

Creating and Enhancing
A Stronger Workforce



RESOURCE CONSULTING
& MANAGEMENT



STABILITY IN BUSINESS

1.800.975.7299

training@rayy.com
www.rcm.rayy.com

Management and
Employee Training Workshops

RCM provides training solutions for business leaders, supervisors, managers and employees to enhance skills necessary for success in today's business world. We bring years of training experiences in large companies to the small business community.

We offer onsite and offsite seminars and workshops tailored to individual clients needs.

LEADERSHIP & MANAGEMENT STRATEGIES

Four Steps to Boost Employee Performance

Managing people can be a complex job for many. But you can still get the job done by applying certain strategies that go a long way to improving and boosting employee performance. This workshop focuses on some must have skills, concepts and tools needed by managers and supervisors to be successful in today's fast paced environment. Organized into four distinct parts, this workshop will help participants understand the importance of inspiring and motivating both teams and individuals, understand the impact of effective delegation resulting in wider channels of communication in any work group.



Minimizing Conflict in the Workplace

Conflict is a part of everyday life. Especially in today's fast-paced, dynamic business environment, it is inevitable and rampant. However, conflict is not always a bad thing. If managed properly, it can provide numerous benefits to both individuals and their organizations. Therefore, learning to handle conflict effectively is critical and is an essential skill for mere survival in the workplace.

This workshop provides participants with strategies for managing and minimizing day-to-day conflicts. It helps participants understand their conflict management styles and also establishes the fact that conflict is most often caused by communication failures.

Through class discussions, self-assessment and skill practice, participants will engage in a learning process that will enable them to analyze and re-think what they can do individually to sharpen their conflict management skills.

TKI is a very popular assessment used in this workshop and is widely used by organizations to develop understanding of one's self and co-workers in order to create effective working relationships. Its reliability and validity have been demonstrated with over 60 years of research and development and has been administered to over 2 million individuals.



tki is a trademarked product of CPP, Inc. Only licenced individuals are qualified to present the tki assessments.

Leading and Inspiring Your Team to Success

Being a team leader can be immensely satisfying, yet incredibly frustrating. This program covers proven strategies and solutions to tackle the challenge of leading, inspiring and sustaining teams. It emphasizes the key elements essential for team success such as setting goals; managing team meetings; understanding the stages of team development and reviewing progress; motivating and bringing out the best in team members; inspiring changes in behavior; managing diversity and leadership styles critical for team's success.



Making Meetings Productive

Managers spend a lot of time in meetings. Most meetings end up becoming ineffective and time wasters' due to lack of planning and follow up. In today's increasingly collaborative work environment, managing results-oriented meetings has become a critical success factor.

This session focuses on the importance of proper planning and preparation to ensure meeting success; highlights the role of the meeting facilitator and how to engage meeting participants; stresses on the importance of evaluating meetings to make them effective and productive.



Strategies for Effective Leadership

Being an effective, integrated leader is important for organizational and business success. This program provides participants an insight into strategies and practices necessary to develop into an authentic and more positive leader so that they can make work better for themselves and those they lead. It brings out the importance of staying true to oneself by understanding core values and beliefs, creating short as well as long term goals, assessing risks to achieve one's vision, being emotionally intelligent while leading, setting clear expectations through skillful conversations and building strategic alliances and relationships with key players.

PERSONAL ENRICHMENT

Improving Relationships by Increasing Self-Awareness and Understanding Others

Uncover more about self and improve relationships with people who matter through the help of the Myers Briggs Type Indicator (MBTI). MBTI is a personality tool based on the theories of Swiss-born psychiatrist, Carl Jung. It is non-judgmental and helps participants understand that everyone is different and unique, has their own assets and contributions that they make to society. It makes them realize that the key to establishing fulfilling, long term relationships is acceptance and appreciation of these differences.

In this workshop, participants embark on a journey of self-discovery and gain an understanding of their preferences, particularly with respect to energy source, information gathering, decision making and lifestyle/work patterns. They also will come away with realistic tips and strategies to communicate and interact effectively with people around them, particularly with those who are different from them.



