

EverythingHR Talent Development Institute

We Are EverythingHR

LEADERSHIP PROGRAMS



EverythingHR

Talent Development Institute

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ABOUT US



EverythingHR Talent Development Institute is the training and development division of EverythingHR and EverythingHR Financial Services. Established in the State of Michigan in 2012 as a limited liability corporation, EverythingHR Talent Development Institute is a certified minority woman-owned small business. We have been providing innovative training programs to businesses and organizations of varied industries and sizes for nearly a decade. EverythingHR specializes in courses that lead to certification. We also collaborate with colleges and universities to provide clients with continuing education for all of our course offerings. We offer classroom courses, e-learning, workshops, training, Booth Company Certified Task Cycle coaching, CPP®, and Wiley DiSC certified assessments.

Our systems are SCORM, AICC, 504 and 508 compliant and LMS compatible. Our company was founded on the belief that our clients' needs are of the utmost importance. EverythingHR Talent Development Institute team consists of individuals who have a proven track record as instructional designers, trainers, college professors, college instructors, and business professionals. We offer superior training material.

We know how important it is to attract and retain knowledgeable and skillful employees. We offer a suite of advanced tools and services that provide expert implementation, hosting, and talent management needs. Keeping your employees trained and professionally advanced is at the heart of what we do.

Set your workforce apart from your competitors. Our training portfolio was created to keep your workforce professionally and technologically advanced. Choose from programs, individual courses, or video-based resources to best reach your goals.

COMPANY COMMITMENT

Our entire team is committed to developing cutting-edge programs that are a win for the employer and employee. During the initial planning meeting, we will furnish all stakeholders with a copy of our open dialogue policy. This policy was designed to create an ongoing dialogue with all stakeholders on the progress of the training from start to finish.

COURSES AND PROGRAMS

- Administrative
- Budgets and Financial Reports
- Engineering
- Human Resources
- Leadership
- Lean Six Sigma
- Manufacturing
- Project Management
- Sales and Marketing

Discrimination Policy

EverythingHR Talent Development Institute (ETDI) is committed to providing an equal training opportunity. ETDI and anyone involved in developing, administering, and delivering learning events are expressly prohibited from engaging in any form of discrimination based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.



SUPERVISORS, MANAGERS, AND BUSINESS OWNERS' PROGRAM

The EverythingHR Talent Development Institute Supervisors, Managers, and Business Owners' Program is a comprehensive management and leadership development program designed for those who seek to enhance their management and leadership skills within the context of your organization and individual performance. Owning and managing an organization is complex. There are a zillion moving parts, and when you add employees to the mix, things get even more complex. This program attracts some of the brightest and best across the United States and it uniquely combines cutting edge science and interactive learning to equip you with the skills you need to drive business.

We offer 592 hours of program courses to build a custom Leadership Development Program

- New Managers Leadership Training
- Middle Managers Leadership Training
- Visionary Leadership Training
- Financial Risk Management
- Strategic Planning
- Workplace Violence
- Workplace Diversity
- Workplace Harassment
- HR for SMB (Business Owners only)
- Overcoming Sales Objections
- Supply Chain Management
- Project Management for Non-Engineers
- Intro to Lean Process and Six Sigma for non-engineers
- Negotiations Skills
- Teambuilding
- Entrepreneurship
- Budgets and Financial Reports
- Basic Bookkeeping
- Coaching and Mentoring
- Conducting Annual Employee Reviews
- Employee Motivation
- Facilitation Skills
- Knowledge Management
- Leadership and Influence
- Manager Management
- Office Politics for Managers
- Performance Management
- Self-Leadership
- Supervising Others
- Teambuilding through Chemistry
- Virtual Teambuilding and Management
- Servant Leadership
- Women in Leadership
- Change Management
- Conflict Resolution
- Employee Value Proposition



New Managers Leadership Program

Management must be effective for the success of any business. Unfortunately, it is all too easy to overlook the training and development of new managers. When you provide your managers and employees with the skills and tools they need, you will greatly boost morale and strengthen your organization. **32 Hours**

How New Managers Will Benefit?

- Gain a deeper understanding of your roles and responsibilities
- Improve communication to effectively set expectations for yourself and your direct reports
- Adapt your leadership style to meet the needs of individual team members
- Communicate organizational goals that get results
- Apply delegation strategies to increase productivity and motivation
- Use effective coaching techniques to maximize your team's performance

What We Will Cover?

- Identify the qualities and abilities required for effective management
- Understand your role and responsibilities as a manager
- Learn to transition from individual contributor to manager
- Know how to work effectively with a multigenerational workforce
- Understand the nuances when managing remote teams and across the matrix
- Identify the challenges to effective performance management
- Understand and conduct performance planning, facilitation, and evaluation
- Practice the skill of setting goals, providing effective feedback and conducting alignment discussions
- Know the barriers that can cause derailment and misunderstanding
- Develop your leadership style to gain commitment from employees
- Match your leadership style to your developmental needs and the task at hand
- Understand the different types of delegation
- Know the benefits and challenges of delegation
- Recognize your comfort level with delegation
- How to conduct an effective delegation conversation
- Practice your delegation skills

Who Should Attend?

New managers, supervisors, and team leaders



Middle Managers Leadership Program

Traditionally, middle managers make up the largest managerial layer in an organization. The middle manager is responsible to those above them and those below them. In order for a company to operate smoothly, it is essential that those in middle management be committed to the goals and vision of the organization and understand how to effectively execute these goals. **40 Hours**

How Middle Managers Will Benefit?

