

I guess you are ok with having mediocre employees!

As a small business owner, you know there's no shortage of things to invest in: equipment, insurance, legal fees, signs, advertising, marketing materials, and the list goes on and on. One of the most important things to include in this list is the training of your most valuable asset: *your employees*. Unfortunately, training of staff is one of the first things to go when budgets get tight and costs get cut. This may not be the most efficient place to cut costs, however, as training and development can offer your company as a whole - as well as the individual employees - lasting benefits that make it a worthwhile investment.

When you hire a new employee, training is a no-brainer. The person you're taking on often needs some kind of training as well as time to adjust and learn the way your organization operates. As these employees become an integral part of your team however, it's easy to forgo continued training to keep operating costs down. Yet keeping your employees abreast of the latest workplace laws, policies and procedures is not only smart business, it's also required in some states. Be sure your employees are up-to-date on important topics like harassment in the workplace, workplace safety, and diversity training. Not only does the availability of this information potentially reduce your liability risk, it also helps create a positive work environment when you have continued training and development opportunities available to your staff. Keep your company in the know with topics in areas such as:

- Best Practices in HR
- Conflict Resolution, Communicating Non-Defensively; What to do when Conflict Happens
- Employee Handbooks (Policies & Procedures)
- HIPAA/HITECH
- Time Management
- Boundaries in the Workplace
- Harassment/Workplace Violence/Bullying/Sexual Harassment/Diversity/Anti-Discrimination
- Vicarious liability (Sharing office space? Are you covered if the person you are sharing space with has a claim filed against him/her)
- How to discipline
- Social Media Networking (Is it Ok or not Ok for your employees to "*friend*" your clients on Facebook?)
- Cell Phone Usage
- No Tolerance for Drugs and/or Alcohol

Ask us about specific programs to benefit your organization – and remember: some programs may be available to your employees at little or no cost! You owe it to your business and your staff to see to it that your people are the best they can be – why not do it on a budget as well? McCloskey Partners, LLC can show you how!

McCloskey Partners, LLC 623 W. Market Street, Perkasio, PA 18944; 215-453-1978 phone; 215-220-3422 fax; www.mccloskeypartners.com, email: info@mccloskeypartners.com.

Find us on Facebook, Twitter and LinkedIn: McCloskey Partners.