

# TRAINING OFFERINGS

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## OVERVIEW



# WELCOME TO OUR TRAINING CATALOG!

We are committed to providing comprehensive and impactful training solutions that empower individuals and organizations to reach their full potential. Our carefully curated training offerings are designed to address the diverse learning needs of our clients, focusing on key areas such as leadership development, team dynamics, communication, and personal growth.

Our training programs are crafted with flexibility and customization in mind. While most of our offerings are designed as 8-hour courses, we understand that every organization has unique requirements. That's why we offer the option to tailor our programs to fit your specific needs, whether that means condensing the content into a half-day session or breaking it down into multiple bite-sized classes.

We firmly believe in the power of ongoing learning and development. To support this philosophy, we specialize in creating immersive learning journeys that provide spaced learning opportunities. By spreading the training over a period of time, participants have the chance to absorb, apply, and reinforce their newly acquired knowledge and skills.

One of the key features of our training approach is the emphasis on peer-to-peer learning through cohort groups. We foster an environment where participants can learn from each other's experiences, share insights, and build lasting connections. This collaborative learning model enhances the overall training experience and promotes a culture of continuous growth.

To ensure the successful application of learned concepts, we highly recommend incorporating coaching sessions into the learning journey. Our experienced coaches work closely with participants to provide individualized guidance, support, and accountability. This personalized approach helps participants overcome challenges, set goals, and bridge the gap between learning and real-world implementation.

Furthermore, we believe in the importance of follow-up and reinforcement. We offer 30, 60, or 90-day check-ins to assess progress, address any obstacles, and celebrate successes. These check-ins are crucial for ensuring the long-term retention and execution of the skills and knowledge gained during the training.

As you explore our training catalog, you will find a wide range of offerings that cater to various aspects of professional development. Whether you are looking to enhance your leadership capabilities, improve team collaboration, or develop effective communication strategies, our programs are designed to deliver measurable results.

We invite you to dive into our training catalog and discover the transformative power of our offerings. Our dedicated team is ready to work closely with you to create a customized learning solution that aligns with your organization's goals and drives sustainable growth. Together, let's embark on a journey of continuous learning and development.



# CONQUERING THE ART OF HIRING: STRATEGIES FOR ATTRACTING TOP TALENT AND ENSURING COMPLIANT INTERVIEW PRACTICES

How do you find a great hire that is a great fit for your team and will thrive as a new employee in your organization?

After participating in *Hiring Great Talent*, hiring managers will be more confident during the interviewing process and understand how to choose a great hire based on skill and cultural fit, rather than going with their gut. The result is a new employee that is engaged and passionate about their new role and a powerful addition to the team.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"><li>• 4 Hour Class</li><li>• 8 Hour Class</li><li>• Two 90 Minute Classes</li></ul>	Virtual or Classroom	All Hiring Managers

# THE NEW MANAGER'S TOOLKIT: NAVIGATING FROM PEER TO MANAGER

Making the transition from employee to manager for the first time can sometimes be a stressful and challenging event.

In this workshop, participants will explore the challenges and opportunities that all new manager face when making that first leap into a supervisory role. To be successful, new managers need to embrace a collaborative mindset and earn the trust and respect of their team which may be difficult to do if they are now managing people they once worked with side by side.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"><li>• 4 Hour Class</li><li>• 8 Hour Class</li><li>• Two 90 Minute Classes</li></ul>	Virtual or Classroom	New Supervisors or Managers



# MASTERING ONE-ON-ONE'S

Great leaders recognize that One-On-One's are a foundational component of employee well being and experience.

This workshop will help leaders understand the purpose of a One-On-One, how to prepare using a set of best practices, and introduce an agenda and conversational framework that empowers employees to focus on their own personal and professional development goals and provide their manager with integral feedback.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"><li>• 4 Hour Class</li><li>• Two 90 Minute Classes</li></ul>	Virtual or Classroom	Managers with 1 – 3 Years Experience

## STRATEGIC SYNERGY: ALIGNING GOALS FOR SUCCESS

For managers, the most important step in the talent development process is collaborating with employees to set clear expectations and measurable goals for performance. Goal setting is one of the most powerful tools that a manager has at their disposal. Research consistently shows that individuals and teams that set goals achieve success at much higher rates than those who don't. This may be simply because when we set goals, we are setting a direction and determining a course of action.

