Human Resources Training On-Demand

The following training is available for presentation from Human Resources upon request. If a department or group is interested in having HR present one (or more) of the following topics, please contact your HR Partner or email our AVP for HR, Krystyna Varnado. Be sure to indicate the group the presentation will be for, which presentation you are interested in, a requested date and/or timeframe, and contact information for whomever is organizing.

Affirmative Action 101
Audience: Supervisors/managers
Summary: Understanding USM’s legal obligation to Affirmative Action and what that means (and doesn’t mean) for hiring managers.
Length: 30 minutes

Conflict Resolution
Audience: All employees
Summary: Understanding your role in conflict and how to approach conflict in a more effective manner using lessons from the book, “Crucial Conversations.”
Length: 1 hour

Creating a Harassment Free Environment
Audience: All employees
Summary: Understanding each employee’s rights and responsibilities for creating a work environment free of harassment.
Length: 1 hour

Hiring Best Practices
Audience: Supervisors/managers
Summary: A review of best practices for reviewing applications, conducting interviews and making hiring decisions utilizing our hiring toolkits.
Length: 1 hour

Implicit Bias
Audience: All employees
Summary: Understanding the natural biases we all have, how those biases may unintentionally interfere with our decision making, and how we can better manage those biases.
Length: 30 minutes

Navigating the HR Website
Audience: All employees
Summary: A content review of the HR website- what information is out there and where to find it.
Length: 30 minutes

Policy Review
Audience: Varies
Summary: A request can be made for HR to review any policy of interest.
Length: Varies
Progressive Discipline
Audience: All employees
Summary: Understanding USM’s policy for addressing performance and behavior issues through progressive discipline.
Length: 1 hour

Teambuilding
Audience: All employees
Summary: A request can be made for HR to facilitate team building exercises. We will work with you to determine your need and make a customized plan.
Length: Varies

Top 10 Supervisor Mistakes
Audience: Supervisors/managers
Summary: A review of common mistakes that leaders make in the supervision of people.
Length: 1 hour

PI
Audience: Supervisors/Managers/Staff (Varies)
Summary: A PI is a personality assessment that will be used to help build self-insight for career development, insight into others to improve team performance and communication, and as a coaching tool for managers.
Length: 1 hour

Understanding FLSA
Audience: All employees
Summary: Understanding USM’s legal obligation under the Fair Labor Standards Act and what that means (and doesn’t mean) for decisions regarding who can be salaried, working off the clock, volunteers, etc.
Length: 30 minutes

Understanding FMLA
Audience: Supervisors/managers
Summary: Understanding USM’s legal obligation under the Family Medical Leave Act and what role leaders play.
Length: 1 hour

Understanding Our Benefits
Audience: All employees
Summary: A review of USM’s benefit offerings focusing on insurance and retirement.
Length: 30 minutes

Understanding PAFs & New Hire Paperwork
Audience: Anyone responsible for processing HR paperwork
Summary: A review of USM’s new hire and paperwork processes.
Length: 1 hour

Who Moved My Cheese
Audience: All employees
Summary: A review of the book “Who Moved My Cheese” with lessons on how to deal with change.
Length: 1 hour