

Team Building

Comskil’s Team Building workshops define roles within teams, align organization, team and individual goals, build effective working relationships, and together, we find solutions to team problems.

Course	Description
Discovering your DiSC Style, Understanding Others’ Styles, and Building More Effective Relationships.	<p>Program Content: Three 90-minute training modules and optional people-reading activity with leader’s guides, PowerPoint®, participant handouts, and video that support the 20-page Everything DiSC Workplace®</p> <p>Everything DiSC Workplace helps people</p> <ul style="list-style-type: none"> • Discover their DiSC® styles • Understand their reactions to coworkers • Build more effective work relationships
5 Behaviors of a Cohesive Team	The program helps teams understand how they score on the key components of The Five Behaviors model: Trust, Conflict, Commitment, Accountability, and Results. Individual team members will learn about their own personality style and the styles of their team members—based on the Everything DiSC® model—and how their style contributes to the team’s overall success.
Managing Teams Under Stress Without Stress	Stress Management and the Multi-Tasking Myth; How to keep from “losing it” and regain composure. Learn to find your “flow”. Quickly, develop a high performing team and produce top quality products and services with short timelines.
Giving and Receiving Feedback	Focuses on the receiver of feedback rather than the giver with an emphasis on improving the ability to give feedback well by improving the understanding of what it takes to receive feedback well. This helps to get to the learning faster and find the value in the feedback even when it may be delivered poorly.
Multicultural Dialogue Learning Series	Multicultural Competence Dialogue Series provides participants a learning and sharing experience to enhance competencies in multiculturalism, inclusion, and dialogue as a tool for enhancing relationships, listening, questioning, and resolving conflict.
Engaging in Difficult Conversations	Engage in practical learning experiences to increase participants’ ability to have difficult conversations, reduce associated stress, improve relationships, and maximize goal attainment.
Interpersonal Communications (1 day or 2 days)	<p>In this course, participants will learn communication skills that are vital for success as a leader/supervisor and team member. The course will include how to communicate more effectively with subordinates, team members, peers, and upper management.</p> <p>Upon completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> • Employ effective communication skills with others at all levels of the organization. • Clearly articulate expectations to team members. • Improve listening skills. • Build positive team communications and establish/maintain an atmosphere of trust. • Learn best practices to communicate changes. • Develop the ability to effectively delegate and/or share work. • Communicate expectations and work objectives to staff.

<p>Motivating Others and Team Development (2 days)</p>	<p>Motivation is a critical component of the productivity of organizations, groups, teams, and other working units. This course is designed to provide leaders with the skills and knowledge to create environments in which teams are highly motivated to perform.</p> <p>Upon completion of this class, participants will be able to:</p> <ul style="list-style-type: none"> • Apply strategies to motivate staff and build a positive team work environment. • Identify performance motivators and examine appropriate motivational strategies. • Select appropriate motivational strategies during scenario-based exercises. • Discuss the role of motivating others as part of the development of high-performing teams. • Discuss techniques for motivating others in times of change.
<p>Building Success through Enhanced Self-Awareness (1 or 2 days, depending on depth desired)</p>	<ul style="list-style-type: none"> • Participants complete the Strength Deployment Inventory and apply the learning to: • Appreciate different motivational styles, more effectively work with others, and manage various stages of conflict. • Tools to identify areas for personal growth and strengthen leadership skills. • Gain an appreciation of different motivational styles in team and workplace relationships, subsequently enhancing interactions and communications.
<p>Employee Retention Tools and Techniques (1/2 day or full day) requires some customization</p>	<p>This one-day course provides a strong understanding for how to retain the “best and the brightest” employees and skill sets for your organization. Retention of high level employees adds to productivity, keeps hiring and retraining costs down, and can play an important role in company morale.</p> <p>This course will prepare supervisors to:</p> <ul style="list-style-type: none"> • Understand the practical & philosophical foundation for retaining employees. • Learn ways to create a culture that fosters employee loyalty & satisfaction. • Develop a tangible retention plan. • Identify characteristics of the “best & brightest” employees and skills for the organization; why they join, stay & leave, and the benefits of retaining them. • Develop retention techniques and use tools that go beyond pay, benefits & recognition programs to create a culture of competency and commitment.
<p>MBTI</p>	<p>This highly interactive course will help you develop a deeper understanding of yourself and how you relate to others — both personally and professionally. This understanding enhances personal and professional relationships by increasing harmony, productivity, and effectiveness among diverse individuals and groups.</p>
<p>Leading Change</p>	<p>This 3-day course provides participants with an in depth look at the Kotter change model. It includes tools to influence mindset and behavior change.</p>
<p>InterGroup Workshop</p>	<p>A series of Intergroup Workshops to build communications and collaboration. This workshop asks each group what they expect of the other and what they believe the other expects of them. Then they share, discuss, and ultimately</p>

