ELITE 9
TALENT SOLUTIONS

EMPLOYMENT RECRUITING & BUSINESS MANAGEMENT CONSULTING FIRM

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Elite 9 Talent Solutions

We have a team of highly skilled professionals who are dedicated to delivering the highest level of quality and excellence in our services.
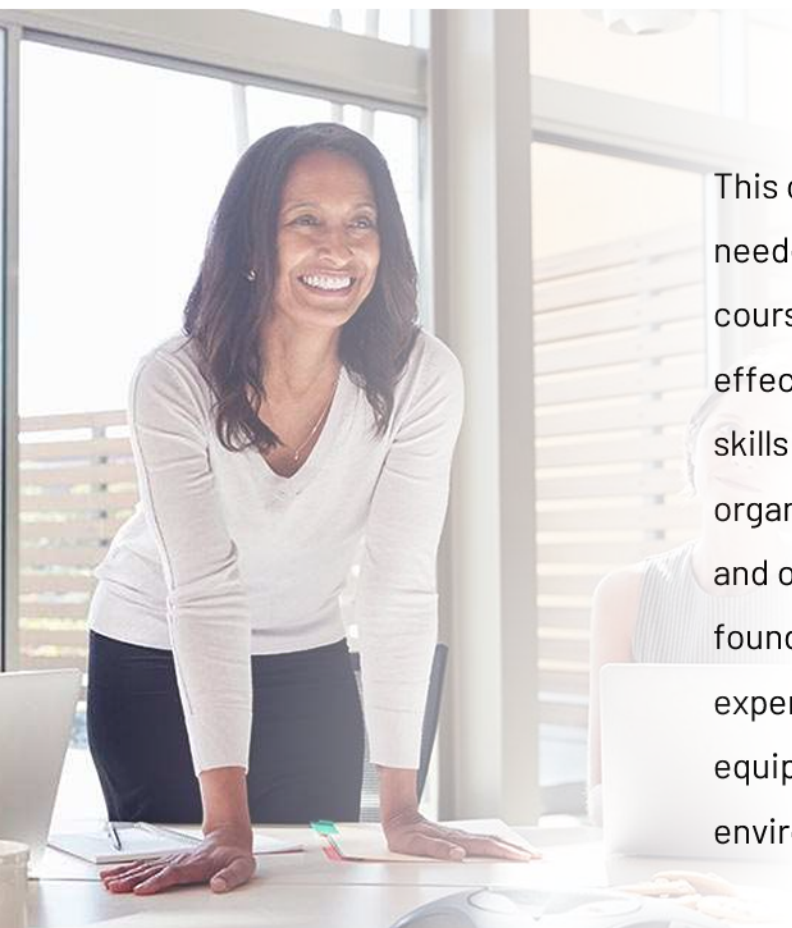
Each class is customizable **to 2-hours, half-day, or full-day.**

Administrative / Organizational Ability

In this course, we will explore the essential skills and concepts required to excel in administrative and organizational roles within various industries. Whether you have just started your career or have been working in this field for some time, this class aims to enhance your abilities and take your performance to the next level. Effective administrative and organizational abilities are crucial for the smooth functioning and success of any organization. They involve juggling multiple tasks, managing resources, coordinating teams, and ensuring efficient processes.

This class will equip you with the knowledge, techniques, and practical strategies needed to handle these responsibilities with ease and efficiency. Throughout this course, we will cover a wide range of topics. We will delve into the fundamentals of effective communication, time management, and decision-making, which are vital skills for administrative professionals. Additionally, we will explore the principles of organizational design and structure, as well as techniques for streamlining workflows and optimizing productivity. You can expect a combination of theoretical foundations, case studies, and hands-on exercises to enhance your learning experience. Our aim is not only to provide you with theoretical knowledge but also to equip you with practical skills that you can apply immediately in your work environment.

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2 hour, half-day, or full day seminar

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By the end of this course you will:

1. Have a solid understanding of the key components of administrative/organizational abilities.
2. Possess the tools to become a more effective and efficient professional

Who Should Attend:

Mid-level to senior leaders from all workforce industries.

