



**TRALiant**

Take Your Compliance Training from Boring to Brilliant!



EDUCATE | MOTIVATE | INFLUENCE

# HR, LEGAL & COMPLIANCE COURSE CATALOG 2021

929-294-7111 | [info@traliant.com](mailto:info@traliant.com) | [www.traliant.com](http://www.traliant.com)

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# HR & Compliance Training Course Features and Descriptions

Traliant's industry-leading online training courses feature modern, bite-sized episodes presented in a news-style format. The course library includes a variety of interactive training on subjects from Sexual Harassment Prevention to Code of Conduct, which instruct learners on how to handle difficult, real-world situations and reward them with points for correct answers in challenges along the way. Traliant's training is built to educate, influence and motivate by training on appropriate behaviors and promoting a positive, respectful workplace.

Interested in viewing a course?

Contact our Sales Department for info and access to any of our courses for free.

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# HOW WE TAKE TRAINING FROM BORING TO BRILLIANT

## Interactive Training You Don't Just Watch, You Experience

Our Hollywood video production team creates high-quality interactive videos with real-world scenarios and alternate endings, where viewers choose what happens. Your learners are engaged throughout the course; not just “clicking next”.

## Training for the Modern Workforce

Courses are designed in an episode-based video series that incorporates best practices from recognizable news show formats. The bite-sized episodes are easy for learners to digest and are a perfect fit for interruption-prone schedules - adapted to the way people learn today.

## Fully Customizable

Off-the-shelf training is a one size fits none approach. Training that isn't tailored to your organization often turns learners off when it isn't designed for their needs or interests. We can quickly and affordably modify or add to any portion of the training program, incorporating video, content, and images to be unique to your organization's needs.

## Multiple Delivery Formats

Courses are available in a variety of formats, including; desktop, mobile, and interactive classroom. Mobile-optimized courses powered by our smart technology allows a learner to pick up right where they left off, on any connected device.

## Global Language Support

Courses are supported in more than 100 languages with timed voice over dubbing synchronized to match the speaker's lips, meaning, actions, and intonations so it's not distracting for learners. All onscreen text and closed-captioning is also translated to the desired language.

## Episode-Based Assessments

Each episode includes a comprehensive assessment, which allows employees to absorb the material in bite-sized lengths of just five to eight minutes each. Integrating the testing into the learning material serves to better reinforce the learning rather than simply “bolting on” the assessment at the end of the course.



## Personalized Course Progress

Compliance training that simply gives employees an unlimited number of chances to complete the assessment encourages random and rapid clicking; employees quickly figure out the correct responses to receive the desired passing score. Our approach is to reward correct answers with shortened courses. Right answers move employees along to the next topic while wrong answers are followed with “teachable moments” and additional testing.

## Teachable Moments

Trailiant assessments never say, “Incorrect. Try again!” When an incorrect answer is provided, there is a detailed explanation of why the answer is incorrect, and then another question on the same topic is provided to ensure thorough comprehension.

## Earn Points Through Engaging Challenges

We incorporate gamification into learning with challenges, scores and leaderboards to encourage a competitive spirit, motivate learners, maintain their attention, clarify difficult concepts and provide a fun way to practice what is learned. Your learners can compete for the highest score when they earn points for correct answers, with additional bonus points awarded through our newly added attention-based scoring.

# HOW WE TAKE TRAINING FROM BORING TO BRILLIANT

## Additional Features of Preventing Discrimination & Harassment Training

### A New Season Every Year

We focus our resources into revamping our sexual harassment prevention courses every year with new videos, actors, images, and content. Even the best course loses its effectiveness if learners see the same thing year after year.

### Continuously Updated to Remain Compliant with the Law

In the wake of #MeToo, a number of states have passed or have pending legislation on mandatory training requirements for preventing sexual harassment in the workplace. Keeping track of this complex web of laws and regulations can be a challenge, especially if you have employees in multiple states. Traliant's courses offer a streamlined solution to manage training that is compliant with federal and state regulations.



### Customized Industry Versions

A corporate office environment doesn't always resonate well with learners in a variety of specialized industries. Training that includes industry-specific videos and other content that is relevant to those industries creates a more meaningful and effective experience. We have versions available for the following workplaces; corporate office, hotel, restaurant, healthcare, industrial and manufacturing, construction, retail, and higher education.

*Refer to the chart below to see which editions are available in your industry and/or location.*

## INDUSTRIES

Editions	Office	Healthcare	Retail	Hotels	Restaurants	Industrial	Construction
US National	✓	✓	✓	✓	✓	✓	✓
California	✓	✓	✓	✓	✓	✓	✓
Connecticut	✓	✓	✓	✓	✓	✓	✓
Delaware	✓	✓	✓	✓	✓	✓	✓
Illinois	✓	✓	✓	✓	✓	✓	✓
Maine	✓	✓	✓	✓	✓	✓	✓
New York	✓	✓	✓	✓	✓	✓	✓
Washington State	✓*	✓*	✓	✓	✓*	✓*	✓*
Canada	✓				✓		
Global	✓						
UK	✓						

\*Supplemental training available

## Course Libraries

Traliant's industry-leading HR, legal and compliance courses are training your employees will actually enjoy. While other companies survey customers, Traliant has received thousands of five-star ratings from end users. Take your training from Boring to Brilliant.

