



# Soft-Skills Learning Management System

## Leadership Skills Course Catalog





# Table of Content

<b>Career Development .....</b>	<b>5</b>
10 Soft Skills You Need .....	5
Assertiveness and Self-Confidence .....	5
Communication Strategies.....	5
Creative Problem Solving.....	5
Developing Creativity.....	5
Negotiation Skills .....	6
Time Management.....	6
Women in Leadership.....	6
Seeing and Taking Initiative.....	7
<b>Personal Development .....</b>	<b>8</b>
Anger Management .....	8
Attention Management .....	8
Critical Thinking.....	8
Emotional Intelligence.....	8
Goal Setting and Getting Things Done.....	9
Increasing Your Happiness.....	9
Improving Self-Awareness .....	9
Improving Mindfulness .....	9
Personal Productivity.....	10
Public Speaking .....	10
Stress Management.....	10
Work-Life Balance .....	10
Body Language Basics .....	10
Presentation Skills .....	11
Coaching and Mentoring .....	11
Leadership and Influence.....	12



[www.divyaparekh.com](http://www.divyaparekh.com) © 2018 All Rights Reserved

<b>Workplace Essentials.....</b>	<b>13</b>
Appreciative Inquiry .....	13
Conflict Resolution .....	13
Delivering Constructive Criticism .....	13
With our “Team Building through Chemistry” course, your participants will discover the specifics of how building a team through chemistry will lead to success.....	14
Teamwork and Team Building .....	14
Lean Process and Six Sigma .....	14
Crisis Management .....	14
Developing Corporate Behavior .....	14
Developing New Managers.....	15
Digital Citizenship .....	15
Employee Motivation .....	15
Employee Onboarding .....	15
Employee Recognition.....	16
Employee Recruitment .....	16
Employee Termination Processes .....	16
Entrepreneurship.....	16
High Performance Teams inside the Company.....	17
High Performance Teams Remote Workforce.....	17
Personal Productivity .....	17
Project Management .....	17
Risk Assessment and Management.....	18
Social Intelligence.....	18
Social Learning .....	18
Social Media in the Workplace.....	18
Telephone Etiquette .....	19
Telework and Telecommuting .....	19
Virtual Team Building and Management.....	19
Assessments.....	20

[Type here]





## **Career Development**

### **10 Soft Skills You Need**

The meaning of Soft Skills can sometimes be difficult to describe. It can be that unique attribute or characteristic that facilitates great communication. It can be the special way that you show confidence in a challenging situation. These and other events can become more easily managed with this great course.

With our 10 Soft Skills You Need work shop your participants will begin to see how important it is to develop a core set of soft skills. By managing and looking at the way people interact and seeing things in a new light, your participants will improve on almost every aspect of their career.

### **Assertiveness and Self-Confidence**

Self-confident and assertiveness are two skills that are crucial for success in life. If you don't feel worthy, and/or you don't know how to express your self-worth when communicating with others, life can be very painful. These skills will provide opportunities and benefits to your participants in their professional and personal lives.

The Assertiveness and Self-Confidence course will give participants an understanding of what assertiveness and self-confidence each mean (in general and to them personally) and how to develop those feelings in their day-to-day lives. These skills will encompass many aspects of your participant's lives and have a positive effect on all of them.

### **Communication Strategies**

For the better part of every day, we are communicating to and with others. Whether it's the speech you deliver in the boardroom, the level of attention you give your spouse when they are talking to you, or the look you give the cat, it all means something. This course will help participants understand the different methods of communication and how to make the most of each of them.

### **Creative Problem Solving**

In the past few decades, psychologists and business people alike have discovered that successful problem solvers tend to use the same type of process to identify and implement the solutions to their problems. This process works for any kind of problem, large or small.

This course will give participants an overview of the entire creative problem-solving process, as well as key problem-solving tools that they can use every day.

### **Developing Creativity**

Children have an innate creative ability when they are born, but for some reason adults can lose it along the way. Your participants will move out of the mundane, be more curious, engage, and explore new ideas. Recognize creativity and be ready when it happens.



