

Services Catalog

3/2022

1. Workforce and Leadership Training and Development

Whether your organization is searching for soft skill or compliance training, all presentations can be customized for your specific needs and designed towards either an audience of just your management team or to your entire workforce. Below is a menu of our current training topics, which is ever expanding. More information can be found at this link: [HR Solutions Services | Training and Development \(hrs-mt.com\)](https://www.hrs-mt.com/HR-Solutions-Services-Training-and-Development)

1. Accountability and Transparency – The Glue that Ties Commitment to Results
2. Business Ethics – Professionalism 101
3. Change isn't a #^*! Letter word – Become an Agile Pivot Master
4. Communications – Effective, Efficient, and Tactful Methods
5. Conflict Resolution – Prevent, De-Escalate, and Resolve
6. Corporate Culture – Creating a Positive and Mindful Workplace Culture
7. Critical Thinking Skills – Engaging the Brain
8. Customer Service Skills – Giving PEKs
9. DiSC® Agile EQ – Flexibility is Key
10. DiSC® Management – Balance Your Team with Diverse Strengths
11. DiSC® Overview – What's All the Buzz About?
12. DiSC® Productive Conflict – Engage Conversation for Results
13. DiSC® Sales – Meet Your Customers Where They are at
14. DiSC® Workplace – Working Better Together
15. DiSC® Work of Leaders – Developing Your Leadership Style
16. Diversity, Equity, and Inclusion in the Workplace – Celebrating Uniqueness
17. Diversity: 4 Types of People – Managing Diverse Personalities
18. Employee Relations – Cultivate Healthy Interactions
19. Employee Retention – Keeping Your Greatest Assets with Onboarding through Succession
20. Harassment in the Workplace Pt 1: Sexual – Prevent Crossing that Line
21. Harassment in the Workplace Pt 2: Discriminatory – Know the Boundaries
22. Harassment in the Workplace Pt 3: Bullying – Ugly Monsters Amongst Us
23. HR Recordkeeping Pt 1: Employee Individual Files – Gotta Love Paperwork!
24. HR Recordkeeping Pt 2: HR Batch Files – Does the Paperwork Ever End?
25. HR 101: Human Resource Management – Basic Overview
26. Leading by Example – Mindful Leadership by Walking the Talk
27. Multi-Generational Workforce – Teamwork, Mentorship Programs, and Succession Plans
28. Organizational and Employee Development – Looking to the Future
29. Performance Reviews – Essentials of Conversations, Feedback, and Goal-Setting
30. Public Speaking Skills for the Workplace – Say it Out Loud
31. Rookie Supervisor Bootcamp – Operation S.T.A.R.T.
32. Staffing Strategies – Recruit, Interview, and Hire Successfully
33. Team Building – Strengthen the Chain
34. Time Management – It's all about the Forethought, Preparation, and Practice
35. Wage and Labor Laws – Essential Compliance Tips
36. Workplace Professionalism Series – The Essentials for Smooth Operations



2. Everything DiSC® Assessments and Training

As an Authorized Everything DiSC® Partner and Trainer, I offer DiSC® personality style assessments to individuals and groups. This further is followed up with individual or group coaching and/or training. More information can be found at this link: [HR Solutions | Everything DiSC Solution | Personality Assessments and Training \(hrs-mt.com\)](https://www.hrs-mt.com/HR-Solutions-Everything-DiSC-Solution-Personality-Assessments-and-Training)

3. E-Learning Courses

Providing a wide selection of the above topics in pre-recorded e-learning courses that are available on-line and on-demand. Content is comprehensive, conversational, and convenient, including a follow-up quiz and a certificate of completion for passing quiz scores. More information can be found at this link: [HR Solutions | E-Learning Courses \(hrs-mt.com\)](https://www.hrs-mt.com)

4. Webinar Presentations

We provide the above topics along with special request subjects for webinars that are typically 1-1.5 hours long, using either Zoom or the clients preferred platform.

5. Keynote Speaker – Conferences, Workshops, Meetings

No matter what industry your organization is in, we are here to help you set the tone of the meeting with motivational, inspirational, personable, and humorous messages. Some of our featured topics are listed below. More information can be found at this link: [HR Solutions Service | Motivational Keynote Speaking \(hrs-mt.com\)](https://www.hrs-mt.com)

- Business Leader Blues – It's Not all Roses
- Cool Your Jets – Tricks to Staying Calm
- Euphoria – Hiring Outside the Expected Box
- HR Matchmaker – Staffing Struggles are Real
- HR Unmasked – The Many Different Layers of HR
- Hurdles – Tackle them Head-on
- PEKs – Behavioral Cornerstone



6. Leadership Consulting and Coaching

Providing information, and advice based off experience and current best practices to Leaders pertaining to human resource matters and leadership styles on a retainer or as-need basis. More information can be found at this link: [HR Solutions Services | HR Consulting, Leadership Coaching, Event Facilitating \(hrs-mt.com\)](https://www.hrs-mt.com)

7. Workbooks

Accompanying our training programs or stand-alone, our digital and hardcopy workbooks are a valuable tool to fully engage in the learning process with actionable items included. More information can be found at this link: [Shop | HR Solutions, LLC \(hrs-mt.com\)](https://www.hrs-mt.com)

8. HRCI Certification Preparation

Providing Human Resource Certification Institute (HRCI) authorized preparation coursework to individuals and groups studying to test for Professional Certifications. More information can be found at this link: [HR Solutions Services | HRCI Certification Preparation \(hrs-mt.com\)](https://www.hrs-mt.com)



9. Blogs, Newsletters, and Updates

We provide educational periodicals to keep subscribers up-to-date on human resource and leadership matters. You can subscribe at this link: [HR Solutions | Blogs \(hrs-mt.com\)](https://www.hrs-mt.com)

10. Resources

As another value-added service, we provide complimentary current and relevant resource materials, accessible to our site subscribers. More information can be found at this link: [HR Solutions | Resources \(hrs-mt.com\)](https://www.hrs-mt.com)