

A group of four people (three men and one woman) are gathered around a long wooden table in a bright, modern office space. They are all smiling and appear to be in a collaborative meeting. One man is sitting on the table, another is sitting on a chair, and a woman is standing. A fourth person is partially visible on the left. The background shows large windows with a view of trees.

Course Catalog

Navigating the workplace

**great
on the
job**

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g o t i

i Get the job

For job seekers, new grads

Know before you go | network with the best of 'em

120 minutes

Prepping to network with companies, colleagues or new clients takes more than just brushing up your resume. To make a great first impression and stand out from the crowd you've got to learn how to project confidence and build meaningful connections.

modules include

- Working a Room
- Entering & Exiting Conversations
- Forward Momentum & Thinking of You (TOUs)
- Perfect Your Personal Pitch

Perfect your personal pitch

90 – 20 minutes

How do you make people love you when you're looking for a job, hoping to score a raise or promotion, or trying to build your business? This high impact, hands-on session will help you whip your personal elevator pitch into shape.

modules include

- Destination
 - Back Story
 - Connect the Dots
 - Different Person, Different Pitch
-

The best version of you (interviewing for success)

120 minutes

How do you make a great impression and distinguish yourself from the crowd? You've got to know how to sell yourself (authentically!) to your employer(s) of choice. Learn how to nail the interview process.

modules include

- Why me?
 - Why this role / industry / company?
 - Telling and Selling Your Story
 - Overcoming Personal Obstacles
 - Behavioral Questions: The Model
 - Technical Questions: The Tips
 - Asking Good Questions
 - Easy Wins / Common Pitfalls
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i **Get the job**

For job seekers, new grads

The top 5 pitfalls of summer interns

90 – 120 minutes

Let's face it—that summer internship is really a 10-week interview disguised as a job. Learn how to successfully navigate the summer internship and score that all-important offer. You'll walk away with tactical, practical strategies on how to communicate strategically and effectively every day, in every situation.

modules include

- Don't know how to do your work > Get Help
 - Don't have good work > Get Good Assignments
 - Not sure how you're doing > Get Feedback
 - Screw ups and stumbles > Answer a Question & Raise a Red Flag
 - Not meeting the right (enough) people > Network Effectively
-

Ace the transition from college to career

90 – 120 minutes

How do you go from flip-flops and backpacks to acting like the professional you want to be? Making the transition from college to career isn't easy, but you can do it. Learn how to make positive and lasting impressions from the start of your career.

modules include

- Build Your Brand
 - Own the Room
 - Networking 101
 - Email Etiquette
-

ii Be great on the job For New-mid-level professionals

Communicate for success: The basic

90 – 120 minutes

Business is, and always will be, a personal thing. In today's global economy, it's not the smartest, hardest working or most technically savvy who succeed. Instead, it's the people with dynamic and honed communication skills. Those who communicate strategically, effectively and persuasively—every day, in every situation.

modules include (choose 5-8)

- Master the Hello & Goodbye
- The Foolproof Download
- Be Strategically Proactive
- Ask for Help (& Sound Smart)
- Answer a Question (you don't know the answer to)
- Ask for Feedback
- Manage Expectations
- Raise a Red Flag
- Manage a Crisis
- Email Etiquette / Professionalism 101

Make your mark: Be great on the job from day one

90 – 120 minutes

Heading into the (business) world is exciting and nerve-racking all at the same time. Using case studies and role-plays, this workshop will give you the practical, tactical advice and strategies to help you find your footing, make great impressions, build meaningful relationships and contribute to an organization.

modules include

Find your footing

- Thrive in Listen Mode
- Know Your Audience
- The Foolproof Download

Find your mark

- Thrive in Listen Mode
- Know Your Audience
- The Foolproof Download

Get the most from your mentor

60 – 90 minutes

Mentorship is a two-way street. It's not just about what you get, it's about what you give. Learn how to turn any mentoring relationship (formal, informal, structured or loopy-goopy) into the most impactful, empowering relationship it can be.

modules include

- Finding Mentors
- Your role as a mentee
- What your mentor has to offer

Perfect your personal pitch

90 – 120 minutes

How do you make people love you when you're looking for a job, hoping to score a raise or promotion, or trying to build your business? This high impact, hands-on session will help you whip your personal elevator pitch into shape.

modules include

- Destination
- Back Story
- Connect the Dots
- Different Pitch, Different Person

ii Be great on the job

For New-mid-level professionals

Own the room

60 minutes

Walk in, stand out, sound great! Whether you're in front of a room full of 100, a client meeting or the board room, make your presence known in a powerful and compelling (yet effortless) way.

modules include

- Look Great
- Sounds Great
- Deliver Great Content

Network like a pro

30 - 60 minutes

Prepping to network with companies, colleagues or new clients takes more than just brushing up your resume. To make a great first impression and stand out from the crowd you've got to learn how to project confidence and build meaningful connections.

modules include

- Find Common Ground
- Be Generous
- Ask Good Questions
- Focus on Quality Not Quantity

Build a brand

60 minutes

Just like global and iconic brands (think Nike, Apple, Virgin), you have a reputation to build and maintain. This workshop will give you concrete strategies to build your personal brand and tell a compelling story about who you are, what you are great at, and where you are going next in your career.

modules include

- What Are You Known For (Today)?
- What Do You Want To Be Known For (Tomorrow)?
- How Do You Get There?