Effective Communication Skills

- Verbal & Written Communication
- Active Listening
- Presentation Skills

Time Management & Prioritization

- Managing time efficiently
- Setting Priority
- Achieving Goals

Decision Making & Problem Solving

- Decision Making Models
- Problem Solving Approaches

Conflict Resolution & Mediation

- Managing Conflicts
- Resolving Disputes

Emotional Inteligence & Leadership

- Self-Awareness
- Empathy
- Relationship Management

Change Management

- Communication
- Employee Engagement
- Navigating Resistence to Change

Ethical Decision Making & Professional Conduct

- Ethical Principles
- Compliance with company policy and regulations

Strategic Planning & Goal Setting

- Strategic planning processes
- Setting SMART goals
- Aligning Organizational Objectives

Influencing, Leadership, and Power

In this dynamic and interactive course, we will examine how influential leadership and the effective use of power are crucial elements for success in both professional and personal spheres. Whether you are a current or aspiring leader, or simply interested in enhancing your interpersonal skills, this class will provide you with valuable insights and practical knowledge. Throughout our time together, we will explore various dimensions of influence, leadership styles, and power dynamics. We will delve into the art of influencing others, understanding the sources of power, and the ethical considerations associated with its use. Moreover, we will discuss the role of vision, charisma, and emotional intelligence in effective leadership.

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Theories of Influence

• Theoretical Approaches to Influence
• Social Psychology Theories
• Applying Various theories into
Leadership Contexts

Effective Communication
& Persuasion

• Developing Skills in
EffectiveCommunication
• Persuation Techniques to
Positively Affect Others
• Encouraging Collaboration

Ethical Leadership

• Ethical Dimensions of Leadership
• Importance of Integrity,
Transparency, & Accountability
• Achieving Positive Influence &
Sustainable Outcomes

Building & Leading
High Performing Teams

• Dynamics of Team Building
• Team Motivation
• Effective Leadership Strategies to
Create & Lead High-Performing
Teams

Power & Politics
in Organizations

• Concepts of Power & Politics within
Organizational Contexts
• Understanding How Politics Impact
Leadership
• How to Develop Strategies to Navigate
Unique Dynamics Effectively

Emotional Intelligence
& Leadership

• Importance of Emotional
Intelligence in Leadership
• Impact on Influencing Others
• Managing Conflicts
• Building Relationships

Change Management

• Leading & Influencing Organizational Change
• Strategies for Overcoming Resistence
• Fostering Innovation
• Sustaining Change Efforts

Leadership in a Global Context

• Cross-Cultural Communication
• Diversity & Inclusion
• Adapting Leadership Approaches to Different
Cultural Contexts

