

Compliance Training Classes Available: *Classroom-Based Classes*

- **Americans with Disability Act of 1990 (ADA)**

Event City of Denton

To remain knowledgeable on current ADA regulations, it is recommended that you attend this workshop every two years. This interactive course will inform participants how the ADA has developed into the law it is today. It will identify who to contact within the City and what processes will be used... [read more](#)

- **Classroom Practicums**

Event City of Denton

Practicums are scenario-based group exercises that are designed to spark thinking and generate discussion.

- **Code of Conduct Awareness**

Online Class SkillSoft

A company's Code of Conduct is a key part of its ethical framework. Outlining an organization's key ethical principles and providing guidance on the expected standards of behavior for employees, the Code serves as an important resource for employees as they navigate the sometimes challenging waters... [read more](#)

- **Controlling Workplace Losses**

Event City of Denton

Discuss the various types of workplace losses (on-the-job injury, vehicle accident, liability claims, and damage to City equipment/property) and their impact on the City's "bottom-line". You will gain a better understanding of your role and responsibility in preventing these losses, when to notify... [read more](#)

- **Developing an Accurate Job Description**

Event City of Denton

The art of developing an accurate job description encompasses several components of employment. You will learn how to identify Bona Fide Occupational Qualifications, essential functions of the job, and conditions of employment. Open table discussions will focus on Fair Labor Standards Act (FLSA),... [read more](#)

- **Discipline Policy and Procedures**

Event City of Denton

To remain knowledgeable on current policy and procedures, it is recommended that you attend this workshop every two years. You will learn the appropriate steps in disciplining an employee. Positive progressive discipline addresses an employee's performance, attendance, or behavior in a manner that... [read more](#)

- **Ethics and Fraud in the Workplace**

Event City of Denton

This workshop is designed to help you identify the most common work-related ethics and compliance concerns. You will learn how to recognize and address suspected fraud in the workplace. This course will demonstrate how to think through an issue and determine the most appropriate choice of action to... [read more](#)

- **[Fair Labor Standards Act \(FLSA\)](#)**

Event City of Denton

To remain knowledgeable on current FLSA regulations, it is recommended that you attend this workshop every two years. This session will address compliance with the Fair Labor Standards Act (FLSA). Areas covered will include correct timekeeping procedures, determining what is and is not considered... [read more](#)

- **[Family and Medical Leave Act/Americans with Disability Act](#)**

Event City of Denton

To remain knowledgeable on current Family and Medical Leave Act (FMLA)/Americans with Disability Act (ADA) regulations, it is recommended that you attend this workshop every two years. This session will offer practical and clear examples that help eliminate confusion regarding the Family and Medical... [read more](#)

- **[Harassment Prevention](#)**

Event City of Denton

To remain knowledgeable on current harassment litigation, it is recommended that you attend this workshop every two years. Harassment, in various forms, is a prevalent issue in today's workplace. You play a critical role in maintaining a harassment and discrimination-free work environment. You will... [read more](#)

- **[Human Resources Q & A Sessions](#)**

Event City of Denton

Monthly Q & A Sessions for employees to ask questions and/or get assistance of Human Resources staff.

- **[Introduction to Workplace Ethics](#)**

Online Class SkillSoft

Ethics don't just apply to senior executives. While upper management does have a responsibility to set the ethical tone for an organization, employees at every level also have a responsibility to conduct themselves in an ethical manner. This course will prepare you to approach your job with an... [read more](#)

- **[Legal Aspect of Interviewing Job Candidates](#)**

Event City of Denton

To remain knowledgeable on current policies and procedures, it is recommended that you attend this workshop every two years. Hiring the right person for the job is one of the most important decisions you can make. Knowing what questions to ask and how to ask them to obtain information is a key... [read more](#)

- **[Open Records/Records Retention](#)**

Event City of Denton

Open records and records retention are critical areas with regard to compliance with state and federal laws. This workshop will familiarize you with how to respond to an open records request and why time is of particular importance. Local governments are also required to keep a retention schedule... read more

- **Preventing Workplace Discrimination**

Event City of Denton

Discrimination, in various forms, is a prevalent issue in today's workplace. You play a critical role in maintaining a discrimination-free work environment. You will explore blatant and subtle forms of discrimination and ways you can address these issues.

- **Privacy and Information Security**

Online Class SkillSoft

Information about individuals is used by businesses to provide customers with a huge array of targeted goods and personalized services that consumers have come to expect. If it lands in the wrong hands, this same information can result in harm to the very individuals it was meant to serve. The... read more

- **Substance Abuse/Reasonable Suspicion**

Event City of Denton

In compliance with the U.S. Department of Transportation Regulations, this course is required to be taken at least once for employees who supervise employees who possess a commercial driver's license. To remain knowledgeable, it is recommended that you attend this workshop every year. This session... read more

- **USERRA and You: Employer Rights and Responsibilities to Servicemembers**

Event City of Denton

The purpose of this course is to introduce the law and rules of the Uniformed Services Employment and Reemployment Rights Act (USERRA). This course is for Servicemembers and supervisors to have a better understanding of the rights and responsibilities under USERRA.

- **Violence Prevention**

Event City of Denton

Today, violence in the workplace is an important issue. Violence is not just homicide, but can be other, subtler forms that will be explored in this session. Many employees are not prepared to effectively prevent or respond to a workplace violence situation. This session will help you learn to... read more

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