

# Course Catalog

*Leadership Development*

*Personal Leadership*

*Building Cohesive Teams*

*Train the Trainer*

*Orientation & Onboarding*



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## Note from Leigh-Ann Zaharevich, Founder and CEO

When employees are aligned with the vision, goals and values of the organization, there is a deeper understanding and appreciation of how the work they perform contributes to the success of the organization and the people it serves. As a result, engagement and commitment greatly increase. This is true not only for non-profits or mission-based companies but also traditional businesses and corporations.



### What makes us different

Neuropsychology is discussed in the context of many of our courses. For example, in our 'Providing Meaningful Feedback' course, we discuss how understanding the brain's response to feedback helps managers understand how individuals react on a neurological level which can aid in tailoring feedback conversations to be more effective.

Incorporating neuropsychological principles into leadership training can result in more informed, empathetic, and effective leadership practices, ultimately benefiting both the manager and their team members. Specifically, this knowledge guides managers to adopt communication techniques that resonate with the brain's natural processing tendencies.

Additional benefits include:

- Recognizing how emotions and motivation are intertwined with decision-making and problem-solving
- Optimizes learning and memory
- Reduce stress and anxiety
- Leverage the brain's ability to adapt and change

When you partner with me and my team, we start by listening to deeply understand your needs, which are at the heart of everything we do. Your company's goals, culture, values, budget, and specific needs are our highest priority. After discussing your current and target states, we develop a custom program that links individual performance to company objectives. Together we determine the best way to measure the impact and results. ***Let's get started!***



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# Instructional Strategies

We use a variety of instructional strategies to make our courses interactive and experiential, and the content relevant and applicable.

- **Interactive Training:** Learners interact with the facilitator frequently via verbal responses, polls, chats and quizzes.
- **Live Demonstrations:** Sometimes called 'fish bowls', the facilitator interacts with learners to showcase interpersonal skills, such as coaching.
- **Small Group Discussions:** Learners share ideas and problem-solve creatively. They bring key learnings back to the large group to enhance everyone's experience.
- **Scenario-based Learning:** Scenarios related to modern workplace situations are used to develop critical thinking, decision-making, and practical application of knowledge. This is often combined with small group discussions.
- **Role-plays:** In simulated situations, participants practice and refine responses to practice and further their interpersonal skills.
- **Peer Coaching:** Learners coach one another on remembering and applying concepts, tools and strategies to their work.
- **Collaboration:** Online collaborative tools are used in virtual environments to keep participants engaged with the content. In live settings, teach-backs, group challenges and task rotations are used to induce collaboration.
- **Games:** Quick, fun games are used to engage learners, test knowledge and gather instant feedback from participants.
- **Case Studies and Storytelling:** These strategies make concepts more relatable and memorable.
- **Reflection:** Reflective periods when participants consider what they learned, how it applies to their work and how they can implement it.
- **Self-assessments:** These may be used during, or prior to and at the end of sessions to evaluate changes in knowledge, skills, abilities or attitude.
- **Action Plans:** Participants write clear steps on how they will apply new information, tools or strategies in their day-to-day work and interactions.

# Leadership Development

**Customize your Leadership Development Program based on immediate needs, budget and time constraints. Sessions are delivered in-person or virtual, ranging from 90 minutes to a half day. While each workshop is available individually, we've organized them into series to address the most common leadership development needs.**

## Series 1: Defining Your Leadership

*This series is designed to support new leaders through essential stages of transition to leadership role. It begins with "Adapting a Leadership Mindset," where participants cultivate effective leadership mentalities. Next is "Transitioning from Peer to Supervisor," addressing common challenges, such as managing former peers. The series concludes with "Writing Your Leadership Legacy," guiding participants to define their lasting impact.*

### ■ Adapting a Leadership Mindset

Transitioning from an individual contributor to a leadership role is one of the most rewarding yet challenging career steps. The skills and strengths that brought success in prior roles may no longer be sufficient to thrive as a people leader. Instead, leaders must develop a mindset that is forward-looking, proactive, resilient, and strategic.

