

Virtual
Training Available

EDUCATION SERVICES

HR & SAFETY COURSE CATALOG

HR CONSULTATIONS + EDUCATION

GENERAL HR TOPICS

- Addressing Absenteeism
- Americans with Disabilities Act (ADA) & ADA Amendments Act (ADAAA)
- Avoiding Workplace Discrimination Claims
- Change Management
- Dealing with Conflict in the Workplace
- Disciplinary Action Procedures
- Diversity & Sensitivity in the Workplace
- Employee Performance Reviews
- Genetic Information Nondiscrimination Act (GINA)
- Handling Terminations Effectively
- Health Insurance Portability & Accountability Act (HIPAA)
- Motivating Difficult Employees
- Understanding the Fair Labor Standards Act (FLSA)
- What Managers Need to Know About Benefits-Related Leave (FMLA, TDI & Workers' Compensation)

PROFESSIONAL SKILLS ADVANCEMENT SERIES

1. PSA 1: Accountability at Its Best
2. PSA 2: Communication in the Workplace
3. PSA 3: GREAT Customer Service & Professionalism

SUPERVISOR CERTIFICATE SERIES

1. Diversity & Sensitivity
2. Fundamentals of HR
3. Supervisor Basics
4. Hiring & Interviewing Skills
5. Managing Performance
6. Retaining & Developing Employees

COMING SOON!

We are excited to announce that digital Learning Module videos are coming soon! Please stay tuned for more information about how your team can receive on-demand training via HR Symphony.



SAFETY TRAINING + EDUCATION

GENERAL SAFETY

- Alcohol & Drug Awareness for Employees
- Back Safety
- CPR/AED Certification
- Driving Safety
- Emergency Preparedness
- Ergonomics
- Fire Safety
- First Aid Certification
- Front Desk Personnel Safety
- General Safety
- Kitchen Safety
- Nightclub Security Basics
- Ocean Organism Awareness
- OSHA General Industry (10 or 30 Hour Courses)
- Personal Protection & Safety
- Slips, Trips & Falls Safety
- Stress Management
- Workplace Violence Prevention & Safety

MEDICAL SAFETY

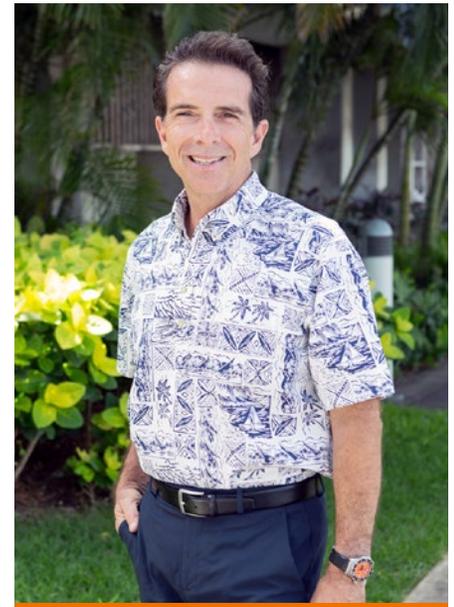
- Basic Life Support CPR Certification
- Blood Borne Pathogens (BBP)
- Industrial Hygiene
- Patient Transfer
- Personal Protective Equipment (PPE)
- Respirator Fit Testing
- Respiratory Protection
- Tuberculosis (TB) Awareness

SAFETY FOR SUPERVISORS

- Alcohol & Drug Awareness for Supervisors
- Highlights of Hawaii Workers' Compensation Law
- Root Cause Analysis Training
- Safety Investigation Principles for Supervisors
- Strategic Safety Planning

INDUSTRIAL SAFETY

- Chainsaw Safety
- Electrical Safety
- Fall Protection
- Forklift Safety & Certification for Experienced Operators
- Hazard Communications (GHS)
- Hearing Safety
- Heat in the Workplace
- Ladder Safety
- Lock Out/Tag Out
- Machine Guarding
- OSHA Construction Industry (10 or 30 Hour Courses)
- Pallet Jack Safety & Certification
- Permit-Required Confined Space
- Personal Protective Equipment (PPE)
- Power & Hand Tool Safety
- Radiation Safety
- Respirator Fit Testing
- Respiratory Protection
- Safety Data Sheets (SDS)
- Scaffolding
- Trenching & Excavation Safety



Your organization's success and the development of your employees mean everything to us. That's why we provide such a rich and varied selection of learning opportunities for both you and your employees. Through client consultations, monthly seminars, and on-site workshops, we aim to help you build a stronger, safer, and more customer-friendly company.

