Conflict Resolution: A Process for Those Who Aren’t Getting Along
Date: 09/07/2022
- Overview of conflict
- Tips to confront
- Individual meeting process
- Group meeting process including ground rules
- Follow up

Workplace Violence Prevention
Date: 09/21/2022
- What is workplace violence?
- When is workplace violence committed?
- What are the signs?
- What kind of threats should you watch for?
- How can you prevent workplace violence?

Best Practices for Downsizing: Layoffs & RIFs
Date: 10/05/2022
- The impact of a workforce reduction
- Consider alternatives to downsizing
- Understand the legal implications
- Help workers cope with the situation

Employee Records: Organized & Legal
Date: 10/19/2022
- What files do you want to have?
- Who should have access?
- Where do you properly store them?
- When can you dispose of them?
- Why follow best practices?

Harassment Prevention in the Workplace
Date: 11/02/2022
- Federal & State Law overview
- Devastating effects of harassment on the workplace
- Harassment defined
- Retaliation
- Roles in preventing harassment

Developing the New Leader
Date: 11/16/2022
- How to put people first
- Honesty with staff
- Building trust with staff
- Transitioning from peer to supervisor
- Delegation

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