



TRAINING CATALOG

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Equipping others for success through training
and development opportunities

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Spiron Solutions

Our company is dedicated to advancing people, employees, teams, businesses, and more. This catalog outlines trainings designed to meet the needs of today's workplace. Each training is conducted by dynamic trainers with expertise in the subject area. Training sessions and packages are custom designed to meet the needs of your organization with virtual and on-site options.

PROFESSIONAL TRAININGS DESIGNED TO :

- ✓ Retain top talent & reduce turnover
- ✓ Create a productive & positive workplace culture
- ✓ Develop employees & leaders
- ✓ Keep customers by meeting their needs
- ✓ Produce an effective leadership pipeline
- ✓ Increase productive & effective communication
- ✓ Build a stable foundation for growth & change
- ✓ Meet your organization's goals

MISSION

Spiron Solutions is dedicated to providing employees with the tools necessary to thrive in their interpersonal and leadership skills, uplifting company culture and productivity.

VISION

To equip organizations for success through training and development opportunities that develop cultures of growth, ensure high levels of productivity, and promote employee satisfaction.

VALUES



Integrity



Engagement



Growth

>> Alphabetical List of Trainings

The Spiron Solutions team individualizes each training to meet your desired outcomes. We customize the content to better serve your team based on your audience, timeframe, and organization's goals. The materials, resources, and methods are adjusted to maximize this opportunity for your audience. All the trainings listed below can be personalized to meet your specific needs.

ICON KEY



Employee Growth



Productivity



Workplace Culture



Communication



Leadership and Management



Community Impact/Nonprofit



Entrepreneurship

BE A CHANGE MAKER: LEADERSHIP & ADVOCACY



Often times change is needed to adapt or move forward. Good leaders learn how to leverage change for growth and progression. This training discusses the basic principles of identifying a need for change, advocating for it, and managing the change. Participants will also learn how leaders can integrate advocacy into their daily practice.

BUILDING LEADERSHIP CAPACITY



The need for leadership development is inevitable. Designed for entry level executives to middle managers, this course focuses on several core leadership skills that every employee needs. Good leaders are essential for efficient production, positive culture, reputation, and overall success of a company. Course participants learn tips and tricks to fast-track their leadership development and start better serving their employees, colleagues, and the company.

COMMUNICATING THE RIGHT MESSAGE



Knowing your audience and crafting the right communication enriches relationships and increases productivity. This course takes the basics of communication to the next level and highlights how methods and audience guide your approach.

CONFLICT MANAGEMENT



The purpose of this session is to help participants learn to effectively manage conflict regardless of their role in the organization. Participants will be able to identify specific skills related to situational conflict management in order to enhance individual professional development and team performance. Topics will include, causes and types of conflict, a conflict process model, and styles of conflict management.

CREATING YOUR PERSONAL BRAND



'Personal brand' has become a common reference but understanding what that means within the context of business is not always clear. Create a brand and reputation that clearly communicates your vision, values, and purpose. This training guides you through the key steps for brainstorming and/or evaluating your personal brand.

DEVELOPING YOUR LEADERSHIP INFLUENCE



To be truly effective, leaders must know how to influence others. Based on the works of leadership expert John Maxwell, this training will guide participants on developing their ability to influence others. Leadership Influence focuses on inspiring, persuading, and encouraging others to achieve common goals. This is essential in the workplace to meet performance indicators and to have a healthy culture.

EFFECTIVELY COMMUNICATING WITH OTHERS



The power of communication is the highlight of this course. Communication skills can make or break a business. Participants learn how to effectively communicate with others and listen actively. Employees learn communication techniques that are essential for efficiency and positive results through this interactive and engaging course.

EMOTIONAL INTELLIGENCE IN THE WORKPLACE



The key to professional and personal success is emotional intelligence. The ability to not only recognize and manage your own emotions, but to also recognize emotions in others is essential to successful relationships in the workplace. Studies have shown that people with high emotional intelligence have greater job performance and leadership skills. Participants will leave the course with a better understanding of how to work with others in a caring, empathetic, and emotionally aware way.