We're proud of our top-notch training capabilities and our capacity to serve you.

Aloha,

A handwritten signature in black ink that reads "Barron Guss".

Barron Guss
President and CEO



“I really enjoyed the workshops and took away so much. I loved the stories and examples and how it applied to our everyday life. It kept the team engaged throughout the entire class. Thank you so much! We look forward to our next class.”

Stacey Katakura
President & Founder, Accumulus



HR GENERAL TOPICS

Our team of dedicated HR Specialists provides professional human resources guidance and support to clients 365 days a year to assist with understanding ever-changing employment laws, handling employee issues, and planning employee development.

Consultations on these topics are provided as needed, either by phone or virtual option. Little to no advance scheduling is necessary. Listed below are the most common HR-related topics that our specialists discuss with business owners and managers.

Addressing Absenteeism

Identify root causes of employee absences from work, including habitual lateness. Discuss tools to clarify policies, document facts, and carry out disciplinary action when necessary.

Americans with Disabilities Act (ADA) & ADA Amendments Act (ADAAA)

Review workplace policies and provisions for employees with disabilities. Discuss ways to address disability-related issues and requests for accommodation in the workplace.

Avoiding Workplace Discrimination Claims

Create a plan to help prevent potential claims of discrimination using employee education programs and discipline procedures.

Change Management

Understand key strategies to prepare for organizational changes and care for employee morale.

Dealing with Conflict in the Workplace

Address root causes and effects of employee conflicts in the workplace. Focus on appropriate steps, including employee coaching, counseling, or discipline.

Disciplinary Action Procedures

Properly document and manage employee disciplinary issues. Know procedures for both minor and major types of misconduct.

Diversity & Sensitivity in the Workplace

This seminar shows how respectful workplace behaviors create a positive and safe working environment. The class is available in customizable formats of 1-hour, 2-hours, or 3-hours. The full content examines potential causes of inappropriate behavior, reviews policies governing employee behavior, and promotes a workplace culture that improves both teamwork and customer service.

Employee Performance Reviews

Effectively evaluate and record employee performance data to encourage and reward, or correct behavior. Set goals for the next year.

Genetic Information Nondiscrimination Act (GINA)

GINA prohibits discrimination in employment based on genetic information. Understand the impact of GINA in the workplace and learn how to be compliant regarding genetic information of employees.

Handling Terminations Effectively

Discuss ways to determine if an employee relationship can be salvaged or if termination is the proper course of action. Review proper document requirements and best practices of employee termination.

Health Insurance Portability & Accountability Act (HIPAA)

General training on the basic responsibilities that HIPAA requires "covered entities" to follow. This training is geared toward employees in health care and related industries.

Motivating Difficult Employees

Develop and implement effective motivation strategies. Understand how to give effective feedback and create valuable documentation.

Understanding the Fair Labor Standards Act (FLSA)

Keep up with changing requirements! Know how and when employees must be paid and when paying overtime wages is required. Follow the state *and* federal regulations to determine either exempt or non-exempt status.

What Managers Need to Know About Benefits-Related Leave (FMLA, TDI & Workers' Compensation)

Learn regulations affecting employee leaves of absence such as family medical, military, disability, or workplace injury leave.



Pricing by Service Plan

For HR Advantage clients: HR consultations are free of charge.

For HR Options clients: HR consultations are billed at \$150 per hour.

SCHEDULE HR CONSULTATIONS

To schedule HR consultations for your worksite, contact your HR Specialist.

(808) 591-4900 (Oahu)

1-800-373-1955 (Neighbor Islands)

training@altres.com



SUPERVISOR CERTIFICATE SERIES

Designed for both first-time supervisors and experienced managers, the Supervisor Certificate Series delivers a total of 12 contact hours of high-quality instruction. The series is presented in six modules that are two hours each and may be taken in any order. Upon completion of all six modules, participants are awarded a special Supervisor Series Completion Certificate.

