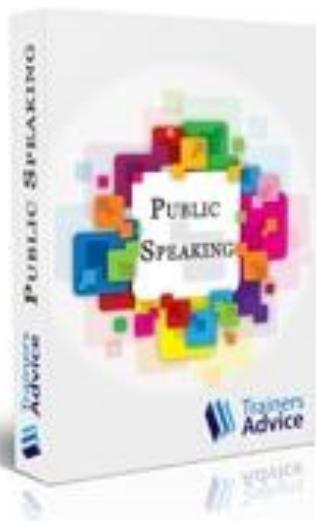
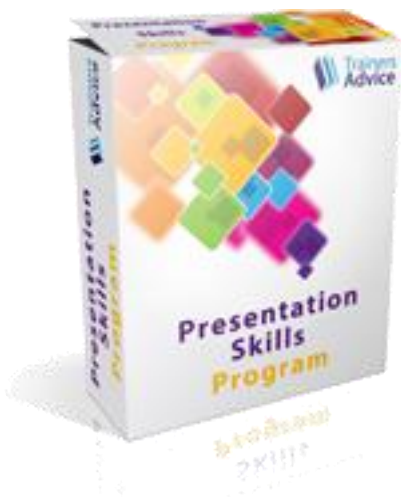


# Communication Products



# Presentation Skills Program



- ▶ **Intended for:** those who practice and want to improve their communication and presentation skills, for public speakers, trainers, instructors, professors
- ▶ **Duration:** 10 hours 30 minutes
- ▶ **Contents:** The Presentation Skills Preparation Program consists of 3 training session and 1 simulation session designed to help those who want to improve their communication skills, the ability to speak in public, hold presentations or trainings.
- ▶ Buying this program will offer you the **Trainer's Notes** for these sessions, **Training Plan, PowerPoint Presentation and Handouts** for each session.
- ▶ **Price:** \$ 109
- ▶ **Available at:** [Presentation Skills Program](#)
- ▶ **Share on:**



## Content:

Sessions	Objective
<b>1. Communication Skills</b>	
• Definition of Communication	Participants understand what communication is
• Communication versus Effective Communication	Participants understand what effective communication is
• Types of Communication Barriers	Participants learn the barriers of communication
• Exercise	Participants find out what type of listener they are
• Skills for an effective communicator	Participants learn what empathy and assertiveness are
<b>2. Presentation Skills</b>	
• Preparation	Participants will know how to prepare to deliver the information
• Instruments for presentation	Participants will know the types of instruments to use in a presentation
• Habits to avoid	Participants will know what not to do during a presentation
• Handling Q&A	Participants will know how to react to questions
<b>3. Public Speaking</b>	
• Communication components	Participants understand Nonverbal and Para verbal communications are
• General Tips	Participant learn how to react to audience signals
• Difficult Participants	Participants will know the types of difficult participants and how to handle each of them
<b>4. Simulation of presentation</b>	
• Simulation	Participants get experience by putting in practice the knowledge and competences learned in the past 3 sessions

# Communication Skills Training



- ▶ **Intended for:** those who practice and want to improve their communication and presentation skills, for public speakers, trainers, instructors, professors
- ▶ **Duration:** 1 hour 50 minutes
- ▶ **Contents:** The Communication Skills Preparation consists of 1 training session designed to improve your communication skills, by understanding what communication is, how you can become an effective communicator but also what may hinder it.
- ▶ Buying this pack will offer you the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handout** for the session.
- ▶ **Price:** \$ 61
- ▶ **Available at:** [Communication Skills Training](#)
- ▶ **Share on:**






## Content:

Session	Objective
<b>Communication Skills</b>	
<ul style="list-style-type: none"><li>• Definition of Communication</li></ul>	Participants understand what communication is
<ul style="list-style-type: none"><li>• Communication versus Effective Communication</li></ul>	Participants understand what effective communication is
<ul style="list-style-type: none"><li>• Types of Communication Barriers</li></ul>	Participants learn the barriers of communication
<ul style="list-style-type: none"><li>• Exercise</li></ul>	Participants find out what type of listener they are
<ul style="list-style-type: none"><li>• Skills for an effective communicator</li></ul>	Participants learn what empathy and assertiveness are

# Presentation Skills Training

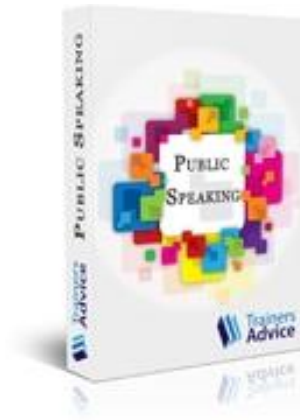





- ▶ **Intended for:** those who practice and want to improve their communication and presentation skills, for public speakers, trainers, instructors, professors
- ▶ **Duration:** 6 hours 20 minutes
- ▶ **Contents:** The Presentation Skills Training consists of 1 training session and 1 simulation designed to help improve your presentation skills, by offering you the right instruments and methods to hold presentation, trainings or speeches, while addressing the issue of a tough audience.
- ▶ Buying this pack will offer you the **Trainer's Notes** for this session, **Training Plan** and **PowerPoint Presentation**.
- ▶ **Price:** \$ 70
- ▶ **Available at:** [Presentation Skills Training](#)
- ▶ **Share on:**   

## Content:

Sessions	Objective
<b>Presentation Skills</b>	
<ul style="list-style-type: none"><li>• Preparation</li></ul>	Participants will know how to prepare to deliver the information
<ul style="list-style-type: none"><li>• Instruments for presentation</li></ul>	Participants will know the types of instruments to use in a presentation
<ul style="list-style-type: none"><li>• Habits to avoid</li></ul>	Participants will know what not to do during a presentation
<ul style="list-style-type: none"><li>• Handling Q&amp;A</li></ul>	Participants will know how to react to questions
<b>Simulation of presentation</b>	
<ul style="list-style-type: none"><li>• Simulation</li></ul>	Participants get experience by putting in practice the knowledge and competences learned in the past 3 sessions

# Public Speaking Training



- ▶ **Intended for:** those who practice and want to improve their communication and presentation skills, for public speakers, trainers, instructors, professors
- ▶ **Duration:** 2 hours 20 minutes
- ▶ **Contents:** The Public Speaking Preparation pack consists of 1 training session designed to improve your public speaking skills by teaching you the use of Non-verbal and Para verbal communication components and the typology and solutions for difficult participants.
- ▶ Buying this pack will offer you the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- ▶ **Price:** \$ 54
- ▶ **Available at:** [Public Speaking Training](#)
- ▶ **Share on:**   






## Content:

Sessions	Objective
<b>Public Speaking</b>	
<ul style="list-style-type: none"><li>• Communication components</li></ul>	Participants understand Nonverbal and Para verbal communications are
<ul style="list-style-type: none"><li>• General Tips</li></ul>	Participant learn how to react to audience signals
<ul style="list-style-type: none"><li>• Difficult Participants</li></ul>	Participants will know the types of difficult participants and how to handle each of them

# Active Listening Training



- ▶ **Intended for:** those who want to become active listeners both in their personal and professional lives and for those who want to improve their listening abilities so that they can understand easier and faster what they are required to achieve.
- ▶ **Duration:** 1 hour 55 minutes
- ▶ **Contents:** The Active Listening session consists of 1 training to improve your listening skills, the ability to understand, respond and offer effective feedback based on information and not speculation
- ▶ Buying this training will offer you the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- ▶ **Price:** \$ 54
- ▶ **Available at:** [Active Listening Training](#)
- ▶ **Share on:**   

