

# EMPLOYMENT MATTERS

## WEEKLY OFFERINGS

October 26

### Inclusion and Diversity in the Workplace

To create effective teams, all members must feel included and heard. Feeling ignored by a group impacts commitment and performance. Examine the behaviors that increase inclusion and those that may make individuals feel excluded. Create more engagement through intentional involvement of all employees. In the afternoon, learn how our experiences with differences impact our views and perceptions. Explore ways to define difference and how those definitions impact those around us. Develop skills to enhance awareness and positively impact communication.

8:30-3:30

\$245

Facilitator: EM Staff

October 27

### Coaching: Maximizing Performance

Coaching an employee can be the most effective investment in one's growth and development. It can help individuals meet their professional goals, resulting in positive changes in their behavior and approach. This class provides ways to practice coaching techniques ranging from having a difficult conversation to offering reflections and practices to broaden self-awareness. Develop effective coaching competencies and skills to support individuals, the team, and have an organizational level impact.

8:30-3:30

\$275

Facilitator: EM Staff

October 27-28

### Foundations of Supervision

Being a great leader is much more than managing people. This session will focus on key components of exceptional leadership: Strategic thinking, cultivating accountability, self-awareness, coaching, engagement, feedback, and communication. Learn specific ways to enhance team performance. Whether you are a seasoned supervisor or entering the role this class will provide tools to help navigate growing your role.

8:30-3:30

\$495

Facilitator: EM Staff

October 29-30

### On-the-Job Training Skills

This session provides a framework for systematically developing on-the-job training. The design templates given ensure consistency in delivery by different trainers and creates a structured method to track learning progress. A must for any organization intent on providing successful procedural training. Particularly effective for presenting standard operating procedures that adhere to regulatory compliance requirements.

8:30-3:30

\$460

Facilitator: EM Staff



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