



On-Site Workshops

Delivering "customizable" high-content workshops to your workplace

2017 COURSE CATALOGUE

About

The Ontario Training Network is an organization with over 20 years experience delivering workshops to corporations and all levels of government in Toronto, the GTA, Ontario, and across Canada.

Incorporated in 1992, we initially operated as J Watson Training. We have now rebranded ourselves as the Ontario Training Network to make it easier for you to find us.

Our Services

- On-site Workshops (typically 5-20 people)
- Small Group Coaching / Micro Workshops (2-5 people)
- Keynote Speakers
- Online Courses
- Course / Curriculum Development
- Train-the-Trainer Sessions and Workshop Licensing
- Consulting

We are a "one-stop-shop" to meet your training needs. We can provide you with over 100 workshops in areas such as business writing, communications, listening skills, presentation skills, project management, time management, leadership and management training, customer service, and conflict resolution.

Our Trainers

Our trainers are not generalists. They all have their specific areas of expertise. And not only are they subject matter experts, they are skilled in adult education learning techniques so your staff are involved in the learning process. They can also customize your session to meet your specific needs.

Extras

Every participant at an Ontario Training Network session receives a comprehensive workbook that serves as a resource guide after the session, a tip sheet on key learnings, and a certificate of completion.

Contact

Phone: **1-866-505-9909**

Email: **info@ontariotraining.net**

Web: **www.ontariotraining.net**

Table of Contents – Workshop Topics

COMMUNICATION SKILLS.....	5
CUSTOMER EXPERIENCE	7
EMPLOYEE DEVELOPMENT	8
LEADERSHIP SKILLS	10
MANAGEMENT & PERFORMANCE.....	13
MEETING MANAGEMENT	16
PROJECT MANAGEMENT	17
PRESENTATION SKILLS	17
SELLING & NEGOTIATING.....	19
TEAM BUILDING	20
TIME MANAGEMENT.....	21
WRITING – BUSINESS	22
WRITING – SPECIALTY.....	24

Tips to help you find the right workshop

Choose a topic using the table of contents and see all our available workshops in that section. To get more information including a full description and course outline, visit www.ontariotraining.net and enter the course code in the SEARCH field.

Contact us at info@ontariotraining.net or 1-866-505-9909 for a quote or if you have any questions about our workshops.

We can help you make the right selection for your needs and even assist you in developing your annual training plan.

On-Site Workshops

Ontario Training Network's on-site workshops typically handle between 5-20 participants (unless otherwise stated in the course outline). Our experience has shown that people learn better in the recommended or smaller-sized group setting because they are able to participate more and engage with the workshop facilitator.

Why “On-Site” Training with Ontario Training Network?

✓ **CUSTOMIZATION**

All our workshops are already customized for most organizations and can be further customized for your group's specific needs. We can include templates, examples, and cases studies relevant to your staff. This will engage your people and speed up the learning process.

✓ **EXPERTISE**

Our trainers are subject matter experts with many years of experience in their respective fields. Unlike a training generalist, they can answer specific questions, provide insights, and share stories to reinforce key teachings.

✓ **COST**

On-site training can be far less expensive per participant than sending that participant to a public workshop when you factor in associated additional expenses such as accommodation, food, time out of the office, and the course fee. We offer pricing in Ontario that includes all of our trainer's travel expenses, so there are no surprises.

✓ **TEAM**

Training as a team builds morale, and all participants receive the same knowledge so they can support each other afterward.



COMMUNICATION SKILLS

One-Day Workshops

Communicating Effectively

This workshop focuses on giving participants strategies to be the best communicator possible. It deals with word choice, body language, and listening skills. Participants will complete two self-assessment tools on behavioural styles and on listening. They will also learn how to make a great first impression. Participants will be actively engaged in role plays and discussions with plenty of time to build their own action plans.

Course Code: CSC701

Communicating With Confidence

Communication is the foundation for a strong team environment. Verbal communication is the most frequently used method of communication. What we say and how we say it directly impacts those we communicate with. This workshop develops effective speaking skills, providing participants with the techniques to speak more clearly, confidently, and comfortably.

Course Code: CSP702

Communicating With Influence

Verbal communication is the most frequently used method of communication. We are leaving impressions with people every time we speak to them. It's not what you say; it's how you say it. This workshop will give you a strategy for speaking effectively. By understanding how to say what you want to say, your confidence level will rise. Say what you really mean to anyone in the organization regardless of their title.

Course Code: CSP706

Giving and Receiving Feedback

Feedback is given daily, not just during formal performance times. Leaders who recognize this increase productivity and reduce stress. Imagine what a great team environment this creates! This session ensures leaders learn the best techniques for giving and receiving feedback so they obtain information and achieve the results they want.

Course Code: CSP703

POPULAR
WORKSHOP

Handling Difficult Conversations With Tact

In today's workforce, it's important to be able to express our views calmly and with confidence even when a situation or meeting becomes difficult and stressful. This program helps us understand how to discuss potentially upsetting information with others either face to face or in a team setting.