This workshop will guide participants through the key shifts required to think and act like an effective leader. From aligning personal success with team outcomes to prioritizing resilience and proactive decision-making, participants will explore what it means to lead with purpose and vision. Great leaders are more than managers; they are motivators, strategists, and advocates for growth. This workshop is ideal for professionals stepping into new leadership roles or those aspiring to take on greater responsibility within their organizations.

After this session, participants will:

- ▶ Shift from a "doer" to a "leader" mentality, understanding the power of delegation and team empowerment.
- ▶ Apply 9 strategies to think strategically.
- ▶ Foster resilience, managing setbacks with adaptability and a solutions-oriented outlook.
- ▶ Develop proactive practices to anticipate challenges and seize opportunities ahead.

### ■ Transitioning from Peer to Supervisor

You've made the jump; now what?! You are a technical expert, and now new skills must be developed to make a successful transition into your new role. As a manager, you need to balance new responsibilities while learning how to manage, motivate and communicate with each person on the team. In this course, explore the roles of a leader and determine the best way to empower each person on the team. Take away a personal plan to avoid the mistakes that most new managers make.

After this session, participants will be able to:

- ▶ Assess themselves on the 6 essential roles of a leader
- ▶ Employ 8 ways to serve and develop their team members
- ▶ Avoiding common mistakes new leaders make

# Leadership Development

## ■ Writing Your Leadership Legacy

A leadership legacy is the impact a leader leaves behind. It encompasses the values, achievements, and changes they have instilled within their team, organization, or industry. This legacy includes the development of future leaders, improvements in organizational culture, innovations introduced, and the overall difference made through their leadership. Essentially, it's how a leader is remembered and the enduring effects of their actions and decisions on others.

During this session, participants will follow a guide to draft their leadership legacy.

## Series 2: Expanding Productivity While Empowering Others

*This series is designed to equip managers with essential skills for optimal performance. The series begins with "Prioritizing and Planning," focusing on effective goal setting and task organization. Next is "Managing Time and Focus for Managers," offering strategies to maximize productivity amid competing demands. The final workshop, "Delegating to Empower Others," teaches managers how to delegate tasks effectively to develop team capabilities. Together, these workshops provide practical tools to enhance efficiency and empower teams.*

## ■ Prioritizing and Planning

In this practical workshop, managers will develop essential skills in prioritization and planning to enhance decision-making and time management. Participants will learn effective goal-setting techniques and how to cascade these goals to create alignment and focus across the team. The session covers proven methods for identifying and prioritizing high-impact tasks, using specific criteria to support better decision-making. Additionally, managers will practice using tracking tools to manage their time efficiently and promote accountability. By the end of the workshop, participants will be equipped to plan strategically and manage their priorities with confidence.

By the end of this session, participants will be able to :

- ▶ Set meaningful goals that align with team and organizational priorities
- ▶ Cascade goals effectively to ensure team-wide alignment
- ▶ Prioritize tasks using defined criteria to enhance focus and decision-making
- ▶ Use tracking tools to optimize time management and ensure accountability

# Leadership Development

## ■ Managing Time and Focus for Leaders

In this interactive workshop, managers will learn essential strategies for efficiently allocating time and maintaining focus to drive team success and productivity. Participants will assess their current time management practices, identify specific adjustments, and align their focus with both personal and team goals. Through practical exercises, they'll use a prioritization tool to instantly see which tasks require immediate attention and where to make impactful changes. Participants will also learn techniques for closing the gap between their ideal and actual time use, ensuring they model effective time management and maximize team efficiency.

