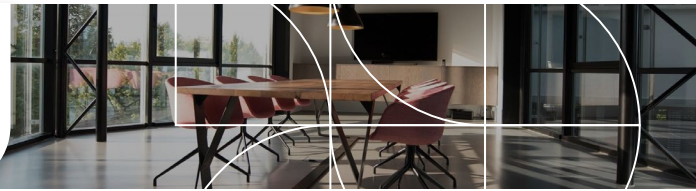


COVID-19 TRAINING RESOURCES



SAFE RETURN: COVID-19 Return To Work Training

This COVID-focused return to work eLearning program enables you to share best safety practices as well as simple, practical strategies that all employees can utilize to safely re-enter and re-engage with your workplace.

TOPICS INCLUDE:

- The COVID-19 basics that matter most to us and our workplace;
- Obligations we all share;
- Safe interactions/social distancing at work;
- Face coverings — how to wear and care for them;
- Disinfection of our workplace;
- Good hygiene;
- Best practice tips that go beyond the four walls of our workplaces.

MANAGING WITHIN THE LAW: Special Focus On COVID-19 And The Workplace

A myriad number of unique supervisory challenges confront managers in the COVID-19 era, and beyond. The CDC has already made clear in its pronouncements that managers and organizations need to “change the way people work,” in light of the pandemic. *Managing Within the Law: In the Age of COVID-19* focuses on best practice management adjustments necessitated by COVID-19.

TOPICS INCLUDE:

- strategies for daily supervision in uncertain times;
- dealing with the dual realities of COVID and our performance management obligations;
- understanding when supervisory flexibility is appropriate vs. when it compromises baseline consistency;
- managing employee reluctance to work onsite or remotely (as the case may be); and
- preparing for COVID-related ADA/ADAAA requests and challenges;
- performance documentation in the age of COVID.

We also provide tools and scripts that enable your managers and supervisors to effectively respond to unique complaints and concerns and understanding whistleblower protections in light of the pandemic. A module on managing different shifts of workers and today’s unique wage & hour challenges can also be included. The program is based on a template that has been reviewed/approved by the Equal Employment Opportunity Commission (EEOC) in the context of specific consent decrees.

MANAGING FOR SUCCESS IN THE WORK-FROM-HOME ERA: Effectively Supervising Remote Teams

This dynamic course rapidly upskills all of your managers and supervisors who have responsibility for Work From Home (WFH) employees, so they lead both within the law and with impact. The program, delivered via real-time, interactive webinar, is fully customized to your organization, industry and policies, all at no additional cost.

TOPICS INCLUDE:

- Successful remote management: challenges and opportunities;
- Setting expectations and providing feedback to your WFH employees;
- Limiting cyber harassment & bullying risks;
- Understanding what makes WFH performance documentation different – and how to do it right;
- Maximizing team cohesion and championing values, virtually.

MAINTAINING DAILY RESPECT IN CHALLENGING TIMES: Focus On Realities Of The COVID-19 Era

The COVID-19 pandemic has created unprecedented stressors on internal work environments that can lead to increased conflict, misconduct, bullying and complaints. Over the coming weeks and months, it will be critical to uphold your organizational conduct standards and respect values and to effectively navigate through fluid and sometimes uncharted territory. Our *Maintaining Daily Respect in Challenging Times* course provides managers and employees with leading-edge strategies and awareness to maintain an environment of tolerance, support and respect in difficult and stressful times.

We include skills to de-escalate tension as well as to anticipate, prevent and resolve disputes at all levels. Finally, participants collaboratively create a roadmap for keeping the workplace environment comfortable and respectful.