



2025 CATALOGUE OF PROFESSIONAL DEVELOPMENT OFFERINGS

The Collaborative Training Company LLC

730 Peachtree St, Suite 570, Atlanta, GA 30308
ctcguide.com | info@ctcguide.com | 770-615-8899

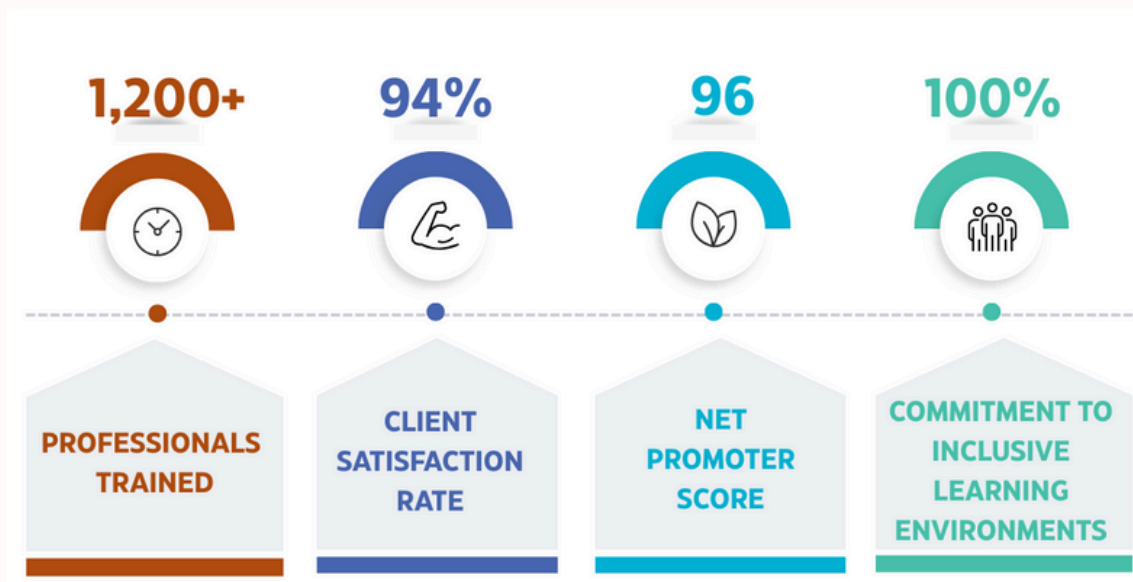
OVERVIEW



The Collaborative Training Company (CTC) specializes in delivering engaging, high-quality professional development experiences that prepare individuals and job seekers for success in the workplace. Our interactive workshops build essential skills necessary in today's workplace.

At the core of our work is a simple mission: **to make work better—for individuals and the organizations they power.** Whether supporting employee advancement or preparing job seekers for workplace success, our work bridges organizational goals with human potential. The result? **A more confident, capable, and future-ready workforce.**

This catalogue includes our **Top 10 most requested half-day workshops** for 2025. Half-day in-person workshops require a 3.5 hour time investment, including 3.0 hours of instructor-led content delivery and activities, and one 30-minute refresh break at your workplace.



BUSINESS CERTIFICATIONS & AFFILIATIONS



CTC WORKSHOP DETAIL

01

EMOTIONAL INTELLIGENCE FOR MANAGERS AND LEADERS

Building emotionally intelligent workplaces that foster resilience, inclusion, and psychological safety in a changing workforce.

COURSE DESCRIPTION:

Managers set the tone for team culture, and emotional intelligence is a critical soft skill. This workshop helps managers strengthen their self-awareness, regulate stress responses, and understand the emotional dynamics that influence team performance. Participants will learn how to apply emotional intelligence in everyday leadership moments, and explore self-awareness, self-regulation, social awareness and empathy.

LEARNING OBJECTIVES:

By the end of this workshop, participants will be able to:

1. Recognize the core components of emotional intelligence and their impact on leadership effectiveness and team dynamics.
2. Apply emotional intelligence strategies to build trust, manage stress, and foster a psychologically safe and productive work environment.

02

EMOTIONAL INTELLIGENCE FOR JOB SEEKERS & EARLY CAREER PROFESSIONALS

COURSE DESCRIPTION:

Emotional intelligence is one of the most in-demand skills in today's workplace, and a key differentiator for career success. This interactive workshop equips participants with tools to understand and manage their emotions, read the emotions of others, and build positive professional relationships. Through practical activities and real-world examples, attendees will explore the four core components of emotional intelligence, self-awareness, self-regulation, social awareness, and empathy, and learn how to apply them to job interviews, workplace interactions, and career growth opportunities.

