

PROFESSIONAL DEVELOPMENT TOPICS

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Life On Purpose LLC

Anger Management: Understanding Anger
Business Etiquette: Gaining that Extra Edge
Change Management: Change and How to Deal with It
Coaching: A Leadership Skill
Communication Strategies for the 21st Century
Conducting Effective Performance Reviews
Conflict Resolution: Dealing with Difficult People
Customer Service Training: Critical Elements of Customer Service
Delegation: The Art of Delegating Effective
Hiring Smart: Behavioral Interviewing Techniques
Human Resources Training: HR for the Non HR Manager
Leadership Training: Becoming Management Material
Motivation Training: Motivating Your Workforce
Negotiating for Results
Orientation Handbook: Getting Employees Off to a Good Start
Performance Management: Managing Employee Performance
Problem Solving & Decision Making: Creative Team Problem-Solving
Project Management Training: Understanding Project Management
Skills for the Administrative Assistant
Team Building: Developing High Performance Teams
Teamwork: Building Better Teams
The Professional Supervisor
Time Management: Get Organized for Peak Performance
Training for New Supervisors
Writing Reports and Proposals
You Call that Business Writing?
 Business Writing that Works
 Advanced Writing Skills
 It's An Email not an "P"-mail!