By the end of this session, participants will be able to :

- ▶ Identify ways to overcome personal and managerial challenges to effective time management
- ▶ Recognize when and where to shift focus to align with team and organizational goals
- ▶ Apply insights from neuropsychology to optimize time management for focus and productivity
- ▶ Commit to behaviors that enhance energy, focus, and brain function, promoting overall team productivity

## ■ Delegating to Empower Others

In this workshop, managers will learn how to delegate effectively to build trust, foster innovation, and strengthen team commitment. Participants will explore common reasons managers hesitate to delegate and develop strategies to overcome these barriers. The session covers eight essentials for effective delegation and a seven-step approach to setting delegates up for success. Through hands-on activities, managers will apply a structured model to determine the right tasks to delegate to the right people, weighing potential risks and benefits. By the end, participants will be ready to empower their teams by setting clear expectations and confidently handing off tasks using the Delegation Guide.

By the end of this session, participants will be able to :

- ▶ Identify and address personal barriers to effective delegation.
- ▶ Apply the eight essentials of successful delegation.
- ▶ Follow the seven-step process to set up delegates for success.
- ▶ Use the Delegation Guide to evaluate risks, clarify expectations, and delegate tasks or projects effectively

# Leadership Development

## Series 3: Approaching Difficult Situations

*This series was designed to equip managers with the skills to handle challenging interactions effectively. The series begins with "Providing Meaningful Feedback," teaching how to offer constructive feedback that fosters growth. "Raising EQ" focuses on enhancing emotional intelligence to better understand and manage emotions in oneself and others. The final workshop, "Having Difficult Conversations," provides strategies for navigating tough discussions with confidence and empathy. Together, these workshops empower managers to address difficult situations skillfully, leading to improved team dynamics and performance.*

### ■ Providing Meaningful Feedback

Feedback isn't about pointing out mistakes; it's about fostering growth and motivation. This session helps managers foster growth and motivation within their teams through effective feedback. Participants will explore the art of delivering both positive and constructive feedback, learning how to plan and structure conversations that are objective, fact-based, and free from unnecessary emotion. The session delves into the psychological impact of positive feedback and how it can transform team performance. Through hands-on practice, managers will apply a proven feedback model to real-life scenarios, enhancing their skills and confidence.

By the end of this training, participants will be able to:

- ▶ Cultivate a positive environment for delivering feedback
- ▶ Utilize principles of neuropsychology for impactful communication
- ▶ Apply a structured feedback model
- ▶ Coach team members on how to effectively receive and act on feedback

### ■ Raising Emotional Intelligence

Emotional Intelligence (EQ) is the ability to monitor one's own and other people's emotions, to discriminate between different emotions and label them appropriately, and to use emotional information to guide thinking and behavior. Studies have shown that people with high EQ have greater mental health, respond more evenly when stressed, perform better on the job and have more effective leadership skills. During this course, participants learn about the biology of emotions, assess their EQ and develop a plan for changing behaviors when under stress. *(EQ assessments available for an additional fee)*

By the end of this session, participants will be able to:

- ▶ Describe how emotions are processed in the brain
- ▶ Practice techniques for maintaining composure, resilience and effective decision-making under stress
- ▶ Assess personal EQ
- ▶ Develop strategies for enhancing EQ
- ▶ Foster empathy skills



# Leadership Development

## ■ Having Difficult Conversations

Most of us find tough conversations uncomfortable and thus avoid them. However, not addressing important matters comes at an even higher cost. Unaddressed issues can result in poor performance, low morale, high turnover, or even a negative impact on the company. During this course, participants will identify and manage their own responses and reactions during tough discussions. *Recommended prerequisites are 'Providing meaning Feedback' and 'Raising Emotional Intelligence'.*

By the end of this training participants will be able to:

- ▶ Recognize when it's time to have a difficult conversation
- ▶ Prepare for a challenging conversation
- ▶ Conduct productive conversations while maintaining relationships
- ▶ Take steps to prevent future challenges

