



Relannford Enterprises LLC

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Training & Development Course Catalog

Fostering Global Minds, Cultivating
Future Leaders



(888) 868-2535

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www.relannford.com

Foreword



Greetings and warm regards,

I am delighted to welcome you to the Relannford Enterprises LLC profile. It is a privilege to serve as the head of a company dedicated to the intellectual, character, and creative development of each employee. At Relannford, we are committed to creating a stimulating, inclusive, and diverse educational environment. Our mission is to impart knowledge and shape responsible, critical, and globally aware individuals.

Our customized curriculum is designed to nurture employees' interests and talents across various fields, including science, arts, sports, and humanities. We place a strong emphasis on international cooperation and cross-cultural understanding to prepare employees for an increasingly interconnected global future. Our dedicated and experienced staff serve as mentors, facilitators, and guides on your educational journey. Our modern delivery and cutting-edge technology support innovative and effective learning processes.

We extend our heartfelt gratitude to all the employers who have chosen Relannford as their place of training and development. We are committed to providing the best educational experience for each employee. We invite you to explore more about Relannford through this profile.

Thank you for your support in building a bright future for your employees. Together, let's make Relannford a place that unleashes the full potential of your employees.

Warm regards,

Sandra Sea-Fisher, M.S.

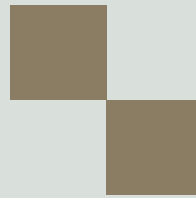
Lead Facilitator and Program Manager

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Company History



The primary motivation behind starting Relannford was our belief in the transformative power of education. We saw a gap in the market for a consulting firm that could provide tailored, end-to-end solutions for businesses (small and large), helping them navigate the complexities of curriculum development, training and development, employee designated training, and regulatory compliance. We wanted to leverage our unique blend of experience in education and government affairs to provide these much-needed services.

Our journey began with securing a small home office space and a mentor who shared our vision. We started by working and training in the field and offering consulting services and gradually expanded our reach to include state and federal departments. Over the years, We have grown into a reputable education expert known for our commitment to excellence and integrity.

The primary business of Relannford is providing comprehensive education consulting services to companies, non-profits and government entities. Our services range from training/development and employee training to strategic planning and regulatory compliance. We work closely with our clients to understand their unique needs and challenges, and we develop customized solutions to address these issues. Our goal is to empower companies to deliver high-quality training and to create an enriching learning environment for their employees.

In addition to our consulting services, we also offer career services, workplace products and supplies. These services are designed to support individuals in their career development and to enhance the quality of instructional materials in the education sector.

Vision & Mission



Vision

To become a premier institution offering globally recognized education, cultivating responsible, globally-aware, and innovative future leaders.

Mission

Our mission is to empower organizations with the necessary educational tools and expertise to make swift, informed decisions, effectively connecting businesses with their target audience while maintaining the highest quality standards.

Professional Profile



Sandra Sea-Fisher

Lead Facilitator and Program Manager

Educational Background

Master's Degree in Adult & Technical Education

Topics

Training and Development

Experience

Over 20 years of education sector

Email

sandra@relannford.com

1. Leadership Development Programs for Fortune 500 Companies:

- o *Objective:* To enhance leadership skills among mid-level managers.
- o *Approach:* We design a comprehensive curriculum that includes workshops, coaching sessions, and peer-to-peer learning activities.
- o *Outcome:* Participants report a significant improvement in their leadership abilities, and the company saw a 20% increase in employee engagement scores.

2. Soft Skills Training for Government Agencies:

- o *Objective:* To improve communication, teamwork, and problem-solving skills among employees.
- o *Approach:* We conduct interactive training sessions using real-life scenarios and role-playing exercises.
- o *Outcome:* Agencies experience a noticeable improvement in team collaboration and a reduction in workplace conflicts.

3. Customized Training Programs for Non-Profit Organizations:

- o *Objective:* To equip staff with the skills needed to effectively manage projects and engage with stakeholders.
- o *Approach:* We develop tailored training programs that include workshops, online modules, and one-on-one coaching.
- o *Outcome:* Organizations report increased project success rates and stronger relationships with stakeholders.

4. Educational Support for School Districts:

- o *Objective:* To enhance the teaching skills of educators and improve student outcomes.
- o *Approach:* We provide professional development workshops, coaching, and resource materials for teachers.
- o *Outcome:* Districts see an improvement in student test scores and teacher satisfaction.

