



CLEAR COMMUNICATION SOLUTIONS
100% woman owned business

Speaking

Training

Coaching





ASSESSMENTS

Assessments are great ways to supplement and complement training. These can be delivered as stand-alone evaluations, or as part of a training package.

- ✓ DiSC (*personality*)
- ✓ Fascinate (*branding*)
- ✓ Emotional Intelligence (*communications*)
- ✓ Needs Analysis (*diagnostic*)

COACHING

The fastest way to accelerate growth is through coaching. It provides support, accountability, and encouragement.

- ✓ Individual Coaching – Virtual 90-day (limited)
- ✓ Group Coaching – Virtual Webinar

PRODUCTS

Grab a product for a friend, an employee you would like to reward, or someone you respect. Give the gift of motivation and learning.

- ✓ E-books
- ✓ Online Courses
- ✓ T-Shirts/Mugs
- ✓ CDs

SPEAKING

Bringing in a communications expert to help your team strengthen inter and intrapersonal relationships brings significant returns on investment. Eliminate conflict, improve productivity and maintain respect at work.

- ✓ Keynotes
- ✓ Workshops

DUNS: 023108018





FULL-DAY WORKSHOPS AND SEMINARS

LEADING WITH EMOTIONAL INTELLIGENCE USING DISC

Full-Day (7-8 hours)

Are you struggling to communicate your thoughts and great ideas? Does it seem hard to get everyone on the same page? If you answered yes, that's because communicating successfully is hard! But, it doesn't have to be. Learn key secrets and strategies to become an effective and clear communicator with DiSC. DiSC is a powerful assessment tool developed by Dr. William Marston and is a model of human behavior that helps learners understand why and how people say and do things based on their style tendencies. Leading with Emotional Intelligence using DiSC is a highly interactive and engaging 1-day instructor-led training where participants gain strategies to improve communication within and outside of the workplace.

HOW YOU WILL BENEFIT

- ✓ Identify individual DiSC style and style of others
- ✓ Use targeted language to elicit meaningful feedback
- ✓ Assess non-verbal cues and body language to identify and interpret others
- ✓ Develop an action plan to implement communication strategies

WHO SHOULD ATTEND

Employees, Directors, Managers and First Line Supervisors, Team Leads

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BEST PRACTICES TO MANAGE YOUR TIME: HOW TO TAKE CONTROL, PRIORITIZE AND INTEGRATE WORK-LIFE ISSUES

Full-Day (7-8 hours)

Managing time may sound easy, but the fact is, it can be quite challenging. Work-life balance is essential to success. The main challenge we all face managing our time is simply taking control of it. Nowadays we are swamped with distractions in our workplace, at home, and even from old habits that leave events, people, and circumstances controlling our time. Controlling time wasters is essential to time management leadership and organizational success. Since many of the challenges encountered in daily work lives cause people to waste time and energy on unnecessary tasks, ensuring priorities are clear and successfully communicating organizational objectives help in meeting company goals. In Best Practices to Take Control of Your Time, participants learn how to manage themselves first by taking an analytical look at their current use of time.

HOW YOU WILL BENEFIT

- ✓ Analyze current time habits
- ✓ Identify personal strengths in managing time
- ✓ Evaluate tasks in order of time priorities
- ✓ Set SMART goals using various planning methods Identify useful tools, techniques and habits to manage time

WHO SHOULD ATTEND

Employees, Directors, Managers and First Line Supervisors, Team Leads

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EMBRACING THE LEADER WITHIN: HOW TO USE YOUR POWER AND INFLUENCE TO ACHIEVE GOALS

Full-Day (7-8 hours)

Embracing the Leader Within is a 1 day instructor-led training that empowers leaders to identify and conquer obstacles inhibiting leadership success in spite of fear. You no longer need to let fear hold you hostage. Use the fear to fuel your leadership ammunition by taking action. Leaders participate in rich individual, collaborative and scenario-based activities to reinforce real life application of skills while experiencing leadership potential with confidence.

HOW YOU WILL BENEFIT

- ✓ Create a life purpose statement to gain clarity in taking action
- ✓ Develop a plan to execute the life purpose statement
- ✓ Identify individual leadership fears and challenges
- ✓ Identify solutions to conquer leadership fears
- ✓ Use past leadership successes/failures as motivation for future goals

WHO SHOULD ATTEND

Directors, Vice Presidents, Executives

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HALF-DAY WORKSHOPS AND SEMINARS

PRESENTING WITH IMPACT: STRATEGIES TO DEVELOP EFFECTIVE PRESENTATION SKILLS

Half-Day (2-4 hours)

If you're looking to grow and move up in your career or business, it's no secret...gaining speaking skills will put you on the fast track. You don't have to continue to be tired of fumbling over your words, and leaving meetings feeling like you should have said this, and should have said that. You don't have to keep repeating yourself because no one understands your message or point. You don't have to continue to settle for less because you're not being appreciated, respected or even taken seriously. Why continue to lose out when you can demonstrate your expertise, confidence and leadership by being an effective and clear presenter?

