Dave Jones Consultants
*Captivating Practical Learning BIG Results!*

COURSE CATALOGUE

# OPEN ENROLMENT COURSES WITH DAVE JONES

**FREE PARKING & MEALS INCLUDED at all of our in-person open enrolment courses.**

## POWERFUL NEGOTIATION SKILLS

***How to identify, protect and advance your interests!***

Length: 2 Days

Outline PDF

### Upcoming Dates

- Feb. 10-11, 2027 [Remote]
- June 9-10, 2027 [In-Person]

Register

## MANAGING FOR SUPERIOR RESULTS 1

***How To Succeed As A Manager!***

Length: 2 Days

Outline PDF

### Upcoming Dates

- Mar 10-11 2027 [In-Person]
- Oct 5-6 2027 [Remote]
- Nov. 3-4, 2027 [In-Person]

Register

## MANAGING FOR SUPERIOR RESULTS 2

***How to advance your management career!***

Length: 2 Days

Outline PDF

### Upcoming Dates

- Apr 27-28, 2027 [In-Person]
- Dec 1-2, 2027 [In-Person]

Register

## MANAGING SKILLS FOR NON-MANAGERS 1

***How to lead people when you aren't the boss!***

Length: 1 Day

Outline PDF

### Upcoming Dates

- Jan 27, 2027 [Remote]
- May 5, 2027 [In-Person]

Register

# OPEN ENROLMENT COURSES WITH DAVE JONES

**FREE PARKING & MEALS INCLUDED at all of our in-person open enrolment courses.**

## MANAGING SKILLS FOR NON-MANAGERS 2

***How to lead people when you aren't the boss - Deep Dive!***

Length: 1 Day

Outline PDF

### Upcoming Dates

- Mar 3, 2027 [Remote]
- May 19, 2027 [In-Person]
- Oct 26, 2027 [In-Person]

Register

## MAKING THE TRANSITION FROM CO-WORKER TO TEAM LEAD

***Navigate the shift, earn trust, inspire results!***

Length: 1 Day

Outline PDF

### Upcoming Dates

- Dec 2, 2026 [Remote]
- Feb. 24 2027 [Remote]
- Sept. 29, 2027 [In-Person]

Register

## THE THREE COACHING PRACTICES

***Develop Staff using the Three Coaching Practices***

Length: 90-Min

Outline PDF

### Upcoming Dates

- Feb 16, 2027 [Remote]
- Sep 14, 2027 [Remote]

Register

NEW!

## PERFORMANCE BOOST MANAGEMENT PROGRAM

***Work smarter not harder!***

Length: 4-Hours

Outline PDF

### Upcoming Dates

- Mar 23, 2027 [Remote]
- June 23, 2027 [In-Person]
- Oct 7, 2027 [In-Person]

Register

# FULL COURSE LIST

***Delivered by Dave Jones***

# Leadership | Management | Professional Development Courses Delivered by *Dave Jones*

## 2-DAY COURSES

### POWERFUL NEGOTIATION SKILLS

***How to identify, protect and advance your interests!***

***Available as Open Enrolment or On-Site, In-Person or Virtual***

Length: 2 Days

Outline PDF

We use negotiating techniques in our everyday lives, sometimes without realizing it. In our professional lives, however, negotiating is a necessary and versatile skill. The ability to negotiate appropriately can be your edge in achieving success. Whether you're dealing with colleagues, employees, senior management, prospects, clients or suppliers, you will achieve your goals more often by using powerful, appropriate and effective negotiating strategies and techniques. You will learn how to improve your negotiating skills with a clearer understanding of highly effective communication techniques. You will better understand the ins and outs of negotiation, and develop effective strategies, tactics and counter-measures for manipulative opponents. The course uses experiential methods allowing you apply what you have learned and practice your new skills in a variety of methodologies. These include role plays, case studies, personal skill analysis questionnaires, games and trainer-led discussions.

### MANAGING FOR SUPERIOR RESULTS 1

***How To Succeed As A Manager!***

***Available as Open Enrolment or On-Site, In-Person or Virtual***

Length: 2 Days

Outline PDF

Most managers are promoted because of their technical competence. And then they get little help in adjusting to their new role. Some end up doing the job poorly - they become bad managers. Some start working real hard to get better. They throw everything they can at the job - their energy, emotions, logic, problem solving skills, technical skills, social skills - everything including the kitchen sink. And the cost of becoming a good manager gets really high. Dave knows the drill because he's done it himself and helps out managers on the same exhausting path he was on. Being a good/great manager just doesn't have to be that hard! With the right tool kit you can dramatically improve your skills as a manager without paying such a high personal price.

