



Frost Client Training Center – *HR Library (76 Courses)*

- ADA – What Supervisors Need to Know
- Affordable Care Act
- Attendance Management-Supervisors
- Business Ethics – Employees
- Business Ethics – Employees (Spanish)
- Coaching for Superior Employee Performance – Supervisors
- COBRA & HIPAA – Supervisors
- Customer Service Skills
- Disaster Planning – What Employees Need to Know
- Disaster Planning – What Employees Need to Know – Spanish
- Disaster Planning – What Supervisors Need to Know
- Diversity – Employees
- Diversity – Legal Basics for Supervisors
- Effective Communication-Employees
- Effective Meetings – Supervisors
- Employment Law – Supervisors
- Essential HR: For Those Who Recently Assumed HR Duties
- FLSA – Supervisors
- FMLA – Supervisors
- Generational Diversity
- Grounds for Termination – Supervisors
- HIPAA – What Employees Should Know
- HIPAA – Your obligations Under the Privacy Rule
- Hiring Legally – Supervisors
- How to Conduct New Employee Orientation
- How to Explain the 401(k) to Employees
- How to Manage Military Leave
- How to Manage Time Wisely
- How to Prevent and Respond to Bullying at Work
- Interviewing Skills – Supervisors
- Job Descriptions – How to Write Them Effectively
- Leadership Skills – Managers and Supervisors
- Managing Challenging Employees
- Measuring Job Performance – Supervisors
- Motivating Employees – Supervisors
- New Employee Orientation – Supervisors
- NRLA and Unions – Supervisors
- Office Hazards
- Pandemic Flu-Prevent and Respond
- Performance Appraisals – Supervisors
- Preventing Sexual Harassment – Employees
- Preventing Sexual Harassment – Supervisors
- Progressive Discipline – Supervisors
- Recordkeeping and Notice Requirements
- Reducing Employee Turnover – Supervisors
- Saving Energy at Work and Beyond
- Sexual Harassment – Employees
- Sexual Harassment – Employees (Spanish)
- Sexual Harassment – Supervisors
- Shiftwork Safety
- Social Media and Sexual Harassment
- Strategies for Legally Avoiding Unions
- Stress Management – Employees
- Substance Abuse – Employees
- Substance Abuse – Employees (Spanish)
- Substance Abuse – Supervisors
- Team Building for All Employees



Frost Client Training Center – *HR Library (76 Courses), cont'd*

Team Building – Supervisors

Terminating Employees – The Process

Terminating Employees – Supervisors

The Paperless Office: Conservation for Employees

Time Management Skills – Employees

Understanding COBRA – HIPAA for Supervisors

Water Conservation: Making Every Drop Count

What You Need to Know About Identity Theft

Worker's Compensation – Supervisors

Workplace Diversity for Employees

Workplace Diversity for Supervisors

Workplace Ethics – Supervisors

Workplace Harassment – Supervisors

Workplace Harassment – Employees

Workplace Privacy – Supervisors

Workplace Safety for Employees

Workplace Safety – Employees (Spanish)

Workplace Violence – Employees

Workplace Violence – Supervisors