



**HUMAN CAPITAL
DEVELOPMENT**

2017 **WORKSHOP** PROGRAM

Workshop Descriptions
& Requirements

Thanks for your interest in Human Capital Development workshops!

Workshops are a wonderful way for participants to learn new ideas and processes while engaging their creativity, critical thinking and collaboration skills. In fact, some workshops seem so engaging, people feel guilty that they might be having a little too much fun during work hours. But the truth is, nobody ever said learning and collaboration should be painful or boring to have value. In fact, we know from numerous scientific studies that people learn best when they are engaged in the process. This is where great workshop design comes into play.

With busy schedules, looming deadlines and ever tightening budgets, professional development workshops can seem like a luxury. They are not. Consider the “workshop” as a carrier for positive employee engagement, organizational improvement and of course, personal and professional development. If you want an analogy (and who doesn’t love a good analogy), consider the adult gummi vitamin. Yes, the bright colors, soft texture and fruity flavors all seem very juvenile. However, if the goal is to get the otherwise bitter vitamins and minerals into the body and then have people coming back for more, isn’t that a success?

At HCD, we know very well that the personal and professional development is critical to long term success. We also understand that your investment in professional development needs to provide long-term practical returns. With those objectives in mind, and with a strong consideration for an engaging approach, we have developed our new 2017 workshop series.

HCD workshop modules are only 3 hours in length and require minimal preparation from the host (that’s you!) For organizations looking to run full-day workshops, we offer the option to run an extended version of certain workshops (such as Emotional Intelligence), or we can combine complimentary workshops across an entire day. Either way, we make sure your teams are engaged and learning for the entire session.

This brochure is split into two sections. Section one provides some additional insight into the process of creating meaningful workshops. If you’ve had your fill of workshop jargon and want to jump right to the good stuff, workshop listings start in section two.

As a final note, if you are looking for a specific workshop topic that does not appear in our list, contact us. At HCD we typically have several additional workshops in development at any given time. More importantly, we have the expertise to create customized workshops for your specific development needs. Send us an email or us a call to setup a free custom workshop project consultation.

And with that, let’s get started!

SECTION 1: WORKSHOP DESIGN

Workshop Design



Human Capital Development (HCD) has created a series of workshops designed to get your participants thinking about, and collaborating on an array of fundamental workplace topics. Workshops are purposefully developed to divide their impact between the individual participant (personal development) and their organization (organizational development).

All HCD workshops are created with the professional, adult learner in mind. This requires each to workshop meet four key learning criteria.

- 1) **All participants will have an opportunity to contribute.** For some people, that might be leading a discussion group at their table. For others, it could be as simple as cleanly documenting the team's work on a whiteboard. In whatever way participants choose to contribute, each person will play a role in the workshop that contributes to the overall team experience.
- 2) **Course material must enable participants to draw on their own personal and professional experience.** As a group of unique individuals, we must try to learn from one another. Personal reflection provides an opportunity for the group to learn even more from the experiences of its many constituents.
- 3) **The subject matter is relevant.** This is achieved by matching the participants to the appropriate workshops and including relevant organizational elements in the process. As an example, if your organization is using a specific book align their thinking, we should include elements of that book and its lessons to the workshop. Also, incorporation of the organizations mission, vision and values whenever possible.
- 4) **The workshop must include problem-centered learning opportunities.** What works for adult education is often very different than what works for younger students. Ideally, a problem-centered learning approach should be used so that participants become producers of workshop knowledge and not passive consumers.

HCD workshops are designed to resonate with the cross section of personalities that make up our diverse work environments. Introverts, extroverts, creatives and analytical thinkers will all have an opportunity to contribute and learn. After all, it's only through collaboration that participants appreciate and respect the most effective way to succeed, by working together.

SECTION 2: WORKSHOP CATALOG

Emotional Intelligence (EQ)

How greater personal awareness makes for greater organizations.

Duration:

- 3 Hours (minimum) with one formal 15-minute break.

Description:

Emotional intelligence affects our ability to succeed in many ways. It's a key factor in how we react to pressure, maintain positive momentum and build interpersonal relationships. In this fundamental workshop, participants will learn about the critical role Emotional Intelligence (EQ) plays in both personal and organizational success. Participants are given the tools and knowledge required to immediately improve their own EQ. The workshop offers key insights on the history, core-concepts and physiological factors associated with EQ. Through personal reflection and group exercises, participants will uncover where their EQ is strongest and where there may be opportunities for growth and development.

This workshop will enable participants to:

- Understand how EQ affects them, their co-workers and clients
- Understand the critical role EQ plays within a successful organization
- Identify why some people display strong EQ while others may not
- Uncover the best ways to leverage EQ in everyday situations
- Learn how to avoid conflict and enhance relationships by leveraging EQ

Personal Benefits

- Improved ability to self-regulate and self-manage
- Ability to share powerful EQ concepts with others
- Establish personal EQ improvement goals through an ongoing workplan

Organizational benefits

- Greater employee engagement
- Improved communication and collaboration
- Improved interpersonal connections
- More respectful work environments and teams

Supplies:

- Participants will be provided with all the necessary supplies for this workshop.

Facility Requirements:

- Room with PowerPoint presentation and computer audio capability.
- Seating for each participant.

Stories for Success

Harness the power of effective business storytelling to motivate, inspire and create positive change.

Duration:

- 3 Hours (minimum) with one formal 15-minute break.

