



Learning & Development

Course Catalog 2023 Edition

gotham **Government**[®]
HELPING PEOPLE THRIVE[®]

Table of Contents

5 Overview

8 Conscious Leadership

- Coaching for Development & Career Success (Individual)
- Coaching High-Performers & High-Potentials
- Coaching Skills for Leaders
- Discover Your Signature Talents with the StrengthsFinder
- Empowering Leadership for Diverse Workforces
- Leadership Development: Capacity Building
- Leadership Development & Learning Across Generations
- Leading & Managing Organizations with a Diversity, Equity & Inclusion Lens
- Leading Across Boundaries
- Managing a Diverse Workforce
- Managing Managers
- Managing Up, Down, and Across
- Polarity Thinking: A Powerful Tool for Increasing Leadership Capacity
- Situational Leadership
- Team Building with Enneagram
- The Power of Voice: How Silencing Impacts Female Leaders and Ways Both Men and Women Can Respond
- Unconscious Bias Training for Supervisors, Managers, and HR Pros
- Understanding Yourself and Others: Using the MBTI
- Understanding Yourself and Others: Using DiSC
- Your Leadership Legacy
- Why Leadership & Management Matter

30 Leading Teams

- 5 Strategies to Maintain Employee Engagement Through Turbulent Times
- Are We Being Strategic?
- Building Cohesive Teams with MBTI or DISC
- Building Effective Relationships at Work
- Building High Performing Teams
- Creating High-Performing Teams
- Creating Psychological Safety in the Workplace
- Culture, Motivation, and Performance 101 - Investing in Your Team
- Culture, Motivation, and Performance 201 - Advanced Team Performance and Culture Development
- Engaging Teams Through Turbulent Times
- Group Decision Making
- Group Structure, Cohesion & Development
- Identifying Skill Gaps
- Manager, Leader, or Both?
- Motivation at Scale
- Offering Developmental Feedback
- Performance Management 101
- Psychological Dimensions of Leading and Supervision
- Psychological Safety: Un-Managing your Team to Increase Ownership and Innovation
- Strategic Planning and Execution
- Succession Planning
- Technical Skills and Leadership
- The Vision and the Team - Finding True North

Table of Contents

54 Communication

- Art of Networking
- Basic Coaching for Leaders
- Build a Coaching Culture
- Clarifying Your Team's Purpose and Strategy
- Conflict Mediation
- Effective Business Writing / Effective Email Writing
- Effective Business Writing: Improve Grammar, Sentence Structure, and Punctuation Use
- Equitable Managing Relationships and Organizational Justice
- Feedback and Coaching
- How to Be Assertive at Work While Saving Relationships
- Leading and Communicating Change
- Leverage for Leaders Management Coach Training Program
- Manager as Coach
- Managing Conflict in the Workplace
- Power of Listening
- Principles of Leadership Communication
- Run Meetings the Right Way
- Setting up a Culture of Feedback
- The Introverted Networker
- The Power of Communication in Leadership
- The Power of Speech Acts: Make Things Happen with Active Language Choices
- The Science and Art of Feedback
- Understanding, Embracing & Resolving Conflict

78 Business Planning and Project Management

- Delegating for Improved Performance
- Delegation & Collaboration at Work
- Effective Delegation
- From Risk to Readiness: Scenario Planning as a Tool for your Business
- Lean/Six Sigma - Light Tool Package
- Organizational Reinvention: Maximizing Human Creative Potential and Contribution in Your Workplace

85 Innovation

- Continued Innovation

87 Presence

- Brand Called You
- Developing Your Personal Brand
- Executive Wellness Series
- Grow Your Social and Emotional Intelligence
- How to Strengthen Resilience
- Making a Great First Impression That Lasts

Table of Contents

94 Influence

- Emotional Intelligence 101 - The Fundamentals
- Emotional Intelligence 201 - Advanced Emotional Intelligence
- Emotional Intelligence Series
- Influencing Without Authority
- Influencing, Collaborative Leadership, and Win-Win
- Negotiation Skills
- Leading with Emotional Intelligence
- Planning Your Influence Campaign
- Supervising People
- Working Across Silos

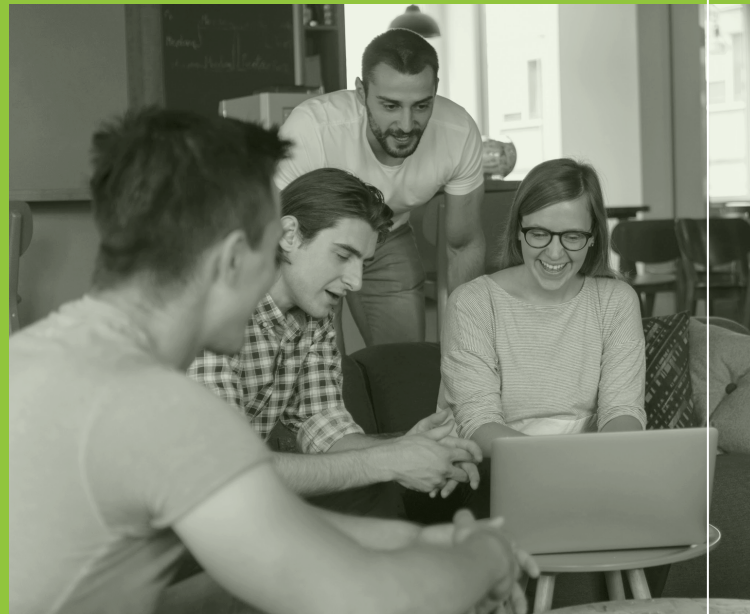
106 Developing Others

- Advanced Presentation Skills
- Developing Others
- Effective PowerPoint Presentation Design
- Facilitation Skills
- Foundational Presentation Skills
- Presentation Skills
- Presenting Persuasively in a Virtual Medium

OVERVIEW

Welcome to the Gotham Government Services course catalog. Enclosed, you will find descriptions of the leadership and professional development programs organized by theme. Many of these courses can be offered live, in-person as well as live-online.

Most courses are designed for one full day of delivery, although they can be customized to be offered as a half-day session, or to expand to include feedback coaching over the course of a second day. Most courses are designed to allow for up to 20 participants, with the exception of those using more video and heavy reliance on observation and feedback (e.g., Presentation Skills).



All courses are organized by theme and are mapped* to the OPM Executive Core Qualifications (ECQ) and the DoD Civilian Leader Development Continuum:

- **Conscious Leadership:** Focused on helping participants gain self-awareness and insight into their own strengths, styles, and areas for development.
- **Leading Teams:** Focused on developing and enhancing leaders' abilities to align, inspire, and hold their teams accountable to performance expectations.
- **Communication:** Focused on building effective communication skills through areas such as listening, giving feedback, coaching, and high impact.
- **Business Planning and Project Management:** Focused on developing the tactical and soft skills essential for successfully managing small and large projects. Please note: These courses do not include certification for Project Managers.
- **Innovation:** Courses aimed to educate learners about the topic of innovation and to develop the skills required to begin implementing innovative behaviors in their organizations.
- **Presence:** Focused on aiding leaders in developing personal presence that will aid them in being visible and influential across the organization.
- **Influence:** Focused on practicing skills in general influence and related to influencing behavior in specific situations, such as conflict.
- **Developing Others:** Focused on teaching key skills related to adult learning, for leaders and subject matter experts who will take on a facilitative or training role at their organization.
- **Additional Courses:** Additional courses listed available upon request.

* [See page 116](#)

Delivery Format



Facilitator delivers content live and in-person at the client site.



Facilitator delivers content live, online via video conference technology.



Content is delivered online with participants experiencing the content at their own pace.

Pricing

Individual course pricing varies by course and delivery format. Pricing for each course based on 20 participants per session.

Course Assessments

Some courses include optional assessments, which are billed at cost.

Travel

List prices do not include travel which will be preapproved with client prior to delivery and billed to the client at cost.

Custom Learning and Development

In addition to the courses listed herein, gothamCulture has the ability to create courses on bespoke content for your organization. Contact us at thrive@gothamgovernment.com for more information about custom courses.

Content Licensing and Train-the-Trainer

In certain instances, clients are interested in licensing gothamCulture content to deploy via their internal facilitators. We ensure that your facilitators are trained and certified to deliver our content. Contact us at thrive@gothamgovernment.com for more information about licensing options.

A photograph of three professionals in a meeting. A man in an orange blazer, a woman in a grey blazer, and a man in a light blue shirt are gathered around a table. The woman is holding a pink notebook and looking at it, while the other two look on. The background is a blurred office setting.

Conscious Leadership

Coaching for Development & Career Success (Individual)

Session Description

Executive coaching has been known to provide employees with several key growth benefits such as heightened self-awareness, increased motivation and more productive working relationships. This unique offering pairs 8 employees, individually, with a coach for in-person career advisement and a coaching session, on the topics of most relevant and urgent to the client/employee.

Prior to meeting with their coach, employees will need to fill out a brief informational form that will only be shared with their coach and kept confidential.

** Contact us to inquire about other formats of individual coaching.*

Learning Objectives

- Gain perspective on your working style and your impact
- Develop an action plan to navigate professional obstacles
- Better understand how to leverage your strengths

Methodology

- Offered to up to 8 participants
- 1-1 executive coaching session, 90-minutes each
- Sessions will be scheduled sequentially over the course of one day, and participants will select from an available time slot for their session

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,150

8 Hours
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)

Coaching High-Performers & High-Potentials

Session Description

High-performers and high-potentials. Every organization has them, but does leadership know who they are, how to identify them, and what their individual development needs are? In this leadership development workshop, participants will consider what competencies exist and are needed among employees who may be ready for increased responsibility or promotion.

Participants will then identify the development experiences and assignments that will enable those employees to stretch and grow. Coaching is key to this process so session participants will develop the lens necessary to coach the high-performers and high-potentials they manage.

Learning Objectives

- Distinguish between high-potential and high-performing talent
- Discuss the talent on teams (including capabilities and aspirations)
- Set the tone and (preliminary) expectations for talent development and movement
- Expand your coaching skill set to include how to conduct critical career conversations
- Practice four types of coaching conversations

Methodology

- Individual Reflection
- Lecture; Small-Group Exercises
- Small- & Large-Group Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/program managers

Format and Pricing



LIVE ONLINE

\$3,200

4-5 Hours
(Duration)

Coaching Skills for Leaders

Session Description

Some individuals are leadership coaches; they are the noun. Others in leadership need to understand how to use coaching skills; they need the verb. This sessions provides key insights into how leaders can add coaching methodologies to their toolkit to create better employee engagement and performance improvement.

As leaders learn new ways to coach and adopt frameworks to create awareness with those they are leading, they will also personally develop in their leadership approach.

Learning Objectives

- Understanding the distinctions between leading, coaching, advising, consulting, and mentoring
- Learning key coaching moves that include questions, assessments, and listening
- Identifying how different stages of adult development require different leader interactions

Methodology

- Lecture
- Individual activities
- Question and answer

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

1.5 Hours
(Duration)

Discover Your Signature Talents with the StrengthsFinder

Session Description

The StrengthsFinder assessment is a tool that is designed to allow individuals to discover their signature talents—natural ways of thinking, believing or feeling that are innate to each of us. We all possess talents in different degrees, and by leveraging our talents with knowledge, skill, and partnerships, we're able to turn talents into strengths.

Using our strengths in our day-to-day working life directly contributes to a more productive work experience and a better team environment. This session is designed to introduce the individual to their signature talents and how they impact their performance, learn the talents of their peers and how they can work together to drive results.

Learning Objectives

- Learn personal strengths
- Understand how to leverage your strengths in your work and with your team
- Develop an action plan to take this knowledge into your day-to-day activities

Methodology

- Self-assessment
- Lecture
- Discussion
- Participants will engage in individual and group activities, such as self-reflection, table group discussions

Target Audience

- Leaders and employees at all levels

Format and Pricing



LIVE ONLINE

\$3,200

2-4 Hours
(Duration)



IN - PERSON

\$3,200

2-4 Hours
(Duration)

Empowering Leadership for Diverse Workforces

Session Description

This course is for organizations ready to look deeper at the psychological and sociological underpinnings of oppression in society and how they show up at work. Drawing from Dr. Leticia Nieto's seminal work *Beyond Inclusion, Beyond Empowerment: A Developmental Strategy to Liberate Everyone*,

This course examines how social identities, whether or not we choose them, play a role in every human interaction, including at work, and how we can all respond with empathy, compassion and respect.

Learning Objectives

- Explore Status, Rank and Power and how they factor into our socialization.
- Understand social identity as something that can be both ascribed and embraced, but not always a choice.
- Explore Dr. Pamela Hays' A.D.R.E.S.S.I.N.G. framework for understanding social identity and oppression.
- Explore the different behaviors of Dr. Leticia Nieto's Target and Agent model and how different identities can harm or support each other at work and beyond.

Methodology

- Lecture
- Discussion

Target Audience

- Leaders and employees at all levels

Format and Pricing



LIVE ONLINE

\$3,450

8 Hours
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)

Leadership Development: Capacity Building

Session Description

Most leadership trainings focus on acquisition of leadership competencies rather than an increase in actual leadership capacity. Leadership capacity is the ability to think and act more effectively in times of increasing VUCA (volatility, uncertainty, complexity, ambiguity) and rapid change.

See this short summary for more details on this vital but little-understood distinction: [Leadership Development is About Capacity, Not Just Competencies \(trainingindustry.com\)](https://www.trainingindustry.com/leadership-development-is-about-capacity-not-just-competencies) or this longer article for a deeper dive into this topic : [Leadership Development — It's About Capacity, Not Just Competencies | by Clear Impact Consulting Group | Medium.](https://clearimpactconsulting.com/leadership-development-it-s-about-capacity-not-just-competencies/)

Learning Objectives

- Understanding and increase leadership capacity
- Understanding what is needed to successfully integrate new learning
- Understanding the concept of developmental stages
- Understanding the difference between leadership competencies and capacity
- Understand, with with, and apply this particular map of Levels of Development In-Action
- Identifying each participant's likely current level of functioning, and some capacity-building activities and reflections that can increase that level of functioning

Methodology

- Levels of Development-in-Action
- Capacity-building Approaches

Target Audience

- Leaders and employees at all levels, but particularly more senior/executive levels.

