

# Business Fundamentals

## Webinar Series

### How do you do more with less?

It's the question on everybody's mind these days, from C-level executives to front line managers. It's especially true of employees being asked to perform daily supervisory functions which are safe and legal.

*You will learn to:*

- Enhance the HR business fundamentals by gaining a solid understanding of what behaviors are professional and legal.
- Increase awareness of how to prevent harassment by taking care of issues while they are small to keep them from becoming unmanageable.
- Gain interview skills that will help you hire the right person, the right way.
- Increase the confidence of managers in their use of coaching and employee development techniques.
- Develop methods to provide well planned and productive performance reviews that will help you engage your employees.

#### CONFIDENCE

Many employees are promoted into positions and asked to perform functions without the necessary background and information. Trial and error and on-the-job training provide great experience, but at what risk and cost to your company?

The Business Fundamentals Webinar Series is designed to develop the knowledge and skill necessary to build a professional, functional, confident system. The use of real-life case studies and "take home" assignments allow participants to begin applying the information right away, increasing confidence and reducing your liability.

This Webinar Series allows participants to learn business-related skills from the comfort of their workspace while maximizing their time investment.

#### PROGRAM

**Audience:**

Managers ■ Supervisors ■ Team Leaders

**Schedule:**

Five, one-hour interactive webinar training sessions, scheduled two weeks apart. Attend one webinar or attend all five webinars.

**Features:**

Workbooks, including How-to's  
Do's & Don'ts as a future reference  
Tips & Techniques to build confidence  
Application assignments  
Convenient, one-hour online sessions  
Attend only the webinars you need!

**Location:**

Your Computer at Your Location

\*Customized on-site programs

Webinar 1

**Legal Considerations**

Webinar 2

**Preventing Harassment**

Webinar 3

**Interviewing**

Webinar 4

**Coaching & Documentation**

Webinar 5

**Performance Reviews**

**Call Today!**

**712.322.1112**



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Take home tools and techniques to build your confidence as you grow and lead your team!

# Webinar Series Outline

Participate in one to five online interactive webinar training sessions to gain the skills and legal insights you need to build a productive and motivated team.

~~\$69~~ per individual webinar or ~~\$295~~ for all five webinars

## ONE

### **Legal Considerations for Supervisors**

- Gain awareness of employee related policies and agencies.
- Identify and prevent wage or hour mistakes.
- Understand employee issues.
- Identify a supervisor's legal responsibility.

## TWO

### **Preventing Harassment: It's not just sexual anymore!**

- Create a common understanding of what constitutes harassment.
- Focus on methods to prevent hostile conditions.
- Understand your company policy and procedure regarding harassment.
- Identify and work through potential harassment.
- Demonstrate leadership behaviors that focus on a safe, harmonious work environment.

## THREE

### **Interviewing For the Right Person the Right Way**

- Identify the goal of interviewing.
- Master the basic elements of an interview.
- Advance your interviewing techniques.
- Understand what to avoid during your interviews.

## FOUR

### **Coaching & Documentation**

- Establish expectations for all employees.
- Use a positive and coaching feedback system that is respectful and timely.
- Understand the reward and recognition methods available to use.
- Confront issues before they become a problem.
- Understand what to document and where.

## FIVE

### **Performance Review**

- Prepare for effective reviews including a system of documentation reflecting the entire review period.
- Use goals and standards to assess employees.
- Learn to conduct a review with confidence.
- Create employee development plans.

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