

Elizabeth Bordelon

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 www.define1440.com



About Me

Consultant, Designer, Founder



I'm Elizabeth Bordelon — consultant, coach, designer, and owner of Define 1440. I am a certified DISC Behavioral Coach and Entrepreneurial Coach, and I use these tools to empower leaders and organizations to thrive.

With over 24 years of experience spanning marketing, management, and operations, I specialize in designing custom solutions that drive operational excellence, strengthen organizational culture, improve safety, and elevate leadership.

My passion lies in helping others bring their vision to life. I organize and present information in ways that make it easier to reach your goals. Whether we're streamlining systems or clarifying strategies, I collaborate with you to develop real, sustainable solutions that reflect your values and meet your specific needs.

Every challenge is a chance to learn — and I love discovering creative, innovative ways to improve experiences and effectiveness.

My Experience

With Define 1440, I have assisted clients with everything from branding and marketing to culture assessments and training program development. As a certified DISC and Entrepreneurial Coach, I bring a unique perspective to each engagement, helping leaders and organizations align their people, purpose, and performance.

Prior to opening Define 1440, I served as a principal consultant with Mergentis, a firm specializing in performance management through training, coaching, and leadership development. Before Mergentis, I served as Manager of Learning Applications for a Houston-based training company that focused on leadership and safety solutions for a variety of high-risk industries. As the manager of one of four major functions of the Performance Consulting & Training Department, I consulted on and managed a variety of both instructor-led and computer-based training projects.

From 2001–2011, I served as Director of Operations and Sales for a Louisiana-based software company, where I played a key role in customer service, marketing, and performance management, as well as in improving the end-user experience and project managing the company's learning management system.

My technical skills include graphic design, ILT and CBT training design, content development, learning support tools, assessment design and analysis, user-interface design, and video production. I hold a Bachelor of Science in Management and a Master of Business Administration from the University of Louisiana at Lafayette.

Testimonials

"I have contracted with Elizabeth Bordelon of Define 1440 for several projects. I have been pleased with the quality of her work and the prompt response to my needs. Elizabeth is more than just a designer; she is a partner with a process for getting clarity around your brand and message. I have tried several outsource solutions for my design work and gotten mixed results. I now have a trusted partner in Elizabeth and Define 1440 for my projects going forward. I highly recommend her services to anyone wanting to have a trusted provider and not just a transaction." – *Brian Brogen, Build CST*

"I was referred to Elizabeth through a good friend and business associate several years ago when I needed to create professional branding documents. From the first conversation, Elizabeth jumped in and offered a strategy to achieve my goals. She has been my go-to person for any project big or small. Now years later as my business consulting company has grown, I rely on Elizabeth's input and creative design for all of my clients' solutions as well. She is truly a trusted partner and resource that always adds value to every project. If you are ready to refresh your brand and work with a passionate, committed, and professional designer, I highly recommend Elizabeth!" – *Melahni Ake, Everyday Leaders*

"I really enjoyed working with Elizabeth. Communication was always friendly, prompt, and she was able to work within our budget and design constraints with ease. I would highly recommend Define 1440 to any organization looking to produce high-quality materials without hassle." – *Kelly Mantoan, Accepting the Gift*

"Elizabeth was a savior when it came to building a website for our business. We were not sure what to expect in cost, and we weren't sure exactly what we needed. Elizabeth came to our office for a consultation, and she provided us with all the options available. She was able to customize our needs and built us a great website within our budget. I would recommend consulting with her if you are interested having someone build a website." – *Justin Roberts, Shield 365 Insurance*

"Over the past several years I worked indirectly with Elizabeth through her team and was always very satisfied with her product. Most recently however, I have worked directly with Elizabeth and have been very impressed with her ability to listen to my vision and then come back with her creation, a perfect translation to paper. She has an attention to detail and has managed her work within timelines and the agreed budget. Highly recommend." – *Marc McGill, Fieldreal*

"Elizabeth is amazing at all she does. She has supported my work for over 16 yrs. Her strengths include project management, instructional design, graphics and branding, technical learning systems, cultural assessments, and so much more. She is highly ethical, has a strong work ethic, produces top-notch work, is easy to work with, and has a sincere passion for everything she does. I highly recommend her!" – *Diane Dick, Legacy TD*

Testimonials

"Elizabeth is a resourceful creative professional. She owns a special talent of organizing information and providing the needed help with inspiring effectiveness. She is also a brilliant communicator who understands the difference in cultures and is able to adapt and tailor her message to her receiver. Elizabeth brings positivity and dynamism to any professional team. I would definitely recommend Elizabeth." – *Amr Ala, L&D Consultant*

"Elizabeth is a consummate professional with a never say die attitude. She NEVER uses the word can't. She wears a smile at all times, respects customers and colleagues alike, and is never afraid to ask for direction when she needs it. I would work with Elizabeth again in a minute!" – *Adria Theriot, AudioScribe Corp.*

"Elizabeth is uniquely suited to assist with just about any project. Because of her diverse experience and industry exposure, she brings a higher-level perspective to solution conversations and plans. Along with her drive for excellence, Elizabeth approaches all challenges with compassion and a genuine desire to help." – *Julie Hebert, ProCo Services*

"I have had the pleasure of partnering with Elizabeth on many projects. She really helps you define what you really envision for your projects and her creativity makes it come alive. She is personable and a joy to work with. Her services allowed me to save some time on various projects so I could focus on some bigger objectives! I would highly recommend Elizabeth with Define 1440!" – *M. Fusilier, 3P Leads*

"Elizabeth was absolutely amazing and completely brought my vision to life. She was quick with her responses, easy to communicate with, and so patient with all of my questions, concerns, and requests. I knew nothing about designing a website but with Elizabeth's artistry and dedication, we were able to create something that I absolutely love. She was able to take a simple rough draft and make something that is visually appealing, professional, and captures my brand essence!" – *C. Broussard, The Mississippi Princess Company*

"Elizabeth is a valued resource that provides great support to our business. Her technical knowledge and reliable service are crucial to the success of our business" – *T. Martin, President, M&A Safety Services*

Portfolio



Define 1440 focuses on custom solutions

For maximum effectiveness, all initiatives and programs are always custom branded for your organization and tailored to your policies, procedures, and programs.

The following portfolio depicts a variety of custom branded examples from various clients.





Logos





Logos

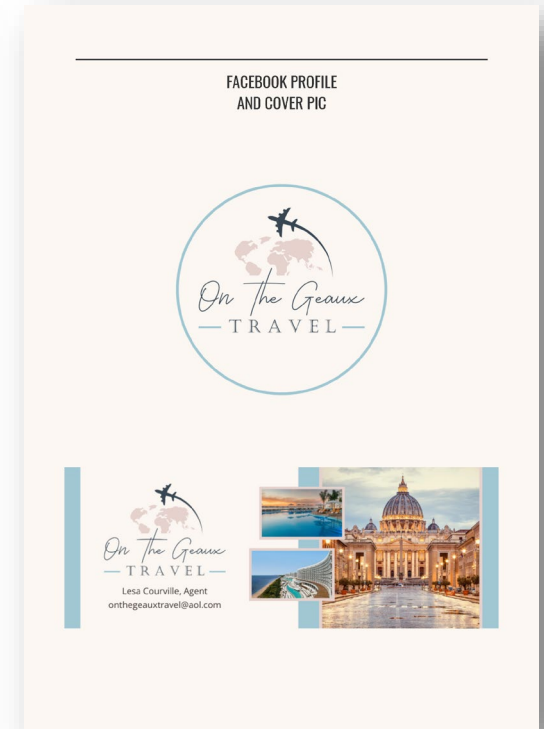
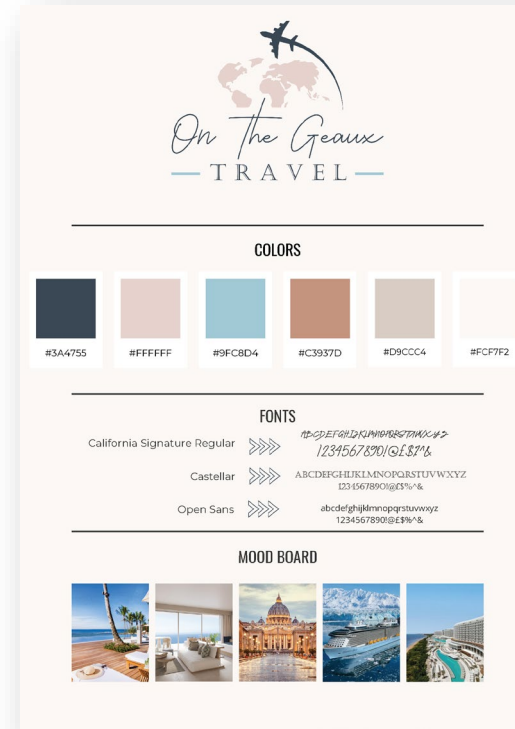