Strategic Perspective

This course aims to provide you with an in-depth understanding of strategic concepts, theories, and frameworks that areessential for analyzing and solving complex business challenges. In today's fast-paced and competitive world, having a strategic perspective is crucial for organizations and individuals to succeed. This perspective encompasses the ability to think critically, make informed decisions, and navigate through uncertainty while considering the long-term impact of actions.
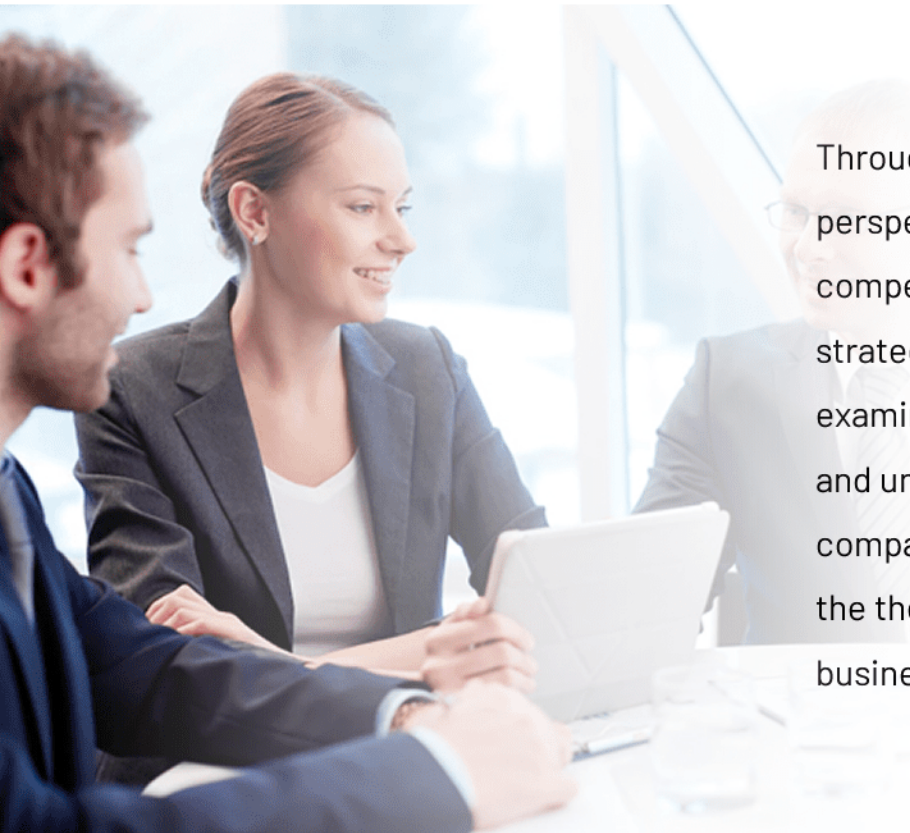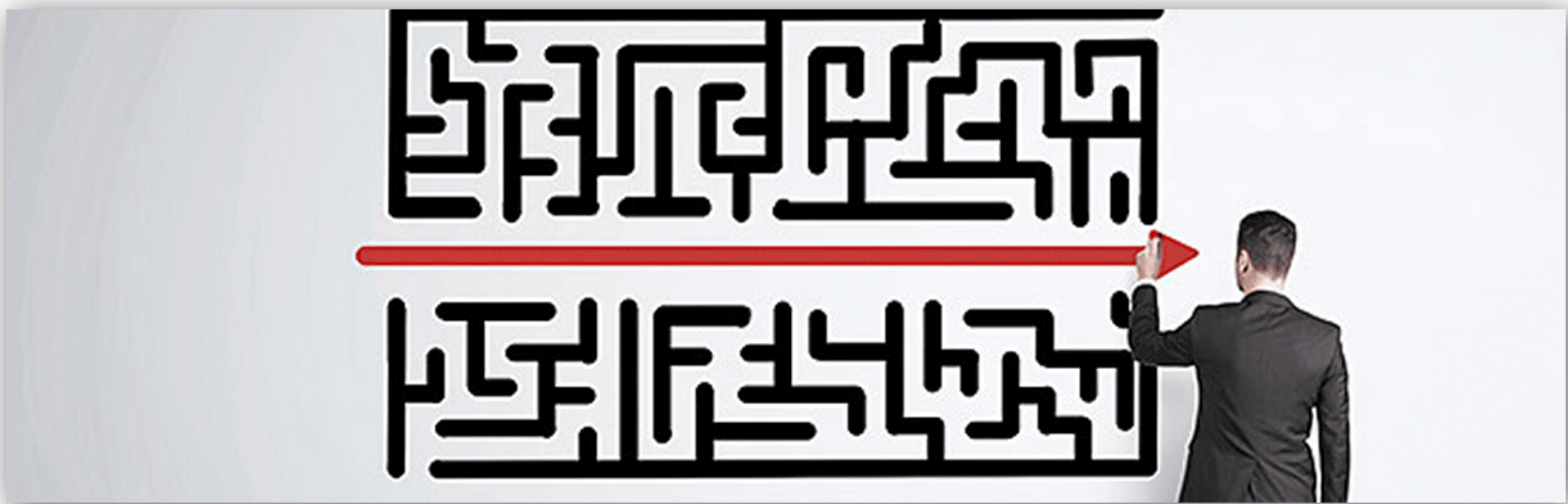
Throughout this course, we will explore various strategic perspectives and delve into topics such as competitiveadvantage, industry analysis, strategic planning, strategic leadership, and organizational adaptation. We will examine real-world case studies that highlight successful and unsuccessful strategic decisions made by renowned companies. This practical approach will enable you to apply the theories and frameworks learned in class to real business scenarios.

