GPStrategies®
Your workforce **transformation** partner™

Virtual Instructor-Led Training Courses

For All Employees and
Frontline and Mid-Level Leaders

Expand Your **Leadership Skills** While Maintaining Human Connection.

Developing an engaging and impactful virtual instructor-led training (VILT) experience is critical to learner success and retention. GP Strategies® has been creating exceptional VILT programs and converting existing material to VILT for decades. Our experienced team understands how to bring together design, culture, and platforms to deliver a powerful and long-lasting learner experience.

Virtual Instructor-Led Training Course Details

Features: WebEx training platform utilizing polling, whiteboards, and virtual breakout rooms

Support: Certified course facilitator and host for technical troubleshooting and logistics support

Duration: 2-3 hours per session

Participants: 12-25 per session

Your Career

This virtual experience is available in a single course that covers all of these learning topics:

- **What's Now?** is about understanding key aspects of who you are, how you're perceived at work, and how differences between the two affect your career development.
- **What's Next?** is the acknowledgement that to get where you're going, you have to have a vision, a plan, and the right people around you.
- **What If?** supports preparedness for when inevitable change (either good or bad) happens.

As a result of this workshop, participants will be able to:

- Reflect on their identity—what's important to them, what they're good at, and what they like to do
- Explore their reputation—how others perceive them and the impact of their reputation on the work they're attracting
- Identify actions for aligning their identity and reputation
- Clarify their career vision and identify actions for making it happen
- Obtain ideas for building a vibrant, mutually beneficial "career community"
- Respond to career disruptions with useful buffers and by adjusting their career strategies

Course Duration: 3 hours (with prework)

Emotional Intelligence

Research has proven that our emotional intelligence (EQ) is more reliable in predicting success than our intelligence quotient (IQ). In this virtual course, we explore the topic of EQ, its benefits, and how to develop our own EQ, thereby increasing our success with our career and relationships both in and out of the workplace. We also explore interpreting the EQ-i 2.0 Assessment results and EQ skills such as empathy, gratitude, managing and interpreting emotions, and action planning.

As a result of this workshop, participants will be able to:

- Define emotional intelligence (EQ) and explain how it relates to personal and organizational success
- Interpret the EQ-i 2.0 Assessment results
- Explore tools to increase emotional self-awareness and self-management and awareness of others and better manage relationships

- Practice reading emotions in scenarios and strategizing the EQ skills that can be applied
- Plan action statements and commitments

Course Duration: 2.5 hours (with prework)
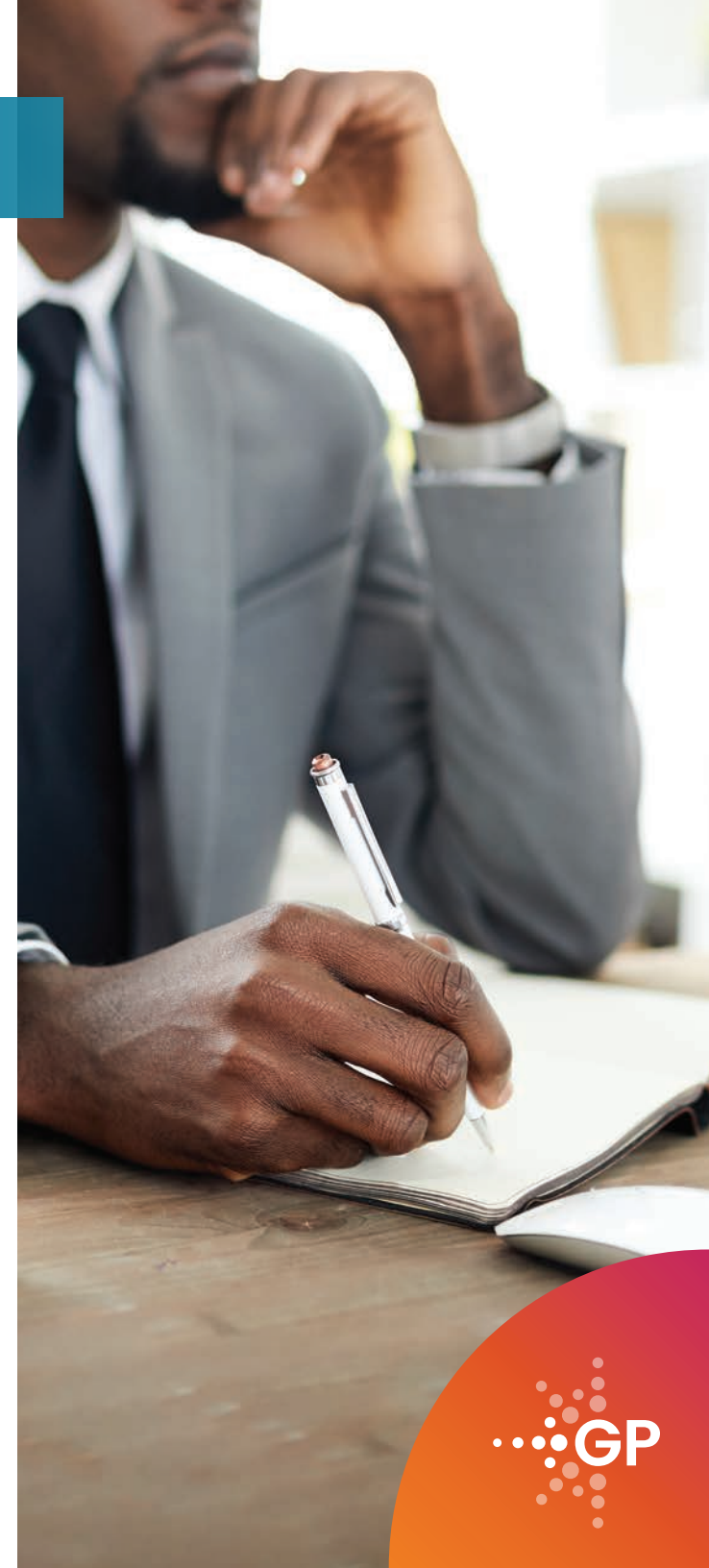
Communicate with Clarity