Supervisor 1: Diversity & Sensitivity

Understanding diversity in the workplace is key to developing successful supervisory skills. Designed to help individuals find common ground and reinforce respectful behaviors, this seminar offers a fresh perspective on common human stereotypes and behaviors that may be perceived as inappropriate. Supervisors learn how to create a respectful work environment, how to identify and help prevent potential claims of harassment in the workplace, and how to apply specific tools that can help employees appreciate their differences and cooperate with one another more effectively.

Pricing by Service Plan: HR Advantage, free of charge; HR Options, free of charge.

Supervisor 2: Fundamentals of HR

Every supervisor or manager needs to know the basics of employment law and understand the best practices for overseeing employees. This module creates a firm foundation for the rest of the series by reviewing key employment laws, important employer requirements, and how to best use simplicityHR services. Focus is placed on increased awareness, effective intervention, and preventative measures.

Pricing by Service Plan: HR Advantage, free of charge; HR Options, free of charge.

Supervisor 3: Supervisor Basics

As the backbone of the organization, supervisors have a profound impact on both employee performance and business success. This module clarifies the true role of the supervisor and provides practical strategies for managing people, work flow, and organizational goals. Participants will also be introduced to techniques for nurturing employee morale and preparing for organizational change.

Pricing by Service Plan: HR Advantage, free of charge; HR Options, \$60 per person per module.

Supervisor 4: Hiring & Interviewing Skills

Finding and hiring a new employee can feel difficult, and the results can be disappointing because supervisors do not know the steps to prepare for a successful recruitment process. In this module, participants will hear insider secrets from experts in the staffing industry—people who screen resumes and interview job applicants on a daily basis. They will also learn how to determine the skills and behaviors best suited for the job at hand, plus the most effective (and legal) questions to ask while interviewing.

Pricing by Service Plan: HR Advantage, free of charge; HR Options, \$60 per person per module.

Supervisor 5: Managing Performance

Effective performance management can be a challenge for any supervisor. This module discusses best practices in motivating difficult employees, addressing absenteeism, managing conflict in the workplace, and following common disciplinary procedures. Participants will review factors which may determine if an employee relationship can be salvaged, or if termination is the proper course of action. They will also receive guidance on how terminations can be handled most effectively.

Pricing by Service Plan: HR Advantage, free of charge; HR Options, \$60 per person per module.

Supervisor 6: Retaining & Developing Employees

Studies have shown that employee engagement is a key to both employee retention and organizational success. In this module, participants learn how current best practice has moved away from the traditional performance review process to a system that engages and inspires employees: setting clear expectations, creating a structure for performance recognition, delivering constructive feedback, and providing opportunities for growth.

Pricing by Service Plan: HR Advantage, free of charge; HR Options, \$60 per person per module.

PROFESSIONAL SKILLS ADVANCEMENT SERIES

Designed with all employees in mind, the Professional Skills Advancement series covers a range of topics useful for employees of all levels. Delivering six hours of learning, participants receive a certificate after completing all three courses. Courses may be taken in any order.

PSA 1: Accountability at Its Best

Accountability: It's something that all managers want from their employees. But what does it really mean? And how do you become accountable? This course helps participants define and recognize accountability in themselves and others, and provides tips on improving their accountability at work.

Pricing by Service Plan: HR Advantage, free of charge; HR Options, \$60 per person per module.

PSA 2: Communication in the Workplace

Communication is key to all of our personal interactions. But often, we are not formally trained in basic communication skills, let alone in a professional setting. Participants will learn the importance of both delivering a clear message and active listening, and how the absence of either can lead to miscommunication or worse. Participants will also learn key pointers for good phone and e-mail communication.

Pricing by Service Plan: HR Advantage, free of charge; HR Options, \$60 per person per module.

PSA 3: GREAT Customer Service & Professionalism

Customer service skills and professionalism aren't just for customers; having excellent customer service skills can help you in your professional relationships as well. Participants will learn how to provide internal and external customers with great experiences, how others' perceptions may differ from your intentions, and the steps to "getting to yes."

Pricing by Service Plan: HR Advantage, free of charge; HR Options, \$60 per person per module.

"We really appreciate your workshops. Your team does a great job - lots of energy, lots of content, and very engaging. We can't wait to attend more!"

—Jolene Mears
Director of Human Resources,
Luana Hospitality Group

SCHEDULE HR TRAINING

To schedule HR training contact our Education Services Department.