	work together to develop and implement solutions. The workshop is conducted with one half-day session a month over the course of 4 to 5 months.
Team Coaching	Comskil offers many forms of Team Coaching including New Leader Assimilation , a facilitated on-boarding discussion between a new leader and his/her team, Team Building and Team Coaching which occurs during a series of regular task meetings and teaches teams how to observe and change their own dysfunctional patterns. Team coaching focuses directly on the team's task and communication while working together. Team building focuses more on the relationship dynamics, especially in a new team, and how those dynamics are affecting performance on tasks.

Skill Development

Comskil builds strong leadership by enhancing listening skills, creating adaptable teams, decreasing interpersonal conflict and developing leadership acumen.

Course	Description
Effective Supervisory Management (uses the following modules: Time Management & Organizing Skills, Motivation, Strategic Communication Skills, Resolving Conflict, Decision Making, and Values)	Learn the art of delegation, giving assignments, making requests and giving orders. Get more done through effective and creative time management. Manage and prevent interpersonal team problems. See and develop employee's potential. Know how to manage and monitor staff progress and tasks without being a micro-manager or too remote. Become an amazing supervisor, not just adequate. Be a leader and create a strong team producing excellent results. Use your cell phone for monitoring to-do lists, scheduling meetings, and meeting reminders.
Leadership Development Through Personality and Leadership Insight	<p>Personality assessment provides companies with the tools to identify and develop talented leaders, boost employee engagement, and drive business results. Personality should be defined in two ways: identity and reputation. Identity is personality from the inside – how you see yourself. Reputation is personality from the outside – how others see you.</p> <p>For most people, there is a gap between who they think they are and how others perceive them. As a result, they often seem to say one thing and do another. This gap corrodes relationships and inhibits leaders' ability to inspire followers. Personality assessment, feedback, and targeted coaching can provide individuals with strategic self-awareness – a better understanding of their strengths and weaknesses, how they relate to those of their peers, and how they are likely to affect their performance.</p>
Coaching for Supervisors (1 to 3 days, depending on depth desired)	This course is designed to improve the essential skills supervisors need to enhance their ability to coach employees. By learning proper coaching techniques,

	<p>supervisors and managers can raise the performance levels of their teams and increase value to the organization by building trust and solving problems.</p> <p>This course will:</p> <ul style="list-style-type: none"> • Help supervisors understand the importance and benefits of effectively coaching employees to improve work unit performance. • Provide the opportunity for participants to practice coaching skills. <p>By the conclusion of this course, participants will be able to do the following:</p> <ul style="list-style-type: none"> • Define coaching as a leadership competency and, • distinguish it from other leadership behaviors. • Apply effective coaching skills.
Conflict Management	<p>Conflict among employees and work groups is inevitable.</p> <p>This course describes accepted conflict management principles, provides strategies for dealing with conflict, and allows for practice in office-related situations.</p> <p>Upon completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> • Reduce conflict in the workplace. • Develop personal strategies for dealing with conflict • Apply skills that model appropriate responses to conflict. • Recognize conflict-inducing situations, identify root causes, and solve conflict when it occurs. • Communicate with team members in a way that facilitates conflict resolution.
Situational Leadership	<p>Upon successful completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Identify the four Situational Leadership styles. 2. Identify which style(s) are most natural for you; identify development and commitment levels of team members. 3. Understand how to best match your style to the development level & commitment of your team members and the situation. 4. Experience Situational Leadership through role play.
Empowered Conversations	<p>Language does more than describe; it creates the world we live in. The success of your team, the customer service you provide and the success of your internal collaborations all hinge upon effective communication skills. Empowered Conversations is a 1-day course that teaches greater self-awareness in order to transform your conversations and positively impact the results you produce. Through understanding your own biases, intentions, and motivations, timely and effective conversations are developed, internal partnerships are</p>