## Content:

Session	Objective
<b>Active Listening</b>	
<ul style="list-style-type: none"><li>• What is Active Listening</li></ul>	Participants understand what active listening is
<ul style="list-style-type: none"><li>• Evaluate Yourself</li></ul>	Participants discover if they are active listeners or not
<ul style="list-style-type: none"><li>• Becoming an Active Listener</li></ul>	Participants learn the 5 steps to becoming active listeners
<ul style="list-style-type: none"><li>• Six steps to better listening</li></ul>	Participants learn 6 steps to practice listening
<ul style="list-style-type: none"><li>• Techniques</li></ul>	Participants learn the techniques of listening used by hostage negotiators



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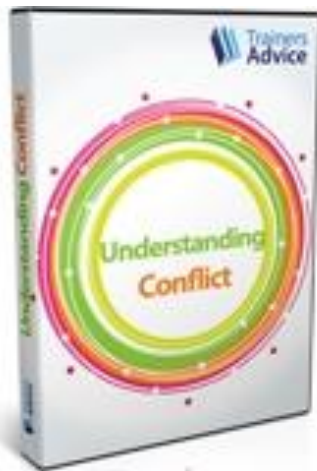
<http://trainersadvice.com>

or

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# Conflict Management Products



# Conflict Management Program

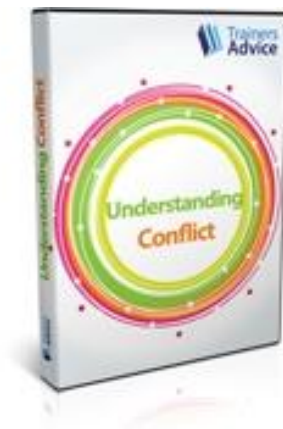





- **Intended for:** managers/team leaders, those in leadership position or aspiring to one that wish to understand the cause and effect of team and personal conflict
- **Duration:** 3 hours 40 minutes
- **Contents:** The Conflict Management Program consists of 2 training session designed to describe the causes of conflicts and offer solutions to avoiding and diminishing its impact. The sessions also offer insight into managing conflict styles, its consequences and self discovery for the participants.
- Buying this program will offer you the **Trainer's Notes** for these sessions, **Training Plan**, **PowerPoint Presentation** and **Handouts** for each session.
- **Price:** \$ 84
- **Available at:** [Conflict Management Program](#)
- **Share on:**   

## Content:

Sessions	Objective
<b>1. Understanding Conflict</b>	
• What does conflict mean	Participants understand what conflict is
• Positive and negative aspects	Participants understand the negative and the positive aspects of conflict
• Why conflicts appear	Participants the evolution and causes of conflict
• Minimizing conflict (for managers)	Participants learn how managers can reduce conflict
• Avoiding conflict (for yourself)	Participants learn how they can avoid conflict
<b>2. Conflict Management Styles</b>	
• Self Discovery	Participants discover what style of conflict management they have
• Conflict Management Styles	Participants learn the 5 styles of conflict management
• Case study	Participants learn the consequences of wrong conflict management styles

# Understanding Conflict Training



- **Intended for:** managers/team leaders, those in leadership position or aspiring to one that wish to understand the cause and effect of team and personal conflict
- **Duration:** 1 hour 55 minutes
- **Contents:** The Understanding Conflict Preparation consists of 1 training session designed to describe the causes of conflicts, the pros and the cons in conflict and solutions to avoiding and diminishing its impact.
- Buying this pack will offer you the **Trainer's Notes** for this session, **Training Plan** and **PowerPoint Presentation**.
- **Price:** \$ 54
- **Available at:** [Understanding Conflict](#)
- **Share on:**   






## Content:

Session	Objective
<b>Understanding Conflict</b>	
<ul style="list-style-type: none"><li>• What does conflict mean</li></ul>	Participants understand what conflict is
<ul style="list-style-type: none"><li>• Positive and negative aspects</li></ul>	Participants understand the negative and the positive aspects of conflict
<ul style="list-style-type: none"><li>• Why conflicts appear</li></ul>	Participants the evolution and causes of conflict
<ul style="list-style-type: none"><li>• Minimizing conflict (for managers)</li></ul>	Participants learn how managers can reduce conflict
<ul style="list-style-type: none"><li>• Avoiding conflict (for yourself)</li></ul>	Participants learn how they can avoid conflict

# Conflict Management Styles Training



- **Intended for:** managers/team leaders, those in leadership position or aspiring to one that wish to learn the best ways to deal with team conflict
- **Duration:** 1 hour 45 minutes
- **Contents:** The Conflict Management Styles Preparation consists of 1 training session designed to offer insight into managing conflict styles, its consequences, self discovery for the participants and practice ways to offer the best results out of conflict.
- Buying this pack will offer you the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- **Price:** \$ 54
- **Available at:** [Conflict Management Styles Training](#)
- **Share on:**   

## Content:

Session	Objective
<b>Conflict Management Styles</b>	
<ul style="list-style-type: none"><li>• Self Discovery</li></ul>	Participants discover what style of conflict management they have
<ul style="list-style-type: none"><li>• Conflict Management Styles</li></ul>	Participants learn the 5 styles of conflict management
<ul style="list-style-type: none"><li>• Case study</li></ul>	Participants learn the consequences of wrong conflict management styles



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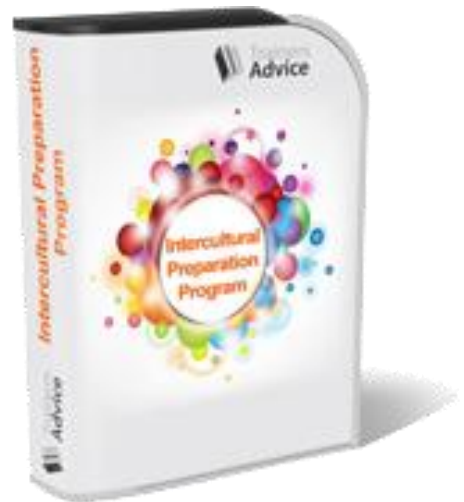
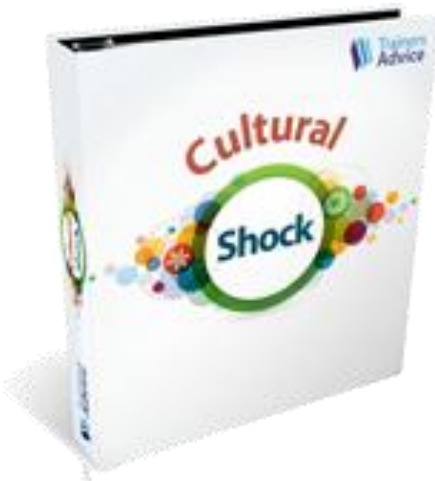
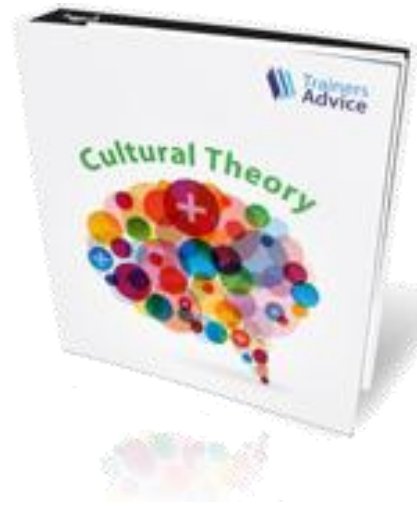
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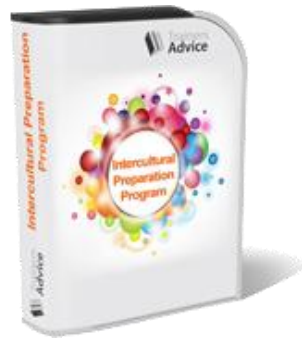
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# Intercultural Products