Format and Pricing



IN - PERSON

\$3,450

8 Hours
(Duration)

Leadership Development & Learning Across Generations

Session Description

Many organizations offer formal leadership development to managers across generations. The common question: are the development needs and preferred learning styles different between each group? The assumption tends to be yes, leading organizations to blindly incur high costs. In this leadership development workshop, participants will do a deep-dive into one case study that assessed the needs of staff by generation category and found shocking

results: there is significant alignment between generations when it comes to their development needs and learning styles. Participants will draw on the study's insights to consider what leadership development programming, solutions, and topics can be applied to internal staff right now to benefit the future direction of the organization.

Learning Objectives

- Examine generational categories and explore the workplace myths and realities commonly associated with each one
- Explore how leadership development would serve each category of talent and the organization at large
- Learn strategies to bring out the best in each generational category of talent
- Understand how authentic leadership, situational leadership and emotional intelligence can be leveraged to deepen connection with employees across generations

Methodology

- Individual Reflection
- Lecture
- Small-Group Exercises
- Small- & Large-Group Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/program managers

Format and Pricing



LIVE ONLINE

\$3,200

3-4 Hours
(Duration)

Leading & Managing Organizations with a Diversity, Equity, & Inclusion Lens

Session Description

The role of today's leaders and managers has expanded far beyond strategy and operations. They are now being called to serve as change agents and allies in the Antiracism, Diversity, Equity & Inclusion (ADEI) movement. Why? Stakeholders are demanding that the organizations who represent them honor their beginnings, histories and realities. *And the global community is asking that organization leaders bring a clear vision, broad world perspective and sense of collective responsibility to the social problems they are*

helping to solve.

In this introductory session, Executive Coach and Facilitator joins organizations to explore ways they can sharpen their ADEI lens and transform their cultures and leadership practices. Using basic ADEI principles and tools is the first step to strengthening relationships with colleagues and positively influencing strategy, decision making and client engagement.

Learning Objectives

- Prepare for leadership development programming with Bruno Ford Consulting Group
- Learn key racial and social justice terms and concepts
- Understand the value of establishing and honoring workplace Community Agreements
- Explore professional Cultural Norms that can improve interpersonal dynamics with diverse people and teams
- Know how to initiate Courageous Conversations and engage in Inclusive Dialogue
- Discuss ways to implement policies and practices that incorporate a framework for and commitment to authentic social and racial equity

Methodology

- Individual Reflection
- Large-Group Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/program managers

Format and Pricing



LIVE ONLINE

\$2,450

1.5 Hours
(Duration)

Leading Across Boundaries

Session Description

Top leaders know that working outside of their function is a must. Despite understanding the value of leading across an organization, very few leaders feel they are effective in doing so.

This course will help you understand the intricacies of leading throughout an organization in a collaborative fashion, respecting the boundaries of your peers while connecting with their teams and breaking down silos.

Learning Objectives

- Differentiate vertical and horizontal boundaries
- Identify boundaries that affect your ability to work collaboratively and cooperatively
- Build an action plan to break down the boundaries that limit your ability to lead

Methodology

- Lecture
- Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Managing a Diverse Workforce

Session Description

Today's organizations recognize the demand for a diverse workforce and the benefits of inclusive approaches to getting things done. The challenge: if diversity and inclusion (D&I) are not understood clearly and managed effectively, unintended harm can be created. That harm often leads to mistrust, resistance, silos, limited employee engagement, high turnover, and other consequences that can impact the health of an organization.

In this fundamental training, participants define diversity and inclusion and what they mean for their organization. Then, they explore how to leverage D&I in their leadership and management practice so that individuals and teams can bring the full range of their capabilities and perform at higher levels.

Learning Objectives

- Examine the range of diversity that currently exists in the organization and what's required right now to manage it well
- Collect tools to facilitate open, transparent conversation
- Understand how to foster creativity among individuals and teams
- Explore ways to collect and leverage a insights to inform decision making, solicit buy-in, and ensure task ownership for new processes and initiatives

Methodology

- Individual Reflection
- Lecture
- Small-Group Exercises
- Small- & Large-Group Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/program managers

Format and Pricing



LIVE ONLINE

\$2,450

2-3 Hours
(Duration)

Managing Managers

Session Description

Some of the basic principles of performance management apply to managers. The difference is what aspects of their performance you are trying to measure and develop. When you were a manager you needed to set clear goals, provide feedback, and lead team culture.

Now you need to coach your managers to do the same. Managing managers is an art. Learn the best ways to develop and coach your managers into superstars like you.

Learning Objectives

- Understand and implement coaching techniques
- Understand and plan behavior modeling
- Understand and use manager management conversations
- Build manager management plans

Methodology

- Lecture
- Discussion

Target Audience

- Leaders at all levels
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Managing Up, Down, and Across

Session Description

Managers are constantly shifting between situations that call for being in a leadership role and creating assignments, to answering up and explaining results, all while being a colleague that your peers can rely on.

In this full day workshop participants will learn the 3 keys to making this happen successfully:

- The Key To Managing Up: Be Proactive
- The Key to Managing Down: Create A Safe Space for Feedback
- The Key to Managing Across: Build Relationships

Learning Objectives

- Discover what you need and how to get it from a boss to do your job with ease
- Discover how to motivate the people who work for you to do what is needed
- Discover how to effectively collaborate and partner with peers

Methodology

- Lecture
- Discussion
- Individual reflection, paired and group exercises

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Polarity Thinking: A Powerful Tool for Increasing Leadership Capacity

Session Description

One of the key qualities of higher capacity in leaders is both/and, integrative thinking. This practical, hands-on workshop will introduce you to polarity mapping, the most effective way to actively build this capacity.

Most leadership trainings focus on acquisition of leadership competencies rather than an increase in actual leadership capacity. Leadership capacity is the ability to think and act more effectively in times of increasing VUCA (volatility, uncertainty, complexity, ambiguity) and rapid change.

See this short summary for more details on this vital but little-understood distinction: [Leadership Development is About Capacity, Not Just Competencies \(trainingindustry.com\)](https://www.trainingindustry.com/leadership-development-is-about-capacity-not-just-competencies) or this longer article for a deeper dive into this topic: [Leadership Development — It's About Capacity, Not Just Competencies | by Clear Impact Consulting Group | Medium](https://www.clearimpactconsulting.com/leadership-development-it-s-about-capacity-not-just-competencies-by-clear-impact-consulting-group/). This training session will highlight the power of Polarity Thinking (both/and rather than either/or) to build sustainable collective and individual capacity.

Learning Objectives

- Understanding the concept of leadership capacity - the ability to think and act more effectively in times of increasing volatility, uncertainty, complexity, ambiguity (VUCA) and rapid change
- Understanding how both/and, integrative thinking is a critical component for dealing more effectively with complex leadership challenges
- Learning, practicing, and applying the tool of polarity mapping, first in small groups and then individually
- Building a reflective practice to apply back in the workplace

Methodology

- Engaging presentation with rich dialogue
- Practice at the full-group, small-group and, then, individual levels
- Individual reflection, application, and development of an action plan

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing


IN - PERSON

\$3,450

8 Hours
(Duration)

Situational Leadership

Session Description

Managing a team and providing feedback can be a daunting task for People Leaders. This model provides a common language and tool to help people leaders assess the needs of their staff and to match their leadership style to the need. Situational Leadership is a methodology used globally for the past 30 plus years.

The Situational Leadership® II model is a practical framework that helps your managers diagnose the needs of their people and then

provide the appropriate leadership style to meet those needs. Your managers learn the four stages of development, from enthusiastic beginner (D1) to self-reliant achiever (D4), and how to apply the appropriate directive and supportive behaviors, from directing (S1) to delegating (S4), to match the development needs of their people.

Note: This is for People Leaders only. All attendees must have direct reports.

Learning Objectives

- Learn the Situational Leadership Model
- Practice and apply Situational Leadership to the team
- Begin to speak the same language and develop an internal support from other People Leaders
- Improve the impact and frequency of conversations with direct reports

Methodology

- Offered to up to 12 participants
- Pre-work; Ken Blanchard system set up and management by client
- Lecture
- Discussion
- Participants will engage in individual and group activities, such as self-reflection, table group discussions

Target Audience

- Leaders at all levels
- High-potential individual contributors

Format and Pricing



IN - PERSON

\$3,450

8 Hours
(Duration)

Team Building with Enneagram

Session Description

Unlike almost all other typologies, the Enneagram has a vertical component, showing the path of development and the range of possibilities for each type. The Enneagram describes nine different sets of values and filters through which the world can be seen. It is a respectful and dynamic system that provides a path of healthy development for each type, including how to build on strengths and avoid pitfalls.

It assists leaders in understanding themselves and others through new eyes. Energy is freed for productivity and creativity that was previously lost in frustration and agitation.

Learning Objectives

- Understand the Enneagram system
- Cultivate deep self-awareness and then translate that into increased team trust, collaboration, and ability to work even more effectively with each other
- Learn more advanced Enneagram concepts to accelerate the speed and depth of self-awareness, growth, and development

Methodology

- Individual assessments, training videos
- individual Enneagram debriefs
- Team sessions

Target Audience

- Leaders and employees at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



IN - PERSON

\$3,450

8 Hours
(Duration)

The Power of Voice: How Silencing Impacts Female Leaders and Ways Both Men and Women Can Respond

Session Description

The silenced female leader is a paradox as leadership implies a sense of voice and efficacy. Leaders need to communicate their purpose and vision to enlist followers. This can hardly be done without language, yet research suggests that there are many women sitting in executive and senior-leader roles feeling silenced. This course covers the phenomenon of silencing while highlighting key original research findings; it also reviews strategies successful women have used to recover and lead with voice currency.

The impact of feeling silenced can hit someone like a virus, which requires a higher level of awareness. Voice recovery relies on two essential solutions – first, the ability to focus on the phenomenon and essence of feeling silenced and the act of framing it as a virus. Second, there are strategies to heal and develop a resiliency that requires a shift in focus.

Learning Objectives

- Recognize how feeling silenced derails careers
- Understand the three ways women are silenced in their roles
- Mitigate the viral effects of silencing and combat the female leader opt-out

Methodology

- Lecture
- Discussion
- Participants will engage in self-reflection and group discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

1.5 Hours
(Duration)

Unconscious Bias Training for Supervisors, Managers, and HR Professionals

Session Description

Like it or not, everyone brings hundreds, if not thousands, of biases into every situation.

For the most part these biases are unconscious. In the workplace, unconscious bias can lead to favoritism and in some cases discrimination, when making decisions on who to hire, fire, promote or pay at a certain level.

It's important, therefore, to ensure that those within the organization who are responsible for making employment-related decisions are properly trained to recognize what unconscious biases they may personally have and how to overcome them.

In this full day workshop, you will explore the concept that there is nothing more fundamental to performance than how people see and treat each other as human beings and how unconscious bias can impact that significantly.

Learning Objectives

- Identify your own biases - conscious and unconscious
- Understand the most common types of unconscious bias and where they may show up in decision making
- Identify strategies to keep bias from affecting decisions

Methodology

- Lecture
- Discussion
- Individual reflection, paired and group exercises

Target Audience

- Leaders at all levels
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,450

2 x 4 Hours
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)

Understanding Yourself and Others: Using the MBTI

Session Description

The Myers-Briggs Type Indicator (MBTI) is the most widely used personality inventory in the world. Managers and employees agree that personality clashes can be major deterrence to a team realizing its full potential.

The MBTI seeks to help individuals understand different perspectives in nonjudgmental terms. This increase in understanding differences leads to increased communication and improved overall team performance.

Learning Objectives

- Gain an understanding of their own MBTI preference and their strengths and limitations
- Get to know each other better personally and professionally
- Gain an understanding and an appreciation of the style differences that exist within people
- Be able to create effective interactions with clients and staff based on an understanding of these differences
- Identify their work style and its implication to their professional environment

Methodology

- Myers Briggs Type Indicator – self-assessment
- Lecture
- Discussion
- Group activities
- Individual activities

Target Audience

- Leaders and employees at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

2-4 Hours
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)

Understanding Yourself and Others: Using the DiSC

Session Description

The DiSC assessment is a widely used communication styles assessment and model that will help participants understand how their communication style and preferences impact their performance. This course will help participants understand the variety of communication style preferences and will afford participants the opportunity to learn best practices in adapting their styles to be most effective when working with others.

Learning Objectives

- Gain an understanding of their own DiSC communication style and their strengths and limitations
- Get to know each other better personally and professionally
- Gain an understanding and an appreciation of the style differences that exist within people
- Be able to create effective interactions with clients and staff based on an understanding of these differences
- Identify their work style and its implication to their professional environment

Methodology

- DiSC– self-assessment
- Lecture
- Discussion
- Group activities
- Individual activities

Target Audience

- Leaders at all levels
- Staff at all levels

Format and Pricing



LIVE ONLINE

\$2,450

2-4 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Why Leadership & Management Matter

Session Description

What is leadership really? Is it simply about power over people and getting results? And what about management? Isn't that just telling people what to do and holding them accountable to it? In this fundamental training, participants will explore these questions by defining leadership and management, understanding where they fit in, and deciding who they want to be in both contexts -- for the purpose of developing themselves, their teams, and their organization.