HOW YOU WILL BENEFIT

- ✓ Communicate with clarity and confidence
- ✓ Minimize nervous energy with strategic preparation and relaxation techniques
- ✓ Perform an audience analysis to tailor your presentation
- ✓ Answer unanticipated questions and expertly handle difficult situations

WHO SHOULD ATTEND

Employees, Directors, Managers and First Line Supervisors, Team Leads

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MEETING FACILITATION: CRITICAL STRATEGIES TO RUN AN EFFECTIVE MEETING

Half-Day (2-4 hours)

Have you ever attended or led a meeting you felt was a waste of time? You are not alone! According to a Truth About Meeting Culture study, three in five employees say their most common meeting challenge includes staying on task, getting everyone to participate, coming to decisions and actions for next steps. Planning for meetings provides: increase project agility, increased productivity, enhanced working relationships and better work performance. This seminar will teach you how to keep meetings productive and focused on achieving outcomes.

HOW YOU WILL BENEFIT

- ✓ Use the agenda to communicate ahead of time
- ✓ Define the meeting purpose
- ✓ Establish time parameters
- ✓ Maintain control of the meeting
- ✓ Communicate after the meeting

WHO SHOULD ATTEND

Employees, Directors, Managers and First Line Supervisors, Team Leads

Source: "The Truth about Meeting Culture," Mersive, April 2015, p. 4, <http://tinyurl.com/pcqy6fs>

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EMOTIONAL INTELLIGENCE FOR THE PRACTICAL LEADER

Half-Day (2-4 hours)

The World Economic Forum lists Emotional Intelligence and Communication Skills as a critical skill needed to thrive in 2020. With shorter product life cycles, more demanding customers, increasing stress and re-shaping jobs, effective communication and emotional intelligence are critical skills every leader must develop. Logic alone is not enough. Each day in the workplace, an employee's emotional intelligence is put to the test. Leaders who master their internal and external emotional reactions are empowered with improved productivity, results and great relationships.

HOW YOU WILL BENEFIT

- ✓ Identify emotional triggers that block effective communication
- ✓ Determine practical renewal strategies to reduce stress
- ✓ Integrate emotional intelligence into daily practice
- ✓ Use coaching questions to determine stakeholder needs

WHO SHOULD ATTEND

Employees, Directors, Managers and First Line Supervisors, Team Leads

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EMOTIONAL INTELLIGENCE FOR THE PRACTICAL LEADER ONLINE

ONLINE (6 hours)

The World Economic Forum lists Emotional Intelligence and Communication Skills as a critical skill needed to thrive in 2020. With shorter product life cycles, more demanding customers, increasing stress and re-shaping jobs, effective communication and emotional intelligence are critical skills every leader must develop. Logic alone is not enough. Each day in the workplace, an employee's emotional intelligence is put to the test. Leaders who master their internal and external emotional reactions are empowered with improved productivity, results and great relationships.

HOW YOU WILL BENEFIT

- ✓ Identify emotional triggers that block effective communication
- ✓ Determine practical renewal strategies to reduce stress
- ✓ Integrate emotional intelligence into daily practice
- ✓ Create communications that promote positive work culture

MODULES INCLUDE:

Emotional Intelligence Simplified

How Emotional Intelligence Can Impact Your Decision Making Ability

What's My Trigger: Identify Patterns and Symptoms With the Power of Reflection

I Want to Feel Great- Emotional Intelligence Strategies to Cope with Daily Stress

Star Players: Recognizing the Good Around You: Relationship Management Strategies

WHO SHOULD ATTEND

Open to All

Click here to access: [Emotional Intelligence for the Practical Leader Online](#)

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HOW TO BE A CONFIDENT COMMUNICATOR: CONFIDENCE BUILDING TOOLS FOR PROFESSIONAL WOMEN

Half-Day (2-4 hours)

The number one thing that propels the success of professional women is strong, solid communication skills. Without those, good ideas may go unheard or misunderstood. Leaders who are strong communicators are empowered with confidence, clarity and great relationships.

HOW YOU WILL BENEFIT

- ✓ Use previous wins as a confidence building tool
- ✓ Identify emotional states that block effective communication
- ✓ Determine practical renewal strategies to reduce stress
- ✓ Use coaching questions to determine stakeholder needs

WHO SHOULD ATTEND

Employees, Directors, Managers and First Line Supervisors, Team Leads

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PLANNING YOUR PIVOT: DATA GATHERING FOR YOUR NEXT CHAPTER

Half-Day (2-4 hours)

The ability to effectively communicate; practice mindset and a wellness strategy is a global challenge. Employees with 20 and 30 year tenure are finding themselves in situations of redundancy without the skills necessary to quickly pivot in the marketplace. Gone are the days where all you needed to do was work hard to secure employment. Emerging workers and younger generations are also facing difficulties in securing opportunities and remaining competitive with rapidly changing skillsets in-demand. This lends to frustration, despair and sometimes forced entrepreneurship. By taking proactive steps, you'll have a better understanding of the market, a plan to implement if needed and resources that are available to you. You'll learn about why you need to think about entrepreneurship and what it will take to succeed.

HOW YOU WILL BENEFIT (Course objectives may vary based on audience needs)

- ✓ Identify market trends in workforce changes
- ✓ Practice a winning mindset to maintain resilience in the face of obstacles and challenges
- ✓ Explore potential business opportunities and discover what it takes for a successful business
- ✓ Create a transition plan in the face of unexpected redundancy

WHO SHOULD ATTEND

Open to all

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