



Connected Minds Enterprise, LLC offers a wide variety of soft skills training and workshops for the development of people to be effective in the workplace. Our purpose is to connect each client/student to their full potential by providing essential tools needed to effectively operate & communicate in the business world.

**ADVANCED WRITING SKILLS** - This is a workshop for those who are good writers. Our time together will be devoted to writing letters of recommendation, of refusal, or of action, that reflect current language and up-to-date formats.

**ANGER MANAGEMENT – UNDERSTANDING ANGER** – This is a workshop that gets down to the why, the root cause of the issue. Anger management is something that needs to be identified immediately so it does not tear up business and or personal relationships.

**BASIC BUSINESS MANAGEMENT – BOOT CAMP FOR BUSINESS OWNERS** – This is an awesome boot camp for brand new business owners to assist them through the process. We provide end to end solutions to save the new business owner time and money. Using our proven road map is the key to getting you on track.

**BASIC INTERNET MARKETING** - This course is an ideal start for business owners and people new to marketing to learn the basics of Internet marketing. We've included information on how to market online, and even more importantly, how to determine what results you are getting. Then, you can figure out whether you are reaching your target market, where your qualified prospects are, and how they are engaged as a result of your efforts. This one-day course includes sessions on search engine optimization, e-mail campaigns, pay per click advertising, and more.

**BODY LANGUAGE: READING BODY LANGUAGE** - Body language can make or break our efforts to establish long, trusting relationships. Our body language can help to reinforce and add credibility to what we say, or it can contradict our words. Understanding what signals you are sending, as well as being able to read the signals that your clients send, is an essential skill in sales and throughout our lives. What is your body language saying about you? Find out in this one day workshop!

**BUILDING BETTER TEAMS** - Teams are an important building block of successful organizations. Whether the focus is on service, quality, cost, value, speed, efficiency, performance, or other similar goals, teams are the basic unit that supports most organizations. With teams at the core of corporate strategy, your success as an organization can often depend on how well you and other team members operate together. How are your problem-solving skills? Is

the team enthusiastic and motivated to do its best? Do you work well together? This one-day course can help you get there!

**BUILDING RELATIONSHIPS FOR SUCCESS** – In this workshop, it is all about building relationships. Not just any relationship but one that makes a difference in productivity. Learn how to build rock solid relationships for success.

**BUSINESS WRITING THAT WORKS** - We all know what good writing is. It's the novel we can't put down, the poem we never forgot, and the speech that changes the way we look at the world. Good writing is the memo that gets action and the letter that says what a phone call can't. In business writing, the language is concrete, the point of view is clear, and the points are well expressed. Good writing is hard work, and even the best writers get discouraged. However, with practice you can feel more confident about your own writing. This two-day workshop will give you the tools to become a better writer.

**CHANGE MANAGEMENT – CHANGE AND HOW TO DEAL WITH IT** - Change is something that excites people who love opportunities for growth, to see and learn about new things, or who like to shift the status quo. Some changes, however, are harder to adjust to and lead to expressions of resistance and anger. We can take concrete steps to make change more palatable by understanding people's hesitation, enlisting the help of others, setting up plans, and managing stressors. These steps can also ensure that desired changes are implemented successfully. In this one-day workshop, you will learn how to manage and cope with change and how to help those around you too.

**COACHING – A LEADERSHIP SKILL** - Coach, Role Model, Counselor, Supporter, Guide...do these words ring a bell? Being a coach involves being a role model, sometimes a counselor or supporter, and always a guide. Coaching is based on a partnership that involves giving both support and challenging opportunities to employees. Knowing how and when to coach is an essential skill that can benefit both you and your organization. This one-day workshop will help you become a better coach in all senses of the word.

**CONDUCTING EFFECTIVE PERFORMANCE REVIEWS** - Performance reviews are an essential component of employee development. Someone once said, "If you always do what you've always done, you'll always get what you've always got." Setting goals and objectives to aim for will give supervisors and employees a unified focus and targets to aim for. Supervisors must also learn how to give feedback, both positive and negative, on a regular and timely basis so that employees can grow and develop. Performance appraisals involve all these activities with this one day workshop.