Learning Objectives

- Examine the degree to which your current leadership and management practices support the organization's mission and desired culture
- Discuss what the organization wants leaders and managers to be and do in order to grow into current roles and meet new organizational demands
- Establish a shared understanding about what principles and practices leaders and managers want to be held accountable to
- Understand the positive effects of distributed, participatory leadership to identify ways traditional leaders can improve their approach
- Apply trauma-informed, DEI-focused practices to leading and managing people and tasks

Methodology

- Individual Reflection
- Lecture
- Small-Group Exercises
- Small- & Large-Group Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/program managers

Format and Pricing



LIVE ONLINE

\$3,200

3-4 Hours
(Duration)

Your Leadership Legacy

Session Description

What do you hope people will say about your leadership at the end of your career? We rarely ask this question, but beginning with the end in mind is the best way to ensure that end is one we're proud of. This course will help you understand that value of crafting a leadership legacy now so you can build toward it for the remainder of your career.

You will begin this journey and seek feedback from peers and our team to make sure the path you walk will be the best version of your leadership you can offer the world.

Learning Objectives

- Understand the value of your leadership legacy
- Understand a 6-step process for creating your leadership legacy
- Begin your leadership legacy journey

Methodology

- Lecture
- Discussion

Target Audience

- Mid- to senior-level leaders

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)



Leading Teams



5 Strategies to Maintain Employee Engagement Through Turbulent Times

Session Description

Now, more than ever, leaders need to develop skills to help themselves and their teams effectively cope with uncertainty. Amidst turbulent times organizations call upon employees not just to carry on, but to remain engaged and highly productive.

This practical online workshop will allow you to reflect and compare notes on your biggest challenges, as leaders – from maintaining morale and motivation in remote environment to managing

impossible workloads. It will give a practical set of tools (particularly relevant in a virtual or hybrid set up) to apply with your direct reports to maintain trust and productivity under constantly changing organizational conditions. It will help you to model and facilitate productive behaviors despite environmental uncertainty and turbulence.

Learning Objectives

- Remain engaged and highly productive during the turbulent times
- Strategize for current or anticipated changes
- Identify and manage resistance
- Acquire a practical set of tools to apply with their direct reports to maintain trust and productivity

Methodology

- Mini-lecture with relevant examples
- Interactive exercises
- Individual reflection
- Small group discussions
- Application & action planning

Target Audience

- Leaders of organizations, departments, units, volunteer teams
- Anyone with direct report(s)

Format and Pricing



LIVE ONLINE

\$3,200

4 Hours
(Duration)

Are We Being Strategic?

Session Description

Quick, name your company's strategic objectives for this year! Struggling? Can you get close? Being strategic takes more than just a few meetings. It's an ongoing conversation and mindset, a gear we switch into when business demands require it.

This course will illuminate how to identify areas of your team's work that require strategic thinking and give you conversation tools to pull people out of the weeds.

Learning Objectives

- Raising Awareness: How to tell if you're being strategic
- Strategic activities in teams
- Individual strategic activities
- How to inspire strategic thought and action

Methodology

- Lecture
- Discussion

Target Audience

- Mid- to senior-level leaders

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Building Cohesive Teams (MBTI or DISC)

Session Description

Teams are more productive when everyone is pulling in the same direction. Productivity is increased when people understand the contribution they make to the overall goal & have a stake in the team's success.

This session will enable teams to explore in detail what it is they do & why, and how they can work together most productively.

Participants will learn how to create a shared vision & values for their team, and how to harness the contributions and strengths of individual team members for maximum impact. The session will draw on insights from the Myers Briggs Personality Type model to enhance team working & cohesion.

Learning Objectives

- Explore individual & shared values to create a shared Team purpose & mission
- Identify strengths & contributions of all team members
- Understand how to work together most effectively as a Team

Methodology

- For use with existing teams
- Myers Briggs Type Indicator self-assessment
- Facilitated discussions & learning
- Group work & practical exercises
- Action planning for accountability & sustainable change

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Staff at all levels

Format and Pricing



LIVE ONLINE

**\$3,250 -
\$3,450**

4, 8 Hours
(Duration)

Building Effective Relationships at Work

Session Description

“If you want to go fast, go alone. If you want to go far, go together” – African proverb

It's rare at work that we can achieve everything we want to on our own. Working with other people and building effective relationships at work is the key to success – ours and our team's.

In this session, we will explore what makes some relationships work better than others, how trust can be built quickly and effectively, strategies for identifying and investing in our most important relationships as well as some tips for what to do when it all goes wrong!

Learning Objectives

- Identifying the relationships at work that are most important to us
- Learning techniques to create rapport and build trust
- Exploring how to defuse common tensions and resolve misunderstandings early
- Understanding what to do to make authentic investments in the relationships that really count

Methodology

- Highly interactive
- Sharing strategies, tips, and tools
- Facilitated group discussions
- Includes introduction to DiSC behavioral styles model
- Action planning for accountability and sustainable change

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Staff at all levels

Format and Pricing



LIVE ONLINE

\$3,150

4 Hours
(Duration)

Building High Performing Teams

Session Description

Often companies utilize measurement tools to profile their employees, and nothing comes further out of that. Teams are built by the accomplishments of the individuals not necessarily based on their strengths to create strong and well-dispersed team. Furthermore, group or department leaders assign individuals to the deliverables based on their titles not necessarily what they are good at.

This revolutionary approach supports the leaders to create strength based deliverable assignment to their teams and organizations. It is recommended that the leader of the organization has also a few strategy design coaching sessions to get the best outcome out of this training prior to the course day.

Learning Objectives

- Increase awareness of the significance of effective collaborative environment and utilizing the authentic strengths of the team members for the success of the team/department
- Understanding and appreciating the strengths of the self and others
- Seeking to create diversified teams for success

Methodology

- Using MRG IDI Teams or Gallup Strengthsfinder to create a team's strength profile
- Discuss the highlights of the measurement tool with the team in a lecture style and explore one example
- Partner up the participants to study each other's profile and then share in a group setting
- Have a group learning and insight discussion
- Create a strategy to walk away from the session on how to utilize team's strengths moving forward

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

**\$2,950 -
\$3,150**

4,6,8 Hours
(Duration)

Creating High Performing Teams

Session Description

Teamwork is essential to organizational success, but performance can suffer if teams aren't aware of how they work together and what behaviors are essential for successful collaboration.

Designed for teams, this 2 day program will dig deep into where a team is on the key elements of trust, accountability & ownership. Participants will learn strategies for better communication, goal alignment, conflict resolution & empowerment.

The program draws on both DISC Behavioral Styles & Lencioni's research on team working and will build to create a personalized action plan for the team & its members, that puts them in the driving seat of their own success.

Learning Objectives

- Identify the strengths & areas for improvement within individual teams
- Develop a strong sense of team ownership, pride & loyalty
- Embed behaviors that promote trust, healthy conflict, accountability & commitment
- Learn how to communicate most effectively with other team members
- Create a personalized action plan for enhanced team performance

Methodology

- For use with existing teams
- DISC Self Assessment tool
- Team assessment
- Facilitated discussions & learning
- Group work & practical exercises
- Action planning for accountability & sustainable change
- Highly interactive

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,450

8, 16 Hours
(Duration)

Creating Psychological Safety in the Workplace

Session Description

This course is going to help you manage image risks, form a different perspective to interpersonal risk and failure and build a balance between avoiding interpersonal risks and being overly risk-taking. Overall, the course is aimed at fostering psychological safety through engaging in effective learning behaviors that create a working environment conducive of taking interpersonal risks.

There are four different drivers of psychological safety. Drawing on the results of the survey, the driver attitude to risk and failure had the lowest average score (5.4/7), meaning that on average the employees somewhat agree with feeling safe when taking a risk on their team. Since each driver of psychological safety is crucial for building high-performing teams, it is critical that the employees build a constructive attitude to risk and failure and find a balance between taking a well-intentioned risk and not being overly risk-taking.

Learning Objectives

- Explain what psychological safety is and why it is crucial
- Ask questions or for information without being afraid of being seen ignorant or intrusive
- Admit mistakes and ask for help without feeling incompetent
- Reflect critically on current and past performance, accept negative and/or constructive feedback
- Propose new ideas without having a fear of being hurt, criticized, or embarrassed

Methodology

- Lecture
- Interactive discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,200

2-4 Hours
(Duration)

Culture, Motivation, and Performance 101

Investing in Your Team

Session Description

Whether you're building a team from scratch or inheriting season veterans, nothing is more important than developing a strong, collaborate culture built on trust and accountability. We will talk about how to get your team motivated, inspired, and excited to work together.

Uncover your shared values and build the group dynamics that will take your performance to the next level.

Learning Objectives

- Extrinsic and intrinsic motivation - What levers can you pull?
- Create culture through shared values
- Understand demotivators
- Create individual and team motivation plans

Methodology

- Lecture
- Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Culture, Motivation, and Performance 201

Advanced Team Performance and Culture Development

Session Description

Any leader worth her salt knows that team culture is the engine that drives performance. Holding team members accountable only works if the team culture is aligned with individual values.

This course takes a deep dive into how to co-create team culture based on shared values and team input. You and your team will begin to see yourselves in each other and the work you produce.

Learning Objectives

- Access and identify shared values
- Co-create group rewards
- Use the soft power of influence to motivate through challenge and build trust

Methodology

- Lecture
- Discussion

Target Audience

- Mid- to senior-level leaders

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Engaging Your Team Through Turbulent Times

Session Description

Current events have reinforced for all of us that change is both pervasive and can happen at any time. In this new reality where social, financial, political and environmental changes present themselves to us at the speed of light, understanding how to manage change – whether planned or unexpected – is critical for leaders at all levels within organizations. Amidst turbulent times, when organizations call upon employees not just to carry on, but to remain engaged and highly productive, leaders able to proactively

and skillfully manage change are invaluable. This highly interactive online workshop will allow you to strategize for current or anticipated changes that are top-of-mind for you. It will give you the skills to recognize your, and others', reactions to change; it will enable you to identify and manage resistance. Leaders will acquire a practical set of tools to apply with their direct reports to maintain trust and productivity under constantly changing organizational conditions.

Learning Objectives

- Understand the distinction between the operational and human sides of change
- Give you the skills to recognize your, and others', reactions to change; to identify, manage and, ultimately, overcome resistance to change
- Build confidence in your personal ability to thrive in complex and volatile times
- Help you model and facilitate productive behaviors despite environmental uncertainty and turbulence
- Acquire a practical set of tools to apply with your direct reports to maintain trust and productivity under constantly changing organizational conditions
- Allow you to reflect on and strategize for current or anticipated changes that are top-of-mind for you

Methodology

- Mini-lectures with relevant examples
- Interactive exercises
- Individual reflection, including self-reflection
- Small group discussions
- Peer coaching
- Application & action planning

Target Audience

- Supervisors
- Managers
- Team leaders
- High-potential individual contributors

Format and Pricing



LIVE ONLINE

**\$3,200 -
\$3,450**

4-8 Hours
(Duration)



IN - PERSON

**\$3,200 -
\$3,450**

4-8 Hours
(Duration)

Group Decision Making

Session Description

Decision making is not exclusive to an organization board or a team of executive and senior leaders. Group members at all levels of an organization make decisions and each one has a say - even if they don't realize it. In this leadership development workshop, participants will leverage their experience and prior training to identify and begin solving problems that undermine the effectiveness of decision making in groups.

As a first step, they'll receive simple tools to sharpen their equity and inclusion lens. Then, together, participants will determine how the tools will be used to improve engagement levels among leaders and contributors during decision making.

Learning Objectives

- Examine the processes that help or harm collective decision making and consider which ones may be operating within the organization
- Know the symptoms and causes of groupthink and three ways to prevent it
- Co-create decision-making principles and practices tailored to the organization and prepare to apply them to upcoming projects or initiatives
- Analyze a workable 4-step model for group decision making and make optional adaptations based on the organization's culture and realities

Methodology

- Individual Reflection
- Lecture; Small-Group Exercises
- Small- & Large-Group Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/program managers

Format and Pricing



LIVE ONLINE

\$3,200

3-4 Hours
(Duration)

Group Structure, Cohesion & Development

Session Description

Organizational Effectiveness extends far beyond hiring top talent, keeping high-performers engaged, and promoting high-potentials to leadership roles. In each scenario, the successful organization carefully considers how groups of leaders and managers are structured and how to create the necessary time and processes for them to transition into and function as a cohesive team.

In this fundamental training, participants receive the basic concepts and skills to create and foster a leadership team that gets results - efficiently, effectively, and with mutual respect and shared accountability.

Learning Objectives

- Define, describe and differentiate group norms
- Examine the processes that generate and sustain group norms
- Determine what norms best support organization strategy, team alignment, and task accomplishment (e.g., trauma-informed practice; DEI principles)
- Learn the nature of Leader and Group roles in the current social climate
- Explore how and why roles in the organization have become differentiated over time
- Identify sources of and antidotes to role stress, including role ambiguity, role conflict, and role fit

Methodology

- Individual Reflection
- Lecture; Small-Group Exercises
- Small- & Large-Group Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/program managers

Format and Pricing



LIVE ONLINE

\$3,200

3-4 Hours
(Duration)

Identifying Skill Gaps

Session Description

With so many people funneling up to you, how can you be sure they're well-equipped to perform at their highest level? Is it better to develop or hire?

These important questions are asked and answered in this course that will teach you to work collaboratively to determine the current state of skills in your department and get your people ready and capable.

Learning Objectives

- Understanding and implementing skill gap analysis at the appropriate scale
- Determining whether or not to develop skills internally or hire out
- Determining and managing key stakeholders in skill gap analysis

Methodology

- Lecture
- Discussion

Target Audience

- Supervisory to mid-level leaders
- High-potential individual contributors

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Manager, Leader, or Both?

Session Description

Two skills have become top priorities for learning and development organizations: management and leadership. Both are important but distinct skills and, without training, too much of one or the other can lead to serious trouble. As John Kotter points out, being over-managed and under-led stifles innovation, while the opposite leads to too much change and no execution.

The true balance will drive productivity and achieve strategic goals as they were intended. This course will help you differentiate when to utilize which skill set so you can manage and lead more effectively.

