

BULLYING & RESPECT

Bullying affects the workplace environment by negatively impacting turnover, productivity and overall business operations. This training is recommended for all employees, as it explains differences between bullying vs. criticism vs. harassment, how to avoid bullying and how to respond to others when faced with a bully problem.

WORKPLACE ETHICS DEFINED

It is the responsibility of all employees to not only act ethically, but to know what to do if they suspect workplace behavior that compromises your business operations. Employees and supervisors who are unclear of their expectations expose your organization to great liability.

HARASSMENT FREE WORPLACE

The goal of this training it to ensure participants understand the consequences and potential harm caused by inappropriate workplace behavior. We cover protected characteristics, retaliation, third-party harassment and the federal laws that guide our workplace.

HR COMPLIANCE - THE GREAT 8

This engaging training will assist leaders in minimizing risk exposure in your organization. At the conclusion of this training, supervisors, owners, leaders, HR Managers, etc will have expanded their HR knowledge and built an understanding of human resources and employee leadership.



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Ask me about



TRAINING TOPICS 2024



Trainings help employees understand the communication flow and how their role within the organization fulfills the organization's mission, vision and values. Schedule your customized training today!



ORGANIZATIONAL HEIRARCHY

Organizational structure is a critical aspect of business operations. Enhance your effectiveness and efficiency by aligning your people, processes, and culture with organizational goals and strategies. Learn about the importance of org structure and how it contributes to the development and strength of the organization.

NEW SUPERVISOR – NEW WORLD

Bud to Boss is a unique training event designed to equip new supervisors with the fundamental skills they need to skillfully shift from team member to leader. We'll learn the essentials for your transition from co-worker to supervisor.

DEALING WITH CHALLENGING PEOPLE

This training provides concrete techniques for dealing with difficult people, both in the workplace and at home.

COMMUNICATING WITH TACT & PROFESSIONALISM

This training teaches the essential skills needed to become a more polished, persuasive communicator. You'll gain insights into everything from making a good impression, to motivating people, to intervening in tense situations.

ROR

RECRUITMENT / ONBOARDING / RETENTION

ROR – no this does not mean released on recognizance. Whether you are new to your leadership role or you've been in the business of leading people for a while, there are challenges we are facing that we've not faced before. How do we manage this process and feel confident in our efforts?

Our trainings are customizable to your needs. Ask us how we can help!

ACTIVE LISTENING

There is a difference between hearing and listening. Becoming an active listener can be challenging. Learn 5 elements of active listening to build your communication skills with those you interact with.

ADAPTING AND PIVOTING

Adapting and pivoting are two skills that will allow you to face challenges and overcome barriers as they arise. Learn more about these techniques and how you can benefit from these skills.

SOLVING PROBLEMS

DO YOU HAVE WHAT IT TAKES?

Learning to effectively solve (and prevent) problems will save your organization time, money, and resources. Learning how to turn a problem into an opportunity for improvement will help employees identify and resolve problems quickly, and will change attitudes and behaviors towards various problems. The end result? Empowerment and success.

TIME MANAGEMENT

Let's learn how to organize and plan effective ways to manage our time.

CUSTOMER SERVICE DEFINED

Customer service skills aren't just for those who work with customers. These same skills are useful in our interactions with co-workers, colleagues and in our personal relationships. We'll break it all down in this training session, complete with scenerios for success.

MEETING MANAGEMENT

We've all been there, the dreaded meetings. How many times have you left a meeting and thought "that could've all been communicated in an email"? In this session, we will cover tips and tricks to ensure your message is effectively communicated, the action items are recorded, and you stay on task.

THE ART OF MANAGING PERFORMANCE

Effective performance management systems can have a positive impact in your workplace. Leaders who maximize the PM system will see increased motivation in the high achieving performers and will assist under performers on their path to timely improvement. Let's learn how to turn this negative function into a positive tool.

FRUSTRATED EMPLOYEE OR SERIOUS COMPLAINT?

Learn how to sift through all the employee drama to clearly identify legitimate employee relation issues that need to be investigated – and which ones you should push back on them...or have your managers and supervisors handle.

EMPLOYEE SEPARATIONS – BREATHE

Whether your employee is separating voluntarily or involuntarily from your organization, there are things you need to stop and think about **BEFORE** that last day is determined. This training is designed to get you prepared for that day using the BREATHE approach.

CULTIVATING A HAPPY WORKPLACE

Let's face it, we have all sorts of factors that diminish our joy at work. Does anyone really chose to be miserable or sad at work? We have to own it, we have to express it, and we have to cultivate it in meaningful ways. In this training, we will identify ways to bring joy to work and those we spend our time with, while away from our families.