NEXT



Logos



Branding Board Examples

Branding Board for PASC

Logo



Primary Fonts

ETHOCENTRIC RG

Myriad Pro - Condensed

Secondary Fonts

Myriad Pro Light Condensed

Myriad Pro Black Condensed

Myriad Pro Semi Condensed

Primary Colors

CMYK 0, 0, 0, 100	CMYK 100, 16, 0, 33	CMYK 0, 35, 85, 0
RGB 35, 31, 32	RGB 0, 113, 163	RGB 251, 176, 64
Hex #231F20	Hex #0071A3	Hex #FBB040

CMYK – for professional print

RGB – for onscreen presentations (PPT, Word, etc)

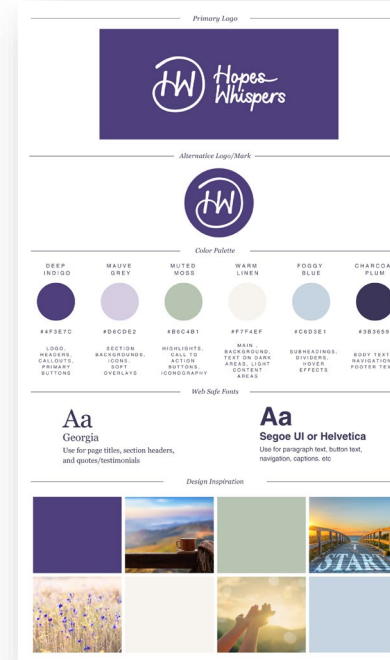
Hex – additional identifier for other applications

Secondary Colors

CMYK 63, 55, 54, 28	CMYK 77, 29, 0, 0	CMYK 24, 90, 100, 20
RGB 89, 89, 89	RGB 0, 148, 214	RGB 163, 50, 0
Hex #595959	Hex #0094D6	Hex #A33200

Secondary colors are additional complimentary colors chosen from the color families in the logo which could be used in presentations, marketing, etc.

CMYK 33, 24, 17, 0	CMYK 48, 36, 26, 1	CMYK 0, 15, 39, 0
RGB 173, 179, 191	RGB 141, 149, 165	RGB 254, 218, 164
Hex #ADB3BF	Hex #8D95A5	Hex #FEDA44



Branding Board Examples



Business Cards



Amy Rome, RN, BSN
Nurse Consultant and Coach

 www.wellnesscentralla.com
 amy@wellnesscentralla.com
 225.921.8604 (phone)





A man and a woman are sitting at a table in a modern office, working on laptops. The man is on the left, wearing a blue shirt, and the woman is on the right, wearing a red top. They are both looking at their laptops. The office has large windows in the background and a yellow wall on the right.



MID SOUTH
CHEMICAL COMPANY, INC



Show details

Websites

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SHIELD 365 INSURANCE
REQUEST A QUOTE



Shielding you 365 days a year with top-notch **SERVICE**. We are committed to **HONESTY** and **INTEGRITY**, through **ETHICAL** practices, with agents who value **LOYALTY** and pride themselves on **DEPENDABILITY**.

HOME ABOUT HOA NEWSLETTER EVENTS GALLERY F

LAKEPOINTE SUBDIVISION

ABOUT NEWSLETTER HOA

A BEAUTIFUL COMMUNITY

LakePointe Subdivision is a beautiful community nestled off of Rue De Belier on the southwest side of Lafayette. It offers the peacefulness of nature and serenity at our lake, while near several grocers, retailers, movie theaters and many of Acadiana's greatest restaurants. LakePointe Subdivision also features homes built by some of Lafayette and Acadiana's finest home builders.

Lakepointe Subdivision is a neighborhood focused on community. You will find neighbors chatting outside while their children play, families fishing along one of the docks of the pond, and invites to neighborhood-wide social and holiday events.



Wellness Central
Health and Wellness Nurse Coaching

HOME ABOUT SERVICES ▾ CONTACT



Invest In Yourself
IT PAYS THE BEST INTEREST



SYRACUSE TESTING

HOME TESTING SYSTEMS SAMPLE REPORTS PURCHASE TESTS CONTACT



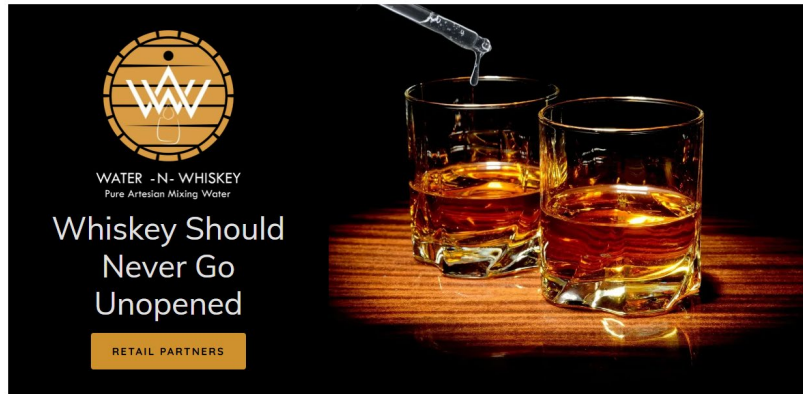
Syracuse Testing Systems
Empowering Institutions and Professionals with Comprehensive Testing Systems

EXPLORE SOLUTIONS



About Syracuse Testing

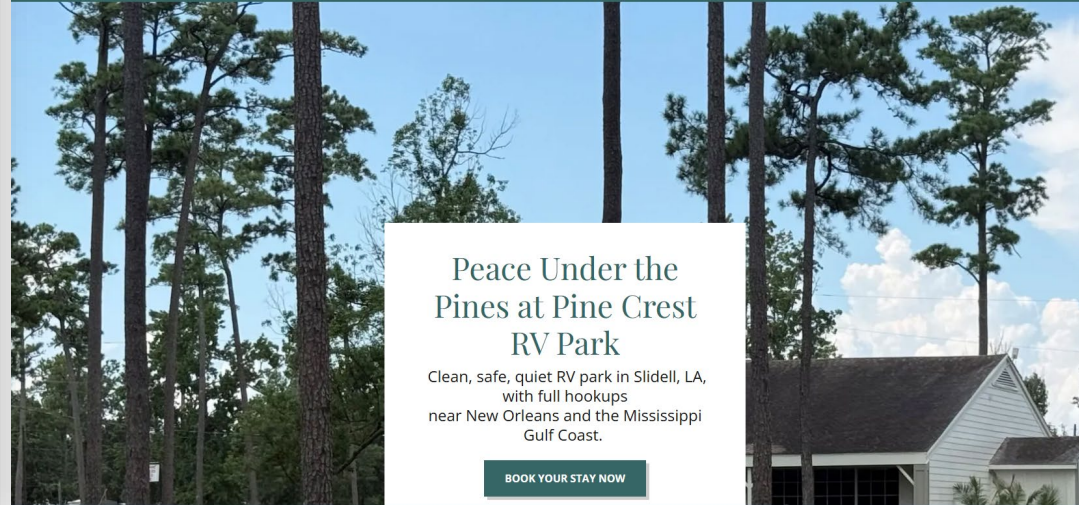
Websites (continued)



About Water - N- Whiskey



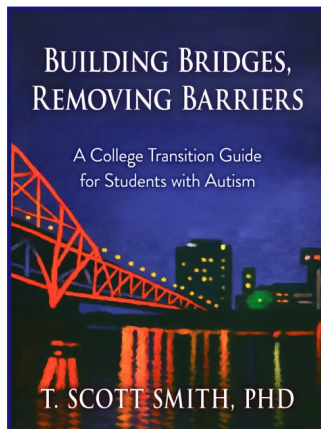
It's not about mixing; it's about elevating. It's about celebrating the craftsmanship of whiskey-making by adding the final touch that



NEXT



ABOUT THE BOOK



OVERVIEW AND PURPOSE

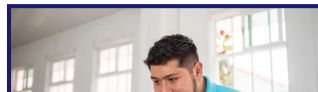
Building Bridges, Removing Barriers: A College Transition Guide for Students with Autism demystifies one of life's biggest leaps—moving from high school to college. It pairs practical strategies with encouragement so students, families, and professionals can navigate new freedoms, routines, and responsibilities with confidence. The guide focuses on building independence, self-advocacy, and campus belonging, without losing sight of the real-world challenges that make college both exciting and daunting.