EMOTIONAL INTELLIGENCE 2.0 + ASSESSMENT



Participants will take a deeper dive into their own emotional intelligence, using the Emotional Quotient Inventory (EQ-i 2.0) assessment to measure emotional and social intelligence. The EQ-i 2.0 will provide you with an in-depth assessment of critical information so that you may obtain optimal lasting improved performance.

ENHANCED COMMUNICATION



This workshop will focus on strategies to enhance communication skills with colleagues at different levels within the organization. Participants will be able to practice specific skills related to internal and external communication in order to enhance individual professional development and team performance. Topics will include, communication styles, engaged listening, nonverbal communication, and intergenerational communication.

EMPLOYEE DEVELOPMENT: COACHING, MENTORING, & TRAINING OTHERS



Organizational leaders have a responsibility to develop employees to build stronger teams and a more well equipped workforce. Participants will learn about adult learning methodologies and models for developing effective trainings. They will also gain a better understanding of their roles as coaches and mentors, including how to have coaching conversations. Participants will leave knowing how to use these skills to enhance their teams and build their leadership pipeline.

ETHICAL DECISION MAKING



Many professionals are faced with difficult decisions on a regular basis. Having a strong framework for ethical decision making will help ensure you consider all aspects of a decision before moving forward. Ethics is a vital component of all professions, but is especially critical for public officials, fiduciaries, nonprofits, and business leaders. This training will provide you with the tools needed to make decisions that ethically serve your clients and colleagues.

EVERYONE COMMUNICATES, FEW CONNECT



Connecting with others is a major determining factor to reaching your full potential. Good communication is the key to ensuring that you are connecting with others and effectively messaging your thoughts. Based on the book by leadership expert John Maxwell, participants learn five principles and practices to develop connection skills.

EXECUTIVE LEADERSHIP



Supervisors are expected to effectively manage a team while helping subordinates develop professionally. But they do not always have the skills to perform these duties jointly. This workshop focuses on four key competencies that enable supervisors to meet goals while being strong leaders to their employees. Training participants will learn skills in motivating, using strength-based leadership, delivering feedback, and fostering innovation. These skills are essential to move good supervisors into great leaders.

GIVING & RECEIVING FEEDBACK



This workshop will focus on the benefits of developing a corporate culture that is receptive to giving and receiving feedback. Participants will be provided structured approaches to use when giving feedback. Additional topics include the concept of future focused feed-forward approaches, strategies for receiving and responding to feedback, as well as using self assessments.

IMPLEMENTING AN ENTREPRENEURIAL MINDSET IN THE WORKPLACE



Imagine taking the skills needed to start and run a business and fostering them in your workplace. Organizations will see more innovative, self-directed, and dedicated employees. Encouraging others to develop entrepreneurial mindsets will result in a stronger, more competitive organization with a better culture for employee happiness. This course covers the essential concepts needed to create and foster an entrepreneurial mindset in your workforce.

LEADING YOUR TEAM FORWARD



Whether you are a leader, manager, or colleague, you can take strides to move your team forward. This training teaches participants how to lead their teams from the front, middle, and behind. Leadership is essential for all positions and teamwork is what garners success!

LEARNING ABOUT YOURSELF & OTHERS + D.I.S.C. ASSESSMENT



In order to work well with others, you must understand yourself and your behaviors. In order to lead a team, you must understand how your team operates. The DISC Behavioral Analysis sets the stage to better understand yourself and others. Through this understanding, participants will reduce conflict, improve teamwork, communicate better, and increase productivity in the workplace. Participants take the DISC assessment prior to the training and have their results to share during the session.

