



Staff One University. The perfect solution for your training needs.

Show your employees, supervisors and managers that you care about their career path by providing the training that will make them successful. Staff One University gives your management team and employees the skills they need to do their jobs with exceptional results and help increase employee satisfaction and retention.

Through online and instructor-led classes, Staff One University allows you to customize training based on the needs and desires of your staff.

Classroom Training is conducted onsite and covers important topics, such as:

- Interviewing and Selection
- Sexual Harassment
- Diversity
- Performance Appraisal
- Progressive Discipline
- Family and Medical Leave Act
- Americans with Disabilities Act
- Fair Labor Standards Act

Online Training offers more than 4,000 competitively priced titles with the added convenience of self-paced training. Available titles include curriculum that covers critical skills for today's business environment:

- **Desktop Skills**
 - » Adobe
 - » Microsoft
 - » Lotus
- **Environment, Safety & Health, Transportation**
 - » Environmental Management
 - » Bloodborne Pathogens
 - » DOT Drug and Alcohol Awareness
- **Professional Development and IT Certification**
 - » Project Management Institute
 - » Six Sigma
 - » Microsoft Certified IT Professional
- **Business and Finance**
 - » Business Strategy
 - » Management and Leadership
 - » Professional Effectiveness

INTERESTED IN LEARNING MORE?
CONTACT YOUR CLIENT SERVICE EXECUTIVE
800.771.7823