

Lapekas HR Training Courses – 2026

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<p>Course Information</p>	<ul style="list-style-type: none"> • Generally, each course runs 2 hours in length – Note: Courses can also be modified for online (Zoom or Microsoft Teams) 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 Expenses</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 \$275.00/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 .70/mile (if driving to the location that is outside of 1 hour from Evansville, IN)
	<p>Material Expenses</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 – This course is designed to help participants gain alignment on effective strategies for leading today's workforce. We will explore how to lead through influence, engagement, and the creation of accountability. Key techniques covered include developing influence by demonstrating consistency, building credibility, and embodying core values.</p> <p>Performance Management Through Feedback – This course focuses on the techniques needed to provide impactful feedback (praise and correction) that can influence and guide behavior. Participants will learn how to effectively give and receive feedback, as well as how to navigate challenging conversations constructively to improve situations.</p> <p>Managing Workplace Conflict – This course offers training on conflict and dealing with difficult people. Recognizing that navigating conflict can be challenging, this training provides foundational skills to help manage difficult personalities, address conflict constructively while reducing defensiveness, and maintain professional control in conflict situations.</p> <p>Providing Accountability – This course focuses on the core principles of accountability. Participants will learn how to effectively deliver feedback using the "I've Noticed" framework. This approach allows for both positive acknowledgement of employee performance and constructive discussion of areas needing improvement. Implementing effective accountability practices typically leads to increased employee commitment and enhanced performance, while also minimizing workplace conflict and misunderstandings.</p> <p>Developing Personal Assertiveness – This course is designed to equip individuals with practical tools for becoming more assertive. This increased assertiveness can lead to stronger relationships, improved handling of difficult situations, and more effective conflict resolution, all while maintaining a respectful approach including: Demonstrating assertive speech, using negative inquiry, applying effective feedback, and disagreeing constructively. These tools are designed to help individuals communicate their needs and boundaries clearly and respectfully.</p> <p>Engaging a Winning Team – This course focuses on the principles of effective teamwork and collaboration. It explores the various stages teams go through as they develop towards high performance. The course also introduces the four fundamental components of successful teams: a Shared Purpose, Open Communication, Accountability, and Healthy Competition.</p> <p>Time Management – This course covers the four core disciplines essential for effective time management: Planning, Prioritizing, Overcoming Procrastination, and Developing Efficient Habits. Additionally, the course delves into strategies for prioritizing tasks based on their urgency, importance, and overall significance.</p> <p>Providing Effective Discipline – This course is designed to equip supervisors with the skills to provide corrective coaching, ranging from informal feedback to formal written discipline. The course emphasizes the importance of thorough documentation and teaches supervisors how to use discipline as a tool for teaching and correction rather than for punishment.</p>	

	<p>Managing Workplace Change – This course explores why many individuals resist change and ways to effectively mitigate resistance when change is introduced. This course also teaches strategies to best prepare for communicating necessary workplace changes.</p>
	<p>NEW! Managing Remote Workers – This course is designed to assist managers and supervisors in understanding the unique challenges of managing remote employees. Participants will learn strategies to better support and lead a remote workforce effectively.</p>
	<p>Managing Different Generations – This course explores the core values of each generation (Baby Boomers, Gen X, Millennials, and Gen Z) and offers strategies for managers and supervisors to adapt their leadership styles to effectively manage diverse teams. This course teaches how to understand and engage with individuals who may have different values, concerns, and work ethics.</p>
	<p>Managing Former Peers – This course is designed to help new supervisors transition into their roles, especially when managing former colleagues. The program focuses on understanding the core responsibilities of a supervisor and provides practical strategies for building credibility and trust within the team. We emphasize the importance of operating and behaving as a leader, rather than maintaining previous peer relationships.</p>
	<p>“Train the Trainer” – This course focuses on equipping participants with the skills to develop engaging training programs that cater to diverse learning styles. The curriculum covers the fundamentals of knowledge transfer and effective training delivery, with a particular emphasis on On-the-Job Training (OJT) Methods.</p>
	<p>Public Speaking & Presentation Skills – This course is designed to help learners develop their platform speaking and presentation skills. In this class, we will cover strategies for building confidence in public speaking, as well as effective techniques for delivering professional presentations, handling challenging questions, and actively engaging the audience.</p>
	<p>Leadership in Safety – This course is designed to teach supervisors the core principles of behavior-based safety management. A key focus is on how to effectively provide positive feedback for safe behaviors and how to address unsafe behaviors through correction rather than ignoring or punishing them.</p>
	<p>Interpersonal Communication – This course is designed to teach emerging leaders and managers the fundamentals of communication, including adapting communication to the recipient’s preferences (based on personality types), creating assertive communication, and techniques for effective communication within a business setting.</p>
	<p>Emotional Intelligence – This course focuses on the four core skills essential for practicing emotional intelligence. It also guides managers on how to connect emotional intelligence to real-world workplace scenarios and effectively apply these concepts and techniques.</p>
	<p>Selection & Interviewing Skills – This course is designed to cover several key areas, including: the impact of hiring the wrong person, specific strategies to improve the selection process. It also includes learning techniques for behavioral interviewing, steps for conducting an effective interview, methods for comparing candidates for a position and understanding the distinction between legal and illegal interview questions.</p>
HR / Compliance Training	<p>Basics in Employment Law – This course is designed to teach non-HR professionals the fundamentals of federal and state employment laws that impact their day-to-day business operations. The course is taught at a basic level, making it easy for supervisors and managers to understand these laws and consider them when making employee-related decisions.</p>
	<p>Building Respectful Workplaces – This course is designed to educate all employees on the importance of fostering a respectful environment. The course covers behaviors that demonstrate respect for others and addresses how harassment, sexual harassment, and bullying can erode respect in the workplace.</p>
	<p>Respecting Diversity in the Workplace – This course designed to teach all employees about the importance of respecting differences in the workplace. In this course, we cover valuing differences through diversity, equity, and inclusion in the workplace.</p>
	<p>Awareness of Substance Abuse in the Workplace – This course focuses on equipping managers with the skills to effectively address situations where substance abuse (drugs and/or alcohol) may be impacting an employee in the workplace. It covers the general effects of various drugs, the drug testing process, and teaches the appropriate methods for observing, qualifying, and confronting an employee when there is reasonable suspicion.</p>

Kathleen Lapekas – President / Owner of Lapekas HR Consulting LLC

Kathleen is an HR Consultant with extensive experience in Leadership and HR Management. Her expertise covers all aspects of HR, including organizational development, employee relations, training, recruiting, and administration. She applies a vast knowledge base and a keen understanding of employment law to help her clients maintain compliance. Currently, she serves as a regular instructor at

the University of Southern Indiana and Henderson Community College, where she teaches leadership and human resources courses for local businesses. Additionally, she is an adjunct instructor at the University of Evansville, teaching Fundamentals of Human Resources and Strategic Human Capital Management.