

# Leadership & Professional Development Programs









## Our Approach to Learning

At Cambium Development Group, we're not just in the business of training; we're in the business of transformation. We understand that learning is not a one-time event; it's a continuous, dynamic process that can empower individuals and drive substantial business impact. That's why our approach to learning stands out from the crowd.



# The Cambium Development Group Learning Methodology



**Learning as a Process, Not an Event:** We don't simply provide training events. We recognize that real learning and behavior change take time and require reinforcement and feedback. We consult with you on the holistic learning and behavior change solution to ensure a return on your investment.



A Collaborative Consultation: We partner with you to craft a customized program that aligns with your unique objectives and challenges. We take the time to understand your organization's specific needs, enabling us to create tailor-made learning solutions.



**Measurable Results:** We're committed to delivering tangible outcomes. We implement Kirkpatrick's Four Levels of Evaluation to ensure that your investment in learning translates into real-world results. From reaction and learning to behavior change and business impact, we've got you covered.



**Sustainable Behavior Change:** Our programs aren't just about acquiring knowledge; they're about instigating lasting behavior change. We work with you to foster an environment that encourages the application of new skills in your daily operations.



**Scalable Partnership:** We understand that learning needs to be adaptable and scalable to meet the evolving demands of your organization. We offer the flexibility to either take charge of the entire process or collaborate with your in-house team to ensure the most tailored and effective solutions.

## **About Amy Salapski**



Amy Salapski has over 25 years of experience specializing in Organizational and Talent Development. She consults with clients and facilitates programs on topics of leadership development, employee onboarding, change management, high potential development, employee engagement, and women in leadership. Using Accelerated Learning principles, she develops and delivers highly interactive programs where the learner has opportunities to practice new behaviors in a safe environment and develop confidence for applying those new behaviors on the job. This approach to learning accelerates the on-the-job application and speed to proficiency, which in turn accelerates your business results.

Amy has held multiple management and executive roles in public, private, and government organizations. In her most recent role, she led the organizational development function responsible for company-wide leadership and professional development programs, high potential programs, internal coaching, employee onboarding, talent assessment, succession planning, and employee engagement. A skilled practitioner of Appreciative Inquiry, Amy has designed full-scale summits and integrated AI into smaller-scale applications. She is also a Board Certified Coach and uses Emotional Intelligence tools as a core foundation for developing others.

#### **Career Summary**

Managing Partner | Cambium Development Group LLC | Aurora, OH

Director, Associate Experience | Dealer Tire LLC | Cleveland, OH

Rapid Design Lead | Key Bank | Cleveland, OH

Director of Training | Mortgage Information Services | Warrensville Heights, OH

Volunteer Program Manager | Summit County Metro Parks | Akron, OH

Environmental Education Volunteer | US Peace Corps | Blantyre, Malawi

## **Training Program Summary**

#### **Programs for Leaders**

- Trusted Leader
- Leading a Positive Culture
- Manager as Coach
- Help Them Stay: Strategies to Engage and Retain Your Team
- <u>Facilitating Career</u>
   <u>Conversations</u>
- Maximizing EmployeeDevelopment
- <u>Cultivating Critical and</u>
   <u>Creative Thinking for Leaders</u>

#### **Programs for Teams**

• DISC: Making Teams Work

#### **Programs for Individuals**

• Exploring Career Options

## Programs for All Audiences

- Emotional Intelligence at
   Work: Practical Strategies to
   Increase Your Effectiveness
- <u>Level Up Your</u>
   Communication Skills
- Mastering the Art of Giving Feedback
- Mastering the Art of Receiving Feedback
- Connections that Count: Your
   Guide to Networking Success
- Meeting Management
- Harnessing the Power of Appreciative Inquiry
- Virtual Onboarding: How to
   Build Engaging New Hire
   Experiences in a Virtual
   World



## **Trusted Leader**

**Duration:** 1 Day Program

**Format:** In-Person or Virtual

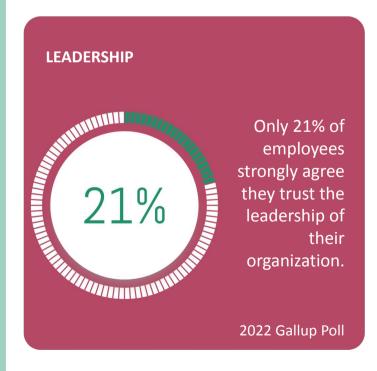
#### **Course Overview:**

In this program, participants will learn their DISC style and how to adapt that style to build trusted relationships and strengthen accountability.

