobile stay mindful of these threats by recognizing smishing messages, making sure you know who you’re chatting with, avoiding links in unsolicited text messages and sing the security practices used for computers. Also learn about protecting your devices by the using anti-virus protection and firewalls, configuring the email client for security and protecting email login credentials.

Audience:
All employees
Code: GLS-4295

Browsing the Web Securely

9 minutes
Avoid unsafe websites by checking and detecting suspicious URLs, using the Contact Us page to determine legitimacy, downloading software from only well-known, secure websites and checking the properties of questionable links. Learn the best practices of securing your browser by avoiding add-on software, configuring the browser’s security settings, clearing cache and cookies, logging out of sites after using them, keeping the pop-up blocker on and installing the latest software updates.

Audience:
All employees
Code: GLS-4303

Introduction to PCI DSS

15 minutes
This comprehensive course covers the latest information on PCI DSS version 3.1 so that learners have instant access to important standards and regulations. It contains not only the basics of PCI DSS – such as its purpose, evolution, and benefits – but also advanced content such as compliance requirements, consequences of non-compliance, responsibilities of each department, and best practices for employees to ensure compliance.

Audience:
All employees
Code: GLS-5610

Privacy and Data Protection Essentials

35 minutes
In this course, you’ll learn the importance of privacy in the workplace, including the three common categories of protected information. You will also learn the five-step process for handling private information and variations in privacy laws in the United States and abroad.

Audience:
All employees
Code: GLS-5358
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Description</th>
<th>Audience</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe Social Networking</td>
<td>7 minutes</td>
<td>In this course you review the behaviors to safe social networking. Learn to avoid risky behavior such as sharing non-public company information, sharing personal information, connecting with unknown people and unfamiliar links. Learn to take various privacy precautions including, avoiding posting personally identifiable information, adjusting privacy and security settings, and avoiding using third party applications.</td>
<td>All employees</td>
<td>GLS-3962</td>
</tr>
<tr>
<td>Safeguarding Your Office Network</td>
<td>8 minutes</td>
<td>Learn to secure your office network by defending your computer! Steps include being wary of baiting, emails with downloads and attachments, and installing software updates. Learn to manage a security compromise and computer problems. Be mindful of protecting company data by avoiding the sharing of sensitive information over unencrypted email/text messages, using password protection on devices and accounts and how to protect mobile devices with company information in public places.</td>
<td>All employees</td>
<td>GLS-4348</td>
</tr>
<tr>
<td>Securing Information at the Office</td>
<td>7 minutes</td>
<td>This course teaches you how maintaining physical security. Prevent tailgating, protect devices, data, and sensitive documents. Avoid unauthorized disclosure by being wary of unsolicited callers, limiting disclosure of sensitive information, using confidential information only as authorized and avoiding discussion of sensitive information in public places.</td>
<td>All employees</td>
<td>GLS-4301</td>
</tr>
<tr>
<td>Securing Information During Travel</td>
<td>7 minutes</td>
<td>In this course learn the steps to securing information while you travel. From the initial precautions one needs to take before travelling, learning how to be secure while at the airport and safety precautions to consider at your final destination.</td>
<td>All employees</td>
<td>GLS-3494</td>
</tr>
</tbody>
</table>
Securing Information in the Cloud

10 minutes
This course outlines the steps to securing information on the cloud. Identify the risks to data security and safer use of the cloud. Learn to avoid these risks on the cloud by setting up appropriate access, encrypting sensitive files, sharing files properly, backing up files and using strong and long passwords.

Audience: All employees
Code: GLS-4347

Securing Your Mobile Devices

9 minutes
Learn how to secure your mobile device by securing system setting and using secure data practices. This course covers the use of PINs/passcodes, network connections, location tracking, disposing of a device, downloading apps, installing operating systems, unsolicited emails and texts as well as accessing and storing sensitive information.

Audience: All employees
Code: GLS-3866

Securing Your Work at Home

11 minutes
This course outlines the multiple issues to consider when working from home. Learn how to secure your home network, your computing devices as well as learning to follow safe internet practices.