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Your Attitude Determines Your Altitude

How far you go in life, depends largely on your attitude. Your attitude can even affect your health.

This dynamic presentation explores the importance of a good attitude, and its impact on our health and career success. It includes insight into the components that make up our attitudes (beliefs, thought patterns, emotions, etc.), as well as some practical tips for making improvements.

Managing the Stress of Change

Change is inevitable in our fast paced and constantly changing world. It creates stress and difficulty for most of us.

This session will help individuals better understand the impact that change can have on their health and sense of well being. In addition, it will present strategies to more constructively approach the changes we face and explore several methods to increase our coping skills.

Additional Personal Enrichment Workshops:

- Overcome Relationship Problems
- Finding Your Purpose
- Make the Most of Your Work Day
- Stress and Your Health
- Overcoming Burnout
- Stress & Competing Priorities
- Manage Stress of the Holidays
- Managing Commuter Stress

INDIVIDUAL EFFECTIVENESS

Manage your Time Stealers: Ways to improve Time Management Skills

Improve your effectiveness and productivity by gaining more control of your time. If you're doing more and enjoying work less, it's time to get out of the rut and back to productivity through effective time management !

This workshop begins by helping participants understand their time management strengths and self-management opportunities; recognize the importance of effective goal setting, how to prioritize between the urgent and the important; identify strategies to minimize time stealers' and distractions; discuss effective ways to manage written communication; and deal with procrastination.

Four Steps to Better Workplace Relationships

According to the Carnegie Technological Institute, 90% of the reason that people fail in their jobs has to do with their inability to get along with others (i.e., supervisors, co-workers, customers, etc.).

This session discusses the importance of workplace relationships and suggests four practical strategies for strengthening them to reduce conflict, improve teamwork and increase job satisfaction.



Managing Interpersonal Differences

Because of the increasing diversity of the 21st century workplace, there are more opportunities than ever before for misunderstandings to occur between co-workers.

This dynamic presentation takes an insightful look at the challenges of interacting with different types of people (different cultures, generations, personality types, etc.), and offers several practical strategies for maintaining quality relationships with all.

Success as a First Time Supervisor

This workshop is targeted for new as well as aspiring supervisors. Supervising employees can be a daunting task for many, especially if one is not sure what to expect from the position. In addition to covering skills necessary to be an effective supervisor, this session will also help participants understand the role of a supervisor, learn to deal with the challenges that new supervisors face , implement the steps needed to get started as a new supervisor and how to prepare a personalized road map to develop supervisory knowledge and skills

Four Keys to Increasing Job Satisfaction

This presentation will discuss practical methods for developing the ingredients necessary to get the most out of your work experience. Topics to be covered include the steps to maintaining a good attitude, tips for responding more constructively to stress and ways to build strong relationships with colleagues.

COMMUNICATION SKILLS

Enhancing Interpersonal Communications

The ability to communicate effectively is important for both professional as well as personal success. Individuals who convey their thoughts, ideas and opinions succinctly and precisely while maintaining respect for others have a higher chance of getting things done in their favor. This workshop covers some key elements essential for improving communication and establishing fulfilling connections with people.



E-learning

Looking to create a virtual learning environment ? Online courses, the typically named Course Management systems (CMS) or Learning Management Systems (LMS) provide unparalleled opportunities for organizations to reach its end-users. If you have yearly training requirements that are best suited to online training, we can help. RCM can provide a cost efficient solution utilizing open source technologies to help you develop a quality online experience.



ADDITIONAL RCM SERVICES

Customized Training Workshops

In addition to the standard training workshops, RCM offers consulting services to help clients with specific training needs to develop custom seminars and training materials to meet their needs.

We will work with you to:

1. Identify and assess training needs
2. Develop learning objectives
3. Create training materials
4. Conduct train-the-trainer workshops

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Mission. Our mission is to provide invaluable training and staffing solutions to companies for achieving and sustaining optimum performance.

Our commitment. We will provide our clients with professional services with a commitment to quality. Our goal is to secure and establish continuing relationships with our clients by delivering consistent results.

*Resource Consulting and Management (RCM)
A Division of RayyCorp
PO Box 835
Frederick, MD 21705*