

Title	Tags and Topics	What You Get
<p><b>Get Organized with Outlook (or Gmail)</b></p>	<p>Individual Productivity</p> <p>Communication</p> <p>Technical</p> <p>Hands on</p>	<p>Save time by using Outlook/Gmail hints, tips and shortcuts</p> <p>Stay on top of your tasks and be reminded at the right time</p> <p>Create headspace to work on things more important than email!</p>
<p><b>Improve Your Memory</b></p>	<p>Individual Productivity</p> <p>Cognitive Skills</p> <p>Learning Techniques</p>	<p>Easily access important facts, figures and information</p> <p>Develop an understanding of the natural processes of the brain</p> <p>Increase confidence in your memory</p> <p>Improve your recall ability</p>
<p><b>Resilience and Positive Intelligence</b></p>	<p>Individual Productivity</p> <p>Work/Life Balance</p> <p>Mindset</p> <p>Personal Development</p>	<p>Learn how to set up your day for success</p> <p>Use a roadmap of your positive intelligence brain to take you from survival to thriving</p> <p>Get a framework to help manage emotions during times of uncertainty</p>
<p><b>Making it Happen</b></p>	<p>Individual Productivity</p> <p>Efficiency</p> <p>Time Management</p>	<p>Create a productive work week</p> <p>Identify big picture goals and milestones</p> <p>Avoid distractions</p> <p>Stay on track</p> <p>Make progress on work that matters and hit your targets</p>

<p><b>Goal Getters</b></p>	<p>Individual Productivity</p> <p>Personal Development</p> <p>Planning</p>	<p>Use a guided process to figure out what you truly want</p> <p>Create a custom goal plan</p> <p>Use change management ideas to overcome obstacles</p>
<p><b>Mind Mapping: A fast and fun way to think and plan</b></p>	<p>Individual Productivity</p> <p>Organization</p> <p>Interactive</p> <p>Planning</p>	<p>Tackle overwhelm</p> <p>Plan quickly and easily</p> <p>Gain clarity on big topics and problems</p> <p>Use Mind Mapping in business situations</p>
<p><b>Awkward Conversations</b></p>	<p>Individual Productivity</p> <p>Communication</p> <p>Conflict Management</p> <p>Personal Development</p>	<p>Handle difficult discussions</p> <p>Learn tips to come up with the right thing to say</p> <p>Get a starter phrase list for common situations</p>
<p><b>Train the Trainer</b></p>	<p>Individual Productivity</p> <p>Training</p>	<p>Design fun, interactive and practical sessions</p> <p>Help participants apply their knowledge</p> <p>Use adult learning theory to create a logical structure</p> <p>Add training templates to your toolbox</p>

<p><b>Making Tough Decisions</b></p>	<p>Individual Productivity</p> <p>Personal Development</p> <p>Decision Making</p>	<p>Use templates to guide your thinking</p> <p>Gain confidence and reduce procrastination</p> <p>Learn to define criteria, stakeholders and your process</p>
<p><b>Innovative Thinking</b></p>	<p>Individual Productivity</p> <p>Innovation</p> <p>Mindset</p>	<p>Learn tools and skills to generate creative ideas</p> <p>Think outside the box</p> <p>Apply new techniques problem solving and process improvement</p> <p>Use new skills right away for your projects at work</p>
<p><b>Creating Balance</b></p>	<p>Individual Productivity</p> <p>Personal Development</p> <p>Work/Life Balance</p>	<p>Feel in control and happy with your choices</p> <p>Use the Wheel of life tool to figure out where to make changes</p> <p>Learn how to feel more energetic and free from stress</p>
<p><b>Change Your Results by Changing Your Habits</b></p>	<p>Individual Productivity</p> <p>Personal Development</p> <p>Work/Life Balance</p>	<p>Be inspired by learning what new habits can set you up to win each day</p> <p>Learn how habits are formed</p> <p>Identify and dig deeply into new habits that will serve you</p> <p>Discover life hacks, like the 20-second rule, to make it easier to change</p>

<p><b>Meetings without Misery: How to Lead Meetings That Get Results</b></p>	<p>Team Performance</p> <p>Time Management</p> <p>Improve Results</p>	<p>Use tools and templates to plan and lead meetings</p> <p>Save time by making clear decisions</p> <p>Get commitment to action</p> <p>Engage your team and manage the group dynamics</p>
<p><b>Creating Your Team Charter</b></p>	<p>Team Performance</p> <p>Team Management</p> <p>Improve Results</p>	<p>Clarify team goals</p> <p>Define ways of working</p> <p>Create building blocks of accountability</p> <p>Develop your team charter (vision, values, how to work together)</p>
<p><b>Understand Your Team with Myers-Briggs</b></p>	<p>Team Performance</p> <p>Personal Development</p> <p>Relationship Building</p> <p>Team Development</p>	<p>Build trust within your team</p> <p>Learn your Myers-Briggs personality type</p> <p>Learn how to deal with other styles</p> <p>Identify actions to use in your work and life</p>
<p><b>Coaching for Performance</b></p>	<p>Team Performance</p> <p>Personal Development</p> <p>Management Development</p> <p>Coaching</p>	<p>Help your team to reach their potential</p> <p>Learn key coaching skills and principles</p> <p>Practice coaching and receive feedback</p> <p>Get a manager's coaching toolkit</p> <p>Use templates to guide your coaching conversations</p>

<p><b>Blue Sky Retreat: Create Your Strategic Plan</b></p>	<p>Next-Level Impact</p> <p>Strategic Planning</p> <p>Consensus Building</p> <p>Creative Problem Solving</p>	<p>Get involvement from your key stakeholders</p> <p>Brainstorm with your group to develop your priorities</p> <p>Prioritize and select options to build your strategic plan</p> <p>Create buy-in to take your organization to the next level</p>
<p><b>Leading Great Brainstorming Sessions</b></p>	<p>Next-Level Impact</p> <p>Brainstorming</p> <p>Problem Solving</p> <p>Creative Thinking</p>	<p>Help groups generate ideas (in and outside of meetings)</p> <p>Learn how introverts and extroverts work together</p> <p>Try out tools to help individuals and groups generate ideas</p> <p>Use new ideas immediately</p>
<p><b>Fostering Innovation</b></p>	<p>Next-Level Impact</p> <p>Innovation</p> <p>Planning</p>	<p>Help ramp up innovative efforts within your organization</p> <p>Define what innovation means to you</p> <p>Try out new tools for generating ideas and uncovering opportunities</p> <p>Learn to prototype and test your ideas</p>
<p><b>Customer Experience Mapping</b></p>	<p>Next-Level Impact</p> <p>Planning</p> <p>Relationship Building</p> <p>Customer Experience</p>	<p>Map customers' experiences</p> <p>Improve customer care and related processes</p> <p>Build trust, generate sales and improve partnerships</p> <p>Find opportunities to innovate</p>