

## Courses designed & taught by Ken Everingham

<b>Management/Leadership</b>	<b>Hours</b>
• Conducting Effective Meetings - Mgmt. version	3
• Ethics in Leadership - Probation Officer Supervisors Meeting	3
• Ethics in Leadership: Ethical Problem-solving	2.5
• Fostering a Creative & Innovative Work Environment	3
• FrontLine Leadership*	70
• Implementing TQM: Results Through Process Improvement*	7
• Implementing TQM: Using Quality Tools*	7
• Improving Team Performance	3 - 4
• Inside the Airplane Cockpit: Improving Team Performance	1
• Management Tune-up: What's Under The Hood?	3
• Managing Change	3
• Managing Change for General Manager's Conference	4
• Managing Change: Lessons Learned from Successful Implementation of Organizational Change	3
• Managing Change: Leading Successful Transitions	4
• Management Practices: Performance Management module	3
• New Management Training	2
• Performance Appraisal Training for Managers	1.5
• Performance Management	3
• Strategic Planning	6 - 20
• Targeted Selection	12 - 15
• TQM: A System for Improving Organizational Results	7.5
<b>Team Building/Effectiveness</b>	
• Improving Team Performance: Leveraging the Power of Your Team	3
• Team Building/Effectiveness Workshop	2 - 6
• Team Building for Managers	2
<b>Communications</b>	
• Conducting Effective Meetings	3
• Conflict Resolution	2
• Conflict Resolution & Dealing with Anger	3
• Customer Service Workshop	3.5
• Dealing with Anger	1.5
• Dealing with Emotional Behavior & Resolving Conflict	3
• Employee Recognition System Training – Mgmt. & Staff versions	1.5
<b>Creativity &amp; Innovation</b>	
• Creativity & Innovation: Developing a 21st Century Skill Set	4
• Creativity in the Workplace	2.5
• Creativity in the Workplace - Navajo Nation Judicial Branch Annual Conference	2
• Fostering a Creative and Innovative Work Environment	3.5

## **Myers Briggs Type Indicator**

- Introduction to the Myers-Briggs Type Indicator & Team Effectiveness 6
- MBTI: Understanding Yourself & Appreciating Difference in Others 3

## **Ethics**

- Applying an Ethical Problem-solving Framework for Detention Dept. Staff 1.5
- Ethical Problem-solving 2 - 3
- Ethics: Dilemmas At Work 1.5

## **Human Resources**

- Annual Benefits Training 1
- New Employee Orientation\* 7
- Preventing Unlawful Harassment 1.5
- Sexual Harassment: Management & Staff versions 1.5

## **Stress Management**

- Stress Management in the Workplace 2.5

## **Career Development**

- Career Decision Making 2
- Interviewing Skills 2
- Resume & Cover Letter Writing 2
- Student Development/Career Development – college credit course 45

\* Taught but not designed by Ken Everingham