

MANAGERS

CHANGE

- ▶ Managing People Through Change
- ▶ Finding the Up in Upheaval

EMPLOYEE DEVELOPMENT

- ▶ People Treatment
- ▶ Respect For People

EMPLOYEE RETENTION

- ▶ Love 'Em or Lose 'Em: Employee Retention

ETHICS

- ▶ Business Ethics & FCPA
- ▶ Business Ethics In the New Economy with Dr. Marianne Jennings
- ▶ Ethics is a Competitive Advantage with Dr. Marianne Jennings
- ▶ Ethical Leadership: Tone at All Levels with Dr. Marianne Jennings
- ▶ Ethics: Speaking up Without Fear with Dr. Marianne Jennings
- ▶ Ethics: The L.O.G.I.C. of Right
- ▶ Wrong Way Right Way: Ethics Cases

INSTRUCTOR-LED

- ▶ Supervisor on the Scene: Communication
- ▶ Supervisor on the Scene: Conflict Resolution
- ▶ Supervisor on the Scene: Coaching For Performance
- ▶ Supervisor on the Scene: Decision Making
- ▶ Supervisor on the Scene: Meeting Effectiveness
- ▶ Supervisor on the Scene: Training Job Skills
- ▶ Supervisor on the Scene: Teamwork

INTERVIEW & HIRING

- ▶ Interviewing for Industry
- ▶ More Than A Gut Feeling
- ▶ Legal & Effective Interviewing
- ▶ Legal & Effective Interviewing II: The Right Questions
- ▶ You Be The Judge II

LEADERSHIP

- ▶ Leadership: Reach for the Stars
- ▶ Learn to Lead: Lessons with Captain "Sully" Sullenberger

MEETING SKILLS

- ▶ We've Got to Stop Meeting Like This

MOTIVATION

- ▶ Motivation: Igniting Exceptional Performance
- ▶ Team Player

PERFORMANCE APPRAISALS

- ▶ Legal and Effective Performance Appraisals
- ▶ Care and Candor: Making Performance Appraisals Work
- ▶ Documenting Discipline: Manufacturing / Industrial Version
- ▶ Documenting Discipline II
- ▶ Not Just Another Meeting

LEGAL ISSUES

- ▶ Avoiding Litigation Landmines A Survival Guide for Managers
- ▶ Code of Conduct
- ▶ Conflict of Interest: Gifts and Gratuities
- ▶ Data & Records Management
- ▶ Dealing with Third Parties
- ▶ Discrimination & EEO
- ▶ Employment Law for Managers
- ▶ Export Control and Anti-boycott Law
- ▶ FCPA Compliance
- ▶ Global Anti-Bribery
- ▶ Insider Trading
- ▶ Legal Peril: 8 Management Pitfalls to Avoid
- ▶ Red Flags Rule: Preventing Identity Theft for Compliance Managers
- ▶ Trade Secret Law
- ▶ U.S. Antitrust Compliance Training
- ▶ Understanding the New ADA
- ▶ Understanding the New FMLA
- ▶ Wage & Hour Compliance

SEXUAL HARASSMENT/HARASSMENT

- ▶ Sexual Harassment: A Manager's Guide
- ▶ Harassment for Managers: A New Look
- ▶ Let's Face It: Harassment Training for Supervisors

SOCIAL MEDIA

- ▶ Social Media: Reduce the Risk for Managers

SUBSTANCE ABUSE

- ▶ Drug & Alcohol Awareness for Managers
- ▶ D.O.T. Drug and Alcohol Testing
- ▶ Recognizing Drug and Alcohol Abuse for Managers

SUPERVISOR DEVELOPMENT

- ▶ Supervisor on the Scene: Communication
- ▶ Supervisor on the Scene: Conflict Resolution
- ▶ Supervisor on the Scene: Coaching For Performance
- ▶ Supervisor on the Scene: Decision Making
- ▶ Supervisor on the Scene: Meeting Effectiveness
- ▶ Supervisor on the Scene: Training Job Skills
- ▶ Supervisor on the Scene: Teamwork
- ▶ Team Nightmares Solutions to Your Top Team Problems
- ▶ Taking the Step to Supervisor
- ▶ Training Ground: Supervisory Skills
- ▶ Quality Supervision for Industry

