



Enerpace,inc.
Executive Coaching



**Seminars &
Workshops**

☎ #630-832-4399

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EMOTIONAL INTELLIGENCE

Influence Without Authority Using Emotional Intelligence

Learn the power of Emotional Intelligence, and how those that possess this power lead better, get promoted and earn more.

To get anything done today, we need to work with and through other people. People whose priorities, budgets and timelines usually don't match ours. And people with points of view and belief systems that may be very different than ours.

How do you get cooperation and collaboration without position power? Three critical emotional intelligence competencies are the key to ramp up your influencing skills so you can move from reason to persuasion to commitment!

In this session, you'll learn:

- The 5 components of Emotional Intelligence you should incorporate into every influencing opportunity
- Best practices to master the 3 most important EI skills necessary to influence without authority
- A simple tool that encourages folks to move towards your position instead of putting up defenses

Daily EQ - Easy Emotional Intelligence Enhancement Strategies

Emotional Intelligence is the ability to recognize, understand and manage your emotions and the emotions of others. The vast majority of our professional and personal life involves interaction with other people. Emotional Intelligence skills enhance our effectiveness, productivity, team building skills and leadership ability while allowing us to maintain productive working relationships.

The good news: Unlike IQ, Emotional Intelligence skills can be learned. Those who develop their EQ skills see significant job performance improvement and career advancement.

This presentation provides a great introduction to the rich topic of EQ, designed for those looking for an overview of the topic and some tips/techniques to put into action immediately.

We will cover:

- What is EQ and why does it matter?
- 4 Steps of an Emotionally Intelligent event
- 15 Elements of EQ with tips and examples for leaders

Emotional Intelligence Strategies for Leaders in Matrix Organizations

Operating effectively within a matrix organizational structure is challenging. Leaders need to manage across divisions and achieve results through people who do not have a direct reporting relationship. Even with shared goals, the prioritization of each may vary across functional groups and geographies.

Four emotional intelligence competencies are critical to success in matrix organizations: empathy, conflict management, influence and self-awareness.

This workshop provides emotional intelligence (EI) training, experiential exercises and case studies using our clients' real matrix challenges to address each of these 4 competencies.

We will cover:

- A definition of EI & the 4 key components for leading in a matrix
- Techniques to increase empathy & influence
- New tools to utilize immediately & an opportunity to practice for increased effectiveness

EMOTIONAL INTELLIGENCE

Corporate Politics – Secrets from the C-Suite!

Those who reach the executive ranks know that “politics” is NOT a 4 letter word! In fact, what some call politics is just strategic relationship building and requires strong Emotional Intelligence.

Studies have shown those at the top of successful companies have the highest EQs, not the highest IQs. That’s why Enerpace helps the leaders we coach to increase and utilize their EI skills in every interaction. And we learn a lot of tips from them as well.

Want access to these best practices? Participants will learn:

- What Emotional Intelligence competencies create political savvy - - and how to raise yours!
- Best practices used by the real executives we coach to create the relationships that moved them through the ranks
- A simple tool that encourages folks to feel favorably towards you and your requests, so you’ll be better positioned for success

Negotiating with Emotional Intelligence – Achieve More, Sell More!

We all negotiate daily – it’s a normal part of both our personal and professional interactions. In fact, to get ANYTHING done, we need to work with and through other people. Most likely, these people have priorities, budgets and timelines that don’t match ours. Add a sales objective to the mix, and the stakes are raised even higher.

Topic #1 - How to use Emotional Intelligence (EI) to be a better negotiator and salesperson

Topic #2 - 3 Negotiation Strategies you can strengthen using Emotional Intelligence

Topic #3 - A simple tool to help folks be more receptive to your position even when you’re on opposite sides

What’s On Your Inner Play List? Change the Tune & Create Sales Success!

Your inner dialogue is often the biggest sales obstacle, whether you’re selling an idea, a product or yourself!

It doesn’t matter if you call this self-talk a “gremlin”, “saboteur”, “limiting belief”, “inner critic” or something else - the net result is the same.

Want to get unstuck & start driving the actions that produce sales results?

This session provides:

- The REAL source of the self-talk that drags you down
- The Top 5 limiting sales beliefs & how to combat them
- The critical emotional intelligence competencies necessary for sales success

LEADERSHIP

How Agile Are You? – An Introduction to Leadership Agility

As leaders today, we face an accelerating pace of change, growing global interdependence and increasing amounts of ambiguity. To succeed, we must become agile leaders, able to flex our style accordingly.

