HUMADYN
LIFESKILLS INSTITUTE

ABOUT US

Huma*dyn - Life Skills Institute* (pronounce Huma-dyne), is a disabled-veteran-owned business that specializes in personal, professional, and soft skills development.

We offer a wide range of services such as training, coaching, organizational/business consulting, employee performance and conflict management, and facilitating group leadership mastermind groups.

Our mission is to help companies build a positive leadership element, as well as an effective, and productive workplace culture through personal and professional development.

We have successfully served many high-profile clients, including Jack Daniels, NASA, US DoD, and MANY more.

Contact us today to experience our hassle-free and user-friendly services.

ABOUT THE COURSES / CATALOG

Humadyn's Soft Skills Training is a collection of courses designed to help you and your team develop the essential soft skills needed to thrive in today's workplace.

This catalog offers a range of soft skills topics that are critical for success in any business or organization. Our courses are designed to be practical, interactive, and engaging, with a focus on real-world scenarios and hands-on practice.

IMPORTANT:

- All courses are Commercial Off-the-Shelf (COTS).
- All course can be delivered in person or virtually using a platform easily accessed by private or government entities.
- Courses are competitively priced, open to the public and can be sold by the seat.
- We accept the government purchase card (GPC) for payment.
- For brevity's sake, summaries are concisely written. For more information, please send an email to Support@Humadyn.com or call/text: 615.587.2710.
- While Me Inc. Series modules are set up in a series, each also stands alone. Take only one or the entire series.
- Courses are $500 per seat / $5000 per class.

ADDITIONAL SERVICES

In addition to our training catalog, Humadyn offers a range of professional services designed to support individuals, teams, and organizations in achieving their highest potential. These services complement our courses and provide targeted, hands-on support for lasting results.

Training & Development

We offer a broad range of soft-skills, human relations, and workplace development training such as leadership, interpersonal communications, conflict management, and more. Our programs are designed to be practical, interactive, and tailored to your organization's needs.

Coaching

We provide professional development and executive coaching in both **one-on-one** and **group** formats. Coaching is designed for supervisors, managers, aspiring leaders, and seasoned executives—helping them build confidence, improve performance, and achieve personal and professional goals. We also offer a comprehensive **Coaching Certification Program**, equipping participants with the skills, tools, and confidence to coach effectively in workplace and personal development settings.

Facilitation

We facilitate group conversations, planning sessions, and strategic discussions to help teams and organizations set their course. This includes **mastermind groups**—structured peer-to-peer gatherings where participants share challenges, exchange ideas, and hold each other accountable for growth.

Workplace Consulting

We help organizations better understand themselves, assess their culture, and implement solutions to create more positive, productive, and engaged workplaces.

Conflict Management

We provide alternative dispute resolution and conflict management services, including mediation and facilitation, to help organizations address and resolve workplace conflict effectively and respectfully.

Employee Performance Management

We assist leaders in improving team performance through goal-setting, feedback systems, coaching, and development plans—aligning individual contributions with organizational objectives.

For more information, contact Kevin@Humadyn.com | 615-587-2710

TABLE OF CONTENTS

LEADERSHIP DEVELOPMENT

LEADING AND MANAGING CULTURE

Summary:
This workshop focuses on organizational culture and change, helping participants understand current and desired culture. It covers change basics, leading practices, resistance overcoming, and roles in culture change.

Sample Objectives:
- Understand organizational culture and change fundamentals.
- Develop a shared understanding of current and desired culture, identifying necessary changes.
- Learn best practices and building blocks for effective change management.
- Address resistance to change and identify key roles in culture change.

COACHING FOR LEADERS

Summary:
This coaching workshop covers the "ABCs" of coaching, including the differences between coaching and performance counseling. It covers the benefits of coaching, a simple coaching framework, various models, techniques, and skills. Participants practice coaching techniques.

Sample Objectives:
- Understanding the basics of coaching and why it is effective for staff and organizations.
- Differentiating between coaching and performance counseling and knowing when to use each approach.
- Learning a coaching framework and practicing various coaching techniques and skills.
- Discover how coaching can benefit organizations by understanding its fundamental principles and its impact on professional growth.

*This program also comes in the form of a 6-month Certification Program

[1]

Call to Schedule

LEADERSHIP DEVELOPMENT

THE ASPIRING LEADER

Summary:
This training program for Aspiring Leaders is designed to provide comprehensive training on the essential skills and qualities required to become an effective leader. The program is divided into four modules.

Through these modules, participants will learn to improve their self-awareness, develop essential soft skills, acquire leadership acumen, style, and approaches, and build a reputable personal leadership brand.

