CK²

"Where Excellence is Our Priority"

www.CKSquared.com

At CKSquared, we offer customized solutions and trainings to meet the needs of all clients, providing them with a tailored approach to maximize individual and organizational success.
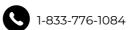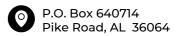
WHY CHOOSE US ⊘

We cater to meet your organizational needs by offering a tailored approach and in-depth analysis of your organization. With our experience and expertise, our professionals deliver exceptional products and services. Covering a broad range of services offered, we specialize in quality control, management, training, communications, consulting, information technology, and human resources.

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📞 1-833-776-1084

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Pike Road, AL 36064

Creative and Effective Communications

Session Description:

Participants will gain a better understanding of the impact their communications can have on others. They will learn various ways to develop skills that foster better ways to communicate with others in the office or beyond.

Learning Objectives:

- Identification of common communication issues.
- Learn their personal non-verbal communications and what they are saying to others.
- Develop active listen skills.
- Ability to handle difficult conversations and situations.
- Learn how to ask clarifying questions to obtain answers.

Target Audience:

- Leaders at all levels
- New Supervisors
- All staff
- High-potential individual contributors

Project Management

Session Description:

Participants will increase their project management skills when facing complex projects unexpected challenges, and strict deadlines. This course helps participants use logic and intuition to meet project completion when time. resources , and scope are key.

Learning Objectives:

- Learn soft skills, technical approaches, and how to set milestones within a project.
- Identify ways to obtain buy in from a project team.
- Discover how to clearly define the scope of a project.
- Create a work breakdown schedule to keep tasks on track.
- Learn how to rely on instinct and intuition to resolve issues quickly.

Target Audience:

- Leaders at all levels
- All staff
- High-potential individual contributors

Delivery Format

- Facilitator delivers content in-person at the client site.
- Facilitator delivers content online through video conference technology.
- Facilitator records content through video technology.
- Facilitator consults with client to draft content and document is delivered electronically.

Pricing

Individual course pricing varies by course and delivery format. Pricing for each course is based on the price per student. Group pricing is available.

Please email admin@CKSquaredInc.com for questions regarding pricing.

Navigating Conflict: Uncovering Your Personal Response for Resolution

Session Description:
Conflict is inevitable in the workplace. To better resolve conflict, an individual must understand how they respond to conflict. This course will help attendees manage conflict through developing a constructive conflict resolution environment that can lead to creative and innovative solutions.

Learning Objectives:
- Define conflict and its impact on individuals and organizations.
- Interpret behaviors and reactions within different conflict styles.
- Explore common causes of conflict.
- Understand the role of effective communication in conflict resolution.
- Assess conflict to determine a resolution.

Target Audience:
- Leaders at all levels
- All staff
- High-potential individual contributors

Strategic Planning

Session Description:
This courses provides participants with skills related to strategic planning. Learn how to build a strategic plan, implement a business plan, define core competencies, vision and mission and map success.

Learning Objectives:
- Identify questions used to address strategic planning.
- Learn how to develop a strategic mission, vision, value statement, and executive summary.
- Discover how to assess external and internal environments.
- Conduct a SWOT analysis.
- Learn how to communicate and execute a strategic plan.

Target Audience:

- Leaders at all levels
- High-potential individual contributors

Delivery Format
- Facilitator delivers content in-person at the client site.
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Mastering Skills for Effective Collaboration and Inclusion

Session Description:
Developing adaptive leadership styles, enhancing communication across diverse audiences, and leveraging the strengths of individuals from varied backgrounds are play a key role in organizational success. This course designed to equip professionals with the skills necessary to effectively manage diverse teams. From understanding the foundations of diversity and inclusion to practical strategies for addressing unconscious biases, participants will gain insights into fostering an inclusive work environment.

Learning Objectives:
- Define diversity and inclusion and why they are essential in the workplace.
- Explore different dimensions of diversity, such as race, ethnicity, gender, age, sexual orientation, disabilities, and cultural backgrounds.
- Discuss the benefits and challenges of managing a diverse workforce.
- Explore strategies for creating an inclusive work environment where all employees feel valued and respected.

Target Audience:
- Leaders at all levels
- High-potential individual contributors

Retaining Your Employees: Using Respect, Recognition, and Rewards for Positive Results

Session Description:
Fifty-seven percent of American workers say managers in their workplace could benefit from training on how to be a better people manager. Employee retention and engagement starts at the leadership level. It is crucial for organizations to understand the importance of keeping their employees and keeping them satisfied.

