

## Day One Group Course List (as of 6/01/23)

CATEGORY	COURSE TITLE	BEST FOR...	COURSE OUTCOMES
Career and Professional Development	Jumpstarting and Sustaining a Career Development Culture	Leaders/Managers	Apply an easy and effective model for fostering a career development mindset in your team, facilitating meaningful conversations, and helping them grow
Career and Professional Development	Having Productive Career Conversations with Your Employees	Leaders/Managers	Prepare for and facilitate professional development discussions that are engaging, motivating, and actionable
Career and Professional Development	Excelling as a Mentor	Leaders/Managers	Apply behaviors and strategies of successful mentorship to maximize employee development and contribution
Career and Professional Development	Interviewing with Confidence	All levels	Use targeted research, reliable frameworks, and feedback-driven practice to gain an edge over other applicants.
Career and Professional Development	Your Career Roadmap & Action Plan to Success	All levels	Assess your current career situation, clarify your vision for the future, and create an action plan to achieve your goals
Career and Professional Development	Having Productive Career Conversations with Your Manager	All levels	Move your career forward by partnering with your manager for insights, access to people and resources, and development opportunities
Career and Professional Development	Expanding Your Network with Intention	All levels	Understand the composition of your current network, actively nurture these relationships, and take steps to purposefully grow your circle for the benefit of your short- and long-term career success
Change and Uncertainty	Leading Through Uncertainty	Leaders/Managers	Adapt proven strategies to stay agile, productive, and resilient – and maximize alignment – while leading your team during times of ambiguity
Change and Uncertainty	Managing Your People Through Change	Leaders/Managers	Effectively plan, communicate, and implement change in a way that reduces resistance and increases adoption
Change and Uncertainty	Strengthening Your Resilience: Working Effectively Through Change & Uncertainty	All levels	Manage your mindset, maintain your productivity, and increase your resilience when navigating ambiguity or change
Client Service and Selling Skills	Moving from Service Provider to Trusted Advisor	All levels	Effectively differentiate yourself by adopting critical behaviors to transform your client relationships
Client Service and Selling Skills	Consultative Selling	All levels	Build connection and client confidence using a repeatable, scalable, consultative process
Client Service and Selling Skills	The Art of Discovery	All levels	Uncover real client needs while strengthening credibility and trust through effective questioning and listening
Client Service and Selling Skills	Presenting Client Solutions	All levels	Communicate customized strategies that demonstrate the value of your solution and benefits of partnering with you

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Communication	Compelling Communication: Thinking on Your Feet	All levels	Build your reputation and confidence by delivering planned and impromptu communications with professional presence
Communication	Communicate the Vision	Leaders/ Managers	Apply a useful framework to quickly shape comprehensive messages that are understood and acted upon. (This course is especially relevant to communicating change and/or shifts in policy.)
Communication	Aligning Communication Skills and Style	All levels	Understand your own interpersonal tendencies, recognize the preferences of others, minimize tension, and optimize relationships and outcomes by tailoring your approach
Communication	The Art of Listening and Inquiry	All levels	Strengthen your ability to sell, negotiate, influence, manage, and coach by effectively drawing people out, actively guarding against bias and assumptions, and ensuring accurate understanding
Communication	Boost Your Writing Style	All levels	Improve style, tone, and organization to enhance any written communication, including emails, formal letters, and reports
Communication	Communicating Effectively in Today's Hybrid Work Environment	All levels	Share information and interact effectively with teams that are geographically dispersed and/or consist of a mix of co-located and remote employees
Effectiveness and Productivity	Time Management and Prioritization for Individual Contributors	All levels	Increase your effectiveness by moving from unwieldy to-do lists and conflicting priorities to a results-focused methodology
Effectiveness and Productivity	Achieving and Maintaining High Performance	All levels	Improve your focus and productivity by effectively planning and prioritizing, setting goals, and obtaining and acting on feedback
Effectiveness and Productivity	Working Effectively in a Hybrid Environment	All levels	Strengthen relationships, sense of belonging, communication, and performance of you and your colleagues by applying best practices in five key areas of hybrid work
Effectiveness and Productivity	Increasing Your Impact at Work	All levels	Identify your key strengths as a team member, reawaken your motivation to do your best work, cultivate a support network, and manage time and tasks for forward momentum
Hybrid/ Distributed Workplace	Managing Effectively in a Hybrid Work Environment	Leaders/ Managers	Strengthen your own resilience and establish new norms for maximizing cohesion, collaboration, and effectiveness of hybrid or dispersed work teams
Hybrid/ Distributed Workplace	Managing Remote Teams	Leaders/ Managers	Effectively communicate, share feedback, and create accountability across distributed teams
Hybrid/ Distributed Workplace	Maximizing Motivation for Remote Employees	Leaders/ Managers	Apply useful techniques for maintaining motivation of self and others in a virtual environment

