Hone

2024

Program Catalog

ach Towards a Goal 4.8 ★

Set Powerful Goals 4.7 ★

Delegate Like a

oup 4.7 ★
am

Create Compelling
Career Paths 4.5 ★

Own Your Day 4.6

anage Hybrid Teams 4.8 ★

Collaborate in a Dynamic
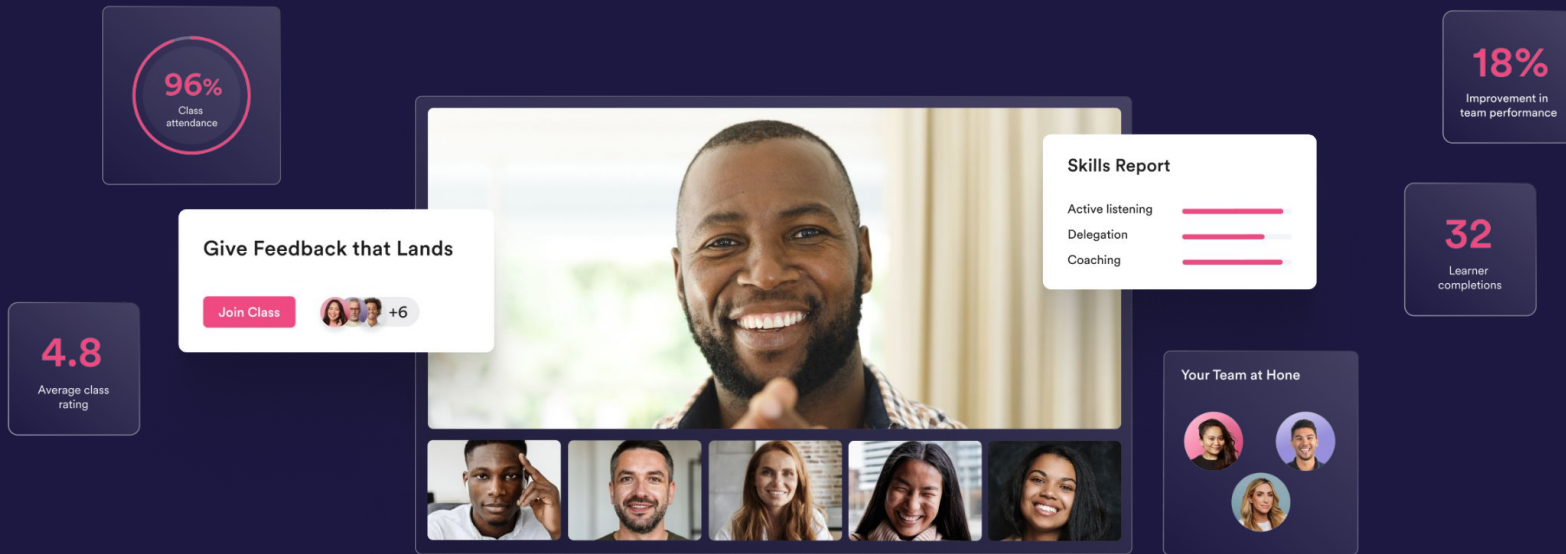Workplace 4.8 ★

Mindfulness at W

ork 4.6

Ask Powerful Questions 4.6 ★

Personalize Motivation
to Your Team 4.6

Hone: The Enterprise Platform for Live Online Learning

96%
Class attendance

18%
Improvement in team performance

32
Learner completions

Give Feedback that Lands

Join Class +6

Skills Report

Active listening
Delegation
Coaching

4.8
Average class rating

Your Team at Hone

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,
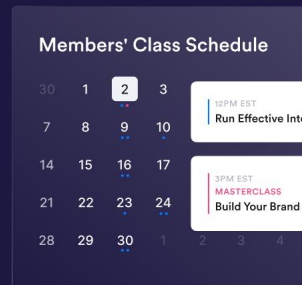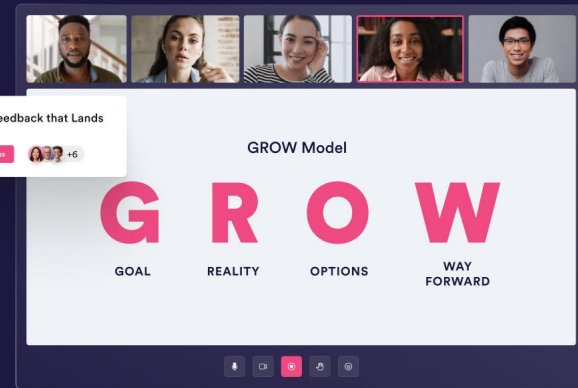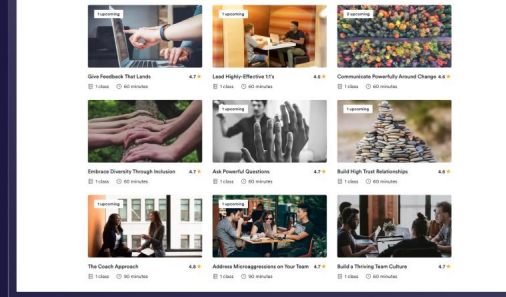and in their flow of work.

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Lead Highly-Effective 1:1s ➔

The Coach Approach ➔ | Practice Lab ➔

Feedback & Conflict Management | PRACTICE LAB

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 ➔

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Build an Agile Culture ➔

Communicate Powerfully Around Change ➔

Develop Change Agility On Your Team ➔

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Deliver Powerful Presentations ➔

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Delegate Like a Pro ➔ | Practice Lab* ➔

Hone Your Skills ➔

Meetings Mastery ➔

Own Your Day ➔ | Practice Lab* ➔

Utilize Your Strengths ➔

© HONE GROUP INC.

