

Lit Synergies Library

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LIT SYNERGIES

How to use this document

This document contains Lit Synergies Ltd.'s current library of training modules. This document is ever growing, so it's worth checking back regularly, signing up to the Lit Synergies newsletter, or discussing your needs with us if what you want does not appear in the lists below. To design your Adapted Training Session, simply follow the steps below:

1

Consult the table below and decide on the length and format of the training. Note, availability of face-to-face training is contingent on location and the length of the session you require.

Note, up-to-date pricing can be found on the Lit Synergies website, or by contacting Lit Synergies direct at contact@litsynergies.com.

Length of Session	Number of Modules	Remote / Face-to-Face
2 Hours	2	Remote only
3 Hours	3	Remote only
4 Hours	4	Remote / Face-to-Face
5 Hours	5	Remote / Face-to-Face
6 Hours	6	Remote / Face-to-Face

2

Once you have decided on the length of the session you'd like to go with, as well as the format of the delivery, you can now choose which modules you'd like to include in your session. Select a number of modules equal to those shown in the table (all modules shown will take up 1 hour of delivery time by design).

There are no restrictions for which modules are paired with which, although we will discuss your selection with you on step three to ensure that delivery outcomes will match your expectations.

3

Finally, contact Lit Synergies using the contact form on our website, or via contact@litsynergies.com and we will arrange a free consultancy call to discuss your selection, answer any questions that you may have, and review the forward process with you. The outcomes for this consultancy call will be emailed to you for you to take them away and make an informed, no pressure decision easily.

Example: I'd like to run a top-up training session for a handful of my less experienced leaders to aid their continued professional development.

1. The most efficient choice for my company would be a 3-hour session out of working hours. This length of session is only available as a remotely delivered session.
2. Now that I have the length of the session, I choose modules "Situational Leadership" and "Building Resilience" from Leadership and Management, as well as "Creating Accessible Work Environments" from the "Allyship, Diversity, Accessibility, Inclusion, Equality" section.
3. I contact Lit Synergies at contact@litsynergies.com to arrange a no-pressure consultancy call to discuss my requirements, as well as the forward process.



Leadership and Management

Module Title	Description
1. Introduction to Leadership Styles	Explore different leadership styles (e.g., transformational, transactional) and learn to adapt your approach to varying team dynamics and individual needs.
2. Effective Communication Skills	Discover tools and strategies for clear, impactful communication to enhance team understanding, reduce conflict, and promote a positive work environment.
3. Conflict Resolution	Gain techniques for identifying, addressing, and resolving conflicts within teams, focusing on maintaining productivity and positive relationships.
4. Time Management	Learn strategies for prioritizing tasks, delegating effectively, and managing your time to maximize productivity without burnout.
5. Situational Leadership	Understand the principles of situational leadership and learn how to adapt your leadership approach based on the needs and development levels of team members.
6. Building Resilience	Explore ways to build personal resilience as a leader and support your team in managing stress and adapting to change.
7. Delegation and Empowerment	Learn how to delegate tasks effectively and empower team members, encouraging ownership and accountability.
8. Motivating Your Team	Discover various motivational techniques to engage your team, from recognizing achievements to setting meaningful goals.
9. Emotional Intelligence	Develop emotional intelligence to improve self-awareness, empathy, and relationship management within the workplace.
10. Building a Positive Work Culture	Explore ways to foster a supportive and inclusive work culture that values diversity, collaboration, and shared success.



Leadership and Management

Module Title	Description
11. Setting and Managing Goals	Learn goal-setting techniques, including SMART goals, to help guide your team toward achieving personal and organizational objectives.
12. Effective Decision-Making	Develop skills for making confident, informed decisions by evaluating options and considering potential outcomes and team impact.
13. Coaching and Mentoring Skills	Discover the value of coaching and mentoring as a leader, and learn techniques for guiding team members in their personal and professional growth.
14. Managing Remote Teams	Gain insights into leading remote or hybrid teams effectively, including maintaining communication, managing performance, and fostering connection.
15. Performance Management	Learn strategies for managing team performance, providing constructive feedback, and handling performance-related issues positively and proactively.
16. Diversity and Inclusion	Understand the importance of creating a diverse and inclusive team environment and learn strategies for promoting equity and respect.
17. Change Management	Discover the fundamentals of change management, including preparing, managing, and reinforcing change initiatives within teams.
18. Building Team Synergy	Learn techniques for building synergy within your team, focusing on collaboration, mutual respect, and shared goals.
19. Critical Thinking for Leaders	Develop critical thinking skills to analyze problems effectively, assess potential solutions, and implement sound strategies.
20. Managing Upwards	Gain insights into managing relationships with senior leaders by understanding their priorities, communicating effectively, and building trust.

