

THE HUMAN EQUATION®

transferring knowledge @ internet speed

COURSE CATALOG



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About The Human Equation

Founded in 1997, The Human Equation is a solid leader in online training, enterprise communications and rules-based performance management, collectively helping enterprises, nationwide, to identify, analyze and resolve areas of risk. Our best-in-class training is certified by The American Society for Training & Development (ASTD), the HR Certification Institute (HRCI), The Florida Bar for Continuing Legal Education (CLE) credits for Florida attorneys, The State Bar of Georgia for Continuing Legal Education (CLE) credits for Georgia attorneys, and The National Association of State Boards of Accountancy for Continuing Professional Education (CPE) credits for CPAs. These courses are available for company-wide delivery, as well as individual purchase. Discounts on multiple course purchases for company-wide delivery are available.

We build solutions for a broad range of enterprise risks, from compliance and human resources to driver management, providing enterprises with a reliable, comprehensive, user-friendly and effective system to impact risk.

Courses by Category	Course Length	HRCI Credits	CLE Credits	CPE Credits
Americans with Disabilities Act				
<i>Understanding the Americans with Disabilities Act</i>	150 min	2.5	2.0	2.0
This course aims to help managers and supervisors understand the regulations and hiring requirements mandated by the Americans with Disabilities Act and to assist them in complying with the law in all aspects of the employment relationship.				
Background Checks				
<i>Background Screening and the Fair Credit Reporting Act</i>	120 min	2.0	2.0	2.0
This course helps the learner understand the importance of background screening, explains how to conduct effective background screening using in-house personnel or a Consumer Reporting Agency, and describes the practices necessary to comply with the Fair Credit Reporting Act (FCRA) and other relevant laws.				
Back Safety				
<i>Back Safety</i>	30 min	N/A	N/A	N/A
This course educates employees on the importance of back safety and introduces behaviors to protect the back and reduce the risk of injury. Proper lifting, carrying, and unloading techniques, in a variety of situations, are presented.				
<i>Back Protection and Lifting Procedures</i>	60 min	N/A	N/A	N/A
This course trains employees in recognizing workplace hazards that can lead to back injuries and teaches safe ergonomic work practices, especially with respect to lifting, to prevent back injuries.				
Bloodborne Pathogens				
<i>Bloodborne Pathogen Procedures</i>	45 min	N/A	N/A	N/A
This course aims to minimize serious health risks to people who may potentially be exposed to blood and other potentially infectious materials.				
COBRA				
<i>Complying with COBRA</i>	120 min	2.0	2.0	2.0
This course discusses who qualifies for COBRA, how COBRA works, and what happens to employers who do not comply with COBRA standards.				

This course teaches condominium residents the procedures to follow when using different methods of alternative dispute resolution (ADR), including negotiation, mediation, and arbitration. Statutory guidelines are explained and procedures are outlined for the different methods of ADR.

Bidding and Contracting for Services: A Primer for Condominium Association Leaders (FL only) 60 min N/A N/A N/A

This course provides comprehensive explanations of the State of Florida's statutory regulations of board members' bidding and contracting practices. Learners are given the knowledge they need to fulfill their managerial duties in full compliance with the laws and bylaws to which they are subject.

Communication Skills for Condominium Association Leaders (All states) 90 min N/A N/A N/A

This course teaches the fundamental skills of effective communication, applying them specifically to situations that leaders of condominium and homeowners' associations are likely to encounter, so that they can better execute their duties and fulfill their responsibilities to those whom they are bound to serve.

Condominium Finances: Budgets and Reserve Schedules for Residents (FL only) 90 min N/A N/A N/A

This course instructs all those who participate in the budget-making process how to craft an association budget, maintain proper accounting records, and create budget and reserve schedules that can help secure the financial solvency of the association and fulfill the association's financial reporting obligations.

Condominium Rights and Responsibilities: Unit Owners, Associations, and Developers (FL only) 90 min N/A N/A N/A

This course outlines in detail the rights and responsibilities that unit owners, the association, and the developer have under Florida's Condominium Act. The full range of condominium activities is covered, including calling for and conducting meetings; holding elections; levying and collecting assessments; keeping financial records; maintaining the property; and enforcing restrictions.

