Hone

Program Catalog

2025

The Enterprise Platform for Live Online Learning

Recommended class
Lead Highly Effective 1:1s

LIVE

New Manager Training
⊙ 6 Classes ⊙ 22 Learners

Individual Contributor Developm...
⊙ 4 Classes ⊙ 94 Learners

Diversity, Equity, and Inclusion
⊙ 6 Classes ⊙ 248 Learners

Performance Management
⊙ 4 Classes ⊙ 124 Learners

3 new learners added
to **Q3 Onboarding**
2 hours ago

Learner attendance   87%

Aver... ★
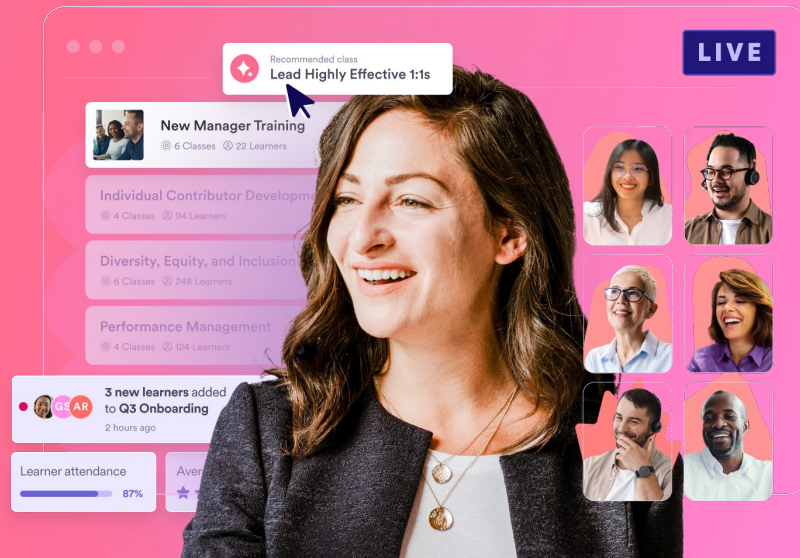
Live, Virtual Classes

100+ live classes & practice labs

Designed to drive behavior change and business impact

Flexible, adaptable, engaging and fun

World–Class Coaches

Expert coaches

Rated 4.7/5 or higher

Real in-field experience

Many are ICF certified

Admin & Learner Platform

End-to-end learner and admin platform

Learner enrollment, comms, key–takeaways and async tools tied to programs

Admin platform for attendance, governance, insights and reporting
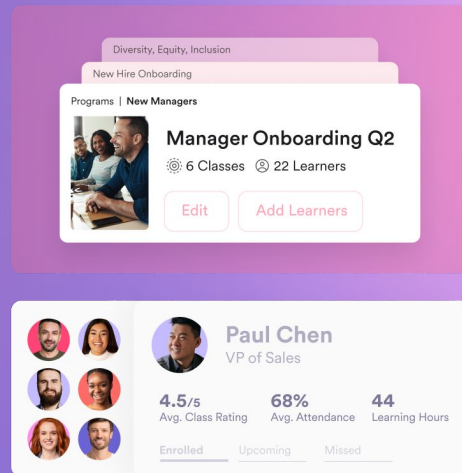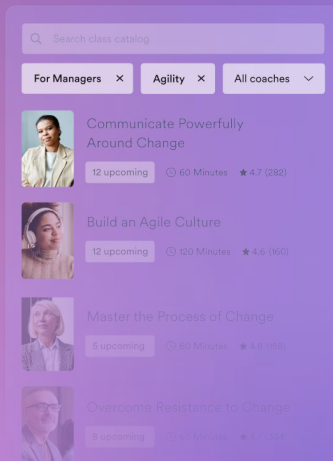
Measurement & Impact

Data and insights on program efficacy

Flexible assessment and reporting

Ability to report program and business impact directly from platform

Hone's 100+ classes are delivered via...

Multi-Class Programs →

Curate learning pathways using our program recommendations. for leaders at every level, from individual contributors to all levels of people managers.

Single-Class Programs →

Provide just-in-time upskilling on high-impact topics like strategy and goal setting, performance reviews, change navigation, hiring and onboarding, and more.

Learner-Led →

With unlimited access to our entire catalog, learners can enroll in classes based on their individual interest and development needs, and in their flow of work.

Table of Contents

Class Catalog At a Glance Click on class name to learn more

Coaching	PRACTICE LAB
Ask Powerful Questions ➔	
Coach Towards a Goal ➔	Practice Lab* ➔
Lead Highly Effective 1:1s ➔	Practice Lab* ➔
The Coach Approach ➔	Practice Lab ➔

Feedback & Conflict Management	
Get Feedback That Improves Your Performance ➔	
Give Feedback that Lands ➔	Practice Lab ➔
Identify the Right Conflict Style ➔	
Lead Compassionate Conversations ➔	
Transform Conflict into Collaboration ➔	
Navigate Difficult Feedback Conversations ➔	

Organizational Change
Build an Agile Culture ➔
Communicate Powerfully Around Change ➔
Develop Change Agility On Your Team ➔
Master the Process of Change ➔
Overcome Resistance to Change ➔
Embrace Change with Agility ➔

Emotional Intelligence
Break Barriers with Empathetic Leadership ➔
Increase Your Self-Awareness and Lead with Impact ➔
Strengthen Your Leadership with Relationship Management ➔

Well-being	PRACTICE LAB
Mindfulness Fundamentals ➔	
Mindfulness at Work ➔	

Communication , Collaboration & Influence	PRACTICE LAB
Build a Thriving Team Culture ➔	Practice Lab* ➔
Collaborate in a Dynamic Workplace ➔	
Create Effective Presentation Decks ➔	
Cultivate Executive Presence ➔	
Deliver Powerful Presentations ➔	
Disrupt Silos with Cross-Functional Collaboration ➔	
Executive Discussion: Communicating the Vision ➔	
Executive Discussion: Managing Up to the C-Suite ➔	
Executive Discussion: Storytelling for Influence ➔	
Influence Without Authority ➔	
Manage Hybrid Teams ➔	
Manage Remote Teams ➔	
Uplevel Your Interpersonal Communication ➔	

Customer-Focus
Assess Your Customer's Needs ➔
Drive Value Through Customer-Centricity ➔
Transform Customer Insights Into Action ➔

*This Practice Lab is available only in Private programs.

Class Catalog At a Glance Click on class name to learn more

Execution & Productivity
Delegate Like a Pro →	Practice Lab* →
Hone Your Skills →	
Meetings Mastery →	
Own Your Day →	Practice Lab* →
Utilize Your Strengths →	
Unleash Your Problem-Solving Power →	

Strategy & Direction
	Practice Lab
Develop a Differentiated Strategy	
Prioritize the Right Work →	Practice Lab* →
Executive Discussion: Crafting Successful Strategies →	
Executive Discussion: Mobilize Teams Around Strategy →	
Executive Discussion: Strategic Problem-Solving →	
Set Better OKRs →	
Set Powerful Goals →	
Strategic Decision-Making →	

Inclusion & Belonging
Address Microaggressions on Your Team →	Practice Lab* →
Behaviors of an Inclusive Leader →	
Bridge Cultural Differences Across Your Organization →	
Build High Trust Relationships (for Leaders) →	
Build High Trust Relationships (All Audiences) →	Practice Lab* →
Create a Culture of Belonging →	

Embrace Allyship in Your Organization →	
Evaluate Performance Fairly and Accurately →	
Executive Discussion: Inclusive Leadership in Action →	
Manage Bias in the Workplace (All Audiences) →	Practice Lab* →
Lead Psychologically Safe Teams →	
Navigate Different Intercultural Conflict Styles →	

Project Management
Empower Project Teams for Success →	
Identify Project Roles and Timelines →	
Elevate Execution Across Project Lifecycles →	

Performance Management
	Practice Lab
Evaluate Performance Fairly and Accurately →	Practice Lab* →
Follow Up on Performance Conversations →	
Measure Individual Performance →	
Run Effective Performance Review Meetings →	
Prepare for Your Performance Review →	

Interviewing & Onboarding
Attract Top Talent →	
Ramp up New Hires →	
Run Effective Interviews →	Practice Lab* →

*This Practice Lab is available only in Private programs.

Class Catalog At a Glance   Click on class name to learn more

Motivation & Development	
Create Compelling Career Paths ➔	Practice Lab* ➔
Manage to Your Team's Strengths ➔	Practice Lab* ➔
Motivate Anyone to do Their Best Work ➔	
Personalize Motivation to Your Team ➔	
Motivate Yourself To Do Your Best Work ➔	
Take Control of Your Career Path ➔	

Group Coaching
Topic-focused group coaching sessions ➔

*This Practice Lab is available only in Private programs.

Class Catalog By Audience

Individual Contributor Classes →

Manager Classes →

Director+ Experiences →

Recommended Programs

Hone's curated multi–class pathways designed specifically for select roles.

ALL AUDIENCES
Fundamental Workplace Skills

ALL AUDIENCES
Personal Influence Accelerator
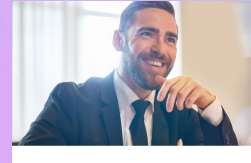

PEOPLE MANAGERS
Aspiring Manager Essentials

PEOPLE MANAGERS
Manager Core

PEOPLE MANAGERS
Manager Mastery

ALL AUDIENCES
Individual Performance Mastery

ALL AUDIENCES
DEIB Fundamentals

PEOPLE MANAGERS
Manager Advanced

PEOPLE MANAGERS
Become an Inclusive Leader

Fundamental Workplace Skills

Equip employees with clear actions to foster trust and establish positive working relationships, mitigate unconscious biases, and build strong time management and productivity habits.

Use this program to ramp up **early career professionals, new hires, or all-employee training** to build a shared foundation of frameworks and language.
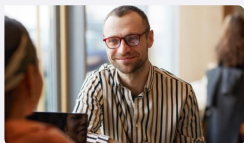
Key Skills

Building relationships

Managing bias

Productivity and execution

CLASS 1

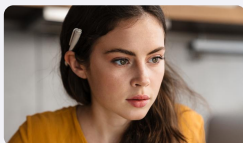🕐 60 Min

Build High-Trust Relationships (All Audience)

CLASS 2

🕐 60 Min

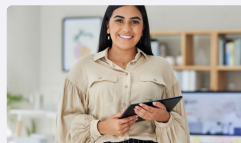**Manage Bias in the Workplace**

CLASS 3

🕐 60 Min

Own Your Day

CLASS 4

🕐 60 Min

Utilize Your Strengths

RELATED CLASSES TO CONSIDER

🕐 60 Min

Mindfulness at Work

🕐 60 Min

Meetings Mastery

🕐 60 Min

Collaborate in a Dynamic Workplace

Individual Performance Accelerator

Empower each employee with skills to **help them drive their own performance**, regardless of seniority or function. Classes will help improve intrinsic motivation, bias toward action, and self-awareness and reflection.

Use this program to further **develop and motivate employees** who are ready to **level up as an individual contributor.**

Key Skills

Setting and achieving targets

Receiving and implementing feedback

Continuous improvement

CLASS 1

🕐 60 Min

Set Powerful Goals

CLASS 2

🕐 60 Min
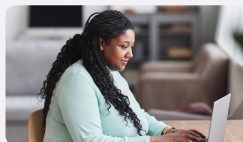
Prioritize the Right Work

CLASS 3

🕐 60 Min

Get Feedback That Improves Your Performance
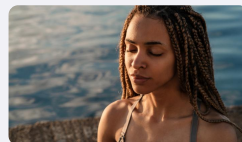
CLASS 4

🕐 60 Min

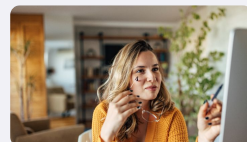**Hone Your Skills**

RELATED CLASSES TO CONSIDER

🕐 60 Min

Prepare for Your Performance Review

🕐 60 Min

Mindfulness Fundamentals

🕐 60 Min

Motivate Yourself to Do Your Best Work

Personal Influence Mastery

This program transforms the way individuals **communicate and deepen relationships** with colleagues, to drive a wider sphere of influence regardless of seniority.

Use this program as **next-level development for any employee** who frequently **collaborates cross-functionally and/or with external clients and partners.**
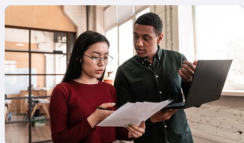
Key Skills

Giving feedback

Active listening and questioning

Resilience amidst conflict

CLASS 1

🕐 60 Min
Influence Without Authority

CLASS 2

🕐 60 Min
Give Feedback that Lands

CLASS 3

🕐 60 Min
Ask Powerful Questions

CLASS 4

🕐 60 Min
Transform Conflict Into Collaboration

RELATED CLASSES TO CONSIDER

🕐 60 Min
Lead Compassionate Conversations

🕐 60 Min
Navigate Different Intercultural Conflict Styles

🕐 120 Min
Cultivate Executive Presence

Aspiring Manager Essentials

Prime your **high-potential employees** for their next step toward people management by equipping them to build strong relationships and multi-directional influence.

Use this program to nurture a diverse, motivated **pipeline of future people managers.**

Key Skills

Multi-directional influence

Cross-functional collaboration

Self-awareness

CLASS 1

🕐 60 Min

Influence Without Authority

CLASS 2

🕐 60 Min

Set Powerful Goals

CLASS 3

🕐 60 Min

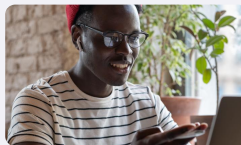**Get Feedback That Improves Your Performance**

CLASS 4

🕐 60 Min

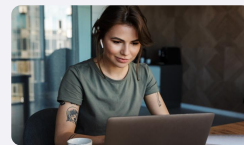**Collaborate in a Dynamic Workplace**

RELATED CLASSES TO CONSIDER

🕐 60 Min

Ask Powerful Questions

🕐 60 Min

Embrace Allyship in Your Organization

🕐 60 Min

Transform Conflict Into Collaboration

Manager Core

Coaching, building trusting relationships, and giving effective feedback on a regular cadence are the fundamental skills that empower your **people managers** to shine and drive performance.

Use this program to help managers as they shift their focus **from managing themselves to managing others**

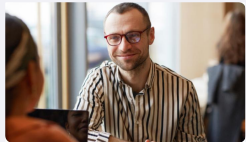## Key Skills

Building psychological safety

Coaching and giving feedback

Performance management

CLASS 1

🕐 60 Min

Build High-Trust Relationships (for Leaders)

CLASS 2

🕐 60 Min

The Coach Approach

CLASS 3

🕐 60 Min

Give Feedback That Lands

CLASS 4

🕐 60 Min

Lead Highly-Effective 1:1s

IC PROGRAM PAIRING

Individual Performance Accelerator ➔

Manager Advanced

This program builds **next-level people management** skills to keep direct reports' growth, motivation, and performance high.

Use this program to **grow managers who have mastered the basics** of coaching for performance and are ready to focus on the next cross-section of skills to get the most out of their teams.

Key Skills

Coaching

Motivation

Team career development

CLASS 1

60 Min

Coach Towards a Goal

CLASS 2

60 Min

Manage to Your Team's Strengths

CLASS 3

60 Min

Delegate Like a Pro
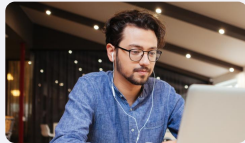
CLASS 4

60 Min

Build a Thriving Team Culture

RELATED CLASSES TO CONSIDER

60 Min

Motivate Anyone to Do Their Best Work

60 Min

Create Compelling Career Paths

60 Min

Bridge Cultural Differences Across Your Organization

Manager Mastery

This program **focuses on the next-level leadership skills needed from leaders of business units.** From understanding how one's individual leadership style impacts the team to developing holistic strategies to drive business revenue, this is for the more senior leaders in an organization.

Use this program for managers **of teams, functions, and/or departments**.

Key Skills

Team culture development

Adaptability and change management

Strategy development and execution

CLASS 1

120 Min

Lead Psychologically Safe Teams

CLASS 2

120 Min

Cultivate Executive Presence

CLASS 3

120 Min

Develop a Differentiated Strategy

CLASS 4
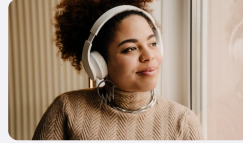
120 Min

Build an Agile Culture

RELATED CLASSES TO CONSIDER

60 Min

Behaviors of an Inclusive Leader

60 Min

Communicate Powerfully Around Change

Group Coaching

60 Min

Group Coaching (various topics)

DEIB Fundamentals

This program explores the neuroscience of inclusion, and focuses on topics like bias, microaggressions and the key differences between conformity and true belonging. Together, we'll learn skills and behaviors that empower you to foster a greater culture of accountability and belonging on your team.