5. Employee On-boarding Programs for Tech Companies:

- o *Objective:* To ensure new hires are well-prepared and integrated into the company culture.
- o *Approach:* We create an engaging on-boarding program that includes orientation sessions, mentorship, and interactive e-learning modules.
- o *Outcome:* New employees report a smoother transition and higher job satisfaction, leading to improved retention rates.

Training Programs



01 Educational Support Services

We provide a wide range of services aimed at capturing attention, building relationships, and achieving impactful results.



02 Management Training

Our management training and consulting services are customized to help companies maximize their potential by leveraging their human capital.



03 Products

Office supplies, building materials, machine parts and branded materials are available with the assurance of quality and ethical sourcing.



04 Leadership Development Programs

We specialize in providing comprehensive leadership development programs designed to cultivate effective leaders within your organization.



05 Soft Skills Development Program

Our Soft Skills development programs are designed to equip individuals with the essential interpersonal and intrapersonal skills needed to thrive in today's dynamic work environment.



06 Employee On-boarding Programs

Our Employee On-boarding Programs are designed to provide new hires with the knowledge, skills, and support they need to succeed in their roles. We offer a comprehensive range of programs that cater to various industries and organizational needs



07 Safety Training Programs

We specialize in providing comprehensive safety development programs are great initiatives to ensure the well-being of both staff and contractors.

Educational Support Services



01 Curriculum Development

We create customized curricula tailored to your organization's specific needs and goals, ensuring that the content is relevant and impactful.

02 Training Programs

Our expert trainers deliver engaging and interactive training sessions, both in-person and online, to enhance the skills and knowledge of your team.

03 Workshops and Seminars

We organize workshops and seminars on various topics, providing valuable insights and practical strategies to improve performance and productivity.

04 Coaching and Mentoring

Our experienced coaches and mentors offer personalized guidance and support to help individuals and teams achieve their full potential.

05 Assessment and Evaluation

We conduct thorough assessments and evaluations to identify gaps and areas for improvement, ensuring that our support is targeted and effective.

06 Resource Development

We develop high-quality educational materials and resources, including manuals, guides, and multimedia content, to support your learning initiatives.

07 Data Analysis and Reporting

Our team analyzes data and provides detailed reports to help you understand the impact of our educational support services and make informed decisions.

08 Continuous Improvement

We are committed to continuous improvement, regularly reviewing and updating our services to ensure they remain relevant and effective.

09 Customized Solutions

We understand that every organization is unique, so we tailor our services to meet your specific needs and objectives.

10 Client-Centric Approach

We prioritize building strong relationships with our clients, providing exceptional customer service and support throughout the entire process.

Educational Support Services Training

Delivery:

In Person



Virtual



Class Length:

Lunch & Learn



Half Day (3-4hrs)



Full Day (6-7hrs)



Program Fees

*In Person (Full Day) \$945/pp

Virtual

Lunch & Learn \$995/hr

Half Day \$499/pp

Full Day \$935/pp

*Additional \$600 for travel and
\$150 materials per class session.

Topics:

- Time Management
- Academic Writing and Research Skills
- Exam Preparation and Test-Taking Strategies
- Digital Literacy and Online Learning
- Soft Skills Development
- Inclusive Education Practices
- Parental Involvement and Support
- Technology Integration in Education

Management Training



01 Tailored Training Programs

- Detailed Information: We design and deliver tailored management training programs that address the specific needs and goals of your organization. Our programs are based on a thorough assessment of your current management capabilities and future objectives.
- Examples: Customized workshops on leadership development, strategic planning, and performance management.

02 Leadership Development

- Detailed Information: Our leadership development programs focus on enhancing the skills and competencies of your management team. We cover essential topics such as emotional intelligence, decision-making, and conflict resolution.
- Examples: Interactive training sessions on effective communication, team building, and change management.

03 Coaching and Mentoring

- Detailed Information: We offer personalized coaching and mentoring services to support the ongoing development of your managers. Our experienced coaches provide one-on-one guidance, helping managers navigate challenges and achieve their professional goals.
- Examples: Executive coaching for senior leaders and mentoring programs for emerging managers.

