

Day One Group Course List (as of 06/14/22)

Category	Courses	Specifically for Leaders/Managers?
Career and Professional Development	Jumpstarting and Sustaining a Career Development Culture	✓
	Having Productive Career Conversations with Your Employees	✓
	Excelling as a Mentor	✓
	Interviewing with Confidence	
	Managing Your Career and Personal Development	
	Having Productive Career Conversations with Your Manager	
	Embracing Feedback for Professional Growth	
Change and Uncertainty	Leading in Uncertain Times	✓
	Managing Your People Through Change	✓
	Working Effectively Through Change and Uncertainty	
	Strengthening Your Resilience	
Client Service	The Art of Discovery (<i>Uncovering Client Needs</i>)	
	Addressing the Needs of Your Client	
	Presenting Client Solutions	
	Managing Client Relationships	
Communication	Compelling Communication: Thinking on Your Feet	
	Communicate Your Vision	✓
	Aligning Communication Skills and Style	
	Enhancing Your Questioning and Listening Effectiveness	
	Boost Your Writing Style	
	Improving E-Mail Communications	
Effectiveness and Productivity	Communicating Effectively in Today's Hybrid Work Environment	
	Time Management for Individual Contributors	
	Prioritization and Delegation for Managers	✓
	Managing Management Time	✓
	Achieving and Maintaining High Performance	
	Self-Management in a Hybrid Work Environment	

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Hybrid/Virtual Workplace	Effectively Transitioning Your Team to a Hybrid Work Environment	✓
	Managing Remote Teams	✓
	Maximizing Motivation for Remote Employees	✓
	Communicating Effectively in Today's Hybrid Work Environment	
	Building Virtual Presence	
	Staying Engaged When Working Remotely	
	Project Management in a Virtual Environment	
	Self-Management in a Hybrid Work Environment	
Influence and Negotiation	Influencing without Authority	
	Maximizing Influence Up, Down, and Across	
	Influencing with Communication Styles	
	Managing Up	
Leadership	Building Your Leadership Skills	✓
	Leading High-Performance Teams	✓
	Leading Others to High Performance	✓
	Empathetic Leadership	✓
	Leading with Emotional Intelligence	✓
	Leading with Executive Presence	✓
	The Exceptional Leader (<i>Building Team Trust, Psychological Safety, & Inclusion</i>)	✓
	Achieving Remarkable Results Through Psychological Safety	✓
Meetings	Planning and Leading Effective Meetings	
Motivation and Engagement	Maximizing Motivation for Remote Employees	✓
	Motivating Yourself and Others	✓
	Staying Engaged While Working Remotely	
Moving Into Management	Stepping Into the Manager Role	✓
	Essential Skills for Managers	✓

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Performance Management	Leading Others to High Performance	✓
	Masterful Coaching	✓
	Delivering Feedback Effectively	✓
	Writing Effective Performance Reviews	✓
	Conducting Performance Appraisal Discussions	✓
	Managing Poor Performance	✓
	Writing Effective Performance Self-Evaluations	
Professional Reputation	Building Your Brand	
	Organizational Savvy	
	Executive Presence	
	Building Virtual Presence	
	Smart and Simple Business Etiquette: How to Make the Best Impression	
	Expanding Your Network with Intention	
Project Management	Project Management Fundamentals	
	Project Management in a Virtual Environment	
Public Speaking	Presenting with Impact	
	Professional Sales Presentations	
Self-Care	Setting and Maintaining Professional Boundaries	
	Professional Well-Being	
	Managing Stress and Increasing Mindfulness	
Teams	Leading High-Performance Teams	✓
	Managing Remote Teams	✓
	Effectively Transitioning Your Team to a Hybrid Work Environment	✓
Training	The Essential Training Toolkit	
Work Relationships and Interactions	Giving and Receiving Feedback	
	Handling Difficult Conversations	
	Managing Conflict	