Leadership & Professional Development Sessions

2026

SINCLAIR
Workforce Development

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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.

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**

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 practial 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.

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.

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.

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.

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.

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

Learning Sessions by
CATEGORY

Pillar I: Leadership & Management Excellence

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

- **AI for Leaders**
- **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**
- **Business Writing for Maximum Results**
- **Communicate 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**

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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**
- **Respect Works Here**
- **Service Beyond Expectations: Transforming the Customer Experience**
- **Strong Teams Start with Trust**
- **Virtual Team Building Tips and Tricks**

Pillar IV: Personal Growth & Efficiency

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

- **AI Crash Course**
- **Banish Burnout: Keeping Yourself and Others Engaged**
- **Changing Your Mind About Change**
- **Get SMART with Your Goals**
- **Personal Accountability Starts with Me**
- **Resilience in Times of Uncertainty**
- **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.

Best for:
New & Developing Employees

Workplace Success Series

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.

Communicate Up and Across
Your boss isn't a mind reader. Proactive communication is the difference between being a worker and being a partner. This workshop teaches you how to identify your manager's communication currency and implement high-impact status updates. You'll learn how to ask for help effectively and build a reputation for reliability by staying two steps ahead of the deadline.

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.

Personal Success
High-performance begins with self-mastery. In this session, you will move beyond basic time management to build a framework for professional reliability. By combining the science of atomic habits with the discipline of personal accountability, you will learn to manage your priorities and your emotions with intention. Walk away with the SMART(er) goal-setting tools and the self-regulation techniques needed to become a consistent, high-impact professional and teammate.

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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.

Best for:
Emerging Leaders

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.

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.

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.

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."
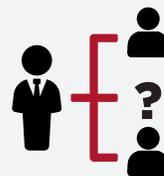
77%
of organizations report they are currently experiencing a leadership gap.

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

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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.

Best for:
Supervisors

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.

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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
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Navigating Conflict to Get to 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)*.

Getting 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)*.

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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.

Banish Burnout: Keeping Yourself and Others Engaged

There are many reasons why people get burned out, such as not enough time off, work load, stressful relationships, and work that is not engaging. Learn the common causes and effects of burnout and how to combat burnout in the workplace.

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.

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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:

Banish Burnout: Keeping Yourself and Others Engaged
There are many reasons why people get burned out, such as not enough time off, work load, or stressful work that is not engaging. Learn the common causes and effects of burnout and how to combat it in the workplace.

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.

Level Up Your AI Skills

Sessions in this series:

AI Crash Course (Intro Level)
Curious about AI but not sure where to start? This introductory course is designed for beginners eager to explore the world of artificial intelligence. Gain a foundational understanding of AI, including its history, the science behind large language models (LLMs), and the key benefits and risks of this evolving technology. Get hands-on with prompt engineering basics, discover exciting AI applications and extensions, and compare top AI systems like ChatGPT, CoPilot, and Gemini to understand their unique features.

AI for Leaders (Intro Level + Leadership Scope)
In this session built for leaders at all levels participants will learn how to harness the power of ChatGPT in their daily work. Participants will gain a foundational understanding of how ChatGPT works, explore different prompt structures to generate varied results, and apply AI to leadership tasks such as crafting emails, evaluating proposals, & navigating difficult conversations. Modeled in a "choose your own adventure" format, this hands-on experience allows groups to practice utilizing AI with their real-world leadership challenges.

Build Your Own AI Agent (Intermediate Level)
This AI course is designed for everyday professionals who want to learn how to develop AI Agents—without coding or technical expertise. Participants will learn what AI agents are, how they differ from basic prompts, and how to build simple, purpose-driven agents that support repeatable tasks such as planning, process checking, and summarizing. Participants will create, test, and refine an AI agent while learning how to set clear boundaries so AI supports their thinking without replacing human judgment.

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Search Committee Academy

This series is intended to help individuals who will serve on search committees understand the various ways that bias can affect hiring outcomes and how to minimize bias to create a more equitable hiring selection process. Must purchase all 3 sessions in the series. Each part is 2.5 hours.

Sessions in this series:

Unpacking Unconscious Bias
Unconscious bias is a quick and often inaccurate judgment of others based on limited facts and personal experiences. In the workplace, these biases can adversely impact recruiting, selection, promotion, and retention. Left unchecked, these biases can erode the organizational culture. Discover ways to identify harmful biases and create a welcoming and inclusive workplace.

Unconscious Bias in Candidate Evaluation
We take a deeper dive into how unconscious bias can impact the candidate evaluation process by exploring how eight common types of bias can play a role in candidate selection and also how special circumstances may foster unintentional bias.

Dialog on Inclusion-Centered Selection
Engage in healthy dialog and practice the skills learned in the two previous programs. Learners will have the opportunity to apply their knowledge to situations they may encounter in the search committee process through reflections, scenario-based exercises, and case studies.

93%
of employees would stay at a company longer if it invested in their careers.