With our Developing Creativity course your participants will learn how to remove barriers that block or limit their creativity. They will improve their imagination, divergent thinking, and mental flexibility. Participants will learn mind mapping, individual brainstorming, and when to recognize and look for what inspires them to be more creative.

## **Negotiation Skills**

Although people often think of boardrooms, suits, and million dollar deals when they hear the word “negotiation,” the truth is that we negotiate all the time.

For example, have you ever

- Decided where to eat with a group of friends?
- Decided on chore assignments with your family?
- Asked your boss for a raise?

These are all situations that involve negotiating! This course will give participants an understanding of the phases of negotiation, tools to use during a negotiation, and ways to build win-win solutions for all those involved.

## **Time Management**

Time management training most often begins with setting goals. These goals are recorded and may be broken down into a project, an action plan, or a simple task list. Activities are then rated based on urgency and importance, priorities assigned, and deadlines set. This process results in a plan with a task list or calendar of activities. Routine and recurring tasks are often given less focus to free time to work on tasks that contribute to important goals.

This entire process is supported by a skill set that should include personal motivation, delegation skills, organization tools, and crisis management. We’ll cover all this and more during this course.

## **Women in Leadership**

Often, people who have never had a leadership role will stand up and take the lead when a situation they care about requires it. Your participants will be able recognize these events and grab the reins with more confidence. This course touches on understanding the leadership gap, vital leadership traits, and how to overcome various barriers.

With our Women in Leadership course your participants will recognize the confidence in them that it takes to become a great leader. With the right networking and mentoring your participant’s confidence will grow



and they will develop into great leaders. It is never easy to take the lead, but with our course the challenges will be welcomed.

### **Seeing and Taking Initiative**

Taking the initiative is a crucial step in moving forward in our professional and personal lives. By showing initiative, it reflects us in a positive light to others as well as builds our own self-esteem. If we want something to happen, we need to make it happen. That is what initiative is all about. Take opportunities and run with them. Do not let excuses cause you to miss out on amazing opportunities. See what you want, believe what you want, and make it happen.

With our “Seeing and Taking Initiative” course, the participants will learn what initiative is, how to take it on, the advantages of it, and when to know one's place. By taking this course, participants will be taking the first step in making something positive happen for them! Now that is initiative.



## **Personal Development**

### **Anger Management**

Benjamin Franklin once said, “In this world nothing can be said to be certain, except death and taxes.” We would add a third item to his list: anger. Anger can be an incredibly damaging force, costing people their jobs, personal relationships, and even their lives when it gets out of hand. However, since everyone experiences anger, it is important to have constructive approaches to manage it effectively. This course will help teach participants how to identify their anger triggers and what to do when they get angry.

### **Attention Management**

A distracted workforce is less than effective. Employees who do not pay attention to their work can waste valuable time and make careless mistakes. Attention management is a useful skill that allows managers to connect with their employees on an emotional level and motivate them to focus on their work and how to reach their personal and company goals.

### **Critical Thinking**

We live in a knowledge based society, and the more critical you think the better your knowledge will be. Critical Thinking provides you with the skills to analyze and evaluate information so that you are able to obtain the greatest amount of knowledge from it. It provides the best chance of making the correct decision, and minimizes damages if a mistake does occur.

Critical Thinking will lead to being a more rational and disciplined thinker. It will reduce your prejudice and bias which will provide you a better understanding of your environment. This course will provide you the skills to evaluate, identify, and distinguish between relevant and irrelevant information. It will lead you to be more productive in your career, and provide a great skill in your everyday life.

### **Emotional Intelligence**

Emotional Intelligence is defined as a set of competencies demonstrating the ability one has to recognize his or her behaviors, moods, and impulses, and to manage them best according to the situation.

This course will give you the tools you need to be emotionally intelligent in your workplace. An employee with high emotional intelligence can manage his or her own impulses, communicate with others effectively, manage change well, solve problems, and use humor to build rapport in tense situations. These employees also have empathy, remain optimistic even in the face of adversity, and are gifted at educating and persuading in a sales situation and resolving customer complaints in a customer service role.



