

HR Link

Linking your business and your people.

Here are just a few of the classes in our comprehensive training toolkit. Please contact us for an initial consultation to learn more about how we can help meet your organization's training and development needs.

Team Dimensions

Foster a climate of innovation, build team unity, match individual strengths with team roles, and reduce conflict within your team with this lively session led by HR Link's skilled, sensitive, and engaging facilitators. Each member of the team completes an online profile designed to identify each person's natural role on the team. Our facilitators provide individualized reports followed by open and informative dialogue. The instrument and the subsequent group discussion offers leaders new insight that allows them to work to each individual's strengths and provides all participants with increased appreciation for the strengths and styles of others on the team.

Organization for Optimal Productivity

HR Link has partnered with High Country Solutions Owner Ellen Galbraith to offer a fun and interactive session on the fundamentals of getting organized and effectively managing time by making value based decisions. Ellen will cover optimal workspace arrangements, paper flow and digital organizing, time management techniques, and sustainable office practices. Participants can expect to walk away from this seminar with a clear understanding of how to get organized, how to make difficult decisions during the organizing process, and how to apply their newly refined skills in the workplace, home, and daily schedules.

DiSC

The DiSC profile is a validated and reliable personal assessment tool used to improve interpersonal relationships, work productivity, teamwork and communication. Participants will complete the DiSC profile and engage in learning and lively discussion that will provide an understanding of their own profile as well as increased appreciation of and respect for differences.

Benefits 101

Are your employees and your managers aware of all that you have to offer? Do they know how to access your benefit plans? Managers and supervisors will learn all about your company's benefit package and how to leverage it as a tool for recruiting and retention.

Business Communication

With so many communication tools available in the workplace today, your team is constantly faced with the difficult decision of which one to choose for every contact with a vendor, guest or colleague. HR Link facilitators will share tips for determining the most effective and productive ways to share information, goals and details in all facets of your business. Participants will walk away with an understanding of the tremendous opportunities and pitfalls email presents, how to manage voicemail overload, and how to conduct effective one on one and team meetings.

Beyond Orientation

Every year, seasonal managers and supervisors are charged with the task of assembling a group of individuals and quickly turning them into a cohesive team that understands the vision, knows the goals, and has the tools to get the job done. In this session participants will learn how to effectively welcome new employees, determine just how much information to share on that all important first day of work, and develop strategies for how to get every member of team up to speed quickly on the how and the why of the job.

Seasonal Survival Strategies for Managers

This new training series offers your management team practical solutions to the real life challenges managers in seasonal environments face every year. Sessions include Rapid Impact Teambuilding, Gearing up for Guest Service, Hiring the Right People, Feedback on the Fly, and How to Finish Strong. The five 2-3 hour modules that can be mixed and matched based on your needs. Managers will leave these sessions with tools that help them to feel confident, competent and committed to doing more than just survive the upcoming season.

HR Link is also available to facilitate custom teambuilding, conflict resolution, and strategic planning. *All training modules offered in Spanish

"Our group truly enjoyed our time with Melissa and Jennifer who provided just the right mix of facts and fun. We all left with a greater understanding and appreciation of each others skills and personality traits. Surely, our team will benefit from this time well spent".

~ Shelley Gile, Administrative Assistant
Children's Garden of Learning

Providing Comprehensive Human Resource Solutions to Colorado's High Country

Melissa Mills McLoota
mmcloota@hrlinkco.com

970-926-9808
www.hrlinkco.com

Jennifer Law
jlaw@hrlinkco.com