

PDL SPRING COURSE OFFERINGS

2025 Schedule

Professional Development Courses

How to Influence Using Personal Power

Course Code:
CMPD7528-S25
(In-Person)

Learn a systematic approach to increasing your influence in the organization. Without a degree of influence in your organization, your effectiveness can be compromised, and your career advancement opportunities may be limited or even unlikely. In this course, you will learn new skills and strategies for growing your influence — and apply these concepts to an influenced situation that currently challenges you at work.

Target Audience: Staff at all levels
Cost: \$150 per person

Date: March 4, 2025
Time: 9:30 AM – 5:00 PM

Six Steps to Solving Your Most Challenging Problems

Course Code:
CMPD7533-S25
(In-Person)

Is there an issue/challenge/situation you would like to improve? This workshop will help you to accurately identify the real problem, collect all the necessary information, and gain clarity before developing solutions. It will also assist participants in exploring innovative approaches that will help increase the number and quality of options that can be generated. Finally, it will give you the tools to select an option and create an implementation plan with a review process, to capture your learnings and monitor progress.

Target Audience: Staff at all levels
Cost: \$150 per person

Date: March 12, 2025
Time: 9:30 AM – 5:00 PM

PDL SPRING COURSE OFFERINGS

2025 Schedule

Attitude is Everything

Course Code:
CMPD9266
(In-Person)

Attitude is a highly personal and sensitive topic. As attitudes deteriorate, so do commitment, loyalty, and, most importantly, performance. Everyone encounters setbacks that can shake their attitude into a negative focus. This course provides individuals with the knowledge and skills to develop and maintain positive attitudes while becoming sensitive to underlying causes leading to negative attitudes. Participants will explore various methods for responding to different attitudes positively and productively.

Target Audience: Staff at all levels
Cost: \$150 per person

Date: March 19, 2025
Time: 9:30 AM – 5:00 PM

Important Soft Skills Necessary in the Workplace

Course Code:
CMPD-6085-F24
(In-Person)

Soft skills – such as attitude, work ethic, and adaptability – are a necessity in a fast-paced, competitive work environment. If you don't have them, you're at an extreme disadvantage.

In this course, you'll learn the definition of soft skills and we'll teach the intricacies of many of those skills, including communication, teamwork, and problem-solving, to name a few. You'll understand the key soft skills everyone should possess to help relate more effectively to others. In addition, you'll learn how to develop and enhance your soft skills to improve your professionalism in the workplace.

Target Audience: Staff at all levels
Cost: \$150 per person

Date: March 26, 2025
Time: 9:30 AM – 5:00 PM

Business Writing: Clarity Through Critical Thinking

Course Code:
CMPD2036-F24
(In Person)

If you think critically, you can increase your ability to write with greater clarity. You will be able to more precisely analyze information and assess a task, subject, issue, etc. This one-day course will help you to use critical thinking skills and provide practice in a specific writing model to improve your business writing and enable the completion of both large and small writing projects.

Target Audience: Staff at all levels
Cost: \$150 per person

Date: April 23, 2025
Time: 9:30 AM – 5:00 PM

PDL SPRING COURSE OFFERINGS

2025 Schedule

Building Your Team Through Effective Coaching and Feedback

Course Code:
CMPD9384-F24
(In-Person)

The Gallup organization will tell you their data over the last 30 years shows that the #1 reason people leave jobs is “Poor relationship with their boss”. This workshop focuses on the skills managers need to coach and develop the people under them, so they not only stay but thrive! We will practice many of the conversations managers need to have to build a strong team, including conversations around expectation-setting, orienting the team to the big picture, effectively praising the right behaviors, delivering constructive feedback tactfully, and handling emotions in the workplace appropriately. Also discussed is how to determine the best coaching approach based on the person’s ability and motivation.

Target Audience: Managers, Supervisors, Team Leaders
Cost: \$150 per person

Date: April 28, 2025
Time: 9:30 AM – 5:00 PM

Expanding Your Learning, Decision-Making, and Communication Potential

Course Code:
CMPD8756
(In Person)

Each of us has a most comfortable style of learning, of making decisions and of communicating with others. These vary widely from individual to individual. Our different styles can create significant hurdles in the work between colleagues, between managers and supervisees, and between staff and clients served. We’ll address the different styles in all three areas, and what we need to understand and pay attention to, so we can interact most effectively with others.

Target Audience: Staff at all levels
Cost: \$150 per person

Date: May 8, 2025
Time: 9:30 AM – 5:00 PM

Elevating Your Executive Presence: Strategies to Grow Your Leadership Impact

Course Code:
CMPD-8551-F24
(In Person)

This transformative workshop empowers professionals to enhance their leadership impact by developing executive presence. It covers various elements, including self-perception, communication skills, and interpersonal interactions, which are crucial for success in today's competitive business landscape. This workshop provides a comprehensive exploration of executive presence, focusing on mindset shifts, confidence-building techniques, effective communication strategies, and personal presentation. Through interactive sessions and practical exercises, participants will gain the skills and awareness needed to elevate their executive presence and unlock their full

PDL SPRING COURSE OFFERINGS

2025 Schedule

leadership potential.

*Target Audience: Managers,
Supervisors, Team Leaders
Cost: \$150 per person*

*Date: May 15, 2025
Time: 9:30 AM – 5:00 PM*

Handling Stress in the Workplace

In this workshop, we will discuss the causes of stress, what can be done to address them and methods of coping with stress. This interactive workshop offers concrete techniques on how to recognize when you are becoming stressed and provides training on how to reduce stress.

Course Code:
CMPD8755-F24
(In-Person)

*Target Audience: Staff at all levels
Cost: \$150 per person*

*Date: May 20, 2025
Time: 9:30 AM – 5:00 PM*

Enhancing Work for Optimal Engagement

We spend the majority of our lives at work, completing tasks and interacting with colleagues. This workshop will present the evidence that drives motivation at work and will provide a focus on how to make your day gratifying and increase your level of effectiveness, as well as increase positive connections with colleagues. We will explore the importance of the work itself and the impact it has on your life via taking a deeper look at your personal characteristics. Participants will apply knowledge of themselves to map a career plan that aligns with who they are and what they want for optimal engagement.

Course Code:
CMPD6068
(In-Person)

*Target Audience: Staff at all levels
Cost: \$75 per person*

*Date: June 10, 2025
Time: 9:30 AM – 1:00 PM*