Use this program for **all employees.**

Key Skills

Understanding biases and their impact

Standing up for others

Developing psychological safety on teams

CLASS 1

🕐 60 mins

Manage Bias in the Workplace

CLASS 2

🕐 60 Min

Address Microaggressions on Your Team

CLASS 3
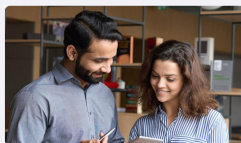
🕐 60 Min

Bridge Cultural Differences Across Your Organization

CLASS 4

🕐 60 Min

Embrace Allyship in Your Organization

RELATED CLASS TO CONSIDER

🕐 60 Min

Navigate Different Intercultural Conflict Styles

Become an Inclusive Leader

Over the course of this program, participants will develop their action plan for evoking cultural change within their team and organization.

Learners will build the critical behaviors of an inclusive leader: self-awareness, curiosity, cultural intelligence, collaboration, accountability, and advocacy.

Use this program **for people managers** who have **foundational DEIB skills** and are ready to move to more advanced DEIB topics.

Key Skills

Develop awareness of self and systemic challenges

Build inclusivity at work

Advocate for others

CLASS 1

🕐 60 Min

Explore Power, Privilege & Inequity at Work

CLASS 2

🕐 60 Min

Create Culture of Belonging

CLASS 3
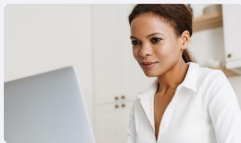
🕐 75 Min

Behaviors Of An Inclusive Leader

IC PROGRAM PAIRING

DEIB Fundamentals ➔

Hone

Class Descriptions

Address Microaggressions on Your Team

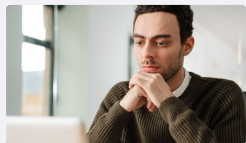Microaggressions may be small in size, but their impact in the workplace is colossal. Designed for all audiences, "Address Microaggressions on Your Team" equips participants with the knowledge and skills needed to recognize and address microaggressions in the workplace. Microaggressions are subtle, often unintentional, behaviors that communicate negative or derogatory messages about a person's identity.

Through a case study of a microaggression incident, participants are challenged to analyze the impact of microaggressions. This prepares them to respond to microaggressions in a way that leads to greater understanding using the PART framework.

Frameworks

Hone's Model of Belonging

Intention vs Impact Model

Exercises

Exercise: understanding intention vs impact

Case study: fostering greater understanding between two of your colleagues

Breakout room: practicing empathy and generosity of interpretation

Skills Learned

Collaborate with your team to foster less exclusion and promote greater inclusion.

Evidence-based strategies for mitigating bias and bridging differences on your team.

Ask Powerful Questions

Not all questions are created equal. The right questions help us make better decisions, build more inclusive workplaces, promote creative ways of thinking, inspire trust, and many other benefits. In this class, we will focus on making intentional choices about the type of question to ask, learn how to sequence questions and change approaches when needed, and use active listening and probing questions to get beneath surface answers.

Frameworks

Anatomy of a Powerful Question

Two High-Level Question Sequences

Exercises

Exercise: The anatomy of a powerful question

Breakout rooms: practice a question sequence to defuse conflict.

Case study: ask questions that build greater trust in your relationships

Skills Learned

How to ask the right questions, at the right times.

Powerful questions to ask when coaching, building relationships, making decisions, innovating, and managing conflict

How to sequence your questions effectively to get the most out of your conversations

Assess Your Customer's Needs

Understanding and fulfilling customer needs is crucial for any business striving for success.

Assess Your Customer's Needs" empowers individual contributors, who directly or indirectly impact customer experience and the delivery of products or services, with essential skills to identify and address customer needs.

In breakout sessions, participants will develop and practice asking questions designed to uncover implicit needs, setting the stage for a comprehensive understanding of customer requirements.

Frameworks

L.A.T (Look, Ask, Try) Framework

Exercises

Group Discussion: Methods to Uncover Customer Needs

Breakout Room: Create Questions to Assess Explicit and Implicit Needs

Individual Reflection: Applying L.A.T

Skills Learned

Recognize the different types of customer needs

Develop questions that help to uncover an individual's implicit needs

Describe how one's actions can informed by identified customer needs

1 x 60 min session
Live online

Attract Top Talent

Top candidates are on the market for an average of 10 days or less, so it's imperative that your interview process is smooth and that you are totally clear on what you're looking for in a new hire.

In this class, you will learn best practices for pre-interview preparation, including how to create an optimal candidate scorecard and how to write inclusive job descriptions. You will also learn how to give every candidate a great experience and leave them excited about working for your company.

Frameworks

Job Scorecard

Exercises

Breakout room: reflect on where the hiring process can break down in your organization

Exercise: design a job scorecard for one of a list of fictional characters

Case study: how would you improve on these job scorecards and job descriptions?

Skills Learned

How to design a job scorecard that spells out the job mission, KPIs, responsibilities, skills, and other keys to success

How to write inclusive job descriptions that get your desired candidates excited to apply

How to set up a manageable interview process that includes the right stakeholders

Behaviors of an Inclusive Leader

This class focuses on activation, accountability, and advocacy. Participants learn the skills and behaviors of inclusive leadership and assess where there are on this continuum.

We'll discuss methods to break down barriers facing people who have historically been unvalued, excluded, and unwelcome in the workplace. Learners will define their vision for advocacy and map powerful next steps they can take to bring about cultural change on their team and within their organization.

Frameworks

Signature Traits of Inclusive Leadership

Levels of Equity Work

Kübler Ross Change Curve

Exercises

Group discussion: Observations from the *Inclusive Leadership Assessment*.

Breakout rooms: Exploration of unsuccessful efforts and lessons learned to carry forward

Skills Learned

How to blend the six traits of inclusive leadership with your personal leadership style

How to lead your team to embed DEI values in their work

How to embrace humility and see failures as an opportunity for growth

How to guide change with storytelling

Break Barriers with Empathetic Leadership

Break Barriers with Empathetic Leadership is designed for leaders who are ready to lean into empathy as a tool for connection, growth, and productivity on their teams. The class introduces the concept of empathy as more than just understanding—it's about actively engaging with team members' emotions and perspectives, even when they differ from one's own experiences.

The class opens with the wheel of emotions, and the benefits and importance of engaging with unpleasant emotions in the workplace. We'll discuss our "innate" capacity for empathy, including how it can drive connection and where it falls short. The class will end with a case study and breakout room where learners discover how to learn about the experiences of others.

Frameworks

Hone's Level of Empathy Model

The Wheel of Emotions

Exercises

Individual Reflection: The Wheel of Emotions

Case Study: Resistance to RTO

Breakout Room: Applying Empathetic Leadership to A Team Challenge or Practice

Skills Learned

Differentiate between empathetic and non-empathetic responses

Use self-reflection as a tool to connect with the experiences of others

Describe ways to increase empathy in an ongoing team situation

Bridge Cultural Differences Across Your Organization

The first step to bridge the culture gap is to acknowledge and appreciate the differences that exist among your team members. This class focuses on cultural intelligence and intercultural competence, which is the link between Diversity and Inclusion. Participants will explore how intersectionality spans across dimensions of diversity through a personal audit.

You will then explore your cultural perspective and bias in responding to cultural differences. Through guided exercises, you will discover your approach to cultural awareness and its impact on team effectiveness.

Frameworks

Levels of Culture

Hofstede's Five Dimensions of Culture

Cultural Bridging

Exercises

Self-assessment: Determine interaction preferences along the continuum of each of the five dimensions of culture.

Breakout rooms: Discuss how to positively leverage preferences to build trust with individuals and groups.

Skills Learned

Identify personal cultural perspective and bias in responding to cultural differences.

Recognize the impact of cultural differences on team effectiveness and address power imbalances on teams.

Explore techniques and inclusive actions for improving communication across cultural barriers.

Build an Agile Culture

In an uncertain business landscape, agility is not a choice – it's the strategic imperative. "Build an Agile Culture" focuses on identifying and removing barriers to agility on your team, starting with yourself as a leader, before exploring how to empower everyone on your team to make decisions, solve problems, and innovate to meet the dynamic needs of customers.

In this session, participants will discuss the characteristics of three leadership mindsets and view associated behaviors through the lens of a case study. You will then dive deeper by conducting an agility audit of your team across six categories, and wrap up by outlining ways to promote agility across teams.

Frameworks

Agile Framework of Leadership

Agile Leadership Model

Exercises

Audit: Identify barriers to agile decision making, problem solving, collaboration, and innovation

Practice: In the case study, how would an agile mindset respond to this new information about the conference?

Breakout Room: Discuss the ways that you or your team can embody a more agile mindset.

Skills Learned

How to adopt an agile mindset and model it for your team

What agility looks like across several key team processes

How to foster an environment of thoughtful risk-taking and experimentation

Build a Thriving Team Culture

A thriving team culture means that employees feel safe in their environment, fulfilled by their work, and empowered to grow. In this workshop, you will learn the six foundational pillars of a flourishing culture which arrive from the field of positive psychology. You will explore strategies and best practices to cultivate more positive emotions and build deeper relationships. This workshop will leave you with actionable next steps to help you begin to build a thriving team culture at work.

Frameworks

Schein Model of Culture

Seligman's Six Pillars of Thriving

Exercises

Deep listening exercise: Schein's model of behavior, values, mindset

Personal audit: Seligman's model of PERMAH (positive emotion, engagement, relationships, meaning, accomplishment, health)

Breakout rooms: PERMAH values exercise

Skills Learned

Learn the six foundational pillars of flourishing culture

Explore impactful strategies for building deeper, more trusting relationships

Actionable steps for implementing a stronger, thriving, and positive team culture

Build High Trust Relationships
All Audiences

Trust is the catalyst for unlocking person and team success. "Build High Trust Relationships" empowers participants, regardless of role or level, to strengthen their relationship skills.

The course utilizes concepts from Stephen Covey's Emotional Bank Account and Charles Green's Trust Equation to illustrate the dynamics of workplace relationships and the impact of individual actions. Through collaborative breakout sessions, participants identify and apply practices for cultivating trust, which are necessary in every workplace environment.

Frameworks

Emotional Bank Account (Franklin Covey)

Trust Equation of Credibility, Reliability, Intimacy (Charles Green)

Exercises

Write your own leader user manual

Breakout rooms: discussion of leader user manual

Case study: relationship currencies

Conduct a relationship audit

Skills Learned

How to measure relationships strength (up, down, laterally, externally)

Understand the emotional bank account and theory of deposits and withdrawals

Cultivate deeper trust using the trust equation

Build High Trust Relationships
For Leaders

As a manager, building trust isn't just a choice; it's the cornerstone of your team's success. "Build High Trust Relationships" equips leaders of all levels to enhance their relationship management skills.

The class utilizes popular concepts like the Emotional Bank Account and Trust Equation to illustrate the dynamics of workplace relationships and how a people leader's actions can impact a team's feelings of trust and belonging. In a case study and collaborative breakout sessions, participants examine their own workplace relationships.

Frameworks

Emotional Bank Account (Franklin Covey)

Trust Equation of Credibility, Reliability, Intimacy (Charles Green)

Exercises

Write your own leader user manual

Breakout rooms: discussion of leader user manual

Case study: relationship currencies

Conduct a relationship audit

Skills Learned

How to measure relationships strength (up, down, laterally, externally)

Understand the emotional bank account and theory of deposits and withdrawals

Cultivate deeper trust using the trust equation

Coach Towards a Goal

The best coaches are like chameleons — they adapt their methods to the unique colors of each situation.

Tailored for managers and individuals eager to elevate coaching proficiency, "Coach Towards a Goal" delves into the coaching spectrum, spanning directive to supportive techniques. Participants learn to select the right approach for diverse situations and apply skills through practical scenarios. Then, we dive into the art of posing intentional questions, examining various follow-up question types and their strategic application.

Frameworks

Powerful Questions Framework

GROW Model

Exercises

Scenarios: Supportive vs Directive Coaching

Breakout rooms: coaching with GROW

Skills Learned

Ask probing questions to move coaching conversations forward

Use supportive and directive coaching tools

Use the GROW Model to lead coaching conversations

Collaborate in a Dynamic Workplace

The modern team is geographically distributed, works across time zones, and navigates constant change. Collaborate in a Dynamic Workplace is designed for individuals that want to show up as highly effective collaborators and help create a culture of open communication on their teams.

This class opens with a reflection on participants' default responses to challenges on their teams, including the stories they create and whether they embrace or avoid communication. Then, we'll share five tools to show up as a highly effective collaborator, including tools to build relationships, create working agreements, reflect on team processes, and lean into strengths.

Frameworks

Ladder of Inference

Share–Ask Tool

Exercises

Breakout Room: Are you avoiding addressing challenges on your team?

Individual Reflection: What stories have you created about challenges on your team?

Case Study: Challenges across time zones

Skills Learned

Identify your default responses to challenges on your team

Recognize when you are creating inferences as opposed to focusing on facts

Describe strategies to facilitate open communication on your team

1 x 60 min session
Live online

Communicate Powerfully Around Change

Communication is the lifeblood of a change initiative, fueling understanding, trust, and momentum toward success. Designed for anyone leading change, this course empowers learners with the knowledge they need to develop a bulletproof change communication strategy.

The class opens with the discussion of the four major goals of change communication - informing, inspiring, understanding reactions, and sustaining change. This is then followed by a deep-dive into each of these goals and practice exercises to enable learners to achieve them while communicating an upcoming change on their teams.

Frameworks

Hone's Elements of Effective Change Communication: Inform, Inspire, Understand, Sustain

Exercises

Breakout Room: Evaluating Change Communication

Individual Reflection: Areas of Uncertainty

Group Discussion: Informing and Inspiring Around Change

Skills Learned

Evaluating effectiveness of change communication across the four goals of change communication

Using the sources of meaning to inspire their team around change

Recognizing the importance of ongoing communication to sustain change on their team

Create a Culture of Belonging

Belonging isn't a checkbox; it's the heartbeat of a high-performing team.

Designed for leaders and individuals looking to increase belonging on their teams, this class delves into key strategies to foster belonging in the workplace. After sharing the neuroscience of belonging, we will explore the difference between belonging and conformity, and how they can look alike on the surface. In breakout rooms, learners will create a plan to apply strategies to build belonging on their teams.

Frameworks

Hone's Model of Belonging

5 Qualities of Belonging (Howard Ross)

Exercises

Exercise: What does belonging feel like?

Individual Reflection: Personal Belonging Audit

Breakout room: envisioning a culture of belonging

Skills Learned

Define belonging and its key components

Identify the current levels of belonging on your team

Apply several strategies to foster belonging on your team

Create Compelling Career Paths

According to research from Hays, a leading recruitment firm based in the UK, 4 out of 5 employees would leave their current roles if a better job offer comes along, and 71% are willing to take a pay cut for their ideal job. To keep your team engaged and retain them for the long run, you can no longer rely on the old model of climbing the corporate ladder.

In this class, you will practice creating career paths that align someone's aspirations and strengths with the needs of the business.

Frameworks

Lateral, Vertical and Cross Functional Career Paths

Framework for Creating Compelling Career Paths

Exercises

Breakout room: creating career pathways

Case study: practice recommending a career path for an entry level employee

Team Audit: select path accelerators for a direct report

Skills Learned

How to create career paths that take into account what options and opportunities exist, what skills are needed to move forward, and what resources are available to help develop those skills

How to facilitate vertical and lateral moves and/or development within a role for your direct reports

Create Effective Presentation Decks

Attention is a limited resource, and your audience only has so much they can devote to your presentation. However, many slide designs end up either distracting your audience from your core message or overwhelming their attention with bullet points and other elements.

In this interactive workshop, you will learn to guide your audience's attention with visuals that support your core message while keeping people focused on you, the presenter.

You'll leave this class with a clear approach for keeping slide designs clear and simple, using white space to help slide elements stand out, varying your visuals to refresh attention, and a host of other techniques.

Frameworks

5 Keys To Effective Presentation Visuals

Connect-Communicate-Convert Framework for Effective Presentation Design

Exercises

Reflection: What is a takeaway you have from these images?

Group reflection: what percentage of the slides in your presentation have bullet points?

