

Marlin Westwood Training

Take Away Training III

• All 2008 • \$275 each, \$1,600 for the series

9 ESSENTIALS FOR EXIT INTERVIEWS

Staff turnover is costly so we need to understand more about why people leave. Exit interviews are a great way to uncover staff satisfaction problems and solve them. This program explains 9 essentials to ensure you get the most out of exit interviews. 16 min.

HOW TO SURVIVE EMAIL OVERLOAD

People are stressed, overloaded and drowning in the number of emails they receive. This program discusses controlling email access time to overcome the addiction of receiving email on-tap anywhere anytime. 15 min.

HOW TO MENTOR

Many companies are introducing mentoring programs. This program shows practical techniques for mentoring others including building trust, and confronting and challenging the mentee. 18 min.

OVERCOMING PERSONAL BARRIERS TO DIVERSITY

Many enlightened organizations now see diversity and inclusion programs as more than mere compliance issues – they are ways to increase market share, employee retention and innovation. Learn practical strategies that individuals can use to change the way they think about and react to others from different backgrounds. 20 min.

10 STEPS TO FLAWLESS APPRAISAL INTERVIEWS

Performance appraisals are one of the most unpopular managerial tasks. This program gives 10 practical tips on how to conduct performance appraisal interviews that achieve results. 16 min.

CONDUCTING SUCCESSFUL DISCIPLINE INTERVIEWS

Many managers get confused about the difference between a discipline interview and a counselling or coaching session. This program explains what a discipline interview is, when to conduct one and the practicalities involved. 16 min.

THE ART OF BEHAVIOURAL INTERVIEWING

Research shows behavioural interviewing is 5 times better at choosing the right candidate for a job than more traditional interviewing techniques. This program explains behavioural interviewing and gives many examples of how to do it in a real life situation. 19 min.

6 WAYS TO PREVENT SLOPPY WORK

Managers need to ensure their people deliver high quality work at all times. This program provides a range of strategies and techniques to prevent sloppy work and improve standards. 15 min.

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