



Training Topics

Human Development Company provides seminars, workshops, and training sessions for educational advancement, personal enrichment, job skills training and professional development. We have been custom designing workshops for over thirty-seven years. Some of the topics offered include:

PREVENTIVE TRAINING

- Harassment Prevention
- Cultural Diversity
- Prevention of Workplace Violence
- Conflict Resolution
- Defusing the Hostile Person
- Drug Free Workplace
- DOT Regulations:
 - Alcohol & Drug Awareness
 - Reasonable Suspicion Training for Supervisors

PROFESSIONAL DEVELOPMENT

- Coping with Organizational Changes
- Providing Excellent Customer Service
- Effective Communication Strategies
- Dealing with Difficult People
- Conflict Resolution
- Customer Friendly Telephonic Skills
- Emotional Intelligence
- Motivational Techniques
- Advancing in a Competitive Workforce
- Navigating Disagreements

EAP TRAINING

- Employee EAP Orientation
- Supervisor EAP Orientation

LEADERSHIP DEVELOPMENT

- Teambuilding
- Qualities of an Effective Supervisor
- Emotional Intelligence
- Increasing Employee Motivation and Productivity
- Managing a Troubled Employee
- EAP as a Management Tool
- Providing Effective Feedback
- Applying Leadership Basics
- Leading Successful Meetings
- Recognizing Employee Performance

PERSONAL DEVELOPMENT

- Stress Management
- Coping with Change
- Balancing Work & Family
- Dual Career Families
- Parenting Skills
- Caring for Elderly Parents
- The Facts about Co-Dependency
- Managing Holiday Stress
- Assertiveness Training
- Managing Anger & Frustration
- Emotional Well-being
- Managing Depression
- Coping with Grief & Loss
- Nutrition