

Master Classes & Coaching



Program Descriptions for Master Class Content

Aligned with Core Competencies

- 1. Brand...Personal and Professional** - An interactive and informative workshop to facilitate development of your Personal Brand and Professional Impact.
Objectives: Identify the attitudes, skills, and behaviors that send the right signals, influence others, and drive better outcomes.
Takeaways: As a result of this workshop, participants will: 1) Demonstrate the ability to amplify one's true self with focus and discipline; 2) Express authenticity, drawing from one's experiences and values; and 3) the 3 Ps of branding: preparation, packaging, presentation
- 2. Career Acceleration** The presenter will focus on career acceleration via a career pathway.
Objectives: Map the route an associate takes from the existing position through successive roles to arrive at the goal.
Takeaways: As a result of this workshop, participants will: 1) Identify clear priorities for your growth and development; 2) Discover how to build on your strengths and upskill; and 3) Discuss benefits of relationships as currency
- 3. Communicate with Impact** – In this interactive session, the focus will be on your voice as one of the most powerful tools you have as a leader.
Objectives: Provide the essentials of who, what, where, when and how and set oneself up for a recording online or an onstage appearance
Takeaways: At the completion of this session, the participant will: 1) List steps used to relax prior to communicating; 2) Align visual, vocal, and nonverbal messaging; 3) Drive engagement onscreen and onstage through storytelling
- 4. Inclusive Workplace** - An interactive program to understand the business imperative of DE&I, addressing bias and blind spots.
Objectives: Identify the key terms associated with DE&I Best practices.
Takeaways: As a result of this program, participants will: 1) Define diversity, inclusion, and other key terms; 2) Understand the business case for a diversity initiative; and 3) Discuss proactive behaviors that promote value and respect and inclusivity
- 5. Executive Presence** - An interactive and informative workshop to facilitate development of Executive Presence and Public Speaking persona.
Objectives: Identify the attitudes, skills, and behaviors that command respect, enhance persona, and advance one's career.
Takeaways: As a result of this workshop, participants will: 1) Showcase to stand out, becoming a point person, 2) Exude confidence, stating your unique value proposition, and 3) Have effective communication skills
- 6. Feedback and Recognition**– In this interactive workshop, we share the purpose of feedback and meaningful recognition.
Objectives: Allow the participant to understand where they need to develop and change
Takeaways: As a result of this session, the participant will: 1) Discuss conditions for successful feedback; 2) Facilitate development of self-assessment (reflection) in learning; and 3) Describe how to share meaningful recognition

7. **Influence...With or Without Authority** - An interactive session to facilitate development of Influence. It's more than a title – influence – that is! You don't need to be the CEO or most senior person in the room to have influence.

Objectives: Win over peers with your knowledge and confidence, which are more than a title. Learn to lead others without the official title of a leader in a scenario. Manage conflict, boundaries, and self.

Takeaways: As a result of this two-part workshop, participants will: 1) List the three traits needed to influence without authority; 2) Discuss the value of cross-team collaboration and impact of relationship building; and 3) Begin to act the part of the influencer through introduction and story.

8. **Media/Digital Branding** - In this interactive session, the focus is on digital innovation coaching tips.

Objectives: Discuss the use of digital blueprints across communication channels to drive customer experience and satisfaction.

Takeaways: At the completion of this session, the participant will: 1) Prioritize digital activities to remain relevant in an ever-changing digital world; 2) Understand the relevance of a digital brand; and 3) Discuss how traditional and digital media work together

9. **Mentoring...Mentee / Mentor Relationships** - An interactive program to improve knowledge of mentee/mentor relationships.

Objectives: Discover how to bring out the best in others and to prepare yourself to glean the most from your mentoring experience

Takeaways: As a result of this session, the participants will: 1) Understand how to create a clear goal for chosen mentor; 2) Identify key performance indicators for success; and 3) Discuss mentoring as a recruitment and retention tool

10. **Negotiation for the Win** In this session, we address negotiation as a business skill including everyday interactions we have with clients, colleagues, and suppliers.

Objectives: Identify how to prepare for a negotiation and the aspects over which you have complete control

Takeaways: Following this session, the participants will: 1) Improve ability to lead negotiation with confidence and control; 2) List 3 tips for opening a negotiation; and 3) Discuss prepare, propose, and probe considerations

11. **Network for Success** - An interactive session with self-facilitated breakouts.

Objectives: Understand what networking is and what it is not; see the essential place of networks and advocacy in successful business practice

Takeaways: As a result of this session, participants will: 1) Know the differences between stakeholders, advocates, sponsors, co-workers, mentors, and associates within and beyond the work areas; 2) Draw a stakeholder map to manage interactions; and 3) Create an action plan to build one's network

12. **Productivity** - The format is a story of a team that highlights time constraints and highlights issues, causes and solutions.

Objectives: Understand the principles of time management, schedules, and the impact on one's career.

Takeaways: As a result of this program, participants will: 1) Describe 5 tips for managing time; 2) Understand personal responsibility for time and talent management; and 3) Discuss the impact of time on career trajectory

13. **Self-Confidence...assertiveness training** - An interactive session in which the presenter shares simple and practical techniques to build and maintain self-confidence.

Objectives: Increase your confidence, boost charisma, and persuade others

Takeaways: As a result of this workshop, participants will: 1) Increase and showcase confidence; 2) Feel unstoppable; and 3) Understand body language and impact on self-confidence

14. **Stress and Boundary Management...aligning work and life**- An interactive session to facilitate the management of **work/life integration**.

Objectives: Identify the benefits of a stress/crisis management plan and key elements of timely implementation.

Takeaways: As a result of this program, the participant will: 1) Identify stress triggers; 2) Set healthy boundaries and 3) Perform under pressure to maximize outcomes

15. **The Global Workplace** - In this interactive session, the presenter will focus on seeking opportunities for global exposure across the organization.

Objectives: Describe the value gleaned from key informal (geographically proximate) and formal (alliance partners) relationships and impact on future ventures.

Takeaways: As a result of this session, the participant will: 1) Identify the relevance of growing global exposure; 2) State extent to which an individual or organization is exposed to diverse cultures, languages, and ways of life within and beyond the organization; and 3) Acquire an in-depth global outlook of business and emerging opportunities

16. **Transformational Leadership** -The presenter will address key principles behind **change management** and guiding major organizational shifts with a focus on inspiring and motivating team members to reach their full potential.

Objectives: Insight to lead by example, set a vision for the future and drive the solution.

Takeaways: As a result of this session, the participant will: 1) Understand key steps in change management; 2) State the importance of sponsors, stakeholders, and communication; and 3) Discuss resistance to change and innovation.