Module 1 - Self-Leadership through Self-Awareness:
- Learn techniques for significantly increasing your self-awareness.
- Understand the connection between self-awareness and effective leadership.
- Develop strategies to enhance your self-awareness on a daily basis.
- Learn how to leverage your self-awareness to improve decision-making, relationships, and overall effectiveness.

Module 2 - Soft-Skills for Leaders:
- Learn techniques for significantly increasing your self-awareness.
- Understand the connection between self-awareness and effective leadership.
- Develop strategies to enhance your self-awareness on a daily basis.
- Learn how to leverage your self-awareness to improve decision-making, relationships, and overall effectiveness.
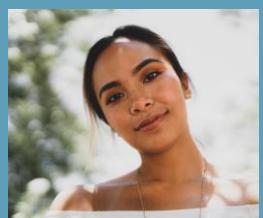
Module 3 - The Aspiring Leader:
- Identify your personal leadership style and strengths.
- Develop skills to influence and motivate others.
- Learn techniques for strategic thinking and decision-making.
- Create an action plan for advancing your leadership career.

Module 4 - Your Personal Leadership Brand:
- Understand the power of a personal leadership brand and why you should shape and hone it.
- Learn key principles for discovering and [re]building your PLB.
- Develop a strategy for creating a compelling PLB.
- Learn techniques for communicating and living out your PLB to maximize your impact as a leader.

Call to Schedule

LEADERSHIP DEVELOPMENT

LEADERSHIP THROUGH INFLUENCE

Summary:
This leadership training focuses on developing skills through influence. It covers distinguishing between leadership types and styles, identifying personal style, creating a strategy and goals, vision statement, understanding expectations, motivation, core values, and leadership effectiveness.

Sample Objectives:
- Identify and apply effective strategies for leadership by influence.
- Analyze different types and styles of leadership and their suitability to your role.
- Create a personal leadership style and strategy, including goals, vision statement, and tactics for motivating your team.
- Develop a model for organizational leadership effectiveness, including core values and a process for understanding people's expectations and needs.

ESSENTIAL SKILLS FOR SUPERVISORS

Summary:

This supervisory training covers effective principles like feedback, performance appraisals, counseling, discipline, communication, rewards, decision-making, problem-solving, and termination. Participants will learn to give feedback, document employee performance.

Sample Objectives:
- Develop Effective Supervision Skills.
- Enhance Communication and Interpersonal Skills for Supervisors.
- Master Performance Management and Feedback Techniques.
- Implement Effective Rewards, Recognition, and Disciplinary Action Strategies.

LEADERSHIP DEVELOPMENT

CHANGE MANAGEMENT

Summary:

The Change Management program helps individuals and organizations develop a positive mindset towards change and manage it effectively. It covers change phases, stress/resistance management, effective communication, and a 5-step strategy for positive outcomes. The program aims to turn change into growth opportunities.

Sample Objectives:

- Shift Your Mindset: Embracing Change as an Opportunity.
- Understanding the Phases of Change: From Resistance to Acceptance.
- Effective Communication Strategies for Managing Change.
- Implementing a 5-Step Strategy for Positive Change Outcomes.

MOTIVATING EMPLOYEES

Summary:

The Motivating Employees program builds a strong team foundation by selecting the right people for a project, nurturing positive team culture, boosting participation, developing a collaborative environment, and gaining employee commitment. It teaches techniques for employee motivation and fostering a positive team environment.

Sample Objectives:

- Building and Rebuilding a Strong Team Foundation.
- Effective Team Member Selection Criteria.
- Cultivating a Positive Team Culture.
- Techniques for Boosting Team Participation and Collaboration.

LEADERSHIP DEVELOPMENT

LEADING A CULTURE OF INCLUSION...WHILE VALUING DIVERSITY

Summary:

The Managing Diversity program focuses on *inclusivity* in the workplace. It also raises awareness about workplace diversity and teaches strategies for effective communication and bridging the generation gap. Participants create an action plan to foster inclusivity and create a welcoming environment for everyone.

Sample Objectives:
- Understanding Diversity and Inclusion: Myths, Realities, and Trends.
- Effective Cross-Cultural Communication Strategies.
- Creating a Workplace that Values Diversity and Inclusion.
- Bridging the Generation Gap in the Workplace.

SERVANT LEADERSHIP

Summary:

This workshop covers servant leadership principles and practices, emphasizing leaders serving their team's needs and empowering them to reach potential. Participants learn to apply this approach, gaining a deeper understanding and tools for effective leadership.

