

## Training Classes

Training Course list...

Human Resources

New employee orientation programs

Sexual harassment prevention

Workplace violence

Performance management

Behavior-based interviewing

Drug awareness

Diversity and disability awareness

Office/workplace safety

Leadership

The power of coaching

Training the trainer

Team leadership

First-time supervisors

Becoming managers

Situational leadership

Leadership 101, and beyond

Leadership Development Program (LDP) 45 sessions

    • Director level sessions (13)

    • Manager level sessions (15)

    • Supervisor level sessions (17)

Skill Development

Effective communication

Effective listening

Powerful presentations

Time management

Effective meetings

Decision making process

Conflict resolution

Customer service

Project management

Lean manufacturing and servicing

Negotiation

Power marketing

Relationship development and networking

Sales and lead generation

Sales 101