HR PROACTIVE Inc.
Profit by Proactive Prevention™

COURSE
CATALOGUE
OUR TRAINING ➡ YOUR LMS

2024

📞 1 (888) 552-1155   ✉ sales@hrproactive.com   🌐 www.hrproactive.com

Harassment, Bullying, Violence, and Discrimination

Training options for our Harassment, Bullying, Violence, and Discrimination Programs include interactive instructor-led workshops for groups or sensitivity training for individuals. Instructional design can be customized. To further empower employees, we include an introduction to bystander intervention which is proven to be effective in harassment prevention in the workplace.

Prevent Sexual Violence and Harassment

Prevent Sexual Violence and Harassment training raises awareness on the key issues and concepts related to sexual violence and harassment. This program includes a review of legislation and liability; behaviours which constitute sexual harassment and examples; the different types of sexual harassment; victims of sexual and gender-based harassment, among others. Training is Canada-wide or Ontario specific.

www.bill132.ca

Prevent Violence and Harassment in the Workplace

Upon completion of our *Prevent Violence and Harassment in the Workplace* training, participants will know their rights, responsibilities, and liability; be able to identify harassment including bullying, sexual harassment, violent behaviours, and discrimination; the impact of harassment; and recognize the connection between harassment, bullying, and violence. This programs also discusses domestic violence and social media harassment. Training is Canada-wide or Ontario specific.

www.harassmentvideo.ca

2

Federal Sector (Bill C-65) – Prevent Harassment and Violence

Our *Prevent Harassment, Bullying, and Violence* comprehensive training program meets compliance requirements for Federal Public Service Departments as set out under Bill C-65 which amended the Canada Labour Code. This video covers the changes to legislation and the various forms of harassment, including sexual harassment, social media harassment, and violent behaviours. Other topics include domestic violence in the workplace and discrimination.

www.billc65.ca

Respectful Workplace eLearning Program

Promoting workplace sensitivity and respect in today's diverse workplace can be challenging. Our *Respectful Workplace eLearning Program* is designed to drive behavioural change with interactive learning and real workplace case scenarios. Learning objectives include how to identify harassment, sexual harassment, and violent behaviours; differentiate between harassing and non-harassing behaviours; and recognize behaviours that could lead to workplace violence.

www.respectintheworkplacetraining.ca

3

HR PROACTIVE Inc.
Profit by Proactive Prevention™
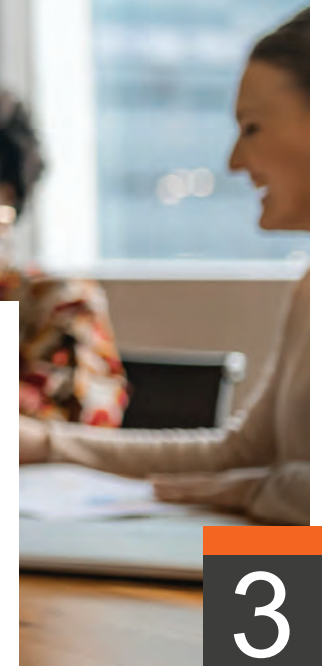
Workplace Culture

Our Workplace Culture titles are also offered as interactive instructor-led group workshops, online or in-person. These titles can be included as add-ons to Harassment, Bullying, Violence, and Discrimination training. Customization of training workshops is available.

Diversity and Inclusion in the Workplace

Every workplace has challenges to meet. The most important of which is to provide a respectful and inclusive work environment that embraces diversity. *Diversity and Inclusion in the Workplace* training discusses cultural differences and the meaning of inclusion, diversity, stereotypes, prejudices, and biases. Drawing on each other's cultures, talents, and ideas creates a more equitable and productive workplace where all employees feel a sense of belonging and connection to those around them.

www.diversityandinclusionintheworkplace.ca

Unconscious Bias and Microaggressions

We all have a role to play in contributing to a diverse and inclusive workplace. This training on *Unconscious Bias and Microaggressions* is designed to promote understanding of how the subtle, often unintentional assumptions we make every day influence our actions, and impact our coworkers and working environment. Training includes strategies that will help examine biases and mitigate the influence of unconscious bias in the workplace.

www.unconsciousbiasintheworkplace.com

4

Pride Workplace Training

The goal of *Pride Workplace Training* is to increase knowledge of 2SLGBTQI+ history, phobias, myths, stereotypes, and heterosexism. This knowledge will help raise awareness of the issues and barriers faced by the 2SLGBTQI+ community and create a more respectful, welcoming, and inclusive working environment.

