

WORKPLACE STRATEGIES TRAINING

Studies show that employees place high value on opportunities for career advancement and cite a lack of growth potential as a reason for leaving. Committing to a team's training and development positively impacts long-term retention, productivity and profitability.



LEADERSHIP

TRANSITION TO LEADERSHIP

Making the transition from stellar employee to excellent leader can be difficult. This course will take you through the fundamentals of how to navigate that transition smoothly.

PREDICTIVE INDEX: MANAGING EMPLOYEE NEEDS

In this course you will select a handful of your employees to test in the PI and use those results and your PI knowledge to determine how best to manage and communicate with them.

EMPLOYEE MOTIVATION: WHERE DO YOU START?

Motivation can be extrinsic or intrinsic, how do you tap into that drive as a leader?



LEGAL

HR LEGAL FOR LEADERSHIP

Basic Human Resources law and investigation training for management supervisors.

NAVIGATING THE WEB OF ADA

The Americans with Disabilities Act Amendments Act is a complex law to understand, and even harder to implement correctly. This training will show you step-by-step how to make sure your management is staying in compliance with the law.



ORGANIZATIONAL EFFECTIVENESS

PREDICTIVE INDEX: GET TO KNOW YOURSELF

Using your PI Behavioral Report to gain awareness in how you communicate, how you execute, and how you lead.

STRESS MANAGEMENT

Fundamentals of managing stress in the workplace, for all levels of employees.

TIME MANAGEMENT

Procrastination, multiple deadlines, work-life balance. This training deals with how we manage our time effectively and how to use the tools at our disposal to do so.

PREDICTIVE INDEX: EFFECTIVE COMMUNICATION

Using the PI Behavioral tool, you can better understand your communication style. This awareness alongside Active Listening training allows leaders to become more effective communicators across all levels of an organization.

CONFLICT RESOLUTION

Whether you're greeting customers at the door or have the corner office, everyone can face conflict in the workplace. Knowing how and when to give feedback, how to communicate for understanding, and when to elevate a situation are all key takeaways from this conflict resolution training.



TEAM BUILDING

2 MAXIMIZING THE STRENGTHS OF YOUR TEAM

CliftonStrengths is a development tool that turns your talents into Strengths. This workshop explores how you can work together to leverage your unique Strengths as individuals, and as a team.



HIRING

2 HIRING MANAGER TRAINING

This course will cover the 5 essentials of Hiring Manager Excellence: know your interview style, aligning expectations to hiring criteria, evaluating candidate fit, creating an incredible interview experience, and avoiding bias and legal pitfalls.



OUTPLACEMENT

1 JOB SEARCH STRATEGIES

It's never easy losing a job, especially if you haven't navigated the job market in a while. This training gives you all the tools you need to hit the ground running and maintain a successful job search strategy until you find the right fit.

1 RESUME WORKSHOP

To get the job, you have to get the interview. And to get the interview, you have to have a strong resume, one that stands out in a sea of hundreds. This workshop helps you build the best resume to get you the job.

All HTI Training Curricula are completely customizable. We've outlined recommended introductory curricula below in order to address common workplace wounds.

SAMPLE CURRICULA

TEAM BUILDING

25% ORGANIZATIONAL EFFICIENCY

2 Predictive Index: Effective Communication

25% LEADERSHIP

1 Employee Motivation: Where Do You Star

50% TEAM BUILDING

2 Maximizing the Strengths of Your Team

4 TOTAL HOURS



ORGANIZATIONAL EFFECTIVENESS

100% ORGANIZATIONAL EFFICIENCY

1 Time Management

1 Stress Management

1 Conflict Resolution

3.5 TOTAL HOURS



LEADERSHIP DEVELOPMENT

30% ORGANIZATIONAL EFFICIENCY

2 Predictive Index: Get to Know Yourself

20% LEGAL

15 HR Legal for Leadership

50% LEADERSHIP

1 Transition to Leadership

2 Predictive Index: Managing Employee N

7 TOTAL HOURS

