Successfully Managing Change (WebEx)
Tuesday, August 2 (2:00p-3:00p)
Change is something that excites people who love opportunities for growth, learn about new things, or who like to shift the status quo. Some changes, however, are harder to adjust to and lead to expressions of resistance and anger. We can take concrete steps to make change more palatable by understanding people’s hesitation, enlisting the help of others, setting up plans, and managing stressors. These steps can also ensure that desired changes are implemented successfully.

Personal Brand- Maximizing Personal Impact (In-Person)
Wednesday, August 3 (8:30a-10:30a)
This course allows for exploration about the type of impact we want to have in life and work. Participants will consider and define the influence that they can have on their life and work. They will also learn skills for success and how to create those circumstances.

Motivating Employees to Be Their Best (In-Person)
Wednesday, August 3 (2:00p-4:30p)
Unlike traditional extrinsic motivation techniques like rewards, Motivating Employees to Be Their Best is about helping employees to find intrinsic motivation by fostering positive feelings and eliminating obstacles. The program focuses on providing the skills and techniques you will need to help groups develop a sense of community, to acquire influence over their work-related actions, and to enjoy the openness of shared information and feelings.

The three elements of this type of climate are Community, Influence and Openness. The training focuses on providing the skills you will need to help groups develop a sense of community, to acquire influence over their work-related actions, and to enjoy the openness of shared information and feelings.

Balancing Priorities (Facebook Live)
Thursday, August 4 (12:00p-12:30p)
The demand for productivity is greater than ever before. Deadlines are tight, resources are limited, technology is complex, and oftentimes employees have the added challenge of reporting to more than one manager. It’s no surprise this pressure can lead to increased conflict and overwhelming feelings of confusion. In this session, we’ll share step by step - how to ditch the time-wasters and improve your performance.

LWL: Laugh While Learning: Receipt Bonfire! (WebEx)
Tuesday, August 9 (11:00a-12:00p)
Listen from your phone or computer. NO PowerPoint! Just watching videos, discussion and chat sharing...And laughing! Do your grocery, store & restaurant receipts all seem to multiply? Do you have a receipt collection in your car or at home? Is your receipt collection getting out of control? If you answered yes to any of these questions...let’s spend some time together to manage or organize these receipts. And, let’s burn/shred/trash the ones we don’t need! This is an interactive hour where we’ll ‘fix’ this issue and feel real good afterward! You may invite your friends and family to this hour of fun! PREREQUISITE: Bag all of your receipts and bring them with you to the session.
Being a Team Player (WebEx)
Tuesday, August 9 (9:00a-11:00a)
Teamwork is essential in any successful organization and to have an effective team, an organization must be comprised of individuals who pride themselves on being great team players. Many of us would consider ourselves to be team players, but are we really? Do we know what that takes and what managers consider to be the qualities that make a person a team player, or that make a good team player a ‘great’ team player? Everyone brings their own skills and strengths to the table; understanding how to use those skills within the context of a team is vital to help an organization succeed.

Women in Leadership: Owning Your Strengths (In-Person)
Wednesday, August 10 (9:00a-11:30a)
This is a time of great change in the workforce, in part because of the increase in numbers and influence of women in the workplace. Flex time, daycare and caregiver support, and telecommuting are a few examples of workplace initiatives that benefit everyone, but evolved primarily due to the roles and influence of women who are often juggling multiple home, workplace, and community responsibilities. However, there are some areas in which women could still be more visible and vocal. This session will offer personal opportunities for exploration, identification, and development of leadership strengths and skills.

15 Invaluable Laws of Growth (WebEx)
Wednesday, August 10 (2:00p-3:00p)
John C. Maxwell says in order to reach your potential, you must be intentional about personal growth. This training curriculum will help you understand how personal growth really works, and how you can develop yourself to become a more effective and fulfilled individual. You will learn how to build up your sense of purpose and become more successful in every area of your life. Come alongside John C. Maxwell in your growth journey to become the person you are destined to be!

Let’s Talk about Race and Racism (In-Person)
Thursday, August 11 (9:00a-10:30a)
What do you think about when you contemplate differences in our society? Chances are you think of one of three major categories identified by sociologists – race, class and/or gender. Race is the proverbial elephant in the room. The mere mention of it can cause our palms to sweat and our hearts to beat faster. Are you ready for a bold, inclusive and yes…uncomfortable conversation? Let’s talk about…(inhale/exhale) race.