*This Practice Lab is available only in Private programs.

Strategy & Direction   PRACTICE LAB

Develop a Differentiated Strategy

Prioritize the Right Work ➔   Practice Lab* ➔

Set Better OKRs ➔

Set Powerful Goals ➔

Strategic Decision-Making ➔

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Embrace Allyship in Your Organization ➔

Evaluate Performance Fairly and Accurately ➔

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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.

By Audience

Individual Contributor Classes ➔

New Manager Classes ➔

Experienced Manager Classes ➔

Senior Leader Classes ➔

*This Practice Lab is available only in Private programs.

Recommended Programs

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

ALL AUDIENCES
Fundamental Workplace Skills

ALL AUDIENCES
Personal Influence Accelerator

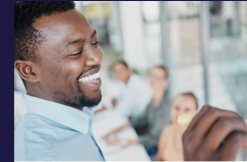**ALL AUDIENCES**
Individual Performance Mastery

PEOPLE MANAGERS
Aspiring Manager Essentials

ALL AUDIENCES
DEIB Fundamentals

PEOPLE MANAGERS
Manager Core

PEOPLE MANAGERS
Manager Advanced

PEOPLE MANAGERS
Manager Mastery

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
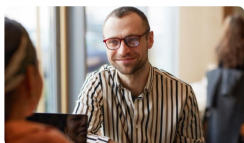
🕐 60 Min

Build High-Trust Relationships (All Audience)

CLASS 2

🕐 60 Min

Manage Bias in the Workplace

CLASS 3
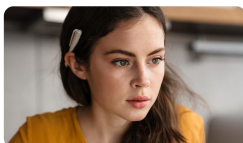
🕐 60 Min
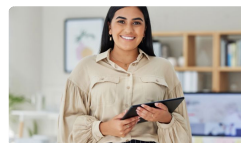
Own Your Day

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
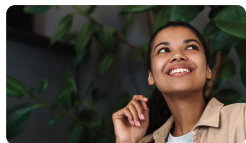
🕐 60 Min

