

RPL INTERNET TRAINING



PROTECT YOURSELF -- *KNOW THE LAW*

- Understand the Nature of EEO Laws and how they apply to everyday life
- Know full impact of employment decisions
- Develop cohesive employment strategies
- Problem prevention
- Make Diversity Work
- Excellent defense against punitive and compensatory damages
- Avoid expensive, embarrassing lawsuits

why*RPL Internet Training*

- Accurate and thorough study of EEO Laws
- Over 100 Years Combined EEO/AA Experience
- Sensitive Treatment Of Subject Matter
- Extensive Use Of Case Study, relating the subject matter to real life situations
- Courses can be taken anytime, anywhere
- Interactive Learning Environment
- Feature rich online training experience
- Training system is made with a user-friendly design for maximum ease of use
- Courses are self-paced
- Avoids interruptions in employee's work schedule
- Cost savings by eliminating travel, lodging, meals & ancillary expenses
- Cost Effective Alternative to classroom style training
- Customizable Training Courses
- Free access to our online discussion boards

RPLMRI Provides the Training You Need to Stay Out of the Courtroom.



RPLMRI INTERNET TRAINING PROGRAMS

One uncontested reality is that UNTRAINED MANAGEMENT IS A DISASTER WAITING TO HAPPEN. The courts are littered with cases of managers or supervisors who took inappropriate, illegal actions because they did not know what they should or should not do. Management misbehavior destroys employee relationships and severely impacts the company's bottom line.

Traditional training methods are expensive, inconvenient and nearly always disruptive of an employee's work schedule. RPLMRI has developed an Internet training system that meets the employer's needs while avoiding the negative aspects of training. Through the Internet, employees study at their own speed, at times convenient to their schedule, at a fraction of the cost of traditional training. RPLMRI training programs make extensive use of casework to demonstrate how the law applies to real life employment situations. The material is presented in a clear, accurate manner and is continuously updated.

Training programs are presented in the form of modules. Each module treats a specific subject such as the Diversity or Sexual Harassment. One module is a single course and test presented to a single employee. Attached are outlines of the courses we offer.

To ensure the greatest flexibility to our clients, the client can purchase training modules in quantities that best fit their staff size and training needs at any time they desire. This allows employees to establish a training plan customized to his/her schedule. Periodic reports on employees who have completed the training and the grades they have received can be viewed and printed on-line by the employee's supervisors. Two Certificates of Completion will be awarded as employees successfully complete the training. One is for presentation to the employee and the other for retention in the employee's personnel file. Additionally, a report of incomplete assignments will be forwarded to the client periodically, to advise the client of employees who have not completed their individual training schedule.

For a complete list of RPLMRI training programs call 800-633-4775 or visit our web site at www.rplmri.com.



Managing Diversity, Equal Employment Opportunity and the Law



Course Description:

In a broad sense, diversity refers to those human characteristics that make us different from one another. Some of these characteristics are job related and others are not. Discrimination is illegal and takes place when employment decisions are based on non-job-related characteristics. These include, race, color, religion, national origin, sex, age, disabled and veteran statuses. This training program is a study of Title VII discussing what discrimination is, the different types of discrimination, how it impacts on employment actions, and the responsibility of management and employees to keep employment actions free of discrimination. The course discusses how to avoid discrimination and correct it after the fact. Discrimination is the unfair, illegal treatment of employees. Employees at all levels are responsible for ensuring fairness in the workplace.

Course Objectives:

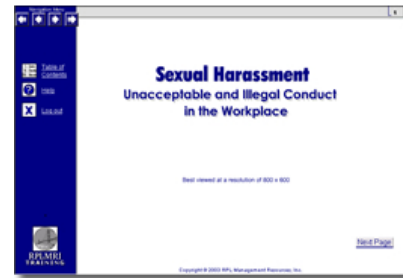
- Understand diversity, discrimination and its various forms
- Understand how the law applies to specific employment actions
- Through extensive casework observe how principles studied apply to real work-life situations
- Learn how to investigate & resolve complaints
- How to create and manage a discrimination free workplace

Additional Resources:

- Suggestions for Preventing Retaliation



Sexual Harassment – Unacceptable, Illegal Behavior in the Workplace



Course Description:

Sexual Harassment has been the most litigated civil rights violation for the past decade and it appears it will continue to be so for the foreseeable future. The courts have given favorable decisions to employers who have trained their workforce and have an effective Sexual Harassment policy in place. The RPL training program studies the subject in depth, identifying what sexual harassment is, what specific actions violate the guidelines, the obligation of the company to immediately investigate allegations of sexual harassment and to take appropriate corrective actions. The subject is sensitive and is presented in a positive, respectful manner. It would be impossible to overstress the advantages of training all employees on the subject of Sexual Harassment.