## **Goal Setting and Getting Things Done**

Goal Setting is one of the most basic and essential skills someone can develop. What makes a good goal? We touch on goal characteristics, time management, making a to do list, and what to do when setbacks occur. This course will provide the knowledge and skills for your participants to complete more tasks and get things done.

Our Goal Setting and Getting Things Done course will cover strategies to help your participants overcome procrastination. These skills will translate into increased satisfaction in their professional and personal lives. Your participants will learn the Goal Setting characteristics of successful people and in turn will become happier and more productive individuals.

## **Increasing Your Happiness**

Increasing ones happiness can be done through the power of positive thinking. That is one skill that this work shop will touch on to teach your participants how to be happier. Happiness will spread throughout your organization, and have a positive effect on everyone.

With our Increasing Your Happiness course your participants will engage in unique and helpful ways to increase their happiness. This will have a robust effect on their professional and personal lives. It will improve their communication skills, increase productivity, and lesson absenteeism.

## **Improving Self-Awareness**

Self-awareness is developing an understanding your emotions and feelings. It is an awareness of the physical, emotional, and psychological self. Your participants will identify ways of recognizing all of these and improving each through various cognitive and learning styles.

Improving Self-Awareness will improve self-control, reduce procrastination, and develop mood management. Your participants will improve their relationships and create a more fulfilling life. These improvements will in turn translate into a wholly improved workforce. Stress will decline and productivity will increase as internal turmoil will decline all through improving self-awareness.

## **Improving Mindfulness**

Improving mindfulness is about understanding yourself and being “in the moment”. Your participants will become more mindful of their actions and learn how to express and interpret their present environment. They will create positive connections and increase their self-regulation of attention and personal experiences.

Improving Mindfulness will provide benefits throughout their professional and personal lives. Improving mindfulness through gratitude, filtering, and active listening will give your participants the advantage seeing things in a new light. This course has the ability to give your participants an increased recognition of mental events in the present moment which provides countless benefits.



## **Personal Productivity**

Most people find that they wish they had more time in a day. This course will show participants how to organize their lives and find those hidden moments. Participants will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to maximize their personal productivity.

## **Public Speaking**

According to a 1973 survey by the Sunday Times of London, 41% of people list public speaking as their biggest fear. Forget small spaces, darkness, and spiders – standing up in front of a crowd and talking is far more terrifying for most people.

However, mastering this fear and getting comfortable speaking in public can be a great ego booster, not to mention a huge benefit to your career. This course will give you some valuable public speaking skills, including in-depth information on developing an engaging program and delivering your presentation with power.

## **Stress Management**

Positive and negative stress is a constant influence on all of our lives. The trick is to maximize the positive stress and to minimize the negative stress. This course will give participants a three-option method for addressing any stressful situation, as well as a toolbox of personal skills, including using routines, relaxation techniques, and a stress log system.

## **Work-Life Balance**

Having a balance between work and home life can be a challenge. With this challenge come great rewards when it is done successfully. By balancing a career with home life it will provide benefits in each environment. You will become healthier, mentally and physically, and you will be able to produce more career wise.

With a **Work-Life Balance** you will be managing your time better. Better time management will benefit all aspects of life; you will be working less and producing more. This course will show how to focus on the important things, set accurate and achievable goals, and communicate better with your peers at work and your family at home.

## **Body Language Basics**

Can you tell if someone is telling the truth just by looking at them? It is a skill that a lot of people do not have. Through Body Language Basics you will be given a set of tools to use to your advantage. These tools



can be utilized in the office and at home. Understanding Body Language will provide you a great advantage in your daily communications.

**Body Language Basics** will provide you with a great set of skills to understand that what is not said is just as important as what is said. It will also give you the ability to see and understand how your own Body Language is being seen. You will be able to adjust and improve the way you communicate through non-verbal communications.

## **Presentation Skills**

This program can benefit anyone who presents; a trainer, a meeting facilitator, speaker, or seminar discussion leader. No matter which role you are assuming, this course will help you become more efficient and proficient with the skills of providing information to others.

