***FLORIDA KEYS ELECTRIC COOPERATIVE – ON HAND TRAINING MATERIALS***

***Randy.Chaney@fkec.com***

***The ADA*** HR Case Files with Catherine Crier Coastal Video

 30 minutes: Basic Definitions, Hiring Process, Complaint Process, 2006

***Documenting Discipline II*** Coastal Video

 30 minutes: Specific situations where documenting was necessary, 2006

***Harassment – The Real Scene*** Coastal Video

 30 minutes: Types of harassment, protected classes, 2006

***Conquering Difficult Conversations – A Supervisor Training Series*** J.J. Keller

***‘Managing Conflict’***

 43 minutes: Workplace conflict/resolution – video interrupted throughout

 for discussion, 2006 – includes trainers guide & supervisor fact sheets

 ***‘Addressing Personal Issues’***

36 minutes: Workplace personal issues i.e. inappropriate dress, family issues, uncleanliness – video interrupted throughout for discussion, 2006 – includes trainers guide & supervisor fact sheets

***‘Providing Performance Coaching’***

34 minutes: Giving honest and tactful feedback regarding job performance, 2006 – includes

Trainers guide & supervisor fact sheets

***‘Sexual Harassment’***

18 minutes: Defining sexual harassment, communication/recognition/intervention, 2004 – includes Trainers guide, supervisor fact sheets, and course test

***‘FMLA’***

17 minutes: Defining/Understanding FMLA, eligibility, how to handle employee requests, 2004 – includes Trainers guide, supervisor fact sheets, and course test

***Substance Abuse in the Workplace – Winning Workforce*** J.J. Keller

 40 minutes: Dangers of substance abuse, recognizing the warning

 signs, 2005 – includes trainers guide & fact sheets

***Supervisor Reasonable-Suspicion Training*** Foley Services

 2 discs – 60 minutes and 46 minutes

 Role of supervisor, observations/signs/symptoms, how to approach

 Employee, when to test – includes 90 page workbook