DATASHEET

SHRM-Approved HSI Courses

Help HR Teams Maintain Certification While Building Organizational Capability

Support your HR team's certification goals while strengthening the skills critical to your organization's success. HSI offers a growing catalog of SHRM-approved courses that award 0.25 Professional Development Credits (PDCs) per course. This allows your HR team to maintain SHRM-CP® and SHRM-SCP® certifications while developing practical, workplace-ready skills that drive performance.

Deliver Certification + Capability

With HSI, you can support your HR team in the following ways:

- Provide 0.25 SHRM PDCs per eligible course
- Align HR development to the SHRM BASK framework
- Reinforce competencies tested on SHRM-CP® and SHRM-SCP® exams
- Centralize training, tracking, and reporting in one platform
- Scale credential-supporting learning across your HR organization

Aligned to the SHRM BASK Framework

Eligible HSI courses align to SHRM's Body of Applied Skills and Knowledge (BASK), the global standard for HR excellence. This ensures your team's learning supports the competencies and knowledge areas tested on SHRM certification exams while reinforcing effective HR practice in the workplace.

Scalable Access Through HSI's Learning Management System (LMS)

Customers can access HSI's course library through either the HSI LMS or your company's LMS, making it simple to:

- Assign SHRM-approved courses
- Track completion
- Support ongoing credential maintenance
- Deliver consistent, high-quality HR development

Simple Credit Reporting

The SHRM activity code appears on the exam results page when the course is complete. Once the learner has that code, they simply log into the SHRM portal and submit the code to receive credit. The process is designed to be quick and straightforward, reducing administrative friction for both learners and program managers. This ensures professionals can focus more on applying what they've learned and less time handling reporting details.

Turn Compliance Requirements Into Skill-Building Opportunities

With HSI, maintaining certification isn't just a requirement; it's a strategic investment in HR capability. Instead of viewing recertification as a box to check, organizations can use it to reinforce critical skills and drive measurable performance improvements. The result is a workforce that stays compliant while continuously building expertise that strengthens the business.

SHRM-Approved HSI Courses by SHRM Competency

Analytical Aptitude

Avoiding Mistakes in Decision Making (26-3YPMZ)
Decision-Making Basics:
01. Gathering Information (26-NECGA)
02. Understanding Motivation (26-U6G9W)
03. Making Quick Decisions (26-GXQ2Y)
04. Facts vs. Opinions (26-RK29H)
05. Generating Options (26-RX2TE)
06. Decision-Making Models (26-MYCU9)
07. Decision-Making Styles (26-S9CT4)

Empowering Employee Decisions (26-9F2SX)
Identifying Unintended Consequences (26-CHW77)
Interpreting Data (26-PGDSF)
Making Group Decisions (26-JXKE5)
Strategic Thinking (26-PEDU3)
Trusting Your Intuition (26-USK2V)

Business Acumen

Balance Sheets:
01. Introduction to Balance Sheets (26-PNATE)
02. Benchmarking, Ratios, Comparisons, and Trends
03. (26-DNKXM)
04. Assets and Liabilities (26-TX45Y)

Budgeting Essentials:
01. What is Budgeting? (26-ZJTN5)
02. Budgeting Methods (26-3796K)
03. Budget Reporting (26-5TNYS)
04. Budgeting Expenses (26-AVHVY)
05. Budgeting Revenue (26-5QCTC)
06. Budgeting Discounts (26-VE6EN)
07. Managing Inventory (26-S3357)

Cash Flow Management:
01. Cash Flow Management for Beginners (26-F3DAF)
02. Managing Payables (26-R4ZXC)
03. Managing Receivables (26-WH5C4)
04. How to Read Cash Flow Statements (26-SCA29)

