

Workplace Survival Series

Hosted by the Kohler Experiential Learning Center

Make Time for Success

June 23, 2009 3:00pm-5:00pm

FREE

With increased responsibilities and more demands in your day, it is important to manage time in a way that allows you to be successful. This interactive workshop will cover time management and introduce tools and methods for prioritizing to be effective in getting things done.

You Will Learn How To:

- identify and use prioritizing methods to manage time and tasks.
 - explain the importance of planning ahead.
 - use tools and systems to manage time and plan schedules.
 - define a personal time management style.
 - identify individual energy levels throughout a typical day.
 - action plan to improve management of time.
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Managing in Tough Times

July 7, 2009 1:00pm-5:00pm

\$109

Most organizations today are dealing with a business climate that is not "business as usual." Tough times disrupt productivity and team performance. In the face of this reality, strong leaders must inspire productive performance and communicate effectively and credibly. Successful leaders must often take a hard look at current processes and make tough decisions to guide their teams from the current reality to its desired future state. In this workshop, you gain the leadership skills to manage a team during a time of uncertainty.

You Will Learn How To:

- Demonstrate authentic and strong leadership to create an atmosphere of confidence and trust in tough times
 - Re-evaluate and adjust your management and communication style to motivate and energize employees
 - Take steps to increase engagement of your workforce
 - Maximize productivity and performance during difficult times
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Recognition on a shoe string budget - keeping people engaged
August 6, 2009 1:00pm-5:00pm **\$109**

Employees are handling increasing responsibilities with limited resources in today's economic conditions. Budgets have been reduced, and it has become more difficult to reward employees who remain loyal and engaged in their work. This interactive workshop will build awareness of the important business case for recognition, and how this impacts the bottom line of all businesses. We will be involved in experiences that will uncover: how different people prefer to be recognized, how to know if recognition is working, and ways to recognize that are free or low cost.

You will learn to:

- Articulate the benefits of performance recognition.
 - Identify different methods of recognition that work with different people
 - Design cost effective recognition strategies that fit your business needs and context
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Orchestrating Creativity - Full Day
September 22, 2009 8:00am-4:30pm **\$240**

We live in an age of creative innovation. Creativity requires whole-brain engagement; right-brain imagination, artistry and intuition, plus left-brain logic and planning. Creativity is a core competency for leaders and managers and one of the best ways to set your company apart from the competition. This experiential workshop will explore the realms of the creative spirit in the individual, team or organization. Learn to nurture the creative abilities that lead to innovation and inspiration. You'll gain tools and ideas for fostering creativity in your organization. This program will include lunch.

Play for Purpose – Half Day
October 6, 2009 1:00pm-5:00pm **\$109**

Play opens up new channels of creativity and increases the level of satisfaction we experience at work. How employees feel about their company is directly related to their level of productivity and creativity. Studies show, if you want to attract and keep talent, you need to have a fun, challenging and creative workplace environment. It's your talent that sets your business apart from the competition. This workshop is comprised of a series of highly participative exercises designed as purposeful play. You'll gain tools and ideas for adaptation into your work setting and experience the power of intentional fun. If you lead or work with people, this workshop will authenticate the power of leading from the heart.