

# TUNE YOUR TALENT

*A series of seminars designed to make your employees your biggest asset!*

## Consider these workshops for leaders:

- ◇ Supervisory Boot Camp
- ◇ The Labor of Leadership
- ◇ How to Reduce Employee Turnover
- ◇ Interviewing Insights
- ◇ Generations in the Workplace
- ◇ Role Modeling and Mentoring
- ◇ Communication Clarity
- ◇ Team Unity/Conflict Management
- ◇ Effective Employee Evaluations
- ◇ Coping with Change

## Consider these workshops for staff:

- ◇ Coping with Change
- ◇ Generations in the Workplace
- ◇ Communication Clarity
- ◇ Team Unity/Conflict Management
- ◇ Conquer the Clock...Time Management
- ◇ Rise Above the Rest

## *Coming Soon:*

- ◇ *Social Media...The Good, The Bad and the Ugly*

Register for an upcoming event  
or schedule an on-site training at your business!  
Contact: Hannah West at 641.782.2119 ext. 13 or  
at [hannah.west@iwd.iowa.gov](mailto:hannah.west@iwd.iowa.gov)

"Learning is an  
experience. Everything  
else is just information."

- Albert Einstein

  
**IowaWORKS**  
Southern Hills

### **Supervisory Boot Camp (2 Hours)**

The hardest transition to make is the move from employee to boss. This two hour workshop will give your newly promoted/soon to be promoted employees the nuts and bolts to effective leadership.

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### **The Labor of Leadership (2 Hours)**

Different leadership styles work best in different work environments. Discover the importance of managing resources and leading a team. Learn which style you prefer and how to motivate your employees to be a successful team.

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### **How to Reduce Employee Turnover (2 Hours)**

If you are losing core employees this seminar will help you identify potential weaknesses in your organization. This discussion identifies the true definition of employee turnover, the industries most prone to staff loss, ways to reduce turnover, ideas on employee recognition and appreciation and how the supervisory and management team play a crucial role in making a change to the organization's overall culture.

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### **Interviewing Insights (2 Hours)**

This two hour seminar will give an employer insight into effective, legal and fair interviews. Effective interviews reduce company turnover by ensuring the right candidate is selected for the position.

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### **Generations in the Workplace (2 Hours)**

It is the first time in history that five generations are working under the same roof. This seminar will give you some insight on how to work with and manage millennials and how to keep baby boomers in the workforce. Be prepared to hear discussion on the differences in your coworkers that you may have never known.

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### **Role Modeling/Mentoring 101 (2 Hours)**

Who was your role model growing up? Who is your role model now? Are you someone's role model? Learn the ins and outs of what it takes to be a great role model.

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### **Communication Clarity (2 Hours)**

Did you know that the most common complaint from workers who are surveyed about their work environment indicate that "lack of communication" is one of the top two issues they would like improved? This training gives you tools to use to improve the communication in your company.

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### **Team Unity/Conflict Management (2 Hours)**

Conflict in the workplace exists everywhere. Did you know not all conflict is bad? This workshop will assist your team in seeing the value of all team members and give hints on how to deal with each other in times of stress!

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### **Effective Employee Evaluations (2 Hours)**

This two hour course helps remove the angst of evaluations with information regarding the who, when, how behind appraisals as well as the types of evaluations out there. Learn common rater mistakes and how to avoid them so the evaluation process is a positive dialogue for both the manager and the employee.

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### **Coping with Change in the Workplace (2 Hours)**

Are you hardwired to like change? Some personalities adapt to change much quicker than others. Learn what causes change in the workplace and how people react differently to change.

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### **Conquer the Clock! (2 Hours)**

Make the most of your time and help others do the same. Time Management is a highly sought after skill that is a common weakness among professionals. This seminar presents hands on tools that are proven to assist in time management.

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### **Rise Above the Rest (2 Hours)**

Do you want to get promoted? Get noticed at work? Become a high level performer? This back to basics seminar will teach you how to be the next chose one...

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### **Coming Soon:**

- **Social Media—The Good, The Bad and The Ugly**

**Don't see what you're looking for?  
Don't worry!  
We can create a workshop just for you!**

**All of our workshops have been created by local  
workforce professionals based on the needs of our  
local businesses.**