In this course, participants will identify concrete steps and processes that will truly help them improve their communication skills. Once these concepts are identified, they will then practice these skills during several role-play and group activities, which will add more depth and solidify their learning.

As a result of this workshop, participants will be able to:

- Describe the five steps to creating open communication
- Use active listening skills to improve rapport and productivity in the working environment
- Apply open-ended questioning techniques to increase two-way communication

Course Duration: 3 hours

Managing Professional Growth

Provides practical processes for feedback, analysis, planning, and action that enable employees to increase their satisfaction, enhance their performance, and align their development efforts with the organizational strategy.

As a result of this workshop, participants will be able to:

- Clarify what's most important to them personally (values and work environment)
- Clarify what's most important to the organization and their manager (expectations and priorities)
- Obtain ideas for improving job satisfaction, increasing contribution, and developing the capabilities that matter most
- Create a structured discussion plan for exploring actions to fuel their success and growth with their manager
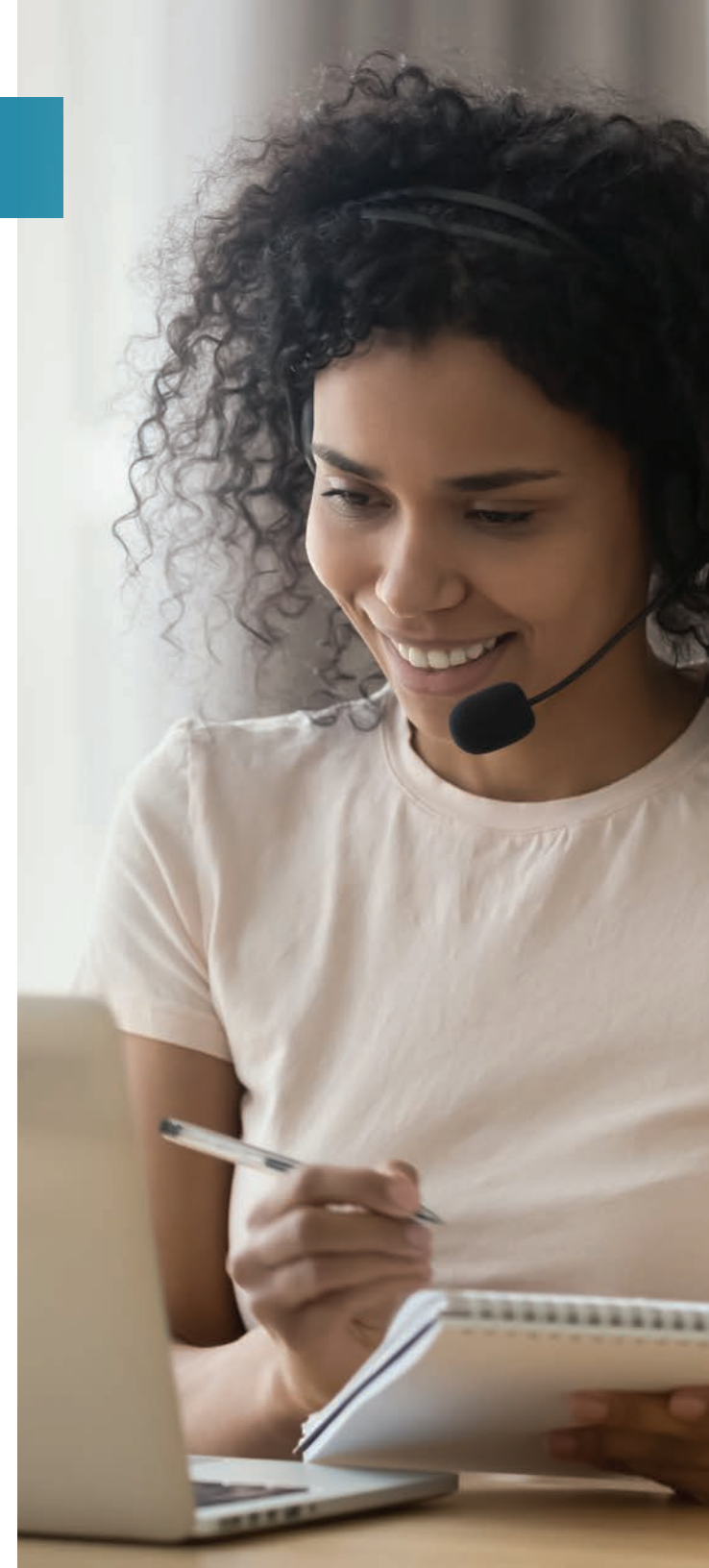
Course Duration: 6 hours (two 3-hour modules with prework and homework in-between the modules)

Accountability

While the term "accountability" is commonly heard, there is often a great deal of confusion about what this word means and to whom it applies. This course teaches the skills and explains the focus required in creating an accountable organization. To achieve this team members must hold themselves accountable; individual actions must align with the values, competencies, and strategies of the organization.

