HPG

Holistic Performance Group

Complete Course Catalog

2026-2027

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Introduction to Holistic Performance Group, LLC

For over a decade, Holistic Performance Group (HPG) has been a trusted leader in neuroscience-based leadership development and communication training. Founded by Dr. Ryan Cate Gibson and Thea Harvey-Barrett, HPG was among the first organizations to integrate the science of the brain into practical tools for improving workplace culture, collaboration, and performance.

As a women-owned business, HPG takes pride in empowering individuals and teams to reach their highest potential through a holistic approach—combining evidence-based neuroscience, emotional intelligence, and experiential learning.

Our work spans a variety of industries and communities, from government agencies and corporate teams to educators and nonprofit organizations. Through programs like Flawless Delivery, 4 Rules of Confrontation, and other custom workshops, we've helped thousands of professionals strengthen their communication, leadership, and resilience skills.

This course catalog provides a comprehensive overview of the classes, programs, and learning experiences offered by Holistic Performance Group. Each course is designed to create meaningful, lasting change that enhances both personal growth and organizational success.

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Leadership

Dr. Ryan Cate Gibson



Dr. Ryan Cate Gibson, Ph.D., TESOL, serves as the CEO of Holistic Performance Group, where she has dedicated over three decades to pioneering multi-lingual, cross-cultural curricula and e-learning solutions for educational institutions, social service organizations, and governmental bodies. With a passion for leadership and workforce development, she has fostered collaborative programs with global partners, embodying a commitment to holistic growth and inclusive excellence. Beyond her professional endeavors, Dr. Gibson actively engages with her community, lending her expertise to multiple boards and organizations. Renowned for her dynamic presence and insightful perspective, she is sought after as an engaging keynote speaker, captivating audiences with her profound insights and empowering messages.

Thea Harvey-Barratt



Thea Harvey-Barratt is Holistic Performance Group's cofounder and CFO. With over two decades of experience in business leadership, financial management, and organizational development, she brings a diverse background spanning the nonprofit, for-profit, and entrepreneurial sectors. At HPG, she oversees financial operations and leads the design of training programs focused on leadership, communication, ethics, and workplace effectiveness. Her prior role as Executive Director of an international nonprofit sharpened her skills in strategic planning, grant writing, event coordination, and community engagement. She has managed bookkeeping for large organizations, run a successful electrical contracting business, and served in union leadership. A certified holistic health coach with a certificate in Mediation and Conflict Resolution from ESSEC Business School, Thea is known for building strong teams, managing complex operations, and delivering sustainable results.

Flagship Training Suites

Flawless Delivery™ Customer Service

Flawless Delivery is a 20-hour experiential customer service certification program built on empathy, communication, and engagement. Delivered over two days and one evening, the program uses gamification, role-playing, small-group projects, and interactive lectures to help participants strengthen their communication, emotional intelligence, and stress management skills. Designed for frontline employees, Flawless Delivery equips participants to engage authentically with guests and coworkers, manage difficult interactions with confidence, and contribute to a culture of service excellence. This program has become a cornerstone in elevating hospitality standards and empowering individuals to take pride in the vital role they play in their communities.

Flawless Foundation

Flawless Foundation™ is a one-day customer service certification that builds the essential skills behind exceptional service and hospitality. Through neuroscience-based learning, interactive activities, and practical application, participants explore emotional intelligence, communication, stress management, conflict resolution, accountability, and resilience. Participants develop practical tools to strengthen guest interactions, navigate challenging situations, and create meaningful connections through intentional, empathetic service.

Flawless Leader

Flawless Leader™ is a two-day leadership development program designed to strengthen communication, emotional intelligence, coaching, and team culture. Through neuroscience-based learning, interactive activities, practical tools, and real-world leadership challenges, participants develop the skills to lead with clarity, build trust, navigate conflict, and foster accountability. Leaders learn how to move beyond individual excellence to create an environment where teams communicate effectively, support one another, and thrive.

Getting on the Same Page: Team Alignment

Getting on the Same Page: Team Alignment is a four-part training series designed to strengthen workplace culture through communication, professionalism, respect, and accountability. Through interactive learning and practical application, participants develop skills in emotional intelligence, conflict resolution, workplace boundaries, and customer service. The series helps teams establish shared expectations, navigate challenges more effectively, and build a respectful, collaborative environment where communication improves and service becomes more consistent.

