

Training Programs/Workshops

All programs and workshops are custom designed to serve the specific issues, needs and requirements of each group. Programs are intended to enhance employee performance, both professionally and personally.

Selected Topics Include:

- Building Focused Teams
- Conducting Effective Performance Appraisals
- Creative Problem Solving
- Dealing with Change
- Dealing with Marginal Employees
- Effective Communication Skills
- How to be a Coach and Mentor
- How to be Mentored
- How to Design and Deliver Effective In-House Training Sessions
- How to Identify Talent and Character
- Introduction to Management and Supervision
- Managing Your Time
- Motivating Your Workforce
- Providing Outstanding Customer Service
- Resolving Interpersonal Conflicts
- Running Effective Meetings
- Sharpening Your Memory
- Supporting Outstanding Customer Service
- Understanding Power – Where it comes from and how to use it