Sample Objectives:
- Gain an understanding of the principles of Servant Leadership and how they can be applied in various settings.
- Learn how to prioritize the needs of others and cultivate a culture of service and empowerment.
- Develop practical techniques for fostering collaboration and encouraging growth within teams.
- Gain the tools and skills necessary to lead with empathy, humility, and a focus on serving others.

PERSONAL GROWTH COURSES

ME INC.
Your Professional Brand: Skills and Strategies
for Enhancing Your Influence and Effectiveness

Summary:

This workshop will teach participants to develop and reflect their personal brand which enhances their influence and effectiveness at work. It covers key principles for discovering and cultivating a personal brand and provides a process for creating an actionable plan to live it out. By strengthening their professional reputation and effectively communicating their value, individuals can achieve greater success in their careers.

Sample Objectives:
- Increase self-awareness to develop and authentically represent your personal leadership brand (PB).
- Understand the power and importance of shaping and honing your PB.
- Develop practical strategies for building and evolving your PB, including: Assessing your current brand, Setting authentic goals, Aligning your actions.
- Create an action plan to live out your PB.
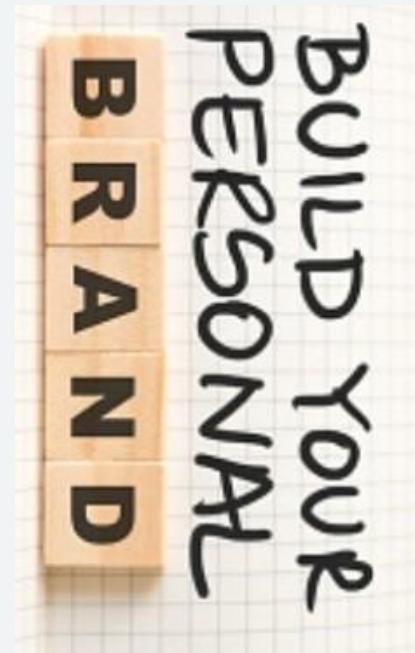
EMOTIONAL INTELLIGENCE

Summary:

Emotional Intelligence (EQ) is not just important to our lives; it's critical. It can impact our success in everything we do including our relationships and functionality within groups. With a high EQ, you can manage your emotions and to use them to better interact with others and to facilitate better thinking.

Sample Objectives:
- Have a clear and practical understanding of EQ.
- Know how to better manage your emotions.
- Know how to manage difficult, emotional, or ego driven interactions with others.
- Tips to deal with "the games people play."
- Learn 5 areas you can work on.
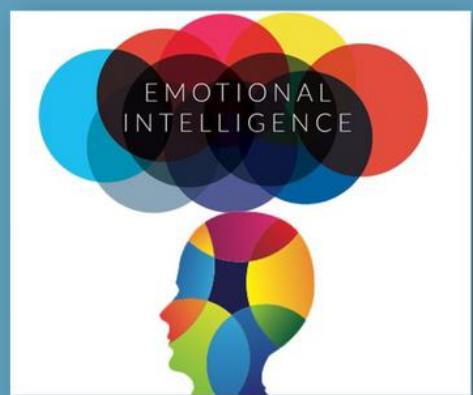
PERSONAL GROWTH COURSES

EFFECTIVE COMMUNICATION

Summary:

The Effective Communication workshop teaches participants to develop clear, concise messages that meet listeners' needs. It covers managing verbal and nonverbal language, emphasizing two-way communication, active listening, and techniques like advising, probing, reflecting, supporting, and feedback.

Sample Objectives:

* Tailor clear and concise messages to listeners' needs.
* Manage verbal and nonverbal language effectively.
* Use two-way communication skills, including active listening techniques.
* Recognize communication's importance and its improvement through these techniques.

LISTENING SKILLS FOR PERSONAL AND PROFESSIONAL SUCCESS

Summary:

This workshop teaches active and empathic listening skills for better communication and relationships. Participants learn techniques such as paraphrasing and reflecting, and how to use them in conflict resolution, problem-solving, and relationship building. Empathic listening skills are also covered. Participants will leave the workshop with the tools to improve their listening skills and build better relationships.
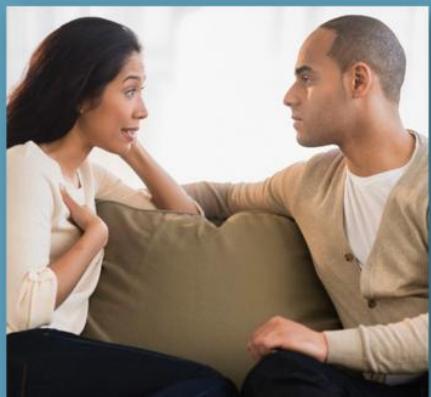
Sample Objectives:

* Learn active and empathic listening skills for better communication and relationships.
* Practice techniques like paraphrasing and reflecting for conflict resolution, problem-solving, and relationship building.
* Develop empathic listening skills to understand others' feelings and emotions.
* Gain tools to improve listening skills and build better relationships.

