



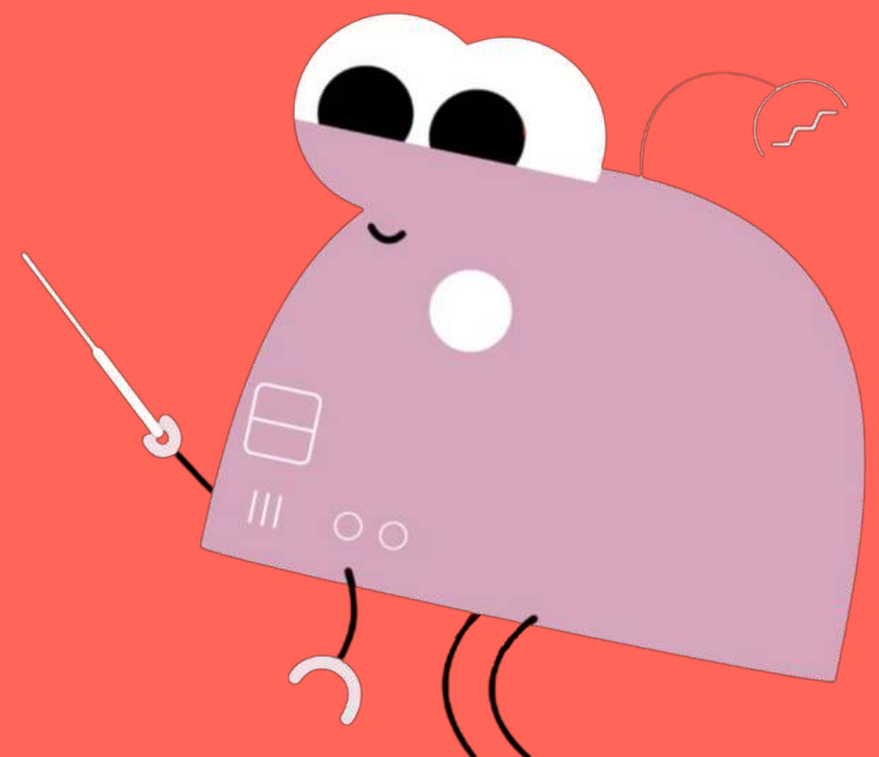
Fiore Group Training Presents

BITESIZE LEARNING

The next step in your ongoing
Leadership Journey

8 MODULES OF LEARNING

Available customization

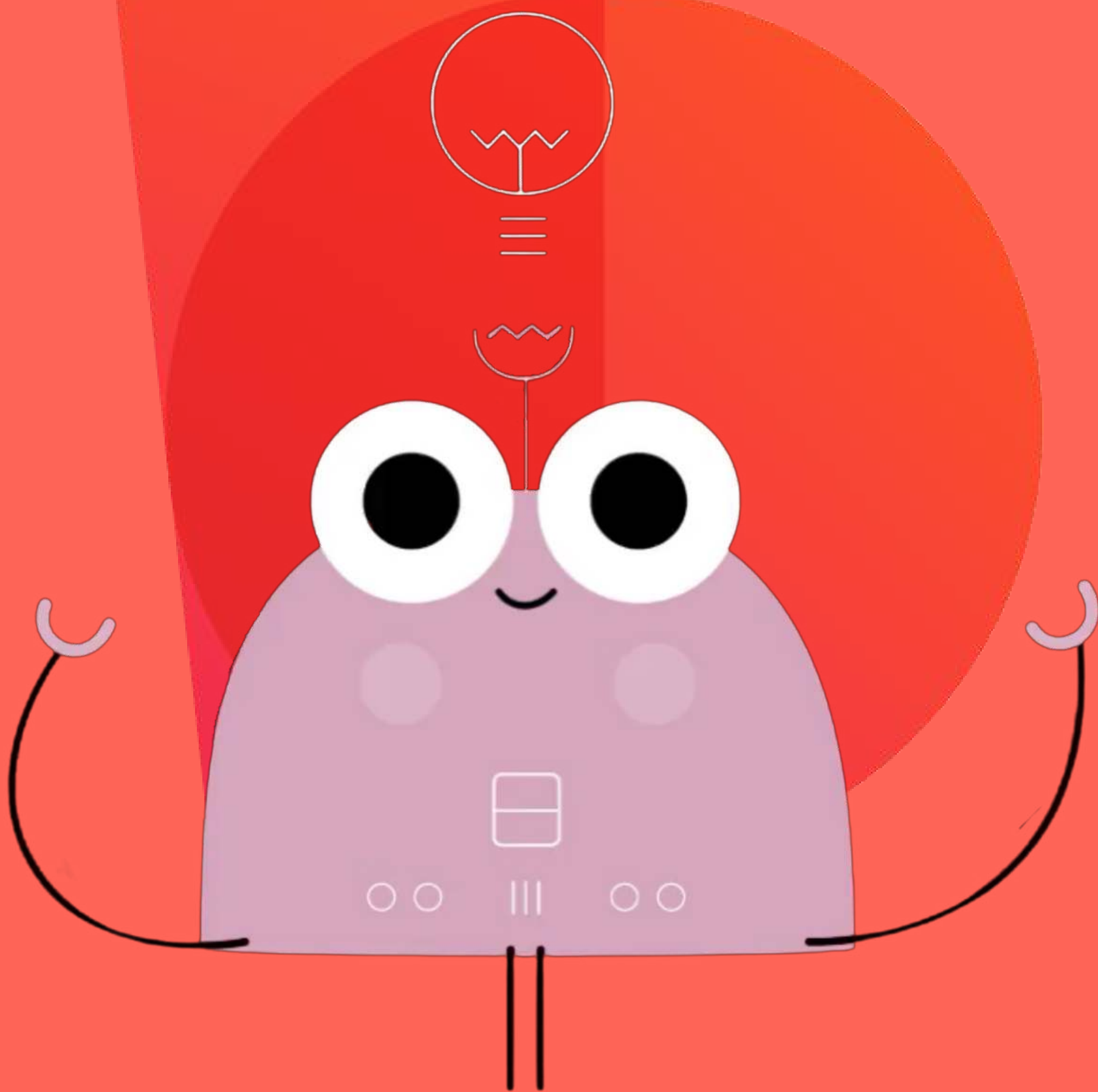


THE NEXT STEP IN YOUR ONGOING LEADERSHIP JOURNEY

Microlearning is short, focused learning (often 3 to 4 minutes long) designed to meet a specific learning outcome.

It can be used to offer formal training, but it often finds a wider usage in informal training (with a focus on performance gain).

These Bitesize Learning moments are available at precisely the right moment. They are also available on-demand, meaning learners can pull them rather than being pushed into going through them.



Although chunking content into short bite-sized elements has existed for a long time, we are seeing an increased focus on microlearning as a significant part of an organization's overall training delivery strategy.

8 MODULES OF LEARNING

The Strategic Leader

- 5 Traits of Successful Leaders
- 5 Reasons Why You Should Read More Books
- Building Self-Confidence
- Managing Yourself
- How to Avoid Micromanaging
- How to be More Patient
- Ethical Leadership
- The Tannenbaum-Schmidt Leadership Continuum
- 6 Emotional Leadership Styles
- Learning How to Manage Former Peers
- The 6 Thinking Hats
- Decision Making Using Root Cause Analysis
- Transformational Leadership
- 10 Common Leadership and Management Errors
- Active Listening

Conflict Resolution

- How to Apologize
- Delivering Bad News
- Avoid Gossiping by Using Socrates Triple Filter Test
- Conflict Resolution (Basic Steps)
- Negotiating Win-Win Solutions
- How to Spot Signs of Bullying
- How to Prepare to Hold a Difficult Conversation
- The 5 Options of Conflict Resolution
- Conflict Resolution Situations – Part 1
- Conflict Resolution Situations – Part 2
- How to Hold a Difficult Conversation
- How to Close a Difficult Conversation
- How to Handle Difficult People
- How to Give Bad News the Right Way
- How to Deal Assertively with Aggression

