

ST4Y READY

SOFTSKILLS COURSE DESCRIPTIONS AND YOUTUBE VIDEO LINK

Supervisors and Managers Bundle

Budgets and Financial Reports

The Budgets and Financial Reports course will give you a solid foundation in finance. We'll cover topics like commonly used terms, financial statements, budgets, forecasting, purchasing decisions, and financial legislation. Video Link: <https://youtu.be/NSwU8xH8L7s>

Coaching and Mentoring

Coaching and Mentoring focus on coaching your employees to higher performance better. Coaching is a process of relationship building and setting goals. How well you coach is related directly to how well you can foster a great working relationship with your employees through understanding them and strategic goal setting. Video Link: <https://youtu.be/zvnfWybjcN0>

Conducting Annual Employee Reviews

With our Conducting Annual Employee Reviews course, your participants will discover how to conduct a well-designed employee annual review. By determining the categories for a yearly inspection and understanding how it affects employee compensation, an overall increase in performance should be seen throughout your organization. Video Link: <https://youtu.be/K0Cj1Ev6ds8>

Developing New Managers

With our How to Develop New Managers course, your participants will gain support, best practices, and knowledge. This course will help your company develop well-rounded, fair, and confident managers. By identifying early, you will groom prospective candidates and provide the best chance for success. Video Link: <https://youtu.be/CstyWfUuFyU>

Employee Motivation

The Employee Motivation course will give participants several tools to become a great motivator, including goal setting and influencing skills. Participants will also learn about five of the most popular motivational models and how to bring them together to create a custom program.

Video Link: <https://youtu.be/0zw2lomj9bY>

Facilitation Skills

The Facilitation Skills course can help any organization make better decisions. This course will give participants an understanding of what facilitation is all about and some tools that they can use to facilitate small meetings. A strong understating of how a facilitator can command a room and dictate the pace of a meeting will have your participants on the road to becoming great facilitators themselves.

Video Link: <https://youtu.be/r-idd6xA9-E>

Knowledge Management

The Knowledge Management course will give participants the tools they will need to begin implementing knowledge management in your organization, no matter the size of the company or the budget. Wherever humans work together for one goal, there is knowledge to be harvested, stored, and dispensed as needed. Video Link: <https://youtu.be/IYKUSSwznI8>

Leadership and Influence

Once you learn the techniques of authentic Leadership and Influence, you will build the confidence it takes to take the lead. The more experience you have acting as a genuine leader, the easier it will be for you. It is never easy to take the information, as you will need to make decisions and face challenges, but

it can become natural and rewarding. Video Link: <https://youtu.be/0dlYwGOifbw>

Lean Process and Six Sigma

Our Lean Process and Six Sigma course will introduce this way of thinking that has changed so many corporations globally. This course will give participants an overview of the Six Sigma methodology and some of the tools required to deploy Six Sigma in their organizations.

Video Link: <https://youtu.be/PZhHHmzl6IA>

Manager Management

Manager Management takes a particular type of leader. This course will expand your participant's knowledge and provide a way to teach and lead new and experienced managers. As every manager knows that learning never stops, this course will have something for everyone.

Video Link: <https://youtu.be/o5PFB7CYq24>

Office Politics for Managers

Office Politics is about creating and maintaining better relationships. It is about communicating and working with your peers and colleagues mutually beneficial. Employees who understand the positive aspects of Office Politics are better team members and end up being more successful and productive.

Video Link: <https://youtu.be/7CiytlwAGeo>

Performance Management

Performance Management helps the transition be smoother and less hectic when changes occur. It enables the organization and employees to have a streamlined relationship, improving communication and interactions between the two groups. It will help close gaps in an employee's skill-set and make them a more valuable employee through feedback and coaching.

Video Link: <https://youtu.be/YjwoKTFP6Jc>

Self-Leadership

With our Self-Leadership course, your participants will discover the specifics of how to be a better leader for themselves and others. Your participants will guide themselves in positive ways, which equals success! Video Link: https://youtu.be/PKkJT27_Hxw

Supervising Others

The Supervising Others course will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

Video Link: <https://youtu.be/Ly3a4Q6YCoM>

Team Building Through Chemistry

With our Team Building Through Chemistry course, your participants will discover the specifics of how building a team through chemistry will lead to success. It is not enough to have a group of people just work on a project. They need to connect and utilize each other's strengths through team chemistry.

Video Link: <https://youtu.be/m5VumpP4ZOY>

Virtual Team Building and Management

With a virtual team, you have the everyday issues of a localized team, with the additional challenges of distance and cultural differences. Virtual Team Building And Management will give participants the knowledge to work with these challenges and succeed in a growing global workforce.

Video Link: <https://youtu.be/LwEMBPzkvBY>