

SPEAK UP! INCREASING YOUR PERSONAL INFLUENCE

Knowing how to influence without authority is one of the most critical skills you can learn when working with others in organizational life. In this session, we will discuss the universal challenge of being held accountable for results when you have no authority to hold the other person accountable. You'll learn techniques for building supportive and reciprocal long-term working relationships at all levels of the organization. We'll focus on the skills of leveraging your personal power to achieve needed business results without sacrificing necessary relationships.

TEAM-BUILDING: CONSTRUCTION 101

Participants will learn the importance of intentionally building teams from the ground up. We will learn how to recognize and capitalize on individual team members' strengths and how to improve communication, collaboration, and cohesion around a common mission. Participants will learn strategies for setting common goals, how to share decision-making, how to work with all team members' communication styles, how to build relationships within the team, and how to resolve conflict as it comes up (which it inevitably will).

TRAIN-THE-TRAINER: LEVEL I

Do you need to train people in your job? Don't feel confident instructing other adults? In this hands-on class, you'll explore and practice tools and techniques for delivering participant-centered training sessions. Your confidence in teaching other adults will grow and you'll leave the workshop with at least 15 strategies and tools that you can use with your own training sessions the very next day.

CAREER MASTERY

GETTING ORGANIZED AT WORK

You know you are an expert at what you do; however, lately, EVERYTHING seems like a priority. Technology is taking over your life, you go to work even when you are sick, and there is no way you are going to be able to take a vacation. STOP. It is time to make use of some easy to implement strategies that will enable you to become more organized, effective, and less stressed. This workshop will provide you with a variety of workload organizational tips and skills that you will want to use immediately.

HITTING THE SWEET SPOT: CREATING SUCCESSFUL TRAINING SEMINARS

This workshop is designed to help trainers/instructors become better teachers. Using the practices of "Backwards Design", participants learn how to clarify their training objectives and expected learning outcomes. Participants will also learn how to ensure their instructional

practices are relevant. In this session, we'll also cover various learning styles, engagement practices, and proper techniques for providing meaningful and timely feedback. Within this session, you'll learn how to develop painless, ongoing assessments to monitor learning, and how to use the assessment information quickly to effectively adjust instruction. Have you been assigned to "teach" others at work? This is the workshop for you!

MANAGER READY

This breakthrough on-line system is available to improve the selection and development of current, transitioning, or aspiring frontline leaders. The comprehensive, individual assessment measures the nine competencies most critical for success in a frontline leadership position. Participants receive a detailed report of results on each competency and methods for establishing a development plan and measuring progress. To learn more, contact us today.

OUTLOOK TIPS FOR EFFECTIVE EMAIL

Save time and frustration when managing your email! This class follows "Using Email to Get Results", and provides hands-on experience working with Outlook to manage your email effectively. This class will explore new ideas through group discussion and hands-on exploration. We'll cover how to best use Outlook features for efficient message handling and effective communication, including Outlook Tasks, Contacts, Rules and Shared Calendars.

PRESENTATIONS THAT "POP!"

This workshop gives participants an easy-to-follow format for creating engaging and clear public presentations. This active workshop helps participants understand the needs of adult learners, clarify the purpose and outcomes of a presentation, select and customize specific organizational formats, tap into audience engagement strategies, manage time, deal with the "unexpected", and try out some effective rehearsal strategies. You will walk away with a toolkit that you can use over and over, for any presentation. This is a great opportunity to develop, or polish up, a presentation that you know you have to give in the near future.

Do you have other training needs within your organization?

Customization of learning is our specialty.

Call us at **802.879.2380** to discuss the specific needs within your organization.

WOMEN IN MANAGEMENT—GRASP YOUR LEADERSHIP EDGE

Great leaders have great attitudes, mindsets, beliefs, and ways of being. Change your mindset and start really thinking and behaving like the leader you aspire to be. In this workshop, learn the seven critical traits that will catapult your success. This workshop will teach you how to cultivate the attitudes and behaviors that lay the foundation for your elegant leadership.