	strengthened, and positive professional relationships flourish even under difficult circumstances.
Leadership and The Inner Critic	<p>At the heart of great leadership is the ability to live and transmit a world of possibilities and transformation. Yet, when we are fully identified with the internal messages of the critic, especially when timelines are packed, or goals seem unwieldy and unmanageable, we feel deficient, consumed by self-doubt, and robbed of space. A lack of space restricts possibilities, negatively impacts performance, relationships, and ultimately productivity</p> <p>The inner critic is the single most powerful structure that restricts your authenticity, your energy and thwarts your natural dynamism, resilience, and creativity. It keeps you on a short leash and offers a constricted way of being in the world. This interactive talk aims to help professionals make the connection between leadership, self-awareness and the inner critic - the conversations we allow and disallow, the conversations we hold with ourselves and others, and its impact on the actions we take to get the results we say we want.</p>
The "F" Words	The "F" Words - learning to confront Fear and Feedback - this is a half-day session on building the skills for giving and receiving Feedback
Action Learning	Action Learning is a coaching methodology used by top organizations such as Microsoft for collaborative problem-solving and leadership development. An actual work problem is presented to a cohort of 4-8 employees from different functional teams in a one-day kickoff meeting. Facilitated by a Comskil Action Learning Coaches, team members learn how to use questions to define the problem, brainstorm solutions, and commit to actions over time via in-person, telephone, or video conference meetings. Action Learning programs produce real solutions that the organization can implement.
Mindfulness Training Program	<p>There are three courses in this program:</p> <p>Introduction - Mindfulness Resilience & Performance Training - In this highly interactive 3-hour session we begin the practice of Mindfulness meditation to build capacity for a Resilient Presence. Learning Outcomes: Practice basic mindfulness meditation and integrate mindfulness into your life and work with increased capacity for presence, focus, listening, insight and compassion; Develop more understanding about how mindfulness-based skills and practices support self-regulation and stress-management; Understand the wiring of the brain in relation to stress; Simple practices to alleviate stress throughout the day.</p> <p>Immersion Training - In this uniquely dynamic and interactive 2-day immersion training we will explore what Mindfulness is and what it is not. Students will experience different Mindfulness practices such as Basic Breath Awareness, Breath Counting, Belly Breath, Compassion Meditation, Alternate Nostril Breathing, and Heart Centered Meditation to name a few. The Mindful Attention Awareness Scale (MAAS), Philadelphia Mindfulness Survey (PHMS), or the Five Facet</p>

	<p>Mindfulness Questionnaire (FFMQ) will be conducted at the beginning of the class as a catalyst for the student’s awareness. The same questionnaire will be conducted at the end of the class and the students resulting delta will be captured to evaluate the programs’ effectiveness and their personal change.</p> <p>Learning Outcomes: Staying calm under fire; Creating solutions during emergencies; Committing to practice to build the mindfulness muscle for automatic calm; Increased access to executive center of the brain for insightful decision making; Capacity for presence, focus, listening, insight, strength, and compassion; Identify negative habits and limiting core beliefs that hinder positive change; Develop emotional literacy on how to identify and avoid emotional triggers, including methods for emotion regulation.</p> <p>Traditional Training - The 8-week Working Mind(fully) program goes deeper than a stress management course. It provides practice for staying calm and clearheaded in high-stress situations and tapping into the ability to develop creative workable solutions in a crisis. It allows participants to discover the assumptions that hold them back from fully engaging with their work and embracing their lives.</p> <p>Learning Outcomes: Discern self-interested and self-protective habits; Demonstrate how responsibility and accountability lead to empowerment of self and others; Comprehend how mindfulness and somatic awareness can be used as a means for avoiding and/or diffusing conflict; Increased access to executive center of the brain for insightful decision making; Access the transformative power of attuned listening in relationship; Expanded emotional intelligence; Learn simple tools for skillful and empathic communication; Comprehend strategies for integrating mindfulness into daily life activities.</p>
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Emotional Development

