How to Train Your Workforce
Vitalize Your New-Hire & Annual Training Sessions
On-Demand, Online

A Continuing Education Training Program

Online, On-Demand Training 24/7
This course is online, on-demand with no scheduled classes to attend during your 45-day access to course materials.

Earn Continuing Education Units (CEUs)

4 CEUs: This program has been approved for 4 continuing education units by the American Institute of Healthcare Compliance for AIHC Certified Professionals. These continuing education units may be applied towards the 2 Core and 2 Ethics Category CEU Renewal Requirements for ALL AIHC credentialed members.

How to Train Your Workforce is designed as a blueprint for those charged with presenting any type of compliance presentation to a health care workforce, including C-Suite Executives and Directors. This course can be used as the foundation for building or revitalizing presentations with a train-the-trainer approach to effective methods of communicating important information. ***This short course is perfect for new Compliance Officers, HIPAA Privacy/Security Officers, Coders, Documentation Improvement Professionals and department Managers responsible for coaching or teaching others within the organization.***

What You Will Learn in 5 Short Lessons:

Introduction to Basic Corporate Training Skills
- View the short introductory video
- Learn common abbreviations, terms and acronyms
- Understand why meeting compliance training requirements is important
- Link between compliance and quality care
- Law enforcement, DOJ and OIG training expectations

Why Corporate Training Often Fails
- This lesson reviews the complex topic of common reasons why training often fails
- How to avoid common failures
- Identify and address "bad habits" of your attendees
- Using influence to motivate the workforce to improve
- Addressing disruptions during your presentations

How Adults Learn
- Understanding the 3 basic learning styles
- Incorporating visual, auditory and kinesthetic methods into your presentations
- Addressing the difficulties of adult learning
- Andragogy learning theory
- Choosing the best teaching approach

Setting Up Your Program
- New OIG Guidance
- Consider Implementing Artificial Intelligence (AI)
- Tips for successful corporate training sessions
- Access to resources when structuring your Board and C-Suite training programs
- How to integrate government resources and AIHC videos into your training

Developing a Culture of Compliance
- Understanding the dynamics of corporate culture and the necessity to build your compliance program on a foundation of ethical behavior
- How the code of conduct influences workplace relationships within the company framework
- Developing a code of conduct or updating your current policy
- How to integrate the code of conduct into your organization

Computer Requirements and Time Limits

To successfully complete this course, you will need high-speed internet access, email, and Adobe Reader. If you do not have Adobe Reader, use the link provided above to download it for free from the Adobe website.

You will have access to the online AIHC course page for 45 days starting on your enrollment date. Your course enrollment will begin on the date that the AIHC Office receives your course tuition registration payment. You will receive notification from our office when your course enrollment begins. Please check with your employer regarding date requirements for your completion of this training.

Course Tuition Includes:

- Access to the training page on the AIHC website is provided for 45 days.

- Online quizzes for each lesson are available throughout the training. You can retake quizzes over and over.

- A Certificate of Completion to give to your employer is awarded for passing the course with a minimum score of 80%.

Cost of this Training: $50

How to Register for this Course

Register Online – Click here to return to the Course Page, Enroll and Pay!
We accept online registration payment via credit card.

Register Via Mail or Fax: Scroll down for a hard copy enrollment form. Mail or fax your completed form to the AIHC Office to submit your registration and payment information.

Refund Policy

View the Refund Policy posted on the home page of our website under Financial Policies www.aihc-assn.org

How to Train Your Workforce – Online

Please submit one form per person

Name & Credentials:	Enrollment Date:
Home Address:	**Employer Name & Address:**
Current Job Position:	
(For website administration and registration confirmation) **Primary Email Address:** **Alternate Email Address:**	**Work Phone Number:** **Alternate or Cell Phone Number:**

Credit Card Payment Information:

[ ] **MasterCard**   [ ] **VISA**   [ ] **Discover**

Amount Approved on this Credit Card **Tuition: [ ] $50 Tuition**

Card Number:_____

Security Code:_____   Expiration Date:_____

Billing Address for this Card:_____

Name As It Appears on this Card:_____

Authorized Signature & Date:_____

Please Make Checks Payable to: AIHC

[ ] $50 Tuition

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How did you hear about us?

□ Mail   □ Email   □ Co-Worker   □ AIHC Website   □ Social Media   □ Other:_____