# Intercultural Preparation Program

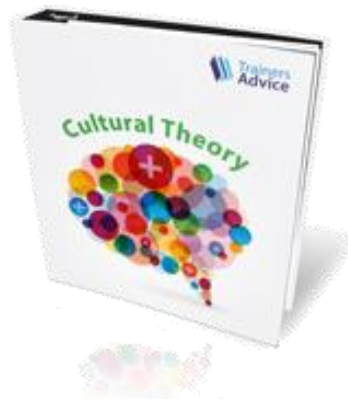


- **Intended for:** those who work in a multi-cultural environment, who are about to travel abroad, live or work in a different culture
- **Duration:** 6 hours
- **Contents:** The Intercultural Preparation Program consists of 2 training sessions and 1 simulation session designed to help those who want to become tolerant and adaptable persons, by taking them through the theory and practice of culture, cultural shock and cross-cultural communication, and creating an environment of learning, respect and understanding.
- Buying this program will offer you the **Trainer's Notes** for these sessions, **Training Plan**, **PowerPoint Presentation** and **Handouts** for each session.
- **Price:** \$ 115
- **Available at:** [Intercultural Preparation Program](#)
- **Share on:**   

# Content:

Session	Objective
<b>1. Cultural Theory</b>	
• What is Culture	Participants understand what culture is
• The Iceberg Model	Participants understand what evident and deep cultures are
• Dimensions of Culture	Participants learn the 6 dimensions of culture
• Prejudices and stereotypes	Participants learn how stereotypes affects them
<b>2. Cultural Shock</b>	
• What is Cultural Shock	Participants understand what cultural shock is
• When does it appear	Participants understand the causes of cultural shock
• Cultural Shock Stages	Participants learn the 4 stages of cultural shock
• How to overcome it	Participants learn tips on how to adapt
• Strategies for change	Participants learn the 4 A's strategy for change
<b>3. Cross Cultural Communication</b>	
• Introduction of the Game	For trainer's use
• General Flow	Participants engage in the team activity
• The discussion afterwards	For trainer's use
• Critical Success Factors	For trainer's use

# Cultural Theory Training



- **Intended for:** those who work in a multi-cultural environment, who are about to travel abroad, live or work in a different culture
- **Duration:** 2 hours
- **Contents:** The Cultural Theory Training consists of 1 training session designed enable tolerant and adaptable persons, by taking them through the theory of culture, by discussing models and dimensions of culture and experiencing the effects of stereotyping.
- Buying this program will offer you the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- **Price:** \$ 54
- Available at: [Cultural Theory Training](#)
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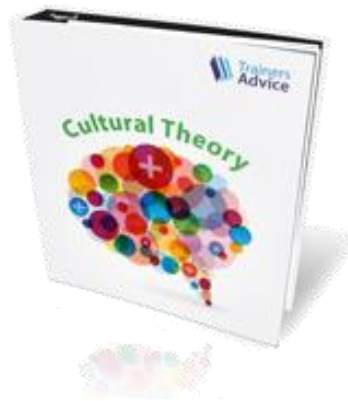







## Content:

Session	Objective
<b>Cultural Theory</b>	
• What is Culture	Participants understand what culture is
• The Iceberg Model	Participants understand what evident and deep cultures are
• Dimensions of Culture	Participants learn the 6 dimensions of culture
• Prejudices and stereotypes	Participants learn how stereotypes affects them

# Cultural Shock Training






- **Intended for:** those who work in a multi-cultural environment, who are about to travel abroad, live or work in a different culture
- **Duration:** 2 hours
- **Contents:** The Cultural Shock Preparation consists of 1 training session designed to develop tolerant and adaptable persons, by explaining the cause and solutions for cultural shock, the stages and strategies in order to prepare anyone who is about to embark in an international experience.
- Buying this program will offer you the **Trainer's Notes** for this session, **Training Plan** and **PowerPoint Presentation** for the session.
- **Price:** \$ 60
- **Available at:** [Cultural Shock Training](#)
- **Share on:**   

# Content:

Session	Objective
<b>Cultural Shock</b>	
<ul style="list-style-type: none"><li>• What is Cultural Shock</li></ul>	Participants understand what cultural shock is
<ul style="list-style-type: none"><li>• When does it appear</li></ul>	Participants understand the causes of cultural shock
<ul style="list-style-type: none"><li>• Cultural Shock Stages</li></ul>	Participants learn the 4 stages of cultural shock
<ul style="list-style-type: none"><li>• How to overcome it</li></ul>	Participants learn tips on how to adapt
<ul style="list-style-type: none"><li>• Strategies for change</li></ul>	Participants learn the 4 A's strategy for change

# Cross-cultural Communication Preparation



- **Intended for:** those who work in a multi-cultural environment, who are about to travel abroad, live or work in a different culture
- **Duration:** 2 hours
- **Contents:** The Cross-cultural Communication Preparation consists of 1 simulation session designed to develop tolerant and adaptable persons, by putting them in the situation of interacting and adapting to a different culture, dealing with cultural differences in working to achieve a common goal.
- Buying this program will offer you the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- **Price:** \$ 46
- **Available at:** [Cross-cultural Communication Preparation](#)
- **Share on:**   

## Content:

Session	Objective
<b>3. Cross Cultural Communication</b>	
• Introduction of the Game	For trainer's use
• General Flow	Participants engage in the team activity
• The discussion afterwards	For trainer's use
• Critical Success Factors	For trainer's use



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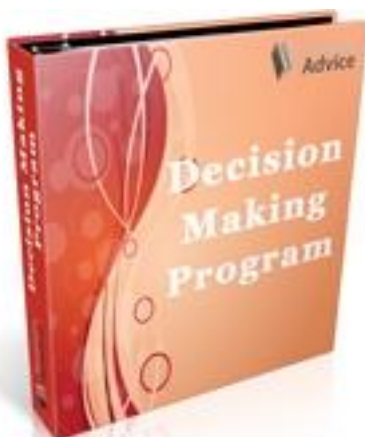
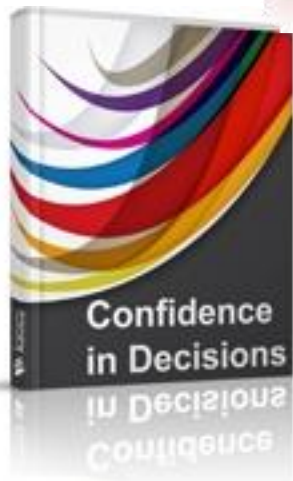
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# Leadership Products