Breakout room: share challenges with applying the principles to your own slide deck

Skills Learned

Recognize when and when not to use visuals

Use new ways of presenting information that go beyond bullet points to engage and communicate better

Experiment with the use of space and animations for maximum clarity

Cultivate Executive Presence

A strong executive presence will help you effectively communicate your vision, get buy in around change, and inspire action and perseverance. But contrary to popular belief, executive presence is not some inborn charisma; it's a set of behaviors that anyone can hone.

In this class we will explore ways of cultivating executive presence through the paradigm of head, heart, and gut. This means being able to demonstrate your expertise, speaking with empathy and emotional intelligence, and acting in an authentic way that others can trust in their guts.

Frameworks

Head, Heart, and Gut

Exercises

Case study: How did the executive in the case study use head, heart, and gut to influence their team?

Exercise: Practice persuading other leaders to take up an initiative you care about

Breakout room: Discuss plans for improving each element of executive presence

Skills Learned

How to identify the strengths and weaknesses of your executive presence

How to articulate your vision and ideas clearly and persuasively

How to use your body language to change how you are perceived in the workplace

Delegate Like a Pro

If you want to go fast, go alone. If you want to go far, go with others. Designed for managers, "Delegate Like a Pro" leverages models such as the Eisenhower Matrix to discuss the nuances of delegation and its role in employee growth.

The class begins with a group conversation about what should be delegated, when, and to whom. Equipped with this foundation, participants examine a manager's delegation choices through a case study. In breakout sessions, participants reflect on their own delegation strategies. The course further empowers participants with effective communication strategies for discussing delegation.
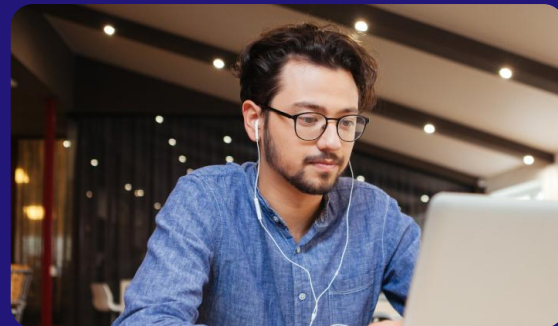
Frameworks

The Eisenhower Matrix

Exercises

Map your daily activities

Prioritize using the Eisenhower Matrix

Breakout rooms: practice delegation

5 steps to make a thoughtful request

Skills Learned

Discover better methods of managing large teams and accomplishing tasks through the delegation framework

Understand and utilize the 5 stages of delegation: pre-work, communication, commitment, results, and accountability

Deliver Powerful Presentations

In the midst of information overload, great presentations simplify and clarify, helping your message stand out and be remembered.

Designed for all audiences, "Deliver Powerful Presentations" opens with a discussion on which presentation skills learners find most challenging. Then, we share high-impact strategies to help learners connect with their audience, get across their ideas effectively, and influence their audience to take a desired action.

With several group discussions and a closing breakout room, learners will practice applying key strategies to a real presentation that they have to deliver at work.

Frameworks

Connect-Communicate-Convert Framework

Exercises

Reflection on how to apply strategies to a previous or upcoming presentation

Case Study: Samantha's presentation design (tailoring to an audience)

Breakout room: share your ideas on how to apply these strategies with a partner

Skills Learned

Understand key strategies to engage your audience during a presentation

Select your core message and organize your presentation around it

Develop a key call to action to inspire action in your audience

1 x 60 min session
Live online

CLASS LIST

Develop Change Agility on Your Team

In today's fast-paced workplace, change is the name of the game. And success often goes to those who roll with the punches.

Develop Change Agility on Your Team is tailored for leaders eager to leverage insights from the psychology of uncertainty to thrive during change. We'll discuss the important role of a growth mindset and change optimism during change, and share practical strategies to shift your mindset over time. We'll also explore ways to apply these strategies to an upcoming change on our teams.

Frameworks

Growth Mindset (Carol Dweck)

Exercises

Breakout Room: What beliefs do you hold about yourself and change?

Group Activity: Reframing Feedback For Growth Mindsets

Individual Reflection: Reframing and Reaffirming Change Beliefs

Skills Learned

Identifying one's current mindset around change and its implications for success during change

Applying growth-mindset reframes to spark perseverance

Seeking evidence to support empowering beliefs

Develop a Differentiated Strategy

The wrong strategy will exhaust your time, energy, and money with nothing to show for it. "Develop a Differentiated Strategy" empowers managers and senior leaders to generate focused strategies, identify the associated risks and assumptions, and mobilize teams to execute. The class begins with a case study of two airlines, one of which has a failing strategy.

You will conduct a SWOT analysis for your team, and use TOWS analysis to create unique strategies. In breakout rooms, you will partner to discuss goals, proposed strategies, and the risks and assumptions associated with your strategy. Through these activities, you will leave class with a strategic plan aligned to your goal.

Frameworks

SWOT Analysis

TOWS Analysis

Exercises

Practice: Conduct a SWOT analysis for your team

Exercise: FInd different ways to combine your team's strengths, weaknesses, opportunities, and threats into unique strategies

Breakout rooms: review each other's strategies and discuss ways of managing shared resources

Skills Learned

How to create a differentiated team strategy using SWOT and TOWS analysis together

How to navigate the tradeoffs of a focused team strategy

How to mobilize people and resources to execute on your strategy

Disrupt Silos With Cross-Functional Collaboration

While some of the greatest innovations come from teams working across multiple functions, research has found that 75% of these teams are dysfunctional.

"Disrupt Silos with Cross-Functional Collaboration" is designed to help individuals develop the mindset and skills they need to succeed in cross-functional collaboration. Through discussions, audits, and case studies, participants uncover practical actions to increase clarity, communication and accountability when working across functions.

Frameworks

A.C.R.O.S.S Framework (Awareness, Communication, Relationships, Objectives, Support, Stakeholders)

Exercises

Group Discussion: Organizational Silos

Case Studies: Cross-Functional Conflict

Breakout Room: Collaboration Audit & Next Steps

Skills Learned

Describe the benefits and challenges of cross-functional collaboration

Explain how the A.C.R.O.S.S framework can be used to facilitate cross-functional collaboration

Identify opportunities for improved cross-functional collaboration in your team and organization

Drive Value Through Customer-Centricity

In today's competitive landscape, a business's success hinges upon its ability to prioritize and cater to the needs of customers.

This class is designed for individuals seeking to enhance their customer-centric approach in their daily role. Throughout the course, we'll navigate three principles of customer-centricity, exploring how it transcends transactional interactions to foster meaningful relationships with clients. Through real-world case studies, group discussion, and reflection, you'll gain practical tools to integrate customer-centric practices into every aspect of your work.

Frameworks

The Principles of Customer-Centricity

Exercises

Individual Reflections On Customer Experience

Case Study: Evaluate A Response to Customer Challenges

Breakout Room: Applying Principles of Customer-Centricity

Skills Learned

Identify various methods to grow your understanding of your customers

Use your knowledge of the customer's perspective to improve their experience

Develop strategies for implementing customer-centric practices in your role to enhance customer value and satisfaction

1 x 60 min session
Live online

Embrace Allyship in Your Organization

What does it mean to be an ally in the workplace? In this class, you will learn best practices to connect depthfully with colleagues of diverse backgrounds, explore what it looks like to "de-center" ourselves and amplify the voices and contributions of our underrepresented colleagues, and explore ways to publicly recognize the abilities and achievements of others on our team and cross-functionally.

You will walk away with strategies you can utilize starting this week to be a more effective ally at work, inspire greater trust in your leadership, and build a more inclusive culture.

Frameworks

Psychological Safety Continuum

Non-Violent Communication

Exercises

Personal reflection: who do you publicly acknowledge and praise at work

Breakout rooms: level 2 and 3 questions that inspire belonging

Case study: what it looks like to de-center oneself in group meetings

Skills Learned

How to ask the right questions, at the right times.

Behaviors aligned to "de-centering" dominant perspectives

How to give behavioral praise and appreciation

Embrace Change with Agility

The discomfort of change is a near-universal experience. While some lean into this discomfort as a catalyst for growth, others struggle and get left behind.

"Embrace Change with Agility" empowers learners with key agility behaviors to conquer resistance and unlock the transformative potential of change.

Guided exercises help learners uncover the roots of their uncertainty and provide targeted strategies to overcome resistance. The final breakout session focuses on crafting a personalized plan to enhance agility in the face of ongoing changes. Participants leave ready to meaningfully participate in organizational change and drive its success.

Frameworks

Growth Mindset (Carol Dweck)

Exercises

Netflix's Big Pivot: Case Study & Discussion

Breakout Room: Examining Reactions to Change

Breakout Room: Applying Agility Behaviors

Skills Learned

Explaining the benefits of agility for individual performance and wellbeing

Identifying the source of one's resistance during times of change

Applying agility behaviors to overcome resistance to change

Elevate Execution Across Project Life Cycles

Designed for new and aspiring Project Managers, Elevate Execution Across Project Lifecycles equips participants with a foundational understanding of the phases of the project lifecycle and what effective leadership looks like at each stage.

We'll open the class with a quick overview of the project lifecycle, key project leadership behaviors, and six best practices of project management. Then, we'll spend time on individual reflections and collective workshopping of ways that participants can integrate effective leadership and best practices in their specific projects.

Frameworks

Project Management Leadership Behaviors (Influence, Trust, Communication)

Five Best Practices of Project Management

Exercises

Group Discussion: What Do Effective Project Managers Do To Drive Success?

Workshop Activity: Applying Leadership Behaviors To Your Current Project

Breakout Room: Navigating Challenges in The Project Lifecycle

Skills Learned

Recognize key tasks to be identified and completed in each phase of a project's life cycle.

Discuss how leadership qualities can enhance each phase of a project's life cycle.

Utilize best practices to ensure successful project completion throughout the project life cycle.

Empower Project Teams for Success

Empowering project teams is essential for achieving project goals and fostering a productive and positive work environment. This class is designed to help individuals who aspire to or are new to leading projects develop the leadership skills that are the key to this empowerment.

In this class, we'll navigate three key leadership behaviors of great project managers. Through group discussion, case study analysis and self-reflection, participants will identify which leadership skills they want to hone and outline the strategies to make it happen.

Frameworks

Three key leadership behaviors proven to empower project teams

Exercises

Group Discussion: Uncovering Our Experiences With Skillfully Managed Projects

Case Studies: Project Management Failures and Pitfalls

Breakout Room: Strategies to Empower and Lead Project Teams

Skills Learned

Summarize how influence, open communication, and trust contribute to project success.

Develop strategies to overcome project management challenges.

Develop skills for leveraging influence without authority, fostering open communication, and building trust within the team.

Evaluate Performance Fairly and Accurately

Per a large Gallup survey, only 29% of of employees strongly agree that the performance reviews they receive are fair and only 26% strongly agree that they are accurate. As a result, few employees view their reviews as inspiration for improvement.

In this class, you will learn to gather information from all relevant stakeholders to get an accurate and holistic picture of performance. In addition, you will learn to sidestep common evaluation biases to ensure fairness and provide a helpful review experience for all employees.

Frameworks

Three steps to a fair and accurate performance evaluation

Common biases and examples

Exercises

Breakout room: reflect on how you can lessen feelings of inaccuracy or unfairness in your performance reviews

Case study: discuss how to evaluate the performance of Layla, an example of a salesperson on your team

Breakout room: identify how bias may play a role in your evaluation practices

Skills Learned

How to make your evaluation accurate by gathering all relevant information

How to make a detailed performance evaluation and explain your reasoning

How to make your evaluation fair by avoiding affinity, confirmation, recency, and other common biases

Explore Power, Privilege, and Inequity at Work

Lack of awareness of power and privilege dynamics in the workplace can stifle growth and erode team morale. "Explore Power, Privilege & Inequity at Work" empowers leaders by examining the relationship between personal identity, power, and privilege and how they intersect to create inequities in the workplace. Through a review of the Cycle of Socialization, leaders can examine the sources of acquired values and attitudes and discuss workplace power dynamics through the lens of intersectionality.

Through these activities, learners will learn how cultural assumptions become learned behaviors, thoughts, and beliefs that shape your implicit bias and influence decision-making across the employee lifecycle. Participants will leave the session with a goal to ensure equity in a policy, practice, or procedure.

Frameworks

Cycles of Socialization

Wheel of Power and Privilege

Exercises

Group discussion: Review how social identities influence workplace interactions.

Breakout rooms: Discuss how socialized messages reward or discourage personal and workplace actions and behaviors.

Skills Learned

Describe how socialization influences personal and cultural identity beliefs in the workplace.

Recognize the general characteristics of structural workplace inequality.

Follow Up on Performance Conversations

After the stress of the performance review process, it can be tempting for both managers and direct reports to "put the meeting behind them". However, the follow up is what gives the entire performance review process meaning. As a manager, it is a chance to show your commitment to helping your direct report grow.

In this interactive workshop, learners will identify a clear approach for developing a follow-up plan after a performance conversation in a way that makes each direct report feel included, motivated, and focused on the future.
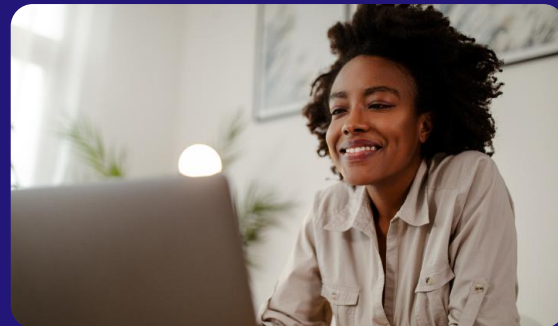
Frameworks

Formula for Performance Review Meetings and Follow-Ups

Exercises

Practice: Identify Reflection Questions And Action Steps For Your Follow-Up; Anticipate And Create A Plan To Address Misalignments

Case Study: Negotiating the Path Forward with Your Direct Report

Breakout Room: Discuss Your Follow-Up Plan And Practice Responding To Pushback

Skills Learned

How to collaborate with your direct report to decide a path forward after a performance conversation

How to use the follow-up as an opportunity for self-reflection and growth in your role as a manager

What to do when you encounter pushback or misalignment in establishing a path forward

Get Feedback That Improves Your Performance

Getting timely feedback is vitally important to doing great work and growing in your career. However, after examining thousands of pieces of feedback across dozens of studies, psychologists found that 33% of the time feedback ends up harming performance. It calls attention to the person instead of the task and thus sparks defensiveness.

In this class, we'll teach learners how to proactively get high-quality feedback by asking the right kinds of questions of the right people. Additionally, we'll share strategies to avoid defensiveness and instead thoughtfully implement feedback in a way that can drive improved performance and career growth.

Frameworks

Goal-based feedback questions

5-step framework for receiving feedback well

Exercises

Application: Identify your feedback A-team

Practice: Ask the right clarifying questions when receiving vague feedback

Breakout room: Discuss how you could have extracted value from a specific piece of feedback that led you to become defensive in the past

Skills Learned

How to put together a feedback A-team whom you can trust to give you helpful feedback

How to ask goal-based questions that lead others to give you concrete suggestions for how to improve

How to receive feedback well and make the most of it – even if it is not delivered in the most helpful way

1 x 60 min session
Live online

CLASS LIST

Give Feedback that Lands

Giving real-time feedback is an essential (and often challenging) part of effective leadership. In this class, we explore the most important factors to consider as you give feedback to ensure that it lands and leads to action. You will learn a powerful 4-step process for giving behavioral feedback and practice giving feedback in small groups with relevant case studies. You will also learn how to invite others to give you honest feedback, and the keys to creating an environment of psychological safety on your team and with peers.

Frameworks

SBI Feedback Model (Center for Creative Leadership)

Nonviolent Communication (Dr. Marshall Rosenberg)

Exercises

Practice each step of the SBIW Model of Giving Feedback.

Case study: giving better feedback to a direct report.

Breakout room: apply to current work challenge and practice giving real-time feedback.

Skills Learned

How to give effective feedback

Acknowledging and validating

Asking open-ended questions

Hone Your Skills

In this class, we explore your strengths and areas for growth as leaders of change, Nearly everyone wants to improve their skills, but study after study reveals that our intuitions about what it takes to improve are often spectacularly wrong. Popular ideas like learning styles, left/right brained people, and 10,000 hours to mastery are actually myths that may be holding back your progress.

