

*Building and maintaining
Positive and effective
Relationships and workplaces*



**People Skills
Development**

PSD focuses on:

Assessment Expert-level performance and training needs assessment

Develop Increasing the people development and training capabilities of your company. Your expert contract training department without the overhead cost.

Deliver Leader and employee development and training solutions including leadership, communications, train-the-trainer and Structured - On-the-Job-Training.

PSD can help you save up to \$1,200 per frontline worker as a third-party vendor of the Maine Community College System's Harold Alfond Center for the Advancement of Maine's Workforce matching grant.

40 YEARS OF CORPORATE TRAINING EXPERIENCE

Certified: DDI, DISC, Leadership Architecture

List of courses

Pathways Toward Excellence and Continuous Improvement

Needs Assessment

LTD 100 Initial consultation and needs assessment with one - two Senior Managers, CEO/Facilities Manager and or HR – 2.5 hours

LTD 100 A Initial consultation and Needs Assessment with Lead Team – 3 to 4 hours

Leadership and Supervisory Skills

LDR 100 Senior Managers Role In Supporting Pathways

Team Leader Workshop

Bootcamp Two days – LDR 101&103, DPR 101

Most selected course

LDR 101 Leaders' role in leading Excellence and Continuous Improvement - Introduction to Leadership Concepts and Supervisory Skills – 4 hours

DPR 101 Utilizing Interpersonal Skills and Self-Awareness (DISC) for Building and Maintaining Positive - Relationships and Workplaces – 4 hours

LDR 103 Leader's Role on Implementing a Performance Management System – 7 hours

LDR 105 Pathways follow-up, action plan
Optional/recommended 2-4 Hours

LDR 102 Introduction to Performance Management System – 4 hours

LDR 104 Techniques towards Operating Excellence and Continuous Improvement TBD

People and Relationship Skills Development

DPR 101 Utilizing Interpersonal Skills and Self-Awareness (DISC) for Building and Maintaining Positive Relationships and Workplaces – 4 hours

DPR 102 Utilizing Emotional Intelligence for Building and Maintaining Positive Relationships and Workplaces – 4 hours

DPR 103 Techniques for Building and Maintaining Positive Relationships and Workplaces utilizing Interpersonal Skills, Self-Awareness (DISC), Emotional Intelligence – 7 hours

Developing Leaders and Employees Series

A practical "How To" Series for Enhancing the Learning, Training and Development Capabilities of Your Organization Needs Assessment

LTD 100 Initial consultation and needs assessment – 2 hours

Learning, Training and Development Fundamentals

LTD 101 Introduction to Learning, Training and Development – 3 hours

Developing Leaders and Staff

LTD 102 Developing leaders and staff – competency-based – 4 hours included in LTD 102

How to Conduct New or Incumbent Competency-based Gap Analysis, How to Complete Individual Development Competency – based Assessment plans, Developing Training Plans for Individuals, Departments and Organizations,

LTD 106 Coaching Leader's Role in Career Development of Direct Reports – 4 hours

Developing Operating Personnel Structured On the Job Training

EEX 101 Employees role in moving towards excellence and continuous improvement – 4 hours TBD

OJT 50 Overview – Structured On the Job Training and Technical Skills Training – 1 hour

OJT 101 In-depth introduction to starting or enhancing a Structured Technical Skills/On The Job Training System - Hands-on workshop – 6 hours - Instructor-led via zoom or in person

OJT 102 How to Design, Develop and Conduct a Job Task Analysis In-depth Workshop - Technical Training and OJT – 6 hours - Instructor-led via Zoom or In Person

OJT 103 Developing On the Job Training - Training Materials, Lesson Plans, Job Aid/Operating Procedures – 7 hours

OJT 104 Conducting OJT with Procedures & TTT classes – 7 hour