



PERSONAL DEVELOPMENT



LEWIS WAY
LEADERSHIP DEVELOPMENT

WHERE LEARNING
AND
PASSION CONNECTS

PERSONAL DEVELOPMENT COURSES

The Foundation of LWLD Personal Development Content



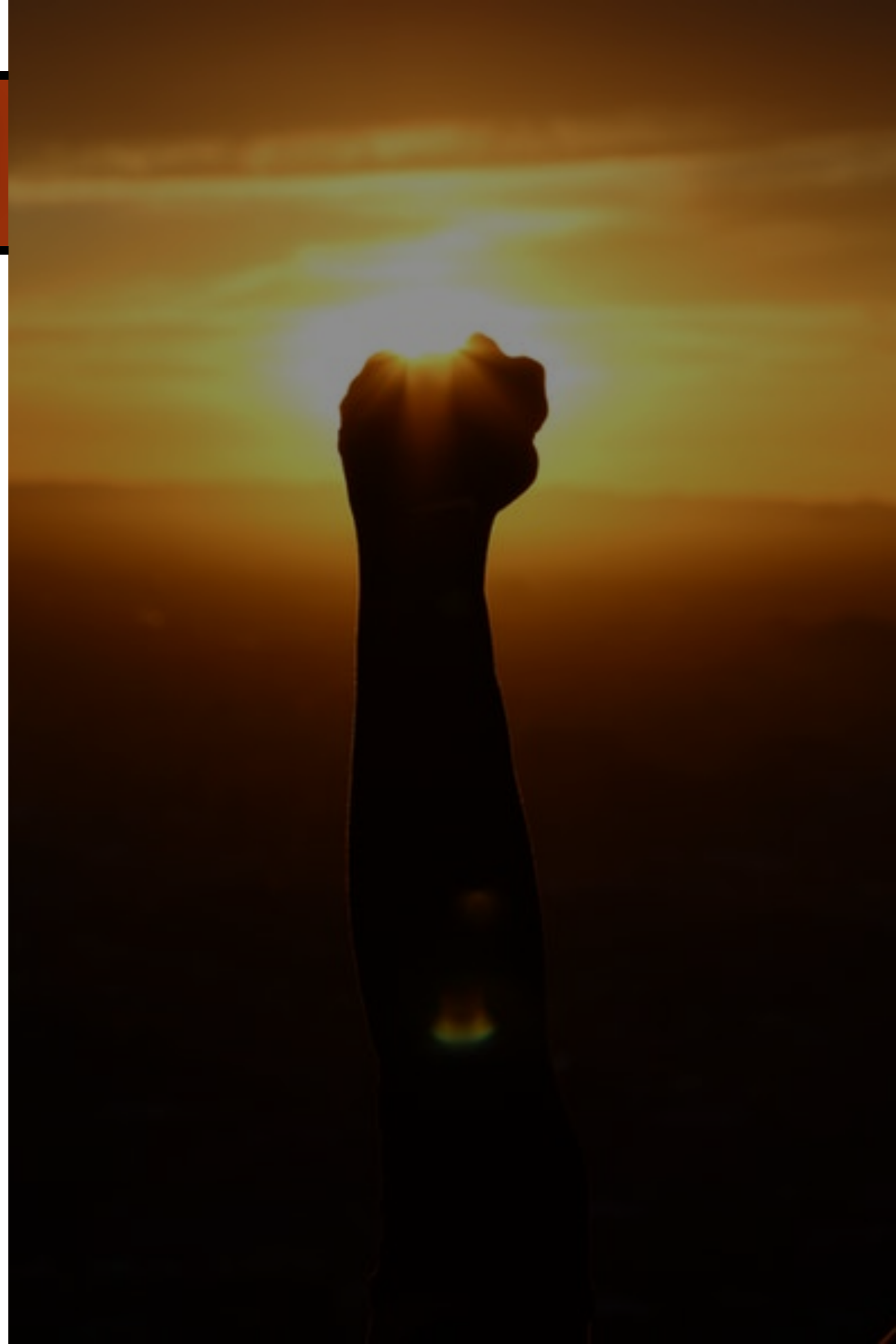
Learn More.



Give More.



Be More.



