

Management and Supervisory Training Courses



Customized for your industry, culture and specific need.
By professionals for professionals.

Training is an important component of your company's or agency's due diligence. Preventive training is a strong defense against EEOC claims and may avoid adverse situations. Studies show that companies that provide ongoing training create a more cohesive workforce, positive peer environment and grow fiscally stronger. The following provide examples of courses that may be customized for your company's need. Trainings may be delivered on location or via the web.

- **Preventing Workplace and Sexual Harassment** (AB 1825 Compliant)
- **Building Better Work Relationships with Effective Communication**
- **Developing your Employee Handbook**
- **Employee Engagement**
- **Employee Handbook Training**
- **Employee Performance 401** (Managing Employee Efficiency, Productivity, Employee Morale, Conflict Resolution and Reviews)
- **How to Conduct Effective Performance Appraisals**
- **How to Hire Well and Retain Good Employees**
- **How to Properly Discipline and Terminate Problem Employees**
- **HR Essentials for Managers and Supervisors**
- **Improving Employee Performance through Coaching**
- **Interviewing and Selecting the Right Person for the Job**
- **Managing Diversity: An Identification and Survival Guide**
- **Managing Your Greatest Assets: Your Employees**
- **Navigating the Maze of Leaves of Absence**
- **News Laws Affecting Employers (Updated every year with an attorney firm)**
- **Professional Skills Development**
- **Resolving Conflicts in an Organization**
- **Succession Planning – Defining Your Company's Future**
- **Survival Skills for the New Manager**
- **Safety Topics**
- **The Proper Care and Handling of Wage and Hour Issues**
- **Understanding, Predicting and Preventing Violence in the Workplace**