



Employer Lending Library – Cambria County CareerLink

FREE DVD trainings are available to all Employers. Contact Karen Reynolds at (814) 533-2493 ext. 249, if you would like to borrow any of the following topics.

- 1. Preventing Sexual Harassment in the Workplace – Self Study**
- 2. How to Deal with Cultural Diversity in the Workplace**
- 3. 50 Ways to Keep Your Customers**
- 4. The Power of Customer Services Self Study**
- 5. Succeed By Listening**
- 6. How to Develop Effective Communication Skills**
- 7. Negotiating for Business Results**
- 8. The New Supervisor: Skills for Success**
- 9. Hiring the Best**
- 10. Better Meeting Management**
- 11. Effective Teamwork**
- 12. Telephone Skills at Work Revised!**
- 13. Effective Performance Management**
- 14. Manage Your Time Better**
- 15. Managing Conflict at Work**
- 16. Supervising the Difficult Employee**
- 17. The Basics of Business Etiquette**
- 18. The Basic on How to Plan and Give a Winning Presentation**
- 19. Empowering Employees**
- 20. Overcoming Stress at Work**
- 21. The Power of Attitude**
- 22. Winning Customer Loyalty Vol. 1**
- 23. The Keys to Effective Supervision: How to Build a High Performance Workforce**