



NIKAYO COBLE
EDUCATION SOLUTIONS



INDIVIDUAL PROFESSIONAL DEVELOPMENT OFFERINGS

www.nikayocoble.com

www.maryshelm.org

HIGH LEVEL OVERVIEW

Module	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
Golden Goals	Strategic Thinking & Planning & Organizing/Management	1 hour & 30 minutes
The Professional Package	Business Communication, Organizing, & Interpersonal Skills, Mock Interviews, CV/résumé, & cover letter writing	3 hours
Workplace Wellbeing	Personal & Professional Wellbeing, Workplace Skill Development	Varies



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

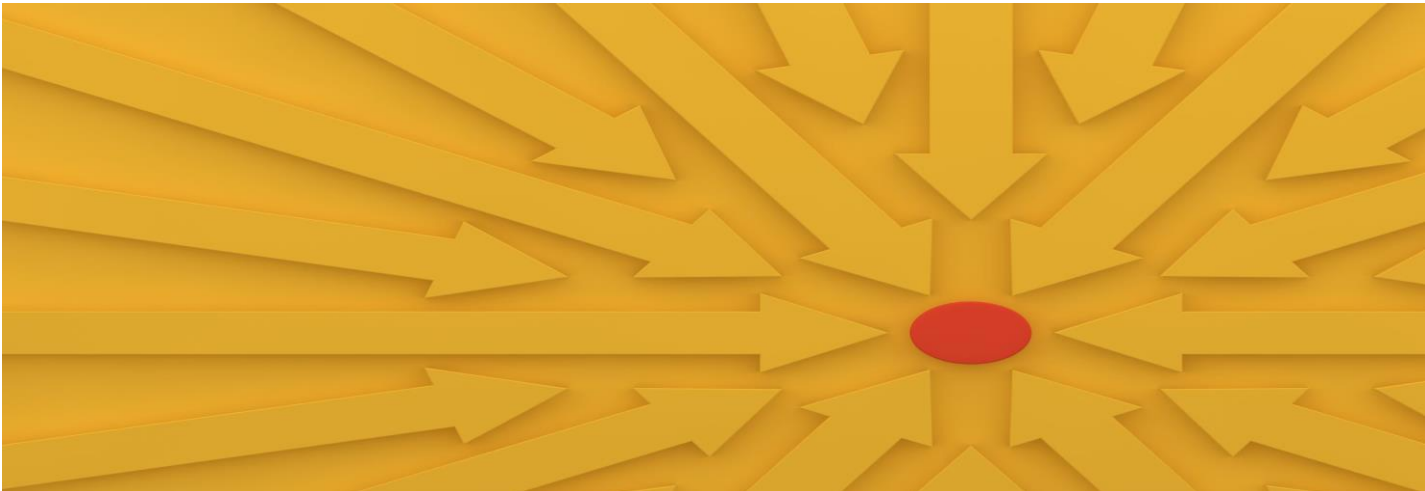
SPECIFICATIONS

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.



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.



THE PROFESSIONAL PACKAGE

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 interviewing skills
- Participate in a mock interview

SPECIFICATIONS

Topics Addressed: Business Communication, Organizing, & Interpersonal

Type: On-line or In Person

Duration: 3 hours

Add On Service Available?: Yes, consultant can be assigned for additional CV/résumé, cover letter, and interviewing skills work.





WORKPLACE WELLBEING

Everyone in life wants to succeed professionally. They just may not always have access to the right people or resource to help lead them to where they want to be. Having someone to support and encourage a professional on this challenging journey of finding balance with the workplace and wellbeing helps reduce the stress and burdens one may face. This unique program supports professionals by providing someone who will meet them where they need to be met and help provide the necessary training and resources to help them get to where they want to go.

By the end of this session participants will...

- Identify their unique needs that would improve wellbeing
- Have a unique support plan to meet their professional needs
- Receive on-going mentoring, coaching, & constructive criticism
- Participate in workshops & activities relevant to improvement plan
- Recognize and learn how to showcase unique strengths

SPECIFICATIONS

Topics Addressed: Personal & Professional Wellbeing

Target Audience: Professionals

Type: On-line & In-Person

Duration: Varies

Add On Service Available?: Yes. Participating professionals can be enrolled in a one-year membership to access all our monthly interactive wellbeing related workshops and receive a discount off all our other education support products.