Leadership and Management

Module Title	Description
21. Building Trust and Credibility	Learn strategies for building and maintaining trust and credibility with your team through transparency, consistency, and integrity.
22. Developing Strategic Thinking	Explore techniques for thinking strategically as a leader, including understanding broader business goals and making long-term, impactful decisions.
23. Enhancing Creativity and Innovation	Discover ways to encourage creativity and innovation within your team, fostering an environment that welcomes new ideas and continuous improvement.
24. Accountability and Responsibility	Understand the importance of accountability in leadership, and learn methods to model and reinforce a sense of responsibility among team members.
25. Decision-Making Under Pressure	Gain tools for making clear and effective decisions under time constraints and high-stakes situations, minimizing stress and enhancing confidence.
26. Cross-Functional Collaboration	Learn techniques for collaborating across departments and functions to achieve shared objectives and drive organizational success.
27. Leveraging Feedback for Growth	Explore how to give and receive constructive feedback effectively, creating a culture of continuous learning and improvement.
28. Adaptive Leadership	Discover strategies for adapting your leadership approach to manage change, address new challenges, and maintain team engagement.
29. Empathy in Leadership	Develop empathy as a core leadership skill, understanding how to connect with and support team members on a personal and professional level.
30. Managing High-Performing Teams	Learn techniques for leading high-performing teams, focusing on maintaining motivation, sustaining productivity, and preventing burnout.



Leadership and Management

Module Title	Description
31. Influencing and Persuasion	Explore the principles of influence and persuasion to enhance your ability to lead initiatives, motivate others, and gain buy-in for ideas.
32. Navigating Office Politics	Gain skills for understanding and navigating workplace dynamics and politics with professionalism and integrity, protecting yourself and your team from potential pitfalls.
33. Crisis Management	Learn the basics of managing a crisis, including assessing risk, maintaining communication, and ensuring team safety and cohesion in challenging times.
34. Facilitating Effective Meetings	Discover how to run effective, engaging meetings that respect participants' time, encourage participation, and achieve clear outcomes.
35. Work-Life Balance for Leaders	Learn strategies for managing your own work-life balance and supporting your team's well-being to prevent burnout and increase productivity.
36. Leadership in Times of Uncertainty	Develop skills to lead confidently during uncertain times by staying resilient, communicating transparently, and providing stability for your team.
37. Digital Literacy for Leaders	Explore essential digital tools and technologies that enhance productivity, collaboration, and communication within a modern workplace.
38. Building a Culture of Accountability	Understand how to foster a team environment that values accountability, where individuals take ownership of their actions and follow through on commitments.
39. Leading by Example	Discover the importance of modeling behaviors and values you want to see in your team, building respect and trust through actions and consistency.
40. Creating a Learning Culture	Learn to cultivate a learning-oriented team culture that encourages knowledge sharing, skill development, and continuous personal growth.

Allyship, Diversity, Accessibility, Inclusion, Equality

Module Title	Description
1. Introduction to DEI Principles	Learn the foundational concepts of Diversity, Equity, and Inclusion (DEI) and understand why they are essential for a healthy, innovative workplace.
2. Recognizing and Overcoming Bias	Identify unconscious biases and learn practical techniques to minimize their impact on decision-making, team dynamics, and daily interactions.
3. Inclusive Language in the Workplace	Explore the power of language and learn how to communicate in ways that promote inclusion, respect, and understanding across diverse backgrounds.
4. Building Cultural Awareness	Develop awareness of different cultures and learn to navigate cultural differences to foster understanding and collaboration within a diverse team.
5. Creating Accessible Work Environments	Understand the principles of accessibility and learn practical ways to create a work environment that is inclusive of people with disabilities.
6. Understanding Privilege and Its Impact	Examine the concept of privilege, understand how it impacts the workplace, and learn strategies to create a more equitable environment for all team members.
7. Gender Identity and Pronouns	Explore concepts of gender identity, learn the importance of correct pronoun use, and create a respectful space for gender diversity in the workplace.
8. Allyship in Action	Discover the role of allyship and gain actionable steps to support marginalized colleagues and promote a truly inclusive workplace culture.
9. Building an Inclusive Team Culture	Learn how to foster a team culture that values and celebrates diversity, ensuring everyone feels safe, heard, and valued.
10. Managing DEI in Remote Teams	Understand the unique DEI challenges in remote work and learn strategies to promote inclusion and belonging within virtual teams.