Interested in viewing a course?

Contact our Sales Department for info and access to any of our courses for free.

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## OFFICE COURSE LIBRARY

- Preventing Discrimination & Harassment for Office
- Interview Compliance & Fair Hiring
- Active Shooter Response
- Data Privacy, GDPR & Information Security
- Bloodborne Pathogens
- Export Controls
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)

## HOTELS COURSE LIBRARY

- Preventing Discrimination & Harassment for Hotels
- Recognizing & Preventing Human Trafficking for Hotels
- Interview Compliance & Fair Hiring
- Active Shooter Response
- Data Privacy, GDPR & Information Security
- Bloodborne Pathogens
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)







## RESTAURANTS COURSE LIBRARY

- Preventing Discrimination & Harassment for Restaurants
- Interview Compliance & Fair Hiring
- Active Shooter Response
- Data Privacy, GDPR & Information Security
- Bloodborne Pathogens
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)

## HEALTHCARE COURSE LIBRARY

- Preventing Discrimination & Harassment for Healthcare
- Interview Compliance & Fair Hiring
- Active Shooter Response
- Data Privacy, GDPR & Information Security
- Bloodborne Pathogens
- HIPAA for Covered Entities
- HIPAA for Business Associates
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)





## INDUSTRIAL COURSE LIBRARY

- Preventing Discrimination & Harassment in Manufacturing & Industrial
- Interview Compliance & Fair Hiring
- Active Shooter Response
- Data Privacy, GDPR & Information Security
- Bloodborne Pathogens
- Export Controls
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)

## CONSTRUCTION COURSE LIBRARY

- Preventing Discrimination & Harassment in Construction
- Interview Compliance & Fair Hiring
- Active Shooter Response
- Data Privacy, GDPR & Information Security
- Bloodborne Pathogens
- Export Controls
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)





## RETAIL COURSE LIBRARY

- Preventing Discrimination & Harassment for Retail
- Interview Compliance & Fair Hiring
- Active Shooter Response
- Data Privacy, GDPR & Information Security
- Bloodborne Pathogens
- Export Controls
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)

## HIGHER EDUCATION COURSE LIBRARY

- Title IX: Preventing Sexual Misconduct for Students
- Title IX: Preventing Sexual Misconduct for Faculty & Staff
- Title IX: Preventing Sexual Misconduct for Faculty & Staff with Reporting Obligations
- Preventing Discrimination & Harassment for Office
- Clery Act
- Family Educational Rights & Privacy Act (FERPA)
- Active Shooter Response
- Data Privacy, GDPR & Information Security
- Bloodborne Pathogens
- HIPAA for Business Associates
- Drug & Alcohol Awareness on Campus





## HUMAN RESOURCES COURSE LIBRARY

- Americans With Disabilities Act
- Avoiding Retaliation
- Bystander Intervention
- Creating a Positive Work Environment
- Creating a Respectful Remote Workplace
- Cultural Competency & Humility
- Drugs & Alcohol in the Workplace
- Employment Law Essentials for Managers
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Interview Compliance & Fair Hiring
- Managing Difficult Employees
- Microaggressions in the Workplace
- Preventing Workplace Violence
- Unconscious Bias
- Workplace Diversity, Inclusion and Sensitivity

## WHAT OUR CUSTOMERS ARE SAYING:

*"I wanted to share how impressed I was by the clarity and thorough approach to this important subject. The use of adult learning principles through the various quizzes, reporter reviews, Q&A and summaries of lessons learned as well as others were layered very nicely and paced appropriately, supporting a high level of retention. Thank you for bringing this quality learning and certification module to our team. Respect in the workplace is a very important topic that deserves this level of quality focus."*

*-Mike Mobley, Director of People, Front Burner Brands*



## LEGAL & COMPLIANCE COURSE LIBRARY

- Active Shooter Response
- Anti-Bribery & Anti-Corruption
- Antitrust & Competition Law
- Avoiding Insider Trading
- Bloodborne Pathogens
- California Consumer Privacy Act (CCPA)
- Code of Conduct: Enterprise Edition
- Code of Conduct: Essentials
- Data Privacy, GDPR & Information Security
- Export Controls
- FAR Code of Conduct
- General Data Protection Regulation (GDPR)
- Healthcare Code of Conduct
- HIPAA for Covered Entities
- HIPAA for Business Associates
- HIPAA for Texas Regulations (TMPA)
- Payment Card Industry Data Security Standards (PCI DSS)
- Recognizing and Preventing Human Trafficking for Hotels
- Recognizing and Preventing Phishing Attacks
- Modern Slavery in Supply Chains
- Supplier Code of Conduct