04 Performance Management

- Detailed Information: Our performance management training equips managers with the tools and techniques needed to set clear expectations, provide constructive feedback, and drive employee performance. We emphasize the importance of continuous improvement and accountability.
- Examples: Training on goal setting, performance appraisals, and employee development plans.

05 Change Management

- Detailed Information: We help organizations navigate change by providing training on effective change management strategies. Our programs focus on preparing managers to lead through transitions, communicate effectively, and maintain employee engagement.
- Examples: Workshops on change leadership, stakeholder management, and resilience building.

06 Diversity and Inclusion

- Detailed Information: Our diversity and inclusion training programs aim to create a more inclusive and equitable workplace. We provide managers with the knowledge and skills needed to foster a diverse and inclusive culture.
- Examples: Training on unconscious bias, inclusive leadership, and cultural competency.

Management Training (cont.)

07 Conflict Resolution

- Detailed Information: We offer training on conflict resolution techniques to help managers address and resolve workplace conflicts effectively. Our programs focus on promoting open communication, empathy, and collaboration.
- Examples: Workshops on mediation, negotiation, and problem-solving.

08 Succession Planning

- Detailed Information: Our succession planning services help organizations identify and develop future leaders. We provide training on talent identification, development planning, and succession management.
- Examples: Programs on leadership pipeline development and career pathing.

09 Employee Engagement

- Detailed Information: We offer training on strategies to enhance employee engagement and motivation. Our programs focus on creating a positive work environment, recognizing achievements, and fostering a sense of belonging.
- Examples: Training on employee recognition, motivation techniques, and team dynamics.

10 Continuous Learning and Development

- Detailed Information: We promote a culture of continuous learning and development within your organization. Our programs encourage managers to pursue ongoing professional development and stay updated with the latest industry trends and best practices.
- Examples: Access to online learning platforms, industry conferences, and professional development workshops.

Management Training

Delivery:

In Person



Virtual



Class Length:

Lunch & Learn



Half Day (3-4hrs)



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Full Day \$935/pp

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Topics:

- Leadership Development
- Effective Communication
- Team Building and Collaboration
- Strategic Planning and Decision Making
- Performance Management
- Change Management
- Financial Management
- Project Management
- Ethical Leadership and Corporate Social Responsibility

Products



01 Quality Assurance

- Detailed Information: We meticulously select office supplies and branded materials from reputable manufacturers known for their high standards. Our products undergo rigorous quality checks to ensure durability, functionality, and aesthetic appeal.
- Examples: From premium notebooks and pens to ergonomic office furniture, our range of products is designed to enhance productivity and comfort in the workplace.

02 Ethical Sourcing

- Detailed Information: We prioritize ethical sourcing practices, ensuring that our products are produced in a manner that respects both people and the environment. We partner with suppliers who adhere to fair labor practices and sustainable production methods.
- Examples: Our branded materials, such as custom-printed folders and promotional items, are sourced from companies that use eco-friendly materials and processes.

03 Customization Options

- Detailed Information: We offer a wide range of customization options to help you create a unique and cohesive brand identity. Whether you need branded stationery, promotional items, or office decor, we can tailor our products to reflect your organization's values and aesthetics.
- Examples: Customizable options include logo printing, color matching, and personalized designs for items such as pens, notebooks, and banners.

04 Sustainability Initiatives

- Detailed Information: We are committed to promoting sustainability through our product offerings. Our eco-friendly options include recycled paper products, biodegradable pens, and energy-efficient office equipment.
- Examples: We offer a line of sustainable office supplies, such as recycled paper notebooks and reusable water bottles, to help reduce your environmental footprint.

05 Comprehensive Product Range

- Detailed Information: Our extensive product range covers all your office supply needs, from everyday essentials to specialized items. We ensure that our products are readily available and competitively priced, providing you with convenience and value.
- Examples: Our product catalog includes items such as high-quality paper, writing instruments, desk organizers, and branded merchandise.

06 Client-Centric Approach

- Detailed Information: We prioritize building strong relationships with our clients, offering personalized service and support throughout the purchasing process. Our team is dedicated to understanding your specific needs and providing tailored solutions.
- Examples: We offer consultation services to help you select the right products for your organization, ensuring that your office supplies and branded materials align with your goals and values.

Products (cont.)

