



PrimeLearning.com™

The PrimeCompliance™ Series

An eLearning Series Synopsis



The PrimeCompliance™ Series

Executive Summary

The **PrimeCompliance™** series of courses provides organizations with a wide-ranging awareness program covering all core compliance areas. Designed for both new hires and as a refresher program for long-term employees, these courses help learners appreciate the core compliance issues governing the workplace and how we do business.

The top-level offering in this structured series of products is **PrimeCompliance™ Code of Conduct**, an 'umbrella' product providing awareness training across a wide range of compliance areas. These include discrimination and harassment, EEO, violence, safety and health, environmental safety, political activities, quality communications, crisis management, honesty and fairness, anti-competitive conduct, insider trading, conflicts of interest, sanctions and trade embargoes, bribery, trade secrets, e-mail and Internet use, consumer data privacy, and record retention.

For organizations who want to dig a little deeper, a more detailed treatment is available through a set of high-quality supporting products:

- **PrimeCompliance™ Workplace**
- **PrimeCompliance™ Business Ethics**
- **PrimeCompliance™ Safety**
- **PrimeCompliance™ Data Security.**

These courses have been created under a codevelopment license between WeComply Inc., a leading provider of organizational compliance training, and PrimeLearning.com, a leading provider of eLearning solutions for professionals in the workplace.

We recognize that not all organizations have exactly the same needs and priorities when it comes to specific compliance focus areas. If your company needs something just a little different, we'll be happy to tailor these products to suit your own unique requirements.

Our Unique Approach

At *PrimeLearning.com*, we strive to improve the skill level of individuals within your organization, as well as the business performance of your entire organization. This aim forms the foundation of our instructional design philosophy.

Objectives are at the very core of all *PrimeLearning.com* courses. Each course topic focuses on the accomplishment of specific performance objectives and the development of valuable new skills. The *PrimeFinance* curriculum is both practical and relevant, using examples and case studies to present real-world work situations. Content areas are comprehensive, and depth of coverage is an important characteristic of each course.

Our PrimePath™ capability uses an initial learner assessment to recommend an individualized learning path based on demonstrated competencies. The mastery module provides the learner with measurable and documented evidence of improvement.

PrimeLearning.com courses employ an unprecedented number and variety of interactions to stimulate learning. These interactions extend beyond simple knowledge recall to invoke high-level thinking and problem solving. Optional live virtual classes and collaborative events further enhance the total web-based learning experience.

To facilitate continuous learning and performance improvement, course participants have convenient access to job and performance support aids that summarize key steps, processes, and guidelines. Resources such as Internet links, recommended reading lists, glossaries and company specific documents enable learners to tap into a continually updated archive of quick reference and on-the-job support materials. Workplace exercises enable learners to apply their new skills within their work environment.

The *PrimeCompliance* series leverage Internet technology to create an individualized and highly interactive learning environment. From presenting concepts, to detailing processes, to depicting relevant scenarios, to testing learner understanding, these curricula engage professionals in a top-down roll-out of proven techniques. Each Internet-based course is broken down into multiple topics, enabling the learner to focus easily on areas where improved proficiency is required. Supplemental virtual classroom sessions can incorporate a live-instruction component, while job aids, workplace exercises, topical links and other resources further the learning experience.

Curriculum Summary

Six curricula present an effective route to enhanced legal awareness in your organization:

- **PrimeCompliance™ Code of Conduct**
- **PrimeCompliance™ Business Ethics**
- **PrimeCompliance™ Workplace (Employee)**
- **PrimeCompliance™ Safety**
- **PrimeCompliance™ Workplace (Manager)**
- **PrimeCompliance™ Data Security**

PrimeCompliance™ Code of Conduct

Maximize Legal Awareness



Target Audience	All employees within an organization, whether new hires or as a refresher program for long-term employees.
Duration	3 hours of learner directed eLearning activities
Prerequisites	None
Media	Internet, Intranet

