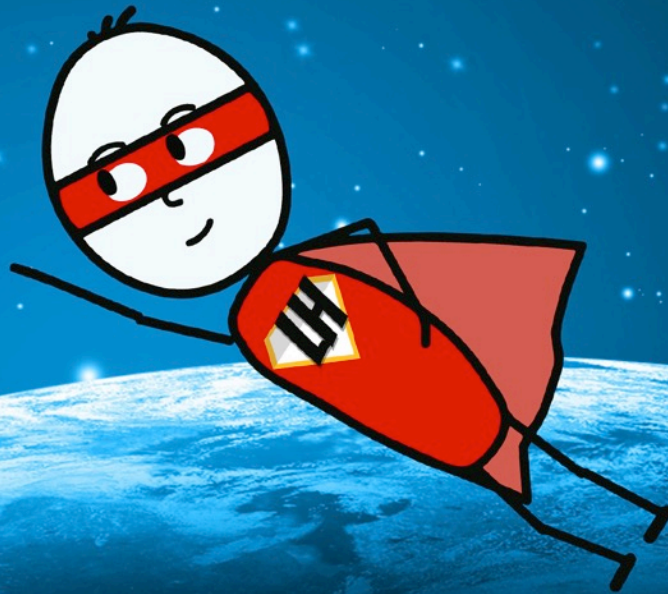


# LITMOS HEROES

Saving the world *from* boring learning



## Release Notes

14. December. 2017

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# Human Resources

Code	Title	Type	Region
LC25161	Maximizing Productivity - Accommodations for Employees with Psychiatric Disabilities in the U.S.	Litmos Studios	U.S.
LC25162	Recruitment - Job Analysis and Job Descriptions	Litmos Studios	Global
LC25163	Recruitment Strategies, Part Two	Litmos Studios	Global
LC25164	Employee Retention Strategies - Pay for Performance and Work - Life Balance	Litmos Studios	Global
LC25165	Employee Rights - Job Protection Rights in the U.S.	Litmos Studios	U.S.
LC25166	Implementing Retention Strategies	Litmos Studios	Global
LC25167	Costs and Causes of Employee Turnover	Litmos Studios	Global
LC25168	Beginning Development for Training Programs	Litmos Studios	Global
LC25169	Completing the Framework for Developing Training Programs	Litmos Studios	Global
LC25170	Dealing With Performance Issues	Litmos Studios	Global
LC25171	Types of Training for Employees	Litmos Studios	Global
LC25172	Understanding and Investigating Performance Issues	Litmos Studios	Global
LC25173	Types of Communication Styles in an Organization	Litmos Studios	Global
LC25174	Determining International Employee Compensation in the U.S.	Litmos Studios	U.S.
LC25175	Developing Employees	Litmos Studios	Global
LC25176	Employee Compensation and Benefits	Litmos Studios	Global
LC25177	Health Hazards at Work - Cumulative Trauma and Exposures	Litmos Studios	Global
LC25178	International Law for Expatriates in the U.S.	Litmos Studios	U.S.
LC25179	Providing Voluntary Benefits - Incentive Pay and Paid Time Off	Litmos Studios	Global
LC25180	Pay Types and Considerations	Litmos Studios	Global
LC25181	Current Labor Challenges and Labor Laws in the U.S.	Litmos Studios	U.S.
LC25182	Human Resources Global Strategies in the U.S.	Litmos Studios	U.S.
LC25183	Introduction to Labor Unions in the U.S.	Litmos Studios	U.S.
LC25184	Onboarding - Orientations	Litmos Studios	Global
LC25185	What is New Employee Onboarding?	Litmos Studios	Global
LC25186	Completing and Conducting Employee Performance Appraisals	Litmos Studios	Global
LC25187	Employee Separation, Rightsizing and Layoffs	Litmos Studios	Global
LC25188	Practicing Advanced Retention Strategies	Litmos Studios	Global

Code	Title	Type	Region
LC25189	Managing Employee Performance - A Look at Influences and Discipline	Litmos Studios	Global
LC25190	A Safe Workplace - OSHA and Right-to-Know Laws in the U.S.	Litmos Studios	U.S.
LC25191	Introducing Human Resource Management	Litmos Studios	Global
LC25192	Unionization and Corporate Resistance in the U.S.	Litmos Studios	U.S.
LC25193	Onboarding - Best Practices	Litmos Studios	Global
LC25194	Onboarding - The Power of Day One	Litmos Studios	Global
LC25195	Understanding Performance Appraisal Methods, Part 3	Litmos Studios	Global
LC25196	Selecting New Employees - Criteria Development and Resume Review	Litmos Studios	Global
LC25197	Selecting New Employees - Testing	Litmos Studios	Global
LC25198	Selecting New Employees - Types of Interviews and Interview Questions	Litmos Studios	Global
LC25199	Introduction to Managing Employee Performance	Litmos Studios	Global
LC25200	Expatriate Selection, Cultural Training and Other Considerations in the U.S.	Litmos Studios	U.S.