#### **Outcomes:**

By the end of this training, you will be able to:

- Describe your natural and adapted behavioral style
- Explain how to interact with and lead others more effectively based on their behavioral style
- Describe the qualities of a trusted leader
- Demonstrate the levels of listening and explain the benefits and application of each level
- Explain the value of respecting alternative perspectives
- Create and strengthen accountability
- Identify your roles and responsibilities in building trusting leadership relationships



## Leading a Positive Culture

**Duration:** 2 Hours

Format: In-Person or Virtual

#### **Course Overview:**

In this program, participants will develop their vision for the type of leader they aspire to become. They will practice having accountable conversations and learn how to address gossip in the workplace.

#### **Outcomes:**

By the end of this training, you will be able to:

- Define effective leadership
- Develop your vision for the type of leader you aspire to become
- Describe behaviors that erode a positive culture and how to address those behaviors
- Practice having accountable conversations

# PROFESSIONAL DEVELOPMENT Employees with professional development opportunities are 15% more engaged and have a 34% higher retention rate. 15% Engagement 34% Retention Better Buys

## Manager as Coach

**Duration:** ½ Day Program **Format:** In-Person

#### **Course Overview:**

In this course, leaders will acquire the skills and knowledge needed to become an effective coach. This program is designed to empower leaders with the essential coaching techniques that drive professional growth, enhance team dynamics, and achieve organizational success.

#### **Outcomes:**

By the end of the session, the participants will be able to:

- Describe the fundamental principles of coaching and how it is different from mentoring
- Demonstrate coaching skills, including active listening and powerful questioning techniques
- Apply the GROW model to structure effective coaching conversations
- Identify common coaching challenges and strategies to overcome them
- Practice coaching through real-life scenarios and receive feedback

According to the International Coach Federation (ICF), coaching is one of the most powerful development methods. Survey findings show that 70% of coachees report improved work performance.



## Help Them Stay: Strategies to Engage and Retain Your Team

**Duration:** ½ Day Program **Format:** In-Person or Virtual

#### **Course Overview:**

Although compensation and benefits are important, they don't fully explain why employees choose to stay with an organization. Creating and tapping into "heart commitment" can help reduce turnover and increase discretionary effort. In this program, we'll focus on two strategies that, if executed effectively, will move the needle on employee retention. To help you get started on these strategies, we'll spend some time building your customized plan so that you leave this session with ideas to implement immediately!

#### **Outcomes:**

You will learn to:

- Explain the difference between appreciation and recognition
- Define the Five Languages of Appreciation in the workplace
- Explain why targeted appreciation has a more significant impact on fostering heart commitment
- Develop a comprehensive appreciation roadmap to target appreciation activities more effectively
- Explain the benefits of conducting Stay Interviews
- Describe Stay Interview best practices
- Create your strategy for conducting Stay Interviews in your organization

# Facilitating Career Conversations

**Duration:** ½ Day Program

**Format:** In-Person or Virtual

#### **Course Overview:**

In this course, leaders will clarify their role in identifying and supporting the career aspirations of their team members. They will learn how to apply Appreciative Inquiry techniques for positive and impactful conversations and follow a structured process for preparation, facilitation and follow-up on career discussions.

#### **Outcomes**

By participating in this training, leaders will be able to:

- Identify their roles and responsibilities for career conversations
- Apply Appreciative Inquiry techniques to career conversations
- Follow a process for preparing, facilitating and following up on career conversations.



Amy is an exceptional facilitator and coach. The attendees loved her warmth and authentic engagement. Amy coached us through techniques we can employ to successfully navigate change, no matter how big or small. Thank you, Amy, for an informative and inclusive session!

Christine Laird Sr. Talent Development Partner Paycom

# Maximizing Employee Development

**Duration:** 2 Hours

Format: In-Person or Virtual

#### **Course Overview:**

Great leaders play a pivotal role in employee development, ensuring training initiatives not only meet their objectives but also create lasting impact within the organization. In this course, leaders will learn to recognize their influence on employee development and apply effective techniques for reinforcing training activities.

#### **Outcomes:**

By participating in this training, leaders will be able to:

- Recognize the impact they have on employee development
- Apply techniques for reinforcing training activities to maximize the return on the training investment
- Describe the role of the leader and learner to ensure on the job application of training



# Cultivating Critical and Creative Thinking for Leaders

**Duration:** 1 Day Program Format: In-Person or Virtual

#### **Course Overview:**

In the rapidly evolving landscape of business and leadership, the ability to think critically and creatively is a paramount skill. This course empowers leaders to recognize and overcome barriers to innovative thinking and create a culture where critical and creative thinking thrives.

