

ManageSmart™

Supervisor Training and Compliance Program

- Customized website available 24/7
- Online employment practices training for supervisors
- Helpful policy and performance review templates
- A Quick Reference Guide for implementing an effective employment practices training program

Last year, there were 30,510 race-based discrimination charges, 24,826 sex-based discrimination charges, and 12,510 sexual harassment charges filed* in the U.S. The monetary benefits paid on these charges totaled \$253 million. Every day, organizations just like yours are confronted with costly employment liability lawsuits. However, many of these lawsuits could be avoided with proper training. To help your organization minimize risk and promote a healthier work environment, TargetSafety has created ManageSmart, a PreventionLink Smart solution. Designed specifically for supervisors, this comprehensive online training and compliance program arms your managers with the information they need to develop and maintain a safe, healthy and productive workforce.

In addition to management training on such topics as harassment, hiring, termination, discrimination, evaluation and documentation, the program gives your organization the ability to:

- **Deliver online curriculum any time**, from a customized website.
- **Upload your company's existing policies and procedures** or use the templates provided within the program to create new ones.
- **Access a Quick Reference Guide**, which outlines the key elements of an effective employment practices program.

ManageSmart is simple to implement and takes just a few minutes to get started. Best of all, it requires little, if any, maintenance and you can tailor the program to the specific needs of your organization.



About TargetSafety

Founded in 1999, TargetSafety is a pioneer and leader in web-based solutions designed to simplify and standardize risk management. The company's flagship product, PreventionLink, provides organizations with a comprehensive suite of online risk management, training, and compliance tools to help identify, prioritize and significantly minimize risk. Today TargetSafety is the leading provider of online loss prevention and risk management services to public entities in the United States.



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Minimize Liability and Promote a Positive Work Environment

ManageSmart features an online library of training courses and other helpful resources, such as policy and procedure templates, that are designed to minimize your organization's liability while promoting a positive work environment. This material is specific to managers, giving them a solid understanding of employment issues, such as interviewing and hiring, performance management, sexual harassment, discrimination, discipline and employee leave. Courses can be accessed any time and from anywhere there is a computer and Internet connection.

Curriculum

- Employment Practices Overview
- Interviewing and Hiring
- Sexual Harassment for Supervisors
(California managers are provided with a version of this course that meets the stringent standards of California's AB 1825 Sexual Harassment Training law)
- Preventing Discrimination in the Workplace
- Anger, Conflict, and Violence
- Dealing with Issues of Alcohol and Substance Abuse
- Performance Management
- Understanding Employee Leave
- Discipline and Termination

Policy and Procedure Templates

- Equal employment policy
- Harassment policy
- Interview questions
- Performance review templates

For more information or to get started, contact TargetSafety at 800.840.8048 or visit www.targetsafety.com.

*Based on 2007 data from the U.S. Equal Employment Opportunity Commission.