# Leadership Program



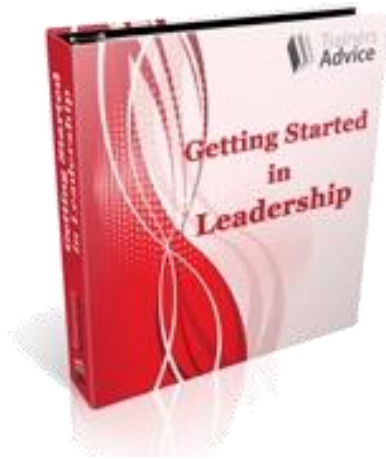
- **Intended for:** those who are or want to become leaders, team managers, team leaders, any person in or aspiring to a leadership position
- **Duration:** 6 hours 50 minutes
- **Content:** The Leadership Preparation Program consists of 3 training session designed to help those who want to become leaders get started in the theory and practice of this area of interest.
- Buying this program will offer you the **Trainer's Notes** for these sessions, **Training Plan**, **PowerPoint Presentation** and **Handouts** for each session.
- **Price:** \$ 108
- **Available at:** [Leadership Program](#)
- **Share on:**   



## Content:

Session	Objective
<b>Getting started in Leadership</b>	
• What is Leadership?	Participants understand what leadership is
• Common ground	Participants understand what all leaders have in common
• Getting started	Participants learn the 4 steps in starting to lead a team
• 10 Leadership Commandments	Participants learn the rules of leadership
<b>Leadership Behaviors and styles</b>	
• Types of employees and leaders	Participants learn the 4 types of leaders
• Leadership style	Participants understand the 7 leadership styles
• Exercise	Participants discover if they are people or task oriented
<b>Learning from failures</b>	
• “Worst Leader” Exercise	Participants understand what a leader shouldn’t do
• Leadership lapses	Participants learn the pitfall of leadership
• Radio Case-study Exercise	Participants understand how to adapt situations to leadership styles

# Getting Started in Leadership Training



- **Intended for:** those who are or want to become leaders, team managers, team leaders, any person in or aspiring to a leadership position
- **Duration:** 2 hours 20 minutes
- **Content:** The Getting started in Leadership Preparation consists of 1 training session designed to teach you what it means to be a leader and how you can become one.
- Buying this program will offer you the **Trainer's Notes** for the session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- **Price:** \$ 45
- **Available at:** [Getting Started in Leadership Training](#)
- **Share on:**






## Content:

Session	Objective
<b>Getting started in Leadership</b>	
<ul style="list-style-type: none"><li>• What is Leadership?</li></ul>	Participants understand what leadership is
<ul style="list-style-type: none"><li>• Common ground</li></ul>	Participants understand what all leaders have in common
<ul style="list-style-type: none"><li>• Getting started</li></ul>	Participants learn the 4 steps in starting to lead a team
<ul style="list-style-type: none"><li>• 10 Leadership Commandments</li></ul>	Participants learn the rules of leadership

# Leadership Behaviors and Styles Training

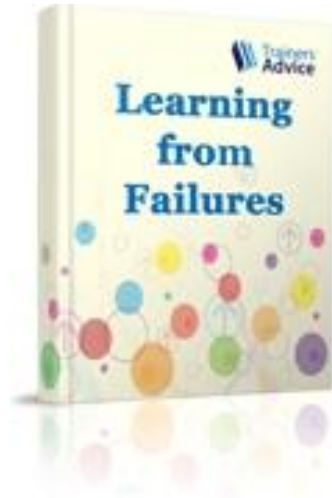


- **Intended for:** those who are or want to become leaders, team managers, team leaders, any person in or aspiring to a leadership position
- **Duration:** 2 hours 20 minutes
- **Content:** The Leadership Behaviors and Styles Preparation consists of 1 training session designed to offer insight into leadership styles of managing an organization and offers participants the chance to discover what type of leaders they are.
- Buying this program will offer you the **Trainer's Notes** for the session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- **Price:** \$ 57
- **Available at:** [Leadership Behaviors and Styles Training](#)
- **Share on:**   

## Content:

Session	Objective
<b>Leadership Behaviors and styles</b>	
<ul style="list-style-type: none"><li>Types of employees and leaders</li></ul>	Participants learn the 4 types of leaders
<ul style="list-style-type: none"><li>Leadership style</li></ul>	Participants understand the 7 leadership styles
<ul style="list-style-type: none"><li>Exercise</li></ul>	Participants discover if they are people or task oriented

# Learning from Failures Training



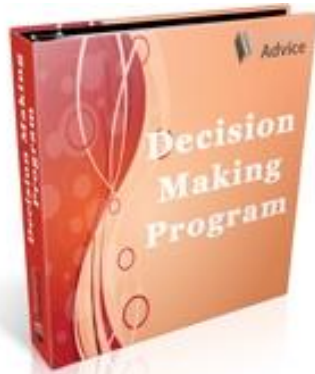
- **Intended for:** those who are or want to become leaders, team managers, team leaders, any person in or aspiring to a leadership position
- **Duration:** 2 hours 10 minutes
- **Content:** The Learning from Failures Preparation consists of 1 training session that allows participants to experience and understand the pitfalls of leadership and find solutions to different situations.
- Buying this program will offer you the **Trainer's Notes** for the session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- **Price:** \$ 54
- **Available at:** [Learning from Failures Training](#)
- **Share on:**






## Content:

Session	Objective
<b>Learning from failures</b>	
<ul style="list-style-type: none"><li>• “Worst Leader” Exercise</li></ul>	Participants understand what a leader shouldn’t do
<ul style="list-style-type: none"><li>• Leadership lapses</li></ul>	Participants learn the pitfall of leadership
<ul style="list-style-type: none"><li>• Radio Case-study Exercise</li></ul>	Participants understand how to adapt situations to leadership styles

# Decision-Making Program



- **Intended for:** people in positions of power, team managers, usual employees who are faced with the responsibility of decision-making in certain areas and want to facilitate the process and find the best solutions for certain situations
- **Duration:** 4 hours 15 minutes
- **Content:** The Decision-Making Preparation Program consists of 2 training session designed to facilitate the process of decision-making for those who are faced with this responsibility in their day to day job or personal aspect. This course also offers solutions for common persons who wish to understand the substracts of decision-making in order to find the best solutions to certain choices.
- Buying this program will offer you the **Trainer's Notes** for these session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the sessions.
- **Price:** \$ 83
- **Available at:** [Decision-Making Program](#)
- **Share on:**   



## Content:

Session	Objective
<b>Decision-Making Process</b>	
• Why so many decisions?	Participants understand the complexity of decisions
• 5 steps of decision-making	Participants learn at least 4 steps of decision-making
• Common decision-making mistakes	Participants understand the pitfalls in making decisions
• Creating scenarios exercise	Participants understand the different dimensions in taking a decision
<b>Confidence in decisions</b>	
• The overconfidence game	Participants learn about guessing
• Making the decision	Participants understand the difference between theories-in-use and espoused theories
• And the winning commentators are	Participants discover that even experts make mistakes
• Self-test of confidence	Participants evaluate their capabilities at guessing
• Overconfidence	Participants understand the pitfall of overconfidence

# Decision-Making Process Training



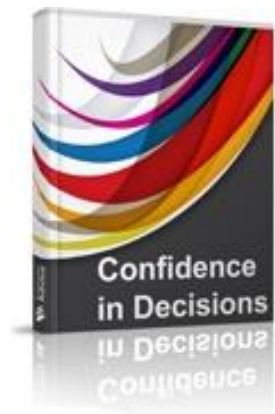
- **Intended for:** people in positions of power, team managers, usual employees who are faced with the responsibility of decision-making in certain areas and want to facilitate the process and find the best solutions for certain situations
- **Duration:** 2 hours 25 minutes
- **Content:** The Decision-Making Process Training consists of 1 training session designed to facilitate the process of decision-making for those who are faced with this responsibility in their day to day job or personal aspect. This course also offers solutions for common persons who wish to understand the substracts of decision-making in order to find the best solutions to certain choices.
- Buying this program will offer you the Trainer's Notes for the session, Training Plan, PowerPoint Presentation and Handouts for the session.
- **Price:** \$ 67
- **Available at:** [Decision-Making Process Training](#)
- **Share on:**