Written for three audiences—students, parents, and campus professionals—the book offers step-by-step tools that make progress visible, from time management and sensory supports to communication with professors and disability services. Each chapter transforms complex moments into clear, actionable steps.

WHY THIS BOOK STANDS OUT

KEY THEMES & TOPICS

- **From Support to Self-Advocacy:** How to request accommodations, talk to faculty, and build executive-function routines that stick.

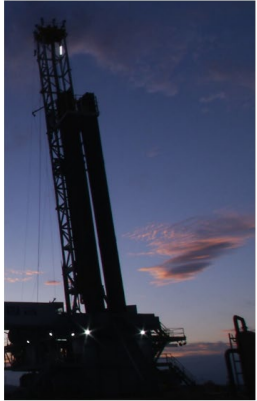


Websites (continued)

Unconventional Drilling

Main Menu

- Module 1. Conventional vs. Unconventional Drilling
- Module 2. Unconventional Drilling Techniques
- Module 3. Unconventional Tripping Techniques
- FINAL EXAM



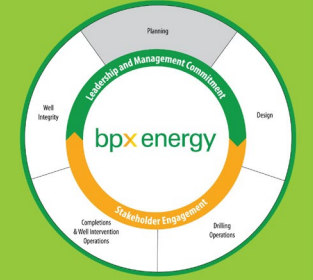
◀ ▶ ⌂ < PREV NEXT >



Section 5.2: Planning

In the planning section, you will find requirements for:

- Drilling Rigs and Well Projects
 - Rig Centering
- Workover Rigs Intake
- Well Planning
- Wellbore Surveying
- Well Monitoring
- Gas Detection
- Alarm Settings
- Well Control Equipment
- Higher Risk Activities
 - Complex Wells & HCO Locations
- Risk Assessments

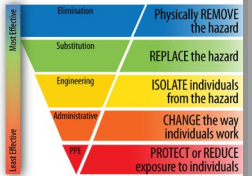


2

Risk Assessment

Complete a job safety analysis (JSA) following the steps of the *hierarchy of controls*.

- Once any problem areas have been identified, look for ways to control the hazards by:
 - Using elimination or substitution controls
 - Working hands free where possible (levers, clamps, vice grips, ropes and power tools vs. hand tools)
 - Engineering controls should then be considered next.
 - Guards, emergency stop devices, ergonomics
 - Administrative controls should be in place
 - Training, signage, posters, etc.
- Once those steps have been taken, you can start looking for PPE like gloves and sleeves to prevent any other potential hazards that couldn't be addressed through the first four steps of the hierarchy.



[Click here to view an example of a basic eLearning course](#) (levels range from basic to advanced)

eLearning

One-Way Communication



1. How many of us were confused and just 'quit' listening?
2. Why was the one-way communication so difficult to follow?
3. Even two-way communication cannot ensure complete understanding. How can we make our efforts more effective?



Discuss as a group

Organizational Value



Strategy:

- *Long-Term Goals*
- *Vision*
- *Plans*
- *Timelines*



Assignment Review:

- ? What messages do you hear from your leadership on culture of safety?
- ? What does culture of safety mean to you?
- ? How well are you following the culture of safety attributes?

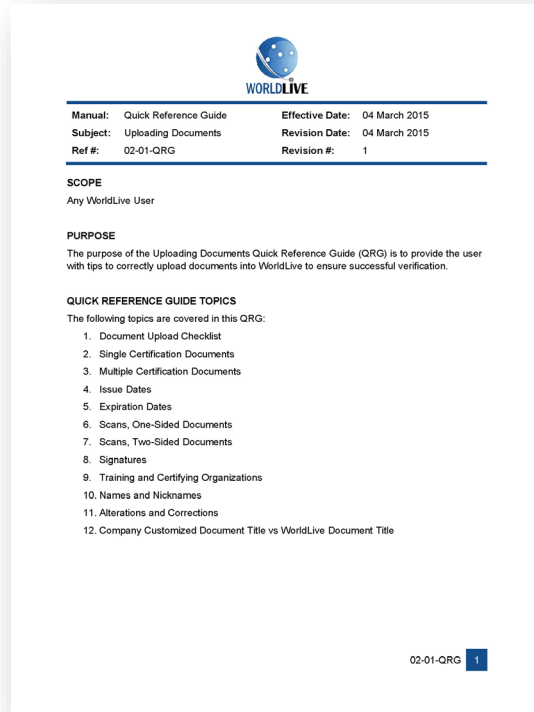


Let's Discuss

ILT and Virtual ILT Training Design



Guidebooks and Participant Guides



RIG LEAD

5 "A's" of a Culture of Leadership

- ✓ **Alignment Check:**
Are your actions aligned with company goals and team objectives?
- ✓ **Authenticity Reminder:**
Are you leading with integrity and staying true to your values?
- ✓ **Accountability Moment:**
Are you taking ownership of the situation and results?
- ✓ **Awareness Pause:**
How are your behaviors impacting the team? What can you adjust?
- ✓ **Adaptability Shift:**
Are you resisting change or finding ways to grow with it?

Key Leadership Anchors

- **Management vs. Leadership:**
Managers focus on tasks; leaders inspire people.
- **Unwritten Rules:**
What behaviors are being rewarded or tolerated in your crew?
- **Self-Awareness Questions:**
What are your strengths and areas for growth?
- **Communication Strategies:**
 - D (Dominance):** Direct, results-driven.
Keep it concise and action-oriented.
 - I (Influence):** Outgoing, enthusiastic.
Engage and motivate with energy.
 - S (Steadiness):** Patient, team-focused.
Support others and maintain stability.
 - C (Conscientious):** Analytical, precise.
Provide clear details and structure.

Remember...

- ✓ **Set Clear Expectations:**
Ensure alignment on goals.
- ✓ **Communicate Effectively:**
Adapt to different styles.
- ✓ **Lead by Example:**
Actions speak louder than words.
- ✓ **Empower Your Team:**
Build trust and delegate effectively.
- ✓ **Recognize and Reinforce Good Behaviors:**
Foster a positive culture.

Continually Reassess ...

- ✓ **Continue:**
What's working well? Keep up the good work.
- **Start:**
What new leadership habits can you build?
- **Stop:**
What's holding you back from being effective?

Remember: Small, consistent leadership actions lead to big impacts over time.

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11. Alterations and Corrections

Documents should not display any form of alterations or corrections. Any additional markings on the scanned document will increase the risk of WorldLive not recognizing it and, therefore, rejecting the document.

Examples include, but are not limited to, crossing out a name or date and writing it in with an initial. Any type of "white out," "type over" or "Photoshop" alterations will be rejected (Figure 10. Alterations and Corrections).

Figure 10. Alterations and Corrections

12. Company Customized Document Title vs WorldLive Document Title

Compliance Reference is defined as a standard position, or document, by which other positions or documents are compared to ensure minimum requirements are met. These Compliance References are maintained for multiple industries in the system and allow for company cross comparisons.

WorldLive provides companies the opportunity to customize names of documents or certificates within the system. Once the customized name has been entered into the system, a corresponding Compliance Reference must be chosen from the list maintained in the system.

A few examples of how customized company document names are linked to a WorldLive Compliance Reference are listed below.