## WHAT OUR CUSTOMERS ARE SAYING:

*"Look no further than Traliant if you are seeking engaging, applicable content for your workforce. Their curriculum is the best we've seen, by far! The hesitation our employees felt at the prospect of having to take online compliance courses was quickly assuaged by the engaging, applicable, and relevant content that Traliant has put together. You won't believe me when I say this...but our employees asked for more. Additionally, Traliant's support team has been nothing but helpful and responsive for our every question, concern, and need throughout the entire process. Traliant is hands down one of the best partners we've ever been able to work with."*

*-Ali Tankiewicz, HR Associate, Apex Clean Energy*

## Course Descriptions

Traliant is revolutionizing the compliance training experience with modern, bite-sized episodes served in a news-style format. Courses immerse learners in interactive videos that let them choose alternate endings, while learning to handle difficult, real-world situations. By influencing behavior and culture, employees learn to act ethically, speak up and prevent harassment and discrimination, and promote a positive, respectful workplace.

Interested in viewing a course?

Contact our Sales Department for info and access to any of our courses for free.

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# COVID-19: RETURNING TO THE WORKPLACE

## COURSE DESCRIPTION

Over the past few months, we have all been faced with major disruptions caused by the Coronavirus, and many organizations have employees on leave or working from home. Now, as the planning for employees to return to work begins, organizations face a new challenge: ensuring a smooth transition back to a changing workplace.



Prepare your employees physically and psychologically to transition back to work with Traliant's [COVID-19: Returning to the Workplace](#), a 20-minute interactive e-learning course focused on: raising awareness of the behaviors necessary to keep the workplace safe, explaining new or changed protocols and policies, minimizing and eliminating confusion, reassuring returning staff that their organization is taking steps to protect them, and preparing employees to be flexible with an evolving environment.

### COURSE INFORMATION

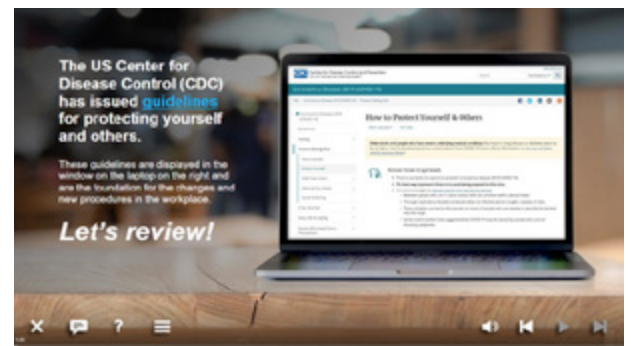
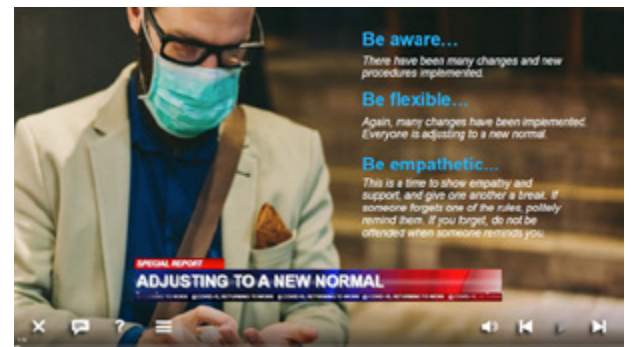
The course covers the following topics:

- Protecting yourself & others
- Adjusting to a “new normal”
- Preparing to return
- Arriving at the building
- Physical distancing
- Navigating common areas
- Dealing with rule breakers
- Guidance for managers
- Resources

This course is intended for employees to complete before they return to work and includes state-specific requirements. The course will be regularly updated as new guidelines and information are released.

Customize the course by adding your organization's policies or return to work guidelines, introductory video, and images.

### ENGAGING & EFFECTIVE FORMAT



# PREVENTING DISCRIMINATION & HARASSMENT

## COURSE DESCRIPTION

Training employees on how to recognize and respond to situations that can lead to sexual harassment – from the obvious to the subtle – is one of the most effective ways to foster a positive, respectful workplace.

Traliant's award-winning Preventing Discrimination & Harassment course explains the behaviors that are expected of individuals to create a workplace that is free of discrimination, harassment, and bullying. This course, presented in a familiar news show format, features interactive videos and gamification to enrich the learning experience. The course is divided into brief, bite-sized episodes covering; Sexual Harassment, Discrimination, Bystander Intervention, and Diversity and Inclusion.

