

2019—2020 WEBINAR SERIES



Coaching, Training and Transformation

- One registration pays for a phone line—gather your colleagues!
- Save time and travel—all you need is an internet connection and/or a phone.
- Early registration saves you money!
- Contact us at 720.389.0670 or 844.444.4522 for questions.

ABOUT CTAT AND OUR TRAINING

CTAT, LLC is a national training, consulting, and coaching organization with a focus on programs for leadership development, growing teams, and disability services. We provide online training and webinars to conveniently meet your needs and face to face customized programs to efficiently address your specific issues.

Increase your leaders' and teams' capacities and expertise with CTAT's top-notch facilitators. Sharpen skills and gain insights through innovative and interactive activities to create more of the results you strive for.

Facilitators for the series include Lisa Hulla, Joanne Cohen, and Gayann Brandenburg. Please visit our website www.ctatllc.com to see more information on CTAT's expertise.

WHO SHOULD ATTEND

Each webinar is designed for a broad audience including managers, supervisors, and team members.

SPECIAL PRICING

Individual classes are priced at \$299/per phone line. You can gather as many colleagues as you would like to attend for the same low price of \$299.

Register for 3 or more classes at one time and pay a discounted rate. Register for all 6 early (before 8/30/2019) for a big discount! See page 4 for pricing details.

Register online at www.ctatllc.com or pay by check.

2019—2020 Webinar Schedule

| | |
|------------------------|--|
| Thursday, September 12 | Effective Feedback; begin with what YOU want |
| Tuesday, October 8 | Getting Hit, Getting Up, Moving Beyond: 13 Keys to Re-empowerment |
| Thursday, November 7 | Playing for Keeps: Recruiting, Interviewing, Hiring and Retaining in Today's Job Market |
| Tuesday, December 10 | Effective Tools to Coach Your Team |
| Thursday, January 9 | Time and Resource Management for the New Year |
| Tuesday, February 11 | Assisting Clients/ Customers and Others with Cognitive Impairments |

All webinars are 1 hour:
Alaska (AKDT) 10 am—11 am
Pacific time zone 11 am—12 noon
Mountain time zone 12 noon—1 pm
Central time zone 1 pm—2 pm
Eastern time zone 2 pm—3 pm

TOPICS

Effective Feedback; begin with what YOU want

Thursday, September 12, 2019

Marshall Goldsmith says, "Feedback is a Gift." Actually, feedback is an art; something that requires courage and skill. In this webinar we will focus on the input, the process and the output - all critical components that lend to effective feedback. In any role communication is key and in offering your insight to a colleague, a leader or your boss can be downright tricky. Many people have a tendency to offer others what they "want" to hear - in an effort to keep the peace. When we are open, honest and fact based with feedback we build credibility and empower others to be at their best. Join us as we identify areas of opportunity that will allow you to state your intention, focus on your outcome and deliver your message with courage and confidence! Together we can make the shift in seeing feedback truly as a gift.

Getting Hit, Getting Up, Moving Beyond: 13 Keys to Re-Empowerment

Tuesday, October 8, 2019

Adversity is something we all face in our lifetime, whether it is at work or in our personal lives. Getting through the situation is first and foremost. We can then ask ourselves, what is the reason these situations happen, what am I supposed to do with it, and how can I be the best version of myself?

Life throws us "curve balls" and what we choose to DO with those situations IS about getting hit, getting up, moving beyond. By using Joanne's 13 inspirational and supportive keys to re-empowerment we can move forward in our lives, one step at a time.

Playing for Keeps: Recruiting, Interviewing, Hiring and Retaining in Today's Job Market

Thursday, November 7, 2019

With a national unemployment rate of 3.6% companies are competing for the same employee. In this environment how can we recruit and hire the "right" people, and how can we retain the employees we have spent time and money training and mentoring? This webinar will examine some key factors in selecting the candidates that have the right skills, behaviors and attitudes, as well as fit the company culture. We will review behavioral interviewing as a tool to find the right match and best practices in retention. As a bonus, the "ban the box" legislation recently passed in Colorado will be discussed.