Company Document Name	WorldLive Compliance Reference
Office Ergonomic Training	Ergonomics Program Standard
MSDS Awareness	Hazard Communication (HazCOM)
Hazard Awareness	Hazard Identification
CPR	Cardiopulmonary Resuscitation (CPR)

02-01-QRG 11

Quick Reference Guides/Help Docs

THE RESULTS

WHAT'S MEASURED



Inputs: Safety Management System components (core company documents, policies and procedures)

Outputs: Safety perceptions (online survey, worksite observations and interviews)

The **Primary Indicators** evaluated in each (Inputs and Outputs) include:

- ✓ Management Commitment and Stakeholder Engagement
- ✓ Risk Management
- ✓ Continuous Improvement

The **Secondary Indicators** evaluated include:

- ✓ Leadership / Management Commitment
- ✓ Stakeholder Engagement
- ✓ Competence, Awareness, and Training
- ✓ Risk Management
- ✓ Safe Operational Controls
- ✓ Safety Assurance
- ✓ Emergency Preparedness and Response
- ✓ Incident Investigation, Evaluation, and Lessons Learned
- ✓ Management Review and Continuous Improvement
- ✓ Documentation and Record Keeping

5

THE RESULTS

WHAT'S REPORTED

Demographics



Respondents



% Response Rate



Other factors, such as # of years in the industry, # of years in the organization, organizational level, etc.

Safety Culture Maturity Level

Each indicator (i.e., Inputs, Outputs, Primary Indicators and their Secondary Indicators) is measured utilizing the below safety culture maturity model.



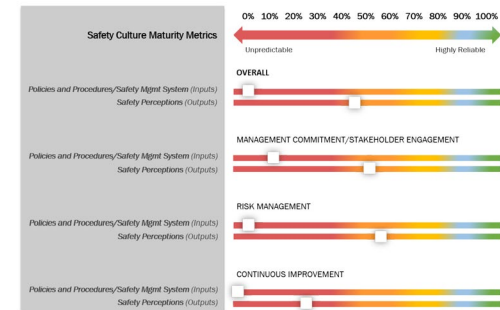
6

THE RESULTS

WHAT'S REPORTED, CONTINUED

Safety Culture Maturity, including Inputs and Outputs and each Primary Indicator

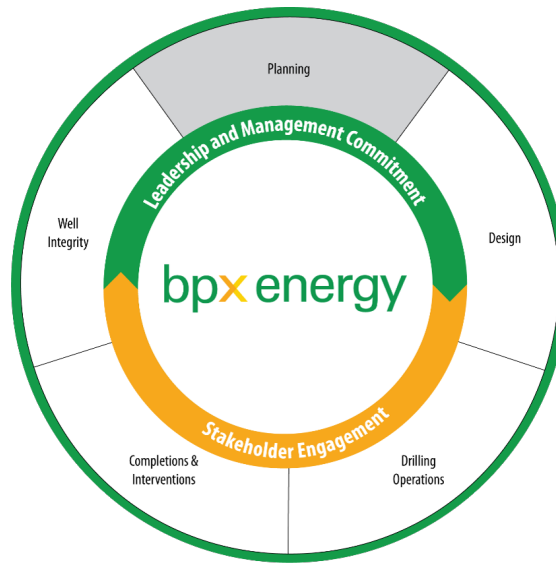
The below graphic represents an example of Inputs and Outputs measured with each Primary Indicator (i.e., Management Commitment and Stakeholder Engagement, Risk Management and Continuous Improvement).



7

Assessments

Safety Culture, Organizational Development, Leadership, and Custom Topics



Miscellaneous Graphics/Models

Report for Sample Report
DISC Self
D/I/CO Style

Adapting in Social Settings

D DOMINANCE STYLE

- Let them know that you don't intend to waste their time
- Convey openness and acceptance of them
- Listen to their suggestions
- Summarize their achievements and accomplishments
- Give them your time and undivided attention
- Appreciate and acknowledge them when possible

I INFLUENCE STYLE

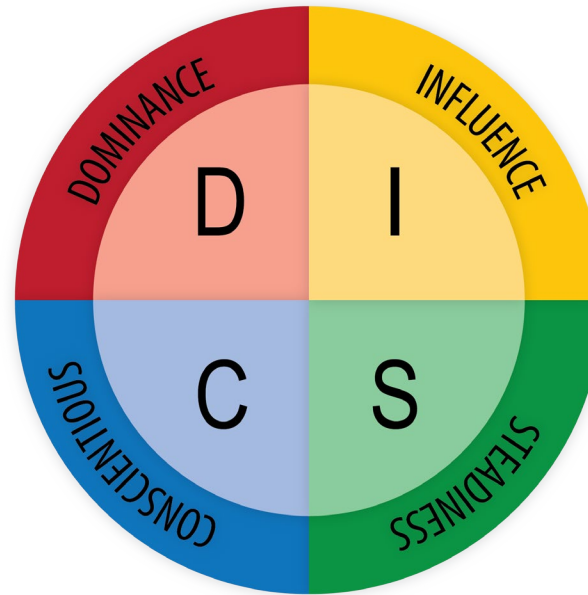
- Focus on a positive, upbeat, warm approach
- Listen to their personal feelings and experiences
- Respond openly and congenially
- Avoid negative or messy problem discussions
- Make suggestions that allow them to look good
- Don't require much follow-up, detail or long-term commitments
- Give them your attention, time and presence

S STEADINESS STYLE

- Focus on a slower-paced, steady approach
- Avoid arguments and conflict
- Respond sensitively and sensibly
- Privately acknowledge them with specific, believable compliments
- Allow them to follow through on concrete tasks
- Show them step-by-step procedures
- Behave pleasantly and optimistically
- Give them stability and minimum of change

C CONSCIENTIOUSNESS STYLE

- Use a logical approach
- Listen to their concerns, reasoning, and suggestions
- Respond formally and politely
- Negative discussions are OK, so long as they aren't personally directed
- Privately acknowledge them about their thinking
- Focus on how pleased you are with their procedures
- Solicit their insights and suggestions
- Show them by what you do, not what you say



Report for Sample Report
DISC Self
D/I/CO Style

12 Behavioral Tendencies – Details & Graphs

For each of the 12, you will see a graph and personalized statement for your Natural and Adapted style. These scores and statements reveal which of your style combinations are most observable and describe how you express that tendency based on your D, I, S, and C blend.

Interpretation Notes:

- Frequency Observed:** The behavioral tendencies are presented in the order from Most Frequently Observed to Least Frequently Observed.
 - HI – Clearly observed in most situations, seen more often
 - HM – Frequently observed in many situations
 - MCD – May or may not be observed depending on the situation
 - LM – Sometimes observed in some situations
 - LOW – Absence of the behavior in most situations
- Direction of your score** – As the graph moves to the right or left, it shows how you will likely express the behavior. If the graphs are near the center, the result is a balancing behavioral effect that will depend on the situation.
- General Population Comparison** – The blue box represents the general population in this behavioral tendency. Approximately 68% of people score in this range.

Reasoning

Natural (HM): You often rely on data and evidence to ensure decisions reflect the right thing to do, and will seek verification to make complete and accurate judgments. You are likely to think through things with careful and thoughtful consideration, often weighing risks and examining the proof and data to make decisions. Remember, the brain and the heart together make a great team.

Adapted (LM): You often rely on your feelings and interactions with others to make decisions, choosing what is likely to be social acceptable. You are likely to think things through based on emotions over logic, trusting your gut. Be aware that balanced thinking looks at both the emotions and the logic.

Self-Reliance

Natural (HM): You are quite results driven, focused on accomplishing things quickly and efficiently and are likely to do so mostly independently and directly. You will likely do your best work independently when you can manage your productivity and efficiency autonomously. Be sure you are not distancing yourself too much.

Adapted (MCD): You balance results and interaction, getting things done efficiently, but also involving others to get this accomplished as effectively as possible. You are likely to be productive and efficient whether working independently or in collaboration with others, depending on the circumstances and variables of the work.

DISC and Coaching

DISC behavioral assessments, Team assessments, and Hiring and Job Fit Assessments



Infographics



Business Case "STARS"

STARTUP

TURN AROUND

ACCELERATED
GROWTH

REALIGNMENT

SUSTAINING
SUCCESS

SEE
SOMETHING



SAY
SOMETHING

Safety

Respect

Excellence

Courage

One Team

What do these values mean to you?

PowerPoints



Training solutions for slowing the spread of infectious diseases in your school community

Our Solutions
Video resources and infographic signage to remind faculty, staff, students, and visitors of the proper precautions to slow the spread of infectious diseases in your school community.