Participants are transformed through a new, richer understanding of themselves and their ability to influence others through their positive presence and demeanor.

Course	Description
Get Smart	Develop your Emotional Intelligence (EQ) and take an EQ assessment to find out how smart you are. Increase your EQ awareness, practice and build your skill set. For all levels of EQ.

<p>Emotional Intelligence</p>	<p>The EQ-I 2.0 measures emotional intelligence (EI) and how it can impact people and the workplace. Applications of emotional intelligence include:</p> <ul style="list-style-type: none"> • Leadership Development • Selection • Organizational Development • Executive Coaching • Team Building • Student Development <p>While emotional intelligence isn't the sole predictor of human performance and development potential, it is proven to be a key indicator in these areas. Emotional intelligence is not a static factor — to the contrary, one's emotional intelligence changes over time and can be developed in targeted areas.</p>
<p>Emotional Intelligence for Leaders</p>	<p>Emotional Intelligence differentiates the average leader from the exceptional leader. Increased self-awareness and emotional intelligence enable the exceptional leader to not only manage themselves but to also be able to understand, connect and work more effectively with others.</p> <p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Describe the benefits of Emotional Intelligence. 2. Assess personal effectiveness in emotional intelligence competencies. 3. Employ strategies to promote personal awareness and balance. 4. Identify opportunities to utilize EI in leadership roles. 5. Apply EI skills to address daily challenges in the workplace.
<p>Conversations that Matter: Enhancing our communication, one conversation at a time</p>	<p><i>“Conversations that Matter”</i> is about creating space for open dialogue, especially when the stakes are high – tensions come to the surface, nerves can get frayed, feelings come into play, and when traditional giving feedback techniques have already been tried. If avoiding these types of conversations isn't the answer, then how does a person engage in meaningful and personal conversations? How do you get unstuck? Skills such as listening, stepping back, and emotional intelligence will be explored.</p> <p>Upon successful completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> • Recognize when conversations turn crucial. • Identify tools to navigate difficult conversations, including decision making strategies to move from action to results. • Learn skills that help to set up the conditions to hold others accountable. • Apply skills through a hands-on exercise and case scenario.
<p>Stress Management</p>	<p>In today's multi-tasking, overly scheduled world, Stress is now considered to be the silent and pervasive link to what ails our society, be it social isolation, cardiovascular health, depression, anxiety, or a general sense of overwhelm. When someone is stressed, what they care about is often self-protection, and what they are committed to changes, negatively impacting performance and productivity.</p>