This session introduces the Leadership Agility Model, based upon 5 years of research.

We'll discuss the most common leadership styles and what's necessary to become the "Catalyst Leader" required in business today.

We'll look at how Catalysts leaders manage pivotal conversations, lead organizational change and lead teams.

You will leave with tips you can implement immediately to increase your agility and decrease your stress!

Agility is flexibility with a purpose!

Make Sure Your EQ is as High as Your IQ for Leadership Success!

What's the #1 Predictor of Personal & Professional Success? Emotional Intelligence (EI)! Studies have shown as much as 40% of an individual's success can be attributed to their EI. Unlike IQ, your "EQ" can be developed & enhanced. But first you need to know what it is, where to begin and what to work on.

This presentation provides a great overview of a rich topic. We tailor the session to YOUR challenge areas and interests, so everyone leaves with tips & techniques to put into practice immediately.

We will cover:

- What Emotional Intelligence is and why it matters
- 5 Steps to increase your EI in any situation – it's as easy as "A, B, C"!
- An introduction to the 15 Elements of EI, with tips, examples and enhancement strategies for those most of interest to you

To Delegate or Not To Delegate? Practical Delegation “Do’s & Don’ts”

How busy are you? Can't get everything done you would like to get to? No time for reflection? No time for long range planning and strategy? Working longer hours? Saturdays? Working at home? Family wondering if you still live there? Postponing vacations?

If any of this sounds familiar, you are part of the vast majority of managers! Time is a precious commodity. There is never enough. One of the main causes of all this is that managers do too much themselves.

A major fix for this problem is learning to delegate. Delegation frees up time. Delegation motivates. Delegation develops people. Delegation gets more done.

Join us and learn:

- The difference between Responsibility and Accountability with regard to delegation.
- The importance of having a tracking system to manage what you have delegated and popular tracking techniques.
- How to give positive and constructive feedback to reinforce specific behaviors once you've delegated.

LEADERSHIP

The Secret Ingredient for High Performance: Feedback!

Is your “recipe” for high performance missing something? This session is designed to shift your perspective to see the power of effective feedback to drive high performance in yourself and others.

Do you dread giving feedback to others? Do your hands go clammy? Do you break out into a sweat? Or do you just avoid it as long as you can?

How about receiving feedback? Does your stomach tighten up? Does your heart beat faster? Does it ruin your whole day?

This session will give you tools and techniques to be masterful at giving and receiving that elusive secret ingredient.....

FEEDBACK!

Objectives:

- Learn what effective feedback is
- Discover the do's and don'ts of giving effective feedback
- Hear about feedback traps and how to avoid them
- Explore the fears of giving and receiving feedback



COMMUNICATION

Speak With Power: Harness the Power of the Communication Pyramid!

Need to speak for your career or business? Uncomfortable presenting because you're "not good enough"? Enjoy speaking ... but know you could be even better?

'Speak with Power' is a MUST for anyone who speaks publicly! Our UNIQUE approach will make YOU a more effective speaker!

You'll discover:

- You'll speak with the clear, strong sound of your REAL voice!
- How to move confidently so that you'll replace weak, awkward gestures and gain freedom of movement while speaking!
- How to speak with conviction so that your words will have power and genuine impact!

Dynamic Communication

The Dynamic Communications™ Workshop is designed to increase your understanding of yourself and others so you can more effectively communicate, leverage your leadership strengths, and increase your sales effectiveness!

You will walk away from this fast-paced, fun workshop with:

- An understanding of your communication style and the impact it has on others
- Knowledge of the four Behavioral Styles, their strengths, Achilles heel and value to the team
- A list of behavioral cues that allow you to identify others' styles
- Strategies to effectively communicate with, and sell to, each style
- Tools to use to adjust your style in any situation to create a more powerful impact

Win/Win Negotiation – Good for You, Good for Them

Does it seem someone is continually taking advantage of you?

Do you feel you need to fight from your corner aggressively, or ally with others to win resources you need?

Do you struggle to get help from people who have what you need, but over whom you have little direct authority?

If so, you may need to brush up your win-win negotiation skills.