Set Powerful Goals

CLASS 2

🕐 60 Min

Prioritize the Right Work

CLASS 3

🕐 60 Min

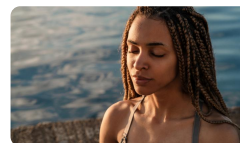**Get Feedback That Improves Your Performance**

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
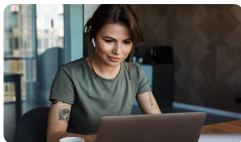
🕐 60 Min

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 and 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
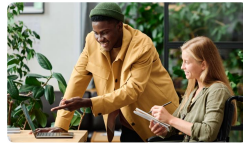
60 Min

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
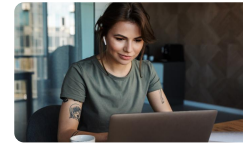
60 Min

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
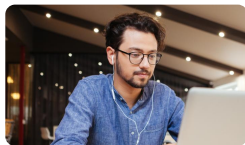
CLASS 4

🕐 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
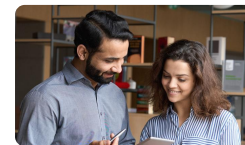
🕐 60 Min

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
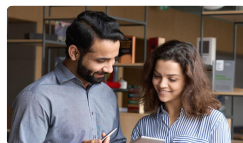
🕐 60 Min

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 ➜

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

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

1 x 60 min session | Live online

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

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

1 x 60 min session | Live online

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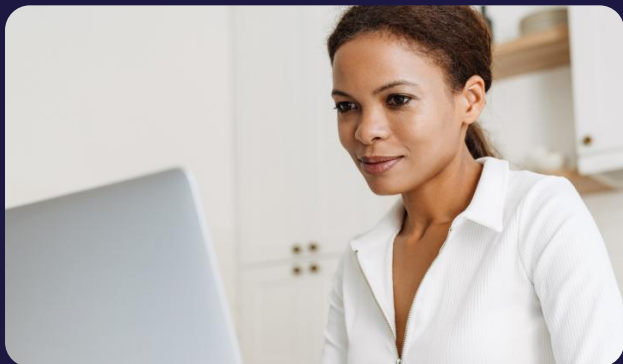
This class focuses on activation, accountability, and advocacy. Participants learn the skills and behaviors of inclusive leadership and assess where there are on this continuum.

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.

1 x 75 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 120 min session | Live online

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.

1 x 60 min session | Live online

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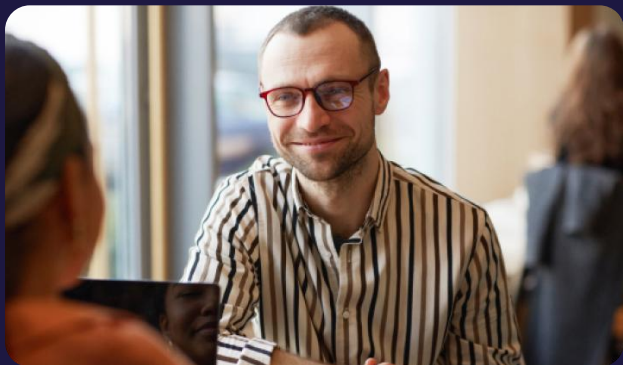
Trust is the catalyst for unlocking person and team success. "Build High Trust Relationships" empowers participants, regardless of role or level, to strengthen their relationship skills.

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.

1 x 60 min session | Live online

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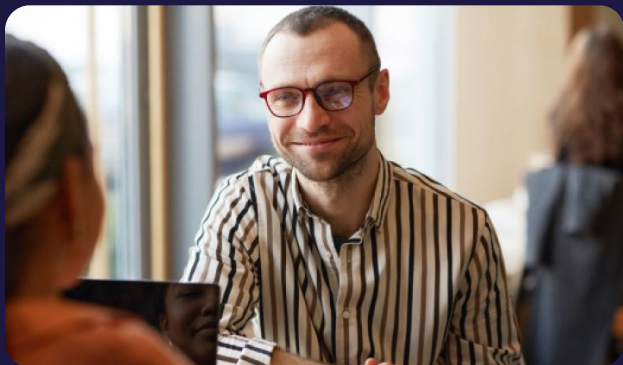
As a manager, building trust isn't just a choice; it's the cornerstone of your team's success. "Build High Trust Relationships" equips leaders of all levels to enhance their relationship management skills.

