



LAPEKAS HR CONSULTING, LLC

2026 TRAINING COURSE MENU

812.457.1068 • Kathleen@lapekashr.com • www.lapekashr.com

Lapekas HR Consulting, LLC offers a full menu of in-person and virtual training courses designed to strengthen leadership skills and support HR compliance across your organization. Every course below can be tailored to your team's specific needs.

Course Format

- Most courses run approximately 2 hours and can be delivered in person or adapted for virtual delivery via Zoom or Microsoft Teams.
- All courses are fully customizable — content can be expanded or adjusted to give greater focus to topics most relevant to your team.

Facilitator Fees

- No per-participant charge — training is billed at a flat rate of \$275/hour.
- Travel time is billed at \$50/hour, by car or by air.
- For overnight travel, the client covers airfare, hotel, and meals; alternatively, mileage is billed at \$0.70/mile for locations more than 1 hour from Evansville, IN.

Materials & Expenses

- The client covers the cost of all materials, including participant copies, handouts, and pens.
- Light refreshments should be provided for each training session.

SHRM-CP Recertification Credits

Lapekas HR Consulting, LLC is an approved provider of SHRM-CP Professional Development Credits, helping participants maintain their SHRM-CP designation.



LEADERSHIP SKILLS COURSES

Leadership Through Influence Helps participants gain alignment on effective strategies for leading today's workforce — leading not through authority, but through influence, engagement, and accountability. Builds credibility through consistency and a clear sense of core values.

Giving Effective Feedback Builds the skills needed to deliver impactful feedback — both praise and correction — that influences and guides behavior. Participants learn to give and receive feedback and to navigate difficult conversations constructively.

Managing Conflict Gives managers the confidence to step into conflict instead of avoiding it. Covers how to manage difficult personalities, defuse tension between two employees in conflict, and stay in control of the conversation without escalating it.

Holding People Accountable Teaches the core principles of accountability and the “I’ve Noticed” framework for delivering feedback that combines positive acknowledgment with constructive discussion — building commitment and performance while reducing conflict.

Communicating Assertively Equips individuals with practical tools for assertive communication — assertive speech, negative inquiry, effective feedback, and constructive disagreement — so they can state their needs and hold their boundaries without becoming passive or aggressive.

Engaging a Winning Team Shows managers how to recognize what stage their team is in on the way to high performance, and how to build the four pillars every high-performing team shares: Shared Purpose, Open Communication, Accountability, and Healthy Competition.

Time Management Covers the four core disciplines of effective time management — Planning, Prioritizing, Overcoming Procrastination, and Developing Efficient Habits — along with strategies for prioritizing by urgency, importance, and overall impact.

Providing Effective Discipline Equips supervisors to deliver corrective coaching, from informal feedback to formal written discipline, with an emphasis on thorough documentation and using discipline as a teaching tool rather than punishment.

Managing People Through Change Examines why people resist change and how to mitigate that resistance, with strategies for preparing and communicating workplace changes effectively.

Managing Different Generations Explores the core values of Baby Boomers, Gen X, Millennials, and Gen Z, equipping managers and supervisors with strategies to adapt their leadership style and engage diverse teams effectively.

Managing Former Peers Helps new supervisors transition into their role when managing former colleagues, with practical strategies for building credibility and trust while learning to lead rather than maintain prior peer relationships.

Leadership in Safety Teaches supervisors the core principles of behavior-based safety management, with a focus on reinforcing safe behaviors through positive feedback and addressing unsafe behaviors through correction.

“Train the Trainer” Prepares experienced employees to teach what they know. Covers the fundamentals of knowledge transfer and engaging delivery for diverse learning styles, with particular emphasis on On-the-Job Training (OJT) methods.

Public Speaking & Presentation Skills Builds confidence and capability in platform speaking, covering techniques for delivering professional presentations, handling challenging questions, and actively engaging an audience.

Emotional Intelligence Covers the four core skills of emotional intelligence and shows managers how to apply them in real workplace moments — a tense one-on-one, a tough decision, a team under pressure.

HR / COMPLIANCE TRAINING

Selection & Interviewing Skills Covers the cost of a bad hire and strategies to strengthen the selection process, including behavioral interviewing techniques, steps for conducting effective interviews, comparing candidates, and the line between legal and illegal interview questions.

Basics in Employment Law Gives non-HR professionals a working knowledge of the federal and state employment laws that touch day-to-day decisions — hiring, scheduling, leave, and discipline — taught at a level that's easy to apply on the floor, not just in theory.

HR for the Non-HR Professional A broader toolkit for office managers and supervisors who handle HR-adjacent responsibilities without an HR title. Builds on the legal foundation with practical skills for interviewing and selection, having difficult conversations, and holding employees accountable — everything needed to manage people issues with confidence.

Building Respectful Workplaces Educates employees on the importance of a respectful work environment, covering behaviors that demonstrate respect and how harassment, sexual harassment, and bullying erode it.

Respecting Diversity in the Workplace Teaches employees the value of respecting differences in the workplace, with a focus on diversity, equity, and inclusion.

Awareness of Substance Abuse in the Workplace Equips managers to address situations where drug or alcohol use may be affecting an employee's performance, covering the effects of various substances, the drug testing process, and proper methods for observing, documenting, and confronting reasonable suspicion.

About the Facilitator



Kathleen Lapekas — *President & Owner, Lapekas HR Consulting LLC*

Kathleen has spent over thirty years in conference rooms, factory floors, and one-on-one conversations that nobody else wanted to have — and she's built a career on having them anyway. Her HR experience spans senior leadership roles at Fortune 100 and Fortune 500 companies, giving her a front-row seat to nearly every leadership and people challenge an organization can face.

What three decades of this work have taught her is that great leadership isn't a personality trait — it's a skill that can be taught, practiced, and strengthened. That belief drives her consulting practice, where she helps organizations build front-line leaders who communicate clearly, navigate conflict without flinching, and earn trust that holds up when things get hard. She brings that same energy to the classroom as an adjunct instructor at the University of Evansville and a contract instructor at the University of Southern Indiana and Henderson Community College.

Kathleen is also the author of ***Say Something!***, a manager's guide to feedback that builds, corrects, and connects — and the first volume in her Lead Like You Mean It series.