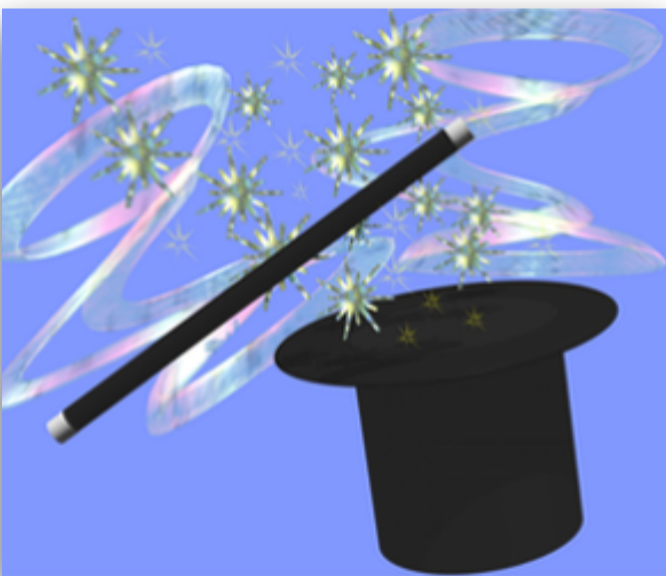


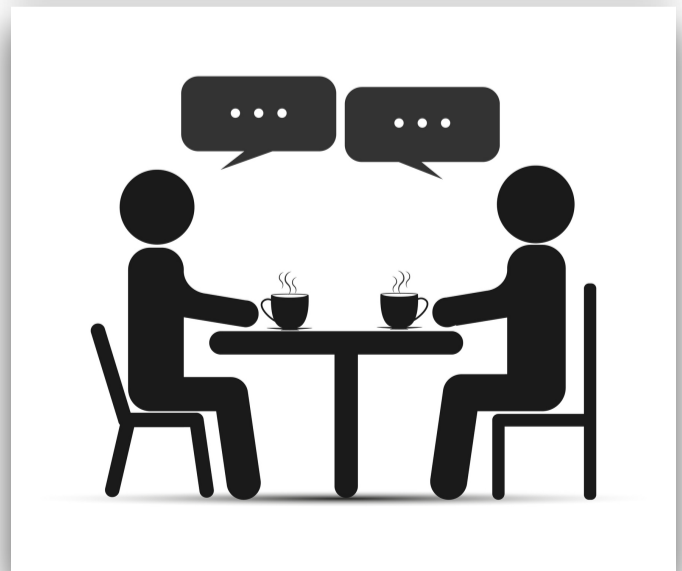
GUAM TRAINING

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STOP DRIVING YOUR WORKERS **Crazy**



Every manager does things to send their employees up the wall!

Problem: There are things every manager does that can make workers want to scream! That includes even the best of them.