Learning Objectives

- Management and leadership: What's the difference?
- What to manage
- When to lead
- Build your management and leadership vision

Methodology

- Lecture
- Discussion

Target Audience

- Supervisory to mid-level leaders
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Motivation at Scale

Session Description

When you were a manager it was hard enough to motivate individuals. As a senior leader you must now see motivation at a systemic level. Is it possible to drive engagement and motivate people at scale? It starts by assessing your organization's current motivational state and learning what levers you can pull to move the needle.

The course will teach you how to recognize burnout, disengagement, and systemic entropy, while helping you plan ways you can right the ship and ignite passion and purpose in your people.

Learning Objectives

- Understanding the symptoms of systemic demotivation and how to diagnose their root causes
- Understanding what options are available to you to reignite passion for your organization
- Building an action plan to improve culture and revive motivation and purpose across your organization

Methodology

- Lecture
- Discussion

Target Audience

- Senior leaders

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Offering Developmental Feedback

Session Description

Feedback is an essential tool for creating further awareness for individual, community, and organizational effectiveness and learning. It is also one of the significant tools of a skillful coach. Ongoing feedback in coaching is used to reinforce a client's desired behaviors and new skills, to motivate the client to pursue higher levels of performance, as well as to highlight the discrepancies between the current state and desired state.

In this session, we will be discussing common feedback mechanisms and how to offer effective developmental feedback. Whether you are interested in developing your feedback skills as a coach or as a mentor, this session might be supportive of your learning on how to effectively use feedback to create self-awareness towards intrinsic motivation and change.

Learning Objectives

- Discuss styles of feedback and their effectiveness
- Understand how to offer developmental feedback

Methodology

- Lecture
- Discussion
- Q&A

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

**\$2,450 -
\$3,150**

2,4,8 Hours
(Duration)

Performance Management 101

Session Description

Accountability is at the core of performance, but we can't get there without a strong start. Performance management is a fine blend of art and science. We must understand the basics of a performance management system, understand goal-setting, and how to give feedback where and when it is needed.

This course covers all of the fundamentals to build or strengthen your approach to performance management.

Learning Objectives

- Understand performance management systems
- Build or strengthen your existing performance management process
- Giving and receiving feedback
- Understanding feedback cadences

Methodology

- Lecture
- Discussion

Target Audience

- Supervisory to mid-level leaders
- High-potential individual contributors

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$2,950

4 Hours
(Duration)

Psychological Dimensions of Leading and Supervision

Session Description

One of the functions of leadership is to motivate people to accept responsibility and to be more autonomous in pursuing shared goals and in meeting their own, and others', needs in the workplace. Participants gain insight into how to recognize and manage psychological aspects of group functioning to reduce the negative effects of deep emotions, such as fear, on group and individual behavior and workplace performance. They gain self-awareness and practice, articulating and advocating for themselves and others.

In doing so, they learn how to recognize, and avoid, counterproductive behaviors (e.g. blaming, scapegoating) that can disrupt cooperative efforts to achieve shared aims.

This course is intended for employees in leadership and supervisory roles – or for high potentials who already carry responsibility and seek to advance into such roles. Through experiential group learning and reflective exercises, participants acquire a deeper understanding of latent group dynamics that can inhibit, or support, group cohesion.

Learning Objectives

- Understand how unconscious individual and group processes influence motivation and decision-making in the workplace
- Understand the psychological defense of projection and how it plays into group dynamics such as scapegoating
- Identify aggressive and passive (e.g. fight vs. flight) approaches to handling workplace challenges and faulty group processes
- Learn ways to facilitate inclusiveness to gain the benefits of group synergy
- Enhance the ability to persuade and influence others, and to advocate to meet needs
- Gain insight and skills to manage workplace conflict constructively

Methodology

- Lecture
- Discussion
- Self-assessment
- Experiential simulation

Target Audience

- Supervisory to mid-level leaders
- High-potential individual contributors

Format and Pricing



LIVE ONLINE

\$3,200

2 x 4 Hours
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)

Psychological Safety: Un-Managing your Team to Increase Ownership and Innovation

Session Description

Psychological Safety defines a shift in managerial mindset and skillset that increases trust, safety and inclusion. This shift unleashes the creative potential of your team by neutralizing the single biggest constraint to that potential -- fear. Often our unconscious, negative patterns of communication and behavior as leaders have a distinct and immediate impact on those around us. Those messages then become amplified by organizational culture.

The result is that people do not feel it is safe to bring their whole self to the job. You may have their hands, and some of their heads, but they are reluctant to give you their heart. An enormous amount of productivity, ownership and innovation are lost when that happens.

Learning Objectives

This program is for leaders in an organization who want their teams to out-perform. Participants will learn the measurable tax an unsafe environment extracts from their organizations, and the mindsets and behaviors that increase safety and productivity. They will gain insights and ideas for action around 4 dimensions:

1. Inclusion Safety
2. Learner Safety
3. Contributor Safety
4. Challenger Safety

Participants will leave with a practical set of tools to apply to model and coach inclusive behavior, and to create thriving workplaces.

Methodology

- Self-assessment
- Case study analysis
- Role-play
- Lecture with interactive discussion

Target Audience

- Supervisory to mid-level leaders
- High-potential individual contributors

Format and Pricing



LIVE ONLINE

\$3,200

4 Hours
(Duration)

Strategic Planning and Execution

Session Description

You've carried a vision with you throughout your career. You know this company, what it can do and where it can go. It's time to develop the skills and tools you'll need to plot a course to success. This course will help you learn and implement tools and techniques used in strategic planning and execution.

Learn how to deconstruct your company's competitive position and use that understanding to drive innovation and change.

Learning Objectives

- Learning and implementing strategic tools such as SWAT, SOAR, Porter's 5 Forces, and the Hoshin Planning System
- Determining the best tools for your role and begin putting it to use
- Getting ongoing support from our instructor

Methodology

- Lecture
- Discussion

Target Audience

- Mid- to senior level leaders

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$2,950

4 Hours
(Duration)

Succession Planning

Session Description

Much of your leadership style may be unique, but that doesn't mean you can't pass on its essence. Strategic leadership means planning for continuity when a major departure occurs.

This course will teach you how to build an effective succession plan and lead key members of your team to build theirs as well.

Learning Objectives

- Understanding the value of succession planning
- Understanding how to plan for your succession
- Understanding how to lead key team members in building their succession plans

Methodology

- Lecture
- Discussion

Target Audience

- Mid- to senior level leaders

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Technical Skills and Leadership

Session Description

Every job requires some manner of technical expertise. As an aspiring leader we must wield a minimum level of expertise in the systems we use to make sure we can help our team work efficiently and foresee technology changes that will affect our efforts.

This course will help you take a strategic view of the technology used by your team and grow a long-term digital strategy to keep your team up to date and ready for what lays ahead.

Learning Objectives

- Inventorying your technology
- Understanding digital strategy
- Build your digital strategy plan

Methodology

- Lecture
- Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

The Vision and the Team - Finding True North

Session Description

You know where you need to go and you have the team to get you there. How can you walk that path with confidence and consistency? You need to understand the dynamics of your team, remove conflict and hesitation, and align your forces toward your true north.

This course will teach you how to hire, on-board, and guide your team toward your vision.

Learning Objectives

- Tying Tuckman's Team Development Model to vision
- How to hire and onboard effectively
- Embedding cultural development with team development

Methodology

- Lecture
- Discussion

Target Audience

- Mid- to senior level leaders

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)



Communication

Art of Networking in Virtual World

Session Description

/ **networkiNG**/ n - The action or process of interacting with others to exchange information and develop professional or social contacts.

The act of networking is something that is both a science and an art. This session will provide research on the impact of networking and dive into specific tools. Participants will learn tips to navigate this task at conference and when it is the last item on their to-do list.

Participants will explore their own perspectives on networking, create a networking plan and leave with tools to help them reach their networking goals.

Note: This can be customized for an all-female audience like a Women's Employee Resource Group. This session would include research and discussion on specific aspects that impact women in the workplace.

Learning Objectives

- Explore individual perspective on networking
- Dive into the reasons why networking is important
- Learn techniques to make networking easier and a more consistent part of your career path

Methodology

- Lecture
- Discussion
- Participants will engage in individual and group activities, such as self-reflection and table group discussions

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

1.5 Hours
(Duration)

Basic Coaching for Leaders

Session Description

The International Coaching Federation defines coaching as “Partnering with the learner/coachee in a thought-provoking and creative process that inspires her/him to maximize his/her personal and/or professional potential.” Leaders who do not coach are not necessarily bad managers, but they can be more successful if they use their position to develop talent. This session provides information and practice to managers on how to become and stay effective coaches to their peers and subordinates.

Participants will build their understanding of basic theories behind coaching, learn a basic coaching framework, and increase their awareness of personal strengths that will help them coach. Participants will apply this learning to multiple rounds of coaching practice with their fellow participants. A facilitator will provide real-time corrections and feedback as participants are practicing, to ensure quick learning and good habit formation.

Learning Objectives

- Define coaching
- Understand the importance of coaching in the context of leadership and organizational strategy
- Utilize a practical framework to have coaching conversations with their direct reports and/or peers
- Identify specific skills that need to be developed in order to have productive coaching conversations
- Develop an action plan to begin applying and building their basic coaching skills

Methodology

- Small group exercises
- PowerPoint and workbooks are used to provide a guiding framework for participants
- Self-reflection
- Table group discussions
- Role plays
- Case studies or other structured exercises

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,450

2 x 4 Hours
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)

Build a Coaching Culture

Session Description

While all managers should develop a coaching skillset, anyone can learn to be a coach and apply coaching principles in any direction. This course will provide fundamental concepts that will help build an organization of coaches regardless of title, using coaching strategies to deepen thinking and promote personal and professional growth.

Learning Objectives

- Understand the behavioral differences between managing and coaching.
- Learn to recognize when coaching, managing or both are appropriate responses to a situation.
- Use job descriptions as foundations for analyzing what to coach and what to manage.
- Explore basic mentoring concepts.
- Learn basic coaching skills and how to use them.
- Learn basic accountability strategies.

Methodology

- Lecture
- Discussion
- Reflective Group Activities and Action Planning

Target Audience

- Leaders at all levels

Format and Pricing



LIVE ONLINE

\$3,450

2 x 4 Hours
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)

Clarifying Your Team's Purpose and Strategy

Session Description

Truly effective leaders can focus their teams on a clear purpose and help individuals on their teams understand how their work connects to the organization's mission and strategy. The problem in many organizations, is that workers know the tasks that make up their job descriptions, but they don't often know how their work contributes to the objectives of the organization.

In this full day workshop, participants gain a clear understanding of their own purpose and how their team fits into the organization's strategy and mission. Participants then learn how to create a crystal-clear strategy for achieving team goals as they relate to the organization's mission and success.

- Communicate the link between the work of your team to the organization's mission and objectives
 - Create an understanding for your team of their jobs and how they link to the organization's key goals
 - Apply a Resource generator model based on the drivers of your organization
 - Create a Team Purpose Statement that will motivate and inspire your team
- Self and team assessment
 - Lecture
 - Discussion
 - Individual reflection, paired and group exercises
-
- Leaders at all levels
 - High-potential individual contributors
 - Project/Program managers



IN - PERSON

\$3,450

2 x 4 Hours
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)

Conflict Mediation

Session Description

Being able to diffuse conflict is a vital skill for all professional. For managers, this skill can be taken to the next level as managers may be called to intervene in conflicts on their teams.

This course will provide a step-by-step approach for how to set up and execute a conflict mediation, leaving managers with the tools they need to move their team out of conflict and toward productivity and harmony.

Learning Objectives

- Setting the stage
- Impartial support
- Five phases of mediation

Methodology

- Lecture
- Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers
- Front-line staff

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Effective Business Writing / Effective Email Writing

Session Description

In this course, participants learn tips and techniques to improve written communication. It provides a process that enables participants to write organized and concise letters, memos, documents and emails quickly and efficiently.

Participants learn editing methods using their own writing samples and have opportunities to practice new process. This course devotes special attention to composing and sending professional email.

Note: With minor customization, this course can be tailored to focus specifically on email writing.

Learning Objectives

- Understand your audience's needs as a writer
- Write documents that are clear and concise
- Follow a format to make writing accessible
- Produce documents in less time
- Use email to communicate in a professional manner
- Follow a process to edit for readability

Methodology

- Instruction in writing organization, writing with clarity & conciseness, tone, and professionalism
- Readability Assessment
- One on one coaching on documents
- Large group discussion and Q&A

Target Audience

- Supervisors
- High-potential individual contributors
- Front-line staff

Format and Pricing



LIVE ONLINE

\$3,450

2 x 4 Hours
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)

Effective Business Writing: Improve Grammar, Sentence Structure, and Punctuation Usage

Session Description

It can be confusing when we either realize or are told that we need to “improve our business writing skills.” But improving this skill can increase your on-the-job credibility and improve communication.

Established set writing standards help increase productivity, resolve issues, avoid errors, and heighten credibility.

- Learn how to write faster and with more clarity
- Gain skills for revising and fine-tuning every kind of document

Learning Objectives

- Develop quality writing standards
- Identify and overcome common word usage challenges
- Improve writing confidence

Methodology

- Lecture
- Discussion
- Individual reflection, paired and group exercises

Target Audience

- Supervisors
- High-potential individual contributors
- Front-line staff

Format and Pricing



LIVE ONLINE

\$3,450

2 x 4 Hours
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)

Equitable Managing Relationships and Organizational Justice

Session Description

Understanding the complex dynamics of managing people can be made more complex when employees perceive themselves as treated unfairly by their employer and its leadership. Understanding the concept of Organizational Justice can help managers and leaders improve communication and decision-making practices that lead to higher engagement, retention and a more connected, communal workplace culture.

