

Seminar Descriptions

The Employment Source offers dynamic training programs to ensure your employees have the knowledge and tools needed to perform their jobs effectively. Our programs are designed to facilitate the acceptance of change and growth in the company, as well as to develop, encourage and motivate your employees so you receive maximum performance.

Available courses are listed below. We can also tailor courses to meet your company's needs.



How to Manage Effective Leaders -- Through motivational strategies, managers will learn how to build successful leadership skills and to encourage team members towards their full potential. Employees will be provided with the tools to become better managers, learning how to foster teamwork, communicate expectations, delegate authority and evaluate performance. We will also discuss how to identify challenges such as low performance and motivational levels, and how to avoid common managerial mistakes and self-defeating strategies.



Why Your Personality Makes People Hate Their Jobs -- We discuss the power and influence co-workers have on each other, both intentional and unintentional. We review methods for recognizing destructive personalities in the workplace (passive-aggressive behaviors, for example) and outline specific techniques for resolving employee conflicts. Employees are also encouraged to take personal responsibility for their actions and to be aware of how their communicative tone and negative behaviors affect those around them.



From Good to Great Employee -- In this course, we address productivity and lack of initiative concerns. Issues discussed include team motivation, self-initiative and accountability. We learn effective behavior styles and how to enhance individual success for the benefit of the team.



Change Is Good . . . As Long As It Doesn't Affect Me -- To more effectively communicate the meaning of change, employees participate in physical activities to demonstrate both the challenge and reward of change. These exercises promote thinking outside of the box and stress teamwork. We discuss overcoming defensive behaviors and working for the success of the team.



Attitude Is Everything -- Employees are made aware of passive-aggressive behaviors, inappropriate language and the tone used in communications. We stress the need for professionalism and civility at all times. Employees are given specific tools designed to facilitate a team environment and positive workplace climate.

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Effective Time Management -- We explore ways of approaching tasks and organizing time and workspace for greater productivity. Employees are provided with simple methods to gain valuable time in each workday, learning how to delegate, organize and streamline procedures.



Sales Training -- This course focuses on customer-needs and integrity-based sales strategies. Sales staff learns how to negotiate for mutual gain and build profitable, long-term relationships. The emphasis is placed on win-win negotiations, achieving results for both the company and the customer.



Just Say No to Sexual Harassment -- One of the most pervasive and misunderstood issues in the workplace, sexual harassment causes employers significant liability issues. **In 2004, employers paid out \$47.9 million in compensation through complaints with the EEOC, not including the additional amounts obtained through litigation.** Using specific examples and activities such as role playing, employees are educated on what constitutes sexual harassment and how to properly respond to harassing conduct. Corrective action and procedures are outlined and employees are instructed on how to comply with a company's anti-harassment policies.



Embracing Diversity -- Federal and state laws require employers to give equal opportunities to applicants and employees. Even so, people often have difficulty embracing individual differences. Our diversity course teaches employees how to recognize stereotypes and to avoid false assumptions through role playing activities and open discussions.