



REFRESHER COURSE ASSIGNMENTS: LEARNER COMMUNICATION

Please use the pre and post versions based on your implementation method (automated or manual). Click on a course below for suggested communication.

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Fair Housing Refresher Automated Assignment Adjustment

Use these messages if you have chosen *automated* assignments.

Pre-Adjustment Communication for Fair Housing (Automated option):

We're excited to announce that Grace Hill has launched a Fair Housing Refresher course that can be completed in under 40 minutes. This course is designed to provide you with the most up-to-date interpretations of fair housing laws and regulations without having to take the 3-hour Fair Housing or 1-hour Fair Housing for Maintenance course. The Fair Housing Refresher Course will be updated every year by Grace Hill, so you'll never have to take the same fair housing course again!

To provide you with access to the course, we will be working to adjust your assignments accordingly. If you have previously completed and passed Fair Housing and/or Fair Housing for Maintenance, your Fair Housing and/or Fair Housing for Maintenance assignments will be canceled, and you will receive an assignment for the new Fair Housing Refresher course. If you have not previously completed and passed Fair Housing or Fair Housing for Maintenance, your Fair Housing or Fair Housing for Maintenance assignments and any current progress will be kept, and you will also receive an assignment for the Fair Housing Refresher course.

We hope you are as excited about this new course offering as we are, and are looking forward to rolling this out to the team.

Post-Adjustment Communication for Fair Housing (Automated option):

We are excited to announce that the Fair Housing Refresher course has been assigned to all learners and can now be accessed in "My Assignments" in Grace Hill Vision. The Fair Housing Refresher course is due to be completed by _____(7 days).

Thank you for your continued assistance in keeping up with your compliance courses, and we know you are going to love this new shorter course with refreshed content!



Fair Housing Refresher Manual Assignment Adjustment

*Use these messages if you have chosen **manual** assignments.*

Pre-Adjustment Communication for Fair Housing (Manual option):

We're excited to announce that Grace Hill has launched a Fair Housing Refresher course, a 40-minute course designed to provide you with the most up-to-date interpretations of fair housing laws and regulations without having to take the full course. The Fair Housing Refresher Course will be updated every year by Grace Hill, so you'll never have to take the same fair housing course again!

To provide you with access to the course, we will be working to adjust your assignments accordingly. However, to do so we need you to complete any in-progress Fair Housing or Fair Housing for Maintenance course by XX/XX/XXXX. If you are unable to complete your course by this date, you will lose your progress in the course and will need to start the full Fair Housing course from the beginning.

We hope you are as excited about this new course offering as we are, and are looking forward to rolling this out to the team.

Post-Adjustment Communication for Fair Housing (Manual option):

We are excited to announce that the Fair Housing Refresher course has been assigned to all learners and can now be accessed in "My Assignments" in Grace Hill Vision. The Fair Housing Refresher course is due to be completed by _____ (7 days).

Thank you for your continued assistance in keeping up with your compliance courses, and we know you are going to love this new shorter course with refreshed content!



Drug-Free Workplace Refresher Automated Assignment Adjustment

Use these messages if you have chosen *automated* assignments.

Pre-Adjustment Communication for Drug-Free Workplace (Automated option):

We're excited to announce that Grace Hill has launched its second course from the new Compliance Refresher Course Series. Introducing a new annual short course to cover Drug-Free Workplace.

Reducing or eliminating substance abuse in the workplace can lead to better morale, increased productivity, and less workplace stress. But creating a drug-free workplace is not easy. Alcohol and other drug abuse are widespread in our society. Even if you don't have a substance abuse problem, there are current issues that we all must know how to handle in the workplace, such as marijuana use and the impact of the opioid crisis. This course will help you navigate these issues.

To provide you with access to the course, we will be working to adjust your assignments accordingly. If you have previously completed and passed Drug-Free Workplace or Drug-Free Workplace for Supervisors, these assignments will be canceled, and you will receive an assignment for the new applicable Drug-Free Workplace Refresher course. If you have not previously completed and passed Drug-Free Workplace or Drug-Free Workplace for Supervisors, your existing assignments and any current progress will be kept, and you will also receive an assignment for the applicable Drug-Free Workplace Refresher course. We hope you are as excited about this new course offering as we are, and are looking forward to rolling this out to the team!

Post-Adjustment Communication for Drug-Free Workplace (Automated option):

We are excited to announce that the Drug-Free Workplace Refresher course has been assigned to all learners and can now be accessed in "My Assignments" in Grace Hill Vision. The Drug-Free Workplace Refresher course is due to be completed by XX/XX/XXX (7 days). Thank you for your continued assistance in keeping up with your compliance courses, and we know you are going to love this new shorter course with refreshed content!



