

# MAEA Available Programs

## Lead Worker (Team Leadership) Certificate Series

### Supervisory Development Certificate Series

- Making the Transition to Supervisor I
- Making the Transition to Supervisor II
- Psychology for Supervisors
- Effective Communications & Interpersonal Relations

### Supervisory Development Trainings

- Basics of Supervision
- **NEW** Improving Relations and Motivational Strategies for Managers and Supervisors
- Importance of Proper Documentation in the Disciplinary Process
- Interviewing for Compliance
- Basic Labor Laws for Managers and Supervisors
- Sexual Harassment for Managers and Supervisors

### Management Development Certificate Series

- Project Management
- Critical Thinking and Problem Solving Workshop
- Accountability and Empowerment
- Presenting Yourself Effectively
- Organizational Behavior

### Management Development Trainings

- Time Management: Increasing Effectiveness and Efficiency
- **NEW** Improving Employee Performance Through Coaching
- **NEW** Delegating for Success
- Employee Engagement and the Importance of Fun in the Workplace
- Management Essentials

### Communication Mastery Certificate Series

- Effective Business Writing and Email Etiquette
- Effective Communications & Interpersonal Relations
- **NEW** Advanced Communications Skills for Professionals

### Human Performance Improvement Trainings

- Strategies for Human Performance Improvement
- Leading Teams for Performance Improvement
- Cross Training Techniques
- **NEW** Designing a Buddy Program for New Hires
- Train the Trainer (Train to Retain)

### Personal & Organizational Development Trainings

- Conflict Management Strategies
- Engaging Millennials and Introducing Gen Z in the Workplace
- Critical Conversations - How to Get Your Message Across Effectively
- Customer Service Excellence
- Basic Financial Statements
- Emotional Intelligence in the Workplace
- Managing Difficult People & Stress
- Managing Emotions Effectively
- Basic Purchasing Techniques
- Dynamics of Negotiations
- Attitude for Success-Developing a Positive Mind-Set at Work
- Stress Management for Women
- **NEW** Workplace Empowerment Skills for Women
- Improving Business Communications with Technology

### Human Resource Certificate Series

- Onboarding - The Key to Retaining and Engaging Talent
- Meeting the Legal Requirements
- Workforce Planning and Employment
- Human Resources as a Strategic Business Partner

- Organizational Management for HR Professionals

#### Human Resource Trainings

- FMLA
- How to Prepare for an Unemployment Compensation Benefits Appeal
- Unemployment Compensation Update
- Unemployment Compensation Separation Issues/Relief from Charges/Suitable Work
- FLSA - The Fair Labor Standards Act

#### Hands-On Computer Trainings

- Excel I: The First Step
- Excel II: Intermediate
- Excel III: Mastering
- Excel Just Formulas & Functions
- Excel Pivot Tables & Charts
- **NEW** Basic Microsoft Word
- **NEW** Advanced Microsoft Word
- Computer Trainings Available to Be Done On-Site At Your Facility

#### Process Improvement Trainings

- Introduction to Lean Manufacturing with Case Studies
- 5-S Including Safety
- Kaizen
- SMED (Single Minute Exchange of Dies)
- Root Cause Analysis
- Internal Auditing (2-Day Workshop)
- Creating Effective Procedures and Work Instructions
- **NEW** Goal Setting and Achievement Thinking
- Value Stream Mapping with Case Studies

#### Safety Trainings

- OSHA Compliance for Supervisors
- NFPA 70E
- OSHA 10- Hour Voluntary Compliance Course for General Industry
- Forklift Train the Trainer
- Mobile Elevating Work Platforms Train the Trainer
- Arc Flash Compliance and Electrical Safety
- Crane and Rigging Safety Train the Trainer
- Job Safety Analysis (JSA)
- Active Shooter - Act of Violence Response
- Reasonable Suspicion - Drug and Alcohol Awareness
- USEPA RCRA Hazard Waste Management Training
- USDOT Hazardous Material Transportation Training
- **NEW** Hazardous Materials Receiving/Handling/Shipping
- **NEW** Hazwoper 8 Hour Operations Annual Refresher
- Safety Trainings Available On-Site at Your Facility