07 Innovative Solutions

- Detailed Information: We stay ahead of industry trends by continuously exploring innovative products and solutions. Our goal is to provide you with cutting-edge office supplies and branded materials that enhance your productivity and brand presence.
- Examples: We offer the latest in office technology, such as smart notebooks and digital whiteboards, to support modern and efficient work environments.

08 Ethical Partnerships

- Detailed Information: We collaborate with suppliers who share our commitment to ethical practices and social responsibility. By choosing our products, you are supporting businesses that prioritize fair trade, environmental sustainability, and community development.
- Examples: Our partnerships include suppliers who contribute to social initiatives, such as providing education and healthcare to underserved communities.

09 Client Satisfaction

- Detailed Information: Your satisfaction is our top priority. We offer a satisfaction guarantee on all our products, ensuring that you receive items that meet your expectations and contribute to a positive work environment.
- Examples: Our client service team is available to address any concerns and provide assistance with product selection, customization, and delivery.

10 Continuous Improvement

- Detailed Information: We are committed to continuous improvement, regularly reviewing and updating our product offerings to meet the evolving needs of our clients. We welcome feedback and strive to enhance our services based on your input.
- Examples: We conduct regular surveys and client consultations to gather insights and make informed decisions about our product range and sourcing practices.

Products

Delivery:

In Person



Virtual



Class Length:

Lunch & Learn



Half Day (3-4hrs)



Full Day (6-7hrs)



Program Fees

*In Person (Full Day) \$945/pp

Virtual

Lunch & Learn \$995/hr

Half Day \$499/pp

Full Day \$935/pp

*Additional \$600 for travel and
\$150 materials per class session.

Topics:

- Leadership Development
- Effective Communication
- Team Building and Collaboration
- Strategic Planning and Decision Making
- Performance Management
- Change Management
- Financial Management
- Project Management
- Ethical Leadership and Corporate Social Responsibility

Leadership Development Programs

01 Customized Leadership Training

- Detailed Information: We design and deliver customized leadership training programs that address the specific challenges and goals of your organization. Our programs are based on a thorough assessment of your current leadership capabilities and future objectives.
- Examples: Tailored workshops on strategic thinking, decision-making, and emotional intelligence.

02 Executive Coaching

- Detailed Information: Our executive coaching services provide personalized guidance and support to senior leaders. Our experienced coaches work one-on-one with executives to enhance their leadership skills, navigate challenges, and achieve their professional goals.
- Examples: Executive coaching sessions focused on leadership presence, communication, and conflict resolution.

03 Emerging Leaders Programs

- Detailed Information: We offer programs specifically designed for emerging leaders, helping them develop the skills and competencies needed to take on greater responsibilities. Our programs focus on building a strong foundation for future leadership roles.
- Examples: Training on leadership fundamentals, team management, and performance coaching.

04 Leadership Assessments

- Detailed Information: We conduct comprehensive leadership assessments to identify strengths, areas for improvement, and potential development opportunities. Our assessments provide valuable insights that inform the design of personalized development plans.
- Examples: 360-degree feedback assessments, personality assessments, and leadership competency evaluations.

05 Workshops and Seminars

- Detailed Information: We organize interactive workshops and seminars on various leadership topics, providing valuable insights and practical strategies to enhance leadership effectiveness. Our sessions are designed to be engaging and impactful.
- Examples: Workshops on change management, innovation, and resilience building.

06 Mentorship Programs

- Detailed Information: Our mentorship programs pair emerging leaders with experienced mentors who provide guidance, support, and knowledge sharing. This helps mentees develop their leadership skills and navigate their career paths.
- Examples: Structured mentorship programs with regular check-ins, goal setting, and progress tracking.

Leadership Development Programs (cont.)

07 Leadership Retreats

- Detailed Information: We organize leadership retreats that offer an immersive learning experience, allowing leaders to step away from their daily responsibilities and focus on personal and professional growth. Our retreats include workshops, team-building activities, and reflective exercises.
- Examples: Leadership retreats focused on strategic planning, vision setting, and team cohesion.

08 Diversity and Inclusion Training

- Detailed Information: Our diversity and inclusion training programs aim to create a more inclusive and equitable workplace. We provide leaders with the knowledge and skills needed to foster a diverse and inclusive culture.
- Examples: Training on unconscious bias, inclusive leadership, and cultural competency.

09 Succession Planning

- Detailed Information: Our succession planning services help organizations identify and develop future leaders. We provide training on talent identification, development planning, and succession management.
- Examples: Programs on leadership pipeline development and career pathing.