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 120 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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

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.

1 x 60 min session | Live online

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.

1 x 120 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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

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.

1 x 60 min session | Live online

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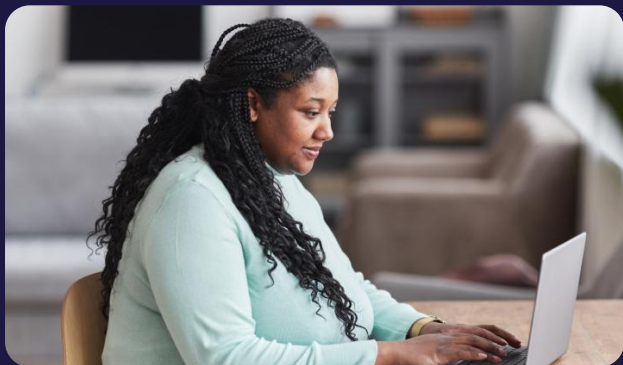
In this class, we explore your strengths and areas for growth as leaders of change, Nearly everyone wants to improve their skills, but study after study reveals that our intuitions about what it takes to improve are often spectacularly wrong. Popular ideas like learning styles, left/right brained people,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

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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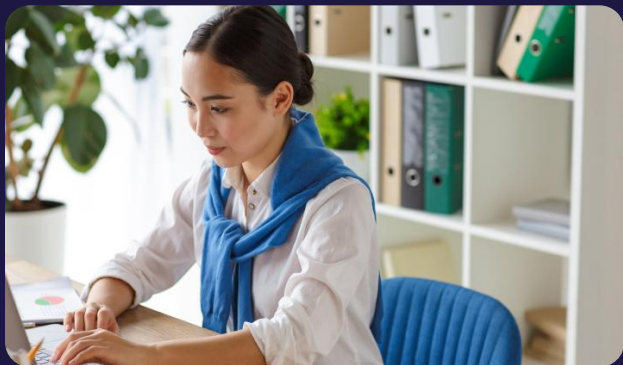
According to research done by CPP, US employees spend about 3 hours per week dealing with conflict, resulting in an annual cost of around $359 Billion. Although conflict is inevitable, it does not need to be destructive. It's how you respond to conflict that determines whether the outcome is positive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

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

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.

1 x 60 min session | Live online

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.

1 x 120 min session | Live online

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

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

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.

1 x 60 min session | Live online

Frameworks

- Diffuse and Narrow Attention
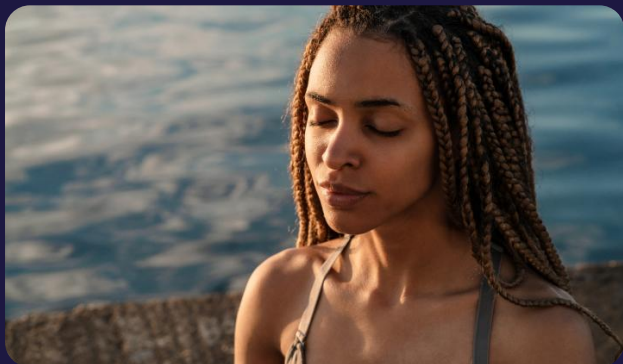- 7 Tactics for Mindfulness in Action

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

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.

