



Training for Everyone, Everywhere

▶ LiveClicks™ The 7 Habits® Series

The 7 Habits of Highly Effective People®—Jump Start: Habits 1–3

- ▶ In this first webinar of a two-part series, learn to take initiative, manage change, and define your mission, vision, and values. Effective time-management skills are also emphasized, including effective planning and prioritization skills, balancing key priorities, and using planning tools effectively.
Available as open enrollment, client-exclusive, client-facilitated.

Duration: 2 Hours

The 7 Habits of Highly Effective People®—Jump Start: Habits 4–7

- ▶ Build high-trust, productive relationships and effective teams by applying effective interpersonal-communication techniques. In this final webinar in the series of two, you also learn to collaborate and problem-solve, as well as to Sharpen the Saw, achieve life balance, and learn continuously.
Available as open enrollment, client-exclusive, client-facilitated.

Duration: 1 Hour 30 Minutes

▶ LiveClicks™ Time Management Series

Time Management for the BlackBerry® Solution

- ▶ This powerful training is designed with the busy person in mind, helping you to execute on your high-priority organizational goals in the face of the whirlwind of competing priorities. This webinar workshop is specifically designed for those who use the BlackBerry Smartphone as their primary scheduling and information-management tool.
Available as open enrollment, client-exclusive, client-facilitated.

Duration: 2 Hours

Time Management Fundamentals: Achieving Your Highest Priorities

- ▶ Learn powerful principles that help you identify and clarify your values, set goals, and plan weekly and daily in order to accomplish what counts. What's more, you gain an enduring, values-based foundation for everything you do.
Available as open enrollment, client-exclusive, client-facilitated.

Duration: 2 Hours

Time Management for IBM® Lotus Notes®

- ▶ Learn how to use Lotus Notes to automatically filter and respond to messages and to prioritize tasks and appointments. This webinar workshop helps you develop a reliable planning system, prioritize competing demands, recognize and eliminate distractions, and master a proven goal-setting process.
Available as open enrollment, client-exclusive, client-facilitated.

Duration: 2 Hours

Time Management for Microsoft® Outlook®

- ▶ Learn how to stop living in your inbox and achieve more by prioritizing tasks, messages, and appointments. This webinar workshop helps you develop a reliable planning system, prioritize competing demands, recognize and eliminate distractions, and master a proven goal-setting process.
Available as open enrollment, client-exclusive, client-facilitated.

Duration: 2 Hours

Time Management for PlanPlus® Online

- ▶ Created for users of PlanPlus Online, this training teaches participants principles to help identify and clarify values, set goals, and plan weekly and daily in order to accomplish what counts. What's more, gain an enduring, values-based foundation for everything you do.
Available as open enrollment, client-exclusive, client-facilitated.

Duration: 2 Hours

LiveClicks™ Business Skills Series

Business Writing Skills: Getting Your Point Across With Power and Influence

- ▶ Set writing standards that help you and your team increase productivity, resolve issues, avoid errors, and heighten credibility. This webinar workshop demonstrates a proven writing process that will help you cut through the clutter. You'll learn how to write faster with more clarity and gain skills for revising and fine-tuning every kind of document.

Available as open enrollment, client-exclusive, client-facilitated.

Duration: 1 Hour 30 Minutes

Financial Intelligence: Understanding Cash Flow and How to Keep It Flowing

- ▶ Learn how to read your organization's cash-flow story and make your own action plans for speeding up cash collection and conserving cash. Imagine the impact on the organization when everyone becomes a "cash generator." This webinar is based on the best-selling Harvard Business Press book *Financial Intelligence*, which was recently named one of the 100 Best Business Books of All Time.

Available as open enrollment, client-exclusive.

Duration: 2 Hours

Great Work, Great Career: Career Advantage

- ▶ Learn the importance of becoming a solution, not a problem, to an organization. Discover how to start making the contribution you'd like to make by focusing on your talents, passion, and conscience. Learn to define your contribution in a way that is a win for you and your organization. This webinar also provides tips on and how to network in a way that leads to ultimate success in both becoming more employable and in advancing your career.

Available as open enrollment, client-exclusive, client-facilitated.

Duration: 2 Hours

Great Work, Great Career: Résumé Advantage

- ▶ Learn elements to help you improve your résumé. This webinar covers five main elements: résumé dos, including the top requirements for a great résumé; résumé don'ts, including pointless résumé phrases to avoid; how to write a highly targeted résumé with a problem you are uniquely positioned to solve; get it in the hands of a person who can make a decision; and finally, cover letters. By the end of the webinar, you'll have a good draft of your résumé and all the information you need to finish up.

Available as open enrollment, client-exclusive.

Duration: 1 Hour 30 Minutes

Great Work, Great Career: Interview Advantage

- ▶ Learn five main elements to help you with your interview skills. Discover how to bypass the application runaround and get an interview with the right person the first time. Learn ideas for a successful job interview—from general dos and don'ts to taking a proactive, problem-solving approach. Practice giving quality answers to interview questions and examine different types of interviews and how to best prepare and perform for each. Finally, learn how to effectively follow up.

Available as open enrollment, client-exclusive.

Duration: 1 Hour 30 Minutes

Rules To Design and Deliver Great Webinars

- ▶ Discover how to effectively make the move from traditional instructor led training to the virtual classroom. In this webinar you learn to apply a new mind-set and tool-set to produce high-quality, highly-engaging virtual training. You will learn the 4 approaches you must change to be successful as well as how to hold your online learners virtually accountable.

