

<b>Training Type</b>	<b>For</b>	<b>Time*</b>	<b>Description</b>
Harassment & Discrimination Prevention	All Employees	30-45 Min	This training defines what harassment and discrimination is, how to recognize it, and basic steps to stop it from happening in the workplace.
Harassment & Discrimination Prevention for Managers	Management	45-60 Min	Designed specifically for management. Provides a comprehensive overview of harassment and discrimination, while defining management's roles and responsibilities.
Hiring	Management	20-30 Min	Understand the techniques to find the right candidates and stay in compliance.
Onboarding	Management	20-30 Min	Gain ideas and insights on how to design a robust onboarding program to increase new hire retention and productivity.
Performance Management	Management	20-30 Min	Gain an understanding of what performance management is and how you can help your employees be successful in their roles.
Corrective Action & Firing	Management	20-30 Min	Establish clear expectations and learn how to have the dreaded "tough conversations" with your employees.
Navigating Medical Leaves in the Workplace	Management	50-60 Min	The requirements of the FMLA and ADA can be confusing for many employers. Learn the ins and outs of navigating medical leaves to help your company stay compliant.
Conflict Resolution	Management	20-30 Min	Know when and how to step in and resolve workplace conflicts before things get out of hand.
Documentation	Management	20-30 Min	Avoid misunderstandings by discovering why, when, and how to document throughout an employee's lifecycle.

Please email [humanresources@helpside.com](mailto:humanresources@helpside.com) to discuss any unique training needs you may have.