

## Compliance

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### ACA

- Affordable Care Act—What Supervisors Need To Know
- Complying with the Americans with Disabilities Act

### Compliance

- Documentation
- Hiring Legally
- NLRA and Unions—What Supervisors Need To Know
- Privacy
- Strategies for Legally Avoiding Unions

### Employment Law

- Employment Law for Supervisors
- Employment Law for Supervisors—What You Should and Shouldn't Do
- FLSA—What Supervisors Need to Know
- Recordkeeping and Notice Requirements
- Recordkeeping —Injury and Illness
- Workers' Compensation—What Supervisors Need to Know

### Harassment

- California AB 1825 Sexual Harassment and Discrimination Prevention
- Conducting Investigations Based on Unfair Treatment or Harassment Claims
- Other Harassment
- Preventing Sexual Harassment: A Guide for Employees
- Preventing Sexual Harassment: A Guide for Supervisors
- Sexual Harassment

- Sexual Harassment—What Employees Need to Know
- Sexual Harassment—What Employees Need to Know (Spanish)
- Sexual Harassment—What Supervisors Need to Know
- Social Media and Sexual Harassment
- Stop Sexual Harassment—Employees
- Stop Sexual Harassment—For Supervisors
- Title VII: Harassment and Discrimination Prevention
- Title VII: Harassment and Discrimination Prevention (Spanish)

### HR Compliance

- ADA—What Supervisors Need to Know
- Good Housekeeping
- HIPAA—What Employees Should Know
- HIPAA—Your Obligations Under the Privacy Rule
- Understand COBRA/HIPAA for Supervisors
- Wage and Hour

### Leaves of Absence

- Complying with the Family and Medical Leave Act
- FMLA for Supervisors
- FMLA—What Supervisors Need to Know
- How to Manage Military Leave











## Wellness continued

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### Wellness

A Manager's Role in Wellness	Healthy Sleeping Habits
All About Nutrition	Heart Health
Balancing Work and Home	Keeping Yourself—and Your Family—Healthy
Creating a Successful Wellness Program—A Guide for Managers	Pandemic Flu—How to Prevent and Respond
Driver Wellness	Successful Weight Management
Financial Wellness	Wellness and You
Fitness for Everyone	What You Need to Know About Headaches
Hazards of Smoking—How to Quit	What You Need to Know About Identity Theft
Healthy Aging	

## Workplace

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### Communications

- Business Writing for Employees
- Communicating Effectively in Emergencies
- Communicating in a Global Workplace
- Communicating Up—How to Talk to High-Level Management
- Communication Between All Ages in the Workplace
- Communication Skills for Employees
- Communication Through Social Media
- Effective Communication for Employees
- Effective Communication for Supervisors
- E-mail Best Practices for All Employees
- Persuasive Communication

### Meetings

- Conducting Effective Meetings—A Guide for Supervisors
- Effective Meetings for Employees

### Workplace Skills

- Business Writing for Supervisors and Managers
- Conflict Resolution for Employees
- How to Manage Time Wisely—A Guide for Employees
- Interviewing Skills for Supervisors
- Job Descriptions—How to Write Them Effectively
- Leadership Skills—What New Supervisors and Managers Need to Know
- Maintaining a Positive Attitude
- Mastering Your Presentation Skills—How to Speak in Front of People
- Problem Solving for Employees
- Teambuilding for All Employees
- The Power of Listening
- Time Management Skills For Employees
- Training the Trainer