Course Code: CSC704

Powerful Listening

Hearing is something you're born with; listening is a learned behaviour. Developing your listening skills and changing poor behaviours will strengthen professional and personal relationships. Team productivity will soar when we truly hear what the other person is saying.

Course Code: CSP705

"Insights" Into Personal Development

The "Insights Discovery" diagnostic tool helps people communicate more effectively and to appreciate the strengths of others around them, making life easier for workers, managers, and teams.

The tool is based on a four-colour model and identifies where each participant fits. Participants learn how to use this information to make a difference in their personal and work relationships. This workshop will help you make your people more effective, improve collaboration and productivity within teams, and improve the performance of your whole organization.

Course Code: CSP709

NEW

Storytelling to Influence

Stories motivate, persuade, educate, and inspire. When we tell them well, they can swell national pride, unite diverse people to a common goal, and move even the most cynical among us. Stories are cathartic. They change our beliefs, attitudes, and behaviours.

In business, leaders use stories to build rapport and forge "instant intimacy" or meaningful connections that can translate into sales, influence, and employee motivation. And the ability to craft and to deliver great stories is a critical presentation skill all leaders should have in their communication toolbox.

Course Code: CSF708

Half-Day Workshops

Active Listening

Does anyone complain about your listening skills? Do you want to be able to listen better? This workshop will help you reach your goal.

Course Code: CSP501

Assertiveness

Interpersonal communication seems to be the root of many issues in the work place. Learning to be aware of your own behaviours and others in an assertive way makes for a healthy work environment.

This workshop will explore self-limiting concepts and behaviours. Learning how to respond to the aggressive, passive, and passive-aggressive behaviours of others will increase productivity while boosting employee morale.

Course Code: CSP507

NEW

Communication Essentials

We all want to be able to improve our communications with others. This workshop is the starting point. It is the foundation module for our series of half-day workshops on communication skills.

Course Code: CSP502

Constructive Feedback

Good managers know how to provide feedback in such a way that it makes a positive difference. Staff should also know how to accept that assessment. This session provides the skills to help everyone give and receive constructive comments.

Course Code: CSP503

Difficult Conversations

We all run into challenging situations in the workforce that we must learn to work through and to defuse. This practical half-day workshop helps participants learn about themselves and others so they can communicate more effectively.

Course Code: CSP504

Empathetic Listening

Hearing is an ability, listening is a behavior, and empathic listening is an acquired skill. Building your empathetic listening skills will increase your rapport with others and help you create stronger relationships.

Course Code: CSP505

Questioning Techniques

Effective questions improve the communication process. Poorly formed questions shut down conversations. This session ensures people learn the best techniques for obtaining the information they want.

Course Code: CSP506

Two-Day Workshops

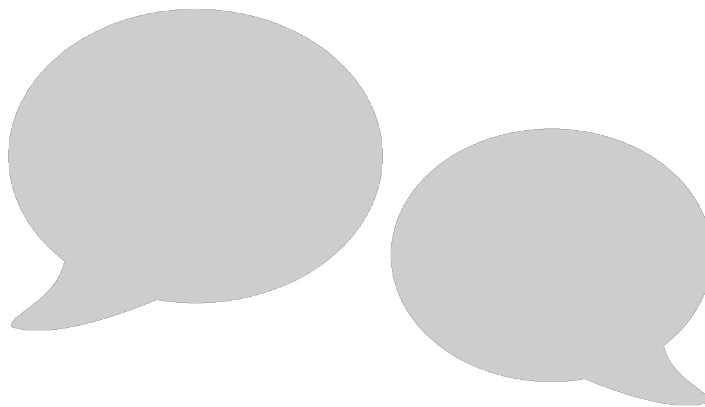
Accent Reduction: Communicating Clearly in English

While some accents are attractive and interesting, others may be so strong that listeners have to continually ask speakers to repeat themselves. This causes frustration and embarrassment on both sides and can result in the loss of valuable ideas and information. It can also impact promotions and the closing of business deals.

This workshop provides participants with the knowledge, tools, feedback, and practice materials to speak English with clear pronunciation and flowing words and sentences.

Course Code: CSP506

NEW



CUSTOMER EXPERIENCE

One-Day Workshops

Customer Service

Everyone is a customer, internally and externally. Employees leave their place of business because they are not treated the way they wish to be treated. Customers do the same.

This workshop explores what customers expect from us, the tone and the words they expect to hear, and what their needs are. It is customizable to both corporate, non-profit, and government settings.

Course Code: CEC701

POPULAR
WORKSHOP

Handling Public Complaints

Participants will learn to build on their natural styles, improve their communication skills, and enhance the image of your organization. The root cause of complaints will be established so they can be dealt with quickly and effectively.

