

## How to Get Ahead @ Work

### Summary

Learn a proven “*how-to*” action framework for employees, supervisors and managers in any organization to improve measurable results, get noticed, increase opportunities, and push careers forward. The fast-paced program is packed with turn-by-turn instructions to use immediately – regardless of past experience, management level, or technical specialty. Designed for both individual participants and business teams seeking to multiply their results by bringing greater precision and clarity to the everyday actions in their work. All participants will finish the program with a tailored list of action items that bridges the gap between seminar learning points and action. Simply, this program will make your work life... ***Better!***

### Learning Objectives

Participants will learn How to Get Ahead @ Work through:

- ✓ *Better!* Business and Administrative Skills
- ✓ *Better!* Technical Skills
- ✓ *Better!* Interpersonal and Communications Skills
- ✓ *Better!* Leadership, Collaboration and Influence Skills
- ✓ *Better!* Steps for Selling Your Ideas and Getting Others to Act

### Program Content

This seminar utilizes a combination of lecture, discussion and participant exercises. Topics include:

- ✓ Why we fall short of our goals – and what we can do about it
- ✓ It’s Always a Choice: How to be ***Response-Able*** for our Results @ Work
- ✓ ***"The Goal is...Better! – How to Make it Happen for You and Your Team"***
- ✓ What Successful People *do*
- ✓ ***Add Value First - ALWAYS***
- ✓ ***The Daylight Principle*** – and How to Use it in Your Work Life
- ✓ Applying the ***Do What You Can! Six-Step System*** to personal and departmental team results
- ✓ How to find, recruit and use ***Performance Coaches*** to achieve ***Breakthrough Results***
- ✓ How to help your boss be a ***Hero @ Work*** by offering ***Relevant Solutions***
- ✓ How to ***Coach Others*** to increase your own effectiveness and value
- ✓ How to ***Practice for the Opportunity Moment*** – and why you HAVE TO do it every day
- ✓ How to “***motivate the other 70%***” to perform at peak levels
- ✓ Why, how and when a ***Quick Fix*** is fine
- ✓ 10 action steps to take @ work – *every day!*
- ✓ Seminar summary, action steps, wrapping it all together – ***and performance challenge!***

### Instructional Method, Program Length and Continuing Education Credits

The suggested length for this program is one full day. A tailored two-day version and a short-session option are also available upon request. In accordance with the standards of the National Association of CPE Sponsors, Continuing Professional Education credits have been granted based on a 50-minute hour. National Registry of CPE Sponsors ID Number: 108226

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| <b>Program Level:</b>           | Intermediate  |
| <b>Prerequisites:</b>           | Real-world work experience is recommended, but not required |
| <b>Advance Preparation:</b>     | None  |
| <b>Delivery Method:</b>         | Group-Live  |
| <b>Field of Study:</b>          | Personal Development  |
| <b>Recommended CPE Credits:</b> | 8 credits (16 credits for tailored two-day version)         |