

# Training & Development Programs



**April - June 2017**  
Open Enrollment Workshops

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	ADA - Accommodation Procedures and Compliance Training Project Management 101	<b>Leadership Advantage Cohort Level 1</b> (Day 1 of 6)	6	Communicating with Diplomacy Basics of Compensation
10	Managing People through Motivation	<b>Leadership Advantage Cohort Level 2</b> (Day 1 of 6) <b>NEW!</b> Conducting Workplace Investigations Workshop	13	Public Speaking: Powerful Presentation Skills (Day 1)
17	Adult, Child & Infant CPR with AED First Aid & Bloodborne Pathogens Training for Emergency Responders Basics of Federal Employment Laws	<b>Leadership Advantage Cohort Level 1</b> (Day 2 of 6) Excel 2013/2016 Level 1	20	Public Speaking: Powerful Presentation Skills (Day 2)
24	Coaching Skills for Managers and Supervisors	Communication for a Diverse Workforce <b>Leadership Advantage Cohort Level 2</b> (Day 2 of 6)	27	Progressive Discipline & Termination

## Leadership Development Workshops & Series

### Stepping Up to Management

#### 1 Day Workshop

When individual contributors transition to supervisors or managers, they all face unexpected challenges.

Participants attending this session will have the chance to examine exactly what it takes to lead others.

Potential Leaders & Managers

### Team Lead Certification

#### 2 Day Workshop

In today's fast paced and ever changing environment many individuals are expected to manage and lead others without position power.

While team leaders may not have the power of management, they must possess the skills to effectively communicate, influence, set goals, manage time, and resolve conflict.

Project/Team Leads & Supervisors

### Leadership Advantage Level 1

#### 6 Workshop Series

- Successful Communication
- Management Fundamentals
- Basics of Employment Law for Non-HR Professionals
- Managing People through Motivation
- Accountability: Stop the Blame Game
- Coaching Skills for Managers and Supervisors

New & Experienced Managers

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	<b>NEW!</b> MS Project 2013/2016: Level 1	Essentials of Recruitment, Employment & Retention <b>Leadership Advantage Cohort Level 1</b> (Day 3 of 6)	HR & Benefits Roundtable - NJ Conflict Management	Employment Law Update Critical Conversations: Having the "Hard to Have" Discussions
8	Environmental, Health & Safety Roundtable Team Development	<b>Leadership Advantage Cohort Level 2</b> (Day 3 of 6) <b>NEW!</b> Conducting Internal FLSA Audits Workshop	Harnessing Organizational Politics	Culture & Talent Conference - Conshohocken, PA
15	<b>NEW!</b> The Strategic Leader (Day 1)	<b>Leadership Advantage Cohort Level 1</b> (Day 4 of 6) Excel 2013/2016 Level 2	<b>NEW!</b> MS Word 2013/2016: Level 2 <b>New!</b> Lean Operations Champion Training (Day 1 of 3)	Time Management: Juggling Multiple Priorities <b>New!</b> Six Sigma - Green Belt (Day 1 of 3)
22	Stepping Up to Management <b>NEW!</b> The Strategic Leader (Day 2)	FMLA Administration Workshop <b>Leadership Advantage Cohort Level 2</b> (Day 4 of 6)	Training & OD Users Group Successful Communication	Basics of Employment Laws Non HR Professionals
29		<b>Leadership Advantage Cohort Level 1</b> (Day 5 of 6)		

## Leadership Advantage Level 2

### 6 Workshop Series

- Conflict Management
- Taking Flight with DISC
- Discipline & Termination Strategies for Managers
- Team Development
- Managing Up the Ladder
- Performance Management: More Than Just an Appraisal

*New & Experienced Managers*

## Leadership Advantage Level 3

### 6 Workshop Series

- Emotional Intelligence
- Succession Planning
- Harnessing Organizational Politics
- Driving Change
- Critical Conversations: Having the "Hard-to-Have" Discussions
- Strategic Thinking: Problem Solving & Decision Making

*Senior Managers & Directors*

## The Strategic Leader

### 2 Day Workshop

"What does it take to be an effective Leader?"

This Executive Level course focuses on what it takes to lead - not to manage, but to *truly lead*. Take your business and its key management team to the next level!

*Executives, Directors & High Potential Leaders*

Learn more or register at

[www.meainfo.org/calendar](http://www.meainfo.org/calendar)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			Becoming the Totally Responsible Person 1	HR Business Partner Roundtable 2
5	Handling Difficult People 6	Excel 2013/2016 Level 3 <b>Leadership Advantage Cohort Level 2</b> (Day 5 of 6) 7	Discipline & Termination Strategies for Managers 8	Master the Tactics Roundtable 9
12	<b>NEW!</b> MS Project 2013/2016: Level 2 Emotional Intelligence 13	Effective Employee Relations, Recognition & Performance Management <b>Leadership Advantage Cohort Level 1</b> (Day 6 of 6) 14	<b>NEW!</b> MS Word 2013/2016: Level 3 <b>New!</b> Lean Operations Champion Training (Day 2 of 3) 15	Accountability: Stop the Blame Game <b>New!</b> Six Sigma - Green Belt (Day 2 of 3) 16
19	Train-the-Trainer 20	<b>Leadership Advantage Cohort Level 2</b> (Day 6 of 6) 21	Management Fundamentals (formerly Supervision Basics) 22	23
26	<b>NEW!</b> Managing Remote Employees 27	HR "BOOT CAMP" - Did HR Fall in Your Lap? 28	Performance Management: More Than an Appraisal 29	HR Metrics: ROI for HR Initiatives 30



## Customized Training

Partner with MEA's Professional Training Staff to build customized training solutions facilitated either in-person or online. We offer a unique product that is aligned with your organization's needs. Our team will assess and deliver "right-fit," industry-specific training for real business results.

## Bring Any Session ONSITE

- Conducted at your LOCATION
- Meeting your BUSINESS NEEDS
- Fit any shift on your SCHEDULE

## Most Requested Topics

### Leadership and Management

- Managing Generation Gaps
- Change Management
- Coaching Skills
- Successful Communication
- Supervision Basics

### Employment Law

- Avoiding Harassment for Employees & Managers
- Basics of Employment Law for Non-HR Professionals

### Computer Skills

### Customer Service

### Health, Safety & Environmental

## Standard Pricing\*

### 3-Hour (9:00 AM - 12:00 PM)

Cost Per Person: \$215

### 4-Hour (9:00 AM - 1:00 PM)

Cost Per Person: \$230

### 6-Hour (9:00 AM - 4:00 PM)

Cost Per Person: \$265

### Computer Workshops

### Full Day (9:00 AM - 4:00 PM)

Cost Per Person: \$275

For complete pricing, descriptions, timing and accreditations, please download our Training Catalog at [www.meainfo.org/catalog](http://www.meainfo.org/catalog).

\*Specialized workshops, "cohort" series, and those that include assessments have special pricing.