(808) 591-4924
training@altres.com
simplicityHR.com/training



VIRTUAL HR TRAINING NEW

We are happy to offer all of our HR training virtually, via Microsoft Teams. Attendees may join from any device with an internet connection, such as a computer or smartphone. No special set-up or software installation is needed. Please contact our training team for more information.



“Thank you so much for your presentation on back safety! It was so interesting...a wealth of knowledge. We really appreciate ALTRES’ help and support when it comes to meeting our training needs.”

Maleeyah Machado
Pural Water Specialty Co.



SAFETY TRAINING + EDUCATION



GENERAL SAFETY

Every business can benefit from an investment in safety. We provide the following series of OSHA-compliant courses covering general safety topics. Training sessions are delivered on site and depending on the course may be tailored to owners, managers and other employees.

Alcohol & Drug Awareness for Employees

This course provides employees with information on substance abuse. Additional training can include a review of the company zero-tolerance drug and alcohol policy.

Back Safety

Learn proper ways to sit, stand, and lift objects to maintain a healthy back. Stretching and exercise techniques for overall back strength and fitness are also covered.

CPR/AED Certification

This two-year certification course provides hands-on training for administering CPR in a safe, timely, and effective manner. Course also covers the proper use of an AED.

Driving Safety

This course delivers a multi-faceted overview of safety behind the wheel for employees who drive a vehicle on the job.

Emergency Preparedness

Learn proper evacuation and safety procedures to prepare for disasters such as floods, fires, or hurricanes.

Ergonomics

Identify techniques for setting up a workspace to avoid strain, including proper computer set-up, lighting, and posture. On-site ergonomic assessments are also available.

Fire Safety

This course focuses on fire prevention, evacuation strategies, and potential fire hazards. It also includes a tutorial on how and when to use a fire extinguisher.

First Aid Certification

This two-year certification course provides participants with the basic skills needed to administer aid should an emergency arise.

Front Desk Personnel Safety

Learn front-line defense against potentially threatening situations using emergency procedures, verbal dos and don'ts, situational awareness and more.

General Safety

Review OSHA policies, procedures, and standards as well as safety and health principles applicable to all industries ("general industry") except agriculture, construction and maritime.

Nightclub Security Basics

Learn crowd control strategies and front door security methods for a nightclub or bar.

Ocean Organism Awareness

Identify potentially dangerous marine organisms commonly encountered in Hawaii and learn how to treat injuries and health risks associated with them.

OSHA General Industry (10 or 30 Hour Courses)

Review the top safety issues for OSHA's "general industry" category and focus on hazard recognition, avoidance principles, and prevention methods to create safe and healthy work environments. The 10-hour course is intended for entry-level workers. The 30-hour program is for supervisors or workers with some safety responsibility.

Personal Protection & Safety

Learn basic self-defense strategies, including how to recognize potentially dangerous situations and respond appropriately. In-person training includes practical application of basic self-defense moves.

Slips, Trips & Falls Safety

Review basic injury prevention methods, including ladder safety, wearing proper footwear, and keeping worksites hazard-free.

Stress Management

Discover simple techniques for managing stress and becoming more productive.

Workplace Violence Prevention & Safety

Learn how to identify early warning signs of workplace violence, how to address inappropriate behavior, and ways to avoid escalation.

Pricing by Service Plan

For HR Advantage clients: On-site and monthly safety training seminars are free of charge.

For HR Options clients: \$60 per person for regularly scheduled seminars. Additional safety training is billed at \$150 per hour of instruction for 1-10 participants. Additional participants are \$50 per person. Exceptions: Back Safety, Emergency Preparedness, Fire Safety, and General Safety are free of charge. CPR/AED Certification and First Aid Certifications are \$90 per person.



“As a Dental Hygienist and the person that handles the Safety and OSHA compliance for Wahiawa and Pearl Family Dental Care, I commend simplicityHR for the knowledgeable consulting on safety and OSHA. I have seen the positive changes in the office safety culture. With the guidance from simplicityHR, I know we can obtain that SHARP recognition from OSHA/HIOSH and be the “benchmark” for other dental offices.”

—Rainier Zubiri
Wahiawa and Pearl Family
Dental Care

SCHEDULE SAFETY TRAINING

To schedule training for your worksite, contact your HR Specialist or our Safety Training Department.