## Content:

Session	Objective
<b>Decision-Making Process</b>	
<ul style="list-style-type: none"><li>• Why so many decisions?</li></ul>	Participants understand the complexity of decisions
<ul style="list-style-type: none"><li>• 5 steps of decision-making</li></ul>	Participants learn at least 4 steps of decision-making
<ul style="list-style-type: none"><li>• Common decision-making mistakes</li></ul>	Participants understand the pitfalls in making decisions
<ul style="list-style-type: none"><li>• Creating scenarios exercise</li></ul>	Participants understand the different dimensions in taking a decision

# Confidence in Decisions Training



- **Intended for:** people in positions of power, team managers, usual employees who are faced with the responsibility of decision-making in certain areas and want to facilitate the process and find the best solutions for certain situations
- **Duration:** 1 hour 50 minutes
- **Content:** The Confidence in Decisions Training consists of 1 training session designed to offer insight into the role of confidence in the process of decision-making in order for the participants to find the best solutions for their situations.
- Buying this program will offer you the **Trainer's Notes** for the session, **Training Plan** and **PowerPoint Presentation** for the session.
- **Price:** \$ 54
- **Available at:** [Confidence in Decisions Training](#)
- **Share on:**



## Content:

Session	Objective
<b>Confidence in decisions</b>	
<ul style="list-style-type: none"><li>• The overconfidence game</li></ul>	Participants learn about guessing
<ul style="list-style-type: none"><li>• Making the decision</li></ul>	Participants understand the difference between theories-in-use and espoused theories
<ul style="list-style-type: none"><li>• And the winning commentators are</li></ul>	Participants discover that even experts make mistakes
<ul style="list-style-type: none"><li>• Self-test of confidence</li></ul>	Participants evaluate their capabilities at guessing
<ul style="list-style-type: none"><li>• Overconfidence</li></ul>	Participants understand the pitfall of overconfidence



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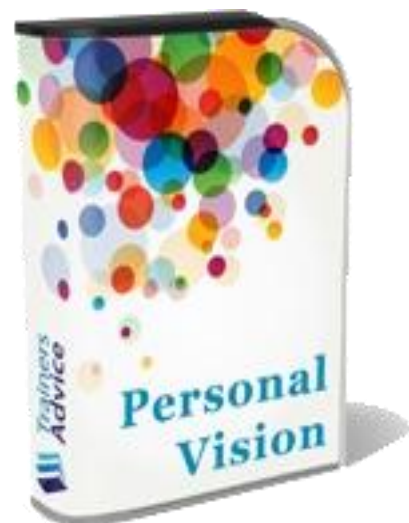
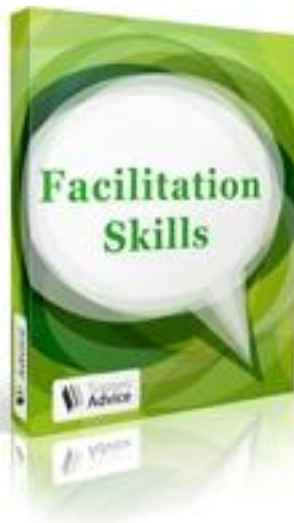
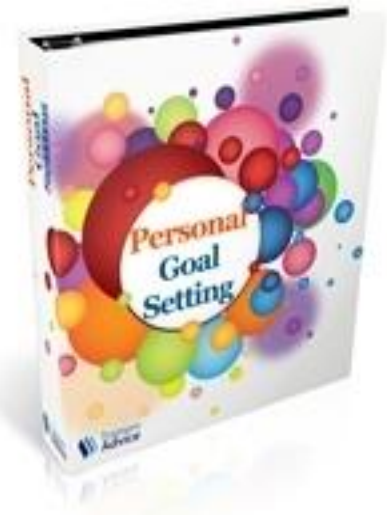
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# Personal Development Products



# Facilitation Skills Program



- **Intended for:** trainers, professor, instructors, any person in a teaching position, group managers, team leaders, project managers, division/department heads, any person in a top or middle management position.
- **Duration:** 4 hours 40 minutes
- **Contents:** The Facilitation Skills Preparation Program consists of 2 training sessions designed to help participants understand and obtain the skills necessary to facilitate a discussion, training, presentation, meetings and many more.
- Buying this program will offer you the **Trainer's Notes** for the 2 sessions, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the sessions.
- **Price:** \$ 83
- **Available at:** [Facilitation Skills Program](#)
- **Share on:**   



## Content:

Sessions	Objective
<b>1. Facilitation Skills</b>	
• What is a facilitator?	Participants understand what facilitating is and what a facilitator's role is
• What makes a facilitator good?	Participants are aware of the qualities a facilitator must develop to achieve performance
• Personal checklist for facilitators	Participants learn what to be aware of during facilitating
• Handling participants	Participants learn how to deal with difficult participants
• Tips & Tricks	Participants learn useful tips for facilitating
• Facilitation instruments	Participants learn what instruments they can use in facilitation.
<b>2. Facilitation in Meetings</b>	
• Facilitator in a team	Participants understand what is a team facilitator
• Role of the Facilitator	Participants understand the roles of a team facilitator
• Behaviors in the group	Participants learn how to overcome difficult situations in a meeting
• How to lead the group	Participants learn the steps in facilitating a meeting
• Meeting Simulation Exercise	Participants put in practice their facilitating skills

# Facilitation Skills Training



- **Intended for:** trainers, professor, instructors, any person in a teaching position
- **Duration:** 2 hours 20 minutes
- **Contents:** The Facilitation Skills Preparation consists of 1 training session designed to help participants understand and obtain the skills necessary to facilitate a discussion, training, presentation, meetings and many more.
- Buying this pack will offer you the **Trainer's Notes** for the session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- **Price:** \$ 54
- **Available at:** [Facilitation Skills Training](#)
- **Share on:**






## Content:

Session	Objective
<b>Facilitation Skills</b>	
<ul style="list-style-type: none"><li>• What is a facilitator?</li></ul>	Participants understand what facilitating is and what a facilitators role is
<ul style="list-style-type: none"><li>• What makes a facilitator good?</li></ul>	Participants are aware of the qualities a facilitator must develop to achieve performance
<ul style="list-style-type: none"><li>• Personal checklist for facilitators</li></ul>	Participants learn what to be aware about during facilitating
<ul style="list-style-type: none"><li>• Handling participants</li></ul>	Participants learn how to deal with difficult participants
<ul style="list-style-type: none"><li>• Tips &amp; Tricks</li></ul>	Participants learn useful tips for facilitating
<ul style="list-style-type: none"><li>• Facilitation instruments</li></ul>	Participants learn what instruments they can use in facilitation.

