

# Leadership & Professional Development Sessions



2026

# Table of **CONTENTS**

|           |                                                   |
|-----------|---------------------------------------------------|
| <b>3</b>  | Enrich Elevate Empower                            |
| <b>4</b>  | Benefits of Leadership & Professional Development |
| <b>5</b>  | Your FAQs Answered                                |
| <b>6</b>  | Professional Assessments                          |
| <b>7</b>  | Learning Sessions by Category                     |
| <b>9</b>  | Series Sessions                                   |
| <b>16</b> | Learning Sessions                                 |
| <b>24</b> | Consultative Services                             |
| <b>25</b> | Additional Practice Areas                         |

**We know learning and professional development is important to your organization and its employees, but finding the right location can sometimes be difficult depending on your needs. That's why we offer our sessions at our downtown Dayton Campus, our regional centers--Sinclair in Centerville or Sinclair in Mason, or at your location. Small or large group, hybrid, virtual, or in person--we welcome the opportunity to help you enrich, elevate, and empower your workforce!**

**To learn more about each location, contact us at 937-252-9787 or [workforcedevelopment@sinclair.edu](mailto:workforcedevelopment@sinclair.edu).**



**Sinclair in Centerville**



**Dayton Campus**



**Sinclair in Mason**



# ENRICH ELEVATE EMPOWER

## *your workforce!*



When it comes to leadership and professional development, Sinclair is your trusted partner in growing individuals, teams, and organizations.

Since 2012, Sinclair Workforce Development has emerged as one of the most respected providers of comprehensive learning sessions, professional assessments, coaching, team building, and leadership development.

Our team of learning and development professionals are committed to providing an exceptional learning experience designed to produce effective, sustainable results.

For more information or to discuss how Sinclair Workforce Development can partner with your organization, contact us at:



**(937) 252-9787**



**<https://workforce.sinclair.edu>**



**[workforcedevelopment@sinclair.edu](mailto:workforcedevelopment@sinclair.edu)**



## The Benefits of **LEADERSHIP** *and* **PROFESSIONAL DEVELOPMENT** *for your business!*

At Sinclair, we believe that development is the bridge between potential and performance. We equip your team with the practical frameworks and professional mindsets needed to navigate the modern workplace and lead with confidence.



### **Attract Top Talent**

Talented job seekers look for employers who invest in their professional development. Offering regular training programs make your business more attractive to top-quality prospects.



### **Increase Job Satisfaction**

When employees feel confident and challenged in the workplace, it helps to increase productivity and engagement, making your organization run more efficiently.



### **Keep Skills Competitive**

When you help your employees remain current in terms of industry innovations and trends, your business reacts and adapts far better to changes, giving your company a highly competitive edge in the industry.



### **Improve Retention Rates**

Replacing employees can be costly. Those costs far outweigh the cost of investing in employee development. In turn, that means lower turnover rates and long-term savings for your business.



### **Bridge the Leadership Gap**

By investing in your employees from within, you can develop leaders who are familiar with your company and its culture and begin to bridge the leadership gap.

If you are ready to invest in the growth of your team, contact Sinclair Workforce Development today to learn more about our leadership and professional development sessions. We welcome the opportunity to help you enrich, elevate, and empower your workforce.



# Your FAQs **ANSWERED**

## **Q Where and how is training delivered?**

**A** We offer in-person, virtual, and hybrid learning experiences depending on your needs. We work with organizations throughout SW Ohio and beyond.

## **Q How long are your training workshops?**

**A** Training workshop length is determined based on desired outcomes. Our most common workshop length is 3 hours, though we can customize sessions to fit your schedule and goals.

## **Q What group size do you work with?**

**A** We have facilitated sessions ranging from small leadership teams to large conference audiences.

## **Q Can we mix managers and frontline staff in the same session?**

**A** Yes, depending on the topic and goals. Some topics work well with mixed groups, while others may benefit from separate sessions to allow for more open discussion.

## **Q What makes your training different?**

**A** Our sessions are designed for active learning, not passive learning. We skip lecture-heavy slides and corporate jargon in favor of a “brain-friendly” approach that prioritizes real-world application.

To ensure every participant stays fully engaged and the learning “sticks,” we intentionally build movement, group discussion, visual tools, and problem-solving activities into every session.

Whether through reflection tools or the occasional game, participants are treated as active contributors rather than just an audience.

## **Q How do we determine which training is right for our team?**

**A** We start with a discovery conversation to understand your goals, audience, and current challenges. Whether you need a single deep-dive workshop, a multi-session leadership series, or a long-term development pathway, we collaborate with you to design a solution that fits your specific needs.

## **Q Can the training be tailored to our industry or internal goals?**

**A** Absolutely, we intentionally weave your organization’s values, leadership competencies, and strategic goals into the curriculum. We also adapt scenarios and examples to ensure the content is relevant to your specific industry and team culture.

## **Q Do you offer more than just traditional classroom training?**

**A** Yes. We provide a range of development support, including strategic planning retreats, team assessments, and integrated coaching and consulting. Our goal is to provide the right mix of tools to help your leaders move from learning to action.

## **Q How do you measure training success?**

**A** We use participant feedback, confidence measures, practical application activities, and organizational follow-up conversations to evaluate impact and effectiveness.

## **Q How do you support ongoing skill application after the session ends?**

**A** We are committed to helping teams continue the conversation after the workshop ends. We provide follow-up resources, discussion questions, tools, or practical next steps to reinforce learning and application.

## **Q Do you offer certificates or credentials?**

**A** All programs include certificates of completion and select offerings may align with future Micro-Credential initiatives.

# Professional **ASSESSMENTS**

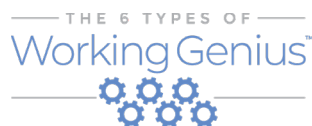
Sinclair Workforce Development offers assessments that are designed to objectively measure personality traits, motivational differences, leadership styles, and potential in current or future roles.



## **Blue EQ** **Emotional Intelligence & Psychological Safety**

Blue EQ enhances emotional intelligence to foster trust and psychological safety. It addresses areas such as self-regard, self-control, and social effectiveness. This assessment supports leaders in creating safe environments.

Blue EQ is applied in leadership development, team building, and resilience training to create emotionally safe workspaces.



## **Working Genius (WG)**

Working Genius is 20% personality and 80% productivity focused, identifying six types of "genius" in how people contribute to work. It highlights natural strengths that bring individuals joy and energy so teams can do their best work in less time.

Working Genius is used in team workshops, project planning, and performance optimization to maximize productivity.



## **human synergistics** **LifeStyles Inventory (LSI)**

LSI (Life Styles Inventory) assesses behavior patterns and thinking styles, focusing on personal effectiveness and aligning thinking with constructive behaviors to enhance workplace relationships and success.

The LSI helps individuals and teams understand how their thinking and behaviors impact others and identify ways to improve relationships and job performance.



## **Myers Briggs Type Indicator (MBTI)**

MBTI (Myers-Briggs Type Indicator) identifies personality preferences based on four key dichotomies. It helps individuals understand their communication style, decision-making process, and energy sources.