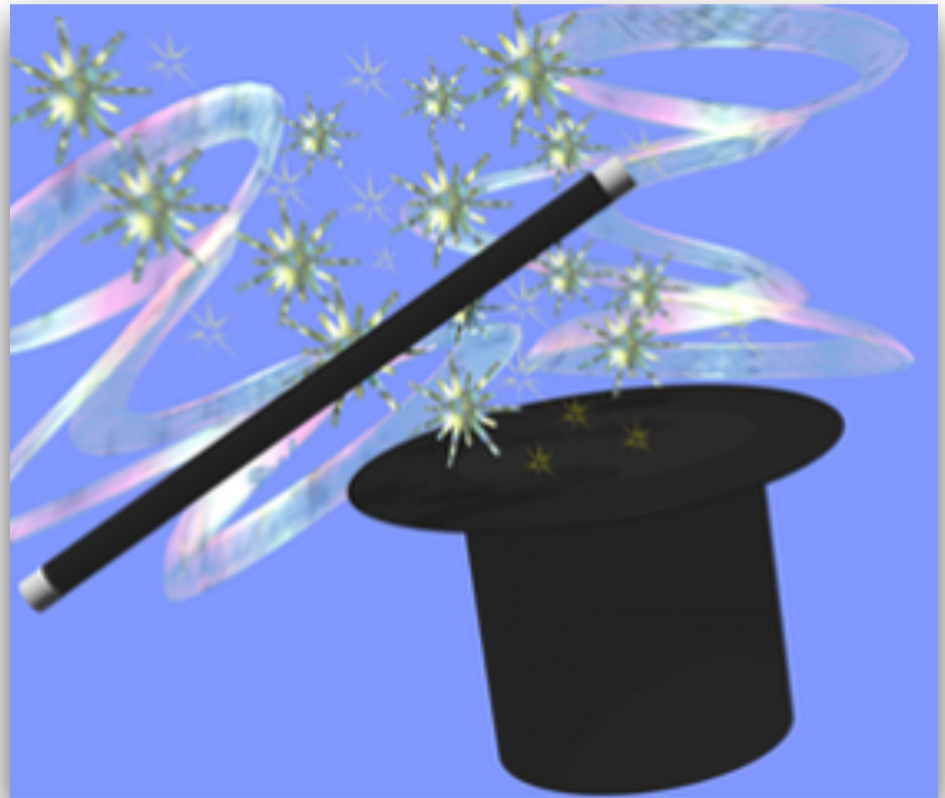
Problem: They don't realize it and have no idea how some of their methods and habits impact their team.

Awareness is key. You can't solve a problem until you know you have one.

Stop Driving Your Workers Crazy highlights and digs into 12 areas that research shows are major negatives for the people we supervise.

Tuesday, August 20, 2024
8:30a-12:30p

ADMIN MAGIC



You have a very important job and high performance is a must

Admin professionals are the leading support for so many others in addition to the boss — coworkers, vendors and clients too.

Now, get fresh ideas and tools to be even better.

Admin Magic focuses on areas that are critical for every admin – communication skills, ways to be more productive, partnering with your boss for optimum results, problem solving and more.

Stress relief methods and other health issues are also included.

Wednesday, August 21, 2024
8:30a-3:30p

SCAN ME



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Generations



How you can engage, motivate, and inspire a multigenerational team

Everywhere you go, people are talking about today's multigenerational workplace. A lot of that talk is filled with frustrations and many questions.

The challenge is hard, but we must find effective ways to get along, be productive, and retain our talent.

Generations gives a deeper understanding of each age group, the differences between them, plus how to motivate each.

This session includes exclusive content from the John Maxwell organization.

Thursday, August 22, 2024
8:30a-3:30p

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Not sure what to say when people are upset, or just plain being difficult?

All of us are sometimes pulled into conversations and face people who are tough to deal with. They'll say things we don't like, are unfair, or make us feel uncomfortable.

Whether we're dealing with customers, coworkers, supervisors, family or friends — we need to be able to judge a situation, and then respond quickly and effectively.

In Your Face! covers a lot of important issues, features role playing, is highly interactive, and can be totally unpredictable. Just like real life.

Tuesday, August 27, 2024
8:30a-3:30p

SCAN ME



GUAM TRAINING

STREETSMART NETWORKING



Easy to use techniques to make more and better contacts

People who don't like networking usually struggle with it. Starting up a conversation with a person you don't know is hard for many.

Once you know that you can walk into a roomful of strangers, or approach anyone anywhere and have full confidence that you can hold your own and achieve your goals, you'll never again look at meeting people as something to fear and dread.

Streetsmart Networking is full of tips, techniques and strategies to make the process easier, effective, and yes — enjoyable.

Wednesday, August 28, 2024
8:30a-12:30p

EFFECTIVE ONE-TO-ONE MEETINGS



Maximize team productivity through impactful one-to-one meetings.

As a manager, your one-to-one meetings with employees are crucial touchpoints that can make or break team morale, performance, and retention.

When done effectively, these meetings are powerful events to align goals, provide feedback, uncover pain points, and build strong working relationships.

However, all too often, one-to-one meetings become unfocused and unproductive.

Effective One-To-One Meetings is designed to put the power back into this incredibly useful tool.

Thursday, August 29, 2024
8:30a-12:30p

SCAN ME



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