

CUSTOM CATALOG

A list of courses I can customize to your needs. Classes can run from 30 minutes (Stress Management over lunch anyone?!) to 3 hours.

Change Management for Leaders

- Introduces the ADKAR model and offers practical suggestions for handling change as a leader: walking the line between facing the change yourself and supporting your people through it.

Navigating Change

- Intended for non-managerial employees, this course introduces them to the ADKAR model and encourage them to the get involved in the change process.

Stress Management

- This course helps us identify our sources of stress, how we react to them, and what we can do to manage the stress in our personal and professional lives.

Time Management

- While a minute may not see like much, every minute saved can make our lives easier. This course provides a slew of tips and tricks to manage our time more effectively, including via Outlook and our mobile devices.

Effective Meetings

- One of the largest hidden costs in an organization is the meetings people attend. This course help you figure the value of your meetings and presents a variety of ways to reduce those costs, such as inviting the correct people, sending information ahead of time, setting and agenda and roles, and more!

Presentation Skills

- Studies show that people would rather die than present in front of others. This course helps reduce those fears and make presentations an enjoyable experience. Learn how to prepare for the presentation, how to send the right signals during the presentation, and what to do afterwards to make the presentation a success.

CUSTOM CATALOG CONT'D

Outlook Tips and Tricks

- Outlook is a powerful tool in the business world, but do you know its hidden secrets? For example, you can invite people to a meeting using an email string, color-code meetings, and auto-sort messages into folders. Using these tips and more, Outlook can become one of your most powerful productivity tools.

The Successful New Manager

- Were you promoted from within and now have to manage your former peers? Are you walking into an organization as a new manager? This course helps you make immediate strides toward success by knowing best how to assign project work, manage performance, and have difficult conversations.

Stay Interviews

- In today's economy, people are switching jobs faster than ever, whether it's for more pay, better working conditions, or new challenges. This course help you learn how to conduct stay interviews, a powerful tool for retaining your precious talent.

Surviving in a Zoom World

- With the move to video calls, setting the correct expectations helps you be successful. But what do you do to engage your audience? How do you ask them for a decision when it is time? What about distractions? This course will help you make your next Zoom call one of your best!

How to Say No

- One of the most challenging words in the English language is just two letters: N-O. We find it difficult to use for a variety of reasons, including disappointing the other party, causing strife, and being perceived as a non-team-player. This course will help you craft an artful NO so you can say YES to more in your life.