

Lapekas HR Training Courses – 2023

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Training and Development Course Catalogue 2023



General Course Information

- Generally, each course runs 1.5 – 2 hours in length – Note: Courses can also be modified for online (Zoom or GotoMeeting) formats.
- Courses are customizable, so if it is determined a certain topic needs a stronger focus, we can expand the content to suit your specifications.
- ***SHRM-CP Credits: LHR is an approved provider of SHRM-CP Professional Development Credits to maintain the SHRM-CP designations.***

Facilitator Expenses:

- There is no “per-participant” charge, rather that training is charged based on time at a rate of \$200.00/hour
- Travel time rate is \$50.00 per hour (traveling by car or by flight)
- Company is responsible for air travel, hotel and food expenses (if overnight travel) or a mileage at .56/mile (if driving to the location that is outside of 1 hour from Evansville, IN)

Material Expenses:

- Client will be responsible for cost of material expenses
- General classroom materials (participant copies, handouts, pens)
- Light refreshments for each sessions

LEADERSHIP SKILLS

Leadership Skills

Leadership Principles is a foundational course designed to get alignment about leading TODAY's workforce through influencing, engaging, and creating accountability.

Leadership Skills

Performance Management Through Feedback is a course that teaches the technique of giving effective feedback to influence and shape behavior. This course teaches the skill of having delicate and sometimes difficult conversations to make a situation better.

Leadership Skills

Motivating & Engaging Employees is a course that teaches principles of motivation and how to engage employees to improve their performance. This course explores practical, simple-to-do strategies to engage the “want to” in employees (including discussing how employees aren't as motivated by money as one might assume).

Leadership Skills

Conflict Management is a critical skill that all managers and supervisor need to master. However, dealing with conflict can be difficult. This training offers foundational skills for dealing with difficult personalities, addressing conflict while minimizing defensiveness, and professionally controlling conflict situations.

Leadership Skills

Developing Influence with Others is a course that teaches the principles of effectively developing personal influence as a leader through consistency, credibility and demonstrating integrity. Today's workforce responds to leaders who influence change by engaging, inspiring and motivating them.

Leadership Skills

Holding Others Accountable is a course that teaches principles of Accountability. It stresses the importance of providing “I've Noticed” feedback to employees to drive better commitment and performance while reducing drama and conflict.

Leadership Skills

Developing Personal Assertiveness is a course designed to provide people with tools to develop more assertiveness. This in turn helps them to improve relationships, confront difficult situations, and handle conflict without becoming aggressive. In this course, we cover specific assertiveness techniques such as demonstrating assertive speech, using negative inquiry, If/When statements, DESC technique, and disagreeing without becoming disagreeable.

Leadership Skills

Engaging a Winning Team is a course focused on how to engage people to work with others. The course discusses the stages that teams endure before they reach a level of effectiveness. This also introduces the 4 key ingredients of effective teams: Shared Purpose, Open Communication, Accountability, and Healthy Competition.

Leadership Skills

Time Management is a course that teaches the 3 fundamental disciplines of time management (Planning, Prioritizing, and Eliminating Procrastination). This course includes a special focus on prioritizing time spent on activities based on urgency, importance and significance.

Leadership Skills

Doing Discipline Effectively is a course that teaches supervisors how to effectively deliver discipline from "corrective coaching" approaches to formal written discipline and everything in between. The course impresses upon supervisors the critical value of documentation, and how to deliver discipline as a means to teach and correct (rather than as a means to punish).

Leadership Skills

Delegation is a critical skill to be able to effectively do in order to accomplish the necessary tasks and to effectively grow/develop others. Delegating is hard for some because they tend to hold on to everything, or alternatively, they simply "dump" tasks upon someone. This course teaches the skill of delegation which is a strategic approach to planning, developing and supporting when giving tasks to someone else.

Leadership Skills

Managing Change is a course that helps supervisors recognize how to effectively communicate change when change occurs. This course explores why many people resist change (or more accurately, resist BEING changed), and how to best tee-up changes that need to be communicated in the workplace.