## Series 4: Coaching and Developing Others

*"Coaching and Developing Others" is a series of workshops designed to empower leaders with the skills to effectively mentor and enhance the performance of their team members. The series begins with "Using One-on-One Meetings to Drive Performance," focusing on maximizing the impact of individual meetings to boost engagement and productivity. Next is "Coaching Skills for Leaders," where participants apply the GROW coaching model to support and motivate their teams. The final workshop, "Developing Peak Performers," provides strategies for nurturing high-potential employees to reach their full potential. Together, these workshops equip leaders with the tools to foster growth, improve team performance, and build a culture of continuous development.*

## ■ Using One-on-One Meetings to Drive Performance

Effective one-on-one meetings allow the time to build rapport and trust, develop team members and help them set and achieve goals. The session provides a collection of coaching questions for various scenarios, including onboarding, goal setting, and performance reviews. Through practical exercises and role-playing, participants will practice these techniques, gaining confidence and skills to conduct one-on-one meetings that truly make a difference.

By the end of this session, participants will be able to:

- ▶ Explain the importance of one-on-one meetings in building trust and rapport
- ▶ Plan and conduct one-on-one meetings for maximum impact
- ▶ Utilize coaching questions to guide diverse conversations
- ▶ Address common challenges and ensure productive outcomes from each meeting
- ▶ Foster an environment of continuous development and support to enhance team performance and morale

# Leadership Development

## ■ Coaching Skills for Leaders

Asking effective questions in a structured way provides the coachee with a deeper awareness of the situation, challenges that may arise and the best way to move forward. Effective coaching conversations build confidence and self-motivation in the coachee as they are held accountable for their decisions and actions. They also help develop trust between managers and their teams. This course provides a coaching framework and six strategies for managers to support their team members.

By the end of this training participants will be able to:

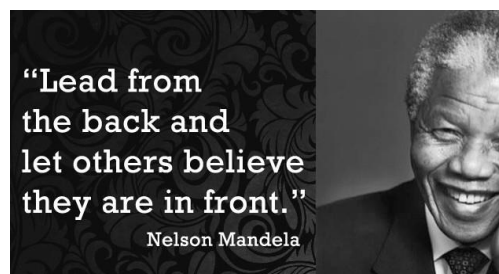
- ▶ Describe the benefits of a good coaching conversation
- ▶ Write effective coaching questions in a structured manner
- ▶ Practice coaching a peer

## ■ Developing Peak Performers

An important role of leaders is to identify, nurture and support the growth of top performers. First, they must recognize traits, behaviors and motivators that define top talent. They must also recognize individual strengths, set clear and achievable goals, provide constructive feedback and create a motivating environment that drives excellence. Through interactive exercises and real-world scenarios, participants will gain the skills needed to create a culture of excellence that keeps their team motivated and performing at their best.

By the end of this session, participants will be able to:

- ▶ Assess characteristics, traits and behaviors to identify peak performers
- ▶ Identify growth opportunities for team members based on their goals, motivators and aspirations
- ▶ Delegate effectively to build skills, foster innovation and increase commitment
- ▶ Apply feedback and coaching skills to support the growth and development of others



# Leadership Development

## Series 5: Developing Presence

*"Developing Presence" is a series of workshops designed to enhance leaders' communication skills and impact. The series begins with "Communicating for Influence," where participants learn strategies to convey ideas persuasively and build credibility. Next is "Polishing Your Presentation Skills," focusing on delivering engaging and confident presentations that captivate audiences. The final workshop, "Planning and Running Productive Meetings," provides techniques for organizing and leading meetings that achieve objectives efficiently. Together, these workshops empower leaders to communicate effectively, influence others, and make a lasting impression in any professional setting.*

### ■ Communicating for Influence

Often, we think about what we are going to say without much thought as to the impact we want or need to have on the audience to influence them. Whether your forum is a formal presentation or an everyday conversation, this course will equip you with the skills to articulate your vision, engage with stakeholders, and inspire action and drive change. Participants will learn how to focus on the impact they need to have on their audience to effectively influence them, rather than just on what they are going to say. The session covers crafting compelling stories using data for greater impact, leveraging neuropsychology to enhance influence, and adopting three key principles of persuasion. Through practical exercises, participants will practice a four-step model to influence others to shift behavior, sharpen their mindset before presenting, and communicate with confidence.

