

# Employee Engagement & Development Program Offerings

*(Adaptable to meet needs of customer)*

<b>Course Title:</b>	<b>Managing Your Career</b>
<b>Designed For:</b>	Individuals who are interested in proactively managing their career
<b>Course Description:</b>	<p>Today's workplace requires employees to take ownership of their careers. Managing Your Career equips employees with the knowledge and tools to successfully manage their career in an organization. Using a customizable career development model to guide them, participants will gain an understanding of what their roles and responsibilities are at each stage of the development process. Areas of focus within the program include assessing personal goals and interests, identifying strengths and development opportunities, preparing for and engaging in effective career discussions, creating and implementing a development plan and measuring and monitoring progress.</p> <ul style="list-style-type: none"><li>• Use the career development model to guide each step of the career development process.</li><li>• Realize how self-discovery impacts career choices and job satisfaction.</li><li>• Gather behavioral data to help determine their strengths and development areas.</li><li>• Plan for and engage in more effective career discussions with managers. Create a more focused and dynamic development plan that reflects both career goals and development needs.</li><li>• Successfully manage development plan throughout the year.</li></ul>
<b>Length:</b>	One day

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<b>Course Title:</b>	<b>Coaching for Performance</b>
<b>Designed For:</b>	Any new or experienced managers with direct reports.
<b>Course Description:</b>	<p>Recognize and realize your employees potential through performance coaching. Through this systematic approach, managers will utilize performance discussions and feedback as tools that drive improved levels of employee performance and commitment.</p> <p>After completing this workshop, managers will be able to:</p> <ul style="list-style-type: none"><li>• Plan for a performance discussion based on performance data.</li><li>• Align a coaching discussion with performance targets and goals.</li><li>• Provide effective feedback ensuring performance targets and goals are being met.</li><li>• Handle challenging situations that arise during performance discussions.</li></ul>
<b>Length:</b>	One day

**Course Title:** **Coaching for Career Development**

**Designed For:** Managers of others

**Course Description:** Developing organizational talent is a key leadership responsibility that is critical to an organization's success. This program provides managers with the necessary skills and tools to guide the professional development of their employee and uses group discussions and practice sessions to further enhance learning. The program focuses on the manager's role in the career development process; conducting effective career interest discussions; identifying individual strengths; helping employees create development plans that align organizational needs with personal goals; providing coaching and support for development activities and career goals; measuring and monitoring progress; and handling challenging situations. This program is most effective when coupled with the *Managing Your Career* program.

After completing this program participants will be able to:

- Assist employees in articulating their career goals and interests.
- Assess employees' strengths and development needs.
- Plan for and conduct career discussions that help align individual interests and goals with organizational needs.
- Handle challenges that can occur when discussing development.
- Support employees in developing focused Individual Development Plans. Measure and monitor progress toward achieving development objectives.

**Length:** One day

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**Course Title:** **The Power of Recognition**

**Designed For:** Managers of others

**Course Description:** There is a strong link between engagement levels of employees in the workplace and recognition. Recognition is an important skill for managers to build in order to ensure they are recognizing and rewarding the performance of their employees.

The Power of Recognition program will allow managers to:

- Understand how recognition can help create a performance culture, resulting in higher productivity and efficiency.
- Pinpoint what performance to recognize and what motivates each employee.
- Apply simple guidelines and a three-step process for delivering recognition.
- Utilize practical strategies and techniques that informally reward employees and co-workers for everyday contributions.
- Identify ways to improve the use of recognition in the workplace by completing a self-assessment.

**Length:** Half Day

**Course Title:**

**Adapting to Change**

**Designed For:**

Individual contributors or work groups

**Course Description:**

The Adapting to Change Program will provide participants with a better understanding of why change happens, how and why people react to change in the way that they do and what they can do to adapt to the changes that they experience in everyday life.

This workshop will teach participants to:

- Understand the change process.
- Assess how employees react to change.
- Apply some new skills and strategies that focus on needs, concerns, and roles in an environment of continuous change.
- Create a personal change action plan.
- Handle challenging situations that arise during performance discussions.

**Length:**

Two days