As a result of this workshop, participants will be able to:

• Define accountability, responsibility, and empowerment
• Rate yourself and your team on the PowerMeter
• Discuss the Account-Able Choice
• Identify obstacles to being accountable
• Speak the language of empowerment and accountability
• Apply a five-step model to create accountability in others

Course Duration: 3 hours

Handling Conflict

Conflict is an inevitable dynamic in the work environment. Unfortunately, it usually carries a negative connotation. Conflict, in and of itself, is neither "good" nor "bad." What makes a conflict situation productive or destructive is the way in which issues and information are analyzed, approached, and communicated. Successful teams and managers have the ability to not only address but utilize differences in a way that increases the overall strength of the team. This course teaches the skills and perspectives that are necessary to effectively manage conflict.

As a result of this workshop, participants will be able to:

• Recognize the five styles of conflict resolution and how to best adapt your style and approach to a conflict situation
• Understand your preferred style of conflict resolution
• Apply the Stop, Yield, Go Model to collaborative conflict resolution
• Apply techniques to managing emotions during conflict
• Use active-listening skills to improve the working environment

Course Description: 3 hours

Presentation Skills

Powerful presentation skills increase a person's ability to educate and inform audiences. Ideas, products, and concepts must be presented succinctly and compellingly. This course, specifically designed for people looking to influence or inspire, teaches a presenter to develop and deliver a clear, concise message that will quickly and effectively gain the attention of the audience.

As a result of this workshop, participants will be able to:

- Apply a five-step process for preparing a powerful presentation
- Create an opening that will capture audience attention
- Utilize techniques to add variety, interest, and emphasis
- Discuss the power of visual, verbal, and vocal skills
- Manage difficult questions and audience members

Course Description: 3 hours (with prework and post-course coaching calls)

Problem Solving & Decision Making

Employees in any organization find themselves solving problems on a daily basis. The ability to identify the problem, pinpoint the true cause, and identify a workable solution is essential for personal, professional, and organizational success. Leaders will learn to identify problems, isolate the most likely cause, and determine an innovative solution.

As a result of this workshop, participants will be able to:

- Define their role in problem solving
- Identify barriers to effective problem solving
- Apply a six-step problem solving process

Course Duration: 3 hours

Tap into our expertise

Time Management

In today's business climate, every member of the organization is challenged to accomplish more in a given day. This can be difficult and lead to increased stress for employees. In this course, participants will learn many time management tools and techniques that not only help them complete their projects and tasks more efficiently, but also help them manage their stress load.

As a result of this workshop, participants will be able to:

- Define time management
- Develop an effective planning process
- Identify time wasters and what to do about them
- Create an action plan for future development

Course Description: 2 hours

Taking Control of Your Engagement

A blended learning experience that equips individuals to assess, increase, and sustain their engagement, maximizing both contribution and satisfaction so your organization can build a vibrant workforce and reach its goals.

As a result of this workshop, participants will be able to:

- Understand what engagement is (the X-Model), what affects it, and who owns it
- Assess their engagement level
- Clarify the personal values and work conditions that influence their satisfaction
- Consider how their interests and talents align with the goals of the organization
- Identify actions they can take to become more engaged, with and without their manager's support

Course Duration: 2 hours (with prework)

MAXIMUM SATISFACTION   MAXIMUM CONTRIBUTION

JOB

ORGANIZATION   INDIVIDUAL
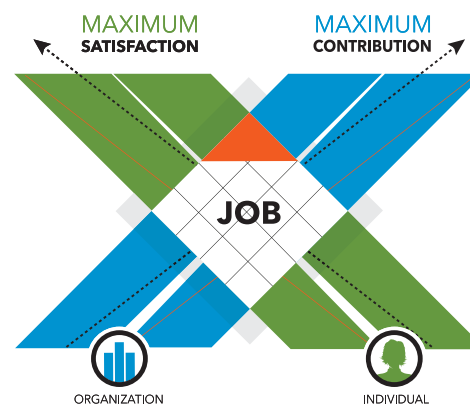
Teamwork

This experience creates a team environment that will foster a positive and productive work group. Participants will learn techniques for translating team goals into individual goals, empowering all team members to participate, encouraging collaboration amongst team members, and monitoring the team's progress using structured tools and processes.

