

## **CORE Training Courses**

**Discrimination & Harassment Prevention**: Managers and employee's daily interactions may land them in the HR office or possibly court. Often, a lack of understanding or awareness of unconscious bias contributes to negative interactions in the workplace which may violate your company's discrimination and harassment policy. This course discusses the legalities, practicalities and advantages of preventing discrimination and harassment. We also explore what it looks like and how to confront it. 1 hour.

**Effective Interviewing**: Your employees are your most important asset and hiring the right people is critical. This course will help you become an expert talent finder by teaching you the fundamentals of behavioral interviewing techniques. In addition to hiring stellar talent, you will also learn how to do it and stay within legal guidelines. This class also gives you tips on how to mitigate unconscious bias. 1 hour.

**Documenting Discipline**: So your once perfect employee may now have not so perfect performance. Addressing employee issues is one of the toughest things a manager faces at work. This class will help give you the tools to successfully have those tough conversations to get employees back on track. You will learn why documenting disciplinary action is so essential. We also explore what components need to be included and where these records need to be kept. 1 hour.

**Conducting Performance Reviews**: Providing performance feedback to employees is essential in opening lines of communication. Have you ever felt this simple process may not be so simple? If so, this course will teach you how to evaluate employee performance against established criteria, how to avoid unconscious rater bias, and how to deliver the evaluation discussion. 1 hour.

**Building Supervisory Skills**: The role and responsibilities that come with supervising others (plan, prioritize, delegate, communicate, motivate, discipline, praise and recognize). 1 hour.

**HR 101**: A broad list of topics with an emphasis on legal aspects and best practices. 2 hours.

**For additional information, visit [Asure Consulting](#).**

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