MBTI is used in team workshops to enhance communication and self-awareness by helping groups understand each other's personality preferences.

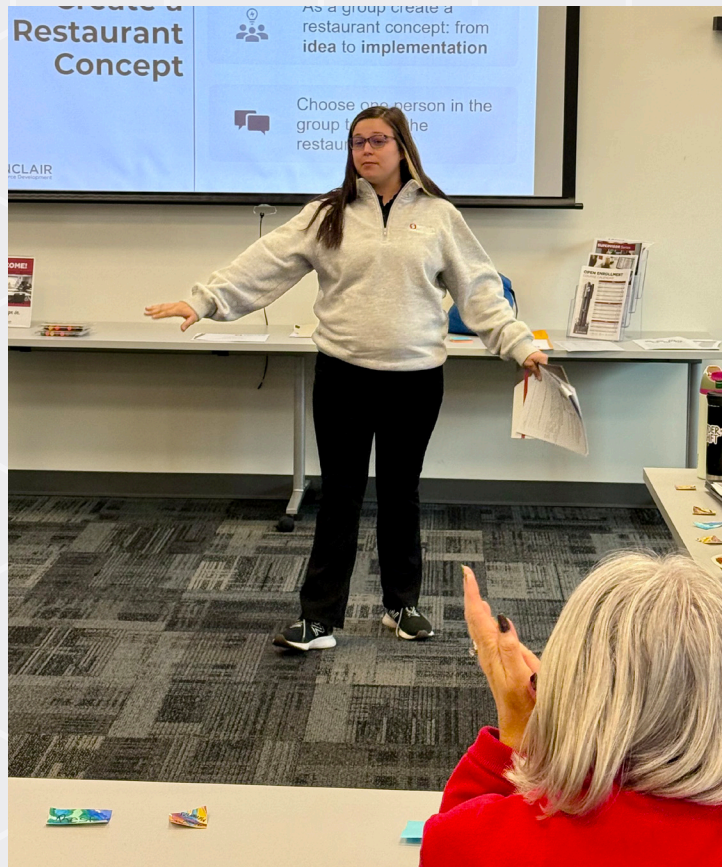
|                              | <b>Blue EQ</b><br><b>Emotional Intelligence &amp; Psychological Safety</b> | <b>LifeStyles Inventory (LSI)</b> | <b>Working Genius (WG)</b> | <b>Myers Briggs Type Indicator (MBTI)</b> |
|------------------------------|----------------------------------------------------------------------------|-----------------------------------|----------------------------|-------------------------------------------|
| <b>Self-Assessment</b>       | X                                                                          | X                                 | X                          | X                                         |
| <b>360 Review Options</b>    | X                                                                          | X                                 |                            |                                           |
| <b>1:1 or Group Coaching</b> | X                                                                          | X                                 | X                          | X                                         |
| <b>Group Workshop</b>        | X                                                                          | X                                 | X                          | X                                         |
| <b>Good For Teams</b>        | X                                                                          | X                                 | X                          | X                                         |
| <b>Team Results</b>          | X                                                                          | X                                 | X                          | X                                         |
| <b>Personality Based</b>     | X                                                                          |                                   | X                          | X                                         |
| <b>Productivity Based</b>    |                                                                            | X                                 | X                          |                                           |
| <b>Behavior Based</b>        | X                                                                          | X                                 |                            |                                           |

# Learning Sessions by **CATEGORY**

## **Pillar I: Leadership & Management Excellence**

*Focus: Strategy, supervision, high-level decision making, and talent development.*

- **The Art of Delegation**
- **Building a Culture of Accountability**
- **Coaching for Performance and Growth**
- **Decide with Confidence: Turning Insight into Action**
- **Developing Your Team: Strategies for Supervisors**
- **From Team Player to Team Leader: Supervising Your Peers**
- **Leading as a Follower**
- **Leading with Emotional Intelligence**
- **Unleash Your Leadership Potential**



## **Pillar II: Communication & Influence**

*Focus: Interpersonal; clarity, conflict, feedback, and presentation skills.*

- **Advanced Techniques for Persuasive Presentations**
- **Communicating Up & Across**
- **Communication that Connects**
- **Engaging in Difficult Conversations**
- **Feedback: The Art of Giving and Receiving**
- **Foundations of Effective Public Speaking**
- **Making the Most of Your Meetings and 1:1s**
- **Managing Conflict with Confidence**
- **Mastering Email Etiquette**
- **Presentations that Pop: PowerPoint Tips and Tricks**



### Pillar III: High-Performing Teams & Culture

*Focus: Group dynamics, hiring, customer experience, and cultural health.*

- **Aligning the Multi-Generational Workforce**
- **Civility First: Fostering a Respectful Work Environment**
- **Discover Your Working Genius**
- **The Engagement Factor: Boosting Productivity and Satisfaction**
- **Everyone Matters: Creating a Positive Work Culture**
- **Navigating the Waters of Change**
- **Recognition that Resonates**
- **Service Beyond Expectations: Empathy in Customer Service**
- **Strong Teams Start with Trust**
- **Virtual Team Building Tips and Tricks**
- **Working Together Professionally**



### Pillar IV: Personal Growth & Efficiency

*Focus: Individual productivity, mindset, resilience, and foundational professional skills.*

- **Changing Your Mind About Change**
- **Get SMART with Your Goals**
- **Resilience in Times of Uncertainty**
- **Sustainable Performance: Maintaining Energy and Focus**
- **Take Back Your Time**

# Series **SESSIONS**

*Let Sinclair take the guesswork out of designing training sessions for your employees. We've combined our most in-demand sessions to create various series that provide a comprehensive learning experience for individual employees, leaders, or teams.*



## **Mastering the Modern Workplace**

The path to a successful career starts by taking the first step. This series, intended for those who are new to the workplace or developing their skills, will help participants learn and develop productive habits and skills that are essential in the modern workplace.

### **Sessions in this series:**

#### **The Professional Reputation Blueprint**

Professionalism is more than just following a set of rigid rules; it's a strategic skill that builds trust and opens doors. Many employees struggle to navigate the "unwritten rules" of the workplace, leading to missed opportunities and unintentional reputations. In this workshop, you will learn how to decode any workplace culture through situational awareness and walk away with actionable habits needed to build the professional capital required for long-term success.

#### **Mastering the Feedback Loop**

Feedback shouldn't feel like a performance review; it's a competitive edge. In this session, we shift the focus from "judgment" to "data." You will learn how to separate your identity from your work and master the psychological frameworks needed to receive—and act on—feedback with poise. Walk away with specific scripts to turn even the toughest critique into a roadmap for your next professional milestone.

## **Communicating Up and Across**

Today's workplace demands effective communication. Whether you are communicating up to leadership for strategy, across to peers for collaboration, or down to direct reports for motivation, polished communication sets you apart. This highly interactive working session bypasses theory to give you hands-on, proven frameworks to analyze your audience, adapt your style, and deliver messages that resonate. You will learn how to build immediate credibility, handle high-stakes situations using the right communication channels, and frame requests to get faster buy-in.

