

ADP Workforce Now® Comprehensive Services

Comprehensive Learning

Upcoming Instructor-Led Webinars for Managers, Supervisors, and HR Practitioners

June 2018

All webinars are eligible for continuing education credits unless otherwise noted.

Webinar Recordings

The following webinars are now available as recordings in Comprehensive Learning. To view the recordings, access Comprehensive Learning and search for the course title.

- *ADP Workforce Now Talent Overview: Recruitment (recording)*
- *ADP Workforce Now Talent Overview: Comprehensive Learning (recording)*
- *ADP Workforce Now Talent Overview: Performance Management (recording)*
- *ADP Workforce Now Talent Overview: Compensation (recording)*
- *Developing Your Workforce with Comprehensive Learning for Managers (recording)*
- *Developing Your Workforce With Comprehensive Learning for HR Practitioners (recording)*

**Recordings are not eligible for continuing education credits.*

Preventing Violence in the Workplace

June 4, 2018

1:00 pm – 2:30 pm ET

How to Register

This webinar introduces managers and HR practitioners to workplace violence issues, describes ways to prevent violence in the workplace, and helps you understand how to address a potentially violent situation. This training is intended for individuals whose job responsibilities include addressing workplace violence.

Upon completing this webinar, participants will be prepared to:

- Identify workplace violence situations
 - Identify warning signs of workplace violence
 - Recognize a potentially violent situation
 - Identify preventative actions to take to ensure a violence-free workplace
 - Identify the steps to address a potential or an actual workplace violence situation
-

Problem-Solving

June 5, 2018

1:00 pm – 2:30 pm ET

How to Register

This webinar introduces you to methods and tools used during the problem-solving process.

Upon completing this webinar, participants will be prepared to:

- Identify their own problem-solving style
 - Recognize the four stages of the problem-solving process
 - Identify problem-solving tools and techniques
-

Succession Planning

June 6, 2018

2:00 pm – 3:30 pm ET

How to Register

This webinar provides HR professionals and managers with an overview of the types of succession plans and reviews strategies to define comprehensive plans. Topics include an introduction to succession planning, defining a succession plan, developing and engaging your candidates, and evaluating and reviewing the plan.

Upon completing this webinar, participants will be prepared to:

- Identify the value of succession planning
 - Recognize the key components of a succession plan
 - Identify tools to help manage and implement succession plans
 - Recognize ways to evaluate and monitor candidate readiness
 - Determine ways to evaluate the success of your plans
-

Project Management

June 7, 2018

2:00 pm – 3:30 pm ET

How to Register

This webinar provides participants with the basics of project management. Topics include an overview of project management, planning tools, and organizing and managing a project from the Initiation to Closing phases.

Upon completing this webinar, participants will be prepared to:

- Identify the phases of a project life cycle
 - Identify best practices for project team formation
 - Define the characteristics of a Statement of Work
 - Recognize considerations when planning, scheduling, and budgeting projects
 - Recognize best practices for report writing
 - Identify best practices for closing a project
-

Resolving Conflict in the Workplace

June 11, 2018

1:00 pm – 2:30 pm ET

How to Register

This webinar introduces managers and HR administrators to tools and best practices used to assess and manage conflict. This course is intended for individuals whose job responsibilities include managing and mediating conflict.

Upon completing this webinar, participants will be prepared to:

- Recognize the characteristics, causes, and potential impact of conflict in the workplace
 - Identify the stages in the following processes:
 - Conflict analysis
 - Conflict management
 - Mediation
-

Time Management

June 18, 2018

2:00 pm – 3:30 pm ET

How to Register

This webinar provides managers and human resource professionals with an overview of time management strategies and planning tools. It discusses effective time management tools and techniques that lead to organization and peak performance. Topics include setting goals, creating plans, implementing the four Ds, organizing workspace and files, and analyzing one's workload.

Upon completing this webinar, participants will be prepared to:

- Recognize the importance of setting goals to get organized
 - Identify how planning increases time management skills
 - Recognize the four Ds approach to organization and time management
 - Determine how to organize one's workspace and files for efficiency
 - Recognize the limits of one's workload and identify how to make adjustments
-

Stress Management

June 19, 2018

1:00 pm – 2:30 pm ET

How to Register

This webinar provides you with an overview of stress management strategies and tools and techniques to manage stress.

Upon completing this webinar, you will be prepared to:

- Recognize the symptoms of stress overload
- Identify situations in your life that cause you the most stress
- Understand the costs of stress on your body
- Identify ways to manage and control stress

Terminating Employment Relationships

June 20, 2018

2:00 pm – 3:30 pm ET

How to Register

This webinar prepares participants to terminate employees and address the remaining staff. Regulatory considerations are included. Topics include an introduction to employment termination, deciding to terminate, preparing for the termination event, and managing the effect on the workplace.