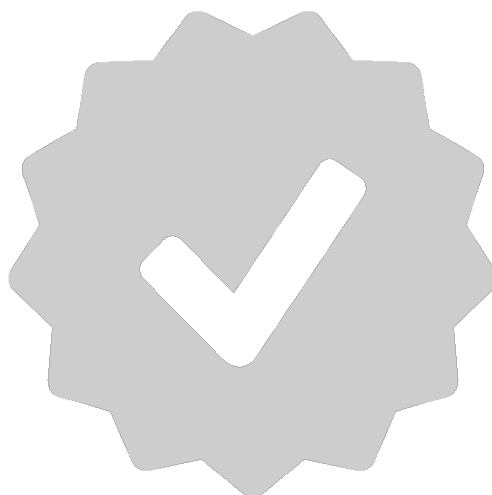
Course Code: CEH702

Half-Day Workshop

Quality Service

This workshop discusses what customers expect when they deal with us, what tone and words they expect to hear and what their requirements are. Everyone is a customer, internally and externally. Employees leave their place of business because they are not treated the way they wish to be treated. Customers do the same.

Course Code: CEC501



EMPLOYEE DEVELOPMENT

One-Day Workshops

Being the Best You Can Be

In this economy, training budgets are tight and people are busy. But this one-day workshop can make a major difference to your staff and your organization. It combines the key principles of several workshops into one session designed to enhance communication, to strengthen teams, to resolve conflict, and to increase motivation. Think what this will do to productivity.

Course Code: EDH701

Dealing With Negativity

Negativity can impact productivity, relationships, and morale. This workshop focuses on helping people to recognize the signs and to develop strategies to deal with situations, challenges, and people in a positive manner.

Course Code: EDH702

Microsoft Office Training

Hands-on training delivered on-site by a Microsoft certified trainer. Training is customized to user skill levels and version being used within the organization.

- Access
- Excel
- Outlook
- PowerPoint
- Project
- Word

NEW

Stress – Friend or Foe?

Everyone experiences stress, but sometimes we don't handle it well. This workshop will help people to identify the areas of their life where stress is occurring, the impact it has on health, productivity, family, and the work environment. Some stress can be a motivator to achieve results and become creative, but too much can take a toll on your health, relationships, and productivity. Learn to recognize the signs, understand the consequences of stress, and establish strategies that can help to decrease stress levels. Healthy people are happy people and they make great employees!

Course Code: EDH705

NEW

Taking Responsibility for Your Job Success

In this economy, training budgets are tight and people are busy. But this one-day, highly interactive workshop can make a major difference to your staff and your organization. It is designed to enhance communication, to strengthen teams, to resolve conflict, to reduce negativity, and to increase motivation. It encourages participants to take personal accountability and responsibility for their careers, and it gives them the tools to be vital parts of a productive, positive workplace.

Course Code: EDH706

NEW

Trust – The Invisible Key to Success

It is one of the most important components of a happy, productive workplace. This one-day workshop will highlight the 10 key factors of trust and how you can be a great role model for others. We will explore the internal and external trust factors unique to your business and help to create a roadmap to increase the trust levels to keep your customers coming back!

Course Code: EDH707

Work Life Balance

Work-life balance is a frequently discussed topic because for most of us it is unbalanced. Organizations state that employees need to have this balance particularly when work pressures pile up. In this workshop, you will have a chance to discover personal stress factors and control issues, develop a look at how to be balanced in this busy world, and commit to finding a continued sense of control.

Course Code: EDC708

Half-Day Workshops

Mining the Diamonds Within

This half-day workshop challenges participants to identify what they have to offer the world. It heightens their awareness of their many talents and helps them and their organization to be highly successful in the marketplace.

Course Code: EDH502

Oppression: Understanding and Eliminating It

It starts with just little thoughts, actions, and behaviours, but it can grow and easily turn your workplace into a toxic environment. Oppression creates an intimidated workforce, increased absenteeism, a decrease in morale, and a loss of ideas, knowledge, and productivity. This thought-provoking half-day workshop puts oppression under the microscope!

Participants will explore the early signs of harassment and oppression and learn techniques to confront and end it.

Course Code: EDH501

LEADERSHIP SKILLS

One-Day Workshops

Coaching and Empowerment

One of the greatest skills an effective manager can have is the ability to coach and to empower his or her staff. This workshop ensures participants learn the techniques they need to encourage others to be productive and successful in the workplace. Employee retention is another result of this workshop.

Course Code: LSP701

POPULAR
WORKSHOP

Dynamic Leadership

Managing the performance of others is more than the annual performance review. Successful performance management results in continuous process improvement, enhanced productivity, workplace cohesiveness, exceptional customer service, and a positive community reputation. A successful blending of organizational and employee needs can result in both performance and spirits soaring!

Course Code: LSC702

POPULAR
WORKSHOP

Emotionally Intelligent Leaders

This workshop offers the participants tools so they can build better relationships within and outside their departments. They will also be able to exchange ideas and experiences with fellow participants. Participants will learn the value of emotional intelligence to your organization and gain the skills to influence, inspire, and motivate peers, subordinates, and superiors.

