



NIKAYO COBLE
EDUCATION SOLUTIONS



PROFESSIONAL BUSINESS TRAINING OFFERINGS

www.nikayocoble.com

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HIGH LEVEL OVERVIEW

Module	Business Topics Addressed	Duration
Dynamics & Delivery	Public Presentation & Business Communication	1 hour & 30 minutes
Effective Evaluations	Public Presentation & Business Communication	1 hour
Terrific Topics	Public Presentation, Business Communication, & Creativity	1 hour & 30 minutes
Interpersonal Impacts	Interpersonal Skills/Client Management & Business Communication	1 hour
Golden Goals	Strategic Thinking & Planning & Organizing/Management	1 hour & 30 minutes
Financial Facts	Financial Planning & Management	1 hour
Powerful Presentations	Presentation Skills & Business Communication	6 hours
The Posh Professional	Business Communication, Organizing, & Interpersonal Skills	1 hour



DELIVERY & DYNAMICS

Whether intentional or unintentional, people are always sending messages to one another about who they are. For this reason, it is important for professionals to be aware of how to send the right message to others and have the ability to quickly make adjustments as needed. This workshop explores the importance of sending clear messages about ourselves through both our words and actions.

By the end of this session participants will...

- Understand the importance of delivering strong & clear messages
- Learn how to develop shareable messages for various audiences
- Identify ways to add interest to messages you deliver
- Identify ways to add excitement to messages you deliver

SPECIFICATIONS

Topics Addressed: Public Presentation & Business Communication

Type: On-line or In Person

Duration: 1 hour & 30 minutes

Add On Service Available?: Yes. Consultant can be assigned to view live or view a recording of the attendee making a presentation or delivering a speech. The consultant will provide feedback to the attendee about strengths and opportunities for growth based off concepts taught in the workshop.



EFFECTIVE EVALUATIONS

In order to get results and move ahead in today's society, employers must provide clear and actionable feedback. The information they share must be delivered in such a way that their recipients can utilize it. Additionally, employees must understand how to effectively receive and respond to any feedback that is given to them. This workshop explores the "A.R.T." of effective evaluations. By the end of this session participants will...

- Understand the importance of Effective Evaluations for a receiver
- Understand the importance of Effective Evaluations for an evaluator
- Learn the steps to give & receive an Effective Evaluation
- Evaluate a feedback session using the Effective Evaluation steps

SPECIFICATIONS

Topics Addressed: Public Presentation & Business Communication

Type: On-line or In Person

Duration: 1 hour

Add On Service Available?: Yes. Consultant can be assigned to view live or view a recording of the attendee providing an evaluation for another individual. The consultant will provide feedback to the attendee about strengths and opportunities for growth based off concepts taught in the workshop.



TERRIFIC TOPICS

Have you ever had to prepare a presentation or initiate conversations with unfamiliar people? It can be nerve wrecking. What should you do? What should you say? This workshop takes out the guess work and helps individuals feel confident when the need arises for them to begin speaking on a given topic.

By the end of this session participants will...

- Generate a list of topics that can confidently be spoken about in any session
- Apply the topic selection and organization strategy to ANY speaking situation
- Learn strategies to clearly articulate your thoughts in ANY speaking situation
- Understand the objectives of various types of presentations and speaking opportunities

SPECIFICATIONS

Topics Addressed: Public Presentation & Creativity & Business Communication

Type: On-line or In Person

Duration: 1 hour & 30 minutes

Add On Service Available?: Yes. Consultant can be assigned to view live or view a recording of the attendee making a presentation. The consultant will provide feedback to the attendee about strengths and opportunities for growth based off concepts taught in the workshop.



INTERPERSONAL IMPACTS

We communicate and interact with clients on a regular basis both in written and verbal exchanges. From personal discussions, negotiations, and client meetings, each of our interactions has the potential to build, strengthen, or weaken our working relationships. This workshop is designed with practical information and resources to support positive client relationships.

By the end of this session participants will...

- Identify key relationships
- Learn strategies to build new client relationships
- Learn strategies to maintain existing positive client relationships
- Learn strategies to improve existing strained client relationships

SPECIFICATIONS

Topics Addressed: Interpersonal Skills/Client Management & Business Communication

Type: On-line or In Person

Duration: 1 hour

Add On Service Available?: No.



GOLDEN GOALS

Benjamin Franklin once stated, “Failing to plan is planning to fail” but what happens when you struggle with planning? It is important to have clearly defined goals. Once goals have been clearly planned every action that follows should strategically crafted to meet the goal . This workshop is designed to explore planning and organization skills through a strategic lens.

By the end of this session participants will...

- Understand the strategic backwards design model as a way to view customer experiences from start to finish
- Understand the S.M.A.R.T. goal setting and progress tracking process
- Apply the backwards design model & S.M.A.R.T. goal setting process to real life situations

SPECIFICATIONS

Topics Addressed: Strategic Thinking & Planning & Organizing/Management

Type: On-line or In Person

Duration: 1 hour & 30 minutes

Add On Service Available?: Yes. Consultant can be assigned to review strategic plans and/or goals. The consultant will provide feedback to the attendee about strengths and opportunities for growth based off concepts taught in the workshop.



FINANCIAL FACTS

Finances can make or break an organization. Unintended financial errors can severely tarnish a company's reputation. For this reason, it is important to have a basic financial understanding.

By the end of this session participants will...

- Understand the difference between forecasting and budgeting
- Have a basic understanding of an audit report
- Have a basic understanding of the financial position report
- Have a basic understanding of the Profit & Loss report
- Have an awareness of ratio calculations

SPECIFICATIONS

Topics Addressed: Financial Planning & Management

Type: On-line or In Person

Duration: 1 hour

Add On Service Available?: No.



POWERFUL PRESENTATIONS

Whether communicating in written or verbal format basic company etiquette is a must. This hybrid workshop infuses basic business skills with hands on tasks utilizing the Microsoft Office tool, PowerPoint.

A personal device with the Microsoft Office Suite is required.

By the end of this session participants will...

- Make an informational presentation using PowerPoint
- Respond to a customer concern
- Deliver difficult news to a team
- Advertise a simple product using PowerPoint
- Be exposed to other tools that support powerful presentations

SPECIFICATIONS

Topics Addressed: Presentation Skills & Business Communication

Type: On-line or In Person

Duration: 6 hours

Add On Service Available?: Yes. Consultants can be assigned to assist with presentation creation work and/or provide feedback and suggestion on a presentation.



THE POSH PROFESSIONAL

In a globally competitive environment how can an individual make themselves stand out in a swarm of applicants and shine during an interview? This workshop is designed to boost applicant confidence and prepare them to apply for a variety of professional opportunities.

By the end of this session participants will...

- Know how to prepare for applicant success
- Understand the relationship between cover letters, CV/résumés, and interviews
- Learn how to self-evaluate their interviewing skills

SPECIFICATIONS

Topics Addressed: Business Communication, Organizing, & Interpersonal

Type: On-line or In Person

Duration: 1 hour

Add On Service Available?: Yes. Consultants can be assigned to assist with modifying and/or creating a cover letter, CV/résumé, and conducting mock interview with a post interview debriefing session..