## **Coaching and Mentoring**

This course focuses on how to better coach your employees to higher performance. Coaching is a process of relationship building and setting goals. How well you coach is relates directly to how well you are able to foster a great working relationship with your employees through understanding them and strategic goal setting.

An easy-to-understand coaching model taught in this course will guide you through the coaching process. Prepare yourself to change a few things about yourself in order to coach your employees to better performance.



## **Leadership and Influence**

They say that leaders are born, not made. While it is true that some people are born leaders, some leaders are born in the midst of adversity. Often, simple people who have never had a leadership role will stand up and take the lead when a situation they care about requires it. A simple example is parenting. When a child arrives, many parents discover leadership abilities they never knew existed in order to guide and protect their offspring. There are countless war stories of simple GI's and sailors who rose to a challenge on their own in the heat of battle.

Clearly, leadership potential exists within each of us. That potential can be triggered by outside events, or it can be learned by exploring ourselves from within. This training takes the latter approach. Once you learn the techniques of true leadership, you will be able to build the confidence it takes to take the lead. The more experience you have acting as a genuine leader, the easier it will be for you. It is never easy to take the lead, as you will need to make decisions and face challenges, but it can become natural and rewarding.



## **Workplace Essentials**

### **Appreciative Inquiry**

Organizations can be thought of living beings made up of the individuals working within it. Appreciative Inquiry has the ability to change the whole organization by change the people. Through positive questioning people will be directed to move in a positive direction. Recognizing the strengths and values of what works as opposed to what's wrong will transform the individuals and thus transform the organization.

Appreciative Inquiry is a shift from looking at problems and deficiencies and focusing on strengths and successes. It is a tool for organizational change and it will strengthen relationships. Who doesn't like to share good positive stores and events? Think about it.

### **Conflict Resolution**

Wherever two or more people come together, there is bound to be conflict. This course will give participants a seven-step conflict resolution process that they can use and modify to resolve conflict disputes of any size. Participants will also learn crucial conflict management skills, including dealing with anger and using the Agreement Frame.

### **Delivering Constructive Criticism**

Delivering Constructive Criticism is one of the most challenging things for anyone. Through this course your participants will gain valuable knowledge and skills that will assist them with this challenging task. When an employee commits an action that requires feedback or criticism it needs to be handled in a very specific way.

Constructive Criticism if done correctly will provide great benefits to your organization. It provides the ability for management to nullify problematic behaviors and develop well rounded and productive employees. Constructive feedback shows an employee that management cares about them and will invest time and effort into their careers.

### **Team Building Through Chemistry**

Teams are unavoidable in any business. The key to successful team building is addressing the importance of chemistry between team members. It is not enough to have a group of people work on a project; people have to connect and balance each others' strengths. By staying aware of the chemistry as you build the group, you will increase the chance of avoiding pitfalls and developing a sense of unity.

.



With our “Team Building through Chemistry” course, your participants will discover the specifics of how building a team through chemistry will lead to success.

## **Teamwork and Team Building**

For most of us, teamwork is a part of everyday life. Whether it’s at home, in the community, or at work, we are often expected to be a functional part of a performing team. This course will encourage you to explore the different aspects of a team, as well as ways that they can become a top-notch team performer.

## **Lean Process and Six Sigma**

Six Sigma is a data-driven approach for eliminating defects and waste in any business process. You can compare Six Sigma with turning your water faucet and experiencing the flow of clean, clear water. Reliable systems are in place to purify, treat, and pressure the water through the faucet. That is what Six Sigma does to business: it treats the processes in business so that they deliver their intended result.

Our Lean Process And Six Sigma program will provide an introduction to this way of thinking that has changed so many corporations in the world. This program will give participants an overview of the Six Sigma methodology, and some of the tools required to deploy Six Sigma in their own organizations.

## **Crisis Management**

Crisis management is as important as finance management, personnel management, etc. Having a clear and effective program and plan for an event is critical not only to your survival, but critical to the profitability and possibly the survival of the company. Being able to identify risk, assess the situation and respond appropriately is important, and requires not only training, but practice.

