

SEMINARS

Informational Seminars

These are acceptable for groups with many companies attending. The typical time period is 1-2 hours per seminar. Most are self-explanatory based on the title. I have the ability to custom design seminars for content, as well as length of presentation, and for clients based on their needs and the type of audience. Seminars are geared for audiences of all sizes.

- **Sales Training Courses**
 - From beginner to advanced – all are custom designed to client specification and can range from 2 hours for a seminar to 3-6 hours for a workshop.
- **How To Write An Employee Handbook**
 - can be 2-6 hours depending upon the venue
- **Understanding Your Employee Handbook**
- **Top 10 HR Issues**
- **Fair Labor Standards Act (Wage & Hour)**
- **How Does Substance Abuse Impact The Workplace**
- **Performance Appraisals – When & How To Implement**
- **Conducting Workplace Investigations**
- **Hiring Practices**
- **Employee Discipline And Termination**
- **Workplace Diversity**
- **Violence In The Workplace (2 Different Sessions Employee & Management)**
- **Sexual Harassment (2 Different Sessions Employee & Management)**
- **Interviewing & Selection**
- **Employment Law Series (1.5 Hour Is Very Light Review – Should Be Broken Into At Least 2 Sessions Or A Workshop For In-Depth Analysis/Understanding)**
- **New Employee Orientation**
- **Dealing Effectively With Unacceptable Employee Behavior**
- **How To Become A Better Communicator**
 - This seminar will teach you the most valuable skill of all – how to communicate effectively with people. You will gain powerful communication skills like these...
 - How you can increase the levels of collaboration and mutual support among team members, co-workers and managers
 - How to express your ideas in ways that gain the attention, support and respect of others
 - How to quickly “fit in” with any group of people
 - How to make an unforgettable, positive first impression on anyone
 - How to minimize conflict and reduce friction on the job and in personal life
- **Excelling As A First-Time Manager Or Supervisor**

- **How To Excel At Managing And Supervising People**
 - This seminar is geared towards individuals identifying first how they are viewed by others and how they view themselves. Understanding their own style and behavioral traits and then being able to apply that insight to how they communicate with others. Some highlights that will be discussed:
 - How to influence people to do what you want
 - Ways to inspire, guide and lead
 - Ways to discourage employees\Communicate traits that people will admire
 - Recruit the right people to avoid the issues later
- **How To Deal With Difficult People**
 - Why are people difficult – do they wake up and decide to be that way for the day or are they just born that way? Find out the traits that will help you to understand your differences, from culture to gender, personality to generation and more. Learn some tricks that will help you professionally and personally.
- **Attitude Adjustment – Personal Reality Check – Help Yourself Grow**
 - Why do people react to us in a certain way? Isn't it funny how different people at different times in our lives have said the same thing about us and our personalities? Do a reality check – are we getting the results we desire? What we can do to get the outcomes and results that we are looking for. Learn about others and their attitudes so that we can influence positively and help ourselves grow. Other issues that will be discussed: anger management, expressing emotions and dealing with negativity.
- **Identity Theft: America's Fastest Growing Crime (Geared To Individuals Not Businesses)**
- **Affirmative Defense Response System**
 - Business owners are facing a legal storm on the horizon. With new federal laws in place regarding business owners' responsibilities in the event of a security breach, this target market needs help preparing for and preventing such a crisis. The primary focus of the ADRS is to address four distinct areas business owners must deal with regarding identity theft and security breaches: the risk, the need for action, their liability, and the solutions available.