Build Your Own Leadership or Team Skill-Enhancement Series*

Our Most Requested and Proven Workshop/Modules to Select From:

1. **The Team Approach to Leading Others** *(For Executives and Managers)*

Best seller!

2. **Win-Win Communication Skills** *(Helps communication & understanding)*

3. **Making Meetings More Effective** *(For better meeting results & follow-up)*

4. **Conflict Prevention and Resolution** *(Skills for confronting assertively)*

5. **Problem Solving and Action Planning Skills** *(Proven 5-step process for results)*

6. **Great Attitude! How to Build/Maintain one** *(Impacts Work Ethic and Job Fulfillment)*

7. **Time and Priority Management** *(Tools for Staying focused-on track)*

8. **Winning with People & Other Styles** *(Recognizing and adapting to personality styles for maximum influence & outcomes)*

Highest rated!

9. **Effective Presentation Skills (2 or 3 day)** *(For Confident, Convincing Connections)*

10. **Leading by Encouragement** *(Better leader-staff relations/results)*

11. **Managing Stress:** *Make It Work for You (Physical, mental & environmental options)*

12. **Organizational Teamwork** *(For better work relations/results)*

Best seller!

13. **Motivation Techniques for Managers and Supervisors** *(Helping others want to)*

14. **Enhancing Performance Appraisals:** *(Tools for conducting better sessions)*

15. **Effective Delegation & Follow-up Skills**

16. **Effective Coaching Skills** *(Process and practice for helping others grow/improve)*

17. **Managing Change** *(Ways to rethink, adapt & inspire during times of change)*

18. **Quality Customer Service Skills** *(For customer confidence and loyalty)*

Impressive results!

19. **Shaping Future Leaders** *(Equip new and future leaders with best practices and a leadership tool box)*

20. **Professional Consultative Selling Skills** *(For stronger relationships and sales)*

21. **Facilitation Skills Workshop** *(Group process training: helps workers interact)*

22. **The Effective Interactive Trainer Workshop** *(TTT for Trainers or SMEs)*

New!

23. **The Spirit of Leadership Series** *(Supports Key Values and Inspiring ethics)*

24. **Mastering Business Writing I and II** *(Improve written communication results)*

Detailed course goal & objectives outlines of any of the above programs are available upon your request. Most leadership teams find that four to six sessions are ideal.

*The majority of these interactive workshops are structured as hands-on full-day formats. We do provide half-day versions of several of these skill areas that can be used as refresher or reinforcement sessions with some executive teams. For the greatest impact and results we recommend 4- 8 of these modules conveniently linked together as a series that compliment or build upon each other. From our experience, allowing 3-5 weeks in between sessions is the most effective for practical application and behavior reinforcement.