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Mid-level to senior leaders from all workforce industries.

Strategic Planning

• Developing Long-Term Goals & Objectives for the Organization
• Creating a Strategic Roadmap

Competitive Analysis

• Analyzing the Competetive Landscape
• Understanding the Industry Dynamics to Identify Opportunities & Threats

Decision-Making

• Understanding Various Decison-Making Frameworks
• Aligning Decisions With Organization's Strategic Objectives

Organizational Culture

• Developing & Managing a Strong Organizational Culture
• Supporting Strategic Vision
• Faciliating Effective Decision-Making

Strategic Leadership

• Developing Leadership Skills That Align With The Organizations Strategic Direction
• Inspiring Employees to Achieve The Strategic Goals

Innovation & Change Management

• Identifying & Implementing Innovative Strategies for a Competitive Advantage
• Managing the organizational change associated with strategic initiatives

Performance Measurement

• Designing and implementing performance measurement systems to track progress towards strategic goals
• How To Make Data-Driven Adjustments

Stakeholder Management

• Identifying & Engaging With Key Stakeholders
• Ensuring Alignment with the Strategic Direction
• Managing Expectations

Results Orientation

In today's fast-paced and competitive world, it is imperative that individuals and organizations focus on concrete results to stay ahead of the game. We must prioritize action and progress over mere effort and activity. Whether you are an individual looking to maximize your personal effectiveness or a company striving for exceptional performance, our approach is tailored to help you accomplish your goals efficiently and effectively.

By focusing on outcomes, we empower individuals and organizations to make informed decisions, prioritize tasks, and
allocate resources strategically. Our emphasis on results ensures that every action taken is purposeful and aligned with
the ultimate objectives, enabling steady progress and growth.

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Setting & Achieving Strategic Goals

- Identify & Define Clear and Measurable Goals
- Developing Effective Strategies

Establishing Key Performance Indicators (KPIs)

- Identify & Establish Relevant KPIs
- Organizational Goals
- Tracking Progress
- Driving Results

Performance Management

- Effectively Managing & Evaluating Individuals
- Effectively Managing & Evaluating Teams
- Setting Expectations
- Providing Feedback
- Addressing Performance Issues

Change Management & Initiative Implementation

- Managing & Implementing Change Initiatives
- Results Oriented Approaches

Building A Results-Oriented Culture

- Strategies for Fostering Culture
- Results, Accountability, and Continious
- Improvement Recognition & Rewards

Leading & Influencing Teams for Results

- Inspiring & Motivating Teams Towards Achieving Results
- Fostering Collaboration
- Optimizing Team Dynamics

Building Collaborative Relationships

In today's rapidly changing and interconnected world, building strong relationships with colleagues, teams, and other stakeholders is crucial for achieving success in any organization. As mid and senior leaders, you play a pivotal role in driving collaboration, innovation, and productivity within your respective teams. This class aims to equip you with the necessary tools, strategies, and insights to enhance your ability to develop and maintain collaborative relationships.

We will explore key concepts such as effective communication, conflict resolution, trust-building, and fostering a culture of collaboration. Throughout this course, we will delve into real-life case studies, engage in interactive discussions, and participate in practical exercises to deepen our understanding and application of these concepts. This class will not only provide you with theory but also practical techniques that can be immediately implemented in your professional lives.