Motivation & Engagement

- 8 Ways to Add Value to Meetings
- Managing Performance - How to Set Well Defined Goals for Employees
- Learn to be Optimistic
- How to be Highly Motivated - 6 Secrets
- How to Stop Procrastinating in 3 Steps
- Herzberg's Motivators and Hygiene Factors
- Setting Effective Goals
- Create and Maintain a Positive Focus
- How to Deal with Consistent Lateness
- How to Motivate Members of Your Team
- How to Run an Effective One to One Meeting
- How to Get Action from Your One to One Meetings
- Tackling Poor Performance
- Review – the First Step in Tackling Poor Performance
- The Performance Management Chat

Coaching & Mentoring

- Using The GROW Model to Coach Employees
- How to Coach Using The GROW Model
- Learning the 70 20 10 Model
- The VAK Learning Styles
- Bad Behaviour at Work
- What is Coaching and Are You Doing It?
- When to Coach and When to Tell
- Giving Constructive Feedback
- The Principles of Great Feedback
- How People Feel When They Receive Feedback
- Coaching Techniques – Example, Effect, Change
- Effective Questioning During Coaching
- Great Coaching Questions to Use at Work
- Coaching High Performers
- 5 Great Coaching Questions to Ask Employees

Personal Development

- Emotional Intelligence - The 4 Essential Skills
- Emotional Intelligence 1 - Self Awareness Skills
- Emotional Intelligence 2 - Self Management Skills
- Emotional Intelligence 3 - Social Awareness Skills
- Emotional Intelligence 4 - Relationship Management Skills
- Breaking Bad Habits
- Stephen Covey's Seven Habits of Highly Effective People
- How to Manage Projects from the Side of Your Desk
- Mindfulness at Work
- 8 Ways to Improve Your Powers of Observation
- How to Improve Your Reading Speed
- Journaling for Professional Development
- 7 Ways to Improve Your Memory
- 7 Ways to Improve Your Emotional Intelligence
- Emotional Intelligence – Improving Your Self Control

Time / Project Management

- Effective Time Management
- Time Stealers – How Do We Identify Them?
- How to Use a Time Log to Get Things Done
- Left Brain and Right Brain Thinking for Better Time Management
- Improve Your Effectiveness by Setting Goals
- How to Say No
- Allocating Tasks – The BALM Method
- 7 Ways to Delegate Work – For Managers
- A Quick Delegation Audit Exercise
- Multitasking
- Understanding the Key Characteristics of All Projects
- How to Run an Effective Project
- The Different Phases of a Project
- Setting Project Goals and Objectives
- Project Planning Tools

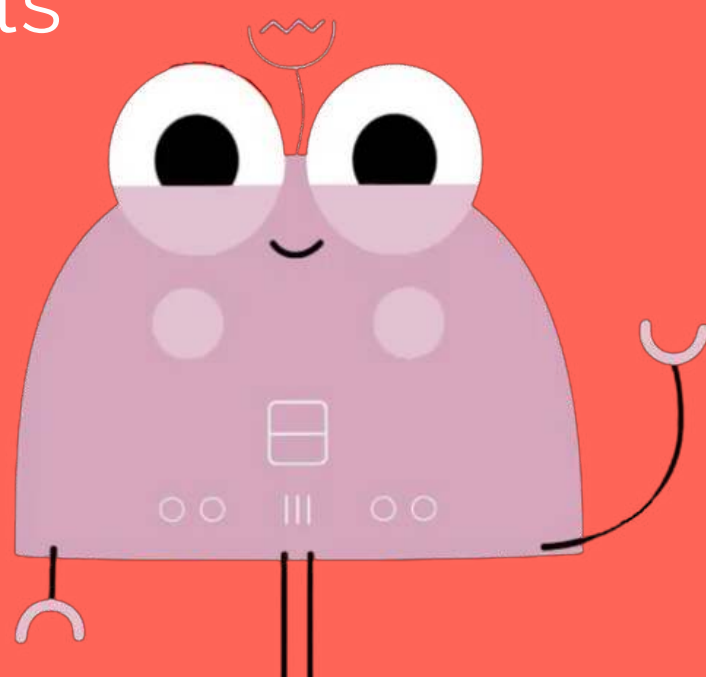
Leading Your Team

- Team Building Basics
- The 4 Stages of Team Development
- 4 Things to Teach Employees About Workplace Professionalism
- 7 Tips for Successful Performance Reviews
- 8 Ways to Manage Team Overload
- Build a Positive Team in 4 Steps
- 6 Ways to Energize Your Workplace
- How to Manage When Values Clash
- Team Building Exercises
- How to Create a High-Performance Team Culture
- Taking a Proactive Approach with Teambuilding
- Identifying and Implementing Team Values, Norms
- The 5 Dysfunctions of a Team
- What Makes Up a Good Project Team?

