

Workshop Training Program 2019

Career Development

Core Essentials for Business Professionals

Human Resources

Internet Marketing

Sales & Marketing

Supervisors & Managers

Train the Trainer

Workplace Essentials



Workshop Title	Duration	Notes
Advanced Writing Skills	1 day	
Building Your Self Esteem and Assertiveness Skills	1 day	
Business Etiquette - Gaining That Extra Edge	1 day	
Business Writing That Works	2 days	
Communication Strategies	2 days	
Conflict Resolution - Dealing With Difficult People	1 day	
Conquering Your Fear of Speaking in Public	1 day	
Creating a Dynamite Job Portfolio	1 day	
Creative Thinking and Innovation	2 days	
Critical Thinking	2 days	
Customer Service Training - Critical Elements of Customer Service	2 days	
Emotional Intelligence	1 day	
Getting Stuff Done - Personal Development Boot Camp	2 days	
Getting Your Job Search Started	1 day	
Goal Setting	1 day	
Influence and Persuasion	1 day	
Introduction to Neuro Linguistic Programming (NLP)	1 day	
Managing Pressure and Maintaining Balance	1 day	
Mastering the Interview	1 day	
Networking for Success	2 days	
Neuro Linguistic Programming (NLP) Tools for Real Life	1 day	Prerequisite: Introduction to Neuro Linguistic Programming (NLP) workshop or have equivalent knowledge.
Personal Brand: Maximizing Personal Impact	2 days	
Public Speaking - Presentation Survival School	2 days	
Public Speaking - Speaking Under Pressure	2 days	
Research Skills	1 day	
Self-Leadership	1 day	
Skills for the Administrative Assistant	2 days	
The Minute Taker's Workshop	1 day	
Time Management - Get Organized for Peak Performance	1 day	
Working Smarter - Using Technology to your Advantage	2 days	
Writing Reports and Proposals	1 day	Prerequisite: Business Writing That Works workshop or have equivalent knowledge.

Workshop Title	Duration	Notes
Conflict Resolution	1 day	
Controlling Anger Before It Controls You	1 day	
Core Negotiation Skills	1 day	
Current Project Management Techniques to Increase Effectiveness	1 day	
Secrets of Change Management	1 day	
Stress Relief and Stress Reduction	1 day	
Train-the-Trainer - Inspire, Motivate and Educate	1 day	

Workshop Title	Duration	Notes
Accounting Skills for New Supervisors	2 days	
Anger Management – Understanding & Managing Anger	1 day	
Building Better Teams	1 day	
Business Succession Planning – Developing and Maintaining a Succession Plan	1 day	
Change Management – Change & How to Deal with It	1 day	
Conducting Effective Performance Reviews	3 days	
Conflict Resolution – Getting Along in the Workplace	2 days	
Creating a Top-Notch Talent Management Program	2 days	
Customer Service Training - Managing Customer Service	1 day	
Employee Dispute Resolution - Mediation through Peer Review	1 day	
Generation Gap - Closing the Generation Gap in the Workplace	1 day	
Hiring for Success - Behavioral Interviewing Techniques	2 days	
Onboarding – The Essential Rules for a Successful Onboarding Program	2 days	
Orientation Handbook - Getting Employees Off to a Good Start	2 days	
Managing Employee Performance – Performance	1 day	

Management		
Public Relations Boot Camp	2 days	
Problem Solving & Decision Making	2 days	
Stress Management	1 day	

Workshop Title	Duration	Notes
Basic Internet Marketing	1 day	
Creating a Google AdWords Campaign	1 day	
Marketing with Social Media	2 days	
Writing for the Web	1 day	

Workshop Title	Duration	Notes
Body Language: Reading Body Language as a Sales Tool	1 day	
Branding: Creating and Managing Your Corporate Brand	2 days	
Building Relationships for Success in Sales	1 day	
An Introduction to Customer Relationship Management (CRM)	1 day	
Call Center Training - Sales and Customer Service Training for Call Center Agents	3 days	
Dynamite Sales Presentations	1 day	
Overcoming Objections to Nail the Sale	1 day	
Prospecting for Leads like a Pro	1 day	
Selling Smarter	1 day	
Telemarketing - Using the Telephone as a Sales Tool	1 day	



Workshop Title	Duration	Notes
Tough Topics: Talking to Employees about Personal Hygiene	1 day	
Advanced Project Management	1 day	Prerequisite: Intermediate Project Management workshop or have equivalent knowledge.
Budgets and Managing Money	2 days	Prerequisite: Accounting Skills for New Supervisors or equivalent knowledge.
Business Leadership - Becoming Management Material	3 days	
Coaching - A Leadership Skill	1 day	
Conference and Event Management	2 days	
Delegation - The Art Of Delegating Effectively	1 day	
Effective Planning and Scheduling	2 days	Prerequisite: Intermediate Project Management workshop or have equivalent knowledge.
Giving Effective Feedback	1 day	
Human Resources Training - HR for the Non-HR Manager	3 days	
Intermediate Project Management	1 day	Prerequisite: Project Management Fundamentals workshop or have equivalent knowledge.
Inventory Management - The Nuts and Bolts	1 day	
Leadership Skills for Supervisors - Communication, Coaching, and Conflict	1 day	
Managing Difficult Conversations	1 day	
Marketing and Sales	1 day	
Meeting Management - The Art of Making Meetings Work	1 day	
Motivation Training - Motivating Your Workforce	1 day	
Negotiating for Results	2 days	
Project Management Fundamentals	1 day	
Project Management Training - Understanding Project Management	3 days	
Risk Management	1 day	
Team Building - Developing High Performance Teams	3 days	

Workshop Title	Duration	Notes
Advanced Skills for the Practical Trainer	3 days	Prerequisite: The Practical Trainer workshop or have equivalent knowledge.
Developing Your Training Program	2 days	
Facilitation Skills	2 days	
Survival Skills for the New Trainer	1 day	
The Practical Trainer	3 days	
Using Activities to Make Training Fun	1 day	

Workshop Title	Duration	Notes
Balanced Scorecard Basics	1 day	
Basic Business Management - Boot Camp for Business Owners	3 days	
Bullying in the Workplace	1 day	
Business Ethics for the Office	2 days	
Business Process Management	2 days	
Crisis Management	2 days	
Disability Awareness - Working with People with Disabilities	2 days	
Diversity Training - Celebrating Diversity in the Workplace	1 day	
Employee Accountability	1 day	
Knowledge Management	2 days	
Lean Process Improvement	2 days	
Safety in the Workplace	1 day	
Strategic Planning	2 days	
Workplace Ergonomics: Injury Prevention Through Ergonomics	2 days	
Workplace Harassment - What It is and What to Do About It	2 days	
Workplace Violence - How to Manage Anger and Violence in the Workplace	3 days	
Workplace Wellness Program	2 days	