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Communication & Active Listening

- Building Trust
- Understanding Others
- Open Lines of Communication

Conflict Resolution

- Addressing & Resolving Conflicts Within Teams
- Addressing & Resolving Conflicts With Stakeholders

Building Trust & Credibility

- Understanding the Importance of Trust in Collaborative Relationships
- Developing Strategies to Build Trust & Credibility

Influencing & Negotiation Skills

- Developing Influencing & Negotiation Skills

Cultural Intelligence & Diversity

- Understanding & Navigating Cultural Differences
- Diversity to Build Inclusive & Collaborative Relationships

Building Resilience & Managing Stress

- Strengthening Resilience
- Stress Management Techniques
- Navigating Challenging Situations
- Maintaining Healthy Relationships

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Respect
for Differences

As leaders, we play a crucial role in creating inclusive and respectful work environments. Our workplaces are becoming increasingly diverse, with people from various backgrounds, cultures, identities, and perspectives coming together. It is important for us to not only acknowledge this diversity but also embrace it and harness its potential.

The purpose of this class is to strengthen our understanding of the importance of respect for difference and equip us with the necessary tools to lead with empathy, understanding, and inclusivity. We will explore various topics, including cultural competency, bias awareness, effective communication, and promoting diversity within our teams.

Now, while we may be experts in our respective fields, it is equally important for us to continuously educate ourselves about the different experiences and perspectives that exist. By doing so, we can foster an environment where everyone feels valued, heard, and empowered to contribute their unique skills and talents.

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Understanding Cultural Diversity

• Cultural Backgrounds & Perspectives
• Importance of Recognizing & Valuing Different Cultures

Gender Equality & Women Empowerment

• Challenges Faced By Women in the Workplace
• Strategies for Promoting Equality
• Empowering Women in Leadership Roles

LGBTQ+

• Challenges Faced by LGBTQ+ Individuals in the Workplace
• Creating an Inclusive Environment Where Everyone Feels Accepted

Disability Awareness

• Promoting a Workplace that is Accessible and Supportive for All
• Experiences & Needs of Individuals with Disabilities

Interfaith Understanding

• Religious Diversity
• Fostering Mutual Respect
• Promoting a Harmonious Work Environment

Age Diversity & Integrational Collaboration

• Benefits of a Diverse Workforce
• Encouraging Leaders to Create Opportunities for Intergenerational Collaboration and Knowledge Sharing

Unconscious Bias & Stereotyping

• Defining Unconscious Bias
• Addressing Common Stereotypes
• Recognizing & Overcoming Bias in Decision-Making

Leading Employees

In today's rapidly evolving business landscape, effective leadership is crucial for organizational success. As mid and senior leaders, you are entrusted with the responsibility of guiding and motivating your teams, ensuring their growth and development, and driving positive results for your organization. This program has been specially tailored to empower you with the essential skills and knowledge needed to excel in your leadership roles.

In this course, you will engage in interactive discussions, case studies, role-plays, and group activities to provide you with practical insights and strategies that can be directly applied to your workplace challenges.

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Strategic Thinking

- Cultivating a Strategic Mindset
- Analyzing Data
- Making Informed Decisions
- Achieving Long-Term Organizational Objectives

Coaching & Mentoring

- Developing Coaching Skills to Empower Employees
- Nurturing Employee Growth
- Enhancing the Professional Development of Your Team

Talent Development & Succession Planning

- Identifying & Developing High-Potential Employees
- Creating Career Development Plans
- Ensuring a Robust Pipeline of Future Leaders

Performance Management & Feedback

- Setting Clear Performance Expectations
- Providing Constructive Feedback
- Coaching Employees to Reach Their Maximum Potential

Change Management

- Manging & Leading Through Organizational Change
- Understanding Resistance
- Creating Buy-In
- Adapting Change Management Strategies

Leadership & Emotional Intelligence

- Developing Self-Awareness
- Empathy
- Effective Communicaiton Skills to Lead and Inspire Employees

Developing & Empowering

In this ever-evolving business landscape, we understand the pressing need for continuous growth and development. As mid and senior leaders, you possess remarkable qualities that have brought success to your teams and organizations. However, we firmly believe that growth should never stagnate, and embracing change is the key to staying ahead of the curve. This empowering class is meticulously crafted with the sole purpose of fostering your personal and professional advancement.