## **Leading with Emotional Intelligence**

Having a clear understanding of our thoughts, values and motives is a critical first-step to becoming an emotionally intelligent leader. Using the Goleman Model of Emotional Intelligence participants will explore the four EQ domains, complete a quick EQ Self-Assessment and craft an action plan for developing their EQ skills towards becoming a more effective leader.

## **Get SMART with Your Goals**

This workshop explores the behavioral science behind habit formation, demonstrating how small, intentional shifts lead to remarkable professional results over time. Rather than relying on willpower alone, participants will gain practical insights into building sustainable routines, navigating setbacks, and overcoming common roadblocks. Leave with an actionable framework designed to stay focused, resilient, and equipped to achieve both immediate and long-term career milestones.



# Series **SESSIONS**

*Let Sinclair take the guesswork out of designing training sessions for your employees. We've combined our most in-demand sessions to create various series that provide a comprehensive learning experience for individual employees, leaders, or teams.*

## **Foundational Leadership Series**

Based upon more than a decade of work in leadership learning and development, we've found that with the right combination of knowledge and hands-on learning experiences, effective leaders can be "made", especially with Sinclair guiding them along the way.

This series is designed for those who are interested in learning about and building essential leadership competencies. Each session has been developed to provide learners with a fundamental understanding of the topics through lively discussion, relevant case studies, and interactive activities designed to enhance learning.

### **Sessions in this series:**

#### **Unleash Your Leadership Potential**

Team leader, supervisor, manager- all of these titles require leadership skills. But what exactly does a leader look like and what do they do? This session will teach new, emerging, and seasoned leaders the fundamentals of leadership, understanding their personal 'why' and learn how strong leadership can profoundly impact and inspire those around them.

#### **Communication that Connects**

Nearly every core business function centers on the ability of leaders and their teams to communicate effectively. Individuals who develop their communication skills are better equipped to share important information, convey ideas, and motivate others to work together to achieve organizational results. Discover the barriers to effective communication, the importance of active listening, and techniques to positively connect with people with different communication styles.

Enhance the impact of your leadership series with the Working Genius or LSI Self or 360 Leadership Assessment for a deeper self-awareness and leadership effectiveness.



## **Feedback: The Art of Giving and Receiving**

Effective organizations have found that giving and receiving constructive feedback contributes to a healthier organizational culture. Creating a culture of feedback that is less threatening and more rewarding can reduce defensive behaviors and foster growth and learning. Learn effective tools to make receiving and giving feedback a more positive experience for all involved.

## **Managing Conflict with Confidence**

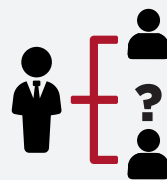
Conflict management is a process that allows people to explore and understand their differences and use them to interact in a more positive, productive way. Learn your primary approach to handling conflict and when to use conflict resolution strategies to improve the chances of achieving a positive outcome.

## **Building a Culture of Accountability**

Taking responsibility for one's actions is the key to accountability. In this course, you will learn the four steps of accountability that can contribute to personal and organizational success. Participants will also learn effective, simple techniques to build a culture of accountability on their team.

## **Leading as a Follower**

Rethink leadership by exploring the often-overlooked skill of effective followership. Through hands-on activities, real-world scenarios, and a simple self-assessment, participants learn how to support, influence, and challenge leaders in ways that strengthen teamwork and improve results. With a focus on practical behaviors like clarifying goals, speaking up with confidence, taking initiative, and building trust—so employees at any level can expand their impact by "leading from beside."



# 77%

of organizations report they are currently experiencing a leadership gap.

*"Leadership Transition Report 2021,"  
Development Dimensions International, Inc., 2021.*



# Series **SESSIONS**

*Let Sinclair take the guesswork out of designing training sessions for your employees. We've combined our most in-demand sessions to create various series that provide a comprehensive learning experience for individual employees, leaders, or teams.*

## **Supervisor Series**

This series is designed specifically for supervisors who want to learn essential skills to be successful in their role. Learn practical strategies to: build successful relationships with your direct reports through delegation and coaching, prioritize your time effectively, and keep your team inspired to do their best work. Through interactive, hands-on experiences, you'll learn the tangible skills you need to develop the confidence and competence it takes to manage a successful team.

### **Sessions in this series:**

#### **Discover Your Working Genius**

The 6 Types of Working Genius is a simple, powerful assessment that is 20% personality and 80% productivity. The Working Genius “W.I.D.G.E.T” model enables participants to discover their unique geniuses, competencies, and frustrations so they can bring their full energy to work. Participants will also examine how Working Genius follows the natural process of how work is accomplished to help teams improve meetings and get more done in less time.

#### **Strong Teams Start with Trust**

Trust is the foundation of every high-performing team, but understanding it and actively building it are two different things. In this highly interactive session, participants will take part in a specially designed team game that brings the concept of trust to life. Through guided play, reflection, and discussion, team members will experience how trust is built, broken, and strengthened in real time. Participants will leave with practical strategies to intentionally cultivate and sustain trust within their teams.

#### **Taking Back Your Time**

Sometimes it feels like there are simply not enough hours in the day. Time is our most valuable resource. In this session, you'll learn how to properly delegate and prioritize tasks. Participants will also develop tactics to change time wasting habits and engage in practices that help maximize the use of our time. Learn ways to manage interruptions, intrusions, and distractions, and to prioritize daily activities in a more efficient, productive manner.



#### **Coaching for Performance and Growth**

Coaching others is one of the most critical, yet underdeveloped skills among leaders. Learn the value of coaching, the difference between managing and coaching, and specific techniques that can lead to improved performance and stronger employee engagement.

#### **The Engagement Factor: Boosting Productivity and Satisfaction**

Research shows that engaged employees have higher rates of productivity and job satisfaction, and lower rates of stress and burnout. Designed for managers and employees alike, this interactive course will provide insights on the various factors that impact engagement and strategies to improve workplace morale, retention, and productivity.

#### **Navigating the Waters of Change**

Change is constant—and leading people through it requires skill, intention, and humanity. Navigating the Waters of Change is a dynamic, interactive session designed to help leaders, managers, and influencers confidently guide their teams through transition. Participants will explore practical change management frameworks, reflect on the human side of change, and build the communication and leadership skills needed to foster trust, resilience, and adaptability.

# Series **SESSIONS**

Let Sinclair take the guesswork out of designing training sessions for your employees. We've combined our most in-demand sessions to create various series that provide a comprehensive learning experience for individual employees, leaders, or teams.



## **Building a High Performing Team**

In this four-part leadership and team development series built upon Patrick Lencioni's Working Genius model—and informed by The 5 Dysfunctions of a Team—teams will explore how work actually gets done and how each person's natural strengths contribute to the collective success of the team. Rather than focusing on behaviors alone, this series helps teams understand the six types of work required for any team to thrive: Wonder, Invention, Discernment, Galvanizing, Enablement, and Tenacity.

From there, participants will learn practical strategies and tools to better leverage individual genius, reduce frustration, and improve collaboration—creating clarity around roles, ownership, and how the team moves work forward together.

### **Sessions in this series:**

#### **Discover Your Working Genius**

The 6 Types of Working Genius is a simple, powerful assessment that is 20% personality and 80% productivity. The Working Genius “W.I.D.G.E.T.” model enables participants to discover their unique geniuses, competencies, and frustrations so they can bring their full energy to work. Participants will also examine how Working Genius follows the natural process of how work is accomplished to help teams improve meetings and get more done in less time.