Drug-Free Workplace Refresher Manual Assignment Adjustment

*Use these messages if you have chosen **manual** assignments.*

Pre-Adjustment Communication for Drug-Free Workplace (Manual option):

We're excited to announce that Grace Hill has launched its second course from the new Compliance Refresher Course Series. Introducing a new annual short course to cover Drug-Free Workplace. Reducing or eliminating substance abuse in the workplace can lead to better morale, increased productivity, and less workplace stress. But creating a drug-free workplace is not easy. Alcohol and other drug abuse are widespread in our society. Even if you don't have a substance abuse problem, there are current issues that we all must know how to handle in the workplace, such as marijuana use and the impact of the opioid crisis. This course will help you navigate these issues.

To provide you with access to the course, we will be working to adjust your assignments accordingly. However, to do so we need you to complete any in-progress Drug-Free Workplace or Drug-Free Workplace Supervisor courses by XX/XX/XXXX. If you are unable to complete your course by this date, you will lose your progress in the course and will need to start the full Drug-Free Workplace course from the beginning.

We hope you are as excited about this new course offering as we are, and are looking forward to rolling this out to the team!

Post-Adjustment Communication for Drug-Free Workplace (Manual option):

We are excited to announce that the Drug-Free Workplace Refresher course has been assigned to all learners and can now be accessed in "My Assignments" in Grace Hill Vision. The Drug-Free Workplace Refresher course is due to be completed by XX/XX/XXXX (7 days). Thank you for your continued assistance in keeping up with your compliance courses, and we know you are going to love this new shorter course with refreshed content!



Sexual Harassment Refresher Automated Assignment Adjustment

Use these messages if you have chosen *automated* assignments.

Pre-Adjustment Communication for Sexual Harassment

(Automated option):

We're excited to announce that Grace Hill has launched their fifth, and final, course from the Compliance Refresher Course Series. Introducing a new yearly short course to cover Sexual Harassment that can be completed in 30 minutes or less! The Sexual Harassment Refresher course has been designed to help build on the existing foundation of sexual harassment awareness and review the importance of, and your role in, helping create and maintain a respectful and civil workplace for everyone.

To provide you with access to the course, we will be working to adjust your assignments accordingly. If you have previously completed and passed Sexual Harassment or Sexual Harassment (Supervisor Version), these assignments will be canceled, and you will receive an assignment for the new applicable Sexual Harassment Refresher course to recur annually. If you have not previously completed and passed Sexual Harassment or Sexual Harassment (Supervisor Version), your existing assignment and any current progress will be kept, and you will also receive an assignment for the new applicable Sexual Harassment Refresher course.

We hope you are as thrilled about this new course offering as we are and are looking forward to rolling this out to the team!

Post-Adjustment Communication for Sexual Harassment

(Automated option):

We are happy to announce that the Sexual Harassment Refresher course has been assigned out to all learners and can now be accessed in "My Assignments" from the Learning Center. The Sexual Harassment Refresher course is due to be completed by XX/XX/XXX (7 business days). Thank you for your continued assistance in keeping up with your compliance courses, and we know you are going to enjoy this new mini course with refreshed content!



Sexual Harassment Refresher Manual Assignment Adjustment

Use these messages if you have chosen *manual* assignments.

Pre-Adjustment Communication for Sexual Harassment (Manual option):

We're excited to announce that Grace Hill has launched their fifth, and final, course from the new Compliance Refresher Course Series. Introducing a new yearly short course to cover Sexual Harassment that can be completed in 30 minutes or less! The Sexual Harassment Refresher course has been designed to help build on the existing foundation of sexual harassment awareness and review the importance of, and your role in, helping create and maintain a respectful and civil workplace for everyone.

To provide you with access to the course, we will be working to adjust your assignments accordingly. However, to do so, we need you to complete any in-progress Sexual Harassment or Sexual Harassment (Supervisor Version) courses by XX/XX/XXXX. If you are unable to complete your course by this date, you will lose your progress in the course and will need to start the full Sexual Harassment course from the beginning.

We hope you are as excited about this new course offering as we are and are looking forward to rolling this out to the team!

Post-Adjustment Communication for Sexual Harassment (Manual option):

We are happy to announce that the Sexual Harassment Refresher course has been assigned out to all learners and can now be accessed in "My Assignments" from the Learning Center. The Sexual Harassment Refresher course is due to be completed by XX/XX/XXXX (7 business days). Thank you for your continued assistance in keeping up with your compliance courses, and we know you are going to love this new mini course with refreshed content!

Workplace Diversity Refresher Automated Assignment Adjustment

Use these messages if you have chosen *automated* assignments.

Pre-Adjustment Communication for Workplace Diversity (Automated option):

We're happy to announce that Grace Hill has launched its third course from the new Compliance Refresher Course Series. Introducing a new yearly short course to cover Workplace Diversity.

In a diverse workplace, the many differences among colleagues might be intimidating and challenging for some. The goal of this course is to provide you with positive thinking tips to allow you to benefit from working with people that bring a variety of skills, experience, and perspectives to your team. Employee diversity initiatives ensure that all team members are included, respected, and appreciated.



To provide you with access to the course, we will be working to adjust your assignments accordingly. If you have previously completed and passed Workplace Diversity or Workplace Diversity for Supervisors, these assignments will be canceled, and you will receive an assignment for the new applicable Workplace Diversity Refresher course. If you have not previously completed and passed Workplace Diversity or Workplace Diversity for Supervisors, your existing assignments and any current progress will be kept, and you will also receive an assignment for the applicable Workplace Diversity Refresher course.

