

Sage Compliance Trainer

Preventing Workplace Harassment and Discrimination

Eliminate the high cost of instructor-led training, simplify workplace harassment compliance training and build an educated workforce with Sage Compliance Trainer. These powerful Anytime Learning courses utilize high-quality multimedia presentations that provide cost-effective, worldclass instruction developed by industry experts.

Avoid costly fines and potential lawsuits while reinforcing a positive and productive working environment with convenient Web-based training that is available 24/7.

These self-paced courses help your company comply with state regulations, track and monitor attendance for government mandates, and keep accurate and compliant training records for audits. The course library includes both Employee and Supervisor versions of **Preventing Workplace Harassment and Discrimination**. In California and

Connecticut, the Supervisor Supplement meets the requirement that supervisors must take a total of two hours of training to be in compliance with state legislation.

With Sage Compliance Trainer you can simplify the overall management of your company's compliance training, check your license levels, monitor the progress of your employees, run reports, and print them out. What's more, your records on course completion are stored for accurate record-keeping to ensure long term compliance.

From developing innovative products to providing award-winning customer support, Sage Software is dedicated to surpassing your expectation. For more information about Sage Compliance Trainer, call us toll-free directly at **800-424-9392**, or visit our Web site at **www.sagesoftwareuniversity.com**.

BENEFITS

- **Compliance Training Courses for Employees and Supervisors**

Protect your staff and your organization by ensuring that all your employees and managers are fully trained on the latest harassment prevention policies. Employee and Supervisor versions of Preventing Workplace Harassment and Discrimination are included.

- **Reduce Training Costs**

Administer training quickly and efficiently with online courses that employees can take at any time, right from their desktops or a kiosk.

- **Easy Administration**

Automate the process of assigning employees to courses, plus ensure they have completed the required courses and then store course completion documentation electronically.

- **Preventing Workplace Harassment and Discrimination Employee and Supervisor Editions**

Both courses provide supervisors and managers with the training they need to identify, respond, and report harassment in the workplace.



◀ Sage Compliance Trainer helps protect your staff and your organization by ensuring that all your employees and managers are fully trained on the latest harassment prevention policies.

Preventing Workplace Harassment and Discrimination Employee Edition

This self-paced course prepares employees to deal with difficult workplace issues by illustrating various harassment scenarios. The course will assist employees in determining what constitutes unlawful harassment, discrimination and retaliation under federal law, and how to handle those situations.

Detailed scenarios highlight not only sexual harassment, but all types of unlawful harassment in the workplace, including race, national origin and religion. Employees completing the course will receive the practical information they need to comply with the law. In this training course the employee will learn:

- What types of conduct are considered harassment
- What to do if you ever believe that you or someone else may have been harassed

The program is divided into the following segments:

- Verbal Sexual Harassment
- Physical Sexual Harassment
- Visual Sexual Harassment
- Electronic Sexual Harassment
- Quid Pro Quo Sexual Harassment
- Other Forms of Harassment
- Reporting Harassment

Preventing Workplace Harassment and Discrimination – Supervisor's Supplement Edition

The Supervisor Supplement is designed to be taken after completing the Preventing Workplace Harassment and Discrimination for Employees Edition. This course takes harassment and discrimination issues one step farther by including content on topics specifically developed for supervisors and managers including:

- How to identify all types of harassment
- How to respond to a complaint
- A supervisor's personal liability
- A supervisor's responsibility in preventing Quid Pro Quo

Cut Costs With Online Training

Administer training quickly and efficiently with online courses that employees can take at any time, right from their desktops or a kiosk. Delivering training through the Web helps cut costs and eliminate the expense and hassle of instructor-led training.

Easily Manage the Training Process

Control the process of assigning employees to courses, and ensure they have completed the required courses with this powerful Web-based tool. Send e-mail reminders to employees who have not completed training, and store course completion documentation electronically for convenient, accurate record-keeping. No on-site installation is required.

Engaging Courseware

Keep employees interested in training with high-quality multimedia presentations and interactive exercises that adapt to the technical limitations of the user.

California Law AB 1825 / Connecticut General Statute § 46a-54(15)(B)

Supports compliance with California Law AB 1825 and Connecticut General Statute § 46a-54(15)(B), which require employers with 50 or more employees to provide two hours of sexual harassment training every year. Compliance Trainer provides the documentation that an employee has completed the training program to ensure long term compliance.