Course Objectives:

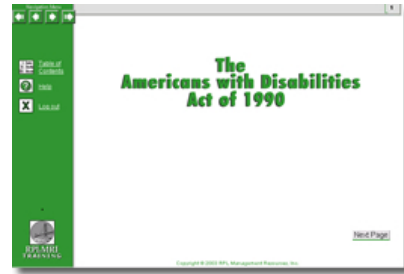
- Gain an in-depth, clear, accurate knowledge of sexual harassment
- Learn how to identify and understand the characteristics of Quid Pro Quo and Hostile Environment Sexual Harassment
- Know the 5 Essential elements of Quid Pro Quo Harassment
- Know Employer responsibility and actions required to avoid liability
- Understand the two prongs of an “Affirmative Defense”
- Understand Sexual Harassment policies and reporting systems
- Learn the 8 Steps to reduce Sexual Harassment
- Be able to handle Sexual Harassment allegations effectively

Additional Resources:

- Essential Employer Guidelines
- Eight Steps to Reduce Sexual Harassment Risks



The ABC's of the ADA



Course Description:

The American's with Disabilities Act of 1990 is a very complex law. This training program concentrates on the employment process, the nearly limitless types of disabilities covered and the impact of the ADA on employment practices. The extensive nature of ADA coverage makes it prone to violations at all levels of employment. The RPL course treats all the major elements of the Act. Specifically, the program discusses which entities are covered by the law, who is protected by it, what disabilities are recognized by the ADA, what actions constitute a violation and the obligation to make reasonable accommodations. The programs discuss questions that can and cannot be asked during an interview. Every manager, interviewer and recruiter should be familiar with the terms of the ADA.

Course Objectives:

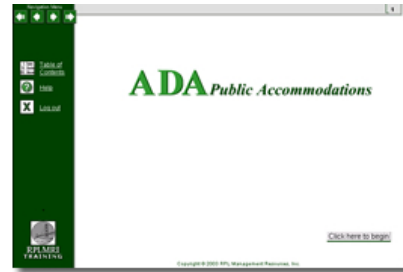
- Learn the origins and purposes of the ADA
- Know how an employer is covered by this law and who are the individuals protected by it
- Know what actions are discriminatory and prohibited by the ADA
- Know which disabling conditions are covered and those not covered by this law
- Understand when and the extent of an employer's obligation to accommodate disabilities
- Understand what auxiliary aids and services employers are required to furnish
- Know what mitigating measures are and how to apply them to specific cases
- Learn how to apply this law to every day employment situations

Additional Resources:

- Link to EEOC web site
- Link to Department of Justice web site
- Link to OFCCP web site



ADA – Public Accommodations



Course Description:

The ADA provides that the disabled should have equal access to all private establishments that are available to the public. It provides that “No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations of any place of public accommodation by any person who owns, leases, (or leases to) or operates a place of public accommodation.” This course examines Title III of the ADA governing public accommodations and the demands of the regulations on those who operate, renovate, manage, buy or sell property covered by this Act. This study gives clear and accurate answers to the dozens of issues confronting realtors and property managers.

Course Objectives:

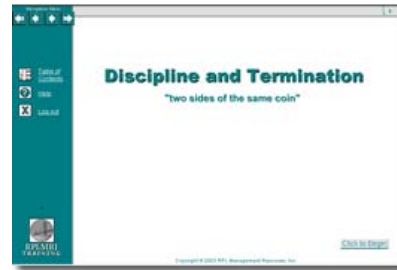
- Know the 12 categories of a Place of Public Accommodation
- Know how a Public Accommodation is covered by this law and who are the individuals protected by it
- Know what is discriminatory and prohibited by the ADA
- Know which disabling conditions are covered and those not covered by this law
- Understand when and the extent of a Public Accommodation’s obligation to accommodate disabilities
- Understand what auxiliary aids and services Public Accommodations are required to furnish

Additional Resources:

- ADA Standards
- ADA Standards for Accessible Design website link
- American National Standards Institute website link
- U.S. Department of Justice website link



Discipline and Termination – Two sides of the same coin



Course Description:

Discipline and termination are said to be two sides of the same coin. This means that termination is a form of discipline albeit the most severe form of discipline. This course is designed to give a thorough discussion of the disciplinary process by studying the major kinds of disciplinary problems, the severity levels of offenses, and how they impact on the employee, other employees and the company. Considerable time is dedicated to studying the reasons for disciplinary problems, how to recognize and deal with them. The course offers a discipline policy as well as a discipline process. The benefits of such elements improve the employee's behavior while giving the company a record trail should it be needed for defensive purposes. An investigative process is included to guide the employer through an investigative process that will assure protection of the employee's rights and the company's right to control its business.

Course Objective:

- Learn the classifications of disciplinary problems
- Know the difference between Behavioral and Work Performance problems
- Understand how discipline affects not only the employee but also all other employees
- Learn the steps involved in properly administering discipline
- Obtain a thorough grasp of the reason employees have discipline problems and how to recognize their presence
- Obtain knowledge of how to prepare an effective discipline policy and utilize the discipline process properly
- Learn the "Hot Stove" rule as it applies to administering discipline
- Know how to conduct an investigation of offenses that could lead to disciplinary actions

Additional Resources:

- Disciplinary Action Checklist
- Disciplinary Review Sheet



Recognizing Methamphetamine Labs



Course Description:

This Course gives a comprehensive review of the telltale signs indicating the existence of a methamphetamine lab. It provides a clear and complete understanding of the specific dangers of clandestine labs and the signs of methamphetamine contamination. The Recognizing Methamphetamine Labs course underlines the specific actions to be taken in the event a meth lab is discovered. Filled with colorful photos and detailed descriptions to help you better understand the material.

Course Objectives:

- Understand what methamphetamine is
- Understand how and where methamphetamine is manufactured
- Recognize containers associated with chemicals used to manufacture meth
- Recognize odors characteristic of chemicals used to make meth
- Be aware of the dangers meth poses to those who manufacture, use or otherwise come in contact with meth chemicals
- Know the appropriate steps to take when methamphetamine labs are discovered

Additional Resources:

- National Response Center Contact Information
- HIDTA Tip Line
- List of National Hotlines & Helplines
- Links for additional information