In this class, you will learn strategies for how to build your skills, no matter what they are, with the limited time you have each week to focus on self-improvement.
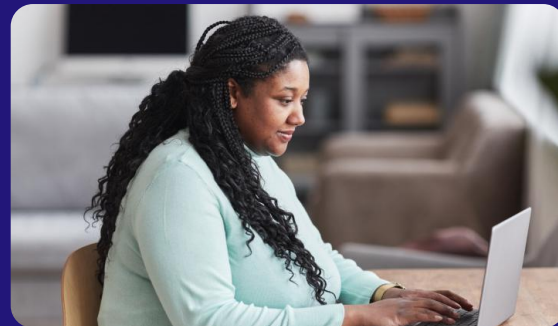
Frameworks

Cognitive Load Theory (Sweller)

Memory-Prediction Framework (Hawkins)

Deliberate Practice (Ericsson)

Exercises

Game: test your learning intuitions

Exercise: break skills down into micro-skills to focus on one at a time

Breakout Room: create a skill improvement plan with your partner

Skills Learned

How to get things to stick in your long term memory

How to get the most "bang for your buck" by practicing deliberately

How to push your skills by studying top performers and being part of a community of practice

Increase Your Self-Awareness and Lead with Impact

Unlock the power of self-awareness to elevate your leadership and enhance team dynamics. In this class, you'll explore the critical role self-awareness plays in effective leadership and team success. Through reflection, self-assessment, and practical exercises, you'll learn to recognize your personal strengths, identify areas for growth, and understand how your emotions and reactions impact those around you. By analyzing specific situations that trigger emotional responses, you'll discover how to manage your reactions more effectively, reducing negative outcomes and fostering a positive team environment.
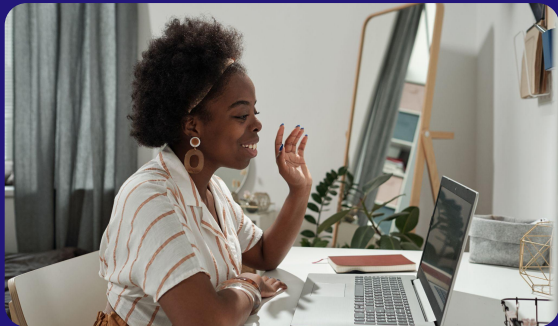
Frameworks

Strategies to Increase Self-Awareness

Exercises

Group Discussion: What do self-aware leaders do?

Case Study: What makes you "react" rather than respond?

Activity: Self-Awareness Audit

Skills Learned

Explain the concept of self-awareness and its importance in effective leadership

Assess your level of self-awareness

Recognize the impact your level of self-awareness has on your team

Create a plan to increase your self-awareness and leverage your strengths to improve your team's success

Influence without Authority

Influence is not a job title – it's a skill. In this transformative class, you will learn a dynamic influence model that places relationship-building, trust, and elevating collective performance at the forefront. With a case study, you'll practice engaging in a discovery process to understand others' pain points and reasoning before attempting to influence them. Then, we'll delve into a range of influence styles, each a powerful tool in your influence arsenal.

The class ends with an opportunity to create an influence plan, leaving you ready to amplify your impact on your team and organization.

Frameworks

Influence Styles Indicator (ISI)

Exercises

Group Discussion: why does our default influence process often fail?

Case Study and Breakout Room: trust-building and discovery in the influence process

Breakout Room: choosing the right influence styles

Skills Learned

Influence others without using rank or formal authority

Lead with curiosity and ask questions before trying to influence others

Select the right influence styles for each situation

Identify Project Roles and Timelines

"Identify Project Roles and Timelines" equips individuals who are new to or aspiring to lead projects with a comprehensive understanding of tools to ensure role clarity and consistent progress in their projects.

Learners will engage in group discussions to deepen their understanding. They will complete a RACI (Responsible, Accountable, Consulted, Informed) chart to clarify team roles and a Gantt chart to visualize project timelines. These tools will help participants determine "what" project tasks are required, "who" is assigned to each task, and "when" those assignments should be fulfilled.

Frameworks

RACI Chart

Gantt Chart

Exercises

Group Activity: Fill in RACI Chart Together

Breakout Room: Creating Role Clarity on an Upcoming Project

Individual Exercise: Fill Out a Gantt Chart

Skills Learned

Recognize the project management lifecycle

Discuss the importance of clarity in project roles and responsibilities

Use project management tools to determine "what" project tasks are, "who" is assigned to each of those tasks, and "when" those assignments should be fulfilled

Identify the Right Conflict Style

According to research done by CPP, US employees spend about 3 hours per week dealing with conflict, resulting in an annual cost of around $359 Billion. Although conflict is inevitable, it does not need to be destructive. It's how you respond to conflict that determines whether the outcome is positive or negative.

In this workshop, you will explore the dual concern model to diagnose any conflict and choose an appropriate response style. Using non–violent communication skills, you will practice leading sensitive conversations and defusing conflict successfully.

Frameworks

Dual Concern Model for conflict management

Coach Approach methodology

Exercises

Exercise: Evaluate workplace conflicts and choose an effective response style

Breakout rooms: Diagnose a conflict and choose an optimal conflict style

Case study: explore micro–aggressions and apply learnings to defuse conflicts preemptively

Skills Learned

Explore the 5 conflict styles, and apply them to different challenging situations

Explore optimal times to move forward with certain conflict styles.

Use a coaching mindset to communicate hidden emotions and needs within conflicts

Lead Compassionate Conversations

Conflict often arises when individuals or groups feel that their viewpoints are not heard or their needs are not valued. High performing leaders are attuned to their people's viewpoints and needs and able to extract the underlying challenges that can simmer beneath the surface if not addressed effectively.

In this class, you will learn a powerful framework for diagnosing the root causes of conflict, and explore how to defuse tense moments with compassion and grace. Together, we'll practice holding compassionate conversations that help build mutual respect and a workplace culture of trust and safety.

Frameworks

Dual Concern Model for conflict management

Non-Violent Communication

Exercises

Exercise: 360 listening exercise to extrapolate underlying causes of conflict

Breakout rooms: practice the 4 powerful steps of non-violent communication

Case study: explore remote challenges with navigating conflict between team members

Skills Learned

Learn how to identify the underlying issues in conflicts

Explore the 4 steps of non-violent communication, and how to assess others' emotions and needs.

Practice making effective requests that defuse tension during conflict.

1 x 60 min session
Live online

Lead Highly Effective 1:1's

Relationship with management is the top factor in employees' job satisfaction. Designed for managers, this class helps you get the most out of your 1:1s. Through discussion, you will identify what you value about your 1:1s and areas of opportunity within them.

You'll learn a framework that makes space for relationship building, wins, frustrations, projects, and feedback. Leveraging this consistent format will help foster psychological safety and performance on your team. In breakout rooms, you will practice discussing wins and frustrations with your direct reports.

Frameworks

Overview of Google's Project Aristotle for keys to high-performing teams

Identifying best practices: timing, frequency, reliability of 1:1s

Hone's 1:1 formula: relationship building, wins, frustrations, projects, feedback

Exercises

Breakout rooms: 1:1 practice including wins and frustrations

Discussion: key implementation steps to setting up effective 1:1s

Discussion: group shares of best practices

Skills Learned

How to ask open-ended questions that deepen the conversation and build trust.

The keys to leading highly-effective 1:1's

Lead Psychologically Safe Teams

As part of Project Aristotle, Google studied hundreds of their internal teams to identify what made them successful. Researchers found one factor that was most critical to making a team work: psychological safety, a shared belief that each person could take risks or make mistakes without fear of being shamed.

Whether leaders are the biggest enablers of — or the biggest barriers to — psychologically safe teams depends in large part on the leadership styles they use in different situations.

In this class, we will focus on four leadership approaches — consultative, supportive, challenging, and authoritative — and when to use each in support of a positive climate where everyone feels comfortable sharing their ideas, asking for help, or challenging the status quo.

Frameworks

Consultative vs. Support vs. Challenging vs. Authoritative Leadership

Exercises

Audit: How psychologically safe is your team?

Practice: Which leadership style is being demonstrated in each of these examples?

Breakout Room: Discuss concrete steps you can take to maintain psychological safety on your team

Skills Learned

How to identify whether your team feels psychologically safe

How to choose the right leadership approach in different situations

How to model behaviors – like holding consistent 1:1s – that lead to a positive climate and psychological safety

1 x 60 min session
Live online

Manage Bias in the Workplace
All Audiences

All of us have unconscious biases that may prevent us from making equitable, inclusive decisions. In this class, you will explore what unconscious bias is and how it manifests in the workplace. You will leave this session with an understanding of: the different types of bias and where they originate from; how biases can influence workplace decisions and interactions; how to recognize bias within yourself and others; and strategies for mitigating bias and making more informed decisions.

Frameworks

Common Cognitive Biases (The Decision Lab)

System 1 and System 2 thinking

Exercises

Breakout Room: Visualizing Bias

Reflection: Interpersonal Decisions That Are Prone to Bias

Breakout Rooms: Engaging Conscious Thinking To Mitigate Bias

Skills Learned

Explore the different types of bias and where they originate from

Engage conscious thinking to prevent biases in high-stakes interpersonal decisions

Manage Hybrid Teams

To build truly successful hybrid organizations that not only attract but also help retain the best talent, employers must equip managers at all levels to build high-performing, cohesive, and inclusive hybrid teams.

In this class, learners will explore strategies to be a more effective leader to their hybrid team across six key areas: relationships, communication, accountability, motivation, fairness, and location strategy. They'll audit their teams across these six areas to identify where they stand, and plan how to lead their team more effectively to address these areas of growth.

Frameworks

Hone's Model To Best Manage Hybrid Teams

Exercises

Breakout Room: Strengths And Challenges of Hybrid Teams

Audit: Rate Your Team From 1-5 Across Six Key Areas

Breakout Room: Identify High-Impact Actions To Take To Build a Successful Hybrid Team

Skills Learned

How to audit your team across six key dimensions to identify your strengths and areas of growth

How to apply high-impact strategies to to increase the success of your hybrid team

How to ensure there is fairness on your hybrid team

1 x 60 min session
Live online

CLASS LIST

Manage Remote Teams

This experiential workshop focuses on how to lead a team of remote employees effectively. We'll explore key strategies to maintain high-trust in your relationships and foster clear team communication. You will leave the workshop with a powerful framework and set of best practices to unlock the performance potential of your remote team and drive innovation, engagement, and project success.

Frameworks

Virtual Distance Framework

Eisenhower Matrix for establishing communication guidelines

Exercises

Audit communication and relationships on your team

Case Study: Accountability on Remote Teams

Breakout Room: present your plan to bridge virtual distance

Skills Learned

How to foster strong relationships on your remote team by creating opportunities for genuine connection

How to strengthen communication on your team to avoid misunderstandings and assumptions

How to solve team challenges by bridging underlying virtual distance

Manage to Your Team's Strengths

A manager's success lies in unleashing the full potential of each team member and turning diverse talents into a symphony of success.

"Manage to Your Team's Strengths" empowers managers with crucial skills to take a strengths-powered approach to their team's goals. In the first section of the class, managers will reflect on how they define strengths and how they might expand this definition to get the best out of their team. Then, they reflect on how they can take individual action to leverage their direct reports' strengths, and also sow the seeds of a strengths-based culture where their team works together to maximize strengths use.

Frameworks

Journey of A Strengths-Powered Team

Exercises

Breakout Room: How do you define strengths?

Strengths-Based Self Reflection: How are you already helping people use their strengths?

Breakout Room: How can you leverage strengths towards a team goal?

Skills Learned

Explain the three components of strengths

Use strengths conversations to effectively uncover people's strengths

Apply strategies to help people apply their strengths, regardless of what their tasks are

Master the Process of Change

Going through change is like navigating through uncharted waters, but a good process can provide a reliable compass and map to guide the way. This class kicks off with a comprehensive examination of the essential steps comprising a successful change process, offering leaders a straightforward formula to effectively prepare for change. This formula includes defining the scope of change, pinpointing both success drivers and potential risks, and establishing clear milestones along the journey.

Leaders are taken through the steps of the formula and given examples and tools at each stage. They learn the areas of impact model, what factors drive change success, what constitutes successful change milestones.

◈ Frameworks

Hone's Formula for Preparing For Change

⚙ Exercises

Group Discussion: Preparing For Change

Individual Reflection: Define The Scope of Change

Breakout Room: Success and Risk Factors

◈ Skills Learned

Identifying which areas of impact are affected by a change

Identifying what one's team needs to learn to adapt to the new/desired state

Creating milestones to measure change progress

Measure Individual Performance

Measuring performance comes with two major pitfalls. FIrst is Goodhart's Law, the idea that "when a measure becomes a target, it ceases to be a good measure." In other words, when people optimize their behavior to achieve a specific target, there may be unintended consequences, like cutting corners, or ignoring other important things outside the target.

Second, since it's easier to keep track of factors like OKRs and KPIs, managers often don't adequately measure values, habits, and other contributions to the team. And when it comes time to do formal performance reviews, managers may be scrambling to get measurements to inform their evaluation. In this class, you will learn to take a continuous measurement approach that creates the right incentives and avoids unintended consequences.

Frameworks

Goodhart's Law

Continuous performance measurement

Exercises

Breakout room: reflect on how your current performance measurement approach may create poor incentives

Exercise: how would you measure performance for these two example roles?

Breakout room: present your measurement worksheet to a partner and get feedback

Skills Learned

How to choose measurements that create the right incentives

How to take a continuous measurement approach and gather data via 1:1s and work tools

How to tailor your measurement approach to each person and their role through the right leading and lagging indicators

Meetings Mastery

There are between 36 and 56 million meetings in the United States alone each day, costing us roughly $1.4 trillion annually. Many of these meetings are unproductive; in fact, "too many meetings" is often cited as the number one cause of productivity loss. In this class, you will learn a research backed, step-by-step approach to diagnose your meeting problems and gain advanced facilitation skills to make meetings more purpose-driven, energizing and efficient.

Frameworks

Hone's model for effectively managing meetings

Responsibility Assignment Matrix (RACI) Model for Assigning Roles

Exercises

Exercise: Identify the purpose and format of sample meetings

Exercise: Create a killer agenda

Breakout Room: Use the RACI Model to determine invitees

Case Study: Recap and assign action items

Skills Learned

Take back the time and productivity often lost to meetings

Utilize a step-by-step approach to enhance the productivity of your meetings.

1 x 60 min session
Live online

Mindfulness at Work

In one study done at Stanford University, 97% of people agreed that multitasking leads to increased efficiency in their day to day lives. The unfortunate truth is that multitasking, or splitting your attention, leads to reduced focus, increased stress, and worse performance.

Though meditation is an excellent technique for training your capacity to pay attention, mindfulness in action is about the steps you can take to be present when you are tempted to multi-task or lose focus at work.

In this class, you will learn and practice techniques for running mindful meetings, listening with an open mind, and focusing in on the most important aspects of your work and your relationships with others.

Frameworks

Diffuse and Narrow Attention

7 Tactics for Mindfulness in Action

Exercises

Group Exercise: Mindful Tasting of a Raisin

Group Discussion: Mindful Meetings

Breakout Room: Reflect on the 7 Tactics

Skills Learned

Noticing and intervening when multitasking

Returning to tasks after a disruption

Using boredom strategically to increase creativity

1 x 60 min session
Live online

CLASS LIST

Mindfulness Fundamentals

The present moment is your ticket to a quieter mind and more intentional choices In a world of endless attention grabbers and distractors, "Mindfulness Fundamentals" empowers individuals across professions and backgrounds with crucial skills to take control of their wellbeing and live with more presence and intention.

In this class, we'll delve into the neuroscience of the mind at rest, unraveling the origins of distractions, anxiety, and intrusive thoughts. We'll discuss how mindfulness helps orient you to the present, and go through a guided sensory meditation to experience this firsthand. Finally, we'll discuss several 'mindful actions' that can help you replace reactive behaviors with intentional actions.

Frameworks

Default Mode Network vs. Task-Positive Network

Concentration Meditation

Exercises

Breakout Room: Reflect On Current Presence and Distractions

Group Exercises: Box Breathing and 5-4-3-2-1 Meditation

Breakout Room: Identify and Discuss a Reactive Behavior

Skills Learned

Quieting the default mode network through various forms of concentration

Shifting focus from the past and the future to the present

Curbing reactive behavior in response to unwanted stimuli

Motivate Anyone to Do Their Best Work

Sustained motivation is at the heart of all high-performing teams. Consider the ways in which motivation is an ingredient in so many central aspects of work - from focus, to productivity, to overall engagement in the workplace. Many companies rely on extrinsic motivators like bonuses, promotions, rules, and punishments to encourage productive behaviors, but these tactics do not create sustained intrinsic motivation.