C.O.R.E. Leadership Series

The CORE Leadership Series is a progressive leadership development program that cultivates the foundational elements of effective leadership—Connection, Ownership, Resilience, and Empathy. Organized into tiered levels for emerging, mid-level, and senior leaders, the series blends neuroscience, experiential learning, and self-reflection to help participants build emotional

intelligence and lead with authenticity. By emphasizing communication, accountability, and well-being, the CORE Leadership Series empowers leaders to create positive, high-performing team cultures that drive sustainable success.

Retention & Resilience for the 21st Century

Retention and Resilience for the 21st Century is designed to help organizations create cultures where employees feel valued, engaged, and empowered to thrive. Grounded in neuroscience and emotional intelligence, this program explores how the brain responds to stress, change, and motivation. Participants gain tools to manage burnout, improve adaptability, and build stronger interpersonal connections. Leaders walk away with actionable strategies for increasing retention and resilience, fostering teams that can sustain performance and well-being in the face of modern workplace challenges.

The Four Rules of Confrontation

The 4 Rules of Confrontation is a neuroscience-based communication program that teaches participants how to approach difficult conversations with honesty, kindness, and confidence. Based on the book written by Dr. Ryan Cate Gibson and Thea Harvey-Barratt, this training provides a simple and effective framework for addressing conflict, fostering accountability, and strengthening relationships. Through practical exercises and guided reflection, participants learn to communicate in ways that reduce defensiveness, build trust, and promote mutual understanding—transforming confrontation into an opportunity for growth and connection.

Leadership and Management Development

For emerging and experienced leaders to strengthen strategic, ethical, and people-centered leadership skills.

Includes:

A Solid Framework for Leadership

In today's fast-paced, people-centered world, leadership requires more than expertise—it demands emotional intelligence, strategic thinking, and a deep commitment to growth. A Solid Framework for Leadership equips participants with practical tools to communicate with empathy, build trust, and inspire responsive, values-based teams. Through real-world case studies and interactive learning, leaders will gain the insight and skills to lead with impact, invest in people, and inspire purposeful change.

Foundational Leadership Principles

Great leadership starts with a strong foundation of vision, integrity, and effective communication. This workshop explores key leadership principles, from decision-making and delegation to team-building and motivation. Participants will gain insights into fostering trust, inspiring teams, and driving organizational success.

Effective Leadership

Great leaders inspire, motivate, and guide their teams toward success. This workshop explores key leadership principles, including vision-setting, decision-making, and team empowerment. Participants will gain practical strategies to enhance their leadership presence and drive organizational growth.

Situational Leadership

Equips leaders with the ability to adapt their style to different situations and individual needs. Participants will explore various leadership models and learn to diagnose the developmental levels of their team members. The workshop focuses on enhancing leadership effectiveness through flexibility, adaptability, and tailored communication strategies.

Leadership Fundamentals

Strong leadership is built on a foundation of vision, communication, and integrity. This workshop covers essential leadership principles, including decision-making, emotional intelligence, and team motivation. Participants will gain practical skills to inspire and guide their teams toward success.



Cross-Generational Leadership Practices / Multi-Generational Leadership

Bridging the generational divide in the workplace requires mutual respect, active listening, and adaptable leadership. This workshop helps managers and employees understand different generational perspectives and implement modern, non-hierarchical leadership practices. Participants will gain tools to improve communication, foster collaboration, and create an inclusive work environment where all voices are valued.

Building an Organization (for Executives)

Strong leadership is the foundation of a thriving organization. Designed for executives, this session focuses on strategic planning, leadership frameworks, and organizational development. Participants will gain tools to align vision with action, foster a culture of accountability, and drive sustainable growth.

Mid-Level Leadership Development

Developing effective mid-level leaders involves cultivating a range of essential skills for organizational success and future growth. Cultivating present moment awareness through mindfulness practices can significantly enhance both personal and professional effectiveness by promoting conscious responses over automatic reactions. By focusing on the now, individuals can reduce the impact of past regrets and future anxieties.

