

2014 Training Catalog



Business Training
Skills

Leadership &
Management
Skills

Teambuilding
Skills



Training

What's In It For You

Many employers do not have the time or expertise to develop and implement the programs necessary to keep staff at peak performance.

We can help you to strategize, develop and facilitate programs that keep your employees motivated and provide the climate your customers and clients rely on and trust.

All of our training programs are customized for your organization and needs. No canned training programs – our promise to ensure that your staff will find every session meaningful and that they will be able to implement new knowledge for improved performance.

This catalog gives you a snapshot of training programs currently offered . Don't see what you need? No problem. All of our sessions are tailored to your needs. Just let us know what you are looking for and we will custom build it just for you.

Business Class: A Guide to Business Etiquette

Business etiquette is about projecting an image of professionalism, credibility and making the other person comfortable. Participants will learn how to develop and sharpen skills with the purpose of enhancing both their professional image and will examine all aspects of their business image—from body language, written and oral communications and dress to effective and professional telephone, email etiquette and more.

Change Management

Organizational change can be disorienting and often overwhelming. Adapting to new ways of doing things and new demands can be very challenging for everyone in an organization - to say the least. Participants will develop an understanding and develop the skills necessary to manage through their own transitions as well as assist others through difficult times of change .

Emotional Intelligence

The best chances of successfully managing problems are by maximizing the ability to effectively utilize the characteristics that make up Emotional Intelligence competencies. Without them, people are more likely to fail and lose their grip on everyday issues. Participants will learn to identify EI components and learn how to manage their own emotions to ensure successful relationships.

Meetings Matter: Effective Facilitation Skills

Effective facilitators understand their role in creating a clear purpose, including everyone in the process to achieve goals and remaining neutral as they keep discussions on track. Participants will experience what goes into an effective meeting from beginning to end: from formulating an effective agenda to strategies for brainstorming, understanding the dynamics of participants and managing to seek and build consensus.

Networking: Creating and Building the Relationship

Interacting with the public – whether it is one-on-one or in a large crowd – can be very intimidating. Mastering the art of networking and building/retaining relationships is key to professional success. Participants will build an understanding and comfort level as it relates to networking and building successful relationships.

Presentation Skills – Levels One & Two

Level One: Building Confidence. This level is all about the person: understanding and overcoming the fear and anxiety of presenting information to others regardless of the audience. A full day of hands on activities that will boost the confidence to a level of comfort.

Level Two: Creating High Impact Presentations takes it to next level. Participants will discover ways to make their presentation meaningful and interesting. Topics include components, storytelling, visual aids and more.

Project Management: A Guide to Project Management

Participants will learn what the role and responsibilities are of a Project Manager and how to initiate, plan, execute, and evaluate as well as how to delegate responsibilities and manage multiple projects. This workshop will teach participants what they need to know in order to oversee a project from start to finish while continuing to perform the daily requirements of their “real job.”

It's About Time: Time Management & Organizational Skills

Business Training

Appropriate for all levels of employees

Build the core business training skills necessary to ensure that employees have the ability to deliver the best to your clients and drive your organization to meet and exceed your business goals.



Other programs include
Creative Thinking
Managing Conflict
Outplacement Training
Train the Trainer

Remember.....we design and tailor all training to the client need. If you don't see what you need, just ask. We will be happy to build it for you.



Understanding Behavior: DISC

It's so easy to get along with people who think just like we do. However, getting along with those who process information differently can present major challenges to the best of us. Frustration and/or misinterpretation of someone else's words or actions can destroy the best environment and limit potential for organizational growth. Participants will walk away with a whole new understanding of why people behave the way they do and will be able to identify their own strengths as well as develop an understanding and appreciation for the strengths of others.