Audience: All employees
Code: GLS-3863

Working Securely in Public Places

6 minutes
This course will help you identify what you need to securely use wi-fi in public places. Learn about firewalls, antivirus software, when to avoid working on sensitive information in public, using public computers and VPN connections. You will also learn about securing sensitive information be it in discussion, printed material, or data.

Audience: All employees
Code: GLS-3864

Setting Up Secure Passwords

7 minutes
Learn how to create strong passwords, and avoid weak ones. This course will also help you to keep passwords secure, learn why it is best to use multiple passwords, set up password recovery and why one should protect and change passwords frequently.

Audience: All employees
Code: GLS-4221
# INFORMATION SECURITY

## PRIVACY

### HIPAA: Privacy and Security for Healthcare Workers

**60 minutes**

This training course helps healthcare workers who handle confidential health-related information at work understand and interpret their responsibilities under the Privacy and Security Rules of HIPAA’s Title II. By learning about requirements under the law, employees can help foster a culture of compliance and protect against costly privacy breaches.

**Audience:** Healthcare workers who handle personal health information (PHI)

**Code:** scomp126

### HIPAA: Privacy and Security Basics

**60 minutes**

This training course helps workers who handle protected health information at work understand and interpret their responsibilities under the Privacy and Security Rules of HIPAA’s Title II. By learning about requirements under the law, employees can help foster a culture of compliance and protect against costly privacy breaches.

**Audience:** All employees who handle personal health information (PHI)

**Code:** scomp128

### GLBA: Privacy Laws and Practices

**30 minutes**

This course provides an overview of the Gramm-Leach-Bliley Act (GLBA) and other privacy regulations relevant to insurance companies. It defines key privacy terms and concepts, and identifies best practices with regard to consumer concerns.

**Audience:** All employees in insurance industry who manage personal data

**Code:** scomp060

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Lighthouse’s business skills courses are intended to help your organization succeed in today’s highly competitive, fast-changing environment. This suite focuses on core competencies that drive professional excellence, organizational performance and business results. Whether you are orienting new employees or training more experienced staff, Syntrio’s business skills courses have proved effective in maximizing retention and improving performance in key areas including communication, management, personal development, and leadership.
Management Basics
60 minutes
This course was designed with both the new and the more experienced manager in mind. It explains the many roles and responsibilities a modern day manager must take on board, from the more traditional planning and organizing to the intangible such as leading and coaching. Through scenarios, exercises and interactivities, the module presents both detailed methods and handy tips for successful mastery of these roles. Managers will also learn about the skills they need to perfect to support them in their roles and maximize their effectiveness.

Audience:
New or inexperienced Managers and Supervisors

Code:
sprod083

Maximizing Employee Performance
60 minutes
This course teaches managers how to bring out the best performance possible in their employees by using a hands-on, straightforward performance management process. Managers have a vital role to play in the successful performance of each individual in a work group and of the group as a whole. With a strong focus on employee participation and positive reinforcement, this module outlines how to set expectations, coach for performance, solve performance issues, and develop employee performance. If used effectively, these techniques will result in extremely motivated, productive, and satisfied employees. Through the use of interactive and fictional scenarios, managers will learn how to set goals with their employees, define job responsibilities, effectively use coaching, counseling, and discipline to improve performance, and how to evaluate and further develop employee performance over time.

Audience:
Managers and Supervisors

Code:
sprod078
sprod078_sp

Meeting the Delegation Challenge
60 minutes
This course explains, through the use of engaging content, interactivities, and exercises, how to effectively debrief the delegate, follow up, give feedback positively, and what to do if something goes wrong. Throughout this process the focus remains on utilizing, empowering, and developing employees to bring maximum benefit to managers, employees, and the organization.

Audience:
Managers and Supervisors
(Also available in Spanish)

Code:
sprod076
sprod076_sp

Managing Conflict: A Collaborative Approach
45 minutes
This course focuses on this approach, teaching managers how they can mediate a collaborative solution in any workplace conflict. Students will learn how to recognize and reduce the catalysts of destructive conflict, how to identify when intervention is needed, and how constructive conflict can be used to benefit an organization, while always maintaining the focus on a ‘win-win’ solution.

