



Menu of Training Courses Executive Summary

Every training course from Ovson Communications is available in multiple formats to fit the needs of your organization. Choose a 1-hour to 2-hour speech, a 2-hour to 8-hour interactive presentation, or a 1-day to 3-day customized training program.

Negotiation and Presentations Trainings

Title	Description	Results & Benefits
Selling Your Ideas, Products, and Yourself: <i>Building Confidence, Trust, and Income through Sales</i>	This workshop emphasizes value and positioning to differentiate you and your organization from your competitors.	<ul style="list-style-type: none"> ◆ Achieve your income and profit goals ◆ Close sales by overcoming objections and resistance ◆ Understand customers' needs and develop long-lasting client relationships
Presentations with Purpose: <i>Presentation Skills That Grab Them by the Mind and Never Let Go</i>	This interactive and participatory seminar helps participants reduce 'presentation anxiety' and nervousness through careful planning, video feedback, continuous practice, and personal feedback.	<ul style="list-style-type: none"> ◆ Handle anxiety, feel confident, and take control of the room ◆ Capture the audience's attention and quickly interest them in your ideas, products, and services ◆ Develop organized and engaging content that increases sales
Winning Negotiations in a Competitive Market: <i>How to Out-Negotiate the Competition When Price is the Issue</i>	This is a customized one or two day seminar designed to train your sales staff to develop better and longer lasting agreements. This program will be specifically designed with your sales challenges in mind.	<ul style="list-style-type: none"> ◆ Increase sales and revenues ◆ Overcome conflict and difficult conversations to get what you want ◆ Extract customers' hidden needs and generate agreements
Negotiating for Success: <i>How to Negotiate with Everyone and Build Relationships at the Same Time</i>	This highly interactive seminar helps participants respond appropriately to negotiation issues, define customer needs, handle conflict, generate agreements, persuade anyone, understand and sell benefits, and create alternatives that build relationships.	<ul style="list-style-type: none"> ◆ Close more deals with better terms—and build long-term relationships ◆ Solve problems, break impasses, and increase productivity ◆ Reduce workplace tension and work more effectively with peers, superiors, and subordinates
The Art of Persuasion: <i>Persuading People to See and Act Your Way</i>	This workshop helps you understand the psychology of persuasion and influence. If you want to get more of what you want, reduce your stress, increase your income, and feel more confident and powerful, this is a great workshop for you.	<ul style="list-style-type: none"> ◆ Gain power and get what you want ◆ Frame ideas to influence other people's perceptions ◆ Reduce stress and increase your income ◆ Close more sales



Conflict and Communication Trainings

Title	Description	Results and Benefits
Team Building through Communication: <i>Communicating Effectively within a Group</i>	Whether you are running or participating in a meeting or giving or receiving an employee review, improving your ability to communicate effectively within a team is crucial. This workshop will build your team's communication skills.	<ul style="list-style-type: none"> ◆ Work together effectively as a team ◆ Achieve team goals with less conflict and anxiety ◆ Solve difficult problems by building trust and communicating clearly
Managing Conflict, Creating Resolution: <i>How to Deal with Yourself and the Other Person</i>	Creating an environment where conflict leads to creativity and productivity instead of hostility and tension is a challenge. This training gives participants the tools they need to create a positive work climate in any situation.	<ul style="list-style-type: none"> ◆ Reduce anxiety, stress, and office tension ◆ Manage difficult conversations, dissolve conflicts, and improve communication ◆ Solve problems and make decisions more quickly and easily
Communicating Through Difficult Conversations: <i>Communicating Up, Down, & Sideways</i>	Unproductive, unfinished, and unresolved conversations cost time, energy, and money. Participants in this workshop will learn to work through the communication roadblocks that decrease morale and productivity.	<ul style="list-style-type: none"> ◆ Enhance relationships and build trust with co-workers, clients, and partners ◆ Work through conflict situations to reduce stress ◆ Break down defenses and generate agreements
Working with Difficult People: <i>Without Pulling Your Hair Out</i>	This non-threatening, highly interactive seminar will examine the forces that make difficult people difficult. Participants will learn and practice skills to work constructively, efficiently, and productively with these types of people.	<ul style="list-style-type: none"> ◆ Save time, increase efficiency, and keep all team members focused on project goals. ◆ Begin and end difficult conversations without escalating the conflict ◆ Work productively with upset, angry, or complaining people
Assertiveness and Confidence to Get What You Really Want: <i>Why No is Not a Negative Word</i>	The word "no" is a very positive word that forces us to define what we want or need, usually in conflict with what another person wants or needs. This workshop offers participants the tools and perspective to use the word "no" when they need to—and really mean it!	<ul style="list-style-type: none"> ◆ Express and get what you really want ◆ Be confident and assertive without being aggressive ◆ Accomplish more with less stress and tension