Learning Objectives:
- Understand how personal attitude affects the work environment.
- Learn the three Rs of employee retention: respect, recognition, and rewards.
- Understand the role listening and feedback play in employee retention.
- Identify the signs of engagement and disengagement in employees.

Target Audience:
- Leaders at all levels
- High-potential individual contributors

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Building An Effective Knowledge Article Template

Session Description:
As self service scope widens, so maintaining an accurate repository of knowledge is critical. Participant will learn how to develop a worthwhile, reusable knowledge article template for customer service agent that will produce a better customer experience.

Learning Objectives:
- Learn how to use customers' and support analysts' questions.
- Discover how to humanize information stored in the repository.
- Craft knowledge articles for identified audiences.
- Learn how to ensure knowledge is clear and concise.

Target Audience:
- All staff

Speaking Confidently and Effectively

Session Description:
Participants will learn how to become a confident public speaker and how to deliver powerful and effective presentation to audiences. Gain insight that helps inspire and engage others.

Learning Objectives:
- Gain a foundational understanding of public speaking.
- Increase your confidence and presentation skills.
- Learn how to craft effective presentations that are suitable for the desired audience and occasion.
- Learn how to effectively communicate ideas and concepts to others.

Target Audience:

- Leaders at all levels
- All staff

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Leading Change: Build Support and Reduce Resistance to Organizational Change

Session Description:
Organizations must be prepared to embrace the change, and keep employees motivated during and after the change. Successful change initiatives depend upon managers and supervisors taking an active role in introducing the change and then guiding people through the emotional journey that change often causes.

Learning Objectives:
- Understand the four phases of transition.
- Recognize the impact change has on employees.
- Manage resistance and coach employees through transition.
- Develop a plan for guiding employees through change.

Target Audience:
- Leaders at all levels
- High-potential individual contributors

Mastering Change Management: Strategies for Effective Organizational Transformation

Session Description:
Equip individuals with the knowledge and skills necessary to lead successful organizational transformations in today's dynamic business environment. The course will provide a comprehensive understanding of change management principles, frameworks, and best practices, enabling participants to effectively navigate and implement change initiatives within their organizations.

Learning Objectives:
- Understand the fundamental concepts and principles of change management.
- Apply various change management models and frameworks to analyze and plan for organizational change.
- Demonstrate effective change leadership skills.
- Analyze real-world case studies and apply change management principles and strategies to practical scenarios.

Target Audience:
- Leaders at all levels
- High-potential individual contributors

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Biases, Microaggressions, and Blind Spots

Session Description:
Biases, microaggressions and blind spots negatively impact inclusion, diversity, and a sense of belonging within the workplace. They can be barriers to motivation, creativity, teamwork, and job satisfaction. This course will provide examples of biases, microaggressions, and blind spots, explain the associated psychological impact, and provide strategies for prevention.

Learning Objectives:
- Explain the difference between explicit/conscious bias and Implicit/unconscious bias.
- Identify blind spots and stereotypes.
- Create awareness surrounding the common occurrences of microaggressions.
- Describe strategies to manage hidden biases.

Target Audience:

- Leaders at all levels
- All staff
- High-potential individual contributors

People-Centered Workplace Culture

Session Description:
Creating a people-centered culture is essential for organizations to foster a positive and productive work environment. A people-centered culture focuses on the well-being, engagement, and growth of individuals within the organization.

Learning Objectives:
- Recognize the importance of a people-centered culture.
- Develop communication and listening Skills to foster open and honest communication within the organization.
- Cultivate emotional intelligence to promote positive relationships, collaboration, and a supportive work environment.
- Understand how to lead with lead with a people-centered approach (trust, empowerment, and servant leadership).

Target Audience:
- Leaders at all levels
- High-potential individual contributors

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Human Resource Management

Session Description:
Participants will gain an introduction and an overview of human resource management (HRM) in today's organizations. The influences in hiring, training, evaluation, compensation, and retention of employees is examined.

Learning Objectives:
- Define HRM and components.
- Identification of HRM practices and strategies.
- Examine and identify strategic planning and the role of the Human Resources (HR) department.
- Examine and identify human resource management and employees as core competencies for organizations.
- Explore the development and use of human resource metrics, and specific strategic HR effectiveness tools such as benchmarking, the balanced scorecard, return on investment (ROI), and HR audits to obtain answers.