Learning Objectives

- Understand Organizational Justice
- Learn to increase Organizational Justice in 1-on-1 meetings with employees
- Plan how to boost organizational justice on their team and in their organization

Methodology

- Lecture
- Discussion
- Reflective group activities and action planning

Target Audience

- Leaders at all levels

Format and Pricing



LIVE ONLINE

\$2,450

2-3 Hours
(Duration)

Feedback and Coaching

Session Description

Managers drive results through the people they supervise. Feedback and coaching are essential skills to guide people's performance. Managers are responsible for helping people develop the skills needed to accomplish their day-to-day responsibilities.

In this workshop, we give managers a common understanding, framework, and a set of tools for reinforcing critical skills and driving superior performance. Participants learn a practical formula for providing effective feedback and a facilitative process for coaching employees.

Learning Objectives

- Demonstrate understanding of how to engage in ongoing, effective performance conversations as a way to develop people and ensure “no surprise” at year-end performance reviews
- Learn and practice a formula for providing clear, descriptive feedback
- Practice and gain skills in a facilitative coaching model

Methodology

- Lecture
- Partner role play
- In-the-moment feedback
- Group discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,450

**3 Hours- Day 1
4 Hours- Day 2**
(Duration)



IN - PERSON

\$3,450

7 Hours
(Duration)

Confronting Conflict:

How to Be Assertive at Work While Saving Relationships

Session Description

Let's face it, telling someone to change a behavior isn't easy, but sometimes we can't go on working together the way we have. Being assertive, standing up for yourself and your needs, we all know it's important.

This class will provide some essential skills to express yourself in ways that will deepen relationships rather than stress them.

Learning Objectives

- Understanding the definition of assertive communication
- Understand the appropriate uses of assertive communication
- Understanding what gets in the way
- Effectively plan conflict conversations

Methodology

- Lecture
- Discussion

Target Audience

- Supervisory to mid-level leaders
- High-potential individual contributors
- Project/Program managers
- Frontline staff

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Leading and Communicating Change

Session Description

Change is easy, leading change isn't. As the famed philosopher Niccolo Machiavelli stated "there is nothing more difficult to carry out, nor more doubtful of success, nor more dangerous to manage, than to initiate a new order of things. For the initiator has enemies in all those who profit by the old order, and only lukewarm defenders in those who would profit the new."

During this workshop participants will learn how to plan for change, lead transitions, and respond to the three most common reasons people resist change.

Learning Objectives

- Understand the types of change that you may encounter as a leader, and understand how each type can affect you and your team
- Effectively communicate about what is changing (and not) in a positive, motivating way even if you are unsettled about it
- Understand why people may "resist" change (including you), what might be causing it, and what you can do to manage it
- Feel better prepared to have difficult conversations with team members who may be having a tough time adjusting to change
- Adopt team behaviors and "norms" that will help your team(s) stay resilient through rapid change

Methodology

- Lecture
- Role Play
- Self-Reflection
- Activity

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,200

3.5 Hours
(Duration)



IN - PERSON

\$3,200

3.5 Hours
(Duration)

Leverage for Leaders Management Coaching Program

Session Description

The LFL Coach Training Program is designed to take the skills you already have, and integrate them using a specific methodology, to support you in being able to elicit the most creative ideas from others. Whether you are working with you team, or your clients, you will know what to do to empower others to bring their best selves to the table.

Participant Limits

- Due to the intensive nature of this process, participation is limited to 4 - 12 students per cohort

Learning Objectives

- Eliciting the most creative solutions to challenges within your team
- Empowering others around you to step up and take initiative
- Increasing the productivity of your team and company
- Communicating in a way that inspires others
- Being a leader who is respected and admired
- Connecting with others and understanding them in a powerful way

Methodology

- Myers Briggs Type Indicator – self-assessment
- Lecture
- Discussion
- Group activities
- Individual activities

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing


IN - PERSON

\$10,350

3x8 Hours =24 Hours
(+ Virtual Sessions)

Manager as Coach

Session Description

The demands of today's manager are varied and the skill sets are multiple. The manager who holds a coaching mindset and possesses basic coaching skills is at a great advantage in terms of developing people and maximizing individual performance.

Manager as Coach allows the manager to use this skill at the appropriate times to engage in ongoing development of direct reports. The approach is simple, easy to use and guaranteed to create measurable impact.

Learning Objectives

- Identify coaching opportunities in work as a supervisor/manager
- Understand the coaching process and its value to effective management
- Determine personal coaching style, strengths and opportunities to improve
- Apply questioning techniques that motivate others
- Create opportunities for coaching to occur
- Develop a coaching mindset and build inquiry skills that can facilitate future development
- Practice skills in listening, building actions, and measuring outcomes
- Develop skills in challenging people to stretch and change
- Learn communication and coaching skills to defuse volatile situations
- Learn when to manage, when to coach

Methodology

- Small group exercises
- Self-reflection
- Role plays

Target Audience

- Leaders at all levels
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,450

6 Hours
(Duration)

Managing Conflict in the Workplace

Session Description

This workshop is intended to help participants get a deeper understanding of conflict and practice their resolution skills. Conflict can damage relationships at work and understanding it is important. It is also important to understand disagreements, as they are different from conflict, but equally as common. One common cause of conflict is miscommunication between members of an organization. Communication will be discussed in depth in this course because clear communication is key to managing conflict.

Learning Objectives

- Increase awareness of conflict styles and resolution skills
- Understand how to adapt conflict resolution strategies to fit the situation
- Practice conflict resolution skills
- Discuss the importance of communication – speaking, listening and acknowledging

Methodology

- Small group exercises
- Self-reflection
- Role plays

Target Audience

- Leaders at all levels
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)

Power of Listening

Session Description

By becoming a good listener we can build stronger relationships and gain new ideas and inspiration. Most people think that they are a good listener, but what would their colleagues, clients, family and friends say about them?

Often we think we are listening when we are in fact only going through the motions with our attention drifting elsewhere.

Yet, being a good listener is amongst the most powerful and underrated communication skills. Used effectively, it helps to build relationships (and fix broken ones), pre-empt arguments, gain gravitas and persuade others round to our point of view. It's something we can all do, and something most of us can do a lot better.

Learning Objectives

- Differentiate listening from hearing
- Identify the benefits of active listening
- Identify poor listening habits
- Learning and implement skills used for active listening
- Identify barriers to effective listening
- Practiced a number of techniques to train yourself to listen more effectively, whatever the internal and external distractions

Methodology

- Lecture
- Discussion

Target Audience

- Leaders at all levels

Format and Pricing



LIVE ONLINE

\$2,450

3 Hours
(Duration)



IN - PERSON

\$2,450

3 Hours
(Duration)

Principles of Leadership Communication

Session Description

The best leaders know that being a skilled communicator is one of the most important skills in leading organizations to success. And we don't mean being a good talker! Leadership communication is as much about listening and provoking thinking as it is sharing your expertise.

This course will give you communication tools to help you best develop and cascade your vision widely across the organization.

Learning Objectives

- Understanding executive presence
- Leadership questioning techniques
- Cascading vision

Methodology

- Lecture
- Discussion

Target Audience

- Supervisory to mid-level leaders
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Run Meetings the Right Way

Session Description

“Oh joy, another meeting that should have been an email.” If you’ve said this to yourself before, you were probably right. But how can you be sure people don’t say that about your meetings?

Take this crash course in running effective meetings. By the end, your meetings will be productive, efficient, and start and end when they should. Imagine living in that world!

Learning Objectives

- Understanding when it should be an email?
- Understanding how to plan meetings right the first time
- Understanding meeting roles and how to use them
- Designing a meeting template

Methodology

- Lecture
- Discussion

Target Audience

- Supervisory to mid-level leaders
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Setting up a Culture of Feedback

Session Description

Workplaces with healthy, vibrant cultures are workplaces where feedback is common, constructive and consistent. This course explores best practices for giving and receiving feedback to be implemented at the team level and normalized across organizations.

Learning Objectives

- Understand feedback in the larger context of performance management
- Understand 4 dimensions of a healthy feedback culture.
- Make a plan to improve the feedback culture on their team across these 4 dimensions.
- Learn how to give and receive feedback while accounting for diverse, cultural differences.

Methodology

- Lecture
- Discussion
- Reflective group activities and action planning

Target Audience

- Leaders at all levels

Format and Pricing



LIVE ONLINE

\$2,450

2.5 -3 Hours
(Duration)



IN - PERSON

\$2,450

2.5-3 Hours
(Duration)

The Introverted Networker

Session Description

According to a New York Times survey, for many people walking into a room full of strangers is a scarier prospect than death – only slightly worse than public speaking! This session will take the fear out of networking, giving participants a clear strategy for choosing and preparing for events, tactics on what to do when in the room and how to plan for effective follow-up – making networking events not just more enjoyable but more productive as well.

Learning Objectives

- Overcoming our fears about networking
 - Learning how to start (and stop) conversations – and be memorable for all the right reasons
 - Developing a strategy for intentional networking
- Creating an effective follow-up routine to maximize ROI from networking

Methodology

- Highly interactive
- Sharing strategies, tips, & tools
- Facilitated group discussions
- Hands-on practice
- Action planning for accountability and sustainable change

Target Audience

- Leaders at all levels
- Employees at all levels

Format and Pricing



LIVE ONLINE

\$3,150

3 Hours
(Duration)

The Power of Communication in Leadership

Session Description

Communication is central to all aspects of life. It's a critical skill for maintaining your personal as well as professional relationships. Effective communications can build trust, establish credibility and lay the foundation for great leadership.

Participants will explore a variety of communications strategies, including feedback, avoiding toxic language and more.

Learning Objectives

- Understanding how one's leadership style can have a significant impact on their communications
- Exploring tools for effective communications (including feedback, emotional intelligence)
- Understanding how to have meaningful conversations
- Developing a personal plan to implement effective communications strategies

Methodology

- Instruction/Lecture
- Group activities
- Individual activities
- Large group discussion and Q&A

Target Audience

- Supervisory to mid-level leaders
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

1 Hour
(Duration)



IN - PERSON

\$2,450

1.5 Hours
(Duration)

The Power of Speech Acts: Make Things Happen with Active Language Choices

Session Description

There are seven different types of speech acts that drive all communication. Expressions, factual statements, directives, requests, apologies, declarations, and commitment statements fall into two categories.

One category is passive with words that do not always create forward action. The other is a generative category that produces results.

This session highlights the power of using all seven with a fluency that creates purposeful and effective change in the workplace.

Learning Objectives

- Learning the distinctions of speech acts
- Identifying the dominant discourse within your organization
- Discovering how your preferences for language may be working or hindering
- Creating awareness of how using all seven of the speech acts with fluency can produce powerful results

Methodology

- Instruction/Lecture
- Individual activities
- Large group discussion and Q&A

Target Audience

- Leaders at all levels
- Staff at all levels

Format and Pricing



LIVE ONLINE

\$2,450

1.5 Hours
(Duration)

The Science and Art of Feedback

Session Description

All professionals are trying to get better at what they do. No matter where you work, or what your role, the only way to improve is with feedback. Giving—and receiving—feedback is a skill that's relevant to every member of an organization.

In this course, participants will learn how to give and receive high-quality feedback.

Whether it's with peers, managers, colleagues, team members, friends, or family, the same principles apply across the board. The strategies and models provided will help lead you into a cycle of continuous development, with a growth mindset, that can help propel you and your relationships forward.

Learning Objectives

- Understand the value feedback provides
- Understand common reactions to feedback from both the giver and receiver
- Develop strategies or skills to make feedback useful and valuable
- Consider when to use real time vs. planned feedback
- Use the SBIA model of effective feedback

Methodology

- Instruction/Lecture
- Individual activities

Target Audience

- Leaders at all levels
- Staff at all levels

Format and Pricing



LIVE ONLINE

\$2,450

3 Hours
(Duration)



IN - PERSON

\$2,450

3 Hours
(Duration)

Understanding, Embracing & Resolving Conflict

Session Description

Group members don't always get along well. Even in the most high-functioning group, one person may trigger another and the energy in the room may shift from good-vibes-all-around to defensiveness and hostility. These seemingly counterproductive dynamics are learning opportunities to be embraced. Leaders and managers who are able to understand and resolve conflict are better able to deepen connection and grow.

In this fundamental training, participants learn the five basic causes of conflict, intragroup conflict, and intergroup conflict and how to navigate them to foster stronger teams and move work forward.

Learning Objectives

- Define and identify examples of transference, countertransference and triggers
- Understand various types of bias that sustain group conflict
- Distinguish and identify the causes of task, process, and personal conflict
- Explore how fairness and justice can be used to better understand group conflict
- Examine competition, power and domination, aggression, social norms, ingroup loyalty and outgroup hostility
- Learn three conflict resolution methods that work

Methodology

- Individual Reflection
- Lecture
- Small-Group Exercises
- Small- & Large-Group Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/program managers

Format and Pricing



LIVE ONLINE

\$3,200

3-4 Hours
(Duration)



Business Planning & Project Mgmt

Delegating for Improved Performance

Session Description

The competitive edge today relies on managers realizing the full potential of each of their staff. Data collected by the Gallup Organization reveals that only 30% of the American workforce is fully engaged at work, 55% are “not engaged” and 19% are “actively disengaged”. Many managers who are promoted to their position because of their outstanding technical skills often find themselves at a loss when it comes to dealing with the complex people issues that surface. As a result, they often do what they know best and feel

confident doing, which is the technical part of the job. Employees suffer when these managers struggle with communicating expectations, fail to delegate work, and are unable to manage their performance. The organization suffers as employees are not being fully utilized and the manager usually becomes overwhelmed by trying to do all the work himself or herself. This program engages participants in a discussion of these dangers and teaches the skills necessary to move beyond these behaviors and into successful delegation.