Upon completing this webinar, participants will be prepared to:

- Prepare for a termination discussion
- Lead a termination event
- Manage the effect that a termination has on the workplace

Safety and the Role of the Supervisor

June 21, 2018

1:00 pm – 2:00 pm ET

How to Register

**Not eligible for continuing education credits.*

This webinar introduces participants to best practices and guidelines for risk and safety in the workplace. Topics include an introduction to safety and the role of the supervisor, how to improve workplace safety, and investigating workplace accidents.

Upon completing this webinar, participants will be prepared to:

- Recognize the traditional role of supervisors and their evolving role in accident prevention
 - Determine the best practices for improving workplace safety
 - Identify methods of preventing workplace violence
 - Identify causes and corrective actions for common workplace accidents and occupational health hazards
 - Use probing questions in accident investigation
-

Employment Law Overview

June 28, 2018

1:00 pm – 2:30 pm ET

How to Register

This webinar provides participants with the general knowledge and skills needed to understand, recognize, and address employment law situations. This webinar is designed for individuals who have a general overview of employment law.

Upon completing this webinar, participants will be prepared to:

- Identify workplace harassment and its impact on employees, managers, and the company
 - Learn strategies to deal with harassment in the workplace
 - Discuss the Equal Employment Opportunity Commission (EEOC) guidelines for a harassment prevention program
 - Recognize employer liability
 - Identify the stages required to respond to harassment claims
-

Register for Your Instructor-Led Webinars in Comprehensive Learning!

1. Access Comprehensive Learning from the **My Tools** page of your company Website.
2. In the Training section, click **Comprehensive Learning**.
3. On the Comprehensive Learning Welcome page, in the Instructor-Led Webinars section, click the link to view the upcoming webinars.
4. Select the title of the instructor-led webinar for which you want to register and click the **Request** button.

Within 24 hours of registering, you will receive an e-mail confirmation from Comprehensive Learning confirming your enrollment. The e-mail will contain the link to attend the webinar, a conference call number, and PIN.

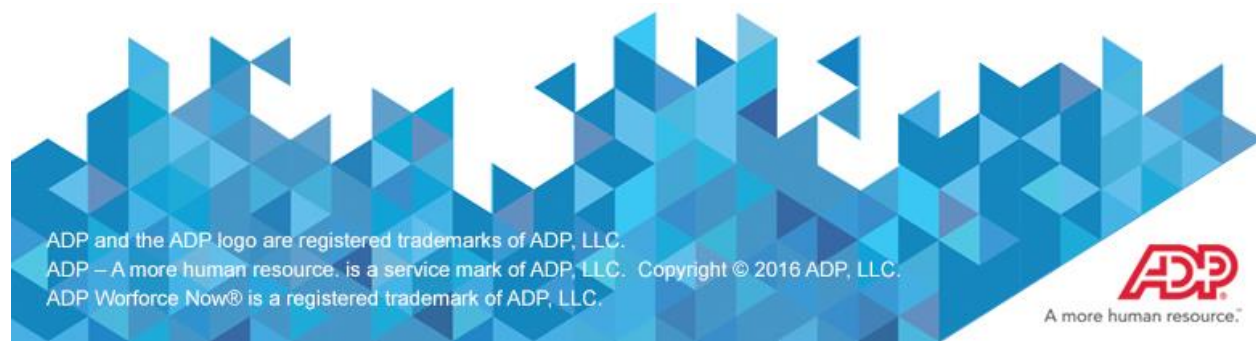
If you are unable to access Comprehensive Learning, contact your Relationship Manager for further information.

To ensure the best learning experience and receive continuing education credits, all participants who attend this class must be registered in Comprehensive Learning.

Registration closes one hour before the start of the webinar.

To cancel your webinar registration, access your transcript in Comprehensive Learning and click Withdraw next to the course. There is no fee for attending webinars or for cancellations.

This is a group Internet-based course. For more information on the ADP Workforce Now Comprehensive HR training solutions, see the Course Catalog or contact your relationship manager. The courses on this schedule may be approved for recertification credit hours toward PHR®, SPHR®, and GPHR® recertification through the HR Certification Institute. For more information about certification or recertification, please visit the HR Certification Institute homepage at www.hrci.org. The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit. The courses may also be eligible for recertification credit hours (RCHs), continuing professional education (CPE) credits, and continuing education units (CEUs). In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted on a 50-minute hour. ADP, LLC, Major Accounts, Training & Performance Systems is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Web site: www.nasba.org.



ADP and the ADP logo are registered trademarks of ADP, LLC.
ADP – A more human resource. is a service mark of ADP, LLC. Copyright © 2016 ADP, LLC.
ADP Workforce Now® is a registered trademark of ADP, LLC.