10 Continuous Learning and Development

- Detailed Information: We promote a culture of continuous learning and development within your organization. Our programs encourage leaders to pursue ongoing professional development and stay updated with the latest industry trends and best practices.
- Examples: Access to online learning platforms, industry conferences, and professional development workshops.



Leadership Development Programs

Delivery:

In Person

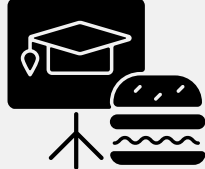


Virtual



Class Length:

Lunch & Learn



Half Day (3-4hrs)



Full Day (6-7hrs)



Program Fees

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Virtual

Lunch & Learn \$995/hr

Half Day \$499/pp

Full Day \$935/pp

*Additional \$600 for travel and
\$150 materials per class session.

Topics:

- Self-Awareness and Personal Development
- Vision and Strategic Thinking
- Emotional Intelligence
- Effective Communication
- Decision Making and Problem Solving
- Team Leadership and Development
- Change Management
- Conflict Resolution and Negotiation
- Coaching and Mentoring
- Ethical Leadership and Corporate Responsibility

Soft Skills Development Program

01 Communication Skills

- **Effective Communication:** Techniques for clear and concise communication.
- **Active Listening:** Strategies to improve listening skills and empathy.
- **Public Speaking:** Overcoming fear and delivering impactful presentations.

02 Leadership and Management

- **Leadership Essentials:** Building foundational leadership skills.
- **Conflict Resolution:** Techniques for managing and resolving conflicts.
- **Team Building:** Fostering collaboration and teamwork.

03 Emotional Intelligence

- **Self-Awareness:** Understanding and managing one's emotions.
- **Empathy:** Developing the ability to understand and share the feelings of others.
- **Stress Management:** Techniques for managing stress and maintaining well-being.

04 Professional Etiquette

- **Business Etiquette:** Understanding professional conduct and manners.
- **Networking Skills:** Building and maintaining professional relationships.
- **Time Management:** Strategies for effective time management and productivity.

05 Customer Service Excellence

- **Customer Interaction:** Techniques for positive and effective customer interactions.
- **Problem-Solving:** Developing skills to address and resolve customer issues.
- **Service Mindset:** Cultivating a customer-centric approach.



Soft Skills Development Programs

Delivery:

In Person



Virtual



Class Length:

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- Vision and Strategic Thinking
- Emotional Intelligence
- Effective Communication
- Decision Making and Problem Solving
- Team Leadership and Development
- Change Management
- Conflict Resolution and Negotiation
- Coaching and Mentoring
- Ethical Leadership and Corporate Responsibility

Non-Profit Training Programs

01 Leadership Development

- Executive Leadership: Strategies for effective leadership at the executive level.
 - Board Governance: Best practices for board members to enhance governance and oversight.
 - Succession Planning: Preparing for leadership transitions to ensure continuity.
-

02 Fundraising and Development

- Grant Writing: Techniques for writing successful grant proposals.
 - Donor Relations: Building and maintaining strong relationships with donors.
 - Fundraising Strategies: Innovative approaches to fundraising and resource development.
-

03 Program Management

- Program Design: Creating impactful and sustainable programs.
 - Monitoring and Evaluation: Techniques for assessing program effectiveness and impact.
 - Volunteer Management: Strategies for recruiting, training, and retaining volunteers.
-

04 Financial Management

- Budgeting and Financial Planning: Best practices for financial management and planning.
 - Financial Reporting: Understanding and preparing financial statements and reports.
 - Compliance and Accountability: Ensuring compliance with legal and regulatory requirements.
-

05 Marketing and Communications

- Branding and Messaging: Developing a strong brand and clear messaging.
- Social Media Strategies: Leveraging social media to engage stakeholders and promote the organization.
- Public Relations: Building and maintaining a positive public image.



Non-Profit Training Programs

Delivery:

In Person



Virtual



Class Length:

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Half Day (3-4hrs)



Full Day (6-7hrs)



Program Fees

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Half Day \$499/pp

Full Day \$935/pp

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\$150 materials per class session.