1 x 60 min session | Live online

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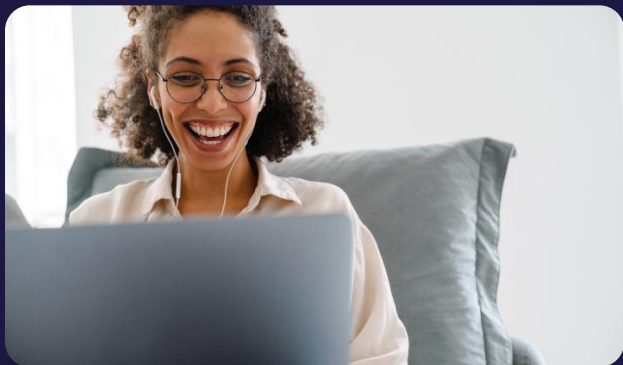
Sustained motivation is at the heart of all high-performing teams. Consider the ways in which motivation is an ingredient in so many central aspects of work - from focus, to productivity, to overall engagement in the workplace. Many companies rely on extrinsic motivators like bonuses, promotions, rules,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

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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 the connection between power, privilege, and conflict.
- Discuss techniques for addressing conflict and power imbalances.
- Generate actions to bridge across different conflict resolution styles.

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

Frameworks

- Types of Reactions to Change
- Kübler-Ross Change Curve
- Pitfalls of Responding to Resistance
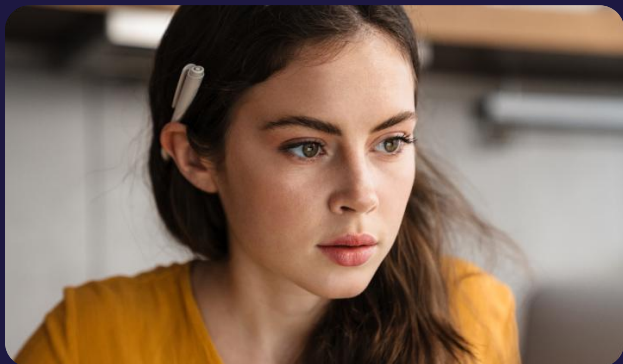
Exercises

- 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

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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.

1 x 60 min session | Live online

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

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.

1 x 60 min session | Live online

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

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
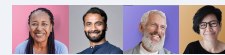**Delegation**

Group Coaching
🕐 60 Min
Effective Communication

Group Coaching
🕐 60 Min
Navigating Change

Group Coaching
🕐 60 Min
Open Session – Flexible Topics

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

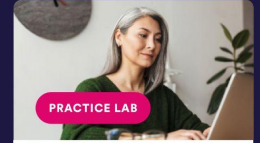**PRACTICE LAB**

Communicate Powerfully Around Change

PRACTICE LAB

Manage Bias in the Workplace

PRACTICE LAB

Manage To Your Team's Strengths

PRACTICE LAB

Explore Power, Privilege & Inequity at Work
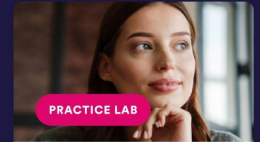
PRACTICE LAB

Set Better OKRs

Address Microaggressions on Your Team

PRIVATE PROGRAMS ONLY

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.

1 x 60 min session | Live online

PRACTICE LAB

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

PRIVATE PROGRAMS ONLY

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.

1 x 60 min session | Live online

PRACTICE LAB

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

Build High Trust Relationships (all audiences)

PRIVATE PROGRAMS ONLY

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.

1 x 60 min session | Live online

PRACTICE LAB

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

PRIVATE PROGRAMS ONLY

PRACTICE LAB

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.

1 x 60 min session | Live online

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

PRIVATE PROGRAMS ONLY

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.

1 x 60 min session | Live online

PRACTICE LAB

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

PRIVATE PROGRAMS ONLY

PRACTICE LAB

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.

1 x 60 min session | Live online

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

Evaluate Performance Fairly and Accurately

PRIVATE PROGRAMS ONLY

PRACTICE LAB

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.

1 x 60 min session | Live online

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

PRACTICE LAB

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.

1 x 60 min session | Live online

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

Lead Highly Effective 1:1s

PRIVATE PROGRAMS ONLY

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.

1 x 60 min session | Live online

PRACTICE LAB

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

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.

