



20 24

TRAINING SCHEDULE

xenium 

WINNING CONVERSATIONS:

How to Communicate Successfully & Courageously

JAN 18

- Effectively create a safe space for conversations to take place
- Assess your own communication skills to make necessary adjustments
- Say goodbye to the fear associated with having necessary conversations
- Embrace the art of curiosity
- Learn the Winning Conversations REM Method

TIME MANAGEMENT & DELEGATION

JAN 18, SEP 19

- Review strategies and habits that contribute to effective time management
- Maintain focus on the "right" things and improve productivity
- Develop others and expand capabilities through effective delegation

EQ SERIES:

Self-Awareness & Self-Management

FEB 15

- Review the competencies associated with Self-Awareness & Self-Management
- Understand how your beliefs shape how you perceive the world and others
- Identify your greatest opportunities and behavioral actions you can take to develop or enhance your skills

NEURODIVERSITY IN THE WORKPLACE

FEB 15

- Deepen your understanding of neurodiversity
- Examine the difference between neurotypical and neurodiverse behaviors in the workplace
- Identify strategies for creating inclusion for neurodiverse staff

CONFIDENCE CATALYST: Building Effective Leadership and Self-Assuredness

MAR 21

- Overcoming Self-Doubt: Identify and address the common barriers to confidence and develop strategies to overcome them
- Effective Communication: Gain clarity on your vision and learn how to communicate it in a way that builds buy-in with your team
- Decision-Making Confidence: Build confidence in your decision-making abilities by learning to tap into your three decision making centers while looking at situations holistically

GIVING & RECEIVING FEEDBACK

MAR 21

- Understand the importance of feedback to the employee, the manager, and the organization
- Practice communication skills that lend to productive conversations
- Apply a model for delivering meaningful feedback and creating agreements

COACHING SKILLS & PROCESS

APR 18, OCT 17

- Understand when coaching is the right approach
- Examine the competencies and behaviors that contribute to effective coaching
- Practice and implement a coaching process that facilitates engagement and a plan to move forward

CONFLICT MANAGEMENT SKILLS

APR 18

- Understand the root of most workplace conflict
- Acquire techniques to help uncover expectations and identify mutual needs
- Improve collaboration through direct and productive conversations

ELEVATE LEADERSHIP: Mastering Focus, Energy, and Time Management

MAY 16

- Energy Management: Discover how to sustain high levels of energy throughout the day by understanding the energy influencers—optimizing your performance and well-being
- Strategic Prioritization: Develop the ability to identify and prioritize tasks that align with your leadership goals and the organization's objectives
- Time Optimization: Gain practical insights into time management strategies to maximize your productivity

MANAGING PAID & PROTECTED LEAVES OF ABSENCE

MAY 16

- Review Oregon Paid Family Medical Leave Insurance ("Paid Leave Oregon") eligibility and use
- Compare Oregon Paid Family Leave to existing Oregon Family Medical Leave Act ("OFLA")
- Understand when employees may qualify for one or more protected leaves and the process for designating and tracking leaves

CULTURE DEVELOPMENT THROUGH PURPOSE & VALUES

JUN 20

- Utilize a Purpose exercise to affirm or refine the core purpose unique to your organization
- Discuss how you can gain organization-wide support for values, expectations, and behavior
- Review strategies for integrating your purpose and values into people processes and practices

PERFORMANCE COUNSELING & CORRECTIVE ACTION

JUN 20, OCT 17

- Implement a consistent corrective action process
- Effectively document and deliver counseling and corrective action
- Understand the steps to a fair and legal corrective action process

RECOGNIZING & MITIGATING BURNOUT

JUL 18

- Understand workplace challenges that contribute to employee burnout
- Review strategies for promoting well-being and creating sustainable work
- Discuss what leaders can do to take care of themselves and others

CAREER PLANNING & DEVELOPMENT

JUL 18

- Discuss types of career paths and strategies, including which approaches may be relevant within your organization
- Engage employees in career planning and development through meaningful conversations
- Review an example of a career mapping process and how to create development plans

EMPLOYEE RELATIONS: How to Avoid the Most Common Workplace Traps

AUG 15

- Understand and recognize situations that lead to strained relationships and employer risk
- Gain the necessary knowledge and support to navigate complex employee relations issues effectively
- Cultivate a respectful and inclusive work environment that values and respects employees' differences

ENGAGING & RETAINING EMPLOYEES

AUG 15

- Review leadership's role in influencing engagement and retention
- Understand what employees really want from work and discover key motivators for your people/team
- Participate in a discussion of effective engagement and retention strategies

EQ SERIES: Social Awareness & Relationship Management

SEP 19

- Review the competencies associated with Social Awareness and Relationship Management
- Develop productive relationships and increase your influence with others
- Identify your greatest opportunities and behavioral actions you can take to develop or enhance your skills

LEADERSHIP MINDSET & ACCOUNTABILITY

NOV 21

- Understand the impact of your behavior in the work environment
- Review skills and practices that increase credibility and influence
- Affirm the type of leader you want to be and develop a plan based on your vision for leadership

COMPENSATION & TOTAL REWARDS

NOV 21

- Review the components of total rewards
- Understand how to go about developing a total rewards philosophy and strategy
- Review methodology to ensure market competitiveness and alignment with your strategy
- Gain tips for communicating about compensation with your employees

CALENDAR BY DATE

JANUARY 18

- Winning Conversations
- Time Management & Delegation

FEBRUARY 15

- Self-Awareness & Self-Management
- Neurodiversity in the Workplace

MARCH 21

- Leadership Confidence
- Giving & Receiving Feedback

APRIL 18

- Coaching Skills & Process
- Conflict Management

MAY 16

- Leadership Focus, Energy, & Time Management
- Paid & Protected Leaves

JUNE 20

- Culture Development Through Purpose & Values
- Performance Counseling & Corrective Action

JULY 18

- Recognizing & Mitigating Burnout
- Career Planning & Development

AUGUST 15

- Employee Relations Traps & Tips
- Engaging & Retaining Employees

SEPTEMBER 19

- Social Awareness & Relationship Management
- Time Management & Delegation

OCTOBER 17

- Coaching Skills & Process
- Performance Counseling & Corrective Action

NOVEMBER 21

- Leadership Mindset & Accountability
- Compensation & Total Rewards



Workshop Details
and Registration at
XeniumHR.com/Events

For 2024, Xenium is again offering 90-minute interactive, virtual workshops based on our most popular curriculum. We will also add webinars and training on timely, "hot" topics throughout the year. Check out our current list of training events at XeniumHR.com/Events