PERSONAL GROWTH COURSES

PROFESSIONALISM - ESSENTIAL PEOPLE SKILLS FOR THE WORKPLACE

Summary:

This "People Skills for the Workplace" workshop covers essential skills for personal and professional growth, such as communication, relationship building, critical thinking, leadership, teamwork, creativity, and working under pressure. Participants will gain a comprehensive toolkit to improve their people skills.

Sample Objectives:

- Understand the principles of professionalism.
- Improve communication skills to build trust and relationships with others.
- Enhance critical thinking and problem-solving skills to make informed decisions and improve performance.
- Build leadership and teamwork skills to motivate team members towards common goals.
- Learn techniques to work under pressure and increase self-motivation for productivity and stress reduction.

Two available dates: September 24 and 25, 2024

RESILIENCY AND FLEXIBILITY

Summary:

This Resiliency and Flexibility workshop helps individuals manage stress and remain flexible in the face of change. It covers emotional and positive intelligence, coping strategies, and techniques for remaining calm and clear-headed under pressure. Participants learn to respond productively to work pressures and use their strengths effectively.

Sample Objectives:

- Recognize personal reactions to stress and pressure to respond productively.
- Develop resiliency for flexibility in change.
- Improve emotional intelligence and positive mindset for better behavior and results.
- Learn practical coping strategies and techniques to stay calm and think clearly under pressure.

PERSONAL GROWTH COURSES

SELF-AWARENESS AND PERSONAL GROWTH 101

Summary:
This workshop designed to help individuals learn the foundational principles of self-awareness and personal growth. Participants will gain a better understanding of themselves and their behaviors through interactive exercises, guided discussions, and self-reflection. This workshop is perfect for anyone looking to improve themselves, their relationships, and the impact they have on the world around them.

Sample Objectives:
- Apply personal change model for lasting positive behavior change.
- Manage your perceptions, expectations, and attitude using the Mind-ManagementTM tool.
- Enhance self-awareness using feedback and feedforward tools.
- Develop growth strategies using self-awareness for personal and professional success.

UNCONSCIOUS BIAS

Summary:
Participants in this training course will learn about the origins, patterns, and impact of unconscious bias. They'll gain awareness of their own biases and learn new strategies to recognize and mitigate them. Through an individual action plan, they'll apply their newly acquired knowledge and skills to create a more inclusive workplace culture.

Sample Objectives:
- Explore unconscious bias through Humadyn's interactive model.
- Develop strategies to manage personal unconscious biases in the workplace.
- Learn techniques to recognize and mitigate bias in decision-making and interactions.
- Create an action plan for adopting new strategies that mitigate unconscious bias and behaviors.

Call to Schedule

PERSONAL GROWTH COURSES

MASTERING YOUR MINDSET

Summary:
Learn how to make lasting positive changes in your habits and behaviors using a personal and organizational change model. Gain tools and techniques for Mind-Management[TM], including managing your expectations and attitude. Increase your acceptance and use of feedback as a tool for self-awareness and reflection, to improve your personal and professional growth.

Sample Objectives:
- Identify, evaluate, and align personal values, beliefs, and behaviors for self-awareness skills.
- Learn benefits of adopting a growth mindset for personal and professional life.
- Develop techniques for cultivating a growth mindset.
- Replace limiting beliefs with empowering ones.

LEADING YOURSELF
How to Build a Culture of Empowerment by Leading Yourself First

Summary:
This workshop is designed to help participants develop self-leadership skills by understanding the concept of self-leadership, aligning personal values with goals, fostering personal empowerment for achieving personal goals.

Sample Objectives:
- Understand self-leadership as the foundation for leading others.
- Align personal values with organizational values and goals for effective self-leadership.
- Create a culture of empowerment in the workplace.
- Set and achieve goals, take ownership of outcomes, and practice personal responsibility.

PERSONAL GROWTH COURSES

BUILDING RESILIENCE

How to Bounce Back and Thrive in Uncertain Times

Summary:
This Resiliency and Flexibility workshop helps individuals manage stress and remain flexible in the face of change. It covers emotional and positive intelligence, coping strategies, and techniques for remaining calm and clear-headed under pressure. Participants learn to respond productively to work pressures and use their strengths effectively.

