

**SILVER-LEVEL ACCESS  
SAMPLE MEMO  
TO ALL EMPLOYEES**

TO: ALL EMPLOYEES

FROM: HUMAN RESOURCES

RE: ACCESS TO E-LEARNING MODULES

XXXX is dedicated to developing its employees. As such, we have partnered with Employers Group to offer an eTraining Portal that provides access to a variety of online training modules that can assist you in developing yourself.

The following courses are available to you on a voluntary basis. A completion certificate is available upon completion of the course and with a passing score of the proficiency quiz at the end of each module.

Your supervisor may recommend or require you to take specific courses. Required courses must be taken during your normal work day. Each course is approximately one hour in duration and does not need to be taken at one time. The system will remember where you finished.

<b><u>Harassment Prevention</u></b>
Employee Level (CA and non-CA)
<b><u>Communication Skills</u></b>
Business Writing Letters and E-mails
Presentation Skills
<b><u>Compliance</u></b>
Conflicts of Interest
Office Ergonomics
Safety and Bloodborne Pathogens
Valuing Diversity in the Workplace
<b><u>Leading People</u></b>
Delivering Effective Feedback
Delegation
Establishing Performance Goals and Expectations

Access the courses by going to:

[login.etrainingportal.com](http://login.etrainingportal.com)

Username: Your company email address:  
Password: XXXXXX

**SILVER-LEVEL ACCESS  
SAMPLE MEMO  
TO SUPERVISORS ONLY**

TO: SUPERVISORY STAFF

FROM: HUMAN RESOURCES

RE: ACCESS TO E-LEARNING MODULES

XXXX is dedicated to developing its employees. As such, we have partnered with Employers Group to offer an eTraining Portal that provides access to a variety of online training modules that can assist you in developing yourself.

As a supervisor, the following courses are available to you. Please note that the courses in RED are only available to supervisory staff.

Courses in BLACK are also available to employees. Please familiarize yourself with the content from the modules and encourage (and or require) employees to take appropriate coursework as you deem relevant. Note that if you require an employee to take a particular course, they must take the course during their regular work day. Employees will not be compensated for courses taken during non-work hours. Any courses they choose to take are voluntary.

<b><u>Harassment Prevention</u></b>	<b><u>Leading People</u></b>
Employee Level (CA and non-CA)	Delivering Effective Feedback
Supervisory Level (CA AB1825 and non-CA)	Delegation
	Doing Performance Reviews
<b><u>Communication Skills</u></b>	Employee Disciplining
Business Writing Letters and E-mails	Establishing Performance Goals
Presentation Skills	Job Candidate Interviewing
<b><u>Compliance</u></b>	
Affirmative Action for Supervisors	
Conflicts of Interest	
Employee Ethics / Ethics for Managers	
Job Candidate Interviewing	
Nuts and Bolts of Supervisory Law (CA)	
Office Ergonomics	
Safety and Bloodborne Pathogens	
Valuing Diversity in the Workplace	
Wage and Hour Law for Supervisors (U.S.)	
Supervisor's Guide to Meals, Rests, Wages and Hours Worked (CA)	

Access the courses by going to:

[login.etrainingportal.com](http://login.etrainingportal.com)

Username: Your company email address:  
Password: XXXXXX