



## Workshop Outlines and Costs

<b>Management Programs:</b> These programs are appropriate for a focused Women's Leadership or General Management		
<b>Don't Hire to Fire: Interviewing For Results Workshop</b>	2-3 Hours	Interactive Behavioral Interviewing Workshop with HR legal compliance pointers
<b>Talent &amp; Performance Management:</b> Leading an Effective Performance review, Utilizing the 9 Box Grid, Common Rater Errors	Full or Half Day (4 hours)	Full Day includes Documentation training
<b>Difficult Performance Conversations Made Easier:</b> This workshop covers how to identify positive insight, performance continuum feedback method, how to turn around and reframe performance conversations and conversation practice	Full Day	This course can be coupled with The Talent & Performance Management training or delivered on its own. Video feedback can be added to this course.
<b>Harassment and Retaliation Training</b>	2 hours	This course is intended to be one of several positive steps that organizations can take to prevent workplace discrimination and harassment and reduce the risk of retaliation incidents and claims. Retaliation consistently ranks as the number one charge filed with the EEOC.

<p><b>Documentation Bootcamp:</b> Understanding the Corrective Action Process and staying compliant</p>	<p>Half Day (4 hours)</p>	<p>Intended to provide managers with a solid understanding of your performance management process as it relates to corrective action and their role as a manager.</p>
<p><b>Women's Leadership Section 1:</b> This course focuses on Understanding Assertiveness vs Aggressiveness, Assertiveness in the Context of Society and Work, Identifying and Removing Barriers for Women Managers, Handling Anger and Emotion, Being Assertive Upwards</p>	<p>Half Day (4 hours)</p>	
<p><b>Women's Leadership Section 2:</b> Identifying the Leader Within and Self-Assessment, Addressing Challenges, Effective Communication, How to Say No, The Conflict Script</p>	<p>Half Day (4 hours)</p>	
<p><b>Women's Leadership Full Day:</b> Understanding Assertiveness vs Aggressiveness, Effective Communication and Body Language, How to Say No, How to Manage with Emotional intelligence</p>	<p>Full Day</p>	
<p><b>Individual Sessions:</b> Typically combined with a full or half day training, the individual sessions allow employees to speak to the issues specific for them and allow me greater insight into what to address in trainings.</p>	<p>Up to 8 sessions in 1 day</p>	<p>Will be combined with Flat Rate Trip fee.</p>

**Programs appropriate at all staff levels:**

<p><b>The Human Balance:</b> Personality Types and how to work with them</p> <p><i>*Our most popular course!</i></p>	<p>Full or Half Day</p>		<p>Workshop fee includes \$30/participant JTPW Assessment fee, \$50 course materials.</p> <p>Utilize knowledge of the 16 personality types to make people more effective. When you understand your type preferences or those of your colleagues, you can approach your work in a manner that best suits your own or your colleagues' style, including: time management, problem solving, best approaches for decision making, and dealing with stress. Knowledge of type can help you better understand the culture of the place you work, develop new skills, understand team participation and cope with change in the workplace.</p>
<p><b>Situational Awareness:</b> Office and Personal Safety Training</p>	<p>2 hours</p>		<p>This training may help satisfy your Employer Responsibilities for training under OSHA</p>
<p><b>Across the Distance: Working in Virtual Teams</b></p>	<p>2.5 Hours</p>		
<p><b>Team Building:</b> Facilitate Better Communication, Motivate Employees, Promote Creativity, Develop Problem-solving skills, Break the barrier!</p>	<p>Full or Half Day (4 hours)</p>		
<p><b>Effective Communication Problem Solving, Peer Coaching and Conflict Resolution</b></p>	<p>Full Day</p>		<p>This workshop focuses on how to apply these concepts in day to day activities. This is full day course where we learn how to lead and participate in problem solving meetings, undertaking roles and responsibilities in conversations/meetings, how to conduct peer coaching sessions, resolving conflict and how to say no. We can focus this workshop for managers or non-managers. This training combines strategies for effective communication including Video feedback</p>

<b>Emotional Intelligence:</b> Understanding why EI is important to personal and professional success, how to use EI for better decision making, build trust and teams, recognize 5 competencies to increase your EI.	Full Day		
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**Personalized Training sessions can be developed on any topic. Contact HR Ignite for more information!**