LISTEN: DON'T JUST HEAR WHAT IS SAID



Listening is a crucial aspect of communication. Everyone can learn to listen more actively in order to increase communication effectiveness. Participants will learn the Active Listening Model and practice its components. They will leave with the tools needed to really listen to others and be better communicators.

POSITIVE PROBLEM SOLVING

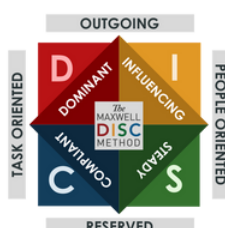


During this session, participants will explore ways to enhance success by identifying and replicating positive aspects of an issue. They will analyze the negative spiraling narratives that often exist during times when individuals or teams are attempting to solve problems or enact change. They will examine how those negative stories can become paralyzing and limit solutions. As a way to address such negative narratives, participants will explore positive approaches for effective problem solving and decision making.

PRODUCTIVE, INCLUSIVE, & EFFECTIVE MEETINGS



Meetings done wrong can be daunting, while meetings done right can efficiently move initiatives and organizations forward. Productive meetings are also essential for buy-in from staff and stakeholders. This training addresses the challenges of meetings and how to narrow the focus to create productive and engaging ones. Developing meeting facilitation skills also ensures that everyone's voice is heard and inclusive decisions are made. Leave the training excited to exchange ideas, problem solve, and highlight successes in your next meeting!



PURPOSEFUL INCLUSION



There are many benefits to having a diverse work group covering a variety of demographics and backgrounds. This course discusses diversity and inclusion with a focus on how to create and maintain it. Inclusion is the act of ensuring that people of diverse opinions and/or situations are respected and feel included as customers and colleagues. Participants gain a better understanding of unintentional biases, ways to ensure a more inclusive environment, and how to utilize each person's unique perspective to garner success.

SETTING & ACHIEVING GOALS



Success starts with a clear destination. Identifying key metrics to outline a plan for achieving established goals is the start to the success of your team and organization. Using best practices to guide you, this training provides an actionable plan for measuring, tracking, and achieving individual, group, or company goals.

STRENGTHENING SUPERVISION



During this training participants will learn techniques to foster positive supervisory relationships in the workspace that include providing strengths-based feedback, establishing appropriate boundaries while maintaining strong rapport, and encouraging professional growth by exploring techniques to work through resistance in the relationship.

TIME MANAGEMENT TOOLS & TRICKS



In this day and age people are overworked, burned out, and are asked to take on more and more. Studies show being overworked takes a significant toll on your mental and physical wellbeing. You may feel like there aren't enough hours in the day! This training will help you reclaim your day by teaching you to work smarter. You will learn how to incorporate time management strategies and techniques so it will feel like you are adding time back to your day.

TOP-NOTCH QUALITY SERVICE INTERACTIONS



Quality service interactions are vital in all sectors. Whether you work directly with customers or solely interact with colleagues, your service should be top-notch. Great customer and colleague experiences are essential for sales, efficient processes, positive cultures, and a great reputation. Participants learn techniques for positive interactions and communication.

UNDERSTANDING GENERATIONS IN THE WORKPLACE



There is power in understanding and valuing each generation in an organization. Experience and innovation can be driving forces when linked in a meaningful way. This training reflects on how multi-generation workplaces offer more insight and productivity for all.

UNDERSTANDING YOUR STRENGTHS + CLIFTONSTRENGTHS ASSESSMENT



Whether you are leading an organization, a team, or your own professional trajectory, CliftonStrengths identifies your strengths so you can embrace and build off of them. Gaining a deeper understanding of your own talent develops the foundation to build intentional partnerships with individuals who complement your strengths and exceed goals.

WORKING WITH BURNOUT: WHEN READING & EXERCISE ARE NO LONGER ENOUGH



Burnout is inevitable in this fast-paced world, but it can be managed. This training will help participants identify and explore the stages of burnout, factors that cause burnout, and the effects of stress on the body. Participants will also focus on ways to ease symptoms of burnout and resources to work toward an outcome.