www.prideworkplacetraining.ca

Bystander Intervention in the Workplace

Anti-harassment and diversity & inclusion training are only part of the process to achieving a respectful workplace environment. Active bystanders, or people who take action when they hear or see an issue, have immense power to change what happens next in a workplace situation. A key point of our *Bystander Intervention in the Workplace* training is to provide employees with strategies and tools they can use to have a positive impact on workplace culture and prevent incidents from rising to the level of harassment.

www.bystanderinterventiontraining.com

5

Workplace Culture

Promoting a Civil & Respectful Workplace

A work environment characterized by civility and respect is essential for the effective operation of increasingly diverse workplaces. Our *Promoting a Civil and Respectful Workplace* training reviews the skills and attitudes needed to demonstrate respectful behaviour, and how to identify and address disrespectful behaviour. Training also includes ten powerful tips for creating and maintaining respect within your workplace culture.

www.respectvideo.ca

Accessibility Training

Training options for both Accessibility Programs include an interactive eLearning format, hosted LMS or SCORM package.


AODA and the Integrated Accessibility Standards Regulation (IASR)

People with disabilities may find it difficult to access goods and services. The *Accessibility for Ontarians with Disabilities Act (AODA)* and the *Integrated Accessibility Standards Regulation (IASR)* set standards that remove and prevent barriers. This two-part video training program covers Customer Service and the IASR as it relates to the Ontario *Human Rights Code*. Workers and volunteers will learn how to recognize the needs of individuals with disabilities in order to provide the highest standard of customer service.

www.aodacompliance.com

6

Accessibility Training
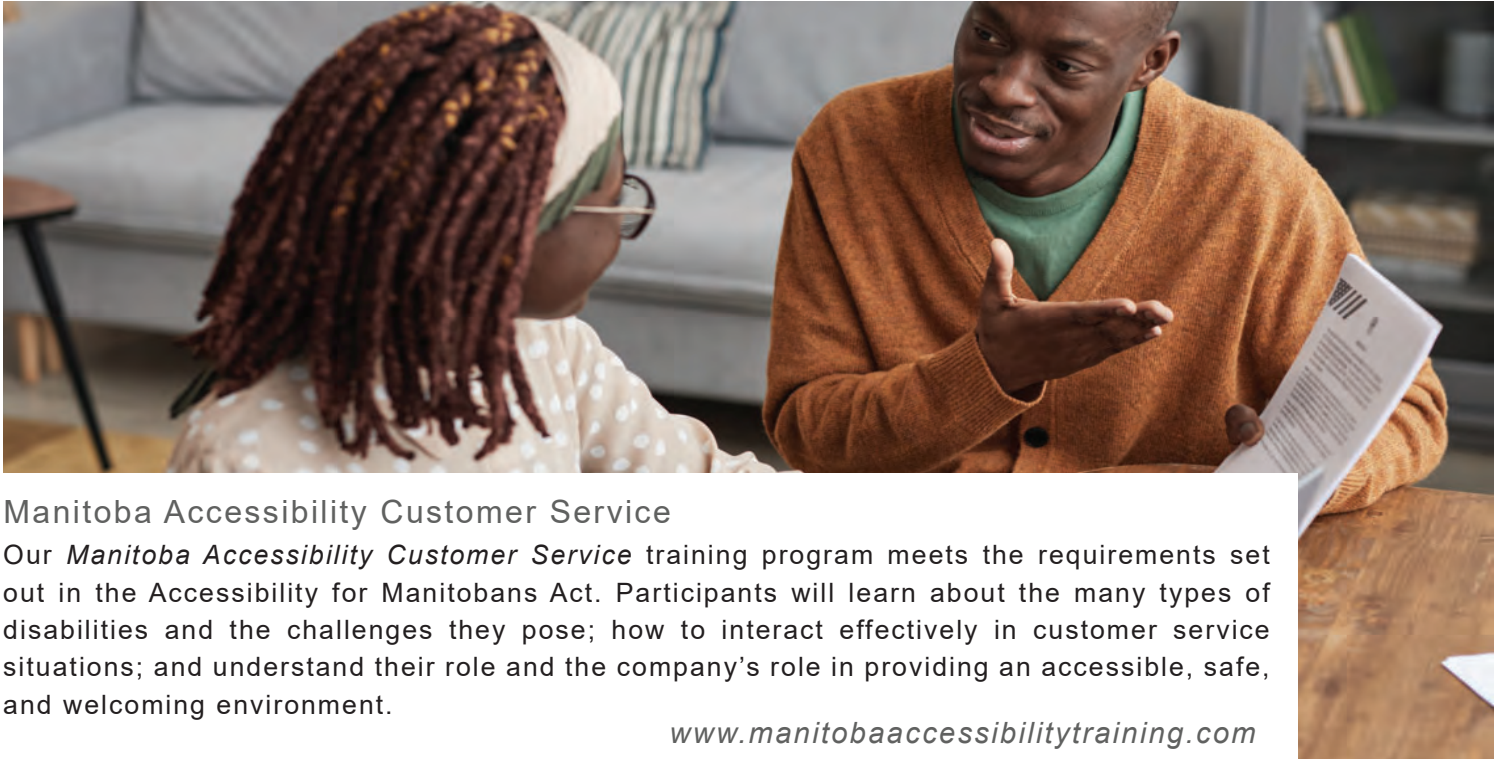
Manitoba Accessibility Customer Service