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

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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.

AI Crash Course
Curious about AI but not sure where to start? This introductory course is designed for beginners eager to explore the world of artificial intelligence. Gain a foundational understanding of AI, including its history, the science behind large language models (LLMs), and the key benefits and risks of this evolving technology. Get hands-on with prompt engineering basics, discover exciting AI applications and extensions, and compare top AI systems like ChatGPT, CoPilot, and Gemini to understand their unique features.

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

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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.

Business Writing for Maximum Results

With every email, tweet, post, memo, letter, or text, our writing skills are on display. This session is designed to improve overall written communication skills through an understanding of how to construct effective written messages for the workplace.

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.

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.

Communicate Up and Across

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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 is designed to equip supervisors with the essential skills to lead successful teams. Participants will learn the foundations of team development, how to establish clear expectations through SMART goals, and the importance of role modeling the behavior they desire to see in the workplace. By mastering these fundamentals, supervisors will lay a solid groundwork for team success and organizational achievement.

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.

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.

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.

Excellence in Customer Service
"Customers may forget what you said, they may forget what you did, but they will never forget how you made them feel." Learn how to create positive interactions with customers and employ empathy to better handle issues and complications when they happen.

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.

937-252-9787 | workforcedevelopment@sinclair.edu | http://workforce.sinclair.edu

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.

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.

Get SMART with Your Goals

Learn how to create SMART goals that will help you stay focused and accomplish both short- and long-term goals to advance your career. Explore the science behind habit formation and how small atomic changes can lead to remarkable results over time. Gain practical insights on how to build positive habits, overcome setbacks, and create a framework for lasting change.

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 1:1 Meetings for Growth, Connection, and Engagement

Research shows that meeting regularly with direct reports increases connection, engagement, and productivity. Learn strategies that will improve your communication, foster growth through coaching, and lead your team member to new heights of achievement.

Looking for something not listed?

Ask us about customized training solutions!

Contact Workforce Development to learn more.

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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 the ability to conduct productive meetings and engage in meaningful one-on-one conversations is essential. Learn strategies to run meetings that are efficient and productive and lead one on one's with your direct reports that foster trust, communication, and growth and increase engagement. Note: This course combines two 90 minute courses: Running Meetings: Strategies for Collaboration, Efficiency and Productivity and Leading 1 on 1 Meetings for Growth, Connection, and Engagement

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.

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

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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.

Personal Accountability Starts with Me
At every level within the organization, projects begin, tasks are assigned, goals are set, and deadlines are met...or missed. This learning session provides a simple model for understanding what it means to be accountable to ourselves and others and the actions we must take when we default to below-the-line behavior.

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.

Respect Works Here
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.

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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.

Running Meetings: Strategies for Collaboration, Efficiency and Productivity
Attending meetings that are too long, go nowhere, and could've been an email are a waste of energy, time, and resources. Come unlock the secrets to learning how to strategically plan and facilitate your meetings to foster engagement, encourage collaboration, and reach your goals.

Service Beyond Expectations-Transforming the Customer Experience
Participants will discover their role as the "face" of their organization and the responsibilities that come with it. Learn how to reach the level of "trusted advisor" with customers to create a positive and lasting relationship for the organization. Learn methods of handling customer complaints and how to create transformational experiences for customers.

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.

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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 Inclusive Leader
This class is designed to equip participants with the essential skills and mindset to foster inclusivity in their leadership roles. Learn strategies to cultivate diverse perspectives, create inclusive environments, and leverage the strengths of all team members to drive innovation and organizational success.

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.

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.

Unpacking Unconscious Bias
Unconscious bias is a quick and often inaccurate judgment of others based on limited facts and personal experiences. In the workplace, these biases can adversely impact recruiting, selection, promotion, and retention. Left unchecked, these biases can erode the organizational culture. Discover ways to identify harmful biases and create a welcoming and inclusive workplace.

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.

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**

Compression Planning
Compression Planning is a highly-interactive planning process that leaders can use for major projects, creating strategies, and making decisions. The goal of Compression Planning is to identify the specific outcome of the session, allow the group to brainstorm ideas, identify solutions to move forward, and assign action items. It is used by Fortune 500 Companies, small businesses, non-profits, and government agencies to make decisions more efficiently and have more effective outcomes, all with less stress.

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

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
- Compression Planning

Manufacturing Skills Training
- Computer Aided Design
- Geometric Dimensioning and Tolerancing
- Machining
- Math, Measurement & Blueprint Training
- Robotics
- SkillsTrac
    - Maintenance Fundamentals
    - Industrial Mechanics
    - Electricity Industrial
    - Industrial Fluid Power
    - Industrial Controls & PlC's
    - Automation Systems
    - Process Control
- Welding
- Soldering

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

Safety Training
- Hazardous Materials
- Incident Command Training
- Peace Officer Refresher Academy
- Police Department In-Service Training
- CPR

SINCLAIR
Workforce Development

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