Sample Objectives:
- Learn about resilience and how to develop a resilient mindset.
- Manage stressors and negative thoughts and use coping mechanisms to build resilience.
- Practice self-care techniques to support resilience in uncertain times.
- Establish a support network to help bounce back and thrive.

THE MENTOR WITHIN

Cultivating Your Mentorship Skills to Help Others Succeed

Summary:
In this workshop, participants will learn how to become an effective mentor, exploring the benefits and techniques of mentorship. They will develop the necessary qualities and gain tools to become confident and impactful mentors in both personal and professional settings.

Sample Objectives:
- Understand self-leadership's concept, forming the foundation for leading others.
- Align personal values with organizational values and goals to practice self-leadership effectively.
- Create a culture of empowerment at work with learned techniques.
- Attain personal responsibility by setting and achieving goals and taking ownership of outcomes.

TEAMBUILDING COURSES

TEAM INC.
Improving Your Teams Brand by Creating a Culture of Learning and Collaboration

Summary:
In this workshop, participants will learn how to enhance their team's brand by creating a collaborative culture of learning and pride. The focus will be on developing the teams self-awareness, collective thinking, and self-directed leadership. Participants will also learn techniques for building team resilience and serving as a model for others.

Sample Objectives:
- Be self-aware to think and act like a team.
- Master their collective [team-oriented] mindset.
- Lead their self...and become a self directed team.
- Be a resilient team.
- Strive to be a model and mentor to other teams.

TEAMBUILDING WITHOUT WASTING TIME [EXPERIENTIAL ACTIVITY]

Summary:
Goldsmith and Morgan's (2004) research found that focused feedback and follow-up can save time and enhance leadership effectiveness in team building. This 3-hour activity will guide participants in establishing behavior change strategies for ongoing team improvement, resulting in daily routine changes.

Sample Objectives:
- Understand the importance of effective team building in today's changing environment, despite limited time and resources.
- Learn how focused feedback and follow-up can increase leadership effectiveness, as well as how to ask for and learn from regular input from team members.
- Develop behavior change strategies that are specific to the team's needs and goals.
- Implement these behavior changes into the team's daily routine, resulting in significant and ongoing improvement in teamwork.

TEAMBUILDING COURSES

TEAMBUILDING STRATEGIES FOR SUCCESS

Summary:

This Teambuilding workshop teaches skills to build and manage effective teams. It covers team development stages, trust, communication, the five elements of a winning team, and conflict management. Participants learn to foster cooperation, collaboration, and harness diversity. They also learn to diagnose team problems and learn seven lessons from U.S. Military Special Ops' teams.

Sample Objectives:

- Learn team building strategies through the stages of team development and the 5 elements of a winning team.
- Create a positive team environment by promoting open communication, trust, and cooperation.
- Improve conflict resolution skills to handle individual and team conflict effectively.
- Enhance team performance and productivity by utilizing team diversity and diagnosing team problems.

TOOLS FOR SUCCESSFUL TEAM LEADERSHIP

Summary:

This workshop is designed to help individuals develop and improve their leadership skills to effectively lead a team. Participants will learn techniques for effective communication, delegation, and motivation. The workshop will also cover topics such as building trust, conflict resolution, and creating a positive team culture.

Sample Objectives:

- Understand key principles for leading a team.
- Learn techniques for motivating and engaging team members,
- Develop communication skills for effective leadership, including listening, conflict resolution, and more.
- Explore strategies for creating a positive team culture and addressing common team management challenges.

TEAMBUILDING COURSES

CIVILITY IN THE WORKFORCE: THE DIFFERENCE BEGINS WITH YOU

Summary:

In today's fast-paced and rather divisive world, fostering civility is more essential now--for creating a productive and harmonious workplace--than ever before. Civility in the Workforce: The Difference Begins with You is an interactive workshop designed to empower employees at all levels to understand the importance of civility and how their individual actions can contribute to a positive work culture. Participants will explore practical strategies for promoting respect, effective communication, and teamwork, leading to enhanced job satisfaction and overall organizational success.

Sample Objectives:

- Recognize the Importance of Civility: Understand the critical role civility plays in creating a positive and productive work environment.
- Enhance Communication Skills: Learn and practice effective communication techniques to promote respect and resolve conflicts.
- Foster a Respectful and Inclusive
- Culture: Identify and implement behaviors that contribute to a supportive and respectful workplace.
- And more…