LEARNING OBJECTIVES:

By the end of this workshop, participants will be able to:

1. Identify the core components of emotional intelligence and describe how they influence communication, collaboration, and career progression.
2. Apply emotional intelligence strategies to build trust, manage stress, and adapt effectively to different workplace situations.
3. Demonstrate techniques for active listening, empathy, and self-regulation during job interviews, networking events, and team interactions.

WORKSHOP DETAIL (CONT.)

03

NAVIGATING MULTI-GENERATIONAL WORKPLACES

Strategies to build understanding and harmony among age-diverse teams

COURSE DESCRIPTION:

Today's workplace spans four (and occasionally five) generations, each shaped by different experiences, values, and communication styles. This engaging workshop equips professionals with the awareness and tools to build strong, inclusive teams across generational lines.

Participants will explore the strengths and expectations of Gen Z, Millennials, Gen X, and Baby Boomers, and practice strategies for reducing friction, improving collaboration, and fostering mutual respect. The session empowers leaders and team members alike to leverage generational diversity as a source of innovation, engagement, and resilience in the future of work.

LEARNING OBJECTIVES:

By the end of this workshop, participants will be able to:

1. Recognize the unique values, work styles, and communication preferences of each generation represented in today's workforce.
2. Apply inclusive strategies to bridge generational gaps, enhance collaboration, and cultivate high-performing, multi-generational teams.

04

GIVING & RECEIVING FEEDBACK WITH CLARITY AND CARE

Creating a culture of real-time, growth-focused feedback that drives continuous improvement and engagement.

COURSE DESCRIPTION:

Feedback is one of the most powerful tools for growth, yet many professionals avoid it due to fear, discomfort, or past negative experiences. This workshop reframes feedback as a skill that builds trust, accountability, and continuous improvement. Participants will learn how to deliver clear, constructive feedback that inspires growth—and how to receive feedback with openness and composure. Through real-world scenarios and practice, attendees will leave with practical tools to create a culture where feedback flows freely and respectfully, strengthening both individual and team performance.

LEARNING OBJECTIVES:

By the end of this workshop, participants will be able to:

1. Deliver feedback in a way that is clear, respectful, and aligned with desired outcomes and values.
2. Demonstrate strategies for receiving feedback with professionalism, curiosity, and a growth mindset.

WORKSHOP DETAIL (CONT.)



PROCRASTINATION, PRIORITIZATION AND PRODUCTIVITY

Mastering focus and flow in an era of digital distractions and competing demands

COURSE DESCRIPTION:

In a world of constant notifications, competing deadlines, and shifting priorities, staying focused and productive is more challenging and more essential than ever.

This workshop helps professionals and job seekers understand the root causes of procrastination and equips them with practical tools to prioritize tasks, manage time effectively, and sustain momentum. Participants will explore modern productivity strategies that align with their personal work style and organizational goals, leaving empowered to make meaningful progress without burnout.

LEARNING OBJECTIVES:

By the end of this workshop, participants will be able to:

1. Identify common drivers of procrastination and apply techniques to build focus and reduce task avoidance.
2. Use prioritization frameworks to manage time effectively and make consistent progress on high-impact work.



CATALYTIC COACHING: DEVELOPING OTHERS

Train managers to coach with empathy and clarity, sparking transformation and self-directed growth.

COURSE DESCRIPTION:

Great leaders don't just manage performance, they develop people. This workshop introduces catalytic coaching, a powerful approach that helps employees unlock their potential, take ownership of their growth, and align their development with organizational goals. Participants will learn how to shift from directive conversations to developmental ones, using curiosity, accountability, and empathy to spark lasting change.

LEARNING OBJECTIVES:

By the end of this workshop, participants will be able to:

1. Apply catalytic coaching techniques to facilitate growth-focused conversations that empower others to take initiative and responsibility.
2. Use effective questioning, feedback, and goal-setting methods to support ongoing employee development and performance.

WORKSHOP DETAIL (CONT.)



CONFLICT MANAGEMENT: TURNING TENSION INTO TEAM STRENGTH

Navigating disagreement with confidence, transforming tension into innovation and trust

COURSE DESCRIPTION:

In the modern workplace, teams span personalities, cultures and communication styles, making conflict inevitable – but it doesn't have to be destructive. This interactive workshop helps professionals recognize the root causes of conflict, navigate high-stakes conversations with confidence, and transform disagreement into dialogue.

