

COURSE CATALOGUE





Introduction

At HR Proactive, we believe that learning and development are essential to building a skilled, adaptable workforce. Our courses support workplace safety, compliance, and professional growth—helping organizations and employees achieve long-term success.

Developed by industry professionals, our courses provide practical guidance through real-world scenarios, activities, discussions, and individual reflection. This approach helps learners gain valuable insights and apply their knowledge effectively in their day-to-day roles.

Our HR Pro Hosted all-in-one LMS comes pre-loaded with mandatory compliance courses and essential tools for policy management. You can choose the courses you want to include in your LMS and prioritize those that align with your organization's training needs. Explore our wide range of programs and courses designed to support workplace safety and compliance, HR practices, and leadership development.

We provide flexible, practical training solutions, that help organizations build strong, people-focused workplaces that drive growth and adapt to change.



Delivery Methods

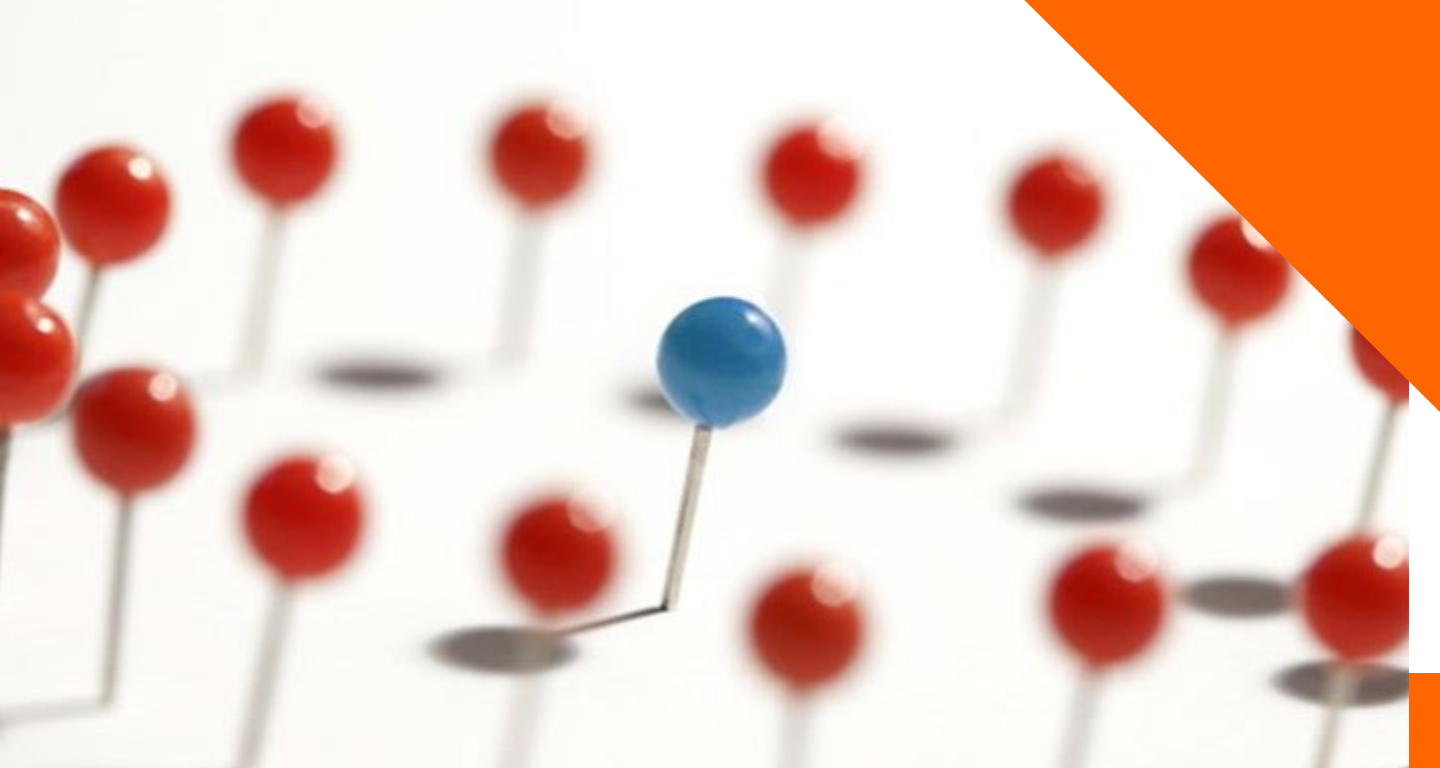
.Our courses and training programs are available through a variety of delivery methods to suit different learning preferences and organizational needs.

