

# MAEA On-Site Training

In addition to the catalog of course offerings, MAEA staff instructors are also available to provide on-site training. Our staff trainers will assist you in designing training or development programs to meet your organization's unique needs, including scheduling and location requirements.

## ***Benefits and Advantages of On-Site Training:***

***Your company's unique needs are met:*** We get to know your organization and what specific goals you want to achieve in the training. Your employees receive information and skills to assist them in dealing with the real issues they face in their own day-to-day work environment. We provide the program materials and experienced instructors.

***Flexibility and Convenience:*** The course content, date, time, and location will be established to meet your company's needs. Courses can be scheduled for weekdays, weekends or evenings; whichever is most convenient. They can be held at your facility or any other meeting place of your choice.

***Team Interaction:*** Your employees are trained together. Everyone receives the same message; they participate and interact; they become a team.



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## **MAEA Consulting Services**

MAEA provides an array of business solutions to employers' problems. MAEA's

Consulting Services are custom tailored to each organization. Through these services, MAEA will help your company operate more efficiently and effectively.

MAEA has a staff of consultants who can help you establish best practice methodologies for the implementation in all aspects of your business. Our experienced consultants will conduct an on-site evaluation of your current conditions, provide proposed solutions and assist in implementation and training.

### **MAEA is able to assist in the following areas:**

Information Technology, Database Management and Development

Process Improvement/Office Lean, Human Performance Improvement

Training Needs Analysis, Communication

Human Resources/Harassment and Discrimination

Safety/Mock OSHA Audits, Coaching