#### **Outcomes:**

By participating in this training, leaders will be able to:

- Recognize and Overcome Barriers to Critical and Creative Thinking
- Apply Techniques to Clarify the Goal, Overcome Bias and Develop Logical Conclusions (DIAD model)
- Stimulate Critical and Creative Thinking in Others
- Use Practical Tools and Exercises to Support
   Creativity and Problem-solving in the Workplace
- Develop an Action Plan to Foster a Culture of Critical and Creative Thinking Within Their Organizations



## **DISC: Making Teams Work**

**Duration:** 1 Day Program

Format: In-Person or Virtual

#### **Course Overview:**

Unlock the power of effective teamwork and interpersonal dynamics. This training program provides a comprehensive understanding of the DISC model, enabling learners to not only recognize their own natural and adapted DISC styles but also adapt to the styles of others, appreciating the unique strengths each style brings to the team. By the end of this training, participants will be equipped to observe behaviors and identify the DISC styles of their team members, fostering more harmonious and productive collaborations.

#### **Outcomes:**

By the end of this training, learners will be able to:

- Describe the characteristics of their natural and adapted DISC styles and how to adapt to other styles
- Articulate the value each style brings to the team
- Observe behaviors to identify the style of others



I would have to say that one of the main reasons my work with Amy was so successful is she actually took the time to understand our business challenges and culture. Having this level of insight and support was a key factor in aligning our talent development with business needs to ensure measurable results.

Kirk Troutman
Director of Operations
Allen Distribution



## **Exploring Career Options**

**Duration:** ½ Day Program

Format: In-Person or Virtual

#### **Course Overview:**

In this course, participants will learn to identify their role and responsibilities in career discussions, discover techniques for researching and exploring various career options, and gain insights into preparing for career conversations with their managers. Additionally, they will develop a personalized career roadmap to chart their professional journey.

#### **Outcomes:**

By the end of the session, the participants will be able to:

- Identify their role and responsibility for career conversations
- Describe ways to research and learn about career options
- Prepare for a career conversation with their manager
- Develop a career roadmap

#### **PROFESSIONAL DEVELOPMENT**

+86%

of professionals said that they would change jobs if a new company offered them more opportunities for development

New Hiring Outlook Report by The Execu|Search Group



# **Emotional Intelligence at Work: Practical Strategies to Increase Your Effectiveness**

**Duration:** 1 Day Program **Format:** In-Person

#### **Course Overview:**

Emotional Intelligence is the key to personal and professional success. It influences our ability to understand and manage our own emotions, connect with others, and navigate the complexities of work. In this course participants will learn practical strategies to strengthen their emotional intelligence and gain experience through practice in the classroom.

#### **Outcomes:**

By the end of the session, the participants will be able to:

- Explain the impact of Emotional Intelligence on their professional and leadership effectiveness
- Describe the EI model and simulate coaching others on their self-awareness and self-management
- Practice strategies for increasing social awareness and relationship management
- Reflect and reconstruct real situations to apply El for a more effective outcome

# Level Up Your Communication Skills

**Duration:** 1 Day Program **Format:** In-Person or Virtual

#### **Course Overview:**

In this course, participants will take their communication skills to the next level. They will refine their ability to actively listen and effectively communicate verbally and in writing with a variety of audiences.

#### **Outcomes:**

By the end of the session, the participants will be able to:

- Summarize the essential elements of good communication and appropriate use of communication channels
- Describe active listening and demonstrate the three levels of listening
- Explain how to adapt their communication style to others
- Refine their written email communication to increase effectiveness
- Tailor their communication when working with senior leaders

# Mastering the Art of Giving Feedback

**Duration:** ½ Day Program

Format: In-Person or Virtual

#### **Course Overview:**

Feedback is a powerful tool for professional growth, yet many people find it challenging to provide constructive feedback effectively. In this course, participants will learn and practice skills for having effective feedback conversations.

#### **Outcomes:**

By the end of the session, the participants will be able to:

- Explain the importance of giving feedback
- Describe three types of feedback and when to use each type
- Shift their mindset to overcome fear and reluctance to giving feedback
- Apply a feedback model to plan and facilitate a feedback conversation

Organizations with a strong learning culture are...

+92% more likely to develop novel products and processes

+52% more productive

**+56%** more likely to be the first to market with their products and services

+17% more profitable than their peers

# Mastering the Art of Receiving Feedback

**Duration:** ½ Day Program

Format: In-Person or Virtual

#### **Course Overview:**

Receiving constructive feedback can be difficult, especially when the feedback provider is unskilled. Yet, when people are unable to effectively understand and apply feedback they miss an opportunity for professional growth. In this course, participants will learn and practice skills for receiving, processing and applying feedback.

#### **Outcomes:**

By the end of the session, the participants will be able to:

- Describe the importance of being able to effectively receive, process and apply feedback
- Explain feedback triggers and identify their triggers when receiving feedback
- Demonstrate strategies for overcoming feedback triggers
- Develop a feedback plan for requesting feedback



I have learned so much from Amy over the years. I have seen her at her best working with stakeholders to better understand their needs and recommend solutions that yield measurable results. She is a great talent development consultant and trainer, and she will work tirelessly to make sure you see results.

