

ABOVE & BEYOND INTERNATIONAL

LUNCH TIME SEMINARS

PROGRAM DESCRIPTIONS AND SUMMARIES

Fall 2010 and
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WWW.ABOVEANDBEYONDINTL.COM



Lunch Time Seminar – Course Descriptions

Balancing Work and your Personal Life

In today's competitive business world and difficult economy, it is harder than ever to obtain a work life balance. Our seminar focuses on the necessary ingredients for balance and the tools and techniques to help create and maintain emotional well being.

- Emotional health and fitness
- Quality vs. quantity
- Your thoughts vs. your reality
- The A.L.L. model
- How to make the universal laws work for you
- Purposeful personnel planning
- Emotional intelligence for balance
- The locus of control
- Action planning

Creativity in the Workplace

Do you wish you could apply more creative thinking at work and in your personal life? Our seminar teaches how to unlock the creativity that exists in all of us, as well as how to implement, maintain and support effective innovation initiatives. Participants will gain the critical thinking skills they need to become more creative in their personal and professional lives.

- Top Ten List
- Personalities and the creative process
- Creative solutions to problem solving
- Effective ideation
- Assumption busting
- Purposeful discontinuity
- Sentence completion
- How to raise an idea
- How and when to evaluate
- Implementing an idea
- Action planning



Lunch Time Seminar – Course Descriptions

Effective Communication for Results

The Effective Communications Skills Seminar will help you develop a truly engaging, responsive and productive communication style, leading to positive results for you and your organization.

- What is effective communication...?
- The communication model
- The 8 patterns of influence
- How to influence people
- Understanding body language
- Resolving conflicts before they escalate
- Active listening vs. hearing
- The art of effective feedback
- Solution based approaches to problem solving
- Action Planning – reflective writing

Emotional Intelligence at Work

Is your team or organization held back from achieving excellence by the negative emotions of only a few individuals? Did you know that individuals who are unable to manage their emotions are eighty percent more likely to experience severe health and psychological affects? They also have a direct impact and affect on the people around them. Emotional intelligence contributes to the bottom line in any organization in either a positive or negative way. This fascinating seminar is based on the groundbreaking work of Daniel Goldman and Howard Gardner, it is a must have for any team or leadership development initiative.

- Self-awareness
- The universal laws at work
- Managing our emotions
- How to motivate oneself and others
- Recognizing emotions in others
- Handling relationships proactively
- Managing group stress
- The locus of control
- Emotional IQ and group intelligence
- Action planning



Lunch Time Seminar – Course Descriptions

Leading Innovation

With all of the uncertainty that exists in the global economy, the need for generating fresh ideas and innovative solutions has never been greater. Implementing sustainable innovation initiatives requires a new way of thinking, new skills and capabilities, it also requires a different approach to leadership. This seminar focuses on the necessary ingredients for a successful innovation launch, inspiring and motivating your teams, and how to ensure employee engagement throughout your organization.

- The perfect innovator
- The three commandments of leading innovation
- Creating a culture of innovation
- Developing intrapreneurial associates and team ambassadors
- Personal power and leading innovation
- Cycling innovation
- The innovation process model
- The change summit
- Personalities types and implementation innovation
- Action planning

Making your meetings work for you

Harvard Business School data suggests that one of the greatest sources of stress in organizations today is ineffectively run meetings. Being well-prepared to conduct a meeting or to give a polished presentation keeps you composed and ready for any audience at any time. No matter what the subject or content, deliver your message with confidence and personal power.

- Ten fears
- Meeting preparation
- Defining roles
- Effective facilitation
- Treating your meetings like money
- Personality and learning styles, why adapt
- Effective presentations
- Establishing group norms



Lunch Time Seminar – Course Descriptions

The Psychology of Success

This Motivational Seminar is based on thousands of hours of research, Harvard Business School data and proven formulas practiced by hundreds of the world's leading business community leaders. It is a wonderful way to jumpstart a new team, campaign, project or season!

- The ingredients of success
- The universal laws at work
- You really can have it A.L.L.
- Proven formulas for success
- Enemies of success
- Emotional intelligence
- Motivating others
- Overcoming adversity
- What's love got to do with it?
- Action Planning - reflective writing

Time Management for Results

From managing email and voicemail to juggling multiple tasks and projects, our time management seminar will help you learn how to manage your time wisely and effectively. This seminar is full of time tested and proven time and project management strategies.

- The myths of time management
- Single handing vs. multi-tasking
- The planning model
- Email efficiency
- Effective delegation
- Time management systems
- The locus of control
- Action planning