

**TALENT
BUILDING &
WORKFORCE
DEVELOPMENT**

Turner Industries' Workforce Development Department takes a proactive approach in building a world class workforce by maintaining and upgrading the skill levels of our current and future employees. We inspire people to perform to their fullest potential by maintaining a working culture of inclusion, respect and safety. Thru our partnerships with the Turner IT Training Department and Maintenance Division, we can expand our internal offerings to include Microsoft application training to increase productivity and site focused leadership development for the unique challenges encountered in our industry. Our partnership with LSU Continuing Education expands our offerings even further by providing us high-value, practical professional development across a range of topics for all levels of supervision. Together, we act as a catalyst, enabling Turner employees to learn, grow, and develop with a sense of company spirit while providing an expansive range of quality labor services to our clients.



**Workforce Development
Supervisor Training Overview**



PROFESSIONAL DEVELOPMENT SERIES

BLENDED LEARNING—CONNECTING EMPLOYEES TO THE RESOURCES THEY NEED

- BODY LANGUAGE
- BUSINESS WRITING THAT WORKS
- CONFLICT RESOLUTION
- CUSTOMER SERVICE
- DELEGATION
- EMOTIONAL INTELLIGENCE
- EMPLOYEE ACCOUNTABILITY
- FUNDAMENTALS OF COMMUNICATION
- LEADING PRODUCTIVE MEETINGS
- PRESENTATION SURVIVAL SKILLS
- TIME MANAGEMENT TIPS
- TRAIN THE TRAINER
- TALKING TO EMPLOYEES ABOUT TOUGH TOPICS

Specific topics can be added at the request of site supervision or department leadership. Our skilled instructional designers and trainers work with leadership to ensure that supervisors have access to the soft skill topics identified as a need at their site or in their department.



ONLINE COURSES

- FMLA FOR SUPERVISORS
- EEO DISCRIMINATION AND HARASSMENT
- SEXUAL HARASSMENT FOR SUPERVISORS
- DEFENSIVE DRIVING
- ETHICS AND PROCUREMENT POLICIES
- CODE OF CONDUCT
- MS WORD, BEGINNER & ADVANCED
- MS EXCEL, BEGINNER & ADVANCED
- MS POWERPOINT, BEGINNER & ADVANCED
- WINDOWS 7

LEADERSHIP DEVELOPMENT

NCCER CREW LEADER

Although initially designed to assist the recently promoted crew leader, it is beneficial for anyone in management. This course covers basic leadership skills and explains different leadership styles, communication, delegating, and problem solving. Job-site safety and the crew leader's role in safety are discussed as well as project planning and scheduling.

VOICE OF LEADERSHIP

The Voice of Leadership program is an internally developed 10 week training program for Turner employees nominated by project managers. The course prepares participants for future leadership roles by growing their critical thinking and communication skills. The class participants complete homework assignments, analyze case studies, prepare written reports and oral presentations to address how they would resolve the issues that arise in our industry. Some of the many topics covered during include ethics and integrity, attributes of a leader, leading others through change, team building, attitude, perception, and clear communication.

LSU CONTINUING EDUCATION

INSTRUCTOR LED TRAINING FROM THE REGION'S BEST

DEVELOPING YOUR MANAGERIAL EFFECTIVENESS—Build leadership and interpersonal skills and add to your management expertise in the areas of workplace motivation and behavior.

FUNDAMENTALS OF SUPERVISION—Basic, practical training to enhance individual management skills and personal effectiveness in the work environment.

INTERPERSONAL SUCCESS IN THE WORKPLACE—A fundamental and concentrated study of human behavior to help people understand and work effectively with others.

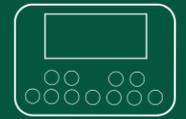
PUBLIC SPEAKING—Various strategies to make you a successful presenter in whatever situation is required.

SAFE SUPERVISOR—Enhance frontline supervisor's understanding of the bigger picture of safety and their role in creating a safer work environment.

STRATEGIC COMMUNICATION—Effective, proven methods of recognizing and disabling conflict in the workplace while promoting positive relationships.

TECHNICAL WRITING—Letting your computer manage your writing duties thru the use of templates and checklists.

WORKPLACE INVESTIGATIONS—Discover the legal, ethical and practical considerations for conducting internal investigations, investigative methodology, and prompt issue resolution.



INSTRUCTOR LED

Turner recognizes that certain subjects cannot reach their full potential without the use of classroom style instruction. In addition to ensuring participants have a firm understanding of the subject, peer interaction allows participants to exchange ideas with other individuals and build business relationships across the company.



ONLINE TRAINING

Due to the number of Turner employees across the US, we offer online training and support tools whenever it's a viable delivery option. Not all content is delivered online, because we understand that not all topics are appropriate for distribution as a standalone course without instruction or feedback.



BLENDED LEARNING

Blended learning offers the best of both worlds. Classes that fall into this category can be taught as short, focused webinars using online meeting technology, instructor-led courses, or as lunch and learn sessions.