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Hybrid/ Distributed Workplace	Communicating Effectively in Today's Hybrid Work Environment	All levels	Share information and interact effectively with teams that are geographically dispersed and/or consist of a mix of colocated and remote employees
Hybrid/ Distributed Workplace	Building Virtual Presence	All levels	Overcome the challenges of online video platforms and enhance your reputation as a polished and professional communicator
Hybrid/ Distributed Workplace	Staying Engaged When Working Remotely	All levels	Create a remote work environment and routines that keep you visible, motivated, and connected with your manager and team
Hybrid/ Distributed Workplace	Project Management in a Virtual Environment	All levels	Increase project alignment and accelerate execution in a distributed workplace through effective task management, role definition, influence, and communication
Hybrid/ Distributed Workplace	Working Effectively in a Hybrid Environment	All levels	Strengthen relationships, sense of belonging, communication, and performance of you and your colleagues by applying best practices in five key areas of hybrid work
Hybrid/ Distributed Workplace	Leading with Emotional Intelligence in the Hybrid Workplace	Leaders/ Managers	Apply an effective process for maintaining connection, recognizing trends and changes, evaluating decisions, and taking action while fostering trust and respect within a hybrid or dispersed team
Influence and Negotiation	Influencing without Authority	All levels	Make an impact even when you don't have authority over decision-makers using relationship-focused persuasion techniques
Influence and Negotiation	Maximizing Influence Up, Down, and Across	All levels	Increase your impact with influence plans centered on building relationships, reducing uncertainty, and motivating action at all levels of the organization
Influence and Negotiation	Influencing with Communication Styles	All levels	Understand your own interpersonal style, recognize the preferences of others, and adjust your approach for maximum persuasion and impact
Influence and Negotiation	Managing Up	All levels	Use an outcome-based influencing model to strengthen your relationships and impact with those at higher levels within in the organization
Leadership	Leading High- Performance Teams	Leaders/ Managers	Conduct a team health assessment and apply proven strategies for navigating the complexities of internal and external team dynamics
Leadership	Leading Others to High Performance	Leaders/ Managers	Drive results by tailoring your management style to individuals and providing timely feedback and motivational support
Leadership	Leading with Emotional Intelligence	Leaders/ Managers	Apply an effective process for maintaining connection, recognizing trends and changes, evaluating decisions, and taking action while fostering trust and respect within a team

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Leadership	Leading with Executive Presence	Leaders/ Managers	Distinguish yourself as a skilled and trustworthy leader by strengthening your persona, approach, cognizance, and tenacity
Leadership	The Engaged Leader	Leaders/ Managers	Promote team trust, psychological safety, and inclusion through simple yet powerful leadership practices
Leadership	Building Your Leadership Brand	Leaders/ Managers	Understand the importance of defining yourself as a leader, identify your strengths and the value you offer, and leverage opportunities to realize and reinforce your brand in your daily work and interactions
Management	Essential Skills for Managers	Leaders/ Managers	Build trust and rapport through active listening, effective communication, and empowerment
Management	Prioritization and Delegation for Managers	Leaders/ Managers	Boost your productivity as a manager by better managing your time, prioritizing your own work and that of your team, and skillfully and confidently delegating tasks and projects
Management	Delegation and Empowerment	Leaders/ Managers	Effectively choose what to delegate and to whom, communicate regularly about the assignment in a clear and motivating way, and create an overall empowering work environment
Management	Managing Effectively in a Hybrid Work Environment	Leaders/ Managers	Strengthen your own resilience and establish new norms for maximizing cohesion, collaboration, and effectiveness of hybrid or dispersed work teams
Management	Managing Poor Performance	Leaders/ Managers	Identify underlying causes of poor performance and create actionable plans for improvement and accountability
Management	Masterful Coaching	Leaders/ Managers	Identify opportunities to coach and use the tools provided during training to support, motivate, develop, and empower employees
Meetings	Planning and Leading Effective Meetings	All levels	Boost meeting engagement and outcomes with a purpose-driven planning process and strong facilitation
Meetings	Planning and Leading Effective Hybrid Meetings	All levels	Boost engagement and outcomes of hybrid or fully virtual meetings with a purpose-driven planning process and strong facilitation
Motivation and Engagement	Maximizing Motivation for Remote Employees	Leaders/ Managers	Apply useful techniques for maintaining motivation of self and others in a hybrid/dispersed work environment
Motivation and Engagement	Motivating Yourself and Others	Leaders/ Managers	Stay engaged and productive and help your team do the same
Motivation and Engagement	Staying Engaged When Working Remotely	All levels	Create a remote work environment and routines that keep you visible, motivated, and connected with your manager and team