Audience:
Managers and Supervisors

Code:
sprod075

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Handling Conflict: An Employees’ Guide
45 minutes
This course focuses on a collaborative approach to conflict resolution, teaching employees how to resolve workplace conflicts so that everyone “wins.” Students will learn how to use good listening and communicating skills to keep conflict constructive, identify natural conflict-handling styles, resolve conflict collaboratively, and when and how to ask for help in the resolution process.

Audience:
All employees
Code: sprod077

Leading a High-Performance Team
60 minutes
Increasingly, companies are turning to team-based workforces, which have been shown to outperform traditional work groups. How successful teams are, however, depends directly on how well they are led. Though traditional management skills are useful in any leadership situation, team leadership requires a new mindset. This course focuses on a team leader’s approach to leading meetings, setting team goals, hiring team members, training team members, and resolving team conflict. Students will learn the benefits of teams to their organization, the five-team requirements, and how to recognize and address common team pitfalls so that teams can reach a high level of performance.

Audience:
Managers, team leaders and team facilitators
(Also available in Spanish)
Code: sprod080
sprod080_sp

Participating in a High-Performance Team
45 minutes
For team members, there are few professional experiences as exciting and rewarding as being on a highly successful team. However, before you can reap the benefits that can come from being on a successful team, you must learn how to be a truly productive team member. Being on a real team may involve some changes in the way you work. In this course, you will learn the unique skills and techniques necessary to be a highly successful part of any team.

Audience:
All employees who participate in teams
Code: sprod079

Are You Really Listening?
30 minutes
Sadly, very few people know how to listen well. Listening is not simply agreeing – it is much more. This module teaches “deep listening” skills, which will lead to greater productivity and understanding in the workplace.

Audience:
All employees
(Also available in Spanish)
Code: scomm003
scomm003

Effective and Appropriate E-Mail Use
60 minutes
E-mail is a powerful communication tool that transcends time zones and continents. Its applications are wide-ranging and it can contribute greatly to productivity if used effectively and appropriately. This course will show you how to write compelling and concise e-mails, successfully manage your e-mail, and know when e-mail should or should not be used. You will also learn how to overcome the risks associated with e-mail, such as lost productivity, legal issues, security breaches, viruses, and junk e-mail.

Audience:
All employees
Code: sprod084
Goal-Setting in the Workplace

45 minutes
Learning how to effectively set goals at work will help you become more productive and will give you a greater sense of pride and satisfaction in your job. In addition, you will be able to transfer many of your goal setting skills from the workplace to other areas of your life. This will allow you to take greater control over your personal and career development. This course will teach you the characteristics of effective goals, the steps involved in the goal setting process, and ways to overcome barriers to achieving goals. Through scenarios, exercises, and engaging interactivities, this course will help you take your goal setting skills to the next level.

Audience:
All employees
Code:
sprod086

Interpersonal Communication

45 minutes
Everyone has the ability to become a more effective communicator. This course teaches how to identify and overcome the barriers to good communication, the importance of communicating with clarity, and the steps involved in the communication process. It also teaches a number of easy-to-use techniques to enhance daily interactions through real-life scenarios, interactivities, and exercises. Interpersonal Communication is ideal for both managers and employees alike, who work in any business setting.

Audience:
All employees
Code:
sprod074
sprod074_sp

It’s About Time

30 minutes
Time is unyielding. We can’t stop it, slow it down, or save it for later. But we can improve how we manage and utilize our time. This program will help you learn invaluable time management skills.

Audience:
All employees
(Also available in Spanish)
Code:
sprod005
sprod005_sp

Lose the Meeting Blues

30 minutes
This course helps improve the quality of the meetings you lead or participate in. In this course, you will learn how to plan, organize, orchestrate, and improve meetings. This knowledge will empower you to use meetings as a tool for accomplishing group and personal goals in any setting.

Audience:
All employees
(Also available in Spanish)
Code:
scomm012
scomm012_sp
Managing Information Overload

30 minutes
This course helps you organize an information management system that works for you. By providing easy-to-use strategies and controls, you will be able to manage information and avoid information overload.

Audience: All employees
Code: sprod011

Negotiation: Your Road to Success

30 minutes
This course helps you learn how to become a more proficient negotiator. It includes steps to guide you through any difficult transaction or trade. This course teaches the importance of developing a win-win philosophy, characteristics of a successful negotiator, and the six steps of every negotiation.