Rising Above Anger Pt 1 of 3 (In-Person)
Tuesday, August 16 (2:00p–4:30p)
This three part workshop is designed to help give you tools to deal with your anger or help another with their anger. Participant must attend all 3 workshops.

Online Tools for Small Business (WebEx)
Wednesday, August 17 (10:00a-11:00a)
The internet, providing an information highway for communication and research, is now also a virtual toolbox for the small business owner, with free options for such essential services as marketing, promotion, project management, data acquisition, document review, graphic design, and sales transactions. This course will give an overview of some popular options and provide basic instruction in their functions and use. This will enable you to select options appropriate for your business and get you or your team started in using them for your business.
Ten Minute Presentations (WebEx)
Thursday, August 18 (2:00p-3:00p)
In 10-Minute Presentations, you will learn how to craft and polish an engaging, professional presentation that shares your message and call to action swiftly and clearly. This will maximize your impact, conversions and productivity.

Microaggressions - What They are & How to Address Them (WebEx)
Monday, August 22 (10:00a-11:00a)
This training is designed to break down what micro-aggressions are so you can better identify a micro-aggression happening to you or if you are committing a micro-aggression towards another person. We will go over the different types of micro-aggressions, examples of what these can look like, and how to address them.

Rising Above Anger Pt. 2 of 3 (In-Person)
Tuesday, August 23 (2:00p-4:30p)
Anger is a universal experience. Dogs get angry, bees get angry, and so do humans. You don't have to be a psychologist to know that managing anger productively is something few individuals, organizations, and societies do well. Yet research tells us that those who do manage their anger are much more successful than those who don't. At the end of this workshop, you will understand how to: Recognize how anger affects your body, your mind, and your behavior; Use the five-step method to break old patterns and replace them with a model for assertive anger; Use an anger log to identify your hot buttons and triggers; Control your own emotions when faced with other people's anger; Identify ways to help other people safely manage some of their repressed or expressed anger; Communicate with others in a constructive, assertive manner.

Women & Leadership: Working through Barriers & Biases (In-Person)
Wednesday, August 24 (9:00a-11:30a)
Women and Leadership: Working Through Barriers and Biases identifies the specific challenges imposed on women in the workplace and provides an in-depth look at how they can combat these obstacles to maximize their strengths -- helping not only women, but all professionals and organizations as they work to build the leadership skills of their employees.

Making Your Business Better (In-Person)
Thursday, August 25 (9:00a-11:00a)
At this moment, there are millions of ‘great ideas’ seeking attention and success. Some of those ‘great ideas’ may be very much like your own. To make your idea not only stand out, but to take root and grow a sustainable, successful business, you need the right team, tools, and expertise. This workshop highlights the essentials that will position your company to grow and thrive today and in the future.

Everyone Communicates Few Connect (In-Person)
Tuesday, August 30 (9:00a-11:00a)
World-renowned leadership expert John C. Maxwell says if you want to succeed, you must learn how to connect with people. And while it may seem like some folks are just born with it, the fact is anyone can learn how to make every communication an opportunity for a powerful connection. In Everyone Communicates, Few Connect, Maxwell shares the Five Principles and Five Practices to develop the crucial skill of connecting, including: Finding common ground, keeping your communication simple, capturing people's interest, inspiring people and staying authentic in all your relationships.

Rising Above Anger Pt. 3 of 3 (In-Person)
Tuesday, August 30 (2:00p-4:30p)
Anger is a universal experience. Dogs get angry, bees get angry, and so do humans. You don't have to be a psychologist to know that managing anger productively is something few individuals, organizations, and societies do well. Yet research tells us that those who do manage their anger are much more successful than those who don't. At the end of this workshop, you will understand how to: Recognize how anger affects your body, your mind, and your behavior; Use the five-step method to break old patterns and replace them with a model for assertive anger; Use an anger log to identify your hot buttons and triggers; Control your own emotions when faced with other people's anger; Identify ways to help other people safely manage some of their repressed or expressed anger; Communicate with others in a constructive, assertive manner.
What does it mean to Communicate Assertively?

- It is stating your views clearly and articulately
- It is having the ability to express your own feelings—even about difficult issues—in a way that is respectful and honest
- It is standing up for your own needs without violating the needs of others
- Assertiveness is saying what you mean and meaning what you say!

Benefits of Communicating Assertively?

- It allows you to express your own needs and get them met
- It ensures that you communicate with others respectfully and effectively
- It allows you to influence others in order to gain acceptance, agreement or a behavior change

What areas can you add some assertiveness in your communication?

Give it a try...