Contract Management:
01. Introduction to Contract Management (26-PAXHK)
02. Writing Contracts (26-5FVTG)
03. Internal Contract Approval and Storage (26-Q3Q5D)
04. Contract Negotiation (26-D3YAK)
05. Contract Initiation (26-NNGX4)
06. Contract Monitoring and Tracking (26-DSHJR)
07. How To Handle a Breach of Contract (26-QCWZE)
08. Avoiding Common Contract Pitfalls (26-WUWEY)
09. Overview of Contract Management Law (26-95Z4Y)
10. Contract Conclusion or Renewal (26-HQJSJ)

Determining Customer Needs (26-RKU4P)
OKRs: Objectives and Key Results (26-HVYA9)

Communication

Asking for Feedback (26-K2ZZU)
Communication Essentials: Communicating With Different Audiences (26-SXUCQ)
Difficult Conversations (26-5K6UG)
Email Etiquette:
01. The Basics of Email Communication (26-FWCFR)
02. Crafting Your Email Communication (26-FZEQT)
03. Sending Your Email Communication (26-CVQX6)
04. Scheduling Events and Calls Through Email (26-VX2WS)
05. Managing Emails (26-A74NN)

Empathy in the Workplace (26-3PYDG)
How to Receive Feedback (26-A2Q5W)
Leadership Fundamentals: A Spotlight on Listening (26-UPPDX)
Listening Skills:
01. Active Listening (26-TDUXR)
02. Listening Even When It's Difficult (26-Q7563)

Making Sense of Feedback (26-467EY) w
Nonverbal Communication:
01. Defining Nonverbal Communication (26-77RWT)
02. Aligning Nonverbal Communication with Intentions (26-AHQGP)
03. Appearance (26-NHTPQ)
04. Workplace Standards (26-6G3Z4)
05. Leveraging Nonverbals for Success (26-PDRJC)

Persuasive Communication (26-ZQKMN)
Storytelling in Leadership (26-SAQEP)
Your Open-Door Policy (26-CD2D9)

Consultation

Intro to Quality Assurance and Quality Control (26-PMMG5)
Problem Solving:
01. Defining the Problem (26-TX9DS)
02. Finding the Root Cause (26-9GPDM)
03. Generating Solutions (26-22RCR)
04. Evaluating Solutions (26-JFHAX)
05. Implementing the Solution (26-JWWH7)
06. Monitoring the Solution (26-FU3AH)

Root Cause Analysis (26-U27WH)
Routing a Problem (26-72QRJ)
The Five Whys (26-VRP34)
The Plan, Do, Study, Act Model (26-AX54W)

Diversity, Equity and Inclusion

Age Discrimination in Employment Act: ADEA for Managers (26-AWPKZ)
Americans with Disabilities Act: ADA for Managers (26-PC6N3)
Anti-Discrimination: Protected Classes and the Inclusive Workplace (26-CEU9C)
Anti-Racism for Leaders:
- Allyship (26-WASA9)
- Creating and Implementing Policy (26-JDEZY)
- Diversity-Focused Recruitment (26-DXUHN)
- Evaluating Your Organization (26-QHZF2)
- Maintaining Momentum for Leaders (26-2H6E9)
- Mitigating Bias (26-WZ5G7)

De-Escalation in the Workplace: De-Escalating Conflicts With Employees (26-HXX62)
Diversifying your Leadership Team (26-2DJ9U)
Equal Pay Act: EPA for Managers (26-JWYKJ)
Equity in the Workplace:
01. Equality vs. Equity (26-UMD9X)
02. Implementing Equitable Practices at Work (26-WJD3A)

Five Keys to Preventing Workplace Discrimination (26-ECT4P)
Gender Equality in Hiring and Promotions:
01. Recruiting People of All Genders (26-XGK37)
02. Supporting Leaders of All Genders (26-HGMXJ)
03. Promotions for All (26-NP22H)

How To Correct Without Conflict (26-3H4ZQ)
Leadership of a Diverse Group (26-Y3RJD)
People-First Language (26-3C49V)

