THE
HASHMI
GROUP

THG's client training mission

We are **obsessed with results** and with helping our clients to become even more effective through **world-class learning experiences**

We achieve this by **bringing the "best of IGI's"** knowledge and training content, **highly customized** to each of our clients

We are **collaborative by nature** and design training solutions hand-in-hand with our client partners to address their specific objectives
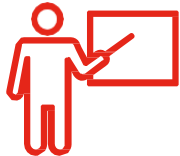
We are **experienced business practitioners** and leverage our extensive client experience in designing and delivering content

We bring a proven approach to client capability building, beginning with strategic business context

1 Strategic Business Priorities

- Envision an ideal future state for the organization, that clearly defines what talent will be able and need to do

- Develop customized learning programs that link outcomes to specific goals

5 Reinforce

- Track results and use to continuously improve training

2 Define

- Get meaningful results by defining the scope of the learning program

- Identify and prioritize critical skills people need and develop learning experiences to quickly acquire those skills

Strategic Business Context

4 Deliver

- Execute a learning experience that flows with a balance of experiential and conceptual learning

- Delivery by blended visual presentations, interactive exercises, and interpersonal discussions

3 Design

- Create learning experiences that clearly define what talent will be able to do

- Develop customized programs that link outcomes to specific business goals

Why THG Employee Training?

Through our consulting employee training program we are buildings mindsets not just skills.

Everything we tell has actionable items to create immediate results.

We have done deep market research on the development of mental, social, spiritual, physical , intellectual and financial skills development in a workforce.

Our focus is on helping your business to have exponential growth with our employee training program.

THG has created a employee training program that expands the neuroscience of left brain and right brain thinking to accelerate individuals into the future with the whole brained approach to impact. Neuroplasticity has shown that brain can continuously change and grow throughout the entrie lifespan of an individual, and research shows that individuals need to be emotionally and logically engaged to learn now behaviors.

- Work-Life Balance

Learning & Development

Team Performance

- Being Intentional
- Ethics
- Employee Engagement
- Team Building
- The 5 Essential Leadership Questions

Manager Development

- Being a Leader
- Change Management
- Coaching for Optimal Performance
- Conducting Performance Reviews
- Conflict & Negativity
- Creating an Emotionally Intelligent Workplace
- Foundations of Management
- Handling Ambiguity
- Managing Anger in the Workplace
- Motivating & Recognizing Employees
- Workplace Bullying
- Workplace Violence

Employee Development

- Compassion Fatigue
- Coping with Change
- Conflict Resolution
- Customer Service Excellence
- Dealing with Difficult People
- Decreasing Financial Stress
- Effective Communication
- Emotional Intelligence
- Holiday Stress
- Mindfulness in the Workplace
- Stress Management
- Time Management

Education & Training

Compliance Training: Employees

- Diversity in the Workplace
- DOT Training
- Generational Diversity
- Preventing Harassment in the Workplace
- Substance Abuse in the Workplace

Leadership, Management and Supervision

Leadership Development Program
Management Development
Leadership Collaborative Management Skills
Assessment Program (MSAP) Essentials of
Leadership
Leading Change
Hiring for Success (online course)
Sexual Harassment Prevention Training

Ethics

What does it mean for a company to be ethical? Often today, organizations are perceived by others through the lens of ethical behavior, which can affect profitability. In this engaging workshop, participants will identify the benefits of a culture of ethical behavior, increase their understanding of how ethics are developed, and examine methods of resolving ethical dilemmas.

Learning Objectives

- Identify how ethical codes are developed
- Discuss the benefits of business ethics
- Understand stakeholders involved in ethical behavior
- Learn methods for resolving ethical dilemmas
- Discuss how to cultivate an ethical work environment

Employee Engagement

In this important training, you will learn how to maximize employee engagement. Leaders will benefit from learning methods to motivate and energize their employees. Increased employee engagement results in high team morale, increased quality and greater profitability. McLaughlin Young's proprietary model for predicting financial success, the Paradigm of Profitability©, will be utilized to outline the elements needed to have the highest level of employee engagement success and happiness.