Sample Training Agenda

Sample agenda for a **Leadership Cohort** with the objective to:

Build the Organization's Leadership Pipeline and Its Leadership Capacity

Session 1:

Building Leadership Capacity

Session 2:

D.I.S.C. Assessment

Session 3:

Effective Communication

Session 4:

Emotional Intelligence in the Workplace

Session 5:

Purposeful Inclusion

Session 6:

Positive Problem Solving

Session 7:

Time Management Tools & Tricks

Session 8:

Developing Your Leadership Influence

Session 9:

Everyone Communicates, Few Connect

Session 10:

Leading Your Team Forward

What Delivery Mode works for your organization?



10 week Lunch & Learn series



Two-day staff development retreat



6-week hybrid learning (self-study and classroom)



Monthly mastermind of company leaders

ENTREPRENEURSHIP: CUSTOMER SERVICE & QUALITY SERVICE INTERACTIONS



Customer service and quality service techniques can be used with external and internal customers. Customers are anyone you and your business interact with: customers, vendors, employees, colleagues, community, and more. Quality service encounters ensure businesses are successful with positive relationships and encounters. All entrepreneurs and employees should have the essential tools to work with others and solve problems.

ENTREPRENEURSHIP: FACILITATING WITH PURPOSE FOR THE SMALL BUSINESS OWNER



Professionals lose approximately 30 hours a month in unproductive meetings. Business owners need to know how to lead a meeting so clear plans and objectives are laid out and goals are accomplished. Participants will learn how to conduct productive meetings, participatory decision making, and consensus building activities. After attending this seminar participants will have a better understanding of how to get a group to work together, identify needs, create a plan, and set objectives for implementation resulting in productive and efficient meetings.

ENTREPRENEURSHIP: INCREASING YOUR ONLINE PRESENCE



Have you thought about moving your in-person business online or increasing your online presence? Having a superb online presence is a MUST in today's world. This seminar will guide you through decisions and actions to increase your online presence and includes insider tips that will save you time and money.

ENTREPRENEURSHIP: LEADERSHIP TOOLBOX FOR SMALL BUSINESS OWNERS



Leadership is a quality that can make or break a business. As a small business owner, developing your leadership skills will help you create a strong foundation for your business to succeed. Strong leadership skills make people want to work for you and motivates employees to do their best for you. In this seminar, we will discuss what fundamental skills are necessary in your leadership toolbox for the success of your small business, including defining vision, presenting yourself with purpose, and more. Let leadership be the force that drives your success in starting or growing a business.

ENTREPRENEURSHIP: MARKETING YOUR SMALL BUSINESS



Once your business is established, you need to get customers in the door. Learn how to identify your target market and how many 'touches' the consumer will need before acting. Look at all the available marketing options and determine which will suit your business. Participants share case studies of what they have done to market their business and what did and did not work.

ENTREPRENEURSHIP: TAKE THE LEAP INTO ENTREPRENEURSHIP



Many people are pursuing their passions and taking the leap into entrepreneurship. In order to do that successfully there are many things people need to consider. In this seminar, participants will look at what it takes to start and run a business.

ENTREPRENEURSHIP: WRITING A BUSINESS PLAN



Making decisions related to starting and operating a small business is no small task. Why do you want to start a business? How can you do it? Your vision must be put on paper in a business plan. It is the best way to create a strategy that will give your business the highest chance of success. It is also required if you wish to apply for startup funding. We will walk through a business plan template while helping participants understand each section.

>> Community/Nonprofit Series

COMMUNITY/NONPROFIT: A MISSION-DRIVEN BOARD OF DIRECTORS



An effective board of directors is essential for a community organization to achieve its mission. This series will help organizations develop an inclusive board, identify their purpose, understand their responsibility, and learn how to work together for the organization to achieve its goals.

