

COMPLIANCE

SOFT SKILLS

MANAGERS

- ADA**
 - Understanding the New ADA
- ANTI-MONEY LAUNDERING**
 - Anti-Money Laundering
- ANTITRUST**
 - U. S. Antitrust Compliance Training
- CALIFORNIA-COMPLIANT HARASSMENT**
 - Let's Face It: Harassment Training for Supervisors
 - Sexual Harassment: A Manager's Guide in California
 - Harassment: A New Look for California (AB 1825 Compliant)
- CODE OF CONDUCT**
 - Code of Conduct
 - Ethics: The L.O.G.I.C. of Right
- DISCRIMINATION & EEO**
 - Discrimination & EEO
- EMPLOYMENT LAW**
 - New employment law for managers coming in 2011!
 - Legal Peril: 8 Management Pitfalls to Avoid
 - Avoiding Litigation Landmines: A Survival Guide for Managers
- ENVIRONMENTAL LAW**
 - Environmental Law
- ETHICS**
 - Ethics Series with Dr. Marianne Jennings**
 - Ethics is a Competitive Advantage with Dr. Marianne Jennings
 - Ethics: Speaking up Without Fear with Dr. Marianne Jennings
 - Ethical Leadership: Tone at All Levels with Dr. Marianne Jennings
 - Ethics: The L.O.G.I.C. of Right
 - Business Ethics In the New Economy with Dr. Marianne Jennings
 - New Ethics Series coming in 2011
- EXPORT CONTROL**
 - Export Control and Anti-boycott Law
- FALSE CLAIMS ACT**
 - Coming in 2011
- FCPA**
 - FCPA & Business Ethics
- FMLA**
 - Understanding the New FMLA
- GIFTS**
 - Gifts & Gratuities
- GLOBAL ANTI-BRIBERY**
 - Global Anti-Bribery
- GLOBAL COMPETITION**
 - Global Competition
- GOVERNMENT CONTRACTING**
 - New series coming in 2011

- HARASSMENT**
 - Harassment for Managers: A New Look
 - Let's Face It: Harassment Training for Supervisors
- IMPORT CONTROLS**
 - Coming in 2011
- IDENTITY THEFT**
 - Red Flags Rule: Preventing Identity Theft
- INSIDER TRADING**
 - Insider Trading
- INTERVIEWING & HIRING**
 - More Than a Gut Feeling III
 - Legal and Effective Interviewing II: The Right Questions
 - Legal and Effective Interviewing Skills
 - You Be The Judge II
- PERFORMANCE APPRAISALS**
 - Care and Candor: Making Performance Appraisals Work
- PRIVACY**
 - Leakproof: 8 Privacy Principles
 - New courses coming in 2011
- RECORDS MANAGEMENT**
 - Records and Information Management
- RESPONSIBLE BUSINESS COMMUNICATION**
 - Coming in 2011
- SEXUAL HARASSMENT**
 - Sexual Harassment: A Manager's Guide
 - Sexual Harassment: A Manager's Guide in California
- SOCIAL MEDIA**
 - Social Media: Reduce the Risk For Managers
- SUBSTANCE ABUSE**
 - Recognizing Drug and Alcohol Abuse for Managers
 - Creating a Drug-Free Workplace: Back on Track*
 - D.O.T. Drug and Alcohol Testing*
- SUSTAINABILITY**
 - Ethics & Sustainability
- THIRD PARTIES**
 - Ethical Growth: Third Party Due Diligence
- TRADE SECRET LAW**
 - Trade Secret Law
- WAGE & HOUR**
 - Wage and Hour Compliance
- WORKPLACE VIOLENCE**
 - Workplace Violence: The Calm Before the Storm
 - Workplace Violence: First Line of Defense

ALL EMPLOYEES

- ANTITRUST**
 - U. S. Antitrust Compliance Training
- DIVERSITY**
 - Four Generations: The Greatest Potential
 - Drop by Drop
 - Diversity: The Real Scene
 - Diversity: Food for Thought
 - The Diversity Advantage: Food for Thought
 - Diversity in the Real World
 - Dealing With Diversity*
- ENVIRONMENTAL LAW**
 - Environmental Law
- ETHICS**
 - Ethics: The L.O.G.I.C. of Right
 - Business Ethics In the New Economy with Dr. Marianne Jennings
 - New Ethics Series coming in 2011
- EXPORT CONTROL**
 - Export Control and Anti-boycott Law
- FCPA**
 - FCPA & Business Ethics
- HARASSMENT**
 - Harassment: A New Look (Industrial Version)
 - Harassment: A New Look
 - Harassment Is...
 - Harassment: The Real Scene
 - It's About Respect: Recognizing Harassment in a Diverse Workplace
 - Respect in the Workplace: Avoiding Discrimination*
 - Beyond Sexual Harassment: Other Forms of Harassment and Discrimination*
- IMPORT CONTROLS**
 - Coming in 2011
- INSIDER TRADING**
 - Insider Trading
- PRIVACY**
 - Leakproof: 8 Privacy Principles
- RECORDS MANAGEMENT**
 - Records and Information Management
- RESPONSIBLE BUSINESS COMMUNICATION**
 - Coming in 2011
- SEXUAL HARASSMENT**
 - Sexual Harassment: New Perspectives
 - Sexual Harassment: You Make the Call
 - Sexual Harassment: Is It or Isn't It? II*
- SOCIAL MEDIA**
 - Social Media: Reduce the Risk
- SUBSTANCE ABUSE**
 - Recognizing Drug and Alcohol Abuse for Employees
 - Creating a Drug-Free Workplace: Back on Track*
 - D.O.T. Drug and Alcohol Testing*
- TRADE SECRET LAW**
 - Trade Secret Law
- UK BRIBERY**
 - UK Bribery Act
- WORKPLACE VIOLENCE**
 - Workplace Violence: The Calm Before the Storm
 - Workplace Violence: First Line of Defense

