$\frac{www.holcombetraining.com}{mkholcombe@holcombetraining.com}$

| HUMAN RESOURCES | |
|---|--|
| 360 Degree Feedback | Affirmative Action/Equal Employment Opportunities |
| Business Ethics | Business Finance Basics |
| California and Federal Leaves | Coaching for Improved Performance |
| Compensation & Benefits Planning Small Business | Compensation and Benefit Trends |
| Conflict Management | Creativity & Innovation in the Workplace |
| Developing Brand You | Developing Diverse Teams |
| Developing your Career Path | Discharging and Employee |
| Diversity in the Workplace | Doing Performance Reviews |
| Effective Approaches to Employee Discipline | Effective Leadership |
| Effective Performance Feedback | Email Protocol |
| Emotional Intelligence for Leadership | Employee Discipline |
| Employee Motivation | Employee Performance Recognition |
| Employment Standards | Equitable Treatment: A Guide for Supervisors |
| Ergonomics for the Office | Establishing Performance Goals and Expectations |
| Ethics for Employees | Ethics for Managers |
| Flexible Work Arrangements and Your Organization | From Peer to Supervisor |
| Gender Expression and Human Resources | Handling Violence in the Workplace |
| HIPAA & Medical Privacy | Hiring, Managing, and Terminating |
| Hiring Right | How to Comply with HIPAA |
| Human Resources Basics Program: 5 modules | Human Resources Development Topics |
| Human Resources Generalist Certificate: 8 modules | Identifying and Avoiding Burnout |
| Individual Anger Management | Individual Goal Contract |
| Individual Goal Personalization | Individual Goal Setting |
| Individual Goals and Challenges | Individual Leadership Power |
| Individual Priority Management | Interviewing Job Candidates |
| Introduction to Human Resources | Leaves and Accommodations |
| Lifecycle of a Leave of Absence | Managing Disputes in a Unionized Workplace |
| Managing the Performance of Your Unionized Employees | Managing Work and Family |
| Managing Your Career Path | Negotiating and Starting Right |
| Negotiating Skills for the Professional | Networking your Career Path |
| Performance Appraisal Basics | Performance Management |
| Preventing Harassment and Illegal Discrimination (California) | Preventing Harassment and Illegal Discrimination (Federal) |
| Supervisor and employee versions | Supervisor and Employee version |
| Questionable Interview Questions | Reaching Personal Goals |
| Running Effective Meetings | Selecting Top Talent |
| Skills for Interviewing | Social Media and Your Organization |
| Succession Planning: 3 modules | Supervisors Guide to Meals, Rest, Wages & Hours Worked |
| Supervisory Law (California) | The Family and Medical Leave Act |
| Time Management | Time Management for Employees |
| Train the Trainer | Union Free: A Guide for Managers and Supervisors |
| Wage & Hour Law | |