

Engage ON DEMAND Library

Leadership

Topic	Program and Resources	Delivery Method	Training Hours
Ten Steps Of Engagement For Managers And Leaders	<ul style="list-style-type: none"> ✓ Ten Steps of Engagement for Managers and Leaders Slides ✓ Engagement Leadership ✓ Leadership Evaluation Change Plan ✓ Leadership Evaluation ✓ Leadership Style Matrix ✓ Leadership and Engagement Best Practices ✓ Seven Motivators Self-Assessment ✓ Seven Motivators Team Assessment ✓ 12 Needs a Leader Must Fill ✓ Three Circle ✓ BEST Profile and Candidate Evaluation Form ✓ Generations at Work Quick Guide ✓ Generations at Work Exercise ✓ Exit Interview and Stay Interview Questions ✓ Team Development Handout ✓ Diversity Exercise ✓ Diversity Wheel Slideshow ✓ Communication Protocol Overview ✓ How to Create a Balanced Scorecard ✓ Learning and Development Strategies 	Classroom & Webinar	8 to 16 hours
Employer Value Proposition	<ul style="list-style-type: none"> ✓ Employer Value Proposition Worksheet 	Classroom & Webinar	1 to 4 hours
Embracing & Managing Change	<ul style="list-style-type: none"> ✓ Embracing and Managing Change Slides ✓ Seven Tools for Dealing with Change Quick Guide ✓ 12+ Tips for Going Through Change ✓ Additional Change Tips for Leaders 	Classroom & Webinar	1 to 4 hours

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Leadership Team Evaluation	<ul style="list-style-type: none"> ✓ Leadership Team Evaluation Form ✓ Leadership Team Evaluation Worksheet 	Classroom	1 hour
Leadership Styles Development	<ul style="list-style-type: none"> ✓ Leadership Style Overview ✓ Leadership Style Exercise ✓ Leadership Style Self-Assessment ✓ Leadership Style Matrix 	Classroom & Webinar	1 to 2 hours
Engaging High Impact Teams To Solve Problems	<ul style="list-style-type: none"> ✓ Engaging High Impact Teams to Solve Problems Slides ✓ Idea Evaluator Form and Instructions ✓ Idea Priority Matrix Handout ✓ Action Planning Template (Excel) ✓ Action Planning Template ✓ High Performance Workforce Goal Setting Worksheet ✓ More of Same as Less of Exercise Guidelines ✓ Tips for Facilitating Discussions 	Classroom	8 to 12 hours
Building A Balanced Scorecard	<ul style="list-style-type: none"> ✓ Building a Balanced Scorecard Slides ✓ How to Create a Balanced Scorecard 	Classroom & Webinar	1 hour
Succession Planning	<ul style="list-style-type: none"> ✓ Succession Planning Slides ✓ Succession Planning Form ✓ Succession Planning Matrix 	Classroom & Webinar	1 hour
Communication Protocol (Promise)	<ul style="list-style-type: none"> ✓ Communication Protocol Overview ✓ Creating a Communication Protocol Slides ✓ Communication Protocol Example and Template ✓ Communication Protocol Development Exercise 	Classroom & Webinar	1 hour

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Managing People

Topic	Program and Resources	Delivery Method	Training Hours
Leadership Practices That Engage Employees	<ul style="list-style-type: none"> ✓ Leadership Practices THAT Engage Employees Slides ✓ Leadership Practices Case Studies ✓ Assessing Your Employees ✓ Characteristics of A Good Employee Assessment ✓ Creating a Motivational Environment ✓ Developing Employees ✓ Employee Assessment Worksheet ✓ Employee Development Plan Template ✓ Employee Retention Questions ✓ Instructions for Requesting and Collecting 360-Degree Assessments ✓ Key Success Measures ✓ Providing Corrective Feedback ✓ Providing Reinforcing Feedback ✓ Steps to SMART Goals ✓ Tips for Evaluating 360's ✓ Tips for Writing an Effective Assessment 	Classroom	8 to 12 hours
Leading the Generations	<ul style="list-style-type: none"> ✓ Engaging The Generations Slides ✓ Generations At Work Quick Guide ✓ Attracting Gen X And Gen Y ✓ New Corporate Hierarchy ✓ Training The Generations ✓ Communicating with The Generations Handout ✓ Exit Interview and Stay Interview Questions ✓ Generations at Work Exercise ✓ Creating a Motivational Environment ✓ Idea For Retention Handout ✓ Learning and Development 	Classroom	2 to 6 hours

