

## McDonald-Green Interactive Learning and Training 2015-2016

Workshop	Dates		
Business Etiquette	Tuesday November 24, 2015		
Business Writing Brush Up	Wednesday November 4, 2015	Wednesday May 11, 2016	
Collecting Your Money	Thursday January 14, 2016		
Customer Service Excellence	Monday November 16, 2015	Thursday April 14, 2016	
Dealing with Difficult People	Wed. October 7, 2015	Tuesday January 12, 2016	Monday June 6, 2016
Director of First Impressions	Monday September 21, 2015	Wednesday March 9, 2016	
Enhancing Communication	Tuesday December 1, 2015	Monday April 18, 2016	
Going From Worker to Boss	Wed. October 14, 2015	Monday January 18, 2016	Tuesday May 17, 2016
HR for Non-HR Managers	Monday February 8, 2016		
Managing Conflict	Wednesday October 21, 2015	Thursday February 18, 2016	
Project Management	Monday September 28, 2015	Tuesday March 29, 2016	
Recruiting and Interviewing	Tuesday April 5, 2016		
Social Intelligence	Monday December 7, 2015		
Time Management	Wed. September 16, 2015	Thurs. February 11, 2016	Monday May 9, 2016

## Supervisory & Management Strategies

Many supervisors and managers are unconsciously guilty of leadership misconduct. Provide your talent managers with the tool they need to develop into enlightened leaders and become strategic contributors to your bottom line. This 20 hour series is geared to anyone who leads people, delivered in five 4 hour weekly workshops. 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 15, 2015	Wednesday November 18, 2015
Tuesday September 22, 2015	Wednesday November 25, 2015
Tuesday September 29, 2015	Wednesday December 2, 2015
Tuesday October 6, 2015	Wednesday December 9, 2015
Tuesday October 13, 2015	Wednesday December 16, 2015
Tuesday January 19, 2016	Thursday March 10, 2016
Tuesday January 26, 2016	Thursday March 17, 2016
Tuesday February 2, 2016	Thursday March 24, 2016
Tuesday February 9, 2016	Thursday March 31, 2016
Tuesday February 16, 2016	Thursday April 7, 2016
Tuesday April 12, 2016	Wednesday May 18, 2016
Tuesday April 19, 2016	Wednesday May 25, 2016
Tuesday April 26, 2016	Wednesday June 1, 2016
Tuesday May 3, 2016	Wednesday June 8, 2016
Tuesday May 10, 2016	Wednesday June 15, 2016

**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/>**