Course	Description	Objectives	Topics
The Workplace	This course enables you to identify guidelines for working in a secure and healthy environment and to recognize the importance of clear boundaries and effective communication both internal and external to the company. Compliance areas covered include discrimination and harassment, EEO, violence, safety and health, environmental safety, political activities, quality communications, and crisis management.	<ul style="list-style-type: none">- Identify guidelines for working in a secure and healthy environment- Recognize the importance of clear boundaries and effective communication both internal and external to the company	<ul style="list-style-type: none">- Your Environment- Communications
Doing Business	This course enables you to identify areas of importance in business ethics and identify the topics of importance in data security. Compliance areas covered include honesty and fairness, anticompetitive conduct, insider trading, conflicts of interest, sanctions and trade embargoes, bribery, trade secrets, e-mail and Internet use, consumer data privacy, and record retention.	<ul style="list-style-type: none">- Identify areas of importance in business ethics- Identify the topics of importance in data security	<ul style="list-style-type: none">- Honesty & Fairness- Data Security

PrimeCompliance™ Workplace (E)

Positive Workplace Awareness



Target Audience	Individual contributors within an organization who have no direct people management or human resources function.
Duration	5 hours of learner directed eLearning activities
Prerequisites	None
Media	Internet, Intranet

Course	Description	Objectives	Topics
Workplace Attitudes	This course presents the employee perspective on discrimination and harassment. You will learn which aspects of employment are influenced by an equal opportunities policy; how to recognize, respond to, and avoid discrimination and harassment; and the warning signs of and responses to violent behavior This course enables you to identify areas of importance in business ethics and identify the topics of importance in data security. Compliance areas covered include honesty and fairness, anticompetitive conduct, insider trading, conflicts of interest, sanctions and trade embargoes, bribery, trade secrets, e-mail and Internet use, consumer data privacy, and record retention.	<ul style="list-style-type: none"> - Recognize the different aspects of employment influenced by, and the importance of, an equal employment opportunities policy - Recognize discrimination and harassment, appropriate responses to it, and ways of avoiding it - Identify the warning signs of and appropriate responses to violent behavior 	<ul style="list-style-type: none"> - Equal Employment Opportunities - Discrimination & Harassment (E) - Workplace Violence
Political Activities	This course teaches you the regulations on political activity in the workplace. These regulations govern political contributions, fundraising, PAC activities, and lobbying.	<ul style="list-style-type: none"> - List the regulations governing political contributions and fundraising - List the regulations for PAC activities and lobbying 	<ul style="list-style-type: none"> - Contributions and Fundraising - PACs and Lobbying
Quality Communication	This course teaches you the guidelines for successful communication in the workplace, and emphasises the importance of following company guidelines during a crisis.	<ul style="list-style-type: none"> - Identify the guidelines for successful communication - Recognize the importance of following company guidelines during a crisis 	<ul style="list-style-type: none"> - Communication That Works - Crisis Management

PrimeCompliance™ Workplace (M)

Positive Workplace Management

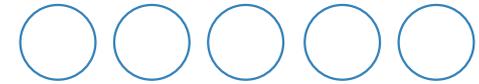


Target Audience	Employees within an organization who have a direct people management or human resources function.
Duration	5 hours of learner directed eLearning activities
Prerequisites	None
Media	Internet, Intranet

Course	Description	Objectives	Topics
Workplace Attitudes	This course presents the managerial perspective on discrimination and harassment, as well as the employee perspective for reference by managers. You will learn which aspects of employment are influenced by an equal opportunities policy; how to recognize, respond to, and avoid discrimination and harassment; your role, as a manager, in carrying out the company's legal responsibilities and policies relating to discrimination and harassment; and the warning signs of and responses to violent behavior.	<ul style="list-style-type: none"> - Recognize the different aspects of employment influenced by, and the importance of, an equal employment opportunities policy - Recognize discrimination and harassment, appropriate responses to it, and ways of avoiding it - Recognize your role, as a manager, in carrying out the company's legal responsibilities and its non discrimination and anti-harassment policies - Identify the warning signs of and appropriate responses to violent behavior 	<ul style="list-style-type: none"> - Equal Employment Opportunities - Discrimination & Harassment (E) - Discrimination & Harassment (M) - Workplace Violence
Political Activities	This course teaches you the regulations on political activity in the workplace. These regulations govern political contributions, fundraising, PAC activities, and lobbying.	<ul style="list-style-type: none"> - List the regulations governing political contributions and fundraising - List the regulations for PAC activities and lobbying 	<ul style="list-style-type: none"> - Contributions and Fundraising - PACs and Lobbying
Quality Communication	This course teaches you the guidelines for successful communication in the workplace, and emphasises the importance of following company guidelines during a crisis.	<ul style="list-style-type: none"> - Identify the guidelines for successful communication - Recognize the importance of following company guidelines during a crisis 	<ul style="list-style-type: none"> - Communication That Works - Crisis Management