#### **Building Trust Through Contribution**

Explore how understanding and valuing different ways of working creates stronger, more trusting teams. Participants will learn how Working Genius influences team interactions, why misunderstandings can erode trust, and practical strategies for recognizing, honoring, and leveraging each person's natural contributions. Through engaging discussions, activities, and real-world scenarios, participants will leave with tools to strengthen collaboration, repair trust when it has been damaged, and build a culture where every genius is valued. *(this session requires completion of the Working Genius assessment).*

#### **Turning Conflict into Commitment**

Not all conflict is negative. It can be a part of what makes a good team great. Participants will learn how to transform disagreements into opportunities for growth, ensuring that diverse perspectives contribute positively to decision-making and foster renewed commitment to get the buy-in of all members *(requires Working Genius assessment).*

#### **Driving Results Through Ownership and Action**

In this final session, participants explore the critical link between accountability and overall team success. The session emphasizes the significance of taking ownership for outcomes and translating commitment into tangible, meaningful, and actionable results that make a difference *(requires Working Genius assessment).*



# Series **SESSIONS**

*Let Sinclair take the guesswork out of designing training sessions for your employees. We've combined our most in-demand sessions to create various series that provide a comprehensive learning experience for individual employees, leaders, or teams.*

## **Building a Culture of Success**

Creating a culture of success doesn't happen by accident—it is built through intentional leadership, meaningful engagement, and consistent recognition. This six-part series equips leaders and teams with practical strategies to boost engagement, foster psychological safety, bridge generational differences, prevent burnout, retain top talent, and recognize contributions in ways that truly resonate. Through interactive activities and hands-on applications, participants will gain tangible tools to strengthen workplace culture, increase productivity, and create an environment where employees feel valued, motivated, and empowered to do their best work.

### **Sessions in this series:**

#### **The Engagement Factor: Boosting Productivity and Satisfaction**

Research shows that engaged employees have higher rates of productivity and job satisfaction, and lower rates of stress and burnout. Designed for managers and employees alike, this interactive course will provide insights on the various factors that impact engagement and strategies to improve workplace morale, retention, and productivity.

#### **Everyone Matters: Creating a Positive Work Culture**

Psychological safety is the belief that people will not be punished or humiliated for taking risks, sharing concerns, respectfully disagreeing, or making mistakes at work and is a crucial component for a high-performing team. Participants will learn how they personally contribute to or reduce psychological safety in the workplace and learn tangible ways to create a safe environment where everyone can thrive.

#### **Aligning the Multi-Generational Workforce**

Today's leaders and employees are finding it increasingly challenging to manage the tension and frustration that often stems from conflicting intergenerational dynamics. This learning session is designed to help change the mindset from a focus on differences to a focus on how all generations make a valuable contribution to the success of the organization.

## **Sustainable Performance: Maintaining Energy and Focus**

This session will provide you with evidence-based strategies to move beyond traditional time management and into energy management. We will explore how to manage physical, mental, and emotional energy to improve output, sharpen focus, and maintain high-level effectiveness without the friction of constant stress. Learn how to sustain your performance while supporting your own well-being and the success of those around you. Participants will walk away with a personalized toolkit to build a more sustainable, high-impact workday.

### **Retaining and Maintaining High Performers**

High performers typically do their jobs well without much supervision, but that doesn't mean they don't need attention. High performers who are not coached properly can get frustrated and may eventually look for new opportunities. Learn how to meet the needs of high performers so you can retain your top talent.

### **Recognition that Resonates**

This training helps organizations move beyond generic recognition programs by exploring a variety of ways to show appreciation to employees and recognize them for their contributions. Participants will learn the benefits of meaningful appreciation, explore their own recognition preferences, and walk away with practical strategies to make employees feel valued in ways that truly matter to them.





# Series **SESSIONS**

*Let Sinclair take the guesswork out of designing training sessions for your employees. We've combined our most in-demand sessions to create various series that provide a comprehensive learning experience for individual employees, leaders, or teams.*



## **Thriving Under Pressure**

This three-part series provides individuals and leaders with actionable tools to sustain energy, respond constructively to disruption, and maintain steady performance when demands are high and circumstances feel unpredictable. Explore the causes of burnout and how to prevent it, learn how perceptions shape responses to change, and develop tools to strengthen mental endurance during challenging seasons.

### **Sessions in this series:**

#### **Sustainable Performance: Maintaining Energy and Focus**

This session will provide you with evidence-based strategies to move beyond traditional time management and into energy management. We will explore how to manage physical, mental, and emotional energy to improve output, sharpen focus, and maintain high-level effectiveness without the friction of constant stress. Learn how to sustain your performance while supporting your own well-being and the success of those around you. Participants will walk away with a personalized toolkit to build a more sustainable, high-impact workday.

## **Changing Your Mind About Change**

Ready or not, change happens! Change is essential for organizations to move forward; however, as individuals, it's not always easy to handle. Learn how our perception of change can affect our emotional, mental, and physical response to change and why having a growth mindset is a key component in the process.

## **Resilience in Times of Uncertainty**

The pathway towards building resilience is not an easy one to follow, especially when we feel overwhelmed by confusion, adversity, and fear. Learn to navigate the chaos, tap into our inner strength, and regain a sense of control as we face a world filled with uncertainty.



# 58%

of managers said they **did not** receive any management training.

*"Leadership Transition Report 2021,"  
Development Dimensions International, Inc., 2021.*

# Series **SESSIONS**

Let Sinclair take the guesswork out of designing training sessions for your employees. We've combined our most in-demand sessions to create various series that provide a comprehensive learning experience for individual employees, leaders, or teams.



## **Presenting for Maximum Impact**

This comprehensive series delves into the art of effective delivery, compelling content creation, and audience engagement strategies. Through hands-on, practical exercises, participants will refine their skills and get feedback from peers to create a presentation that will have maximum impact.

### **Sessions in this series:**

#### **Presentations that Pop: PowerPoint Tips and Tricks**

Messages can be lost simply due to poor design choices. In this interactive class, participants will learn and practice how to create a dynamic and engaging PowerPoint presentation with visually appealing slides that follow universal design principles. Learn how to structure your presentation to maximize impact and how to engage your audience using PowerPoint and other techniques. The class will conclude with participants delivering a mini presentation using PowerPoint.

#### **Foundations of Effective Public Speaking**

This session lays the groundwork for effective communication skills by focusing on the fundamental principles of clear and concise communication. Participants will learn how to structure their presentations, articulate their ideas with clarity, and adapt their messages to different audiences. The class will also cover essential non-verbal communication skills, such as body language and vocal delivery to enhance their overall presentation skills.

### **Advanced Techniques for Persuasive Presentations**

(pre-requisite: Foundations of Effective Public Speaking)

Building upon the previous sessions, this advanced session focuses on honing persuasive communication skills. Participants will learn strategies to influence and inspire their audience through compelling arguments, logical reasoning, and effective storytelling. The session will also cover techniques for handling questions and objections and tips for maintaining confidence and composure during high-pressure situations. By the end of this series, participants will be equipped with the tools and knowledge to deliver presentations for maximum impact.