Audience: All employees involved with sales
Code: scust004

1 to 1: Customer Service Success

45 minutes
Research verifies that the only way to achieve customer loyalty is to consistently meet and exceed their expectations. Every time you interact with a customer, you have a unique “moment of truth” opportunity to build the relationship or fall short. This module will help you understand your customers’ needs so you can better serve them through each and every interaction.

Audience: All employees
Code: scust004

Power Speaking

30 minutes
More than ever, good presentation skills are vital to business and career success. This program will help you plant your feet, look’em in the eye, and deliver a clear message. You will learn presentation skills and techniques that will bolster your success.

Audience: All employees
(Also available in Spanish)
Code: scomm004
scomm004_sp

Sell For Success: What You Need to Know About Selling

30 minutes
This course teaches you techniques to become a successful salesperson in any sales setting.

Audience: All employees
(Also available in Spanish)
Code: ssale013

The Effective Business Writer

30 minutes
In business writing, it is always the writer’s responsibility to make sure his or her message is understood. Communicating your thoughts in a concise, logically organized manner is invaluable in business writing. This course will teach you how to write with more clarity and precision.

Audience: All employees
Code: scomm007
Lighthouse’s health and safety courses are designed to help your organization meet regulatory requirements, reduce loss and risks, prevent injuries, and potentially save lives. Developed with the appropriate experts in their fields, Lighthouse’s innovative courses are clear, concise, and comprehensive, with scenarios and interactive exercises that help employees retain what they have learned. Our courses are designed to meet OSHA, EPA, DOT and other regulatory requirements in conjunction with job-specific training.
**Back Injury Prevention**

*45 minutes*

We depend on our back for so many activities. Unfortunately, back problems are so common that 60-80% of adults will complain of back pain at some point in their lives. An injured or sore back can make everyday life difficult and painful. Maintaining a healthy back is vital to ensure a good quality of life and our ability to do our job. This course presents lifting rules that will help prevent back injuries, as well as preventative methods to maintain a healthy back. Strategies to prevent strains and injuries during static activities such as seated and standing work are also provided.

**Audience:** All employees  
**Code:** ssfty091

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**Slip, Trip, and Fall Prevention**

*45 minutes*

Slip, trip and fall accidents are serious business. Millions of these accidents occur each year, resulting in billions of dollars in lost production, medical, legal, and insurance costs. This course teaches practical steps that can be taken to identify, correct, and mitigate slip, trip, and fall hazards. It also provides information to help prevent falls from lower heights and details how to report potentially hazardous maintenance-related issues.

**Audience:** All employees  
**Code:** ssfty090

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**Preventing Workplace Violence: Employee Edition**

*30 minutes*

Unfortunately, workplace violence has become an important safety and health issue in the workplace today. This course designed with managers and supervisors in mind, discusses common types of workplace violence and the risk factors for experiencing violence at work. It discusses the steps managers and supervisor can take when dealing with the warning signs of potential violence, techniques for diffusing violent situations, and what to do in a violent or potentially violent situation. It also discusses critical steps to take in response to an active shooting or other actively violent situation.

**Audience:** All employees  
**Code:** ssfty019

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**Environment, Safety and Health @ Work**

*45 minutes*

This course discusses Environmental, Health and Safety (EH&S) information that new employees need to know in their new position. Upon completion of this course, employees will be familiar with their company’s EH&S policy and procedures, their roles and responsibilities related to ESH, and general safety precautions related to their work environment. Employees will know what to do in case of an emergency, how to properly report and investigate an accident, and the training requirements for their job task.

