



Training de Jour

CAPABILITY STATEMENT

CONTACT INFORMATION

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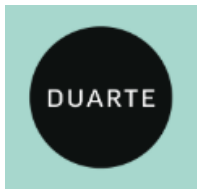
www.trainingdejour.com

www.masteryourvirtualmeetings.com

CONNECT WITH US

LinkedIn: www.linkedin.com/in/heatherarcher/

CERTIFICATIONS



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. Training de Jour can be a key partner in filling that gap and keeping that momentum going forward.

NEW INITIATIVES

Virtual Meetings are now the norm for conducting business; but that doesn't mean that everyone has the skills to do it really well. We are proud to announce the Master Your Virtual Meetings Program!! A program designed to meet you at the intersection of your skill level and preferred training method.

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

Contact us if you have a topic of interest not listed.

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|-------------------------------------|---|
| ◆ Virtual Meeting Hosting | ◆ Instructional Design |
| ◆ Facilitator Training | ◆ Improved Listening Skills |
| ◆ Virtual Training Skills | ◆ Time Management |
| ◆ Presentation Skills | ◆ Leadership Skills for Non-Supervisors |
| ◆ Communication Skills | ◆ Interpersonal Communications Skills |
| ◆ Team Building | ◆ Speaking with Confidence |
| ◆ Myers-Briggs (MBTI) | ◆ Increasing Personal Effectiveness |
| ◆ Personal Success with True Colors | ◆ Positive Approaches to Difficult People |
| ◆ Managing with True Colors | ◆ Project Management |
| ◆ Selling with True Colors | |

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



Training de Jour

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