Customize your own series

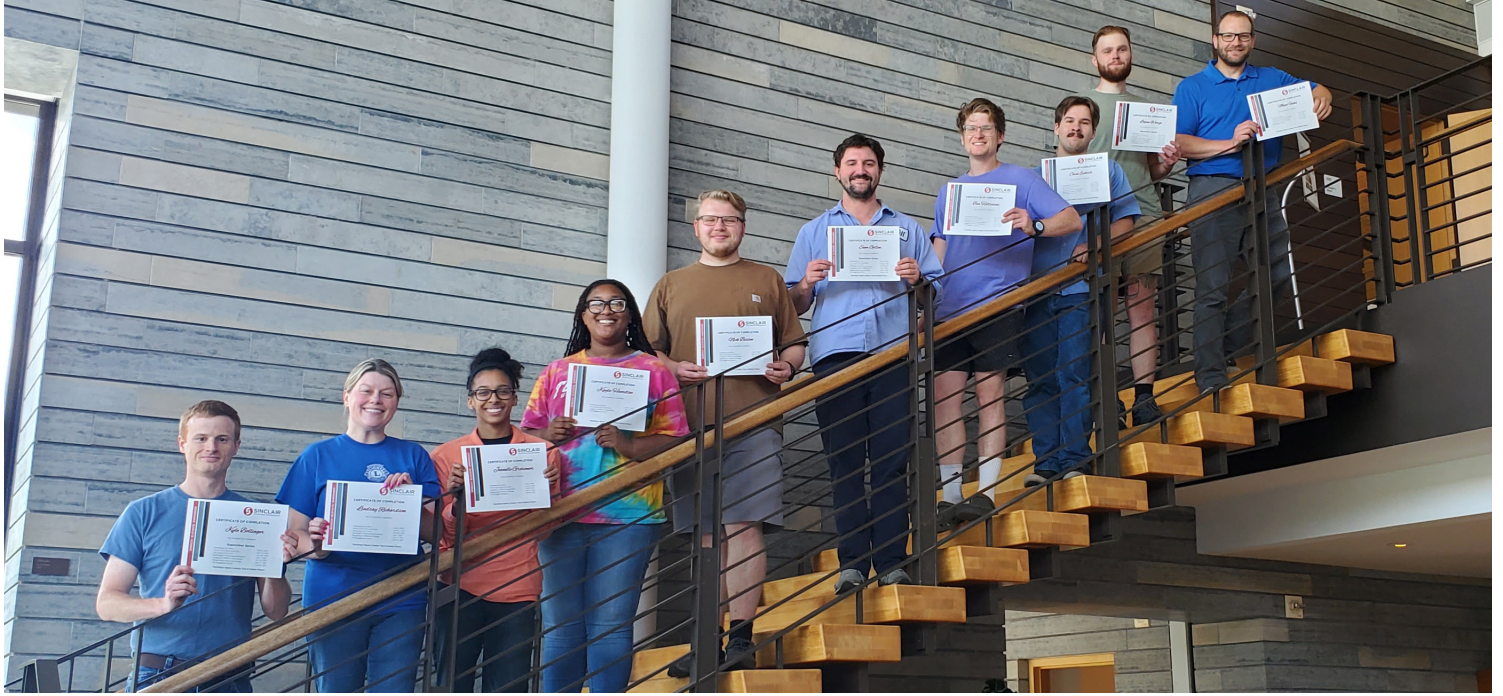
based on the needs of your organization.

Contact Workforce Development to learn more.



# Learning SESSIONS

*Our learning sessions are designed to develop essential skills in leadership, supervision, teamwork, and professional growth. They provide learners with a solid foundation in theory and practical application, enabling them to immediately apply their new skills. To enhance the learning experience, we incorporate dynamic discussions, diverse learning methods, and hands-on practice, creating an engaging and impactful environment.*



## **Accelerating Leadership Effectiveness**

Leaders come in all shapes and sizes and can bring great strengths to a team. Leaders can also exhibit behaviors and ways of thinking that are ineffective. By taking the Life Styles Inventory (LSI) assessment, you can measure the 12 styles of thinking and behavior that can either contribute to or detract from your leadership effectiveness. Note: The LSI Assessment (Self-Assessment and/or 360 degree review) must be purchased for each participant. Individual coaching sessions are recommended. Contact us to learn more.

## **Advanced Techniques for Persuasive Presentations**

(pre-requisite: Foundations of Effective Public Speaking)  
Building upon the previous sessions, this advanced session focuses on honing persuasive communication skills. Participants will learn strategies to influence and inspire their audience through compelling arguments, logical reasoning, and effective storytelling. The session will also cover techniques for handling questions and objections and tips for maintaining confidence and composure during high-pressure situations. By the end of this series, participants will be equipped with the tools and knowledge to deliver presentations for maximum impact.

## **Aligning the Multi-Generational Workforce**

Today's leaders and employees are finding it increasingly challenging to manage the tension and frustration that often stems from conflicting intergenerational dynamics. This learning session is designed to help change the mindset from a focus on differences to a focus on how all generations make a valuable contribution to the success of the organization.

## **Building a Culture of Accountability**

Taking responsibility for one's actions is the key to accountability. In this course, you will learn the four steps of accountability that can contribute to personal and organizational success. Participants will also learn effective, simple techniques to build a culture of accountability on their team.

## **Changing Your Mind About Change**

Ready or not, change happens! Change is essential for organizations to move forward; however, as individuals, it's not always easy to handle. Learn how our perception of change can affect our emotional, mental, and physical response to change and why having a growth mindset is a key component in the process.



# Learning SESSIONS

Our learning sessions are designed to develop essential skills in leadership, supervision, teamwork, and professional growth. They provide learners with a solid foundation in theory and practical application, enabling them to immediately apply their new skills. To enhance the learning experience, we incorporate dynamic discussions, diverse learning methods, and hands-on practice, creating an engaging and impactful environment.

## Civility First: Fostering a Respectful Work Environment

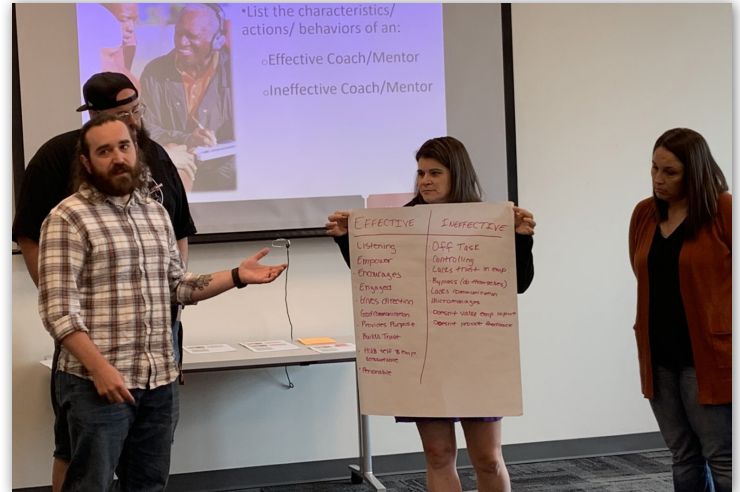
Having a strong culture of civility in the workplace has many benefits, including improved morale, retention, and productivity. This session is designed specifically for managers who want to cultivate and nurture a more respectful work environment. Managers will learn how the actions of all team members can contribute or detract from a civil work environment, the importance of creating standards of civility, how to address uncivil behavior, and how to create and encourage a culture of civility.