**Audience:** All employees, especially new hires  
**Code:** ssfty023
HEALTH AND SAFETY

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Description</th>
<th>Audience</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ergonet: A Training Guide for Healthy Office Work</td>
<td>45 minutes</td>
<td>This course teaches employees how to improve their interaction with their work environment and reduce the risk of common work-related musculoskeletal disorders, also known as MSDs. Students learn the risk factors involved in MSDs, what signs and symptoms to watch for, and how to correct problems by utilizing sound ergonomic practices.</td>
<td>All employees who work in an office environment</td>
<td>ssfty008</td>
</tr>
<tr>
<td>Ergonomics for Manufacturing</td>
<td>45 minutes</td>
<td>This course provides an overview of Musculoskeletal Disorders, their signs and symptoms, and ergonomic risk factors. In addition, it illustrates how industrial workers and supervisors can apply ergonomic principles in the workplace to reduce injury and increase human performance.</td>
<td>All employees who perform manufacturing and manual tasks</td>
<td>ssfty026</td>
</tr>
<tr>
<td>Maintaining a Drug-Free Workplace: Employee Edition</td>
<td>45 minutes</td>
<td>This course discusses the benefits of a drug-free workplace. You will learn the damage caused by drug and alcohol abuse, the advantages of working towards a drug-free workplace and to recognize and understand your company policy for sustaining a drug-free workplace. You will also learn when and why drug and alcohol testing can be used in the workplace and what action you should take if you or a co-worker has a substance abuse problem.</td>
<td>All employees</td>
<td>scomp072</td>
</tr>
<tr>
<td>Maintaining a Drug-Free Workplace: Manager Edition</td>
<td>45 minutes</td>
<td>More than 70 percent of illicit drug users actually hold down part- or full-time jobs. Substance abuse in the workplace causes serious damage to productivity, as well as increased health-care costs, thefts and the risk of accidents. Managers need to be aware of this critical and current concern and what they can do to reduce it. Maintaining a Drug-Free Workplace: Manager’s Edition outlines the realities behind substance abuse in the workplace; the benefits of keeping the workplace drug-free and how managers can proactively assist in achieving a drug-free workplace.</td>
<td>Managers and Supervisors</td>
<td>scomp073</td>
</tr>
</tbody>
</table>
Bloodborne Pathogens

45 minutes
Exposure to blood and other potentially infectious materials is a major concern for organizations and employees, particularly for those who respond to medical incidents. This course teaches how to identify bloodborne pathogens and how they are transmitted. Employees will know how to control exposure to bloodborne pathogens and the procedures to follow in the event of an exposure incident. They will also learn how to minimize the chances of contracting HIV, HCV, and HBV by using appropriate exposure controls such as Universal Precautions, PPE, and vaccines. The course teaches how to follow procedures in an exposure plan for clean up, disinfection, decontamination, and follow up.

Audience: All employees who may be exposed to blood or other body fluids.
Code: ssfty021

Bloodborne Pathogens for Healthcare

45 minutes
Exposure to blood and other potentially infectious materials occurs on a daily basis for many healthcare workers. Information provided in this course helps minimize serious health risks to healthcare workers who may be exposed to these materials. Upon completion of this course, learners will be able to describe bloodborne pathogens and how they are transmitted, control exposure to bloodborne pathogens, and apply appropriate procedures in the event of an exposure incident.

Audience: All healthcare workers potentially exposed to blood or other infectious materials
Code: ssfty041

Chemical Hazard Communication (HAZCOM 2012)

45 minutes
OSHA’s Hazard Communication Standard (HCS), updated in 2012, requires employees to be provided with information on the chemicals and chemical hazards they are exposed to while working. This information must be provided through safety data sheets (SDSs), container labels, and appropriate training. This course provides an overview of the health and physical hazards associated with chemical substances and mixtures, information on chemical container labeling standards and SDS formats, and safe work procedures to minimize the risk of harmful chemical exposures in the workplace.

Audience: All employees that work with hazardous chemicals
Code: ssfty200

Defensive Driving

45 minutes
Learning to drive defensively is the best protection against becoming involved in a potentially life-threatening accident. By understanding and adhering to the safety tactics and practices, employees will be better prepared to protect themselves and their passengers. After taking this course, employees will be able to prepare a vehicle for operation, avoid distractions in a motor vehicle, develop five defensive driving tactics and practices, identify five potential accident situations, and avoid aggressive driving behavior and aggressive drivers.

Audience: All employees who drive for work purposes
Code: ssfty068
HEALTH AND SAFETY

Powered Industrial Truck Safety (Forklift Safety)

30 minutes
This module teaches prospective operators how to safely use a powered industrial truck in accordance to the OSHA training requirements. Employees will learn the principles and procedures for safe operation of these vehicles, safety practices to prepare a truck for use, principles of stability when operating a powered industrial truck, inspection protocols, and safe driving procedures.