We aim to equip you with an arsenal of fresh perspectives, cutting-edge strategies, and refined skill sets that will elevate your leadership impact to unprecedented heights. Throughout this journey, we will delve deep into a myriad of transformative subjects, ranging from adaptive leadership and change management to cultivating a culture of innovation and fostering high-performance teams. Our objective is to arm you with the tools and knowledge needed to navigate the complexities of today's business landscape with finesse, resilience, and unshakable confidence.

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Innovation & Creativty

- Creating a Culture of Innovation
- How to Foster Creative Problem-Solving Skills
- Promoting Continous Improvement Within Teams

Time & Stress Management

- Developing Effective Time Management Techniques
- Managing Stress
- Building Resilience
- Enhancing Productivity & Work-Life Balance

Talent Acquisition & Retention

- Strategies for Attracting & Retaining Top Talent
- Creating a Positive Employee Experience
- Building a Strong Talent Pipeline

Strategic Networking and Relationship Building

- Developing Networking Skills
- Fostering Professional Relationships
- Leveraging Networkds to Drive Business Growth & Development

Performance Appraisals & Development Conversation

- Conducting Effective Performance Appraisals
- Provding Consructive Feedback
- Creating Individual Development Plans For Employees

Composure

In today's fast-paced and demanding work environment, it is crucial for leaders to develop and maintain composure in the face of challenges and uncertainty. This class aims to provide you with the tools and strategies to enhance your composure, enabling you to lead effectively and inspire confidence in your teams. Composure is a valuable quality that allows leaders to stay calm and level-headed, even in high-pressure situations.

It involves the ability to manage stress, control emotions, and think clearly, making rational decisions that are not driven by immediate reactions. Developing and practicing composure can help leaders demonstrate resilience, inspire trust, and maintain a positive workplace culture, even during times of adversity.

Throughout this class, we will explore various techniques and principles that contribute to cultivating and maintaining composure. These include stress management, emotional intelligence, mindfulness, effective communication, and conflict resolution. We will also discuss real-life scenarios and case studies, allowing you to better understand how composure can be applied in different leadership situations.

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Leading High-Performing Teams

• Fostering Collaboration
• Empowering Team Members for Success
• Building & Nurturing Teams

Performance Management

• Setting Clear Goals and Expectations
• Fostering a Culture of Excellence

Conflict Management & Negotiation

• Dealing with Interpersonal Conflicts
• Managing Difficult Conversations
• Negotiating Win-Win Outcomes

Effective Communication

• Enhancing Verbal & Nonverbal
• Communication Skills Delivering Impactful Presentations

Ethical Leadership

• Promoting Ethical Behavior
• Understanding Organizational Values
• Ensuring Accountability

Change Management

In today's rapidly evolving business environment, where change has become the new normal, mastering the art of effectively managing change is crucial to stay competitive and drive organizational success. Change management is the process of preparing, equipping, and supporting individuals and teams to adopt and embrace new ways of working, strategies, or technologies. It involves understanding the human element of change and developing strategies to navigate resistance, forge collaborations, and inspire a shared vision of the future.

In this class, we will delve into various aspects of change management and provide you with practical tools and strategies to lead your teams through successful transformation initiatives. By the end of this course, you will be equipped with the knowledge and skills to confidently drive change within your organizations while fostering a positive and resilient culture.

Throughout this class, we will explore topics such as the psychology of change, building a change-ready organization, creating a compelling change vision, effective communication strategies, overcoming resistance, and measuring and sustaining change results. We will also discuss case studies and engage in interactive exercises to strengthen your understanding and application of change management principles.

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Personal Leadership Development

• Reflecting on Personal Values & Leadership Style
• Identifying Strengths & Areas for Growth
• Creating a Personal Development Plan

Corporate Social Responsibility

• Understanding the Impact of Business on Society
• Integrating Social Responsibility into
• Corporate Strategies Driving Sustainable Practices

Leading High-Performing Teams

• Building & Leading High-Performing Teams
• Fostering Collaboration & Synergy
• Maximizing Team Potential

Risk Management

• Identifying & Assessing Risks Associated With Change Initiatives
• Developing Risk Mitigation Strategies
• Building a Culture of Risk Awareness

Change Leadership

• Understanding the Role of Leaders in Driving & Managing Change
• Developing Change Management Models
• Creating a Compelling Vision for Change

