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Following is a listing of programs designed and delivered to a variety of clients in recent years. (Please note: All workshops are customized to meet the specific needs of an organization.)

o Individual Workshops for Managers/Supervisors/Group Leaders

Building a Positive Organizational Climate
Communication Between the Genders
Employee Recognition – The Essential How To's
Employment Interviewing: Making the Right Choice
Enhancing the Team Spirit in Your Organization
Ethics in the Workplace
Facilitation Skills for Team Leaders
Getting New Employees Off to a Great Start: Keys to a Successful Orientation
Giving and Receiving Constructive Feedback
Handling the "Difficult" Employee
Keeping Good People: Strategies for Successful Employee Retention
Making Change Work for YOU! – A Leadership Perspective
Making Meetings Work
Managing Conflict Constructively
Project Management – The Basic Skills
Putting the "Praise" Back into Performance Appraisals
Sexual Harassment Awareness Training for Managers
Taking the Fear Out of Speaking Before a Group
Working Effectively with Multiple Generations in the Workplace

o Training Series

So You Want to Be a Supervisor!!! (4 weeks at 3.5 hours/week)
Essentials of Leadership (8 weeks at 3.5 hours/week)
Advanced Leadership Techniques (3.5 hours/week – length based on client need))

o Workshops Designed for Front-Line (non-Supervisory) Staff

Gaining the Competitive Edge Through Excellent Customer Service (3-part)
Sexual Harassment Awareness Training for Employees
Communicating Effectively with Co-Workers
Making Change Work for YOU! Becoming a More "Change-Adept" Employee