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Learning & Development

Expand your team's capabilities
and prepare for the future

Delivery Options & Pricing

Base Plan

✓ Unlimited access to live virtual training & webinars

✓ Unlimited access to on-demand courses

Premium Plan

✓ Everything in the Base Plan

✓ Access to the People Leadership Foundations Program

- 8 Module Curriculum
- Live Facilitated Workshops
- Coaching-based Cohort
- Application of Proven Models & Tools

A La Carte Options

E-learning
$49 per
user/course

**Live Virtual
Workshops**
$119 per ticket

**Customized, Virtual
and In-Person Programs**
Schedule a call for pricing

People Leadership Foundations

8-Week Certificate Program

Instructor-led workshops focused on developing core skills and providing real time coaching and support.

Facilitated action learning discussions focused on applying skills and tools from workshops to improve performance and results.

Leadership effectiveness directly impacts employee commitment, organizational performance, employee and client retention, and ultimately profitability. Centered around the "3 Pillars for Success," the People Leadership Foundations program is designed to equip new and developing people leaders with the essential knowledge, skills, and tools to lead with confidence and competence.

Facilitated by an experienced senior leader and coach, participants learn in a supportive "cohort" environment and receive real-time coaching and application.

This program is specifically designed for:

- Newly hired or promoted supervisors

- Frontline to mid-level supervisors and leaders who have not had participated in much leadership training in the past and are looking to develop skills and practices

3 PILLARS OF SUCCESS

Lead with Intention
Understand my role and purpose, align behaviors with values, and commit to my ongoing development.

Generate Value
Maintain focus on priorities and equip others to achieve objectives that contribute to the success of the organization.

Cultivate Competence
Identify and recognize the talents and potential in others, and expand individual and organizational capabilities through skilled communication and coaching.

PROGRAM MODULES

1. Conscious Leadership & Commitment
2. Self & Interpersonal Effectiveness
3. Communication Competency
4. Building Effective Teams
5. Leading the Work Effort
6. Performance Management
7. Coaching for Development
8. Leadership Action Plan

Curriculum

Leadership Essentials

SUMMARY:

You may be an effective manager or director of work, but do you practice behaviors critical for inspiring, engaging, and developing others? This workshop focuses on developing skills in 3 key areas: Emotional Intelligence, Communication, and Trust—all essential to being an effective leader and bringing out the best in people.

OUTCOMES:

- Understand how your communication and behavior impacts the environment you create

- Apply effective approaches to develop relationships and increase your influence with others

- Clarify your vision of leadership, evaluate your personal strengths and opportunities, and develop a personal action plan for becoming your "best leader"

WHO WILL BENEFIT:

- New and emerging leaders with little or no prior training or experience in managing others

- Experienced managers interested in continuous improvement and honing leadership skills

- HR professionals and organizational leaders seeking best practices for personal leadership and the development of others

FORMATS AVAILABLE:

90-minute to 2-hour instructor-led workshop

E learning course

HR Basics—Tips & Traps for Supervisors

SUMMARY:

Knowing the current employment laws and how to apply them will in turn affect employee morale. People like to work for people they respect, and they engage in their work when their manager creates a fair and positive environment. You add value by complying with the law, protecting the organization.

These "Top Traps" have been identified as key areas of exposure for employers, regardless of industry. Whether you are new to a supervisory position, or it's just time for a refresher course, this workshop will arm you with knowledge and implementation tips to immediately put into action.