Courses can be delivered in person, through live virtual sessions, or via on-demand online modules, allowing learners to engage at their convenience and from any location.

Our online courses can be hosted on our Learning Management System (LMS), or SCORM-compliant training files can be uploaded directly to your existing LMS.

These delivery options can be easily adapted for a Canada-wide audience, ensuring the content is relevant to learners across the country. Additionally, we offer the ability to customize content to reflect the specific legal requirements and regulations of different provinces and territories. This ensures that the content remains relevant and compliant with local laws, while still maintaining consistency across all regions.

Whether you have a national workforce or employees in specific locations, our training solutions and delivery methods can be customized to meet your needs.



Workplace Harassment, Bullying, Violence, and Discrimination

Series Overview

Violence, harassment, and discrimination are serious workplace concerns, affecting employees across all industries. Canadian employers are responsible for providing employees with information and instruction about workplace violence and harassment.

This course series helps employers, supervisors, and workers learn how to recognize, respond to, and prevent workplace harassment and violence, and understand their rights and responsibilities under provincial and federal legislation.

Courses can be customized to include industry-specific scenarios and information about your organization's policies and procedures, ensuring the training is both engaging and relevant.



Prevent Sexual Violence and Harassment Bill 132 (Ontario)

This course helps employees recognize and address sexual harassment in the workplace, promoting a respectful and safe environment for all.

Key topics include identifying inappropriate behaviour, understanding its impact on victims, and following the correct reporting procedures. Participants will gain insights into the emotional, psychological, and professional effects of harassment on individuals and the workplace culture.

Additionally, the course covers relevant legislation, company policies, and the rights and responsibilities of both employees and employers in creating a harassment-free environment.

Complimentary Addition: Respect and Civility in the Workplace

An introduction to respect and civility in the workplace, focusing on the seemingly innocuous behaviours that, if left unaddressed, can escalate into harassment.

Designed as a precursor to **Respect in the Workplace**, this course provides valuable foundational knowledge.



Prevent Violence and Harassment in the Workplace Bill 168 (Ontario)

This course helps learners recognize and address workplace harassment and violence, including physical, verbal, sexual, psychological, and discriminatory behaviour, as well as bullying and online harassment.

Designed to help workplaces meet training requirements under Bill 168, *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace)* this course ensures participants understand their rights and responsibilities, employer obligations, and the liability of workplace parties under the OHSA.

Participants will examine the connections between harassment, bullying, and violence and how these behaviours impact workplace safety and legal compliance. This course also highlights the importance of maintaining a respectful work environment and taking proactive steps to prevent workplace violence and harassment.

Complimentary Addition: Respect and Civility in the Workplace

An introduction to respect and civility in the workplace, focusing on the seemingly innocuous behaviours that, if left unaddressed, can escalate into harassment. Designed as a precursor to **Respect in the Workplace**, this course provides valuable foundational knowledge.



Prevent Violence and Harassment in the Workplace (Canada-Wide)

This course helps learners recognize and address various types of workplace harassment and violence, including physical, verbal, sexual, bullying, psychological abuse, and discriminatory behaviour. Additional topics include domestic violence and online harassment.

Participants will explore their rights and responsibilities, the liability of each workplace party under relevant legislation, and the connections between harassment, bullying, and violence. The course also emphasizes the importance of creating a respectful work environment, addressing concerns proactively, and encouraging open communication.



Organizational Culture

Series Overview

An organization's workplace culture defines how employees interact, make decisions, and align with its goals and values. It influences everything from daily operations to long-term success, shaping employee morale, engagement, and retention. A strong, inclusive culture fosters trust, collaboration, and innovation, ensuring all employees feel respected and empowered to contribute their best work.