Allyship, Diversity, Accessibility, Inclusion, Equality

Module Title	Description
11. Addressing Microaggressions	Identify what constitutes a microaggression and learn methods for addressing and reducing them within the workplace.
12. Understanding Intersectionality	Examine the interconnected nature of social categorizations like race, class, and gender, and understand how they create overlapping systems of discrimination or disadvantage.
13. Creating Safe Spaces for Open Dialogue	Develop skills to create safe, open spaces for discussions around diversity, inclusion, and equity, ensuring all team members feel comfortable sharing perspectives.
14. Inclusive Recruitment Practices	Explore inclusive hiring practices that ensure equal opportunities, reduce bias, and attract diverse talent pools.
15. Supporting Neurodiverse Team Members	Learn how to create an inclusive environment that supports neurodiverse employees, recognizing their strengths and addressing unique needs.
16. Religion and Belief Inclusion	Gain understanding of different religious beliefs and practices to foster respect and inclusivity around faith in the workplace.
17. Addressing Ageism in the Workplace	Recognize and address age-based bias and learn ways to promote a respectful, age-inclusive work environment for all generations.
18. Supporting LGBTQ+ Employees	Learn how to create an environment that respects and supports LGBTQ+ employees, fostering inclusivity and understanding in the workplace.
19. Disability Awareness and Etiquette	Develop an understanding of disability etiquette and learn how to interact respectfully and supportively with people with disabilities.
20. Measuring and Evaluating DEI Efforts	Discover methods for assessing the effectiveness of DEI initiatives, setting benchmarks, and tracking progress to ensure meaningful, long-term impact on the organization.

Allyship, Diversity, Accessibility, Inclusion, Equality

Module Title	Description
21. Supporting Christian Colleagues	Gain an understanding of Christianity and its practices, and learn ways to respect and support Christian colleagues in the workplace.
22. Supporting Muslim Colleagues	Learn about Islam, its customs, and key practices, and gain strategies to foster an inclusive environment for Muslim team members.
23. Supporting Jewish Colleagues	Explore Jewish beliefs and traditions, and understand how to create a respectful, inclusive atmosphere for Jewish colleagues.
24. Supporting Hindu Colleagues	Develop knowledge of Hindu beliefs and practices, learning to respect cultural practices and support Hindu colleagues.
25. Supporting Buddhist Colleagues	Understand Buddhism, its values, and traditions, and learn how to accommodate the needs of Buddhist team members.
26. Supporting Sikh Colleagues	Gain insight into Sikh beliefs, practices, and traditions, and understand how to foster an inclusive environment for Sikh colleagues.
27. Supporting Colleagues of Other Faiths	Develop understanding and respect for a variety of other religious beliefs, with guidance on how to support colleagues of various other faith backgrounds.
28. Supporting Atheist and Agnostic Colleagues	Explore the beliefs and perspectives of atheist and agnostic individuals, and learn ways to create an inclusive, respectful workplace for all perspectives.
29. Understanding Neurodiversity in the Workplace	Gain a foundational understanding of neurodiversity and learn how to support neurodiverse colleagues to build an inclusive workplace culture.
30. Supporting Colleagues with Autism Spectrum Condition	Learn about Autism Spectrum Condition, including communication styles and sensory needs, and ways to create a supportive, accommodating work environment.

Allyship, Diversity, Accessibility, Inclusion, Equality

Module Title	Description
31. Supporting Colleagues with ADHD	Understand the unique strengths and challenges faced by individuals with ADHD, and gain strategies for creating an inclusive and productive work environment.
32. Supporting Colleagues with Dyslexia	Gain insight into dyslexia and learn techniques to accommodate colleagues with dyslexia, improving accessibility and productivity in the workplace.
33. Supporting Colleagues with Dyspraxia	Learn about dyspraxia and explore ways to make the workplace more inclusive and supportive for individuals with coordination and processing challenges.
34. Supporting Colleagues with Tourette's Syndrome	Develop understanding and awareness of Tourette's Syndrome, including ways to foster an inclusive, respectful work environment for affected individuals.
35. Promoting Interfaith Understanding	Explore strategies for promoting interfaith understanding and respect within your team, fostering a culture of inclusivity and open dialogue.
36. Navigating Religious Observances	Gain awareness of common religious observances and holidays and learn to accommodate these respectfully in scheduling and planning.
37. Addressing Religious-Based Bias and Stereotypes	Recognize and address common biases and stereotypes related to religion, and learn strategies for reducing discrimination in the workplace.
38. Inclusive Policies for Faith-Based Needs	Explore how to develop and implement policies that respect faith-based needs, including prayer spaces, dietary accommodations, and flexible holiday scheduling.
39. Building Empathy for Diverse Belief Systems	Learn techniques for building empathy and understanding for diverse belief systems, fostering greater respect and collaboration across teams.
40. Supporting Religious Freedom in the Workplace	Understand the importance of supporting religious freedom, ensuring all team members feel comfortable expressing or practicing their beliefs without fear of discrimination.