Transitioning from Frontline to Supervisor

Designed for new leaders, this course helps participants shift from a frontline mindset to a strategic leadership perspective. Attendees develop skills in goal-setting, strategic thinking, clear communication, and respecting and supporting their teams.

Supervisory Skills

This engaging workshop equips individuals with essential supervisory skills for effective team leadership and motivation. Participants will learn techniques for clear communication, performance management, and conflict resolution through practical exercises and discussions. The workshop aims to enhance the ability to guide teams towards success and foster a positive work environment.

Leading with Confidence

This workshop empowers participants to lead with clarity, presence, and authenticity by strengthening self-awareness and communication skills. Through practical techniques and reflective practices, individuals learn to overcome self-doubt, make bold decisions, and foster trust within their teams. By deepening confidence in their values and leadership style, participants gain the assurance needed to navigate challenges and inspire others effectively.

Leading Effective Meetings

This workshop focuses on developing strategies to conduct productive and efficient meetings, especially in today's digital landscape. Participants will learn how to navigate platform challenges, leverage technology's strengths, and cultivate a management style that prioritizes clarity and conciseness to save time and boost productivity.

Smart Leaders Value Their Employees

Emphasizes the importance of cultivating a positive and supportive work environment. Participants will discover how to foster employee engagement, motivation, and loyalty. The workshop provides strategies for recognizing contributions, promoting growth, and building a culture of appreciation.

Strategic Thinking

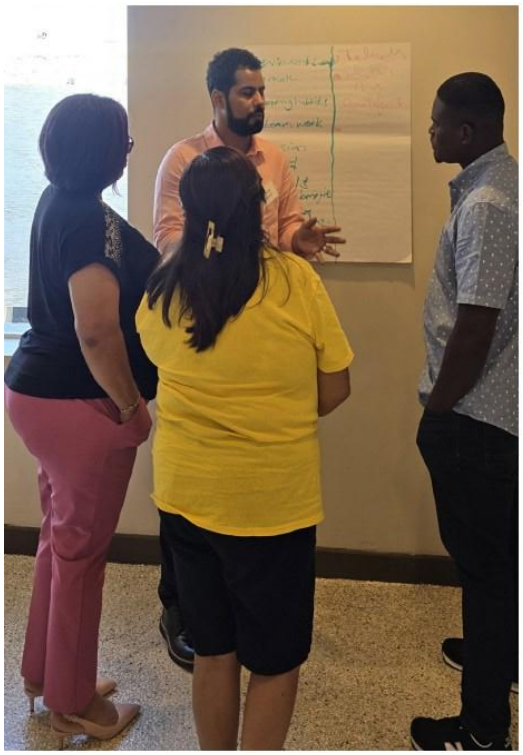
This interactive workshop introduces participants to the principles of strategic thinking with a focus on aligning individual and team efforts with organizational mission and goals. Participants will explore how to analyze situations, define strategic priorities, and identify both short- and long-term opportunities that drive innovation and build capacity. Through collaborative exercises and practical tools, the session empowers participants to make informed, mission-driven decisions that support organizational success.

Strategic Planning Retreat

This facilitated retreat aims to align stakeholders, fostering enthusiasm for the organization's future and establishing a unified direction. Participants will develop a strategic plan outline, defining clear goals, strategies, objectives, and benchmarks. The retreat will equip participants with personalized action plans, specific tasks, and accountability tools to effectively advance towards the outlined future.

Engaging Leadership

Engaged leaders inspire teams, foster collaboration, and drive organizational success. This workshop focuses on leadership strategies that promote motivation, trust, and a positive workplace culture. Participants will learn how to lead with authenticity, create meaningful connections, and sustain high levels of engagement across their teams.





Communication and Relationship Skills

Develop emotional intelligence, clarity, and empathy to strengthen collaboration and trust.

Includes:

Effective Communication

Clear and purposeful communication reduces misunderstandings, strengthens relationships, and boosts productivity. This workshop provides actionable techniques to improve verbal, nonverbal, and written communication skills. Participants will practice strategies for active listening, clarity, and message alignment to ensure their communication is both impactful and efficient.

