

**Services Catalog**

**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 – Becoming an Agile Pivot Master
4. Communications – Effective, Efficient, and Tactful Methods
5. Conflict Resolution – Prevent, De-Escalate, and Resolve
6. Corporate Culture – Define it or Let it be Defined
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 in the Workplace
17. Diversity: 4 Types of People – Managing Diverse Personalities
18. Employee Relations – Cultivate Healthy Interactions
19. Harassment in the Workplace Pt 1: Sexual - Prevent Crossing that Line
20. Harassment in the Workplace Pt 2: Discriminatory – Know the Boundaries
21. Harassment in the Workplace Pt 3: Bullying – Ain't Nobody Got Time for That
22. HR Recordkeeping Pt 1: Employee Individual Files – Gotta Love Paperwork!
23. HR Recordkeeping Pt 2: HR Batch Files – Does the Paperwork Ever End?
24. Human Resource Management – Basic Overview
25. Leading by Example – Setting the Pace
26. Multi-Generational Workforce - Coming Together as One Big Happy Family
27. Organizational and Employee Development – Looking to the Future
28. Performance Reviews – Everyone's Favorite Time
29. Public Speaking Skills for the Workplace – Say it Out Loud
30. Rookie Supervisor Bootcamp – Operation S.T.A.R.T.
31. Staffing Strategies – Recruit, Select and Retain Wisely
32. Team Building – Strengthen the Chain
33. Time Management –Forethought, Preparation, and Tying Your Shoelaces
34. Wage and Labor Laws – Compliance Tips
35. 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://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://hrs-mt.com)

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

### 7. Event Facilitation

Helping keep your meetings and events on track with organizational guidance, best practice tips, and managing the flow. More information can be found at this link: [HR Solutions Services | HR Consulting, Leadership Coaching, Event Facilitating \(hrs-mt.com\)](https://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://hrs-mt.com)

### 9. Blogs

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://hrs-mt.com)

### 10. Resources

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

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