PRACTICE LAB

1 x 60 min session | Live online

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

Manage to Your Team's Strengths

PRIVATE PROGRAMS ONLY

PRACTICE LAB

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.

1 x 60 min session | Live online

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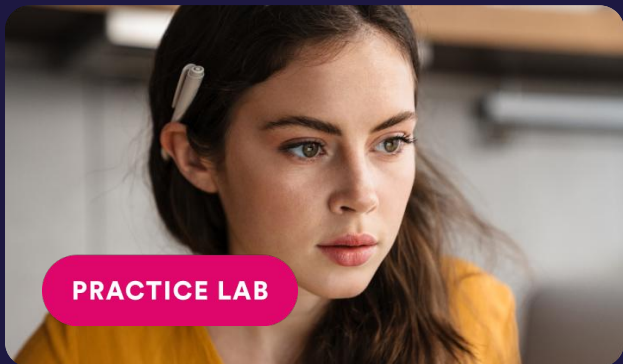- Coach your partner: how should they manage strengths on their team?

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

PRACTICE LAB

Own Your Day

PRIVATE PROGRAMS ONLY

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.

1 x 60 min session | Live online

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

PRIVATE PROGRAMS ONLY

PRACTICE LAB

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.

1 x 60 min session | Live online

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

PRIVATE PROGRAMS ONLY

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

1 x 60 min session | Live online

PRACTICE LAB

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.

PRACTICE LAB

1 x 60 min session | Live online

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

Individual Contributor Classes

Click on class name to learn more

Feedback & Conflict Management

CLASS

Get Feedback That Improves Your Performance* ➔

Prepare for Your Performance Review ➔

Give Feedback That Lands ➔

Identify the Right Conflict Style ➔

DEIB

CLASS

Manage Bias in the Workplace ➔

Address Microaggressions on Your Team ➔

Build High Trust Relationships (All Audiences) ➔

Productivity

CLASS

Own Your Day* ➔

Utilize Your Strengths* ➔

Meetings Mastery ➔

Hone Your Skills ➔

Motivate Yourself To Do Your Best Work ➔

Hiring

CLASS

Run Effective Interviews ➔

Goal Setting

CLASS

Set Powerful Goals* ➔

Communication & Collaboration

CLASS

Ask Powerful Questions ➔

Influence Without Authority* ➔

Collaborate in a Dynamic Workplace ➔

Create Effective Presentation Decks ➔

Deliver Powerful Presentations ➔

Lead Compassionate Conversations➔

Organizational Change

CLASS

Overcome Resistance to Change ➔

Wellbeing

CLASS

Mindfulness Fundamentals ➔

Mindfulness at Work ➔

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*In the Individual Contributor Core Program

