

# TRAINING PROGRAMS

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PROGRAM NAME	DESCRIPTION	AUDIENCE	BOOK OR RESOURCE AVAILABLE
<b>LEADERSHIP</b>			
<b>The Managers Guide to Motivating Employees</b>	An inside look at the 10 keys to motivating employees	Managers, supervisors, directors	Book
<b>Jumpstart Your Leadership</b>	The 10 key elements of effective leadership	Managers, supervisors, directors	Book
<b>Listening Power for Leaders</b>	How to use listening skills to be a better leader	Managers, supervisors, directors	No
<b>Coaching for Results : the Corporate Coach</b>	The techniques for effective coaching for results	Managers, supervisors, directors	No
<b>HireSmart: Interviewing and Hiring to Get the Best</b>	The inside secrets to the interviewing process that lands the best employees	Anyone who is doing interviewing and hiring	No
<b>Management vs. Leadership: What is the Difference?</b>	The difference between management and leadership and why it matters	Managers, supervisors, directors	No
<b>Understanding Behavioral Styles for Effective Leadership</b>	Understanding behavioral styles and adapting leadership approaches for increased effectiveness	Managers, supervisors, directors	No
<b>Presentation Power for Leaders</b>	How to present effectively in a leadership role	Managers, supervisors, directors	CD
<b>Strategic Thinking : Objectives Strategies and Tactics</b>	Understanding objectives strategies and tactics as a leader	Managers, supervisors, directors	No
<b>Case Studies for Effective Leadership</b>	Using real life case studies to understand real leadership skills	Managers, supervisors, directors	No

<b>Accountability and Expectations</b>	Learning the key skills of accountability and expectation	Managers, supervisors, directors	No
<b>Presentation Skills</b>			
<b>Jumpstart Your Presentation Skills How to Present with Power Authority and Credibility</b>	How to create presentations that capture an audience's attention and keep it.	Anyone who presents on a regular basis	Online post assignment course available
<b>Selling Effectiveness</b>			
<b>Negotiating for Success</b>	The tactics and techniques of negotiating pros	Anyone who negotiates as "Buyer" or "Seller"	No
<b>SalesPro!</b>	A new look at selling that gets dramatic results	Anyone who sells	Book
<b>SalesPro: Prospecting</b>	A new look at prospecting with creative approaches	Anyone who sells	No
<b>SalesPro: Preparation &amp; Presenting</b>	A new look at preparation and presenting with a unique twist	Anyone who sells	No
<b>SalesPro: Handling Objections</b>	A new look at Handling objections in a new age	Anyone who sells	No
<b>SalesPro: Closing</b>	How to close more	Anyone who sells	No
<b>SalesPro: Service</b>	Giving the service they deserve	Anyone who sells	No
<b>How to Get Along with Everyone Every Time</b>	Using the study of behavioral styles to get along and reduce conflict	Sales professionals	Booklet
<b>SAS: Selling After The Sale</b>	The secrets and techniques of getting the business and keeping the business after you get the sale	Inside and outside sales professionals	No
<b>SAS: Advanced Selling Skills for Selling After the Sale</b>	The secrets and techniques of getting the business and	Inside and outside sales professionals	No

	keeping the business after you get the sale		
<b>Creativity</b>			
<b>Jumpstart Your Creativity</b>	The essential skills of creativity business and in life	All audiences	Book
<b>Motivation /Growth</b>			
<b>Jumpstart Your Motivation</b>	How to get motivated and stay there!	All audiences	Book
<b>Goal Setting for Results</b>	How to set goals and achieve your dreams	All Audiences	No
<b>2 Months to Motivation</b>	Tools and techniques for getting motivated	All audiences	Book
<b>T.A.- Transactional Analysis: The Secret to Better Communication</b>	How to analyze any communication to make it more effective and relevant	All Audiences	No
<b>Team Building</b>			
<b>Total Team!</b>	How to be more effective as a team	Team members	No
<b>The 10 Foundation of Team</b>	The 10 key elements to building and maintaining a team	Team members	No
<b>Communication</b>			
<b>Understanding Behavioral Styles</b>	How to communicate more effectively by understanding behavioral styles	All audiences	No
<b>Listening Power!</b>	How to be a better listener	All audiences	Booklet
<b>Customer Service</b>			
<b>Targeted Customer Service</b>	The keys to being better at customer service	Customer Service professionals	
<b>Jumpstart Your Customer Service</b>	Learning key service concepts but studying great people in service	Customer Service professionals	Book