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Performance Feedback and Appraisal	Delivering Feedback Effectively	Leaders/Managers	Provide reinforcement and development feedback in a healthy and motivating way for optimal employee acceptance and growth
Performance Feedback and Appraisal	Writing Effective Performance Reviews	Leaders/Managers	Craft meaningful and actionable written feedback as part of a formal performance appraisal process
Performance Feedback and Appraisal	Conducting Performance Appraisal Discussions	Leaders/Managers	Facilitate interactive performance discussions that integrate employees' point of view, minimize and manage defensive reactions, and partner on next steps
Performance Feedback and Appraisal	Writing Effective Performance Self-Evaluations	All levels	Gain an objective understanding of your performance and its impacts, write a clear and compelling self-evaluation, and prepare to participate in a productive appraisal discussion
Performance Feedback and Appraisal	Embracing Feedback for Professional Growth	All levels	Recognize the value of feedback, invite others' input and perspectives, respond appropriately, and remain proactive and accountable
Performance Feedback and Appraisal	Getting the Most Out of Your Year-End Review	All levels	Prepare for the discussion in advance, be an active and positive participant, develop an action plan, and make steady progress toward your desired outcomes
Performance Feedback and Appraisal	Giving and Receiving Feedback	All levels	Build your confidence and skills in sharing upward, downward, and sideways feedback and responding effectively when others provide feedback to you
Professional Reputation	Building Your Brand	All levels	Create a personal brand that leverages your strengths, values, and reputational highlights and enhances credibility and trust
Professional Reputation	Executive Presence	All levels	Improve your executive presence by applying skills and behaviors related to persona, approach, cognizance, and tenacity
Professional Reputation	Building Virtual Presence	All levels	Overcome the challenges of online video platforms and enhance your reputation as a polished and professional communicator
Professional Reputation	Smart and Simple Business Etiquette: How to Make the Best Impression	All levels	Understand the unwritten rules and expectations of the workplace and position yourself for success
Professional Reputation	Connect, Communicate, Engage!	All levels	Build trust and rapport with your managers and senior leaders, project confidence and competence, and elevate your professional reputation
Project Management	Project Management Fundamentals	All levels	Increase project alignment and accelerate execution through effective task management, role definition, influence, and communication

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Project Management	Project Management in a Virtual Environment	All levels	Increase project alignment and accelerate execution in a distributed workplace through effective task management, role definition, influence, and communication
Public Speaking	Presenting with Impact	All levels	Prepare informative and persuasive presentations and deliver them using compelling verbal and non-verbal communication techniques
Public Speaking	Professional Sales Presentations	All levels	Connect and gain credibility with clients and prospects when presenting your organization's capabilities, services, and solutions
Self-Care	Setting and Maintaining Professional Boundaries	All levels	Protect your time and energy by creating, communicating, and enforcing healthy boundaries in a respectful way
Self-Care	Professional Well-Being	All levels	Recognize early signs of pressure, build your resilience, find balance, and improve your effectiveness in dealing with wellness challenges
Self-Care	Managing Stress and Increasing Mindfulness	All levels	Strengthen your ability to focus on the present moment, manage daily stresses, ask for help, and minimize negative impacts on your workplace effectiveness
Training and Facilitation	Facilitation and Training Bootcamp	All levels	Apply a variety of highly interactive training methods to improve learning transfer and retention
Training and Facilitation	Facilitating Virtual Training	All levels	Actively involve participants and boost learning outcomes with effective and engaging virtual training techniques
Work Relationships and Interactions	Managing Difficult Conversations	All levels	Effectively plan and lead discussions on topics that may be uncomfortable to hear and talk about
Work Relationships and Interactions	Managing Conflict	All levels	Understand sources of conflict, consider your options, and address issues in a way that fosters mutual respect, partnership, and win/win solutions
Work Relationships and Interactions	Dealing with Challenging Personalities	All levels	Enter potentially difficult interactions with an open and positive attitude, adapt your approach to the person and circumstances, and communicate with empathy, respect, and positive assertiveness
Work Relationships and Interactions	Fostering Strong Connections Through Emotional Intelligence	All levels	Make a positive impact on others by building your self- and social-awareness and adapting your style to the people with whom you interact