By the end of this session, participants will be able to:

- ▶ Craft stories with data for greater impact of presentations
- ▶ Leverage neuropsychology to increase influence
- ▶ Adopt 3 key principles of persuasion
- ▶ Use a 4-step model to influence others to shift behavior
- ▶ Sharpen their mindset before presenting
- ▶ Handle Q&A like a pro

### ■ Polishing your Presentation Skills

This is an interactive workshop designed to help leaders enhance their public speaking abilities through hands-on practice and personalized feedback. Participants are encouraged to bring a topic to prepare and present during the session. The workshop focuses on techniques to manage nervousness, engage audiences effectively, and present with greater confidence. Each participant will deliver a presentation and receive constructive feedback to refine their skills. Group size is limited to ensure personalized attention and ample practice opportunities.

By the end of this session, participants will be able to:

- ▶ Use strategies to reduce presentation anxiety to present with greater confidence
- ▶ Employ techniques for engaging the audience
- ▶ Handle Q&A with poise

# Leadership Development

## ■ Planning and Running Productive Meetings

Meetings are a significant investment of time and resources, and ensuring they are efficient and productive is crucial for any successful team. In this practical workshop, participants learn how to plan and conduct meetings that return value on the investment of time and resources. Participants learn how to determine when a meeting is necessary, involve the right stakeholders to the appropriate extent and use the appropriate level of decision-making. The session covers key elements in agendas to keep meetings focused and on track, as well as strategies to move from idea generation to decision-making. Through interactive activities and real-world scenarios, participants will gain the confidence to plan and conduct meetings that deliver tangible results and enhance team productivity.

By the end of this session, participants will:

- ▶ Determine when not to have a meeting, saving time and resources
- ▶ Ensure the right stakeholders are involved to the right extent
- ▶ Use the appropriate level of decision-making to streamline the meeting process
- ▶ Design agendas with key elements to keep meetings focused and productive
- ▶ Implement strategies to lead meetings that efficiently progress from idea generation to actionable decisions

## Series 6: Elevating Team Performance

*This series is designed to provide leaders with practical strategies to inspire their teams, improve performance, increase engagement, and foster a culture of continuous growth and excellence.*

## ■ Performance Management

Whether performance conversations occur quarterly, yearly or ad hoc, they should not be a surprise. Preparing for and conducting the conversation requires care and attention. This workshop is designed to equip managers with the skills to prepare for and conduct performance conversations that motivate and develop their team members. Recognizing that performance discussions should never be a surprise, this session guides leaders through writing, preparing for, and delivering performance appraisals with care and attention. Participants will explore the Performance Management Cycle and learn strategies for assessing team members fairly, including calibrating performance across the team using tools like the Skill-Motivation Matrix and the 9-box grid. By emphasizing a strengths-based approach, leaders will learn to leverage individual talents to maximize team effectiveness. The workshop also addresses the 12 common pitfalls in performance management and how to avoid them. Through interactive discussions and practical exercises, participants will gain confidence in implementing performance management practices that drive success.

By the end of this session, participants will be able to:

- ▶ Write and prepare for performance appraisals that motivate and develop team members
- ▶ Assess team members fairly using calibration tools
- ▶ Leverage a strengths-based approach to maximize individual and team effectiveness
- ▶ Avoid the 12 common pitfalls in performance management
- ▶ Implement effective performance management practices that drive team success

# Leadership Development

## ■ Developing Peak Performers

In this hands-on workshop, leaders will learn to identify, nurture, and support the growth of top performers, driving their team toward a culture of excellence. Participants will explore the key traits, behaviors, and motivators that define peak performers and practice setting clear, achievable goals to help individuals excel. Through real-world scenarios and interactive exercises, leaders will gain the tools to create a motivating environment, provide impactful feedback, and guide team members' development, ultimately fostering a high-performance culture.