Our *Manitoba Accessibility Customer Service* training program meets the requirements set out in the Accessibility for Manitobans Act. Participants will learn about the many types of disabilities and the challenges they pose; how to interact effectively in customer service situations; and understand their role and the company's role in providing an accessible, safe, and welcoming environment.

www.manitobaaccessibilitytraining.com

Health & Safety

Health & Safety training programs can be loaded to our online LMS platform for onboarding and training employees, and can be customized to house your company's training manuals, employee handbook, and other policies and procedures. Option available to license our SCORM file to your LMS.

Worker Health & Safety Awareness Training

Health and safety training is required for all workers covered under Occupational Health and Safety Legislation. Our *Worker Health & Safety Awareness Training* covers the 4-step program: Get on Board; Get in the Know; Get Involved; and Get More Help. This training is an important first step in understanding health & safety duties and responsibilities to keep all workers safe on the job. Program is available Canada-wide or Ontario specific.

www.workerhealthandsafetyawareness.com

Supervisor Health & Safety Awareness Training

Our *Supervisor Health & Safety Awareness Training* covers the 5-step program required under Occupational Health and Safety Legislation: Make A Difference; Teamwork and the Internal Responsibility System (IRS); The Supervisor's Toolkit; Get Involved; and Be A Role Model. This training is designed to help supervisors understand what is expected of them in order to keep workers healthy and safe on the job every day. Program is available Canada-wide or Ontario specific.

www.supervisorawarenesstraining.com

Young Workers Safety Training

Young and inexperienced workers are especially at risk for workplace accidents and injuries. *Keeping Young Workers Safe* video training outlines the rights of young workers under health and safety legislation; explains the types of workplace hazards and how they are controlled; and what young workers can do to protect themselves on the job. Participant Guide and Quiz are included.

www.youngworkerssafety.ca

8

WHMIS GHS Workplace Training

WHMIS GHS Workplace Training is mandatory for all workers exposed to hazardous materials in the workplace. Our comprehensive online certificate program can be hosted on our LMS or licensing option to upload SCORM file to your LMS. Training incorporates the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) and meets mandatory compliance standards Canada-wide.

www.whmisvideo.ca

COVID-19 Workplace Training

COVID-19 Online Workplace Preparedness Training is to help workplaces adjust to the impact COVID-19 has and will continue to have on the work environment. Five video modules are included: Maintaining Healthy Workplaces; Adjusting to Working from Home; Managing Stress through Resiliency; Personal Protective Equipment; and Disinfecting the Workplace. Also included in this package is a downloadable Policy Template.

www.onlinecovid19training.com

9

Business Email Etiquette in the Workplace

Email is an essential resource for communication and although it has many benefits, there are also drawbacks. Tone can be difficult to convey and messages can sometimes be misinterpreted. *Business Email Etiquette in the Workplace* training covers basic rules for writing and sending business emails; best practices for using and managing emails; and tools and tips to communicate effectively via email.

www.businessemailetiquettevideo.ca

Anti-Spam (CASL)

Training on *Canada's Anti-Spam Legislation (CASL)* is required for those who make use of commercial electronic messages; are involved with the alteration of transmission data; or produce or install computer programs. This detailed video training program provides an overview of the anti-spam legislation and its requirements. Anti-spam policy template and quiz included.

www.antispamtraining.com

10

Business

Personal Information Protection and Electronic Documents Act (PIPEDA)

PIPEDA sets out the ground rules for how private-sector organizations collect, use, and disclose personal information in the course of their commercial activities. This training video provides an overview of the privacy legislation and how it affects the way business is conducted. Included are the '10 Principles of Fair Information Practices' along with a policy template and quiz.

www.pipedavideo.com

Leadership

Comprehensive Training Series includes:

- Personal Conduct for Leaders
- Communication & Coaching for Leaders
- Time Management
- Conflict Management
- Legal Hiring

New Supervisor Leadership Training Series

Our *New Supervisor Leadership Series* provides new managers and supervisors with tools to effectively lead a team and promote a professional work environment. This series includes five videos approximately fifteen minutes each which can be purchased as a bundle or individually.

www.newsupervisorvideo.ca

11