Course Code: LSR703

Front-Line Leadership

Leadership is an entire set of new skills if you've worked your way up in the organization. This workshop identifies your personal leadership style and its effectiveness. You will learn leadership strategies to help you adapt to a variety of the situations. This will decrease your stress levels and increase your productivity.

Course Code: LSP716

NEW

Leadership FeedForward

Giving and receiving feedback has long been an essential skill for leaders. Quality communication between and among people at all levels is the glue that holds organizations together. FeedForward is giving someone else positive suggestions for the future, rather than focusing on negatives of the past. By using FeedForward and by encouraging others to use it – leaders can dramatically improve the quality of communication in their organizations.

Course Code: LSR717

Leadership: Growing Your Future Leaders

Strengthening and developing the potential leadership capabilities of your staff will benefit your whole organization. It will build morale, open communication, motivate staff, enhance creativity, and create a path for succession planning.

Course Code: LSH704

Leading Organizational Transition

Leaders will come away from the workshop understanding reactions to change, characteristics of change, organizational barriers to change, psychological needs, and the need for control. Leaders will learn why change is essential, what hidden opportunities change presents, and how to increase their skill set and develop strategies for responding to change.

Course Code: LSP718

Leadership Skills Toolbox

Strong leaders have the capability to motivate others to achieve wonderful results. This workshop helps people identify their own skills, to build strong teams, to meet strategic goals, to build dynamic communication, to deal with negative situations, and to keep a focus on the vision for the future. This workshop should really be called a toolbox. It is packed with valuable skills to help individuals enhance their abilities in dealing with others in all sorts of situations.

Course Code: LSH715

Leading and Managing Through Change

This workshop will help participants discover their personal leadership characteristics. The Dimensions of Leadership® profile will explore leadership from the four aspects of character, analysis, accomplishment, and interaction. Participants will determine how people view the 12 specific dimensions of leadership and the dimensions that are necessary to display when faced with change.

Course Code: LSR705

Making the Leap to Management

This workshop covers the basic roles and concepts of managing. Participants will gain a better understanding of their capabilities, team building, communication, and coaching skills. The course covers how to apply the most appropriate style to each individual and how to leverage differences. A DiSC online report is used.

Course Code: LSR706

Performance Coaching

This workshop combines the principles of DiSC communication strategies covered in “Making the Leap to Management” session with elements of Performance Coaching using the model of Situational Leadership® covered in the “Understanding and Using Leadership Styles.” We will examine participants' preferred leadership styles in performance coaching, and they will gain a better understanding of the benefits of adapting the style to suit different performance scenarios. We will use on-the-job situations in everyday coaching as well special performance issues.

Course Code: LSR708

Persuasive Communication for Leaders

Leading others involves being assertive. Identifying your dominant communication style and that of others will enable you to communicate more effectively. Learn about self-limiting concepts and behaviours and explore the appropriate responses to aggressive, passive, and passive-aggressive behaviours of others. Being assertively competent helps achieve goals and enhances the self-esteem of leaders and their staff.

Course Code: LSP709

Strategic Planning

This workshop is designed to combine proven-by-practice strategic planning methods with new insights and ideas from a wide range of current thinking. Participants learn strategic planning for the department level by doing and gaining a wider perspective of practice exercises and department case study situations.

Course Code: LSR710

Transition Into Management

Often people are promoted to a team leader position — or are considering becoming a team leader — without being completely certain as to what is expected of them. This workshop will examine the critical aspects of going from fellow employee to supervisor/manager and explore the difficulties that may lay ahead. This program will assist in the decisions necessary to perform the new job and provide guidance on what to do and how to do it. Key tips and ideas will assist in the transition.

Course Code: LSC711

Understanding and Using Management Styles

This workshop will cover the concepts and model of Situational Leadership®. Participants will complete the instrument to determine their preferred leadership style and will gain a better understanding of their leadership capabilities. We will explore how to utilize Situational Leadership® in teambuilding, coaching, and dealing with special situations. We will also cover how to develop specific skills that will assist in matching the leadership style to the needs of the people.

Course Code: LSR712

Women in Leadership

This workshop is packed full of ideas, thought provoking questions, and concrete skills to enhance the abilities of women in a leadership position, or those who strive to be there. This day encourages them to step up to the plate to contribute to organizational and individual success.

Course Code: LSH714

Two-Day Workshop

Conflict Management / Persuading

Participants at this workshop will learn effective persuasion styles and how to improve their ability to influence others. The conflict management training will teach the participants how to recognize the causes of interpersonal conflict and to be aware of the emotional triggers to prevent explosive situations.

Course Code: LSR901

Leadership for Today and Tomorrow

In the history of human kind, the pace of change has never been greater! As a result, organizations need a new type of leader. They need leaders who are adept at facilitating change while creating environments that foster innovation and inspire commitment.

This workshop takes a “whole person” approach to leadership development. Not only will participants study the traditional teachings of coaching, team development, and communication, but we will also explore the art of taking responsibility and the importance of well-being and personal awareness.

