Training Programs (see Program Catalog for complete listing)

To help employees enhance their work skills we have developed programs that cover the following topics:

- Leadership/Supervisor Development
- Team Building
- Communication Skills
- Conflict management
- Managing Change
- Meeting Management
- Situation, Decision, Problem Analysis
- Process Management Tools
- Negotiation Skills
- Customer Service
- Time Management

NOTE: All of our programs can be tailored to meet your organization’s specific operational needs.

Training Research & Design

Have a training need that’s unique to your organization and you’re finding it hard to devote the time or staff to meeting it? Just give us a call and we’ll be happy to do the leg work for you! We can find training providers, develop training objectives and design your training programs and materials for you.

Meeting Facilitation

Perhaps you’re thinking about holding an organizational retreat or maybe you need to get your team together to address a key issue. If so, we can help in the following areas:

- Developing the meeting agenda
- Acting as a neutral facilitator
- Capturing and organizing the meeting data and outcomes
- Assisting with follow-up planning
Staff Development

Individual development plans for each of your team members can be critical to maximizing their contributions to your organization. Unfortunately, development plans can be difficult and time-consuming to establish. We have the experience and processes to assist you in:

- Identifying the key job skills required for staff members to be successful
- Helping staff members maximize their strengths and identify their development needs
- Administering a career building process that will enhance individual team member’s job satisfaction
- Developing individual performance goals

Organizational Planning

Human Resources can also be of assistance in helping you work through your business planning process. Whether it be meeting with you one-on-one or meeting with your leadership team, we can help in the following areas:

- Developing organizational goals & objectives
- Aligning goals & objectives with the College vision
- Analyze complex business issues and break them down into manageable components
- Prioritize business issues
- Developing action plans

For more information about how we can help your organization maximize its efficiency and productivity, contact Gene Swilkey, Training Manager, at x5838