Psychological Safety: Psychological Safety for Managers (26-GQU9N)
Understanding Intersectionality at Work (26-AJZAD)
Working Well with Everyone:
01. What is Diversity? (26-CZ69P)
02. Diversity by Design (26-XDEUE)
03. The Mistake of Stereotyping (26-V3M4X)
04. The Power of Inclusion (26-DY7N5)
05. Diversity = Greatness (26-7UJVH)

Working With Different Generations:
- Collaborating Across Generations (26-MDS2T)
- Introduction to the Working Generations (26-6DTW4)
- Working With Baby Boomers (26-HPWN3)
- Working With Gen X (26-R7EAP)
- Working With Gen Z (26-XMKU2)
- Working With Millennials (26-EU4TS)

Employee Engagement & Retention

Employee Recognition:
- Building Your Program (26-7C94D)
- Recognition in Practice (26-359D4)
- Types of Recognition (26-FTWDE)

Employee Retention and Turnover:
- The Cost of Employee Turnover (26-77MAS)
- Why Are Our Best People Leaving? (26-HCPNM)

Managing for Engagement:
- Creating Engagement (26-M9JSQ)
- Engagement Matters (26-MXZYC)

Making Your Work More Meaningful (26-Z3CKV)
The Manager's Role in Reducing Employee Turnover:
- The Manager's Role in Reducing Employee Turnover (26-WJKPD)

Ethical Practice

Corporate Social Responsibility (26-WT6H6)
Empathy as a Leader (26-MKET3)
Ethics for Managers (26-YUSDN)
Ethics for Small Businesses (26-9MK44)
Evaluating Your Own Leadership Performance (26-TMDR7)
Fair Labor Standards Act: FLSA for Managers (26-25NEY)
Family and Medical Leave Act: FMLA for Managers (26-Q6KDE)
How Managers Can Lead for Human Sustainability (26-ZD5FV)
How to be a Socially Responsible Company (26-3Z6YD)
Impedership (26-DAMZR)
Leading with Authenticity:
- Becoming an Authentic Leader (26-RPGKY)
- What is Authentic Leadership? (26-RFPAT)

Mission, Vision, and Values:
01. Mission Statements (26-KNCK5)
02. Vision Statements (26-7AK5S)
03. Value Statements (26-M2FRP)

Professional Boundaries:
- Confidentiality (26-GVENN)
- Conflicts of Interest (26-EXYYX)
- Nepotism and Favoritism (26-E5XKT)
- Office Romances (26-6C37X)

Retaliation (26-5KDEM)
Six Wrong Ways to Manage (26-EQP69)
Workplace Bullying for Supervisors (26-35K2S)
Workplace Violence for Supervisors (26-FGAG5)

Global Mindset
Communication Across Cultures (26-W5XWX)
Cross-Cultural Considerations:
01. What Is Culture? (26-6PEWS)
02. What's Your Culture? (26-7F2PX)
03. Cultural Intelligence (26-395D2)
04. Working Across Cultures (26-SHHH6)
05. The Concept of Time (26-AE42E)

Leadership & Navigation

Agility and Flexibility (26-XAQKG)
Change Management Models:
- Introduction to Change Management Models (26-D3VQ2)
- Kotter's 8-Step Change Model (26-RU6YM)
- Leading Change Initiatives (26-7DAGR)
- Lewin's Change Management Model (26-WQEQU)
- The ADKAR Change Management Model (26-3PDHW)
- The Bridges Transition Model (26-6KSY2)
- The Kubler-Ross Model (26-5NDCC)
- The McKinsey 7S Framework (26-TK54Z)
- The Nudge Theory (26-D9DFJ)
- The Satir Change Model (26-DNSFE)

Digital Transformation for Leaders:
- Business Leaders – What's Your Role? (26-97P9V)
- Considering Your Business (26-UPRWN)
- Enhancing Your Customer Experience (26-ZKGN6)
- The ROI of Digital Transformation (26-HC3AF)
- Utilizing Your Data (26-FWCGH)

Handling Change:
- A Look at the Process of Change (26-2YCY6)
- Your Response to Change (26-YECCX)

