



# Robert Half<sup>®</sup>

## Management Resources

<b>Employer/Manager-focused Presentations</b>	
<b>10 Secrets Your Employees Aren't Telling You ... And How You Can Improve Morale and Retention</b>	Psst ... Managers, did you know your employees may have concerns they're not sharing with you? Even at small, tight-knit firms, secrets could exist. Some workers may be dissatisfied and looking to leave the firm, for instance. Others may privately wish they could advance into more significant roles. This presentation will help you uncover secrets your employers may be harboring and learn how to better gauge the pulse of the office environment. Knowing which issues are of greatest concern to your team will allow you to address them, leading to improved morale, motivation and retention rates. This is also offered as a CPE presentation.
<b>Creating an Effective Employee Orientation Program</b>	Employees beginning a new job are excited about what's ahead - but they are also anxious. How you handle the initial days and weeks can lay the foundation for a successful working relationship with your new employees. Learn how to create an effective orientation program - one that addresses not only the immediate needs of a new employee but also guides them during the first months on the job. This is also offered as a CPE presentation.
<b>Get Ready for Generation Z: How Businesses Can Prepare for an Increasingly Diverse Multigenerational Workforce</b>	Experts say by 2020, more than 20 percent of the workforce will be comprised of Generation Z employees. Robert Half has produced new research about this generation, born from 1990 through 1999. This presentation addresses Gen Zer's career aspirations, job expectations and concerns as they enter the workforce. The presentation features survey findings and advice to help employers attract and retain this new generation of employees, along with strategies to manage a multigenerational workforce. This presentation is also offered as a CPE presentation.
<b>Go the Extra Mile: Building a Service-Oriented Business Culture</b>	To build a strong reputation for quality and service, your business needs employees who are service-oriented and willing to go the extra mile – for both internal and external customers. This presentation explains why customer service and corporate culture are so important to gaining a competitive edge. It offers tips for training existing staff and hiring new employees with a service mindset, suggests ways to measure customer satisfaction, and provides ideas for managing your company's reputation in the digital age. This is also offered as a CPE presentation.
<b>Managing a Multigenerational Workforce</b>	Has the Great Recession changed the perceptions of multiple generations about the workplace? Has it rearranged their priorities and goals for their professional lives? This presentation addresses the most notable changes in the workplace in the wake of the recession and lessons learned by both employees and hiring managers. It also explores generational behaviors and gaps in the workplace, myths vs. reality, and provides timely advice to help you manage and retain talented employee teams of all generations, both now and in the future. This is also offered as a CPE presentation.
<b>Managing Through Change</b>	When change occurs, whether it's getting promoted, managing a recent merger or dealing with a turbulent economy, it's up to a manager to support and guide employees through the transition process. The ability to lead and manage through challenging times is critical to a firm's long-term success. This presentation takes a look at how change affects employees and what steps managers can take to help staff adjust and thrive amidst change. This is also offered as a CPE presentation.

<b>Recruiting, Hiring and Managing Employees</b>	For any company or department to be successful, it must have a highly skilled team - and finding and keeping these employees can be challenging. This presentation offers advice on maximizing your recruitment process, tips on evaluating applicants and finalizing your hiring decision and useful techniques for motivating and managing your employees.
<b>The Art of Effective Interviewing</b>	This client-oriented presentation outlines the skills and techniques necessary to conduct an effective interview, including preparation, questioning and assessment.
<b>Using Staff Evaluations to Motivate Your Team</b>	There is more to staff evaluations than just critiquing an individual's performance. Effective performance appraisals require careful preparation and a well-developed process. With the right approach, you'll reinforce expectations and motivate employees to do their best work. This presentation provides insight into how staff evaluations can help motivate your team. This is also offered as a CPE presentation.
<b>Employee/Job Seeker-focused Presentations</b>	
<b>A Controller's Guide to Career Success</b>	As businesses focus on effective corporate governance and fiscal policies, controllers have moved into the company spotlight. But to advance their careers, these professionals must understand more than the most recent federal regulations and guidelines; they need to know the new rules for getting ahead.
<b>How to Land Your Next Job</b>	We all know that looking for a job can be difficult and confusing. This presentation can make the process easier by giving you valuable insight and advice for attracting the attention of hiring managers. It covers all aspects of the job hunt – from uncovering employment opportunities to negotiating starting salary – to help you jump-start or re-energize your search.
<b>How to Write the Perfect Resume and Cover Letter</b>	Want to learn how to craft a compelling cover letter and resume that will land you an interview? Then this session is for you! This presentation discusses the attributes of strong resumes and cover letters, and common mistakes to avoid. This is also offered as a CPE presentation.
<b>Strategies for Success: Building a Consulting Career</b>	This RHMR presentation includes an overview of the consulting options available to senior-level accounting and financial professionals and the benefits of working as a consultant.
<b>Mapping the Future: The Next Steps in Your Career</b>	As the economy shows signs of improvement, the time is right for professionals to take a fresh look at their career path, evaluate goals, and plan the necessary steps to reach them. This session is designed for accounting and finance professionals at every stage of their career, and will focus on three main areas: identifying your next career steps, grooming your successor, and planning for performance reviews. This is also offered as a CPE presentation.
<b>Audience-Neutral Presentations</b>	
<b>2016 Accounting and Finance Hiring and Compensation Outlook</b>	This presentation offers an overview of the hiring outlook in corporate accounting and finance, public accounting, and financial services, and it discusses areas such as the skills and positions in greatest demand and salary trends. This also is offered as a CPE presentation.

<p><b>Business Etiquette: The New Rules in a Digital Age</b></p>	<p>Is it OK to friend your boss? Can an e-mail mistake jeopardize your career? There are many gray areas when it comes to communicating in the digital age. This presentation provides guidelines on digital protocols in the workplace, including LinkedIn, Facebook and Twitter, as well as traditional communication tools such as e-mail. Find out what executives say about etiquette in the workplace, and learn how to tend to your network in just five minutes a day. Audiences also will gain a better insight into their social networking style through an engaging quiz. This also is offered as a CPE presentation.</p>
<p><b>Professional Networking Tactics for Success</b></p>	<p>This presentation will address why it's important to network and how to overcome common roadblocks. You will get tips to develop your elevator pitch and set a strategy for in-person and online networking. You'll also learn the best way to ask for assistance from your network.</p>
<p><b>Robert Half Management Resources Overview</b></p>	<p>This client-oriented presentation provides an overview of Robert Half Management Resources, including our history, alliance relationships, services offered, industries served and the specialized talents of our project professionals.</p>
<p><b>Social Media and Your Career</b></p>	<p>Despite the popularity and continual growth of social media channels, misperceptions about these tools are common, especially when it comes to leveraging them for professional purposes. This presentation offers a crash course in using social media to advance your career. It provides specific tips on using LinkedIn, Facebook and Twitter for business purposes; how to build and maintain your online networks; the finer points of social media etiquette; and how social media can help – or hurt – your job search. This also is offered as a CPE presentation.</p>