These training resources are designed to provide guidance on:

- Recognizing the threat of germs in your school
- Understanding infections today, how they spread and who is at risk
- Knowing the difference between cleaning, sanitizing, and disinfecting
- Best practices and techniques for a clean, safe school
- Safe use of products, equipment, and necessary precautions

Convenient Delivery Options

- Video link to distribute via email to watch at learner's convenience
- Video download for presenting in an online meeting or school in-service

Customizable Upon Request

- Materials listed here are offered in a standard option, following CDC recommended guidelines for reopening schools
- Custom materials can be created for organization upon request

About Us
Define 1440, LLC is a professional training and development company headquartered in Lafayette, LA. With over 10 years experience in management consulting and professional training and development, owner and principal consultant, Elizabeth Borden focuses on solutions to move your organization's culture forward to achieve your goals. With an extensive background in training and development for high-risk situations, we are well positioned to provide solutions designed for today's challenges.

For more information 337.654.2378 • info@define1440.com

Video training for faculty/staff based on CDC recommendations for reopening schools and slowing the spread of infectious diseases

Video presentation for students outlining safety precautions and how they can help slow the spread

Infographic signage package including reminders around social distancing, handwashing, surface cleaning and face coverings.



Improving Communication & Increasing Effectiveness

ABOUT US
Build consulting services provides custom high impact, interactive training, coaching, and consulting services. Through a variety of in-person and virtual offerings, we equip and empower teams to improve communication, strengthen engagement, create strong leaders, and increase effectiveness.

OUR OFFERINGS

COMMUNICATION TRAINING

- Improve interactive communication
- Learn and apply behavior-based and active listening techniques
- Discover solutions for conflict management and resolution
- Create customized communication plans

TEAM ENGAGEMENT

- Increase engagement through team building events with a defined purpose
- Determine areas of competency and opportunities for improvement through the use of 360 assessments

LEADERSHIP DEVELOPMENT

- Discover your core self and strengthen your interactions with others through the use of personality assessments
- Improve your foundational skills to become a leader others want to follow

STRATEGIC COACHING

- Discover opportunities to eliminate waste and redundancy
- Improve team effectiveness through a collaborative process to define and align roles, responsibilities, and goals with your team's unique deliverables
- Identify future leaders, minimize recruitment costs, and identify gaps in competency with succession planning for transitioning owners and key personnel

www.buildcs.net **863-800-9658** **brianb@buildcs.net**



Employment Strategies

Identifying Employment Obstacles

Our Focus

With a doctoral degree in Educational Psychology and a graduate degree in Rehabilitation Counselor Education, Dr. Smith has over 30 years of experience of working directly with parents, students, educators, and attorneys to identify learning, educational, and rehabilitation barriers to employment and daily living.

Originally from Shreveport, LA, Dr. Smith now resides in the Acadiana region of Louisiana and has an office in Lafayette, LA. His practice consults with families and individuals across the United States.

Our Approach

Strategies

Vocational Evaluation (Print & e-report) -
Vocational interview, testing, and report for those experiencing difficulty returning to work due to disability (\$750 minimum for interview, testing, and report)

Vocational Evaluation (Print & e-report) -
Evaluation, complete with modified testing to incorporate needs due to blind, deaf, or visual impairment (\$300 minimum for testing and report)

Incorporating Persons with Disabilities into the Workforce -
Evaluation of processes with employees and employers on a return-to-work plan (\$200 hourly rate; minimum \$80; total cost will be based upon need)

Employee Education -
Outreach designed to assist employees in understanding disabilities. Topics based on need. (\$200 for one hour presentation)

Case Management for Injured Workers -
Assistance after an injury for a worker who may have difficulty navigating the potential medical maze towards recovery and rehabilitation (\$150 per 15-minute billing 1st hour segment of time)

Workplace Adjustment for Those Suffering Traumatic Brain Injury -
Job analysis for work duties, interview with the employer and employee, review of medical records, and return-to-work recommendations. (\$150 per 15-minute billing 1st hour segment of time)

Dr. Smith offers unique assessments and programs to those interested in improving access to employability and avenues to gain access to work environment.

Find out more at
www.strategy365consulting.com

trsmith@t365.com **337-501-2104** **www.strategy365consulting.com**

Flyers / One Sheets

Smith Mason & Co
DISC: Powering Smarter Teams



DISC reveals how people behave, but its true impact is in teams. When individuals understand their style and others', communication sharpens, collaboration deepens, and performance soars. One person with insight is powerful. A team with insight is unstoppable.

Visualize your team's behavioral makeup
 Using the DISC Team Wheel, you'll see where each team member naturally operates, great for spotting strengths, potential blind spots, and gaps in style diversity.

Understand Team Dynamics
 Team reports include detailed breakdowns of individual tendencies, ideal environments, motivators, and communication preferences, as well as collaboration reports that compare two team members' working styles side by side.

Optimize Collaboration
 Each report highlights how team members: communicate under stress, approach decision-making, prefer to give/receive direction, and navigate change. With this knowledge, leaders can guide their team to adapt more effectively and avoid unnecessary friction.

DISC Team is a powerful next step after RigLEAD. This team experience brings the language of behavior into the organization—deepening communication, accountability, and leadership alignment.

Better Teams Start with Better Insight
 Where self-awareness meets team performance.

(337) 889-3955

Lafayette, LA | www.smithmasonco.com | training@smithmasonco.com

Career Awareness and Safety Orientation

Introduce Students to Safe, High-Demand Careers in Construction, Energy, and Skilled Trades.

ABOUT OUR OFFERINGS
 Introduce students to the world of high-demand, high-skill careers with foundational safety training that meets real-world expectations of industry professionals.

Our courses offer flexible, online learning pathways that introduce students to essential safety concepts used across industries, including oil & gas, construction, HVAC, and electrical trades.

CUSTOM PACKAGES
 We partner with schools to provide custom packages for training for students in CTE pathways, building confidence and career awareness.

OUR PATHWAYS PROVIDE:

- A strong foundation in safety principles across multiple industries
- Awareness of common workplace hazards, PPE, and safe operating practices
- Credentials recognized by respected industry organizations like IADC and OSHA
- A clear demonstration of commitment to workplace readiness and responsibility

FLEXIBLE, ON-DEMAND ACCESS

INDUSTRY-ALIGNED CREDENTIALS

ENERGY

CONSTRUCTION

SKILLED TRADES

Foundation First LEADERSHIP

Built Tough. Trained Smart.

The Foundation First Leadership Membership equips leaders with the skills, resources, and support to lead with confidence.

From jobsite communication to building stronger crews, this membership helps you set the standard for leadership in construction.

- ✓ **Grounded Leadership Skills**
Practical tools to strengthen decision-making and daily leadership on the jobsite.
- ✓ **Proven Communication Strategies**
Confidently handle client conversations, team dynamics, and jobsite challenges.
- ✓ **Culture That Builds Loyalty**
Develop a workplace where people take pride in staying, growing, and contributing.
- ✓ **Next Level Safety Mindsets**
Go beyond compliance—shape a culture that empowers safer choices at every level.
- ✓ **Professionalism in Every Detail**
Lead by example and raise the standard in everything from paperwork to punch lists.

Join a movement that empowers leaders to shape safer jobsites, stronger crews, and a culture of lasting success.

JOIN NOW

Lead with Clarity.
Build with Confidence.

(863) 800-9658

Virtual Meetings | www.buildcs.net | brian@buildcs.net

Flyers / One Sheets

Peace of Mind For Critical Cases

When your pet is in critical condition, our team's goal is to get basic vitals such as temperature, pulse, respiratory rate, oxygen levels, blood glucose levels etc., and work as quickly as possible to stabilize the patient first.

Stabilization of critical pets may involve administering IV fluids and IV medications, providing oxygen support, controlling bleeding, controlling pain, controlling seizures etc.

Once your pet is stable, our team will discuss next steps to diagnose the condition and provide necessary treatments. It is important to run diagnostics to identify the cause of the symptoms and treat the disease causing the symptoms rather than the symptoms.



Urgent Care
When Pets and Owners Need it Most

Scan to learn more or visit our website
www.vetcheckpucc.com



When a pet is admitted in critical condition, our team will ask you to sign an Emergency Treatment Estimate, so we can proceed to provide necessary treatments without delay of care your pet needs.

Wellness Weekly

A Weekly Newsletter from Wellness Central
- Week 1 -



A LOOK INSIDE THIS ISSUE:

Pulse Check
Are you living life or are you LIVING LIFE?

Goal Setting
Learn about SMART Goals and how to apply them to many different aspects of life

Culinary Corner
Low Carb Bacon Cheeseburger Casserole

PULSE CHECK

Can you relate?

