

<p>19. Leadership Styles What is your leadership style? What styles are appropriate for different situations and people? Leaders will leave this workshop understanding their style, the pros and cons of that style, and learn how to apply different styles to be a more successful leader.</p>	4 hours
<p>20. Managing Multiple Priorities What do you do if everything is a priority? If you would like to get more out of your days, better manage your time, learn the SMART way to set goals, and prioritize your activities, this interactive workshop gives you tools to start using immediately.</p>	30 min – 4 hours
<p>21. Managing Your Career Choosing your career path is not easy. Several steps will get you started to make informed choices. This workshop will help you determine: What do I need to know? What tools are available? How do I decide? How do I go about it?</p>	60 – 90 min
<p>22. Maximizing Your Time Time is not on our side. The good news is that time, like money, can be spent well, or wasted. By applying the skills learned in this course, you can optimize your effort to ensure that you get results. Seminar participants will learn easy steps to maximize their time, free up their calendar and enjoy life.</p>	3-4 hours
<p>23. Motivation, Reward, and Recognition If we can effectively reward and recognize people, we may be able to influence their attitudes and behavior at work in a positive and productive way. This workshop will help you understand what motivation is, what motivates people, the benefits of rewards and recognition, and how to implement an effective reward and recognition program.</p>	90 min
<p>24. Negotiation for Win-Win Outcomes Negotiation is simply molding different preferences into a mutual agreement, but how do we gain agreement? This workshop will uncover the goals and outcomes of negotiation, discuss the criteria for effective negotiation, and give you the opportunity to observe and practice effective negotiation techniques.</p>	60 – 90 min
<p>25. Survival Skills for the Working Student Participants will learn how to maximize their time, decrease stress, and enhance learning experiences and scholastic success. Specifically for adults who juggle work, school, and personal lives, this workshop provides time management tools, study skills, quick tips on writing papers and designing presentations, and advice on communication.</p>	2 hours
<p>26. Writing Workshop In this workshop, you will learn an easy way to organize your thoughts, so that others immediately understand and can follow your ideas. We will discuss common grammatical mistakes, clarify punctuation, and show how professionalism is reflected through tone.</p>	3 hours

Workshop*	Length*
<p>11. Email Etiquette (Netiquette) Although email is a useful tool, problems arise when email is used inappropriately. Just as there is etiquette for face-to-face social situations, there is “netiquette” for communicating using technology. By learning and applying netiquette, corporations can reduce unintended effects of inappropriate emails such as negative conflict, reduced morale, and stifled productivity.</p>	2 hours
<p>12. Essential Project Management This is a basic interactive workshop for analysts, coordinators, managers, team leaders, and team members who are involved in or responsible for the planning, implementation, and/or coordination of projects.</p>	8 – 12 hours
<p>13. Fostering a Productive Organizational Culture What is organizational culture? Is your current culture contributing positively to business objectives or undermining them? How do you change organizational culture? This workshop will give you tools to identify different types of organizational culture and mechanisms to establish, embed, and reinforce the organizational culture that you desire.</p>	60 – 90 min
<p>14. Got Change for the Parking Meter of Your Life If you are going to park at a meter, there is a price. You need CHANGE. Do you “Got Change for the Parking Meter of Your Life?” This lively, fun, and interactive presentation will give participants tactics to master change, so they can park anywhere.</p>	30 min – 90 min
<p>15. Growing Through the Rains of Change When It is Flooding! How can you be even more resilient when the waves of change keep washing up on your shoreline? When we stretch out of our comfort zones and take calculated risks we learn and grow; most of us want to change at our own pace – however corporations are pushing us faster and harder than ever before. This program will actively involve up to 120 participants in understanding and being able to bounce back from all the changes going on in their organizations.</p>	6 – 7 hours
<p>16. How to Build Credibility How do you make a great first impression and maintain it? You have control over how others perceive you. Two ways that you can influence these perceptions are through the way that you dress and the manner in which you communicate. Understand how different colors and clothing choices influence your image. We will demonstrate the importance of non-verbal communication and listening skills in relation to credibility.</p>	2 hours
<p>17. Igniting a Project for Success The importance of initiating projects is often underestimated, yet this vital first step usually predicts the project's success. This interactive workshop will give you the tools to help prevent misunderstandings, wasted efforts, and potential catastrophes during projects.</p>	30 – 90 min
<p>18. Implementing Effective Change Implementing change within organizations can be challenging. The first step to being effective is understanding what managers can change. Participants will learn why employees resist change. Then, we will discuss the eight steps for leading change.</p>	60 min – 4 hours