### FEDERAL & STATE COMPLIANT

Traliant's Preventing Discrimination & Harassment training complies with all Federal & State regulations, including: California, Connecticut, Delaware, Illinois, Maine, New York City and State and Washington State. It is available in separate versions for Employees and Managers, who have additional responsibilities to prevent and report workplace misconduct.

- Employees (40 min)
- Managers (55 min)
- California Employees (60 min)
- California Managers (120 min)
- Connecticut Employees (120 min)
- Connecticut Managers (120 min)
- Delaware Employees (45 min)
- Delaware Managers (55 min)
- Illinois Employees (50 min)
- Illinois Employees IDFPR CEC (60 min)
- Illinois Managers (60 min)
- Illinois Managers IDFPR CEC (60 min)
- Illinois Healthcare Employees IDFPR CEC (60 min)
- Illinois Healthcare Managers IDFPR CEC (60 min)
- Maine Employees (45 min)
- Maine Managers (55 min)
- New York Employees (50 min)
- New York Managers (60 min)
- Washington State Employees (45 min)
- Washington State Managers (55 min)



### INDUSTRY-SPECIFIC

The above versions are available with industry-specific videos, images, and other content for learners in the following workplaces:

- Construction
- Corporate Office
- Healthcare
- Higher Education
- Hotel
- Manufacturing/Industrial
- Restaurant
- Retail

### GLOBAL VERSIONS AVAILABLE

For those outside the United States, we also have the following versions available tailored for corporate offices:

- Global Employees (30 min)
- Global Managers (45 min)
- Global UK Employees (40 min)
- Global UK Managers (55 min)
- Canadian Employees (40 min)
- Canadian Managers (55 min)
- Canadian Restaurant Employees (40 min)
- Canadian Restaurant Managers (55 min)

The training is available in multiple languages and in mobile, desktop, or classroom format.



# HUMAN RESOURCES COURSE DESCRIPTIONS



## **AMERICANS WITH DISABILITIES ACT**

20 MINUTES

The Americans with Disabilities Act (ADA) is a federal law that prohibits discrimination based on disabilities and provides protections including requiring employers to provide reasonable accommodations in certain situations. This training provides employees with an overview of the ADA, an explanation of their rights, and an understanding of how the ADA applies in their workplace.

## **AVOIDING RETALIATION**

15 MINUTES

Retaliation training is one of several positive steps that organizations can take to prevent workplace discrimination and harassment and reduce the risk of retaliation incidents and claims. This course is intended for employees in supervisory roles, who may deal with complaints of discrimination and harassment. Avoiding Retaliation reinforces the importance of keeping all forms of retaliation out of the workplace and responding promptly and effectively to complaints.

## **BYSTANDER INTERVENTION**

25 MINUTES

Bystander intervention training is one of the most effective ways to empower employees to address and prevent harassment and discrimination in the workplace. This course raises awareness of the importance of being an active bystander and provides employees with practical steps for protecting targets of abusive behavior and preventing future misconduct. *Also available in a customized version for Industrial/Manufacturing organizations.*

## **CREATING A POSITIVE WORK ENVIRONMENT**

20 MINUTES

This course explains the role a positive work environment plays in motivating employees and prepares managers to use positivity as a tool for enabling individuals to thrive and organizations to succeed. This course will provide managers with concrete steps for promoting a positive work environment and encourage them to incorporate these initiatives into their workplace.

## **CREATING A RESPECTFUL REMOTE WORKPLACE**

10-15 MINUTES

This training explains how the expectations for a respectful workplace apply in remote work situations. This course is available in versions for employees and managers, and covers topics such as harassment, bullying, bystander intervention and inclusion. The managers' version builds upon the employee course, with additional content on supervising remote workers.

## **CULTURAL COMPETENCY & HUMILITY**

20 MINUTES

This training gives learners an understanding of what cultural competency and cultural humility are, and why they matter. In addition to providing practical knowledge, the training also offers valuable inspiration for improved interactions in the workplace and in life in general.

## **DRUGS & ALCOHOL IN THE WORKPLACE**

20 MINUTES

This training is designed to give employees a basic understanding of what substance misuse is and why it presents workplace safety issues. The course covers red flags that indicate a potential substance use problem and provides employees with resources for getting help for themselves as well as tools for responding should they observe such indicators in others in the workplace.

## **EMPLOYMENT LAW ESSENTIALS FOR MANAGERS**

30 MINUTES

This training covers the basics of several laws that are related to your management responsibilities and includes sections on: Interviewing and Hiring, Wage and Hour Laws, Preventing Retaliation, FMLA Basics, The Families First Coronavirus Response Act (the FFCRA), Handling Harassment Complaints, and Reasonable Accommodations. This course will help you recognize situations where these laws apply, respond appropriately in those situations, and seek additional guidance as needed.