Learning Objectives

- Define employee engagement
- Identify dimensions of employee engagement
- Recognize employee engagement as a predictor of organizational effectiveness, productivity and profitability
- Identify strategies for valuing employees and increasing engagement

Being Intentional

To make work and play one and the same, leaders must pursue a deeper understanding of the most important relationships that determine success and happiness – in business and life. In his book Being Intentional: Making Work and Play One and the Same, R. John Young, the founder of

Learning Objectives

- Introduce McLaughlin Young's proprietary models and concepts
- Explore the scientific evidence to help leaders understand the foundation of trust, personal resiliency and self-actualization
- Share curriculum that leaders should study before embarking upon personal and

The Five Essential Leadership Questions

Our business environment today is faced with a diminished trust in leaders, unrelenting stress and an unsophisticated appreciation for the healthy organization. R. John Young's book, The Five Essential Leadership Questions: Living with Passion, Leading through Trust, is about the very personal questions leaders must ask themselves if they expect to be trusted by their followers and those with whom they must collaborate. This training program not only examines the five questions, but also introduces McLaughlin Young's proprietary models for leadership and change.

Learning Objectives

- Acknowledge the three main issues facing organizations today
- Introduce McLaughlin Young's Three Circles Model$^©$ and examine each stage of the model and how it relates to successfully implementing change
- Discuss McLaughlin Young's Paradigm for Profitability$^©$ and what a leader can leverage
- Address organizational health by studying the Six Circles Model$^©$ by McLaughlin Young
- Understand and self-reflect on the Five Essential Leadership Questions

Team Building

Today's teams are required to perform in a challenging environment. Although each team faces its own challenges and issues, all teams must align themselves around basic teamwork components in order to ensure their effectiveness and continued growth. McLaughlin Young's team building explores how diversity of personality traits are linked to performance as a team. In this dynamic workshop, elements of an effective team will be presented by utilizing McLaughlin Young's proprietary model for predicting financial success, the Paradigm for Profitability$_©$.

Learning Objectives

- Engage in a process of self-analysis and team analysis to improve organizational functioning and performance
- Identify preferences and the corresponding needs and styles of team members
- Recognize how similarities and differences impact team and organizational performance
- Plan strategies for enhancing team and organizational performance to help foster a healthy, productive work environment also increase self-awareness for his or her role in the organization. The role of professionalism in being a leader will be explored in-depth.

Being a Leader

This interactive workshop will engage participants in thinking about what makes an employee a leader. Employee engagement, motivation and how to reduce negativity will be highlighted, while each participant will

Learning Objectives

- Identify what it means to be a leader
- Increase employee engagement and motivation
- Understand methods for diffusing negativity
- Increase confidence in employee interaction
- Improve understanding of professionalism

Change Management

Regardless of what term is used, such as reorganization, merger, downsizing or buyout, change is occurring in the business world with increasing speed and affecting employees in the process. Leading your team through a major change can be one of your biggest challenges as a manager. Focusing on organizational change, participants in this training will learn how to balance the needs of their employees with organizational needs.

Learning Objectives

- Learn to facilitate change at your organization
- Learn ways to work with resistance
- Recognize the emotional aspects of change
- Understand the steps to successfully implement change
- Develop a plan to manage change

Coaching for Optimal Performance

Coaching helps both managers and employees capitalize on readily available learning opportunities and increases employee engagement and retention. Learn a step by step approach to improving employee work performance through effective communication, attentive listening, clarity around expectations, and constructive, frequent feedback.

Learning Objectives

- Understand different managerial styles
- Learn what is most effective with today's employees
- Learn process to improve employee performance
- Identify best practices regarding giving frequent, constructive feedback
- Increase employee engagement and retention

Conducting Performance Reviews

Performance reviews are an opportunity to provide employees with the feedback they need to further develop in their roles. However, managers need to be equipped with the tools and resources to effectively conduct a review. They need to have a clear objective and plan for delivering feedback and be able to effectively and respectfully communicate. Through role playing, participants can gain the insight and confidence they need to more effectively conduct performance reviews within their organizations.

Learning Objectives

- Identify the purpose of feedback
- Understand the elements of a review
- Examine the role of a review for improving performance
- Know how to plan and conduct a performance review

Conflict and Negativity *EAP Core Training*

Have you worked in an environment that is highly negative and full of conflict? This workshop helps participants understand what negativity looks like in the workplace and its far reaching impact. A close examination of what can initiate and perpetuate negativity will be examined. Attendees will increase their comfort in addressing conflict and negativity. A special focus will be on developing a positive work climate.

