


Lapekas HR Training Courses – 2024

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| <p>Course Information</p> | <ul style="list-style-type: none"> • 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 determined a certain topic needs a stronger focus, we could expand the content. • SHRM-CP Credits: <i>LHR is an approved provider of SHRM-CP Professional Development Credits to maintain the SHRM-CP designations.</i> | |
|  | <p>Facilitator Expense s</p> | <ul style="list-style-type: none"> • 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/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) |
| | <p>Material Expense s</p> | <ul style="list-style-type: none"> • Client will be responsible for cost of material expenses • General classroom materials (participant copies, handouts, pens) • Light refreshments for each sessions |
| <p>Leadership Skills</p> | <p>Courses</p> | |
| | <p>Leadership Principles is a foundational course designed to get alignment about leading TODAY's workforce through influencing, engaging, and creating accountability.</p> | |
| | <p>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 giving and receiving feedback as well as having sometimes difficult conversations to make a situation better.</p> | |
| | <p>Motivating & Engaging Employees is a course that teaches principles about employee motivation and how to engage employees to perform better. This course explores practical and 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).</p> | |
| | <p>Conflict Management is a critical skill that all Managers and Supervisor need to master. However, dealing with conflict is difficult, and so this training offers foundational skills for dealing with difficult personalities, addressing conflict while minimizing defensiveness, and professionally controlling conflict situations.</p> | |
| | <p>Developing Influence with Others is a course that teaches principles of effectively developing personal influence with others through consistency, credibility and demonstrating integrity. Today's workforce responds to leaders who influence change by engaging, inspiring and motivating them.</p> | |
| | <p>Holding Others Accountable is a course that teaches principles of accountability – bringing forward feedback in the form of “I've Noticed” to give employees acknowledgement (as well as addressing concerns) of performance they give. When effective accountability is provided, it tends to drive better commitment and performance while reducing drama and conflict.</p> | |
| | <p>Developing Personal Assertiveness is a course that teaches people tools to develop more assertiveness to help improve relationships, confront difficult situations, and handle conflict without becoming aggressive. In this course, we cover specific</p> | |

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| <p>assertiveness tools such as demonstrating assertive speech, using negative inquiry, If/When statements, DESC technique, and disagreeing without becoming disagreeable.</p> |
| <p>Engaging a Winning Team is a course about how to engage people to work together with others. The course talks about 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.</p> |
| <p>Time Management is a course that teaches fundamental 4 disciplines to time management (Planning, Prioritizing, Eliminating Procrastination and Developing Efficiency Habits). This course also explores prioritizing time spent on activities on the basis of urgency, importance and significance.</p> |
| <p>Doing Discipline Effectively is a course that teaches supervisors how to effectively deliver corrective coaching all the way up to formal written discipline. This 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).</p> |
| <p>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.</p> |
| <p>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.</p> |
| <p>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.</p> |
| <p>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.</p> |
| <p>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.</p> |
| <p>Managing Generations in the Workplace goes to the heart of what's important to each generation, and how Managers/Supervisors can capitalize 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.</p> |
| <p>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.</p> |

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| | <p>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.</p> |
| | <p>Interpersonal Communications is a course is designed to teach emerging leaders / managers the fundamentals of communications in a business setting. The course covers various communication styles, non-verbal communication, and effective listening.</p> |
| | <p>Selection & Interviewing Skills is a course that covers 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.</p> |
| <p>HR / Compliance Training</p> | <p>Basics in Employment Law (2 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, 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.</p> |
| | <p>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.</p> |
| | <p>NEW – Building Respectful Workplaces is a course designed to teach all employees about the importance of respecting differences in the workplace. In this course, we cover appreciating differences through diversity, equity and inclusion in the workplace.</p> |
| | <p>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.</p> |

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.