## **FAIR LABOR STANDARDS ACT (FLSA)**

20 MINUTES

The FLSA is a federal law which establishes standards for such aspects of employment as minimum wage, overtime pay, recordkeeping and child labor. It also defines which types of work must be paid on an hourly basis and the types of work where a salary without overtime is permitted. This course will explain key rules of the FLSA, and give you an understanding of how they apply to your job responsibilities and workplace.

## **FAMILY MEDICAL LEAVE ACT (FMLA)**

20 MINUTES

The FMLA is a federal law that was created to help employees balance the responsibilities of their jobs and families by allowing them to take a reasonable unpaid leave of absence for certain family and medical reasons. This course teaches managers to recognize FMLA situations and gives them an understanding of their role in helping their organization comply with the law.

## **INTERVIEW COMPLIANCE & FAIR HIRING**

20 MINUTES

Job applicants are protected from illegal discrimination during the hiring process. This course explains how discrimination can occur in recruiting, interviewing, and hiring -- and provides guidelines for handling your hiring-related responsibilities in a fair and legal manner.

## **MANAGING DIFFICULT EMPLOYEES**

20 MINUTES

Employees who demonstrate disruptive behaviors can have a negative impact on the workplace and therefore need to be managed. This course prepares managers to identify, address and appropriately document problem behaviors, so they feel confident handling difficult-employee situations should they encounter them.

## **MICROAGGRESSIONS IN THE WORKPLACE**

15 MINUTES

Microaggressions are subtle or unintentional comments or actions that can have a negative impact on others and the workplace. This training, designed for all employees, explains microaggressions and the effect they can have on others, examines why certain remarks are considered microaggressions, and provides guidance for responding to microaggressions in a positive and effective manner.

## **PREVENTING WORKPLACE VIOLENCE**

25 MINUTES

Workplace violence is bad for people – and for business – and includes a range of behavior, including bullying, verbal abuse, threats, intimidation, physical assaults and mass violence. This course for employees explains what workplace violence is, reviews red-flag behaviors that could mean trouble, and outlines the connection between domestic and work violence. It also gives employees practical guidance on what to do when confronting potentially violent situations, including active shooter situations – and emphasizes the importance of reporting concerns.

## **UNCONSCIOUS BIAS**

20 MINUTES

Unconscious bias training is a positive step to help organizations recognize and address hidden biases that can influence workplace decisions. This course explains what unconscious bias is, describes how biases can influence workplace decisions, and provides suggestions to help individuals reach a higher level of awareness so they are better able to prevent personal biases from affecting their actions at work.

## **WORKPLACE DIVERSITY, INCLUSION AND SENSITIVITY**

35 MINUTES

Diversity training is one of the essential steps organizations can take to foster a more open, welcoming culture and advance D&I initiatives to create positive change. This course explains racial identity and racism alongside core D&I concepts and provides practical steps to help individuals choose inclusive actions, improve cultural competency and address unconscious bias. The course further emphasizes the role civility and workplace sensitivity play in promoting a respectful culture.



## ACTIVE SHOOTER RESPONSE

20 MINUTES

Active shooter training strengthens and reinforces an organization's emergency action plan and can help reduce the risk of an incident occurring. This course explains how to prepare for, and respond appropriately to, an active shooter situation. The course will also teach you how to recognize indicators of potential violence so you may help reduce the likelihood of an active shooter incident.

## ANTI-BRIBERY & ANTI-CORRUPTION

45 MINUTES

Staying compliant with anti-bribery and anti-corruption laws such as the FCPA and the UK Bribery Act is more than simply memorizing laws. Employees need to understand not just what the laws are, but why they matter, and how to handle the grey-area situations they might encounter in real life that could lead to potential violations. This course explains the behaviors that are expected of individuals to create a workplace free of bribery and corruption. It defines bribery, explains the applicable laws and regulations, and covers concepts such as "anything of value," dealing with "public officials" and "facilitation payments."

## ANTITRUST & COMPETITION LAW

20 MINUTES

Antitrust laws keep the market competitive and protect consumers from unfair business practices. This training, designed for employees and managers in sales and purchasing roles, provides an overview of key antitrust laws and prohibited practices. The training includes several examples of questionable and illegal business practices so the learner will be able to recognize and avoid these situations, and respond appropriately should they encounter them.

## AVOIDING INSIDER TRADING

20 MINUTES

Insider trading is a serious crime with serious consequences for individuals and companies. This course is for anyone working in either a public or private organization that needs to be aware and respect the laws governing insider trading. It defines insider trading and the use of MNPI.

## BLOODBORNE PATHOGENS

30 MINUTES

Bloodborne Pathogens are infectious microorganisms contained in blood that can cause disease in humans. People working in virtually any occupation can accidentally be exposed to bloodborne pathogens. This training program was designed to provide employees who do not have "occupational exposure" to bloodborne pathogens with some basic safety information and common-sense rules for handling an unexpected situation. The course covers ways to prevent exposure, procedures to follow after an exposure, and other important guidelines on the subject.

