



# PDL SPRING COURSE OFFERINGS

## 2024 Schedule

### Personal Development Courses

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#### Developing Dynamic Listening Skills

**Course Code: C2508**  
(In-Person)

This workshop will focus on the skills, knowledge, and attitudes necessary to meet the challenges of efficiently listening. Through practical exercises, participants will improve their behaviors in this critical component of the communication process.

*Target Audience: Staff at all levels*  
*Cost: \$150 per person*

*Date: March 14, 2024*  
*Time: 9:30 AM – 5:00 PM*

#### Quick and Easy Brain Hacks for Reducing Emotional Stress

**Course Code: C8616**  
(In-Person)

Emotional stress is everywhere these days. Fears about health and safety... worries about loved ones... conflicts with family members or even team members! These problems are a distraction from productivity. Advice such as “put it out of your mind” or “focus on work” don’t really create the desired results. In this one-day program, you will learn about surprising brain patterns, and you will master practical exercises that will empower you to reduce your stress in minutes while restoring your clarity of thinking. You will experience immediate improvements in your ability to stay calm, regain focus and continue with your work projects.

*Target Audience: Staff at all levels*  
*Cost: \$150 per person*

*Date: April 11, 2024*  
*Time: 9:30 AM – 5:00 PM*

**The Motivation Workshop: Bringing Work to Life**

**Course Code: C8762**  
(In-Person)

Motivation can improve our lives, and increasing motivation allows us to improve our way of thinking, feeling, and behaving. With the ambiguity and uncertainty emanating from the coronavirus pandemic and current political and economic challenges, do you need to feel more engaged and connected to a purpose in your work life?

Within this safe, supportive, and interactive environment, you'll explore the dimensions of intrinsic and extrinsic motivation, assess your motivation levels and needs, and identify which forces drive action within you. Relating this knowledge to your work environment, you'll dive into the root causes of your lack of motivation.

*Target Audience: Staff at all levels*  
*Cost: \$75 per person*

*Date: April 17, 2024*  
*Time: 9:30 AM – 1:00 PM*

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## **Management & Supervision Courses**

**Prioritizing Workplace Change Successfully**

**Course Code: C8185**  
(In-Person)

In today's work environment, change is the only constant. With generational diversity, the impact of technology and frequent change of direction, managers are grappling with how to keep themselves and their staff focused on the right priorities while meeting new demands and expectations. In this program, you will develop the capability and mindset to deal with and lead through organizational change effectively, influencing others toward embracing and adopting new behaviors and expectations, while maximizing team performance. You will develop a personal action plan to guide you as you implement behavior changes to achieve your desired workplace goals.

*Target Audience: Managers, Supervisors*  
*Cost: \$150 per person*

*Date: March 22, 2024*  
*Time: 9:30 AM – 5:00 PM*

**Creating and Leading Successful Teams**

**Course Code: C8178**  
(In-Person)

You've heard that "teamwork makes the dream work". If you build and manage a successful team that people WANT to be a part of, it will increase motivation, loyalty and productivity! This course is full of easy-to-implement strategies to build, manage and motivate your ultimate team. You'll learn the 5 Stages of Team Development, the 5 Commandments of a Successful Team, effective team building strategies and the Five Behaviors of a Cohesive Model. Learn new ideas for improving team performance.

*Target Audience: Managers,  
Supervisors  
Cost: \$150 per person*

*Date: March 26, 2024  
Time: 9:30 AM – 5:00 PM*

**Modern Day Leader, Developing the Leader in You**

**Course Code: C8179**  
(In-Person)

Transitioning into Management/Leadership can be both exciting and overwhelming as you learn to navigate a new role and manage team dynamics. Building a strong foundation starts from within. Before you can successfully lead and manage others, it's important to understand the energy you bring, how you show up and the impact you have. In this highly interactive training, participants will enhance their leadership style and learn new skills, techniques and tools to positively connect with, communicate, empower, lead and develop others for success.

*Target Audience: Managers,  
Supervisors  
Cost: \$150 per person*

*Date: April 2, 2024  
Time: 9:30 AM – 5:00 PM*

**Essentials of Project Management for the Non-Project Manager**

**Course Code: C8182**  
(In-Person)

To work together effectively on any project, everyone on a team needs to use a common language and have a clear understanding of expectations. This unique workshop is designed for those with limited prior knowledge of project management, or making the transition to being a project manager, or would like to know more to collaborate with their team and better manage deliverables. In just one day, this workshop will introduce you to essential terminology and enable you to apply basic project management tools and techniques to increase your effectiveness.

*Target Audience: Managers,  
Supervisors  
Cost: \$150 per person*

*Date: May 8, 2024  
Time: 9:30 AM – 5:00 PM*

**The Science of  
Success:  
Motivation,  
Judgement,  
Teamwork**

Why do teams of over-performers often underperform? Why do monetary incentives often fail to get results? Current research reveals a host of often overlooked factors and practices that affect people’s motivation, judgment, and teamwork. In this workshop, participants will learn to use the latest research and best practices to motivate yourself and others, make better decisions, and collaborate effectively.

**Course Code: C7977**  
(In-Person)

*Target Audience: Managers,  
Supervisors  
Cost: \$150 per person*

*Date: May 30, 2024  
Time: 9:30 AM – 5:00 PM*