**CONFERENCE AND EVENT MANAGEMENT** - Although it does take plenty of creativity to design an event that is memorable and meaningful, it also takes careful attention to detail, adaptability, effective delegating, and a lot of work. This two-day course will walk you through the process of event management, from the beginning stages of planning, to the final touches (like decorations, food, and music). While this course is specifically for corporate event planning, the elements here can also be applied to more personal event planning. Essentially,

we're creating an effective and well planned design that is ready for implementation and can be used over and over again.

**CONFLICT RESOLUTION** – There are two major myths about conflict: that it always involves anger and that it's always negative. Conflict can actually be a positive tool for growth if you know how to manage it properly. This one-day course will teach participants just how to do that.

**CONFLICT RESOLUTION – DEALING WITH DIFFICULT PEOPLE** - Success in dealing with conflict comes from understanding how we behave, as well as how we can influence others. If we approach difficulties as needing to take place in one or a series of conversations, and we approach those conversations with a plan, we will find that we have less difficult people to deal with. More often than not, we will also have more meaningful and significant conversations. In this one-day workshop, you will learn how to turn difficult situations into opportunities for growth.

**CONFLICT RESOLUTION – GETTING ALONG IN THE WORKPLACE** - Many people see conflict as a negative experience. In fact, conflict is a necessary part of our personal growth and development. Think of when you were trying to choose your major in college, for example, or trying to decide between two jobs. However, conflict becomes an issue when the people involved cannot work through it. They become engaged in a battle that does not result in growth. When this type of conflict arises, negative energy can result, causing hurt feelings and damaged relationships. This two-day course will give participants the tools that will help you resolve conflict successfully and produce a win-win outcome.

**CONQUERING YOUR FEAR OF SPEAKING IN PUBLIC** - Do you get nervous when presenting at company meetings? Do you find it hard to make conversation at gatherings and social events? Do you lock up in awkward social situations? If so, this one day workshop is just for you! It's aimed at anybody who wants to improve their speaking skills in informal situations. We'll give you the confidence and the skills to interact with others, to speak in informal situations, and to present in front of small groups.

**CREATING A DYNAMIC JOB PORTFOLIO** - The job market continues to change, as does the way we look for work. This one day workshop examines the value of presenting yourself as a complete package by using a resume as an introduction to an employer and backing it up with a portfolio presented at the interview. Learn how to describe yourself using descriptive language, explore the essential elements of cover letters and resumes, understand the need for pre-employment testing and what to expect in your target market, and design a personalized portfolio to get started on your job search. 6

**CRISIS MANAGEMENT** - Viable organizations need to be ready for emergencies because they are a fact of doing business. The worst plan is not to have any kind of plan at all, and the best plans are tested and adjusted so that they work over time. Fortunately, you do not need separate plans for fire, weather disasters, and all the different kinds of crises that can occur. One

solid plan will help you to prevent, respond, and recover from all crises. This two-day course will help you ensure your organization is ready to manage any kind of crisis.

**CRITICAL THINKING** - In today's society, many people experience information overload. We are bombarded with messages to believe various ideas, purchase things, support causes, and lead our lifestyle in a particular way. How do you know what to believe? How do you separate the truth from the myths? The answer lies in critical thinking skills. The ability to clearly reason through problems and to present arguments in a logical, compelling way has become a key skill for survival in today's world. This two-day workshop will give you some practical tools and hands-on experience with critical thinking and problem solving.

**EFFECTIVE PLANNING AND SCHEDULING** - As project managers and leads, we all know how difficult it can be to accurately determine the duration of a project, yet that is exactly what is expected of us on a regular basis. This two-day workshop will not disclose the secret of creating an accurate schedule, because there isn't one. However, it will provide the factors and fundamental elements that you should consider and address when creating any type of schedule.

**FACILITATION SKILLS/COACHING** - How can you facilitate, rather than take control of the group decision-making and team interaction? With no formal training, people may find it difficult to make the transition from instructors or managers to 8 facilitators. This two-day workshop has been created to make core facilitation skills better understood and readily available for your organization. It represents materials and ideas that have been tested and refined over twenty years of active facilitation in all types of settings.

**GET ORGANIZED– PERSONAL DEVELOPMENT BOOT CAMP** – There are many tools and organizational systems out there that can be confusing and time consuming just trying to research to figure them out. At the end of this workshop you will have an action plan that you can implement as soon as you leave the workshop.

