

Customized Training from Half to Full-Day Sessions

Brought to you by The Corporate Learning Institute



Partner with us to offer training that engages your people and leaves them with lasting tools long after the training has ended. All of our rapid learning courses include exciting experiential breakout activities to maximize engagement. Many of our valued clients say that our ability to bring learning content alive with humor, hands-on activities and applicable tools are the reasons we are a preferred partner.

Here is a selection of popular courses we customize for you:

TRAINING COURSE	DETAIL
COMMUNICATION SKILLS	<p>Most of us are overly dependent on technology to communicate. Effective communication at work involves knowing when and how to use different modes of communication to achieve the results we want. In addition, communication skills and tools involve knowing how to communicate to achieve our objectives.</p> <p>This workshop uses the DiSC Model to look at different communication styles and how to optimize communication within and across individuals, teams and groups. The workshop goals are to:</p> <ul style="list-style-type: none">• Learn how to communicate so that others understand you.• Discover the most effective communication approaches for interpersonal (face-to-face), web, meeting, email, telephone and written communication.• Use the DiSC Model to decode how to communicate to each style.• Get new tools and skills to be a better communicator.

GIVING FEEDBACK

Imagine if everyone regularly provided each other with effective feedback and performance improved throughout your organization. This workshop helps build a feedback-rich culture by introducing the skills and tools to give feedback in a constructive and useful way. The goals of the workshop are to:

- Understand the business case and need for feedback.
- Discover feedback basics and tools.
- Use the DiSC Model as a tool to understand yourself and others natural feedback style.
- Learn 3 reasons for giving feedback: The A.I.M. Model Acknowledgement, Improvement, and Measurement.
- Create an action plan for building new feedback-giving habits

COACHING IN THE MOMENT

This workshop helps develop the skills critical for coaching and managing success. Coaching others involves an approach and sets of skills specific to each coaching situation.

- Understand how effective coaching and feedback empowers others and leverages your impact.
- Develop an understanding of how to create a coaching & feedback-rich culture at your organization.
- Learn key techniques to become an exceptional coach.
- Walk away with key tools to put your learning into immediate action.
- Learn to coach across diverse employees.
- Use your DiSC style to reflect on your own strengths and challenges.
- Use coaching skills across DISC styles to enable top performance.

EMOTIONAL INTELLIGENCE

Many careers derail because an employee is unaware of the emotional wake they leave. This workshop offers high-impact learning sessions that enable the development of skills critical for business success. Learn about Emotional Intelligence and why it is one of the most important skills to have in the workplace.

- Undertake an assessment to identify your opportunities for growth.
- Develop techniques and strategies to improve emotional intelligence and enhance working relationships.

RESOLVING CONFLICT

Participants will understand the levels and types of conflict and learn new tools and techniques for effective conflict resolution. The group will also learn successful negotiation tactics.

This session includes two optional web-based conflict assessments the Thomas-Kilmann Conflict Indicator (TKI), or the Kraybill Conflict Style Inventory. When applicable, DiSC styles and the how each approaches conflict will be introduced to help participants appreciate their natural strengths, improve their approach and be aware of their challenges.

- Discover your conflict style and how to resolve conflicts.
- Apply the CLI “Talk-Through” conversation steps and negotiation tools and skills.

MANAGING IN THE MOMENT WITH SITUATIONAL LEADERSHIP

Situational Leadership II is a useful management model that teaches managers how to manage employees based on their developmental level.

The assessment helps managers identify their style and the specific leadership needs of followers. This session includes a self-scoring management instrument, workbooks and job aids. The workshop goals are to:

- Discover how to lead others from being unready to highly capable.
- Improve your own management approach.
- Combine the model with DiSC for a detailed personal picture.

MANAGING TIME AND PRIORITIES

We all manage time in a unique way. Sometimes priorities get pushed to the bottom and deadlines are missed. Learn to manage time and priorities with new tools, skills and exercises.

- Undertake an assessment to identify your time management style, strengths and challenges.
- Develop techniques and strategies to improve your time and priority management ability.
- Learn how to use apps and software to save time.

MANAGING EFFECTIVE MEETINGS

Participants will review the types of meetings and venues for holding them. We will introduce how to tools including templated and editable agenda's, meeting minutes, parking lots and sample handouts.

- Discover how to call, facilitate and end effective meetings- regardless of how they are held.
- Use new meeting tools to develop efficiency and effectiveness.

TEAM JUMP START (OR RESTART!)

Teams are overwhelmed with getting real work done, and don't stop to think about how they can collaborate to maximize efficiency and effectiveness. Our **Team JumpStart** is available via online coaching sessions, short mini-sessions held anywhere, half or full-day sessions. Here is what your team will experience:

- We will start with a survey, assessment or interview to determine the team's purpose, current level of functioning and performance demands.
- We will use the DISC assessment to determine the diverse work styles, approaches, strengths and challenges of each team member.
- The team will be introduced to tools and techniques to streamline communication, decision-making and work allocation.
- We will create a team charter and action plan to leave the team with a framework for moving ahead.

In Addition, CLI Offers Workshop Topics and Assessments in These Areas:

Workplace "Soft" Skills Topics	Workplace "Technical" Skills Topics
Staying Motivated and Engaged	Practicing Safety at Work
Solving Problems and Challenges	Customer Service 101
Giving and Receiving Feedback to Improve Performance	Service Recovery Steps using LASSIE
Mindfulness at Work	Business Writing Excellence
Influencing Others without Authority	Create Effective Meetings
Emotional Intelligence at Work	Managing Time and Priorities
Coaching Skills for Managers	Developing Effective Strategy
Collaborating within a Team	Creating Daily Checklists
Influencing without Authority	Use the GRPI Model to Organize Your Team (Clarify Goals, Roles, Procedures, and Interpersonal Needs)
Discover your DISC profile	Assessing Project Success: Using a Checklist to Ensure Successful Project Completion
Living your Vision, Mission and Values	Know your HR Policies!
Resolving Conflict with the VOMP Model	Assessing Your Performance and Building a Plan to Improve
Giving and Receiving Feedback	Representing your Organization
Leading Others	Training Others Successfully
Leveraging Your Strengths	Track Your Skills and Build Your Resume
Adapting to Change	Understanding Your Business

Contact us to develop a comprehensive proposal that fits your needs, timelines and budget!