Target Audience:
- Leaders at all levels
- New Supervisors
- All staff
- High-potential individual contributors

Talent Management

Session Description:
Participants will be introduced to challenges of the fast-paced, diverse, globally competitive, and ever-evolving workforce. With organizations vying for highly sought-after talent, Talent Development is critical to an organization's success. This course presents practical HR methodologies and techniques to integrate organizational HR processes designed to attract, develop, and retain productive, engaged employees throughout the employee career lifecycle.
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Learning Objectives:
- Identification of common talent management challenges.
- Discover strategies used to recruit, develop, and retain employees.
- Develop talent management skills.
- Ability to utilize tools for use in talent management .
- Ability to track, ascertain, and integrate HR processes for optimal employee and organizational performance .

Target Audience:
- Leaders at all levels
- New Supervisors
- High-potential individual contributors

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Conflict Resolution

Session Description:
Participants will learn how to addresses the dynamics behind conflict and how best to navigate conflict-related situations. This course will cover how to lead an ineffective and toxic work environment that can cost your organization countless dollars in productivity and turnover.

Learning Objectives:
- Identification of various types of conflicts.
- Learn, identify, and develop conflict resolution strategies
- Develop active listening skills.
- Ability to handle difficult conversations and situations.
- Learn how to ask clarifying questions to obtain answers.
- Ability to employ multiple collaboration techniques.

Target Audience:
- Leaders at all levels
- New Supervisors
- All staff
- High-potential individual contributors

Employment Law and Labor Relations

Session Description:
The course will provide an overview of current and historic legislation impacting the Human Resource function in the workplace. Laws, regulations, and cases will be examined as it pertains to employment practices in the complete employee life cycle.

Learning Objectives:
- Identification of common employment laws.
- Identification of the factors involved in labor relations.
- Learn about the growth of the labor movement in the US, union and management relations, state and federal labor legislation, collective bargaining, and grievances.

Target Audience:
- Leaders at all levels
- New Supervisors
- All staff
- High-potential individual contributors

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Coaching and Mentoring

Session Description:
Participants will explore the components of Emotional Intelligence and how best to utilize results in coaching and mentoring situations. Participants will also examine common coaching mistakes and identify how to avoid repeating those mistakes.

Learning Objectives:
- Define Emotional Intelligence.
- Identify the tools, techniques and processes used Emotional Intelligence.
- To gain effective coaching skills, including communication, building relationships, establishing for credibility, gaining trust, and demonstrating empathy.
- Learn what makes an inspirational leader and how to multiply competencies in others.

Target Audience:
- Leaders at all levels
- New Supervisors
- All staff
- High-potential individual contributors

Diversity and Inclusion

Session Description:
In this course, concepts and principles surrounding diversity and inclusion are discussed. Participants will receive tools to facilitate discussion and self-reflections, learn and employ strategies to use, and consider both individuals and organizations when action planning.

Learning Objectives:
- Identify and learn diversity and inclusion terminology and differences among each.
- Ability to create a reference point around various aspects of diversity.
- Discuss the brain science of implicit bias.
- Identify institutional bias and review a holistic organizational assessment.

Target Audience:
- Leaders at all levels
- New Supervisors
- All staff
- High-potential individual contributors

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Creative Marketing

Session Description:
Participants will gain a better understanding of the impact their communications can have on others. They will learn various ways to develop skills that foster better ways to communicate with others in the office or beyond.

Learning Objectives:
- Gain creative ways to build advertisements for social media sites.
- Create a consistent look and feel for your business.
- Using creative thinking to develop new concepts..
- Ability to transform images into videos and advertisements..
- Learn how to be innovative and unconditional when marketing to certain audiences based on needs and interests.

Target Audience:
- Leaders at all levels
- New Supervisors
- All staff
- High-potential individual contributors

Using Gamification to Build Engagement in Your Workplace

Session Description:
Participants will discover how to use games to help others learn or communicate better. Dopamine controls the pleasure parts of our brain and affects our memory, mood, and how we process things. Participants will discover how to use rewards and games to stimulate learning, which is gamification.

Learning Objectives:
- Learn how to grow employee, team, and company loyalty.
- Effectively managing multi-generational teams
- Discover how to measure sentiment and driving positive culture change and higher engagement.
- Learn proven methods to build an experience culture and effectively build high performing, engaged, successful teams in this new world of work.

Target Audience:
- Leaders at all levels
- New Supervisors
- All staff
- High-potential individual contributors

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Other CK-Squared Enterprises Offerings:

Quality Control

Our Quality control (QC) processes ensure that a manufactured product or performed service adheres to a defined set of quality criteria or meets the requirements of the client or customer. Our quality control inspectors ensure that the manufacturer's process and products are compliant with the accuracy and agreed upon standards and criteria.