(808) 591-3273
safetytraining@altres.com
simplicityHR.com/safety

INDUSTRIAL SAFETY

Safety training in an industrial setting is essential for creating safe work environments and preventing on-the-job injuries. The following OSHA-compliant industrial safety courses may be modified to address the specific needs of each worksite.

Chainsaw Safety

This course covers general information and procedures that reduce the possibility of injury from chainsaw use in a variety of industries. Proper care, use, and maintenance of chainsaws will be reviewed.

Electrical Safety

Learn to address basic electrical safety issues in a variety of industries and work environments.

Fall Protection

Falls are among the most common causes of serious work-related injuries and deaths. This OSHA-compliant course includes demonstrations of safety principles for working at heights above six feet, such as with scaffolding, roofing, ladders, and harnesses.

Forklift Safety & Certification for Experienced Operators

This hands-on course provides training and three-year certification in the operation of forklifts and similar machinery. It is presented at the client worksite, using client lifts, machines and facilities.

Hazard Communications (GHS)

In compliance with OSHA’s Hazard Communications (GHS), this course provides education and training to help ensure chemical safety at your worksite.

Hearing Safety

Protect employees from hazardous noise. Participants will review safety precautions and receive instruction on the proper use of equipment such as ear plugs, canal caps, and earmuffs.

Heat in the Workplace

Review the dangers of working in a hot environment and how to identify risk factors. Learn basic first aid for treating heat-related ailments.

Ladder Safety

This course demonstrates safety methods and precautions for employees who use ladders or similar equipment.

Lock Out/Tag Out

Learn proper procedures to prevent the accidental release of electricity or hazardous energy during the use and maintenance of equipment or machines.

Machine Guarding

This course provides training on proper machine guarding (in compliance with OSHA standards) to employees working near or with machinery. Content can be customized for specific machinery used at each worksite.

OSHA Construction Industry (10 or 30 Hour Courses)

Review the top issues for the construction industry with a focus on hazard recognition, avoidance principles, and prevention methods. The 10-hour course is intended for entry level workers. The 30-hour program is for supervisors or workers with some safety responsibility.

Pallet Jack Safety & Certification

This course addresses safety methods and hazards involved with motorized and manual pallet jack operation.

Permit-Required Confined Space

Designed for individuals responsible for the development of a permit space program, the course provides the basics of OSHA’s permit-required confined space standard. It covers recognition of confined-space hazards and demonstrates the instrumentation used to evaluate atmospheric hazards and ventilation techniques.

Personal Protective Equipment (PPE)

Participants will learn how to properly use and care for protective equipment such as gloves, safety goggles, hard hats, and steel-toe boots.

Power & Hand Tool Safety

This course will address the hazards and dangers involved when using power and hand tools. Basic safety procedures and precautions are also covered.



Radiation Safety

This course teaches the basics of nuclear radiation awareness, explains how radiation can affect the human body, and provides an understanding of basic exposure, protection, and precautions.

Respirator Fit Testing

Our qualified safety staff can provide fit testing for your employees to ensure safe, reliable respirator use that meets the requirements of all regulatory agencies.

Respiratory Protection

Learn how to use, wear, clean, and maintain a respirator to prevent inhalation of harmful substances.

Safety Data Sheets (SDS)

This overview of how to read and understand Safety Data Sheets (SDS) can help reduce the risk of accidents or exposure through improper use of hazardous materials.

Scaffolding

Learn about types of scaffolds and how to create a safe workplace where scaffolding is being used. This course includes OSHA standards related to scaffolding.

Trenching & Excavation Safety

This overview of trenching and excavation principles also covers safety practices, hazard awareness, principles of shoring, rescue methods, and more.

Pricing by Service Plan

For HR Advantage clients: On-site and monthly safety training seminars are free of charge.

For HR Options clients: \$60 per person for regularly scheduled seminars. Additional safety training is billed at \$150 per hour of instruction for 1-10 participants. Additional participants are \$50 per person. Exceptions: Hazard Communications (GHS) is free of charge. Forklift Certification is \$90 per person.

VIRTUAL SAFETY TRAINING NEW

A selection of our safety education is offered virtually, via Microsoft Teams. Attendees may join from any device with an internet connection (such as a computer or a smartphone); no special set up or software installation needed. Please contact our safety training team for more information.