Leadership Skills

Maintaining Morale During Organizational Change - addresses that during organizational change, the two things that really matter is the well-being of the customer, and the well-being of the staff (but not necessarily in that order). This course helps leaders learn to lead people through organizational change while keeping the morale of the workforce high.

Leadership Skills

Managing Personal Stress - With stressors coming at us from every angle, leaders need to develop personal strategies to help manage the stressors they experience in the workplace (as well as at home). This course explores the differences between positive stress and negative stress, and addresses strategies that help curb the negative stress through good planning and stress management habits.

Leadership Skills

Setting Personal Goals - Is a course that helps leaders and non-leaders understand the steps and be able to create effective goals by utilizing the SMART goal-setting approach.

Leadership Skills

Managing Generations in the Workplace gets to the heart of what's important to each generation. It teaches managers/supervisors how to capitalize on and change their styles to effectively manage people who are different from them. The course introduces ways to understand and engage people who may have different values, concerns and work ethics.

Leadership Skills

Supervising Former Peers is a course that helps supervisors understand their true role as a supervisor and how to effectively begin to manage the people that were their former co-workers. There is heavy discussion about the changes that have to occur to establish credibility and trust in their role; and how they need to operate and behave like a leader rather than as a buddy or friend.

Leadership Skills

Train the Trainer is a course that will teach how to develop training to appeal to various learning styles, the fundamentals of knowledge transfer and the skills of effectively delivering training. Particular emphasis is on teaching the skills of On-the-Job Training (OJT) Methods.

Leadership Skills

Interpersonal Communications is a course designed to teach emerging Leaders/Managers the fundamentals of communication in a business setting. The course covers various communication styles, non-verbal communication, and effective listening.

Leadership Skills

Selection & Interviewing Skills is a course covering the impact of hiring the WRONG person, specific strategies to improve selection, behavioral interviewing, steps to conducting an effective interview, comparing candidates for a position, and understanding legal & illegal interview questions.

COMPLIANCE TRAINING

Compliance Training

Basics in Employment Law (4 Hour Course) is a course is designed to teach non-HR professionals the fundamentals of federal and state employment laws that they are impacted by and must be aware of when conducting day-to-day business. The course covers the following: DISCRIMINATION, ADA, ADEA, FLSA, FMLA, and USERRA. This will be taught on a fairly basic level – for supervisors and managers to be able to understand these laws so that they are conscious of these laws when making decisions with what to do with employees.

Compliance Training

Managing FMLA in the Workforce – FMLA (Family & Medical Leave Act) training for managers & supervisors is designed to offer a general overview of the law and the provisions and requirements managers must know to remain compliant. This course includes discussion about the framework of the law (who is eligible, what triggers FMLA-leave, etc.) as well as company-specific policies around paid / unpaid leave, benefits continuation on leave, and reinstatement requirements.

Compliance Training

Respectful Workplaces is a course designed to teach all employees about the importance of respecting differences in the workplace. In this course, we cover Harassment / Sexual Harassment / Bullying and appreciating differences / diversity in the workplace.

Compliance Training

Substance Abuse in the Workplace is a course for managers to identify how to effectively address a situation when substance abuse (drugs and/or alcohol) may be affecting an employee in the workplace. The course discusses the general effects of various drugs, the drug testing process, and teaches the appropriate method to observe, qualify and confront an employee if there's reasonable suspicion.

Kathleen Lapekas – President / Owner of Lapekas HR Consulting LLC

Kathleen is a Professional HR Consultant with over 25 years of HR Management. Her expertise covers every aspect of HR including organizational development, Employee Relations, training, recruiting and administration through a vast knowledge base and a keen understanding of how to keep her clients compliant with Employment Law. Kathleen currently serves as a regular instructor at the University of Evansville, University of Southern Indiana, and Henderson Community College teaching courses in leadership and Human Resources for local area businesses. Kathleen resides in Evansville, Indiana with her husband, Rob and their son, Jacob. Kathleen is actively involved in her community, with special interest in supporting Autism Evansville, a local non-profit organization helping families with children who have been diagnosed with autism.

Contact Lapekas HR Consulting LLC for more information on developing a training program for your specific needs.

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