

civil treatment[®] for MANAGERS online

Civil Treatment[®] for Managers (CTM) gives managers the skills they need to manage fairly and legally in today's changing workplace.

COURSE OVERVIEW

CTM uses an interactive and experiential learning format with a modular lesson design. The course teaches concrete behavioral guidelines that produce tangible results in the workplace. Clients who use the Civil Treatment[®] program report reduced litigation expenses and positive changes in organizational culture. E-learning delivery requires 2 ½ hours.

The course covers a range of issues addressed within two primary themes: Workplace Environment and Business Decisions. Topics include the following:

- Sexual/other forms of harassment
- Discrimination (race, age, disability, pregnancy, and religious)
- Retaliation/protected protest
- Abusive behavior
- Employee accommodations (ADA, FMLA, religious)
- Unjust dismissal
- Fair hiring, selection, and promotion
- Workplace violence

For more information, contact your sales representative at 800-497-7654.



Does your learning make a difference?[®]



ELI[®] CYCLE OF
CULTURAL CHANGE

Harassment and Discrimination Training



TECHNICAL SPECIFICATIONS

BROWSER:

- Browser must support cookies and JavaScript
- Microsoft Internet Explorer 6.0 or higher
- Netscape Navigator 7.1 or higher
- Flash Player 9 or higher
- Pop-up blockers, toolbars (e.g., Yahoo! or Google toolbars), and spyware must be disabled for the course to run
- AOL browsers are not supported

WORKSTATION CONFIGURATION:

- Microsoft Windows 98, Windows 2000, Windows XP
- Adobe[®] Reader[®] version 7.0 or above
- SVGA graphics card with screen resolution set to at least 800 x 600
- Pentium[®] P500 computer with at least 128MB of RAM
- Network Connection: ISDN, DSL, Cable Modem

ONLINE FEATURES:

- Available in CD-ROM, Intranet, and Hosted versions
- SCORM and AICC compliant
- Per-screen bookmarking

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