

SAMPLE OF AVAILABLE TRAINING COURSES

Training can be customized to meet your specific needs

COMPLIANCE & LEGAL ISSUES	
<ul style="list-style-type: none">• Culture & Diversity• DOT Substance Abuse Awareness• Ethics in the Workplace• Harassment Awareness*	<ul style="list-style-type: none">• Sexual Harassment Awareness*• Substance Abuse Awareness*• Workplace Violence Prevention*
WELLNESS	
<ul style="list-style-type: none">• Basic Money Management• Cooking Demonstrations• Ditch the Diet• Emotional Wellness• Food Savvy• Holiday Cooking Demonstration	<ul style="list-style-type: none">• Holiday Stress Management• Parenting Webinars• Readiness to Change• Stress here, Stress There, Stress Everywhere• Walking the Tightrope: Work-Life Balance
STRENGTHENING THE WORKFORCE	
<ul style="list-style-type: none">• Business Writing Skills• Creative Problem Solving• Emotional Intelligence	<ul style="list-style-type: none">• Exceptional Customer Service• Ready, Set, Goal!• Time Management
IMPROVING WORKPLACE RELATIONSHIPS	
<ul style="list-style-type: none">• Assertiveness Skills• Conflict Resolution*• Crucial Conversations• Cube/Office Etiquette• Dealing with Difficult Personalities• Effective Communication*	<ul style="list-style-type: none">• Generation Mix• Negotiation Skills• Respectful Workplace• Team Building• Team Conversations
LEADERSHIP & MANAGEMENT SKILLS	
<ul style="list-style-type: none">• Accounting Fundamentals• Behavioral Interviewing• Coaching 101• Conducting Effective Performance Reviews	<ul style="list-style-type: none">• Healthy Leadership & Work-Life Balance• Management Skills Series• The New Supervisor• Performance Management

*** Course available in general employee session or manager only version**