Frameworks

Herzberg Two-Factor Theory of Motivation

Zone of Proximal Development

Exercises

Breakout room: which hygiene factors can be improved most on your team

Case study: practice motivating an unengaged employee

Exercise: audit your own motivation factors and identify two motivation boosters to amplify them

Skills Learned

How to address de-motivators first to lay the groundwork for positive motivation

How to utilize tools like deadlines, small wins, challenges, and gamification to boost motivation

How to facilitate feelings of achievement through recognition and other factors

Motivate Yourself To Do Your Best Work

Sustained motivation is at the heart of all high-performing teams. Consider the ways in which motivation is an ingredient in so many central aspects of work - from focus, to productivity, to overall engagement in the workplace. Many companies rely on extrinsic motivators like bonuses, promotions, rules, and punishments to encourage productive behaviors, but these tactics do not create sustained intrinsic motivation.

In this class, you will learn to motivate yourself by tapping into our common desire to be self-directed, to improve, and to do meaningful work.

Frameworks

Three Elements of Motivation: Mastery, Autonomy, and Purpose

Zone of Proximal Development

Exercises

Audit your role for mastery, autonomy, and purpose

Breakout Room: How to increase intrinsic motivation

Breakout Room: Which motivation factors work for you most?

Skills Learned

How to use mastery, purpose, and autonomy to drive intrinsic motivation

How to utilize tools like challenges, deadlines and events, self-rewards, and recharging to boost motivation

Navigate Different Intercultural Conflict Styles

Conflict is an opportunity to bridge divides. "Navigate Different Intercultural Conflict Styles" focuses on conflict resolution, collaboration. This class equips all audiences with the tools to examine conflict as an opportunity to understand and unite different viewpoints and values to fuel change in the workplace. Participants will uncover their preferred conflict style and learn how unconscious bias and group dynamics impact disagreement, especially with a lens toward their current team and organization.

Leveraging the Intercultural Conflict Style Inventory (ICS), learners will identify their preferred approach or style for communicating and resolving conflict The class discussion explores how to apply bridging techniques to identify desired outcomes, brainstorm solutions for successful resolution, and gain alignment.

Frameworks

In-group/out-group Bias

Intercultural Conflict Style Inventory (ICS)

Exercises

Pre- and Post-Class Work (strongly recommended)

Group discussion: Explore conflict styles that are valued in the workplace..

Breakout rooms: Discuss the case studies to determine barriers to collaboration and how to respond when conflict perpetrates harm on others.

Skills Learned

Describe the role culture plays in voicing disagreement and conveying emotion.

Explore connection between power, privilege, conflict.

Discuss techniques for addressing conflict and power imbalances.

Generate actions to bridge across different conflict resolution styles.

1 x 60 min session
Live online

CLASS LIST

Navigate Difficult Feedback Conversations

Navigate Difficult Feedback Conversations is designed to help participants who have a foundational understanding of how to deliver feedback become more effective in handling difficult reactions such as defensiveness, anger, blame, and withdrawal. The class begins by exploring why feedback conversations feel challenging, including insights from research on social acceptance and emotional triggers.

With interactive case studies and real-world scenarios, participants will have an opportunity to practice navigating emotions in feedback conversations, preparing them to do the same on their teams.

Frameworks

Types of triggers in feedback conversations

Non-Violent Communication

Exercises

Case Study: Triggers in Feedback Conversations

Reflection: How to Avoid Triggers

Breakout Room: Brainstorm How To Manage Emotions

Case Study: Apply Strategies to Manage Emotions

Skills Learned

Describe strategies to avoid truth, identity, and relationship triggers in feedback conversations

Generate ideas to respond to emotions in feedback conversations

List the steps to effectively close out feedback conversations

Overcome Resistance to Change

One of the top reasons change initiatives fail is because of employee resistance. So how can you break past these barriers?

Designed for anyone leading change, this class helps learners understand the nature of resistance, both active and passive, and the emotions it entails.

Participants devise ways to involve people in change to get buy in, including how to enlist and empower change champions. They also learn about the common pitfalls of responding to change via a case study, and identify these in their own experiences.

Frameworks

Types of Reactions to Change

Kübler–Ross Change Curve

Pitfalls of Responding to Resistance

Exercises

Group Discussion: How did resistance show up on your team?

Case Study: Identify Pitfalls

Breakout Room: Pitfalls to Avoid

Skills Learned

Explaining the spectrum of change reactions

Generating ways to spark commitment by involving your team in change

Recognizing common pitfalls of responding to emotion-driven resistance

1 x 60 min session
Live online

Own Your Day

With 41% of the average work day spent on unimportant tasks and 77% of employees having experienced burnout at their current job, it is clear that we need to shift the way we approach work.

This class will teach learners how to effectively manage energy – their most valuable resource at work. Learners will discover how to harness key biological cycles to do the right work at the right time. They'll also learn how to increase their productivity by leaning into the renewable nature of energy and building in meaningful restoration breaks throughout the work day. Participants will leave this class with an understanding of how to maximize, optimize, and sustain their energy to unlock their potential at work.

Frameworks

Three Principles of Energy Management (Maximize, Optimize, Sustain)

Exercises

Breakout Room: Turning Energy Maximizing Actions Into Habits

Individual Reflection: Plan Your Focus Block

Breakout Room: How will you sustain your energy in the short-term and long-term?

Skills Learned

Maximizing energy available by using habit-forming strategies

Using deep focus blocks to direct energy to high-impact tasks

Sustaining energy by building restoration into the work day

Personalize Motivation to Your Team

People are energized by different tasks, have different growth path expectations, prefer different levels or kinds of responsibility, and like to be recognized in different ways, all of which add up to different feelings of and triggers for achievement.

In this interactive class, you will learn to identify which specific motivation tactics work best for each individual, and how to vary the tactics to keep motivation fresh.

⬡ Frameworks

Herzberg Two-Factor Theory of Motivation

Zone of Proximal Development

⚙ Exercises

Breakout room: which hygiene factors can be improved most on your team

Case Study: personalize motivation to a direct report on your team

Group Discussion: how to best inspire action AND empower people to balance life–work responsibilities

🎖 Skills Learned

Learn the seven motivation boosters (including deadlines and events, gamification and rewards)

Explore how best to use each booster to avoid unintended negative consequences

Evaluate which boosters work best for which people

Prepare for Your Performance Review

Most employees, even those who feel confident in their performance, tend to feel some stress and anxiety about the performance review process. Unfortunately, this can prevent them from fully experiencing the opportunity for deep growth and actionable self-reflection that the review process offers.

In this class, we'll teach learners to prepare for their review so that they can confidently put their best foot forward. We will focus on how to effectively communicate successes and areas for improvement, and how to develop an action plan for the next review period. Participants will get the opportunity to practice and gain confidence in articulating their performance to their managers, as well as learn strategies for reducing stress and anxiety.

Frameworks

Formula for Performance Review Meetings and Follow-Ups

Exercises

Application: List out accomplishments from the most recent performance period and reflect on which members of your team can fill in the gaps

Practice: Role play describing strengths and areas for improvement in a review setting

Breakout Room: Discuss strategies for reducing stress and anxiety

Skills Learned

How to communicate successes and strengths

How to frame areas of improvement as opportunities for growth

How to develop an action plan for the next review period

Prioritize the Right Work

According to the Pareto Principle, 20% of the work we do leads to 80% of the output towards our goals. "Prioritize The Right Work" equips anyone on your team with tools to cut through the noise and pinpoint the initiatives that truly matter.

The class opens with an exploration of why people spend a majority of their efforts on low-impact tasks. Then, with your peers, you'll practice using our interactive prioritization matrix and reflect on what 'prioritization factors' matter most to your team. The class ends with a breakout room where you will reflect on your experience using the scoring matrix tool and how you might apply it on your team moving forward.

⬡ Frameworks

The Scoring Matrix

The Task Prioritization Method

⚙ Exercises

Breakout Rooms: Prioritizing The Right Tasks

Breakout Room: Discovering Prioritization Factors

Group Discussion: Communicating Priorities Cross-Functionally

🎖 Skills Learned

How to avoid "almost right" priorities and focus on the right things

How to map your priorities to a SMART goal and rank them by your chosen factors

How to schedule, assign, and communicate your priorities clearly to all stakeholders

Ramp Up New Hires

In this class, you will learn a repeatable process for scalably ramping up new hires in their first few months on the job. You will practice how to utilize an initial job scorecard to create milestones in the first few months, and learn how to accelerate learning through scaffolded experiences, shadowing, and structured feedback rounds. You will leave with key skills to ensure that by the end of 90 days all new hires are doing impactful work, have been placed on a career path, have a measure of autonomy at work, and are being recognized for their progress.
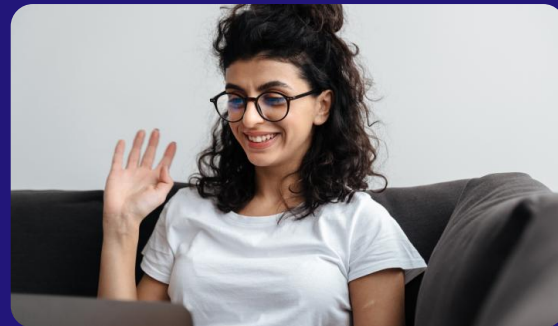
Frameworks

Hone Job Scorecard

Pedal Model

GROW Model

Exercises

Breakout room: tying job scorecards to employee milestones

Exercise: create a 90-day roadmap for a new employee

Case study: review a new hires onboarding processes and analyze what went well and what could be improved

Skills Learned

How to utilize an initial job scorecard to create employee milestones

How to accelerate learning through scaffolded experiences and structured feedback rounds

How to create a successful 90 day plan for new employees

Run Effective Interviews

As an interviewer, your top intention is to answer: How successful would this person be at achieving the expectations and goals of this position? In this class, you will learn two different but complementary behavioral interview techniques to confidently answer that all-important question.

Practice is key here, so we include role-playing exercises that help you quickly apply what you are learning.

Frameworks

CAR Model

TRUCK Model

Exercises

Breakout room: ask probing CAR questions to identify actions and results

Exercise: What behavioral questions would you ask when interviewing a candidate for this engineering role?

Case study: review a candidate's prior experience and make an overall recommendation

Skills Learned

How to use the CAR framework for behavioral interviewing and to determine technical knowhow

How to use the TRUCK framework to identify career patterns, values, and red flags

How to present your feedback in an executive summary scorecard

Run Effective Performance Review Meetings

Most managers approach performance reviews with the best intentions, but too often formal year-end or biannual reviews are the cause of major anxiety, work disruptions, and ultimately, demotivation.

In this class, you will learn to work through the natural discomfort that can accompany a performance review meeting by breaking it down into parts: a presentation that provides data and reasoning to justify your review, and a conversation that helps your direct report process their emotions and move forward into the next performance period.

Frameworks

Formula for effective performance review meetings

Exercises

Breakout room: reflect on the presentation and conversation portions of the performance review meeting

Group practice: how would you approach the review conversation with this example employee?

Breakout room: discuss the specific defensive or difficult reactions you may encounter in your next round of performance review meetings

Skills Learned

How to structure your performance review meeting

How to summarize strengths and areas for improvement along with your overall rating

What to do when you encounter defensive or difficult reactions

Set Better OKRs

"Ideas are easy. Execution is everything." –John Doerr. In this class designed for leaders, you will learn to create team objectives that support organizational goals and design key results that are specific, measurable, achievable, relevant, and time–bound (SMART).

The class begins with an examination of the OKR structure and the OKR cascade, a widely–used method of aligning objectives across organizations. Through self–reflection, interactions and a partner exercise, you will design "SMART" key results that will help your team meet their objectives. Finally you will identify strategies to help motivate your team to take accountability for their success and celebrate their wins.

Frameworks

SMARTER goals

Objectives and Key Results (OKRs)

Exercises

Exercise: Turn each of these examples into a SMARTER goal + OKR

Case Study: Which goals and priorities would you set? What roadmapping approach would you take?

Breakout rooms: Discuss your strategic goal and plan with your partner

Skills Learned

Set SMARTER goals and develop inspiring OKRs

Choose the right roadmapping approach and level of specificity

Update your goal and plan when circumstances change

Set Powerful Goals

There is strong scientific support for the idea that setting goals leads to better performance and better well-being. However, not all goals are created equal. The right goals can help you be more persistent, motivated, focused, and resourceful. However, the wrong goals can leave you demotivated, overwhelmed, or wanting to take the easy way out.

In this hands-on class, we'll present research on what makes a powerful goal and guide learners in setting real goals for themselves at work. They'll have a chance to get feedback on their goals and apply strategies to increase the likelihood of achieving them.

Frameworks

SMART or TRAMS goals

Exercises

Breakout Room: Setting Time-Bound, Relevant Goals

Individual Activity: Set A Powerful Goal Using the TRAMS Goal Worksheet

Skills Learned

How to set TRAMS (time-bound, relevant, attainable, measurable, specific) goals

How to increase the likelihood that you will achieve your goals by making them more visible

Strategic Decision-Making

Making decisions without a clear process invites biases, personal agendas, groupthink, and analysis paralysis to control your choices. Designed for individuals making formal strategic decisions in their organizations, "Strategic Decision-Making" empowers learners with a structured approach to create three conditions for decision-making success: a clear rationale, pre-established criteria and inputs, and stakeholder role-clarity.

For each condition, we'll offer key tools to make implementation seamless for upcoming decisions on learners' teams. These tools include a clear rationale checklist, a list of questions to establish decision-making criteria, and the RIDE framework for stakeholder involvement.

Frameworks

5 Elements of a Clear Decision-Making Rationale

"Ask-Brainstorm-Deliberate" – A Process For Establishing Decision-Making Criteria

RIDE Framework for Collaborative Decision-Making

Exercises

Individual Reflection: Evaluating the quality of a rationale for a failed decision

Group Practice: Establishing criteria to decide whether to update menu items

Breakout Room: Applying the conditions for success to a past decision

Skills Learned

Evaluate your team's rationale for decision making against five key elements

Apply a list of questions to establish criteria and inputs before making strategic decisions

Describe different ways of involving people in the decision-making process, and assess the best way to involve someone

1 x 60 min session
Live online

Strengthen Your Leadership with Relationship Management

Most leadership challenges aren't strategy problems—they're relationship problems. Grounded in emotional intelligence, this class explores three key behaviors that drive strong work relationships: building trust, demonstrating empathy, and communicating effectively.

The class begins by defining relationship management and why it matters for performance, morale, and retention. Leaders will then engage in guided self-reflection using an assessment tool to evaluate their current relationship management habits. Through group discussions, real-life application exercises, and peer coaching breakouts, participants will identify relationship patterns, uncover opportunities to improve, and commit to specific actions.

Frameworks

Emotional Intelligence Model

Three Key Behaviors of Relationship Management

Exercises

Individual Reflection – Self-assessment of how well learners demonstrate each behavior.

Relationship Management Self-Audit – Action-based checklist for building trust, demonstrating empathy, and communicating effectively.

Breakout Room Exercise – Pairs reflect on a real relationship they want to improve and give each other feedback.

Skills Learned

Showing empathy to others who are affected by change

Proactively seeking perspectives from team members with diverse backgrounds

Fostering a blame-free culture where people feel safe to take risks

Take Control Of Your Career Path

"Take Control of Your Career Path " is designed for individuals that are ready to get behind the driver's seat of their own career growth and embark on a professional journey with confidence and purpose.

In this interactive session, participants will evaluate typical career paths and define what "career growth" means to them. Then, they'll identify internal and external barriers to their vision for career growth. Finally, they'll work with others in the class to identify "path accelerators" to improve their skills and fuel their development.

Frameworks

The Career Lattice Model

Exercises

Breakout Room: Generate a Career Experiment

Case Study: Overcome Barriers to Career Growth

Breakout Room: Select Path Accelerators For Your Growth

Skills Learned

Generate ideas for career experiments

Identify internal and external barriers to career growth

Describe how path accelerators can be used to drive ongoing growth

The Coach Approach

Getting to your destination isn't just about steering the ship; it's about coaching the crew around you.

"The Coach Approach" serves as a guide for managers or individuals seeking to enhance their coaching skills. Participants are familiarized with three key pillars of coaching - active listening, acknowledging and validating, and asking open-ended questions. Learners are then taught the GROW Coaching Model to tie these pillars together. Practical application of these skills is emphasized through interactive breakout room sessions.