Participants will explore practical frameworks for addressing tension early, de-escalating difficult dynamics, and fostering a culture of mutual respect and accountability. Whether you're leading a team or contributing to one, you'll gain the tools to handle conflict with clarity, empathy, and resilience.

LEARNING OBJECTIVES:

By the end of this workshop, participants will be able to:

1. Identify common sources of workplace conflict and apply practical strategies to de-escalate tension before it disrupts team performance.
2. Demonstrate effective communication techniques to resolve conflict constructively while preserving psychological safety and trust.



CHANGE MANAGEMENT: BUILDING RESILIENCE AND DRIVING ADOPTION

Preparing leaders to guide teams through uncertainty with clarity, adaptability, and purpose.

COURSE DESCRIPTION:

In a time of rapid transformation, change is no longer a one-time event, it's a constant. This workshop prepares professionals to navigate and lead through change with confidence, empathy, and strategic focus. Participants will learn practical frameworks to manage the human side of change, reduce resistance, and support teams through uncertainty. Whether introducing new systems, shifting policies, or evolving workplace culture, this session equips leaders and change agents to foster alignment, resilience, and successful adoption.

LEARNING OBJECTIVES:

By the end of this workshop, participants will be able to:

1. Apply key principles of change management to plan, communicate, and support successful transitions in the workplace.
2. Recognize and address common emotional and behavioral responses to change to foster team resilience and engagement.

WORKSHOP DETAIL (CONT.)



TEAMWORK & COLLABORATION: WORKING BETTER, TOGETHER

Strengthening team culture, communication and cohesion

COURSE DESCRIPTION:

Effective collaboration is more than just working side by side, it's about building trust, sharing accountability, and leveraging diverse personalities and strengths to solve complex challenges.

This interactive workshop helps professionals strengthen their team dynamics by improving communication, aligning around shared goals, and navigating interpersonal differences. Participants will explore real-world team scenarios and learn practical tools to foster inclusive, high-performing teams in both in-person and virtual settings.

LEARNING OBJECTIVES:

By the end of this workshop, participants will be able to:

1. Identify key behaviors that build trust, alignment, and psychological safety in collaborative work environments.
2. Apply strategies to communicate effectively, manage inter-dependencies, and contribute to team success across diverse roles and work styles.



TEAM TRUST RETREAT

Connecting through story, listening and shared experiences

COURSE DESCRIPTION:

Strong teams are shaped through shared experiences, honest dialogue, and a willingness to be seen. This half-day retreat is designed to help newly formed or forming teams deepen their understanding of one another through vulnerability, storytelling, and active listening. Through guided reflections and facilitated activities, participants will build empathy, uncover common values, and begin laying the foundation for trust, collaboration, and psychological safety. The session is intentionally paced to feel restorative and energizing, allowing people to pause, connect, and begin showing up more fully to their team.

LEARNING OBJECTIVES:

By the end of this workshop, participants will be able to:

1. Build interpersonal connection and empathy by sharing personal experiences in a psychologically safe environment.
2. Practice active listening techniques that foster mutual understanding, trust, and inclusive team culture.





ABOUT US

CTC provides high-impact professional development, leadership training, and career readiness workshops that elevate talent and strengthen organizational culture.

Our Founder, Mission and Values



With a blueprint in one hand and a flipchart in the other, Brenda K. Johnson is a force of nature at the intersection of workforce transformation and talent development. A Purdue-trained engineer turned powerhouse facilitator, she's spent 30 years building more than infrastructure, she builds leaders, cultures, and communities.

As CEO of The Collaborative Training Company, she doesn't just train - she ignites. Through data-informed programs, expert facilitation, and a deep investment in culture change, CTC helps teams break cycles of dysfunction, inspires people managers to thrive, and equips job seekers with soft skills that make them career-ready.

Whether coaching new managers, or helping organizations implement their strategic vision, Brenda's mission is clear to her team and her clients: to ensure work is a place where people grow, give their gifts, and leave toxicity at the door.

At CTC, we believe in the value and dignity that comes from work. As our founder shares, ***"Work isn't just about earning a living; it's about enhancing life. When we infuse joy into our workplaces, we empower individuals to thrive, contributing their gifts to the world."***

Our Recent Clients

