

Training and Workshop Topics

Below is a sampling of the training topics we provide. All training is configurable for your timeframe, the experience and managerial levels of trainees, and your organization's particular situation.

Leadership Skill Enrichment

- The Role of the Leader
- Goal Setting and Providing Work Direction
- Delegating and Holding People Accountable
- Motivation, Coaching, and Feedback
- Legal Issues: Discrimination, Substance Abuse, and Violence
- Teamwork: Getting People Involved and Engaged
- Interviewing Skills
- Effective On-the-Job Training
- Communication Styles at Work
- Managing Conflict
- Managing Time and Stress
- Managing Change
- Leading and Managing in Turbulent Times
- Supervising When the Chips Are Down

Foundations of Leadership: Supervising for Performance

A sequential series of up to 12 half-day modules for front-line leaders.

Communications Topics

- Presentational Speaking
- Persuasion and Influence
- Listening
- Business writing:
 - Business Writing in the E-mail Age
 - Write to the Point: Writing for professional and business situations
 - Writing for Technical Professionals

Miscellaneous Topics

- Problem Solving (including adaptations for Six Sigma and Lean)
- Painting Outside the Lines: Creativity at Work
- Managing Productive Meetings
- Leading Improvement Teams
- How to Excel in Tough Times
- Customer Focus in Challenging Times

