SDHR Consulting

TRAINING WORKSHOPS

To learn more about our training workshops or to enroll in our services contact us today!

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We want to help develop the full potential of your employees' talent. After all, they are your greatest and most valuable asset. Regular workplace training can improve your company's culture – and its bottom line. We believe in complete customization, and that's why we never offer the same training twice. We create the training so that it aligns with your workplace's culture and goals. Whether you are looking for employee, manager, or executive training courses, we can assist with any and all of your needs.

Methodology

All SDHRC Training Sessions follow a similar methodology. We focus on interactive, impactful sessions, providing provide clear feedback and stimulating a safe space for self-discovery.
- Coaching sessions can be in group settings, followed up with 1:1's
- Training will be incorporated with assessment tools, icebreakers, engaging conversation, exercises, role-playing and commitment
- Each session will leave the leader with tangible tools and a quantitative action plan to implement on the job

Executive Coaching

We offer 1:1 executive coaching sessions that will benefit your leadership team. We inspire personal transformation by capitalizing on your leaders' strengths and identifying and closing gaps. By investing in your leadership team, you will be developing future leaders and leading change to facilitate your high performing, results-driven organization.

Leadership Training: Management Academy

We offer interactive workshops and development programs, helping your leaders tap into their own strengths and abilities. In addition to strengthening their communication and listening skills, we give them the tools they need to become stronger team leaders. A list of our class topics are as follows:

Certifications

- Executive Coach, College of Executive Coaching
- Franklin Covey Certified Practitioner: 7 Habits of Highly Effective People, Inspiring Trust, Leading Across Generations
- Myers-Briggs, MBTI
- PCPI260
- DISC
- StrengthFinders
- Competency Modeling and Korn
- 360 Feedback

- Emotional Intelligence EQ-i 2.0 and EQ 360 Feedback
- Crucial Conversations Trainer
- Systems Design Pearman Personality Integrator
- Personal and Executive Coaching Certificate
- Inspiring Leadership Through Emotional Intelligence
- Situational Leadership

Transforming a Manager to a Leader

SDHRC's goal is to empower New Managers, High Potentials, Mid-Level Managers and Senior Executives to enhance their toolbox to become a Great Leader or Coach. Leaders will:
- Work through **conflict resolution** to help create positive change
- Learn how to give impactful **performance feedback** and coaching conversations with employees to create a more cohesive environment and respect to move up, in or out
- Become aware of **emotional intelligence**, including the ability to identify their own emotions and those of others through **self-awareness and mindfulness**
- Understand employees and their differences, including situational management for **generations**, coaching styles and communication differences

1

Franklin Covey

Our team will help your managers and supervisors uncover behavior that could be putting them and the organization at risk. Topics include:
- Creating a Hostile Work Environment/Bullying
- Playing Favorites
- Failure to Document
- Not Doing Due Diligence Before a Termination
- Not Taking a Complaint Serious Enough
- Not Keeping Information Confidential
- Not Giving Performance Evaluations / Feedback
- Rash Disciplinary Actions - Not Equal Amongst Employees
- Not Handling Leave of Absences Correctly

2

Effective Communication and Listening Skills

This training program provides the tools necessary to develop clear and concise messages focused on communication as a two-way process. This training program will help managers at all levels improve their messages by making them clear, well-organized and aimed at the needs and interests of the listener. We will utilize emotional intelligence to cover the following:
- Understand the advantages of giving and receiving feedback
- Apply the power of strong listening skills to improve two-way communication
- Manage performance efficiently and timely for improvement
- Lower your risk through effective documentation
- Get to know your employees' motivators and triggers to enhance performance and the workplace

3

Delivering Powerful Performance Reviews

Managers and supervisors learn to set meaningful performance goals and standards. Unless managers and team leaders are successful in spelling out the organization's specific goals, their team members are not going to know how to meet those objectives. Supervisors will learn:
- How to establish specific, measurable, attainable, results-oriented, and time-framed performance goals
- The steps that gain team member agreement and commitment to those performance goals
- Tools necessary to successfully coach individuals to perform a job, a task, or a skill
- Observing, analyzing demonstrating, and giving feedback
- Process of developing relationships with team members, which ultimately build trust and respect

4

5 Resolving and Managing Conflicts

SDHRC helps managers develop skills to identify the source of team member conflicts. Using effective communication and management techniques, managers help individuals understand another point of view and move beyond the conflict. Managers:
- Learn how to accept conflict as an inevitable part of all work solutions
- Obtain the skills to lead team members to agree on the facts and a solution by distinguishing between the two major sources of team member conflicts: personality clashes and work structure problems

6 Providing Feedback to Your Employees

SDHRC helps managers identify the appropriate source of providing meaningful feedback to their employees. Each employee is unique and may prefer different methods of receiving feedback based on their communication preferences and personalities. Since most workforces have a variety of generations in the workplace, it is important to understand generational preferences and habits. Managers will:
- Understand the importance of feedback
- Learn the value of providing on-going, regular feedback
- Gain tools to deliver feedback in different forms
- Learn tools for engagement of employees in a multi-generational workplace

7 Emotional Intelligence

Employing the right people for your organization motivates your team and drives successful business outcomes. In this training learn:
- How to hire employees with the right cultural fit
- Interviewing skills and tips
- When to transition an employee to a different role
- How to transition an employee out of the organization respectfully

TEAM TRAINING

Engaging your employees effectively is crucial to retain your strong performers. Growing and developing your employees' communication, interpersonal, and emotional intelligence skills ensure you continue to advance and engage your workforce. A list of a few of our class topics are as follows:

1 Improving Communication and Interpersonal Relationships

SDHRC helps teams improve communication and interpersonal relationships by guiding them through:
- Discovering your communication style and what drives you in the workplace
- Understanding other communication styles and using analysis to understand the people you work with
- Building effective relationships and learning to bridge their differences
  - This can be accomplished by using learning assessments, including StrengthsFinders, DISC, Bird DISC, Myers-Briggs Type Indicator, and Ntrinsix

2 Impactful Resume Writing Workshop

Attendees will learn the best techniques to write a Modern Resume, focusing on providing meaningful statements about their career achievements in previous positions and how they apply to the open position they desire. The C.A.R. exercise will help uncover the most critical information to include:
- C - Challenge: What problem did you solve?
- A - Action: How did you do it? What steps did you take?
- R - Result: What happened? What were the results?