Recruitment, Sales, and Consultancy

Module Title	Description
1. Fundamentals of Recruitment	Learn the essentials of recruitment, including job profiling, sourcing strategies, and screening techniques to attract the best talent for your organization or clients.
2. Effective Candidate Sourcing Techniques	Explore modern sourcing methods, from social media recruiting to networking, to find and engage top candidates in today's competitive market.
3. Crafting Compelling Job Descriptions	Discover how to write job descriptions that attract the right candidates, highlight company culture, and ensure inclusivity.
4. Conducting Behavioral Interviews	Learn to use behavioral interview techniques to assess candidate fit, identifying skills and attributes that align with the company's needs and values.
5. Mastering Sales Fundamentals	Understand the basics of the sales process, from prospecting to closing, with tips on building rapport, addressing objections, and adding value.
6. Building a Winning Sales Pitch	Develop a compelling sales pitch tailored to your audience, focusing on problem-solving, benefits, and unique selling points.
7. Consultative Selling Skills	Discover the principles of consultative selling, learning to ask insightful questions and position solutions that meet the client's needs.
8. Effective Prospecting and Lead Generation	Learn techniques for identifying and qualifying leads, using tools like CRM systems, social media, and networking to build a steady sales pipeline.
9. Building Strong Client Relationships	Gain skills to build trust, communicate effectively, and foster long-term relationships that lead to repeat business and referrals.
10. Understanding the Sales Funnel	Explore the sales funnel stages, from awareness to conversion, and learn strategies to move prospects smoothly through each phase.



Recruitment, Sales, and Consultancy

Module Title	Description
11. Recruitment and Sales Metrics	Learn which key metrics are essential to measure success in recruitment and sales, including conversion rates, time-to-hire, and customer acquisition cost.
12. Negotiation Skills for Recruiters and Sales	Develop negotiation techniques for managing salary discussions, contracts, and pricing in a way that benefits both parties and fosters goodwill.
13. Personal Branding in Recruitment and Sales	Discover strategies for building a personal brand, positioning yourself as a trusted advisor and go-to resource within your industry.
14. Navigating Client Expectations in Consultancy	Learn techniques to manage and set client expectations, ensuring clarity, trust, and satisfaction in consultancy projects.
15. Handling Rejections and Objections	Gain resilience and learn effective strategies for handling objections and rejections in recruitment and sales, turning challenges into learning opportunities.
16. Candidate Experience and Employer Branding	Understand the importance of a positive candidate experience and learn to communicate your employer brand effectively throughout the recruitment process.
17. Upselling and Cross-Selling Skills	Discover techniques for identifying opportunities to upsell and cross-sell additional services to existing clients, enhancing value and building loyalty.
18. Writing Effective Sales and Recruitment Emails	Learn to craft emails that capture attention, communicate value, and increase response rates from potential clients and candidates.
19. Building a Robust Referral Network	Develop strategies to create and nurture a referral network, leveraging existing relationships to generate new leads and candidates.
20. Time Management for Recruiters and Consultants	Master time management strategies to balance competing demands, prioritize tasks, and increase productivity in high-demand roles.

Recruitment, Sales, and Consultancy

Module Title	Description
21. Advanced Interviewing Techniques	Delve deeper into interviewing techniques, including competency-based and panel interviews, to evaluate candidates more effectively.
22. Leveraging Data in Recruitment and Sales	Learn to use data analytics to enhance recruitment and sales strategies, tracking metrics like conversion rates, time-to-hire, and customer behavior.
23. Diversity and Inclusion in Recruitment	Discover strategies for recruiting diverse talent, ensuring unbiased hiring processes, and fostering an inclusive workforce.
24. Building a Strong Client Onboarding Process	Understand the importance of a seamless onboarding experience for new clients, building trust and setting clear expectations from the start.
25. Developing Emotional Intelligence in Sales	Enhance your emotional intelligence to connect better with clients, manage your own responses, and build stronger relationships.
26. Managing a Talent Pipeline	Learn techniques for maintaining a robust talent pipeline, ensuring you have access to a pool of qualified candidates for future roles.
27. Creating Value Propositions for Clients	Develop compelling value propositions tailored to your client's needs, emphasizing the unique benefits of your services.
28. Social Selling Techniques	Master social selling techniques using platforms like LinkedIn to identify, engage, and nurture prospects through social media.
29. Effective Listening in Consultancy	Build active listening skills to better understand client needs and challenges, fostering a consultative and client-centric approach.
30. Salary Negotiation Strategies	Learn the key tactics for handling salary negotiations with candidates and clients, aiming for a fair and mutually beneficial agreement.

