



Training, Education and Professional Development Programs, Workshops & Classes: PRF61

Overview

Since 1997, we have proudly served clients in technology, manufacturing, special education, professional services, non-profit, government and higher education. With more than 125 years of combined experience working with clients around the world, the BLUE SAGE team is dedicated to delivering value and results to improve the operating efficiency, performance, viability and market position of each client. BLUE SAGE has been an SDO-certified Women Business Enterprise (WBE) since 2006.

Training and Professional Development

We offer a wide range of courses, classes and workshops that can be readily tailored or designed, as needed, for each situation. Course objectives and learning outcomes are achieved using an action-oriented approach, with a combination of lecture, case studies, video analysis, group exercises, and in-class exercises as required.

Our experience spans instructional design (classroom and virtual), instructor led training, facilitation, customized simulations, certification training and online learning across a variety of platforms. We are just as comfortable teaching 50 students in a classroom setting as we are facilitating a virtual discussion among 25 students online.

In addition to competency framework and curriculum development, the BLUE SAGE team offers digital archive and knowledge base development.

Classes, Courses, Workshops

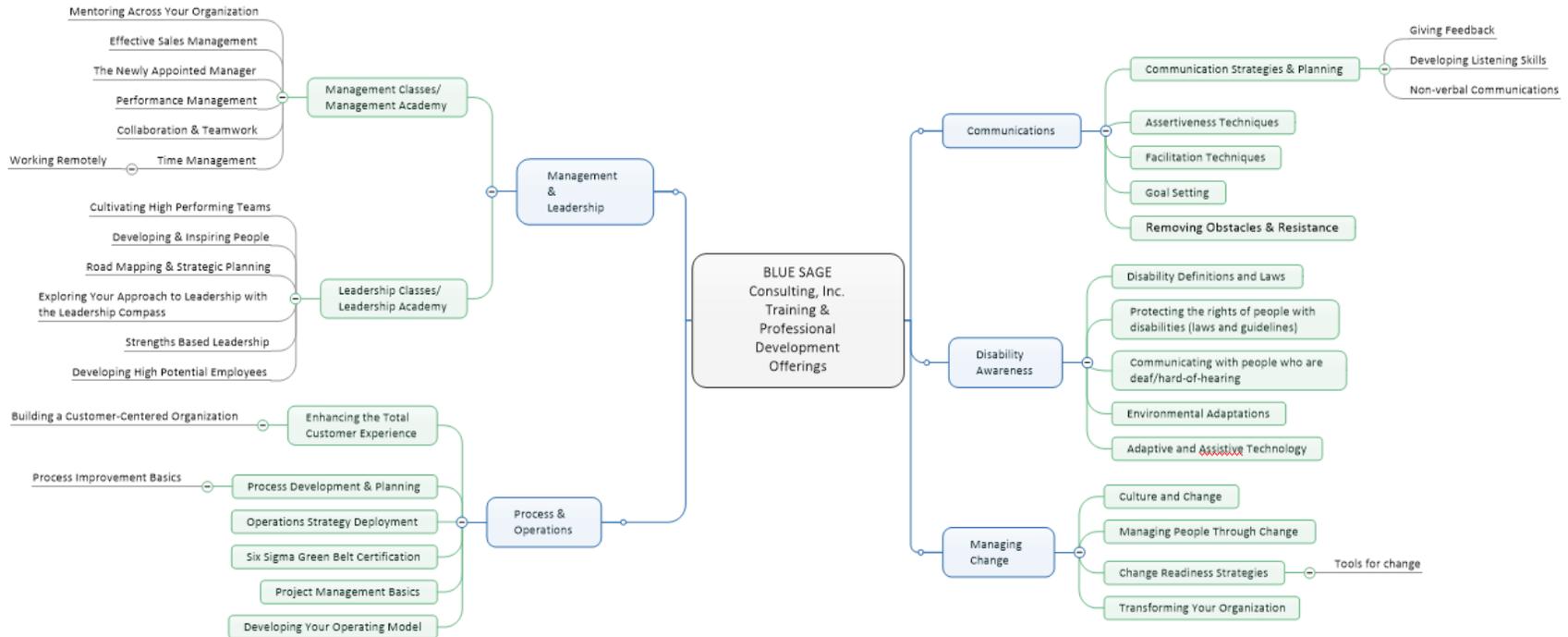
Professional development is available in the following areas:

