

# Corporate Leadership Initiatives, Inc.

## Training Topics

### Management and Leadership

Leadership *Strategetics* ©  
Essential Foundations for Emerging Leaders  
Essential Skills for First-Time Supervisors and Managers  
Fundamentals for Effective Management and Supervision  
Leading and Managing for Maximum Results  
Essentials for Effective Situational Leadership  
Leading by Influence and Inspiration  
Delegating Up, Down, and Sideways for Greater Impact  
Managing Employee Performance Effectively  
Writing and Delivering Effective Performance Reviews  
Effective Coaching and Team Building Skills  
Creating a High-Performing Team Culture  
Developing and Empowering Your People  
Essentials of Effective Employee Engagement and Retention  
Closing the Generation Gap at Work  
Building Effective Diversity in the Workplace  
Coaching Employees for Career Development  
Managing Under Pressure—Getting More Done with Less  
Leading and Managing Innovation and Change  
Managing Remote Workers Effectively  
Leading Effective Meetings Remotely  
Bridging the Military and Civilian Work Cultures  
Managing Difficult Employees Effectively  
Dealing with Difficult People in the Workplace  
Addressing Horizontal Violence in the Workplace

### Essential Soft Skills

Communicating with Diplomacy and Tact  
Communicating with Assertiveness and Persuasion  
Managing Confrontation and Resolving Conflict  
Conducting Effective Critical Conversations at Work  
Giving and Receiving Feedback in the Workplace  
Emotional Intelligence Skills for Effective Leadership  
Managing Difficult Emotions and Stress  
Managing Stress and Preventing Burnout  
Thriving Under Pressure  
The Neuroscience of Effective Leadership

### Executive and Upper Management Training

Leading by Influence and Inspiration  
Recruiting and Hiring High Performers  
Presenting with Persuasion and Poise  
Building Effective and Collaborative Relationships at Work  
Essentials of Effective Negotiation  
How to Get Your Ideas Accepted and Supported at Work  
Leading Effective and Efficient Meetings  
Leading Effective Meetings Remotely  
Essential Foundations for Effective Mentoring  
Personality Styles in the Workplace –  
    Featuring DiSC® and Meyers-Briggs®  
Critical Thinking and Effective Decision-Making  
Creative Thinking and Effective Problem-Solving  
Effective Strategic Planning and Execution

### Technical Skills

Fundamentals of Effective Project Management  
Effective Business Writing and Grammar  
How to Write Effective Policies and Procedures  
Technical Writing Essentials  
Telephone Skills for Professionals  
Preventing Violence in the Workplace  
Essentials of Effective Time and Task Management  
The Strategic Use and Management of E-Mail  
Effective and Positive Customer Service  
Writing Effective Self-Assessments  
Résumé Writing and Interview Skills for Professionals

Please ask about any topics you do NOT see listed.

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