Call to Schedule
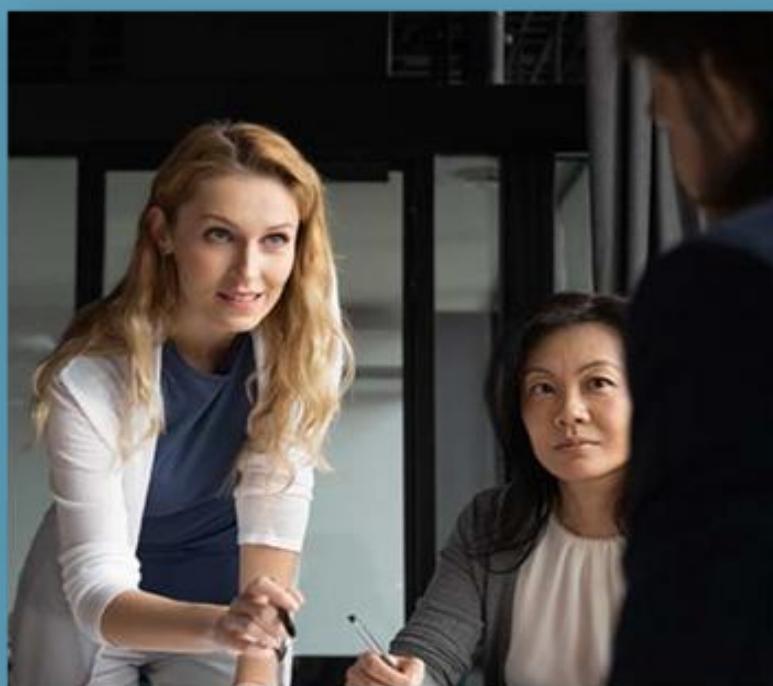
MANAGING CONFLICT COURSES

CONFLICT MANAGEMENT – RESOLUTION 101

Summary:

This conflict resolution course teaches effective techniques to handle conflicts, including communication skills, cooperation, and conflict management. Participants will also explore the inside-out approach to understand how their behavior and words contribute to potential conflicts.

Sample Objectives:
- Develop effective communication skills to appreciate other perspectives.
- Establish a cooperative environment to work through disagreements.
- Manage conflict effectively to reduce negative consequences.
- Use the inside-out approach to understand personal contribution to conflicts.

Two available dates: September 17 and 18, 2024

DEALING WITH DIFFICULT PEOPLE

Summary:

This interactive program helps participants learn techniques for dealing with difficult personalities, including know-it-alls, unyielding team members, and negative individuals. Participants will understand what's behind difficult personalities and develop strategies to deal with toxic or difficult people.

Sample Objectives:
- Understand the underlying causes of difficult personalities.
- Learn effective techniques for dealing with toxic or difficult people.
- Develop skills for managing unyielding team members and negative individuals.
- Learn how to prevent difficult people from draining your energy and affecting your work.

MANAGING CONFLICT COURSES

POSITIVE GROUP DYNAMICS

Summary:

This training program focuses on building a strong team foundation and cultivating a positive group dynamic. Participants will learn techniques to boost participation and create a collaborative team environment, gain employee commitment, and motivate the organization through goal-setting. The program equips participants with tools and skills to develop a motivated and engaged team working towards achieving common goals.

Sample Objectives:
- Minimize unhealthy conflict by building a strong team foundation.
- Cultivate a positive team culture and group dynamic to enhance productivity.
- Boost participation and collaboration within the team.
- Develop effective ways to gain employee commitment and motivation through goal-setting.

MANAGERS AS MEDIATORS

Summary:

This program teaches managers conflict mediation skills for resolving employee disputes. It covers active listening, emotion management, and conflict resolution strategies & techniques while emphasizing the importance of remaining neutral. Participants will gain the ability to handle conflicts and maintain positive team dynamics.

Sample Objectives:
- Develop active listening skills to understand the perspectives of conflicting parties.
- Manage emotions and facilitate productive discussions during mediation sessions.
- Apply conflict resolution strategies to resolve issues between employees.
- Understand the importance of maintaining neutrality during the mediation process to build trust among team members.

CUSTOMER SERVICE

HOW TO BE A GREAT CUSTOMER SERVANT

Summary:

This training course teaches participants how to provide great customer service by cultivating a positive mindset, making customers feel valued, using positive communication skills, understanding body language, and dealing with complaints and difficult customers effectively.

Sample Objectives:

- Develop customer-focused mindset for exceptional customer service.
- Use positive, assertive communication to make customers feel valued.
- Apply techniques for handling complaints and difficult customers, including disarming.
- Adjust body language and attitude to manage customer perceptions.

BUILDING STRONG CUSTOMER RELATIONSHIPS

Summary:

This workshop focuses on developing communication skills to build strong and lasting relationships with customers. Participants will learn effective listening techniques, strategies for responding to feedback and complaints, and ways to create meaningful connections.