Audience: All industrial truck operators
Code: ssfty030

Fire Extinguisher Safety

45 minutes
Employees who use fire extinguishers must be familiar with the general principles of their use and the hazards involved in fighting incipient-stage fires. They should also know the company’s policy regarding fire extinguishers and their expected role in an emergency. Employees will learn how to properly select and use a fire extinguisher plus the critical three stages of a fire.

Audience: All employees
Code: ssfty033

Introduction to Accident Investigation

45 minutes
Accidents occur every day in workplaces all over the United States. This course teaches those responsible how to prevent the recurrence of accidents by discovering not only what happened in an accident, but how and why it happened. Upon completion of this course, learners will be able to identify 1) the goal of accident investigation, 2) the difference between major and minor accidents, 3) direct, indirect, and root causes of accidents, and 4) basic steps in accident investigation.

Audience: Managers and supervisors who have safety responsibilities for accident prevention
Code: ssfty049

Managing Workplace Safety and Health

45 minutes
Supervisors are responsible for the safety of their employees. Besides their legal and moral responsibilities, supervisors also have an obligation to protect their company from expensive workplace accidents. This course will teach supervisors how they can protect their employees while supporting the company’s Environmental, Health and Safety policies.

Audience: Managers, supervisors and ESH personnel
Code: ssfty031

Personal Protective Equipment (PPE): General Overview

30 minutes
This course provides a general overview on the use of personal protective equipment (PPE). By taking this course, you will understand what PPE is and the laws surrounding protection systems. This course provides an introduction to the different types of PPE's, their proper fit and limitations. Upon completion, the learner should be able to describe the role and limitations of PPE in an overall safety strategy, recognize workplace hazards and match the appropriate types of PPE. This course will help employees understand his/her responsibilities with respect to PPE and the importance of properly fitting eye and face protection.

Audience: All employees exposed to hazards in the workplace
Code: ssfty063

Personal Protective Equipment (PPE): Eye and Face Protection

30 minutes
This course is about the proper use and maintenance of eye and face personal protective equipment (PPE). By understanding the role and limitations of eye and face PPE in an overall safety strategy, workers will be able to recognize workplace hazards and match the appropriate types of PPE. This course will help employees understand his/her responsibilities with respect to PPE and the importance of properly fitting eye and face protection. Upon completion, the learner should be able to describe the types of eye and face protection, recognize potential eye and face hazards, understand their responsibilities with respect to PPE, and recognize the importance of properly fitting eye and face protection.

Audience: All employees exposed to hazards of the eyes and face
Code: ssfty064

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Personal Protective Equipment (PPE): Foot Protection

30 minutes
This course is about the proper use and maintenance of personal protective equipment (PPE) for the foot. Upon completion of this course, workers will be able to describe types of foot protection and recognize potential hazards. This course will help employees understand their responsibilities with respect to foot protection and the importance of ensuring proper fit and use.

Audience: All employees exposed to hazards of the head
Code: ssfty066

Personal Protective Equipment (PPE): Hand and Arm Protection

30 minutes
This course is about the proper use and maintenance of personal protective equipment (PPE) for hands and arms. Upon completion of this course, workers will be able to recognize potential hazards and know the appropriate time to wear gloves. This course will help employees understand their responsibilities with respect to hand and arm protection and the importance of ensuring proper fit and use of gloves.

Audience: All employees exposed to hazards of the hand and arm
Code: ssfty067

Personal Protective Equipment (PPE): Head Protection

30 minutes
Injuries to the head can be devastating. In many instances, they are permanent, even fatal. Without head protection, chances of surviving a serious accident are slim. This course is about the proper use and maintenance of head personal protective equipment (PPE). By understanding the role and limitations of head PPE in an overall safety strategy, workers will be able to recognize workplace hazards and ensure proper use of his/her hard hat. Upon completion, the learner should be able to recognize the potential “head hazards,” describe the types of hard hats and how they work, inspect and properly maintain a hard hat, and ensure proper fit and use of a hard hat.