WRITING FOR THE WORKPLACE

Do you find yourself staring at your computer screen, trying to decide how to write what you need to say, as precious minutes tick by? Whether you have to write a memo, a policy, a procedure, or a position paper, today's leaders need to be able to write effectively and efficiently for a variety of audiences. In this workshop, participants will be introduced to ways to target their writing outcomes, consider their audience, utilize some time-saving writing templates, and experience some quick and easy write-and-revise strategies designed to make writing in the workplace painless and efficient.



SMALL BUSINESS OWNERS/ HOME IMPROVEMENT CONTRACTORS

STRATEGIES FOR TRAGEDIES

If anything can go wrong it will... at the most inopportune time. This class will help you gracefully overcome the myriad of challenges that confront your business every day. You'll learn how to help your customers who are disappointed or angered by the tragedy.

SUCCESSFUL SALES & MARKETING SKILLS FOR HOME PROFESSIONALS

This training will take a fresh look at the art and science of selling. Stale old selling techniques no longer work on today's better-informed and more skeptical building owners. The economics have changed and we have to change our approach in order to convince owners to invest in our proposals. This class is designed for business owners, sales professionals, sales managers, general managers, and anyone else engaged in selling. Take this workshop and refresh your sales and marketing knowledge and skills.



VERMONT TECH

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

BUSINESS TRAININGS

As Vermont's leading provider of workforce training solutions and professional development services, the Office of Continuing Education & Workforce Development at Vermont Tech (CEWD) provides **customized training** and **workforce development** in leadership and technical areas. CEWD works with companies and organizations of all types to maximize their human capital and realize their full potential.

COMMUNICATION

CUSTOMER SERVICE

HUMAN RESOURCES

LEADERSHIP

CAREER MASTERY

SMALL BUSINESS OWNERS/ HOME IMPROVEMENT

CUSTOMIZED CURRICULUM

[LEARN MORE](#)

www.vtc.edu/cewd

cewd@vtc.edu

[802.879.2380](tel:802.879.2380)

[LEARN MORE](#)

www.vtc.edu/cewd

cewd@vtc.edu

[802.879.2380](tel:802.879.2380)

COMMUNICATION

COMMUNICATION STYLES & DIFFERENCES

This hands-on, interactive workshop explores communication styles and differences, and helps participants identify and employ new strategies to improve communication and reduce tension. In addition to exploring different styles, we lead participants in looking at their judgments and "mind filters" which often derail communication. Listening, managing emotions, and managing hot topics are also covered.

COMMUNICATING SUCCESSFULLY UNDER STRESS

Feeling confident in your communication skills paves the way to more successful interactions, even under stress. In this workshop, we will interactively explore what happens to you when stressed and how that impacts your communication ability. We will also learn and practice communication skills that will increase your assertiveness, especially when stressed.

DEALING WITH DIFFICULT PEOPLE

While you can't change difficult people, you can communicate with them in a way which allows you to get your work done. It's a matter of knowing how to get through to people. This workshop will help you identify essential communication skills that turn conflict into cooperation and emotion into reason. Learn about behavioral characteristics and why people act as they do. Leave with specific strategies for dealing with difficult behaviors and problem people.

EMOTIONAL INTELLIGENCE: WHY EQ IS CRUCIAL TO EFFECTIVE COMMUNICATION

You're a savvy communicator but how well do you understand people? How smart are you when understanding a co-worker's emotions or managing your own emotions? How does this affect your ability to communicate? In this workshop, complete an EQ assessment and discover both your EQ strengths and areas for development. This session will focus on how to increase your EQ effectiveness at work.

LANGUAGE: USING IT RESPONSIBLY
This session looks more closely at how language, a necessary tool for communication, can lead to many interpersonal problems. We will explore the use of "I", "We", and "You" language. We'll also consider the relationship between gender and language, culture and language, and with a little practice, how to avoid troublesome language.

LISTENING, LEARNING, AND LEADERSHIP — CRUCIAL CONNECTIONS

Lack of understanding and misunderstanding, is expensive. In this workshop, the emphasis is on self-scanning, self-talk, listening styles and techniques in order to transform the quality and effectiveness of your spoken words. We'll also focus on honing your listening skills to foster better understanding and cooperation with others.

MANAGING DIFFICULT CONVERSATIONS

Difficult conversations are those conversations that people don't want to have. People are reluctant to start these conversations because they fear the consequences. This workshop introduces strategies for dealing with tough topics, talking about difficult information, and managing interpersonal communication.