Frameworks

The Coaching Approach

Three Levels of Listening (Co-Active Training Institute)

GROW Model (Whitmore, Alexander, Fine)

Exercises

Breakout rooms: coaching with powerful questions

Skills Learned

360 listening skills

Ask powerful, open-ended questions

Use the GROW model to lead coaching conversations

Transform Customer Insights Into Action

Customer insights hold immense potential, but often teams get stuck collecting endless feedback without knowing how to act on it. Transform Customer Insights into Action is designed to introduce customer-facing professionals to methods of transforming customer insights into action.

The session opens with a structured approach to evaluating insights for impact. Then, through case studies and interactive exercises, participants will experience firsthand how the same insight can lead to a range of actions, each with different potential impacts and levels of effort. Breakout discussions will further explore the challenges of applying insights across teams and prioritize actions to align with organizational goals.

Frameworks

Framework for evaluating whether a customer insight is ready for action

Must haves, satisfiers, and delighters

Exercises

Case Study: How IKEA Transformed an Insight Into Action

Group Activity: Evaluate Whether This Insight is Ready For Action

Breakout Room: Converting Actions to Insights in Your Role

Skills Learned

Apply a framework to evaluate customer insights

Generate actions to apply insights in their role

Describe how to transfer insights to the right decision-makers

Transform Conflict into Collaboration

When we encounter conflict, our brains flood with adrenaline and cortisol, plunging us into flight or fight mode. Designed for managers and individual contributors, "Transform Conflict In Collaboration" will follow a step-by-step process to constructively manage conflict and de-escalate larger challenges lying beneath the surface.

The class begins with an overview of the five conflict styles and creates space for you to reflect on your own response to conflict. This sets the stage for deeper engagement in role-plays and case studies, in which you will practice de-escalating conflict using the Dual Concern Model and the Islands Work approach.

Frameworks

Dual Concern Model for conflict management

Organizational-Relationships System Coaching "Lands Work" Framework

Exercises

Breakout rooms: discuss personal conflict styles

Role play: partner work on "my island" vs. "your island"

Case study: collaborating on a new product launch

Skills Learned

Step-by-step process to manage conflict and de-escalate challenges

Improved communication skills for conflict resolution

Unleash Your Problem–Solving Power

In this class, learners explore the critical role problem-solving plays in day-to-day operations, from addressing small challenges to tackling larger organizational issues. Through reflection, brainstorming, and practical exercises, they'll learn to identify the root cause of problems, assess their significance, and communicate them clearly to foster a shared understanding among their teams. By examining both creative and analytical solutions, you'll ensure the strategies you develop are not only effective but sustainable.

Whether they're an individual contributor or a leader of teams, this class will equip participants with a structured approach to problem-solving that empowers them to make smarter decisions and drive impactful change.

⬡ Frameworks

Double Diamond Design Process Model

⚙ Exercises

Group Activity: Brainstorm Issues Or Causes

Group Activity: Brainstorm Possible Solutions

Breakout Room: Applying The Double-Diamond Model

🎖 Skills Learned

Reflect on conflicts or challenges to identify the root problem

State the root problem clearly to foster shared understanding among stakeholders

Examine potential solutions through both creative and analytical approaches

Formulate a targeted solution that directly resolves the core problem

Uplevel Your Interpersonal Communication

Research shows poor communication costs organizations $62.4 million annually.

In this interactive session, participants begin by exploring what happens in the brain during effective communication. Through a combination of engaging discussions, hands-on activities, and real-time feedback, they learn to listen deeply and adapt their communication style to various audiences. The class culminates in practical exercises where they can apply what they learned and receive personalized feedback.

Frameworks

Communication Style Spectrums

Exercises

Breakout room: Exploring My Communication Style

Case Studies: Bridging Communication Styles

Breakout Room: Initiating Open Conversations Around Communication Styles

Skills Learned

Explain common communication style differences and how to identify them on your team

Describe ways to bridge communication styles to drive alignment

Generate communication agreements to facilitate collaboration across communication styles

Utilize Your Strengths

Of the almost 2 million employees polled by Gallup across over 100 organizations around the world, only 20% said that they get to play to their strengths at work each day. That means the vast majority of employees are missing out on the work that most energizes them and that produces their best results.

In this class, you will learn to identify your strengths, utilize your strengths in your day to day work, and grow your strengths over time.

Frameworks

Strength-Based Self-Management

VIA Inventory of Strengths

Exercises

Breakout Room: strengths-spotting

Self-reflection: planning to use your strengths in your role

Breakout room: how to appreciate and support the strengths of others

Skills Learned

How to use various techniques to identify your strengths beyond surface answers like "I enjoy solving problems."

How to utilize and grow your strengths both in your day to day work and at key moments throughout the year

Utilize Your Strengths
Team Version

Research shows that employees who play to their strengths at work are happier and more productive.

In this special team version of our Utilize Your Strengths course, learners will engage with their work teams to discover not only their own strengths, but the strengths of those they work most closely with. They'll leave ready to utilize strengths in their day to day work, and support and hold team members accountable as they do the same.

Frameworks

Strength-Based Self-Management

VIA Inventory of Strengths

Exercises

Breakout Room: strengths-spotting with a team member

Self-reflection: planning to use your strengths in your role

Breakout room: how to amplify your team's strengths while collaborating

Skills Learned

How to use various techniques to identify your strengths beyond surface answers like "I enjoy solving problems."

How to utilize and grow your strengths both in your day to day work and at key moments throughout the year

How to appreciate and support the strengths of your team members

Hone

Group Coaching Single Sessions

Group Coaching Single Sessions

Single Session Group Coaching brings live coaching to a small group setting to help individuals work through professional challenges when they need it most.

Perfect for: Single-session Group Coaching is appropriate for Individual Contributors or Managers who want to grow as professionals.

Format

→ **Single Session**　60 MINS
Participants are asked to come prepared with an objective.

→ **Meaningful Discussions**
Participants connect with their peers in open-ended discussions, exchange insights, strategies, and best practices that can elevate performance.

→ **Observe Real World Coaching**
Participants witness first-hand how the Coach helps their peers tackle similar challenges. They will gain invaluable insights by observing the coaching process and learning from the experiences of others.

Learning Outcomes

→ **Grow self-awareness** via live coaching, peer observation, & reflection

→ **Drive individual + team performance** by removing obstacles and taking intentional action

→ **Learn how to apply key coaching skills** (eg. GROW model, open-ended questions) to be a better coach for your team

Group Coaching Single Sessions

Group Coaching single sessions are flexible, one-time sessions designed to deep dive into one topic. Participants will explore their personal objectives, challenges, and obstacles. They will be challenged to self-reflect and change by exploring new perspectives.

The coach meets participants on their journey, and finds ways to customize the conversation to meet their needs. At the end of each session, participants make a commitment to action.

- **Live, virtual group coaching** to grow self awareness and drive performance
- **1-1 opportunities** to develop insights and transform behavior
- **Post-class commitments** to drive application and behavior change
- **Individual Contributor or Manager-focused sessions**
- **Deep dive on standalone topic**

TOPIC-SPECIFIC OPTIONS

Group Coaching
🕐 60 Min
Navigating Feedback

Group Coaching
🕐 60 Min
Delegation

Group Coaching
🕐 60 Min
Effective Communication

Group Coaching
🕐 60 Min
Navigating Change

Group Coaching
🕐 60 Min
Open Session – Flexible Topics

Hone

Practice
Labs

Practice Labs

Practice Labs are reinforcement sessions that empower learners to apply class skills to real-world scenarios.

Perfect for: ICs and New Managers who will practice and apply class skills to their real professional experiences.

→ Quickly review class lesson then spend 90% of the time **applying to real-world scenarios**

→ Ideal for **ICs and new managers** who are ready to apply skills

→ Practice Labs that align with our **core classes**

↩ CLASS LIST

PRACTICE LAB

The Coach Approach

PRACTICE LAB

Build a Thriving Team Culture

PRACTICE LAB

Manage Bias in the Workplace

PRACTICE LAB

Communicate Powerfully Around Change

PRACTICE LAB

Manage To Your Team's Strengths

PRACTICE LAB

Set Better OKRs

PRACTICE LAB

Explore Power, Privilege & Inequity at Work

Address Microaggressions on Your Team

In this session, you will practice responding to microaggressions as each of three key roles: the recipient, the bystander, and the microaggressor. We will discuss the challenges of responding in each of these roles, and apply the PART framework to navigate these challenges across several examples of microaggressions.

Frameworks

Intention vs Impact Model

PART (Pause–Assess–Reflect–Take Action) Framework

Exercises

Guided role-play: "Best one for the Role"

Jigsaw breakout rooms: "put yourself in their shoes" case study

Group discussion: how to be an agent of change?

Skills Learned

Describe the negative impact of microaggressions in the workplace

Apply the PART framework to respond to a microaggression as a bystander, recipient, and microaggressor

Build a Thriving Team Culture

In this practice lab, learners will apply a positive psychology-based framework – The PERMAH Model – to build thriving, resilient teams. Managers will apply this framework to real-life case studies and situations facing their own teams.

They'll learn how to drive values, mindsets, and behaviors that support a healthy culture where everyone can do their best work. We'll spend time at the end of the class discussing and providing support around culture-related challenges learners are facing on their teams.

⬡ Frameworks

Schein Model of Culture

Seligman's Six Pillars of Thriving

⚙ Exercises

Case Study: Maintaining Team Culture During Organizational Change

Individual Reflection: Challenges with Culture Change on Your Team

Breakout Room: Peer Coaching on Building a Thriving Team Culture

⬥ Skills Learned

Identifying The Right Values To Focus On To Preserve Team Culture During Organizational Change

Applying PERMAH Mindsets And Behaviors On Your Team To Enhance Team Culture

1 x 60 min session
Live online

Build High Trust Relationships
All Audiences

In this practice lab, we will review the trust equation and continue to reflect on how to build credibility, reliability, and intimacy to strengthen work relationships. Participants will practice applying the trust equation to increasingly challenging scenarios and leave the session ready to use trust-building to level up their own collaborative relationships.

Frameworks

Emotional Bank Account (Franklin Covey)

Trust Equation of Credibility, Reliability, Intimacy (Charles Green)

Exercises

Breakout rooms: what steps would you take to increase the trustworthiness of this relationship?

Coach your partner to identify trust gaps in one important work relationship and brainstorm actions to address them using the trust equation

Skills Learned

How to measure relationships strength (up, down, laterally, externally)

Understand the emotional bank account and theory of deposits and withdrawals

Cultivate deeper trust using the trust equation

Coach Towards a Goal

In this practice lab, we address a key challenge faced by managers in the role of a coach: striking a balance between leading direct reports and giving them autonomy.

After some self-reflection and practice coaching, learners will be able to adapt their coaching style based on context and more effectively coach direct reports towards their goals.

Frameworks

Supportive vs Directive Coaching Spectrum

GROW Coaching Model

Exercises

Group Activity & Breakout Room: experiment with supportive and directive coaching

Individual Reflection: where on the coaching spectrum do you show up?

Skills Learned

How to use supportive and directive coaching

How to decide whether to take a supportive or directive approach to coaching

Create Compelling Career Paths

In 2021, 47.8 million Americans quit their jobs, making it the highest year on record. Of these people, 63% cited a lack of opportunities for advancement as a reason to quit.

In this class, learners will practice leading career conversations and asking meaningful probing questions that help them understand their direct reports' goals. Then they'll identify the most suitable path accelerators to help them move towards these goals and set them up for long-term success at your organization.

Frameworks

Lateral, Vertical and Cross Functional Career Paths

Exercises

Breakout Room: Practicing The Initial Career Conversation

Breakout Room: Types of Career Moves and Path Accelerators

Skills Learned

How to run an effective initial career conversation

How to facilitate vertical and lateral moves and/or development within a role for your direct reports

Delegate Like a Pro

In this class, we practice the steps of effective growth-based delegation, all the way from selecting tasks that lead to growth to thoughtfully communicating them to your direct reports. We'll also address what to do when you face resistance while delegating a task.

Learners will leave prepared to use delegation to drive growth and communicate delegation requests in a way that drives motivation on your team.
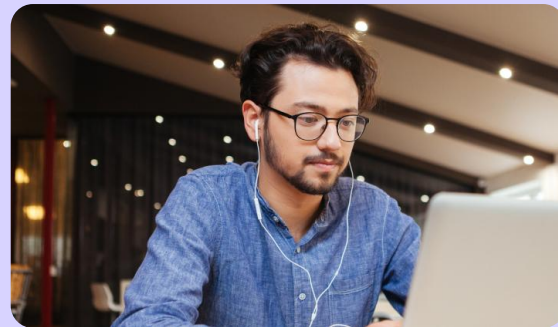
Frameworks

Eisenhower Matrix (Hone Version)

The Stretch Zone

The Thoughtful Request

Exercises

Breakout Room: uncover your partner's stretch zone

Case Study: applying the thoughtful request

Breakout Room: practice making a thoughtful request

Skills Learned

How to decide which tasks to delegate to someone to help them grow

How to effectively communicate when using growth-based delegation

How to address resistance when delegating to your direct reports

1 x 60 min session
Live online

Evaluate Performance Fairly and Accurately

In the core class on evaluating performance, we equip learners with a three-step framework to make performance evaluations more impactful, fair, and accurate. In this practice session, we'll review this framework and core concepts introduced in the first class.

Learners will practice applying these frameworks and drafting real performance review responses. By working with others in the class to apply these concepts, they strengthen their skills and identify where more practice is needed. At the end, they'll leave with the support and confidence to apply what they've learned and evaluate their direct reports' performance in a way that leaves them motivated and focused on next steps.
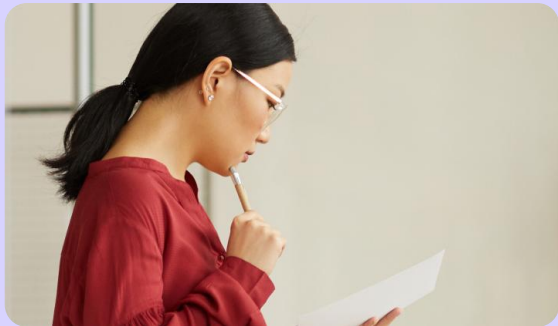
Frameworks

Three steps to a fair and accurate performance evaluation

Common biases and examples

Exercises

Thought Experiment: where do you go for information about your team's performance?

Breakout Room: draft a response to a performance review question and get feedback from your group

Peer Coaching: how can you make performance evaluations more fair?

Skills Learned

How to make your evaluation accurate by gathering all relevant information

How to make a detailed performance evaluation and explain your reasoning

How to make your evaluation fair by avoiding affinity, confirmation, recency, and other common biases

Give Feedback that Lands

Receiving effective feedback is the key to an individual's growth. It enhances performance and strengthens relationships within teams. In our core class on giving feedback, participants explored the most important factors to consider before, during, and after giving feedback to ensure that it lands and leads to action. They learned how to give equitable feedback and how to use Hone's framework for actionable feedback.

In this practice lab, participants will apply these concepts to a case study and workshop a real-life feedback example. They will also have a chance to share their feedback example with peers in a breakout room.

Frameworks

SBI Feedback Model (Center for Creative Leadership)

Exercises

Practice navigating difficult reactions to feedback (mini case study)

Breakout Rooms: give and receive feedback on a real-life situation you are facing

Peer Support: Giving feedback

Skills Learned

How to give effective feedback

Navigating difficult reactions to feedback

Giving clear, consistent, and equitable feedback

1 x 60 min session
Live online

Lead Highly Effective 1:1s

Regular 1:1s between managers and direct reports drive engagement and productivity, and reduce voluntary turnover. This practice lab will help learners apply Hone's formula for highly effective 1:1s so they can experience these benefits (and more!) on their teams.

We'll focus on reframing 1:1s as an opportunity to learn about one's direct reports and their experiences, and then show leaders how to apply this information to delegate, coach, and motivate more effectively. Managers will leave this class feeling empowered to lead more depthful 1:1 conversations and build stronger relationships with their team.

