



Learn. Advance. Exceed.



# CORPORATE TRAINING

ONSITE CUSTOMIZED OR OFF-THE-SHELF WORKSHOPS

*Workshops can be tailored to meet your specific audience and learning objective*

## Management Development

- Coaching Others to Excellence 1 day **NEW**
- Delegation, Coaching and Employee Engagement 1 day **NEW**
- Emotional Intelligence at Work 1 day
- Interviewing and Hiring the Best Talent 1 day
- Management Essentials 2 days
- Situational Leadership II™ 1 or 2 days **NEW**
- StrengthsFinder™: Developing Strengths-Based Leaders ½ day **NEW**
- Transitioning from Individual Contributor to Manager 1 day

## Presentation Skills

- Advanced Presentation Skills 1 day
- Presentation Skills 1 day
- Effective Technical Presentations 2 days
- Effective Sales Presentations 2 days
- Facilitation Skills for Engaging your Audience 2 days
- Mastering Presentations 2 days
- Preparing Content for Powerful Presentations ½ day **NEW**
- Presenting to Executives 1 or 2 days
- Public Relations and Media Coaching 1 or 2 days **NEW**
- Preparing Customer-Focused Presentations 1 day **NEW**

## Business Skills

- Collaborative Consulting Skills 1 day **NEW**
- Collaborative Negotiating 1 day
- Developing a Customer Service Attitude 2 days **NEW**
- Getting Things Done Through Influence 1 day
- Innovative Problem Solving 1 day
- Making Meetings Matter ½ day **NEW**
- Managing Time and Multiple Priorities ½ day
- Negotiating to Win-Win 1 day
- Negotiating Value 1 day
- Negotiating Vendor and Supplier Relationships 1 day

## Business Writing Skills

- Clear Business and Email Writing 1 or 2 days
- Clear Email Writing ½ day
- Clear Policy, Process and Procedure Writing 2 days
- Clear Report Writing for Auditors 1 or 2 days
- Clear Technical Writing 1 or 2 days

## Interpersonal Communication Skills

- Communicate to Manage Expectations 1 day
- Communicating Across Cultures 1 day
- Conflict Resolution 1 day
- Effective Communication 1 day
- Managing Difficult Conversations 1 day
- Overcoming the Five Dysfunctions of a Team 1 or 2 days
- StrengthsFinder™: Engaging Employees and Building Teams ½ day **NEW**
- Team-Based Problem Solving 1 day
- TeamWorks: Five Essential Conversations 1 day
- Working Through Conflict and Differences 1 day

## Project Management

- Advanced Project Management 2 days
- Breakthrough Project Management 2 days
- Problem Solving and Decision Making 1 day
- Project Management: A Team Approach for Accountability and Results 2 days

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