Learning Objectives

- Understand and practice techniques to shift from doer to delegator
- Identify the top ten reasons managers fail to delegate
- Articulate the benefits to delegating
- Learn a process for effectively delegating assignments
- Practice developing SMART objectives

Methodology

- Lecture
- Partner activities
- Group discussion
- Individual reflection

Target Audience

- Supervisory to mid-level leaders
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,450

4 x 90 min
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)

Delegation & Collaboration at Work

Session Description

At the root of collaboration is a need or desire to problem solve, create or discover. When an organization is facing volatility, uncertainty, complexity or ambiguity, collaboration and delegation become critically important. But they can feel difficult to execute. This is especially true for organizations with siloed work cultures.

In this fundamental training, participants will learn to see collaboration as a creative process where every contributor is regarded as an equal. They will examine two inseparable types of collaboration and how best to apply them when it comes to delegating roles and responsibilities.

Learning Objectives

- Understand how collaboration differs from control, ensures buy-in, and increases ownership and accountability
- Prepare to improve the quality of collaboration to unburden employees who feel overwhelmed by the quantity and frequency of communications
- Explore ways to optimize productive relationships using collaboration tools and creating collaborative communities
- Learn three factors to help determine whether or not to delegate tasks or projects --and to whom
- Get five keys to improve how you delegate - and when - so employees see the big picture, feel empowered to deliver results, and learn from the assigned responsibility

Methodology

- Individual Reflection
- Lecture
- Small-Group Exercises
- Small- & Large-Group Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/program managers

Format and Pricing



LIVE ONLINE

\$3,200

3-4 hrs
(Duration)

Effective Delegation

Session Description

The best executive is the one who has sense enough to pick good people to do what s/he wants done, and self-restraint to keep from meddling while they do it.” – Theodore Roosevelt, 26th U.S. President

The delegator’s dilemma: shall I do it myself or give it to someone else? In this practical course with real-time application exercises participants will be provided with a range of tools and templates to

help them learn how to delegate tasks and use effective delegation as a key development tool to motivate and challenge their team. Participants will learn how to identify all the considerations that need to be taken before, during and after a task has been delegated to ensure and sustain alignment to the overall goals.

Learning Objectives

- Recognize thoughts and feelings that prevent you from delegating, and feel confident you can overcome them
- Flex your delegation style depending on the person and the situation
- Boost your colleague’s confidence and maintain a strong working relationship while delegating

Methodology

- Lecture
- Partner activities
- Group discussion
- Individual reflection

Target Audience

- Supervisory to mid-level leaders
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

3 Hours
(Duration)



IN - PERSON

\$2,450

3 Hours
(Duration)

From Risk to Readiness:

Scenario Planning as a Tool for Your Business

Session Description

One of the most important roles of the public relations professional is to provide relevant counsel and a framework for clients and employers to identify and manage risks to their operations. This workshop is for the professional looking to strengthen their public relations and communications strategies and crisis communications plan. Scenario planning helps make an organization nimbler and more responsive when the unexpected happens.

Scenario planning is an effective way to anticipate future outcomes based on trends, assumptions, and new or emerging risk events across the organization. Being surprised by and/or mishandling a crisis can affect a company's reputation, integrity, credibility and, in severe cases, can disrupt or stop business altogether. The workshop will explore how to use this tool to get a seat at the leadership table and ensure the organization is ready for most uncertainties.

Learning Objectives

- Learning proven frameworks for conducting scenario planning to mitigate risks
- Learning how to make the case for taking the lead and integrating this tool into the strategic planning process and crisis communication plan
- Understanding the relationship between an organization's effectiveness and strategic risk management, based on the latest scholarly research
- Exploring best practices for risk management through relevant case studies in a variety of business sectors
- Understanding the role of communications in going beyond the SWOT analysis and Enterprise Risk Management Integrated Framework

Methodology

- Lecture and group discussion
- Leadership Style Inventory
- Small-group activity

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

1 Hour
(Duration)



IN - PERSON

\$2,450

1.5 Hours
(Duration)

Lean/Six Sigma - Light Tool Package

Session Description

Lean/Six Sigma Methodologies are comprehensive effectiveness and excellence approaches that requires in depth training to implement fully. Often companies make mistake to separate their projects as Lean/Six Sigma projects rather than implementing the methodology and thinking style as part of the company culture.

This course is designed to offer how to take simplified tools of these comprehensive methodologies and create effective operational efficiency culture.

It is recommended that the participants come to this course with a specific project in mind so that they can start utilizing these tools in the learning environment for their projects.

Learning Objectives

- Give an overview of most supportive and utilized Lean/Six Sigma Tools
- Utilize built in practices to have participants understand and start using these tools
- Create a strategy on how to build an efficiency culture within the organization

Methodology

- Lecture
- Individual and group exercises
- Strategic Implementation Plan

Target Audience

- Supervisory to mid-level leaders
- High-potential individual contributors

Format and Pricing



LIVE ONLINE

\$6,900 -

\$10,350

(20 participants)

16, 24 Hours

(Duration)

Organizational Reinvention: Maximizing Human Creative Potential and Contribution in Your Workplace

Session Description

Organizational Reinvention refers to a globally emergent management model that maximizes individual contribution and team productivity. The operational goal is to liberate the latent creative power of human beings in the marketplace in such a way that personal, professional and organizational development are parts of the same self-generating continuum.

This program is for organizational change-agents whose vision for the future includes reinventing their approach to management: managers, supervisors, and executives – or any contributor wanting to maximize their leadership impact.

Learning Objectives

- Experience this phenomenon by taking a close look at 3 companies who have operationalized these ideas to consider how to develop these practices yourself.
- Understand 6 principles these vanguard companies employ: Ownership, Markets, Meritocracy, Community, Openness, Experimentation
- Apply 2-3 principles and define with precision how to begin to validate these ideas through “safe to fail”, disciplined experiments.

Methodology

- Self-assessment
- Lecture
- Small and large group discussion
- Reflection and planning

Target Audience

- Supervisory to mid-level leaders
- High-potential individual contributors

Format and Pricing



LIVE ONLINE

\$3,200

4 Hours
(Duration)



Innovation

Continued Innovation

Session Description

Innovation occurs through culture and structure. To stay competitive companies need both. This course will explore methods used by the most innovative companies to drive innovation and collaboration across organizations.

You will understand how hierarchy is the enemy of creativity, but structures that foster collaboration can lead to breakthroughs and new insights.

Learning Objectives

- Understanding how innovation works and what hinders it
- Understanding how to foster innovation in your teams
- Implementing fail fast strategy to boost learning and growth
- Building an innovation plan

Methodology

- Lecture
- Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers
- Frontline staff

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)



Presence

Brand Called You

Session Description

Defining and enhancing personal brand. This skill becomes especially important in the virtual setting and mostly matrix reporting environment.

Our personal brand is quite significant for our success. Whether you are working for a company or you own your own, it is important to recognize this fact, and be mindful about how we are unconsciously branding ourselves.

This course is designed to support the individuals understand the importance of the personal brand is for the advancement of the careers/business; how our behavior contributes to personal brand and how they can consciously enhance it.

Learning Objectives

- Understanding of what personal branding is, what contributes to our brand, and how one can consciously develop and enhance their personal brand.

Methodology

- Lecture
- Self-reflection and awareness
- Individual and group exercises to develop and start expressing one's own authentic brand.
- Post session survey for participants to utilize as they continue to build their brand.

Target Audience

- Leaders at all levels

Format and Pricing



LIVE ONLINE

\$3,450

6-8 Hours
(Duration)

Developing Your Personal Brand

Session Description

"Be Yourself, Everyone Else is Already Taken." - Oscar Wilde

There are over 160 million people employed in the US and just as many personal brand stories to be told. Do you know how you would describe your unique personal brand to a new boss, colleague or potential new employer? Developing and articulating your personal brand statement is not on your list of job responsibilities or one that you will write up in your annual performance review.

Focusing on developing your personal brand (in-person and online) is a critical component of how you enhance your internal reputation and drive your career. Does the concept of having a personal brand make you excited or uncomfortable? This session is for you.

Note: This can be customized for an all-female audience like a Women's Employee Resource Group. This session would include research and discussion on specific aspects that impact women in the workplace.

Learning Objectives

- Explore & Share: Your perspective on Personal Brand and explore the role of gender plays
- Outline & Explain: Learn the model to develop your Personal Brand
- Practice & Evolve: Get feedback from your peers to evolve your statements
- Update Your Personal Brand: LinkedIn and/or company internal portals etc.

Methodology

- Pre-work, Lecture, Discussion
- Participants should bring a laptop or device to do live personal brand updates
- Participants will engage in individual and group activities, such as self-reflection, table group discussions
- Large group individual informal sharing of personal brand statement

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Front-line staff

Format and Pricing



IN - PERSON

\$2,450

1.5 Hours
(Duration)

Executive Wellness Series

Session Description

In this session participants will learn more about mindfulness practices as well as simple chair yoga exercises, and how to implement them to their daily routine for ensuring their self-care throughout their workday.

Learning Objectives

- Introduce participants to mindfulness concepts and simple chair yoga stretches.
- Give an overview of human cognition, and mindfulness techniques.
- Teach participants to be mindful about their posture and offer simple stretches.

Methodology

- Presentation
- Group and individual exercises
- Guided meditation experience and session handouts.

Target Audience

- Leaders at all levels

Format and Pricing



LIVE ONLINE

**\$2,450 -
\$3,200**

3-8 Hours
(Duration)

Grow Your Social & Emotional Intelligence

Session Description

The Social + Emotional Intelligence Profile (SEIP) measures 26 competencies identified as critical in socially and emotionally intelligent individual, team, and organizations. Using a four-quadrant model, participants can identify areas of strength and improvement.

This session provides detailed descriptions of emotionally and socially intelligent behaviors when present and when lacking, as well as extensive suggestions for development that will improve workplace results.

Learning Objectives

- Learning the four-quadrant model and ways to frame EQ versus social intelligence
- Discovering what areas to focus on greater results
- Understanding specific tools to use in personal growth and development

Methodology

- Self-assessment
- Individual reflection

Target Audience

- Leaders of all levels
- Staff of all levels

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)

How to Strengthen Resilience

Session Description

We invite you to participate in this special, interactive workshop focused on resilience. This year we have all faced unexpected circumstances at work, home, and in our communities. During this action-focused session, we will discuss what being resilient means and how you can strengthen your resilience muscle.

As we continue to forge ahead working and living at home, resiliency will remain important. Join us to learn, to celebrate, and to leave with new ideas to strengthen your resilience.

Learning Objectives

- Strengthen your resilience
- Reflect and share

Methodology

- Individual reflection
- Discussion

Target Audience

- Leaders of all levels

Format and Pricing



LIVE ONLINE

\$2,450

2-4 Hours
(Duration)

Making a Great First Impression That Lasts

Session Description

Seven seconds is all we have to make a great first impression on someone we meet – in real life and online. This session will unpack how to make those seven seconds work as hard as possible.

We will look at what it takes to make a positive impact – both how we present ourselves and what we say. We will also explore how to make those first impressions last through effective follow-through and powerful credibility building activities.

Learning Objectives

- Understanding what goes into making a great first impression in person – from 12 feet, 12 inches, and the first 12 words we say
- Exploring dos and don'ts of online presence
- Learning how to build trust and credibility quickly and effectively
- Undertaking an Image Audit & Triage to understand where we may need to make changes

Methodology

- Highly interactive
- Facilitated group discussions
- Hands-on practice sessions
- 360-degree Image Audit

Target Audience

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

Format and Pricing



LIVE ONLINE

\$2,450

2.5 Hours
(Duration)



Influence

Emotional Intelligence 101 - The Fundamentals

Session Description

Heard a lot about emotional intelligence and still not sure what it is? Want to catch up on the latest news in the psychology and neuroscience of emotional intelligence? Maybe you just want some fresh tips to develop your emotional intelligence.

Whether you're new to the EI game or an old pro, this course is constantly on the cutting edge of the state of EI in the workplace and in life. Learn what EI is, how it works, and how you can develop a practice to improve your emotional intelligence today.

Learning Objectives

- Understanding the Goleman EI framework
- Assessing your emotional intelligence
- Practicing your empathy skills
- Building your EI development plan

Methodology

- Lecture
- Discussion

Target Audience

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

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Emotional Intelligence 201 - Advanced Emotional Intelligence

Session Description

You've got Goleman's 4 Competencies of Emotional Intelligence down pat. Did you know that within the 4 Competencies lie 12 Elements? Grow your understanding of yourself and others through the more advanced and complex lens of these 12 Elements.

These elements will help guide an exploration of communication and empathy to strengthen your relationships and advance your vision within your team and organization.

Learning Objectives

- Understanding the 12 Elements of emotional intelligence
- Building and implementing an action plan
- Managing conflict
- Getting ongoing feedback on your practice from our instructor

Methodology

- Lecture
- Discussion

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Emotional Intelligence I – Foundations and The Self

Session Description

Emotional Intelligence for Inclusive Leadership Series

Session 1 of the Emotional Intelligence series begins the conversation aligning everyone on terminology and drawing from participants' own experiences and wisdom. Daniel Goleman's 4 Emotional Intelligence Competencies frame our exploration, and this course will look closely at Self-Awareness and Self-Management.

Participants will review the results of a previously completed E.Q. self-assessment and explore how to improve self-awareness and self-management.

Learning Objectives

- Learn to discuss Goleman's 4 Emotional Intelligence Competencies in the context of culture, humility and inclusive relationship building
- Explore Self-Awareness and Socialization
- Understand the connection between Self-Awareness and Self-Management

Methodology

- Lecture
- Discussion
- Reflective group activities and action planning

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

2.5-3 Hours
(Duration)

Emotional Intelligence II - Social Awareness and Inclusive Relationship Management

Session Description

Emotional Intelligence for Inclusive Leadership Series

Session 2 continues the discussion by exploring how empathy and communication are critical to building effective inclusive relationships, especially at work where we are most likely to encounter difference.

