

2026 Training Topics

Continuous training and development of employees are vital to fostering engagement, retention, growth, and productivity within an organization. Providing opportunities for employees to expand their skillsets and develop career-enhancing capabilities through workshops, training, and seminars plays a crucial role in driving organizational success.

Below is a sample of workshops, seminars, and training programs designed to create impactful and engaging learning experiences. These programs are highly flexible, offering the option to be delivered individually, as part of a customized series, or integrated into broader learning initiatives. They can also be tailored to address the unique needs of your organization and participants, ensuring relevance and effectiveness. Sessions are available in both in-person and virtual formats for maximum accessibility and convenience.

LEADERSHIP TRACK

The Critical Role of the Supervisor

Employees do not quit an organization; they leave due to three key factors. Understanding these three factors and ensuring that your supervisors at all levels recognize they are holding the key will lead to higher employee engagement, retaining talent, and long-term success. This course will discuss the disconnect between what managers want and what employees need and how to bridge that gap to create a cohesive team. We will cover key qualities of a great supervisor, common supervisory pitfalls, and tools for them to create a roadmap to improve their skills.

The Manager-Employee Relationship: The Bottom Line for Engagement

What does an engaged employee look like, and why is engagement so difficult? Employee engagement is critical to the organization's long-term success, and the direct manager has the number one impact on employee retention. In this program, supervisors, from front line managers to the C-Suite, learn the three drives of engagement, how to maximize employee value, and how to minimize employee dissatisfaction.

Introduction to Leadership

Often, employees find themselves in leadership positions with little to no training in leading others. This can be an uncomfortable transition for those who are used to being the best in their craft but are suddenly responsible for orchestrating a team. We often learn how to do the job itself without learning all the necessary tools to lead others to do that job. This workshop will explore the difference between managing and leading others. We will discuss the critical elements of leadership and dive into emotional intelligence to help leaders understand their strengths and weaknesses. While this is an introductory course, new and experienced leaders will take away new knowledge and tools.

Ten Critical Leadership Qualities

Ten Critical Leadership Qualities is a powerful training designed to help participants evaluate and enhance their leadership style. Through guided questions and a simple 1-to-10 rating system, this training encourages deep reflection on essential leadership qualities, from emotional intelligence and authenticity to conflict resolution and delegation. By identifying personal strengths and growth areas, participants will gain actionable insights to refine their approach and become a more effective and impactful leader.

The Importance of Accountability in the Workplace

Accountability is a cornerstone of high-performing teams and successful organizations. In this training, participants will learn how to take ownership of their roles, meet expectations, and foster a culture of trust and responsibility. By understanding the value of accountability, individuals will be equipped to contribute to team goals, address challenges proactively, and support colleagues in achieving collective success. This training emphasizes clear communication, realistic goal setting, and constructive feedback—essential tools for driving performance, fostering collaboration, and improving workplace productivity. With a focus on both individual and team accountability, this session will empower participants to take charge of their actions and contribute to a positive, results-driven work environment.

The Art of Delegation: Empowering Teams and Enhancing Leadership Effectiveness

This training program is designed to equip leaders and managers with the skills needed to delegate effectively, empowering their teams while enhancing productivity. Participants will learn the difference between delegation and simple task assignment, understand common barriers to delegation, and discover how effective delegation drives team growth, innovation, and overall performance. Through practical exercises and the application of frameworks such as Covey's Time Matrix and the "Big Rocks" analogy, leaders will identify high-impact tasks, learn effective time management skills, and prioritize effectively. By the end of the course, participants will develop the confidence to delegate responsibilities and foster trust within their teams.

Giving and Receiving Employee Feedback

Effective communication and feedback are essential tools for leaders and supervisors to drive performance and build strong teams. This workshop provides practical, actionable skills for mastering the art of feedback. Participants will learn the four types of feedback, how to structure feedback using proven frameworks, and techniques to ensure feedback is clear, actionable, and results-oriented. The session will also cover strategies for handling common challenges, such as managing defensive reactions, delivering feedback under time constraints, and maintaining objectivity. Additionally, participants will practice receiving feedback constructively and applying it to enhance decision-making, team performance, and personal growth.

Employee Coaching and Counseling

Calling all supervisors and leaders who want to influence, direct, teach, and motivate their workforce. This workshop provides skills to create optimal work conditions within your organization, enabling participants to analyze and develop their coaching and counseling skills. After completing this workshop, participants gain practical and specific strategies to assist in dealing with complex problems and effective motivation to improve job performance.

