### Purposeful PowerPoint Presentations

**8/12/2020**  
9:00-10:30

Virtual meetings have become an integral part of ensuring business continuity. A well-designed PowerPoint deck can be a great tool to convey critical information and keep the audience engaged throughout these meetings. In this webinar, you will examine how to design easy-to-digest and visually appealing slide decks. You will:

- Define the elements of effective PowerPoint presentations  
- Evaluate the ‘best practices’ to create engaging and informative PowerPoint presentations  
- Discuss design principles  
- Review common design mistakes using PowerPoint

This is a modified version of the instructor led class, Purposeful PowerPoint Presentations.

### Business Writing for Today’s Professionals

**8/19/2020**  
9:00-11:00

In today’s workforce, most of the communication happens in a written format. This webinar will give you a variety of tips and easy-to-use techniques to create professional business communications in writing.

You will:

- Create concise, well-organized documents  
- Capture the audience’s attention and motivate them to read and respond  
- Organize to ensure reader understanding  
- Use a professional, appropriate style and tone  
- Improve email efficiency

This is a modified version of the instructor led class, Business Writing Essentials.

### Effectively Teaching Your Staff New Tasks

**8/13/2020**  
9:00-10:30

As a manager or supervisor, an important element of your job is to train your staff on new tasks, skills or processes. Not everyone learns the same way. If we don’t understand this, we tend to teach the way we like to learn.

This webinar will help you understand how adults learn best, so you can shorten your instruction and their learning time.

This is a modified version of the instructor led class, Effectively Teaching Your Staff New Tasks.

### Extraordinary Leader

**8/20/2020**  
9:00-11:00

Gain the knowledge and skills needed to become transformational leaders within your respective departments and the County.

At the end of this workshop, you will:

- Understand the components of leadership and influence.  
- Learn how to conduct a personal inventory of leadership practices and strategies for influencing others.  
- Evaluate new information using critical thinking skills and frameworks for applying them.

This is a modified version of the instructor led class, Extraordinary Leader.

Course intended for Managers & Supervisors, CEMA represented and Confidential Administrative employees.

### Growth Mindset for All Employees

**8/27/2020**  
9:00-11:00

Your mindset impacts how you make sense of the world, and how you make sense of you. What’s a growth mindset? Do you have one already? How can you best use it? If you don’t have one, how do you get it?

These questions and more will be answered when you join us in an interactive two hour webinar to learn more about Dr. Carol Dweck’s work on growth and fixed mindsets. You will learn about the benefits of having a growth mindset and the tools you can use to maximize this mindset for yourself.

This is a modified version of the instructor led class, Growth Mindset for All Employees.

### Employee Engagement and Motivation

**8/26/2020**  
9:00-10:30

During times of uncertainty, motivating and engaging employees is crucial to getting work done. But how do supervisors tap into their un-motivated employees’ inner motivation? Current research shows that employees who feel valued and recognized for their work are more motivated, responsible, and productive than those who don’t.

This interactive webinar will help supervisors create a more engaged workforce by learning what employees want and how to provide this to them.

This is a modified version of the instructor led class, Employee Engagement and Motivation.

Course intended for Managers & Supervisors, CEMA represented and Confidential Administrative employees.

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**Note:** Recordings of the webinar aren’t available. Be ready to actively participate! Have computer video, audio, microphone, and keyboard capabilities available. Be sure to have manager approval prior to registration.

**Questions:** Contact Learning and Employee Development at led@ceo.sccgov.org
Learning and Employee Development
LIVE WEBINARS
SEPTEMBER 2020

ALL EMPLOYEES

Creating Productive Conflict
9/15/2020
9:00-10:30
Conflict usually has a negative connotation. But with skill and practice, you can make most conflict into a productive encounter. Then you can model this behavior for your colleagues.

In fact, 69% of surveyed employees said their job satisfaction would improve if their coworkers handled conflict more effectively.

This is a modified version of the instructor led class, Conflict Management: Creating Productive Conflict.

Integrity and Trust: The Foundations of a Relationship
9/17/2020
9:00-11:00
This workshop utilizes organizational development techniques such as World Café, relevant county situations and Appreciative Inquiry to leverage existing cultural norms that impact integrity and trust within the workplace.

You will:
• Define the core values of integrity/trust.
• Know how to assess the trust level of themselves and others.
• Identify and experience the ways integrity and trust impact performance.

This is a modified version of the instructor led class, Integrity and Trust: The Foundations of a Relationship.

Polishing and Proofreading Your Writing
9/22/2020
9:00-10:30
Good business writers appreciate the importance of polishing and proofreading to create accurate, focused documents. This workshop helps you review written documents to ensure they are clear, concise, and correct.

At the end of this workshop, you will:
• Make your documents easier to read and understand by readers
• Eliminate wordiness
• Recognize and correct grammar and punctuation errors

This is a modified version of the instructor led class, Editing and Proofreading.

MANAGERS & SUPERVISORS

Simple Tools for Highly Productive Teams
9/16/2020
9:00-11:00
Managers and supervisors will utilize simple tools to create higher levels of productivity. You will also explore tools in communication, prioritization, change management, and work-life balance.

You will:
• Recognize the four communication styles based on the DISC model within your team.
• Identify principles to successfully lead during changing times and still remain productive.
• Discover how to manage your life and not just your time.

This is a modified version of the instructor led class, Simple Tools for Highly Productive Teams.

Course intended for Managers & Supervisors, CEMA represented and Confidential Administrative employees.

Growth Mindset for Managers
9/24/2020
9:00-11:00
What’s a growth mindset? How does having one influence how you manage? What about your team?

In this two-hour dynamic webinar, come explore both your own commitment to growth and how to lead team members with fixed and growth mindsets.

Tools will be shared to help you create an environment of maximum effort, viewing challenges as opportunities, taking risks and accepting feedback well.

This is a modified version of the instructor led class, Growth Mindset for Managers.

Course intended for Managers & Supervisors, CEMA represented and Confidential Administrative employees.

Design Thinking - Boost Creativity and Innovation in the Workplace
9/30/2020
9:00-10:30
Design thinking is an iterative process to better understand stakeholders’ needs and create innovative solutions. This interactive webinar will leave you equipped with the key design thinking techniques that you can apply right away.

In this workshop you will:
• Understand design thinking including working with your stakeholders to co-create innovate solutions together.
• Get insights into the challenges related to workplace interruptions and solutions to address them.
• Learn valuable tips and techniques for collaborating and problem solving in the workplace and beyond.

This is a modified version of the instructor led class, Design Thinking - Boost Creativity and Innovation in the Workplace.

Course intended for Managers & Supervisors, CEMA represented and Confidential Administrative employees.

After you register, information on accessing the webinar will be sent out by email prior to the webinar date.

Note: Recordings of the webinar aren’t available. Be ready to actively participate! Have computer video, audio, microphone, and keyboard capabilities available. Be sure to have manager approval prior to registration.

Questions: Contact Learning and Employee Development at led@ceo.sccgov.org