Effective Tools to Coach Your Team

Tuesday, December 10, 2019

Often supervisors must have difficult conversations about performance and behaviors with their team and individual team members. Handling these conversations with confidence is a true sign of a leader and with practice and training, these conversations will become easier and more effective!

Join us for this 1 hour webinar focusing on tools to use on a daily basis to coach members of your team individually and collectively.

First, we will explore the leadership mind set, and the importance of your approach to coaching your team. We will discuss and demonstrate several tools to help you move your individuals and team from functional to HIGHLY functional. We will also address how to have difficult conversations. Case studies and real life "stories" will be provided to reinforce key points.



MORE TOPICS

Time and Resource Management for the New Year!

Thursday, January 9, 2020

How do we manage something of which there is never enough? The new year is a perfect time to assess our time and resources and make changes that will make life easier to manage.

In this webinar, participants will explore various lenses on time and resource management. Discussion will include:

- The power of the “now” moment;
- Tools for allocating and managing time;
- Determining project scope, expectations, boundaries;
- Managing multiple priorities and crises; and
- How time management relates to emotional intelligence.

Participants will leave with tools, techniques, and an action plan template that may be used immediately after this session. Who should attend this session? All staff managing multiple priorities.

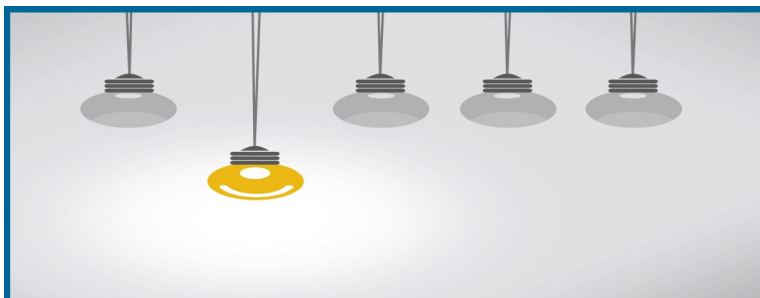
Assisting Clients/Customers and Others with Cognitive Impairments

Tuesday, February 11, 2020

"I notice changes in my client's behavior. Could these be signs of cognitive decline? How should I respond?"

Service providers working with people who have cognitive impairments and cognitive decline may have questions about their role in supporting their clients to live as independently and safely as possible. Participants in this 60-minute webinar will gain several useful tools. In addition, participants will explore the concept of "right to risk." We will discuss empowering people to live as safely as possible by increasing support in the home or in a more supportive environment, as well as overcoming the challenges of moving to a new environment. Participants will learn the difference between cognitive impairment and cognitive decline, and know how to "screen" for cognitive issues. We will discuss the causes of cognitive decline and how to prevent it.

Who should attend? All staff working with people who have cognitive impairments or who are at risk of cognitive decline, and/or supporting family members and friends who are experiencing signs of cognitive decline.



*CTAT's mission:
To change lives and
transform organizations
through education and
consultation*

2019—2020 WEBINAR SERIES REGISTRATION FORM

One registration covers a phone line. Invite your co-workers, save money and learn and plan together!

| Register me: | Date | Topic |
|-------------------------------------|-------------------------------|--|
| | Thursday, September 12 | Effective Feedback; begin with what YOU want |
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| TOTAL Payment—see below for details | | |

Contact Person Name: _____

Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Email: _____

PAYMENT OPTIONS

- Register for 1 and pay \$299/webinar \$299
- Register for 2 and pay \$299/webinar \$598
- Register for 3 and pay the discounted rate of \$249/webinar \$747
- Register for 4 and pay the discounted rate of \$239/webinar \$956
- Register for 5 and pay the discounted rate of \$229/webinar \$1145
- Register for 6 and pay the discounted rate of \$219/webinar \$1314
- Early Bird Registration: Register for 6 by 8/30/2019 \$1099**

Mail registration form and check to: CTAT, LLC
6732 West Coal Mine Avenue, Suite 227, Littleton, CO 80123

Pay online at www.ctatllc.com or make check payable to: CTAT, LLC