

# LifeLabs Course Menu

## Manager CORE I

The core skills of great managers (2 hours each, 10 participants max, 1 workshop every week or every other week)

 <b>1. Coaching Skills</b> Learn the fundamental skill of great leaders: how to develop your reports so that they become high performers.	 <b>2. Feedback Skills</b> Learn how to give feedback that's specific, actionable, and motivating – even when the conversation is tough.
 <b>3. Productivity &amp; Prioritization</b> Identify the best use of your time and walk away with tools to help you and your team manage your priorities effectively.	 <b>4. Effective 1-1s</b> Put your 1-1 time to good use by focusing on your reports' progress, roadblocks, development, and engagement.

## Executive & Director CORE

Execs, directors, and managers of managers develop core skills to model, teach, and reinforce their reports (2 hours each, 10 participants max)

 <b>1. Meta Coaching</b> Help the leaders you lead become more effective coaches, and take your own coaching and motivation skills to the next level.	 <b>2. Feedback Culture</b> Learn to deliver difficult messages well and how to develop an organization in which employees regularly give and ask for feedback.
 <b>3. Productivity Systems</b> Diagnose your team- and company-wide productivity challenges and communicate priorities even more effectively.	 <b>4. Org-Wide Effective 1-1s</b> Model great developmental conversations and identify opportunities to optimize your reports' 1-1 sessions with <i>their</i> reports.

## **Manager CORE II**

6-12 months after the CORE, help them deepen their skills and expand their capabilities (2 hours each, 10 participants max, 1 workshop every week or every other week)



### **1 Manager Intensive + 3 Advanced Management Skills**

Kick off CORE II with the Manager Intensive, a session that reinforces and builds on core skills. Participants assess their own skills, practice tackling their biggest challenges, and develop a plan for continued development.

Next, based on your organization's needs and priorities, we'll work with you to select 3 advanced workshops that equip your managers with the skills most critical to their success.

## **Advanced Management Skills**

(2 hours each, 10 participants max)

### **Employee Development**

Learn how to bring out the best in your reports by helping them grow their skills (even when there are no clear career paths).

### **Team Development**

Most teams evolve through 4 phases. Recognize your team's phase and practice behaviors to optimize in-team and cross-team dynamics.

### **Effective Meetings**

Find out what happens in your brain during great (and awful) meetings, and learn to make every meeting more brain-friendly.

### **Strategic Thinking**

Strengthen your long-term planning skills, and practice tools for execution, including decision making and inclusive project design.

### **Leading Change**

Help people accept change with less resistance and more resilience, flexibility, and enthusiasm for new opportunities.

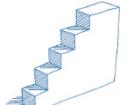
### **Optimizing the Remote Experience**

Understand the unique challenges of managing remote employees and learn how to improve engagement, productivity, and connection for virtual workers and dispersed teams.

We can also teach manager versions of all-staff workshops (e.g., Conflict Resolution, Negotiation Skills, Unconscious Bias & Behaviors of Inclusion).

## All-Staff CORE

The key skills of successful individual contributors (2 hours each, 30 participants max)

 <b>Influential Questions</b>  Earn influence, communicate better, improve collaboration, and build relationships by increasing your question quality.	 <b>Feedback Skills</b>  Help create a learning culture by giving high quality feedback, asking for feedback effectively, and receiving it well.
 <b>Productivity &amp; Prioritization</b>  This session bundles the most successful hacks for working smarter, faster, and better – on your own and with your team.	 <b>Career Growth</b>  Understand your motivators and strengths so you can take charge of your own personal and professional development.

## All-Staff Electives

Ongoing access to development and opportunities to meet coworkers from across the org (2 hours each, 30 participants max)

<b>Delivery Skills</b> Capture an audience's attention, demonstrate warmth and competence, and help people remember your message.
<b>Advanced Listening Skills</b> Fix common communication barriers, and learn how to listen on 3 levels, increasing your ability to make a meaningful impact.
<b>Personality &amp; Work Styles</b> Understand your personality and practice flexing your style to collaborate with people who have different work styles.
<b>Conflict Resolution</b> Learn how to address conflict and tension proactively and resolve it well – turning disagreements into greater connection.
<b>Emotion Regulation</b> Identify your triggers and practice self-regulating techniques so you can stay calm and collected under pressure.
<b>Negotiation Skills</b> Acquire the essential skills and knowledge you need to reach win-win outcomes in everyday work and life scenarios.
<b>Understanding Team Dynamics</b> Most teams evolve through 4 phases. Recognize your team's phase and help it perform more effectively, even if you aren't in charge.
<b>Gaining Influence Without Authority</b> Discover the habits of highly influential people and develop a plan for building influence in your current role and throughout your career.

For more information or to launch your program, email [hello@lifelabslearning.com!](mailto:hello@lifelabslearning.com)

## **People Reading**

Learn how to read micro-expressions to increase connection and influence (the same training provided to the CIA & FBI).

## **Problem Solving Skills**

Become a better problem solver – generating more novel and effective solutions on your own and with others.

## **Effective Email**

Tweak your email format and wording to communicate more clearly and empathetically and get the replies that you want.

## **Crafting Surprise & Delight**

Harness the psychology of surprise to turn an ordinary project, event, or interaction into an extraordinary experience.

## **Behavioral Interviewing**

Learn how to interview candidates for competency and culture fit. Collect tools that will increase the quality of your hires.

## **Unconscious Bias & Behaviors of Inclusion**

Learn how unconscious bias impacts you and how to develop behaviors of inclusion—habits that improve the way you communicate, collaborate, and advocate for yourself and others.

## **Presentation Content Design**

Small changes to the design of your sessions make a big impact on your audience. Collect tools for more engagement, retention, and word of mouth.

# **Facilitated Sessions**

## **High Performance Team Tune Up (4 hours)**

Your team will develop team norms and walk away with greater trust and cohesion.

## **Culture Intensive (4 hours)**

Use tools from psychology and anthropology to identify and scale your company culture.

## **In-Coach Program (2 days)**

Develop an internal cadre of coaches who can quickly increase clarity, motivation, and career growth insights. This session is ideal for managers, HR, L&D, and people ops professionals.

# **Additional Support**

LifeLabs can partner with you to build a robust L&D program, including:

- **Coaching programs** for executives, managers, and individual contributors
- **Organizational consulting** on areas such as onboarding and performance reviews
- **Custom workshops** for specialized audiences (e.g., sales professionals, female leaders)
- **Keynotes** for events