



Invest in the future of your business and activate your employees' passion. Learning and development opportunities enhance their competency and your organization's success.

## McDonald-Green Interactive Learning and Training 2017-2018

The following are offered as 3 hour workshops. Workshops are highly interactive and a workbook is provided.

Workshop	Dates		
Business Writing Fundamentals	Wednesday September 27, 2017	Tuesday February 13, 2018	
Customer Service Excellence	Monday October 16, 2017	Thursday March 8, 2018	
Dealing with Difficult People	Wednesday September 6, 2017	Tuesday November 7, 2017	
	Tuesday February 6, 2018	Thursday May 17, 2018	
Director of First Impressions	Tuesday October 24, 2017	Tuesday March 20, 2018	
Enhancing Communication	Tuesday January 23, 2018	Monday June 4, 2018	
Going From Worker to Boss	Wednesday September 13, 2017	Tuesday December 5, 2017	
	Wednesday February, 21, 2018	Tuesday May 8, 2018	
Handling Stress	Tuesday November 14, 2017	Thursday May 24, 2018	
Managing Conflict	Monday January 29, 2018	Tuesday May 29, 2018	
Myers-Briggs Type Indicator	Tuesday November 21, 2017	Wednesday April 11, 2018	
Project Management	Tuesday January 16, 2018	Tuesday June 12, 2018	
Recruiting and Interviewing	Thursday November 23, 2017	Tuesday April 24, 2018	
Time Management	Wednesday October 4, 2017	Tuesday April 17, 2018	Monday June 18, 2018

## Supervisory & Management Strategies

Many supervisors and managers are unconsciously guilty of leadership misconduct. Provide your talent managers with the tools they need to develop into enlightened leaders and become strategic contributors to your bottom line. The peer to peer motivation to acquire and use new skills and the ability to discuss them the following week provides a foundation for retained learning. Topics are:

**Leadership Theory; Time Management; Conflict Management; Motivating and Coaching; Team Management.**

Tuesday September 19, 2017 Tuesday September 26, 2017 Tuesday October 3, 2017 Tuesday October 10, 2017 Tuesday October 17, 2017	Thursday January 11, 2018 Thursday January 18, 2018 Thursday January 25, 2018 Thursday February 1, 2018 Thursday February 8, 2018
Wednesday March 7, 2018 Wednesday March 14, 2018 Wednesday March 21, 2018 Wednesday March 28, 2018 Wednesday April 4, 2018	Thursday April 12, 2018 Thursday April 19, 2018 Thursday April 26, 2018 Thursday May 3, 2018 Thursday May 10, 2018
Wednesday May 16, 2018 Wednesday May 23, 2018 Wednesday May 30, 2018 Wednesday June 6, 2018 Wednesday June 13, 2018	This 20 hour series is geared to anyone who leads people. It is delivered in five 4 hour weekly workshops.

Customized workshops tailored to your needs are also available.

For additional information regarding workshops call 519-654-9388

Or email [training@mcdonaldgreen.com](mailto:training@mcdonaldgreen.com) [www.mcdonaldgreen.com](http://www.mcdonaldgreen.com)

Register online at <http://mcdonaldgreen.com/employers/services/training-workshops/>