- ✓ Management & Leadership
- ✓ Communications
- ✓ Process & Operations
- ✓ Managing Change
- ✓ Disability Awareness





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Classes, Courses, Workshops

Management & Leadership		Duration	Class Min.	Class Max.
Management Academy (combines various topics such as Goal Setting, Listening Techniques, Time Management, Removing Obstacles & Resistance)	A fundamental goal of The Management Academy is for students to develop the knowledge, abilities, and skills that can be used to be successful members of their organizations. By the end of the class, students will have a foundation for increasing their understanding of their work environment, organizational dynamics, as well as for improving their own effectiveness. The course will stretch students to think as business professionals, and provide a foundation for future growth.	5 days	12	24
The Newly Appointed Manager	This course introduces managers with little experience to the fundamentals of the managerial role. It focuses on combining the essential skills of time management, people resource management, leadership skills and performance and change management.	16 hrs. plus (2) 2 - hr. coaching follow up sessions	8	24
Managing Remote Teams	More and more organizations have teams dispersed across multiple locations—nationally, internationally and globally. The key to managing remote workers is to adjust management styles and approaches. This course provides practical skills to lead remote employees, virtual teams and a mobilized work force. Participants will learn techniques and methods to successfully motivate and manage virtual and remote teams.	8 hours	8	24
Time Management	This session identifies the most common interruptions of working time, and introduces simple time management techniques that can be put into use immediately.	4 hours	8	24



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Management & Leadership		Duration	Class Min.	Class Max.
Collaboration & Teamwork	This experiential workshop provides participants with practical techniques for building and working in a collaborative team environment. Students will learn management skills and team building techniques that they can implement immediately.	8 hours	8	24
Performance Management	Performance management is about planning performance, establishing expectations, providing coaching and feedback, effective communication and establishing ideal behaviors—ultimately creating a work environment where employees can improve and succeed. In this interactive workshop participants will learn practical skills necessary to help their employees succeed.	(2) 4 - hours sessions	8	24
Mentoring Across Your Organization	This interactive training program provides participants with an introduction to mentoring. Learn what it means to be a mentor, the mentoring lifecycle, communication skills, establishing boundaries, and appreciating diversity. Mentors develop the skills that will make it easier for them to navigate relationships with their mentees.	(2) 4 - hours sessions	8	24
Effective Sales Management	Whether an associate is "selling" a product, a service or an organization, the dynamics of the buyer/seller relationship are important. This interactive session combines sales theory with real life scenarios to build an understanding of key elements for success.	4 hours	8	24
Cultivating High Performing Teams	High performing teams can achieve extraordinary results. This workshop is designed for new managers and also for those who need a refresher. This experiential workshop will help participants learn how to establish their team's identity, generate commitment, create trust and shared accountability. Participants will develop a robust working knowledge of what it takes to effectively engage and facilitate productivity within their teams.	(2) 4- hours sessions	8	24



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Developing & Inspiring People	A good leader inspires their team to peak performance and motivates others to achieve their goals. They have a clear picture of the kind of future they want to create, and they have the ability to communicate this vision to others in an exciting and inspiring way. In this interactive workshop, participants will explore their own leadership values and style and learn practical tools that will help them become a leader worth following.	4 hours	8	24
Strengths Based Leadership	This training introduces participants to the practice of Strengths Based Leadership, an effective method of maximizing a team's skills and talents. Participants complete individual strengths assessments and learn practical techniques for leveraging the strengths of work teams or organizations they supervise.	8 hours	8	24
Roadmapping & Strategic Planning	This session teaches participants a simple and powerful technique of translating complex strategic goals into an easy-to-understand visual roadmap. As both a planning, communication and management tool, Roadmapping enables managers and work teams to coordinate and stay on-task within fast-changing work environments.	8-24 hours	8	24
Leadership Compass	The Leadership Compass is a tool for building high-performing teams and cultivating an inclusive workplace. Participants in this session deepen appreciation for their colleague's varied work styles, understand the need for a variety of work styles, learn a vocabulary and way of thinking about working collaboratively, and identify ways to support their colleagues' success.	3 hours	8	24
Developing High Potential Employees	This personalized class is designed to support the emerging leaders within an organization through development of basic leadership and advanced interpersonal skills. During this class, HIPOs will work in teams to advance their skills as they prepare for more senior roles in their organizations.	(3) 4-hour sessions	8	24