Conducting Elections of Condominium Board Members (FL only) 60 min N/A N/A N/A

This course provides comprehensive explanations of the State of Florida's laws on conducting condominium board elections in clear, everyday language. With this knowledge, learners will be able to execute their leadership roles in condominium associations wisely and professionally.

Conducting Meetings: A Primer for Condominium Association Leaders (All states) 105 min N/A N/A N/A

In clear, direct language, the course teaches association leaders and condominium residents not only the many state regulations they must comply with but also strategies for conducting effective, productive meetings that help to build well-managed condominium communities.

Discipline and Termination

***Disciplining and Terminating Employees:
How to Reduce the Damage*** **75 min** **1.25** **1.5** **N/A**

This course provides suggestions on how to effectively discipline or terminate an employee with minimal legal risks to the organization and minor damages to employee confidence and performance.

Discrimination and Harassment

***Discrimination and Harassment Prevention:
Promoting Workplace Diversity without
Conflict*** **60 min** **1.0** **1.0** **1.0**

This course advocates diversity and educates employees on recognizing and preventing discrimination and harassment in the workplace.

Diversity

Managing Diversity in the Workplace **105 min** **1.75** **2.0** **N/A**

This course aims to increase knowledge and awareness of diversity issues and identify ways to promote diversity in the workplace.

Driver Safety

The No Collision Zone Suite **80 min** **N/A** **N/A** **N/A**

This suite of courses is designed for individuals who drive for business purposes. Courses within the suite address the basic principles of road safety, the daily challenges and road hazards that trigger accidents or other careless driving, and the additional hazards that challenge drivers while sharing the road. The courses work together to reinforce the driver's awareness of the things he or she does right and wrong, and to ultimately help the driver routinely select the skills and behaviors that produce a reliable driving experience.

Courses included are:

The No Collision Zone: Making Smart Driving Choices

The No Collision Zone: The Habits of Safe Drivers

Driver's Guide to Roadway Safety **120 min** **N/A** **N/A** **N/A**

This course aims to teach drivers the techniques of defensive driving in order to prevent collisions and traffic violations, as well as to reduce the costs and consequences of injuries caused by operating motor vehicles.

Drug Policies

<i>Instituting Sensible and Affordable Drug Policies and Practices in the Workplace</i>	120 min	2.0	1.5	2.0
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This course discusses types of drug programs, warning signs of possible drug use, and effective policy guidelines that can be implemented in the workplace.

Electrical Safety

<i>Electrical Hazard Procedures</i>	45 min	N/A	N/A	N/A
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This course teaches workers how to work safely with electricity and minimize or prevent electrical hazards.

<i>Lockout/Tagout Control Procedures</i>	75 min	N/A	N/A	N/A
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This course educates employees about the risks associated with working around hazardous energy and instructs them when and how to use lockout/tagout procedures to avoid serious injury or death.

<i>Lockout/Tagout Control Refresher</i>	30 min	N/A	N/A	N/A
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This course reviews the risks associated with working around hazardous energy and when and how to use lockout/tagout procedures to avoid serious injury or death.

Emergency Planning

<i>Emergency Plan and Evacuation Procedures</i>	90 min	N/A	N/A	N/A
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This course teaches all on-site employees how to recognize and respond appropriately in a variety of workplace emergencies, including fires, the release of hazardous materials, natural disasters, incidents of violence, and bomb threats, and how to evacuate the jobsite safely.

Employment Liabilities

<i>An Overview of Employment Liabilities</i>	120 min	2.0	2.0	2.0
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This course discusses the employment liabilities and laws that govern and affect the conduct between employer and employee.

Fall Protection

<i>Fall Protection Procedures</i>	60 min	N/A	N/A	N/A
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This course provides information about workplace hazards that may result in falls, explains the risks associated with falling, and outlines the measures that can be taken to prevent and reduce the frequency of falls and the injuries that can result from them.

