



incHRement, LLC

Training Topics

(Workshop – combine up to 3 topics or individual topics in 1 hour, 45-minute, 30-minute increments)

❖ For the Human Resources Practitioner

Employment compliance

Compensation

Communication

Discipline

Leadership

Policy and Procedure

Job Descriptions

Health & Safety

Performance Evaluation/Assessment

Sexual Harassment Awareness and Prevention

Business Ethics and Transparency

Diversity, Equity and Inclusion

Department of Homeland Security I-9 & E-Verify documentation

Talent acquisition/Recruitment Processes & Procedures

Benefits strategy

Basic Media Training

Stress Awareness and What to Do About It

Goal Setting and Objectives Training

❖ For the C-Suite

Business Ethics and Transparency

Sexual Harassment Awareness and Prevention

What you Should Know About DEI Practices (Employee Relations, Best Practices)

Employment compliance (Best Practices)

Basic Media Training (Best Practices)

Health & Safety (Best Practices, Employer's Policy)

Employee Retention (Employee Relations, Best Practices)

Benefits Strategy (Best Practices, Employer's Strategy Enhancement)

One on One Coaching Sessions Available

❖ For Management/Supervisory Level (with direct reports)

- Business Ethics and Transparency
- Sexual Harassment Awareness and Prevention
- What you Should Know About DEI Practices (Employee Relations, Best Practices)
- Health & Safety (Best Practices, Utilize Organizations Policy and Practices)
- Success for New Supervisors (Basic Supervision 101, Transitioning Supervisor, 1st Time Supervisor, Refresher, Best Practices)
- Disciplining the Employee (Employee Relations, Best Practices)
- Supervisors Role in Organizational Culture (Employee Relations, Best Practices, Organizational Mission, Vision, Value Statements Utilized)
- Improving Leadership Through Best Practices in 2022 (Employee Relations, Best Practices)
- Goal Setting and Objectives Training (Employee Relations, Best Practices)
- Sitting Down with the Employee (Employee Relations, Performance Reviews)
- Strategies for Building High Performance (Employee Relations, Best Practices)
- Improving Your Interviewing Techniques (Recruitment)
- Tips to Improve Communication (Employee Relations, Best Practices)

- What you Don't Know Can Hurt you. (Legal notifications)
- Document! Document! Document! (Employee Relations, Written policy and procedure, note taking)
- What to Do and Not Do During an Investigation (Employee Relations, Supervisors Role in Harassment IV)
- Stress Awareness (Health and Wellness, Best Practices)
- Basic Media Training (Best Practices)
- One on One Coaching Sessions Available

❖ **For Employee's**

- Sexual Harassment Awareness and Prevention
- Health & Safety
- What to Do During a Performance Review Meeting (Employee Relations, Best Practices, Organizational Performance Standards Review/Self Evaluation Completion)