By the end of this session, participants will be able to:

- ▶ Assess the characteristics, traits and behaviors that signal peak performers
- ▶ Identify role-specific competencies, motivators, and traits linked to success
- ▶ Delegate strategically to build skills, encourage innovation, and strengthen commitment.
- ▶ Apply effective feedback and coaching techniques to support others' growth.
- ▶ Set and cascade SMART goals to align team and individual objectives.
- ▶ Develop personalized development plans (PDPs) based on goals, motivators, and aspirations.

## Series 7: Supporting Team Growth

*This series equips leaders to build teams that align with both company values and team culture, while guiding them confidently through times of growth and change. This series empowers leaders to select talent that truly fits their vision and to support their team effectively through transitions, creating a resilient foundation for sustainable success. Together, these workshops offer essential tools for managing team dynamics, driving engagement, and fostering a culture that can thrive through uncertainty and growth alike.*

## ■ Interviewing for Fit

This workshop is designed to equip hiring managers with the tools and techniques to select the right candidates beyond first impressions. Recognizing that some candidates may interview well but underperform in the role, while others may not showcase their true potential during interviews, this session provides strategies to make informed hiring decisions. Leveraging Korn Ferry's Four Dimensions of Leadership and Talent, participants will learn to identify the critical aspects of a role and write interview questions that align with the company's goals and values. The workshop includes practical exercises where participants bring a job description for an open role to develop tailored interview questions. Additionally, the session covers when to use psychometric testing to enhance the selection process. By applying these methods, managers can rely on more than just gut feelings, leading to better hiring outcomes and a positive candidate experience.

By the end of this session, participants will be able to:

- ▶ Identify the critical aspects of the role
- ▶ Write interview questions that align with the indicators of success for the role
- ▶ Plan and conduct interviews with consistency
- ▶ Ensure interview practices support internal DEI efforts

# Leadership Development

## ■ Leading Through Change

"Leading Through Change" is designed to equip managers with the essential skills to support their teams during times of change and uncertainty. Recognizing that change is necessary for company growth and innovation, this session helps leaders navigate volatility, uncertainty, complexity, and ambiguity (VUCA) effectively. Participants will learn to recognize how change impacts both themselves and their team members, fostering an environment that promotes adaptability and resilience. By connecting neuropsychology principles to team reactions, managers will gain insights and tools to help their teams not only cope with change but thrive amidst it. Through interactive discussions and practical exercises, leaders will develop strategies to guide their teams smoothly through transitions, enhancing overall team performance and morale.

By the end of this session, participants will be able to:

- ▶ Recognize their own and their team's patterns for dealing with change
- ▶ Articulate beliefs about change that can cause resistance or slow adaptation within a team
- ▶ Connect neuropsychology principles to team reactions to change
- ▶ Apply strategies to help team members accept change and transition smoothly
- ▶ Utilize the VUCA model to lead teams effectively through periods of volatility, uncertainty, complexity, and ambiguity

# Personal Leadership

Anyone can be a leader. You don't need a fancy title or corner office. We are leaders in our community, our businesses and in the world. Our personal development courses help everyone in the organization develop varying aspects of "personal leadership".



## ■ Personal Accountability and Goal Setting

Well written goals keep people on track to achieve what is relevant and avoid inessential activities that waste time and resources. In this session you will articulate measurable goals that are aligned with business objectives. You will consider stretch goals and accountability in this process. You will create a plan to take control of your work, development, and career.

By the end of this session, participants will be able to:

- ▶ Explain the importance of personal accountability
- ▶ Apply 'above the line' thinking by focusing on solutions
- ▶ Draft your professional development plan (PDP) that aligns with company objectives

## ■ Critical Problem Solving

Effective problem-solvers harness creative thinking to see problems from unique angles and experiment with new and innovative ideas. They use various methods to generate potential solutions, such as predictive analysis, design thinking and mind mapping. Participants will consider diverse perspectives and foster a collaborative approach to overcoming challenges. This workshop equips participants with practical problem-solving skills and tools they can apply immediately, enhancing their ability to lead teams and projects to success.