Food Safety: Storage and Inventory Management
Food Safety: Time-Temperature Control

<i>Certified Food Services and Hospitality Training Suite: For Manager</i>	Approx 10 hours	N/A	N/A	N/A
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Our suite of courses is specifically designed to provide Managers and Supervisors with the knowledge they need to competently respond to the various safety, compliance, and risk management challenges they will face. Each course contains the most up-to-date information, derived from industry standards and current regulations.

Courses included are:

- Alcoholic Beverage Liability Training: Serving Alcohol Responsibly
- The Art of Hospitality: Promoting and Sustaining an Atmosphere of Hospitality in Service Establishments
- Hospitality Security: Securing the Premises against Robbery and Theft
- Hospitality Establishment Safety: Preventing and Managing Workplace Injuries
- Food Safety: A Guide for Managers and Operators of Food Service Establishments

<i>Food Safety: Cleaning and Sanitizing</i>	40 min	N/A	N/A	N/A
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The purpose of this course is to train food service establishment employees in the correct procedures for cleaning and sanitizing the equipment used to prepare and serve food and the surfaces and work areas where food is prepared and served.

<i>Food Safety: Maintaining Personal Hygiene</i>	30 min	N/A	N/A	N/A
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This course teaches employees of food service establishments the correct practices for maintaining personal hygiene that can prevent contamination and foodborne illness.

<i>Food Safety: Preventing Contamination</i>	30 min	N/A	N/A	N/A
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The aim of this course is to teach employees of food service establishments how foods become contaminated and to instruct them in the procedures that can prevent the spread of foodborne illness.

<i>Food Safety: Storage and Inventory Management</i>	40 min	N/A	N/A	N/A
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This course instructs employees of food service establishments in the correct procedures for receiving and storing food to prevent contamination and ensure food safety.

<i>Food Safety: Time-Temperature Control</i>	40 min	N/A	N/A	N/A
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The purpose of this course is to instruct employees of food service establishments in the proper procedures for preparing and holding food at the correct temperature so that food remains free of contamination and safe to serve.

<i>Food Safety: A Guide for Managers and Operators of Food Service Establishments</i>	240 min	N/A	N/A	N/A
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The aim of this course is to ensure that operators and managers of food service establishments adhere to optimal safety policies and procedures in all aspects of the establishment's operations.

The Art of Hospitality: Cultivating Hospitality in Service Establishments **90 min** **N/A** **N/A** **N/A**

The purpose of this course is to instruct managers and supervisors of service establishments in the methods of promoting and sustaining an atmosphere of hospitality

Alcoholic Beverage Liability Training: Serving Alcohol Responsibly **120 min** **N/A** **N/A** **N/A**

The purpose of this course is to ensure that employees of hospitality establishments serving alcoholic beverages know the techniques of responsible alcohol service that enable them to prevent alcohol consumption by underage individuals and over-consumption of alcohol by persons of legal age.

Hospitality Establishment Safety: Preventing and Managing Risks **60 min** **N/A** **N/A** **N/A**

This course instructs managers and supervisors of hospitality establishments in developing and implementing policies and procedures that will ensure a safe workplace.

Hospitality Security: Securing the Premises against Robbery and Theft **75 min** **N/A** **N/A** **N/A**

The purpose of this course is to teach managers and supervisors of hospitality establishments how to reduce the risk of robbery and employee theft.

Human Resources

PHR/SPHR Foundations Suite **Approx 15 hours** **19.75** **14.0** **14.0**

This suite is designed to provide business owners and managers with comprehensive information about human resources, compliance, and risk management functions.

Courses included are:

- An Overview of Employment Liabilities
- Background Screening and the Fair Credit Reporting Act
- Complying with COBRA
- Conducting Workplace Investigations Effectively and Legally
- Disciplining and Terminating Employees: How to Reduce the Damage
- Interviewing for Effective Low-Risk Hiring
- Preventing and Managing Sexual Harassment: A Guide for Managers and Supervisors
- Understanding the Americans with Disabilities Act
- Violence in the Workplace: Reducing Occurrences and Managing the Aftermath
- Wage and Hour Regulations: The FLSA
- Workplace Injuries: The Costs and the Solutions

<i>PHR/SPHR Recertification Suite</i>	Approx 25 hrs	34.25	18.0	17.0
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This suite is designed to provide PHR/SPHR professionals with HRCI approved recertification credits.

