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Agile EQ

By combining the personalized insights of DiSC® with active emotional intelligence development, participants discover an agile approach to workplace interactions and learn to navigate outside their comfort zone, empowering them to meet the demands of any situation. In this half-day training, participants will discover their EQ strengths, recognize their EQ potential, and commit to customized strategies for building agility. The result is an emotionally intelligent workforce that can support your thriving agile culture.

Assertive Communication

Assertive versus Aggressive behaviors are a source of debate in the workplace. This course will focus on self-confidence, defining Aggressive, Passive, Passive-aggressive, and Assertive behaviors, the seven principles of assertive communication, tips to assert yourself, the use of the “Three Party Assertion Message”, and assertive body language.

Change Management

This course provides an understanding of the framework for organizational change and how to deal with it. Everyone who works in the business world today is faced with constant changes and is expected to adapt. In this course, participants will identify methods for solving problems resulting from workplace changes. This course will define change management and identify strategies for effectively preparing for change, coping with reaction to change, and becoming an agent of change in their working lives. Kotter’s Eight Steps of Change Management will also be introduced.

Coaching for Success

In this class you will survey your current coaching skills, and have the opportunity to develop new ones. Successful teams need a supportive team coach. This course explores the core skills and attitudes needed by managers in providing support for growth and performance. It defines the requirements of a person-centered approach to building a learning team, and allows you to practice the skills a successful Coach, Counselor and Mentor needs. Motivation Employees who feel they are valued and recognized for the work they do are more motivated, responsible and productive. More over the real sustenance of motivation lies in the “Art of Self-Motivation”. Participants will identify the link between motivation and employee performance, recognize the external factors that can influence performance, discover ways to build and encourage self-motivation, and learn effective strategies to encourage and sustain a positive attitude.

Conflict Resolution

This course will provide participants with skills to handle controversial and heated issues. Students will learn how to catch problems early and resolve disagreements candidly and respectfully. Students will also learn how to discuss issues in a way that makes it safe for everyone to speak. The Thomas-Kilman Instrument on conflict resolution styles will be introduced.

Creating Goals and Action Plans

This course helps leaders develop goals for company and departmental KPIs. SMART goals will be used to measure clear and concise expectations, action plans, and timelines.

Crisis Management

Define and understand the importance of crisis management. Develop a crisis management plan that includes containment, short and long term resolution, and an after action review. Participants will also identify roles, expectations, and behaviors for everyone when crisis occurs.

Critical Thinking

This course will lead participants to be a more rational and disciplined thinker. It will reduce their bias which will provide a greater understanding of their environment. It will provide participants the skills to evaluate, identify, and distinguish between relevant and irrelevant information which will provide an incredible boost in performance.

Effective Communication

Understanding how you communicate with others as well as how other people use communication will help you further your communication style and improve relationships. This advanced course aims to help you fine tune the way you interact with others which can be the key to your workplace success. Whether communicating under pressure, managing challenging relationships or looking to build lasting rapport, your style and interpersonal competence can make or break your chances of achieving your objectives.



Effective Virtual Team Meetings and Presentations

Learn impactful ways to conduct effective team meetings and presentations, use of various tools within your virtual platform to engage your audience, and best practices and virtual activities to apply in a team setting. Leading Employee Engagement Using Human and Business Strategies. Understand the importance of using the Human Business Model, various levels of communication to effectively connect with employees, and coaching techniques to align performance goals and expectations.

Emotional Intelligence

EQ is the ability to recognize and manage your own emotions to improve as well as having the ability to recognize emotional reactions in others to reduce conflict and improve relationships. This workshop also focuses on helping individuals realize when they have been emotionally triggered and how this affects their mood and behavior. By better managing our emotions, we can experience improved decision making, less conflict and increase overall productivity.

Employee Engagement

Understand the difference between employees who are engaged, dis-engaged, and actively disengaged through the Gallup organization studies. Participants will learn engagement characteristics through team collaboration and self-evaluation.

Ethical Leadership

This course is designed to help leaders get ready for new challenges and responsibilities. You'll discover the heart and mind of true leadership through self-assessments and other leadership scenarios. You will explore roles as strategist, change agent, coach, manager, communicator, mentor and team member. You will learn to develop your unique leadership style for maximum impact.