OUTCOMES:

- Understand key employment laws and the role you play in managing employment risk

- Implement best practices for documenting employment action, managing attendance and requests for accommodation, and responding to employee complaints

- Proactively manage issues head-on and with confidence, garnering the respect of your work group

WHO WILL BENEFIT:

- New and emerging leaders with little or no prior training or experience in managing others

- Experienced managers interested in staying abreast of employer compliance and best practices

- HR professionals and organizational leaders looking to ensure effective risk management and compliance with current employment laws

FORMATS AVAILABLE:

90-minute to 2-hour instructor-led workshop

E learning course

Performance Planning & Management

SUMMARY:

So you hired them…now what? Practicing an effective performance management process starts at onboarding and is essential to achieving business objectives. Surveys confirm that unwanted turnover most often occurs because company goals and expectations are unclear and employees feel underutilized, unappreciated and unheard. An effective process commits time to important conversations—highly beneficial for both managers and employees. Practice techniques to engage employees through clear communication, goal setting and progress assessment.

OUTCOMES:

- Establish a plan for goal-setting and measuring success

- Develop a process that provides ongoing feedback and challenges employees to achieve objectives

- Engage employees in their personal development through meaningful conversations and recognition

WHO WILL BENEFIT:

- New and emerging leaders with little or no prior training or experience in managing others

- Experienced managers interested in continuous improvement and honing skills

- HR professionals and organizational leaders looking to develop or enhance performance management programs

FORMATS AVAILABLE:

90-minute to 2-hour instructor-led workshop

E learning course

Coaching & Constructive Feedback

SUMMARY:

Coaching involves partnering to help others achieve organizational goals and individual effectiveness. If you are looking to increase motivation in others, effective coaching requires practice. Improve the way you are delivering feedback through clarification of intentions, clear communication of impact and expectations, and management of agreements vs. people. Through interactive exercises you will leave this session with greater confidence, a clear understanding of what works, as well as crafted feedback for your next conversation—whether that be with an employee, peer, or leader within your organization.

OUTCOMES:

- Understand the importance of feedback to the employee, the manager, and the organization

- Examine the competencies and behaviors that contribute to effective coaching

- Apply a model for delivering meaningful feedback and creating agreements

WHO WILL BENEFIT:

- New and emerging leaders with little or no prior training or experience in managing others

- Experienced managers interested in continuous improvement and honing skills

- HR professionals and organizational leaders looking to develop or enhance performance and relationships

FORMATS AVAILABLE:

90-minute to 2-hour instructor-led workshop

E learning course

Social & Emotional Intelligence

SUMMARY:

Healthy workplaces are more productive and more profitable. Studies show that Social + Emotional Intelligence is scientifically proven to:

Boost Productivity • Increase Profits • Reduce Turnover

Social + Emotional Intelligence is a form of intelligence that drives our success in work and in life and in our relationships with others. While the concept of social and emotional intelligence is starting to become more widely understood, many are still somewhat unsure of exactly what it is and how it can add to their success on the job and in their personal lives. Sometimes referred to as EI or EQ, it encompasses many skill sets, including stress management, resilience, managing conflict productively, powerful influencing skills, catalyzing change, teamwork and collaboration, building trust and much more. Unfortunately, we see it most when it's lacking – think of the boss who explodes when a deadline is missed, or the co-worker whom no one trusts. These people are limited by their lack of S+EI skills. The good news is S+EI can be learned and strengthened throughout our lives.

OBJECTIVES:

- Understand the business competencies associated with Social and Emotional Intelligence

- Maximize your S+EI strengths to develop relationships and achieve results

- Identify your greatest opportunity and create an action plan to improve your effectiveness.

WHO WILL BENEFIT:

- All employees

FORMATS AVAILABLE:

90-minute to 2-hour instructor-led workshop

E learning course

Strategic Hiring

SUMMARY:

Thoughtful organizations and leaders build strategy around acquiring talent to meet both current and future business needs. Having a clear sense of the strengths and opportunities within your team will allow you to make a more calculated decision about your next hire. And while there is no exact science for guaranteeing the perfect hire, you can improve your chances of hiring right the first time through a well-planned and executed process.

In this workshop, create a Performance Profile consisting of critical skills, values behaviors, and results required for a position within your team/ organization. Practice interviewing techniques specific to your Performance Profile to hire the best people from inside or outside of the organization.