Courses included are:

- An Overview of Employment Liabilities
- Background Screening and the Fair Credit Reporting Act
- Complying with COBRA
- Conducting Workplace Investigations Effectively and Legally
- Disciplining and Terminating Employees: How to Reduce the Damage
- Establishing Performance Standards: What Standards Work Best for You?
- Fleet Safety
- Hiring and Orientation: Setting the Tone of the Employment Relationship
- Indemnification and Contractual Liability
- Instituting Sensible and Affordable Drug Policies and Practices in the Workplace
- Interviewing for Effective Low-Risk Hiring
- Intimate Conduct
- Introduction to Insurance Principles
- Managing Diversity in the Workplace
- Preventing and Managing Sexual Harassment: A Guide for Managers and Supervisors
- Sexual Harassment - An Employee's Guide
- The Economic and Organizational Impact of Stress in the Workplace
- Understanding the Americans with Disabilities Act, Ed. 4
- Violence in the Workplace: Reducing Occurrences and Managing the Aftermath
- Wage and Hour Regulations: The FLSA
- Workplace Injuries: The Costs and the Solutions

<i>Background Screening & Violence Prevention Suite</i>	Approx 5 hours	6.5	4.0	4.0
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This suite of courses is designed for individuals responsible for background screening processes, violence prevention, and overall risk management and safety in the workplace.

Courses included are:

- An Overview of Employment Liabilities
- Background Screening and the Fair Credit Reporting Act
- Violence in the Workplace: Reducing Occurrences and Managing the Aftermath
- Interviewing for Effective Low-Risk Hiring

Indemnification and Contractual Liability

<i>Indemnification and Contractual Liability</i>	105 min	1.75	2.0	N/A
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This course addresses the purpose, benefits, and risks of indemnification and hold harmless agreements. It also explains how legal liabilities are created and summarizes the practices that help employers reduce the frequency and severity of legal claims.

Insurance

<i>Introduction to Insurance Principles</i>	75 min	1.25	1.5	N/A
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This course is a basic primer on insurance and addresses principles of insurance, pricing, and coverage selection.

Intimate Conduct

<i>Guidelines for Managing Intimate Conduct in Schools</i>	75 min	1.25	1.5	N/A
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This course discusses general rules of conduct, what is considered inappropriate behavior, the legal consequences of inappropriate behavior, and how to manage difficult situations related to intimate conduct when they arise.

Legal

<i>CLE Employment Law Suite</i>	Approx 8 hours	8.5	8.0	8.0
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This suite of courses is designed for Florida attorneys seeking recertification credits from the Florida Bar. This suite contains interactive online courses covering a variety of human resources, compliance, and risk management topics.

Courses included are:

- Background Screening and the Fair Credit Reporting Act
- Conducting Workplace Investigations Effectively and Legally
- Understanding the Americans with Disabilities Act, Ed. 4
- Wage and Hour Regulations: the FLSA

<i>CLE Ethics Suite</i>	Approx 5 hours	5.75	6.0	4.0
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This suite of courses is designed for Florida attorneys seeking Ethics recertification credits from the Florida Bar. This suite contains interactive online courses covering a variety of human resources, compliance, and risk management topics.

Courses included are:

- An Overview of Employment Liabilities
- Managing Diversity in the Workplace
- Preventing and Managing Sexual Harassment in the Workplace: A Guide for Managers and Supervisors

Lie Detector Testing

<i>Lie Detector Tests in the Workplace</i>	60 min	1.0	1.0	1.0
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This course aims to increase knowledge and awareness of the acceptable uses of lie detector tests in the workplace, and to enable the learner to administer lie detector tests that are lawful.

Machine Safety

<i>Machine Guarding Control Procedures</i>	75 min	N/A	N/A	N/A
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This course trains employees how to operate machines safely by identifying the common hazards associated with various machines and the safety devices that can protect workers.

