



Upskilling for Leadership, Inspiration, Finance, and Training

Leadership Essentials

Congratulations! You have been enrolled in CCS's continuing education program, UpLift, *Leadership Essentials*. This year-long training will give you information on topics that will enhance your experience in the areas of Leadership, Inspiration, Fiscal Responsibility, and Training. The course is broken into 4 sections and you will have 3 months to complete each of them.

Q1 Leadership: You will cover 3 main topics in the first quarter - managing teams, communication, and recruiting. At 15 hours, this is the longest of the 4 sections.

Q2 Inspiration: In this section you will gain insight about inspiring and motivation your employees with the goal of optimizing team efficiency. You will also cover diversity, inclusion, and how to deal with conflict.

Q3 Fiscal Responsibility: Business ethics, conflicts of interest, and timekeeping are just a few of the areas covered in this section.

Q4 Training: To wrap up the program, we cover training and development. You will learn basic presentation skills, how to deliver training, and what responsibilities you will have as a manager to ensure training compliance with your employees.

HOW IT WORKS

At the beginning of each quarter, you will be enrolled in the ThinkHR courses. These courses can be done from a computer, smart phone, or tablet. They are self-study courses, so you can do them whenever it is convenient for you. They each take about an hour.

Step 1-Receive an invitation from Hayes, the parent company of ThinkHR. The email you receive will come from 'welcom@myhrworkplace.com'. The subject line will say "Controlled Contamination Services, welcomes you to ThinkHR!"

Step 2-Follow the link provided to create your password and login to the site.

Once you have successfully logged in to ThinkHR, you will be able to take the courses that have been assigned to you. The links for each course will be sent to you in a separate email that will come from support@thinkhr, be sure to check your spam folder as it sometimes gets routed there.

There is also content that you will access in the Employee Portal. Simply go to the CCS company website and click on the Employee Portal button in the upper right corner. The current password is 'cleanroom'. The content you will need is located in the Training tab under Monthly Leadership Training.

Finally, Paycom content will be assigned to you through your personal employee page. Once content has been assigned there, you can easily access it by clicking on the notifications button in the upper right corner.

As you complete each section, use the provided checklist to track your progress. The completed checklists will be signed and emailed to the Training & Development manager. For any questions, reach out to Kris McAlinn, Training & Development Manager, at kmcalinn@cleanroomcleaning.com.