## Coaching for Performance and Growth

Coaching others is one of the most critical, yet underdeveloped skills among leaders. Learn the value of coaching, the difference between managing and coaching, and specific techniques that can lead to improved performance and stronger employee engagement.

## Communicating Up and Across

Today's workplace demands effective communication. Whether you are communicating up to leadership for strategy, across to peers for collaboration, or down to direct reports for motivation, polished communication sets you apart. This highly interactive working session bypasses theory to give you hands-on, proven frameworks to analyze your audience, adapt your style, and deliver messages that resonate. You will learn how to build immediate credibility, handle high-stakes situations using the right communication channels, and frame requests to get faster buy-in.



## Communication That Connects

Nearly every core business function centers on the ability of leaders and their teams to communicate effectively. Individuals who develop their communication skills are better equipped to share important information, convey ideas, and motivate others to work together to achieve organizational results. Discover the barriers to effective communication, the importance of active listening, and techniques to positively connect with people with different communication styles.

## Decide with Confidence: Turning Insight into Action

Enhance your decision-making skills with this interactive course designed to help you identify your primary decision-making style and uncover how your tendencies influence outcomes. Gain practical strategies to adapt your approach, evaluate options effectively, and make clear, impactful decisions.

## Developing Your Team: Strategies for Supervisors

This course equips supervisors with practical strategies for guiding teams with clarity, purpose, and confidence. Participants will explore how to connect individual and team priorities to broader organizational goals through cascading goals, while also learning how teams develop over time through the 4 stages of team development. Supervisors will leave with tools to set clear expectations, support team progress, and lead their people more effectively through the natural challenges of team development.

*"The best leaders are those who are able to create a culture of trust, collaboration, & learning across generations."* - Bill Adams

# Learning **SESSIONS**

*Our learning sessions are designed to develop essential skills in leadership, supervision, teamwork, and professional growth. They provide learners with a solid foundation in theory and practical application, enabling them to immediately apply their new skills. To enhance the learning experience, we incorporate dynamic discussions, diverse learning methods, and hands-on practice, creating an engaging and impactful environment.*

## **Discover Your Working Genius**

The 6 Types of Working Genius is a simple yet powerful assessment that is 20% personality and 80% productivity. The Working Genius “W.I.D.G.E.T” model enables participants to discover their unique geniuses, competencies, and frustrations so they can bring their full energy to work. Beyond individual insights, teams will also examine how Working Genius follows the natural process of how work is accomplished to help teams improve meetings and get more done in less time.

## **Engaging in Difficult Conversations**

Learning how to engage in difficult dialogue is an essential skill for fostering understanding and resolution in challenging situations. By approaching these conversations with an open mind and a commitment to respectful communication, individuals can bridge divides, build stronger relationships, and work towards collaborative solutions. This course is designed to help you approach difficult conversations up, down, and across the organization.

## **Everyone Matters: Creating a Positive Work Culture**

Psychological safety is the belief that people will not be punished or humiliated for taking risks, sharing concerns, respectfully disagreeing, or making mistakes at work and is a crucial component for a high-performing team. Participants will learn how they personally contribute to or reduce psychological safety in the workplace and learn tangible ways to create a safe environment where everyone can thrive.

## **Feedback: The Art of Giving and Receiving**

Effective organizations have found that giving and receiving constructive feedback contributes to a healthier organizational culture. Creating a culture of feedback that is less threatening and more rewarding can reduce defensive behaviors and foster growth and learning. Learn effective tools to make giving and receiving feedback a positive experience for all.

*Client*  
**TESTIMONIAL**  
★★★★★

“

**Nathan was encouraging, inclusive, and friendly. He was knowledgeable, listened well, and provided new ideas for leading a team in a hybrid environment.**

**I am confident his recommendations and this course will have a positive impact on my team environment.**

**- Rachel M.**

## **Foundations of Effective Public Speaking**

This session lays the groundwork for effective communication skills by focusing on the fundamental principles of clear and concise communication. Participants will learn how to structure their presentations, articulate their ideas with clarity, and adapt their messages to different audiences. The class will also cover essential non-verbal communication skills, such as body language and vocal delivery to enhance their overall presentation skills.

## **From Team Player to Team Leader: Supervising Your Peers**

This course is designed to empower new supervisors to confidently navigate the transition from colleague to leader. Learn strategies for setting clear expectations, managing relationships, and fostering a culture of respect and accountability without losing trust and camaraderie. Participants will gain practical skills and strategies to transition smoothly, motivate their teams, and thrive as effective leaders.



# Learning SESSIONS

*Our learning sessions are designed to develop essential skills in leadership, supervision, teamwork, and professional growth. They provide learners with a solid foundation in theory and practical application, enabling them to immediately apply their new skills. To enhance the learning experience, we incorporate dynamic discussions, diverse learning methods, and hands-on practice, creating an engaging and impactful environment.*



## **Get SMART with Your Goals**

This workshop explores the behavioral science behind habit formation, demonstrating how small, intentional shifts lead to remarkable professional results over time. Rather than relying on willpower alone, participants will gain practical insights into building sustainable routines, navigating setbacks, and overcoming common roadblocks. Leave with an actionable framework designed to stay focused, resilient, and equipped to achieve both immediate and long-term career milestones.

## **Leading as a Follower**

This session helps participants rethink leadership by exploring the often-overlooked skill of effective followership. Through hands-on activities, real-world scenarios, and a simple self-assessment, participants learn how to support, influence, and challenge leaders in ways that strengthen teamwork and improve results. The session focuses on practical behaviors: clarifying goals, speaking up with confidence, taking initiative, and building trust, so employees at any level can expand their impact by “leading from beside.”

## **Leading Hybrid Teams**

It's becoming increasingly clear the hybrid workplace is here to stay. However, it's much more than simply letting some employees work remotely. Managers will learn tools to communicate effectively, clarify expectations, and connect with their hybrid team to increase engagement and productivity in a hybrid work environment.

## **Leading with Emotional Intelligence**

Having a clear understanding of our thoughts, values and motives is a critical first-step to becoming an emotionally intelligent leader. Using the Goleman Model of Emotional Intelligence participants will explore the four EQ domains, complete a quick EQ Self-Assessment and craft an action plan for developing their EQ skills towards becoming a more effective leader.

## **Making the Most of Your Meetings (1:1's + Team Meetings)**

Time is precious, and leaders spend a significant portion of it in meetings. In this session, participants will learn how to make those moments count. Explore practical strategies for planning and leading team meetings that are focused, efficient, and productive. Participants will also learn how to conduct meaningful one-on-one conversations with their direct reports—conversations that build trust, strengthen communication, support employee growth, and increase engagement. By the end of the session, leaders will have simple tools they can use immediately to run better meetings and hold more impactful 1:1 discussions.