Our series of courses explores diversity, inclusion, accessibility, and respect, addressing barriers, biases, and workplace dynamics that impact employee experiences. A positive and equitable culture helps attract and retain top talent, reduces conflict, and strengthens organizational reputation. By embracing inclusive practices, organizations can foster a sense of belonging, create opportunities for all employees to thrive, and build a more fair, productive, and cohesive work environment.



Promoting a Civil and Respectful Workplace

Comprehensive Training Program

A workplace built on civility and respect is fundamental to creating a fair, inclusive, and productive environment.

HR Proactive's **Respect in the Workplace** program is designed to enhance employees' awareness and develop the skills necessary to demonstrate professionalism, accountability, and inclusion in their interactions with others. This course is highly experiential, incorporating case studies throughout to reinforce key concepts.

Areas of focus include:

- Identifying harassment, bullying, sexual harassment, discrimination, and violent conduct.
- Understanding the grounds for discrimination and the groups protected under human rights laws.
- Describing employer and employee responsibilities and accountabilities.
- Recognizing behaviours that reflect both personal and organizational values.
- Responding appropriately if you experience or witness harassment, bullying, sexual harassment, discrimination, or violence.

Our world-class training program is designed to meet your organization's needs and can be customized to reflect your internal policies, procedures, and branding, ensuring the content aligns with your organization's values.

A workplace built on respect and civility promotes collaboration, productivity, and long-term success.

www.respectintheworkplacetraining.ca



Diversity and Inclusion in the Workplace

This course aims to educate employees on the importance of valuing diverse perspectives and creating an inclusive work environment where everyone feels respected, heard, and empowered to contribute.

Learners will explore different forms of diversity, strategies to address unconscious bias, and practical skills for promoting inclusive interactions within teams.

By understanding the value of diverse perspectives and recognizing the importance of equity, employees will be better equipped to navigate complex social dynamics and collaborate effectively.



2SLGBTQI+ Inclusion

Three-Part Workshop

This program is designed to help employees develop a deeper understanding of 2SLGBTQI+ identities and how to create a supportive workplace. By encouraging authentic interactions and self-awareness, this training empowers employees to contribute to a workplace culture that values diversity, respect, and inclusion.

Participants will explore the history, myths, and stereotypes surrounding 2SLGBTQI+ individuals, offering insights into how these factors influence perceptions. This program also covers key terminology, language, and the importance of using inclusive forms of address, providing foundational knowledge for creating a more respectful environment.



2SLGBTQI+ Inclusion

Workshop Overview

Part 1

Participants will learn about the history and experiences of 2SLGBTQI+ individuals, uncovering the phobias, myths, stereotypes, and heterosexism and how these ideas influence perceptions. By developing a deeper understanding of these issues, employees can build empathy and challenge harmful narratives.

Part 2

This module focuses on the importance of terminology, language, and pronouns, offering employees the tools to communicate in a way that is both respectful and inclusive. Understanding and using appropriate language can be a powerful first step toward creating an environment where everyone feels seen and valued.

Part 3

Employees will examine what it means to be an active ally and support 2SLGBTQI+ colleagues. This section provides practical guidance on creating safe and inclusive spaces within the workplace, supporting inclusion initiatives, and speaking up against discriminatory behaviour.



Unconscious Bias & Microaggressions

Everyone holds unconscious biases. While they may not influence every interaction, over time they can shape workplace culture, create imbalances, and impact team relationships. Microaggressions, even when unintentional, can cause lasting harm if they are not addressed. This training helps participants recognize bias, respond to subtle forms of exclusion, and contribute to a more respectful work environment.

This course was developed by subject matter experts and follows adult learning principles. It incorporates real-world examples, guided reflection, and practical strategies to help learners build skills and apply what they learn in everyday workplace situations.



Bystander Intervention in the Workplace

Bystander intervention is an effective strategy for addressing and preventing harassment in the workplace, empowering individuals to actively intervene and challenge inappropriate behaviour when they witness it.

This course introduces the concept of bystander intervention and teaches participants how to identify harassment or inappropriate behaviour and intervene safely and effectively. Through real-life scenarios and research-backed insights, participants will gain the confidence and skills necessary to take action, support affected colleagues and contribute to a more respectful and inclusive workplace culture.



Respect and Civility in the Workplace

A respectful and civil workplace promotes collaboration, engagement, and overall organizational success. HR Proactive's Respect and Civility in the Workplace training equips employees and managers with the skills and awareness needed to foster a professional, inclusive, and productive work environment where everyone feels valued.