You fall into bed at the end of a long, brutal day only to have trouble sleeping because you have a million things on your mind. You finally fall asleep, only to hear your alarm way too early and hit snooze over and over, until you finally drag yourself out of bed to do it all over again. This is being an adult and this is life, right? WRONG!! The difference is in being alive and truly living!

If you are reading this newsletter, congratulations! You have taken the first step in finding out that there is more to life than left and right hooks that come at you at every angle. You can LIVE a joyful, fulfilled life. **Invest in yourself – it pays the best interest!**



www.wellnesscentralla.com



SETTING SMART GOALS

When we set goals or think of setting goals they are often unrealistic. For example, "I want to lose 60 pounds." The fact is that 60 pounds is a lot of weight to lose and before we are able to settle in and start working on it, we become overwhelmed by the lateness of the goal and lose sight of it altogether. When we apply these specific, measurable, attainable, relevant time-based parameters, also called "SMART" goals, it looks more like this. "I will replace 1 of the 5 soft drinks a day that I drink with a glass of water for the next 7 days."

When we use this technique to set specific, achievable goals, we are much more likely to be successful, which gives us the motivation to keep going. I used this example in weight loss or working toward optimal health and wellness, however, if you really think about it, it can be used in all aspects of life including work-life balance, financial freedom and so much more.

I look forward to working with you and helping you set these goals for yourself!



BEFORE OUR FIRST SESSION ...
Brainstorm SMART goals for yourself

CULINARY CORNER



Bacon Cheeseburger Casserole
Low-Carb
Cook Time: 35 minutes
Prep Time: 15 minutes
Servings: 12

Nutrition Info: 594 calories,
38 g protein, 2 g carbohydrates,
47.5 g fat, 268.6 mg cholesterol,
1242 mg sodium

- 2 lbs Ground Beef
- 2 Cloves Minced Garlic
- 1 Small chopped Onion
- 1 Pound Cooked Bacon, cut into pieces
- 8 eggs
- 1 Cup Heavy Whipping Cream
- 1/2 Tsp Salt
- 1/2 Tsp Ground Black Pepper
- 1 (12 oz) Package Shredded Cheddar Cheese (divided)

1. Preheat oven to 350 degrees and grease a 9x13 baking dish
2. Brown Ground Beef over medium heat, drain grease
3. Return to heat, add onion and garlic and cook for 5-7 minutes.
4. Spread beef in bottom of baking dish, top with bacon pieces
5. Whisk eggs, heavy cream, salt and pepper in a medium bowl until well combined and mix with 6 oz of cheese
6. Pour over egg mixture and top with remaining cheese
1. Bake for 30-35 minutes or until golden brown



Our Approach

As an urgent care, it is essential for us to prioritize intake of patients based on stability. This does not mean your pet is any less important to us, as we care for each and every pet as our own. We appreciate your patience when there are wait times due to the presence of more critical patients. We assure you that we will address your pet as soon as we can.

Initial Assessment

Our nurses and client service representatives are trained to triage pets on arrival to determine their level of stability.

To first understand your pet's clinical history, our nurses will ask you a series of questions, which will then be relayed to our doctor.

Examination

After the initial assessment, our doctor will perform a physical exam to assess the following:

- Mentation/neurological status
- Hydration status
- Pain status
- Ears, eyes, nose, and dental health status
- Lung/heart health status
- External abdominal health status
- Urogenital health status
- Rectal health status
- Musculoskeletal status/gait assessment (soft tissue/ligamentous injury, lacerations/puncture wounds)

Based on our doctor's assessment, diagnostics may be recommended to rule out causes for your pet's current or potential future clinical signs. Common diagnostics are listed here. Recommendations will always be based on your pet's physical examination and clinical history.

Welcome To VetCheck

Thank you for entrusting us with your pet's care.

We operate on the values of compassion, convenience, commitment, and communication.

We also strive to provide an alternative to the high costs and long wait times commonly associated with veterinary emergency hospitals.

At VetCheck, we strongly believe in thorough communication to ensure that you, your pets, and our team are all working together to develop the best treatment plan for you and your pet.

Our mission is to make a difference in pets' lives — and thereby people's lives.

Common Diagnostics

Bloodwork may be recommended to assess the following:

- Liver, kidney, and pancreatic function
- Clotting function, extent of infection/inflammation, extent of dehydration, or anemia
- Likelihood of hormonal imbalances (ex: diabetes mellitus, thyroid, or adrenal gland disorders, etc.)
- Electrolyte imbalance

X-rays may be recommended to assess the following:

- **Musculoskeletal/Spinal X-rays**
 - ~ Orthopedic injuries, diseases, masses, or spinal injuries
 - ~ Spinal injuries, diseases, or masses
 - ~ Soft tissue injuries or masses
- **Abdomen X-rays**
 - ~ Stomach, small and large intestines (blockage, inflammation, or masses)
 - ~ Kidneys, bladder (stones, blockage, inflammation, or masses)
 - ~ Liver, spleen (inflammation or masses)
- **Chest X-rays**
 - ~ Heart (enlargement, congenital abnormalities, infection, or masses)
 - ~ Lungs (bronchitis, pneumonia, injury, or masses)
 - ~ Tracheobronchus (tracheitis, collapsing trachea, laryngeal paralysis, injury, or masses)

Urinalysis may be recommended to assess the following:

- Infection/inflammation
- Presence of urinary crystals
- Extent of kidney disease or diabetes mellitus

Brochures/ Newsletters

NEXT





Are there stipulations for transfers or exit of the VetCheck Entrepreneurship Program?

Members are not permitted to assign, sell, or transfer their units without the consent of the other member. However, if Dr. Nalabotu arranges for the sale of the company to a third-party purchaser, then the managing DVM would be required to participate in such sale alongside Dr. Nalabotu.



Happy National Fountain Pen Day!

Introducing: The new LAMY safari special edition, inspired by the 90s.

SPECIAL EDITION



WELL CONTROL

Houston
Drilling or Drilling/Completions/Workover
09/9/2024 - 9/13/24

Tyler
Drilling Surface Only
09/18/2024 - 9/21/24
09/25/2024 - 9/28/24

Midland
Drilling Surface Only
09/4/2024 - 9/7/24
09/11/2024 - 9/14/24

UPCOMING Well Control Classes TEXAS

Reserve your spot today

(337) 889-3956
jennifer.accardo@smithmasonco.com

NEXT





How are the VetCheck Entrepreneurship Program Salaries and Benefits Structured?

Each managing DVM receives a minimum annual salary with a production bonus in excess of the base salary. All year-end profits will be shared according to the managing DVMs common units.

The managing DVM also receives benefits such as student loan reimbursement (up to the IRS limits), 401k with a match, health insurance allowance, 100% paid CE, 100% paid DEA and licensing fee, 50% of cell phone bill as reimbursement and paid mileage + travel for any required company travel.

Social Media Content



On The Go
— TRAVEL —

Reminders

- » If your passport expires within the next six months, consider renewing it now.
- » Many countries require passports to have at least SIX months validity remaining in order to enter
- » Check travel.state.gov/destination to see what your destination requires.



Easter Egg Drop

Surprise your little ones with their very own egg hunt

Morning of Saturday, April 19th

Sign up through our online form and our HOA will take care of the rest

One client's journey to enhance leadership, safety, and operational excellence >>>



2019 → 2025

Field Audits, Custom eLearning, Well Control Training, New Hire Assessments, Site Leadership Training, Hazard Identification Training

One size DOES NOT fit all.
Let us customize a solution for you today.

Smith Mason & Co
Well Control, Safety, & Leadership

.....

MARCH IS BRAIN INJURY AWARENESS MONTH

Slips, trips, falls, and line-of-fire hazards are the leading causes of traumatic brain injuries in the workplace.

- Proactive Hazard Identification
- Safety Leadership Training
- Custom Programs & Resources

PRIORITIZE SAFETY. PROTECT YOUR TEAM.

Let us help
training@smithmasonco.com

Smith Mason & Co
Well Control, Safety, & Leadership



Social Media Content (continued)

TODAY ONLY

Taste this RY3 Store Pick

Marcello's Wine Market
2800 Johnston Street

5-7 PM
Thursday, August 14

Tell them the Krewe of Implicit Bias sent you

As heard about on Implicit Bias




A FRESH LOOK THE SAME WARM WELCOME

Stop by our newly remodeled office to say hello and check out our upgrades

For a night or a season,
there's always
peace under the pines!