Sample Objectives:

- Develop active listening skills to better engage with customers.
- Learn effective communication techniques to create strong and lasting relationships with customers.
- Identify strategies for responding to customer feedback and complaints to strengthen relationships.
- Learn how to create meaningful connections with customers to enhance the overall customer experience.

CUSTOMER SERVICE

BUILDING A CULTURE OF WORLD CLASS CUSTOMERSERVICE

Summary:
This training program is designed to help participants build a culture of world-class customer service in their organization. Through this program, participants will learn how to identify common customer service issues, deal with difficult customers with courage and consideration, and use active and empathetic listening to solve customer service issues. Additionally, participants will learn how to make a great first impression with customers every time, better understand their customers, and gauge their expectations and needs. They will recognize how customers define success and how their role affects the customer's mission. Finally, the program will help participants to operate based on their operating values, ensuring that they provide the best possible customer service experience.

Building A Culture of World Class Customer Service This training program is divided into five modules that will help you and your customer service team provide exceptional service:

Module 1 - Bringing Out the Best in You…

Module 2 - Your Proactive Customer Service Mindset

Module 3 - Character and Competence…

Module 4 - People Skills for the Customer Servant

Module 5 - Tools & Techniques for World Class Customer Service Excellence

Sample Objectives:

* Identify common customer service issues and develop strategies to effectively address them.
* Learn techniques for dealing with difficult customers with empathy and professionalism.
* Practice active and empathetic listening to better understand customer needs and solve service issues.
* Develop skills to consistently make a positive first impression with customers.
* Understand the role of customer service in serving people, and how to align personal values with organizational values to meet customer expectations.

PERFORMANCE MANAGEMENT

NOTE: WE ALSO PROVIDE THESE COURSES ALIGNED WITH DOD / DPMAP SYSTEM

WRITING SMART GOALS

Summary:

This program teaches how to develop SMART goals, objectives, and standards using a five-step process. Participants learn the difference between goals and objectives/standards, critique sample objectives, and overcome potential obstacles. Opportunities for practicing creating SMART objectives are also provided.

Sample Objectives:

- Understanding and Distinguishing Goals and Objectives.
- Developing S.M.A.R.T. Objectives through a Five-Step Process.
- Critiquing Objectives using Diagnostic Questions.
- Overcoming Obstacles in Developing S.M.A.R.T. Objectives.

DPMAP COURSES

Summary:

Our 2-day DPMAP program offers comprehensive training on all aspects of DPMAP, except for the online tool. We provide a unique, practical, and simplified approach to DPMAP by focusing on critical performance management aspects. Our training emphasizes hands-on learning, connecting the dots between different parts of DPMAP, and ensuring participants fully understand and feel motivated to use performance management tools. Past participants have provided positive feedback, reporting increased optimism and motivation to use DPMAP.

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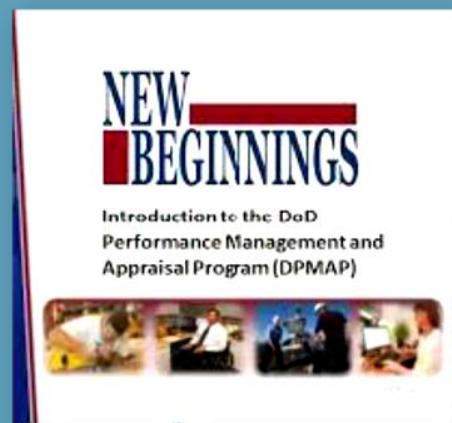
PERFORMANCE MANAGEMENT

PERFORMANCE COACHING FOR SUPERVISORS & MANAGERS

Summary:

Performance Coaching for Managers is a training program that helps managers learn the basics of coaching, understand the benefits of coaching, and distinguish between coaching and performance counseling. It also provides a coaching framework and various models, processes, techniques, and skills for effective coaching.

Sample Objectives:

- Understand the "ABCs" of coaching and how it benefits your staff and organization.
- Differentiate between coaching and performance counseling and know when to apply each.
- Learn a simple and effective coaching framework for employees.
- Practice various models, techniques, and skills for effective coaching.

WRITING SELF-APPRAISALS / ASSESSMENTS

Summary:

This program focuses on writing effective self-appraisals/assessments. It covers topics such as reflecting on past successes and challenges, gathering supporting documentation, tracking performance, and using a performance activity log. The program also teaches how to work with a Writing Mastermind Group to develop accomplishment statements and self-assessments using a 6-step process.

Sample Objectives:

- Reflect on past year's successes and challenges and gather supporting documentation.
- Monitor, track and document performance using the Humadyn Performance Activity Log.
- Establish a Writing Mastermind Group to articulate past accomplishments.
- Write impactful contribution statements and self-assessments using the Humadyn 6-Step Process.