This course covers:

- The fundamentals of respect and civility in the workplace.
- Key skills and attitudes that promote a culture of professionalism.
- How to recognize and address uncivil behaviour.
- The connection between trust, respect, and improved workplace outcomes.
- The role of leadership in modelling civility and enhancing employee engagement.
- Strategies to create and maintain a positive and inclusive work environment.
- Practical approaches to handling workplace conflicts respectfully and effectively.

By reinforcing respectful workplace behaviours, this training helps organizations improve team dynamics, boost productivity, and enhance employee retention while reducing workplace conflicts.



AODA and the Integrated Accessibility Standards Regulation (IASR)

The *Accessibility for Ontarians with Disabilities Act* (AODA) was introduced to identify, remove, and prevent barriers faced by individuals with disabilities in public and private spaces.

The AODA outlines specific requirements that organizations must meet, with deadlines varying based on the size and type of the organization.

This training program is designed to help participants understand AODA and IASR requirements and ensure they have the knowledge needed to support a more accessible and inclusive environment and ensure compliance with accessibility standards.



Health and Safety

Series Overview

Our comprehensive health and safety courses are designed to equip employees and supervisors with the essential knowledge and skills needed to protect themselves and others in the workplace. By promoting awareness and encouraging responsible practices, these courses help create a culture of safety that prioritizes the well-being of all employees.

Each course is carefully aligned with industry standards and legal requirements, ensuring that participants receive up-to-date, relevant training that meets regulatory standards. In addition to theoretical knowledge, the courses provide practical insights and real-world scenarios that empower employees to identify hazards, prevent accidents, and respond effectively in emergencies.



Worker Health & Safety Awareness Training

Empower employees to work safely and confidently with our comprehensive health and safety training course. Divided into four key modules—Get on Board, Get in the Know, Get Involved, and Get More Help—each section focuses on reinforcing the shared responsibility for ensuring workplace safety and well-being.

Through this program, participants will gain a thorough understanding of their health and safety rights and responsibilities as workers in Ontario. Additionally, the program highlights the duties and obligations of employers and supervisors under the *Occupational Health and Safety Act*, providing a solid foundation for creating a safer work environment.

Participants will also learn effective strategies for recognizing hazards, reporting unsafe conditions, and actively engaging in safety initiatives, helping them better understand how to protect themselves and others.

www.workerhealthandsafetyawareness.com



Supervisor Health & Safety Awareness Training

Our Supervisor Health & Safety Awareness Training satisfies the requirements under O. Reg. 297/13 and aligns with the learning objectives outlined in the Ministry of Labour's 5-step program: Make A Difference; Teamwork and the Internal Responsibility System (IRS); The Supervisor's Toolkit; Get Involved; and Be a Role Model

This course is designed to help supervisors understand their important role in maintaining a safe working environment for employees by identifying potential hazards, enforcing safety protocols, and promoting a culture of workplace health and safety. Ask us about our Supervisor Due Diligence Guide.



Young Workers Safety Training

Young and inexperienced workers are more at risk of workplace accidents and injuries, so it's important to give them the knowledge and tools they need to stay safe. The Young Workers Safety Training program is designed to address these risks and ensure young workers understand their rights under health and safety legislation.

This course covers key topics such as identifying common workplace hazards, understanding their potential impact, and learning how to control and minimize these risks. It also provides practical steps young workers can take to protect themselves and others on the job.

To support learners, the program includes a Participant Guide with helpful resources, along with a quiz to test knowledge and reinforce key concepts. This training ensures young workers have the confidence and knowledge to stay safe at work.



WHMIS Workplace Training

WHMIS (Workplace Hazardous Materials Information System) Workplace Training is a mandatory requirement for all workers who may be exposed to hazardous materials in their workplace. Ensuring that employees are properly trained on the safe handling, storage, and disposal of hazardous substances is an important part of maintaining a safe and compliant workplace.

This course is designed to provide a thorough understanding of the Globally Harmonized System of Classification and Labeling of Chemicals (GHS), ensuring that employees can identify hazardous materials and understand the associated risks. Participants will learn about proper safety procedures, handling techniques, and emergency response actions necessary to protect themselves and others from hazardous materials in the workplace.