PERSONAL DEVELOPMENT COURSES

Course: Building Assertiveness and Self-Esteem



A healthy self-esteem is essential for growth and achieving success. Of all the judgments you make in life, none is as important as the one you make about yourself. Without some measure of self-worth, life can be painful and unrelenting. In this one-day workshop, you will discover some techniques that can dramatically change how you feel about yourself, and how you approach the world to get the things that you want.

What Will Students Learn?

- ✓ Recognize that you have worth and are worthy of happiness
- ✓ Develop techniques for eliminating unhealthy thought patterns and replacing them with supportive patterns
- ✓ Learn how to turn negative thoughts into positive thoughts
- ✓ Learn how to make requests so that you get what you want
- ✓ Set goals that reflect your dreams and desires and reinforce healthy patterns

PERSONAL DEVELOPMENT COURSES

Course: Enhancing Your Personal Brand



This course is a two-day exploration about the type of impact we want to have in life and work. Participants will consider and define the influence that they can have on their life and work. They will also learn skills for success and how to create those circumstances.

What Will Students Learn?

- ✓ Speak in terms of the impact and influence that you want to have in life and work
- ✓ Understand your personal style in terms of your personal brand
- ✓ Develop skill in areas like focus, concentration, and communication to support your brand
- ✓ Build credibility and trust by living your brand
- ✓ Take ownership of your image, both online and in person

PERSONAL DEVELOPMENT COURSES

Course: **Stress Management: Stop Stressing!**



Today's workforce is experiencing job burnout and stress in epidemic proportions. Workers at all levels feel stressed out, insecure, and misunderstood. Many people feel the demands of the workplace, combined with the demands of home, have become too much to handle. This one-day workshop explores the causes of such stress, and suggests general and specific stress management strategies that people can use every day.

What Will Students Learn?

- ✓ Understand that stress is an unavoidable part of everybody's life
- ✓ Recognize the symptoms that tell you when you have chronic stress overload
- ✓ Change the situations and actions that can be changed
- ✓ Deal better with situations and actions that can't be changed
- ✓ Create an action plan for work, home, and play to help reduce and manage stress

PERSONAL DEVELOPMENT COURSES

Course: Internal Leadership



Self-leadership puts together taking responsibility for our outcomes, setting direction for our lives, and having tools to manage priorities. Self-leaders work at all levels of an organization. They are front-line workers in every possible role, middle managers, and CEOs. Self-leaders like Walt Disney and Wayne Gretzky worked hard to achieve their dreams without using the term self-leadership. However, they have clearly demonstrated that being in control of their behavior and results, focus, practice, and learning were necessary to achieve their goals.

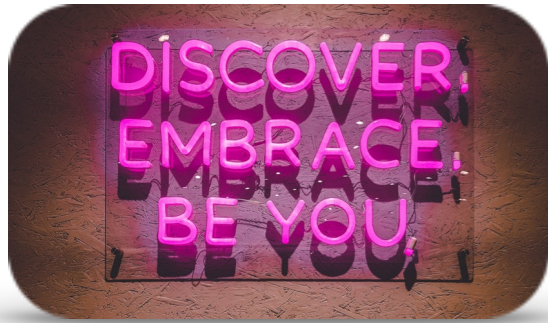
Self-leadership requires a commitment from individuals to decide what they want from life and to do what's necessary to get the results they want. This one-day workshop will help participants internalize the four pillars of self-leadership and to make meaningful, empowered choices while taking action to get where they want to go.

What Will Students Learn?

- ✓ Define self-leadership and what it means on an individual level
- ✓ Assume responsibility for their results by understanding who they are, what they want, and how to reach their goals
- ✓ Describe the four pillars of self-leadership
- ✓ Use techniques related to adjusting to change, cultivating optimism, and developing good habits to build self-leadership

PERSONAL DEVELOPMENT COURSES

Course: **Got EQ?**



Emotional intelligence, also called EQ, is the ability to be aware of and to manage emotions and relationships. It's a pivotal factor in personal and professional success. IQ will get you in the door, but it is your EQ, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life.

We have all worked with and listened to brilliant people. Some of them were great and... well, some were not so great. The mean and the meek and all those in between can teach us more than they realize. When we look at the truly extraordinary people who inspire and make a difference you will see that they do this by connecting with people at a personal and emotional level. What differentiated them was not their IQ but their EQ – their emotional intelligence. This one-day workshop will help you develop your emotional intelligence.

What Will Students Learn?