Topics:

- Non-Profit Management and Leadership
- Fundraising and Development
- Financial Management for Non-Profits
- Marketing and Communications
- Volunteer Management
- Program Development and Evaluation
- Board Development and Governance
- Community Engagement and Partnerships
- Crisis Management and Resilience
- Ethical Practices and Accountability

Employee On-Boarding Programs

01 Orientation and Introduction

- Company Overview: Introduction to the company's mission, vision, values, and culture.
- Organizational Structure: Understanding the company's hierarchy and key departments.
- Policies and Procedures: Familiarization with company policies, procedures, and compliance requirements.

02 Role-Specific Training

- Job Responsibilities: Detailed overview of job duties and expectations.
- Tools and Technology: Training on the tools, software, and technology used in the role.
- Performance Metrics: Understanding performance goals and evaluation criteria.

03 Soft Skills Development

- Communication Skills: Techniques for effective workplace communication.
- Team Collaboration: Strategies for working effectively within a team.
- Time Management: Tips for managing time and prioritizing tasks.

04 Mentorship and Support

- Mentorship Programs: Pairing new hires with experienced mentors for guidance and support.
- Peer Support Groups: Creating networks of new hires for shared learning and support.
- Continuous Feedback: Providing regular feedback and check-ins to ensure smooth integration.

05 Company Culture and Engagement

- Cultural Assimilation: Helping new hires understand and adapt to the company culture.
- Employee Engagement: Strategies for fostering engagement and motivation.
- Wellness and Work-Life Balance: Promoting a healthy work-life balance and well-being.



Employee On-Boarding Programs

Delivery:

In Person



Virtual



Class Length:

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Half Day (3-4hrs)



Full Day (6-7hrs)



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Virtual

Lunch & Learn \$995/hr

Half Day \$499/pp

Full Day \$935/pp

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\$150 materials per class session.

Topics:

- Introduction to the Organization
- Role and Responsibilities
- Company Policies and Procedures
- Health and Safety
- Technology and Tools
- Benefits and Compensation
- Compliance and Legal Requirements
- Company Culture and Engagement
- Performance and Feedback
- Diversity, Equity and Inclusion

Environmental, Health & Safety Training Programs

01 Assess Current Safety Measures

- Conduct a thorough assessment of existing safety protocols.
 - Identify potential hazards and areas for improvement.
-

02 Develop Safety Policies and Procedures

- Create clear and concise safety policies.
 - Include procedures for emergency situations such as fire, natural disasters, and medical emergencies.
-

03 Form a Safety Committee

- Establish a safety committee comprising staff members from various departments.
 - Hold regular meetings to discuss safety concerns and updates.
-

04 Training and Education

- Provide regular safety training sessions for staff and students.
 - Include topics such as first aid, CPR, and emergency response.
-

05 Emergency Preparedness

- Develop an emergency response plan.
 - Conduct regular drills for fire, lockdown, and evacuation procedures.
-

06 Safety Equipment and Resources

- Ensure that safety equipment such as fire extinguishers, first aid kits, and emergency exits are easily accessible.
 - Regularly inspect and maintain safety equipment.
-

07 Communication

- Establish clear communication channels for reporting safety concerns.
 - Use posters, emails, and meetings to keep everyone informed about safety protocols.
-

08 Review and Improve

- Regularly review and update the safety program.
 - Gather feedback from staff and students to make necessary improvements.
-

09 Compliance

- Ensure that the safety program complies with local, state, and federal regulations.
 - Stay updated with any changes in safety laws and guidelines.
-

10 Promote a Safety Culture

- Encourage a culture of safety where everyone feels responsible for maintaining a safe environment.
- Recognize and reward safe behavior.

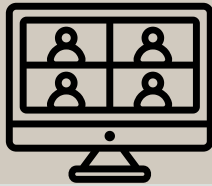
Environmental, Health & Safety Training Programs

Delivery:

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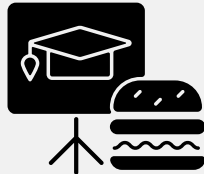


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Full Day \$935/pp

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Topics:

- Emergency Procedures (fire, natural disasters, lock downs, active shooter)
- OSHA Compliance and Standards
- First Aid, Blood-borne Pathogens, AED and CPR
- Safe use of Equipment and Facilities
- Bullying and Harassment Prevention
- Crisis Management
- Environmental Safety
- Cybersecurity and Data Protection
- Ergonomics and Injury Prevention
- Natural Disaster Response



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Contact Us

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