Course Code: LSG902

NEW

Program

Customized Leadership Program

(5-7 days in length – typically delivered one day a week over several months)

Our leadership specialist designs a customized leadership program based on your organization's specific needs. The program is then delivered once a week for five to seven weeks. This enables participants to try new concepts and to discuss results with the group and facilitator. Further action plans are then developed.

NEW



MANAGEMENT & PERFORMANCE

One-Day Workshops

Behavioural Interviewing

Techniques for interviewing based on behavioural interview questions work on the principle that past behaviours will predict future behaviours. Interviewing is about discovering information about a person to determine if they are suitable for your organization. It costs more than three times their salary if a person is hired incorrectly, and they leave in one year or less. Therefore, it is critical that interviewers receive training in this area.

Course Code: MPC701

POPULAR
WORKSHOP

Bringing Out the Best in Staff

This dynamic one-day workshop will help you to unlock the potential of the people reporting to you! It will tap into your leadership style and boost the productivity of everyone while helping people manage change, increase morale, enhance communication, build stronger teams, deal with conflict effectively, and create motivated staff. Helping staff to realize their potential and unlocking the key to future success means everyone wins!

Course Code: MPH709

Building Integrity

Personal and organizational ethics are important concepts in today's workplace. In this session, we shape key strategies that will build solid reputations.

Course Code: MPH703

Change, Challenge and Opportunity

This workshop will challenge your staff to look at change as an opportunity to move forward to deal with other staff members and clients and situations in a positive manner. This session is highly interactive and thought provoking.

Course Code: MPH704

Conflict Resolution in the Workplace

Conflict exists everywhere. Having people who have the skills and are comfortable in dealing with conflict in a timely and effective manner are key for any organization. This workshop provides an opportunity for people to examine their own conflict style, to understand the benefits of dealing with issues early, and to obtain concrete skills using an easy-to-follow model.

Course Code: MPH705

POPULAR
WORKSHOP

Creating a Positive Work Environment

Motivating has always been a challenge. The knowledge and skills learning in this program are designed to challenge leaders to find strategies and action to create a positive work environment for themselves and the employees of their work units.

Producing results based on corporate goals and objectives requires not only that employees know what is expected of them, but that they are engaged and motivated to provide the best results possible. In a positive work environment, people want to produce, to be effective, and to be proud of their contributions.

Course Code: MPP704

NEW

Delegating Efficiently and Effectively

Delegating is a critical skill for managers and team leaders. Successful managers know what responsibilities to delegate, how to explain assignments clearly, and how to monitor the performance of their employees, making sure to give them adequate feedback and development opportunities. Effective delegation – not dumping – frees up a supervisor’s time, provides valuable work experience, and invests employees. However, this skill is seldom taught to new managers.

Course Code: MPP710

Managing Priorities and Organizational Management

As a manager, team leader, or staff member, you often have to multi-task and labor on multiple projects or activities during your work day. Some days, you may even feel you are working more on someone else’s priorities than your own. You may feel overwhelmed and stressed.

This practical workshop will show you how to make specific choices to put you in control and to empower you to make better choices in organizing your work and schedule.

Course Code: MPC711

Performance Management

Managing the performance of others is more than the annual performance review. Successful performance management results in continuous process improvement, enhanced productivity, workplace cohesiveness, exceptional customer service, and a positive community reputation.

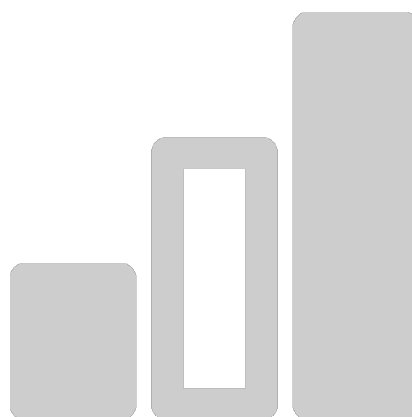
Course Code: MPC707

Performance Reviews for Employees

Having the performance meeting with employee and supervisor should be the most rewarding time throughout the year. Each person is involved in setting objectives, discussing goals, and looking back on a busy year.

The communication between two individuals around these topics is called a performance review. Employees have a responsibility to become involved in this process, not only during the meeting, but also throughout the year. This workshop will assist the employee in staying on track through-out the year, in setting and managing their objectives, and in communicating with impact to their team leader.

Course Code: MPC709



MEETING MANAGEMENT

One-Day Workshops

Facilitating Meetings

This workshop has been developed for employees who are called upon to attend meetings either in the capacity of a meeting leader or as a meeting participant. For the meeting leaders, it provides the knowledge and skills necessary to plan, to conduct and to follow up an effective meeting. Learn how to set realistic objectives and lead the meeting accordingly.

Course Code: MPP711

NEW

Impromptu Presentations

It can be unnerving to stand in front of people in a meeting and not know how to answer a question directed to you, or how to deal with silence when you ask a question of a team member. This session will assist the learner with questioning, with polishing their verbal and non-verbal messages, with presenting good messages, and with feeling confident in the message being presented.