We hope you are as excited about this new course offering as we are and are looking forward to rolling this out to the team!

Post-Adjustment Communication for Workplace Diversity

(Automated option):

We are excited to announce that the Workplace Diversity Refresher course has been assigned to all learners and can now be accessed in “My Assignments” in Grace Hill Vision. The Workplace Diversity Refresher course is due to be completed by XX/XX/XXX (7 days). Thank you for your continued assistance in keeping up with your compliance courses, and we know you are going to enjoy this new mini-course with refreshed content!



Workplace Diversity Refresher Manual Assignment Adjustment

*Use these messages if you have chosen **manual** assignments.*

Pre-Adjustment Communication for Workplace Diversity (Manual option):

We're excited to announce that Grace Hill has launched its third course from the new Compliance Refresher Course Series. Introducing a new yearly short course to cover Workplace Diversity. In a diverse workplace, the many differences among colleagues might be intimidating and challenging for some. The goal of this course is to provide you with positive thinking tips to allow you to benefit from working with people that bring a variety of skills, experience, and perspectives to your team. Employee diversity initiatives ensure that all team members are included, respected, and appreciated.

To provide you with access to the course, we will be working to adjust your assignments accordingly. However, to do so we need you to complete any in-progress Workplace Diversity or Workplace Diversity Supervisor courses by XX/XX/XXXX. If you are unable to complete your course by this date, you will lose your progress in the course and will need to start the full Workplace Diversity course from the beginning.

We hope you are as excited about this new course offering as we are and are looking forward to rolling this out to the team!

Post-Adjustment Communication for Workplace Diversity (Manual option):

We are excited to announce that the Workplace Diversity Refresher course has been assigned to all learners and can now be accessed in "My Assignments" in Grace Hill Vision. The Workplace Diversity Refresher course is due to be completed by XX/XX/XXXX (7 days). Thank you for your continued assistance in keeping up with your compliance courses, and we know you are going to love this new mini-course with refreshed content!



Workplace Harassment Refresher Automated Assignment Adjustment

*Use these messages if you have chosen **automated** assignments.*

Pre-Adjustment Communication for Workplace Harassment (Automated option):

We're pleased to announce that Grace Hill has launched its fourth course from the new Compliance Refresher Course Series. Introducing a new annual mini course to cover Workplace Harassment. Preventing workplace harassment requires teamwork and commitment from all employees. Everyone deserves a respectful workplace and you must be prepared to do your part to create one. This short course will help you foster a polite, harassment-free culture for a happier workforce.

To provide you with access to the course, we will be working to adjust your assignments accordingly. If you have previously completed and passed Workplace Harassment or Workplace Harassment for Supervisors, these assignments will be canceled, and you will receive an assignment for the new applicable Workplace Harassment Refresher course. If you have not previously completed and passed Workplace Harassment or Workplace Harassment for Supervisors, your existing assignments and any current progress will be kept, and you will also receive an assignment for the applicable Workplace Harassment Refresher course.

We hope you are as enthusiastic about this new course offering as we are and looking forward to rolling this out to the team!

Post-Adjustment Communication for Workplace Harassment (Automated option):

We are excited to announce that the Workplace Harassment Refresher course has been assigned to all learners and can now be accessed in "My Assignments" in Grace Hill Vision. The Workplace Harassment Refresher course is due to be completed by XX/XX/XXX (7 days). Thank you for your continuous support in keeping up with your compliance courses, we know you are going to like this new short course with revamped content!



Workplace Harassment Refresher Manual Assignment Adjustment

Use these messages if you have chosen *manual* assignments.

Pre-Adjustment Communication for Workplace Harassment

(Manual option):

We're pleased to announce that Grace Hill has launched its fourth course from the new Compliance Refresher Course Series. Introducing a new annual mini course to cover Workplace Harassment. Preventing workplace harassment requires teamwork and commitment from all employees. Everyone deserves a respectful workplace and you must be prepared to do your part to create one. This short course will help you foster a polite, harassment-free culture for a happier workforce.

To provide you with access to the course, we will be working to adjust your assignments accordingly. However, to do so we need you to complete any in-progress Workplace Harassment or Workplace Harassment Supervisor courses by XX/XX/XXXX. If you are unable to complete your course by this date, you will lose your progress in the course and will need to start the full Workplace Harassment course from the beginning.

We hope you are as enthusiastic about this new course offering as we are and looking forward to rolling this out to the team!

Post-Adjustment Communication for Workplace Harassment

(Manual option):

We are excited to announce that the Workplace Harassment Refresher course has been assigned to all learners and can now be accessed in "My Assignments" in Grace Hill Vision. The Workplace Harassment Refresher course is due to be completed by XX/XX/XXXX (7 days). Thank you for your continuous support in keeping up with your compliance courses, we know you are going to like this new short course with revamped content!