



HR Training

Organization and Management Training

- **Management Skills.**
- **Interviewing Skills.**
- **Coaching and Counseling.**
 - Increase employee productivity and morale by improving the skills of managers and supervisors.
 - Minimize costly and destructive effects of employee discrimination.
 - Promote teamwork and employee retention by demonstrating a genuine interest in developing managers.
- **HR Coordinator Training and Development Program.**
 - Establish appropriate HR functions.
 - Increase motivation and retention of HR staff person through proper training.
 - Reduces costly rework by establishing the HR Department correctly at the onset.
- **Personnel Assessment Services and Training.**
 - Promote constructive communication for use in counseling and management of employees.
 - Improve your employee's communication with customers, resulting in increased customer satisfaction and increased sales.