**GETTING YOUR JOB SEARCH STARTED** - While looking for work can be an exciting time, it can also involve fear and discomfort about change and the unknown. Whether you are already in the midst of a job search or just thinking about it, this one day workshop will help you to determine what your skill set is made up of, the kind of work that is important and realistic to include in your search, and how to get started.

**GOAL SETTING** - We all have things we want in life. The route to success is to take the things that we dream about and wish for, and turn them into reality. This one-day workshop will lead participants through thinking, planning, and taking action on the things they really want. They will learn ways to ensure that they get where they want to go in life.

**LEADERSHIP SKILLS FOR SUPERVISORS – COMMUNICATION, COACHING, AND CONFLICT** – In this one day workshop you will learn ways to prioritize, plan, and manage your time. Identify your primary leadership style and techniques for maximizing that style. Develop more flexibility to use other leadership styles. Search for ways to overcome communication barriers and determine ways you can meet the needs of employees and co-workers through communication and coaching. Explore ways to engage in productive rather than

toxic debate, and to make conflict a powerful force for creative, well-rounded solutions to problems.

**MASTERING THE INTERVIEW** - The interview is one of the key elements of the job search process. As with any skill, we can get better at it with preparation and practice. In this one-day workshop, participants will explore how to prepare for an interview and become familiar with the types of questions to expect, as well as the questions they should think about asking. They will learn how to prepare for second interviews, testing, and shadowing, as well as how to follow up on their interview sessions.

**MEETING MANAGEMENT – THE ART OF MAKING MEETINGS WORK** – No one wants to go to a meeting so there are many creative ideas we want to share with you that will make a difference in

**MOTIVATION TRAINING – MOTIVATING YOUR WORKFORCE** – We know motivation comes from within and motivating your team is critical. In this workshop you will learn how to motivate your team to get the results that increases moral and productivity.

**ORIENTATION HANDBOOK – GETTING EMPLOYEES OFF TO A GOOD START** - One reason people change jobs is that they never feel truly welcome or a part of the organization they join. If a company spends considerable money recruiting, interviewing, and perhaps even relocating employees, it makes good sense to go one step further and make the new employee feel like they have made a good decision to come to this company. In this workshop we will discuss the importance of making others feel important.

**OVERCOMING OBJECTIONS** - If you are like most sales professionals, you are always looking for ways to overcome customer objections and close the sale. This one-day course will help you to work through objectives effectively. Planning and preparing for the objective is the key.

**PROBLEM SOLVING & DECISION MAKING** – This two day workshop will help you learn how to apply problem solving steps and tools, how to analyze information to clearly describe problems, and how to identify appropriate solutions. Also, it will give you ways to think creatively and be a contributing member of a problem solving team, how to select the best approach for making decisions, and how to create a plan for implementing, evaluating, and following up on decisions.

**PROFESSIONAL COMMUNICATION**- Have you ever wondered why it seems so difficult to talk with some people and so easy to talk with others? Can you recall an occasion where you met someone for the first time and immediately liked that person? Something about the individual made you feel comfortable. A major goal of this two-day workshop is to help you understand the impact your communication skills have on other people. You will also explore how improving these skills can make it easier for you to get along in the workplace, and in life.

**SAFETY IN THE WORKPLACE** – This workshop is conducted by our emergency management team of professionals. We want to save you money and time, pointing out the important policies and procedures that are necessary to have in the workplace.

**SECRETS OF CHANGE MANAGEMENT** – Learning how to management change is the key to success. One thing we know for sure, change is coming and you have to be ready to deal with it head on.

**SELF-LEADERSHIP** – Lead self so you can lead others. This workshop is about looking within to change what you see without. After this workshop, you will be able to understand how changing self really does effect what we see in our environment.

**TEAM BUILDING – DEVELOPING HIGH PERFORMANCE TEAMS** – Your success is based off of your team’s success. This workshop will assist in helping you build effective relationships which will then assist you in building effective teams

**TIME MANAGEMENT – GET ORGANIZED TO MAXIMIZE PERFORMANCE** - Time is money, and money is time. It’s important for you to get organize so you can stay productive. We want to assist you by providing essential tools and tracking charts that will really make a difference with your performance.

**WRITING REPORTS AND PROPOSALS** – This workshop will help you gather valuable research that will assist you in writing basic technical proposals.

**Contact us at [info@connectedmindsenterprise.com](mailto:info@connectedmindsenterprise.com) for additional information and pricing**