- Develop a broad, enterprise-wide view of the organization
- Ability to quickly adjust priorities as the organization's needs change
- Shape strategy and communicate it to everyone
- Increase your confidence and gain better buy-in
- Create shared goals
- Motivate your people and help to connect work with a purpose and meaning
- Gain practical tools to deal with conflicts and challenging employees
- Quickly adapt and change your behavior to better drive productivity
- Acquire the behaviors and competencies of a transformational middle manager

What We Will Cover?

- Use organizational strategies to facilitate change.
- Manage information and make decisions.
- Be familiar with the control process.
- Create structures and processes to manage teams.
- Knowing how to become a transformational Middle Manager
- Applying intrinsic motivational strategies
- Learning to deal with real workplace challenges
- How to develop people, value differences and encourage honest communication
- Identify the differences between coaching and discipline
- Define motivation and your role in creating a motivational setting
- The cost of demotivation and disengagement
- Understand the different types of delegation
- Know the benefits and challenges of delegation
- Recognize your comfort with delegation
- How to conduct an effective delegation conversation
- Practice your delegation skills

Who Should Attend?

All Middle Managers



Visionary Leaders Program

You already know owning and/or managing a company is complex. There are a zillion moving parts and when you add employees to the mix, things get even more complex. This course is designed for leaders who are focused on their strategic plan and aligning employees with the mission, vision, and goals of the organization. **32 hours**

How You Will Benefit

- Improve communication and become a more trusted and credible leader
- Create a collaborative work environment to achieve faster sustainable results
- Obtain a critical thinking process for analyzing, diagnosing and acting according to the situation
- Increase your effectiveness in setting goals, providing clear direction, listening, observing, monitoring and giving feedback
- Retain your most talented employees by being more responsive to their development needs
- Become more effective at influencing others
- Accomplish goals and control outcomes when dealing with staff, peers, management and other departments

What We Will Cover?

- Knowing your role as a Visionary Leader, as a teacher, coach, mentor and influencer
- Recognize the purpose and value of goals
- Understand and practice crafting SMART Goals
- Identifying the two components of diagnosing—competence and commitment
- Practicing a method for resolving disagreements
- Developing an action plan for becoming an effective Visionary Leader
- Learn how to use situational leadership to achieve greater productivity by infusing energy, self-reliance and drive within your organization
- The negative outcomes of over-supervision and under-supervision

Who Should Attend?

Managers who are responsible for the mission and vision of an organization or department and C-Suite

Training Needs Assessment

A training needs assessment is an ongoing process of gathering data to determine what training needs exist so training can be developed to help the organization accomplish its objectives. Conducting a needs assessment is fundamental to the success of a training program. Often, organizations will develop and implement training without first conducting a needs analysis. These organizations run the risk of overdoing training, doing too little training or missing the point completely.

There are four main reasons why the needs analysis must be done before training programs are developed.

1. To identify specific problem areas in the organization. HR and management must know what the problems are so that the most appropriate training (if training is the answer) will be directed to those organizational problems.
2. To obtain management support. Management usually thinks training is a “nice thing to do.” This stance can be laid directly at the doorstep of a poor (or nonexistent) needs assessment. Management will be committed to training when HR can show that it clearly improves performance on the job. As a result, training programs and budgets will not be the first things cut or trimmed.
3. To develop data for evaluation. Unless information on needs are developed prior to conducting training, the evaluations that take place after the program may not be valid. In conducting a needs analysis first, trainers can measure the effectiveness of a program.
4. To determine the costs and benefits of training. Training is usually looked upon as a nuisance rather than a contribution to the bottom line of the organization. This happens when HR fails to develop a cost-benefit analysis for the training they conduct. Few managers would balk at spending \$20,000 to correct a problem costing them \$200,000 a year. The major question management needs to address in cost-benefit analysis is “What is the difference between the cost of no training versus the cost of training?” This entails finding out what the costs (out-of-pocket, salary, lost productivity, etc.) would be if the need continues without being met.

Training is appropriate when your organization can be expected to gain more benefit from the training than it invested in its cost. The value of any training investment to the organization must rely on the vision and judgment of line supervisors and managers. You may authorize training to build skills and knowledge levels that help employees better contribute to your organizational mission(s). In some cases, the need is immediate and the training remedial; in other cases, the aim is to update and maintain professional knowledge; and in still others, the goal is to prepare for requirements anticipated by higher-level officials.

The organizational analysis examines where training is needed in the organization and under what conditions the training will be conducted. It identifies the knowledge, skills, and abilities that employees will need for the future, as the organization and their jobs evolve or change.

The following factors might indicate training or development needs of your employees:

A. Development of employee/management skills to fill a current need

- Trainee or intern training plans
- Reduction in Force (RIF) placements
- New Employees
- New supervisors
- Managerial competency assessments

- Reassignments
- Promotions

B. Employee relations/organizational problems

- Performance problems
- Production problems
- Safety problems
- Inspection deficiencies

C. Meet changing needs

- New technology
- New equipment or programs
- Modernization of equipment
- Mission changes
- Laws and regulations

D. Career Development

- Employees' requests
- Career enhancement plans

Please answer the following questions.

1. Who are the learners? (Be as specific as possible.)
2. What do (**we think**) they know already?
3. What do **we want** them to know?
4. What learning is most essential for your organization?
5. What is the cause of this training need?
6. Will training help?
7. What will be the result if training is not done?
8. What data do we already have on our training audience (past training evaluations, volunteer feedback questionnaires)?
9. Who are the stakeholders?

COURSE SELECTION

[illegible]

COURSE SELECTION

[illegible]

For group registration provide the primary contact information via fax (586.461.1181) or email (support@EverythingHRFS.net) along with Pages 10 and 11. Upon receipt, a representative will contact you to discuss course dates for your group.

Primary Contact Name	Primary Contact Title	Primary Contact Email	Primary Contact Phone



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