Audience: All employees exposed to hazards of the head
Code: ssfty065

DOT Hazardous Materials Transportation: General Awareness

60 minutes
The U.S. Department of Transportation (DOT) regulates all modes of transportation in the U.S. including highway, rail, air, and water and is especially concerned with hazardous materials. As part of its regulations, DOT requires general awareness training for all HAZMAT employees. This course provides a general overview of hazardous materials transportation and provides a foundation for more detailed job-specific training for HAZMAT employees. After taking this course, employees will be able to recognize DOT hazard classes and packing groups, identify containers certified for hazardous materials shipment, interpret DOT container markings, labels and placards, recognize critical information on shipping papers and recognize safe and unsafe loading and unloading procedures. General awareness of DOT regulatory scheme, sections from 49 CFR 171.180, (172.704) (172.101)

Audience: Employees involved in the transport of hazardous materials
Code: ssfty039
**HEALTH AND SAFETY**

**DOT: Classification**

30 minutes

The U.S. Department of Transportation (DOT) regulates all modes of transportation in the U.S. including highway, rail, air, and water and is especially concerned with hazardous materials. As part of its regulations, DOT requires general awareness and function-specific training for all HAZMAT employees. This course guides the learner through information on how to correctly classify the contents of a hazardous material before packaging, marking, loading, or shipping the material.

**Audience:** Employees involved in the transport of hazardous materials

**Code:** ssfty050

**DOT: Loading and Unloading**

30 minutes

The U.S. Department of Transportation (DOT) regulates all modes of transportation in the U.S. including highway, rail, air, and water and is especially concerned with hazardous materials. As part of its regulations, DOT requires general awareness and function-specific training for all HAZMAT employees. This course guides the learner on how to correctly identify the contents of a hazardous material shipment through required marking, labeling, and placarding.

**Audience:** Employees involved in the transport of hazardous materials

**Code:** ssfty043

**DOT: Marking, Labeling and Placarding**

30 minutes

The U.S. Department of Transportation (DOT) regulates all modes of transportation in the U.S. including highway, rail, air, and water and is especially concerned with hazardous materials. As part of its regulations, DOT requires general awareness and function-specific training for all HAZMAT employees. This course guides the learner on how to correctly identify the contents of a hazardous material shipment through required marking, labeling, and placarding.

**Audience:** Employees involved in the transport of hazardous materials

**Code:** ssfty044

**DOT: Packaging**

30 minutes

The U.S. Department of Transportation (DOT) regulates all modes of transportation in the U.S. including highway, rail, air, and water and is especially concerned with hazardous materials. As part of its regulations, DOT requires general awareness and function-specific training for all HAZMAT employees. This course describes tasks and regulations related to the selection an appropriate container for the given hazardous material.

**Audience:** Employees involved in the transport of hazardous materials

**Code:** ssfty045

**DOT: Shipping Papers**

30 minutes

The U.S. Department of Transportation (DOT) regulates all modes of transportation in the U.S. including highway, rail, air, and water and is especially concerned with hazardous materials. As part of its regulations, DOT requires general awareness and function-specific training for all HAZMAT employees. This course describes the process of preparing shipping papers for hazardous materials in compliance with DOT regulatory requirements.

**Audience:** Employees involved in the transport of hazardous materials

**Code:** ssfty046

**Confined Spaces**

45 minutes

In this course employees will learn about the OSHA standards that apply to permit and non-permit confined spaces. Upon completion of this course, employees will have an understanding of the OSHA requirements to classify and enter a confined space. They will be able to recognize the dangers and hazards associated with confined spaces, the entry requirements of permit and non-permit confined spaces, and the roles and training required for workers.

**Audience:** All employees who may enter permit or non-permit confined spaces

**Code:** ssfty022
HEALTH AND SAFETY

Hazardous Energy Control (Lock-out/Tag-out)
30 minutes
This course describes the features and implementation of OSHA’s Control of Hazardous Energy standard (29 CFR §1910.147). The material is intended for all “affected workers” and provides the essential information for “authorized workers” to safely perform work on both electrical and non-electrical energy sources (moving/rotating, hydraulic, pneumatic, chemical, or thermal). Note that affected workers are those who operate or use equipment on which servicing or maintenance is being performed under lockout or tag-out, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed. “Authorized workers” are those who actually perform the maintenance and repair activities and need to practice lockout and/or tag-out procedures.

