Employee Onboarding

Employee onboarding is essential to retaining top talent. An onboarding program does more than help orient new employees. It shapes how new employees relate to their organization. Implementing an employee onboarding program will shape the company culture while developing a highly qualified pool of talent.

Workshop Objectives

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly. With that in mind, let's review our goals for today.

At the end of this workshop, participants should be able to:

• Define onboarding.

• Understanding the benefits and purpose of onboarding.

• Recognize how to prepare for an onboarding program.

• Identify ways to engage and follow up with employees.

• Create expectations.

• Discover the importance of resiliency and flexibility.

Delivering a Lunch and Learn

The working lunch can develop a negative reputation among employees. It often involves being in a roomful of other people with low blood sugar, trying to stay awake while someone drones on about policies, procedures, etc. Lunch and learns, however, should be engaging and enjoyable. Hosting a lunch and learn correctly will improve employee satisfaction and the quality of employee training.

Workshop Objectives

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly. With that in mind, let's review our goals for today.

At the end of this workshop, participants should be able to:

• Understand what a lunch and learn is and is not

• Be able to set up and break down

• Create new content

• Address difficult situations and people

• Create useful takeaways

• Use feedback to improve future lunch and learns

Time Management

Time management training most often begins with setting goals. These goals are recorded and may be broken down into a project, an action plan, or a simple task list. Activities are then rated based on urgency and importance, priorities assigned, and deadlines set. This process results in a plan with a task list or calendar of activities. Routine and recurring tasks are often given less focus to free time to work on tasks that contribute to important goals.

This entire process is supported by a skill set that should include personal motivation, delegation skills, organization tools, and crisis management. We'll cover all this and more during this workshop.

Workshop Objectives

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly. With that in mind, let's review our goals for today.

At the end of this workshop, participants should be able to:

• Plan and prioritize each day's activities in a more efficient, productive manner

• Overcome procrastination quickly and easily

• Handle crises effectively and quickly

• Organize your workspace and workflow to make better use of time

• Delegate more efficiently

• Use rituals to make your life run smoother

• Plan meetings more appropriately and effectively

Encourage participants to write their own workshop objectives in their guide.

Internet Marketing Fundamentals

The internet has forever changed the way the people shop and conduct business. Even experienced marketing professionals need help navigating the pitfalls of internet marketing. Integrating the marketing techniques with modern technology is essential for every business. With the appropriate skills, both companies and individuals will be able to create successful internet marketing techniques.

Workshop Objectives

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly. With that in mind, let's review our goals

for today.

At the end of this workshop, participants should be able to:

• Know how to conduct market research

• Develop a workable internet marketing campaign

• Recognize your target market

• Understand your brand

• Grasp SEO and website characteristics

• Find and capture leads