OUTCOMES:

- Identify talent acquisition strategies based on your business needs and objectives

- Develop targeted interview questions and techniques to determine job and values fit

- Ensure a consistent and effective selection process

WHO WILL BENEFIT:

- Managers interested in improving recruitment and selection for their team

- HR professionals and organizational leaders looking to develop or enhance talent acquisition strategies and practices

FORMATS AVAILABLE:

90-minute to 2-hour instructor-led workshop

E learning course

Recognizing & Preventing Harassment

SUMMARY:

Preventing harassment begins with promoting diversity and encouraging respect and acceptance at all employee levels. Gain the practical skills to identify, manage and prevent sexual and other unlawful harassment, including real world examples of behavior that meet the definitions of unlawful discrimination and retaliation. Discuss tips for mitigating your risk and creating a positive workplace culture with shared ownership and accountability.

OUTCOMES:

- Review the EEOC definitions and examples of unlawful harassment, discrimination and retaliation

- Understand employer obligations for responding to and investigating complaints

- Develop strategies to prevent workplace harassment and retaliation

WHO WILL BENEFIT:

- New and emerging leaders with little or no prior training or experience in managing others

- Experienced managers interested in staying abreast of employer compliance and best practices

- HR professionals and organizational leaders looking to develop a positive and respectful workplace as well as ensure effective risk management

FORMATS AVAILABLE:

90-min to 2-hr instructor-led workshop

1-hr workshop for employees

E learning course

Values-based Communication

SUMMARY:

It is not the products or services that bind a company together. It's the culture—the strong sense of beliefs and values that all stakeholders share.

Culture development begins with a set of shared core values and then defining value-based behaviors that guide performance.

Gain company-wide support by engaging your team in a discussion of how your values are demonstrated in your workplace, including best practices for integrating these agreed upon expectations into your daily interactions.

OUTCOMES:

- Define behaviors consistent with your core values
- Reinforce value-based behaviors through recognition programs
- Foster accountability through authentic feedback and conversations

WHO WILL BENEFIT:

- All employees

FORMATS AVAILABLE:

90-minute to 2-hour instructor-led workshop

Attracting & Retaining Top Talent

SUMMARY:

Retaining and attracting top talent will be two of the biggest challenges facing companies over the next decade. Thoughtful leaders and organizations build strategy around holding on to their greatest asset—their people. They succeed by cultivating organizational effectiveness, providing fulfilling work and offering effective reward systems. This session will describe the key leadership activities in defining a workplace culture and creating and fostering a work environment that retains high performers.

OUTCOMES:

- Understand what employees really want beyond a paycheck

- Participate in discussion of effective engagement and retention strategies

- Gain new ideas for designing your employment brand and value proposition

WHO WILL BENEFIT:

- New and emerging leaders with little or no prior training or experience in managing others

- Experienced managers interested in improving recruitment and retention

- HR professionals and business leaders looking to develop or enhance talent acquisition strategies and practices

FORMATS AVAILABLE:

90-minute to 2-hour instructor-led workshop

Time-Management & Delegation

SUMMARY:

Time and people are an organization's highest-valued resources; yet we often neglect to examine HOW we are approaching our work and leveraging the talents and interests of others. We often find ourselves reactive and "in the weeds." In this session, review the importance of planning, goal setting and effective delegation to ensure you are dedicating time to high-return activities and aligning individual contributions with organizational objectives.

OUTCOMES:

- 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

WHO WILL BENEFIT:

- New and emerging leaders seeking to develop productive strategies and habits

- Managers seeking to find balance between managing their own work and overseeing the work of others

FORMATS AVAILABLE:

90-minute to 2-hour instructor-led workshop

E learning course

Effective One on One Meetings for Supervisors & Employees

SUMMARY:

Regular one on one meetings between supervisor and employee are essential to feeling connected and supported. By committing regular scheduled time for performance and development discussions, supervisors are more proactive with their communication and coaching, and employees are better equipped to meet expectations and achieve their goals. This training will arm you with both the communication skills and a clear and efficient process for meaningful and productive one on one meetings. You will receive tools that you can implement right away to improve your current practices.