Course Code: PSC703

Minute Taking & Listening Skills

Preparing minutes for formal and informal meetings. This session includes organizational techniques and plenty of supporting exercises. It also has a component on listening skills.

Course Code: WSJ703

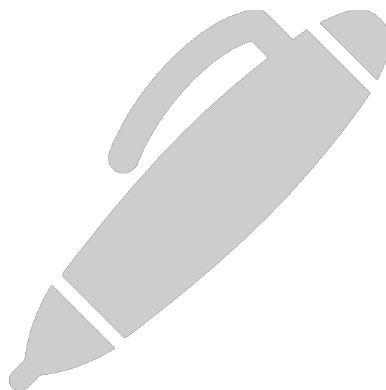
POPULAR
WORKSHOP

Half-Day Workshop

Minute Taking: Take Minutes, Not Hours

This is a condensed version of our one-day workshop. It provides tips on preparing minutes for formal and information meetings and on what to record/what to ignore in minutes. Information is based largely on Robert's Rules of Order.

Course Code: WSJ502



PROJECT MANAGEMENT

One-Day Workshop

Project Management Overview

Are you a sponsor for an upcoming project? Are you a team member who does not understand project terms and processes and would like to understand more? Are you a resource to a project, and you really don't get what the fuss is about? This overview will provide the knowledge you need to contribute to successful project execution. This course qualifies you for 7 PDUs (Professional Development Units) for PMP certification.

Course Code: PMM701

Two-Day Workshop

Project Management: Effective Principles

Picture a recent project in which you were involved. Were you clear on the scope? Did you have a detailed plan? Did you identify and plan for risks up front? Did you finish on time and on budget? If the answer to any of these questions was anything but a definitive "yes," you need to complete this program. Facilitated by a PMP instructor, this course qualifies you for 14 PDUs for PMP certification.

Course Code: PMM901

POPULAR
WORKSHOP



PRESENTATION SKILLS

One-Day Workshops

Presentation Skills: Tune-Up

If you already have the basic skills needed for making a presentation but want to give them a final polish – this is the session for you. Participants will learn and practice techniques for planning, opening, executing, and concluding their presentations in a way that fully engages their audiences.

Course Code: PSP701

Presenting Under Pressure

Regardless of your personality type, pressure happens to everyone. We all respond differently to situations when we're put on the spot. As prepared as you can be, there's always someone who has to ask a question that you may not be ready for. Learn tips and techniques that will make you look confident in front of any audience and that will decrease your stress level.

Course Code: PSP702

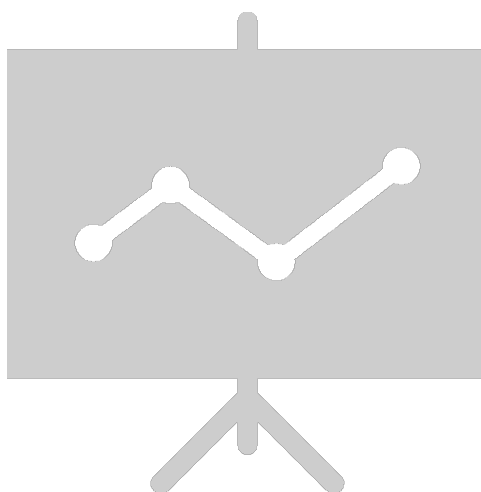
Two-Day Workshop

Presentation Skills: Stand Up and Be Heard

Life is a series of presentations. Whether you're delivering your message to one person or 100 people, you are still presenting. If you experience "butterflies" before or during a presentation, you are normal. This two-day workshop will help you put your butterflies in formation so you are in control. Every individual will leave more confident of their ability to deliver an effective presentation.

Course Code: PSP901

POPULAR
WORKSHOP



SELLING & NEGOTIATING

One-Day Workshops

Professional Selling

Professional selling is a combination of attitude, skills, and knowledge. It focuses on the premise that people do business with people they like. This seminar covers building trust and rapport, making customers feel valued and special, understanding why people really buy from you, establishing goals for your day, and exploring why customers remain loyal.

Course Code: SNR701

Negotiating Skills With Winning Outcomes

This learning experience will have a lasting effect on your future success. You will gain first-hand information on how to refine your negotiating skills. You'll learn techniques that neutralize surprises or "ambushes" from the other side. You'll see how to read your opponent like a book – unveil hidden meanings in conversations – and analyze your opponent's nonverbal behavior.

You'll be shown how the pros prepare for a negotiation – how to rehearse your strategy so that both you and your opponent come out a winner. You'll learn what it takes to reinforce and to sustain a negotiating success once it's achieved.

Course Code: SNR702

Negotiating Via Email

Although meeting face to face has always been considered the best way to conduct negotiations, in today's business world more and more professionals often end up in email negotiations. However, few people have been trained on the significant differences in online negotiations and how to overcome some of the risks and problems. This one-day workshop provides staff with the latest, proven techniques to negotiate effectively by email.

