



med Better people.
Better outcomes.


UPCOMING TRAINING
WORKSHOPS & EVENTS

JANUARY - MARCH 2018

OPEN ENROLLMENT WORKSHOPS

All in-person workshops are located at MEA's training facility in King of Prussia, PA unless otherwise noted.

COMMUNICATION SKILLS

Communication for a Diverse Workforce	March 2	9:00 AM - 1:00 PM
Critical Conversations: Having the "Hard to Have" Discussions	January 17	9:00 AM - 12:00 PM
Handling Difficult People	February 21	9:00 AM - 1:00 PM
Successful Communication	January 25	9:00 AM - 4:00 PM
Successful Communication Online Interactive 	January 9 & 16	1:00 PM - 3:00 PM

COMPUTER SKILLS

Excel® 2013/2016 - Level 1	January 23	9:00 AM - 4:00 PM
Excel® 2013/2016 - Level 2	February 20	9:00 AM - 4:00 PM
Excel® 2013/2016 - Level 3	March 20	9:00 AM - 4:00 PM
Microsoft Outlook for the Time Challenged	February 16	9:00 AM - 12:00 PM

CUSTOMER SERVICE

"Best-in-Class" Customer Service"	January 26	9:00 AM - 1:00 PM
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HUMAN RESOURCES

Basics of Federal Employment Laws	January 18	9:00 AM - 1:00 PM
Compensation Plan Design	February 6	9:00 AM - 1:00 PM

STEPPING UP TO MANAGEMENT

1-Day Workshop for Potential Managers

When individual contributors transition to supervisors or managers, they all face unexpected challenges.

Participants attending this session will have the chance to examine exactly what it takes to lead others.

TEAM LEAD CERTIFICATION

2-Day Workshop for Project / Team Leads & Supervisors

In today's fast paced environment, many individuals are expected to manage and lead others without position power.

Attendees of this workshop learn the skills needed to effectively communicate, influence, set goals, manage time, and resolve conflict.

FOUNDATIONAL LEADERSHIP





6-Workshop Series for New & Experienced Managers / Supervisors

- Successful Communication
- Management Fundamentals
- Basics of Employment Law for Non-HR Professionals
- Managing People through Motivation
- Accountability
- Coaching Skills

HUMAN RESOURCES *(continued)*

Effective Employee Relations, Recognition and Performance Management	February 14	9:00 AM - 1:00 PM
Essentials of Recruitment, Employment & Retention	January 9	9:00 AM - 4:00 PM
HR BOOT CAMP- Did HR Fall in Your Lap?	March 15	9:00 AM - 4:00 PM
HR Professional as a Strategic Business Partner	February 15	9:00 AM - 4:00 PM
Writing Effective Job Descriptions	March 20	9:00 AM - 11:00 AM

LEADERSHIP, SUPERVISION & MANAGEMENT

Accountability: Stop the Blame Game! Online Interactive 	March 6 & 13	1:00 PM - 3:00 PM
Accountability: Stop the Blame Game!	March 23	9:00 AM - 1:00 PM
Basics of Employment Law for Non-HR Professionals Online Interactive 	February 6 & 13	1:00 PM - 3:00 PM
Basics of Employment Law for Non-HR Professionals	February 28	9:00 AM - 1:00 PM
Coaching Skills for Managers and Supervisors Online Interactive 	March 20 & 27	1:00 PM - 3:00 PM
Coaching Skills for Managers and Supervisors	March 29	9:00 AM - 4:00 PM
Conflict Management	March 27	9:00 AM - 1:00 PM
Discipline & Termination Strategies for Managers	February 20	9:00 AM - 1:00 PM
Driving Change	January 11	9:00 AM - 12:00 PM
Effective Interviewing	March 16	9:00 AM - 12:00 PM
Foundational Leadership Series 6 Workshops	January 10 - March 21	
Foundational Leadership Series 6 Workshops Online Interactive 	January 9 - March 27	
Leading Productive Meetings	January 30	9:00 AM - 12:00 PM

ADVANCED LEADERSHIP

6-Workshop Series for New & Experienced Managers / Supervisors

- Conflict Management
- Taking Flight with DISC
- Discipline & Termination Strategies for Managers
- Team Development
- Managing Up the Ladder
- Performance Management

CRITICAL LEADERSHIP

6-Workshop Series for High Potential Managers, Directors & Executives

- Emotional Intelligence
- Succession Planning
- Harnessing Organizational Politics
- Driving Change
- Critical Conversations: Having the “Hard-to-Have” Discussions
- Strategic Thinking: Problem Solving & Decision Making

STRATEGIC LEADERSHIP



2-Day Workshop for High Potential Managers, Directors & Executives

“What does it take to be an effective leader?”

The Strategic Leader program focuses on what it takes to lead – not to manage, but to truly lead.

Take your business and its key management team to the next level!

LEADERSHIP, SUPERVISION & MANAGEMENT *(continued)*

Management Fundamentals Online Interactive 	January 23 & 30	1:00 PM - 3:00 PM
Management Fundamentals	February 8	9:00 AM - 4:00 PM
Managing People through Motivation Online Interactive 	February 20 & 27	1:00 PM - 3:00 PM
Managing People through Motivation	March 8	9:00 AM - 4:00 PM
Performance Management: More Than Just an Appraisal	March 28	9:00 AM - 4:00 PM
Stepping Up to Management	February 2	9:00 AM - 1:00 PM
Strategic Thinking: Problem Solving & Decision Making	January 5	9:00 AM - 12:00 PM
Succession Planning	March 1	9:00 AM - 1:00 PM
Team Development	March 6	9:00 AM - 4:00 PM
Team Lead Certification	March 15 & 22	9:00 AM - 4:00 PM

LEGAL & COMPLIANCE

Employment Law Update	February 23	8:30 AM - 10:00 AM
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PRODUCTIVITY

Project Management 101	February 27	9:00 AM - 1:00 PM
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PROFESSIONAL DEVELOPMENT

Stress Management: How to Make It Work FOR You	February 23	9:00 AM - 12:00 PM
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ROUNDTABLES

Environmental, Health & Safety Meets Quarterly	February 6	8:30 AM - 11:00 AM
HR & Benefits New Jersey Meets Quarterly	February 1	1:00 PM - 3:00 PM
HR Business Partner Meets Quarterly	February 9	9:00 AM - 11:00 AM
Master the Tactics Meets Quarterly	February 16	9:00 AM - 11:00 AM
Training & O.D. Users Group Meets Quarterly	February 22	9:00 AM - 11:00 AM

TRAINING MANAGEMENT

Building Training From the Ground Up	March 14	9:00 AM - 4:00 PM
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