PrimeCompliance™ Safety

Health and Safety at Work



Target Audience	All employees within an organization.
Duration	4 hours of learner directed eLearning activities
Prerequisites	None
Media	Internet, Intranet

Course	Description	Objectives	Topics
Health and Safety	This course explains the regulations that you and your company must comply with to ensure the health and safety of everyone. It also teaches you the negative effects of alcohol and drug abuse and how to respond to warning signs.	<ul style="list-style-type: none">- Recognize the regulations you and your company must comply with to ensure the health and safety of everyone- Recognize the negative effects of alcohol and drug abuse and how to respond to warning signs	<ul style="list-style-type: none">- Safe & Healthy Environment- Alcohol & Drug Abuse
Handling Hazardous Waste	This course covers the different types of hazardous waste, the relevant laws and restrictions, and the regulations for the storage and disposal of hazardous waste.	<ul style="list-style-type: none">- Identify different types of hazardous waste- Identify hazardous waste laws and restrictions- Outline regulations for the storage and disposal of hazardous waste	<ul style="list-style-type: none">- Hazardous Waste- Hazardous Waste Legislation- Storage and Disposal

PrimeCompliance™ Business Ethics

Honesty and Fairness at Work



Target Audience	All employees in an organization, but especially those dealing with internal or external customers or suppliers
Duration	6 hours of learner directed eLearning activities
Prerequisites	None
Media	Internet, Intranet

Course	Description	Objectives	Topics
How We Do Business	This course teaches you the ethical standards that govern honest and fair business conduct, the different types of anticompetitive conduct that violate US antitrust law, the guidelines for avoiding insider trading, and the rules to which management and employees must adhere to avoid conflicts of interest with the company.	<ul style="list-style-type: none">- List the ethical standards that govern honest and fair business conduct- Recognize the different types of anti-competitive conduct that violate US antitrust law- Identify guidelines to avoid insider trading- List the rules to which management and employees must adhere to avoid conflicts of interest with the company	<ul style="list-style-type: none">- Honesty and Fairness- Anti-competitive Conduct- Insider Trading- Conflicts of Interest
Foreign Trade	This course covers the compliance areas of sanctions and trade embargoes, and bribery and kickbacks. You will learn the principles of US sanctions and trade embargoes and the history and importance of the Foreign Corrupt Practices Act (FCPA), and will be able to identify conduct that violates the FCPA.	<ul style="list-style-type: none">- List the principles of US sanctions and trade embargoes- Outline the history and importance of the FCPA- Identify conduct that violates the FCPA	<ul style="list-style-type: none">- Sanctions and Trade Embargoes- Foreign Corrupt Practices Act- FCPA Violations

PrimeCompliance™ Data Security

Competitive and Ethical Practices



Target Audience	All employees within an organization.
Duration	4 hours of learner directed eLearning activiesti
Prerequisites	None
Media	Internet, Intranet

Course	Description	Objectives	Topics
Company Information	This course explains the guidelines a company must follow to protect its trade secrets and to avoid misappropriating the trade secrets of others. It also details the guidelines and restrictions for the use of e-mail and Internet services provided by your company.	<ul style="list-style-type: none">- Identify the guidelines a company must follow to protect its trade secrets and to avoid misappropriating the trade secrets of others- List restrictions for use of e-mail and Internet services provided by your company	<ul style="list-style-type: none">- Trade Secrets- E-mail and Internet Use
Record Keeping	This course teaches you how your company's privacy policy affects the way you handle customer data, and explains the elements of a record retention policy.	<ul style="list-style-type: none">- Recognize how your company's privacy policy affects the way you handle customer data- Identify the elements of a record retention policy	<ul style="list-style-type: none">- Consumer Data Privacy- Record Retention

For more information

call (917) 210 8173 (US & Canada)

call +353 (0) 61 720 000 (International)

e-mail info@primelearning.com

visit www.PrimeLearning.com

Ireland

Headquarters

PrimeLearning Group Ltd

Park House, Plassey Park Road

National Technological Park

Limerick

Tel: +353 (0) 61 720 000

Fax: +353 (0) 61 720 001

United States

PrimeLearning Group Ltd

410 Park Avenue

15th Floor

New York

NY 10022

Tel: (917) 210 8173

Fax: (917) 210 8182

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