Effective negotiation helps you to resolve situations where desires conflict. The aim of win-win negotiation is to find a solution that is acceptable to both parties, and leaves both parties feeling that they have won, in some way, after the event.

This Session will help you:

- Understand the different styles of negotiation and when to use each
- Learn how to properly prepare for a successful negotiation and the 8 key factors that lead to a successful negotiation
- Understand how to negotiate a mutually acceptable compromise
- Understand the difference between 'promotion focused' and 'prevention focused' negotiations

COMMUNICATION

Slay Your Public Speaking Demons!

Does the thought of public speaking make you tremble?

Do you need to speak in public to enhance your career or build your business?

Do you avoid public opportunities to share your ideas?

Do you enjoy speaking but know you could be better?

Learn practical tips and techniques to conquer the FIVE most common public speaking fears!

- Identify the “gremlins” behind your fear
- Supply solutions to common public speaking concerns
- Use your values to empower your speaking
- Provide exercises to polish your skills

BECOME THE SPEAKER YOU’RE MEANT TO BE!



G.I.F.T. – Give Inspiring Feedback Today

This one hour workshop is highly interactive and provides the participants many opportunities to practice the art of Acknowledgment and Appreciation.

Using exercises, we'll help participants see the difference between compliments and true acknowledgements - and the impact each type has on other people.

Participants will create powerful feedback statements and have the opportunity to share them. Debriefing as a group will help them to identify the richest, most impactful statements.

Participants can expect to walk away with:

- Knowledge of what distinguishes acknowledgements from compliments
- An understanding of why it is important to provide inspiring feedback and how powerful the impact can be
- Tangible tools to provide better & more empowering feedback

SALES & BUSINESS BUILDING

Can't Do Small Talk? Learn to Enjoy Growing your Professional Relationships!

Nurturing and growing relationships are two of the most important skills you can develop for professional success. All business, all work and all leadership IS a relationship business.

Building and maintaining good work relationships makes you more engaged and committed to the organization, while opening doors to key projects, career advancement and raises.

In this session, you will:

- Learn the 'art' of building rapport
- Discover 5 easy 'small talk' topics to beginning, and sustaining, ANY conversation – with ANYONE
- Learn how to utilize a calendar to your relationship building advantage
- Leave with tried & true tips to build your professional relationships

Negotiating with Emotional Intelligence – Achieve More, Sell More!

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Want to get unstuck & start driving the actions that produce sales results? Attend this webcast and learn:

- The REAL source of the self-talk that drags you down
- The Top 5 limiting sales beliefs & how to combat them
- The critical emotional intelligence competencies necessary for sales success

SALES & BUSINESS BUILDING

Maximize the ROI on Your Networking Time

Ready to take your networking efforts to the next level?

Ever felt like you've wasted your time at a networking event because you didn't follow up?

This webinar will introduce you to the NetWORLDing System of Strategic Networking. This is the place to bring your questions/concerns AND to find out how to maximize the ROI on your networking time

You'll learn:

- Best practices for strategic networking
- How to move from a "let's trade business cards" model to one of mutual value creation using Networkling
- Best practices for follow-up strategies

Be prepared to share YOUR tips and best practices too!



CAREER ADVANCEMENT

The Brand of You!

Did you know YOU are a brand? What is a Professional Brand? How do you create one? What's your Brand saying about you? How can you use it to differentiate yourself – both within your firm and with external clients?

The answers to these and many more questions are covered in this engaging and interactive workshop that provides the answers to:

- What's a Personal Brand?
- Why does it matter?
- How do I use It?
- How do I define my brand?
- How do I refine my brand?
- How can I put my brand into action

How to Integrate Your Personal & Professional Lives

In our 24X7 world, the concept of “work/life balance” is obsolete. Yet does this mean we need to be always “on” and accessible to everyone and everything? NO!

What's the solution? Integrating your life according to YOUR priorities and values instead of judging yourself by someone else's definition of a balanced life.

We'll cover:

- The definition of work/life integration
- Why it's possible
- How to get it
- Tools that can help

Networking 101: Ask the Questions You're Afraid to Ask Anywhere Else!

We cover the basics of networking from soup to nuts. At last there's a place to bring those nagging questions you've always wanted to ask or just make sure you're doing it "right". We welcome audience interaction with your tips and best practices too!

