

# What training topics does THTE offer?

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THTE will develop training materials for any topic you may have, including materials for customized in-house systems. There are, however, a fairly common list of courses that people take advantage of quite a bit, listed below. A PDF of our offerings is at the bottom of this list for you to print.

## Leadership

- Goal Setting
- Coaching / Feedback
- Disciplinary Action
- Managing Team Conflict
- Time Management
- Change Management
- Recognition
- Sales Management
- Distance Management
- Effective Meetings
- Visionary Leadership
- Diversity
- Business Finance

## Compliance

- Interviewing
- Workplace Harassment
- Business Ethics
- OSHA
- HIPAA
- FDCPA/Collections

## Performance

- Business Writing
- MS Office: Word, Excel, Access
- Design: Quark, Illustrator, Photoshop
- Presentation Skills & PowerPoint
- Communication

- Workplace Professionalism
- Customer Service
- Sales
- Emotional Intelligence

## **Design**

- Online/Multimedia Authoring
- Product Knowledge
- Marketing
- Document Redesign
- Reference Guides
- Employee Handbooks
- Policies & Procedures
- Printing/Fulfillment
- Operations Manuals
- Performance Review Processes
- Grant Writing

## **Custom**

- 360° Surveys
  - New Employee Orientation
  - Executive Facilitation / Roundtables
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