

# SUPERVISORS AND MANAGEMENT TRAINING TOPICS

## •Situational Leadership

Description: A method of supervising employees with different levels of skill, experience and emotional maturity.

Goal: Learn how to train your employees at different levels of skills, and be the best supervisor/manager you can be.

## •Dealing with Troubled Employees

Description: Using a video entitled "The Dryden File" this training explores the problems supervisors often experience in managing employees with personal problems.

Goal: To learn and identify when you have employees with personal problems, and how to handle them.

## •The Power of the Positive: Motivating Employees

Description: Using a video entitled "The Sid Story" this training portrays the importance of understanding what motivates people to succeed on the job, and how to implement procedures which encourage productivity.

Goal: Learn how to make the workplace a positive environment, and get your employees to be motivated at their job.

## •Preventing Violence in the Workplace

Description: This workshop gives supervisors key information which will help them to recognize signs and symptoms of potentially violent behavior, how to respond to distraught and/or disgruntled employees and how the EAP can help in these situations.

Goal: To learn to identify sign and symptoms of potential violent behavior in your workplace, and how to handle these situations.

## •Coping with the Changing Workplace of Today

Description: This workshop examines the rapid changes which have occurred in today's workplaces and how to manage employees who respond negatively to change.

Goal: Learn how to deal with change surrounding your workplace and employees

## •Teambuilding for Managers or Supervisors

Description: Designed to acquaint participants with the basics of teambuilding training with special emphasis on the development of leadership skills and the role(s) of the team leader.

Goal: Learn effective basic team work skills, and effective leadership skills.

## •Sexual Harassment Prevention for Supervisors

Description: Sexual harassment is unwelcome sexual conduct, which affects the terms and conditions of a person's employment or creates a hostile environment. Discuss what your role is as a Supervisor is an employee comes to you with a sexual harassment complaint.

Goal: Learn what the definition means in real life situations. Learn the legal ramifications of a sexual harassment incident for your company and yourself.

# SUPERVISORS AND MANAGEMENT TRAINING TOPICS

- page 2 -

## • Retaining Valuable Employees

Description: This training involves understanding and identifying the needs of your employees, what factors keep them at a job, and what factors make them want to leave.

Goal: Learning and identifying what your employee's values, needs, and wants are; that keep them at a job.

## • Introducing FISH

Description: This training teaches employees to bring energy, passion, and a positive attitude with them to their workplace everyday. It shows how to truly connect to your work, to your colleagues, and customers.

Goal: Learn how to make other peoples day, increase productivity while still having fun at work.

## • DOT/SAP (Substance Abuse Assessment)

Description : A face-to face assessment and clinical evaluation to determine if the employee needs assistance resolving problems associated with alcohol use or prohibited drug use. If the employee is found to need assistance as a result of this evaluation, the SAP recommends a course of treatment with which the employee must demonstrate successful compliance.

Goal: To help prevent and control substance abuse.

## • Substance Abuse in the Workplace (Supervisors/ Management)

Description: This training discusses the impact of substance abuse in the workforce. And how to help get the employee treatment, and how to enforce our policies for substance abuse.

Goal: To learn and identify substance abusers, and how to enforce your company's policies for substance abuse.

## • Interviewing Skills for Supervisors and Management

Description: Learn all there is to know about giving an interview. This training provides an understanding of the Do's and Don'ts and preparing for an interview.

Goal: To gain knowledge and skills of interviewing to become a better interviewer.

## • EAP Orientation for Supervisors and Management

Description: Find out more about your Employee Assistance Program. Discuss appropriate issues to bring to your Employee Assistance Clinician for consultation. Explore in detail the various resources that are offered to you through your EAP.

Goal: Learn more about the Employee Assistance Program and how they can help you.

**For further information or to sign up for any of these seminars,  
please contact us at 860.437.2188**

**- thank you -**



The Center for Work & Family  
Employee Assistance Program  
21 Chicago Avenue • Groton, Connecticut 06340  
Phone 860•437•2188 • Fax 860•449•5791