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**Headline News**

The Sage Group, plc (Sage) recently announced that it intends to resume use of the **Sage** name and mark in North America. Sage adopted the Best Software name for its Canadian and U.S. operations in 2001, after a trademark dispute with an American company. The Sage Group plans to fully adopt the Sage brand for its North American business by March 2006.



**Abra LearningAction**

**T**here is an enormous amount of legislation governing employment issues with changes and additions being introduced frequently.

Keeping abreast of the regulations can be difficult, and the penalties for noncompliance are stiff. Small and mid-sized businesses need every tool available to help them mitigate this risk. In this issue of *\*info for Abra Suite*, we'll consider the ways that Abra® can help your organization navigate the shifting currents of workplace compliance. The premier Abra tool at your disposal is **Abra LearningAction™**.

**LearningAction At Work**

Compliance training has long been recognized as an important step companies can take to reduce the likelihood of liability in sexual harassment, discrimination, and other legal issues. Perhaps equally as important, a conscientious workforce simply fosters a better working environment for all.

Despite its importance, comprehensive, high-quality training is often out of reach for small to medium-size businesses. Many simply cannot afford to bear the burden of travel costs to send employees to a remote training site, nor the high cost of bringing an outside trainer on site. Developing an in-house curriculum to cover the vast array of vital topics is an overwhelming task, even to large enterprise companies.

Fortunately with Abra LearningAction you have access to world-class training developed by legal experts. It is available to you right in your workplace, any time of the day, for any or all of your employees, and at a reasonable cost. Let's learn more.

**Web-Based Training**

Abra LearningAction is an award-winning e-Learning solution available to Abra Suite users. Abra LearningAction is a program of hosted Web-based training courses and compliance management tools that enable you to educate your employees via the Web, on your own schedule.



Abra LearningAction allows you to offer your employees quality online training.

With content developed by legal and educational experts, Abra LearningAction enables you to efficiently offer a variety of important courses, such as Sexual Harassment Prevention and Diversity courses, without the

need for expensive trainers or travel costs. The curriculum is presented in a multi-media format designed to grab and hold attendees' attention and maximize knowledge retention.

**Complete Tracking And Monitoring**

To monitor and ensure that training has been completed, LearningAction uses a powerful Web-based tool called **Compliance Manager**. Compliance Manager provides documentation

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# Abra LearningAction CONTINUED

that employees have actually completed the training program. This level of monitoring provides automatic, independent verification that the required training occurred. No on-site installation of Compliance Manager is required, so its setup and use is simple.

Using LearningAction, you'll be able to ascertain the training status of your staff with powerful real-time reports and inquiries. You can even choose to send automated email reminders to course attendees to encourage attendance.

## Ultimate Convenience

There are a number of the logistical problems involved in more traditional, classroom training sessions. Scheduling large group sessions are not only difficult to organize, but disrupts daily operations. If you have employees working off-site, or in multiple shifts, organizing a training course can be complicated. Keeping track of who was present at a course is also difficult; did your new hire attend that course? What about the employee who just transferred from your Boston office? You likely know from experience that employees often try to dodge training courses; how can you better ensure attendance?

Using Abra LearningAction to train your employees bypasses these problems. Since each employee completes the course individually over the Internet, there are no scheduling hassles. Second-shift employees can take the course at midnight if they choose. The Abra Compliance Manager will assist you by: notifying employees of the need for training; reminding those employees when they haven't taken the training in a specified period of time; alerting managers and supervisors when an employee has not attended training; and offering reports for your executive team to help identify areas of noncompliance within the company.

Abra LearningAction also provides an extremely cost-effective way to educate your workforce. By eliminating curriculum development, travel costs, and instructor fees, your company can effectively provide training for employees for a remarkably low cost.

## Large Course Selection

You may select from a variety of courses, including:

- ▶ Americans With Disabilities Act (ADA) Overview
- ▶ A Supervisor's Guide to Privacy in the Workplace
- ▶ Diversity at Work
- ▶ Insider Trading
- ▶ Preventing Workplace Harassment & Discrimination
  - English Version
  - Spanish Version
  - Supervisor's Supplement
  - Training Refresher
- ▶ Rightful Termination
- ▶ The Legal Aspects of Interviewing
- ▶ The Family and Medical Leave Act (FMLA) Overview
- ▶ Understanding Your Stock Options and Other Equity Plans

Call us for more information or course descriptions.

## Customize Training Courses

Your company may have adopted its own policies and procedures with regard to harassment or diversity training. Most Abra LearningAction courses can be modified to meet the specific needs of your organization. For example, the course, Preventing Workplace Harassment and Discrimination, can be customized allowing you to insert your specific policies and procedures into the course.

## Integrated With Abra Suite

Training information gathered by Abra LearningAction may be imported into your centralized Abra database. Once imported, your training information is accessible to the Abra HR®, Abra Payroll®, and Abra Benefits Administration™ solutions. You can monitor individual or corporate compliance, review costs, and evaluate an individual employee's full personnel record. With the easy accessibility of this data, your company can better assess organization-wide compliance and identify non-compliance before you become subject to costly fines.

## Importance Of Compliance Training

The cost of harassment and discrimination in the workplace is enormous. Statistically, companies sued for harassment have a greater than 50 percent chance of losing their case. Jury awards in such cases continue to climb. Awards in the hundreds of thousands, or even millions of dollars are common. Even if you ultimately prevail, you must incur attorney's fees and face a damaged corporate reputation. Providing compliance training to your staff is a significant factor in reducing your liability in such lawsuits.

As a result of two U.S. Supreme Court decisions in 1998, companies are able to dramatically decrease their liability through what is termed an *affirmative defense*—proof that your company exercised reasonable care to prevent harassment and that the employee failed to avail themselves of the preventative or corrective opportunities offered by the employer. Begin an affirmative defense today—invite Abra LearningAction to be your ally.

## California Requires Harassment Training

The state of California recently passed a new law requiring certain employers to provide two hours of sexual harassment training every two years.

The law goes into effect on January 1, 2006. In order to comply with the new law, affected employers likely will need to purchase or develop training material, create a method of monitoring compliance within the organization, and maintain good records. All things Abra LearningAction can do with ease.

The passage of this law reinforces the view that workplace training can reduce the incidence of harassment. Employers elsewhere in the country can benefit from the same type of training program, even if it is not yet state mandated. ☆