# Leadership | Management | Professional Development Courses Delivered by *Dave Jones*

## 2-DAY COURSES *CONTINUED*

### MANAGING FOR SUPERIOR RESULTS - 2

***How to advance your management career!***

***Available as Open Enrolment or On-Site, In-Person or Virtual***

Length: 2 Days

Outline PDF

Graduates of "Managing for Superior Results I" become skilled at creating an environment of motivation, commitment, growth and accountability. As a result they are given more to do. They are tasked with creating results when time is short, resources are limited and expectations are sky high. They get given teams who are struggling and challenged to turn them around. They are asked to lead other managers and to lead up. They get given responsibility for implementing important change initiatives. They are tasked with bringing optimism and ideas when cynicism and doubt are taking hold. The tools in this program are a direct response to the challenges graduates face in the next step of their development as people and business leaders. As your career as a manager develops, you have to add to the tools that got you here!

### LEADING SELF INFLUENCING OTHERS

***How to advance your management career!***

Length: 2 Days

Outline PDF

Can you be a Manager and not be a Leader? Unfortunately the answer is "Yes". Can you be a Leader and not be a Manager? Fortunately, the answer is also "Yes!" A useful definition of leadership is that you are only a leader if other people say you are. You are a manager because the organization says you are. This program helps participants to develop leadership skills at all levels of the organization that drive accountability. It provides insights and tools that encourage individual contributors and task/project leaders to assess and positively impact their ability to lead themselves and influence others to focus their efforts and relationships on creating results that matter. ***Available On-Site, In-Person or Virtual***

Dave Jones Consultants
*Captivating Practical Learning BIG Results!*

COURSE CATALOGUE

# Leadership | Management | Professional Development Courses Delivered by *Dave Jones*

## 1-DAY COURSES

### MAKING THE TRANSITION FROM CO-WORKER TO TEAM LEAD

***How to navigate your promotion into management!***

***Available as Open Enrolment or On-Site, In-Person or Virtual***

Length: 1 Day | Outline PDF

It is seldom easy to assume a position of authority over those who have previously been your colleagues and peers. This course will help you address the challenges and difficulties of making the transition from co-worker to boss. You'll learn tools and techniques to achieve a balance between your existing relationships with co-workers and the requirements of the new management role. The course is interactive and fun, making use of case studies and role play.

### MANAGING SKILLS FOR NON-MANAGERS 1

***How to lead people when you aren't the boss!***

***Available as Open Enrolment or On-Site, In-Person or Virtual***

Length: 1 Day | Outline PDF

Learn how to inspire, influence and motivate people to accomplish important goals - when you have no formal direct reporting authority over them. Managing people when they don't report to you can be tough. How do you deliver feedback? How do you hold people accountable? How do you keep them on track? How do you arrive at consensus? How do you mediate conflict? In this highly interactive and practical program, you'll get the skills and knowledge you need to help work colleagues perform at their best.

### MANAGING SKILLS FOR NON-MANAGERS 2

***How to lead people when you aren't the boss - Deep Dive!***

***Available as Open Enrolment or On-Site, In-Person or Virtual***

Length: 1 Day | Outline PDF

Working with other alumni of the Managing Skills for Non-Managers 1 program, you will identify and resolve your leadership, influencing, cooperation and accountability challenges. You'll dive more deeply into the tools you acquired during your MSNM I program and apply them to resolving your challenges. Your workshop is rounded out with new tools to help you create better relationships and productive results.

# Leadership | Management | Professional Development Courses Delivered by *Dave Jones*

## 1-DAY COURSES *CONTINUED*

### CHANGE STRONG

***How To Navigate Change and AI with Confidence, Clarity, and Impact!***

Length: 1 Day

Outline PDF

This workshop enables people at all levels of organizations to take control of the changes that are impacting their work. It provides the tools and framework to respond to change that is imposed by external forces with strength and focus. For those of us who are leading change efforts, it provides a system to activate the strengths, minds and emotions of the folks who will implement the changes and respond to the challenges that emerge during implementation.