## CALIFORNIA CONSUMER PRIVACY ACT (CCPA)

25 MINUTES

This course introduces managers and employees to the basics of the California Consumer Privacy Act and helps them understand when the Act applies, what personal information is and the consumer rights and business requirements created by the Act.

## **CODE OF CONDUCT – ENTERPRISE EDITION**

VARIES

This comprehensive course is tailored to align with a client's Code of Conduct. Over 25 compliance topics to choose from, including: Anti-Bribery/Anti-Corruption, Anti-Money Laundering, Antitrust & Anti-Competition, Appropriate Use of Electronics, Conflicts of Interest, Data Privacy, Discrimination, Harassment & Bullying, Diversity & Inclusion, Environment Stewardship & Sustainability, Fair Dealing, Gifts & Entertainment, Government Audits, Health & Safety, Human Trafficking, Information Security, Insider Trading, International Trade Laws, Political Activities, Protection of Assets, Public Communications, Recordkeeping, Relationships at Work, Respectful Workplace, Social Media, Substance Abuse, Third Party Due Diligence.

## **CODE OF CONDUCT – ESSENTIALS**

45 MINUTES

This Code of Conduct training focuses on teaching employees how to make the right decisions when facing ethical and legal dilemmas in the workplace. The course is divided into bite-sized episodes covering a selection of core topics, including: Anti-Bribery, Conflicts of Interest, Gifts & Entertainment, Antitrust, Fair Dealing, Recordkeeping, Diversity & Inclusion, Discrimination, Harassment & Bullying, Social Media, Data Privacy, and Information Security.

## **CODE OF CONDUCT - FEDERAL ACQUISITION REGULATION (FAR)**

30 MINUTES

This Code of Conduct training is tailored for federal contractors and sub-contractors and includes material required by the Federal Acquisition Regulation. This course is divided into brief episodes and provides examples of how to behave ethically in a variety of challenging situations. It covers topics such as anti-bribery, hiring government employees, conflicts of interest, gifts and entertainment, government audits, communications with government customers, pricing mandates, government supply contracts, rules for procurements, third party due diligence, keeping accurate records and reporting violations.

## **CODE OF CONDUCT - HEALTHCARE**

60 MINUTES

This Code of Conduct training is tailored for the healthcare industry and explains the behaviors needed to make the right ethical choice in a number of challenging situations. This course is divided into brief episodes covering topics such as elements of a successful compliance program; healthcare laws and regulations related to fraud, waste and abuse; gifts and entertainment; politics at work; third party due diligence; record keeping; data privacy; information security and a respectful workplace.

## **DATA PRIVACY, GDPR AND INFORMATION SECURITY**

45 MINUTES

As technology advances and increases the availability of data, the challenges and threats to firms rise. Threats are generally assumed to be external, but often it is the employee's lack of knowledge or awareness and the subsequent actions that opens firms to security risks. In this course we will discuss a range of concepts regarding data privacy, general data protection regulation (GDPR), information security and asset protection. Upon completing this course, employees will understand their roles and responsibilities in protecting personal and confidential information, and keeping information systems secure.

## **EXPORT CONTROLS**

30 MINUTES

Federal laws, known as Export Controls, restrict the shipment and transfer of certain items, services, and technology. This training explains the basics of these laws and will prepare employees to recognize situations where these rules apply and respond appropriately. After taking this course, employees will have an understanding of situations covered by Export Controls, be familiar with the ITAR, EAR and OFAC, and know how to determine whether Export Controls apply and respond accordingly.

## **GENERAL DATA PROTECTION REGULATION (GDPR)**

35 MINUTES

This course introduces the General Data Protection Regulation to managers and employees. Using examples and interactive exercises, it helps learners make the connection between what they see and do in their data-to-day work and the GDPR's lawful bases for data processing, data use principles, individual rights. Special attention is given to the need and benefit for transparency and reporting.

## HIPAA

35-40 MINUTES

Ensuring that health and medical records are kept private and secure is a concern of both industry professionals and private citizens. The Health Insurance Portability and Accountability Act, commonly known as HIPAA, sets standards for the protection of individuals' medical records and other personal health information.

The training is available in two versions. **HIPAA for Covered Entities** is appropriate for businesses such as medical practices, hospitals, dental practices, nursing homes, pharmacies, and health plans. **HIPAA for Business Associates** is tailored to businesses such as medical device companies, accountants, lawyers, consultants, data processors and others. Both versions cover the essential HIPAA topics, but each was designed to contain practical information and relevant examples that provide learners with an understanding of how HIPAA applies to their types of job responsibilities and workplace.

## HIPAA FOR TEXAS REGULATIONS (TMPA)

35-40 MINUTES

**Business Associates Version:** This 35-minute course, designed for individuals who come in contact with protected health information as business associates, explains how HIPAA and the Texas Medical Privacy Act apply to their job responsibilities and workplace. **Covered Entities Version:** This 40-minute course provides individuals who come in contact with protected health information a thorough understanding of how HIPAA and the Texas Medical Privacy Act apply to their job responsibilities and workplace.