As a result of this workshop, participants will be able to:

• Identify signs that the teamwork within your team needs attention

• Apply techniques to translate goals to individual team members

• Discuss techniques to track the team's environment and to make adjustments

Course Duration: 3 hours

We believe in the power of people

VILT Sessions for
Frontline & Mid-Level Leaders

Leading Technical People+/
Leading People+

A modular leadership development program to equip frontline managers with skills and strategies to engage and unleash the knowledge, expertise, independence, and performance of their direct reports. It's based on GP Strategies' research and experience and is supported by its proven success with hundreds of leading companies worldwide. Modules can be run independently or in conjunction with each other to create a more sustained learning experience.

As a result of this workshop, participants will be able to:

- Define engagement and its importance in a leader's role
- Strategize ways to build trust with a team
- Use more strategic questions to gather information
- Build relationships by actively listening
- Identify a full range of benefits for any assignment, project, idea, or action
- Articulate a Communication Strategy to structure important conversations

Program modules include:

Core Module | 4 hours

Foundations of Leadership*
Understand engagement, build trust, and employ critical skills such as active listening and strategic questioning to maximize your leadership and communication effectiveness.

Content Modules | 2 hours per module

Setting Goals
Increase contribution by setting and supporting Smart, Measurable, Achievable, Relevant, Time-Bound (SMART) goals.

Delegating Responsibility
Increase contribution and satisfaction without micromanaging.

Giving Feedback
Leverage high-performance and correct performance issues with clear, meaningful feedback.

Inspiring Innovation
Unleash creativity and organizational potential through everyday innovation.

Managing Change
Maintain engagement during times of change.

Influencing Others
Create buy-in and advance ideas by building strong relationships and influencing strategically.

Handling Resistance
Push initiatives forward and maintain relationships by handling resistance effectively.

Leading Teams
Set employees up for success by leveraging the fundamentals of high-performing teams.

Leading Virtually
Communicate effectively across a range of media to a diverse, global audience.

*Foundations of Leadership and the various content modules are integrated and most often deployed as a learning journey based on your needs. The content modules can also run as standalone programs, if appropriate.

Allyship & Sponsorship

Allyship and sponsorship is a relationship between two people working together toward the shared goal of fairness, equity, and social justice. You will learn tools to promote diversity and inclusion at your organization and to best partner with others to address inequality and achieve your shared goals.

As a result of this workshop, participants will be able to:

- Define allyship and sponsorship as it relates to inclusion and leadership
- Learn ways to make allyship actionable
- Understand the value and concept of an Employee Resource Group (ERG)
- Identify partnership opportunities across department leadership and peer teams
- Create an allyship mission statement
- Develop a next steps action plan to implement allyship and sponsorship opportunities

**Course Description:** 3 hour (with prework)

Microaggressions

Microaggressions and micro-inequities are products of bias and can also be unconscious. Microaggressions happen when a thought or belief turns into a behavior that negatively impacts another. They can exist between individuals or within systems, but they can be addressed if you have the skills to address them thoughtfully and confidently. In this program, learners develop the ability to address microaggressions and micro-inequities and learn how these experiences affect individuals personally and professionally.

As a result of this workshop, participants will be able to:

- Define microaggressions and micro-inequities and how they appear in the workplace.
- Understand the impact of microaggressions in relation to workplace performance.
- Introduce the Fact & Impact and 5W tools to understand and address microaggressions.
- Enable learning through scenario practice and action planning.

Course Description: 3 hour (with prework)
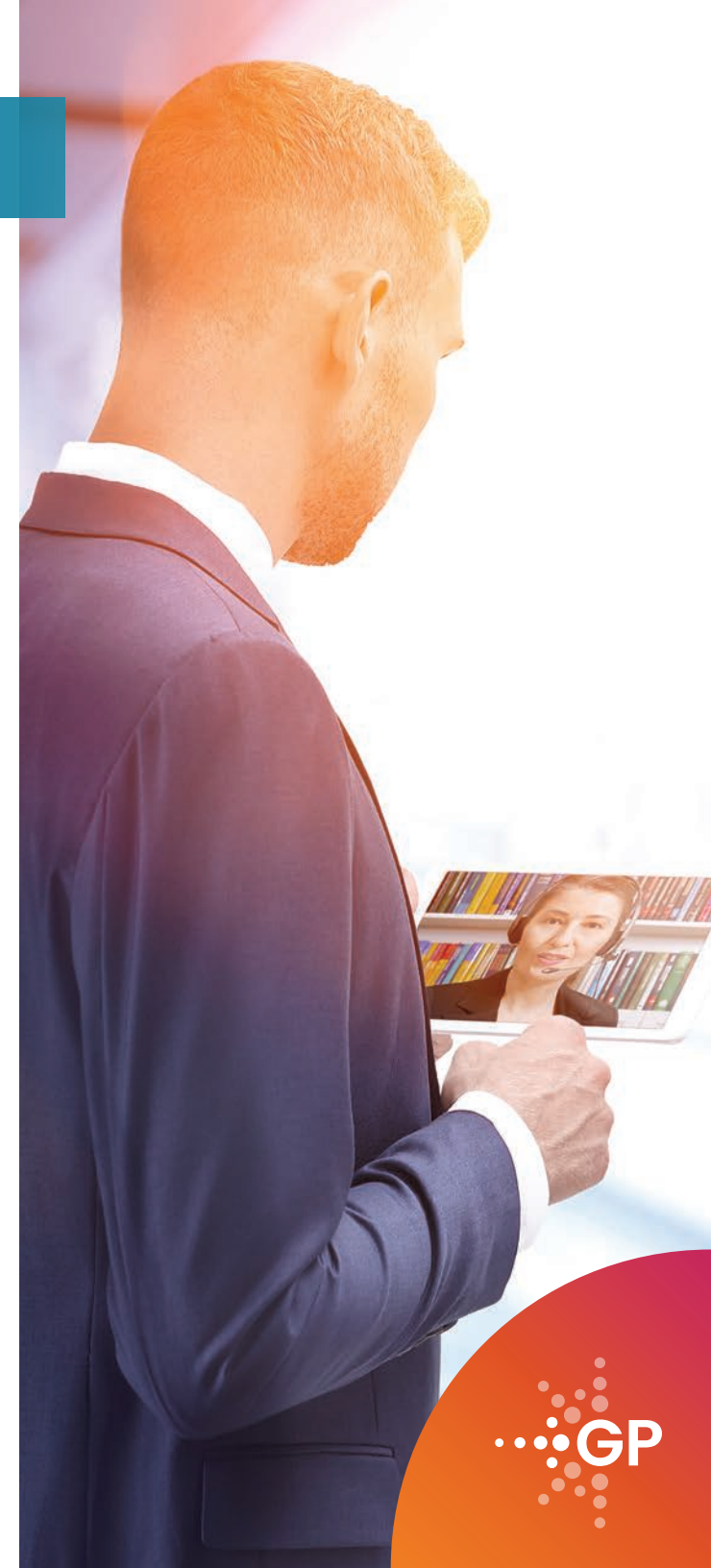
VILT Sessions for **Frontline & Mid-Level** Leaders

