

April 29, 2010 from 9:00 a.m. – 3:00 p.m.

MORNING SESSION

Management for Maximizing Results

AFTERNOON SESSION

Appraisal & Motivating Employees

In today's economy, it is imperative that organizations perform efficiently. Managers need to maximize results especially with a limited staff. Employees are motivated by a variety of factors. When managers are aware of those factors, they can motivate employees for maximum results. Performance appraisal is a tool that can promote the development of the organization and the personal development of the people working within it. Appraisal also promotes communication between supervisors and employees. This course will teach:

- Identifying motivational factors
- Promoting communication
- Increasing employee morale
- Maximizing employee productivity
- Streamlining the appraisal process
- Developing Appraisals that get results

June 24, 2010 from 9:00 a.m. – 3:00 p.m.

MORNING SESSION

Stress Management

AFTERNOON SESSION

Work-Home Balance

Time eludes us in our daily mayhem. Juggling conference calls, workloads, piles of laundry, doctor appointments, and soccer practice can create overwhelming stress. However, it is possible to be a better parent, spouse, child, or friend while still meeting deadlines and advancing at work. Take ownership of your life and set yourself on the path to success. This course will teach:

- Identifying priorities
- Knowing your limits
- Coping techniques
- Overcoming Procrastination
- Juggling multiple priorities
- Meeting your needs and everyone else's

September 9, 2010 from 9:00 a.m. – 3:00 p.m.

MORNING SESSION

Team Building and Leadership Skills

AFTERNOON SESSION

Effective Communication

Lack of cooperation, office gossip, miscommunication between employer and employee—all of these negative side effects can occur when working with a group of individuals. Cut the rumor mill and learn how to strengthen your team and become more productive. Conversely, how many times has your boss given you a project and not given you clear directions on what was needed? Lack of information is equally as harmful as incorrect information. What is said is often times not what is really meant. This course will teach:

- Managing change
- Teamwork in a critical situation
- Creative problem solving & decision making
- Modifying communication strategies
- Choosing the right words
- Knowing when to talk

October 28, 2010 from 9:00 a.m. – 3:00 p.m.

MORNING SESSION

Cultural Diversity

AFTERNOON SESSION

Harassment & Discrimination

Your community is diversifying more everyday. You work with and serve people from every race, religion, and background. People from all walks of life enter your business with the expectation that you will be able to meet their needs. Additionally, many people are under stress these days, and when tensions run high, issues of harassment and discrimination can manifest. Every effort must be made to avoid harassment and discrimination and promote a more harmonious existence. This course will teach:

- Understanding different points of view
- Recognizing the benefits of diversity
- Preventing harassment and cultural tension
- Avoiding and/or handling conflicts
- Preventing Harassment and Discrimination

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profit from Dr. Williams'
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PRESENTER:

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- CEO of nonprofit and for profit companies
- Author of "The Navigator of Life"
- Adjunct professor of Group Dynamics, Cultural Diversity, and Marriage and Family Counseling
- Motivational Speaker
- Workshop Presenter
- Consultant
- Leadership Trainer
- Talk Show Host

Training Location

HumanWorks Training & Educational Services, Inc.
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