REC VIDEO STRATEGY. SMARTER CONTENT. REAL RESULTS.

CONTENT WITHOUT STRATEGY IS JUST NOISE.

Strategy gives your content direction, consistency, and purpose.

PIPEDREAM ENTERTAINMENT

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Social Media Content (continued)

EMOTIONAL AND MENTAL READINESS FOR WORK OR EDUCATION SCALE

INTRODUCTION / ABOUT

Returning to work or school after a break, whether it's a short hiatus or an extended one, entails more than simply slipping back into familiar routines. It's a journey of self-discovery, a process that requires a deep understanding of one's mental and emotional state. This is where the "Mental Readiness to Return to Work or Education Scale" comes into play, meticulously designed to gauge an individual's mental readiness and fortitude as they prepare to re-enter the realms of education or the workforce. This tool offers comprehensive insights, proving invaluable to professionals such as psychologists, educators, social workers, and rehabilitation counselors.

The "Mental Readiness" instrument serves a dual purpose. It not only evaluates an individual's mental preparedness for the journey ahead but also acts as a guiding roadmap, illuminating the path forward for both the individual and the professionals involved. While it can be employed in a single session, its true depth is often revealed through multiple engagements. It transcends the mere act of checking boxes, integrating a diverse array of assessment methods to ignite crucial conversations, stimulate profound introspection, and lay the groundwork for focused planning and decisive action.

In today's intricate landscape of work and education, tools like the "Mental Readiness to Return to Work or Education Scale" aren't merely beneficial; they have become indispensable. The decision to employ such an instrument is a testament to the commitment and foresight of both the evaluator and the referent source. By opting for this scale, you are placing a premium on acquiring a comprehensive understanding of mental readiness, ensuring that re-entry into work or education is not just a return but a revitalized beginning. Your collaborative effort in embarking on this journey showcases a profound dedication to individual success and well-being. I commend your proactive approach, and your choice paves the way for meaningful transitions and establishes the foundation for lasting success.

For further information about the scale and access to reporting templates, please visit www.syracusestesting.com.

Sincerely,
T. Scott Smith, PhD
President/Owner
Syracuse Testing Systems



Name: _____
Date: _____

Coaching

What words come to mind when you think of *coaching*?

Coaching Characteristics

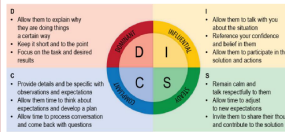
- Keen self-awareness
- Ability to communicate, connect and foster trusting relationships
- Desire to help and grow others
- Ability to mediate challenging situations, difficult people and manage conflict
- Ability to critically think and problem solve
- Keen safety awareness and ability to intervene without hesitation where necessary (and help others do the same)
- Ability to respect diversity and leverage strengths of our differences
- Ability to cast vision and understand how each role contributes to the whole of BIM

Role of a Coach

- Follow up on *Commitment Forms* to ensure meetings have been scheduled and commitment forms have been submitted
- Follow up to ensure commitments are being implemented and provide coaching to assist in the implementation
- Facilitate one-to-one coaching sessions to provide support, guidance and leadership feedback
- Fully support all *Safety and Respectful Workplace* processes
- Support and facilitate respectful engagement
- Coach leaders with best practices regarding conflict situations
- Coach leaders in building team performance, enhancing communications and connecting with their teams

Remember

DISC helps us understand our natural behavioral style and helps understand how to best motivate and coach others who are different from us



Conflict Resolutions

Seek to _____ not _____

Avoid or reduce absolute language. *Never, always, no one, everyone, none, etc.*

What are some alternate ways to say something without using absolutes?

- Always assume positive intent
- When listening to someone, try to believe their intent is positive. Give them the benefit of the doubt that their intentions are positive. Use the 3-part communication and clarifying questions to better understand their intent.
- Avoid trigger words. Different personality types have different trigger words.

What are some leading phrases which set the tone for conflict?

I gave her a piece of my _____

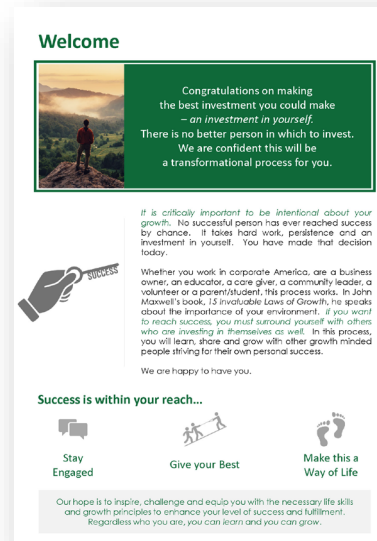
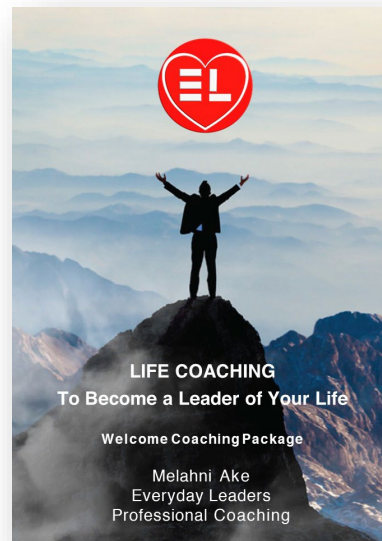
I don't take _____ from anyone

“ Discussion is an exchange of knowledge; an argument is an exchange of ignorance. ”
Robert Quillen

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7

Workbooks



Booklets/ Guidebooks



REPORT

April 6, 2022

Ridesharing and Rider Safety in Louisiana: Analysis of Current Trends in 2022



T. Scott Smith, PhD
Research Contractor

Center for Analytics and Research in Transportation Safety
Louisiana State University

Executive Summary

The process of interviewing the rig managers, superintendents, and crews has been beneficial in assessing the strengths and opportunities related to the operations of the West Texas rigs and ICD overall. Several areas of focus will be critical for ICD moving forward including addressing turnover, recruiting, hiring, and promotion, training, competency, and retention; and employee relations and strengthening culture.

Turnover

As a general observation, the issue of turnover remains an issue for ICD and the industry. Despite ICD's efforts to bring rigs online, getting a full crew and keeping crews remains a challenge. Discussions with rig managers and superintendents regarding the cost of turnover per employee was a definite eye-opener and helped to quantify what the real cost of turnover means for overall operations.

The perception of reasons for turnover included:

- Pace of work versus crew size. This is the one area when 100% consensus of opinions
- Experienced hands over worked with expectations that things get worst when the weather gets hot
- Selection process – driller would like to resume interviewing new hires.
- New hires not prepared for "rig life"
- Growing frustration within experienced employees over turnover and reoccurring of training new folks
- Cost of travel from gulf coast for some employees
- Transfer to rigs with 5-man crews
- Expectations of some of our customers
- Unfairness in promotions or transfers
- Expectations from RM and behavior when expectations are not met

Recruiting, Hiring, and Promotion

Most of the rig managers are guarded when responding to current recruiting and hiring processes. It would be beneficial to get input from the field on recruitment processes so there is greater confidence in the process of recruiting and retaining potential employees.

Regarding hiring, there is a desire to return to the process of having rig managers or driller interview candidates before hiring and placement decisions are made.

Report Consult/Formatting

Well Control Assessment

Prepared for:
Independence Contract Drillers,
Rig 227

Smith Mason & Co

Appendix A – Summary of Interaction With / Observation of Crew

Name	Test Driller
Position	Driller
Well Control School	Smith Mason & Co
Certified As	Supervisor
Years Experience	15

Ratings	Poor	Fair	Good	Very Good	Excellent
1	2	3	4	5	6
7	8	9	10		

Procedures										
Equipment										
Well Control										
Responsibilities										

Assessor Comments
He is an experienced driller and pays attention to detail. His well control knowledge is good, he was able to answer most of my questions. He knows the BOP stack and controls and how to shut in the well. He is also aware of the warning signs of kicks and the sensors that detect them on the rig floor. He was able to describe the difference between ballooning and a kick. He wasn't sure of the procedures for a FIT test and was not familiar with the procedures to shut in the hole. He could not explain how to bring the well on choke or why we use a slower pump rate to kill the well. Driller's well control certificate was not posted with the others in the rig manager's office, but he had it in his truck.