⬡ Frameworks

Hone's Formula for Highly Effective 1:1s

⚙ Exercises

Individual Reflection: How To Lead More Depthful Discussions on Wins & Frustrations

Breakout Room: Using Wins & Frustrations to Gain Information About Your Direct Reports

Breakout Room: Peer Support to Navigate 1:1 Challenges

🎖 Skills Learned

How To Apply Hone's Formula for Effective 1:1s

How to Use Wins & Frustrations to Gain Information That Allows You To Be a Better Manager to Your Team

How to Navigate Common Challenges Faced During 1:1s

1 x 60 min session
Live online

Manage Bias In the Workplace

All Audiences

In this session, we will discuss and apply two key strategies for managing bias in the workplace. First, we'll practice applying a key framework for examining one's assumptions. Then, we will explore the complexities of justifying one's decisions at work and reflect on how we can create a healthy culture of accountability on our teams.

Frameworks

Common Cognitive Biases (The Decision Lab)

System 1 and System 2 thinking

Exercises

Group Discussion: Why is it important to manage bias in decision making?

Breakout Room: Managing Bias Across Various Work Situations

Peer Coaching To Manage Similarity Bias

Skills Learned

- How to engage conscious thinking to prevent biases in high-stakes interpersonal decisions
- How to manage the impact of similarity bias on one's network and decision-making

1 x 60 min session
Live online

CLASS LIST

Manage to Your Team's Strengths

Adopting a strengths-based approach to management can boost productivity and engagement on your team and ensure that you are enabling your team to produce their best work.

In this practice lab, learners practice applying strengths-based management to their teams. The class begins with a review of key strategies to identify and leverage strengths. Then, through breakout rooms and peer coaching, learners create a plan for how they will apply strengths to an upcoming team goal and navigate challenges along the way.

Frameworks

Journey Of A Strengths-Powered Team

Exercises

Case study: why did strengths-based management fail?

Breakout room: How can you create a strengths-based team culture?

Coach your partner: how should they manage strengths on their team?

Skills Learned

Explain the three components of strengths

Use strengths conversations to effectively uncover people's strengths

Apply strategies to help people apply their strengths, regardless of what their tasks are

Own Your Day

In the foundational session of this course, we teach learners how to shift from time management to energy management to take control of their days.

In this session, we'll put this into practice as we apply energy management to build out a day that maximizes productivity while minimizing stress and procrastination. Learners will have a chance to get feedback on their daily practices, and receive support from their peers about how to tackle challenges and distractions that they face along the way.
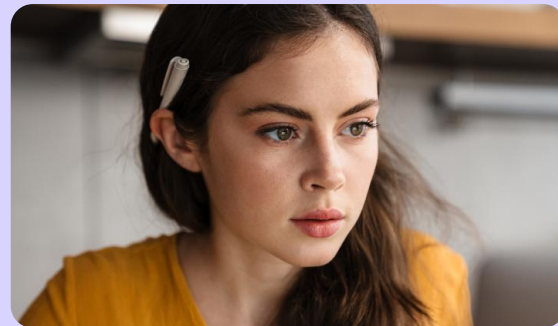
Frameworks

Three Principles of Energy Management (Maximize, Optimize, Sustain)

Exercises

Breakout Room: Maximizing Your High Energy Blocks

Individual Reflection: Map Out Restoration Blocks

Peer Coaching: what challenges do you face that prevent you from optimizing your energy?

Skills Learned

Using deep focus blocks to direct energy to high-impact tasks

Sustaining energy by building restoration into the work day

Prioritize The Right Work

How do you objectively define what is "important" for your team?

In this class, we'll practice using a tool to strategically prioritize tasks on your team based on key objectives. Learners will practice applying this tool to make collaborative prioritization decisions and to prioritize tasks on their own team.

Frameworks

The Scoring Matrix

Prioritization Factors

Exercises

Case Study: apply the scoring matrix to prioritize collaboratively

Individual Activity: apply the scoring matrix to prioritize tasks on your team

Breakout Room: discuss your scoring matrix with a partner

Skills Learned

How to use a scoring matrix to objectively prioritize tasks

How to involve your direct reports in prioritization decisions

Run Effective Interviews

In this session, we will review how to conduct behavioural interviews to predict candidate success in a job. You will apply the CAR and TRUCK models taught in the first session in several mock interviews. With practice and feedback, you will hone your ability to be more deliberate and objective in interviews to help identify the best person for any role.

Frameworks

CAR Model

TRUCK Model

Exercises

Breakout Room: practice interviewing a candidate for a current opening at your organization using the CAR model

Breakout Room: apply the TRUCK model with a partner

Skills Learned

How to use the CAR framework for behavioral interviewing and to determine technical knowhow

How to use the TRUCK framework to identify career patterns, values, and red flags

How to present your feedback in an executive summary scorecard

The Coach Approach

In this practice lab, we review three core concepts from our first class: The Coach Approach, the GROW model, and 360° listening. Learners master these concepts by practicing coaching one another. They leave the session feeling empowered to apply these concepts to effectively coach members of their teams to achieve their goals.

Frameworks

The Coaching Approach

Three Levels of Listening (Co-Active Training Institute)

GROW (goal, reality, options, way forward) Model (Whitmore, Alexander, Fine)

Exercises

Breakout Room: coach your partner

Skills Learned

360 listening skills

Ask powerful, open-ended questions

Use the GROW model to lead coaching conversations

Hone

Peer Group Roundtables

Peer Group Roundtables

Hone Roundtables are interactive, peer-driven conversations designed to help professionals navigate real-world challenges through dialogue, reflection, and shared insight

Perfect for: Leaders and professionals in similar roles (Product Management or Engineering)

Format

→ **Single Session**   60 MINS

→ **Participant-Led, Not Content-Led**
The session's direction is shaped by the people in the room—what they're facing, what they're asking, and what they want to learn.

→ **Real-Time Problem Solving**
Participants bring top-of-mind challenges and walk away with practical insights that they can apply immediately.

Current Topic List

→ **Let's Connect:** An Engineering Management Roundtable

→ **Let's Connect:** A Product Management Professionals Roundtable

Hone

Facilitated Discussions

Facilitated Discussions

Facilitated discussions are 60-minute, discussion-driven sessions where individuals can apply insights, tackle challenges, and refine their approach through guided conversation.

With the support of an expert facilitator, participants bring their unique challenges to the table, engage in meaningful dialogue, and learn from peers in a structured yet flexible format.

Discussions are tailored to the group's needs—whether reinforcing key takeaways from a training, solving workplace challenges, or creating space for peer support. The learners create the content.

CURRENT TOPIC LIST

Let's Discuss: Giving Feedback

Let's Discuss: Leading Change

Let's Discuss: Bridging Differences

Let's Discuss: Managing Up

Let's Discuss: Delegation

Let's Discuss: Understanding and Meeting Customer Needs

Discussions begin with an **introductory framework** or concept to spark discussion

Powerful questions give way to **meaningful discussion**

Participants share **challenges and offer support**

Experienced coaches guide the discussion to **spark insight**

Participants leave with **actionable strategies** to apply on their teams

Executive Discussions: Communicating the Vision

CLASS LIST

A compelling vision means nothing if it isn't clearly communicated. This executive-level discussion empowers senior leaders to translate bold ideas into actionable direction by effectively communicating a strategic vision. Participants will explore the VISION Cascade, a structured approach to articulating impact, aligning stakeholders, and inspiring commitment across the organization.

Through self-audit exercises, peer dialogue, and practical frameworks like the Five Key Roles of Vision Communication (Articulator, Amplifier, Aligner, Activator, and Assessor), leaders will assess their current approach, sharpen their messaging, and learn how to make the vision tangible at every level. By integrating clarity, consistency, and connection, leaders will leave equipped to foster alignment, navigate change, and drive momentum toward a shared future state.

Leadership Behaviors

Vision Translation – Converting broad strategic direction into clear, actionable priorities and messaging

Strategic Alignment – Ensuring consistency of vision across teams, functions, and communication channels

Influence and Engagement – Tailoring communication to different audiences to foster buy-in and clarity

Questions Asked

What is your role in shaping, supporting, or communicating the organization's vision?

Why is it important to be intentional about communicating your vision?

What insights did you gain from the VISION activity?

Activity

Use the VISION Cascade: Select one audience below and consider how you would communicate a current vision to them using the VISION Cascade.

Executive Discussions: Crafting Successful Strategies

This executive-level discussion explores effective strategy development, focusing on strategic clarity, assumption testing, and risk mitigation. Through discussions, case studies, and hands-on exercises, participants will learn to define strategy, conduct TOWS analysis, and pressure-test assumptions to ensure success.

Using real-world examples like Nokia's missteps, executives will examine how unchecked assumptions lead to failure and practice refining their own strategies. Designed for senior leaders, this session provides practical tools to strengthen decision-making and craft resilient strategies in a rapidly evolving business environment.

Leadership Behaviors

Strategic Thinking – Defining and refining strategy with clarity and intention

Decision-Making Under Uncertainty – Pressure-testing assumptions and mitigating risk

Systems-Level Awareness – Connecting external trends to internal business strategy for long-term impact

Questions Asked

Which strategy stands out as particularly promising? What makes it compelling to you? Does it align with leadership's vision and company objectives?

What are the biggest assumptions you are making about your top strategy choice?

How could you validate those assumptions before committing to your strategy?

Activity

Individual Reflection: Complete a TOWS analysis for your existing or would-be strategy.

Executive Discussions: Inclusive Leadership in Action

The most effective leaders don't just talk about inclusion—they model it daily. This executive-level discussion challenges senior leaders to examine how their everyday behaviors shape inclusion, trust, and collaboration across teams. Through guided reflection and a leadership self-audit, participants will identify patterns that either reinforce or hinder inclusive practices at the individual, interpersonal, and systemic levels.

Grounded in six signature traits of inclusive leadership—cognizance, curiosity, cultural intelligence, collaboration, courage, and commitment—this session helps leaders assess their impact, challenge assumptions, and take intentional action. Leaders will leave equipped with practical strategies to broaden participation, model inclusive behaviors, and embed equity into decision-making, communication, and team dynamics.

Leadership Behaviors

Self-Awareness – Recognizing the impact of personal biases, and assumptions on inclusion and belonging

Empathetic Listening – Engaging attentively and without interruption to foster psychological safety

Inclusive Decision-Making – Designing processes and meetings that broaden participation and reduce structural exclusion

Questions Asked

How are you modeling inclusion in your daily leadership practice?

Which inclusive leadership behavior do you embody most easily—and which one pushes you to grow?

Which of the six signature traits will you prioritize as you take action, and why?

Activity

Inclusive Leadership Self-Audit: Assess how often you demonstrate inclusive leadership behaviors across three levels: individual, interpersonal, and systemic.

Executive Discussions: Managing Up to The C–Suite

CLASS LIST

This executive–level discussion focuses on the critical leadership competency of managing up; an essential driver of organizational influence and strategic alignment. Effective upward communication and collaboration are vital for accelerating initiatives, shaping company direction, and fostering stronger executive partnerships.

Through dynamic peer exchange and interactive Q&A, participants will delve into the nuances of managing senior relationships, address complex challenges, and uncover actionable strategies to enhance their leadership presence, amplify their impact, and drive organizational outcomes at the highest levels.

Leadership Behaviors

Strategic Communication – Tailoring clear, compelling messages for exec audiences

Executive Presence – Leading with confidence, credibility, and composure

Relationship Management – Building trust-based partnerships with senior leaders

Questions Asked

Who are you "managing up" to in your organization?

What challenges are you facing when "managing up" in your organization?

Which skills do you find most challenging to apply when managing up to senior executives, and why?

Activity

Individual Reflection: Reflect on a Senior Leader you need to manage up to more effectively.

Executive Discussions: Mobilize Teams Around Strategy

This executive-level session empowers senior leaders to close the gap between strategy and execution by effectively mobilizing their teams. Participants will explore what true mobilization looks like—and why it's essential for driving business results, boosting engagement, and sustaining momentum. Using a guided self-audit, leaders will assess their current practices across four key pillars: gaining buy-in, securing commitment, managing resources, and driving aligned execution.

Through real-world reflection and peer dialogue, leaders will surface key insights, challenge assumptions, and walk away with practical strategies to inspire ownership, build alignment, and turn strategy into action. Designed for decision-makers navigating change and complexity, this session helps leaders build more agile, accountable, and strategically aligned teams—ready to deliver results.

Leadership Behaviors

Inspiring Alignment – Gaining buy-in and securing commitment across teams

Execution Accountability – Driving follow-through and managing performance to outcomes

Change Agility – Mobilizing teams through complexity with focus, clarity, and adaptability

Questions Asked

Where does your strategy come from?

What does mobilizing a team around a strategy mean to you?

What are your observations from your mobilization audit?

Activity

Mobilizing teams self-audit and individual reflection: Audit your mobilization behaviors and consider some steps you can take to improve mobilization within your teams

Executive Discussions: Storytelling for Influence

This executive-level discussion focuses on the art of storytelling as a tool for influence, helping leaders craft and deliver powerful narratives that inspire action and drive change. Through discussions, hands-on activities, and real-world examples, participants will learn what makes a story compelling, how to refine their own narratives, and how to use storytelling to energize their teams.

Participants will also engage in practical exercises—recording themselves and analyzing real leadership storytelling clips—to sharpen their ability to communicate with clarity, confidence, and impact. Designed for senior leaders struggling to influence or rally their teams, this class provides actionable strategies to harness the power of storytelling for greater organizational influence.

Leadership Behaviors

Influential Communication – Using narrative to inspire action and drive change

Authentic Leadership – Communicating with clarity, confidence, and purpose

Emotional Connection – Engaging hearts and minds to build trust and alignment

Questions Asked

Why are stories influential?

What ideas do you have to make your story more influential?

What elements of how a story is delivered impact how influential the story is?

What did you learn from this activity?

Activity

Evaluate your Story: is your story clear? Does if follow a story structure? Record yourself sharing your story and then evaluate yourself against story criteria..

Executive Discussions: Strategic Problem Solving

This executive-level discussion equips senior leaders to navigate complex, high-stakes challenges through strategic problem-solving. Using the Double Diamond framework, participants will explore how to define core issues, generate and test innovative solutions, and align strategy with long-term goals.

Through real-world case studies—such as Uber's pivot to profitability—and guided reflection, leaders will challenge assumptions, refine their strategic thinking, and apply practical tools to real-time business problems. Designed to foster creativity, risk mitigation, and stakeholder alignment, this session empowers executives to make more resilient, well-informed decisions in a rapidly changing landscape.

Leadership Behaviors

Critical Thinking – Defining core issues and challenging assumptions

Creative Problem-Solving – Generating and testing innovative solutions

Strategic Decision-Making – Aligning solutions with long-term goals and stakeholder needs

Questions Asked

What is a high-stakes problem you are currently facing in your role?

When tackling high-stakes challenges, what key considerations shape your approach?

In what ways has the Double Diamond Model shaped or challenged your thinking about problem-solving?

