

# Professional Development Courses

## ProKnowledge, LLC

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### Culture and Compliance

- The Diversity Puzzle at Work
- Harassment Prevention in the Workplace
- Navigating the Multi-Generational Workplace
- Creating a Respectful Workplace
- Successful Employee Onboarding
- The Wave of Change

### Staff Development

- And Now Presenting... YOU!
- Brand YOU
- Business Writing Workshop
- Communicating for Success
- Developing Engaging Online Training
- Engaging and Retaining Customers
- Exploring Your Emotional Intelligence (EQ)
- Facilitation Skills for Productive Meetings
- Organizing Time, Tasks & Projects
- Project Management Basics
- Resolving Conflict in the Workplace
- Selling Anything to Anyone
- Writing with Clarity (Writing Professionals)

### Management and Leadership

- The Art of Delegation
- Emotional Intelligence for Leaders
- Interviewing Essentials for Managers
- Managing the Wave of Change
- Managing the Multi-Generational Workplace
- Managing Staff Performance
- Motivating Today's Team
- Performance Appraisals that Matter
- Supervisor Boot Camp (2-day)

### Workplace Styles and Assessments

- Caliper
- DiSC

### Speaking engagements

- Conferences, annual meetings, retreats and team building events

### Coaching and Consulting

- Working with you or your team one-on-one to achieve the results and behavior changes that you are looking for