With our Crisis Management workshop your participants will understand that a crisis can occur any time. They will develop skills needed for certain negative events. Also, they will be able to recognize warning signs to help avoid negative situations completely, or, if the situation occurs, better manage the crisis.

## **Developing Corporate Behavior**

With this workshop your participants will be able to develop a business environment that reflects a positive set of values and ethics. Aligning these characteristics with corporate standards is what will make your participants stand out and become leaders throughout your company.

Through our Developing Corporate Behavior workshop your participants should see improved team building, better communication, and trust. By realizing the benefits of corporate behavior and developing a successful plan your participants should see a reduction in incidents and an increase in teamwork and loyalty.



## **Developing New Managers**

With this workshop your candidates will be provided the skills they need to succeed. By identifying prospective managers early and identifying a clear management track, your company will prosper and thrive with a solid development structure. Becoming a new manager can seem like a daunting and challenging task. To overcome these hurdles, create an environment where employees know what is expected of them.

With our How to Develop New Managers course your participants will gain the support, best practices, and knowledge. This workshop will help your company develop well rounded, fair and confident managers. By identifying early you will be able to groom prospective candidates and provide the best chance for success.

## **Digital Citizenship**

Our Digital Citizenship course will give your participants the guidance needed in the everchanging digital world. As our lives are lived more and more online we all need to translate our social skills into the virtual world.

Digital Citizenship allows us to connect, collaborate, and share by using technology appropriately. In person meetings are on the decline which makes it necessary to engage people digitally. Being a good digital citizen means you have a set of skills to work in the digital world.

## **Employee Motivation**

When you think of staff motivation, many things may come to mind: more money, a bigger office, a promotion, or a better quality of life. The truth is, no matter what we offer people, true motivation must come from within. Regardless of how it is characterized, it is important to get the right balance in order to ensure that you have a motivated workforce.

The Employee Motivation workshop will give participants several types of tools to become a great motivator, including goal setting and influencing skills. Participants will also learn about five of the most popular motivational models, and how to bring them together to create a custom program.

## **Employee Onboarding**

Employee Onboarding is a vital part of any companies hiring procedure. Hiring, training, and bringing new employees on board is a huge investment. Onboarding will assist newly hired employees in developing and keeping their skills. Knowledge will be retained, and their value will increase within the company.

Through Employee Onboarding you will find it lowers costs related to employee turnover. It will increase productivity and produce a happier and more skilled workforce. The new hire phase is a critical time for the company, and having a structured set of procedures will make your company stronger and produce a greater chance of success.



## **Employee Recognition**

Recognizing employees through various recognition programs is a fantastic investment. Being appreciated is a basic human feeling and reaps great rewards. Praise and recognition are essential to an outstanding workplace and its employees.

Through our Employee Recognition workshop your participants will recognize the value of implementing even the smallest of plans. The cost of employee recognition is very minimal in relation to the benefits that will be experienced. Employee recognition programs have been shown to increase productivity, employee loyalty, and increased safety.

## **Employee Recruitment**

Many companies simply wait for talent to come to them. Simply advertising an open position and hoping that you find the right talent does not guarantee that you will find the best people. Actively seeking out qualified candidates is the best way to ensure that you find the talent that you need. Recruitment is essential to the success of your business.

Our Employee Recruitment workshop will guide your participants and help them interview and recruit the right employee for you. Hiring a new employee is one of the largest investments you make in any business. Hiring the right employee is very important, as training can be expensive, and employee turnover costs companies millions every year. So, reduce your costs with a great employee recruitment program!

## **Employee Termination Processes**

Having to fire an employee is never an easy task. Sometimes, despite attempts of open communication and encouraging performance, an employee will need to be terminated from the company. One of the hardest aspects of preparing to fire an employee is to separate the emotions from the facts. Firing an employee should always be a last resort, so it is important that the manager has covered all other avenues possible before moving forward.

With our Employee Termination workshop, your participants will begin to see how important it is to develop a core set of skills when they find themselves in a situation where they have to let an employee go.

## **Entrepreneurship**

Would you like to be your own boss? Have you ever dreamed of starting your own business? Don't know what to do about your great business idea? If you have ever thought about these situations then you need our entrepreneurship workshop.