Our comprehensive online certificate program can be hosted on our Learning Management System (LMS), or SCORM-compliant training files can be uploaded directly to your existing LMS.

www.whmisvideo.ca



Digital Communication, Privacy, and Data Management

Series Overview

Strong digital communication practices support effective collaboration, reduce misunderstandings, and help ensure compliance with privacy laws and data protection regulations. Clear policies and responsible information management can prevent costly errors, mitigate security risks, and protect an organization's reputation.

In today's digital workplace, employees must communicate while safeguarding sensitive data and navigating evolving cybersecurity threats. Our Digital Communication, Privacy, and Data Management series equips employees with the knowledge, skills, and tools to handle digital interactions securely and professionally. Participants will learn best practices for secure digital communication, protecting confidential data, and aligning their actions with both internal policies and external legal requirements. By developing strong communication and data management skills, employees can contribute to a safer, more efficient, and legally compliant workplace.



Cybersecurity in the Workplace

A practical introduction to cybersecurity in the workplace, this course covers key concepts, threats, and defence strategies that help reduce risk and protect sensitive information. Participants will explore how cyber attacks happen, how to spot them early, and how to respond in ways that limit damage.

Topics include phishing, password management, malware and ransomware, social engineering, physical device security, and privacy protection. Real-world examples and clear guidance are provided to help learners understand how everyday actions—like clicking on a suspicious link or using the same password across accounts—can create vulnerabilities.

Designed for those new to cybersecurity or looking to strengthen foundational knowledge, this course focuses on practical skills that apply to a wide range of workplace settings. No technical background is needed.

By the end, participants will be better equipped to protect themselves and others against evolving threats, both at work and at home.



Business Email Etiquette

Email is a powerful and essential communication tool, but it can often lead to misunderstandings if not used carefully. Miscommunications in email can result in confusion, missed opportunities, and even damage to professional relationships.

This training is designed to help employees master the art of email communication by covering key best practices for writing clear, concise, and professional business emails. Participants will learn how to structure emails effectively, choose the right tone, and ensure clarity to avoid common pitfalls.



Anti-Spam (CASL)

Understanding Canada's Anti-Spam Legislation (CASL) is important for anyone involved in sending commercial electronic messages or transmitting data. This training program provides an in-depth exploration of CASL, outlining its requirements such as obtaining consent, the proper use of commercial electronic messages, and managing unsubscribe requests.

Participants learn how this legislation affects email marketing, text messaging, and other forms of electronic communication, helping organizations avoid hefty fines and reputational damage. The program includes practical tools such as a customizable policy template to help businesses implement CASL-compliant practices and a quiz to assess comprehension and reinforce key concepts.



Personal Information Protection and Electronic Documents Act (PIPEDA)

PIPEDA (*Personal Information Protection and Electronic Documents Act*) training is designed to help participants understand the importance of protecting personal data in compliance with Canadian privacy laws.

This course covers key aspects of PIPEDA, including the responsible collection, use, and disclosure of personal information, as well as the rights of individuals and the responsibilities of organizations



Collaboration, Communication, and Personal Development

Series Overview

Success in the workplace goes beyond technical expertise—strong interpersonal skills, adaptability, and self-awareness are essential for professional growth. Clear communication, emotional intelligence, and the ability to navigate workplace dynamics all contribute to personal and professional success. This series offers a range of courses designed to enhance communication, emotional intelligence, resilience, and conflict resolution. Participants will gain practical strategies to navigate workplace challenges, strengthen relationships, and build confidence in their professional interactions.

Whether it's managing emotions or handling difficult conversations, this series provides practical tools to navigate challenging situations with confidence. Courses focus on developing self-regulation, assertiveness, and problem-solving skills to foster positive interactions and maintain professionalism in the workplace.



Emotional Intelligence

Emotional intelligence plays a vital role in how we communicate, navigate challenges, and build relationships at work. It helps us stay calm under pressure, respond thoughtfully to others, and contribute to a respectful and supportive environment.

This course introduces employees to the core concepts of emotional intelligence and how it shows up in day-to-day interactions. Participants will learn to recognize their own emotional triggers, respond constructively in difficult situations, and better understand the emotions of others.