> Daniel Keckan CEO Cinécraft Productions

# Connections that Count: Your Guide to Networking Success

**Duration:** 2 Hours **Format:** In-Person or Virtual

#### **Course Overview:**

The ability to network and build meaningful relationships is a critical skills for professional success. This workshop will equip participants with skills and strategies to grow, sustain and leverage their professional network.

#### **Outcomes:**

By the end of the session, the participants will be able to:

- Explain the importance and impact of professional relationship-building
- List the types and purposes of professional relationships they need in their network
- Develop a network map and identify opportunities to increase the depth and diversity of their network
- Identify strategies for expanding their network, even if they are introverted

## **Meeting Management**

**Duration:** ½ Day Program

Format: In-Person or Virtual

#### **Course Overview:**

In this course, participants will learn a structured approach to planning and facilitating effective meetings using planning templates and role play exercises.

#### **Outcomes:**

By the end of this training, learners will be able to:

- Describe the characteristics of effective meetings
- Plan an upcoming meeting using a meeting planning template
- Explain how to manage disruptive behaviors during meetings



Amy presented her program on a virtual platform to Women in Manufacturing: PA Chapters. Amy was very engaging, knowledgeable, and professional. Attendees were able to interact not only with Amy, but also with fellow members. Her program provided an opportunity for self-assessment, creative thinking, and interesting discussion. Amy's positive attitude and expertise were apparent from start to finish. Her program was exceptional!

Christina Wilson Vice President East West Label Company

# Harnessing the Power of Appreciative Inquiry

**Duration:** ½ Day Program **Format:** In-Person

#### **Course Overview:**

Appreciative Inquiry (AI) is a transformative approach to personal and organizational development that focuses on the strengths, possibilities, and positive aspects of individuals and teams. During this workshop, participants will use a hands-on and highly interactive approach and experience the positive emotions and optimism evoked by the process. They will explore the fundamentals of AI, the 4-D cycle, the significance of strengths-based questioning, and how to implement a structured brainstorming methodology. By the end of the session, learners will be well-equipped to identify various applications for using AI in both personal and professional contexts.

#### **Outcomes:**

By the end of the session, the participants will be able to:

- Define Appreciative Inquiry (AI)
- Describe the 4-D cycle
- Explain the importance of strengths-based questioning
- Demonstrate a brainstorming methodology
- Identify applications for using AI

# Virtual Onboarding: How to Build Engaging New Hire Experiences in a Virtual World

**Duration:** 1 Day Program **Format:** Virtual

#### **Course Overview:**

Studies have found that up to 20% of new hires resign within their first 45 days. Effective onboarding is critical to helping your new hires feel comfortable in the workplace, earn their commitment to the organization, and help them start contributing to their role. When the process is conducted virtually, it's even more critical to get the experience right. In this program, you will learn how to structure your virtual onboarding program and actually begin to build your program. You will walk away with tools and templates to empower you to finish creating the program on your own.

#### **Outcomes:**

By the end of this training, learners will be able to:

- State the reasons why effective onboarding is important and valuable to their organization
- Describe the technology needed to support an effective virtual onboarding and virtual work process
- Outline the virtual onboarding activities and ownership needed for each stage of the new hire journey
- Use web conferencing interaction tools from as a participant and describe how to leverage these tools in virtual onboarding programs



### **Custom Talent Development Solutions**

We understand that every organization is distinct and one-size-fits-all training approaches simply won't suffice. That's why we offer tailored solutions designed to align seamlessly with your organizational goals, culture, and challenges. Here are some custom solutions to consider:



#### Blend and Build Courses

Mix and match courses to create a curriculum that addresses your needs. If you have training requirements that are not covered in our catalog, we'll work with you to develop training programs tailored to your organization's unique needs, ensuring that your learning objectives are met.



Our training programs can be customized to fit your schedule. Whether you need to condense content into a shorter timeframe or extend the duration for a more in-depth exploration of topics, we will adapt our programs to suit your time constraints without compromising on quality.



#### **Case Studies**

We will integrate case studies or examples from your organization into the training materials to make the learning experience more relevant and engaging for participants.



# Coaching & Assessments

Add coaching and assessments as part of the training solution to deepen self-awareness and accelerate behavior change..

# **Leadership Cohort Programs**

We'll work closely with you to develop your leadership development programs, whether they're for emerging leaders, first-time managers, middle managers, or seasoned executives. We'll incorporate 360-degree assessments, coaching, mentoring, capstone projects, or other elements to design a program aligning with your leadership development goals.



## Post Training Support

We will provide post-training support to help employees apply newly acquired knowledge and skills. The support options include:

- A series of emails or videos to reinforce key concepts.
- A manager coaching guide.
- Group coaching sessions to discuss successes and challenges.
- Job aids or quick reference cards.