***Available On-Site, In-Person or Virtual***

### FUELED BY FEEDBACK

**MANUFACUTRING | CONSTRUCTION | TRADES**

***How to give feedback in a way that creates commitment and accountability.***

Length: 1 Day

Outline PDF

This course is designed to help organizations in manufacturing, construction and trades build a highly accountable, self-motivated workforce. We focus on moving beyond compliance—where employees do what they have to do—toward commitment, where team members are truly engaged, motivated, and accountable for their work.

***Available On-Site, In-Person or Virtual***

### FUELED BY FEEDBACK FOR LEADERS

***Eliminate blind spots, stagnation, defensiveness, confusion and more!***

Length: 1 Day

Outline PDF

The skill that will define success in an age of unrelenting change will be the ability to deliver, seek and positively respond to all forms of feedback. This interactive one-day workshop prepares leaders to create team culture, relationships and processes that turn feedback into fuel for high performance. Leaders get the practical skills, knowledge and attitudes required to understand and activate all sources of feedback at work.

***Available On-Site, In-Person or Virtual***

### FUELED BY FEEDBACK FOR INDIVIDUAL CONTRIBUTORS

***Accelerate your career using Fueled by Feedback for Individual Contributors***

Length: 1 Day

Outline PDF

The most self-aware people tend to be the most successful, at peace people. When you know how others perceive you it creates clarity that powers emotional intelligence. Feedback is all about clarity. Yet to get it we often just ask people – how am I doing? Do you have any feedback for me? And the answers we get don't seem to help much. This course gives you a framework to truly reveal your blind spots – the good, the bad and the ugly. Once you understand your strengths through others eyes, you can stop overusing them. Once you see your limitations more clearly, you can shave off the rough edges.

***Available On-Site, In-Person or Virtual***

# Leadership | Management | Professional Development Courses Delivered by *Dave Jones*

## 1-DAY COURSES *CONTINUED*

### THRIVING UNDER DIFFERENT LEADER STYLES

***Adapt At Work by Thriving Under Different Leader Styles!***

Length: 1 Day

Outline PDF

All leaders like to use their strengths. Sometimes those strengths are a good match for the teams they lead and the environment they lead in. Sometimes the match isn't great. The reality is that your boss is unlikely to change their approach. They are going to use their natural strengths and the more pressure they are under the more that's true. One of the keys to success lies in identifying and adjusting to the strengths of your leader - to help them, your team, your clients and you to thrive. The better you are able to work successfully with different types of leaders the higher your resilience, productivity, career advancement, confidence and happiness.

***Available On-Site, In-Person or Virtual***

### RESILIENCE AT WORK

***Combat the internal and external threats to your Resilience at Work!***

Length: 1 Day

Outline PDF

The cost of being great at your job can never be you. A reasonable philosophy, and yet those of us who are passionate in our work know how hard it is to apply that concept on a daily basis. Remote work has made it harder than ever to create a separation between our working and personal lives. The bleed is real. Your body and mind send you signals that you are paying too high a price for the outputs you expect and the inputs you are putting in. It's easy to confuse a sore stomach, aching back, headache, irritability, heart palpitations and more with simple body ailments. It's easy to miss the connection between those physical symptoms and the way you are working. This course helps you to change the way you work so that passion and high performance do not come at the cost of you.

***Available On-Site, In-Person or Virtual***

### DISC TEAM STRENGTH BUILDING PROGRAM

***Enhance Communication and Reduce Conflict!***

Length: 1 Day

Outline PDF

Created by Dave Jones from Ottawa, this course uses the DiSC® Profile to enhance team dynamics by exploring individual personality traits. Participants review their personality reports to understand strengths, limitations, and interactions with others. Through team-building activities, they gain insights into communication styles and problem-solving strategies, aiming to improve communication, manage conflicts, and foster cooperation.

***Available On-Site, In-Person or Virtual***

# Leadership | Management | Professional Development Courses Delivered by *Dave Jones*

## 4-HOUR COURSE

NEW!!

### PERFORMANCE BOOST MANAGEMENT PROGRAM

***Work smarter not harder!***

***Available as Open Enrolment or On-Site, In-Person or Virtual***

Length: 4-Hours

Outline PDF

Are you a manager trying to improve the performance of your team or individuals on your team? Then this program is for you. It provides managers with practical, easy to action tools that unlock capacity in people that creates more and better quality results. It helps you activate high performers, turn around low performers and develop people so that they can work more independently.