Audience: Authorized employees who perform lock-out/tag-out operations
Code: ssfty020

Fall Protection
45 minutes
Working safely at elevations can be a matter of life or death. Falls are the fourth leading cause of workplace fatalities in general industry. Working at elevated locations requires knowledge of fall hazards and fall protection equipment in order to prevent serious injury. This course introduces when and how to use fall protection equipment and the hazards associated with working at heights or on a roof.

Audience: Authorized employees who perform lock-out/tag-out operations
Code: ssfty058

Respiratory Protection
45 minutes
Respiratory protection, or the use of respirators, can protect employees from a multitude of respiratory hazards that include chemical, biological and radiological agents as well as oxygen-deficient atmospheres. After taking this course, employees will be aware of the types of respirators and when to use them, the capabilities and limitations of respirators and the medical requirements for using respirators. Employees will also learn how to fit test and leak test respirators and their proper care and maintenance procedures.

Audience: Employees who may be exposed to airborne contaminants
Code: ssfty034

Introduction to Laser Safety
60 minutes
With the advent of a wider variety of more powerful lasers integrated into many areas of modern life, the issues involving laser safety are of even greater importance. People working with lasers, or with equipment containing lasers, need to understand the hazards associated with laser light, and know what precautions are in place to control these hazards. After taking this course, laser operators, and those working with equipment containing lasers will be able to identify the nature and hazards of laser radiation, describe safety issues associated with the use of lasers in industrial and research environments, become familiar with standards and guidelines in order to control laser hazards, and identify and follow exposure controls and emergency procedures.

Audience: Employees who use lasers or operate laser systems
Code: ssfty053
HEALTH AND SAFETY

Laboratory Safety
60 minutes
This course examines workplace safety in laboratory environments, including health hazards, exposures, physical hazards, hazard recognition, exposure controls and emergency procedures. This course also includes optional sections on biological hazards. The course will assist employers in meeting the training requirements of 29 CFR 1910.1450, Occupational Exposure to Hazardous Chemicals in Laboratories. When employees complete this course, they will understand the physical and health hazards of materials commonly used in laboratories. They will also understand the methods and observations that may be used to detect the presence or release of a hazardous material and understand exposure control measures.

Audience: Research laboratory personnel
Code: ssfty037

Ladder Safety
45 minutes
Ladders are practical tools that are utilized every day in a variety of tasks, both at work and at home. Unfortunately, accidents related to the use of ladders result in thousands of ER visits, and a number of deaths every year. This course identifies the risks involved in utilizing the portable ladder and offers steps to safe use including selection, inspection, set up, and rules for use.

Audience: All employees
Code: ssfty092

Electrical Safety Awareness
60 minutes
This course is designed to present an overview of electrical energy and the hazards of systems operating at 50-600 Volts, as well as workplace practices to prevent injuries, fires and arc flashes. This course will assist employers in meeting the training requirements of 29 CFR 1910, Subpart S, and the regulation that allows only a “qualified person” to work on or test energized electric circuit parts or equipment that carry more than 50 volts of electricity.

Audience: Workers who may be exposed to or work with electrical equipment on the job
Code: ssfty036

Radiation Safety
30 minutes
New employees will learn about ionizing and non-ionizing radiation in the workplace. This module teaches the health hazards that may be presented by radiation producing industrial equipment and how to control workplace exposure to radiation through safe handling. Note that this course does not cover radioactive isotope usage.

Audience: Workers in facilities with radiation-producing industrial equipment.
Code: ssfty025

Radioisotope Safety
45 minutes
Radiation exposure from use of radioactive materials can cause adverse health effects. Using exposure controls and following safe work practices help minimize radiation exposures and prevent radiation contamination of work areas and equipment. After completing this course, learners will be able to identify safety issues associated with radioisotopes commonly used in the laboratory environment, describe health hazards associated with radiation, identify exposure control methods and monitoring techniques, and follow appropriate emergency procedures.

Audience: All employees who work around radioisotopes commonly used in a laboratory environment
Code: ssfty051

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