Quality control services can include:

- On-site factory inspections and testing with detailed reports to help ensure that your products meet your specifications and manage product quality in your supply chain.
- Assembly line quality assurance and inspections.
- Implementation of quality assurance principles and practices and providing confidence that quality requirements will be fulfilled. The confidence provided by quality assurance is twofold—internally to management and externally to customers whether they are government agencies, regulators, certifiers, or third parties.
- Planning of systematic activities to implement a quality system to demonstrate and provide confidence that a product or service will fulfill requirements for quality.
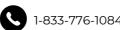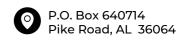
Technology

IT outsourcing services you can trust to increase productivity and reduce cost. Guaranteed to increase job performance and maximize your organization's productivity, our IT professionals can provide you with the expertise and technical skills to ensure your organization operates at optimal performance and mitigate any vulnerabilities and security risks.

Technology services included:

- Gamification
- Help Desk
- Cybersecurity for Executives
- Privacy
- Software
- Fundamentals of Microsoft
- HTML Essential Training
- Agile Project Management
- ITIL
- Lean Six Sigma

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Other CK-Squared Enterprises Offerings:

Human Resources
We work with organizations to ensure that HR strategies are consistent with the organization's overall goals. Our team brings a depth of knowledge, skills, and abilities including multi-faceted, practical and real-world experience.

We provide:
- Premier HR consulting to assist you with up-to-date job descriptions, compensation, compliance, audits, job task analysis handbooks, performance management systems, employee handbooks and policies, and employee relations.
- Comprehensive assessments of value and effectiveness of an organization's current HR programs and processes.
- Employment of a number of methodologies, including conducting interviews with key stakeholders to ascertain the success of current HR programs from various perspectives.
- Creation of custom surveys targeting effectiveness of key HR program(s) and perform an analysis and assessment of the survey data.
- Conduction of review of HR programs and processes using data analysis and best practices.
- Benchmarking against similarly-situated organizations in and outside of your industry to better understand what "best in class" firms are doing from an HR standpoint is also conducted.
- Examination of practices and programs which enable leading companies to best meet their business goals and customer's needs by conducting task analysis and organizational analysis.
- Training courses include: EEO practices, Best HR practices, Performance Management, Effective Leadership Training, recruitment and selection, learning and development, succession planning, compensation and benefits.
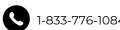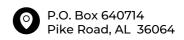
Consulting
Our consulting services cater to your organization by providing in-depth services in organization and needs assessment, organizational analysis, and strategic planning.

Specific courses include:·
- Strategic Planning
- Project Management
- Change Management
- Writing an Effective Business Plan
- Establishing Goals and Objectives
- Budgeting and Financial Planning
- Building a Healthy Workplace Culture

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Other CK-Squared Enterprises Offerings:

Knowledge Management
Our services enable organizations to elevate the organization through unparalleled knowledge access, insights, and team synergy. We provide aid and assistance to organizations to eliminate traditional information blocks by: Designing effective knowledge management systems.

- Implementing effective knowledge management to practices ensure that every participant has unhindered access to the organization's reservoir of insights and data resources, the collective intelligence of your enterprise is harnessed, and ensure every employee, regardless of their location or role, can swiftly access vital information in real-time.
- Facilitating the efficient utilization of knowledge management processes, barriers are eliminated, teams are empowered, and informed decision-making becomes second nature and the workplace is transformed to enhance satisfaction and improve productivity.
- Coordinating processes to encourage unrestricted access to boost individual productivity and expedites decision-making processes, reinforcing an environment of transparency and synergy where everyone can access collective organizational knowledge.
- Incorporating knowledge preservation and the implementation of a robust knowledge management system In an age, where information is often siloed, and the risk of losing intellectual capital through personnel changes, can cause inefficiencies.
- Facilitating a centralized repository to act a as a guardian of institutional wisdom.
- Team members contributing their expertise to ensure a consistent knowledge base, the preservation of business continuity and strategic cohesion.

Communications
Our services center around ensuring effective and efficient oral and written communication.

We:
- Implement strategies to employ effective written communication.
- Provide strategies for effective public speaking.
- Provide tools for utilization to improve communication skills.

Courses include:
- Learning Your Leadership Style
- Leadership Foundations
- Mastering Public Speaking
- Speaking Confidently and Effectively
- Improving Leadership Communications
- Collaborative Leadership
- Creative Marketing
- Communicating with Different Generations
- Innovative Thinking
- Gamification
- People-Centered Workplace Culture