

# APEX TRAINING TOPICS

## **Coaching:**

This course provides a simple model that managers can use to improve development discussions with their employees. It also addresses how implementing coaching skills can improve the ability to manage teams.

## **Conflict Management:**

This course focuses on how to engage in "Healthy Conflict," while minimizing the impact and presence of "Negative Conflict." It also identifies conflict styles and how to use them effectively.

## **DISC Training:**

This course teaches how to step back and carefully analyze yourself and others when communicating and leading in various situations. It focuses on the strengths and weaknesses of each DISC style and uses this information to improve communication and enhance individual and team performance.

## **Emotional Intelligence (EQ):**

This course teaches what emotional intelligence is and how it relates to personal and organizational success. It also places emphasis on learning specific skills and techniques for improving each area of emotional intelligence. Participants have an opportunity to assess their current EQ level and create a development plan to begin working on their EQ skills right away.

## **Group Dynamics:**

This course focuses on how groups form into teams and the dynamics that surround the interactions within a team.

## **Interviewing Skills:**

This course explains the Interviewing Process and how to create a positive Candidate Experience. It also covers Legal Do's and Don'ts as well as Behavior Based interviewing techniques.

## **Leading:**

This course focuses on how to lead individuals and teams more effectively by using essential characteristics of leadership. It also addresses Emotional Intelligence (EQ) concepts and how to apply them.

## **Leading Change:**

This course focuses on how to successfully and consistently lead through change. This course places specific attention on how to leverage leadership behaviors to manage change for the leader and his/her employees. It emphasizes the leader's role in building organizational resilience, and provides an opportunity to learn specific tools, methods, and models on how to skillfully lead through change.

## **Managing Change:**

This course focuses on the dynamics of personal change. It also emphasizes how to navigate through the Four Stages of Transition, and provides specific tools, methods, and models on how to successfully move through each stage of the transition.

## **MBTI:**

This course provides in-depth insight into one's own and others' personality preferences. Individuals have the opportunity to increase their self-awareness, confirm self-perception, and learn how to think and act out of choice rather than reflex.

## **Motivating:**

This course focuses on engaging and motivating employees based on their DISC style, individual needs, and generation.

## **Performance Management:**

This course explains the process and importance of performance management. It provides a model to follow to give feedback and improve employee performance. It also highlights tools and tactics for making all reviews productive.

## **Situational Leadership:**

This course teaches how to diagnose others' development levels and choose the appropriate leadership style. It also focuses on how to use a common language for coaching and developing others and on understanding the impact of oversupervision and undersupervision on performance and morale.

## **Teaming:**

This course teaches how to effectively create teams and navigate through the stages of Forming, Storming, Norming, Performing, and Adjourning. It also focuses on the five dysfunctions of teams and how to improve them.



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