MEDICAL SAFETY

This series of OSHA-compliant medical safety courses may be tailored to meet specific worksite needs.

“What a great class! I always learn something new and it’s always a great refresher and reminder of the skills we need to remember.”

— Pauline Kawamata
Operations & Volunteer Program
Director, Hawaii Nature Center

SCHEDULE SAFETY TRAINING

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Basic Life Support CPR Certification

This certification course is geared toward healthcare and public safety professionals and teaches how to recognize a variety of life-threatening emergencies, administer CPR, use an AED, and relieve choking in a quick, effective, and safe manner.

Blood Borne Pathogens (BBP)

Learn universal precautions as well as safety methods and precautions specific to handling potentially dangerous bodily fluids.

Industrial Hygiene

This course covers the basic science of industrial hygiene awareness, from anticipating and recognizing to evaluating and controlling a variety of workplace conditions that may cause employee injury or illness. It reviews the use of environmental monitoring, analytical methods, and other control methods to prevent potential health hazards and determine the extent of worker exposure.

Patient Transfer

All aspects of transferring patients from one location to another are discussed, including how to use equipment such as sliding boards, Hoyer lifts, and gurneys. Patient coaching and proper procedures in case of a fall are also covered.

Personal Protective Equipment (PPE)

Participants will learn how to properly use and care for equipment such as gloves, safety goggles, face shields, and more.

Respirator Fit Testing

Our qualified safety staff can provide fit testing for your employees to ensure safe, reliable respirator use that meets the requirements of all regulatory agencies.

Respiratory Protection

This course teaches how to use, wear, clean, and maintain a respirator to prevent inhalation of harmful substances.

Tuberculosis (TB) Awareness

Address the dangers of TB and learn how to protect against infection. Course is best if completed with the Respiratory Protection module.





SAFETY FOR SUPERVISORS

Our supervisor safety courses are designed to equip decision-makers with the knowledge they need to create operational safety standards and maintain safe work environments.

Alcohol & Drug Awareness for Supervisors

This module provides information about alcohol and drug abuse and their effects on the workplace. Learn how to identify high-risk employees and address situations appropriately.

Highlights of Hawaii Workers' Compensation Law

This explanation of the law, which protects workers who are injured on the job or get sick due to working conditions, includes procedures for reporting workplace injuries and illnesses, and how to obtain treatment.

Root Cause Analysis Training

Participants will learn how to find and correct underlying causes of safety problems by implementing problem solving processes, criteria for accuracy, and objective analyses that pinpoint the best and most cost-effective solutions for control and prevention.

Safety Investigation Principles for Supervisors

Our highly-experienced staff will share the principles they use to evaluate and diagnose potential risks. How to ascertain hazards and safety violations and implement appropriate preventive measures will also be covered.

Strategic Safety Planning

This course will discuss elements necessary for the development of a full-scale safety program: creating a company safety manual, implementing effective employee training, and instilling a "safety first" attitude among workers.

Pricing by Service Plan

For HR Advantage clients: On-site and monthly safety training seminars are free of charge.

For HR Options clients: \$60 per person for regularly scheduled seminars. Additional safety training is billed at \$150 per hour of instruction for 1-10 participants. Additional participants are \$50 per person. Exceptions: Blood Borne Pathogens (BBP) is free of charge. Basic Life Support CPR Certification is \$120 per person.



WAYS TO LEARN

Register for our monthly scheduled seminars or contact us for other education and training options.

HR TRAINING

(808) 591-4924
training@altres.com
simplicityHR.com/training

SAFETY TRAINING

(808) 591-3273
safetytraining@altres.com
simplicityHR.com/safety

Important Notes:

The seminars, training modules, and on-site training services listed in this catalog are available to owners, employees, and authorized contacts of active simplicityHR clients under the HR Advantage and HR Options service plans. Only a limited number of these services are available under the HR Essentials plan.

Note that on-site presentations have class size minimums. In some cases, a travel or set-up fee may be assessed for a highly customized on-site training. A fee will be assessed for cancellations with less than 48 hours notice.

Available seminar, training content, and pricing are subject to change without notice.

For more information, contact your HR Specialist or the Education Services Dept. at (808) 591-4924.



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967 Kapiolani Boulevard
Honolulu, Hawaii 96814

Oahu (808) 591-4900
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simplicityHR.com