

Course	Content Provider	Course Description	Key Skills	Key PDI Ninth House Competencies	Course Length
<i>Building Community</i>	Clifton Taulbert	Learn to transform the work environment into one that values respect and cooperation and encourages a diversity of views and people	<ul style="list-style-type: none"> <li>Developing personal values and ethics</li> <li>Valuing diversity</li> <li>Valuing individual contributions</li> <li>Creating a climate conducive to innovation and creativity</li> </ul>	<ul style="list-style-type: none"> <li>Building Relationships</li> <li>Managing Differences</li> <li>Cultural Sensitivity</li> </ul>	2.5 hrs
<i>Capturing Brand You™</i>	Tom Peters	Benchmark your current reputation, establish your desired reputation, and pinpoint activities that further both your own and your organization's objectives.	<ul style="list-style-type: none"> <li>Personal effectiveness</li> <li>Taking initiative</li> <li>Self awareness and development</li> <li>Results orientation</li> <li>Managing the job</li> </ul>	<ul style="list-style-type: none"> <li>Results Orientation</li> <li>Execution</li> <li>Self-Development</li> </ul>	1.5 hrs
<i>Forging Breakthroughs</i>	Peter Senge	Gain tools necessary to produce high-quality solutions to complex business challenges.	<ul style="list-style-type: none"> <li>Problem solving</li> <li>Communication</li> <li>Sound business judgment</li> <li>Team building</li> <li>Managing change</li> </ul>	<ul style="list-style-type: none"> <li>Influence</li> <li>Open Communication</li> <li>Analysis</li> <li>Judgment</li> <li>Effective Communication</li> <li>Collaboration</li> </ul>	3 hrs
<i>Plus One Simulation</i>		Practice the skills learned in Forging Breakthroughs.			30 mins
<i>Getting Things Done® (GTD ®) – Mastering Workflow Interactive</i>	David Allen Company	Learn a customizable, practical, system for tracking projects, action steps, and supportive information in a streamlined, workable context.	<ul style="list-style-type: none"> <li>Respond to change</li> <li>Manage a large volume of communication and commitments</li> <li>Streamline execution of actions</li> </ul>	<ul style="list-style-type: none"> <li>Execution</li> <li>Process Improvement</li> <li>Adaptability</li> </ul>	1 hrs
<i>IMPACT Without Authority</i>	Jane Helsing Marc Sokol David Peterson	Learn the steps in the IMPACT model and the essential skills to build influence and engage others to achieve results.	<ul style="list-style-type: none"> <li>Establish an influencing foundation by enhancing personal credibility</li> <li>Strategically build an internal network</li> <li>Effectively cultivate advocates</li> <li>Collaboratively evaluate project feasibility</li> <li>Engage management effectively</li> </ul>	<ul style="list-style-type: none"> <li>Build Relationships</li> <li>Collaboration</li> <li>Influence</li> <li>Engage and Inspire</li> <li>Effective Communication</li> </ul>	2.5 hrs
<i>Innovation: WOW! Projects™</i>	Tom Peters	Learn how to design, prototype, and sell a project to meaningful sponsors in an organization.	<ul style="list-style-type: none"> <li>Personal effectiveness</li> <li>Project management</li> <li>Results orientation</li> <li>Customer orientation</li> <li>Team leadership</li> </ul>	<ul style="list-style-type: none"> <li>Focus on Customers</li> <li>Execution</li> <li>Results Orientation</li> </ul>	3 hrs
<i>Plus Two Simulations</i>		Practice the skills learned in Innovation:WOW! Projects.			60 mins
<i>Managing Change</i>	William Bridges	Gives managers the leadership skills needed to mobilize employee support for change initiatives.	<ul style="list-style-type: none"> <li>Change management</li> <li>Innovation</li> <li>Self awareness and development</li> <li>Personal effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>Innovation</li> <li>Process Improvement</li> <li>Adaptability</li> </ul>	1.5 hrs
<i>Navigating Change</i>	William Bridges	Learn to recognize and address the internal transitions associated with change in order to guide yourself through any organizational change.	<ul style="list-style-type: none"> <li>Change management</li> <li>Self-management</li> <li>Self-awareness and development</li> <li>Personal effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>Process Improvement</li> <li>Adaptability</li> </ul>	1.5 hrs
<i>Optimizing Team Performance</i>	Jon Katzenbach	Learn how and when to adjust work style and leadership approach to achieve optimal team performance.	<ul style="list-style-type: none"> <li>Teamwork</li> <li>Problem solving</li> <li>Innovative thinking</li> </ul>	<ul style="list-style-type: none"> <li>Judgment</li> <li>Innovation</li> <li>Engage and Inspire</li> </ul>	2.5 hrs

