



**seminars**

## Art of Execution

Seminar Length: Onsite 1 day, Online 3 x 90 min webinars  
 Participant Numbers: Onsite up to 25, Online up to 100  
 Participants: any level within the organization

Our seminars are all *modular* by design – meaning that they are highly customizable to suit your exact needs. We partner closely with you to ensure we completely understand your desired outcomes. We invest the time to ensure we understand your organization and tailor the pre-work, seminar, and post work to get you the results you want.

### Managing Projects, Assignments and Tasks in a Crazy-Busy World

Technology makes everything faster. Change seems to be the only constant. Individuals and teams have to do more with less.

The **Art of Execution** will help you navigate effectively through today's whirlwind to consistently get things done, through and with people regardless of explicit or implicit authority.

The core of the program is focused on four benefits:

- 1. Clarify the Win:** Highly effective organizations, teams and individuals stay laser-focused on who their customers are, and how everyone wins from the products and/or services they provide.
- 2. Identify the Milestones:** Being clear on the timeline, the key players and anticipating different outcomes are of paramount importance to ensure projects, assignments and tasks are completed on time and on budget.
- 3. Dealing with the Difficult:** Roadblocks can stifle a project or key strategic initiative. Effective project management attempts to foresee any such issues and proactively solve them.
- 4. Staying Focused:** Effective project management focuses on the few vitals that must be done this week to keep on track.

Participants are encouraged to bring real-world projects, assignments and tasks to identify, discuss and find practical solutions during the seminar.

### Fees

Facilitation Fees	Participant Guides	Travel Expenses
\$4,200	\$10 per person (or we can send you the electronic PDF at no cost)	Agreed in advance and charged additionally

### Additional Option - Survey Pack

It's vitally important to measure the effectiveness of every dollar you invest in training and development today. To help you, we offer a *Survey Pack* that consists of three parts: (1) an online pre-survey, (2) an evaluation at the end of the seminar, and (3) an online post-survey that is completed twelve weeks after the seminar.

We will provide a comprehensive electronic summary showing the full picture of the results gained from your investment. Our fee for the *Survey Pack* is \$400.



Available ONSITE or ONLINE

### Our Promise



- #1 Best Content** - We commit to always providing you access to the **BEST CONTENT** available.
- #2 Best Person** - We promise you the **BEST PERSON** from our team to meet your exact needs and serve your organization culture.
- #3 Best Results** - We promise you **BEST RESULTS** within your organization as an end product of our training & development work with you.

### Other Seminars available

Attracting and Retaining Talent • Business Financial Intelligence • Charting the Course • Customer-Centered Service • DiSC® — Team Dynamics  
 Emotional Intelligence (EQ) for Managers • Leading Others • Personal and Interpersonal Effectiveness • Positively Reducing Conflict  
 Presentation and Facilitation Skills • Supervisory Management Essentials • Team Excellence  
 Time Management • Train-the-Trainer • Work Life Balance 2.0

### We also offer



Ask about 60 minute insight sessions

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