# Facilitation in Meetings Training






- **Intended for:** group managers, team leaders, project managers, division/department heads, any person in a top or middle management position.
- **Duration:** 2 hours 20 minutes
- **Contents:** The Facilitation in Meetings Preparation consists of 1 training session designed to offer preparation facilitating for group activities as a whole but also training on facilitating team meetings and interactions.
- Buying this pack will offer you the **Trainer's Notes** for the session, **Training Plan** and **PowerPoint Presentation**.
- **Price:** \$ 47
- Available at: [Facilitation in Meetings Training](#)
- Share on:   

## Content:

Session	Objective
<b>Facilitation in Meetings</b>	
• Facilitator in a team	Participants understand what is a team facilitator
• Role of the Facilitator	Participants understand the roles of a team facilitator
• Behaviors in the group	Participants learn how to overcome difficult situations in a meeting
• How to lead the group	Participants learn the steps in facilitating a meeting
• Meeting Simulation Exercise	Participants put in practice their facilitating skills

# Job Interview Preparation Training

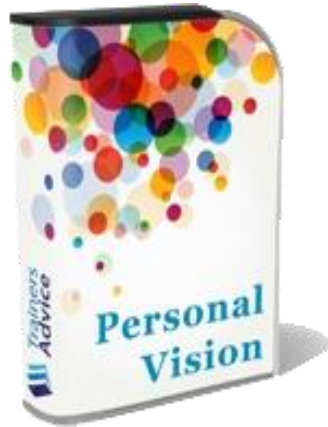





- **Intended for:** those interested in applying for a job, those seeking to change their current work place, students, unemployed persons, employees looking to change jobs.
- **Duration:** 2 hours 25 minutes
- **Contents:** The Job Interview Preparation Training consists of 1 training session designed to help participants prepare to undertake a job interview, by offering them the necessary information to prepare and handle a job interview in the near future.
- Buying this pack will offer you the **Trainer's Notes** for the session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- **Price:** \$ 47
- **Available at:** [Job Interview Preparation Training](#)
- **Share on:**   

## Content:

Session	Objective
<b>Job Interview Preparation</b>	
<ul style="list-style-type: none"><li>• Preparation before the interview</li></ul>	Participants know what steps to take before the interview
<ul style="list-style-type: none"><li>• Body-language</li></ul>	Participants know how to act during an interview
<ul style="list-style-type: none"><li>• Avoid these mistakes</li></ul>	Participants learn what to avoid during an interview
<ul style="list-style-type: none"><li>• Handling questions</li></ul>	Participants learn the correct answers for interviews
<ul style="list-style-type: none"><li>• Questions to ask your interviewer</li></ul>	Participants learn what they should be asking and why
<ul style="list-style-type: none"><li>• How prepared are you for an interview test</li></ul>	Participants learn how prepared they are for an interview

# Personal Vision Training



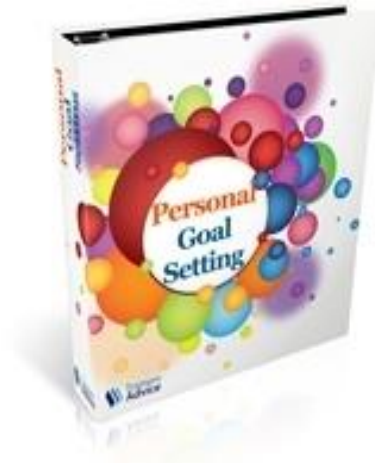
- **Intended for:** those interested in creating a life and vision statement; for those in search of a way of achieving their goals both personally and professionally
- **Duration:** 2 hours 20 minutes
- **Contents:** The Personal Vision Training consists of 1 training session and Exercise Handbook for building a vision designed to help participants understand the importance of creating a personal vision and a plan to follow in order to fulfill one's personal vision.
- Buying this pack will offer you the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session. **Extra bonus:** we offer you the **Exercise Handbook** which comprises of **13 exercises** for self-discovery and vision building.
- **Price:** \$ 66
- **Available at:** [Personal Vision Training](#)
- **Share on:**   



## Content:

Session	Objective
<b>Personal Vision</b>	
<ul style="list-style-type: none"><li>• Why have a personal vision?</li></ul>	Participants understand why having a personal vision is important
<ul style="list-style-type: none"><li>• Vision Elements Exercise</li></ul>	Participants define their vision elements
<ul style="list-style-type: none"><li>• Personal Vision Statement</li></ul>	Participants learn what a vision statement is
<ul style="list-style-type: none"><li>• Creating the statement Exercise</li></ul>	Participants define their vision statements
<ul style="list-style-type: none"><li>• Writing your development plan</li></ul>	Participants learn what a development plan is
<ul style="list-style-type: none"><li>• Developing the plan Exercise</li></ul>	Participants define their development plan

# Personal Goal Setting Training



- **Intended for:** those having difficulty achieving their personal and professional goals, for those who are interested in their personal development by setting realistic objectives
- **Duration:** 2 hours 35 minutes
- **Contents:** The Personal Goal Setting consists of 1 training session designed to help participants understand the importance of setting personal goals and the process of achieving them
- Buying this pack will offer you the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- **Price:** \$ 54
- **Available at:** [Personal Goal Setting Training](#)
- **Share on:**



## Content:

Session	Objective
<b>Personal Goal Setting</b>	
<ul style="list-style-type: none"><li>• Why Goal Setting?</li></ul>	Participants understand why goal setting is important
<ul style="list-style-type: none"><li>• Exercise</li></ul>	Participants learn what their values are
<ul style="list-style-type: none"><li>• Goal Setting</li></ul>	Participants learn the process for goal setting
<ul style="list-style-type: none"><li>• Writing them down</li></ul>	Participants set exact goals for different areas of their lives
<ul style="list-style-type: none"><li>• Turning Goals into Action</li></ul>	Participants set SMART objectives for each goal
<ul style="list-style-type: none"><li>• Challenges</li></ul>	Participants understand the obstacles they have to overcome to achieve their goals
<ul style="list-style-type: none"><li>• What's next?</li></ul>	Participants learn the 3 aspects to keep them on track for achieving their goals.



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# Team Work Products



# Team Work Program






- ▶ **Intended for:** those who want to become efficient managers, persons in management positions, members of any type of teams.
- ▶ **Duration:** 6 hours 35 minutes
- ▶ **Contents:** The Team Work Preparation Program consists of 3 training sessions designed to help managers, team leaders or any person aspiring to management position understand both the team dynamics but also the manager's point of view and responsibilities.
- ▶ Buying this program will offer you the **Trainer's Notes** for these sessions, **Training Plan**, **PowerPoint Presentation** and **Handouts** for each session.
- ▶ **Price:** \$ 108
- ▶ **Available at:** [Team Work Program](#)
- ▶ **Share on:**   

# Content:

Sessions	Objective
<b>1. Building the Team</b>	
• Definition of a Team	Participants understand what a team is
• How does a team work	Participants understand the dynamics of a team
• Steps in Team development	Participants learn the 4 steps of team development
• Exercise	Participants experiment on different types of decision making
• Effectiveness in decision-making	Participants learn the steps in taking effective decisions
<b>2. Delegating</b>	
• What is “to delegate”?	Participants understand what delegation is
• How to delegate	Participants know how to delegate tasks
• Barriers and facilitators in delegating	Participants learn what makes delegation difficult and easy
• Questions to ask yourself when delegating	Participants know what to ask themselves before delegating a task
• Exercise	Participants learn their team roles
<b>3. Effective Managers</b>	
• Tips for effective managers	Participants learn tips & tricks for managers
• Identifying eye movement exercise	Participants know how to interpret eye movement
• Bono’s Six Thinking Hats exercise	Participants learn the 6 types of thinking