Materials Handling and Storage

<i>Materials Handling and Storage Procedures</i>	90 min	N/A	N/A	N/A
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This course educates employees about the risks associated with handling and storing materials and instructs them in the procedures for using and storing them safely to prevent injuries and death.

Performance Standards

<i>Establishing Performance Standards: What Standards Work Best for You?</i>	90 min	1.5	1.5	N/A
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This course provides step-by-step instructions on how to help employees define their goals, develop effective work plans, and improve their overall performance standards.

Personal Protective Equipment

<i>Personal Protective Equipment Procedures</i>	60 min	N/A	N/A	N/A
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This course aims to distinguish the types of personal protective equipment used in the workplace, identify the situations in which such protective equipment is needed, and explain how to select, use, and maintain personal protective equipment for appropriate use in the workplace.

<i>Personal Protective Equipment Refresher</i>	60 min	N/A	N/A	N/A
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This course reviews policies and procedures for choosing, wearing, and maintaining personal protective equipment in the workplace.

Physical Safety

<i>Hand and Finger Injury Prevention</i>	60 min	N/A	N/A	N/A
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This course aims to train employees in recognizing workplace hazards that can lead to hand and finger injuries and to instruct them in the procedures that can protect these vital limbs.

Power Tool Safety

<i>Power Tool Operation Procedures</i>	60 min	N/A	N/A	N/A
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This course aims to train employees on the safe and proper use of hand and power tools.

Powered Industrial Truck Safety

<i>Forklift Operation Procedures</i>	60 min	N/A	N/A	N/A
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This course aims to train experienced and new operators of forklifts in safe operation procedures and practices.

Sexual Harassment

<i>Sexual Harassment: An Employee's Guide</i>	60 min	1.0	N/A	2.0
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This course teaches employees about sexual harassment and offers specific guidelines for recognizing, preventing, and reporting inappropriate behavior. Dispelling commonly held beliefs, the training identifies the types of behaviors that create risk and the consequences of misconduct. This course is also available in Spanish.

<i>Preventing and Managing Sexual Harassment in the Workplace: A Guide for Managers and Supervisors</i>	120 min	2.0	2.0	2.0
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This course teaches managers about sexual harassment and offers specific guidelines for recognizing, preventing, and managing employee misconduct. Roles and responsibilities are clarified in the training and interactive exercises reinforce sound decision-making skills.

<i>Preventing and Managing Sexual Harassment: A Guide for Supervisors in California</i>	120 min	2.0	2.0	2.0
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This course teaches managers and supervisors in California about sexual harassment and offers specific guidelines for recognizing, preventing, and managing employee misconduct. This course is specifically made to reflect California anti-harassment laws and teaches California managers about the proper actions to take when sexual harassment occurs in the workplace. Roles and responsibilities are clarified in the training and interactive exercises reinforce sound decision-making skills.

Stress

<i>The Economic and Organizational Impact of Stress in the Workplace</i>	75 min	1.25	1.5	N/A
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This course discusses how stress can negatively impact performance and productivity at work. The training focuses on how to identify factors that contribute to stress at work, what the consequences of stress are, and how to control and minimize the effects of stress.

Violence

<i>Violence in the Workplace: Reducing Occurrences and Managing the Aftermath</i>	75 min	1.25	1.5	N/A
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This course provides general information about violence in the workplace, outlines strategies for helping prevent violence, and recommends procedures to follow when a violent incident does occur.

Wage and Hour Regulations

<i>Wage and Hour Regulations: The FLSA</i>	120 min	2.0	2.0	2.0
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This course provides general information about the basic requirements of the Fair Labor Standards Act as it applies to employee wages.

Workplace Injuries

<i>Workplace Injuries: The Costs and the Solutions</i>	90 min	1.5	1.5	N/A
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This course provides general information about workers' compensation laws and discusses ways to handle employee safety and health issues. It also offers specific techniques for reducing the risk of workplace injuries or illness and managing injuries should they occur.

