

# 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 Plan**

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

## **Civility**

Audience: All employees

Summary: Understanding the role civility plays in the workplace and how each individual contributes.

Length: 30 minutes

## **Civility for Leaders**

Audience: Supervisors/managers

Summary: Understanding the role civility plays in the workplace and your responsibilities as a leader.

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

### **Job Description Writing Guide**

Audience: Supervisors/Managers

Summary: Understanding the key elements of an effective job description.

Length: 1 hour

### **Managing Compensation for Leaders**

Audience: Supervisors/managers

Summary: Understanding USM's compensation program and aiding leaders with new hire offers, pay adjustments and other compensation decisions.

Length: 1 hour

### **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

### **PI**

Audience: All employees, best for a department to do together

Summary: A PI is a personality assessment that is 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

### **PI 2.0**

Audience: Supervisors/managers

Summary: A review of your team personality, strengths, weaknesses and opportunities using the PI assessment of each of your team members.

Length: 1 hour

### **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

**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