

CORE TRAINING DESCRIPTIONS

Policy and Culture

Diversity, Equity, Inclusion, and Belonging 101

This interactive program allows participants to develop their understanding of diversity, equity, inclusion, and belonging in the workplace and their role in creating a culture of belonging. Topics discussed during this program include belonging, conscious and unconscious bias, benefits of workplace diversity, and cultural competency. Participants can practice self-reflection, ask questions, and learn in a supportive environment.

Learning Objectives:

- Develop a better understanding of diversity in the workplace
 - Identify personal role in creating a culturally inclusive work environment
 - Recognize strategies to improve belonging in the workplace
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Inclusive Leadership

This 90-minute leadership program allows participants to understand inclusive leadership and their role in fostering an inclusive workplace. Participants will learn the 6 C's of inclusive leadership, analyze their current behaviors, and identify strategies to create a sense of belonging in the workplace.

Learning Objectives:

- Develop a clear understanding of diversity & inclusion in the workplace
 - Identify leadership's role in creating a culturally inclusive work environment
 - Recognize effective strategies to address DEIB related concerns.
 - Discuss methods to foster a culture of belonging
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Maintaining a Respectful and Empathetic Workplace

This 90-minute program will teach participants to maintain a respectful workplace by highlighting the importance of empathy for others. Participants will learn about the negative consequences of harassing and bullying behavior and develop an understanding of intent vs. impact. Conversations about strategies to effectively address inappropriate behaviors will empower employees to hold themselves and others accountable for maintaining a respectful and empathetic workplace.

Learning Objectives:

- Understand harassment, bullying, and discrimination
- Recognize the impact of inappropriate behaviors in the workplace
- Develop skills to address inappropriate workplace behavior
- Discuss the role of empathy at work

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Maintaining a Drug Free Workplace: Employee Program

During this program, participants will learn about their organization's Drug-Free Workplace policy and the negative impacts of alcohol/drug use in the workplace. Participants will also discuss the signs and symptoms of dependency and addiction and support resources available to anyone struggling with alcohol or drug use.

Learning Objectives:

- Understand the impact of substance abuse in the workplace
 - Recognize signs and symptoms of substance abuse
 - Identify ways to seek help if someone is struggling
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Maintaining a Drug Free Workplace: Management Program

This program provides managers with an in-depth education on the effects and costs of substance abuse in the workplace. It equips them to recognize the behavioral signs and symptoms of individuals using or abusing substances. This program will train managers on what steps to take when they suspect an employee is violating workplace policy and how to provide continued oversight to an employee struggling with substance use.

Learning Objectives:

- Understand a supervisor's role in supporting a drug-free workplace
 - Identify signs of substance abuse in the workplace
 - Learn how to implement an appropriate intervention
 - Recognize enabling behaviors and supervisor traps
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Rising Above Personal Biases: A Leadership Program

During this program, participants will discuss strategies to help increase their awareness of bias, learn techniques for conscious de-biasing, and explore strategies navigate those beliefs to embrace and celebrate diversity. This program is designed for managers of all levels.

Learning Objectives:

- Develop a better understanding of diversity
- Discuss conscious and unconscious bias
- Identify role in creating a culturally inclusive work environment

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Silence The Storm: Strategies for Dealing with Workplace Gossip

This program teaches participants about the destructive impact of gossip on productivity, team cohesion, and overall morale. Participants will learn strategies to derail workplace gossip and foster an environment of trust, collaboration, and increased productivity.

Learning Objectives:

- Identify characteristics of gossip
 - Recognize the destructive impact of gossip
 - Review how to derail workplace gossiping
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Sexual and Workplace Harassment Awareness and Prevention: Management Program

This 90-minute program provides an interactive introduction and explanation of the policies, procedures, and workplace laws all employees must abide by to create an environment free of harassment that fosters respect, mutuality, and teamwork. With a tailored focus on management, this training spotlights the specific responsibilities of managers in creating and ensuring a workplace free of harassment.

Learning Objectives:

- Understand what constitutes harassment in the workplace
 - Recognize the negative impact of harassment on the workplace
 - Identify reporting procedures
 - Understand the supervisors role in supporting a safe and respectful workplace
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Sexual and Workplace Harassment Awareness and Prevention: Employee Program

This program provides an interactive introduction and explanation of the policies, procedures, and workplace laws all employees must abide by to create an environment free of harassment that fosters respect, mutuality, and teamwork. This session trains the participant on how to prevent sexual and other forms of harassment thus promoting a healthy work environment and protecting the company.

Learning Objectives:

- Understand what constitutes harassment in the workplace
- Recognize the negative impact of harassment on the workplace
- Identify reporting procedures

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Workplace Bullying: The Playground Syndrome

This program increases participants' understanding of bullying behaviors in the workplace and provides practical strategies for recognizing and dealing with bullying. Emphasis is placed on participants' responsibility toward eliminating bullying and creating a positive work environment.

Learning Objectives:

- Recognize workplace bullying
- Understand bullying's impact on individuals and the organization
- Identify preventative strategies

Workplace Violence Awareness and Prevention

This program educates participants on what behaviors are considered violent and educates them on their responsibility to conduct themselves in a manner consistent with company policy. Participants will learn about the continuum of aggressive workplace behavior and identify strategies to cultivate a safe working environment. Additionally, participants will recognize the actions they should take if an incident occurs.

** At the employer's request, this program can also address staying safe during an active shooter event. Utilizing the Run-Hide-Fight strategy the United States Department of Homeland Security provides, we can educate your employees on strategies to maintain safety during a tragic event.*

Learning Objectives:

- Understand what constitutes workplace violence
- Identify risk factors for workplace violence
- Recognize what to do if participants are in a potentially violent situation
- Discuss participants role in preventing workplace violence