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*keynotes · workshops and training · life and career coaching*

## **Training Titles**

### **The Daily Six - One Day**

**Build skills to develop and maintain balance. This will enhance leadership, communication, and reduce stress**

### **Platinum Rule - One Day**

**Build instant rapport by understanding personality and communication styles. Helps create powerful connections with others more quickly and effectively**

### **Strengthen People Skills in the Workplace - One Day**

**Provides essential skills for understanding, relating to, and working better with all types of people, even the most difficult**

### **Management Skills for the First Time Supervisor – One Day**

**Get the skills you need to insure success in your new job as a supervisor and beyond**

### **Communicating with Tact and Skill –One or Two Day**

**The ability to communicate effectively and motivate others toward success is considered the key leadership skill needed today.**

### **Managing Remote Locations – Two Day**

**Learn how to boost productivity and creativity while reducing stress and turnover at every location.**

### **Building Teams that Work**

**Learn the valuable skills and techniques that will motivate, manage, and lead any time any time.**

### **Effectively Conducting Employee Performance Reviews**

**Learn the leadership and communication skills that will insure performance improvement. You will learn how to set expectations and hold people accountable.**

### **NOTE:**

**We will have a needs assessment meeting before any training occurs. Any organizations needs will be able to be addressed with a customizable curriculum.**