Description:

Stories have been used to teach, motivate, entertain and strengthen human social bonds since the dawn of mankind. Why should stories for business be any different? This workshop is designed to provide participants with a new perspective on the untapped power of stories in the workplace. Participants will have the opportunity to hear stories from masters of the craft, and then dissect them into their basic elements. Later, participants will be able to reflect on their own stories through various creative exercises and rebuild them with these key elements. The process is simple, yet powerful and can result in significant positive change for organizations in record time.

This workshop will enable participants to:

- Understand the significance of storytelling in the business environment
- Know which elements are crucial for making powerful, compelling stories
- More effectively coach and lead others using stories, analogies and allegories
- Recognize when the wrong stories are holding us back from success
- Build new connections with participants during the storytelling process

Personal Benefits

- Know how to use stories to build closer-knit teams and interpersonal connections
- Find and fine-tune the untold stories of your personal experiences
- Maintain a roster of great stories to motivate and inspire action into others

Organizational benefits

- Improved employee engagement
- Better communication and collaboration
- Improved interpersonal connections
- Improvements in organizational legacy and visioning

Supplies:

- Participants will be provided with all the necessary supplies for this workshop.

Facility Requirements:

- Room with PowerPoint presentation and computer audio capability.
- Seating for each participant.

The Talent Management Toolbox: Coaching 101

How effective coaching changes everything,

Duration:

- 3 Hours (minimum) with one formal 15-minute break.

Description:

Many of the world's most successful organizations and individuals credit their success to coaching. Historically, coaching was synonymous with high level athletes, but today coaching is becoming standard practice in many organizations. In this workshop, participants will learn: "Who" is a candidate for coaching? "What" is professional coaching anyway? "When" do you leverage coaching moments? "Why" is coaching so impactful? "How" can I make the coaching experience meaningful? "Where" can I use coaching to accelerate performance?

This workshop will enable participants to:

- Recognize the key elements of professional coaching
- Know the difference between coaching, mentorship and management
- Become more effective coaches within their organization
- Recognize coaching moments and opportunities
- Build stronger connections with colleagues through coaching

Personal Benefits

- Understand fundamental coaching methodologies
- Develop practical coaching experience during the session
- Know how to leverage coaching in other aspects of your life
- Build stronger relationships with co-workers through coaching
- Participants leave with coaching question "cheat sheets" to help them get started right away

Organizational benefits

- Improved interpersonal connections between staff
- Turnaround talent management issues with communication, not corrective action
- Increase organizational learning without adding budget
- Improvements in organizational legacy (respect for the past) and visioning (looking to the future)

Supplies:

- Participants will be provided with all the necessary supplies for this workshop.

Facility Requirements:

- Room with PowerPoint presentation and computer audio capability.
- Seating for each participant.

The Talent Management Toolbox: Psychometrics

Unlocking the real value of behavioral preferences.

Duration:

- 3 Hours (minimum) with one formal 15-minute break.

Description:

There are many psychometric tools on the market today including Myers Briggs (MBTI), William Marston's DISC, Lifestyles Index (LSI), Gallup Strength Finders and more. With each tool claiming to be the ideal solution, how do you know which path to take? This workshop reviews several systems and looks at the core reasons for using psychometrics in the first place. Participants will experience an actual walk-through self-assessment of the MBTI and come away knowing more about what might work best for them and why.

This workshop will enable participants to:

- Learn about the history and evolution of behavioral type testing
- Know what the benefits and shortcomings are for different systems
- Understand how results can be used to improve talent management program
- Understand the legal and ethical issues around behavioral testing
- Experience a self-assessed MBTI test with a certified analyst
- See how preference affects your co-worker's communication and decision making process

Personal Benefits

- Understand the fundamentals of behavioral type testing
- Know what your own MBTI preferences are and why they matter
- Know how to leverage behavior preferences when leading or coaching others
- Build deeper relationships with co-workers during the testing and review session

Organizational benefits

- Improved awareness of what critical behaviors motivate or de-motivate others
- Know which systems will have the greatest impact on your organization
- Better understand the value of your investments in behavioral analysis
- Improved empathy and communication within the organization

Supplies:

- Participants will be provided with all the necessary supplies for this workshop.

Facility Requirements:

- Room with PowerPoint presentation and computer audio capability.
- Seating for each participant.

The Fine Print.

Payment:

Workshops must be booked at least 14 days in advance. A deposit of 50% is required at booking. Full balance of payment for the workshop is required at least 14 days prior to the session.

For workshop pricing, please speak to your Human Capital Development representative.

Cancellations:

A workshop will be confirmed to proceed not later than 14 days prior to its scheduled starting date.

Workshop registration is confirmed when full payment has been received from either the individual participant or, hosting organization.

The workshop may be cancelled if, sufficient confirmed registrations have not been received two weeks in advance of the scheduled starting date.

In the unlikely event that the workshop is cancelled by Human Capital Development, all confirmed participants will be notified immediately and receive a full refund.

If a participant chooses to cancel their confirmed registration, or cannot or does not attend the workshop, the following refunds will apply:

- The registered participant may invite another person to substitute their place in the workshop (in which they are registered) at any time at no charge;
- If notice is received 14 or less days from the scheduled starting date, no refund will be offered; and
- If notice is received 15 or more days from the scheduled starting date, a 50% refund will be offered.

Any questions or concerns you may have about the payment or cancellation policies should be directed to info@humancapitaldevelopment.ca