



PROFESSIONAL READINESS & EMPOWERMENT SERIES Program Guide

Praeliscere

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SERIES GOALS

Strengthen Self-Awareness and Personal Effectiveness

Build a deeper understanding of your emotions, strengths, and personality to boost confidence and self-management.

Develop Skills to Thrive in a Collaborative and Inclusive Workplace

Enhance communication, conflict resolution, and teamwork abilities to contribute positively to workplace culture and collaboration.

Empower Ongoing Growth and Career Success

Cultivate the mindset, skills, and adaptability to handle change, lead with influence, and navigate your career path with clarity and confidence.

OUTCOMES OF SERIES

Increased Self-Awareness and Confidence

- Participants can identify their emotional triggers, natural strengths, and leadership tendencies.
- Participants can recognize and appreciate diverse personality types in themselves and others.

Improved Interpersonal and Workplace Skills

- Participants can apply communication techniques to enhance teamwork and collaboration.
- Participants can navigate conflict and difficult conversations with greater confidence and skill.
- Participants understand workplace norms and can contribute positively to organizational culture.

Enhanced Adaptability and Career Readiness

- Participants can manage feedback and adapt to change effectively.
- Participants feel empowered to take steps toward their own career growth and influence others positively.
- Participants have practical strategies to build resilience and handle future challenges with a growth-oriented mindset.

WEEK 1: EMOTIONAL INTELLIGENCE

OBJECTIVES

- **Understand the Basics of Emotional Intelligence**
Gain a foundational understanding of what emotional intelligence is and why it is important in personal and professional contexts.
- **Identify and Recognize Emotions to Enhance Self-Awareness**
Learn to recognize various emotions in yourself and others, and understand how these emotions influence your thoughts, behaviors, and relationships.
- **Explore Future Resources for Continued Emotional Intelligence Development**
Become aware of additional resources and strategies to further develop and apply emotional intelligence skills in the future.

ACTIVITIES

- Icebreaker – Feelings Forecast
- Identifying Activity
- Emotional Intelligence Discussion Questions

WEEK 2: STRENGTHS DISCOVERY

OBJECTIVES

- **Understand the Basics of Strengths Discovery**
Gain a foundational understanding of what strengths discovery is and how it can positively impact personal and professional development.
- **Explore the Benefits of a Strengths-Based Focus**
Identify the advantages of focusing on strengths for yourself, your colleagues, and your organization as a whole.
- **Identify Future Opportunities for Growth and Application**
Discover practical ways to continue applying and leveraging strengths to achieve personal and professional goals.

ACTIVITIES

- Icebreaker - Strengths Bingo
- Strengths Assessment Reflection Activity
- Put Together One Goal

WEEK 3: PERSONALITY DISCOVERY

OBJECTIVES

- **Develop a Foundational Understanding of Personality Types**
Gain insight into the basics of personality types and how they shape individual behaviors and workplace dynamics.
- **Explore the Use of Personality Assessments in the Workplace**
Learn how personality assessments can be effectively used to improve communication and collaboration in the workplace, while also understanding the importance of using them ethically and with caution.
- **Recognize the Benefits of Personality Awareness and Diversity**
Understand how increased awareness of personality types supports a more inclusive and effective workplace.

ACTIVITIES

- Icebreaker - Two Spots Activity
- Personality Assessment Reflection Activity

WEEK 4: COMMUNICATION BASICS

OBJECTIVES

- **Develop a Foundational Understanding of Communication Basics**
Gain insight into the core components of effective communication and their role in personal and professional interactions.
- **Identify Future Resources for Continued Growth in Communication**
Explore tools and strategies to keep improving communication skills over time.

ACTIVITIES

- Icebreaker – Common Ground
- Greater Good Science Center (UC Berkeley) Activity
- Communication Assessment Reflection Activity

WEEK 5: CONFLICT RESOLUTION & DIFFICULT CONVERSATIONS

OBJECTIVES

- **Understand Effective Conflict Resolution and Available Options**
Gain a foundational understanding of what conflict resolution is and learn about the different methods and strategies available to handle conflicts in the workplace.
- **Explore Practical Conflict Resolution Strategies with Career Growth in Mind**
Learn how to apply conflict resolution techniques realistically in workplace scenarios, focusing on maintaining positive relationships and supporting professional development.

