Training de Jour

CAPABILITY STATEMENT

CONTACT INFORMATION

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CONNECT WITH US

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CERTIFICATIONS

Our trainers carry the following credentials:

- Master of Arts in Human Resource Development
- ATD Master Trainer
- True Colors Personality Model
- Myers-Briggs Type Indicator (MBTI)
- Microsoft Certified Trainer (MCT)
- Microsoft Office Specialist Master (MOS)

Companies are comprised of people. People who, sooner or later, need new skills, experiences, and knowledge. Today's training strategies are as varied as the people they seek to train. Occasionally, your company will find that it has gaps in its training program, either in knowledge or bandwidth.
When that happens, you need a way to quickly fill the gap so that you don't lose momentum.

WHAT MAKES US DIFFERENT?

- Over 25 years of classroom training experience
- A Certified specialist in corporate training topics
- Trainers with educational background in training theory
- Memorable training delivered with humor and fun
- An understanding of change management and its role in training
- Flexibility and fluidity to meet the participants training needs
- A zest for training in difficult situations
- An enthusiasm when facing difficult participants

SOME OF THE TOPICS WE CAN PROVIDE TRAINING ON

Business Skills
- Presentation Skills
- Communication Skills
- Personality Assessment Tools
- Improved Listening Skills
- Training Facilitator Workshop
- Project Management
- Increasing Personal Effectiveness
- Time Management
- Communication Skills
- Interpersonal Communications
- Constructive Conflict Resolution
- Increasing Personal Effectiveness
- Positive Approaches to Difficult People

Computer Skills
- Proprietary computer applications
- Document Management Systems
- Inventory Management Systems
- Microsoft Office Suite Applications
- SharePoint Online
- Skype for Business
- DocuSign
- SalesForce
- Databases
- Desktop Publishing
- Cloud Computing
- Project Management

Helping you meet your training need gaps. One day at a time.

CORE COMPETENCIES

Training Delivery—Our trainers demonstrate the ability to speak clearly and confidently in front of a class while adjusting his/her presentation methods to achieve the optimal level of formality and to match learners' level of expertise. They also use strategies to engage and involve all trainees.

Transfer of Learning—The trainer understands the concept of learning as a "process rather than an event" and identifies opportunities and activities to promote transfer before, during, and after the training event.

Change Management—Our team works to incorporate the training into our clients' overall Change Management strategy so that it supports the strategy.

Experiential Learning—Our trainers appropriately uses experiential exercises to increase awareness, modify attitudes, challenge misconceptions, and facilitate learning and mastery of both knowledge and skills.

Instructional Design—Our Instructional Designers can design highly interactive classes utilizing computerized training aids to enhance training

E-Learning Programs—Our Instructional Designers can develop e-learning programs, computer-based and self-directed, computerized learning.

Group Facilitation—Our trainers uses group facilitation strategies that promote the development of a safe, learner-centered environment, group cohesion, comfort with risk taking, and commitment to common learning objectives.

Professionalism and Ethics—Each of our trainers maintains a professional demeanor in the training environment, including standards for dress, adhering to training time frames, and being well organized and fully prepared for the training.

COMPANY SUMMARY

A Woman-Owned company located in the Washington, DC area, supporting companies with their Business Communications and Management training programs. Providing training support in the following areas:
1. Business Communications, Management, and Team Building
2. Specialized, Customized or Proprietary software applications
3. Standard Business Applications