Learning Objectives

- Explore Cognitive and Affective Empathy
- Explore Communication Techniques that build collaborative, inclusive relationships
- How to boost relationships with empathy, compassion and vulnerability

Methodology

- Lecture
- Discussion
- Reflective group activities and action planning

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,450

2.5-3 Hours
(Duration)

Influencing Without Authority

Session Description

Organizations are hierarchically structured to ensure clear lines of authority and accountability. However, with the increasing complexity and speed of change, every organization's success now depends on its ability to tap into the right people at the right time – “contributors” who bring valuable energy, talent, resources, and judgment. These contributors, while not officially in charge, exercise informal influence because those who do have formal authority pay attention to what they say or do.

How do these processes of informal influence work? What are the mindsets and behaviors of people who are able to exert influence in their organizations when decision-makers are considering a course of action? What professional qualities and behaviors can you develop to become more influential within and outside your organization?

Learning Objectives

- Identify a real-world situation and opportunities to increase their influence on it
- Assess their strengths and communication style to gain insight into strategies that they can use to be persuasive with different co-workers and decision makers
- Practice addressing people's values, interests, and deeper-level emotions (such as fear) in making a persuasive case for an idea or course of action
- Create a plan to identify further areas for skill growth and to build supportive alliances to increase their influence

Methodology

- Self-assessment
- Presentation
- Small and large group discussion
- Case study analysis
- Simulation practice
- Skill-building plan

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,450

2 x 4 Hours
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)

Influencing, Collaborative Leadership, and Win-Win Negotiation Skills

Session Description

In the heat of the moment, best intentions to create better outcomes dissipate and often negotiations suffer from the individual's fears of losing. In order to create calmer and more strategic negotiation environment there needs to be a planning, inquiry and understanding process take place.

This course teaches participants to implement and execute such process.

Learning Objectives

- Mindfulness exercise to understand one's nature in the presence of fear
- Breaking the habits of fear-driven behavior
- Exercises on approaching the negotiation with strategy

Methodology

- Lecture
- Individual's awareness on their negotiation style
- Group exercise on specific case scenarios on how to approach the negotiation for win-win

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

**\$2,950 -
\$3,450**

4, 8 Hours
(Duration)



IN - PERSON

**\$3,200 -
\$3,450**

4, 8 Hours
(Duration)

Leading with Emotional Intelligence

Session Description

While IQ is what often comes to mind when we think of intelligence, Emotional Intelligence (EQ) is often just as, if not more, important to our success at work, especially as leaders. EQ helps us respond to others appropriately in the workplace and in other parts of our lives, though some elements of EQ can be more difficult to practice in certain environments or with certain people.

Participants will build their understanding of the importance of EQ

based on the work done by Daniel Goleman. They will work to increase their awareness of their own EQ strengths and areas of opportunity through personal work and reflection as well as group discussion and activities. Participants will apply this increased awareness and learning to practice their EQ skills individually and with their fellow participants. The day will culminate in participants creating an individual action plan for applying their EQ learning immediately upon returning to work, and they will work with a partner to insure the feasibility of the plan.

Learning Objectives

- Apply their understanding of the concept of Emotional Intelligence to common situations that leaders encounter.
- Practice strategies for increasing self-awareness that they can quickly apply upon returning to work.
- Identify ways in which they can use their strengths to improve in their roles as leaders [Self-Awareness and Self-Management].
- Develop skills in active listening and understand strategies to adjust to others based on verbal and nonverbal feedback [Social Awareness and Relationship Management].
- Apply session learning to create an Emotional Intelligence action plan that they can implement upon returning to work.

Methodology

- Individual assessment and reflection
- Small and large group discussion and activities
- Partner and small group feedback

Target Audience

- Leaders at all levels
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,200

2 x 2-2.5-Hours
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)

Influencing Without Authority

Session Description

Through participation in this course, you will gain insight, tools and skills to become a more influential employee in your organization – someone that others see as contributing to the organization's success.

Organizations are hierarchically structured to ensure clear lines of authority and accountability. However, with the increasing complexity and speed of change, every organization's success now depends on its ability to tap into the right people at the right time –“contributors”

who bring valuable energy, talent, resources, and judgment. These contributors, while not officially in charge, exercise informal influence because those who do have formal authority pay attention to what they say or do.

Learning Objectives

- Identify a real-world situation and potential opportunities to increase your influence on it
- Assess your strengths and communication style to gain insight into strategies you can use to be persuasive with different co-workers and decision-makers
- Practice addressing people's values, interests, and deeper-level emotions (such as fear) in making a persuasive case for an idea or course of action
- Gain the skills for building alliances and resource networks within and outside the organization to increase your influence

Methodology

- Self-assessment
- Presentation
- Small and large group discussion
- Case study analysis
- Simulation practice and analysis

Target Audience

- Supervisors
- High-potential individual contributors
- Front-line staff

Format and Pricing



IN - PERSON

\$3,450

8 Hours
(Duration)

Planning Your Influence Campaign

Session Description

It's time to step outside your comfort zone. You've made it this far in your career, but the authority you once carried is flat now, parallel with that of your peers. Now it's time to build an influence campaign. Getting things done at your level requires dedication to the craft of relationship cultivation.

This course will help you build your influence campaign plan and give ongoing feedback as you execute it.

Learning Objectives

- Understanding how power dynamics change as you move higher in a company
- Understanding the value of a plan to build influence across the organization
- Building and implementing a long-term influence campaign

Methodology

- Lecture
- Discussion

Target Audience

- Leaders at all levels

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Supervising People

Session Description

Many managers who are promoted to their position because of their outstanding technical skills often find themselves at a loss when it comes to dealing with the complex people issues that surface. As a result, they often do what they know best and feel confident doing, which is the technical part of the job.

Employees suffer when these managers struggle with communicating expectations, fail to delegate work, and are unable to manage their performance, and avoid dealing with disciplinary problems. The organization suffers as employees are not being fully utilized and the manager usually becomes overwhelmed by trying to do all the work himself or herself.

Learning Objectives

- Understanding the manager's MBTI Personality Type
- How the MBTI Personality Type influences managerial style
- Strategies for dealing with employees who have different personality types
- Ways to motivate and engage staff
- Coaching and providing feedback to address performance issues effectively

Methodology

- MBTI self-assessment
- Lecture
- Discussion
- Video
- Group activities
- Individual reflection

Target Audience

- Supervisors
- High-potential individual contributors

Format and Pricing



LIVE ONLINE

\$3,450

4 x 90 min
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)

Working Across Silos

Session Description

Collaborative working across teams is increasingly critical but can be hard to achieve. Differing goals, incentives, and experience can all get in the way. This session will dig into the essential foundations for successful collaborations and how to ensure we all get on the same page.

Participants will learn how to build trust and credibility quickly and effectively, identify areas of common ground (and potential tension), and maximize “what’s in it for me (WIIFM)” for all parties.

Learning Objectives

- Knowing what is needed for successful collaborative working
- Learning strategies for building trust and credibility
- Understanding how to analyse and align individual interests
- Explore tactics for defusing tension and avoiding misunderstandings

Methodology

- Highly interactive
- Sharing strategies, tips, and tools
- Facilitated group discussions
- Includes introduction to DiSC Behavioral Styles model
- Action planning for accountability and sustainable change

Target Audience

- Leaders at all levels
- Staff at all levels

Format and Pricing



LIVE ONLINE

\$2,950

4 Hours
(Duration)



Developing Others

Advanced Presentation Skills

Session Description

Seasoned professionals have the basics down for presenting in meetings but recognize the ceiling is much higher. What about all of those talented presenters you've seen at conferences? And why are their slide decks always so simple while yours feel crowded with text and data? Is there something deeper to professional presentation? In short: yes.

This course is for presenters who want to take their experiences beyond the meeting context and onto the big stage, incorporating advanced techniques like storytelling and PowerPoint design that will elevate your presentations to stand above the rest.

Learning Objectives

- Speak concisely and avoid verbosity
- Recognize appropriate presentation styles depending on context and prepare accordingly
- Integrate storytelling and narrative arcs
- Plan for challenging feedback experiences
- Conquer stage fright
- Use engagement strategies based on context

Methodology

- Lecture
- Discussion
- Presentation Practice and Analysis

Target Audience

- Supervisors
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,450

(10 participants)

16 Hours

(Duration)



IN - PERSON

\$3,450

(10 participants)

16 Hours

(Duration)

Developing Others

Session Description

Getting your team members to perform is a managerial competency. Helping them grow is a strategic endeavor and the sign of a true leader. What your team can do today is great, but how will they be excited and prepared for tomorrow?

This course will help you build trust with your team members, develop influence skills to persuade them, and teach you how to have meaningful career conversations to help inspire and guide growth.

Learning Objectives

- Building management relationships
- Understanding influence in the management context
- Understanding how to have career conversations
- Developing employee development plans

Methodology

- Lecture
- Discussion

Target Audience

- Supervisory to mid-level leaders
- High-potential individual contributors

Format and Pricing



LIVE ONLINE

\$2,450

2 Hours
(Duration)



IN - PERSON

\$3,200

4 Hours
(Duration)

Effective PowerPoint Presentation Design

Session Description

“Death by PowerPoint!” A common meeting lament expressing the boredom and fatigue generated by slide decks that sap an audience’s interest and dilute a presentation’s objectives. While slide decks are the most frequently used visual aid in workplace presentations, most presenters think they should simply summarize the words coming out of their mouth.

This course recasts slide decks as visual aids meant to enhance presentations and make them more dynamic, rather than mirror the presenter.

Learning Objectives

- Understand PowerPoint as part of the broader category of visual aids and the implications for their use in presentations
- Isolate the main ideas in presentations and align slide decks accordingly
- Use simple rules of thumb in slide deck design, making them inclusive and accessible to all audience members
- Use basic tools in PowerPoint

Methodology

- Lecture
- Discussion
- Presentation Practice and Analysis

Target Audience

- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,450

(10 participants)

8 Hours

(Duration)



IN - PERSON

\$3,450

(10 participants)

8 Hours

(Duration)

Facilitation Skills

Session Description

Organizations can increase institutional knowledge and build skills by inviting their own Subject Matter Experts to train fellow employees in their areas of expertise. Learning programs facilitated by internal stakeholders can increase retention and engagement. This program teaches facilitation skills to people interested in taking an active role in promoting development within their own organization.

This course includes two pre-work assignments:

- Complete a reflection sheet on personal strengths, challenges and rewards of facilitating.
- Consulting analysts will bring a section of a current workshop that they facilitate and use this to apply session content to throughout the program.

Learning Objectives

- Design and plan for a successful learning workshop
- Apply effective techniques to engage all participants
- Explore and practice how to handle challenging situations
- Understand and accommodate various learning styles
- Apply and practice with current workshop content

Methodology

- Self-reflection and assessment
- Lecture
- Active facilitation practice
- Group discussion
- Peer feedback

Target Audience

- Supervisory and mid-level leaders
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,500

3 Hours
(Duration)



IN - PERSON

\$3,450

8 Hours
(Duration)



IN - PERSON

\$6,900

16 Hours
(Duration)

Foundational Presentation Skills

Session Description

Suffering from stage fright? Worried about verbalizing your thinking process too much (“um, er...”)? Worried you’re going to bomb that big presentation? This course is designed for new presenters or experienced presenters who lack formal training and want to learn techniques to up their game. Learn how to hone your presentation and ensure your audience walks away inspired and informed.

Learning Objectives

- Increase knowledge retention by structuring how information is delivered
- Handle Q&A with professionalism and confidence
- Use non-verbals to make the best impression
- Deliver powerfully to connect with the audience
- Effectively use transitions to maintain engagement
- Apply effective engagement techniques for remote presentations
- Implement the O.P.E.N.U.P. approach to planning and delivering presentations

Methodology

- Lecture
- Discussion
- Presentation Practice and Analysis

Target Audience

- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,450

(10 participants)

16 Hours
(Duration)



IN - PERSON

\$3,450

(10 participants)

16 Hours
(Duration)

Presentation Skills

Session Description

Good presentations require thorough planning, understanding your audience, and an effective delivery. This training is designed to teach basic presentation skills, for personnel at all levels, to accomplish multiple potential outcomes, including presenting to peers or managers, gaining consensus on a process or course of action, rolling out a new idea.

Through this training, participants will have the opportunity to work

with a presentation they have recently designed and/or delivered. Participants will deliver a portion of the presentation, and receive feedback from the facilitators.

Note: One-day course version doesn't include the full capstone presentation, has a reduced volume of presentation skills sharing, and is limited in number of participants due to time constraints. Please inquire for more details.

Learning Objectives

- Gain self-awareness about areas of improvement related to their content creation and delivery. Observe and correct delivery habits they are likely not even aware of (clutter words, strange gesture habits, pacing, etc)
- Distill complex presentation topics into clear, succinct messages
- Understand and apply presentation materials (typically a presentation deck) that are also clear, succinct, and supporting the message - not fully containing the message
- Learn, apply, and practice presentation skills that will transform the impact of their message

Methodology

- Required pre-work
- Individual reflection
- Paired activities and sharing
- Small group activities, brainstorming, and dialogue
- Large group presentations, discussions, and debriefs

Target Audience

- Supervisors
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$2,500

(10 participants)

3 Hours

(Duration)



IN - PERSON

\$3,450

(10 participants)

8 Hours

(Duration)



IN - PERSON

\$6,900

(10 participants)

16 Hours

(Duration)

Presenting Persuasively in a Virtual Medium

Session Description

This program has broad appeal. It is useful for anyone who must deliver a convincing message, lead a team, or provide a briefing of any kind via remote technology.

Attention is a perishable commodity. The test all speakers face is to capture, and keep, the audience's attention.

While this is no small feat for someone presenting face-to-face to an audience in the same physical space, the challenge increases significantly when using a virtual platform like WebEx, Zoom, Skype or BlueJeans. Today, this ability to be persuasive in a virtual medium is no longer a nice-to-have – it's a must-have.

