

UNO's Training Courses from BLR.com

The on-line training courses from BLR.com are arranged below into categories to assist you in finding ones to fit your department or individual training needs. They address important issues for the University community, and you are encouraged to explore them.

All courses are available for all UNO employees, and many highlight issues particular to those in a supervisory role or those wishing to learn more about supervision. Departments may arrange to view the courses at a staff meeting, for example, and discuss the presentations. Facilitators from Human Resources are available to assist (4-2321).

To access the training courses, click on [UNO BLR Training Center](#).

The log in is **6434100**.

The password is **68182**.

Supervisor-Focused Courses (open to all employees)

Employment Law and Frequent Issues—

- Diversity—Legal Basics for Supervisors
- Employment Law for Supervisors—What You Should & Shouldn't Do
- Workplace Ethics for Supervisors
- Workplace Privacy—What Supervisors Need to Know
- Attendance Management—What Supervisors Need to Know
- How to Manage Challenging Employees

ADA & FMLA: Their Importance—

- Americans with Disabilities Act—What Supervisors Need to Know
- FMLA—What Supervisors Need to Know

Basics for Creating a Position—

- Job Descriptions—How to Write Them Effectively
- FLSA—What Supervisors Need to Know

Interviewing and Welcoming the New Employee—

- Interviewing Skills for Supervisors
- Hiring Legally
- New Employee Orientation—'How To' for Supervisors

The Dreaded Performance Appraisal—

- Coaching for Superior Employee Performance—Techniques for Supervisors
- Measuring Job Performance—What Supervisors Need to Know
- Performance Appraisals—How to Conduct Effectively

Keeping Good Employees—

- Reducing Turnover and Increasing Retention
- Motivating Employees—Tips and Tactics for Supervisors
- Teambuilding for Supervisors

When Things Don't Go Well—

- Progressive Discipline
- Grounds for Termination—What Managers and Supervisors Need to Know
- Terminating Employees—The Process

Managing a Respectful Workplace—

- Sexual Harassment—What Supervisors Need to Know
- Preventing Sexual Harassment—A Guide for Supervisors
- Workplace Harassment—What Supervisors Need to Know
- Substance Abuse in the Workplace—What Supervisors Need to Know
- Violence in the Workplace—How to Prevent and Defuse for Supervisors

Communication—

- Effective Communication for Supervisors

- Effective Meetings—How to for Supervisors
- Leadership Skills—What New Supervisors and Managers Need to Know

Safety and Health

- Affordable Care Act—What You Need to Know
- Back Safety
- Bloodborne Pathogens—General
- Defensive Driving for Noncommercial Motorists
- Defensive Driving—Commercial Motor Vehicles
- Hazard Communication
- Mold Hazards & Prevention
- New Employee Safety Orientation
- Office Ergonomics
- Preventing Workplace Violence—What Employees Need to Know
- Record Keeping—Injury & Illness
- Slips, Trips, and Falls
- Stress Management
- Substance Abuse in the Workplace—What Employees Need to Know
- Workplace Safety for Employees
- Workplace Security for Employees

Fire Safety and Emergency

Planning—

- Disaster Planning—What Employees Need to Know
- Disaster Planning—What Supervisors Need to Know
- Emergency Action and Fire Prevention
- Exit Routes—Supervisors
- Fire Extinguishers
- Good Housekeeping
- Pandemic Flu—How to Prevent and Respond

A Respectful Workplace

- Customer Service Skills—How We Can All Improve
- Diversity for All Employees
- Preventing Sexual Harassment—A Guide for Employees
- Sexual Harassment—What Employees Need to Know
- Workplace Harassment—What Employees Need to Know

General

- Effective Communication for Employees
- Teambuilding for All Employees
- Time Management Skills for Employees
- Training the Trainer