	This uniquely dynamic, and interactive seminar aims to help professionals make the connection between self-awareness and stress, health and wellbeing, performance and productivity.
The Neuroscience of Transformation Leadership	Learn and apply cutting edge breakthroughs in neuroscience that support high performance leadership, including how to deepen engagement and motivation, drive innovation, increase productivity, facilitate cooperative teamwork, and improve creative problem solving in the workplace.
From Burnout to Peak Performance: Science-Based Skills for Building Stress Resilience	Learn science-based stress resilience tools used by Fortune 100 leaders, elite athletes, military, and surgeons to gain more inner poise and clarity in the face of change and overwhelm.
The Neuroscience of Engagement and Motivation	Discover breakthroughs in modern neuroscience that provide new insights into our understanding of what engagement is - helping leaders and teams learn how to not only measure engagement, but also increase it based on what brain science tells us drives human behavior in the workplace.
Leader as Coach	Learn the latest proven methods of coaching and the power of high quality conversations in the workplace. Leaders discover how to use coaching conversations to help others develop new neural pathways in the brain that result in new thinking and habit change.
Applied Critical Thinking and Creative Problem Solving	Learn practical tools through a hands-on experience with critical thinking and problem solving. Participants learn how to define critical and noncritical thinking, work through the critical thinking process to build or analyze arguments, improve key critical thinking skills, and use analytical thought systems and creative problem-solving techniques to improve quality thinking in workplace contexts.
Breaking Nonconscious Bias and Leveraging Group Diversity	This workshop draws on the underlying brain systems behind the nonconscious biases that drive decisions. Not only do participants learn strategies that go beyond increasing awareness for breaking bias in the workplace, they learn tools for harnessing the power of group diversity.
Emotional Intelligence	This highly interactive workshop provides leaders an opportunity for self-assessment (EQ-i 2.0) and a framework for how to increase their EQ, providing tools for daily practice designed to increase self-awareness, self-management, social awareness, relationship management.
Brain Hacking Tools for Creating States of Flow and Peak Performance	Flow, also known as the “zone”, is the mental state of operation in which a person performing an activity is fully immersed in a feeling of energized focus, full involvement, and enjoyment in the process of the activity. New technologies and tools have now been researched and developed to cut the learning curve for achieving and sustaining states of flow. This workshop explores four tools that increase flow states of consciousness, driving innovation, creativity, productivity, and morale in the workplace.
The Neuroscience of Transformation Leadership	Learn and apply cutting edge breakthroughs in neuroscience that support high performance leadership, including how to deepen engagement and motivation, drive innovation, increase productivity, facilitate cooperative teamwork, and improve creative problem solving in the workplace.
Visualize Personal Success	The Visualize Personal Success™ (VPS) model for personal change is an easy to remember system to stay true to yourself and be kind to yourself. The VPS system guides you through how find your career and personal dreams and start living them. The instructor supports the VPS system and her client’s success by providing the newest insights from the fields of neuroscience and systems theory

	along with descriptions of how they relate to and support a lifelong commitment to career and personal growth, change, and new healthier habits.
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Change Management

Comskil prepares and supports individuals, teams, and organizations in making organizational changes”

Course	Description
Working Through Transition With a Sense of Ease	Comskil's course teaches participants how to embrace their organizations and their own changes and make those changes easier on themselves. Manage and participate in change calmly and confidently.
Immunity to Change	What gets in the way of achieving our goals? We have so many desires ~ whether it is to lose weight, manage our emotions better, begin painting again, start exercising regularly, or meditate daily. We make commitments, but something gets in the way and we either don't start, or we begin with great gusto and then it peters out. Why does this happen? The Immunity to Change Map illuminates our psychological immune system that derails us from what we actively say we want to achieve. - half day session
World Cafe	A World Café program helps employees build relationships and share ideas in a round robin format. Each table has a key topic that participants discuss in a set amount of time, and a scribe to capture their ideas. At the end of the time, all participants except the scribe move to the next table to discuss another topic. Scribes are able capture, summarize, and share ideas from all participants on each topic with the entire group. The World Café format is especially useful in facilitating communications and increasing understanding across teams and departments.
Action Learning	Action Learning is a coaching methodology used by top organizations such as Microsoft for collaborative problem-solving and leadership development. An actual work problem is presented to a cohort of 4-8 employees from different functional teams in a one-day kickoff meeting. Facilitated by a Comskil Action Learning Coaches, team members learn how to use questions to define the problem, brainstorm solutions, and commit to actions over time via in-person, telephone, or video conference meetings. Action Learning programs produce real solutions that the organization can implement.
ORGRO	An Organizational Growth model for successful and lasting change was developed by integrating findings from neuroscience research, Organizational Development (OD), and Systems Theory. ORGRO can be used to understand how to motivate and engage individuals throughout the organization. This workshop provides an interdisciplinary approach to understanding the challenges of culture growth. This workshop shines light on potential new ways of thinking about and provides the tools for organizational transformation.