This workshop will provide managers with the necessary tools and resources to communicate clear expectations, set SMART (Specific, Measurable, Achievable, Relevant and Timely) goals, and practice effective follow up techniques that will contribute to employee success.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"><li>• 4 Hour Class</li><li>• Two 90 Minute Classes</li></ul>	Virtual or Classroom	All Levels of Leaders



# PERFECTING PERFORMANCE DISCUSSIONS: EFFECTIVE STRATEGIES FOR SUCCESS

Observing employee performance and behaviors, providing feedback, coaching, and taking corrective action when necessary should take place on an ongoing basis as part of the talent development cycle.

This workshop will teach managers techniques to hold effective performance review discussions that encourage positive performance and development. We will also review and practice the steps to using a progressive performance improvement plan process including how to use documentation to promote accountability and get poor performance back on track.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"><li>• 4 Hour Class</li><li>• Two 90 Minute Classes</li></ul>	Virtual or Classroom	All Levels of Leaders

# CLARITY CATALYST: MASTERING EXPECTATIONS AND FEEDBACK FOR EXCELLENCE

Being clear on what is expected and delivering influential feedback to an employee can many times be stressful and difficult for leaders to deliver. In fact, we've all most likely endured the pain of well-intentioned, but poorly executed feedback. However, if implemented on a consistent basis, clear expectations and feedback helps employees gain a sense of clarity and confidence that can motivate them to build their skills and deliver amazing results.

This workshop will guide leaders through the process of setting clear expectations with employees that defines acceptable levels of job performance and answers the question, "What does success look like for your role?".

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"><li>• 4 Hour Class</li><li>• Two 90 Minute Classes</li></ul>	Virtual or Classroom	All Levels of Leaders



# TURNING CONFLICT INTO COLLABORATION: NAVIGATING DIFFICULT CONVERSATIONS IN THE WORKPLACE

If handled appropriately, working through difficult conversations can create strong bonds between team members and pave the way for improved communication. However, if handled inappropriately, these tough conversations can quickly destroy workplace relationships and cause team members to become disgruntled and dissatisfied with their jobs.

In this workshop, participants will explore “elephants” in the room and benefits to addressing these sensitive topics before they grow out of control. They will identify symptoms and sources of the issue, including exploring their natural approach to handling difficult conversations to determine if there is a better way.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"><li>• 4 Hour Class</li><li>• 8 Hour Class</li><li>• Two 90 Minute Classes</li></ul>	Virtual or Classroom	All Levels of Leaders All Employees

# UNLOCKING POTENTIAL: EFFECTIVE COACHING STRATEGIES FOR DEVELOPMENT

Effective coaching is an essential skill all leaders need to embrace and strengthen. Coaching helps employees to develop skills, improve confidence, and uplevel thinking. It can motivate employees to perform at their highest level by helping to discover their strengths, align to goals that matter to them, create possibilities for future success, and encourage small action steps.

This workshop will help leaders understand the difference between managing and coaching and the benefits that coaching provides to the individual, team and company. Leaders will learn how to identify and leverage coaching moments and practice a powerful coaching dialogue process. By using appreciative questioning, leaders will increase motivation for positive and lasting change in performance and behavior.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"><li>• 4 Hour Class</li><li>• 8 Hour Class</li><li>• Two 90 Minute Classes</li></ul>	Virtual or Classroom	All Levels of Leaders





# COACHING CHAMPIONS:

## ENHANCING LEADERSHIP THROUGH COACHING SKILLS

The skill of effectively coaching employees is essential to a leader’s ability to help people develop to their fullest potential and motivate them to contribute at their highest level. Great coaches cultivate mindfulness and understand the importance of meeting the individual where they are when in a coaching relationship. This means being aware of individual nuances including personality styles, personal perspectives, intentions and career/personal goals and expectations.