Let our Entrepreneurship workshop help you achieve your dreams. Being an entrepreneur can be full of risks. These risks are minimized through drafting a business plan, knowing your competition, and successful marketing. All these and more can be found in our Entrepreneurship workshop.



## **High Performance Teams inside the Company**

High Performance Teams (Inside the Company) are organizations, teams or groups working inside an office environment that are focused on achieving the same goals. Bringing team members together can sometimes be a challenge task. This workshop identifies these challenges and helps your participants push through to success.

With our High Performance Teams (Inside the Company) workshop, your participants will begin to see how important it is to develop a core set of high performance skills while working in an office locale. By knowing and managing the way people interact in an office setting, you will be positioning your high performance teams to accomplish any task.

## **High Performance Teams Remote Workforce**

High Performance Teams (Remote Workforce) are organizations, teams or groups working in a virtual environment that are focused on achieving the same goals. Bringing team members together through a virtual environment can be a challenge task. This workshop identifies these challenges and helps your participants push through to success.

With our High Performance Teams (Remote Workforce) workshop, your participants will begin to see how important it is to develop a core set of high performance skills, while working remotely. By knowing and managing the way people interact in a remote environment, you will be setting up your high performance teams to accomplish any task.

## **Personal Productivity**

Most people find that they wish they had more time in a day. This workshop will show participants how to organize their lives and find those hidden moments. Participants will learn how to establish routines, set goals, create an efficient environment, and use time- honored planning and organizational tools to maximize their personal productivity.

Personal Productivity is a goal most of us have. Through this workshop your participants will be on the right track in achieving that goal. Some people blame everything that goes wrong in their life on something or someone else, but through this workshop your participants will take ownership and begin to lead a more productive life.

## **Project Management**

In the past few decades, organizations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size.

The Project Management workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day. Working with project planning documents, such as needs assessments, risk management plan, and a communication plan will provide benefits throughout your organization.



## **Risk Assessment and Management**

It is not possible to control or manage 100% of risk, but knowing what do before, during, and after an event will mitigate the damage and harm. Identifying potential hazards and risks and making it part of the day to day business is important. Safety should be the first priority as every business must face the reality of risks and hazards.

Through our Risk Assessment and Management course your participants will be aware of hazards and risk they didn't realize were around their workplace. Identifying hazards through proper procedures will provide your participants the ability to prevent that accident before it occurs. Limiting and removing potential dangers through Risk Assessment will be an incredible investment.

## **Social Intelligence**

Social Intelligence is about understanding your environment and having a positive influence. Your participants will become more confident in their social situations by learning how to express and interpret social cues. They will create positive connections and increase their influence during social situations.

Increasing Social Intelligence will provide benefits throughout their professional and personal lives. It is a fantastic tool for coaching and development as people will learn "people skills". Improving social skills through active listening, understanding body language, and being more empathic will give your participants the advantage in their interactions. Social interactions are a two way street, know the rules of the road!

## **Social Learning**

Social Learning is an effective way to train your employees through modeling positive behaviors. It is a great way to promote cohesion and involvement as it builds a culture of learning. Your participants will learn the best way to conduct role plays, share best practices, and provide constant and immediate feedback.

With our Social Learning course your participants will be creating learning communities that benefit every aspect of your organization. They will learn new behaviors through observation and modeling and be instilled with a passion for learning.

## **Social Media in the Workplace**

We are being flooded with Social Media invitations and updates. Web-based communication icons like Twitter, Facebook, YouTube, and LinkedIn are dominating the way we interact with each other. People are feeling the need to be updated at all times. It has become a time eater, and businesses are quickly becoming aware of the drain it can have on productivity. People love to share, but they need to know what is alright to share and what should not be sent out.

Understanding Social Media is about communicating the right way. We are beginning to communicate more through electronic means than face to face. Talking on a phone has been replaced more and more with SMS (texting.) Social media channels are becoming the main form of communication and your participants will realize how Social media and the Workplace can work together.



