



## Training Modules

- These Training Modules are intended for a minimum of 3 people.
- Each Module is 6 hours or 3 + 3 hours on two different days, usually 2 weeks apart.
- Every participant can book a 30-minute phone conversation with me and have unlimited access to my email [hello@businessevolution.ca](mailto:hello@businessevolution.ca) for **two months** after the end of the Training.

### 1. PerformanceBoost: the 7 Steps to a better business performance

This Module allows you to break the cycle of whatever is holding you back and preventing you from achieving your business goals. Excellent Module for renewing the enthusiasm and drive of **Sales and Marketing people**.

- *Protecting your Energy for business efficiency*
- *The Power and the Traps of the Mind*
- *Mental/physical/emotional habits and how they undermine your potential*
- *Acquired beliefs vs. lateral thinking*
- *Effective Change Management*
- *Self-sabotaging attitude and how to get rid of it*
- *The Law of Attraction and how to use it every day at work*

### 2. CommunicationHeadway Module: better communication for great business results.

This Module is particularly suited for **Sales, Marketing, HR Departments and Managers** and focuses on the fine-tuning of Communication Skills for an improved business performance.

- *The secrets of Body Language and nonverbal communication*
- *Hypnolinguistics®*
- *Effective Public Speaking*
- *Telephone skills*
- *Writing a memorable keynote speech*
- *Effective Presentation Skills*
- *Assertive vs. non-assertive communication: the confidence code*
- *Effective listening skills*
- *Lateral thinking: open-mindedness for an open world of opportunities*
- *The art of networking*

### 3. **ProductiveWorkspace Module: waste no time, waste no space and be in charge.**

This very practical Module explores different ways to make your workspace and working environment an efficient and productive place to be in. It includes a personalized consultation for each participant.

- ***The basic toolkit for an organized workspace***
- ***Handling the workload: prioritizing to avoid wasting***
- ***Effective Time Management for a productive day***
- ***Keeping your workspace tidy: how and when***
- ***Effective Planning: what and when***
- ***Space Clearing***
- ***Protecting your Energy for an efficient workspace***
- ***How to handle and incorporate interruptions***
- ***The 7 rules of workspace etiquette***

### 4. **NeuroProgress™ Module: own the potential of your brain and think forward.**

Our brain is the motor of all our activities, from drinking a glass of water to delivering a 3-hour presentation, and yet we rarely take time to find out how it works. Our exclusive NeuroProgress™ Module will help you fill the gap. Learning about the functioning of the brain will allow you to make informed choices on how to use it properly, develop its infinite power and guide your team more incisively. This Module is particularly suited for Executives and Managers. Discover about

- ***Neurogenesis***
- ***Cognitive Reflex Conditioning®***
- ***Automatic Reactions and why they define us***
- ***Neural pathways and how they work***
- ***Good Brain Habits for an active brain***
- ***NeuroProgress™ practical exercises for concentration and focus***
- ***Training vs. learning***
- ***The Body vs. the Mind***
- ***The brain benefits of Mindfulness***
- ***The brain and the decision-making process***

## 5. **HumanConnections Module: good relationship skills create better business.**

Whatever our job, whatever our role, we have to deal with people and their personalities every day. This Module will help you learn how to improve the quality of your relationships, reinforce your negotiating power, and your ability to predict other people's reactions. It's a very useful Module for **Sales, Marketing, Administration and HR Departments, as well as for Managers and Executives.**

- *The Five Wounds and how to solve them*
- *Effective Teamwork and Collaboration strategies*
- *Dealing with and solving workplace conflict*
- *Develop Assertiveness*
- *The nature of Anger and how it affects your work*
- *Fine-tuning your Listening skills*
- *Empathy and what it means in business relations*
- *The secrets of Body Language and nonverbal communication*
- *The traps of judgement and how they undermine your business performance*
- *Teaching and training your team: how does learning happen?*

## 6. **TeamManagement Module: because leadership is practised in attitude and in actions.**

This Module focuses on the challenges that every **manager/supervisor/team leader** faces. It allows you to fine-tune the skills you need in order to be a respected leader. This Module touches on

- *Hiring and firing: the words, the actions*
- *Dealing with stress and burn-out*
- *Developing Leadership Skills*
- *Secrets of the Five Wounds and how they help us better understand human nature*
- *Finding your Why*
- *Effective decision-making*
- *Motivating your team*
- *Micromanagement and how to avoid it*
- *The importance of delegation*
- *The secrets of Body Language and nonverbal communication*

## 7. **BusinessWomen Module: embracing the female perspective and making the difference**

- *Women in business and the world's expectations*
- *Labels, stereotypes and their impact on women's business life*
- *The roadblocks to empowerment and how to overcome them*
- *Confidence: genetic, gender-related or acquired tool?*
- *Assessing your performance: the female way*
- *Turning thoughts into action*
- *Confidence-boosting habits*