



Training Programs

These topics can be modified to suit your audience and organizational needs. Looking for management training? We offer a tailored version of every workshop for leaders.

General Programs

Sustaining Compassion in Health Care

Coping with the cumulative effects of caring for others

Diversity in the Workplace

Capitalize on differences among colleagues and clients, understand implicit bias, and learn tools for effectively working across differences

Fostering a Respectful Workplace

Promote a constructive attitude, emotional intelligence, and effective listening among staff

Managing Stress with Resiliency

Learn coping skills to handle stress and avoid burnout

Managing Workplace Conflict

Turn natural conflict into an opportunity to improve your workplace culture

Managing Your Time and Tasks

Make the most of your limited time, work more efficiently, and meet or beat deadlines

Navigating Change in the Workplace

Adapt to changes or new challenges to excel in your professional role

Professional Boundaries

Identify and implement appropriate boundaries with clients and colleagues

Professional Communication Skills

Facilitate positive teamwork and great customer service through clear communication and effective listening

Workplace/Sexual Harassment: Prevention and Response

Prevent workplace/sexual harassment before it happens; intervene effectively if it does

Substance Abuse and the Workplace

Learn to recognize signs of alcohol or drug abuse in the workplace, and how to respond

Walking The Talk: Creating a Culture of Accountability

Understand the principle of accountability to ensure that responsibilities are met

Work-Life Rhythm

Strategies to manage the demands of work and personal life for long term success

For Leaders

Difficult Conversations at Work

Best practices for discussing sensitive topics and giving important feedback

Motivation and Coaching

How great management brings out great work performance

Skills for Supervisors

Skills training in effective communication, management strategies, and tools for accountability

DER Training

DOT 49 CFR Part 40 rules compliance: Know your responsibilities, resources, and policy for alcohol and drug testing

Reasonable Suspicion/Cause Training (DOT and non-DOT)

Identify your role and duties as a supervisor when someone is impaired on the job

Leadership Bootcamps

Please call for more information

Leadership Institute Certificate Training

Please call for more information

1-800-769- 9819 for TTY: dial 7.1.1 • TRS then dial 800.769.9819 • www.workforceeap.com