Looking for something not listed?

Ask us about customized training solutions!

Contact Workforce Development to learn more.

# Learning **SESSIONS**

*Our learning sessions are designed to develop essential skills in leadership, supervision, teamwork, and professional growth. They provide learners with a solid foundation in theory and practical application, enabling them to immediately apply their new skills. To enhance the learning experience, we incorporate dynamic discussions, diverse learning methods, and hands-on practice, creating an engaging and impactful environment.*

## **Managing Conflict with Confidence**

Conflict management is a process that allows people to explore and understand their differences and use them to interact in a more positive, productive way. Learn your primary approach to handling conflict and when to use conflict resolution strategies to improve the chances of achieving a positive outcome.

## **Mastering Email Etiquette**

Writing an effective email is key to workplace success and communication. This course equips participants with the skills to craft clear, concise, and respectful emails, while also addressing crucial topics like subject lines, tone, grammar, and response times. Learn best practices to ensure your messages are not only well-received but also promote a positive and efficient work environment.

## **Mastering the Feedback Loop**

Feedback shouldn't feel like a performance review; it's a competitive edge. In this session, we shift the focus from "judgment" to "data." You will learn how to separate your identity from your work and master the psychological frameworks needed to receive—and act on—feedback with poise. Walk away with specific scripts to turn even the toughest critique into a roadmap for your next professional milestone.

## **Navigating the Waters of Change**

Change is constant—and leading people through it requires skill, intention, and humanity. Navigating the Waters of Change is a dynamic, interactive session designed to help leaders, managers, and influencers confidently guide their teams through transition. Participants will explore practical change management frameworks, reflect on the human side of change, and build the communication and leadership skills needed to foster trust, resilience, and adaptability.

## **WHY LEADERSHIP & PROFESSIONAL DEVELOPMENT MATTERS**

Organizations that embrace a strong learning and professional development culture are:



**92%**

more likely to develop novel products and processes



**56%**

more likely to be the first to market with their products and services



**52%**

more productive overall



**84%**

of companies agree that a strong learning and professional development culture leads to a more resilient organization and overall better workplace culture

<https://www.skillademia.com/statistics/employee-training-statistics>



# Learning **SESSIONS**

*Our learning sessions are designed to develop essential skills in leadership, supervision, teamwork, and professional growth. They provide learners with a solid foundation in theory and practical application, enabling them to immediately apply their new skills. To enhance the learning experience, we incorporate dynamic discussions, diverse learning methods, and hands-on practice, creating an engaging and impactful environment.*

## **Presentations that Pop: PowerPoint Tips and Tricks**

Messages can be lost simply due to poor design choices. In this interactive class, participants will learn and practice how to create a dynamic and engaging PowerPoint presentation with visually appealing slides that follow universal design principles. Learn how to structure your presentation to maximize impact and how to engage your audience using PowerPoint and other techniques. The class will conclude with participants delivering a mini presentation using PowerPoint.

## **Problem Solving Step by Step**

Solving problems-whether big or small-is expected in most workplaces yet most people don't receive formal training in how to problem solve effectively. In this hands-on workshop, you'll learn how to identify the potential root cause of a problem and apply a 5 step model to analyze issues and evaluate options to confidently implement a solution. Whether you're tackling daily challenges or complex team issues, this class will equip you with tools to solve problems effectively and efficiently.

## **Recognition that Resonates**

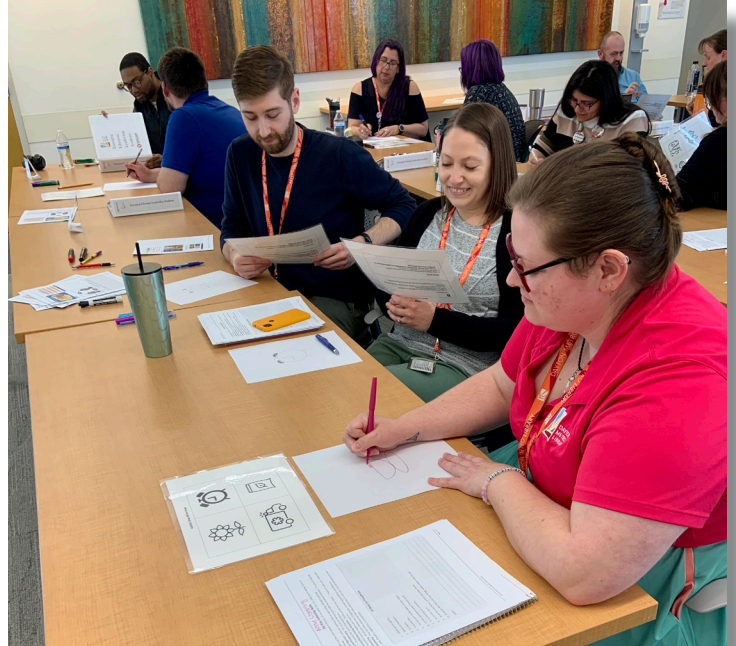
This training helps organizations move beyond generic recognition programs by exploring a variety of ways to show appreciation to employees and recognize them for their contributions. Participants will learn the benefits of meaningful appreciation, explore their own recognition preferences, and walk away with practical strategies to make employees feel valued in ways that truly matter to them.

## **Resilience in Times of Uncertainty**

The pathway towards building resilience is not an easy one to follow, especially when we feel overwhelmed by confusion, adversity, and fear. Learn to navigate the chaos, tap into our inner strength, and regain a sense of control as we face a world filled with uncertainty.

## **Retaining and Maintaining High Performers**

High performers typically do their jobs well without much supervision, but that doesn't mean they don't need attention. High performers who are not coached properly can get frustrated and may eventually look for new opportunities. Learn how to meet the needs of high performers so you can retain your top talent.



## **Service Beyond Expectations: Empathy in Customer Service**

Designed to help participants create more positive, supportive, and solution-focused customer interactions. Participants will explore how words, tone, attitude, and empathy shape the customer experience, then practice using the HEAT method to hear people out, acknowledge concerns, ask helpful questions, offer alternatives, and take ownership of next steps. Through realistic scenarios and hands-on practice, participants will leave with practical tools for responding with empathy, professionalism, and care.

## **Strong Teams Start with Trust**

Trust is the foundation of every high-performing team, but understanding it and actively building it are two different things. In this highly interactive session, participants will take part in a specially designed team game that brings the concept of trust to life. Through guided play, reflection, and discussion, team members will experience how trust is built, broken, and strengthened in real time. Participants will leave with practical strategies to intentionally cultivate and sustain trust within their teams.

# Learning SESSIONS

*Our learning sessions are designed to develop essential skills in leadership, supervision, teamwork, and professional growth. They provide learners with a solid foundation in theory and practical application, enabling them to immediately apply their new skills. To enhance the learning experience, we incorporate dynamic discussions, diverse learning methods, and hands-on practice, creating an engaging and impactful environment.*



## **Sustainable Performance: Maintaining Energy and Focus**

This session will provide you with evidence-based strategies to move beyond traditional time management and into energy management. We will explore how to manage physical, mental, and emotional energy to improve output, sharpen focus, and maintain high-level effectiveness without the friction of constant stress. Learn how to sustain your performance while supporting your own well-being and the success of those around you. Participants will walk away with a personalized toolkit to build a more sustainable, high-impact workday.