Available as open enrollment, client-exclusive.

Duration: 2 Hours

Project Management Fundamentals: Managing Projects That Succeed

- ▶ Don't go overbudget or past deadlines again. This webinar workshop helps participants use proven methods for keeping projects on schedule and on budget, increase buy-in to avoid unnecessary delays and rework, recognize and avoid potential "hot spots," and use tools for increasing collaboration, communication, and accountability.

Available as open enrollment, client-exclusive, client-facilitated.

Duration: 2 Hours

LiveClicks™ The Speed of Trust® Series

Organizational Trust: Building a High-Trust Organization

- ▶ Enable your team to succeed. This webinar workshop helps individual contributors and leaders learn how to leverage trust within their work teams and organizations, as well as how to align internal systems and processes.

Available as open enrollment, client-exclusive, client-facilitated.

Duration: 2 Hours

Relationship Trust: Building Strong Teams and Relationships at Work

- ▶ Build trust within your team and improve your results. In *Relationship Trust: Building Strong Teams and Relationships at Work*, you will learn to resolve conflicts, empower others, improve business relationships, and achieve business results through increased trust.

Available as open enrollment, client-exclusive, client-facilitated.

Duration: 1 Hour 30 Minutes

Self Trust: Increasing Your Credibility and Influence at Work

- ▶ Improve your personal effectiveness and productivity by increasing trust. In *Self Trust: Increasing Your Credibility and Influence at Work*, you will learn to avoid the costs of low trust, build confidence in yourself, restore trust with others, and act with integrity.

Available as open enrollment, client-exclusive, client-facilitated.

Duration: 1 Hour 30 Minutes

Begin With the End in Mind®: Defining Your Contribution and Leading With Purpose

- ▶ Use your leadership role to make a great and enduring contribution. In *Begin With The End In Mind: Defining Your Contribution and Leading With Purpose*, based on *The 7 Habits for Managers*, you will define your mission as a leader and focus all of your efforts on achieving that mission.
Available as open enrollment, client-exclusive, client-facilitated. **Duration: 1 Hour 30 Minutes**

Be Proactive®: Using Your Resourcefulness and Initiative to Get Things Done

- ▶ Manage yourself proactively to manage others more effectively. In *Be Proactive: Using Your Resourcefulness and Initiative to Get Things Done*, based on *The 7 Habits for Managers*, you will learn to leverage your own resources and initiative, keep commitments, and take responsibility for results.
Available as open enrollment, client-exclusive, client-facilitated. **Duration: 1 Hour 30 Minutes**

Clarifying Your Team's Purpose and Strategy: Aligning Employees to Achieve Success

- ▶ Clarity at every level is critical to an organization's success. In this webinar, you will gain a clear understanding of your own purpose and how your job fits into your organization's strategy and mission. Learn how to create a crystal-clear strategy for achieving team goals as they relate to the organization's mission and financial success.
Available as open enrollment, client-exclusive, client-facilitated. **Duration: 1 Hour 30 Minutes**

Resolving Generational Conflict: Understanding and Navigating Generational Differences at Work

- ▶ Effectively manage employees from different generations. In the *Resolving Generational Conflict: Understanding and Navigating Generational Differences at Work*, you will learn why and how each generation responds differently in the workplace and how to work through the most common generational friction points.
Available as open enrollment, client-exclusive, client-facilitated. **Duration: 1 Hour 30 Minutes**

The 4 Imperatives of Great Leaders: Leading in the Knowledge Worker Age

- ▶ Organizations that want to retain their best must have leaders who understand the radically new paradigm from which the knowledge worker operates. This training teaches that foundation for leaders to think, act, and lead from this new paradigm. Learn powerful concepts and leave with tools and skills to help you lead, support, and inspire a talented, valuable workforce. You also receive access to FranklinCovey's Leadership Quotient (LQ) Assessment, to measure your leadership capabilities.
Available as open enrollment, client-exclusive, client-facilitated. **Duration: 1 Hour 30 Minutes**

The Speed of Trust® Foundations

- ▶ Trust teaches leaders why building a high-trust work environment is as essential as any other measurable economic goal of their organization. In this training, leaders learn how to identify and close trust gaps that exist in their organization. Leaders leave with a renewed commitment to become more credible and to extend trust to others.
Available as open enrollment, client-exclusive, client-facilitated. **Duration: 1 Hour 30 Minutes**

The Diversity Advantage: Leveraging Differences at Work for Great Results

- ▶ Create a workplace that views each employee as unique and able to make an irreplaceable contribution. This webinar workshop will demonstrate how to increase understanding and gain deeper trust, communicate more productively, achieve higher levels of collaboration, and increase creativity and innovation.
Available as open enrollment, client-exclusive, client-facilitated. **Duration: 1 Hour 30 Minutes**

Unleashing Your Team's Talent: Three Conversations Essential for Growing Your Team

- ▶ To unleash this new generation's talent and get results, leaders must have a new mind-set, skill-set, and tool-set. Leaders who participate in this webinar workshop will gain consistent achievement of goals through proven processes, as well as the ability to engage in meaningful conversations that enable team members to contribute their talent to the organization's needs.
Available as open enrollment, client-exclusive, client-facilitated. **Duration: 2 Hours**

Building Process Excellence

- ▶ Discover the knowledge and tools for turning good processes into great processes. This webinar helps leaders understand how great systems operate and how they enable systematic, predictable results.
Available as open enrollment, client-exclusive, client-facilitated. **Duration: 1 Hour 30 Minutes**