Inclusion & Belonging

Inclusion & Belonging helps participants understand the value of an inclusive environment and cultivate it wherever they sit within the organization. Participants begin by level-setting on language. They spend time understanding the terms and identifying the value of inclusion for themselves, their team, and the organization. Our approach affirms each person's starting point, so whether they are experienced in inclusion work or new to the conversation, they will identify a path for growth. We achieve that growth or behavior change through highly interactive activities, participant-led conversations that address challenges, and strategies for immediate and future strategy application.

As a result of this workshop, participants will be able to:

- Understand the value and concept of an inclusive mindset.
- Evaluate current inclusive capabilities at the individual and team levels.
- Increase inclusive habits through use of the CARE (Curious, Authentic, Responsible, and Expand understanding) model, psychological safety, and other tools.
- Define, discuss, and apply learning around belonging.
- Create an inclusion and belonging action plan.

Course Description: 3 hour (with prework)

Inclusive Talent Management

Our Inclusive Talent Management program helps leaders sustain DE&I progress by identifying gaps across recruiting, interviewing, hiring, onboarding, development, succession planning, and promotion. Participants evaluate the current state of each area and then take that assessment even deeper by applying additional concepts of how bias and lack of inclusion can show up across talent management practices. Beyond evaluation, participants are given the opportunity to partner with their peer leaders to determine immediate and future needs regarding talent management process improvements and necessary solutions to continue implementation on a long-term basis.

As a result of this workshop, participants will be able to:

- Understand the value and concept of an inclusive mindset as it relates to talent management
- Discover the ways in which bias appears throughout the talent management process
- Discuss concept of motivational fit
- Evaluate barriers to entry across the organization
- Identify current talent management gaps and create a plan to address them

Course Description: 3 hour (with prework)

VILT Sessions for **Frontline & Mid-Level** Leaders

Unconscious Bias

The first step in adopting an inclusive mindset is to understand and combat your own personal, unconscious bias so you can lead, and be a part of, an inclusive team. In this program, learners build critical self-awareness by uncovering potential blind bias, learn practical, easy-to-apply tools that combat bias, and create an action plan to sustain bias awareness across the organization.

As a result of this workshop, participants will be able to:

• Determine the role and value of inclusion at your organization.
• Evaluate the impact of bias at the individual, team, and organizational level.
• Increase self-awareness of bias within yourself and how you experience bias.
• Implement tools to address bias through practice and long-term learning enablement.

Course Description: 3 hour (with prework)

Distinctive Leadership

Over the course of a three-stage experience, leaders will learn the skills, knowledge, and behaviors needed to have deep self-awareness, empathy, and communication skills to understand the needs of others, the ability to build and sustain high-performing teams, and the capability to lead big by maintaining an enterprise mindset.

As a result of this workshop, participants will be able to:

• Gain a clear understanding of what it takes to lead big and make a difference in their organization
• Show up as an individual and connect with others
• Acquire the tools to build and lead a high-performing team
• Learn how to find their voice and use it at an enterprise level

Course Duration: 12 hours (four 3-hour modules with individual pre-session coaching calls and post-session cohort calls)

VILT Sessions for **Frontline & Mid-Level** Leaders

Everyday Coaching Conversations

Coaching is not a one-size-fits-all method, it is unique to each individual. Good coaches help their employees find their own ways to success. This interactive virtual session is designed to help leaders take advantage of the quick, agile, in the moment, casual, live, or virtual opportunities to have coaching conversations every day. Leaders develop and practice the strategies of the EC2 prompt—Explore, Collaborate, Commit—to utilize positive psychology, create mind-opening conversations, and build connections.