In *Building Your Leadership Coaching Skills*, leaders will use a Team Coaching Assessment Grid to assess the strengths and opportunities of their team and determine what coaching conversations should be taking place with each team member.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"> <li>• 8 Hour Class</li> <li>• 2.5 Days of Class</li> <li>• Three 90 Minute Classes</li> </ul>	Virtual or Classroom	Leaders that Want to Sharpen their Skills of Coaching

# THE EQ ADVANTAGE:

## LEVERAGING EMOTIONAL INTELLIGENCE FOR SUCCESS

When you think of an outstanding leader, what comes to mind? Someone who always keeps their cool and never lets their temper get out of control? Or maybe it’s someone you trust implicitly? Someone who listens, values your input and understands when to push you, coach you, and when to lift you up.

These are the attributes of someone with a high degree of emotional intelligence (EQ). Research shows a strong correlation between success in life and at work and a well-developed emotional intelligence muscle. EQ is widely recognized as a key factor in professional—as well as personal—success.

This training workshop will help you to identify the key domains that impact emotional intelligence and to practice activities that build emotional competencies, as well as help you to adapt your responses and reactions for better outcomes.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"> <li>• 8 Hour Class</li> <li>• 2.5 Days of Class</li> <li>• Three 90 Minute Classes</li> </ul>	Virtual or Classroom	Leaders the Want to Grow in their Emotional Intelligence



# RISE STRONG: BUILDING RESILIENCE AMIDST CHANGE AND UNCERTAINTY

Change is inevitable and necessary for growth. Regardless of this, many times change can be very emotional and even painful for teams and individuals. All organizations undergo change. Whether it’s a pandemic, merger, acquisition, downsizing, restructuring, or even simply new leadership, change happens. And yet when change happens, it can throw a team into chaos.

In *Being Resilient in the Midst of Change, Growth and Uncertainty*, leaders will walk away feeling more confident and equipped to handle the daily hiccups and challenges that come their way.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"> <li>• 4 Hour Class</li> <li>• 8 Hour Class</li> <li>• Two 90 Minute Classes</li> </ul>	Virtual or Classroom	All Levels of Leaders

# THRIVING TOGETHER: CULTIVATING MOTIVATION AND WELL-BEING IN THE WORKPLACE

Employees are your most important asset. Studies indicate that focusing on employee wellbeing, acknowledging a job well done, and creating a psychologically safe environment can motivate employees to put forth their best efforts and perform at higher levels.

In this workshop, leaders will learn about the PERMAH framework and how it can transform motivation as well as how to determine whether recognition strategies are paying off. Participants will leave the session with an understanding of what creates a motivational and inclusive team environment and will commit to positive change moving forward.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"> <li>• 4 Hour Class</li> <li>• 8 Hour Class</li> <li>• Two 90 Minute Classes</li> </ul>	Virtual or Classroom	All Levels of Leaders





# EMPOWERING REMOTE TEAMS: EFFECTIVE LEADERSHIP IN A DIGITAL AGE

Perhaps leading remotely is going smoothly for your leaders, but chances are you've had some bumps along the way. If managed well, you can expect remote workers to be highly engaged and accountable, as well as successful at building relationships, brainstorming, goal setting and planning. However, remote team challenges can quickly derail results and create high levels of disengagement if not addressed.

Understanding how to maintain team productivity, connectedness and engagement is a tall order for leaders. With the support of this program, your leaders will learn how to establish best practices, incorporate agreements and use communication tools that work!

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"><li>• 90 Minute Class</li><li>• 4 Hour Class</li></ul>	Virtual or Classroom	Anyone Managing Remote Teams

## EVERYTHING DiSC® TRAINING

Everything DiSC® on Catalyst™ offers a highly adaptive, human-centered solution that transforms your typical day-long training event into an ongoing development process—that works. The result is a more engaged, collaborative workforce that has an immediate and lasting impact on your organization's performance and culture.

### THE EVERYTHING DISC ASSESSMENT

- Powered and proven by 40+ years of research
- Uses computer-adaptive testing and sophisticated algorithms for precise results that reveal each learner's unique DiSC® style
- Provides the foundation for a personalized learning experience

### THE CATALYST™ PLATFORM

- Delivers the results of the Everything DiSC assessment in a guided, narrative-style format
- Allows learners to go deeper into their DiSC style and compare with colleagues' styles to develop social and emotional skills
- Provides access to each learner's personalized DiSC application content—including the downloadable Your DiSC Profile report.



DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"> <li>• 90 Minute Class</li> <li>• 4 Hour Class</li> </ul>	Virtual or Classroom	Everyone

## THE FIVE BEHAVIORS® TRAINING

### UNLEASH YOUR TEAM’S ULTIMATE COMPETITIVE ADVANTAGE

The way we “team” is more complex than ever before. Whether we are collaborating in person, through screens, or a little of both, building a successful team can feel downright impossible. But what if it doesn’t have to feel that way?

Built in partnership with Patrick Lencioni, based on his international best-seller, *The Five Dysfunctions of a Team*, The Five Behaviors® transforms teams through a powerful and approachable model that drives team effectiveness and productivity.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"> <li>• 4 Hour Class</li> <li>• 8 Hour Class</li> <li>• Two 90 Minute Classes</li> </ul>	Virtual or Classroom	Intact Team

## BLANCHARD® LEADER OF SELF TRAINING

### CREATE A CULTURE OF SELF LEADERSHIP TO SUPPORT AND EXPAND YOUR PEOPLE’S POTENTIAL

To succeed in today’s competitive markets, it’s vital that every employee in your organization is empowered, proactive, and committed to achieving results. Our Self Leadership course teaches individuals at all levels of your organization how to become empowered self leaders who accept responsibility and take initiative for their own success.

Blanchard’s Self Leadership development program builds on the world’s most widely taught leadership model, SLII®, and integrates the latest research on the proactive skills required for individuals to be most effective. Team members learn a shared language for discussing their development and performance, allowing them to have more effective conversations and build more trusting, open relationships with their managers.



Self Leadership teaches your individual contributors the mindset and skillset needed to become proactive self-starters who know how to ask for direction and support, solicit feedback, and sell their ideas to the leadership team.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"> <li>• 4 Hour Class</li> <li>• 8 Hour Class</li> <li>• Two 90 Minute Classes</li> <li>• Six Week Learning Journey</li> </ul>	Virtual or Classroom	Individual Contributors

## BLANCHARD® LEADER OF OTHERS TRAINING

This will teach you a new language for leadership that increases the quality and quantity of conversations with team members. This accelerates employee development, increases performance, and supports autonomy.

Blanchard’s Leader of Others development program builds on the world’s most widely taught leadership model, SLII®, and integrates the latest research on the proactive skills required for individuals to be most effective.

### WHAT YOU WILL MASTER

- Understanding SLII: Learn a new language of leadership
- Goal Setting: Help employees set and align on SMART goals
- Diagnosing: Assess someone’s competency and commitment to a specific task
- Matching: Achieve critical results with people by matching their development level
- Building Trust: Build trust and restore it when it’s been compromised.

This learning experience allows for quick mastery of the methodology and enables managers to help their direct reports soar to new professional heights.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"> <li>• 4 Hour Class</li> <li>• 8 Hour Class</li> <li>• Two 90 Minute Classes</li> <li>• Six Week Learning Journey</li> </ul>	Virtual or Classroom	Leaders at All Levels



# BLANCHARD® SLII® TRAINING

## POWERING INSPIRED LEADERS™ – PROVEN, TIME-TESTED LEADERSHIP MODEL

SLII is an easy-to-understand, practical framework that enables your managers to diagnose the development level of an employee for a task: D1 – Enthusiastic Beginner; D2 – Disillusioned Learner; D3 – Capable, but Cautious Contributor; and D4 – Self-Reliant Achiever. Managers then use the appropriate directive and supportive behaviors to help them succeed: S1 – Directing; S2 – Coaching; S3 – Supporting; and S4 – Delegating.

Our award-winning learning design, The SLII Experience™, incorporates Blanchard’s latest research and state-of-the-art design theory. This creates a learning experience that allows for quick mastery of the methodology and enables managers to help their direct reports soar to new professional heights.

DURATION OPTIONS	DELIVERY OPTIONS	AUDIENCE
<ul style="list-style-type: none"> <li>• 8 Hour Class (1 day)</li> <li>• 16 Hour Class (2 days)</li> </ul>	Virtual or Classroom	Leaders at All Levels

## COACHING

We offer coaching sessions for individuals and/or teams to ensure the skills gained during any of the training programs are applied.



651.270.1118  
 info@simonsayslead.com  
 simonsayslead.com



651.955.7372  
 connect@tamaraprato.com  
 tamaraprato.com