Not Bad, Just Different: Capitalizing on Workplace Diversity – Generational Differences and Then Some

Four generations under one roof – yikes! Participants will understand and appreciate the generations in the workplace and develop the skills to better manage the strengths and challenges of each. Beyond generational differences, participants will gain insight into the concepts of diversity and the role they can play in making co-workers and customers feel more valued. Participants gain a greater awareness of their own differences through the Dimensions of Identity, and learn to create an environment where diverse populations feel respected and appreciated.

The Speed of Trust

In business, trust drives everything and makes things happen. When people work with others that they do not trust – whether they are a client, coworker or boss – the lack of trust drains energy, eats up the time it takes to get things done and costs money. All participants will leave this session with the understanding that trust changes everything – and works from the inside out.

Communication Skills: Say it with Style

We sometimes know what we want or need to say, we just don't know how to say it. Participants will gain an understanding of communication styles and effective ways of making sure that they communicate effectively at all times..

Essentials of Supervision for the First Time Supervisor

One day you are a co-worker, the next day you wake up and you're now the boss. As a new boss, you need to let go of your old responsibilities, learn to delegate, motivate your staff, the list goes on and on. Participants will complete pre-workshop assignments to expand and enhance the learning experience to assist them in their transition from peer to their new supervisory role and responsibilities.

Coaching & Bringing Out the Best in Others

One of the greatest challenges for managers and supervisors is to know how to motivate and improve performance, productivity, and morale for all employees. This workshop identifies the need for the continued development and motivation of staff that is performing at a satisfactory level as well as those that may be performing at an unsatisfactory level.

Performance Management

The cousin of Bringing Out the Best in Others. We dig deeper into managing performance. This session is tailored to your performance evaluation process. Don't worry if you don't have one – we can help.

Leadership & Management

Appropriate for all levels of employees and/or current or soon to be supervisors and managers

Enhance relationships through better understanding and appreciation of behaviors and strengths as well as the impact that a lack of trust and understanding of others can have on organizational ability to perform.

Leadership and management skills training ensures employees have the tools to meet their full potential.



Selection Interviewing

Selection interview training will ensure that you are asking the right questions and steer clear of legal issues. Participants will learn how to target critical success factors, structure the interview to best identify past behaviors for future success, and gain an understanding of federal laws and regulations involved in the interviewing process.



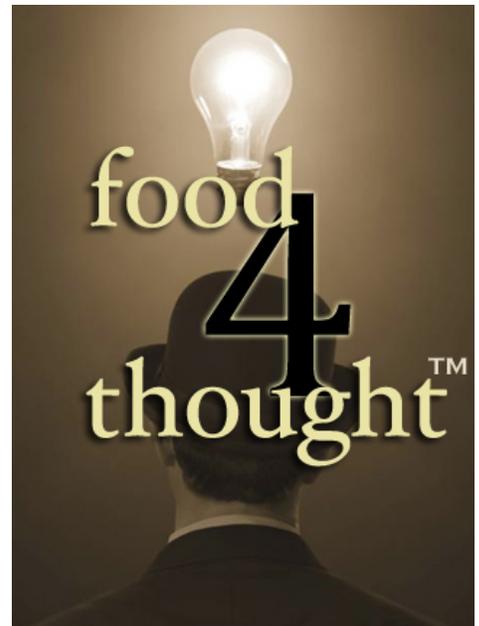
Teambuilding

We provide your team with training that TRULY makes a difference.

Hamel Resources, L.L.C. offers team building experiences that keep on giving. Not only do the participants come out with a stronger bond, they have the opportunity to make a difference in someone's life.

We have partnered with agencies and organizations that service developmentally disabled and disadvantaged youth, deployed active and wounded soldiers, as well as others who support those in need. Anyone involved in any one of these team bonding programs will talk about for years to come.

Strengthen your company, organization, or athletic team by providing unforgettable training that truly makes a difference for everyone involved.



And that's not all.....we offer all kinds of teambuilding that are way out of the normal box. Indoors, outdoors, you name it. Tell us what you want to do and we will pull together an event that works for you and your community.

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