High Impact Communication

Clear, compelling communication is at the heart of effective leadership and teamwork. This workshop provides strategies for improving verbal, nonverbal, and written communication to ensure messages are understood and impactful. Participants will learn techniques to enhance clarity, persuasion, and active listening in professional settings.

Communicating the Right Message

Miscommunication can lead to costly errors, lost productivity, and strained relationships. This workshop focuses on refining communication skills to ensure clarity, accuracy, and impact. Participants will learn actionable strategies to tailor messages for their audience, reduce misunderstandings, and improve overall workplace communication.

Investigative Communication

Effective problem-solving starts with asking the right questions. This workshop focuses on clarifying intent, crafting strategic inquiries, and organizing facts to uncover solutions to personnel and production challenges. Participants will practice investigative communication techniques that enhance decision-making and conflict resolution.

Giving and Receiving Feedback

While feedback is essential for growth, applying it effectively can be challenging. This workshop explores the art of delivering constructive feedback in areas like personnel management, production efficiency, and team cohesion. Participants will develop skills to provide and receive feedback in a way that fosters improvement, trust, and collaboration.

Feedback that Encourages and Motivates

Constructive feedback is essential for growth, yet many struggle to give or receive it effectively. This workshop helps reframe feedback as a tool for empowerment, fostering confidence, competence, and resilience. Participants will learn practical strategies for delivering feedback that motivates improvement while maintaining trust and collaboration.

Four Rules of Confrontation ©

Conflict is unavoidable, but how we handle it makes all the difference. The Four Rules of Confrontation © provide a structured approach to addressing workplace challenges with clarity and confidence. By practicing these techniques in real-world scenarios, participants will develop skills to reduce conflict avoidance, improve communication, and foster trust in collaborative problem-solving.

Relationship Skills for Dynamic Team Building

Participants will explore essential skills such as communication, constructive confrontation, active listening, emotional intelligence, empathy, and trust. The class provides insights into fostering team environments characterized by mutual support, respect, and collaboration, ultimately enhancing productivity and facilitating the achievement of both personal and professional objectives.

Communication and Team Building

Strong teams thrive on clear communication, active listening, and mutual respect. This workshop provides participants with strategies to enhance collaboration, reduce misunderstandings, and foster a culture of openness. Through hands-on activities, attendees will develop essential communication skills that improve teamwork and workplace harmony.



How to Handle Difficult Discussions with Employees

Difficult conversations are an inevitable part of leadership, but they don't have to be stressful or unproductive. This workshop provides practical strategies for addressing tough topics with clarity, confidence, and emotional intelligence. Participants will learn how to navigate sensitive discussions while maintaining professionalism, trust, and positive workplace relationships.

Civility and Conflict Resolution

Workplace conflicts, if left unchecked, can lead to lost productivity, poor morale, and unnecessary stress. This workshop equips participants with practical tools for recognizing and addressing conflict early, using the "Four Rules of Confrontation" method to foster respectful communication and resolution. Through interactive exercises, attendees will develop self-awareness, emotional intelligence, and the ability to navigate difficult conversations with confidence.

Public Presentation Skills

This workshop equips participants with essential strategies and techniques for delivering impactful public and interpersonal presentations. Attendees will learn to structure their communication, tailor messages for specific audiences, and employ persuasive strategies while establishing credibility and building a communicative space. Through practical exercises and case studies, participants will refine their verbal and non-verbal skills, master the art of crafting compelling presentations, and develop a personalized action plan for ongoing improvement.

Be Your Best at Work

Professional success is not just about skills—it's about presence, attitude, and the ability to manage workplace interactions effectively. This session focuses on emotional intelligence, nonverbal communication, and self-awareness to help participants build confidence, maintain composure under pressure, and create a positive and professional impression in any work environment.

Workplace Assessment

Gain deeper insights into personal and team dynamics through a variety of assessment tools, including DiSC, TKI, Myers-Briggs, Predictive Index, STRONG, and Kolbe. This workshop helps participants better understand their own behaviors and those of others, leading to improved communication, teamwork, and overall workplace effectiveness.

