

Problem Solving



Title	Duration (minutes)	Author	Course Description
• Professional Boundaries: Confidentiality	6	HSI-ej4	As a manager, you'll be privy to more information than the average employee. Maintaining confidentiality is essential for preserving trust and protecting company information. How do you keep that information private? When do you need to break confidentiality and share information with HR or the authorities? In this course, we'll answer those questions and discuss the importance of confidentiality.
• Professional Boundaries: Conflicts of Interest	7	HSI-ej4	Conflicts of interest can create ethical problems within a workplace. These can include issues with employees, managers, customers, vendors, competitors, and so forth. In this course, we'll take a look at what exactly qualifies as a conflict of interest.
• Professional Boundaries: Nepotism and Favoritism	6	HSI-ej4	In this program, we'll talk about how to navigate the waters of favoritism and nepotism as a manager. We'll define these terms and discuss some examples in the workplace. We'll go over why favoritism and nepotism can be problematic, how you can change or avoid these scenarios, and how to manage your team in a fair and balanced way.
• Professional Boundaries: Office Romances	8	HSI-ej4	In this program, we'll discuss how to manage romantic relationships among your employees. We'll talk about understanding and communicating your policies, including relationships between different levels or within the same department. We'll also discuss the fine line between flirting and sexual harassment. We'll go over the importance of disclosing these relationships, setting workplace boundaries, and dealing with the fallout of an office romance breakup.
• Office Etiquette: Appearance	3	HSI-ej4	In this course, we'll discuss all things appearance-related, including the do's and don'ts of personal hygiene, what to do if you notice a colleague's wardrobe malfunction, and respecting others' senses of smell. We'll even touch on clipping your nails at work and not wearing shoes. Yes, this really happens.
• Office Etiquette: Environment	3	HSI-ej4	This course is designed to help employees be more considerate and less...annoying. We'll discuss things like speaking volume, phone etiquette, personal space, inappropriate desk décor, cleanliness, and people in Speedos.
• Office Etiquette: Food	4	HSI-ej4	In this course on etiquette, we're talking about food and, in particular, the kitchen area. We'll go over some offensive behaviors and how to be a more considerate coworker.
• Office Etiquette: Interactions	3	HSI-ej4	This course is designed to help employees interact respectfully with one another in the office. We'll go over some tips on eavesdropping, attending meetings, collecting donations, office parties, and other tricky situations.
• Respect: 01. How to be Liked	8	HSI-ej4	Being liked at work makes you more productive, more engaged, and happier in your workplace. It allows your team to function more smoothly. So how do you get people to like you? Believe it or not, there's a professional way to make yourself likeable, and that's what this program is all about.
• Respect: 02. How to be Respected	9	HSI-ej4	Respect must be earned. It's not something that's automatically given. In this program, we're going to explore the qualities and behaviors that will help you earn respect at work.
• Respect: 03. How to Work with Someone You Dislike	7	HSI-ej4	We're all different. We have diverse backgrounds, skills, and experiences. Sometimes, those differences create conflict. This program will provide guidance on how to work with someone you don't like, while remaining productive and professional.