Leading Change

Change is not the problem. That change's perceived emotional, tactical, and practical impact on any employee is the key. This interactive workshop helps participants understand how a leader's communication must be tailored to each group or individual when discussing the impact of change. It does not matter if the change is imposed on you, you initiate it, or it comes from outside the workplace. You will learn best practices to communicate proactively, win support, deliver the message, and achieve success.

Engaging the Generational Divide

You may wonder why we discuss different generations in the workplace. Many conflicts arise from two people seeing the same situation through different lenses. Each of the four current generations in our workplace have different general characteristics, communication styles, and needs. Understanding each generation can help any employee better navigate workplace relationships and interactions. In this workshop, we will discuss the generational characteristics as well as how each prefers to work and communicate to bridge the gap between the generational divides.

Conducting Effective Performance Appraisals

This program is designed to help supervisors and leaders increase their effectiveness in managing the performance appraisal process. Participants gain insight into understanding the latest performance management trends and/or can be tailored to your current performance management process. Participants will learn how to handle hostile reactions and develop constructive, valuable, and worthwhile goals and tools for follow-up and accountability.

Meet with Purpose: How to Plan, Lead, and Facilitate Effective Meetings

Tired of meetings that go in circles, run long, or leave people wondering why they were invited? This training gives your team the tools to change that. Meet with Purpose is a practical, hands-on workshop that teaches participants how to run meetings that are focused, inclusive, and outcome-driven. It goes beyond calendar invites and agendas—participants learn how to decide whether a meeting is actually necessary, how to structure it for clarity, and how to facilitate effectively in real time. The session covers how to manage time, guide group dynamics, encourage participation, and handle common challenges like dominating voices, off-topic tangents, or group silence. Whether your team works in-person, virtually, or in a hybrid setting, this training equips them with the skills and confidence to lead meetings that move work forward with purpose.

Why Communication Is Harder Than It Looks

This interactive leadership training is designed to help professionals better understand why communication breakdowns occur in the workplace—and how to address them more effectively. Through practical discussion and real-world case studies, participants explore how assumptions, listening habits, perceptions, and communication channels shape how messages are received and interpreted. The session helps leaders recognize common patterns that lead to confusion, misalignment, and unnecessary escalation, while providing a framework for improving clarity, accountability, and follow-through in everyday interactions. Participants leave with greater awareness of their own communication habits and practical commitments they can apply immediately to strengthen trust, collaboration, and decision-making within their teams.

ADVANCED LEADERSHIP TRACK

Emotional Intelligence for Leaders

This comprehensive training program is designed to help managers and leaders develop and enhance their emotional intelligence skills. The program covers key concepts such as self-awareness, self-regulation, motivation, empathy, and social skills. Through interactive learning, group exercises, and self-awareness, participants will learn how to understand their emotions and those of others better, manage them professionally, and improve their interpersonal relationships.

Finance for Non-Financial Leaders

Non-financial leaders and executives make daily decisions that affect their organizations' bottom-line performance. Often, these decisions are made without fully understanding the financial impact. All leaders and executives must develop a strong understanding of financial information to become better strategic leaders and cross-functional thinkers.

COMPLIANCE TRACK

Sexual Harassment – Ethics and Workplace Respect

This program will help employers comply with all forms of harassment and hostile-free work environments as outlined in Federal and State laws. This workshop opens with a review of the current climate on the issue of harassment. Employers will learn to comply with federal and state anti-discrimination laws and offer strategies for preventing harassment in your organization. The program covers all Maine State requirements from the MOL for Sexual Harassment training. Additionally, this program also includes how an organization's ethics, as well as a culture of workplace respect, is critical to long-term success.

Understanding Employment Law: Recent Developments & Leadership Best Practices

Employment law keeps changing every year. This is happening not only at the federal level but more and more at the state level, with employers having to stay current and compliant. In this program, you will learn about important developments that may have significant implications for owners, leaders, managers, and employees. You will also learn best practices to ensure your leadership team avoids unnecessary risk and penalties.

Dealing with "Under the Influence"

Does your leadership and management team know how to handle anyone they perceive as "under the influence"? Are they consistent in the process, paperwork, and reporting? Employers today are subject to a host of limitations on when and how they can test or handle employees they suspect are "under the influence." In addition, with the medical and recreational use of marijuana, employers need to be clear on the policies and procedures they set up to stay compliant. This workshop describes the current laws, implications for employers, and practical best practices to minimize risk and keep your workplace safe.

What Managers Need to Know About Affirmative Action

Managers and organizational leaders at all levels of an organization have critical responsibilities related to affirmative action and equal-opportunity employment. This program is designed to familiarize managers with the various components of an affirmative action program and their specific role in different personnel processes to assist the organization in managing risks and achieving full compliance and a state of audit readiness. This program is customized to include applicable company policies and procedures, prior OFCCP AAP audit results, and terms and conditions of OFCCP conciliation agreements.