MORE THAN WORDS: PRESENTING YOURSELF & INTERPRETING OTHERS

Successful communication depends in large part on the message your body sends to others. This session will demonstrate ways to control the messages you send – confidence, interest, understanding, enthusiasm – and read the messages others are sending you. Using these skills well provides you with a distinct advantage in organizational life.

MOVING FROM CONFLICT TO COLLABORATION

Conflict is a natural part of business life. This workshop teaches leaders how to recognize that a conflict is escalating and minimize damage by using the most appropriate resolution tactic regardless of which stage a conflict is in. Participants also learn techniques for effectively handling even the most challenging conflict-related discussions.

We offer comprehensive leadership training and development, Levels I, II, and III — for Managers, Supervisors, and Emerging Leaders.

Interested in more information?

CONTACT US TODAY.

vtc.edu/cewd

cewd@vtc.edu

802.879.2380

CUSTOMER SERVICE

CUSTOMER SERVICE REQUIREMENTS FOR BUSINESS SUCCESS

Customer loyalty and customer delight are the cornerstones of organizational excellence. An organization must connect with its customers – both internally and externally. Interpersonal skills, a 'can-do' attitude, an understanding of the larger organizational context and a commitment to excellence are required. In this workshop, essential customer service skills and behaviors are examined and practiced. You'll gain a fresh perspective on how service—internal and external—can be the difference between business success and failure.

HUMAN RESOURCES

FUNDAMENTALS OF PROJECT MANAGEMENT

Many organizations struggle to complete projects on time and within budget. There is a need for project management competencies to effectively manage projects and drive them to successful completion. In this workshop, the instructor will provide the essential tools you need for completing and managing successful projects. This interactive workshop is designed to increase learning through the application of what is being taught to your current projects. This workshop is designed for anyone responsible for completing small or large projects in any function of the organization. It will be helpful to those who want to learn practical project management skills and tools to order to improve business results.

HIRING DONE WELL

Do you find it hard to attract qualified candidates? Have you sometimes hired a talented person who didn't meet your expectations? Are you worried that you may be creating risk for your organization through missteps in your hiring process? Participants in this workshop will learn the underlying principles of an effective hiring process, and explore with other learners some of the key steps in preparing for an optimal hire – someone who can do the job, wants the job, and will carry out the role in a way that fits at your place of business.

SHRM-CP/SHRM-SCP

This is an exciting and pivotal time in the HR profession. Now, more than ever, HR teams are required to assume a greater leadership role and contribute to the strategic direction of their organizations. The profession is no longer just about what you know – but how you do your job.

The **SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™)** credentials are poised to become the new standard for HR professionals worldwide, as they are among the first HR certifications that focus on teaching and testing the practical, real-life information HR professionals need to excel in their careers today, including knowledge, skills and behavioral competencies.

SHRM ESSENTIALS OF HR MANAGEMENT

By covering a breadth of practical HR topics, the SHRM Essentials of HR Management provides the knowledge to perform daily tasks. Through this training you will also: Review key pieces of federal legislation on sexual harassment, age discrimination, and the Family and Medical Leave Act (FMLA). Gain insights into employee recruitment and selection while avoiding legal pitfalls. Learn to enhance your skills related to total compensation systems, pay increases and incentives, and employee benefits. You'll increase your knowledge of employee orientation, onboarding, professional development, and training.

LEADERSHIP

BEST FACE FORWARD — PROFESSIONALISM AT WORK

Professionals are the kind of people that others respect and value and trust. This workshop will cover strategies to evaluate and improve your professionalism in the three critical domains: interpersonal relationships, commitment to the organization, and competency and expertise. Participants will create their own "work-in-progress" plan, acknowledging their professional strengths, and outlining steps for improving their professional "challenges."

BUILDING TRUST & BUILDING TEAMS

Trust is the foundation of all strong teams while the absence of trust is considered the first dysfunction of teams. Without trust teams can't be successful. Yet most leaders pay little attention to the nuanced behaviors that build or break trust. This team building workshop will focus on how to strengthen trust and how to rebuild it if it is broken. Four different types of trust will be covered. The training will also explore key aspects of strong teams beyond trust as well as how to build strong teams once trust is established. The training will be interactive, hand on, and fun.