In this session you will learn:

- What's networking and why it's important
- How to prep for a networking event – including business cards, purpose, personal brand and elevator speech
- The approach – who/what/where
- The getaway – exit strategies

CAREER ADVANCEMENT

Networking 201: Strategic Networking

How do you maximize the “ROI” (return on investment) of your networking time? Raise the bar and make your networking WORK for you!

We will cover:

- The definition of “strategic networking”
- An introduction to the concept of Networkding™
- Best practices for networking follow-ups
- How to maximize the overall ROI on your networking time

From Big Dreams to Big Action: Set Goals that Work!

What’s the difference between those folks who achieve their goals and those who don’t? How come most of us end up setting the same New Year’s Resolution year after year? Have a big goal to achieve but don’t know where to begin? In this fast-paced and interactive session, we cover the answers to all those questions and more!

Learn:

- Why “New Year’s Resolution style” goals rarely work
- Characteristics of good goals
- How to make goals truly motivating
- Common barriers to success & tips to avoid them
- A framework to make goal planning easier

We’ll get you into action by using the process you’ve just learned to start moving forward on one of your very own goals!

3 “Simple” Steps to Create Positive Career Transitions

Know you’re ready for something else, but not sure how to create it?

Need the “Secret Handbook” to figure out what you REALLY want to be when you grow up?

When tackling “big questions” like these, we start by identifying the critical milestones we need to answer.

This session helps you get clear on the major steps you need to move forward in order to create what’s next for you!

You’ll learn :

- How to create a Career Vision
- Ways to manage the limiting beliefs that are inevitable in any transition process
- The key tools needed to make your vision a reality

CAREER ADVANCEMENT

Taking Care of YOU During a Job Search!

Looking for employment places many demands on your body, mind, heart and spirit. The more stress we're under, the more important self-care becomes. Yet the sad truth is, this is the area we usually sacrifice first!

We'll show you how to maximize your search effectiveness using low cost techniques that help you focus on those things that provide energy while eliminating energy drainers. Learn how to do this by utilizing Extreme Self Care to maximize your energy!

This session is very action oriented! You'll be asked to look at your life and develop your own plan to start maximizing your energy and enhancing your job search!

In addition, in this session you will learn:

- How to focus on things that provide you with energy & eliminate energy drainers
- Ways in which Extreme Self-Care makes you more attractive to employers
- Why Extreme Self-Care needs to be a priority during your job search (& why that's not "selfish"!)!
- Creative, low-cost tips for Extreme Self Care & how to make them work for you

The Truth About Career Gaps

Re-entering the workforce after an employment gap can be daunting. Yet professional breaks are becoming more common for the "sandwich generation" – those of us taking care of kids and parents at the same time!

Do you think "Nobody will ever hire me with this gap"? Or "I can't explain why I was out so long"? Or even "How do I talk about such a dramatic switch in careers?"?

You'll leave this session knowing how to :

- Create a new definition of success
- Reclaim your professional power
- Identify & manage the Top 5 limiting beliefs that may be holding you back

COACHING SKILLS

Appreciation & Acknowledgement

This participative and interactive workshop will help you create extraordinary relationships, deliver empowering feedback, and inspire others to higher performance.

You'll learn why providing appreciation & acknowledgement is important, how to be more effective at it, and how to overcome any obstacles holding you back. And, there's ample opportunity provided to actually practice appreciation & acknowledgement to help you polish those skills.

Upon completion you'll be able to:

- Reduce conflict
- Promote more effective behaviors
- Create more consistent and reliable performance
- Bring fun and vitality into all your relationships – both personal & professional!
- Be a better leader!

“People go farther than they thought they could when someone else thinks they can” – John Maxwell

Selecting & Working with a Professional Coach

Work Smarter, Not Harder! How? Hire a Professional Coach

This session answers the following questions:

- What Is Coaching?
- How's it Work?
- What are the Benefits/Costs of Using a Coach?
- What Results Can I Expect?
- Where Can I Find a Coach?
- How Should I Select a Coach?

To illustrate how quickly the tool of coaching can make an impact, we'll provide a volunteer with a 10-12 minute “Laser Coaching” session too!

COACHING SKILLS

Coaching Skills for Leaders – For Those Who Know They’re Only as Good as Their Team

Do you manage or work with people?

I want to create a high performing team, but have some personnel challenges to solve?

Need to delegate more and hold people accountable – without destroying employee engagement?

