

# Workshop Topics

## Sample Topics

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### **BECOMING A COACHING MANAGER**

This seminar gives on-site managers a variety of coaching tools, techniques and best practices. Topics include:

Topics include: Analyzing Performance  
Creating a Climate for Effective Coaching  
Giving Corrective Feedback and Handling Difficult Situations  
The Coaching Mind Set  
Coaching: Self-Assessment  
Using the “Mineral Rights” Model  
Providing Balance and Helpful Feedback  
The Coaching Manager as Observer

### **IT’S ALL ABOUT TIME (TEAMWORK, INFORMATION, MOTIVATION & ENERGY)**

In order to optimize your company’s performance as well as your own career as an executive, you must be a visionary, a trailblazer, a strategist, a communicator, a coach, a diplomat and a politician. The world’s most successful leaders are able to focus on the “big picture” and uphold high standards while wearing many hats. This seminar blends various strategies together that are necessary for driving organizational success.

Topics Include: Building Effective Teams  
Sharing Information for Organizational Success  
Motivation through Effective Management  
Six Secrets to Effective Negotiation  
Maximizing Income & Shareholder Value

### **COMMUNICATING FOR CLARITY**

Effective communication is fundamental to every successful relationship. This program gives clear and concise recommendations for improving both oral and written communications. This course covers the proper use of phone, email, handwritten letters and other formal means of communicating. The attendees leave with effective strategies that include a communications checklist.

Topics Include: Communication Audit  
Listening...Your First Step toward Success  
Conversation – The Ping Pong Game  
Delivering Effective Presentations



## **PRESENTATION IS EVERYTHING**

Understanding the importance of business etiquette and professional dress can often position one for career advancement. Business today is often conducted over a meal or in social environments and this course takes attendees through the fundamentals of dining, wardrobe enhancement, networking and general business protocol.

Topics Include: Office Courtesies that Increase Your Clout  
Using Technology Graciously  
Presentation Protocol  
Wardrobe Planning  
Dining Etiquette  
How to Meet, Greet and Make a Favorable Impression  
Establishing a Professional Presence

## **LEADERSHIP**

“What is your core 4?” This course is about identifying your top leadership qualities that work in your culture. Learn to use your strengths to create momentum and measure what matters!

## **TEAM PERFORMANCE**

Rowing in the same direction...flying in formation... If you think your team is moving in different directions, this class is for you. Understand communication styles and organizational dynamics that promote effective productivity and profits.

## **WINNING ATTITUDES – BECOMING A PERSON OF INFLUENCE**

Every employee is either an asset or a liability! Investing in top performers can make a huge impact on the organization. Those people generally influence others to a high degree. This seminar outlines the daily dozen attributes of a person with influence.

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## **THE “BUSINESS OF BUSINESS”**

Maximizing the value of the asset through an intense focus on revenue.

Topics Include: Reducing revenue loss through strategic marketing  
Increasing ancillary income through processes and partnerships  
Focusing on collections through improved screening  
Renewing residents by creating raving fans

## **SUCCESSFUL SELLING BEGINS WITH YOU!**

This action packed seminar focuses on the mental mindset needed in sales. Most of the things we tell ourselves may be working against us. This seminar focuses on the 10 secrets of successful sales people and guides attendees through fundamental practices of selling, closing and follow-up.

## **“CLOSING” THE CIRCLE**

Selling is process! In this seminar, you’ll learn the five critical steps in the sales process in addition to building a pipeline of leads through effective relationship building. Build long-term relationships, not short-term sales!

## **AFTO – “ASK FOR THE ORDER!”**

In the world of text speak and instant messaging, the one most important piece of sales advice is to ask for the order! Successful salespeople often talk too much and fail to recognize vital buying signals. This workshop is an absolute refresher for even the most experienced “relationship sales builder.”

## **ROLES AND GOALS**

Understanding the “Big Picture” and individual’s roles are paramount for working as an effective team. This workshop offers the following:

- Understanding Goals and Objectives of the Owner.
- Identifying key performance indicators that drive results.
- Strategies for managing diverse stakeholders.
- Resolving conflicts and achieving outcomes.

## **GENIUS ZONE**

We all have our strengths. Unique talents and gifts that each of us bring to the workplace typically go underutilized. Job fit is one of the strongest predictors of success in one’s career. Matching skills to the job can be the single most important factor in talent management. This course offers:

- Techniques for identifying strengths.
- Strategies for making the most of your gifts.
- Identifying complimentary behaviors that fuel teams.
- Defining parameters that predict success for using your Genius Zone.