COMMUNITY/NONPROFIT: BUILDING LEADERSHIP CAPACITY TO ACHIEVE THE MISSION



Leadership is necessary at all levels of a community and nonprofit organization. This session will focus on building the leadership capacity of staff and volunteers to best achieve the mission of the organization.

COMMUNITY/NONPROFIT: CRAFTING A VISION FOR YOUR NONPROFIT



Nonprofits and community organizations must have a vision of impact to guide their work. This session will focus on how to create a yearly vision and develop strategies to support their mission.

COMMUNITY/NONPROFIT: ENGAGING YOUR COMMUNITY



This session will discuss the importance of community engagement and the strategies to develop it. Community engagement will increase the reach of your nonprofit and public service organization.

COMMUNITY/NONPROFIT: PLUGGING IN WITH YOUR TALENTS



Many times, board members and volunteers choose to serve an organization because they love the mission. However, they do not always know how to help. This session will teach a nonprofit board and directors how to match volunteer talents with nonprofit needs.

COMMUNITY/NONPROFIT: RECRUITING & MANAGING VOLUNTEERS



Volunteers are the heart of a nonprofit organization. However, recruiting and managing volunteers can be difficult. Through this session, participants will learn essential steps to effectively recruit volunteers and increase their effectiveness.

COMMUNITY/NONPROFIT: TELLING YOUR STORY



As a nonprofit organization you work to better your community, but do others know it? Being able to tell your story is imperative to gaining support, recruiting volunteers, getting donors, receiving grants, and more.

>> Sample Training Agenda

Sample agenda for a **Nonprofit Leaders Summit** with the objective to:

Develop the Nonprofit's Leaders and Staff to Achieve Mission-Driven Goals

Session 1:

Building Leadership Capacity to Achieve the Mission

Session 2:

Engaging Your Community

Session 3:

A Mission-Driven Board of Directors

Session 4:

Recruiting & Managing Volunteers

Session 5:

Purposeful Inclusion

Session 6:

Telling Your Story

>> Training Management Services

Spiron Solutions can be your comprehensive training department providing trainings, needs assessments, event planning, trainer recruitment, tracking credits, evaluations, and more!

We use our **i²DEA TRAINING MANAGEMENT FRAMEWORK** to ensure an efficient and top-notch training service for your organization. Contract with Spiron Solutions to run your entire training department through our Training Management Services.



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Training Program Options

- | | |
|-----------------------|---------------------|
| ✓ Conference Planning | ✓ Budget Management |
| ✓ Trainer Recruitment | ✓ Employee Surveys |
| ✓ E-Learnings | ✓ Coaching Sessions |
| ✓ Masterminds | ✓ Webinars |
| ✓ Academies | ✓ Retreats |
| ✓ Seminars | ✓ Lunch & Learns |
| ✓ Microlearnings | ✓ And more! |

>> Testimonials

"Thank you so much...You hit on just the things we needed, and I really think my staff got a lot out of our time together. I can't tell you how much I appreciate you helping us and working on this [issue] for us!"

Dr. Hunter

Purposeful Inclusion Training

"Thank you so very much for your outstanding presentation. Your ability to spark lively conversation and questions from our members is a testament to your intellectual acuity, strong communication skills, interpersonal skills, and problem solving skills."

B. Thompson

Leadership & Communication Training

"If we can all get something positive from this training we can become a well-oiled machine, so to speak, of positive communication and better understanding of each other. I absolutely think having this training be mandatory for everyone was a great idea. "

Anonymous

Quality Service Interactions Training

Training Management Services

"I just wanted to tell you how much I appreciate your thoroughness and follow-through. It is a real pleasure to work with such professionals. I feel like I don't have to worry about the details."

S. Hughes

CA Association of PAPGPC

"The trainings were really good! [Spiron Solutions] did a really excellent job in finding trainers and getting them, especially the keynote speakers. But also just keeping the topics relevant and moving them forward. "

L. Proft

County of LA

>> Contact Information



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