

ADP Workforce Now® Comprehensive Services

Comprehensive Learning

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

May 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.*

Developing High Performance Teams

May 2, 2018

1:00 pm – 2:30 pm ET

How to Register

This webinar provides managers and human resource professionals with an overview of team types, team player styles, strategies for building teamwork and action planning.

Upon completing this webinar, participants will be prepared to:

- Identify the different types of teams and team players
- Recognize the factors needed to develop teams
- Recognize the importance of building trust in teams
- Identify action planning components

Workplace Harassment

May 3, 2018

1:00 pm – 2:30 pm ET

How to Register

This webinar introduces participants to regulatory guidelines and rulings designed to prevent workplace harassment. Topics include an introduction to workplace harassment, federal and state laws and recommendations, employer liability for harassment, and harassment claims.

Upon completing this webinar, participants will be prepared to:

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

Progressive Discipline Process

May 7, 2018

2:00 pm – 3:30 pm ET

How to Register

This webinar introduces participants to the steps required to administer and document employee disciplinary actions and discusses regulatory considerations. This course is intended for individuals whose job responsibilities include administering discipline to employees.

Upon completing this webinar, participants will be prepared to:

- Describe progressive discipline
 - Identify the stages of the progressive discipline process
 - Identify how regulatory practices may affect disciplinary actions
 - Determine the communication and documentation related to disciplinary actions
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Leadership Styles

May 9, 2018

1:00 pm – 2:30 pm ET

How to Register

This webinar prepares managers to identify the relationship between emotional intelligence and leadership styles.

Upon completing this webinar, participants will be prepared to:

- Describe the relationship between emotional intelligence and leadership
- Identify six leadership styles and explain when each should be use

Meeting Management

May 10, 2018

1:00 pm – 2:30 pm ET

How to Register

This course provides managers and human resource professionals with advice and techniques on how best to conduct effective meetings. The course addresses both in-person and virtual meetings and provides techniques for facilitation and leadership.

Upon completing this course, participants will be prepared to:

- Identify characteristics of an effective meeting
- Describe the importance of an agenda
- Identify the differences between in-person and virtual meetings
- Recognize the qualities of a successful meeting leader
- Define the difference between content and process as it relates to an effective meeting
- Define "work rules"

Motivating Your Workforce

May 14, 2018

2:00 pm – 3:30 pm ET

How to Register

This webinar provides managers and human resource professionals with an overview of the common theories and approaches used to motivate employees, including the effective tools and techniques that contribute to a dynamic and motivating workplace. Topics include an introduction to motivation, exploring motivational theories, and designing motivating jobs.

Upon completing this webinar, participants will be prepared to:

- Identify common factors that influence motivation
 - Recognize the types of motivational theories
 - Determine ways to create a dynamic workplace
 - Recognize techniques for designing or redesigning motivating jobs
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New Hire Orientation

May 15, 2018

1:00 pm – 2:30 pm ET

How to Register

This webinar provides managers and human resource professionals with the tools and best practices to help assimilate new hires into the workplace.

Upon completing this webinar, participants will be prepared to:

- Recognize the goals and benefits of a successful new hire orientation program
- Determine ways to assess and enhance a new hire orientation program
- Identify uses of your company's Web site for new hire orientation

Performance Appraisals

May 16, 2018

2:00 pm – 3:30 pm ET

How to Register

This webinar provides managers and human resource professionals with an overview of the approaches necessary to prepare and deliver performance appraisals.

Upon completing this webinar, participants will be prepared to:

- Recognize the importance of establishing a formal performance appraisal process
- Rate employee performance and establish goals
- Identify the steps for conducting an effective performance appraisal meeting

Effective Feedback

May 17, 2018

1:00 pm – 2:30 pm ET

How to Register

This webinar provides participants with tools and guidelines for providing feedback to employees and peers.

Upon completing this webinar, participants will be prepared to:

- Recognize the characteristics of positive and constructive feedback
 - Identify the stages of the following processes:
 - Presenting positive feedback
 - Delivering constructive feedback
 - Receiving feedback
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Developing Your Workforce with Comprehensive Learning for Managers

May 30, 2018

1:00 pm – 2:30 pm ET

How to Register

This course provides managers with tips to develop and manage talent using ADP Workforce Now® Comprehensive Learning. Topics include an introduction to developing your team, creating development plans for your team, managing your team's transcript, and managing the training process.

Upon completing this course, participants will be prepared to:

- Recognize the value of employee development
- Identify the types of training available in Comprehensive Learning
- Analyze their team's training needs
- Create SMART goals
- Search and register for training
- Identify the sections of the My Team Page
- Manage a team member's transcript
- Generate manager reports

Developing Your Workforce with Comprehensive Learning for HR Practitioners

May 31, 2018

1:00 pm – 2:30 pm ET

How to Register

This webinar provides human resource professionals with tips to develop and manage your company's talent and learning activities using ADP Workforce Now® Comprehensive Learning. Topics include an introduction to developing your workforce, identifying your company's training needs, creating a curriculum, proxy enrollment, generating reports, and customizing Comprehensive Learning.

Upon completing this webinar, participants will be prepared to:

- Describe the training available in Comprehensive Learning
- Identify the training needs in your organization
- Manage the training process using Comprehensive Learning
- Create a curriculum and proxy enrollment
- Generate standard and custom reports
- Customize Comprehensive Learning

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.





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