

civil treatment[®] for EMPLOYEES online

Civil Treatment[®] for Employees (CTE) communicates an organization's workplace expectations to its employees, teaching them skills that foster professionalism and diversity at all levels.

COURSE OVERVIEW

CTE uses an interactive, non-legal learning format featuring engaging, realistic scenarios, skills-building exercises, and concrete behavioral guidelines. The course focuses on tangible outcomes that transform the workplace; participants learn their roles and responsibilities for building an ethical organization. E-learning delivery requires approximately 1 ½ hours.

The course covers a range of issues addressing both the employer's and employee's responsibilities for building a civil workplace. Topics include the following:

- Sexual/other forms of harassment
- Abusive behavior
- Inappropriate mutual banter
- Workplace violence
- Communication skills
- Raising concerns

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



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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