# Building the Team Training



- ▶ **Intended for:** those who want to become efficient managers, persons in management positions, members of any type of teams.
- ▶ **Duration:** 2 hours 25 minutes
- ▶ **Contents:** The Building the Team Preparation consists of 1 training session designed to offer information and practice for building a performing team, understanding how a team is formed and the most effective ways to take decisions in a team.
- ▶ Buying this pack will offer you the **Trainer's Notes** for this session, **Training Plan.** and **PowerPoint Presentation.**
- ▶ **Price:** \$ 54
- ▶ **Available at:** [Building the Team](#)
- ▶ **Share on:**   






## Content:

Sessions	Objective
<b>Building the Team</b>	
<ul style="list-style-type: none"><li>• Definition of a Team</li></ul>	Participants understand what a team is
<ul style="list-style-type: none"><li>• How does a team work</li></ul>	Participants understand the dynamics of a team
<ul style="list-style-type: none"><li>• Steps in Team development</li></ul>	Participants learn the 4 steps if team development
<ul style="list-style-type: none"><li>• Exercise</li></ul>	Participants experiment on different types of decision making
<ul style="list-style-type: none"><li>• Effectiveness in decision-making</li></ul>	Participants learn the steps in taking effective decisions

# Delegating Training



- ▶ **Intended for:** those who want to become efficient managers, persons in management positions, members of any type of teams.
- ▶ **Duration:** 2 hours 10 minutes
- ▶ **Contents:** The Delegating Preparation consists of 1 training session designed to help participants understand the role of delegating and offer information on how to best delegate tasks while knowing the roles in the team.
- ▶ Buying this pack will offer you the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- ▶ **Price:** \$ 71
- ▶ **Available at:** [Delegating Training](#)
- ▶ **Share on:**   

## Content:

Sessions	Objective
<b>Delegating</b>	
<ul style="list-style-type: none"><li>• What is “to delegate”?</li></ul>	Participants understand what delegation is
<ul style="list-style-type: none"><li>• How to delegate</li></ul>	Participants know how to delegate tasks
<ul style="list-style-type: none"><li>• Barriers and facilitators in delegating</li></ul>	Participants learn what makes delegation difficult and easy
<ul style="list-style-type: none"><li>• Questions to ask yourself when delegating</li></ul>	Participants know what to ask themselves before delegating a task
<ul style="list-style-type: none"><li>• Exercise</li></ul>	Participants learn their team roles

# Effective Managers Training



- ▶ **Intended for:** those who want to become efficient managers, team leaders, department heads, persons in middle/top management positions, members of any type of teams.
- ▶ **Duration:** 2 hours
- ▶ **Contents:** The Effective Managers Preparation consists of 1 training session designed to set a theoretical and practical base to understanding and becoming an effective manager for your team.
- ▶ Buying this pack will offer you the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- ▶ **Price:** \$ 60
- ▶ **Available at:** [Effective Managers Training](#)

- ▶ **Share on:**   

## Content:

Sessions	Objective
<b>Effective Managers</b>	
<ul style="list-style-type: none"><li>• Tips for effective managers</li></ul>	Participants learn tips & tricks for managers
<ul style="list-style-type: none"><li>• Identifying eye movement exercise</li></ul>	Participants know how to interpret eye movement
<ul style="list-style-type: none"><li>• Bono's Six Thinking Hats exercise</li></ul>	Participants learn the 6 types of thinking

# Effective Meetings Training



- ▶ **Intended for:** team managers, team leaders, department heads, top/middle-management persons in leadership positions or aspiring to one, who want to improve their team efficiency and results relating to meetings
- ▶ **Duration:** 2 hours 30 minutes
- ▶ **Contents:** The Effective Meetings Preparation consists of 1 training session designed to help managers, team leaders or any person aspiring to management position prepare for group meetings, in order to get the best outcomes and results. The course also helps you understand the role and complexity of this process and the responsibilities involving it.
- ▶ Buying this pack will offer you the Trainer's Notes for this session, Training Plan and PowerPoint Presentation.
- ▶ **Price:** \$ 54
- ▶ **Available at:** [Effective Meetings Training](#)

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## Content:

Sessions	Objective
<b>Effective Meetings</b>	
• Defining Meetings	Participants understand an effective meeting is
• Preparing for Meetings	Participants understand how to prepare a meeting
• The cost of a meeting	Participants learn when to have a meeting
• Appointing a chair	Participants learn what a chair should do
• Meeting Simulation Exercise	Participants put in practice organizing and attending an effective meeting



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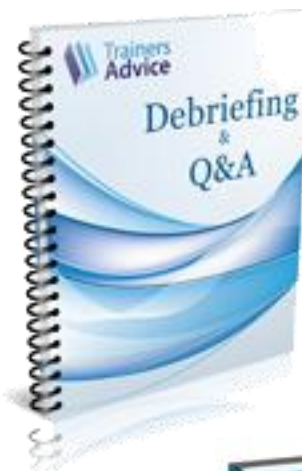
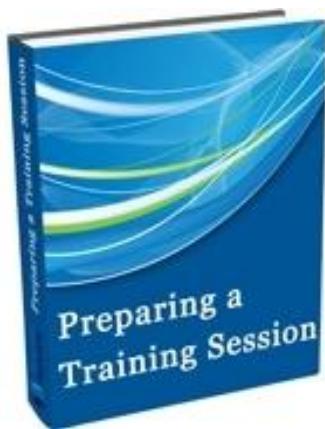
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# Train the Trainer Products



# Train the Trainer Program



- ▶ **Intended for:** those who practice and want to improve their training skills, and for those who want to become trainers, professors, instructors.
- ▶ **Duration:** 23 hours
- ▶ **Contents:** The Train the Trainers Preparation Program consists of 8 training sessions and 1 simulation designed to develop future trainers that poses the skills to plan, deliver and develop in an efficient training course.
- ▶ This program consists of the **Trainer's Notes** for these sessions, **Training Plan**, **PowerPoint Presentation** and **Handouts** for each session.
- ▶ **Price:** \$ 196
- ▶ **Available at:** [Train the Trainer Program](#)
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# Content:

Sessions	Objective
<b>Introduction in training</b>	
• What is a trainer	Participants learn what a trainer is
• Steps of a training	Participants learn what a training is and the steps in it
• Trainer in me	Participants try to discover their personal drive (passion, motivation, future career, incentives, etc) for training
• Learning Objectives	Participants set learning objectives for the entire sessions of Train the Trainers
<b>Communication Skills</b>	
• Clarifying the purpose	Participants understand why presentation skills are important
• Communication components: Verbal, Nonverbal, Para verbal	Participants understand what Verbal, Nonverbal and Para verbal communications is
<b>Audience Management</b>	
• Knowing the audience	Participants will know why its important to know your audience
• When we are confronting with questions	Participants will know how to handle questions
• Difficult participants	Participants will know the types of difficult participants and how to handle each of them
<b>Needs assessment</b>	
• Analyzing the situation	Participants learn which are the steps in assessing a situation
• Interview Exercise	Participants experience what they have learned in the objective above
• Establishing objectives	Participants learn how to set objectives for a training
• Setting Objectives Exercise	Participants experience what they have learned in the objective above