Name	Test Driller 2
Position	Driller
Well Control School	Wild Well Control, Inc
Certified As	Supervisor
Years Experience	12

Ratings	Poor	Fair	Good	Very Good	Excellent
1	2	3	4	5	6
7	8	9	10		

Procedures										
Equipment										
Well Control										
Responsibilities										

Assessor Comments
He is a confident driller and has good knowledge of well control. His communication skills are good, and he understands his responsibilities. He was able to answer most of the questions from the Well Control Job Skills Interview. He was able to describe bringing the well on choke and knew kick causes and warning signs. Like most drillers in the Permian Basin, he was unfamiliar with the equipment and procedures for tripping in the hole. He was not sure of the pressure ratings of all parts of the BOP stack and was not positive about the range of pipe sizes the VBR rams would seal on. Trenton was not able to describe the difference between ballooning and a kick. His certification was not on file at the rig, but he had it stored on his phone.



[Project Name]
Lessons Learned

Project Contact Name:
 Project Contact Phone/E-mail:
 Location:
 Project Type:

Lessons Learned Purpose and Objectives:
 Lessons are learned and opportunities for improvement are discovered in every project. Documenting these lessons and opportunities helps project teams discover the root causes of any challenges they faced and avoid them on future projects. Documenting lessons learned is part of a continual improvement process.

Please use this template to document lessons you have learned on your project and then use this document's findings to complete the final report and the leadership summary slides (both using the templates provided).

Project Team:

Team Member	Role

Lessons Learned Team:

Team Member	Role

Lessons Learned Template for Gathering Data

1

Project Proposal



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✉ make@everydayleaders.com

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Discover your WHY.
 Get clear with your goals.
 Connect to your purpose.
 Make a bigger impact in the world.



Consulting Statement of Work

ORGANIZATION	
CLIENT NAME	
CLIENT PHONE	
CLIENT EMAIL	
CLIENT MAILING ADDRESS	
CONTACT NAME	
CONTACT PHONE	
CONTACT EMAIL	
CONTACT MAILING ADDRESS	
DATE	AUTHORIZED BY

PROJECT	
PROJECT NAME	
CLIENT	
BRAND	
PRODUCT	
DESCRIPTION	

DELIVERABLES & DELIVERY SCHEDULE	
Project team and end client agree on timely delivery of major events	
DELIVERABLE DATE	DELIVERABLE DESCRIPTION: LEADER PROCESS outlined in Proposal

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make@everydayleaders.com

317-556-7781

Templates

Click here to view an:

NEXT



[Example of an animated video message](#)

[Example of an animated training segment](#)

[Example of a video training module](#)

[Example of an eLearning module](#)

[Example of a course promotion video](#)



Videos

Created to showcase a concept, deliver training, or deliver messages

Available EHS Training Topics

- please note base content for these topics are available, specific CBT/ILT development of topics is customized per client and therefore lead time is quoted per project

Accident Prevention and Investigation (Signs, tags, signals)	Flammable Liquids	PPE - General
ADA Prevention and Investigation	Foot Protection	Process Safety Management
Aerial Lifts	Forklifts	Recordkeeping
Air / Air Contaminants – General awareness and safety	Hand and Power Tools	Recycling
Alcohol & Drugs – General and for DOT	Hand Safety	Respiratory Protection
Asbestos	Hazard Communication (GHS and Labels and SDS)	Risk Management
Audits	Hazardous Waste – General awareness and storage	Safety – General / Safety Culture / Safety Leadership / Belief-based
Back Safety	HazMat Transportation	Scaffolding
Bloodborne Pathogens	HAZWOPER	Security
Chemicals and Chemical Hazards	Head Protection	Shift Work
Combustibles	Health - General	Silica
Community/Stakeholder Notification	Healthcare Safety	Slips and Falls / Slips, Trips and Falls
Compressed Gases	Heat and Cold (Extreme temps)	Solid Waste and Solid Waste Transportation
Confined Spaces	Housekeeping	Spill Prevention and SPCC Plans
Construction Safety	Injury and Illness Records (OSHA 300)	Stormwater
Containers	Inspections	Temporary Workers
Conveyors	Job Hazard Analysis / Job Safety Analysis	Toxic and Hazardous Substances
Corrosives and Battery Safety	Laboratory Safety	Trenching
Cranes and Derricks (Construction) / Cranes and Slings	Ladder Safety	Underground Storage Tanks
Dipping and Coating	Lead Safety and Awareness	Universal Wastes
Driving Safely (commercial/non-commercial)	Lockout/Tagout	Used Oil Management
EHS General (Metrics/Approach)	Machine Guarding / Machine Safety	Ventilation
Electric Power Generation	Manifests	Violence in the Workplace
Electrical Safety	Material Handling - General	Water
Emergency - Action Plans; Planning and Response; Preparedness	Medical Waste	Welding, Cutting, and Brazing (Hot Work)
Environment - General	New Employee Orientation (generic or custom)	Wellness
Ergonomics	Noise	Workers' Compensation
Exit Routes	Office Safety	de·fine 1440
Explosives	OSHA Compliance	
Eye and Face Protection	Painting and Spraying	
Fall Protection	Pesticides	
Fire – Prevention / Safety / Fire Extinguishers	Pharmaceutical Waste	
First Aid	Powered Platforms	

Available HR/Mgmt Training Topics - please note base content for these topics are available, specific CBT/ILT development of topics is customized per client and therefore lead time is quoted per project

ADA--What Supervisors Need to Know	Handling Employee Complaints	Sales and Customer Service
Affordable Care Act: What You Need to Know	HAZCOM and GHS--What Employees Need to Know	Shiftwork Safety
All About Nutrition	Healthy Aging	Slips, Trips, and Falls
Attendance Management--What Supervisors Need to Know	Hiring Legally	State-of-the-Art Classroom Training
Avoiding Exposure to Bloodborne Pathogens	Home Safety	Strategies for Legally Avoiding Unions
Back Safety	How to Manage Challenging Employees	Stress Management
Business Ethics--What Employees Need to Know	How to Manage Downsizing and Layoffs	Substance Abuse in the Workplace
Business Writing for Employees, Supervisors, and Managers	Interrupting Unconscious Bias for Supervisors	Supervising Alternative Work Arrangements
Coaching for Superior Performance	Interviewing Skills for Supervisors	Supervising Various Generations
Communication Skills for Employees	Introduction to OSHA and the General Duty Clause	Teambuilding for Employees and Supervisors
Conflict Resolution and Consensus Building	Job Descriptions--How to Write Them Effectively	Temporary Employees and Independent Contractors
Coping with Downsizing and Layoffs	Leadership Skills for Supervisors and Managers	Terminating Employees--The Process
Creative Problem-Solving	Measuring Job Performance--What Supervisors Need to Know	Time Management for Supervisors and Employees
Customer Service Skills--How We Can All Improve	Motivating Employees--Tips and Tactics for Supervisors	Violence in the Workplace – Preventing
Dealing with Challenging Employees	Negotiation Skills	Workplace Ethics for Supervisors
Dealing with Change--How Supervisors Can Help	New Employee Orientation--"How To" for Supervisors	Workplace Harassment
Delegation Techniques	New Employee Safety Orientation	Workplace Privacy, Safety, and Security
Diversity Fundamentals	New Supervisors’ Guide to Effective Supervision	de·fine¹⁴⁴⁰
Effective Communication for Supervisors	Office Hazards	
Effective Decision-Making Strategies	Organizing and Planning for Success--What Employees Need to Know	
Effective Meetings --How to for Supervisors	Pandemic Flu--How to Prevent and Respond	
E-Mail Best Practices for All Employees	Performance Appraisals--How to Conduct Effectively	
Employee Benefits --What Supervisors Need to Know	Performance Goals--Manage Employees More Effectively	
Encouraging Employee Input	Planning and Organizational Skills	
Enhancing Professional Development of Employees	Preventing Discrimination In the Workplace	
Essential HR--For Those Who Have Recently Assumed HR Responsibilities	Preventing Sexual Harassment: A Guide for Supervisors	
Fire Safety	Preventing Workplace Violence	
FMLA for Supervisors	Problem Solving	
Generational Diversity	Professional Behavior	
Good Housekeeping	Progressive Discipline	
Grounds for Termination – What You Should Know	Project Management	