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Leading the Generations (continued)	<ul style="list-style-type: none"> Strategies ✓ Name That Generation Scorecard ✓ Social Media Policy ✓ Successful Internal Social Media ✓ Your Organization's Breakdown Exercise ✓ Stay Interview Questions 		
Employee Engagement Basics	<ul style="list-style-type: none"> ✓ Engagement Overview Slides ✓ Engagement Overview Handout ✓ Self-Assessment Worksheet ✓ Low Cost/No Cost Worksheet ✓ Low Cost/No Cost Examples 	Classroom & Webinar	1 hour
Motivating For High Performance	<ul style="list-style-type: none"> ✓ Motivating For High Performance Slides ✓ Motivating For High Performance Workbook ✓ Motivational Profile ✓ Seven Motivations Descriptions ✓ Seven Motivators Self-Assessment ✓ Seven Motivations Team Assessment ✓ Twelve Ways To Boost Morale 	Classroom & Webinar	1 to 4 hours
Moving Teams To High Performance	<ul style="list-style-type: none"> ✓ Managing Teams To High Performance Slides ✓ Managing Teams To High Performance Quick Guide ✓ Managing Teams To High Performance Worksheet ✓ Team Development Handout ✓ Team Purpose Exercise 	Classroom & Webinar	1 to 4 hours
New Team Development	<ul style="list-style-type: none"> ✓ New Team Kickoff Meeting Slides ✓ Effective Team Building Activities Quick Guide ✓ Team Kickoff Process Quick guide ✓ Team Kickoff Road Map (Multi-Day) 	Classroom	8 hours

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New Team Development (continued)	<ul style="list-style-type: none"> ✓ Team Kickoff Road Map ✓ Team Communication Techniques Quick Guide ✓ Team Performance Rating Sheet ✓ Team Kickoff Road Map Follow Up Guide ✓ Leadership Team Evaluation Form ✓ Leadership Evaluation Report ✓ Team Development Handout 		
Leading Remote Teams	<ul style="list-style-type: none"> ✓ Leading Remotes Teams Slides ✓ Leading Remotes Teams Quick Guide ✓ Remote Team Playbook 	Classroom & Webinar	2 to 3 hours
Coaching For Engagement	<ul style="list-style-type: none"> ✓ Coaching for Engagement Slides ✓ Coaching Quick Guide ✓ Coaching Self-Assessment (Rating) ✓ Coaching Self-Assessment (Forced) ✓ Feedback SBI Model Exercise Worksheet ✓ Grow Model Practice Sheet ✓ Learning and Development Strategies ✓ Coaching Development Plan 	Classroom & Webinar	1 to 4 hours
Goal Setting and Achieving	<ul style="list-style-type: none"> ✓ Goal Setting and Achieving Slides ✓ Goal Setting Model Summary ✓ Creating and Implementing Effective Goals ✓ Goal Setting Worksheet ✓ Steps to SMART Goal Setting 	Classroom & Webinar	1 to 4 hours
Setting and Communicating Clear Expectations	<ul style="list-style-type: none"> ✓ Setting Clear Expectations Slides ✓ Setting Clear Expectations Workbook 	Classroom & Webinar	1 to 4 hours

