



Seminars and Training Institute

LIVE LEARN LEAP



# UPGRADE YOUR SKILLS TO GET HIRED.

Learn the skills to take on the leadership role you have always dreamed of. We bring our training to your organization. From our interactive and engaging workshops you get the continued learning and development you need to thrive in a competitive business environment. Our skills training modules are available online and can be accessed wherever connectivity is available with your mobile device and at your own pace.

## **Workshops and Skills Training Modules**

### **WOMEN IN LEADERSHIP** *available now!*

This powerful training program explores the unique perspectives and challenges many women face when assuming new roles in leadership.

Often, people who have never had a leadership role will stand up and take the lead when a situation they care about requires it. Participants will be able to recognize these events and assume leadership roles with greater confidence. This workshop explores the leadership gap, vital leadership traits, and how to overcome various barriers.

Through this workshop, participants will find the confidence in themselves to become great leaders. Leveraging strong networking relationships, collaboration, and mentorship, your participant's confidence will quickly grow as they develop into great leaders.

### **FOSTERING NEW MANAGERS**

Every organization needs to have competent managers. Taking the time to train and develop new managers within the organization is a noble investment in time. This workshop will teach you various methods that will help you develop the best managers for your organization and identifying the core roles and skills of a manager. Fine management is essential to gaining success in your organization.

### **PROVIDING CONSTRUCTIVE CRITICISM**

Constructive criticism is crucial to improving a situation in the workplace. At times, it can be difficult to give and receive. There are efficient ways to handle and deliver constructive criticism. But first, you must be able to understand what it is and how to use it. This course focuses on understanding how emotions and actions can have a negative impact and how to determine the proper steps that will be used. You will uncover the best techniques and master the art of providing feedback in an effective manner.

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## MANAGER AND MANAGEMENT

Good management begins with good planning. In this workshop, you will gain knowledge on ways to provide coaching and mentoring, ways to evaluate performances and how to handle complications. These helpful tools will send you on your way to becoming that great manager who helps you and your employees continue to grow.

## GOAL SETTING

Dreaming is great; setting a goal is what will help make that achievement. Confucius once said, "When it is obvious that, that the goals cannot be reached, don't adjust the goals, adjust the action steps." This workshop highlights the four Ps of goal setting. You will learn the essence of setting SMART goals. Are your goals Specific, Measurable? Is there any Action taking place? Are they Realistic and Time-bound? A SMART goal is an effective goal. Take action today!

## ORGANIZATIONAL SKILLS

With this twelve module course, learn how to prioritize, create lists, set timelines, store information and remove clutter. Great for the workplace, school, or even at home. Make plans and stay organized. Let us help you find a system that works for you!

## TIME MANAGEMENT

Losing track of time? Is procrastination preventing your from being successful? Learn not only how to keep track of time, but also how to stay on top of projects and deadlines. At the end of this workshop, you will become more productive and be able to make better use of your time.

# HOST A WORKSHOP, WE'LL COME TO YOU

Upgrade your skills to get hired. Learn the skills to take on a leadership role within your organization. We bring our training to your organization. From our interactive and engaging workshops you'll get the continued learning and development you need to thrive in a competitive business environment.

## WORK PLACE HARASSMENT

Harassment in the work place can differ from one person to another. This course will teach you to recognize when harassment is occurring and how to handle it professionally. It will also touch on safety in the workplace. By the end of this course, you should be able to understand what the law says about harassment and how to put anti-harassment policies into effect.

## EXECUTIVE AND PERSONAL ASSISTANT

Participants will learn what it takes to be a successful assistant. We will provide the participants with the necessary tools to effectively manage a schedule, organize a meeting or create important documents with a high level of confidence.

## SKILLS FOR THE 21<sup>ST</sup> CENTURY

Participants will develop skills in communication, teamwork, time management, and problem solving. They will also develop positive attitude, improve their work ethic, and build self-confidence. Participants will improve on almost every aspect of their career.

## BEYOND SUPERVISING OTHERS

Participants will gain knowledge through best practice and case study. They will develop skills that managers need to thrive.

## BASIC BOOKKEEPING

Participants will learn the basics of bookkeeping; basic terminology, financial planning, budgeting and control, payroll accounting and reading the financial statements.



**SHILOH**

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