Activity

Individual Reflection: Apply the Double Diamond Model to Your Current Problem

Class List by Job Classification

Hone

Individual Contributor Classes

Click on class name to learn more

Communication & Collaboration

Ask Powerful Questions →

Influence Without Authority* →

Collaborate in a Dynamic Workplace →

Create Effective Presentation Decks →

Deliver Powerful Presentations →

Lead Compassionate Conversations→

Uplevel Your Interpersonal Communication →

Disrupt Silos with Cross-Functional Collaboration →

Customer-Focus

Transform Customer Insights Into Action →

Drive Value Through Customer-Centricity →

Assess Your Customer's Needs →

Feedback & Conflict Management

Get Feedback That Improves Your Performance* →

Give Feedback That Lands →

Navigate Different Intercultural Conflict Styles →

Navigate Difficult Feedback Conversations →

Prepare for Your Performance Review →

Transform Conflict Into Collaboration →

Hiring

Run Effective Interviews →

Goal Setting

Set Powerful Goals* →

Inclusion & Belonging

Address Microaggressions on Your Team →

Bridge Cultural Differences Across Your Organization →

Build High Trust Relationships (All audiences) →

Embrace Allyship in Your Organization →

Explore Power, Privilege & Inequity at Work →

Manage Bias in the Workplace →

Motivation & Development

Take Control of Your Career Path →

Organizational Change

Embrace Change with Agility →

Productivity

Own Your Day* →

Utilize Your Strengths* →

Meetings Mastery →

Hone Your Skills →

Motivate Yourself To Do Your Best Work →

Unleash Your Problem-Solving Power →

Project Management

Elevate Execution Across Project Life Cycles →

Empower Project Teams for Success →

Identify Project Timelines and Roles →

Well-Being

Mindfulness Fundamentals →

Mindfulness at Work →

*In the Individual Contributor Core Program

Manager Classes
Click on class name to learn more

Coaching & Leadership
Ask Powerful Questions →

Break Barriers with Empathetic Leadership →

Coach Towards a Goal →

Increase Your Self-Awareness and Lead with Impact →

Lead Highly Effective 1:1s* →

Strengthen Your Leadership with Relationship Management →

The Coach Approach* →

Communication & Collaboration
Build a Thriving Team Culture →

Create Effective Presentation Decks →

Cultivate Executive Presence →

Deliver Powerful Presentations →

Disrupt Silos with Cross-Functional Collaboration →

Influence Without Authority →

Manage Hybrid Teams →

Manage Remote Teams →

Manage to Your Team's Strengths →

Uplevel Interpersonal Communication →

Customer-Focus
Assess Your Customer's Needs →

Drive Value Through Customer-Centricity →

Transform Customer Insights into Action →

Feedback & Conflict Management
Get Feedback That Improves Your Performance →

Give Feedback That Lands* →

Identify the Right Conflict Style →

Lead Compassionate Conversations →

Transform Conflict into Collaboration →

Navigate Difficult Feedback Conversations →

Goal Setting
Set Powerful Goals →

Set Better OKRs →

Hiring
Attract Top Talent →

Create Compelling Career Paths →

Ramp up New Hires →

Run Effective Interviews →

Inclusion & Belonging
Address Microaggressions on Your Team →

Behaviors of an Inclusive Leader →

Bridge Cultural Differences Across Your Organization →

Create a Culture of Belonging →

Embrace Allyship in Your Organization →

Explore Power, Privilege & Inequity at Work →

Lead Psychologically Safe Teams →

Manage Bias in the Workplace →

Navigate Different Intercultural Conflict Styles →

Motivation & Development
Motivate Anyone to Do Their Best Work →

Personalize Motivation To Your Team →

Take Control of Your Career Path →

Organizational Change
Build An Agile Culture →

Communication Powerfully Around Change →

Develop Change Agility on Your Team →

Overcome Resistance to Change →

Master the Process of Change →

*In the Manager Core Program

Manager Classes

Click on class name to learn more

Performance Management

Evaluate Performance Fairly and Accurately ➔

Follow Up on Performance Conversations ➔

Measure Individual Performance ➔

Run Effective Performance Review Meetings ➔

Project Management

Elevate Execution Across Project Life Cycles ➔

Empower Project Teams for Success ➔

Identify Project Timelines and Roles ➔

Productivity

Hone Your Skills ➔

Own Your Day ➔

Prioritize the Right Work ➔

Meetings Mastery ➔

Delegate Like a Pro ➔

Unleash Your Problem-Solving Power ➔

Relationship Building

Build High Trust Relationships (for Leaders)* ➔

Collaborate in a Dynamic Workplace ➔

Strategy

Strategic Decision-Making ➔

Develop a Differentiated Strategy ➔

Well-Being

Mindfulness Fundamentals ➔

Mindfulness at Work ➔

*In the Manager Core Program

Director + Experiences

Click on the name to learn more

Communication

Executive Discussion: Communicating a Vision →

Inclusion

Executive Discussion: Inclusive Leadership in Action →

Influence

Executive Discussion: Managing Up to the C-Suite →

Executive Discussion: Storytelling for Influence →

Strategy

Executive Discussion: Crafting Successful Strategies →

Executive Discussion: Mobilize Teams Around Strategy →

Executive Discussion: Strategic Problem-Solving →

Coaching

Group Coaching Single Sessions →

Group Coaching Cohorts →

Hone

Private Add-ons

Anatomy of a Private Program

CORE PROGRAM

CLASS 1

CLASS 2

PRACTICE LAB

CLASS 3

CLASS 4

CLASS 5

PRACTICE LAB

CLASS 6

CORE CLASSES AND PRACTICE LABS

POST PROGRAM ASSESSMENT

Learn

Core Classes are multi-class tracks that provide structured leadership training and lay the foundation for Hone's annual learning journey.

Apply

Practice Labs and asynchronous content that empower learners to apply class skills to real-world scenarios.

Measure

Post Program Assessments measure the effectiveness of learning programs and help admins easily report their training ROI.

Private Programs are available for all audiences and can be run **monthly, (bi)quarterly, or annually** depending on your needs.

	Q1			Q2			Q3			Q4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Managers	Manager Core			Manager Core			Manager Core			Manager Core		
Individual Contributors		Individual Contributor Core						Individual Contributor Core				
Senior Leaders					Senior Leader Core							
New Hires	DEIB	DEIB	DEIB	DEIB	DEIB	DEIB	DEIB	DEIB	DEIB	DEIB	DEIB	DEIB

Elective Classes

Hone's elective classes **are one-off live, virtual classes** taught by world-class coaches to small or large groups within your organization.

Perfect for: Delivering targeted upskilling or reinforcement either to specific cohorts or company-wide.

→ Choose from **Small-Group** (up to 25 learners) or **Amplified** (up to 100 learners)

→ A-la-carte classes to upskill employees on a **specific topic**

→ **25 classes** to choose from tackling Leadership, DEI, Productivity, Change Management, Mindfulness, and more.

→ Customized to speak to your organization and **use case**

→ Either **open-enrollment** for at-will attendance or **closed-enrollment** for assigned training to specific groups

Coach Towards a Goal 4.8 ★
Set Powerful Goals 4.7 ★
Prioritize the Right Work 4.6 ★
Evaluate

Delegate Like a Pro 4.6 ★
Create Compelling Career Paths 4.5 ★
Personalize Motivation to Your Team 4.6 ★

Own Your Day 4.6 ★
Meetings Mastery 4.7 ★
Manage Hybrid Teams 4.8 ★
Collabora Workplac

Mindfulness at Work 4.7 ★
Deliver Powerful Presentations 4.7 ★
Navigate In & Out Group Dynamics on Your Team 4.7 ★

Elective Classes can be placed throughout the year, depending on when upskilling is most needed

	Q1			Q2			Q3			Q4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Development	Core Programs											
Hiring & Onboarding			Recruiting		Interviewing		Managing Bias		How to Onboard			
Performance Management	Goal Setting			Coaching			Feedback				Performance Reviews	
Engagement & Retention				Change Management		Conflict Resolution		Mindfulness & Wellbeing		Career Pathing		
Seasonal Themes		Black History Month	International Women's Day			Juneteenth				World Mental Health Day		

Group Coaching Program

Group Coaching Programs are impactful experiences for 3-8 participants that grow self-awareness and drive business performance.

Perfect for: Any leader who wants to explore their leadership approach and develop what it takes to lead a high-performing team.

Format

→ **Opening Session**   60 MINS
Each participant will select a high-impact growth area to work on during this program

→ **Coaching Sessions**   90 MINS
Two participants receive dedicated coaching followed by group discussions to extract insights

→ **Closing Session**   60 MINS
Two participants receive dedicated coaching followed by group discussions to extract insights

Learning Outcomes

→ **Grow self-awareness** via live coaching, peer observation, & reflection
→ **Drive individual + team performance** by removing obstacles and taking intentional action
→ **Learn how to apply key coaching skills** (eg. GROW model, open-ended questions) to be a better coach for your team

Group Coaching Program

These sessions help your leaders take powerful next steps in their growth and development. Participants select an area of growth that would drive the most impact for them and their team. Then, they attend live sessions with peers where they receive dedicated coaching from an executive-level coach, as well as peers.

The coach helps participants build self-awareness and overcome obstacles – both internal and external – that are preventing them from achieving their full potential. After each coaching session, there is space to discuss insights, breakthroughs, and reflections as a group. Participants leave with a plan for continued growth and strong relationships with peers that foster deeper trust and accountability.

Live, virtual group coaching to grow self awareness and drive performance

1-1 and peer coaching opportunities to develop insights and transform behavior

Post-class commitments to drive application and behavior change

Asynchronous content to support commitments and extend learning

Support channel post program to cultivate closer relationships and drive accountability

60 Min

Opening Session

90 Min

Coaching Sessions x 2, 3, or 4

60 Min

Closing Session

Private Masterclasses

Hone's Masterclasses are taught by subject matter experts in their fields and available for up to 100 learners

Ianna Raim

Professional Executive and Business Coach

High-Performing Habits for Women

If you want to break through what may be holding you back and reach your full leadership potential, this interactive workshop will explore high-performance habits and help you take meaningful actions to progress your career.

Philipp Humm

Storytelling Coach & Facilitator

Build Confidence and Rapport through Storytelling

Whether you're aiming to win over clients or strengthen relationships with colleagues, this skill will prove invaluable in various professional settings.

Bea Kim

CEO and Founder of Bea Kim Coaching

Managing Stress
A Guide for Parents and Caregivers

You have a lot on your plate: you're taking care of your family, trying to balance work and personal responsibilities, managing your own emotions, helping your kids manage their emotions, and dealing with all kinds of stress, instability, and uncertainty. How do you manage your stress in a healthy way that also fits into your busy life?

Lisa Carmen Wang

Founder, Bad Bitch Empire
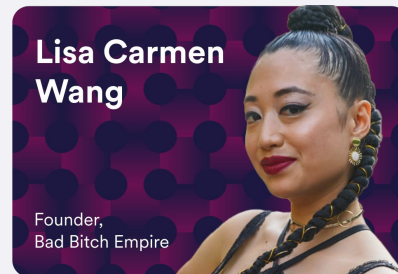
Break Free of Good Girl Brainwashing

Good Girl Brainwashing trains women to stay silent and work towards an impossible standard of perfection. Good girl behavior—perfectionism, people-pleasing self-effacing modesty—may have served us growing up, but it becomes especially detrimental in the workplace.

Private Masterclasses

Hone's Masterclasses are taught by subject matter experts in their fields and available for up to 100 learners

Bea Kim

CEO and Founder of Bea Kim Coaching

How Have Your Values Shifted After Parenthood?

In this session, Bea Kim will provide a framework to help you define and prioritize your core values. You will learn to make important life decisions grounded in these values, so you don't lose yourself amidst competing priorities and growing needs of your family and coworkers.

Ianna Raim

Professional Executive and Business Coach

Why Your Energy at Work Matters and What to Do About It

Ianna will use the unique energy leadership coaching approach to help you hold up a mirror to your attitudes and behaviors so that you can learn to adjust and reach your professional goals with more joy and less effort.

Nicole Chamblin

Productivity Coach, Trainer, and Speaker

Communicate with Confidence
(Lessons from an Introvert)

Tailored to the unique strengths and challenges of introverts, this masterclass will give you practical strategies and actionable insights to renew your appreciation for your introversion as a superpower so you can tackle leadership challenges head-on.

Shauna Moran

Executive Coach & Author
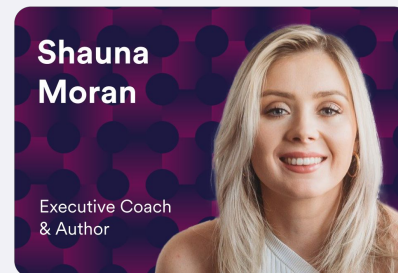
Manage Burnout and Stress at Work

Whether you are an individual who experiences high stress and burnout, or a leader seeking to prevent burnout on your team, she will give you a clear plan of action to scale impact for yourself and others without sacrificing wellbeing.

Private Masterclasses

Hone's Masterclasses are taught by subject matter experts in their fields and available for up to 100 learners

Sabrina Creighton	Parneet Pal	Dr. Sharon Meit Abrahams	Amy D. Grubb, Ph.D.
Senior T&D Leader, Coach, and Facilitator	MBBS, MS, Educator and Wellbeing Expert	International Talent Development Expert	Digital Transformation Advisor, FBI

What No One Tells You About Going from IC to Manager

Overcome Distractions for Optimal Performance
(The Science of Attention Networks)

Are Subtle Slip-Ups Sabotaging You?
(The Lost Art of Business Etiquette)

What's Your Story?
(Leveraging Storytelling for Leadership Success)

In this masterclass, we will explore the nuanced transition from an individual contributor mindset to a leadership-oriented mindset.

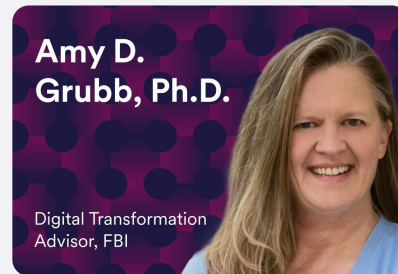In this class, she will teach you practical tools to upgrade your brain's attention networks to improve cognitive performance at work.

In this masterclass, you will develop an understanding of business etiquette and why it is important. With an understanding of how your behavior influences others, you'll be primed to excel in various work situations.

Whether you are an aspiring leader or currently have a leadership role, this class will teach you the art of creating a leadership story that captures your authentic voice.

Private Masterclasses

Hone's Masterclasses are taught by subject matter experts in their fields and available for up to 100 learners

Alex Davis
CPA, CFP®, International Financial Empowerment Coach

Personal Finance Fitness
(Insights from a Financial Planner)

Alex will give you practical, tested strategies for financial planning, goal setting, and wealth building that draw on her journey from debt to security. You'll learn how to craft effective S.M.A.R.T. goals and implement a purpose-driven plan to reach financial independence.

Mark Darren Gregor
Facilitator, Trainer, and VP of Customer Success

How High-Performers Do More with Less Time
(A Simple Framework)

In this class, Mark will share the framework that helped him and countless clients double their performance in half the time, while elevating their overall sense of power.

Sabrina Creighton
Senior T&D Leader, Coach, and Facilitator

Navigate The Transition From Peer To Manager

This masterclass is designed for emerging leaders, recently promoted managers, and professionals who are transitioning from being peers to managerial roles. In this class, we will identify the key differences between the role of a peer and the role of a manager.

Ianna Raim
Professional Executive and Business Coach

Activate Your Network To Fuel Your Growth

Many of us find joy in connecting with others and cultivating relationships, yet leveraging those connections for personal or professional growth can sometimes feel uncomfortable or self-serving.

Private Masterclasses

Hone's Masterclasses are taught by subject matter experts in their fields and available for up to 100 learners

Nicole Chamblin
Productivity Coach, Trainer, and Speaker

Nicolle Merrill
Founder of Boring AI

Mark Darren Gregor
Facilitator, Trainer, and VP of Customer Success

Chantée Christian
Management Consultant and Coach

How to Hybrid
(Strategies for Productivity and Success in Hybrid Work)

The trend toward hybrid models has fundamentally shifted the way we work. While a blend of remote and in-person work can enhance productivity, this can only happen if employees have the right tools, processes, and mindsets to succeed in a hybrid environment.

Leverage AI to Transform The Way You Learn

Whether you're looking to upskill rapidly or support your team's growth, this engaging course will equip you with the AI knowledge and tools you need to excel in a fast-changing environment.

Craft Powerful Questions to Unlock Customer Insights

When you're hitting dead ends in your sales process, getting ghosted by seemingly interested customers, or struggling to connect the benefit of your product or service into critical needs, sales success can often feel out of reach — and out of hand!

Emotional Intelligence in Project Leadership

Whether managing teams, engaging stakeholders, or making strategic decisions, understanding how to apply emotional intelligence will help you lead with confidence, foster collaboration, and drive business impact.

Private Masterclasses

Hone's Masterclasses are taught by subject matter experts in their fields and available for up to 100 learners

Tony Anagor
Entrepreneur and Leadership Coach

Eric Currie
Prosci Change Practitioner and Resistance Coach

Jeff Wetzler
Author, Entrepreneur, Keynote Speaker

Nicolle Merrill
Founder of Boring AI

Master the Hidden Side of Negotiation

Emotionally Intelligent Leadership:
Thriving Through Change

Find Out What You Most Need To Know
From Those Least Likely To Tell You

Start Using AI at Work
(Generative AI 101)

Using the 7 Principles of Emotionally Intelligent Negotiation, this session will help you understand your own negotiation style, manage emotional dynamics, and create real value on both sides.
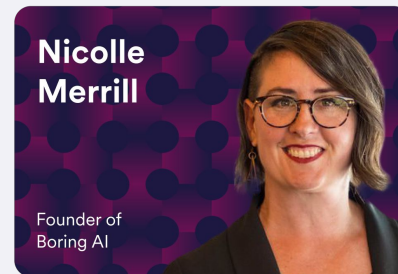
This course will teach you how to make change more human, using three key principles to connect emotionally with your team, build a compelling "why," and increase awareness and desire around change.

In today's complex business environment, success hinges on uncovering crucial insights that others often hold back but that hold the key to the breakthroughs leaders need.

As AI continues to reshape industries, professionals are expected to leverage this technology to accelerate learning and adapt to new challenges.