- ✓ Understand what emotional intelligence means
- ✓ Recognize how our emotional health and physical health are related
- ✓ Learn techniques to understand, use, and appreciate the role of emotional intelligence in the workplace
- ✓ Understand the different emotions and how to manage them
- ✓ Create a personal vision statement
- ✓ Understand the difference between optimism and pessimism
- ✓ Validate emotions in others

ADDITIONAL LWLD COURSES

- **Creating a Dynamite Job Portfolio**
- **Getting Your Job Search Started**
- **NLP: An Introduction to Neuro Linguistic Programming**
- **NLP (Neuro Linguistic Programming): Tools For Real Life**
- **Creative Thinking And Innovation**
- **Managing Pressure and Maintaining Balance**
- **Networking for Success**
- **Working Smarter: Using Technology to your Advantage**
- **Business Etiquette: Gaining that Extra Edge**
- **Research Skills**
- **Writing Reports and Proposals**
- **Advanced Writing Skills**
- **Business Writing That Works**
- **Conducting Accurate Internet Research**
- **Developing Your Executive Presence**
- **Creating Winning Proposals in a two-day course**
- **Skills for the Administrative Assistant**
- **The Minute Taker's Workshop**
- **Goal Setting**
- **Creating a positive working relationship**
- **Identifying and Combatting Fake News**
- **Workplace Harassment: What It is and What to Do About It**
- **Dispute Resolution: Mediation through Peer Review**
- **Workplace Violence: How to Manage Anger and Violence in the Workplace**
- **Orientation Handbook: Getting Employees Off to a Good Start**
- **Code of Conduct: Setting the Tone for Your Workplace**
- **Creating a Positive Work Environment**
- **Workplace Diversity Training: Celebrating Diversity in the Workplace**
- **Bullying in the Workplace**
- **Problem Solving and Decision Making**
- **Behavioral Interviewing Techniques**
- **Orientation Handbook: Getting Employees Off to a Good Start**
- **Creating a Top Notch Talent Management Program**
- **Dispute Resolution: Mediation through Peer Review**
- **Onboarding -The Essential Rules for a Successful Onboarding Program**
- **Business Succession Planning: Developing and Maintaining a Succession Plan**
- **Anger Management: Understanding Anger**
- **Managing Employee Performance**
- **All You Need to Know for project management**
- **Project Management: All You Need to Know**
- **Workplace Success: Eight Key Skills You'll Need**

ADDITIONAL LWLD COURSES

- **Basic Business Management: Boot Camp**
- **Writing A Business Plan**
- **Entrepreneurship 101**
- **Intrapreneurship**
- **Communications for Small Business Owners**
- **Marketing for Small Businesses**
- **Building a Consulting Business**
- **Training HR for the Non HR Manager**
- **The Professional Supervisor**
- **Delegation: The Art of Delegating Effectively**
- **Inventory Management: The Nuts and Bolts**
- **Project Management Fundamentals**
- **Intermediate Project Management**
- **Advanced Project Management**
- **Understanding Project Management**
- **Risk Management**
- **Meeting Management: The Art of Making Meetings Work**
- **Talking To Employees About Personal Hygiene**
- **Conference and Event Management**
- **Negotiating for Results**
- **Managing the Virtual Workplace**
- **Marketing And Sales**
- **Effective Planning And Scheduling**
- **Business Leadership: Becoming Management Material**
- **Conversational Leadership**
- **Workplace Health and Safety: The Supervisor's Role and Responsibilities**
- **Facilitation Skills**
- **The Practical Trainer**
- **Using Activities to Make Training Fun**
- **Training with Visual Storytelling**
- **Developing a Training Needs Analysis**
- **Measuring Training Results**
- **Developing a Lunch and Learn Program**
- **Strategic Planning**
- **Business Ethics For The Office**
- **Safety in the Workplace**
- **How to Manage Anger and Violence in the Workplace**
- **Employee Accountability**
- **Balanced Scorecard Basics**
- **Disability Awareness: Working with People with Disabilities**
- **Business Process Management**
- **Knowledge Management**
- **Creating a Workplace Wellness Program**
- **Developing a High Reliability Organization**
- **Encouraging Sustainability and Social Responsibility in Business**
- **Planning for Workplace Safety**
- **Developing a Safety Procedures Manual**
- **Creating Successful Staff Retreats**
- **Digital Citizenship: Conducting Yourself in a Digital World**