Preparing for an OFCCP AAP Audit

This program prepares an organization for an OFCCP affirmative action program audit. The scope is fully scalable and can include a mock audit that simulates OFCCP audit techniques. The typical elements include a review of the current affirmative action program for technical compliance, a comprehensive review and analysis of the analytical results for red flags to be addressed, and a review of key HR documents, personnel processes and practices, and HR technology. The results of our analyses are then covered in an interactive work session with designated organizational leaders to finalize the AAP for audit submission, followed by detailed discussions of compliance/risk management recommendations, OFCCP desk audit, and onsite audit processes and recommendations for audit preparation.

RECRUITMENT & RETENTION TRACK

Retaining Top Talent in Turbulent Times

Recruiting and retaining talent in a tight, volatile labor market requires real internal work and focused execution. In addition, retaining top talent includes an honest conversation about the real drivers of engagement today. There has been a paradigm shift. This program will discuss challenges your organization is facing, challenge your thinking for solutions, and provide actionable tips to act and make a difference.

In the Era of Can't Ask and Won't Tell - How Do We Handle Interviewing

Hiring can always be challenging, no matter how experienced we are as managers. How do we recognize the people who will turn out mediocre from the ones who will deliver for us? This workshop covers all aspects of attracting talent, resume screening, interviewing, and hiring within a legal framework. In this interactive workshop, participants will work on filling a position they currently have open or would typically fill.

Accelerating Success: Building a Winning Onboarding Experience

Onboarding is more than an introduction to an organization's expectations, behaviors, and culture—it's your chance to set the tone for success and inspire new employees from day one. This workshop provides actionable strategies to create an onboarding process that drives engagement, productivity, and retention. Participants will explore the critical role onboarding plays in long-term employee success and satisfaction, learn best practices for crafting impactful onboarding experiences, and review practical examples of effective workflows. Topics include designing personalized onboarding plans, leveraging technology for seamless integration, and incorporating measurable outcomes to ensure continuous improvement.

Career Pathing: The Advanced Roadmap to Retention and Engagement

Do you want a tool to attract and retain top talent and develop and empower employees? Creating a Career Pathing Program is a big step in the right direction. This modern process gives an employee a sense of purpose, creates an employee-centric culture, and is a win for employers. This program will discuss each step in building this advanced roadmap. Participants will gain a new perspective on engaging and retaining key employees.

FOR ALL EMPLOYEES

Dealing with Difficult Conversations

Every day, difficult people enter our lives, leaving us frustrated, drained, and angry. In the workplace, we can't simply avoid the challenging person; we must learn to modify our behavior. We will cover basic communication principles, essential communication tools, and skills. In this workshop, participants will learn how to diffuse challenging situations and leave feeling less stressed and more in control when interacting with difficult people. This workshop is appropriate for all employees from the front lines to the C-Suite.

Workplace Conflict Solutions: Build Trust, Improve Communication, and Boost Productivity

Conflict is inevitable; however, when managed effectively, it can strengthen teams and drive innovation. This training helps participants recognize workplace conflicts, break unproductive patterns, and apply the right resolution strategies. Through an understanding of the Conflict Cycle and different resolution styles, attendees will learn how to de-escalate tension, foster collaboration, and turn conflict into opportunity. By the end, they'll have practical tools to navigate difficult conversations, improve relationships, and create a healthier, more productive workplace.

Communicating with Confidence

The ability to communicate effectively is the foundation for success in the workplace. This program explores the difference between one-way and two-way communication and the impact of true listening skills. Learn the four types of communication, some common pitfalls of face-to-face communication, and how to recognize and utilize non-verbal cues. Each participant will leave with an action plan to implement in the workplace.

Overcoming Negativity in the Workplace

Negativity in the workplace erodes morale, stifles productivity, and weakens trust. Left unchecked, it leads to disengagement, high turnover, and a toxic culture. This training helps leaders and employees identify the root causes of negativity—such as poor communication, burnout, and unresolved conflict—and apply the CLEAR Model to rebuild trust, improve communication, set expectations, and foster a healthier work environment. By balancing optimism with authenticity, participants will gain practical tools to transform workplace dynamics, boost collaboration, and create a culture where employees feel valued and engaged.

Professionalism in the Workplace

Being a professional involves more than just knowing your field of expertise; it also involves being authentic, creating a positive and confident image, and understanding the culture and environment. This workshop presents techniques necessary to determine the individual professional image and culture you want and need through self-exploration, exercises, group activities, and discussion.