Foundation of Trust

Improve team effectiveness and productivity through the understanding and application of The Five Behaviors: Trust, Conflict, Commitment, Accountability, and Results. This unique learning experience helps build a culture of high-performing teams through better communication and collaboration.

Generational Differences

Employees from multiple generations must regularly interact with each other in the workplace. At first, the challenges of understanding how those from other generations think can be an obstacle that creates conflict and miscommunication. However, with a little discussion and understanding, organizations can capitalize on the value each group brings to the office.

High Performing Teams

This course will help managers and team leaders develop their skills to create and maintain a high - performance organization. The class will utilize self-perception to raise self-awareness of participant's preferred team role as well as the other team roles behavioral characteristics that need to be present to achieve a high performing organization. Students will learn techniques that will engage and inspire your organizations to achieve a higher level of team performance and synergy.

Innovation

Use design thinking techniques to reinvigorate the way people work. Build the skills, systems and cultures to deliver on ambitious business goals through creativity.

Intent Vs. Impact

It involves putting the terms 'Intent' and 'Impact' to proper use. 'Intent' describes the motive and objective when engaging in action/s that offend or hurt others. People can hear things via their own filters, and messages can become misunderstood. This course helps to identify these situations to create awareness and understanding of the other parties' point of view, possible filters and the way in which they may see and hear things.

Managing Vs. Leading

The world of business is increasingly becoming centered on the interaction of different teams, both within and outside the organization. The success of a team within a company is often directly linked to the ability of a manager to lead and manage the team effectively. In order to perform the job well, the manager must understand the different roles of everyone involved in the team, and be trained in developing the capabilities of all team members and addressing issues as soon as they surface. This course will help you gain an understanding of the basic fundamentals of becoming an effective manager and leader for your team.

Mentoring for Success

This workshop helps train participants to become mentors and provide guidance, advice, knowledge and other skills to less experienced associates to create more sustainability and develop a culture of learning.

Mindfulness

Practicing mindfulness in the workplace can help with stress reduction and stress management as well improve emotional intelligence leading to fewer emotional reactions and greater harmony and balance. Mindfulness can also assist individuals in maintaining work/life balance, perspective, and a greater overall sense of fulfillment which may lead to less absenteeism and increased retention productivity and retention.

Motivation

Employees who feel they are valued and recognized for the work they do are more motivated, responsible and productive. Moreover, the real sustenance of motivation lies in the “Art of self-motivation”. Participants will identify the link between motivation and employee performance, recognize the external factors that can influence performance, discover ways to build and encourage self-motivation, and learn effective strategies to encourage and sustain a positive attitude

Performance Management

Managers will be able to direct and delegate employees using DiSC, understand how to create a motivating work environment through rewards and recognition, identify the critical components and characteristics of effective performance management, pinpoint the gaps in performance, and develop practical strategies for maximizing performance through coaching

Personal Empowerment

Learn what personal empowerment is and your role in empowering yourself and others. Define and understand the importance of empowerment in employee engagement. Participants will understand the characteristics and behaviors associated with empowering and disempowering others, identify various management styles and how these styles can be used to empower teams, create an action plan for you

Presentation Skills

This workshop focuses on the skills it takes to create impactful presentations and deliver them with clarity, confidence and consistency. This workshop allows individuals to improve self-confidence while speaking, learn the basics of effective public speaking and receive feedback in a meaningful, constructive way.

Problem Solving & Decision Making

Regardless of the specific organization or position, your skills and previous training have allowed you to gain employment. One thing that you may not be adequately prepared for, however, is dealing with problems. In a business environment, using specialized groups to solve problems is becoming more and more common. Being able to work in groups to solve problems will enhance your business knowledge and value to the organization. This course will show you the fundamentals of problem-solving skills—from defining your problem to working on finding solutions for your problem.

Professionalism/Ethics and Business Conduct

This course introduces attendees to the relevance and importance of ethics and social responsibility in business. Important learning objectives are to increase students' awareness and understanding of ethical issues in business, and to provide students with useful conceptual tools to guide analysis and decisions. The ultimate intent of the course is to leave participants better equipped to identify, think critically about, and resolve ethical issues.