MANAGERS

- BEHAVIORAL BASED INTERVIEWING**
 - More Than A Gut Feeling III
- CHANGE**
 - Finding the Up in Upheaval
 - Managing People Through Change*
- COACHING**
 - Documenting Discipline II
 - We Need to Talk: Coaching Problem Employees*
- COMMUNICATION**
 - Tearing Down Walls
 - You're Not Listening*
 - The Straight Scoop on E-mail
- CONFLICT RESOLUTION**
 - Conflict Resolution: A Win/Win Approach
 - Between You and Me: Solving Conflict*
- EMPLOYEE RETENTION**
 - Love 'Em or Lose 'Em: Employee Retention
- FINANCE**
 - Learning the Accounting Game: The Basics
- LEADERSHIP**
 - Leadership: Reach for the Stars
 - Covey Leadership Library**
 - Everest - Habits 4, 5, and 6 Public Victory
 - Max and Max - Habit 4 Think Win-Win
 - Leading by Example - Habit 1 Be Proactive
 - Tearing Down Walls
 - I Know Just What You Mean - Habit 5 Seek first to understand, then to be understood
 - Mauritius - Habit 6 Synergy
- MOTIVATION**
 - Either Way You're Right*
 - Continuous Motivation*
 - Motivation: Igniting Exceptional Performance
- PERFORMANCE FEEDBACK**
 - Documenting Discipline II
 - Care and Candor: Making Performance Appraisals Work
 - Looking Forward: Your Performance Appraisal
 - Legal and Effective Performance Appraisals
 - Documenting Discipline
 - The Human Touch Performance Appraisal II*
 - Legal and Effective Progressive Discipline*
 - The Legal Side of Evaluating Performance*
 - Not Just Another Meeting
 - Continuous Performance Appraisal*
- SUPERVISORY SKILLS**
 - The Sid Story
 - Quality Supervision for Industry*
 - Training Ground: Supervisory Skills
 - Supervisory Skills: Take Control*

ALL EMPLOYEES

- CHANGE**
 - Finding the Up in Upheaval
- COMMUNICATION**
 - Nobody's Listening*
 - Communication Breakdown
 - Communication Cornerstones: Building Trust
 - Communication Nightmares
 - Relationship Strategies*
- CONFLICT RESOLUTION**
 - Conflict Resolution: A Win/Win Approach
 - Between You and Me: Solving Conflict*
- CREATIVITY**
 - Why Didn't I Think of That? II*
- CUSTOMER SERVICE**
 - Who Cares?
 - The Secret: Customer Service Uncovered*
 - Quality Service in the Public Sector*
 - But I Don't Have Customers!
 - Exceeding Expectations*
 - Point of Impact*
 - Telephone Skills**
 - Telephone Courtesy Pays Off II*
 - Telephone Courtesy: The Royal Connection
- EMPLOYEE DEVELOPMENT**
 - 40 Hours: Invest in Yourself
 - Worksmarts: How to Get Along, Get Noticed and Get Ahead*
 - Office Politics*
- GOAL SETTING**
 - SMART Goals: Steps to Success*
 - Personal Goal Setting: Journey to Success*
 - The Goal: How-To Version
 - Charting Your Course*
- MEETING SKILLS**
 - We've Got to Stop Meeting Like This*
- PERFORMANCE FEEDBACK**
 - Documenting Discipline II
 - Looking Forward: Your Performance Appraisal
 - Legal and Effective Performance Appraisals
 - Documenting Discipline
 - The Human Touch Performance Appraisal II*
 - Legal and Effective Progressive Discipline*
 - The Legal Side of Evaluating Performance*
 - Not Just Another Meeting
 - Continuous Performance Appraisal*
- PRODUCTIVITY/QUALITY**
 - The Goal: How-To Version
 - Quality: You Don't Have To Be Sick To Get Better*
- SALES**
 - Breaking Competitive Accounts: The Seven Critical Sales Actions*
 - Business-To-Business Prospecting Series**
 - Determine and Reach Key Decision Makers: Sticking to It*
 - Verify the Decision Maker and Ask for the Business: Develop the Thirst*
 - Listening and Addressing Resistance: Prepare for the Obstacles*
- STRESS MANAGEMENT**
 - Life Meets Work: Overcoming Stress, Fear and Anxiety*
 - Fear and Stress in the Workplace: Managing The Global Challenge*
 - Dealing With Stress*
 - Stress: You're in Control
- TEAMWORK**
 - One For All: Teamwork the Meerkat Way
 - Teamwork: How Synergy Succeeds
 - Team Nightmares: Solutions to Your Top Team Problems
 - That's Not My Problem*
 - Team Player
 - Self-Directed Work Teams: Getting It Done*
 - Employee 101: Respecting the Team*
- TIME MANAGEMENT**
 - Time Management: A Productivity Plan
 - Time Trap II*



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The Ethics & Compliance Curriculum provides timely, effective training and was developed with the assistance of the following law firms: Alston + Bird LLP, Crowell & Moring LLP, Eversheds LLP and McGuireWoods LLP.

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