PERFORMANCE MANAGEMENT

WRITING EMPLOYEE APPRAISALS

Summary:

This program teaches participants how to write clear and effective employee appraisals by preventing rater errors and using a step-by-step checklist. It also covers techniques for tracking and documenting performance and emphasizes consistency between ratings and appraisals.

Sample Objectives:

- Understand and prevent rater errors for accurate employee evaluations.
- Use a step-by-step checklist to write clear and concise appraisals.
- Maintain consistency between ratings and appraisal write-ups.
- Track and document performance for effective self-assessments and appraisals.

STRAIGHT TALK PERFORMANCE FEEDBACK & COUNSELING

Summary:

The program focuses on helping individuals build trust and credibility with their coworkers, subordinates, and superiors. Participants will learn effective listening, communication, and feedback techniques to improve performance counseling. Additionally, the program covers conflict resolution strategies, perception management, and developing a win-win performance counseling agreement.

Sample Objectives:

- Build trust and credibility in the workplace.
- Effective communication and feedback techniques for improved performance counseling.
- Conflict resolution styles and strategies for workplace disagreements.
- Developing a Win-Win Performance Counseling Agreement to increase acceptance and use of feedback.
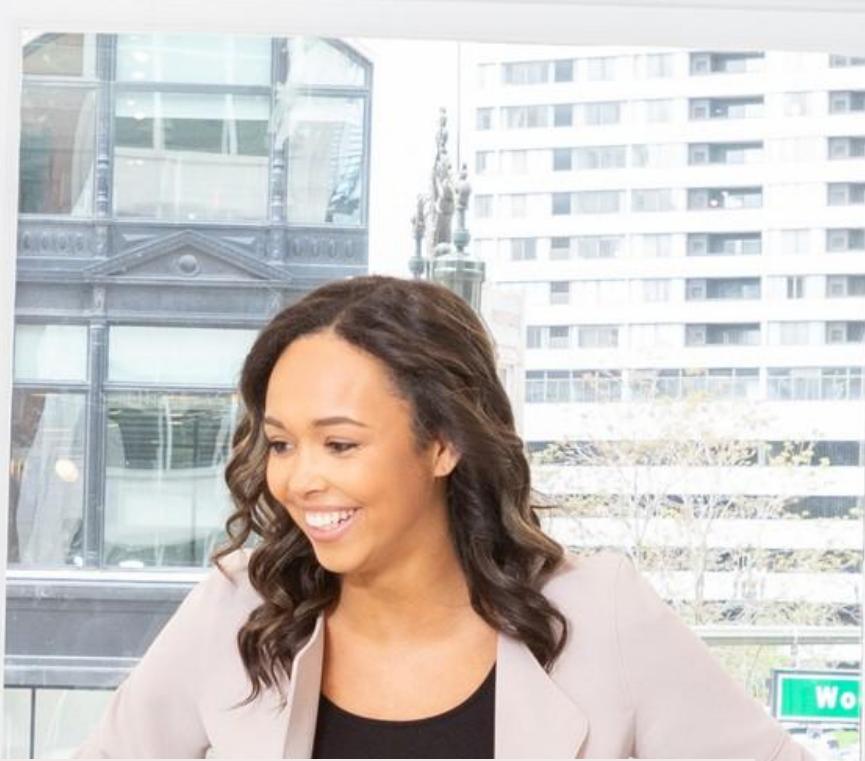
ME INC. SERIES

Module 1

Me Inc. - Building Your Professional Brand: Skills and Strategies for Enhancing Your Influence and Effectiveness

Module 2

Mastering Your Mindset: Strategies and Techniques for Professional Success

Module 3

Leading Yourself: How to Build a Culture of Empowerment by Leading Yourself First

Module 4

Building Resilience: How to Bounce Back and Thrive in Uncertain Times

Module 5

The Mentor Within: Cultivating Your Mentorship Skills to Help Others Succeed

Module 6

Team Inc.: Improving Your Teams Brand by Creating a Culture of Learning and Collaboration

Call to Schedule

ME INC. SERIES

Summary:
The "Me Inc." workshop series offers six modules to help participants unlock their potential and achieve professional success by building their personal and professional brand, mastering their mindset, developing leadership skills, building resilience, cultivating mentorship skills, and improving team collaboration.

Each module focuses on a specific area, including enhancing influence and effectiveness, building a culture of empowerment and ownership, bouncing back and thriving in uncertain times, and improving team collaboration. Participants will gain valuable skills and strategies to take their careers to the next level.

Call to Schedule

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