

Series Makes the Difference ...

Instead of attempting to piecemeal a training program together, try using our proven combination of courses to meet your specific needs:

Business Communication Series:

- Business Writing and Grammar
- Business Writing for Impact and Influence
- Effective Written Communication and Email
- Conquering Challenging Conversations.

Effective Leadership Series:

- Understanding Yourself as a Leader
- Coaching to Bring Out the Best in Others
- Controlling Chaos and Thriving Under Pressure
- Emotional Intelligence in Leadership
- Building Effective Communication and Feedback Skills
- Motivation and Employee Retention

First Time Supervisor Series:

- Making the transition from Co-Worker to Team Leader
- Principles of Supervision & Leadership
- Resolving Team Conflicts
- Conducting Effective Performance Evaluations

Human Resources Master Series:

- Employee Engagement and Retention Workshop
- Conducting an HR Audit
- Using Motivational Interviewing to Screen Job Candidates
- Maximizing Effectiveness in a Multi-Generational Workplace

Microsoft (MS) Office Master Series:

- MS Outlook levels 1 and 2
- MS Word levels 1, 2 and 3
- MS Excel levels 1, 2 and 3
- MS PowerPoint 1 and 2

Performance Management Series:

- Performance Management & Metrics
- Effective Performance Evaluations
- Giving and Accepting Feedback
- Gaining Commitment to Present Goals

Personal Effectiveness Series:

- Using Positive Influencing Skills in the Workplace
- Thriving in a Time of Change: Tools for Working in a Changing Organization
- Creative Problem-Solving and Decision-Making
- Conquering Stress and Anxiety through Mind/Body Awareness

Powerful Presentation Series:

- PowerPoint 1
- PowerPoint 2
- Facilitation Excellence (2-day)

Project Management Leadership Series:

- Controlling Project Risks: Managing Threats and Promoting Opportunities
- Human Resources, Stakeholder and Communications Management
- Time Management and Scheduling
- Project Benefits Realization
- Ensuring Project Success