Management and Leadership Trainings

Title	Description	Results and Benefits
Communication for Managers and Leaders: <i>Making Communications Work at Work</i>	This workshop is an opportunity to practice skills needed to become highly productive leaders: overcome communication barriers, eliminate ambiguity, develop clear messages, and listen effectively.	<ul style="list-style-type: none"> ◆ Make decisions in less time with better results ◆ Lead your group effectively and increase productivity ◆ Get projects done with less conflict and stress
Feedback and Performance Appraisal: <i>Building Productivity and Collaboration</i>	Knowing how to give feedback that gets results is the single most beneficial skill a manager can have. In this training, participants will focus on a highly successful feedback process that builds productivity and collaboration in the workplace.	<ul style="list-style-type: none"> ◆ Strengthen leadership skills and manage people with greater success ◆ Motivate employees and increase productivity ◆ Communicate confidently and listen effectively
Coaching and Mentoring Skills for Managers: <i>Building Leaders for the Future</i>	Mentorship decreases turnover rates and fosters professional growth. This workshop shows participants how to develop productive working relationships, increase satisfaction, and keep employees on the job.	<ul style="list-style-type: none"> ◆ Foster employee commitment and decrease turnover ◆ Create new leaders who will keep your organization strong ◆ Build a professional workplace environment
Leadership In the Multi-Generational Workplace: <i>Managing People Who Think & Act Differently</i>	Each generation has very different ideas about what work means. This workshop gives leaders an understanding of what each generation values and expects.	<ul style="list-style-type: none"> ◆ Improve project outcomes by leveraging all employees' values ◆ Increase teamwork, productivity, and communication ◆ Reduce conflict and disharmony in the workplace
Strategic Planning for New Professionals: <i>Creating an Enjoyable & Worthwhile Career</i>	This workshop will help you identify your vision, discover things that motivate and inspire you, define your goals, and develop the strategies to become successful at work and fulfilled with your life.	<ul style="list-style-type: none"> ◆ Accelerate your growth and advancement ◆ Achieve more personal and professional goals ◆ Gain recognition and demonstrate excellence
Leadership, the Art of Visioning: <i>Sharing the Possibilities of the Future</i>	A vision gives people direction, generates commitments, and creates strategic plans to move an organization forward. Use the best tools available to create a unified vision for your organization.	<ul style="list-style-type: none"> ◆ Define your organization's values to build a better future ◆ Unite leaders to work toward a shared goal ◆ Create new opportunities that increase income and profits
Thinking Like a Manager: <i>Developing the Leadership Mindset</i>	This highly interactive seminar provides managers with an opportunity to develop and practice the techniques, skills, and attitudes they need to become highly productive and successful.	<ul style="list-style-type: none"> ◆ Motivate others and increase productivity ◆ Resolve conflicts and solve problems in less time ◆ Gain cooperation and trust through effective communication
Gender Communication: <i>Leading Both Sexes in the Modern Workplace</i>	This workshop explores successful communication techniques to lead both men and women, decrease verbal misunderstandings, improve teamwork, and heighten office harmony.	<ul style="list-style-type: none"> ◆ Maximize the skills, thinking, and work values of both sexes ◆ Reduce workplace conflict to increase productive teamwork ◆ Avoid gender bias in meetings and performance evaluations.