## PAYMENT CARD INDUSTRY DATA SECURITY STANDARDS (PCI DSS)

25 MINUTES

The Payment Card Industry Data Security Standards determine how merchants, processors, acquirers, issuers and service providers handle sensitive personal and financial data related to credit card transactions. This course introduces employees to the PCI Data Security Standards, focuses on key standards for front line employees, reviews key credit card features and shows employees what to look for to detect and prevent credit card fraud.

## RECOGNIZING AND PREVENTING HUMAN TRAFFICKING FOR HOTELS

20-30 MINUTES

Human trafficking is a multibillion-dollar criminal industry that affects millions of men, women and children around the world. The illegal exploitation of individuals takes many different forms and occurs in many different places, including hotels and motels. This course addresses the issues surrounding human trafficking. It teaches the definitions of human trafficking and related terms while providing guidance on how to identify at-risk individuals. This course also includes strategies on how to identify human trafficking specific to the following roles: hotel and motel staff, housekeeping, maintenance and room staff, concierge, bellman, front desk, security and valet staff, and food and beverage staff.

## RECOGNIZING AND PREVENTING PHISHING ATTACKS

20 MINUTES

This course introduces managers and employees to the risks posed by phishing cyberattacks. It explains what phishing, spear phishing, vishing and smishing are, how they rely on deception, how to recognize an attack and what to do if you encounter one. It also includes an interactive simulations section in which learners apply what they've learned to spot red flags.

## MODERN SLAVERY IN SUPPLY CHAINS

20 MINUTES

This course is designed to help employees in procurement and other areas understand and manage the risks of labor exploitation in supply chains. The course explains what modern slavery is, provides examples of modern slavery practices and equips employees with practical information and steps to identify red flags with suppliers and report their concerns.

## SUPPLIER CODE OF CONDUCT

20 MINUTES

This Supplier Code of Conduct training supports Traliant's Modern Slavery in Supply Chains training. It was created so that companies could provide their supply chain vendors with an explanation of the standards and expectations for suppliers with regard to labor, ethics, health and safety, and the environment. The training is designed to help suppliers operate in a socially responsible manner and meet their contractual obligations with their business partners.

# HIGHER EDUCATION COURSE DESCRIPTIONS



## **CLERY ACT**

25 MINUTES

The Clery Act requires schools receiving federal funds to collect and report statistics on campus crime. This training will explain what the Clery Act is, how it relates to your job responsibilities, and what conduct is expected of you to help your school comply.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

20 MINUTES

The Family Educational Rights and Privacy Act is a federal law that keeps student education records confidential. This training will review the rights of students and parents under FERPA, include basic definitions surrounding the law, and set the standards for the acceptable release of student records.

## **TITLE IX: PREVENTING SEXUAL MISCONDUCT FOR FACULTY AND STAFF**

30 MINUTES

This course explains sexual misconduct and the rights and responsibilities of faculty and staff under Title IX and related laws. It offers practical information for preventing and responding to inappropriate behavior, and promoting a safe and respectful learning environment.

## **TITLE IX: PREVENTING SEXUAL MISCONDUCT FOR FACULTY & STAFF WITH REPORTING OBLIGATIONS**

40 MINUTES

This course covers all the material in the Faculty and Staff course, with additional information on what employees with reporting obligations need to know about their duty to report sexual misconduct incidents they learn about directly or indirectly. Depending on the school policy, these individuals may also be referred to as responsible employees, mandatory reporters or another name.

## **TITLE IX: PREVENTING SEXUAL MISCONDUCT FOR STUDENTS**

30 MINUTES

This course explains sexual misconduct and the rights of students under Title IX and related laws. It offers practical information for preventing and responding to inappropriate behavior, and shows how students can promote a safe and respectful learning environment.

## **DRUG AND ALCOHOL AWARENESS ON CAMPUS**

20 MINUTES

This course provides students with general awareness training and practical information for making safer choices related to drugs and alcohol. It also encourages students to step up and take appropriate action when they recognize potentially dangerous situations.

## **WHAT OUR CUSTOMERS ARE SAYING:**

*"I administered the Title IX Responsible Employees course for 1700 employees and got nothing but positive feedback. People loved it, which is amazing given that it was a mandated training requirement. With Traliant, there were no tech problems. It was a day and night difference from our previous training vendor. It was a breeze. Their service team responds quickly and always with patience. What a pleasure!"*

*- Natalie Potts, HR Generalist, Northeastern Illinois University*

# Traliant Sparks Curriculumms

It takes more than annual training to prevent discrimination and harassment, encourage DEI and keep important workplace issues top-of-mind throughout the year. Traliant Sparks Curriculumms are a quick, innovative way to reinforce desired behaviors and spark conversations between employees, managers and HR to solve common workplace issues.

