



Caryn Bedford Consulting, LLC

Training Topics

Certified in:

- **Effective Communication Using DiSC**
- **5 Behaviors of a Cohesive Team**
- **6 Critical Practices of a Manager: Franklin-Covey**

Created:

- **Using a Coach Approach: Coaching Skills for Managers**
- **Creating a High Trust Culture**
- **Strategic Planning Process**
- **Creating Professional Development Plans**
- **Culture, Recruitment, Retention and Engagement**
- **Generational Differences**
- **Having Hard Conversations**

- **iThrive: Leadership Development for Mid-Level Managers**
 - **Lead Yourself**
 - Leadership Styles
 - Emotional Intelligence
 - StrengthsFinder
 - Self-Awareness
 - Vulnerability
 - Self-Management
 - Self Renewal
 - **Leading Others**
 - Team Building
 - Coaching for Performance
 - Conflict Management
 - Creating a Team Vision and Mission Statement
 - Engaging Talent
 - Developing Direct Reports
 - Having Difficult Conversations
 - Restoring Relationships
 - Team Collaboration
 - Active Listening
 - SMART Goals
 - **Leading Organizations**
 - Building Your Business Acumen
 - Financial Terms
 - Budget Planning Process
 - Corporate Partnerships
 - Strategic Planning Process

Total Organizational Effectiveness
Culture Shift
Competing Values Culture Model

- **Successful Supervision Topics**
 - Business Writing and Effective Documentation
 - Basic Conflict Management and Mediation
 - Applied Conflict Management & Mediation
 - Applied Coaching Skills
 - Accountability
 - Performance Management and Performance Reviews
 - Effective Communication: Assertiveness Training
 - 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
- **Train the Trainer**
 - Creating Transformational Training Experiences using ADDIE
 - Classroom Delivery & Management
- **HR Compliance Training**
 - Anti-Harassment
 - Code of Ethics
 - Safety
- **Career Development**
 - Resume Writing
 - Job Search Methods
 - Building a Personal Brand
 - Negotiating Salaries
 - Career Exploration
 - Interview Skills

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 Facilitator.