



# Career Potential

Develop. Achieve. Succeed.

## WORKSHOP, TRAINING, & PRESENTATION OPTIONS

Learning designed and customized for unique organizational needs and culture.

>> **Career Potential** *utilizes a variety of delivery methods and engaging activities to appeal to all learning styles.*

*Topics include:*

>> **Generational Diversity**

>> **Unconscious Bias**

>> **Emotional Intelligence**

>> **Organizational Development**

>> **Professional Development**

>> **Leadership Development**

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# GENERATIONAL DIVERSITY

*Managers and organizational leaders are increasingly challenged with managing generational diversity in their workforces due to differing mindsets, work styles, and communication styles.*

## MANAGING & LEADING A MULTIGENERATIONAL WORKFORCE

Managers and organizational leaders are increasingly challenged with managing generational diversity in their workforces due to differing mindsets, work styles, and communication styles. This training will provide strategies and recommendations for recruiting, retaining, managing, and succession planning across generations while creating a work environment that aligns with the unique characteristics of the multiple generations.

### LEARNING OBJECTIVES

Participants will be able to:

- Identify, describe, and differentiate generational cohort characteristics, communication, and work styles.
- Discuss challenges experienced when working with employees from multiple generations.
- Apply techniques to maximize workplace, employee, and organizational success across multiple generations.

### DELIVERY OPTIONS

- 60-90 Minute Presentation- presentation of material
- 2- 4 Hour Workshop- presentation of material with engaging exercises
- 4-8 Hour Training- presentation of material, engaging exercises, resources, follow-up activities

### TAILORED OPTIONS

#### ***Accelerating Your Career in a Multigenerational Workforce***

Tailored for young professionals and emerging leaders within the organization— topics include workplace etiquette and soft skills training.

#### ***Excelling in a Multigenerational Workforce***

Tailored for mid-career leaders and professionals within the organization—topics include management and communication techniques.

#### ***Generational Diversity: The Good, the Bad, the Ugly***

Tailored to showcase possible risks and liabilities associated with recruiting and managing a multigenerational workforce.

#### ***Millennials: (Insert Industry) Disruptors***

Tailored to showcase research and findings regarding how the Millennial generation is impacting specific industries—tailored for specific industries.

#### ***Leading Innovation within a Multigenerational Workforce***

Tailored to showcase differing mindsets regarding innovation— techniques and strategies provided for managing innovation across generations.

#### ***Training a Multigenerational Workforce***

Tailored to present different training preferences across generations—training recruitment and delivery techniques are presented.

#### ***Recruiting & Retaining a Multigenerational Workforce***

Tailored to highlight recruitment and retention strategies tailored towards the different generations.

#### ***Recruiting the Next Generation: iGen/Generation Z***

Tailored to present current research regarding iGen/ Generation Z —topics include recruiting strategies and workplace preferences.

*All presentations, workshops, and trainings can be tailored to meet the needs of the organization.*

# UNCONSCIOUS BIAS

*Brains are hardwired to make unconscious decisions and there is a direct link between our unconscious thinking and our actions and behaviors.*

## LEADING FROM WITHIN: OVERCOMING UNCONSCIOUS BIAS

### LEARNING OBJECTIVES

Upon successful completion of this training, participants will be able to:

- Define, understand, and demonstrate an awareness of unconscious bias.
- Recognize the implications of unconscious bias in the workplace as it relates to recruitment, classroom management, team dynamics, and career development.
- Apply strategies and techniques for managing unconscious bias.

### DELIVERY OPTIONS

- 60-90 Minute Presentation- presentation of material
- 2- 4 Hour Workshop- presentation of material with engaging exercises
- 4-8 Hour Training- presentation of material, engaging exercises, resources, follow-up activities

### TAILORED OPTIONS

***What was I thinking?! Impact of Unconscious Bias on Your Career and the Careers of Others***

Tailored to focus on individual career implications of unconscious bias.

***Impact of Unconscious Bias on Recruitment, Promotion, and Career Advancement***

Tailored towards human resource professionals and managers to demonstrate organizational implications of unconscious bias.