By the end of this session, participants will be able to:

- ▶ Articulate problems and root causes
- ▶ Think critically by applying structured approaches to problem-solving, including questioning assumptions, evaluating evidence, and considering multiple perspectives.
- ▶ Explore creative problem-solving methods such as brainstorming, mind mapping, and lateral thinking to generate a wide range of potential solutions
- ▶ Leverage predictive analysis, design thinking and creative thinking to produce innovative solutions.
- ▶ Evaluate potential solutions based on criteria such as feasibility, impact, and resources required.
- ▶ Create action plans to implement solutions, monitor their effectiveness and ensure successful outcomes

# Personal Leadership

## ■ Handling Conflict Constructively

Conflict can be a disruptive force, or an opportunity for growth and collaboration. In this interactive workshop, you will first uncover your own natural responses when conflict arises, providing valuable insights into your "go-to" tendencies. Using the renowned Thomas-Kilmann Conflict Mode Instrument, you will explore various conflict-handling styles and identify when each approach is most effective. Through interactive activities and practical exercises, you will learn and practice several techniques for actively working toward successful outcomes when conflict arises. *Optional investment in TKI Assessments*

By the end of this session, participants will be able to:

- ▶ Analyze their personal conflict response style and its impact on their interactions.
- ▶ Apply the Thomas-Kilmann model to identify and understand different conflict management styles.
- ▶ Evaluate the appropriate conflict-handling style to use in various situations.
- ▶ Implement effective techniques for managing and resolving conflict in a constructive manner.

## ■ Thriving Through Change

While change is necessary to promote company growth, managing change is an important skill in any work environment. Recognizing how you and others respond to change will help you navigate the unknown. In this course, you will explore how you deal with change and what you can do to thrive, not just survive, through change. This course is specifically designed for individual contributors.

By the end of this session, participants will:

- ▶ Recognize their patterns for dealing with change
- ▶ Articulate beliefs about change that can cause resistance or slow adaptation
- ▶ Connect neuropsychology to reactions to change
- ▶ Identify personal strategies for accepting change and transition

## ■ Managing Time and Focus for Higher Productivity

Increasing efficiency and productivity requires conscious effort to evaluate and adjust how time is used. In this practical, hands-on workshop, participants evaluate how their time is currently spent and what shifts need to be made to achieve their goals. Participants use a simple tool to prioritize their priorities in real-time to see in black and white what should get their attention. They also determine how to close the gap between where they ideally want to spend their time and their actual use of time.

By the end of this session, participants will be able to:

- ▶ Identify ways to overcome personal challenges to managing time
- ▶ Identify where and when they need to shift their focus
- ▶ Prioritize tasks that are all high priorities based on defined criteria
- ▶ Manage situations when priorities conflict
- ▶ Leverage a tracking tool that helps them stick to an ideal use of time
- ▶ Commit to behaviors that enhance energy, focus and brain function





# Building Cohesive Teams

Anytime two or more people get together, there is a potential for conflict and miscommunication. There is also the potential for surpassing expectations and accomplishing more than a single person or team could on their own. Team sessions are not intended to ‘fix’ a team, but rather to help them perform at the next level. Each initiative is unique and customized to meet the needs of the group. Sessions can be held in a meeting room, park or at a horse ranch. They are engaging, experiential and fun, and always result in action plans and new commitments. Here are examples of our popular team sessions.

## ■ Using DiSC® to Improve Communication

Everything DiSC® is a personal development learning experience that measures preferences and tendencies based on the DiSC® model. This simple yet powerful model is not intended to put people in a ‘box’; it serves as a tool to improve communication. Participants receive personalized insights that deepen their understanding of self and others, making workplace interactions more enjoyable and effective. The goals of the workshop are to 1) help individuals better understand their preferences and default behaviors, 2) help people notice and appreciate differences in people’s styles and preferences so that they can 3) adapt their communication to better relate to others, particularly those who are least like themselves. *Requires investment in DiSC® assessments.*



## ■ Engaging Virtual Teams

Leading virtual teams presents unique challenges. This course is designed to equip leaders with the skills and insights necessary to foster a culture of psychological safety, effective communication, and deep connection within their team. The workshop addresses common pitfalls like unproductive meetings, low trust, and collaboration barriers.

