

Evertrain Course Offerings:

All topics and timeframes are customizable to clients' needs.

Myers Briggs Type Indicator

- Using Your Myers Briggs Type Indicator Results (half-day)
- Myers Briggs & Teams (half-day)
- Myers Briggs & Communication (half-day)
- Myers Briggs & Problem Solving (half-day)
- Extended Myers Briggs: A Deep Exploration into Preferences (6-7 hours)

Communication:

- Organizational Communication
- Persuasion & Negotiating
- Developing Rapport
- Learning to Listen

Writing

- Writing Essentials for Business
- Technical Writing
- Grammar and Business Writing
- Creating Persuasive Materials
- Visual Design Principles
- Writing a Mission & Vision Statement
- Designing Instructional Materials That Work
- Introduction to Creative Writing

Public Speaking

- Developing and Delivering a Strong Message
- Finding Your Voice and Style

Customer Service

- Developing Customer-Focused Service
- Customer Service Success: Moving Ahead of the Competition
- Initiating a Service Mentality For Non-Customer Service Professionals
- Calming Upset Customers

Don't see the topic you need? Contact us, Barbara@Eversworks.com 864-414-5693

Personal Development

- Creating a Professional Image
- Personal Impact
- Self-Esteem and Assertiveness
- Setting & Achieving Meaningful Goals
- Business Etiquette: How Not to Eat Your Shoes
- Keeping Stress & Anger Under Control
- Preparing for the Business Environment: Work Readiness for New Employees

Leadership, Supervision, & Management

- Coaching & Mentoring
- Performance Management: Improving Productivity in a Positive Environment (Full day, Consulting Services Offered)
- Team Building (Various approaches available)
- Time Management to Improve Productivity
- Approaching Problems Right the First Time
- How and When to Delegate and Empower Employees
- Navigating Conflict
- Managing an Effective Change Process
- Understanding Ethics and Setting an Ethical Environment
- Conducting Effective Meetings: How to End the Lost in a Meeting Cycle
- The Ins and Outs of Performance Reviews
- Functions & Skills of the Supervisor
- 12 Steps to Leadership (30-40 hours of training over a span of time)
- Conducting a Needs Assessment
- Developing Trainers Who Reach Beyond the Training Event
- Encouraging a Critical Thinking Environment

Software

- Access, Excel, Outlook, PowerPoint, Project, Word
- Macromedia Dreamweaver
- Adobe Pagemaker & Photoshop
- Visio
- Proprietary Databases built on SAP, Dendrite, or Siebel platforms