## **Telephone Etiquette**

Phone etiquette is a highly valuable tool to have in an employee's skill-set, and our Telephone Etiquette workshop will help provide those skills. This course will help your participants improve their phone skills which will make them more confident, improve sales, and help gain new customers while retaining your current clientele. A more confident employee is also one that is happier, and happier employees will produce happier customers.

Through our Telephone Etiquette workshop your participants will learn the skills to increase productivity and improve performance. This will produce a positive environment throughout your business and influence the organization as a whole. Recognizing the different skills used between inbound and outbound calls along with knowledge on how to deal with rude or angry callers makes this workshop a great investment.

## **Telework and Telecommuting**

Working in a home office requires a unique set of skills. Teleworkers or virtual employees have additional challenges created by not being in a centralized office. Communication issues alone make it a challenging job, and recognizing these challenges will help your participants become great teleworkers.

Through Telework and Telecommuting your employees will see a great improvement in their performance and well-being. Being a teleworker does have the advantages of flexible schedules, no commute, and saving the company money. Your participants will establish the additional skills needed to be successful in their work from home environment.

## **Virtual Team Building and Management**

There are an estimated one billion virtual workers in 2012, and the number is expected to continue climbing well into the future. With a global workforce you are provided with a cost effective and talented pool of employees to draw from. With a virtual team you are given a Follow the Sun production environment.

With a virtual team you have the normal issues of a localized team, with the additional challenges of distance and cultural differences. Virtual Team Building and Management will give you participants the knowledge to work with these challenges and succeed in a growing global workforce.



## Assessments

We provide assessments suitable to your needs. Knowledge of personality, motivators, potential and behavior are crucial to identifying and cultivating great leaders within an organization. Many are able to 'lead' when times are good, but real leadership happens when times are tough, decisions are challenging, and lives depend on your leadership.

**Combination Assessment - DISC and Hidden Motivators Assessment** - The results of the survey interactive online report (and downloadable as a PDF) which contains as graphs and textual descriptions. Personal Style is how a person tends to behave. In other words, how they do what they do. Sometimes people are not fully aware of their behavior, especially how their behavior affects other people and the resulting impact in their professional (work) and personal lives. The Personal Style Profile, through a quick survey, helps people develop awareness and understanding of their behavior, including their strengths and weaknesses, and how they tend to interact with people, problems, pace and procedure. The profile measures four aspects of behavior

- Decisiveness – Control, power and approach problem-solving and obtaining results.
- Influence – Persuasion, display of emotions and approach to interaction with people.
- Steadiness – Patience, thoughtfulness and approach to the pace of an environment.
- Conscientiousness – Standards, structure and approach to policy and procedures.

Hidden Motivators are simply what is important to a person. In other words, what they value. Hidden Motivators are the “why” or underlying reason behind a person’s behavior. Sometimes people are not fully aware of what motivates them. The Hidden Motivators Profile, through a quick survey, helps people develop awareness and understanding of their intrinsic motivators.

**Professionally Developed Psychological Assessments** are delivered online. Profile offer tests and system features that provide insight and awareness, whatever your expertise or role in the organization. Aside from nearly a hundred professionally developed tests (many of them job-specific assessments), Profile has many features to maximize the value you get from the assessments. With a large selection of renowned professionally developed psychological assessments, user-friendly interface, knowledgeable staff, and stellar customer service, Profile has the ability to answer all your assessment needs. Whether you want to cut recruitment costs, find the right candidate to fill a position, coach people to reach their full potential, reduce turnover, or collect data for market and psychological research, Profile can help you make it happen.

**The Keller Influence Indicator® (KII®)** is the tool that will guide and enhance the quality of leadership within and individual or organization.

**The KII® Assessment and SOCR® Report** examine significant and intrinsic qualities, those of which companies look for when investing in their leadership. Both the KII® and SOCR® identify four basic point of information:

- How the person impacts others.
- The person’s ability to take action.
- How the person responds to pressure.
- And how the person manages conflict.

### **Marshall Goldsmith Global Leadership Assessment (GLA360)**

A breakthrough 360 assessment process designed *by multinationals, for multinationals*