

EMPLOYMENT MATTERS

FEBRUARY 2021 OFFERINGS

February 4	February 9	February 10	February 12	February 18
Employment Law: Issue Spotting	Leading Without Authority	Leading in a Virtual Environment	Change Management	Resilience: Finding Happiness in Hard Times
An understanding of key employment laws is essential for managers/supervisors, especially because their knowledge and actions may be imputed to the organization. Issue-spotting acumen is critical.	Having a leadership role and little authority can create a frustrating dynamic. This class will offer a chance to identify the opportunities to better influence, as well as how to leverage personal relationships.	There are many facets to leadership; and leading in a virtual environment can raise some distinct challenges. Identify best practices as you continue to navigate the new normal for work and leadership.	Learn to identify the facets of change and how to develop appropriate responses to invite people forward. Audit existing practices at an individual, team and organizational level for effectiveness.	While some might claim that discussing personal happiness during the current crisis is selfish and inappropriate; research reveals the contrary. Discover and practice the tools and techniques associated with greater resilience.
30-3:30 \$245	8:30-12:30 \$270	8:30-12:30 \$185	8:30-3:30 \$275	8:30-12:30 \$185
February 19	February 23	February 24	February 25	February 26
Buddy to Boss	Crisis Management thru the Lens of MBTI	Mitigating Unconscious Bias	Managing Meetings	LEAN Processes: Mindset and Tool
Learn how to appropriately set boundaries and establish expectations with your team while maintaining effective relationships with your boss and your peers.	The Myers-Briggs type indicator (MBTI) can lead to a better understanding of individual and team reactions to stress. Learn how type can be utilized to best support yourself and others during crisis.	This session focuses on ones that often appear in the workplace. Discuss ways to mitigate the biases that impact individuals, teams, and organizations.	Effective meetings are often the exception and not the norm. Learn how to address common meeting challenges and create a dynamic and collaborative environment.	Lean is both a set of tools and a mindset. Practices are identified to create efficient and sustainable lean systems that improve your competitive advantage.
8:30-12:15 \$265	8:30-12:30 \$295	8:30-12:30 \$185	8:30-12:30 \$185	8:30-12:30 \$185