# EMOTIONAL INTELLIGENCE

*Emotional intelligence is a critical skill set needed for individuals to effectively manage employees and lead organizations.*

## EMOTIONAL INTELLIGENCE: CRITICAL TOOL FOR SUCCESS

### LEARNING OBJECTIVES

Upon successful completion of this training, participants will be able to:

- Define, understand, and demonstrate an awareness of emotional intelligence.
- Recognize the implications of emotional intelligence in the workplace as it relates to management, team dynamics, and decision making.
- Apply strategies and techniques for enhancing emotional intelligence.

### DELIVERY OPTIONS

**Emotional intelligence assessment tools and individual coaching sessions can be included with all delivery options.**

- 60-90 Minute Presentation- presentation of material
- 2- 4 Hour Workshop- presentation of material with engaging exercises
- 4-8 Hour Training- presentation of material, engaging exercises, resources, follow-up activities

*All presentations, workshops, and trainings can be tailored to meet the needs of the organization.*

# ORGANIZATIONAL DEVELOPMENT

*Organizational development training will provide your employees with the skills needed to meet strategic goals and create positive change.*

## ORGANIZATIONAL DEVELOPMENT PROGRAMMING

Invest in the development of your organization to maximize individual and organizational potential.

### TRAINING OPTIONS

- Introduction to Business & Professional Skills
- Building & Managing High Performance Teams
- Effective Communication to Maximize Results
- Managing Innovation
- Managing Change and Continuous Improvement
- Motivating and Empowering through Performance Management
- Recruitment & Retention Strategies
- Other Trainings as Requested

### DELIVERY OPTIONS

- 60-90 Minute Presentation- presentation of material
- 2- 4 Hour Workshop- presentation of material with engaging exercises
- 4-8 Hour Training- presentation of material, engaging exercises, resources, follow-up activities

# PROFESSIONAL DEVELOPMENT

*Professional development training will provide your employees with the opportunity to grow and develop as employees and future leaders.*

## PROFESSIONAL DEVELOPMENT PROGRAMMING

Invest in the development of your employees to maximize individual and organizational potential.

### TRAINING OPTIONS

- Managing Your Career
- Networking and Building Your Professional Brand
- Time Management
- Effective Communication Skills
- Emotional Intelligence
- Negotiation Skills
- Other Trainings as Requested
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### DELIVERY OPTIONS

- 60-90 Minute Presentation- presentation of material
- 2- 4 Hour Workshop- presentation of material with engaging exercises
- 4-8 Hour Training- presentation of material, engaging exercises, resources, follow-up activities

*All presentations, workshops, and trainings can be tailored to meet the needs of the organization.*

# LEADERSHIP DEVELOPMENT

*Leadership development is needed at all levels of the organization. Equip your employees with the leadership training needed for their jobs today and for their leadership roles tomorrow.*

## LEADERSHIP PROGRAMMING

Individual workshops or a leadership development series can be designed for all levels of the organizations including aspiring leaders, emerging leaders, and executive leaders as well as targeted populations such as women and STEM professionals.

### TRAINING OPTIONS

#### Leading from Within (3 trainings available):

- Self-Assessment and Coaching
- Unconscious Bias
- Networking and Building Your Personal Brand

#### Leading Others: (3 trainings available):

- Language, Culture, and Influence
- Performance Management and Motivation
- Building and Managing Effective, High Performing Teams

#### Leading Organizations (3 trainings available):

- Managing & Leading a Diverse Workforce
- Executive Decision Making
- Leading Change & Innovation

### Additional Trainings as Requested

### DELIVERY OPTIONS

**Behavioral assessments and 360 evaluation tools can be included with all delivery options.**

- **Training Series:** Trainings are designed as a series and the time and length of the series is customized to the needs of the organization.
- **Individual Trainings:**
  - 60-90 Minute Presentation- presentation of material
  - 2- 4 Hour Workshop- presentation of material with engaging exercises
  - 4-8 Hour Training- presentation of material, engaging exercises, resources, follow-up activities

*All presentations, workshops, and trainings can be tailored to meet the needs of the organization.*

**SCHEDULE A FREE CONSULTATION TODAY**

**Career Potential, LLC**

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• *HELPING INDIVIDUALS ACHIEVE AND ORGANIZATIONS SUCCEED* •