

Employee Training Workshops

The Human Resources Department and the Office of Equal Opportunity & can provide training to employees and/or departments on a variety of workshops topics ranging from *The Legal Aspects of EEO & Diversity in the Workplace to Team Building*. Courses can also be customized to meet specific departmental and individual employee needs. Workshops currently being offered include the following:

Business Competencies

Discrimination & Harassment

Equal Opportunity & Diversity

Ethics

Interviewing – Techniques for Internal Opportunities

Leadership Development

Management Training – New Supervisors

Management Training – Performance Management

Professional Development

Teamwork & Conflict Management

Workplace Violence Prevention

Employee Training Workshops

Business Competencies

- ◆ Customer Service: Fantastic Service Every time
- ◆ Communication Skills (1 hr, half day & full day formats)
- ◆ Project Management
- ◆ Leading Change (2 hour, half day & full day formats)
- ◆ Strategic Planning

Discrimination & Harassment:

- ◆ Sexual Harassment: Is it or Isn't It?
- ◆ Recognizing Harassment in a Diverse Workplace
- ◆ Age Discrimination
- ◆ Harassment Prevention & Response Training for Managers
- ◆ Harassment Prevention Training for Non-Managers

Equal Opportunity & Diversity

- ◆ The Legal Aspects of EEO & Diversity in the Workplace
- ◆ Employment Law
- ◆ The Citadel's Recruitment, EEO & Hiring Process
- ◆ Diversity Leadership: The Business Case
- ◆ Multiculturalism at Work: Cultural Norms & Language
- ◆ Harassment & Diversity: Respecting Differences
- ◆ It Takes All Kinds.. Diversity in The Workplace

Ethics

- ◆ Workplace Ethics 101

Interviewing - Techniques for Internal Opportunities

- ◆ The Essentials of Powerful Interviewing
- ◆ Resume Writing 101

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Leadership Development

- ◆ Executive Briefing on Change: An Overview of the Impact of Change & How To Introduce Organizational Change
- ◆ Leading Change: Strategies for Guiding & Motivating People During Turbulent Times
- ◆ Everyday Leadership: Identifying & Leveraging Your Leadership Strengths

Management Training – New Supervisors

- ◆ Understanding the Legal Responsibilities of Being a Supervisor
- ◆ Delegation: Getting Work Done Through Others
- ◆ An HR Guide to Effective Interviewing
- ◆ A Great Manager Starts Here
- ◆ Basic Supervisory Skills – Part I: Employee Performance Management System (EPMS)
- ◆ Performance Appraisals: Getting Results

Management Training – Performance Management

- ◆ Coaching: How To Sustain and Improve The Performance of Team Members
- ◆ Basic Supervisory Skills – Part II: It's Not Always Black & White, Dealing with the Gray Areas of Performance Management
- ◆ Terminating the Employment Relationship: Keeping It Fair & Legal
- ◆ Managing Workplace Conflict
- ◆ Motivating Team Members

Professional Development

- ◆ The Basics of Succeeding in Higher Education: A Perspective on How to Apply For & Succeed in Academic Staff Opportunities
- ◆ Leading Change: Strategies for Helping Yourself and Others Through Change
- ◆ Myers Briggs Type Indicator

Employee Training Workshops

Teamwork & Conflict Management

- ◆ The Impact of Communication, Collaboration & Cooperation On Teams In Achieving Shared Goals
- ◆ Coaching: Sustaining and Improving the Performance of Team Members
- ◆ Managing Workplace Conflict
- ◆ Team Development Series

Workplace Violence Prevention

- ◆ Preventing Violence in the Workplace