Interested in viewing the  
Sparks Curriculumms?

Contact our Sales Department for info  
and to get an instant preview.

[www.traliant.com](http://www.traliant.com)  
[sales@traliant.com](mailto:sales@traliant.com)  
(929) 266-7591



# TRALIAN SPARKS CURRICULUMS

Traliant Sparks Curriculums include a series of short, engaging videos on important workplace topics that are easily implemented as-a-service on our LMS (or available for third-party platforms). Each curriculum covers a specific topic in a series of 2-3 minute videos, utilizing a conversational style that stimulates employee discussion. A new Spark video is shared with your organization every few weeks and they don't even require a login - employees simply click to view. Sparks may also be customized with your logo and a closing message.



## SUPERCHARGE YOUR PREVENTING DISCRIMINATION & HARASSMENT TRAINING

*Want to amplify the concepts learned in our Preventing Discrimination & Harassment course? These Sparks videos are designed to kindle important conversations around common workplace topics that impact a respectful and safe culture.*

- Bystander Intervention
- COVID-19 Discrimination
- The Importance of Reporting Misconduct
- Inappropriate Jokes
- Personal Liability
- Pregnancy Discrimination
- Protection from Retaliation
- Same Sex Harassment
- Unwanted Touching



## SUPERCHARGE YOUR DIVERSITY, EQUITY AND INCLUSION INITIATIVES

*Looking for a unique way to address DEI in your organization? These Sparks videos are intended to elicit discussions around key diversity, equity and inclusion topics to build a more accepting workplace.*

- An Intergenerational Workforce
- Avoiding Personal Choice Bias
- Being an Ally
- Cliques
- Diversity and Inclusion
- Microaggressions
- Personal Pronouns
- Unconscious Bias





## TACKLING COMMUNICATION ISSUES

*Is your organization suffering from communication issues? Addressing problematic communications at work, these Sparks videos inspire discussions about “What can I do?” to create a friendly, inviting workplace.*

- Civility in the Workplace
- Inappropriate Jokes
- Keeping Political Discourse Civil
- Political Discussions at Work
- Respectful Communications
- Rumors and Gossip



## CREATING A RESPECTFUL WORKPLACE

*Searching for a way to create a more inclusive, respectful workplace? Addressing negative workplace behaviors, these Sparks videos provoke self-reflection and team dialog about how to create greater respect at work.*

- Appropriate Behavior for Work Parties
- Civility in the Workplace
- Cliques
- Consensual Relationships
- COVID-19 Discrimination
- Microaggressions
- Socializing with Coworkers
- Staying Safe and Respectful in the Field



## INCREASING CULTURAL COMPETENCY

*Need your team to embrace individuals with different cultures, beliefs and backgrounds? Addressing insensitivity and inappropriate actions, these Sparks videos drive conversation about how to gain strength from cultural differences.*

- Avoiding COVID-19 Bias
- Being an Ally
- Personal Pronouns
- Same Sex Harassment
- Social Issues and Social Media



## ADDRESSING GOSSIP, RUMORS, CLIQUES, SOCIAL MEDIA

*Is your organization suffering from gossip, rumors and more? Addressing troublesome social dialog, these Sparks videos inspire employees to talk about the adverse effects of non-inclusive behavior and how to create a more welcoming environment.*

- Avoiding Covid-19 Bias
- Cliques
- Rumors and Gossip
- Social Issues and Social Media
- Social Media Behavior



## MANAGING “AWKWARD” EMPLOYEE BEHAVIORS

*Do you have issues with some employees behaving badly? These Sparks videos cover unacceptable employee behaviors to spark conversations about what to do when encountering these awkward situations.*

- Appropriate Behavior for Work Parties
- Bystander Intervention
- Civility in the Workplace
- Consensual Relationships
- Dating at Work
- Social Issues and Social Media
- Social Media Behavior
- Staying Safe and Respectful in the Field
- The Importance of Reporting Misconduct



## MANAGING “AWKWARD” MANAGER BEHAVIORS

*Do you have issues with some managers behaving badly? These Sparks videos cover unacceptable behaviors by managers or supervisors and are designed to prompt conversations about what to do when encountering these awkward situations*

- Avoiding Personal Choice Bias
- Consensual Relationships
- Personal Liability
- Pregnancy Discrimination
- Socializing with Coworkers
- Unconscious Bias
- Unwanted Touching

# Courses Coming Soon

- Psychological Safety at Work
- Understanding Affirmative Action Plans
- Religion, Spirituality and Beliefs

## Interested in viewing a course?

Contact our Sales Department for info and access to any of our courses for free.

[www.traliant.com](http://www.traliant.com)  
[sales@traliant.com](mailto:sales@traliant.com)  
(929) 266-7591



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