Workplace Investigations

<i>Conducting Workplace Investigations Effectively and Legally</i>	120 min	2.0	2.0	2.0
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This course explains clearly the regulations governing the workplace, identifies situations requiring investigation, provides instruction on how to conduct investigations effectively and legally from start to finish, and explains methods of resolving workplace disputes internally.

Workplace Safety

<i>General Worksite Hazard Control Procedures</i>	60 min	N/A	N/A	N/A
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This course informs employees at all levels of the variety of workplace hazards they face and instructs them on the fundamentals of workplace safety.

Courses by Alphabetical Listing	Course Length	HRCI Credits	CLE Credits	CPE Credits
<i>Acting in Good Faith: A Condominium Director and Officer Primer for Avoiding Liabilities (All States)</i>	60	N/A	N/A	N/A
<i>Alcoholic Beverage Liability Training: Serving Alcohol Responsibly</i>	120 min	N/A	N/A	N/A
<i>Alternative Dispute Resolution: A Primer for Condominium Association Leaders (FL only)</i>	60 min	N/A	N/A	N/A
<i>An Overview of Employment Liabilities</i>	120 min	2.0	2.0	2.0
<i>Back Protection and Lifting Procedures</i>	60 min	N/A	N/A	N/A
<i>Back Safety</i>	30 min	N/A	N/A	N/A
<i>Background Screening & Violence Prevention Suite</i>	Approx 5 hours	6.5	4.0	4.0
<i>Background Screening and the Fair Credit Reporting Act</i>	120 min	2.0	2.0	2.0
<i>Bidding and Contracting for Services: A Primer for Condominium Association Leaders (FL only)</i>	60 min	N/A	N/A	N/A
<i>Bloodborne Pathogen Procedures</i>	45 min	N/A	N/A	N/A
<i>Certified Food Services and Hospitality Training Suite: For Employees</i>	Approx 5 hours	N/A	N/A	N/A
<i>Certified Food Services and Hospitality Training Suite: For Manager</i>	Approx 10 hours	N/A	N/A	N/A
<i>CLE Employment Law Suite</i>	Approx 8 hours	8.5	8.0	8.0
<i>CLE Ethics Suite</i>	Approx 5 hours	5.75	6.0	4.0
<i>Communication Skills for Condominium Association Leaders (All states)</i>	90 min	N/A	N/A	N/A
<i>Communication: Effective Workplace Skills</i>	60 min	1.0	N/A	N/A
<i>Complying with COBRA</i>	120 min	2.0	2.0	2.0
<i>Condominium Directors and Officers Management Suite for Florida Residents</i>	Approx 10 hours	N/A	N/A	N/A
<i>Condominium Finances: Budgets and Reserve Schedules for Residents (FL only)</i>	90 min	N/A	N/A	N/A

<i>Condominium Rights and Responsibilities: Unit Owners, Associations, and Developers (FL only)</i>	90 min	N/A	N/A	N/A
<i>Conducting Elections of Condominium Board Members (FL only)</i>	60 min	N/A	N/A	N/A
<i>Conducting Meetings: A Primer for Condominium Association Leaders (All states)</i>	105 min	N/A	N/A	N/A
<i>Conducting Workplace Investigations Effectively and Legally</i>	120 min	2.0	2.0	2.0
<i>Disciplining and Terminating Employees: How to Reduce the Damage</i>	75 min	1.25	1.5	N/A
<i>Discrimination and Harassment Prevention: Promoting Workplace Diversity without Conflict</i>	60 min	1.0	1.0	1.0
<i>Driver's Guide to Roadway Safety</i>	120 min	N/A	N/A	N/A
<i>Electrical Hazard Procedures</i>	45 min	N/A	N/A	N/A
<i>Emergency Plan and Evacuation Procedures</i>	90 min	N/A	N/A	N/A
<i>Establishing Performance Standards: What Standards Work Best for You?</i>	90 min	1.5	1.5	N/A
<i>Fall Protection Procedures</i>	60 min	N/A	N/A	N/A
<i>First Aid and CPR Academic Principles</i>	120 min	N/A	N/A	N/A
<i>Fleet Safety</i>	90 min	1.5	1.5	N/A
<i>Food Safety: A Guide for Managers and Operators of Food Service Establishments</i>	240 min	N/A	N/A	N/A
<i>Food Safety: Cleaning and Sanitizing</i>	40 min	N/A	N/A	N/A
<i>Food Safety: Maintaining Personal Hygiene</i>	30 min	N/A	N/A	N/A
<i>Food Safety: Preventing Contamination</i>	30 min	N/A	N/A	N/A
<i>Food Safety: Storage and Inventory Management</i>	40 min	N/A	N/A	N/A
<i>Food Safety: Time-Temperature Control</i>	40 min	N/A	N/A	N/A
<i>Forklift Operation Procedures</i>	60 min	N/A	N/A	N/A
<i>General Worksite Hazard Control Procedures</i>	60 min	N/A	N/A	N/A

