

Office of Professional & Continuing Education

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Custom Training

Customized Professional and Organizational Development Training Programs

Auburn University can deliver classroom and online customized professional development and training courses that fit the educational needs of your organization. We specialize in continuing education for a variety of professional, civic and government, and business applications and our classroom courses can be held either at your location or Auburn University. We work with for-profit and non-profit organizations.

Benefits of Customized Training

Having skilled and productive employees can be a company's greatest asset in a highly competitive business world. Auburn University can assist your organization in achieving a competitive edge by providing customized education programs to meet the demands of your industry or business sector. Your leadership team and our program developers will work together to identify the best training solution for your employees. Because our training programs are customizable, you will receive a program designed to meet the specific needs of your workforce and the requirements of your organization.

Programs Tailored to fit Your Organization

Customized training is a cost-effective, efficient, and convenient way to train your workforce. By choosing a customized program, employees in your organization will receive tailored information that pertains to their specific job and/or your organization in general. We will customize the format to best meet the scheduling needs of your employees, whether it is consecutive days, spread out over time, or in the evening.

Needs and Skills Assessments

Our program developers will work with your organization to evaluate training needs and design a program to meet those requirements. We can also assist with conducting a skills assessment of your employees to determine the appropriate level of training for them. Examples of programs we can offer include:

- Programs for Front-Line Employees: Customer Service Skills, Conflict Resolution, Team-building, Dealing with Difficult People, Diversity
- Programs for Managers and Supervisors: Supervisory Skills, Ethical Management, Employee Selection, Employee Motivation, Interpersonal Communication, Team-building, Time Management, Project Management, Conducting Effective Meetings
- Legal Issues for Supervisors: Conducting Legal Interviews, Managing Absenteeism, Sexual Harassment, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Health Insurance Portability and Accountability Act (HIPPA) and Privacy, Americans with Disabilities Act (ADA)
- Computer Training: Microsoft Office Applications, Adobe Applications, Web Design, Basic Computer Skills, and much more!

Evaluation and Feedback

Upon completion of the training, the participating employees will evaluate the instructor(s) and content of the program. Our office will provide you with an evaluation summary which will reflect the effectiveness of the instructor and the relevance of the program. We can also provide testing to measure content mastery, if desired. This will assist in determining if additional training may be needed or if more advanced training may be of benefit.

Contact Us

For more information regarding our Professional and Organizational Development Training Programs, please contact Hope Stockton at 334-844-2870, or e-mail: hope.stockton@auburn.edu

Last Updated: June 11, 2021

Business, Leadership, & Management Programs

AU Leadership Series

Custom Training

Project Management

CONNECT WITH OPCE:

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"...I believe in the human touch, which cultivates sympathy with my fellow men and mutual helpfulness and brings happiness for all"

— George Petrie, *The Auburn Creed*

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