

On-Site Retreats

Do you need training for a group of employees, or even your entire department? The Training & Development Department can bring training to you! On-site departmental training allows you to focus on the issues affecting your workplace while presenting a consistent message to your staff. Your staff will have the opportunity to engage in discussions about real-life challenges and problem-solve for future departmental success.

And because your department is working and learning together, there is greater support for the implementation of the training tools and content. On-site training also saves your department time and money. Because we come to you, travel time is reduced. Our on-site trainings are provided at no cost,* saving your departments hundreds when compared to expensive seminars or conferences.

Our trainers will work with you to identify the best training for your needs. In addition, we can customize the workshops to offer a just-in-time learning environment. We are willing to discuss any accommodations your department may need; however, we do ask you to consider the following:

- Please set aside a minimum of two full hours for training presentation. Most of our training classes take four hours, but we can shorten the time if the needs of your department require it.
- Workshops are most effective with at least 10 people.
- Please give four weeks notice when scheduling an on-site retreat.
- When you are ready to schedule call the Training and Development Department to ensure we have availability and to find a date that works for you.

Choose topics from the following workshops or call to discuss your unique circumstances and together we can determine what will be best for your group.

Listening Skills	Creating Effective Relationships	Self-Awareness	Enhancing Innovation and Creativity
Communication that Influences	Conflict Management	Self Development/Self Management	Time Management and Personal Productivity
Giving and Receiving Feedback Among Co-Workers	Communicating in a Diverse Environment	Career Strategies for the Individual Contributor	Goal Setting and Personal Motivation
Navigating Communication Styles	Customer Care Challenges	Building a Professional Reputation	Effective Decision Making

To schedule an on-site training session, or for more information, contact the Training and Development Department at (801) 585-2300.

*mileage charges may be assessed if traveling off-campus.