



## WORKSHOP DESCRIPTIONS

### “Are You Talkin’ To Me?” (Inter-personal Communication Workshop)

If you’ve ever wondered how you could better communicate with your team members, make better decisions and utilize the strengths of your communication style to boost your company’s bottom line, then this workshop is for you.

- Discover your personal communication style.
- Find solutions to “people problems.”
- Discover techniques to quickly build rapport with the various types of communicators.
- Uncover techniques to quickly identify the types of communicators.
- Understand how individuals give and receive feedback.
- Increase the effectiveness of teams and managers/supervisors.
- Realize how others perceive you.

### Engaging Work (Coaching Workshop)

Engaging Work is a learning lab for organizational leaders whose imperative is the achievement of high impact results. A literal gold mine of coaching best practices for today’s organization; Engaging Work addresses the burning issues every leader faces—envisioning success in a highly competitive business environment, and effectively engaging others—in the midst of constant change. In this workshop, participants will:

- Learn the 10 Critical Behaviors for Engaging Leadership Skills.
- Identify the 10 ways to energize others.
- Learn why people resist and fear change.
- Learn how to build stronger team/individual commitment.
- Develop empowerment in your individuals and teams.
- Learn strategies to foster workplace change agility.
- Utilize powerful language of engagement.

### Managerial Style

Style is the way we do things. Managers have unique styles which creates results. Selecting the appropriate style under various situations will profoundly affect employee motivation. This workshop discusses the six managerial styles and how to leverage them in various situations. In this workshop, participants will:

- Determine their Managerial Style.

- Learn about 6 Managerial Styles.
- Learn the ways on how a Manager develops a Style.
- Understand why Managerial Style is important?
- Understand the 6 organizational Climate Dimensions and how it impacts Managerial Style.
- Discover techniques to improve their Managerial Style.
- Learn how to build stronger team/individual commitment.

## WORKSHOP DESCRIPTIONS (Cont.)

### Certified Networker Program

A customized curriculum designed with tips, tools and techniques to help you become a more effective and productive networker and prospector. In this workshop, participants will:

- Understand your business and reasons why customers choose your business.
- Identify Prospects Using the VCP Method.
- Learn the 18 Tactics to Motivate Your Referral Sources.
- Activate and Identify potential sources of referrals using a five-phase system.
- Develop a system for tracking your referral source and quality of referrals.
- Learn strategies to work with "Contact Spheres."
- Learn the 10 Commandments of Networking a Mixer.

### Managing Your Time Like a Pro!

Would you like to SQUEEZE more time out of a day? Would you like to have more balance in your life? This workshop focuses on an "inside out" approach. By understanding yourself, you will be creating a time management system that will work for you. In this workshop, participants will:

- Identify and remove your barriers to successful time management.
- Analyze what strategies are working for you.
- Create a time management system that will work for you.

### Learning Styles Uncovered

Learning is the process of gaining information by study, experience or instruction. As an individual or manager, it is important to understand how one learns. Your preference to a learning style and how you process information molds your personal learning style. In this workshop, participants will:

- Identify their individual learning style.
- Learn the strengths and weaknesses of their learning style.
- Discover techniques to identify other's learning style.
- Develop techniques to build your less-preferred learning style.

### Creating Team Synergy

Synergy is defined as combining individual elements to achieve STRONGER impact than the mere sum of the parts. Studies prove that teams that work together more effectively create EXTRAORDINARY results. In this workshop, participants will:

- Identify their mission, values and goals.
- Understand the importance of understanding roles.
- Review and modify team processes.
- Build effective rapport with team members.
- Discover how to reach team consensus through effective team discussion.

## WORKSHOP DESCRIPTIONS (Cont.)

### Making Meetings Work

In this workshop, each participant will discover the six (6) working components of effective meetings. This workshop is designed to turn sputtering meetings into well-oiled machines. This workshop is packed with tools to assist in their learning. In this workshop, participants will:

- Develop a Purpose and Direction of Meetings.
- Identify strategies to lead a meeting.
- Understand how to deal with interpersonal issues.
- Effective Ways to Make Decisions.
- Understand the importance of Ground Rules.
- Build a Fostering Meeting Environment.

### Do You Hear What I Hear? (Listening Workshop)

In this workshop, each participant will discover their Personal Listening Profile. Through the use of interactive exercises, each participant will develop a more effective In this workshop, participants will:

- Discover a process for identifying individual's Listening Profile.
- Learn about the characteristics of the five Listening Approaches.
- Discover the three (3) Primary Factors of Choosing a Listening Approach.
- Increase the intra-personal effectiveness of the team.
- Understand the five (5) Barriers to Communication.

### Team Dimensions

Teams work well when team members understand their roles. This workshop helps individuals work from their strengths by identifying their most natural team role. The flow of assigning roles, completing tasks and handing-off tasks are identified by utilizing the "Z Process". In this workshop, participants will:

- Identify individual approaches to innovative teamwork.
- Match individual strengths to team roles.
- Reinforce and appreciate contributions of others.
- Foster trust and building support.
- Reduce project cycle time and increasing productivity.

### Work Expectations

What makes a great company? It's the people. Committed and productive employees are a key to organization success and a healthy bottom-line. The challenge is developing and retaining satisfied, committed employees. This workshop addresses 10 work expectations that impact today's employment relationships. In this workshop, participants will:

- Discover which expectations are important to an individual.
- Learn how individuals can communicate their expectations.
- Learn to get these expectations met.

- Learn how to adjust their expectations when necessary.

## **Managing Diversity**

As the dramatic shift to a highly diverse workforce continues, organizations know that they must help all workers understand, accept and capitalize on differences. Cultural backgrounds and experiences of diverse employees can enrich the organization. It is vital that managers be able to respond positively to workforce diversity issues to be more successful. In this workshop, participants will:

- Discover their personal comfort level with diverse people.
- Understand the impact of their behavior on others.
- Assess the accuracy of knowledge about differences.
- Limit the influence of stereotypes.
- Reduce Conflict.
- Transform knowledge into acceptance and empathy.

## **Dimensions of Leadership**

Leaders come in many varieties, ranging from the charismatic visionary to the unassuming team player. Most leaders display several dimensions of leadership. In this workshop, the 12 dimensions of leadership are discussed. In this workshop, participants will:

- Discover personal leadership characteristics.
- Develop an understanding of the leader-follower relationship.
- Encourage acceptance of different approaches to leadership.
- Match leadership approaches to organization needs.
- Recognize the strengths of shared leadership.

## **Delivering Effective Feedback**

Delivering effective performance feedback may be the single most important performance development tool that managers can have in their arsenals but it is often poorly understood and ineffectively executed. In this program, participants will identify barriers and learn simple but powerful strategies for bridging feedback. In this workshop, participants will:

- Identify the barriers of delivering effective feedback.
- Distinguish between effective and ineffective feedback.
- Understand resistance to feedback.
- Apply principles of motivation critical to delivering feedback.
- Learn strategies for difficult feedback situations.

## ***About Get Your Edge***

Get Your Edge, LLC is a professional business management and coaching organization offering individual and group coaching, personal/pre-employment assessments, team-building, and public speaking for busy executives, managers and professional clients. An energetic and highly effective speaker, Get Your Edge's President and Chief Effectiveness Officer, Ted Gorski is regularly sought after for corporate retreats, business meetings and

keynote for conventions. For more information on Ted Gorski and Get Your Edge, contact 603-882-2661 or visit the Web site at [www.GetYourEdge.com](http://www.GetYourEdge.com).