MICROLEARNING

- ▶ Marijuana is Legal in Several States
- ▶ How to Address Substance Abuse/ Addiction
- ▶ The Importance of Having a Substance Abuse Program in Place

ALL EMPLOYEES

COMMUNICATION SKILLS

- ▶ Communication Breakdown
- ▶ Communication Cornerstones Building Trust
- ▶ Communication Nightmares
- ▶ Conflict Resolution: A Win-Win Approach
- ▶ Responsible Business Communication

CUSTOMER SERVICE

- ▶ Customer Service: But I Don't Have Customers
- ▶ Customer Service: Difficult Customer Alert
- ▶ Customer Service: Just Incredible
- ▶ Customer Service: Telephone Courtesy
- ▶ Customer Service: The Royal Treatment
- ▶ Customer Service: Who Cares?
- ▶ Customer Service: Who Cares? (Government)
- ▶ Telephone Courtesy Pays Off II

DATA SECURITY

- ▶ Leakproof: 8 Privacy Principles
- ▶ Social Media: Reduce the Risk
- ▶ The Straight Scoop on E-mail

DIVERSITY

- ▶ A Seat at the Table: Embracing Diversity
- ▶ Drop by Drop: Unconscious Bias
- ▶ The Diversity Advantage: Food for Thought
- ▶ Diversity: Food for Thought
- ▶ Diversity in the Real World
- ▶ Diversity: The Real Scene
- ▶ Diversity: Respect at Work
- ▶ Drop by Drop
- ▶ Four Generations: The Greatest Potential

EMPLOYEE DEVELOPMENT

- ▶ 40 Hours: Invest in Yourself
- ▶ It's Not Working: Workplace Etiquette
- ▶ Looking Forward: Your Performance Appraisal
- ▶ Personal Goal Setting: Journey to Success
- ▶ Quality: You Don't Have to Be Sick to Get Better

MICROLEARNING

- ▶ Sexual Harassment: Hostile Environment
- ▶ Sexual Harassment: Quid Pro Quo
- ▶ It's About Respect II
- ▶ Diversity and Inclusion

SEXUAL HARASSMENT/HARASSMENT

- ▶ It's About Respect II
- ▶ Sexual Harassment: The Untold Story
- ▶ Harassment: A New Look
- ▶ Harassment Is...Office Version
- ▶ Harassment Is...Retail Version
- ▶ Harassment Is...Hospitality Version
- ▶ Harassment Is...Industrial Version
- ▶ Harassment: The Real Scene
- ▶ Harassment: A New Look (Industrial Version)
- ▶ It's About Respect: Recognizing Harassment in a Diverse Workplace
- ▶ Sexual Harassment: New Perspectives--Blue Collar
- ▶ Sexual Harassment: New Perspectives--White Collar
- ▶ Sexual Harassment: You Make the Call (Video)

STATE SPECIFIC TRAINING

- ▶ Sexual Harassment: The Untold Story (New York State)
- ▶ Sexual Harassment: The Untold Story (California)

STRESS MANAGEMENT

- ▶ Employee Wellness: A Way of Life
- ▶ Employee Wellness: Taking Care of You
- ▶ Fear and Stress in the Workplace
- ▶ Life Meets Work
- ▶ Shiftwork: Circadian Survival
- ▶ Stress: You are in Control

SUBSTANCE ABUSE

- ▶ Drug & Alcohol Awareness
- ▶ Recognizing Alcohol & Drug Abuse for Employees

TEAMWORK

- ▶ Teamwork: 7 Steps to Synergy
- ▶ Teamwork: How Synergy Succeeds

TIME MANAGEMENT

- ▶ Time Management: A Productivity Plan
- ▶ Time Management: Planning for Success

WORKPLACE VIOLENCE

- ▶ Safety Matters: Security at Work
- ▶ Workplace Violence: The Calm Before the Storm
- ▶ Workplace Violence: Looking Out for Each Other
- ▶ Safety Matters: Active Shooter Preparedness



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