Learning Objectives

Through this interactive program, participants will gain knowledge, resources, and skills in 3 key areas:

- Virtual platform: What is useful to know about the technology platform itself, the available tools and the technical set-up
- Virtual content: What you need to rethink, add or eliminate from your presentation to maintain attention and earn trust, given this limited window of engagement
- Virtual delivery: Maximizing your skill as the presenter so that you stand out -- the decisive factor in a virtual environment.

Participants will leave this program with a clear sense of the 2 or 3 essential practices to hone to improve their virtual delivery for increased impact and clarity.

Methodology

- Self-assessment
- Demonstration
- Q & A
- Practice
- Small and large group discussion

Target Audience

- Supervisors
- High-potential individual contributors
- Project/Program managers

Format and Pricing



LIVE ONLINE

\$3,200

(10 participants)

4 Hours

(Duration)



Appendix

| | | Coaching for Development & Career Success (Individual) Coaching High Performers & High Potentials Coaching Skills for Leaders Disruptive Talent Signature Talents with low Strengths/Weaknesses Empowering Leadership for Inverse Performance Leadership Development Capacity Building Leadership Development & Learning Across Generations Leading & Managing Organizations with a Diversity Equity & Inclusion Lens Managing a Diverse Workforce Managing Managers Managing Up, Down, and Across Situational Leadership Team Building with Emergence The Power of Voice: How Silencing Impacts Female Leaders & Ways Both Men & Women Can Breakout Understanding Bias: Training on Supervisors' Managers and HR Professionals Understanding Formal and Others Using the MBTI Why Leadership & Management Matter Your Leadership Legacy | | | | | | | | | | | | | | | | | | | |
|---|---------------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| DOD Civilian Leader Development Continuum | | | | | | | | | | | | | | | | | | | | | |
| Conscious Leadership | | | | | | | | | | | | | | | | | | | | | |
| Lead the Institution | Vision | | | | | | | | | | | | | | | | | | | | |
| | External Awareness | | | | | | | | | | | | | | | | | | | | |
| | Strategic Thinking | | | | | | | | | | | | | | | | | | | | |
| | Political Savvy | | | | | | | | | | | | | | | | | | | | |
| | National Security | | | | | | | | | | | | | | | | | | | | |
| | Joint Perspective | | | | | | | | | | | | | | | | | | | | |
| | Systems Thinking | | | | | | | | | | | | | | | | | | | | |
| Lead/Organize Programs | Technology Management | | | | | | | | | | | | | | | | | | | | |
| | Financial Management | | | | | | | | | | | | | | | | | | | | |
| | Creativity and Innovation | | | | | | | | | | | | | | | | | | | | |
| | Partnering | | | | | | | | | | | | | | | | | | | | |
| | Entrepreneurship | | | | | | | | | | | | | | | | | | | | |
| Lead People | Human Capital Management | | | | | | | | | | | | | | | | | | | | |
| | Leverage Diversity | | | | | | | | | | | | | | | | | | | | |
| | Conflict Management | | | | | | | | | | | | | | | | | | | | |
| | Developing Others | | | | | | | | | | | | | | | | | | | | |
| Lead Teams/Projects | Team Building | | | | | | | | | | | | | | | | | | | | |
| | Accountability | | | | | | | | | | | | | | | | | | | | |
| | Decisiveness | | | | | | | | | | | | | | | | | | | | |
| Leading Self | Influencing/Negotiating | | | | | | | | | | | | | | | | | | | | |
| | Flexibility | | | | | | | | | | | | | | | | | | | | |
| | Resilience | | | | | | | | | | | | | | | | | | | | |
| | Continual Learning | | | | | | | | | | | | | | | | | | | | |
| | Public Service Motivation | | | | | | | | | | | | | | | | | | | | |
| | Integrity/Honesty | | | | | | | | | | | | | | | | | | | | |
| | Customer Service | | | | | | | | | | | | | | | | | | | | |
| | Problem Solving | | | | | | | | | | | | | | | | | | | | |
| | Technical Credibility | | | | | | | | | | | | | | | | | | | | |
| | Interpersonal Skills | | | | | | | | | | | | | | | | | | | | |
| | Oral Communication | | | | | | | | | | | | | | | | | | | | |
| | Written Communication | | | | | | | | | | | | | | | | | | | | |
| | Computer Literacy | | | | | | | | | | | | | | | | | | | | |

| DOD Civilian Leader Development Continuum | Leading Teams | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Lead the Institution | Vision | | | | | | | | | | | | | | | | | | | | | | | | |
| | External Awareness | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strategic Thinking | | | | | | | | | | | | | | | | | | | | | | | | |
| | Political Savvy | | | | | | | | | | | | | | | | | | | | | | | | |
| | National Security | | | | | | | | | | | | | | | | | | | | | | | | |
| | Joint Perspective | | | | | | | | | | | | | | | | | | | | | | | | |
| | Systems Thinking | | | | | | | | | | | | | | | | | | | | | | | | |
| Lead/Organize Programs | Technology Management | | | | | | | | | | | | | | | | | | | | | | | | |
| | Financial Management | | | | | | | | | | | | | | | | | | | | | | | | |
| | Creativity and Innovation | | | | | | | | | | | | | | | | | | | | | | | | |
| | Partnering | | | | | | | | | | | | | | | | | | | | | | | | |
| | Entrepreneurship | | | | | | | | | | | | | | | | | | | | | | | | |
| Lead People | Human Capital Management | | | | | | | | | | | | | | | | | | | | | | | | |
| | Leverage Diversity | | | | | | | | | | | | | | | | | | | | | | | | |
| | Conflict Management | | | | | | | | | | | | | | | | | | | | | | | | |
| | Developing Others | | | | | | | | | | | | | | | | | | | | | | | | |
| Lead Teams/Projects | Team Building | | | | | | | | | | | | | | | | | | | | | | | | |
| | Accountability | | | | | | | | | | | | | | | | | | | | | | | | |
| | Decisiveness | | | | | | | | | | | | | | | | | | | | | | | | |
| | Influencing/Negotiating | | | | | | | | | | | | | | | | | | | | | | | | |
| Leading Self | Flexibility | | | | | | | | | | | | | | | | | | | | | | | | |
| | Resilience | | | | | | | | | | | | | | | | | | | | | | | | |
| | Continual Learning | | | | | | | | | | | | | | | | | | | | | | | | |
| | Public Service Motivation | | | | | | | | | | | | | | | | | | | | | | | | |
| | Integrity/Honesty | | | | | | | | | | | | | | | | | | | | | | | | |
| | Customer Service | | | | | | | | | | | | | | | | | | | | | | | | |
| | Problem Solving | | | | | | | | | | | | | | | | | | | | | | | | |
| | Technical Credibility | | | | | | | | | | | | | | | | | | | | | | | | |
| | Interpersonal Skills | | | | | | | | | | | | | | | | | | | | | | | | |
| | Oral Communication | | | | | | | | | | | | | | | | | | | | | | | | |
| | Written Communication | | | | | | | | | | | | | | | | | | | | | | | | |
| | Computer Literacy | | | | | | | | | | | | | | | | | | | | | | | | |

| | | Art of Rewriting Basic Coaching for Leaders Build a Coaching Culture Clarifying Your Teams Purpose and Strategy Conflict Mediation Effective Business Writing Effective Email Writing Equitable Business Writing Improve Grammar Sentence Structure and Punctuation Use Feedback and Coaching How to be Assertive at Work While Saving Relationships Leading and Communicating Change Leverage for Leaders Management Coach Training Program Manager at Work Principles of Leadership Communication Run Meetings the Right Way Setting up a Culture of Feedback The Art of Feedback The Power of Communication in Leadership The Science and Art of Feedback Understanding, Extracting & Resolving Conflict | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| DOD Civilian Leader Development Continuum | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Communication | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lead the Institution | Vision | | | | | | | | | | | | | | | | | | | | | | | | | |
| | External Awareness | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strategic Thinking | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Political Savvy | | | | | | | | | | | | | | | | | | | | | | | | | |
| | National Security | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Joint Perspective | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lead/Organize Programs | Systems Thinking | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Technology Management | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Financial Management | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Creativity and Innovation | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Partnering | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Entrepreneurship | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lead People | Human Capital Management | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Leverage Diversity | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Conflict Management | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Developing Others | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Team Building | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Accountability | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lead Teams/Projects | Decisiveness | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Influencing/Negotiating | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Flexibility | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Resilience | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Continual Learning | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Public Service Motivation | | | | | | | | | | | | | | | | | | | | | | | | | |
| Leading Self | Integrity/Honesty | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Customer Service | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Problem Solving | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Technical Credibility | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Interpersonal Skills | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Oral Communication | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Written Communication | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Computer Literacy | | | | | | | | | | | | | | | | | | | | | | | | | |

| DOD Civilian Leader Development Continuum | Project Management | Innovation | | | | | | | | | | Presence | | | | | | | | | |
|---|---------------------------|-------------------------------------|------------------------------------|----------------------|---|---|---|----------------------|------------------|--------------------------------|---------------------------|---|------------------------------|--|--|--|--|--|--|--|--|
| | | Delegating for Improved Performance | Delegation & Collaboration at Work | Effective Delegation | From Task to Readiness: Scenario Planning as a Tool for your Business | Lean / Six Sigma - 1 Light Tool Package | Organizational Reinvention: Maximizing Human Creative Potential | Continued Innovation | Broad Calves You | Developing Your Personal Brand | Executive Wellness Series | Grow Your Social and Emotional Intelligence | How to Strengthen Resilience | Making a Great First Impression That Lasts | | | | | | | |
| Lead the Institution | Vision | | | | | | | | | | | | | | | | | | | | |
| | External Awareness | | | | | | | | | | | | | | | | | | | | |
| | Strategic Thinking | | | | | | | | | | | | | | | | | | | | |
| | Political Savvy | | | | | | | | | | | | | | | | | | | | |
| | National Security | | | | | | | | | | | | | | | | | | | | |
| | Joint Perspective | | | | | | | | | | | | | | | | | | | | |
| | Systems Thinking | | | | | | | | | | | | | | | | | | | | |
| Lead/Organize Programs | Technology Management | | | | | | | | | | | | | | | | | | | | |
| | Financial Management | | | | | | | | | | | | | | | | | | | | |
| | Creativity and Innovation | | | | | | | | | | | | | | | | | | | | |
| | Partnering | | | | | | | | | | | | | | | | | | | | |
| | Entrepreneurship | | | | | | | | | | | | | | | | | | | | |
| Lead People | Human Capital Management | | | | | | | | | | | | | | | | | | | | |
| | Leverage Diversity | | | | | | | | | | | | | | | | | | | | |
| | Conflict Management | | | | | | | | | | | | | | | | | | | | |
| | Developing Others | | | | | | | | | | | | | | | | | | | | |
| Lead Teams/Projects | Team Building | | | | | | | | | | | | | | | | | | | | |
| | Accountability | | | | | | | | | | | | | | | | | | | | |
| | Decisiveness | | | | | | | | | | | | | | | | | | | | |
| | Influencing/Negotiating | | | | | | | | | | | | | | | | | | | | |
| Leading Self | Flexibility | | | | | | | | | | | | | | | | | | | | |
| | Resilience | | | | | | | | | | | | | | | | | | | | |
| | Continual Learning | | | | | | | | | | | | | | | | | | | | |
| | Public Service Motivation | | | | | | | | | | | | | | | | | | | | |
| | Integrity/Honesty | | | | | | | | | | | | | | | | | | | | |
| | Customer Service | | | | | | | | | | | | | | | | | | | | |
| | Problem Solving | | | | | | | | | | | | | | | | | | | | |
| | Technical Credibility | | | | | | | | | | | | | | | | | | | | |
| | Interpersonal Skills | | | | | | | | | | | | | | | | | | | | |
| | Oral Communication | | | | | | | | | | | | | | | | | | | | |
| | Written Communication | | | | | | | | | | | | | | | | | | | | |
| | Computer Literacy | | | | | | | | | | | | | | | | | | | | |

| DOD Civilian Leader Development Continuum | Influence | | | | | | | | | | | |
|---|---------------------------|-------------------|--|--|--|--|--|--|--|--|--|--|
| | | Developing Others | | | | | | | | | | |
| Lead the Institution | Vision | | | | | | | | | | | |
| | External Awareness | | | | | | | | | | | |
| | Strategic Thinking | | | | | | | | | | | |
| | Political Savvy | | | | | | | | | | | |
| | National Security | | | | | | | | | | | |
| | Joint Perspective | | | | | | | | | | | |
| | Systems Thinking | | | | | | | | | | | |
| Lead/Organize Programs | Technology Management | | | | | | | | | | | |
| | Financial Management | | | | | | | | | | | |
| | Creativity and Innovation | | | | | | | | | | | |
| | Partnering | | | | | | | | | | | |
| | Entrepreneurship | | | | | | | | | | | |
| Lead People | Human Capital Management | | | | | | | | | | | |
| | Leverage Diversity | | | | | | | | | | | |
| | Conflict Management | | | | | | | | | | | |
| Lead Teams/Projects | Developing Others | | | | | | | | | | | |
| | Team Building | | | | | | | | | | | |
| | Accountability | | | | | | | | | | | |
| | Decisiveness | | | | | | | | | | | |
| Leading Self | Influencing/Negotiating | | | | | | | | | | | |
| | Flexibility | | | | | | | | | | | |
| | Resilience | | | | | | | | | | | |
| | Continual Learning | | | | | | | | | | | |
| | Public Service Motivation | | | | | | | | | | | |
| | Integrity/Honesty | | | | | | | | | | | |
| | Customer Service | | | | | | | | | | | |
| | Problem Solving | | | | | | | | | | | |
| | Technical Credibility | | | | | | | | | | | |
| | Interpersonal Skills | | | | | | | | | | | |
| | Oral Communication | | | | | | | | | | | |
| | Written Communication | | | | | | | | | | | |
| | Computer Literacy | | | | | | | | | | | |



202.843.5447

thrive@gothamgovernment.com

gotham **Government**[®]
HELPING PEOPLE THRIVE[®]