ACTIVITIES

- Icebreaker – This or That
- The Empathy Accountability Switch Activity
- Power of Approach
- Conflict Mapping Activity
- Conflict Management Assessment Reflection Activity

WEEK 6: WORKPLACE NORMS & ORGANIZATIONAL CULTURE

OBJECTIVES

- **Understand the Foundation of Workplace Culture**
Gain insight into what workplace culture is, why it matters, and how it shapes behaviors and interactions within an organization.
- **Identify Action Steps to Build a Positive Workplace Culture**
Learn practical strategies and behaviors that contribute to fostering a supportive, inclusive, and productive work environment.

ACTIVITIES

- Icebreaker – Culture Quotes
- Workplace Norms Activity
- Psychological Safety Reflection
- Assess Yourself & Your Needs Activity

WEEK 7: TEAMWORK & COLLABORATION

OBJECTIVES

- **Develop a Foundational Understanding of Teamwork and Collaboration**
Gain insight into what effective teamwork and collaboration look like, and why they are essential in the workplace.
- **Identify Tools and Strategies for Ongoing Improvement**
Learn practical tools and techniques to continually enhance collaboration skills and build stronger team dynamics.

ACTIVITIES

- Icebreaker - Collaboration Sketch
- Me at My Best Reflection Activity
- Creative Confidence Idea Activity

WEEK 8: LEADERSHIP

OBJECTIVES

- **Develop a Foundational Understanding of Leadership**
Gain a basic understanding of what leadership is, including its principles and why it's important in various roles and situations.
- **Identify Ways to Positively Influence Others**
Learn strategies to effectively influence and inspire people around you, regardless of whether you're in a formal management role.
- **Explore Your Natural Leadership Tendencies**
Reflect on and discover your own leadership style and how to leverage your natural tendencies to lead more effectively.

ACTIVITIES

- Icebreaker – Leadership in One Word
- Leadership Thinking Scenarios Activity
- Remote Work Flex Request Scenario Activity
- Leadership Assessment Reflection Activity

WEEK 9: RESILIENCE, CHANGE, & COPING WITH FEEDBACK

OBJECTIVES

- **Develop a Foundational Understanding of Resilience, Change, and Coping with Feedback**
Gain insight into the basics of resilience and how to effectively navigate and adapt to change.
- **Explore Tools and Strategies for Handling Change in the Future**
Learn practical information and resources to help manage future changes with confidence.
- **Understand How to Handle Feedback Effectively**
Discover techniques to process and respond to feedback in a constructive and growth-oriented manner.

ACTIVITIES

- Icebreaker – Change Curve
- Company Restructuring & Role Changes Scenario Activity
- Feedback Reflection – Feedback Commitment Cards

WEEK 10: CAREER EXPLORATION

OBJECTIVES

- **Explore Decision-Making Strategies for Career Opportunities**
Learn how to evaluate and make informed decisions about job opportunities that align with your personal and professional goals.
- **Develop Strategies for Adjusting to Career Changes**
Discover practical approaches to adapting when shifting careers or exploring new directions.

ACTIVITIES

- Icebreaker – Speed Visioning
- SMART Career Goals Exercise

| FORMAT | LOCATION | DATES | IDEAL FOR |
|---|----------------------|---|--|
| Interactive workshops, group activities, scenario-based learning, and practical exercises | In-person or virtual | 10-week series (or customizable sessions available) | New professionals, early career staff, team leads, and anyone seeking to increase their impact at work |

PRICING & SCHEDULING SERIES OR TRAININGS

Interested in the Professional Readiness & Empowerment Series or exploring customizable workplace training options for your team, group, or organization? Whether you're looking for soft skills development, leadership workshops, or professional development programs tailored to your goals, we're here to help!

Reach out through our [contact form](#) or email us directly at kmcclain@praeliscere.com to discuss your goals, walk through available sessions, and pricing.