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Providing Effective Feedback	<ul style="list-style-type: none"> ✓ Giving Effective Feedback Slides ✓ Handling Reactions ✓ Providing Corrective Feedback ✓ Providing Reinforcing Feedback ✓ More of/ Same As/ Less of Exercise Guidelines 	Classroom & Webinar	1 to 4 hours
Performance Improvement	<ul style="list-style-type: none"> ✓ Performance Improvement Slides ✓ Performance Improvement Model Slides ✓ Corrective Action Process 	Classroom & Webinar	1 to 4 hours
Delegation - Delegating To Others	<ul style="list-style-type: none"> ✓ Delegating To Others Slides ✓ Delegating To Others Workbook 	Classroom & Webinar	1 to 4 hours
Delegation - Responding To Delegation	<ul style="list-style-type: none"> ✓ Responding to Delegating Slides ✓ Responding to Delegating Workbook 	Classroom & Webinar	1 to 4 hours
Leading A Diverse Workforce	<ul style="list-style-type: none"> ✓ Leading A Diverse Workforce Slides ✓ Diversity Wheel Slide ✓ Diversity Exercise ✓ Generations At Work ✓ Generations Exercise 	Classroom & Webinar	1 hour
Career Development Awareness	<ul style="list-style-type: none"> ✓ Career Development Awareness Slides ✓ Career Path Awareness Handout 	Classroom & Webinar	1 to 4 hours
Conflict Management	<ul style="list-style-type: none"> ✓ Reducing Conflict At Work Slides ✓ Conflict Management Style Questionnaire 	Classroom	2 to 4 hours

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Work Environment

Topic	Program and Resources	Delivery Method	Training Hours
The Email Edge – Sharpening Your E Mail Skills	<ul style="list-style-type: none"> ✓ The Email Edge Slides ✓ The Email Edge Quick Guide ✓ Email Etiquette 	Classroom & Webinar	1 to 2 hours
Improving Performance Through Time Management	<ul style="list-style-type: none"> ✓ Make Time to Engage ✓ Activity Log With Sample ✓ Creating And Implementing Effective Goals ✓ My Time Manager ✓ Mode of Time Exercise ✓ Final Tips For Managing Your Time 	Classroom	4 to 6 hours
Meeting Management	<ul style="list-style-type: none"> ✓ Meeting Management Slides ✓ Meeting Management Quick Guide ✓ Agenda Template 	Classroom & Webinar	1 hour
Building A Sales Culture	<ul style="list-style-type: none"> ✓ Sales Culture Slides 	Classroom & Webinar	1 hour
Presentation Workout	<ul style="list-style-type: none"> ✓ Presentation Workout Facilitator Guide ✓ Presentation Workout Participant Manual 	Classroom	8 hours

Selecting and Onboarding

Topic	Program and Resources	Delivery Method	Training Hours
Determining Hiring Needs	<ul style="list-style-type: none"> ✓ Determining Needs Slides ✓ Over – Staff Under – Staff Exercise ✓ Exit Interview and Stay Interview Questions ✓ BEST Profile And Candidate Evaluation Form 	Classroom & Webinar	1 to 4 hours
Recruiting Engaged Employees	<ul style="list-style-type: none"> ✓ Recruiting Engaged Employees Slides ✓ BEST Profile And Candidate Evaluation Form 	Classroom	2 to 4 hours

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Recruiting Engaged Employees <i>(continued)</i>	<ul style="list-style-type: none"> ✓ Case Study Exercise ✓ Resume Samples for Exercise ✓ Resume Screening Exercise ✓ Resume Screening Tips ✓ Recruiting Sources Planning Guide ✓ Large Program Recruiting ✓ Employee Assessment 		
Interviewing For The BEST Candidate	<ul style="list-style-type: none"> ✓ Selecting And Hiring Engaged Employees Slides ✓ BEST Interview Checklist ✓ BEST Profile And Candidate Evaluation Form ✓ Best Reference Check ✓ Interview Scheduling Tips ✓ Telephone Interviewing Tips ✓ Interview Skills Assessment ✓ Legal Questions Guidelines ✓ Why COMPANY is a great Place to Work ✓ Interview Questions Database 	Classroom	2 to 4 hours
Integrating New Employees	<ul style="list-style-type: none"> ✓ Integrating Engaged Employees Slides ✓ First Week Orientation Checklist ✓ Ideas For Staying In Contact With Incoming Employees ✓ New Hire Appraisal ✓ New Hire Feedback Form ✓ Stay Interview Questions 	Classroom & Webinar	1 to 2 hours
Love 'Em When They Leave	<ul style="list-style-type: none"> ✓ Exit Interview Questions 	Classroom	1 hours

Contact

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