Learning Objectives

- Identify risk factors
- Understand the impact of conflict and negativity in the workplace
- Identify markers for negativity
- Increase ability to prevent and resolve conflict and negativity in the work environment
- Develop a positive work climate

Creating an Emotionally Intelligent Workplace

Emotional intelligence is considered by many to be more important than IQ and a greater predictor of success. Emotional intelligence consists of five areas: self-awareness, self-regulation, motivation, empathy and social skills. Creating an emotionally intelligent workplace requires effective communication, a method for resolving conflicts, and an exchange of feedback, optimism and civility. Participants will learn strategies for improving their own emotional intelligence and how to model it in their workplace.

Learning Objectives

- Define emotional intelligence
- Identify characteristics of emotional intelligence in people
- Understand categories of emotional intelligence
- Learn how to increase your own emotional intelligence
- Create an emotionally intelligent workplace

Handling Ambiguity

Today's leaders must have the ability to make sound decisions in an environment of ambiguity and uncertainty, take the necessary business risks, avoid being insensitive and controlling, and be able to deal with difficult people and issues. Leaders must be able to move forward in spite of unclear and non-existent direction. They must master the unique combination of problem-solving and initiative.

Learning Objectives

- Develop a comfort level in unclear social settings
- Understand the importance of intellectual curiosity
- Learn how to be more action-oriented
- Learn how to exercise good judgment
- Develop the skills to handle ambiguity

Foundations of Management

McLaughlin Young's Paradigm for Profitability© serves as a framework for this workshop. It addresses the foundational levels of the Paradigm, which are knowing, respect, listening, communication and relationships, and how a manager must master each level to develop as a leader. As a result of this training, leaders will better know their management style.

Learning Objectives

- Learn skill recognition for development
- Identify the diversity dimensions that affect you
- Learn how to deliver and receive feedback
- Assess personal and team motivations
- Create a team motivation and development plan

Work-Life Balance

It is very stressful to balance the demands of work and life. Participants will discuss why it is important to manage this stress, including helpful, in-depth tips for time management, boundary setting and self-care. In addition, participants will look at their support system and ways to effectively ask for help in order to create balance in their lives.

Learning Objectives

- Learn the importance of time management
- Discuss benefits of a support network
- Emphasize effective boundaries at work and home
- Introduce self-care techniques
- Recognize benefits of balanced work and home life

Managing Anger in the Workplace

In this workshop the focus will be on understanding a manager's role in how to respond to anger in employees. Participants will increase their understanding of their own anger patterns, triggers, and how to communicate to prevent further escalation. Each attendee will examine communication patterns and improve their listening skills to diffuse anger.

Learning Objectives

- Recognize your role in managing anger in employees
- Understand your own anger patterns
- Identify red flags for anger to prevent further escalation
- Learn how to prevent violent confrontations
- Improve communication skills

Motivating and Recognizing Employees

Effectively building relationships can be the secret to success when managing others.
Managers must know how to motivate employees and develop them through personalized coaching.
Managers will learn what it means to e not only a manager but a leader.

Learning Objectives
- Assess personal motivations and team managing others.
- Create a team motivation and development plan

Time Management

In the course of a busy day it is easy to be derailed and thrown off
Life is fast-paced and employees are juggling more than ever.

In this training, participants will increase their understanding of the and learn helpful strategies. •

Learning Objectives

- Understand your attitude towards time track.
- Identify signs of poor time management importance of time management, identify signs of poor time
- Learn keys to effective time management management and learn helpful strategies.
- Recognize the benefits of time management

Workplace Bullying

Have you ever been bullied at work? According to a 2014 Forbes report, nearly 96% of the U.S. workforce has reported being bullied at work in some form or fashion. Workplace bullying has become a problem that requires attention. It is pervasive across many industries and managers must listen, assess and help stop bullying in the workplace.

Learning Objectives

- Define bullying and its many forms
- Identify the impact of bullying on individuals, teams and organizations
- Learn current statistics and trends
- Develop a plan to assess, prevent and stop workplace bullying

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Workplace Violence

Have you seen clips in the news and wondered if an act of violence could happen in your workplace? In this workshop participants will increase their knowledge of different types of violence in the workplace and learn possible indicators. Emphasis will be placed on assessing workplace risk and identifying strategies to prevent workplace violence.