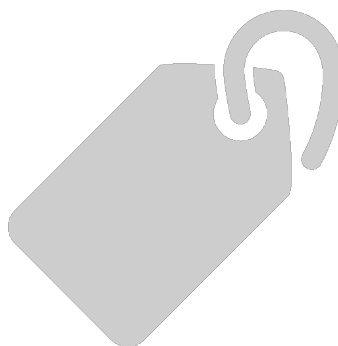
Course Code: SNR703

The Selling Game

Everybody is in the selling game. This session provides participants with a roadmap that takes them step-by-step through the entire sales process. It covers every critical phase of selling and provides enhanced skills in listening and prospecting – the basic skills needed to succeed as a professional salesperson today.

Course Code: SNR704

POPULAR
WORKSHOP



TEAM BUILDING

One-Day Workshops

Build Effective Teams: Using Personality Types

Participants use the Myers Briggs Type Indicator to understand their own motivating styles and those of their colleagues. This leads to more effective communication and problem-solving. The Myers Briggs tool has also been effectively used for a wide variety of purposes such as organizational development, relationship counselling, problem solving, and multicultural training.

Course Code: TBC701

Creating High Performance Teams

Teams go through a set of behaviours from the time they are formed to when they end. Each team has a life cycle, and as a member of the team, you can do a lot to move it forward. This interactive workshop will allow all team members to understand the behaviours that drive a team, the group norms, how to give feedback, and how to solve problems.

Course Code: TBC702

Team Building

This workshop uses the DiSC assessment tool for helping teams become more efficient and productive. We will explore the four stages of team development and how your behavioural style impacts others. You'll also learn how to influence others through your verbal and non-verbal communications.

Course Code: TBC703

POPULAR
WORKSHOP

Team Building: Over The Bridge

This team building workshop uses an experiential tool to offer powerful insights into team-based concepts. And it provides participants with an opportunity to both see and experience how an organization-wide team culture can make a huge difference to their company.

Over the Bridge is one of the best tools available to create situations and opportunities that translate readily and directly into an organizational environment. Although some team-building concepts may be difficult to grasp in a lecture-type environment, this tool brings them to life in a very tangible way.

Course Code: TBG705

NEW

Team Development With an Equine Partner

This workshop is designed to help the team think “outside the box.” Ideal for intact teams and boards, the content delivered in this workshop is challenging, practical, and experiential. You will leave with a team that communicates better, and one that can challenge the daily routine with both eyes wide open.

This session is conducted using horses as the transfer of learning. During the day, the teams will ride their equine partners through a series of team challenges. At the end of the session, the team works together in a team challenge and then creates a unique riding circuit for a group photo.

Course Code: TBC706

NEW

Resolving Conflicts in Teams

Teams can make an organization highly efficient, or they can delay outcomes, productivity, and results. The key to team development is the behaviours of its members. This workshop will give your team the tools they need to improve their effectiveness and increase their chances of success.

Course Code: TBR704

Two-Day Workshop

Five Behaviours of a Cohesive Team

Many companies perform and operate at lower levels than they should, simply because they haven't paid enough attention to the interconnection and the fostering of relationships among their staff.

The Five Behaviours of a Cohesive Team™ is an assessment-based learning experience that helps people discover what it takes to build a high-performing team. Making the effort to consider personalities and preferences when developing a cohesive, productive team takes work, but the payoff can be huge – for your people, the team, and the organization.

This workshop helps teams understand how they score in the key components of the Five Behaviours model: Trust, Conflict, Commitment, Accountability, and Results. Individual team members will also understand how their personality styles and the styles of their team members contribute to the team's overall success.

Course Code: TBR901

NEW

TIME MANAGEMENT

One-Day Workshop

Time Management: Make it a Habit

This workshop teaches you how to identify the habits you need to change to be a good time manager. You will learn how to develop SMART goals, set priorities, analyze your time problems, and plan and schedule your day for maximum effectiveness. Participants are expected to complete a three-day time log prior to the workshop.

Course Code: MPC708

POPULAR
WORKSHOP

Half-Day Workshop

Time Management Overview

Time management is an oxymoron. You cannot manage time. You can only manage yourself.

That attitude in the time spectrum is what helps make people successful and results in them being more productive in their everyday activities. The goal of this workshop is to help participants feel less tired, burned out, and out of control. The session will leave them with time management tools to help them be more effective in their professional and personal lives.

Course Code: MPC501

NEW

WRITING – BUSINESS

One-Day Workshops

Business Writing: Best Practices

Learn why an academic writing style does not work well in the business world.

Understand how you can enhance your professional image by writing documents that are clear, concise, and courteous. We'll look at the five most common grammar errors that rob writing of its professionalism. And participants will learn how to take any message and change the tone (formal, neutral, and informal) according to the reader.

Participants will receive a copy of the book *Business Writing Basics*.

Course Code: WBJ701

POPULAR
WORKSHOP

Business Writing: The Art of Plain Language

Plain Language means communicating with your audience so they understand the message the first time they read or hear it. When writing, if you use plain language, your readers can find what they need, understand what they find, and use what they find to move forward.

