

TRAINING TOPICS have included

Life Coaching

- Holistic Life Balance
- Responsibility and Accountability
- Self-Esteem and Self-Concept
- Needs
- Values
- Communication including: Frame of Reference, Paradigm Shifting, Assertiveness
- Anger Management
- Defusing Emotionally Charged Situations
- Conflict Resolution: How to Get to Win-Win
- Relationships, Team Building, and Group Dynamics
- Coping with Change/Transition and Fear, Trust and Letting Go, Risk Taking
- Challenge as Opportunity, Overcoming Barriers, and Problem Solving
- Time Management and Role Prioritization
- Stress Management
- Creative Expression: Journal Writing, Collages, Art

Employment

- Career Myths and the Changing World of Work
- Various Assessment Inventories: Skills, Interests, Values, Personality, NLP
- Purpose and Meaningful Work
- Labour Market Information, Trends and Demographics
- Realities for Mature Workers
- Occupational Research
- Career Decision Making, Goal Setting, and Action Plan Development
- Marketing Your Skills: Resumes, Applications, Cover Letters, Letters, Portfolios
- Cold Calling and Informational Interviews
- Networking and Generating Job Leads
- Interview Analysis, Q&A's and Practice Sessions
- Computer Orientation, Internet and E-mail Basics, Attachments
- Word Basics and Electronic Resumes
- Volunteering, Community Project and Work Experience Placements

Corporate

- Employee Orientation, Corporate Information (History, Market Position, etc.)
- Service Philosophy and Principles, Superior Customer Service
- Ethics and Integrity
- Harassment and Sexual Harassment
- Time and Attendance Procedures and Policies
- "FISH – A Remarkable Way to Boost Morale and Improve Results"
- Crisis Prevention
- Defusing Emotionally Charged Situations
- Job Maintenance
- Leadership and Success
- Peak Performance
- Performance Reviews/Appraisals
- Coach and Train-the-Trainer Facilitation