

## PowerSkills Training & Development Seminar Topics

### 1-Day Courses

- Diversity Appreciation: Blending Generations at Work
- Federal Manager's Guidance and Tools Workshop...an Orientation to Critical Knowledge
- Introduction to Coaching and Mentoring

### 2-Day Courses

- Board Assessment and Development
- Building Successful Customer Relations
- Business Writing Skills
- Change Management: Insights, Practices and Skills for Leaders at all Levels
- Change Management: Facilitating Culture and Climate Change within the Workplace
- Change Management: Executive Leadership Planning for Change and Transitions
- Coaching Skills...Beyond the Basics
- Communication Skills: Managing Difficult/Crucial Conversations
- Critical & Creative Thinking Skills
- Conflict Management: Styles, Cultural Norms Conflicts and Resolutions
- Dealing with Difficult Behaviors and Challenging People
- Developing and Sustaining Effective Partnerships
- Diversity Appreciation: Straight Talk Education, Insight Journeys and Inclusion Initiatives
- Effective Interpersonal Communication
- Emotional Intelligence Skills: Basic Training for E.I. in the Workplace
- Emotional Intelligence Skills for Leaders: Supervisory & Managerial Applications
- Federal Manager's Guidance and Tools Workshop: A Deep Dive into Foundational Knowledge
- Managing Organizational Transitions
- Managing Teams including Virtual Teams
- Managing Up: Essential Steps for Managing Up and Partnering with your Boss
- Meeting Management Skills: Making Meetings Matter
- Mentoring Skills that Lead to Long-Term Impact
- Motivation and Morale Building Strategies and Activities
- Organization and Time Management
- Power, Influence and Negotiation Skills for Leaders
- Problem Solving Skills and Strategies
- Relationship Development at Work: Building, Maintaining and Sustaining Professional Relationships
- Resume Writing and Interviewing Skills
- Strategic Thinking and Problem Solving
- Stress Management: Managing Stress, Burnout and Compassion Fatigue
- Succession Planning Insights and Initiatives
- Trust Building: Building, Maintaining and Re-Setting Trust at Work
- Volunteer Program Management: Working with Volunteers, Seasonals and Interns

### **3-Day Courses**

- Building and Leading Effective Teams
- Business Communication Boot Camp
- Conflict Management: Four Sources of Conflict
- Conflict Management: Facilitation of Forgiveness at Work
- Diversity Appreciation: Team/Organizational Assessments and Strategies for Inclusion and Transformation
- Effective Briefing and Presentation Skills
- Facilitation and Public Speaking Skills
- Flexibility and Resiliency Skills for Supervisors and Managers
- Leadership and Management Skills for Non-Managers and Aspiring Supervisors
- Performance Management Skills for Supervisors
- Strategic Thinking, Planning and Problem Solving
- Styles at Work: Managing Leadership Styles, Communication Styles, Learning Styles, and Work Styles

### **4-Day Courses**

- Becoming a Leadership Star: Purpose, Passion-Factors, Principles and Paradigms
- Diversity Change Agent Skills
- Mentor Program Certification

### **5-Day Courses**

- Four Dimensions of Leadership: Spirited, Servant, Situational, Strategic
- Introduction to Supervision: Supervision Skills for First Time Supervisors
- Skills for Experienced Supervisors

Visit our website to complete our seminar event questionnaire  
[www.yourpowerskills.com](http://www.yourpowerskills.com) Ph. 1-619-517-6299 [yourpowerskills@gmail.com](mailto:yourpowerskills@gmail.com)