

Human Resources Department – Training Resources
(Fax your request to 215-589-9030)

VIDEOS	Date Out	Due Back	Name/Center
Flexible Spending Account Video provided by ADP Payroll Services			
Hiring Secrets 12 tips to get candidates to reveal their true selves			
How to Juggle Multiple Projects			
It's Business – NOT Personal Taming emotions in the workplace			
Leading 20 Minute Meetings That Matter			
Do More in Less time			
Speak Like a Pro			
Being Positive in the Workplace			
Solving People Problems on the Job			
Communicating for Results How to be clear, concise and credible			
You Are the Organization Every employee's public relations role			
HIPAA Privacy			
The Team Approach Key objectives: improve team organization, build team attitudes, and increase team productivity. This video provides training on how to work in teams and post-training exercises. Note: Manual companion to this video.			
Getting Ahead by Getting Along Teaches coworkers how to settle personality clashes and work through conflicts.			
FISH! Catch the Energy; Release the Potential VHS and DVD available. Specify your need when ordering. Suggestion: Use this video when you have your next Team Training Event or for Team Appreciation Day.			