Leading Your Team Through Change (26-HYWVY)
The Growth Mindset:
- Developing a Growth Mindset (26-9X29V)
- The Limitations of a Fixed Mindset (26-5N5GM)

Transformational Leadership:
- Creating Focus During Change (25-5GKSR)
- Dealing with Resistance (25-RFRTD)
- Transforming the Organization (26-PVW5F)

Learning & Development

Curriculum Design:
01. What Is Curriculum Design? (26-9U3TZ)
02. Helping L&D With Curriculum Design (26-6QRTV)
03. Utilizing Blended Learning (26-7E7YH)

Developing a Learning Culture (26-YU5RH)
DISC:
01. Introduction to DISC (26-YDZM9)
02. DISC Questionnaire (26-4J5YD)
03. Understanding DISC Styles (26-ZETY7)
04. Determining the Styles of Others (26-UYMKV)
05. High D (26-C5CJQ)
06. High I (26-73JCY)
07. High S (26-5N4WV)
08. High C (26-F6YCY)
09. Mixing DISC Styles (26-MGXAU)

Promoting Learning and Development to Employees (26-5Y7DG)

Training Needs Assessments:
01. What Are Training Needs Assessments? (26-EXASS)
02. Types of Training Needs Assessments (26-AVHM3)
03. How To Conduct a Training Needs Assessment (26-7F35Y)
04. Developing an Evolving Learning Program (26-PMGEA)

Relationship Management

Civility in the Workplace (26-NA5PY)
Human Skills You Need in the AI Era (26-CJ7V2)

Risk Management

Asbestos Safety (26-4EQJ7)
Bloodborne Pathogens:
- Bloodborne Pathogens for Employees (26-YDGJS)
- Bloodborne Pathogens for Employers (26-YTY4Y)

Building a Strong Safety Culture (26-53Y4U)
Carbon Dioxide Safety (26-MGZEF)
Carbon Monoxide Safety (26-YQFMG)
Cold Stress and Working Safely in Frigid Conditions (26-9KJPF)
Commercial Driver's License:
- Accident and Fire Procedures (26-PTEP6)
- Basic Vehicle Control (26-WGC3Y)
- CDL Overview (26-WWUP5)
- Hazardous Driving Conditions (26-KW4FK)
- Transporting Cargo (26-PEPY6)
- Transporting Hazardous Materials (26-3MKZW)
- Vehicle Inspections (26-YKAZH)

Compliance, Safety, Accountability (CSA):
- Staying Safe on the Road (26-4NDEW)
- Essentials for Commercial Drivers (26-9SD45)

Compressed Gas Cylinders (26-HFRDP)
Confined Spaces for Employees:
01. Personnel, Permits, and Protection (26-WP5KP)
02. Understanding Permits (26-WNUXN)
03. Identifying Hazards (26-4WTXH)
04. Personal Protective Equipment (26-UP63V)
05. Construction Best Practices (26-KKT97)

Confined Spaces for Employers:
01. Rules and Responsibilities (26-FJSNY)
02. Emergency and Rescue Procedures (26-CHYF9)

Crisis Management:
- Introduction to a Crisis Management Plan (26-3WP4D)
- Responding to Natural Disasters (26-9Y4NF)
- Preparing for and Responding to Emergencies (26-E4XPJ)
- Business Continuity During a Crisis (26-SDDVK)
- Handling Media and Protecting Your Brand (26-YWM3R)

DOT Alcohol Abuse:
01. Training Responsibilities for Alcohol Misuse (26-K4VU3)
02. Rules and Regulations for Alcohol Testing (26-Q6X7H)
03. Reasonable Suspicion and Post-Accident Testing for Alcohol (26-AHX3G)
04. Random, Return-to-Duty, and Follow-Up Testing for Alcohol (26-C5E94)
05. How Alcohol Impacts the Brain (26-K7GMX)
06. Signs of Alcohol Impairment (26-G6NF7)
07. Refused or Failed Alcohol Tests (26-VF3N9)
08. Alcohol Testing Procedures (26-AQSJ6)
09. Recordkeeping for Alcohol Testing (26-AD9RT)
10. Employee Training for Alcohol Testing (26-KFA3N)