In other words, plain language writing is both reader- and results-oriented.

There are many techniques to help you incorporate plain language writing into your business documents. This one-day workshop – using examples, exercises, and your own writing samples – will provide you with an overview of the principles of plain language. And at the end of the session, you will be able to measure the style of your own documents according to a plain language checklist.

Course Code: WBJ706

NEW

Email Writing Techniques for Success

Email writing is a unique form of writing that few people have been trained in. It requires writing, organization skills, as well as careful attention to tone. In this workshop, you will get everything you need to know about writing effective emails: legal aspects, organization, powerful opening lines, effective subject lines, writing style and tone.

Course Code: WBJ703

Grammar Review: What You Need to Know

This session explains the rules that will make your writing stand out in the business world.

Historical anecdotes, stories, and exercises support the information and increase the learning process. We'll review the most common grammar errors, punctuation, and the guidelines for capitalization and writing numbers. We'll also look at the grammar rules that have changed over the past eight years.

Course Code: WBJ704

Report Writing Tools

Everything you need to know to write effective reports – from the executive summary to the conclusion and recommendation. Participants will be given proven tools to ensure they provide the reader with the right information and omit the "nice to know" details. They'll learn formats to organize both information and recommendation reports quickly.

Course Code: WBJ705

Two-Day Workshop

Clear Thinking, Clear Writing

This workshop provides the basic skills every business writer needs to know for preparing effective emails, letters, and reports. We explore the most effective writing process, tone, organization, and the psychology behind effective business writing and plain language writing. There is plenty of time for practice and for discussion.

Course Code: WBJ901

POPULAR
WORKSHOP

Half-Day Workshops

Emails @ Work

Increase the chances of your emails getting the results you want. Review the best format, effective subject lines, powerful opening lines, and tone. (This session does not cover writing style.)

Course Code: WBJ501

POPULAR
WORKSHOP

Grammar Essentials

Grammar rules are constantly changing. Update your grammar knowledge. Review the six most common errors, the rules for punctuation, and subject and verb agreement.

Course Code: WBJ502

Report Writing Fundamentals

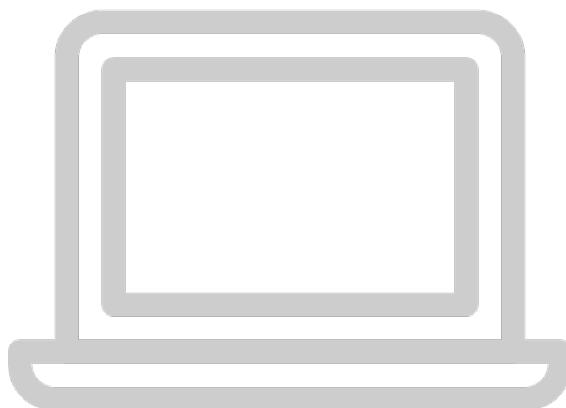
This workshop focuses on the pre-writing and editing stages of report writing. It covers reader focus, organization techniques, and a ten-sentence success checker for editing. It does not include writing techniques.

Course Code: WBJ503

Writing for Clarity

Learn why an academic writing style does not work in the business world. Explore the seven steps for writing that work for all aspects of written communications in today's workforce.

Course Code: WBJ504



WRITING – SPECIALTY

One-Day Workshops

Minute Taking and Privacy Legislation – FIPPA & MFIPPA

This workshop explores the minute taking process in light of Ontario privacy legislation and provides information and techniques to build the confidence of minute takers.

Course Code: WSJ704

Policies and Procedures: Making Them Work

What every policy and procedure writer needs to know: what the courts expect, format options, success checkers, and writing style. We start by ensuring participants understand the differences between a policy and a procedure. Note: We will adapt our guidelines to meet your templates or – if requested – present you with suggestions for templates.

Course Code: WSJ705

Proposals That Generate Success

Whether you are working on a response to an RFP or a solicited/unsolicited proposal, this workshop will provide the necessary tools: analyzing the reader, creating unique selling features, de-emphasizing negative information, and writing skills.

Course Code: WSJ706

Report Writing for Municipal Council

This workshop provides techniques for writing effective reports for council. It includes writing and organizational techniques and focuses on adhering to the municipality's template. We also explore the importance of the thinking process required to write concise reports for councillors.

Course Code: WSJ707

Scientific Writing in the Corporate World

Making scientific information easy to understand: writing and organizing techniques and presenting numbers and graphs.

Course Code: WSJ708

Technical Writing in the Corporate World

Assisting people in conveying technical information to non-technical readers: analyzing, writing and organizing.

Course Code: WSJ709

Writing for the Web

Providing information on a website involves not only good writing and good thinking. This workshop involves understanding readers' needs, organization, and writing skills.

Course Code: WSJ710

Half-Day Workshop

Designing Policies & Procedures

The basic steps for preparing policies and procedures. This workshop does not include writing techniques.

Course Code: WSJ501