As a result of this workshop, participants will be able to:

- Prioritize coaching as part of a leadership strategy
- Identify and leverage the elements of the EC2 prompt: Explore, Collaborate, Commit
- Explore the levels of listening and utilize mind-opening questions
- Practice applying EC2 techniques through a coaching conversation

Course Duration: 2.5 hours

Growth Mindset

Leaders will engage in a variety of discussion, group work, and individual reflection in which they will interact with the concept of Growth Mindset through the lens of real-world scenarios specific to your organization. They will build awareness and gain practical insights into where they stand with respect to growth mindset, and how they can shift their thinking to take on a new perspective.

As a result of this workshop, participants will be able to:

- Understand growth mindset, fixed mindset, and the behaviors that define each
- Implement skilled application of a growth (versus fixed) mindset in real-world organizational change
- Create an action plan to create behavioral habits around growth mindset

Course Duration: 2 hours

VILT Sessions for **Frontline & Mid-Level** Leaders

Influencing Across the Matrix

In increasingly complicated and matrixed environments, leaders need to be equipped to navigate relationships where they have little positional power. Attendees will walk away being better equipped to navigate a matrix environment. They will be able to form stronger networks across the organization and more effectively build sponsorship for their ideas, gain stakeholders' buy-in and support, solicit the cooperation of others, and drive their priorities.

As a result of this workshop, participants will be able to:

- Drive a more collaborative approach toward influencing
- Emphasize the importance of interpersonal relationships as the foundation for influencing
- Raise awareness and increase understanding and appreciation of individual differences
- Improve their interpersonal communication skills
- Identify tools and processes for strategically tackling influencing situations
- Increase their ability to gain cooperation and buy-in from others

Course Duration: 4 hours (two 2-hour modules with prework and homework in-between the modules)
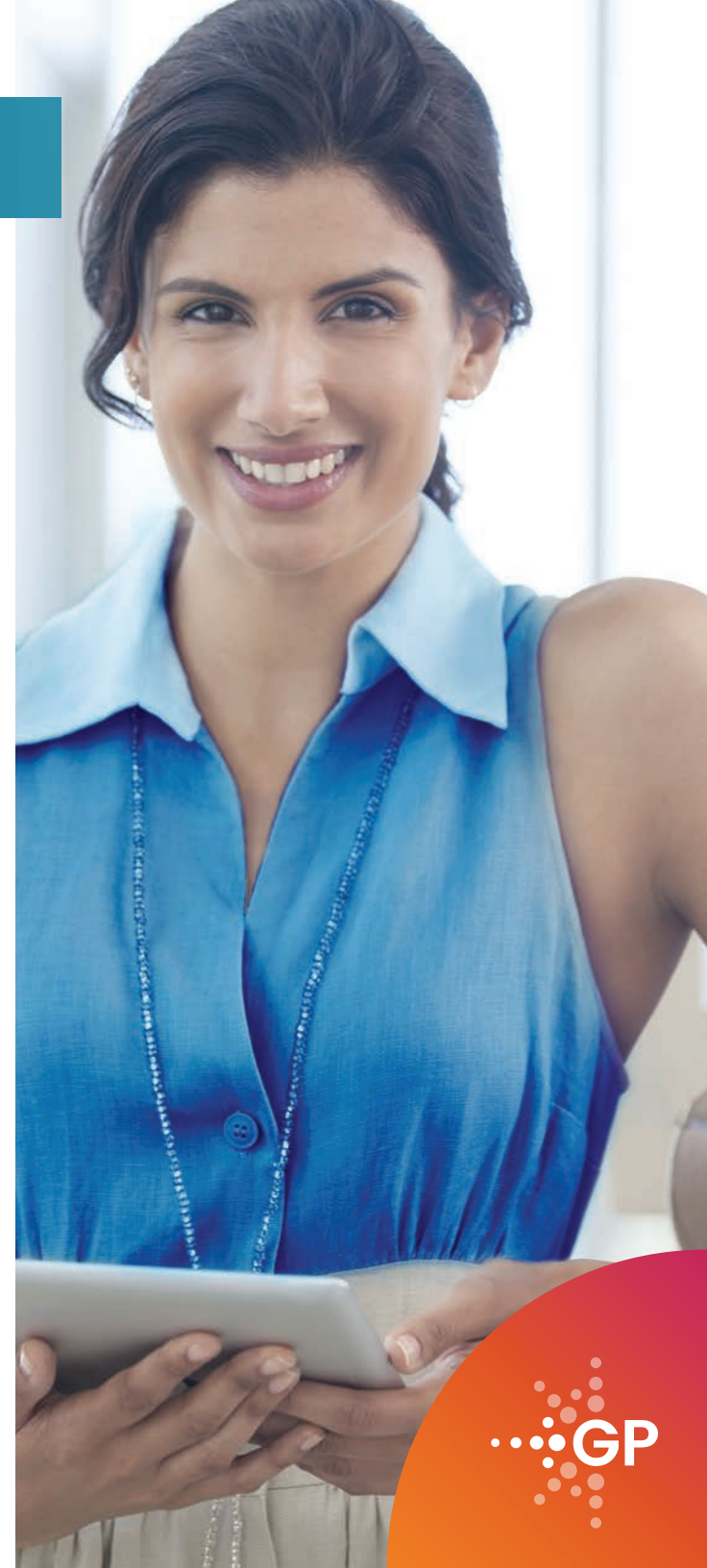
Career Conversations

Managers explore what employees want, what they need from their managers, and how they can prepare to talk to their employees to support their career development through honest dialogue.