How to Be a Better Team Player

Successful teams rely on collaboration, communication, and mutual support. This workshop examines the traits of effective team players and identifies behaviors that can hinder teamwork. Participants will gain actionable strategies to enhance their contributions, build trust, and improve overall team dynamics.

Diversity, Equity, and Respect in the Workplace

Foster inclusive, equitable, and safe work environments through awareness and respect.

Includes:

Celebrate Diversity

Diversity in the workplace goes beyond tolerance—it's about harnessing different perspectives to enhance collaboration, creativity, and overall team success. This workshop explores the benefits of an inclusive environment, including improved problem-solving, increased productivity, and stronger workplace relationships. Participants will gain tools to foster a culture of respect and equity, benefiting both employees and customers alike.

Cultural Sensitivity

A culturally aware workplace fosters stronger relationships, greater teamwork, and improved customer interactions. This workshop helps participants recognize cultural differences, avoid misunderstandings, and practice inclusive communication. Attendees will leave with actionable strategies to create a more respectful and culturally competent workplace.

Valuing Differences

This workshop builds skills in recognizing, respecting, and leveraging the diverse strengths within a team. Participants learn how embracing differences drives innovation, enhances collaboration, and creates a stronger, more inclusive workplace culture.





Defusing Crisis, Embracing Diversity, Exposing Bias

When bias-related crises arise, workplaces must move quickly from conflict to collaboration. This workshop provides a structured approach to rebuilding trust, fostering open dialogue, and creating a culture of dignity and respect. Participants will gain the skills needed to address bias constructively and promote a more inclusive and supportive work environment.

Embracing Variety, Exposing Bias

Designed for organizations addressing bias-related challenges, this workshop helps shift teams from adversarial mindsets to collaborative problem-solving. Participants will explore strategies for fostering inclusivity, addressing unconscious bias, and building a culture of respect. The session emphasizes actionable steps to create lasting positive change in workplace interactions.

Creating a Respectful Workplace (Sexual Harassment and Bullying)

Traditional sexual harassment trainings often focus on compliance rather than meaningful change. This workshop goes beyond legal definitions to explore how organizations can build a culture of respect, inclusivity, and accountability. Participants will engage in discussions and real-world scenarios to develop strategies for fostering a safe and supportive workplace for all.

Leveraging Diversity

Explore how diverse perspectives enhance team performance, resilience, and innovation, emphasizing the value of equity, cultural competency, and belonging. Participants will learn inclusive leadership practices and practical strategies to create environments where differences are embraced and everyone can contribute fully. By fostering collaboration across cultural and generational lines, this session equips leaders to unlock the full potential of their teams and drive meaningful organizational outcomes.

Dignity and Respect for All

A culture of dignity and respect is essential for a thriving workplace. This workshop explores how unconscious biases, communication styles, and workplace interactions impact inclusivity. Participants will gain tools to foster a respectful environment where all employees feel valued and heard.

Confronting Biases

Unconscious biases can impact decision-making, workplace interactions, and team dynamics. This workshop helps participants identify their own biases, understand their effects, and develop strategies to counteract them. Through self-reflection and discussion, attendees will learn how to create a more inclusive and fair work environment.

Business and Organizational Skills

Enhance organizational effectiveness and business communication for professional excellence.

Includes:

Business Writing

Effective business writing is clear, concise, and professional—whether in emails, memos, letters, texts, or social media. This workshop focuses on crafting impactful messages that engage the reader, maintain professionalism, and achieve the intended purpose. Participants will learn techniques to improve clarity, tone, and organization across various communication platforms.

Building Consumer Success

Customer satisfaction is the key to business success. This workshop equips participants with strategies to understand consumer needs, enhance customer experience, and build long-term client relationships. Through case studies and real-world applications, attendees will develop the skills to drive customer loyalty and business growth.

Behavioral Analysis

Understanding human behavior is key to effective leadership, communication, and team dynamics. This workshop introduces the principles of behavioral analysis, helping participants recognize patterns in workplace interactions and apply insights to improve collaboration, conflict resolution, and decision-making.

Hiring Practices & Evaluation

Effective hiring goes beyond filling positions—it's about finding the right fit for long-term success. This workshop covers best practices for candidate evaluation, bias reduction, and strategic hiring decisions. Participants will gain tools to build stronger teams through thoughtful selection and assessment processes.