New Manager Classes

Click on class name to learn more

Performance Management

CLASS

Evaluate Performance Fairly and Accurately →

Follow Up on Performance Conversations →

Measure Individual Performance →

Run Effective Performance Review Meetings →

Coaching & Leadership

CLASS

Ask Powerful Questions →

The Coach Approach* →

Lead Highly Effective 1:1s* →

Develop Change Agility on Your Team →

Hiring

CLASS

Attract Top Talent →

Ramp up New Hires →

Run Effective Interviews →

Organizational Change

CLASS

Overcome Resistance to Change →

Goal Setting

CLASS

Set Powerful Goals →

Set Better OKRs →

Communication & Collaboration

CLASS

Build a Thriving Team Culture →

Create Effective Presentation Decks →

Deliver Powerful Presentations →

Influence Without Authority →

Manage Hybrid Teams →

Manage Remote Teams →

Productivity

CLASS

Hone Your Skills →

Own Your Day →

Prioritize the Right Work →

Meetings Mastery →

Delegate Like a Pro →

Feedback

CLASS

Give Feedback That Lands* →

Identify the Right Conflict Style →

Lead Compassionate Conversations →

Transform Conflict into Collaboration →

Strategy

CLASS

Strategic Decision-Making →

Wellbeing

CLASS

Mindfulness Fundamentals →

Mindfulness at Work →

Relationship Building

CLASS

Build High Trust Relationships* →

Collaborate in a Dynamic Workplace →

DEIB

CLASS

Address Microaggressions on Your Team →

Embrace Allyship in Your Organization →

Manage Bias in the Workplace →

*In the Manager Core program

Experienced Manager Classes

Click on class name to learn more

Performance Management

CLASS

Evaluate Performance Fairly and Accurately ➔

Follow Up on Performance Conversations ➔

Measure Individual Performance ➔

Run Effective Performance Review Meetings ➔

Coaching & Leadership

CLASS

Coach Towards a Goal* ➔

Hiring

CLASS

Ramp up New Hires ➔

Run Effective Interviews ➔

Communication & Collaboration

CLASS

Build a Thriving Team Culture ➔

Create Effective Presentation Decks ➔

Deliver Powerful Presentations ➔

Manage Hybrid Teams ➔

Manage Remote Teams ➔

Productivity

CLASS

Delegate Like a Pro ➔

Meetings Mastery ➔

Prioritize the Right Work ➔

Organizational Change

CLASS

Communicate Powerfully Around Change ➔

Master the Process of Change ➔

Motivation

CLASS

Create Compelling Career Paths* ➔

Manage to Your Team's Strengths* ➔

Motivate Anyone to do Their Best Work* ➔

Personalize Motivation to Your Team ➔

Wellbeing

CLASS

Mindfulness Fundamentals ➔

Mindfulness at Work ➔

Conflict Management

CLASS

Identify the Right Conflict Style ➔

Lead Compassionate Conversations ➔

Transform Conflict into Collaboration ➔

Strategy

CLASS

Strategic Decision-Making ➔

Develop a Differentiated Strategy ➔

Set Better OKRs ➔

DEIB

CLASS

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, and Inequity at Work ➔

Navigate Different Intercultural Conflict Styles ➔

*In the Experienced Manager Core program

Senior Leader Classes

Click on class name to learn more

Performance Management

CLASS

Evaluate Performance Fairly and Accurately ➔

Follow Up on Performance Conversations ➔

Measure Individual Performance ➔

Run Effective Performance Review Meetings ➔

Coaching & Leadership

CLASS

Develop Change Agility On Your Team ➔

Hiring

CLASS

Attract Top Talent ➔

Ramp up New Hires ➔

Run Effective Interviews ➔

Organizational Change

CLASS

Communicate Powerfully Around Change ➔

Master the Process of Change ➔

Motivation & Development

CLASS

Create Compelling Career Paths ➔

Manage to Your Team's Strengths ➔

Motivate Anyone to do Their Best Work ➔

Personalize Motivation to Your Team ➔

Communication & Collaboration

CLASS

Build a Thriving Team Culture ➔

Build an Agile Culture* ➔

Cultivate Executive Presence* ➔

Create Effective Presentation Decks ➔

Deliver Powerful Presentations ➔

Wellbeing

CLASS

Mindfulness Fundamentals ➔

Mindfulness at Work ➔

Productivity

CLASS

Meetings Mastery ➔

Strategy

CLASS

Develop a Differentiated Strategy* ➔

DEIB

CLASS

Behaviors of an Inclusive Leader ➔

Bridge Cultural Differences Across Your Organization ➔

Explore Power, Privilege, and Inequity at Work ➔

Navigate Different Intercultural Conflict Styles ➔

Lead Psychologically Safe Teams* ➔

*In the Senior Leader Core program

Private Add-ons

Anatomy of a Private Program

CORE PROGRAM

CORE CLASSES AND PRACTICE LABS

POST PROGRAM ASSESSMENT

CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	CLASS 6
	PRACTICE LAB			PRACTICE LAB	

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		

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Group Coaching Program

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

Perfect for:
Mid-and senior level managers who want 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

Cadence

We recommend **weekly or biweekly** group coaching sessions

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