<i>Guidelines for Managing Intimate Conduct in Schools</i>	75 min	1.25	1.5	N/A
<i>Hand and Finger Injury Prevention</i>	60 min	N/A	N/A	N/A
<i>Hiring and Orientation: Setting the Tone of the Employment Relationship</i>	75 min	1.25	1.5	N/A
<i>Hospitality Establishment Safety: Preventing and Managing Risks</i>	60 min	N/A	N/A	N/A
<i>Hospitality Security: Securing the Premises against Robbery and Theft</i>	75 min	N/A	N/A	N/A
<i>Indemnification and Contractual Liability</i>	105 min	1.75	2.0	N/A
<i>Instituting Sensible and Affordable Drug Policies and Practices in the Workplace</i>	120 min	2.0	1.5	2.0
<i>Interviewing for Effective Low-Risk Hiring</i>	75 min	1.25	1.5	N/A
<i>Introduction to Insurance Principles</i>	75 min	1.25	1.5	N/A
<i>Ladder and Scaffolding Guidelines</i>	60 min	N/A	N/A	N/A
<i>Lie Detector Tests in the Workplace</i>	60 min	1.0	1.0	1.0
<i>Lockout/Tagout Control Procedures</i>	75 min	N/A	N/A	N/A
<i>Lockout/Tagout Control Refresher</i>	30 min	N/A	N/A	N/A
<i>Machine Guarding Control Procedures</i>	75 min	N/A	N/A	N/A
<i>Managing Diversity in the Workplace</i>	105 min	1.75	2.0	N/A
<i>Materials Handling and Storage Procedures</i>	90 min	N/A	N/A	N/A
<i>Personal Protective Equipment Procedures</i>	60 min	N/A	N/A	N/A
<i>Personal Protective Equipment Refresher</i>	60 min	N/A	N/A	N/A
<i>PHR/SPHR Foundations Suite</i>	Approx 15 hours	19.75	14.0	14.0
<i>PHR/SPHR Recertification Suite</i>	Approx 25 hrs	34.25	18.0	17.0
<i>Power Tool Operation Procedures</i>	60 min	N/A	N/A	N/A

<i>Preventing and Managing Sexual Harassment in the Workplace: A Guide for Managers and Supervisors</i>	120 min	2.0	2.0	2.0
<i>Preventing and Managing Sexual Harassment: A Guide for Supervisors in California</i>	120 min	2.0	2.0	2.0
<i>Sexual Harassment: An Employee's Guide</i>	60 min	1.0	N/A	2.0
<i>The Art of Hospitality: Cultivating Hospitality in Service Establishments</i>	90 min	N/A	N/A	N/A
<i>The Economic and Organizational Impact of Stress in the Workplace</i>	75 min	1.25	1.5	N/A
<i>The No Collision Zone Suite</i>	80 min	N/A	N/A	N/A
<i>Understanding the Americans with Disabilities Act</i>	150 min	2.5	2.0	2.0
<i>Violence in the Workplace: Reducing Occurrences and Managing the Aftermath</i>	75 min	1.25	1.5	N/A
<i>Wage and Hour Regulations: The FLSA</i>	120 min	2.0	2.0	2.0
<i>Workplace Injuries: The Costs and the Solutions</i>	90 min	1.5	1.5	N/A