OUTCOMES:

- Develop communication skills for engaging, coaching and developing others

- Implement a consistent process for setting expectations and exchanging feedback regarding progress & performance

WHO WILL BENEFIT:

- All employees

- New and emerging leaders with little or no prior training or experience in managing others

- Experienced managers interested in continuous improvement and honing leadership skills

- HR professionals and organizational leaders seeking best practices for personal leadership and the development of others

FORMATS AVAILABLE:

90-minute to 2-hour instructor-led workshop

E learning course

DISC to Enhance Leadership & Team Effectiveness

SUMMARY:

DISC is a comprehensive yet simple tool that has been adopted by many organizations to strengthen leadership, communication and collaboration. Supported by years of research, a DISC profile provides insight into people's preferences which influence how they think, respond and relate to others. By understanding the 4 DISC dimensions, Dominance, Influence, Steadiness and Compliance, the DISC model provides a common language that people can use to increase self-awareness and adapt their behaviors with others to increase productivity, effectively manage conflict, facilitate teamwork and enhance personal relationships.

OUTCOMES:

For Individuals and Teams:

- Obtain a validated, working model for understanding human behavior
- Gain greater awareness of people's preferences and styles under stress
- Develop productive relationships and increase your influence with others
- Reduce unproductive conflict and build more effective teamwork within your organization

For Leaders:

- Understand how to lead through influence versus control
- Increase your emotional intelligence and create a positive environment for communication
- Obtain a tool for identifying strengths in others, providing effective feedback and motivating performance
- Minimize obstacles for others to maximize productivity

Participants may receive a team chart and a personalized report which includes development recommendations.

WHO WILL BENEFIT:

- Any employee who can benefit from developing stronger self-awareness and communication skills

- Leaders who are interested in team development and collaboration
- HR professionals and organizational leaders seeking best practices for personal leadership and the development of others

FORMATS AVAILABLE:

90-minute to 2-hour instructor-led workshop

Conflict to Collaboration

SUMMARY:

Unproductive conflict has a high cost. It can damage relationships, reduce productivity, and inhibit creative problem solving and innovation. Avoiding conflict altogether rarely produces positive outcomes. As a leader you have the opportunity to help others develop productive strategies, and if needed, step in to facilitate resolution so teams can get back on track in achieving shared objectives. This begins with building and modeling your own collaborative relationships and by viewing conflict as an opportunity for improvement and connection.
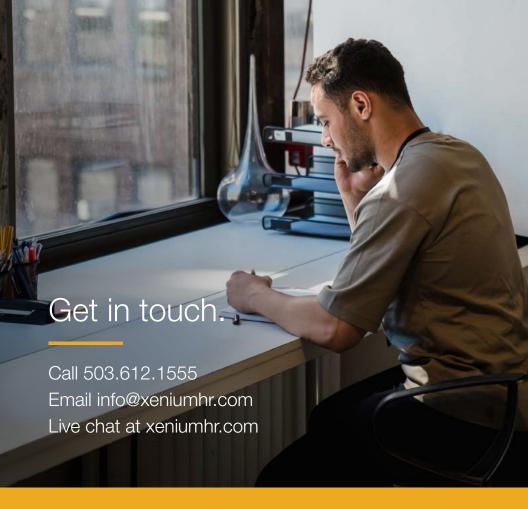
OUTCOMES:

- Understand the root of conflict and the role you play

- Acquire techniques to help uncover expectations and needs

- Prevent triangulation and undermining others through productive conversations

WHO WILL BENEFIT:

- New and emerging leaders with little or no prior training or experience in managing others

- Experienced managers interested in continuous improvement and honing skills

- HR professionals and organizational leaders looking to develop or enhance performance and relationships

FORMATS AVAILABLE:

90-minute to 2-hour instructor-led workshop

Get in touch.

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