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**Must-Have Training
Courses for Your
HR Program**

Easy to implement, off-the-shelf courses allow you to quickly build a comprehensive training program. It's okay if you don't have subject matter experts or eLearning developers on your team. Today's pre-built courseware is amazingly engaging, interactive, and sometimes even customizable.

Many courseware companies allow you to pick and choose the courses you need out of their courseware library. There are hundreds of pre-built courses out there!

As you're compiling your rockstar training program, include the 3 most commonly requested topics:

COMPLIANCE

SOFT SKILLS

MANAGEMENT

Course quality matters, so look for:

INTERACTIVITY

SHORT VIDEOS

MOBILE-READY CONTENT

We've compiled a list of 10 essential HR training courses to include when developing your HR training.

Compliance Training

Anti-discrimination and anti-harassment courses are the most important HR training to offer. Every employee should complete this training as soon as possible after joining your company and regularly thereafter. In-depth compliance training can go a long way toward preventing incidents of discrimination and harassment. And if harassment or discrimination does happen within your organization, previously delivered compliance training will have already helped you meet your responsibilities and manage your liability as an employer.

Employees who understand the benefits diversity brings to an organization will be more welcoming, which leads to better teamwork and higher productivity. It's also important for employees to know what is considered harassment, sexual or otherwise, so they can honestly evaluate their own behavior.

Soft Skills Courses To Look For

4 **Communicating with Others**

When we take the time to strengthen our communication skills, we become more effective at work, we get more things done, and people enjoy working with us. This course will help you strengthen your personal communication skills and become more effective at work.

5 **Email and Text Etiquette**

This series explores the advantages and disadvantages of using email and text messages in the workplace and helps explain times when neither are appropriate. Learn about etiquette tips, see examples of well written electronic business messages and understand how to apply all of this on the job.

FAST FACT:

According to surveys, managers spend, on average, 18% of their time—more than 7 hours a week or 9 weeks per year—mediating employee disputes.



Management Training

An employee's relationship with his or her direct manager is the most important single factor in employee engagement. Those day-to-day interactions are what have the most impact on an employee's experience. Employee engagement, as you know, directly impacts productivity and retention.

In addition, the people who are your middle managers today could well be your company's leaders in the future. Training them today on management, open and honest communication, addressing issues, and more will have long term benefits for your company.

Finally, your managers are the ones interviewing and selecting new employees. Offer them specialized training for those tasks. Training on interviewing and selection skills is particularly important for new managers, as discrimination and unconscious bias can often show up in the hiring process.