Soft Skills Focused Interviewing

Refines interviewing techniques by integrating investigative communication and enhancing emotional intelligence. Participants will develop sharper observational skills and learn to apply precise questioning methods to better assess candidates. The workshop emphasizes identifying and evaluating key soft skills to improve hiring accuracy and ensure a strong organizational fit.

Organizing for Success

Participants in this course will learn strategies to effectively manage information flow and prevent overload through a structured process. The workshop covers techniques for organizing various forms of communication, improving memory, and strategically managing outgoing information based on the context. Attendees will also explore time management principles, learn to prioritize tasks, overcome procrastination, handle interruptions efficiently, and optimize team collaboration and time utilization.

Managing Multiple Priorities

Effective leadership hinges on the ability to manage numerous priorities, projects, and deadlines with agility and adaptability. This workshop equips participants with essential strategies for prioritizing effectively in dynamic environments. It emphasizes the critical role of skillful decision-making, thorough risk assessment, and a comprehensive understanding of potential consequences when determining which tasks to focus on.

Traps of Bad Management / Time Management

Explore the common pitfalls that derail managers and how poor time management contributes to leadership challenges. Participants learn to recognize and avoid these traps, improving both their effectiveness and their team's morale.

Workload Productivity and Effectiveness

Boost productivity by learning how to organize tasks, manage time effectively, and prioritize high-impact work. Participants will leave with practical strategies to streamline their workload and achieve g ess.



Working with Partner Organization

Strong partnerships with external organizations can drive greater success than working alone. This workshop teaches participants how to build clear, respectful, and results-driven collaborations, with a focus on defining roles, setting procedures, and fostering lasting professional relationships.

Statistical Sampling

This workshop provides a comprehensive understanding of statistical sampling methodologies and their practical applications. Participants will learn to design effective sampling plans, determine appropriate sample sizes, and accurately analyze data to draw reliable conclusions. The workshop equips attendees with the skills to make informed decisions based on sound statistical evidence.

Effective Decision Making

Strong decision-making skills are critical for leadership and organizational success. This workshop teaches participants how to assess situations, weigh risks, and make informed choices with confidence. Attendees will explore problem-solving frameworks, critical thinking techniques, and strategies for making sound decisions under pressure.

Emotional Intelligence, Resilience & Well-being

Strengthen self-awareness, stress management, and resilience through neuroscience-based practices.

Includes:

Developing Emotional Intelligence

Emotional intelligence is a key factor in workplace success, influencing communication, leadership, and teamwork. This workshop helps participants recognize and manage their emotions, understand others' perspectives, and improve interpersonal relationships. Through practical exercises, attendees will develop skills to enhance self-awareness, empathy, and resilience.

Emotional Intelligence and Productivity

Emotional intelligence directly influences workplace productivity by improving communication, teamwork, and problem-solving. This workshop breaks down the four pillars of EQ—self-awareness, self-management, social awareness, and relationship management—and explores how they contribute to higher efficiency and innovation. Participants will learn practical techniques to strengthen their EQ and enhance workplace performance.

Emotional Intelligence (Core EQ)

Understanding emotions—both our own and others'—is key to effective communication and collaboration. This workshop explores how emotional intelligence (EQ) impacts workplace dynamics, decision-making, and leadership. Participants will develop strategies to enhance self-awareness, empathy, and interpersonal relationships.

Resilience

This workshop explores the science of resilience, integrating findings from neuroscience and emotional intelligence to provide a deeper understanding of how individuals recover from adversity. Participants will learn how brain functions and emotional skills influence resilience, and develop practical techniques for strengthening their capacity to navigate challenges. By combining theory with application, the workshop empowers attendees to cultivate greater emotional agility and build lasting resilience in both their personal and professional lives.

Accountability and Adaptability

Success in today's dynamic workplace requires both accountability and adaptability. This workshop explores how emotional flexibility and mental resilience help professionals respond effectively to challenges, shift perspectives, and make informed course corrections. Participants will learn strategies to take ownership of their responsibilities while remaining open to change, fostering both individual and team growth.