## **Taking Back Your Time**

Sometimes it feels like there are simply not enough hours in the day. Time is our most valuable resource. In this session, you'll learn how to properly delegate and prioritize tasks. Participants will also develop tactics to change time wasting habits and engage in practices that help maximize the use of our time. Learn ways to manage interruptions, intrusions, and distractions, and to prioritize daily activities in a more efficient, productive manner.

## **The Art of Delegation**

Delegation is a great way to reduce your workload while developing employee skills. This session provides tools to help leaders determine how and what to delegate and to whom, the importance of communicating clear expectations, and techniques for getting the results you expect.

## **The Engagement Factor: Boosting Productivity and Satisfaction**

Research shows that engaged employees have higher rates of productivity and job satisfaction, and lower rates of stress and burnout. Designed for managers and employees, this interactive course will provide insights on the various factors that impact engagement and strategies to improve workplace morale, retention, and productivity.

## **The Paradox of Time Management**

Time management is a misnomer. We cannot manage time; however, we can change habits or engage in practices that help maximize the use of our time. Learn ways to manage interruptions, intrusions, and distractions, and to prioritize daily activities in a more efficient, productive manner.

# Learning **SESSIONS**

*Our learning sessions are designed to develop essential skills in leadership, supervision, teamwork, and professional growth. They provide learners with a solid foundation in theory and practical application, enabling them to immediately apply their new skills. To enhance the learning experience, we incorporate dynamic discussions, diverse learning methods, and hands-on practice, creating an engaging and impactful environment.*

## **The Professional Reputation Blueprint**

Professionalism is more than just following a set of rigid rules; it's a strategic skill that builds trust and opens doors. Many employees struggle to navigate the "unwritten rules" of the workplace, leading to missed opportunities and unintentional reputations. In this workshop, you will learn how to decode any workplace culture through situational awareness and walk away with actionable habits needed to build the professional capital required for long-term success.

## **Unleash Your Leadership Potential**

Team leader, supervisor, manager- all of these titles require leadership skills. But what exactly does a leader look like and what do they do? This session will teach new, emerging, and seasoned leaders the fundamentals of leadership, understanding their personal 'why' and learn how strong leadership can profoundly impact and inspire those around them.

## **Virtual Team Building Tips & Tricks**

Just because your team is completely (or partially) remote doesn't mean you can't do team building exercises. In fact, team building with remote/hybrid teams is even more important than in a traditional work setting. Learn different techniques to help your team build camaraderie, all from the comfort of their own home.

## **Working Together Professionally**

Respect in the workplace is an essential component of fostering a positive and productive work environment. Explore the common behaviors and actions of respect and incivility in the workplace and the impact those behaviors have on individuals, teams, and organizations. Participants will learn how their personal behaviors, actions, and choices contribute to or detract from a respectful work environment.

### *Client* **TESTIMONIAL** ★★★★★



**This was incredible! The content was so accessible and widely applicable, and Katie is a very engaging and informed presenter. I even wished it was longer because it was such a great experience!**

**- Shea C.**



# Consultative **SERVICES**



## **Strategic Planning**

Strategic Planning helps organizations clarify where they are, where they want to go, and how to get there. Through a facilitated and highly collaborative process, leaders and teams identify priorities, explore opportunities and challenges, align around shared goals, and develop practical action steps. The result is a clear, focused plan that supports decision-making, strengthens alignment, and helps move strategy from conversation to execution.

## **Assessments**

Sinclair Workforce Development offers assessments that are designed to objectively measure personality traits, motivational differences, leadership styles, and potential in current or future roles.

Assessment-based coaching and action planning for individuals and small groups can help employees gain self-awareness, improve ineffective behaviors, build upon existing strengths, and help employees grow personally and professionally. Inquire about which assessment might be best for your employees.

- LifeStyles Inventory (LSI)
- Working Genius (WG)
- Myers-Briggs Personality Indicator (MBTI)
- BlueEQ-Emotional Intelligence self and 360 Assessment

## **Coaching**

Our consultants offer individual and small-group coaching on leadership, management, and professional development topics to empower clients on their leadership journey. Each session focuses on developing actionable strategies tailored to individual and organizational goals, challenges, and growth opportunities. Coaching can be paired with or without an assessment and is offered for all levels in an organization. Let us partner with you to create impactful, lasting results.

## **Business Solutions**

We recognize that every organization is different and may have unique challenges when it comes to training your existing and future workforce. We take a consultative approach where we meet with you to tailor any training session to align with specific industry or organizational scenarios. We can then develop or amend existing content and group activities to align with those areas most frequently encountered on the job.

**Enrich, Elevate & Empower your team!**

Want to learn more? Contact us today at:

937-252-9787 | [workforcedevelopment@sinclair.edu](mailto:workforcedevelopment@sinclair.edu)

# Additional Practice **AREAS**

*Workforce Development also provides consulting, training, certifications, custom business solutions and resources relevant to the demands of today's job market. From Healthcare to Manufacturing, Workforce Development provides professional trainings and certifications for individuals and teams to advance your organization.*



## **Assessments**

- Ability and Aptitude Assessments
- Skills and Knowledge Assessments
- Screening and Selection Assessments

## **Automotive**

- Electrical Automotive Boot Camp
- ASE Certification Prep
- Service Advisor Training
- Electric & Hybrid Vehicle Operation & Diagnosis
- Light Duty Diesel

## **Healthcare Simulation**

- Basic Life Support (CPR/AED)
- Critical Care Simulations
- Difficult Airway Simulation
- Mock Code Simulation
- Multidisciplinary Team Training
- Mechanical Ventilation Basics for Nurses
- Respiratory Care of the Newborn
- RN Scrub Program

## **Information Technology**

- Adobe
- Data Analytics
- CompTIA
- Microsoft Office Applications
- Microsoft Power BI
- Microsoft Project
- SharePoint
- SQL
- Web Development (HTML5, Python, Java)
- Windows Server/Powershell

## **Learning & Development**

- Learning & Development Programs
- Professional Assessments for Individuals & Teams
- Individual & Group Coaching
- Strategic Planning

## **Manufacturing Skills Training**

- Blueprint Reading
- CNC Machining
- Computer Aided Design
- Geometric Dimensioning & Tolerancing
- SkillsTrac
  - Maintenance Fundamentals
  - Industrial Mechanics
  - Industrial Electricity
  - Industrial Fluid Power
  - Industrial Controls & PLC's
  - Automation Systems & Robotics
- Welding
- Soldering-IPC-J-STD-001 Certification

## **Process Improvement**

- Project Management Training/Consulting
- Six Sigma Certifications
- Lean Training/Consulting
- Value Stream Mapping
- Kaizen Events

## **Safety Training**

- Hazardous Materials
- CPR



*Providing professional development and training solutions  
to empower personal and organizational growth.*