

## Important Information

### 1 To register

You may register via telephone on extension 3592 or e-mail to [humanresources@hood.edu](mailto:humanresources@hood.edu).

### 2 Registration is limited

Registrations will be taken on a first-come first-served basis.

### 3 Training Sessions will be held in Coblenz Seminar Room from 8:00-9:30 a.m.

Lite fare breakfast will be provided.

Training Sessions  
in this brochure  
will only be offered  
once this year.

## Partners interested in Your Success

These Hood College employee development training sessions are being offered in partnership with



and



## Employee Development Fall 2011



Hood College  
*Department of  
Human Resources*

**For more information:**  
*Please contact Vanessa Roberts in  
the Department of Human Resources  
on ext. 3558*

# Employee Development Sessions

Friday—9/16

## Ethics: A Guide to Moral Decision Making

Ethical problems are inevitable at all levels of a business. It makes good sense for companies to take seriously the task of institutionalizing ethics within their organizations.

This seminar will explore useful strategies to protect the reputation and integrity of your employees, your clients and your organization.

**Bill Osborne, Trainer**

### Presenter

Bill Osborne is a Training Professional who has a Master's of Counseling Psychology from Adler Dreikurs Institute for Human Relations. Mr. Osborne has provided workplace wellness training and consultation for over 20 years, and is currently the President of The People Business, a company focused on executive coaching, training, and leadership. Bill has personally focused on his own wellness by losing more than 40 lbs through correct nutrition and fitness and has maintained these lifestyle changes for 5 years. Mr. Osborne has worked extensively with various industries and organizations providing services to enhance personal and professional development.

Friday –10/7

## Supervisory Toolkit: skills Necessary to Manage, Teach and Lead

Supervising employees is one of the most challenging and rewarding positions in a company. Unfortunately, many new supervisors are not properly prepared with the skills necessary to be successful.

This seminar is an overview or refresher of key skills that are necessary for any supervisor.

For more information on presenter, please see ethics panel.

Friday—11/11

## Understanding Diversity in the Workplace

Creating an environment where everyone is welcomed, valued and respected is of paramount importance in today's increasingly diverse workforce. A respectful workplace supports the physical, psychological and social well-being of all employees. Respect is an ongoing behavior pattern that promotes increased awareness and acceptance of differences in individual's beliefs, styles and backgrounds, as well as their physical, ancestral, geographic or socio-economic makeup.

This seminar will explore issues specific to understanding diversity and review ways to promote an acceptance of diversity in the workplace.

For more information on presenter, please see ethics panel.