# Leadership | Management | Professional Development Courses Delivered by *Dave Jones*

## 90-MINUTE SESSIONS

### MUTUALLY AGREED SUCCESS CRITERIA

***Create Highly Successful Teams using Mutually Agreed Success Criteria***

Length: 90-Min | Outline PDF

We don't have enough time or resources available to waste them. When people are chasing the same metrics of success they increase alignment and efficiency. When we all row in the same direction we get there faster. Whether you a leader or a follower it's important to bring objectivity to subjective success measurements at work. This workshop gives you a great tool to engage teams and individuals in agreeing to input and output metrics that drive success.

***Available On-Site, In-Person or Virtual***

### THE THREE COACHING PRACTICES

***Develop Staff using the Three Coaching Practices***

***Available as Open Enrolment or On-Site, In-Person or Virtual***

Length: 90-Min | Outline PDF

Are you being tasked with coaching individuals or a team? Wondering what that should look like? Are you supposed to tell people what to do? Are you just supposed to encourage them to come up with their own plan? What's the difference between having a conversation and a coaching session? Is coaching mentoring? Is it training? The truth is that coaching looks different depending on the environment you are coaching in and the people involved. This workshop prepares you to use three distinct coaching practices that will allow you to respond to the wide range of coaching situations you will face.

### THE THREE C'S OF HUMAN MOTIVATION

***Create unstoppable teams using the 3 C's of Human Motivation***

Length: 90-Min | Outline PDF

Have you ever wondered what would happen if you or the people around you were more motivated? It's easy to blame ourselves and others for a lack of motivation that seems to halt our progress on the things that matter. It's a commonly held belief that self-motivated people are born that way. And nothing could be further from the truth. We all have the capacity for motivation, when the conditions that create it in us exist in the environment we occupy. Stop blaming and start creating the particular conditions that motivate different types of people!.

***Available On-Site, In-Person or Virtual***

# Dave Jones' Additional Courses:

- Setting Team Values and Supporting Behaviors
- Conducting Effective Performance Appraisals
- PassionWorks!©
- Strategic Planning Sessions
- Team Strength Building Retreats
- The Power Of Emotional Intelligence
- Managing Remote Teams
- Leading Different Generations



**All on-site courses are customized to meet YOUR needs and may include a combination of courses Dave offers.**

***Contact Us to have a conversation with Dave and see how he can help you.***



## Ask Dave Anything Events - No Charge !

***For one hour participants ask questions and Dave answers them.***

Register



**Ask Dave Anything** is one of the most popular components of Dave Jones' leadership and management programs — now available as a standalone virtual session. This high-impact, interactive hour is designed to help you tackle the real issues you're facing at work.

Each session focuses on a specific topic to keep the conversation targeted and valuable. Like all Ask Dave Anything sessions, you'll have the opportunity to ask your questions on topic or not. Come get answers to your questions, learn from others' challenges, and walk away with practical tools and strategies you can apply immediately.

*Every session is a unique learning opportunity!*

### Ask Dave Anything Session Dates

| | |
|---|---|
| **Remote**<br>Jan. 28<br>2027<br>10-11 AM | Building Aligned Accountable Collaborative Partnerships |
| **Remote**<br>April 22<br>2027<br>10-11 AM | Performance Boost Management |
| **Remote**<br>June 17<br>2027<br>10-11 AM | AI + YOU |

Register

# CONFERENCES

CONTACT US



## Conference Facilitation Services With Dave Jones Include:

- Designing your conference – agendas, themes, flow
- Facilitate planning sessions with stakeholders
- MC your conference
- Facilitating activities
- Delivering key note speech
- Coaching presenters in design and delivery of their sessions
- Running team building activities
- Measuring impact

***Dave Jones will work with you and ensure you have a HIGH IMPACT and ENGAGING conference customized to meet the needs of you and your audience.***

## Audience:

- Executive retreats
- Team conferences
- Department conference
- Company-wide conferences



# COACHING

CONTACT US

## Coaching Sessions with Dave:

- Scheduled individually.
- For Leaders, Executives and Individual Contributors.
- No subject is off limits.
- If Dave can't help you or it is not a good fit, he will let you know up front.



**Dave gives answers. He is the only coach in Ottawa that provides advice. It's called Hybrid Coaching and it works. He'll help you to create success out of difficult situations.**