Workshop*	Length*
<p>1. Accelerated Learning Techniques for Trainers This highly interactive, participative, and dynamic workshop will inspire you as a trainer to incorporate different learning styles, creative training techniques, and interesting activities into your course design to add fun and increase learning effectiveness in the classroom.</p>	2- 3 days
<p>2. Business Analysis Fundamentals This course is specifically designed to help you develop critical Business Analyst skills such as leadership, communication, and problem solving skills. You will work with others to identify and discuss strategies and tactics that you and your organization can use to define project scope and to discover, analyze, document, and communicate project requirements.</p>	14 hours
<p>3. Communication and Change Management in Project Management This workshop will give you the tools to define your scope and deliverables, determine and agree on how to work together, identify stakeholders and related activities, clarify resources, roles, and responsibilities, define a communication plan and develop a change management process.</p>	2 hours
<p>4. Comprehensive Project Management with PMP Prep For individuals with a little or a lot of project management experience in any industry and those wanting to be certified in project management. You will learn best and practical practices according to the Project Management Body of Knowledge and a PMP. This course is worth 35 PDUs needed for the exam.</p>	35 hours
<p>5. Constructive Conflict in the Workplace Conflict is a normal part of life. Sometimes conflict can be destructive; however, in the workplace, it's critical to handle conflict constructively. During this workshop, we will discuss the negative and positive aspects to conflict, the causes of conflict, and the five different conflict management styles.</p>	90 min – 4 hours
<p>6. Creating High Performance Teams What is the difference between a mediocre group of people and a high performance team? Seminar participants will learn the attributes of high performing teams, how to evaluate team effectiveness, and tools and techniques for creating high performance teams.</p>	60 min – 4 hours
<p>7. Critical Thinking Skills In today's society, we have ready access to information. With so much data, it can be difficult to determine which information is credible. Critical thinking can help us evaluate this data to make informed decisions and opinions. You will learn concepts of critical thinking, guidelines for critical thinking, how to apply these guidelines, and the costs and benefits of critical thinking.</p>	60 min – 4 hours
<p>8. Dealing with Difficult Situations We need to learn how to control our behavior when we are emotional and calm other people down. By de-escalating the situation, then attacking the problem, not the person, you can learn and use skills and techniques that will help you more effectively deal with difficult situations and collaborate on problem-solving.</p>	90 min – 4 hours
<p>9. Decision Making How do we make the best decision with least risk and greater chances of success? This interactive workshop applies a decision making process that is systematic yet creative to thoroughly explore all options in a short time period and, then chose the best alternative.</p>	60 min – 4 hours
<p>10. Effective Communication Skills In this workshop you will learn the factors that influence communication, how to communicate with tact and diplomacy, non-verbal communication clues, how to prevent misunderstandings, and some scripts to communicate effectively.</p>	3-4 hours



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2. Business Analysis Fundamentals	14 hours
3. Communication and Change Management in Project Management	2 hours
4. Comprehensive Project Management with PMP Prep	35 hours
5. Constructive Conflict in the Workplace	60 min – 4 hours
6. Creating High Performance Teams	60 min – 4 hours
7. Critical Thinking Skills	60 min – 4 hours
8. Dealing with Difficult Situations	90 min – 4 hours
9. Decision Making	60 min – 4 hours
10. Effective Communication Skills	3-4 hours
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12. Essential Project Management	8 – 12 hours
13. Fostering a Productive Organizational Culture	60 – 90 min
14. Got Change for the Parking Meter of Your Life	30 min – 90 min
15. Growing Through the Rains of Change When It is Flooding!	6 – 7 hours
16. How to Build Credibility	2 – 3 hours
17. Igniting a Project for Success	30 – 90 min
18. Implementing Effective Change	60 min – 4 hours
19. Leadership Styles	4 hours
20. Managing Multiple Priorities	30 min – 4 hours
21. Managing Your Career	60 – 90 min
22. Maximizing Your Time	3-4 hours
23. Motivation, Reward, and Recognition	90 min
24. Negotiation for Win-Win Outcomes	60 – 90 min
25. Survival Skills for the Working Student	2 hours
26. Writing Workshop	90 min - 3 hours

**Each workshop can be customized to suit client needs for content and length.*