

GEORGETTE
KINGKADE

Facilitator of
**HR RULES AND REGULATIONS:
WHAT SUPERVISORS NEED TO KNOW**

Georgette Kingkade is the Program Manager at Continuum EAP. She has worked as a workplace consultant there for the past 18 years. She holds a masters degree from the University of Nebraska-Lincoln, is a Licensed Mental Health Professional (LMHP) and a Certified Employee Assistance Professional (CEAP). She has also completed the Human Resource Generalist Program at Creighton University and is a member of Society of Human Resource Management (SHRM) and the Lincoln Human Resource Management Association (LHRMA). In her work as a workplace consultant at Continuum, Georgette has advised hundreds of supervisors and managers on a wide variety of HR topics including: workplace harassment and violence, conflict management, performance management, hiring practices, employee risk management, trauma response, and alcohol/drug related matters. In her life before EAP, she was an office manager for a surgical practice for 15 years and truly understands the dilemmas that front line supervisors face in the world of work.



KEVIN
MATTRAN

Facilitator of
**FOSTERING TEAMWORK THROUGH
UNDERSTANDING PERSONALITY TYPE**

Kevin Mattran is the Organizational Training and Education Specialist for Continuum EAP. He is a member of the American Society for Training and Development (ASTD), a qualified user of the Myers-Briggs Type Indicator®, an adjunct instructor in speech communication and theatre at Doane College and a graduate of the University of Nebraska-Lincoln. After a brief tenure teaching in the public schools, Kevin enjoyed a career in the entertainment field touring first, as a member of *Class Acts* (an improvisational comedy troupe) then nationally as a stand-up comedian highlighted by taped appearances on HBO and Comedy Central. Kevin developed his training skills as a Staffing Specialist for Manpower, a Fortune 500 employment service. He trained employees in tangible skills like computer software as well as helping employees develop the intangible skills like leadership, problem-solving, teamwork, workplace safety and customer service. He has also served as an Admissions Representative and Student Advisor at Lincoln School of Commerce (now Hamilton College) helping adult students find degree programs to meet their career goals.

Kevin's sense of humor, academic roots, business experience, and communication skills combine for workshops that are fun but have substance.


Continuum

**PREMIUM
PRESENTATIONS**



WHY PREMIUM?

In addition to our regular catalog of training topics, Continuum offers Premium Presentations.

These programs are longer than our regular training programs (half to full-day time frames), require specialized assessment or training tools like the Meyers-Briggs Type Indicator® or have required the facilitator to complete specialized coursework.

These Premium Presentations can be delivered at the customer's workplace or hosted by Continuum.



THE PROGRAMS

HR RULES AND REGULATIONS: WHAT SUPERVISORS NEED TO KNOW

The “world of work” is getting more complicated and supervisors and managers need help. Although HR managers are primarily responsible in most organizations to be the “experts” on such things as “ADA”, “FMLA”, and “EEO”, supervisors handle situations directly every day that involve these rules and regulations. Supervisors and managers that have a good working knowledge of HR issues can better support the HR department and are less likely to make those costly mistakes.

This half-day workshop will give an overview of the following HR topics:

- Americans with Disabilities Act (ADA)
- Family Medical Leave Act (FMLA)
- Hiring/Termination Practices
- Alcohol/Drug Testing Policies and Regulations
- Sexual and Workplace Harassment

Fees for this presentation:

EAP Member Companies.....\$400

EAP Non-Member Companies....\$500

FOSTERING TEAMWORK THROUGH UNDERSTANDING PERSONALITY TYPE

Teamwork. It’s a great buzzword. We hear it often, but how often do we see it in practice. The challenge of taking a number of different personalities and have them be productive is a difficult one. Managers sometimes settle for a group of individuals all working independent of each other.

This workshop will begin a foundation of *understanding about how people get their energy, how they take in information, how they make decisions, and how they deal with the world around them.* We look at how to use differences in personality type to *strengthen rather than divide a group.*

The Myers-Briggs Type Indicator® is the most widely used instrument for understanding normal personality differences. It can be effectively used for a variety of purposes including self-understanding and development, organizational development, problem solving and team building.

Fostering teamwork is not a matter of knowing every team member’s MBTI type, but rather *using processes and strategies that are inclusive of all personality types, that value and use the strengths of each personality type, and understanding how one’s own type affects group process.*

IN THIS DAY-LONG WORKSHOP, PARTICIPANTS WILL...

- TAKE THE MYERS-BRIGGS TYPE INDICATOR®.
- WORK TOWARD UNDERSTANDING HIS/HER OWN PERSONALITY TYPE.
- EXPLORE HOW PERSONALITY TYPE AFFECTS COMMUNICATION AND TEAM PROCESS.
- LOOK AT WAYS TO USE TYPE TO FOSTER TEAMWORK BY USING A COMPOSITE OF THE WORK TEAM’S PERSONALITY TYPES.
- EXPLORE THE NOTION OF “TEAM TYPE” WHERE A WORK TEAM FUNCTIONS AS A PARTICULAR TYPE.
- LEARN HOW TO APPROACH GROUP PROBLEM-SOLVING WITHOUT EXCLUDING ANY PERSONALITY TYPES.

Fees for this program are based on preparation and presentation time, materials and number of participants. Please contact us for a quote.

Myers-Briggs Type Indicator and MBTI are registered trademarks of the Myers-Briggs Type Indicator Trust



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