Responsibility

This course delves into the multifaceted nature of responsibility, examining its key components: contributions, engagements, and communication. It also explores the counterproductive behaviors of blame-shifting, misdirection, and denial. Participants will gain practical strategies and techniques to foster a culture of accountability and address these challenges effectively.

Fired UP: Staying Motivated

Burnout is now recognized as an occupational disease, affecting productivity, engagement, and well-being. This workshop equips participants with strategies to combat workplace stress, boost motivation, and sustain energy over the long term. By fostering a culture of enthusiasm and resilience, employees can maintain peak performance while protecting their mental and emotional health.



Dealing with Everyday Stress

Many daily stressors go unnoticed, yet they significantly impact productivity and well-being. This workshop helps participants develop situational awareness and utilize manage stress effectively. By recognizing and addressing hidden stressors, attendees will increase their resilience and overall workplace satisfaction.

Dealing with Resistant Workers

Handling resistance in the workplace requires patience, strategy, and effective communication. This workshop equips leaders at all levels with tools such as perspective-shifting, active listening, and clear guideline development to engage resistant employees productively. Participants will learn techniques to improve retention, foster collaboration, and create a more adaptable workforce.

Mindfulness for Personal and Professional Effectiveness

This workshop explores the practice of mindfulness as a tool for enhancing both personal well-being and professional performance. Participants will learn how cultivating awareness of their thoughts and mental processes enables them to make conscious choices rather than reacting automatically. By focusing on the present moment, mindfulness helps individuals reduce the impact of past regrets and future worries, fostering a greater sense of calm and clarity.

Setting and Maintaining Boundaries

Empowers participants to establish and uphold healthy limits in their interactions. Participants will learn to communicate their needs effectively, manage expectations, and protect their time and energy. The workshop emphasizes practical techniques for fostering respectful relationships, preventing burnout, and promoting overall well-being.

Working Remotely – Peace and Ease for the Remote Worker

Remote work presents unique challenges — and opportunities. This course offers strategies for creating a balanced, productive remote work experience, helping participants manage boundaries, reduce stress, and maintain strong connections with their teams.



Performance & Productivity

Cultivate habits and systems that improve focus, efficiency, and goal achievement.

Includes:

Goal Setting that Stimulates and Inspires

Goal setting isn't just about checking boxes, it's a powerful tool for motivation, clarity, and success. This workshop helps participants create meaningful goals that inspire action, reduce stress and boost engagement. Attendees will leave with a personal action plan designed to turn aspirations into achievable milestones.

Time Management

Learn practical tools for mindfulness, coping with overwhelm, and setting clear priorities to make the most of your time. This workshop helps participants stay focused, grounded, and productive, even in high-pressure environments.

Organizing for Success

Participants in this course will learn strategies to effectively manage information flow and prevent overload through a structured process. The workshop covers techniques for organizing various forms of communication, improving memory, and strategically managing outgoing information based on the context. Attendees will also explore time management principles, learn to prioritize tasks, overcome procrastination, handle interruptions efficiently and optimize team collaboration and time utilization.

Effective Change / Change Management / Change is the Only Constant

Change is inevitable, but managing it effectively determines an organization's success. This workshop equips participants with strategies to navigate transitions, build resilience, and lead teams through change with confidence. Attendees will learn to embrace change as an opportunity for growth rather than a challenge to endure.

Delegating

Effective delegation empowers teams, enhances productivity, and allows leaders to focus on high-level responsibilities. This workshop provides practical strategies for assigning tasks clearly, ensuring accountability, and fostering team growth. Participants will learn how to delegate effectively while maintaining quality and efficiency.

Effective Management and Communication

Strong management requires clear and effective communication. This workshop provides tools for setting expectations, giving constructive feedback, and fostering open dialogue within teams. Attendees will learn how to communicate with clarity and confidence to enhance team performance and workplace harmony.

Managing Multiple Priorities

Effective leadership hinges on the ability to manage numerous priorities, projects, and deadlines with agility and adaptability. This workshop equips participants with essential strategies for prioritizing effectively in dynamic environments. It emphasizes the critical role of skillful decision-making, thorough risk assessment, and a comprehensive understanding of potential consequences when determining which tasks to focus on.