CREATING A SUCCESSFUL RECOGNITION PROGRAM

Recognizing the people who work for you, the people you work with, and the people you work for positively affects the culture of an organization, improves the job satisfaction of employees, and increases target behaviors. People like to be acknowledged for their work and contributions. Sometimes employee

recognition programs are minimized or ignored because of a lack of funds. This workshop will address why we all need to be acknowledged for our work and how we can model and provide recognition. Numerous inexpensive, yet proven, recognition ideas will be provided throughout the workshop. A "game plan" for starting or revamping an employee recognition program will be shared.

CRUCIAL COMMUNICATION & CONNECTION

During this workshop, we'll practice the art of difficult dialogue. The goal of this workshop is for all participants to have an understanding of how to apply new tools and strategies during high stakes conversations. Participants will engage in a self-assessment to better understand their communication default style, remain a calm listener in the face of another's reaction, and move towards effective and high impact actions and results in difficult conversations.

CUSTOM INSTRUCTIONAL COACHING

This workshop is designed to help trainers/instructors become better trainers/instructors. Using the principles of "Backwards Design", instructors learn how to clarify their training objectives, make the learning relevant, address various learning styles, increase engagement and understanding, provide meaningful and timely feedback, develop painless, ongoing assessments to monitor learning, and use the assessment information to quickly and effectively adjust instruction.

ESSENTIALS OF LEADERSHIP

This course is a foundation for teaching leaders how to get results through people. Participants acquire a set of proven interaction skills, discuss seven leadership imperatives key to meeting today's challenges and analyze their role as a catalyst leader who inspires others to act. Just got assigned to a new leadership role? This is the class for you!

GETTING WHAT YOU WANT: HOW TO REACH YOUR PERSONAL & PROFESSIONAL GOALS

In this workshop, we apply a decision-making framework based on goal-setting, task analysis, concentric circles of control, obstacle anticipation, and time management. Participants will walk out at the end of the workshop with an actual, real-time action plan in hand, that will enable them to accomplish their goal.

HIGH IMPACT FEEDBACK & LISTENING

Feedback is an effective business tool that reaches all levels. Learn how to effectively deliver both positive and developmental feedback, as well as how to be receptive to feedback, and to listen to accurately understand the speaker's intended message. The session addresses issues around the art of giving feedback and provides processes for helping employees deliver objective, honest feedback that is relevant and useful.

LEADERSHIP STYLES & PERSONAL INFLUENCE

Leadership requires a special blend of styles and skills in order to get results through others. Complex relationships and conflicting priorities challenge even the best of leaders. This workshop is designed to give participants time to consider different leadership roles and styles. Participants learn how to create a high-trust environment in which people take appropriate risks, identify and solve problems and work together to achieve business results.

LEADING CHANGE

This workshop focuses on the crucial role leaders have in effectively exploring change, introducing change, and helping others overcome resistance typically associated with change. Participants learn how to conduct effective change discussions that minimize the potentially negative effects of change on morale, processes and productivity. Leaders learn tools and techniques to engage employees throughout the change process.

MANAGING & OPTIMIZING GROUPS AND TEAMS

This session covers the particular challenges that group dynamics pose to communication and productivity. Participants will learn strategies to deal with the most common obstacles which groups face when solving problems and making informed decisions. Assessments will be used to uncover the true obstacles holding the team back from optimum performance.

MANAGING TIME & GETTING THINGS DONE

This training begins with a quick discussion of the 168 hours each of us has in a week. In this training, we demonstrate simple yet effective ways to manage multiple priorities. Participants will learn a time management framework that clarifies the processes of task review and selection, task analysis, concentric circles of control, and obstacle anticipation. With a focus on real-time action plans, participants develop the skills they need to manage their time more effectively so they are able to make a stronger contribution at work.

PERFORMANCE REVIEWS THAT MAKE A DIFFERENCE

In this session, participants will learn how to effectively deliver objective, honest feedback that is relevant and useful to employees. Learn the differences between formative and summative evaluation and the requirements of both types of evaluation. Participants will learn a specific, memorable recipe for giving both positive and developmental feedback that can be used the very next day. The instructor will reinforce the time-management practices that allow participants to conduct performance reviews that make a difference.