

AUBURN UNIVERSITY

CUSTOMIZABLE ONSITE TRAINING PROGRAMS

Benefits of Customized Training

Having skilled and productive employees can be a company's greatest asset in a highly competitive business world.

Auburn University can assist your organization in achieving a competitive edge by providing customized education programs to meet the demands of your industry or business sector. Your leadership team and our program developers will work together to identify the best training solution for your employees.

Because our training programs are customizable, you will receive a program designed to meet the specific needs of your workforce and the requirements of your organization.

Programs Tailored to fit Your Organization

Customized training is a cost-effective, efficient, and convenient way to train your workforce. By choosing a customized program, employees in your organization will receive tailored information that pertains to their specific job and/or your organization in general. We will customize the format to best meet the needs of your employees, whether it be consecutive days, spread out over time, or in the evening.

Needs and Skills Assessments

Our program developers will work with your organization to evaluate training needs and design a program to meet those requirements. We can also assist with conducting a skills assessment of your employees to determine the appropriate level of training for them.

Evaluation and Feedback

Upon completion of the training, the participating employees will evaluate the instructor(s) and content of the program. Our office will provide you with an evaluation summary which will reflect the effectiveness of the instructor and the relevance of the program. We can also provide testing to measure content mastery, if desired. This will assist in determining if additional training may be needed or if more advanced training may be of benefit.

Training Programs

Training for Front-Line Employees

- Customer Service
- Conflict Resolution
- Diversity
- Team-Building
- Dealing With Difficult People
- Preventing Sexual Harassment

Training for Managers and Supervisors

- Supervisory Skills
- Ethical Management
- Employee Selection
- Motivating Employees
- Interpersonal Communications
- Performance Management
- Team-Building

Legal Issues for Supervisors

- Conducting Legal Interviews
- Absenteeism
- Sexual Harassment
- Fair Labor Standards Act
- Privacy and HIPPA
- FMLA
- ADA

Technology Training

- Microsoft Applications
- Basic Computer Usage
- E-mail Basics
- Advanced Courses

**The above listing is not all inclusive, so if you are interested in a program area not listed above, please contact our office. We can facilitate programs in many different areas.*

For more information regarding our Professional and Organizational Development Training Programs, please contact John Freeze at 334-844-3107, or by e-mail at john.freeze@auburn.edu.



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