

Train Well – Comprehensive Management Training Program

Employee Centric offers a management training program entitled “Train Well” for managers, supervisors and high potential employees. Train Well is taught in a series of half-day sessions offered monthly until completed. The program consists of a series of comprehensive training modules that follow the employee life cycle and focus on the tools that every manager needs to run their business successfully. The classes are customized to use existing company policies, and include a review of company specific forms, course evaluations, all handouts and materials for up to 20 managers. Classes are interactive and hands-on. Handouts are ready to use back on the job.

Core Modules:

- Interviewing Skills for Managers
- Communication Skills
- Managing Conflict in the Workplace
- Performance Management Process
- Delegating for Results
- Progressive Discipline and Termination Procedures

Additional topics may be available upon request.

Program Objectives:

- Streamline inefficient hiring and performance review processes.
- Improve communication of goals and objectives.
- Align individual employees to corporate objectives.
- Increase accountability among departments and individuals.
- Provide more effective feedback to employees to ensure full workforce engagement.
- Develop management employees to increase overall employee retention.

Additional HR Consulting Services:

- Performance Appraisal process review
- Goal Setting Workshops
- Job Descriptions
- Progressive Discipline Policy
- Employee Handbook Reviews
- 360 degree feedback review process
- HR Research

How Can I Get Started?

Contact us for a complimentary consultation to find out if Employee Centric can **Train Well** for your company.

Sarah@EmployeeCentric.com

804-513-5672