Stakeholder Management

• Identifying & Analyzing Stakeholders
• Engaging & Managing Stakeholders Throughout the Change Process
• Communicating Effectively With Different Stakeholder Groups

Organizational Culture & Change

• Understanding the impact of organizational culture on change
• Managing Cultural Implications of Change
• Fostering a Culture That Embraces Continous
• Improvement & Change

Confronting Problem Employees

We are pleased to present a unique class that addresses a crucial topic for every organizational hierarchy – "Confronting Problem Employees." It is paramount for leaders to possess the skills and confidence necessary to tackle challenging employee issues effectively. Employee performance issues can have detrimental effects on team dynamics, productivity, and company culture. As experienced leaders, you understand the significance of nurturing a harmonious work environment that cultivates growth, engagement, and success.

This class aims to equip you with the knowledge and tools needed to expertly address performance problems head-on. In this class, we will explore strategies designed to empower you as leaders in confronting various problematic situations. We will delve into practical frameworks that facilitate open, honest, and respectful discussions, ensuring employees feel heard and understood. By fostering a culture of constructive feedback, you will learn how to transform challenges into opportunities for growth, both for the employee and the organization as a whole.

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Identifying & Addressing Performance Issues

• How to Identify & Confront Problems with Employee Performance
• Recognzing Patterns of Under performance & Discussing them Effectively with Employees

Effective Communication Strategies

• Developing Communication Skills Necessary for Confronting Problem Employees
• Active listening, assertiveness, and providing feedback in a constructive manner

Conflict Resolution

• Mediation Techniques
• Negotation Strategies
• Handling Difficult Conversations

Dealing with Difficult Personalities

• Handling Employees with Challenging Personalities
• Passive -Agressive Behavior
• Resistance to Change

Follow-Up & Accountability

• Importance of Follow-Up
• Conducting Regular Check-Ins
• Providing Ongoing Support and Implementing • Consequences with Necessary

Setting Clear Expectations

• How to Develop Clear Expecations
• Agreeing Upon Measurable Performance Objectives

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Self-Awareness

As mid and senior leaders, you play a crucial role in guiding and shaping your teams and organizations. However, sometimes amidst the demands of leadership, it is easy to lose sight of our own selves. The pressures can make it challenging to introspect or identify areas of personal and professional growth.

This Self Awareness Class is designed to help you reconnect with who you are as individuals, understand your strengths and weaknesses, and develop a deeper level of self-awareness. By enhancing self-awareness, you will be better equipped to make insightful decisions, build stronger relationships, and inspire your teams.

Throughout this course, we will explore various self-reflection techniques, engage in group discussions, and incorporate practical exercises to facilitate personal growth and development. Our aim is to create a safe and supportive environment that encourages open dialogue and introspection, allowing you to gain valuable insights about yourself.

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Self-Reflection & Personal Values

• Examining Personal Values, Beliefs, and Assumptions Gaining Clarity on Individual Purpose, Motivation, and Direction

Mindfulness and Presence

• Developing the ability to be fully present in the moment
Enhancing Focus, Attention, and Awareness of Self and Others

Recognizing & Managing Biases

• Understanding Unconscious Biases and Their Impact on Decision-Making
Developing Strategies to Minimize Unconscious Bias Influencers

Managing Stress & Resilience

• Building Methods to Cope With Stress, Setbacks, and Challenges
• Maintaining Resilience in the Face of Adversity

Personal Growth & Continous Learning

• Cultivating a Growth Mindset
• Seeking Out Opportunities for Learning & Development
• Establishing a Framework for Ongoing Personal Growth

Authenticity & Self-Expression

• Exploring Ways to Align One's Actions
• Fostering Trust and Credibility as a Leader

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PHONE
518-517-4744

EMAIL
consulting@elite9vtas.com

LOCATION
12 Harrison Ave,
Glens Falls, NY
12801.

BUSINESS HOURS

Monday - Thursday:	9AM-4PM
Friday:	By Appointment Only
Saturday - Sunday:	Closed

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