

Training and Presentations Topics

- **Fundamentals of Supervision** – teaches the foundation for understanding the true role of a supervisor and providing a tool box of skills that can be immediately implemented.
- **Recruiting** – techniques that will help expand the net to recruit top candidates for consideration.
- **Interviewing and Hiring** – techniques that will educate hiring managers and improve the interviewing and hiring process.
- **Coaching** – provides concrete techniques that teach participants coaching skills. These skills will improve a person's ability to positively influence changes to behavior for others and themselves
- **Performance Development** – addresses how to influence employee's performance and formalize the steps to improve performance and productivity.
- **Employee Discipline** – demystifies the process and allows participants to walk out with the skills they need to handle employee disciplinary action.
- **Retention** – techniques and tools to help retain top performers.
- **Leadership** – discusses what true leadership is and how to develop these leadership skills.
- **Sexual Harassment/Harassment** – provide an overview of harassment and how to handle situations of harassment, two programs are available, all staff or only supervisory staff.
- **Employee Policy Development** – addresses the importance of having sound policies and how to write a policy that will actually work.
- **Fair Labor Standards Act Compliance** – an overview of the provisions of the FLSA what is involved to comply with this complicated, ever changing act.

- **Record Retention** – an overview of the recordkeeping requirements for H.R. related documents.
- **Dealing with the Substance Abusing Employee** – a step-by-step process on how to deal with employees you may suspect may have a substance abuse problem.
- **Personal Problems Brought into the Workplace** – bad things happen to people and sometimes these bad things impact the workplace and result in performance or behavior issues from otherwise good employees. This session provides the tools needed to effectively handle these situations
- **Investigating Employee Misconduct** – when accusations fly, you need to gather the facts. This often means you will need to conduct a formal investigation of misconduct before any action can take place. This session provides you with a step-by-step procedure on how to conduct this investigation.
- **Hot topics in H.R.** – H.R. is always changing, this session proves an overview of all the Hot Topics going on in the H.R. arena that you will need to know, but may not have the time or resources to keep up.
- **Answers to your H.R. Questions** – a discussion where answers are provided to Frequently Asked Questions, also allows for interaction with the audience to present any other questions they may have.
- **Tips on Handling Disability Claims** – Disability claims are often touchy issues, whether work related or non-work related. Employers need to be careful on how they handle these claims and make sure they are looking out for both the company and the employee.

HRMS will develop other programs based upon the organization's needs

Participant comments include:

- *Well organized and well spoken.*
- *An enthusiastic speaker. Enjoyed the humor.*
- *Very knowledgeable and clear. She was very friendly.*
- *Clear examples and great ideas on how to talk to employees.*
- *Informative, makes you feel comfortable.*