"No" Is a Complete Sentence (WebEx)
Wednesday, July 6 (2:00p-3:00p)
When you say “yes”, what are you really saying “no” to? Far too many times we neglect the important things in life, by taking on too many menial tasks. This course is designed to give participants an opportunity to review their value system and what it means to say “no”. Additionally, others may try to make you feel guilty for saying “no”, but equipped with the knowledge from this session, others’ guilt won’t get too far.

Successfully Managing Change (WebEx)
Thursday, July 7 (9:00a-10:00a)
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.

Networking for Success (Facebook Live)
Thursday, July 7 (12:00p-12:30p)
Business networking is an effective and efficient way for business people to connect, develop meaningful relationships, and grow their businesses. These achievements don't come through a direct sales approach, however. They come from being interested in helping others, in listening, and in purposefully meeting and introducing people to one another. In this two-day course, you’ll learn the essential ingredients for business networking, including in-person, people-centered connections and online spaces such as LinkedIn.

(LGBTQ Cultural Humility Training (Webinar)
Tuesday, July 12 (12:00p-1:30p)
LGBTQ Cultural Humility
- Reflect on your understanding of LGBTQ people and identity has changed over their lifetime.
- Understand the importance of language in relation to creating affirming environments LGBTQ individuals.
- Identify privileges that they take for granted in their everyday

Becoming a Person of Influence (WebEx)
Wednesday, July 13 (10:00a-11:00a)
Whatever your vocation, you can increase your impact on others by learning the principles of influence. Creating positive influence will not only be a catalyst to your own success, it will become the legacy you will leave behind. In this course, we will lead you through John C. Maxwell’s principles of influence.

From Boss to Leader (WebEx)
Thursday, July 14 (2:00p–3:00p)
Leaders nurture and inspire their team, giving them the confidence to do their jobs well. Leaders provide guidance and motivation, while showing integrity and modeling the behaviors they want to see in their employees. This webinar will arm you with the tips and information you need to enhance your skills and transform from a boss to a great leader.
Implicit Bias (In-Person)
Tuesday, July 19 (9:00a-11:00a)
Implicit bias refers to the attitudes or stereotypes that affect our understanding, actions, and decisions in an unconscious manner. They are activated involuntarily and without an individual's awareness or intentional control. This interactive course explores types of implicit biases, understanding them, what effects they can cause and how to address them.

Emotional Intelligence for Busy Professionals (WebEx)
Tuesday, July 19 (2:00p-3:30p)
Issues like lack of trust and commitment, unresolved conflicts, and the inability of individuals to understand how their actions impact others often stop the most promising teams from delivering great results. This course will include activities that busy employees can use to help improve their levels of emotional intelligence and become more effective. The exercises included will help employees deal with anger and emotional triggers, pick up on cues from teammates, encourage communication, and much more. Several activities will be chosen as examples to work through issues in each course.

Effective Presentations (In-Person)
Wednesday, July 20 (9:00a-11:00a)
Participants will explore how to determine realistic presentations objectives, analyze the audience, use supporting materials effectively, organize a presentation clearly, and successful incorporate visual aids. Course activities also cover reducing the fear of speaking, remaining calm, appearing relaxed and improving the delivery of your presentation. Finally, participants will explore ways to assess the audience members and answer their questions, organize a persuasive presentation, and use reasoning and emotional appears to persuade an audience.

Tell me a great story about your work - An introduction to storytelling
Wednesday, July 20 (1:30p-3:30p)
Storytelling is essential to good leadership. When delivered correctly, a good story can help you articulate a vision, lead change, inspire creativity and innovation, and get employees to work together more collaboratively than you could ever do without a good story. In this course, best-selling author and storytelling expert Paul Smith digs into the essential elements of a great narrative, explaining how to craft and deliver compelling leadership stories that inspire and motivate employees. Paul explains the right story structure, how to create emotional engagement, and even how to create a surprise ending that ensures your story will be remembered and acted upon. This course will make you a better storyteller, and a better leader.

Understanding & Overcoming Procrastination (WebEx)
Wednesday, July 20 (2:00p–3:00p)
Procrastination can result from a lack of motivation, fear and anxiety about doing poorly, low self-confidence, being overwhelmed by the task, or not having complete control of the outcome. This workshop explores the causes of procrastination, discusses proven strategies to overcome procrastination and presents a four-step process to get those projects started and finished on time!

True Colors (In-Person)
Thursday, July 21 (2:00p–4:00p)
Each of us has our own style, preferences and ways of operating. So how can we all work together? This interactive, information-packed Personal Success Workshop helps participants explore their own distinctive personality strengths and stressors, learn to respect and appreciate differences in the ways people function and lays the foundation for relationship building, effective communication and team building.

Being a Team Player (In-Person)
Tuesday, July 26 (2:00p-3:00p)
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
Active Listening (In-Person)
Wednesday, July 27 (8:30a-10:00a)
Communication skills are at the heart of everything we do each day, whether at home, at work, or at play. Active listening encompasses the best of communication, including listening to what others are saying, processing the information, and responding to it in order to clarify and elicit more information. This workshop will help participants develop and practice their active listening skills.

Goal Setting for Success (WebEx)
Wednesday, July 27 (1:00p-2:00p)
Attainable goals keep you and your coworkers moving forward in the right direction. This goal-setting course helps you identify what makes a goal attainable by discovering your strengths, weaknesses, opportunities and threats when setting goals. Many times goals are identified correctly but poorly accomplished because there is a lack of planning and strategy regarding how the goal will be achieved. This program will dig deep into the goal-setting process to practice writing measurable goals and strategize the best approach to make that goal a reality.

21 Irrefutable Laws of Leadership (In-Person)
Thursday, July 28 (9:00a-11:00a)
Do you want to make a difference in the lives of others? Do you want to change the world? To do anything meaningful, you’re going to have to work with people. And if you’re working with people, you need to know how to lead them. The 21 Irrefutable Laws of Leadership, by John C. Maxwell, is a guide to the major principles of leadership. Learn how to connect with and influence people. Learn how to empower others and build an all-star leadership team. And learn how to create a succession plan and leave a legacy.

Managing Pressure & Maintaining Balance (Webinar)
Thursday, July 28 (2:00p-3:30p)
When things are extremely busy at work and you have your hands full with many tasks and dealing with difficult people, having skills you can draw on are essential for peace of mind and growth. This webinar will help participants understand the causes and costs of workplace pressure, the benefits of creating balance, and how to identify pressure points. They will also learn how to increase optimism and resilience, and develop strategies for getting ahead.

5 Ways to be a Team Member of Influence

- Be a person of Follow-Through - Do what you say you will do
- Be Competent - Be knowledgeable and great at what you do
- Be Accountable - Admit your mistakes, apologize, and make things right
- Be Authentic - Build and foster trustworthy relationships
- Be Humble - Don’t assume you know everything

Questions: Contact US at CTD@columbus.gov