

# Soluciones

Recruiting Training Translating

## Training Course Catalog

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## **Our Background:**

### **Building a Stronger Business Together**

Soluciones Recruiting Training Translating understands Agriculture operations. With combined experience of more than 35 years partnering with Ag producers, we know finding reliable labor, effectively training and communicating with your team and retaining great employees is hard!

We work exclusively in the Ag industry to meet the growing workforce needs of producers. We offer international and domestic recruiting and placement services, professional development training and translation services.

Since our company was founded, we have had a strong focus on Ag recruitment. Whether you need long-term employees or seasonal labor, we can meet your need. We have proven success with all levels of ag recruiting from general labor, to management, to operations directors. Our recruiters have connections throughout the United States, Puerto Rico, Mexico, Costa Rica, Latin America and South Africa. We are ready to go to work for you!

We know the key to long-term success is your people. Finding great people, and training them to meet your needs is key - we can help you train and keep great employees! Whether you need technical training programs on Ag related skills, or you need stronger people skills, Soluciones can meet your need.

### **Goals for company professional development**

Soluciones Recruiting Training Translating strives to present each employee with opportunities to grow professionally, learn new skills and participate in exciting learning-focused sessions. We encourage every member of your teams to participate in on-going training and development.

### **Expectations of employees in regards to professional development**

Every participant has the responsibility to complete the courses assigned to him/her. Our trainers expect full participation in each training session, completion of assigned reading material and on-going implementation of the lessons presented. If a team member registers for a course, but is not able to attend, timely notice should be made whenever possible, as courses are designed for each participant group.

## **Course Descriptions**

### **Career Goals conversation (Stay interviews/career pathing)**

Individual meeting designed to map out each employee's goals related to professional growth and development. Conversation focused on long-term career goals and steps/tools to help employees move along their individual career path.

## **Management Training**

Management can be exciting AND challenging. There are processes and procedures managers are expected to follow, forms and records to understand and use, conversations to have, follow up with each employee, while at the same time meeting your own individual goals and the team's goals. The program covers the four components of employee engagement as well as touching on interviewing, hiring, onboarding and terminating an employee. Topics include hiring, onboarding, communicating, coaching, motivating, termination and more.

## **Interviewing**

In a supervisory or team lead role, one of the responsibilities we all face is interviewing and selecting new team members. This can be a challenging experience. What questions do you ask? How do you know if this is the right candidate? How do you evaluate which candidate is best? Are there laws you should be aware of? This training will help answer those questions and give you an action plan for your next interview.

## **Crucial Conversations**

Based on the best-selling book *Crucial Conversations* by Kerry Patterson, Joseph Grenny, Ron McMillan and Al Switzler. This course will give participants tools to use for effective conversations when the stakes are high and the outcomes – both production and relationships – really matter. We will discuss how to identify a high-stakes conversation, assess each person's Style Under Stress, learn to create conditions for dialogue and gain key skills for talking, listening and acting.

## **5 Levels of Leadership**

A guided book study based on John Maxwell's book *the 5 Levels of Leadership*. In this course, we will learn where leadership starts and how leaders can grow to the next level to become a dynamic leader. We will review the 5 levels and how successful leaders leverage each level to grow effective, cohesive teams that reach their goals and enjoy their work.

## **Multigenerational Management**

Everyone talks about how to best manage the millennial workforce, but there is so much more to it! In this training, we will examine the motivators of generational employees and how to embrace and connect with those motivators. We will also look at the generational comparisons and differences of the generations currently making up our workforce. Baby Boomers, Generation X, Generation Y (Millennials) and now Generation Z..... Are we really so different?

## **One Minute Manager**

One Minute Manager is a guided book study based on the management secrets taught in *The One Minute Manager* by Ken Blanchard. In this course, participants will learn the three Secrets of the New One Minute Manager in order to produce greater results in less time. Learn to be more

productive and get greater results using the One Minute Goal Setting, One Minute Praising and One Minute Reprimands.

### **Personalities at Work**

We spend as much time, if not more, with people we work than with our own families! Dealing with all the personalities in a workplace can be challenging. Even without a “difficult personality”, different personality styles still result in conflict and misunderstanding. In this course, learn your own personality type as well as type descriptions of other personalities and how these types, along with their sub traits, work, communicate and perceive the world in order to gain insight in working effectively together.

### **Personalities: Working with a Rainbow (How to be Effective with Other Colors)**

Continue working with those already finished with basic understanding to get a deeper understanding of core driving motives, how to “Quick Code” people we encounter as well as strategies for working successfully with the other personality colors.

### **Situational Leadership**

A guided book study on Ken Blanchard’s best-selling book, situational leadership. In this course, we will learn how to use different leadership styles with different people you manage. We will also learn the theory and language of situational leadership and the 3 skills of leading effectively in any situation: flexibility, diagnosis and partnering for performance.

### **Strengths Finder**

This course will use the Clifton’s Strength Finders assessment to discover participants’ natural strengths and talents and learn how to use them to strengthen performance, team and professional success. We will learn how to best address team challenges, build effective partnerships, and use our strengths to reach goals.

If you would like to contract our services, please let us know and we will forward you a service agreement.

If you would like more information about any of the courses listed above, or to have a conference call to discuss the process, costs, requirements, timelines or any other point, please let us know so we can schedule a call.

If you would like to move forward, please confirm and we will send you a service agreement for signature and an invoice for initial payment.