As a result of this workshop, participants will be able to:

- Understand common myths about employees' career needs and their role
- Acquire the insights and tools for understanding the needs of individual team members, providing useful perspective and creating connections to opportunities and people
- Plan a career conversation with at least one team member
- Strategize how to handle common career-coaching challenges
- Create a team strategy for talking about career development

Course Duration: 2.5 hours (with prework)

GP

VILT Sessions for **Frontline & Mid-Level** Leaders

The Engagement Equation

Supports managers with engagement fundamentals, conversation planning, and essential leadership actions to fuel engagement. Modular VILTs are available based on the client's desired outcomes.

As a result of this workshop, participants will be able to:

• Establish trust, unleash potential, and build confidence in others to fuel engagement every day

• Conduct discussions with individual team members to better understand and take action on their engagement drivers and challenges at work

• Take follow-up actions to capitalize on engagement conversation insights and identify productive steps the team can take to improve engagement

**Course Duration:** 5 hours (two 2.5 hour modules with prework and homework in-between the modules)

Leading High Performing Teams

Leaders focus on increasing their skills in leading people and managing the process to drive performance. They examine current team dynamics, identify specific actions they need to take, and identify the key behaviors that will enable them to turn their current team to perform at the highest level.

As a result of the workshop, participants will be able to:

• Develop the knowledge and skills necessary to build trust across their team

• Learn specific actions leaders can take to engage their teams, focus on high impact areas, and hold one another accountable for driving results

• Create an action plan to apply their new skills to build a strong, cohesive, and sustainable team that performs at the highest level

**Course Duration:** 6 hours (two 3 hour modules with prework)
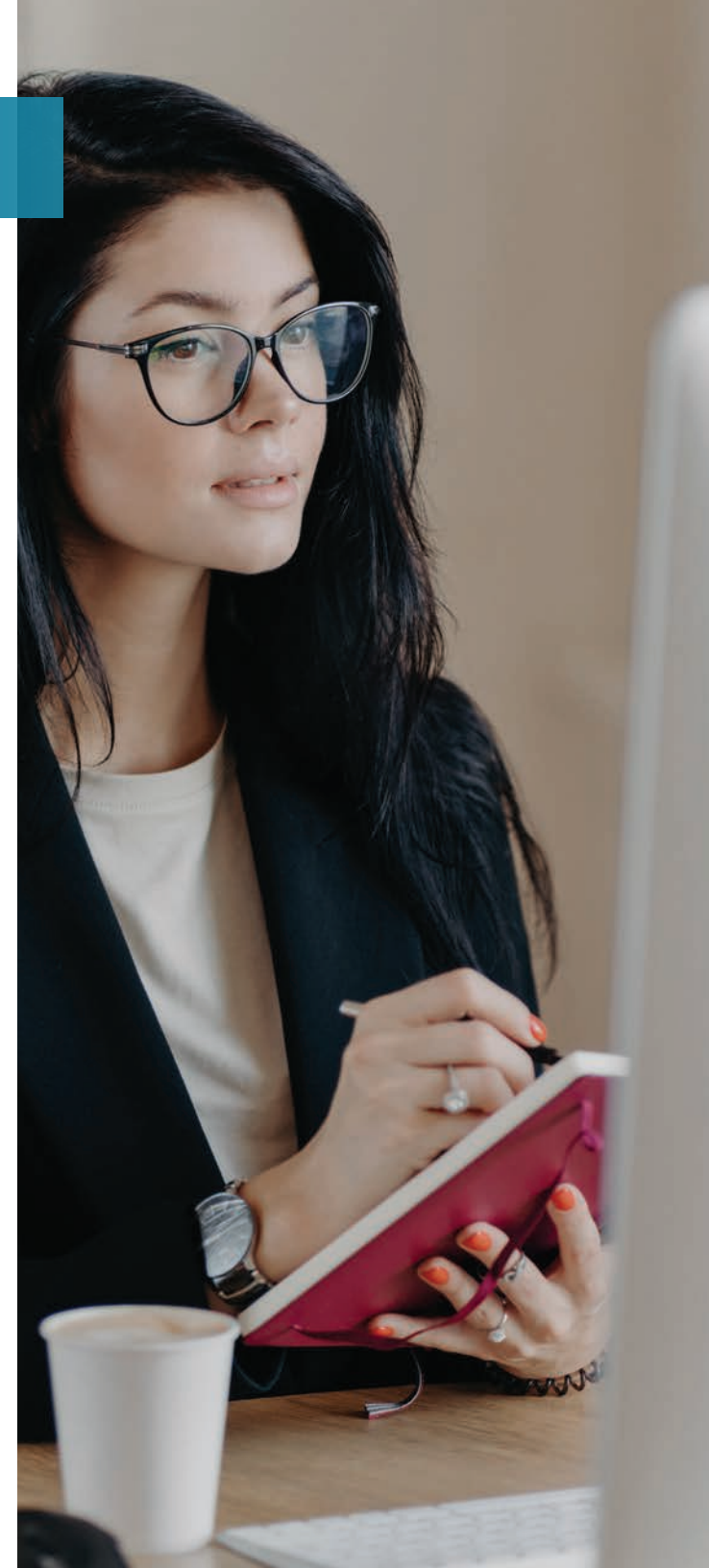
Presence & Impact