Through practical strategies and real-life examples, employees will build skills to manage stress, communicate with empathy, and strengthen working relationships across teams and roles.



Setting Appropriate Workplace Boundaries

Clear and respectful boundaries are essential for building a safe, productive, and inclusive workplace. Knowing how to set and maintain boundaries helps reduce stress, prevent misunderstandings, and support healthy working relationships.

This course introduces employees to the importance of personal and professional boundaries at work. Participants will explore common boundary challenges, learn how to communicate limits respectfully, and recognize when boundaries are being crossed.

This program also covers how to respond when others set boundaries, how to navigate power dynamics, and how to handle situations that make you feel uncomfortable or disrespected. Through practical examples and reflective exercises, employees will gain the confidence to speak up, listen actively, and support a more respectful workplace culture.



Managing Anger

Uncontrolled anger can lead to workplace conflict, reduced productivity, and strained relationships. This course provides practical strategies for recognizing, understanding, and managing anger effectively in a professional setting. Participants will learn techniques for de-escalating tense situations, maintaining professionalism under pressure, and fostering a respectful work environment.

Through real-world examples and interactive discussions, this course equips employees and leaders with the skills to handle workplace frustrations constructively while promoting a positive and productive workplace culture.



Leadership Training

Series Overview

Effective leadership is based on the ability to inspire trust, foster collaboration, and guide teams toward achieving shared goals.

This course guides new supervisors in understanding how their actions and communication styles shape workplace culture and team dynamics.

Participants will learn to model appropriate conduct, set clear expectations, and uphold team accountability. Key topics include navigating ethical dilemmas, maintaining confidentiality, and supporting inclusivity.



Personal Conduct for Leaders

Strong leadership is built on a foundation of professionalism, integrity, and ethical decision-making. This course helps new supervisors understand how their behaviour, communication style, and decision-making processes influence workplace culture and team dynamics. Leaders will explore strategies for modelling appropriate workplace conduct, setting clear expectations, and ensuring accountability among their team members. The training also covers topics such as handling ethical dilemmas, maintaining confidentiality, and promoting inclusivity. By leading with professionalism and respect, supervisors can create a positive and productive work environment where employees feel valued and motivated to contribute their best work.



Communication & Coaching for Leaders

Clear and purposeful communication is essential for strong leadership. This course equips new supervisors with essential skills to communicate clearly, listen actively, and adapt their messaging to different audiences.

Participants will learn how to navigate difficult conversations, provide meaningful feedback, and encourage open dialogue within their teams. In addition to communication fundamentals, this training explores coaching techniques that help supervisors guide employees toward growth and success.

By mastering the art of coaching, leaders can build trust, strengthen relationships, and enhance employee engagement.



Conflict Management

Conflict is a natural part of any workplace, but how it is managed can determine whether it leads to growth or dysfunction.

This course teaches new supervisors how to recognize potential conflicts, address issues proactively, and mediate disputes fairly and professionally.

Participants will explore conflict resolution techniques, including active listening, negotiation, and de-escalation strategies, to help foster positive outcomes. The training also highlights the importance of emotional intelligence, perspective-taking, and maintaining neutrality in tense situations.

By developing strong conflict management skills, leaders can create a more cohesive, respectful, and collaborative work environment that encourages problem-solving and innovation.



Time Management

Time is one of the most valuable resources for leaders, and knowing how to manage it effectively can make the difference between success and stress.

This course introduces new supervisors to proven time management strategies that help them prioritize tasks, delegate responsibilities, and stay organized.

Leaders will learn how to set realistic goals, identify time-wasting activities, and use planning tools to enhance productivity. The training also covers strategies for maintaining work-life balance, preventing burnout, and staying adaptable when unexpected challenges arise.



Legal Hiring

Hiring the right employees is one of the most important responsibilities of a supervisor, but it must be done in a way that is both respectful and legally compliant.

This course provides an overview of fair hiring practices, covering topics such as anti-discrimination laws, unconscious bias, and legally sound interview techniques. New supervisors will learn how to structure job postings, conduct fair and consistent interviews, and make objective hiring decisions based on skills and qualifications.

This program also addresses key legal considerations, such as privacy regulations, background checks, and workplace diversity initiatives.