



COMPUTER TRAINING SYSTEMS

Your Co-Pilot in Aviation Training

HUMAN RESOURCES TRAINING SERIES

PREVENTING WORKPLACE HARASSMENT



FIXED/ROTOR WING



IPAD COMPATIBLE



APPROX 1.24 HRS

Preventing Workplace Harassment covers the different types of harassment and teaches preventative measures as well as solutions to harassment problems in the workplace. This subject was designed to meet general EEOC training guidelines, and may fully or partially meet requirements for individual states.

All CTS training also includes built-in record keeping, tracking each student's progress accurately and effortlessly over the internet. To help you create a training program designed specifically for your organization, these courses can be assigned as standalone courses, or integrated into a more inclusive training package.

TUTORIALS

Preventing Workplace Harassment

1. What is Harassment?
2. Sexual Harassment
3. Racial Harassment
4. Religious Harassment
5. Other Forms of Harassment
6. Retaliation
7. Harassment Prevention

LESSONS

▶ Comprehensive examination covers subject matter from all lessons

Preventing Workplace Harassment

1. Preventing Workplace Harassment



COMPUTER TRAINING SYSTEMS

Your Co-Pilot in Aviation Training

HUMAN RESOURCES TRAINING SERIES

CONFLICT RESOLUTION FOR MANAGERS



FIXED/ROTOR WING



IPAD COMPATIBLE



APPROX 1.42 HRS

Conflict Resolution for Managers details the nature and types of conflict, as well as a variety of conflict solutions. The subject also covers a detailed, 11-step mediation process that can be used as an effective resolution strategy for most types of workplace conflict.

All CTS training also includes built-in record keeping, tracking each student's progress accurately and effortlessly over the internet. To help you create a training program designed specifically for your organization, these courses can be assigned as standalone courses, or integrated into a more inclusive training package.

TUTORIALS

Conflict Resolution for Managers

1. Conflict in the Workplace
2. Basic Resolution Strategies
3. Conflict Mediation
4. Mediation in Practice
5. Barriers to Conflict Resolution

LESSONS

- ▶ Comprehensive examination covers subject matter from all lessons

Conflict Resolution for Managers

1. Conflict Resolution for Managers