

EMPLOYMENT MATTERS

JANUARY 2021 OFFERINGS

January 13-14

Communication Tools

Strong communication skills are the foundation of workplace success. They build strong relationships, connected teams and, ultimately, higher performing organizations. This workshop focuses on tools and techniques that increase intentional and effective communication. Immediately realize the results of impactful communication. ally and organizationally.

8:30-3:30

\$485

January 19

Navigating Pandemic Fatigue

Feeling exhausted? Unsurprisingly, many are suffering from pandemic fatigue. The fallout of COVID is unrelenting. Anxiety over social isolation, possible job loss and individual and family health is at a peak. Explore effective coping strategies to reduce the toll of this unprecedented phenomenon. Take steps to replenish and practice rejuvenating self-care practices.

8:30-3:30

\$245

January 20-21

Foundations of Supervision

Being a great leader is much more than managing people. This session will focus on five key components of exceptional leadership: Self-awareness, coaching, engagement, feedback, and communication. Whether you are a seasoned supervisor or newly entering the role, this class will provide tools to help navigate growing your role.

8:30-3:30

\$495

January 22

Time Management: Mastering Multiple Priorities

This seminar provides best practices and skills that emphasize priorities, organization, and staying on task. Better manage interruptions and the deluge of e-mails, voicemails, and other communications. Restore balance in your life and leave with the tools to make time for what is most important.

8:30-4:00

\$245

January 26

Workplace Civility

There is a high cost to workplace incivility. Unfortunately, unkind, and discourteous behaviors have become the norm in many organizations. Learn how to recognize when and how to hold people accountable for the often subtle and insidious behaviors associated with incivility.

8:30-12:30

\$185

January 27-28

Leadership: The Human Side of Business

FIRO theory, developed by Dr. Will Schutz identifies common human behaviors and the motivations behind them. Utilize his framework to increase self-awareness and develop a better understanding of others. Enhance effectiveness by managing reactivity and practice new ways of leading others.

8:30-3:30

\$510

January 29

Harassment Prevention

This session provides an overview of employment discrimination law. It also goes deeper, exploring employees' fundamental expectation of respectful treatment in the workplace and its intersection with employer policy.

8:30-12:30

\$185