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Communications		Duration	Class Min.	Class Max.
Giving Feedback	In this class, participants will develop two-way communication skills to communicate, interact and discuss problems with others. Students will also learn how to offer criticism to be sure that it is heard and understood, using simple techniques. Examples will be reinforced using peer coaching and feedback.	4 hours	8	24
Removing Obstacles & Resistance	Unmanaged conflict in the workplace can lead to mistrust, poor teamwork, employee dissatisfaction and reduced levels of productivity. This hands on workshop provides strategies on how to identify your own conflict style and those of others in order to confidently and effectively manage conflict.	(2) 4-hour sessions	8	24
Process & Operations		Duration	Class Min.	Class Max.
Operations Strategy Deployment	In this class, we will use corporate strategic priorities to select improvement initiatives that will have lasting impact on the organization. Students will work with individual, real life scenarios.	16 hours	8	20
Six Sigma Green Belt Certification	Six Sigma Green Belt training provides participants with enhanced problem-solving skills, with an emphasis on the DMAIC (Define, Measure, Analyze, Improve and Control) model. Six Sigma Green Belt certification prepares the employee to serve as a trained team member within his or her function-specific area of the organization. Upon successful completion of the class, the new Six Sigma Green Belts will be able to: lead organizational change as demonstrated by the candidate's leadership, teamwork, project management, communication, and technical skills and achieve tangible results that have a significant impact by applying the Six Sigma approach.	40 hours	10	24
Building a Customer-Centered Organization	Implementing organizational improvements based on VOC (Voice of Customer) can improve the Total Customer Experience in any organization. Students will learn techniques for collecting, analyzing and applying stakeholder input to improve their organizations.	8 hours	8	24



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Process & Operations		Duration	Class Min.	Class Max.
Process Improvement	Students will examine the fundamentals of process improvement and its application to their specific work environment. Using Lean and Six Sigma techniques, we'll determine tools and actions for process improvement in different work scenarios.	16-24 hours	10	16
Project Management Basics	In this class, students will delve into the basics of project management methodology, and understand how it relates to the work that they do. Students will define and identify the purposes of goal-setting and goals, including methods for improving productivity. Sample project plans will be developed during this session.	8 hours	10	16
Developing your Operating Model	An organization's operations must be aligned with its business strategy. An operating model is the operational design that makes it possible to deliver the business strategy. This program will introduce tools and frameworks that help participants understand and communicate the existing operating model as well as challenge the status quo and design a new operating model.	8 -16 hours	8	24
Managing Change				
Cultural Drivers	Values-based leadership is based on the notion that personal and organizational values are aligned. This class explores the relationship between values and leadership during times of change.	4 hours	8	24
Transforming Your Organization	There are times when improvement is not enough...what your organization needs is transformation. Using an 8-step process for managing organizational change, we'll work with students to understand the fundamentals of a change initiative, and how to support the organization through change.	16 hours	10	24



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Disability Awareness	Duration	Class Min.	Class Max.
The Disability Awareness Course provides an overview through the lens of working toward inclusive communities. The focus of the course is to familiarize participants with the various disability categories, the laws protecting people with disabilities, providing accommodations and how to interact and communicate with people who have a disability. Each course is customized to the needs of the organization.			
Topics include:	8-40 hours	5	- 100
<ul style="list-style-type: none"> · Disability definitions and laws 			
<ul style="list-style-type: none"> · Types of disability 			
<ul style="list-style-type: none"> · Protecting the rights of people with disabilities (laws and guidelines) 			
<ul style="list-style-type: none"> · Approaching and interacting naturally 			
<ul style="list-style-type: none"> · Communicating with people who are deaf/hard-of-hearing 			
<ul style="list-style-type: none"> · Working with a sign language interpreter 			
<ul style="list-style-type: none"> · Providing human guide techniques for people who are blind. 			
<ul style="list-style-type: none"> · Environmental adaptations 			
<ul style="list-style-type: none"> · Adaptive and assistive technology 			
<ul style="list-style-type: none"> · Providing appropriate accommodations 			
<ul style="list-style-type: none"> · Including people with disabilities in all aspects of life 			
<ul style="list-style-type: none"> · Supporting self advocacy and self determination 			
<ul style="list-style-type: none"> * duration depends on level of knowledge and skill acquisition required. 			

Please contact BLUE SAGE with questions or requests for sample course outlines.