This action oriented and participative session will give you the experience of coaching and being coached, to raise your professional performance.

Want to get more done? Then get more from your team! Leave with the tools and approaches needed to conduct highly effective coaching conversations - whenever and wherever the learning opportunities arise.

Participants can expect to receive :

- Training in 6 Essential Coaching Skills to put into practice immediately
- ‘Learning by doing’ ,with multiple opportunities to practice in a fun and safe environment
- Demonstrations by professionally trained and certified coaches, who are also former corporate executives and speak your language!

LEADERSHIP RESILIENCE & SELF-CARE

Maximize Your Energy, Enhance Your Life

Want more energy in your life? Have big goals to achieve? Need more time to do what YOU really want to do? The first step to achieving all this and more is to utilize Extreme Self Care to maximize your energy and your time!

The key word here is EXTREME! Obviously, most of us believe that self-care is a good idea. Yet self-care can be difficult to practice until you learn to make comprehensive and radical changes in how you approach it. Learn how to energize your life by taking EXTREMELY good care of yourself – without being “selfish”!

We'll cover the 12 Keys to Extreme Self Care, techniques that eliminate energy-drainers from your life while maximizing your personal sources of energy and support.

The 12 Keys encompass:

- Stress Elimination
- Environment
- Relationships/Boundaries
- Emotional Well-Being
- Special Care Items
- Support/Nourishment
- Health/Wellness
- Sustainability/Reserves
- Daily Rituals

Balance: Is it Possible?

Today everyone seems to be craving more “work/life balance”! What exactly is that? Who has it? What does it look like? Is it even possible?

This session will help you develop your own personal vision of balance and provide proven techniques to start creating more balance in your life today!

Key Areas Covered:

- The REAL definition of balance
- A new ‘spin’ on the balance wheel exercise How your perspectives influence your sense of balance
- Techniques to create more balance in your life today

LEADERSHIP RESILIENCE & SELF-CARE

Finding Fulfillment in an Hour or Less!

Ever think about your life and wonder if this is all there is? Do you really enjoy your days or do you live for the weekend? Are you waiting for “someday” or “something” before you’ll be able to be content? Does your job feel like just something to do until you figure out what you’re REALLY supposed to be when you grow up? If so, then this is the program for you!

Fulfillment is possible for everyone, right here and right now! The secret is to identify those things that truly satisfy you and the values that truly motivate you. These things are different for each one of us.

This fun, interactive and quick-moving program shows how fulfillment is possible for everyone, right here and right now! In fact, there are only 3 “simple” steps:

- Identify your values
- Incorporate them into your daily life – which doesn’t necessarily mean running away to join the Peace Corp!
- Manage the REAL challenge - all the forces that don’t want you to live this way!

Taking Care of YOU During a Job Search!

Looking for employment places many demands on your body, mind, heart and spirit. The more stress we’re under, the more important self-care becomes. Yet the sad truth is, this is the area we usually sacrifice first! We’ll show you how to **maximize your search effectiveness** using low cost techniques that help you focus on those things that provide energy while eliminating energy drainers. Learn how to do this by utilizing Extreme Self Care to maximize your energy!

This session is very action oriented! You’ll be asked to look at your life and develop your own plan to start maximizing your energy and enhancing your job search! In addition, in this session you will learn:

- How to focus on things that provide you with energy & eliminate energy drainers
- Ways in which Extreme Self-Care makes you more attractive to employers
- Why Extreme Self-Care needs to be a priority during your job search (& why that’s not “selfish”!)
- Creative, low-cost tips for Extreme Self Care & how to make them work for you

Whose Generation Rules? (And What ARE the Rules?)

The hottest topic in business diversity right now is GENERATIONAL diversity.

This engaging presentation is chock-full of examples to make you think; tools to use strategically and tips to increase your communication and sales effectiveness.

We'll explore what's truth and what's myth about each major generational category .

Using 21st century research data combined with real workplace examples, we'll talk about the challenges and solutions for managing and selling across generations.

Participants will walk away with:

- Enhanced knowledge of the unique perspectives, strengths and common blind spots for each of the 4 generations in the workplace right now.
- A framework to prevent the miscommunication caused by assuming all generations should be just like "us"
- Anecdotes and best practices to share with their colleagues and team to promote increased productivity, efficiency and clarity in the workplace.

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