Sessions	Objective
<b>Preparing a session</b>	
• The structure	Participants will know how a session outline is structured
• Design of session outline	Participants will know how to design a session outline
• Creating your own session Exercise	Participants will practice completing a session outline
<b>Delivery Methods</b>	
• Delivering	Participants will know how to prepare to deliver the information
• Case-study Exercise	Participants will experience the pros and cons of a delivery method
• Methods and instruments	Participants will know the types of methods and instruments to use in a presentation
• Complete your Methods Exercise	Participants will know how to complete their session outline with methods
<b>Debriefing and Q&amp;A</b>	
• Handling Questions and Answers	Participants know the basics of dealing with questions from the audience
• Q&A Simulation Exercise	Participants practice a Q&A session
• Debriefing	Participants know 1 debriefing technique
• Rope Exercise	Participants practice debriefing
<b>Evaluation and Feedback</b>	
• Giving and receiving Feedback	Participants will know how receive and give feedback
• Practicing Feedback	Participants will practice giving feedback
• Evaluation of training	Participants will understand the steps and importance of evaluation
• Evaluation Form	Participants will complete the evaluation form
<b>Simulation of training</b>	Participants get experience by putting in practice the knowledge and competences learned in the past day sessions

# Audience Management Training






- ▶ **Intended for:** for those who want to become trainers, professors, instructors or any person on the position to manage a group/team.
- ▶ **Duration:** 1 hour 30 minutes
- ▶ **Contents:** The Audience Management Preparation consists of 1 training session designed to help participants understand their audience, their “typology” and offer solutions in group interaction.
- ▶ This package consists of the **Trainer’s Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- ▶ **Price:** \$ 54
- ▶ **Available at:** [Audience Management Training](#)
- ▶ **Share on:**   

## Content:

Sessions	Objective
<b>Audience Management</b>	
• <b>Knowing the audience</b>	Participants will know why its important to know your audience
• <b>When we are confronting with questions</b>	Participants will know how to handle questions
• <b>Difficult participants</b>	Participants will know the types of difficult participants and how to handle each of them

# Needs Assessment Training



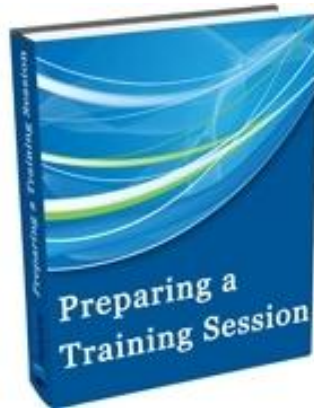
- ▶ **Intended for:** those who practice and want to improve their skills, and for those who want to become trainers, professors, therefore insuring their necessary training.
- ▶ **Duration:** 2 hours 35 minutes
- ▶ **Contents:** The Needs Assessment Preparation consists of 1 training session designed to help participants understand the importance of a needs assessment, by offering them the theoretical and practical base for analysis and setting training objectives.
- ▶ This package consists of the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- ▶ **Price:** \$ 66
- ▶ **Available at:** [Needs Assessment Training](#)
- ▶ **Share on:**   

## Content:

Sessions	Objective
<b>Needs assessment</b>	
<ul style="list-style-type: none"><li>• <b>Analyzing the situation</b></li></ul>	Participants learn which are the steps in assessing a situation
<ul style="list-style-type: none"><li>• <b>Interview Exercise</b></li></ul>	Participants experience what they have learned in the objective above
<ul style="list-style-type: none"><li>• <b>Establishing objectives</b></li></ul>	Participants learn how to set objectives for a training
<ul style="list-style-type: none"><li>• <b>Setting Objectives Exercise</b></li></ul>	Participants experience what they have learned in the objective above



# Preparing a Session Training






- ▶ **Intended for:** those who practice and want to improve their training skills, and for those who want to become trainers, professors, instructors.
- ▶ **Duration:** 1 hour 30 minutes
- ▶ **Contents:** The Preparing a Session Preparation consists of 1 training session designed to offer participants the necessary tools and instruments for understanding and creating their own training plan and notes
- ▶ This package consists of the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handout** for the session.
- ▶ **Price:** \$ 54
- ▶ **Available at:** [Preparing a Session Training](#)
- ▶ **Share on:**   

## Content:

Sessions	Objective
<b>Preparing a session</b>	
<ul style="list-style-type: none"><li>• <b>The structure</b></li></ul>	Participants will know how a session outline is structured
<ul style="list-style-type: none"><li>• <b>Design of session outline</b></li></ul>	Participants will know how to design a session outline
<ul style="list-style-type: none"><li>• <b>Creating your own session Exercise</b></li></ul>	Participants will practice completing a session outline

# Delivery Methods Training






- ▶ **Intended for:** those who practice and want to improve their training skills, and for those who want to become trainers, professors, instructors.
- ▶ **Duration:** 1 hour 30 minutes
- ▶ **Contents:** The Delivery Methods Preparation consists of 1 training session designed to help participants understand what instruments will better fit their presentation and how to prepare for delivering a training
- ▶ This package consists of the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- ▶ **Price:** \$ 71
- ▶ **Available at:** [Delivery Methods Training](#)
- ▶ **Share on:**   

## Content:

Sessions	Objective
<b>Delivery Methods</b>	
<ul style="list-style-type: none"><li>• <b>Delivering</b></li></ul>	Participants will know how to prepare to deliver the information
<ul style="list-style-type: none"><li>• <b>Case-study Exercise</b></li></ul>	Participants will experience the pros and cons of a delivery method
<ul style="list-style-type: none"><li>• <b>Methods and instruments</b></li></ul>	Participants will know the types of methods and instruments to use in a presentation
<ul style="list-style-type: none"><li>• <b>Complete your Methods Exercise</b></li></ul>	Participants will know how to complete their session outline with methods

# Debriefing and Q&A Training




- ▶ **Intended for:** those who practice and want to improve their training skills, and for those who want to become trainers, professors, instructors.
- ▶ **Duration:** 2 hours 45 minutes
- ▶ **Contents:** The Debriefing and Q&A Training consists of 1 training session designed to offer participants the theoretical and practical knowledge and situations to be able to handle questions and create themselves questions for future trainings.
- ▶ This package consists of the **Trainer's Notes** for this session, **Training Plan** and **PowerPoint Presentation**.
- ▶ **Price:** \$ 54
- ▶ **Available at:** [Debriefing and Q&A Training](#)
- ▶ **Share on:**   

## Content:

Sessions	Objective
<b>Debriefing and Q&amp;A</b>	
<ul style="list-style-type: none"><li>• <b>Handling Questions and Answers</b></li></ul>	Participants know the basics of dealing with questions from the audience
<ul style="list-style-type: none"><li>• <b>Q&amp;A Simulation Exercise</b></li></ul>	Participants practice a Q&A session
<ul style="list-style-type: none"><li>• <b>Debriefing</b></li></ul>	Participants know 1 debriefing technique
<ul style="list-style-type: none"><li>• <b>Rope Exercise</b></li></ul>	Participants practice debriefing

# Evaluation and Feedback Training



- ▶ **Intended for:** those who practice and want to improve their training skills, and for those who want to become trainers, professors, instructors.
- ▶ **Duration:** 2 hours
- ▶ **Contents:** The Evaluation and Feedback Training consists of 1 training session designed to help participants understand the importance of feedback and evaluation in a training, and offer them the possibility to practice the two subjects.
- ▶ This package consists of the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- ▶ **Price:** \$ 54
- ▶ **Available at:** [Evaluation and Feedback Training](#)
- ▶ **Share on:**   

## Content:

Sessions	Objective
<b>Evaluation and Feedback</b>	
• <b>Giving and receiving Feedback</b>	Participants will know how receive and give feedback
• <b>Practicing Feedback</b>	Participants will practice giving feedback
• <b>Evaluation of training</b>	Participants will understand the steps and importance of evaluation
• <b>Evaluation Form</b>	Participants will complete the evaluation form





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