

HR and Compliance Series

ADP TotalSource University's HR and Compliance Series courses focus on the critical skills needed to be successful and compliant in the workplace. Our goal is to help broaden your perspectives and improve your performance through a series that provides both employees and leaders with an opportunity to develop and grow their knowledge.

What will you learn?

Did you know that HR and Compliance training is a recommended best practice in all states? An effective compliance training program is critical for success and through these trainings managers are provided with the practical information they need.

- Employment Laws, Regulations and Compliance
- Preventing Harassment for Managers and Supervisors
- Preventing Harassment for Employees
- Preventing Harassment for California Managers and Supervisors
- Progressive Discipline Process
- Terminations: Essential Actions for Success

Employment Law, Regulations and Compliance
August 25 – 10:00 am ET/7:00 am PT
September 26 – 12:00 pm ET/9:00 am PT
October 30 – 4:00 pm ET/1:00 pm PT

Preventing Harassment for Employees
August 29 – 3:00 pm ET/12:00 pm PT
September 24 - 12:00 pm ET/9:00 am PT
October 28 – 10:00 am ET/7:00 am PT

Preventing Harassment for Managers
August 26 – 3:00 pm ET/12:00 pm PT
September 25 - 12:00 pm ET/9:00 am PT
October 31 – 10:00 am ET/7:00 am PT

Progressive Discipline
August 25 – 4:00 pm ET/1:00 pm PT
September 26 – 3:00 pm ET/12:00 pm PT
October 30 - 12:00 pm ET/9:00 am PT

Preventing Harassment for California Managers
August 28 – 4:00 pm ET/1:00 pm PT
September 23 - 12:00 pm ET/9:00 am PT
October 29 - 12:00 pm ET/9:00 am PT

Terminations: Essential Actions for Success
August 29 - 12:00 pm ET/9:00 am PT
September 24 – 4:00 pm ET/1:00 pm PT
October 28 – 3:00 pm ET/12:00 pm PT

GENERAL INFORMATION

Our virtual classroom series are instructor-led courses that give you a classroom experience with the convenience of learning from your desk.

Registration: Registration may be completed in iLearn@ADP. Simply search (🔍) for the course topics to register. Registration closes 1 hour prior to the start of class.

Participation: Only participants logged in online for the duration of the class will receive credit for participation.

Duration: These interactive courses are approximately 90 minutes in duration, unless noted otherwise.

Pre-Requisites: There are no pre-requisites for attending, but Management Development classes are designed for managerial and supervisory level employees only.

CPE Credits: Most courses qualify for 1.5 CPE credits in Professional Development through the National Association of State Boards of Accountancy (NASBA).



Course Schedule: August – October 2014