By the end of this workshop, leaders will be able to:

- ▶ Cultivate and maintain trust and connection within the team
- ▶ Build a safe and inclusive team culture
- ▶ Implement meaningful strategies for recognition
- ▶ Adapt strategies and norms for engaging virtual meetings

# Building Cohesive Teams

## ■ Horse Power Leadership™

Since humans and horses are both herd animals, horses have a lot to teach us. They too experience hierarchies, friendships, conflict and love. This powerful course takes us to the wild west (*right in Boulder*) where we throw on boots and work with horses to learn about communication and leadership. While observing, leading and working with the horses, we explore such questions as :

- What is the difference between leading and influencing?
- What does it mean to authentically communicate?
- What is the impact of a leader on team dynamics?

Each experience is always unique. Ground-work only – no experience required. [Learn more](#)



## ■ Leveraging Generational Diversity

For the first time in recorded history, people from 5 different generations are working side by side in the workplace. While this workshop provides valuable insights into generational traits, preferences and values, it's important to remember that relying solely on generalizations can be limiting. The purpose of this session is to increase appreciation for diversity, not to pigeonhole individuals.

By the end of this session, participants will be able to:

- ▶ Recognize the unique characteristics and strengths of each generation
- ▶ Apply motivational techniques tailored to different generational needs to foster a productive and engaging work environment
- ▶ Develop strategies to leverage generational diversity in problem-solving
- ▶ Create an actionable plan to improve generational collaboration within their workplace

## ■ The 5 Behaviors of a Cohesive Team

This is a twist to Patrick Lencioni's dysfunctional team model. We take a positive approach to building effective teams. Team members assess their own teams and write an action plan for steps that they can personally take to improve team performance. We step through the model from the foundation of trust to having respectful debate, to commitment and accountability and end with results. Team members assess the team's performance and commit to individual action plans to bring the team up as a whole. *Requires investment in Personal Development assessments.*



# Train the Trainer

## ■ The Trainers Edge™

It takes more than being a Subject Matter Expert (SME) to be a great trainer. Having information down cold is an important attribute of a good trainer, but it's just the beginning. In our flagship course, The Trainer's Edge™, participants bring a topic they need to teach and leave ready to facilitate an engaging training. This hands-on workshop is jam-packed with proven techniques, best practices that work, and opportunities to put your skills into action.

This course guides the learner through a comprehensive process for creating and facilitating engaging training session through eight core modules:

- ▶ Assessing the need
- ▶ Writing terminal learning objectives based on results of needs assessment
- ▶ Developing/curating content
- ▶ Creating the learning environment
- ▶ Facilitating engaging sessions
- ▶ Managing time and energy
- ▶ Handling difficult situations
- ▶ Evaluating effectiveness of training

*Easily customized. Class size is limited.*



# Orientation & Onboarding

According to a Paychex survey, 80% of new hires who feel undertrained from poor onboarding plan to quit their job soon.

## ■ Customized New Employee Onboarding

The purpose of onboarding is to help get new employees quickly up to speed in their role, acclimated to their team and engaged in the company. It typically includes an orientation which may range from two hours to two days. During orientation new employees meet people from different areas of the company and learn basic information like the company's history, vision and values.

The onboarding process continues with specific training and development regarding the person's role and their department or team. This process may be as long as six months depending on the complexity and responsibilities of the job. Sound onboarding programs result in consistency across the organization. They also set clear expectations and performance objectives.

When we help you design your onboarding program, we pay attention to the small details that make a big difference to someone just starting out. We help you design an engaging orientation along with job-specific onboarding plans.

