

COURSE LIST

The list below is representative of our library of courses. We use this library to customize learning programs for our clients in a variety of formats ranging from instructor-led sessions to e-learning modules and blended learning options.

Communication Skills Across the Organization

- High-Impact Business Writing
- Technical Business Writing
- Writing Effective Email
- Presentation Skills—How to Inform, Influence, and Persuade
- Delivery Skills—Speak with Confidence and Passion
- Client-Focused Sales Presentations
- Leadership Communication for a Highly Engaged Workforce

Interpersonal Skills for Managers / Team Coaching

- Mastering Challenging Conversations
- Resolving Conflict and Building Collaboration
- Cross-Functional Communication and Collaboration
- Communicating with Influence Up, Down, and Across the Organization
- Myers-Briggs Type Indicator (MBTI) Workshop and Team Report

Management / Leadership Development

- Becoming an Encouraging Manager
- Delivering Performance Feedback and Appraisals
- Coaching—A Strategic Tool for Improving Performance
- Planning and Leading Effective Meetings
- Behavioral-Based Interviewing Strategies
- Manager to Leader—Moving from Operational Manager to Strategic Thinker
- Decision-Making, Commitment, and Accountability for Results
- Authentic Leadership—How to Inspire Others and Achieve Results
- Emotional Intelligence—The Key to Effective Leadership
- Sales Leadership—Engagement, Innovation, Commitment, and Results