Learning Objectives

- Define violence in the workplace
- Classify different types of workplace violence
- Identify indicators of violence and assess for risk
- Understand the importance of prevention
- Create a prevention plan

Customer Service Excellence

Poor customer service can be very costly. Participants will learn how to communicate with difficult clients or customers. At the same time, they will discuss how to manage the stress that can arise from dealing with such clients or customers.

Learning Objectives

• Learn how to establish the foundation for customer loyalty

• Know yourself, your client and how you are experienced

• Discover how attitude, body language and verbal response affect your communication

• Understand how stress impacts customer service

Coping with Change

The only constant in life is change. Participants will explore their feelings, thoughts and actions as they relate to change. Strategies for coping with change will be discussed to ensure participants build personal resiliency to help cope with the uncertainties of life.

Learning Objectives

- Discuss normal responses to change
- Understand the relationship between stress and change
- Utilize skills and strategies to continue to grow and develop during periods of transition
- Learn the role resiliency plays in coping with change
- Build personal resiliency skills

Conflict Resolution

It is inevitable that there will be times that conflict exists in the workplace. This workshop will discuss how to effectively resolve these conflicts. Participants will learn about conflict resolution styles and the importance of effectively communicating.

Learning Objectives

- Define conflict
- Understand conflict styles
- Identify obstacles to resolving conflict
- Learn models to resolve conflicts effectively

Effective Communication

Effective communication is a foundational skill needed for all business and personal relationships. Participants will discuss the importance of being aware of the assumptions that we make when we communicate. There are many other factors built into the communication process, such as emotions, memory, trust or lack of respect. Participants will identify these barriers to effective communication and learn how to communicate more effectively.

Learning Objectives

- Identify barriers to effective communication
- Identify the components of effective communication

Dealing with Difficult People

You cannot change people, but you can learn how to get along with • Identify what makes someone "difficult" them. Dealing with difficult people is imperative to doing business. • Identify your role and how to best interact Participants will identify how they typically respond to the behaviors • Learn how to use effective communication tools of difficult people and how their responses or behaviors impact situations. They will learn strategies for dealing with difficult people with an emphasis on how to effectively communicate.

Decreasing Financial Stress

Learning Objectives

According to the American Psychological Association, money is the number one source of stress in America. Relationships, work and health are just some of the many things that financial stress impacts. Participants gain a better understanding of stress and its stages in order to cope.

- Understand stress and its impact
- Learn the latest findings on financial stress
- Understand financial stress and your health
- Understand financial stress and your relationships
- Learn strategies for overcoming financial stress

Emotional Intelligence

Are you aware of how your thoughts and feelings impact your behavior? Are you able to contain intense emotions without losing your cool? Are you sensitive to other people's feelings? These are many of the characteristics of emotionally intelligent people and will be discussed in detail in this engaging workshop. Participants will increase their knowledge of the benefits of being an emotionally intelligent employee and ways to increase their emotional intelligence.

Learning Objectives

- Define emotional intelligence
- Identify characteristics of emotional intelligence in people
- Recognize the benefits of improved emotional intelligence
- Learn how to increase your own emotional intelligence

Holiday Stress

The holidays can be very stressful. It is important to acknowledge the emotions associated with the holidays and prepare for them appropriately. Participants will learn stress reduction techniques in order to enjoy the holiday season instead of returning to the workplace more stressed than before.

Learning Objectives

- Identify sources of holiday stress
- Identify coping strategies for demands during the holidays
- Acknowledge the ability to control holiday experience
- Share holiday tips
- Learn strategies for overcoming financial stress

Mindfulness in the Workplace

Mindfulness is fast becoming a well-established approach to improving personal and team performance in the workplace.

Participants will learn the basic elements of mindfulness and the benefits of informal and formal mindful practices. Each participant will take away methods to maintain focused awareness and attention in their daily work tasks.

Learning Objectives

- Understand the concept of mindfulness
- Learn the benefits of practicing mindful awareness
- Practice techniques for being fully present in the now
- Learn informal mindful practices to incorporate each day

Stress Management

Stress permeates our lives and our vocabulary, but is all stress bad? participants will analyze good versus bad
and how to best cope in our busy, fast-paced demanding lives. will learn strategies for managing stress and easy-to-use coping techniques.

Learning Objectives

- Identify sources of stress this interactive workshop, In
- Understand the physiological responses to stress stress
- Learn how to identify, manage and change Participants
- Create healthy coping strategies to handle everyday stress.

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