Workload Productivity and Effectiveness

Boost productivity by learning how to organize tasks, manage time effectively, and prioritize high-impact work. Participants will leave with practical strategies to streamline their workload and achieve greater results with less stress.

Ethics, Integrity & Professional Standards

Promote ethical awareness, integrity, and accountability across all organizational levels.

Includes:

Ethics: Living Our Values

Ethics go beyond knowing the rules, they require self-reflection, thoughtful decision-making, and a commitment to personal and professional integrity. This workshop helps participants examine their core values and align them with workplace behavior. Through case studies and discussion, attendees will gain tools to navigate ethical challenges with clarity and confidence.

Ethics Scenarios

Ethical dilemmas are rarely black and white, making critical thinking essential for sound decision-making. In this interactive workshop, participants will engage with real-world ethics scenarios to explore the complexities of moral reasoning and integrity. Through discussion and analysis, attendees will develop practical strategies for upholding ethical standards in their workplace.

Ethics from Compliance to Practice

Ethical leadership goes beyond simply following rules—it requires transparency, integrity, and principled decision-making. This workshop explores how to embed ethical values into daily practices, creating a culture of trust and accountability. Participants will learn how to navigate ethical dilemmas with confidence and consistency.

Maintaining Professional Ethics

This workshop emphasizes the importance of upholding high ethical standards in the workplace. Participants will learn to identify ethical dilemmas, understand relevant principles and guidelines, and develop decision-making skills to ensure professional integrity and build a culture of trust.

Accountability and Adaptability

Success in today's dynamic workplace requires both accountability and adaptability. This workshop explores how emotional flexibility and mental resilience help professionals respond effectively to challenges, shift perspectives, and make informed course corrections. Participants will learn strategies to take ownership of their responsibilities while remaining open to change, fostering both individual and team growth.

Responsibility

This course delves into the multifaceted nature of responsibility, examining its key components: contributions, engagements, and communication. It also explores the counterproductive behaviors of blame-shifting, misdirection, and denial. Participants will gain practical strategies and techniques to foster a culture of accountability and address these challenges effectively.

Team Dynamics & Collaboration

Develop strong, cohesive, purpose-driven teams.

Includes:

Teambuilding

This teambuilding workshop focuses on developing cooperative, collaborative, integrative, and lateral dynamics crucial for twenty-first-century teams. Participants will explore strategies to enhance team effectiveness, productivity, and motivation. By fostering engagement, the workshop aims to improve communication and cultivate a more positive and enjoyable team environment.



How to Supervise Bad Attitudes and Negative Behaviors

Managing employees with negative attitudes or disruptive behaviors can be one of the most difficult leadership challenges. This workshop teaches techniques for identifying the root causes of negativity, setting clear expectations, and fostering a more positive workplace culture. Leaders will gain skills to address problem behaviors effectively while maintaining morale and team cohesion.

Dealing with Resistant Workers

Handling resistance in the workplace requires patience, strategy, and effective communication. This workshop equips leaders at all levels with tools such as perspective-shifting, active listening, and clear guideline development to engage resistant employees productively. Participants will learn techniques to improve retention, foster collaboration, and create a more adaptable workforce.

Mentor-Mentee: A Relationship

Establishing a strong and productive mentorship involves understanding the dynamics of the mentor-mentee relationship and fostering an environment of mutual growth and learning. Effective leaders require the ability to navigate numerous responsibilities, projects, and deadlines while remaining adaptable to evolving circumstances. This necessitates skillful decision-making, careful risk assessment, and a comprehensive understanding of potential consequences when prioritizing tasks.

Leadership, Teambuilding, and Coaching Skills

Great leaders don't just manage, they mentor, motivate, and cultivate strong teams. This workshop focuses on the skills needed to develop high-performing teams through effective coaching and leadership strategies. Attendees will learn how to foster collaboration, provide constructive feedback, and empower their teams for long-term success.

Working with Partner Organizations

Strong partnerships with external organizations can drive greater success than working alone. This workshop teaches participants how to build clear, respectful, and results-driven collaborations, with a focus on defining roles, setting procedures, and fostering lasting professional relationships.