



Choices-Made Training Services

Professional Development Workshop Series



Workshop Series Focus and Philosophy

The investments that an organization commits in staff hours and financial resources to effectively and efficiently manage its business operations is significant. As a manager or soon to be manager, you need to have the knowledge, skills, and attitude to identify, interpret, comprehend, and appropriately respond to a wide range of staffing related issues that can positively or negatively impact the work product of your department or total agency. This professional development workshop series is designed to provide attendees with accurate, current, and practical information and techniques that can be applied immediately in the workplace for effective results.

Training Schedule for 2010

Effective Meeting Management

February 23, 2010

Businesses invest millions of staff hours to attend meeting, the dollar cost is astonishing. The difference between a good meeting and bad meeting is more than just the person responsible for running the meeting. Good meetings have some very basic characteristics in common, and if these meeting characteristics and principles are followed and implemented, the effectiveness and impact of your meeting will be greatly enhanced.

Conflict Resolution

April 28, 2010

Disagreements and some level of conflict is a normal part of our every day personal and professional environments. Conflicts often arise because of the unique differences, experiences, education, backgrounds, exposures, and perceptions of the parties. For whichever reason it is important that conflict be managed effectively to ensure a positive outcome and continued improvement.

Defensible Terminations & Documentation

June 24, 2010

Confused about the legal requirements involved in disciplining or terminating an employee? Concerned that your progressive disciplinary system isn't really progressive? Concerned that your documentation is incomplete, harmful, and a liability? In this session, you will learn the essentials of a logical, progressive, and defensible disciplinary process. You will learn how to protect yourself and your organization in wrongful discharge suits. As a supervisor, know your rights and responsibilities and enhance your skills in the managing and implementation of discipline.

(For info, contact Trent Grooms, Choices In Community Living at tgrooms@choicesincl.com or (937) 898-2220.)

Who Should Attend?

This series contains valuable information for:

- * New supervisors
- * Experienced supervisors
- * Expanding your skill set
- * Group leaders
- * Special project leaders
- * Future supervisors

Training Location

David H. Ponitz Sinclair Center
Sinclair Community College
444 West Third Street, Room 133
Dayton, Ohio 45402
(Underground parking available)

Registration

Fee: *Per Session*
\$89.00/session
(\$79.00/session for 2 or more)

Fee: *Multiple Sessions*
\$79.00/session
(With initial registration)

Space is limited

For information:
workshops@choicesincl.com