

Workplace Training: Human Resource topics, Management and Supervisory Development, and Leadership

The content and duration of each program can be tailored to meet the needs of the organization and the goals of individual participants. Individual training modules and programs are customized to develop the capabilities of HR professionals, managers, supervisors, and staff, as required and are focused on the skills that will be necessary to progress within the organization.

Training Selected Topics:

- Conducting Internal Investigations
- Investigating Claims of Harassment
- Reductions in Force: Conducting Lay-offs and Minimizing Liability
- Sexual Harassment
- Workplace Harassment: Definition, Avoidance and Response
- Americans with Disabilities Act (ADA) and Reasonable Accommodation
- Equal Employment Opportunity Compliance: EEO law and Retaliation
- Ten Most Common HR Mistakes Made by Employers
- Discipline and Discharge: The Right Way
- Diversity Topics: Valuing Differences
 - Valuing Diversity
 - Managing Cultural Diversity
 - Affirmative Action and Equal Employment Opportunity
- Practical Tips for Handling Audits with the Department of Labor (Office of Federal Contract Compliance Programs (OFCCP), Fair Labor Standards Act (FLSA))
- Defending Discrimination Charges: How to Handle Agency Charges Internally and When to Seek Help
- Family and Medical Leave Act
- Managing Leaves of Absence under the FMLA and ADA
- New Issues in Disability Discrimination
- Avoiding EEO Liability for Managers
 - What Managers need to know about personal liability
- Positive Employee Relations (Union Avoidance)
- Performance Management: Achieving Peak Performance
- Electronic Workplace and Workplace Privacy
- Workplace Violence
- Contingent Workforce, Consultants, and Independent Contractors

Front-Line Leadership, Management Development, and Supervision Topics

- Effective Delegation and Setting Priorities
- Time Management
- Giving Constructive Feedback
- Leadership Skills
- Team Work/Team Building/Working in Teams
- Conflict Resolution
- Management Principles (group, task, operation management)
- Effective Organizational and Interpersonal Communication Skills
- Motivation/ Motivating Employees for Peak Performance
- Problem Solving Skills
- Decision-making Skills
- Coaching and Counseling