



Management Training

The following courses have been selected as our first of 2012 as a result of the survey you completed in Q3. Each has a limited enrollment to a maximum of 24 people, so call or email us today to sign up.

Date	Title	Description	Location
<p>WEDNESDAY Feb 15</p> <p><u>10-12 am</u> and <u>1-3 pm</u></p>	<p>Sexual Harassment Prevention Training</p> <p>(AB1825)</p>	<p>This is mandatory training for all employees who manage or supervise others in your organization every two years, as well as within the first six months of employment with you.</p> <p><u>Who should attend:</u> All managers and supervisors (every 2 yrs); anyone hired in the past six months who supervises others.</p>	<p>University Club of Pasadena 2n floor library. Max 25 ppl.</p>
<p>Thursday March 15</p> <p><u>9 am – 12 noon</u></p>	<p>Conflict Management and Resolution</p>	<p>This is an interactive workshop designed to build skills and knowledge in identifying different types of conflict, and various tools and techniques for managing conflict effectively.</p> <p><u>Who should attend:</u> Managers, supervisors, project managers.</p>	<p>University Club of Pasadena 2nd floor library. Max 22 ppl.</p>
<p>THURS April 19</p> <p><u>9 am – 12 noon</u></p>	<p>A Guide to Documentation and Discipline</p>	<p>Documentation can be a great way to reinforce expected behavior, but only if you have the knowledge and skills of effective documentation. Learn all about the latest in effective documentation in this fun workshop!</p> <p><u>Who should attend:</u> Managers and supervisors.</p>	<p>University Club of Pasadena 2nd floor library. Max 22 ppl</p>

Classes are free of charge for all Total HR clients. Classes include either continental breakfast or lunch. University Club of Pasadena is located at 175 N. Oakland Ave Pasadena, CA.

Call 818-248-0701 or email info@totalhrmgmt.com to register.