DOT Audit Checklist (26-GEHWX)
DOT Drug Abuse:
01. Training Responsibilities for Drug Testing (26-2QMRX)
02. Rules and Regulations for Drug Testing (26-PHXVW)
03. Reasonable Suspicion and Post-Accident Drug Testing (26-VSWVS)
04. Random, Return-to-Duty, and Follow-Up Drug Testing (26-MKAZ5)
05. How Drugs Impact the Brain: (26-EHDG4)
06. Signs of Drug Impairment (26-UCZGN)
07. Refused or Failed Drug Tests (26-DZSJ5)
08. Drug Testing Procedures (26-DHC3C)
09. Recordkeeping for Drug Testing (26-ZGMVR)
10. Employee Training for Drug Testing (26-AJP7K)

Electrical Emergencies:
- How To Respond and Stay Safe (26-9PKG9)

Electrical Safety:
- Fundamentals (26-J62F3)
- Work Practices and PPE (26-F4SFN)
- Recognizing and Preventing Hazards (26-SAHF2)
- Grounding and Arc Flash Protection (26-22ZYJ)

Emergency Exits (26-MV6XH)
Eye Safety (26-MDRHP)
Fall Protection (26-9CZA3)
First Aid:
- Introduction (26-5WJY9)
- Allergic Reactions and Auto-Injectors: EpiPens (26-3DUDR)
- Bites, Stings, and Reactions (26-4RNAP)
- Bug Bites and Stings (26-QJ9PV)
- Burns and Wounds (26-M23N3)
- Choking (26-S45ZJ)
- Diabetic Emergencies (26-F3FSW)
- AED Training (26-QHR9W)
- Broken Bones (26-Q3Q4P)
- Mammal Bites and Scratches (26-DJFE2)
- Naloxone (NARCAN) (26-DZYX9
- Seizures (26-ZY9RP)
- Snake Bites (26-PSHHQ)
- Strokes (26-WEVR7)
- Toxic Plants (26-SDMRT)

Flammable and Combustible Liquids Safety (26-ST5AY)
Front Desk Safety (26-56TWU)
Hand and Power Tool Safety: Setup and Safe Use (26-KCJFR)
Hand Injury Prevention (26-AR3YC)
Harassment Prevention and the Respectful Workplace (26-Q7T25)
Hazard Communication (26-JDG6U)
HAZWOPER Overview (26-EC66F)
Hearing Conservation (26-ESRSM)
Heat Stress and Working Safely in Hot Conditions (26-FG6X7)
HIPAA Essentials (26-XVQGX)
HIPAA For General Employees:
- HIPAA and HITECH Overview (26-SRR7W)
- HIPAA Patient Rights (26-SF7EJ)
- HIPAA Privacy Rule (26-F6G6M)
- HIPAA Security Rule (26-C4NYV)
- Protected Health Information (26-QD36W)

HIPAA for Special Roles:
- HIPAA Compliance in Health Care Marketing (26-QUMS4)
- HIPAA for Emergency Responders (26-DUVJH)
- HIPAA for Human Resources Professionals (26-GAF44)

- HIPAA for Remote Workers (26-VJC4U)

HIPAA Special Rules and Breaches:

- GINA Rules Deep Dive (26-SG24F)
- Handling HIPAA Breaches (26-WK4HU)
- HITECH Deep Dive (26-EXVGZ)
- Privacy Rule Deep Dive (26-V4MFU)
- Protecting Against HIPAA Breaches (26-ADGGM)
- Security Rule Deep Dive (26-5A7G6)

Indoor Air Quality for Managers (26-SKG6H)
Lockout/Tagout:

- Advanced Procedures (26-UM46A)
- Basics and Responsibilities (26-MJ5N9)

Nailer Safety (26-GHWNT)
OSHA Recordkeeping:

- General Recordkeeping Criteria (26-GXF6Z)
- Special Cases (26-C2EME)
- First Aid (26-XTNDG)
- Understanding OSHA Forms and Privacy Protection (26-URT6R)
- Reporting Requirements for Serious Events (26-MPFTZ)
- New Electronic Rule (26-M5YD6)

Personal Protective Equipment:

- Personal Protective Equipment: Body Coverings and Full-Body Protection (26-437HY)
- Introduction to PPE (26-6FY76)
- Hand and Arm Protection (26-64FET)
- Foot and Leg Protection (26-AQ5G9)
- Head Protection (26-KS7T3)
- Eye and Face Protection (26-ZH9PM)
- Hearing Protection (26-64X6X)
- Respiratory Protection (26-DRU5U)
- Construction Industry PPE (26-ZH7AT)
- PPE for Managers (26-Z6PHF)

Preparing for an OSHA Inspection (26-MWWTK)
Propane Gas Safety (26-79X4G)
Psychological Safety and Proactive Protection (26-QJTM4)
Risk Management Basics:

- Creating a Healthy Risk Culture (26-MACFM)
- Decision Making (26-VZUY2)
- Defining Hazards, Risk, and Loss (26-Y3QED)
- Embedding Risk Management Processes (26-X62NC)
- Employee Health (26-AACVM)
- Financial Basics (26-PG2VZ)
- Identifying Risks (26-CFCNE)
- Preventative Maintenance (26-SM2M7)
- Reputation Management (26-29FUR)
- Risk Assessment (26-NKJPS)
- Risk Management Techniques (26-T5RUX)
- Safety (26-UU62M)
- Types of Risk (26-XARM6)
- Violence Awareness (26-MXSM7)

Safety Leadership at Every Level (26-KJ4VN)
See Something, Say Something (26-5VPJE)
Situational Awareness:

01. What Is Situational Awareness? (26-GJ27U)
02. Developing Situational Awareness (26-H3AZN)
03. Applying Situational Awareness (26-Q97VK)

The Bystander's Role in Harassment Prevention (26-MQAYV)
The Manager's Role in Harassment Prevention and the Respectful Workplace (26-2VZXQ)
Understanding Industrial Hygiene (26-C2GNM)
Violence Awareness: The 4 Types of Workplace Violence (26-R7EJG)
What Is OSHA? (26-VD7KK)
Workers' Compensation for Managers:

- Return to Work and Injury Settlements for Managers (26-V54VT)
- Understanding Workers' Compensation for Managers (26-J4EN7)
- Workers' Compensation Claims for Managers (26-S4HE7)

Talent Acquisition

Recruiting and Hiring:

01. Hiring the Right Person (26-K29RG)
02. The Hiring Process (26-SJXVE)
03. Creating Job Postings (26-2SDVZ)
04. Using Social Media to Recruit (26-J29DP)
05. Managing Unconscious Bias During Recruiting (26-E46R3)
06. Reviewing Resumes (26-ZWFJ4)
07. Conducting an Interview (26-WUMCF)
08. Unacceptable Interview Questions (26-GZGWK)
09. Verifying the Candidate (26-4X3CF)

Retaining Your Best People (26-5RT4S)
Successful Employee Onboarding:

01. The Importance of Onboarding (26-U9RWP)
02. Before They Start (26-225HM)
03. Orientation Checklist (26-3WAVA)
04. Their First Week (26-95MGM)
05. Their First Three Months (26-W4V9Z)

Succession Planning:

- Creating a HiPo Policy (26-HT5F9)
- Identifying HiPos (26-PYYW9)
- Retaining and Developing HiPos (26-XMD4S)
- The Importance of Succession Planning (26-53ZAQ)

Courses for the United Kingdom (UK):

Risk Management

Hearing Conservation (26-WGXRK)
Ladder Safety (26-MF2CJ)
Protecting Yourself in the Sun (26-PMG5H)
Slips and Trips (26-CCYUK)