

CORE PRESENTATION TOPICS

**Effective Communication Using DiSC Workplace
Managing a Multi-Generational Team Using DiSC Management
5 Behaviors of a Cohesive Team
Energy Leadership**

General Topics

- **Leadership Topics**
 - **Lead Yourself**
Leadership Styles
Emotional Intelligence StrengthsFinder
Self-Awareness
Vulnerability
Self-Management
Self-Renewal
 - **Leading Others**
Team Building
Coaching for Performance
Conflict Management
Creating Vision and Mission Statements
Developing Direct Reports
Having Difficult Conversations
Team Collaboration
Active Listening
SMART Goals
 - **Leading Organizations**
Building Your Business Acumen
Budget Planning Process
Strategic Planning Process
Total Organizational Effectiveness
Competing Values Culture Model
- **Successful Supervision Topics**
 - Basic Conflict Management and Mediation
 - Applied Conflict Management & Mediation
 - Basic and Applied Coaching Skills
 - Accountability & Self-Management
 - Performance Management
 - Performance Reviews
 - Assertive Communication
 - Problem Solving
 - Decision Making
 - Giving Feedback
 - Identifying Communication Barriers
 - Disability Etiquette
 - Writing Effective Supervisor Notes
 - Effective Training Techniques
 - Active Listening
 - Time Management
 - Delegation
 - Stress Management



Caryn Bedford is certified as a Senior Human Resources Professional (SPHR) and has focused her career in the areas of talent development, talent acquisition, and employee engagement. Caryn has previously worked for non-profits including a state-wide insurance association, a vocational rehabilitation organization, a retirement services organization and with university career services. She obtained her master's degree in University Administration with an emphasis in Career Development from Michigan State University and a bachelor's degree in psychology from Eastern Michigan University. She has also earned a certificate in Leadership from the University of Michigan, is a Certified Professional Coach (CPC) in Energy Leadership, and a certified DiSC and 5 Behaviors Facilitator.