Many leaders possess a quality described as executive presence. But when asked to unpack that term, most of us invariably throw out a lot of adjectives, but struggle to get to the heart of what it really means to possess this "presence." In GP Strategies' workshop, Presence & Impact: Five Disciplines for Building Exceptional Leadership Stature, we'll demystify this key leadership trait and help to put participants on the road to cultivating an influential and authentic leadership stature.

As a result of the workshop, participants will be able to:

• Greater self-awareness of how they're currently viewed as leaders

• Key skills and behaviors necessary to truly be present, build rapport, and develop deeper connections with the people they lead

• Skills needed to better exhibit the level of emotional intelligence, composure, and resilience their followers expect from them

• Practice creating messages that are influential and impactful and resonate with others on an emotional level

Course Duration: 6 hours (two 3 hour modules with prework)
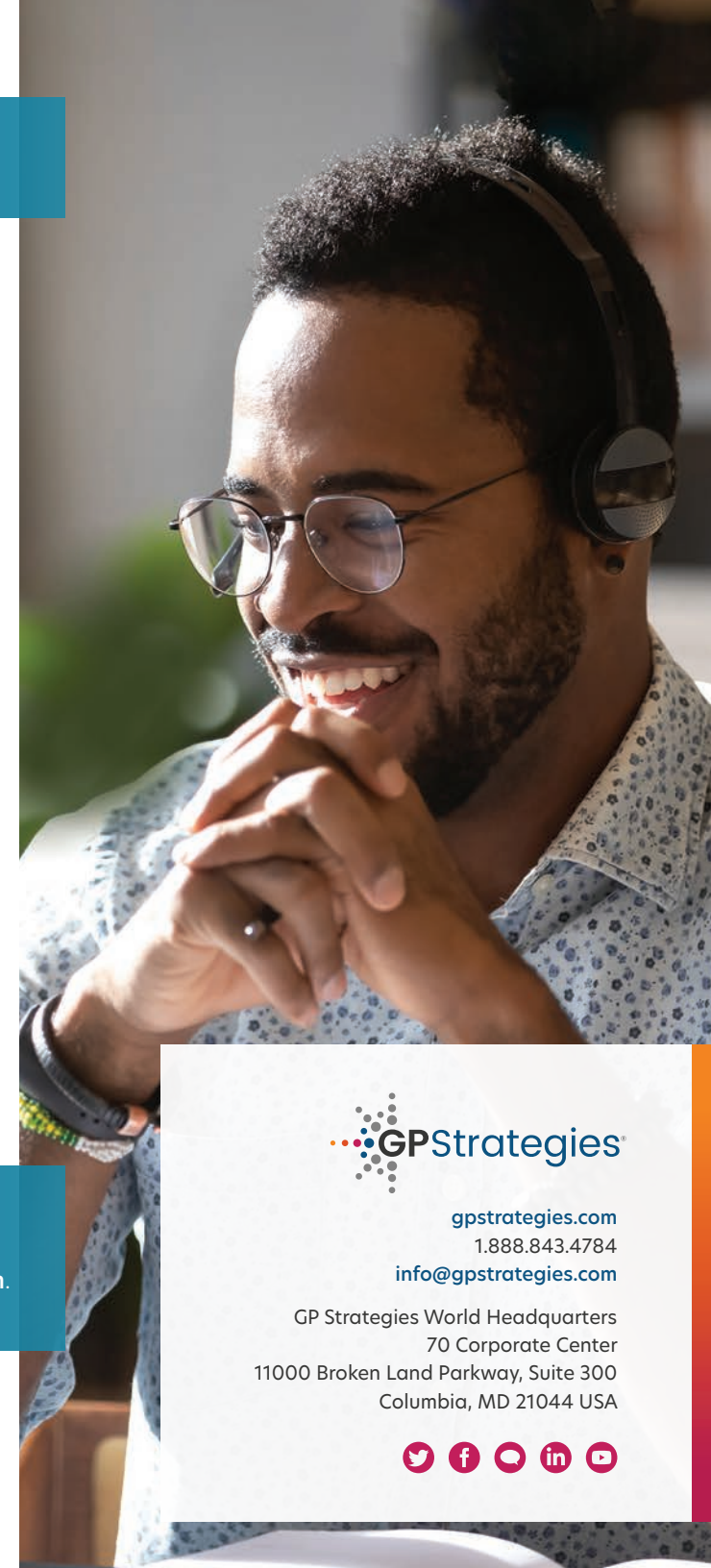
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