Communication Skills

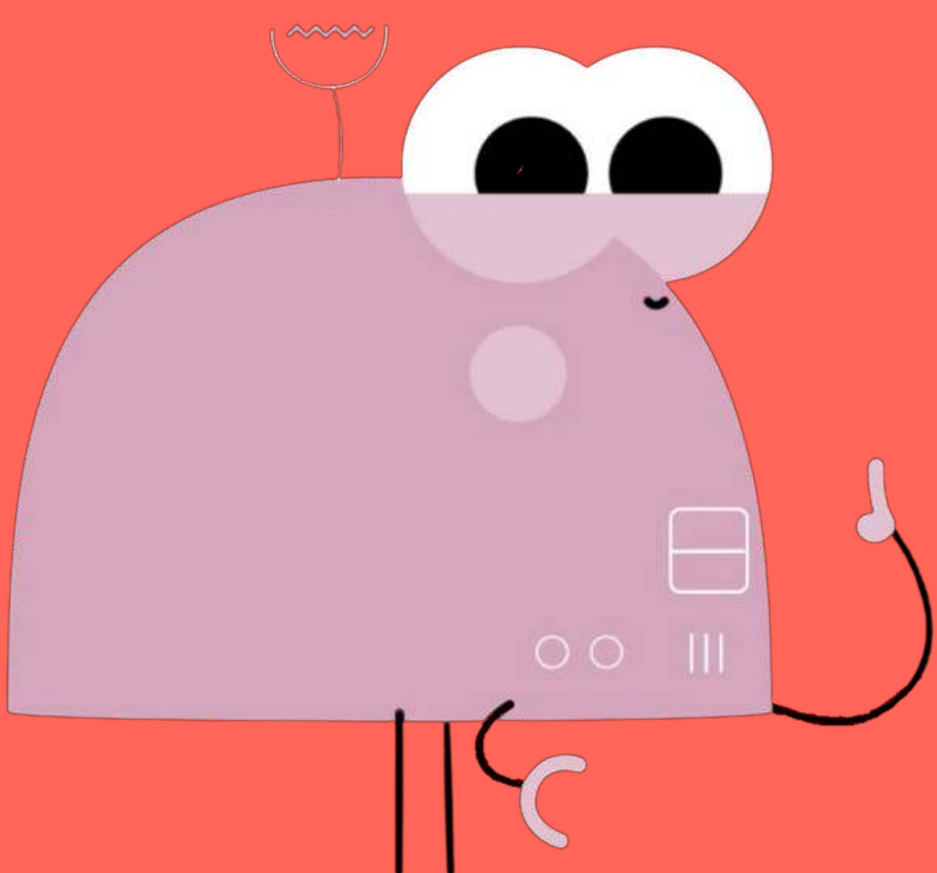
- Communications Strategies That Help You Talk with Anyone
- Another Technique for Successful Difficult Conversations
- Tips for Having a Difficult Conversation
- How to Display Empathy
- Emotional Intelligence – Improving Your Empathy
- 28 Ways to Be More Empathetic
- Eliminating Presentation Nerves
- The ABC's of Effective Communication
- Communication Technique – Pause, Think, Act
- Creating Clear Communications
- How to Plan Out an Effective Communication
- Which Communication Style Do You Use?
- Advanced Communication Skills

Over 100 Biteables Available!



BENEFITS OF MICRO-LEARNING

- Learner-Centric
- Accessible (multi-device delivery)
- Less Time Consuming
- Rich Media Content (designed for retention of knowledge)
- Affordable and Agile
- Shorter Development Cycle
- Easy To Update
- Wider Application (former learning or performance support tools)
- High Impact (specific outcomes)



Contact us at info@fioregroup.org for more information about any of these latest offerings.