Stress Management

Positive and negative stress is a constant influence on all of our lives. The trick is to maximize the positive stress and to minimize the negative stress. This course will give participants methods for addressing any stressful situation, as well as the tools of personal skills, including using routines and relaxation techniques. Upon completion of this course students shall be able to: Learn what lifestyle elements can be changed to reduce stress, use routines to reduce stress, learn environmental & physical relaxation techniques, learn how to cope with major events, and learn how to use a stress log to identify stressors & create a plan to reduce or eliminate them.

Self-Care Strategies for Leaders

Leadership places many demands not on our time, but also on our emotions and ultimately our decisions and behaviors. Practicing mindfulness and other self-care strategies can help leaders avoid burnout which is characterized by cynicism, apathy, and decreased morale as well as increase time spent away from work.

Self-Development

This course is designed to explore the skills, characteristics and behaviors of highly effective leaders. Following an in-depth self-assessment, you will develop a plan for developing additional leadership and team-building skills and articulate a plan for self-development Innovation Use design thinking techniques to reinvigorate the way people work. Build the skills, systems and cultures to deliver on ambitious business goals through creativity.

The Art of Persuasion

This course explores the art and science of persuasion. Outlining the ways that persuasion is used, tips on withstanding persuasion, different persuasive techniques, persuasive writing, and more makes this course an excellent guide to using persuasion in your own life.

Team Building

This course will increase your leadership skills and define what a “team” is and the different kinds of teams. We will look at some of the benefits and pitfalls of team work. Participants will also discuss establishing team norms or ground rules that can be used to help teams work together through leadership development. This course will highlight the skills needed to be a highly effective leader. You will learn the skills needed to motivate and inspire your team.

Team Dynamics

This workshop is designed for teams that will be building long-term work relationships. The participants will go through a team synergy exercise, develop a mission statement, establish group behavior norms, begin to identify roadblocks to their mission’s success, and discuss the stages of development for teams and management.

Time Management

This workshop focuses on the basics of effective time management including recognizing and reducing common distractions and increasing tools and methods of productivity to increase goal setting and overall goal completion.

Unconscious Bias

Unconscious bias is something that happens to everyone. Becoming aware of it and the impact it has on our ability to relate and get along with others as well as understanding how it influences our behaviors and decision making can greatly improve our willingness to reach across lines of division as related to age, culture, race, language, and other external factors. The goal of this workshop is to embrace the inherent benefits of a diverse workplace culture.

Valuing Differences

Provides an introduction to diversity and what the impact of a diverse culture can have on organizations now and in the future. This course is designed to create awareness and expand our thinking about diversity. Participants will develop a common language and conceptual framework for addressing diversity challenges and opportunities. It also focuses on how differences in style, abilities, personalities, motivational requirements and communications impact the organization.

Violence & Harassment Prevention

The purpose of this course is to educate and inform participants on unlawful workplace practices relating to harassment, workplace violence, drugs/alcohol, and discrimination. Participants will be able to understand the laws regarding harassment, workplace violence, drug/alcohol abuse, and discrimination in the workplace, know the policies and expectations regarding drug/alcohol abuse, violence and harassment prevention, and understand the risks associated when non-compliant decisions are made

Women in Leadership

In the United States today, women make up half of the workforce. Unfortunately for women, their male colleagues are promoted at a much higher rate. Women offer great work ethnics, and bring something different from men to the workforce, but many times it goes unnoticed. In this workshop, you will learn about how organizations can develop women leaders, about the benefits of women in organizations, as well as advancements for the future of women. You will learn how women in the workplace cannot only benefit the women themselves, but also your organization as well. With this workshop, participants will learn how women are changing the workforce and gain a new perspective on what benefits can come from hiring and promoting women to higher positions.

Work Life Balance & Integration

This course will show how to focus on the important things, manage time more effectively, set accurate and achievable goals, and communicate better with your peers at work and family at home. Time Management You will identify effective time-management strategies, including defining personal and professional goals, establishing priorities, and identifying the tasks that will be critical to achieving those goals. You will create a personal time-management action plan.
