

Courseware

- **Leadership 201** (24 hours) – [Signature Course](#)
Comprehensive. Tech, safety, public agency, and education-related options. *Self-awareness, professional effectiveness, emotional intelligence, management skills, visionary and inspirational leadership.*
 - **Leadership 202** (24 hours) - Participants apply and debate concepts from Leadership 201 in thought-provoking discussion questions and situational dilemmas. Optional modules on Ethics, DEI, Gender Equity.
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- **Customer Service** (3 hours) - For frontline workers who interface with the public. Highly interactive.
 - **Diversity – Equity – Inclusion** (3 hours) – Cross-cultural understanding and intercultural competence.
 - **Gender Equity** (3 hours) – Interactive discussion over such presented concepts as equal access.
 - **How to Hang on to Good People** (2 hours) - Facilitated Manager workshop reviewing “Ten Tips.”
 - **Interviewing Skills and Strategies** (for Internal Applicants and Outplacement) (3 hours)
 - **Legal and Effective Interviewing Techniques for Hiring Managers** (3 hours)
 - **Leadership and Ethics** (3 hours) - Safety and tech-based emphasis. Class debates a challenging dilemma, applying basic code of ethics rules.
 - **Leadership and Tech-Based Ethics** (24 hours) - Comprehensive review of an engineering code of ethics, basic moral principles, a practical ethics toolkit, and their application to challenging situations and dilemmas. Risk mitigation, environmental factors, social policy, cyberethics, and global issues.
 - **Time Management Live Podcast** (3 hours) – From short tips to broad strategies.
 - **Myers Briggs Team Building** (4 hours)
 - **Professionalism III** - For Recent College Graduates (2 hours)
 - **Wealth Management 101 Live Podcast** (3 hours) - Budgeting, income taxation, retirement planning...

--Manufacturing and Labor Force--

- **Customer Service** (3 hours) - For frontline workers who interface with the public. Highly interactive.
- **Leadership 101** (3 hours) – Delegation, teamwork, running meetings, inspiring team, vision, etc.
- **Money Management** (3 hours)- Budgeting, checking accounts, savings, home loans, etc.
- **Professionalism I (General Conduct)** (3 hours) - Increasing productivity, accountability, EQ, etc.
- **Professionalism II - (Ethical Conduct)** (3 hours) - Basic guidelines with “what if” scenarios.
- **Train the Trainer** (2 hours) – Best practices for personnel teaching laborers. Practice sessions.

--General Consulting--

Manager Coaching SWOT Analysis Mission/Vision RACI Strategic Planning