Maximize your strengths

90 minutes

Do you tap into your natural talents at work every day? Are you doing what you do best? The research says only 2 in 10 of us are. If you're not part of that 20%, you're selling yourself (and your team) short. Based on Gallup organizations' landmark research into Strengths and Strengths Based Leadership, this workshop will show you the incredible power of your strengths, as well as how to tap into your strengths and those of your team.

modules include

- Why Your Strengths Matter
- Your Top 5
- Commercialize Your Strengths
- Manage Your Gaps

ii Be great on the job For New-mid-level professionals

Manage the performance review process

90 minutes

How can you transform the dreaded performance review into a valuable and productive conversation? This workshop puts the receiver of the feedback in the driver's seat to get the most out of the performance review and use it as a tool for making lasting and positive changes in your career.

modules include

Prepare for the review (before)

- Homework
- Your dashboard

Manage the conversation (during)

- Be Prepared to Lead
- Be Receptive

Forward momentum & next steps (after)

- Continuous Feedback
- Manage the Learning Curve

Presentation skills intensive

Full Day (12 person maximum)

Need to take your public speaking skills up a notch, or two or three? Do what all professionals do—go “on camera” to see what you really look and sound like. Get immediate and actionable feedback on how you can dramatically improve your speaking skills in any setting.

modules include

- Video recording / review throughout training
- Personalized Peer Feedback
- Individualized Coaching

Manage difficult conversations

60 – 90 minutes

We've all been there. You dropped the ball, missed a deadline, or are hoping to transfer into a new role. You need to sell a program globally without any authority to do so; or tell your boss the new program roll-out was a bust. Learn how to handle difficult conversations.

modules include

- Say no, and still make me love you
- Deliver bad news
- Manage a micromanager
- Manage a hostile client

ii **Be great on the job** For New-mid-level professionals

Build relationships in a virtual world

60 minutes

In today's global workplace, we spend ever-increasing amounts of time on conference calls and in virtual meeting rooms. How do you build strong, effective relationships from a distance? This workshop offers strategies to increase your presence, impact and effectiveness as you communicate across the globe via phone, email, and yes, even in-person (that still matters!).

modules include

- Avoid Conference Call Pitfalls
 - Be Heard, Be Respected (The Foolproof Download)
 - Email Etiquette
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iii Be a great leader

Managing for new managers

90 – 120 minutes

Are you managing up, down and across your organization? Trying to lead a junior team while still making your own boss love you? How can you set your team up for success while still impressing everyone you report to?

modules include

Manage Down

- Give Guidance
- Set Expectations
- Give Feedback

Manage Up

- Manage Expectations
- Answer a Question
- Raise a Red Flag
- Manage a Crisis

Lead teams & build relationships

2 – 3 hours

How do you get the most from everyone around you? Are you inspiring and developing the talents of everyone on your team? Are you setting your own team up for success by using the GIFT of Great on the Job to be a great leader? Learn how to do both in this workshop.

modules include

Set Your Team Up for Success

- Give Guidance
- Set Expectations
- Give Feedback

Develop Talent

- The LEARN Strategy
- Give Feedback

Managing millennials

60 – 90 minutes

Who are those twenty-something's who are taking over the world? Is it true that by 2025 Millennials will really represent 75% of the work-force? The numbers don't lie. Learn how to harness the collective brainpower, enthusiasm and technological savvy of Gen Y. Learn strategies to attract, retain and develop this super-size generation of talent.

modules include

- Who Are They?
- What Do They Want From the Workplace?
- Get the Most From Millennials Best Practices

Be a great mentor

60 – 90 minutes

Are you my mentor? If you've ever been involved in a mentoring relationship, either formal or informal, you've asked yourself the question—what am I supposed to do here? How can I be a great mentor? Find all the answers here.

modules include

- Mentorship v. Sponsorship
- Your Role as a Mentor
- Tools For Your Mentee
- Case Studies – Mentoring Best Practices

iv Long term leadership development

eMpower

9 – 12 months (Mentoring & professional development program)

- Design, development and execution of mentoring and PD program—includes drafting of communications, participant selection and pairing process, program execution and evaluation
 - Live kick-off + monthly online programming
 - Mentor Orientation: Be a Great Mentor, Mentorship v. Sponsorship
 - Mentee Orientation: Get the Most of Your Mentor, Building Informal Mentor Networks
 - Monthly Professional Development topics include: Communicating for Success, Career Mobility & Trajectory, Feedback Commerciality & Institutional Effectiveness, Building Your Brand, Perfecting Your Pitch, Networking 101, Work Life Balance
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Leadership development & coaching program

6 months (Intensive program for up to twelve people)

- Intensive development of high-potential professionals' leadership abilities
 - Monthly group training—sample topics include: Communicating for Success, Executive Presence, Negotiation, Career Trajectory & Mobility, Maximizing Your Strengths, Mentorship & Sponsorship, Building Your Brand, Networking, Power & Politics, Commerciality & Institutional Effectiveness
 - One-on-one coaching and facilitated meetings with participants and their managers focused on development needs and opportunities for growth
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