**Description:**

There are many challenges within a human resources department. Understanding the laws and how to maintain a safe and happy work environment, shouldn't be one of those challenges. Each of these 5-10 minute courses walks you through how to follow the law and reduce costly employee turnover. You will learn real-world tips and techniques surrounding interviewing, training, appraisals, fair pay, safety and more.

# Microsoft Skills

Code	Title	Type	Region
LHQ1148	Windows 7 Basic	Litmos Heroes	Global
LHQ1149	Windows 7 Intermediate	Litmos Heroes	Global
LHQ1150	Office 365 Basic	Litmos Heroes	Global
LHQ1151	Office 2016 Basic	Litmos Heroes	Global
LHQ1152	Office 2016 Intermediate	Litmos Heroes	Global
LHQ1153	Office 2016 Advanced	Litmos Heroes	Global
LHQ1154	Excel 2016 Basic	Litmos Heroes	Global
LHQ1155	Excel 2016 Intermediate	Litmos Heroes	Global
LHQ1156	Excel 2016 Advanced	Litmos Heroes	Global
LHQ1157	Outlook 2016 Basic	Litmos Heroes	Global
LHQ1158	Outlook 2016 Intermediate	Litmos Heroes	Global
LHQ1159	Skype for Business 2016	Litmos Heroes	Global
LHQ1160	Word 2016 Basic	Litmos Heroes	Global
LHQ1161	Word 2016 Intermediate	Litmos Heroes	Global
LHQ1162	Word 2016 Advanced	Litmos Heroes	Global
LHQ1163	PowerPoint 2016 Basic	Litmos Heroes	Global
LHQ1164	PowerPoint 2016 Intermediate	Litmos Heroes	Global
LHQ1165	PowerPoint 2016 Advanced	Litmos Heroes	Global
LHQ1166	OneNote 2016 Basic	Litmos Heroes	Global
LHQ1167	OneNote 2016 Intermediate	Litmos Heroes	Global
LHQ1168	Visio 2016 Basic	Litmos Heroes	Global
LHQ1169	Visio 2016 Intermediate	Litmos Heroes	Global

**Description:**

Drumroll please! Our Microsoft elves have been busy this week to deliver even more Microsoft gifts to you. Just when you thought you had tackled the Microsoft Office 2013, we're going to challenge you to learn 2016! You can be bigger, stronger, faster...no wait wrong skills. Nevertheless, we know you will tackle this challenge and come out the victor!

# Policy and Compliance

Code	Title	Type	Region
LH40024	Tackling Hate Crime	Litmos Heroes	Global

**Description:**

Hate lifts us up where we belong. I wanna know what hate is. All you need is hate. You know why these are not songs? Because hate can't be tolerated. Neither can crimes. That's why they're crimes. So hate crimes are bad twice. They're double bad. To keep them out of where you work, you need to know about them. What they are, how to spot them and what to do if you do. That's what this course is for.

Code	Title	Type	Region
LH40023	IT Security for the Remote Worker and Business Traveler	Litmos Heroes	Global

**Description:**

If you work remotely or travel for business, you have the same duty of care for your electronic work as the poor schmucks stuck in the office. However, the things you have to keep an eye on are subtly different. This course is going to look at the risks, the consequences of breaches, and some solutions. It's also going to make sure you understand the importance of backing up your data and having a strong password.



#### **About Litmos Heroes**

Backed by CallidusCloud (NASDAQ: CALD), Litmos is the world's fastest growing enterprise learning solution. It unifies learning management, the extended enterprise, and prepackaged content in an innovative platform to meet any organization's internal and external training needs. Built to help learning organizations achieve success, Litmos is highly secure, focuses on the end user, and provides time to value three times faster than traditional learning solutions. Over 4 million users in more than 130 countries and 22 languages use Litmos to optimize their learning and development, improve performance, and monetize training.

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