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			<ul style="list-style-type: none"> <li>Leading a team</li> </ul>	<ul style="list-style-type: none"> <li>Collaboration</li> </ul>	
<b><i>Partnering for Results</i></b>	Lorraine Segil	Understand and successfully develop internal and external business partnerships.	<ul style="list-style-type: none"> <li>Managing partnerships</li> <li>Fostering collaborative relationships</li> <li>Communication</li> <li>Teamwork</li> </ul>	<ul style="list-style-type: none"> <li>Building Relationships</li> <li>Collaboration</li> <li>Effective Communication</li> </ul>	2 hrs
<i>Plus One Simulation</i>		Practice the skills learned in Partnering for Results.			30 mins
<b><i>Reframing Change</i></b>	William Bridges	Recognize and understand the three-phase internal transition process that accompanies workplace change.	<ul style="list-style-type: none"> <li>Change management</li> <li>Innovation</li> <li>Self management</li> <li>Self awareness and development</li> <li>Personal effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>Innovation</li> <li>Process Improvement</li> <li>Adaptability</li> <li>Self-Development</li> </ul>	45 mins
<b><i>Resolving Interpersonal Issues</i></b>	David Bradford & Allan Cohen	Learn fundamental communication skills to better address interpersonal issues and build powerful working relationships	<ul style="list-style-type: none"> <li>Honest &amp; straightforward communication</li> <li>Conflict resolution</li> <li>Building cooperative working relationships</li> <li>Active listening</li> </ul>	<ul style="list-style-type: none"> <li>Open Communication</li> <li>Effective Communication</li> <li>Building Relationships</li> </ul>	2.5 hrs
<b><i>Retaining and Engaging Talent</i></b>	B. Lynn Ware	Managers learn how to identify common reasons why employees leave and how to apply the appropriate retention strategies.	<ul style="list-style-type: none"> <li>Engaging/motivating employees</li> <li>Building employee commitment</li> <li>Assessing attrition risks</li> <li>Retain key contributors</li> </ul>	<ul style="list-style-type: none"> <li>Engage and Inspire</li> <li>Talent Enhancement</li> </ul>	2.25 hrs
<i>Plus One Simulation</i>		Practice the skills learned in the Retaining and Engaging Talent.			30 mins
<b><i>Self Management</i></b>	Ken Blanchard	Learn to set goals, get the direction and support to achieve those goals, and manage relationships more effectively.	<ul style="list-style-type: none"> <li>Self management</li> <li>Personal effectiveness</li> <li>Taking initiative</li> <li>Self awareness and development</li> </ul>	<ul style="list-style-type: none"> <li>Adaptability</li> <li>Self-Development</li> </ul>	3.5 hrs
<i>Plus Two Simulations</i>		Practice the skills learned in Self Management.			60 mins
<b><i>Situational Leadership® II</i></b>	Ken Blanchard	Learn leadership skills that help you develop your employees' competence, commitment, and productivity.	<ul style="list-style-type: none"> <li>Leadership</li> <li>Managing direct reports</li> <li>Leading and developing employees</li> </ul>	<ul style="list-style-type: none"> <li>Talent Enhancement</li> </ul>	1 hr
<i>Plus Two Simulations</i>		Practice the skills learned in Situational Leadership II.			5 hrs
<b><i>The 7 Habits of Highly Effective People® Interactive Edition*</i></b> <small>(Not included in the PDI NH library of courses—priced separately. Not available for sale outside the U.S.)</small>	Stephen R. Covey	Improve individual and organizational effectiveness through interactive exercises and action planning to achieve a more successful life.	<ul style="list-style-type: none"> <li>Get focused and organized</li> <li>Improve communication</li> <li>Achieve work/life balance</li> <li>Enhance professional and personal relationships</li> </ul>	<ul style="list-style-type: none"> <li>Analysis</li> <li>Planning</li> <li>Process Improvement</li> <li>Effective Communication</li> <li>Building Relationships</li> </ul>	3 hrs
<b><i>Virtual Teams</i></b>	Mary Ann Kipp	Learn a framework for effectively working in or with remote teams.	<ul style="list-style-type: none"> <li>Team building</li> <li>Working remotely</li> <li>Personal effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>Collaboration</li> <li>Adaptability</li> <li>Self-Development</li> </ul>	45 mins

\*The 7 Habits of Highly Effective People® Interactive Editions is NOT included in the PDI NH library of courses—priced separately. NOT available for sale outside the U.S.