Recruitment, Sales, and Consultancy

Module Title	Description
31. Building Your Professional Network	Develop networking skills for building meaningful connections that support your recruitment, sales, or consultancy career.
32. Identifying Client Pain Points	Learn to ask probing questions and use observation techniques to uncover clients' real challenges, positioning your services as the solution.
33. Managing Challenging Clients	Gain strategies for handling difficult client situations, including managing expectations, handling complaints, and maintaining a professional relationship.
34. Crafting Effective Job Advertisements	Discover techniques for creating job ads that attract the right candidates, showcasing company culture, and reaching your target talent pool.
35. Using Behavioral Insights in Sales	Leverage behavioral insights to better understand customer psychology, tailoring your approach to drive conversions and build rapport.
36. Preparing for Client Presentations	Develop skills for preparing and delivering impactful client presentations, highlighting your solutions and addressing client concerns.
37. Assessing Cultural Fit in Recruitment	Learn methods to assess candidates for cultural fit, balancing technical skills with values and behaviors that align with the organization's culture.
38. Building Long-Term Client Partnerships	Understand strategies for nurturing client relationships over the long term, ensuring repeat business and ongoing trust.
39. Using AI and Technology in Recruitment	Explore the latest technologies in recruitment, from applicant tracking systems to AI-based tools, and learn how they can streamline processes and improve candidate experiences.
40. Ethical Sales and Recruitment Practices	Understand the importance of ethics in sales and recruitment, learning to build a reputation of trust, integrity, and transparency with clients and candidates alike.



Adapted Support from Lit Synergies

At Lit Synergies, we believe that impactful training must be flexible, relevant, and adaptable to meet each client's unique needs. The modular training approach of our Adapted Support empowers you to select from our diverse selection of modules, creating a customized training session tailored to your specific goals. Whether you're looking to develop your leadership, communication, resilience, or cultural competency, we have the expertise to deliver engaging, effective, and meaningful learning experiences.

Remote Training Options

Choose a fully virtual training experience that can be easily integrated into your team's workday. Our remote options are available in flexible, one-hour modules that clients can mix and match across core themes. Lit Synergies provides a seamless online delivery method that allows you to access high-quality training no matter where you are in the world.

Pricing Per One-Hour Module:

- GBP: £70
- USD: \$90
- EUR: €83
- AUD: \$140

Build your own session length by choosing as many one-hour modules as you need to create an impactful program. This structure allows you to scale training to suit your timeline, budget, and the specific skill areas you want to target.

Face-to-Face Training Options (UK Only)

If you prefer an in-person experience, we offer face-to-face training solutions within the UK, bringing our expert trainers directly to your workplace. Face-to-face options are available in either half-day (3 hours) or full-day (6 hours) sessions, allowing for in-depth exploration and dynamic group activities that foster immediate skill application and team bonding.

•Pricing Per Half-Day Session (UK Only): £450

•Pricing Per Full-Day Session (UK Only): £800

The Lit Synergies Advantage

Why choose Lit Synergies for your training needs? Here's what sets us apart:

- Customizable Modular Approach**

Build a training program that suits your goals and schedules. Pick from our core themes to address specific skills, making training relevant and impactful for your team. Simple, accessible, flexible.

- Expert-Led, Practical, and Engaging Content**

Lit Synergies brings a wealth of industry experience, using real-world examples, interactive elements, and practical applications to keep participants engaged and motivated.

- Scalable and Accessible Training**

Whether you're a small team or a large organization, our flexible, modular structure allows you to select as many training modules as you need, delivered remotely or in-person.

- Commitment to Inclusion and Diversity**

We understand the importance of creating a supportive, inclusive environment for all participants, ensuring that everyone's perspective is respected and valued.



LIT SYNERGIES

Want to know more?

All relationships start with a conversation. To kick start your relationship with Lit Synergies and to arrange a free consultation call for any of our service offerings, contact us at:

Contact@LitSynergies.com

Head over to our website: www.LitSynergies.com

Connect with us on social media: [@LitSynergies](#)



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