

intRAtrain Performance and Learning

Personal Development Skills



As a leader, maintaining healthy relationships with coworkers is essential. However, managing those relationships effectively isn't the starting point of leadership development.

Why? Because if we can't successfully manage our relationship with ourselves, how can we expect to do the same with others?

Kind leadership begins with self-awareness. To foster empathy in an increasingly diverse and global environment, we've developed our Personal Development Skills Suite to help organizations shift from a Customer-Centric to an Employee-Centric approach, fostering experiences that are rooted in kindness and compassion.

If you choose to work with a certified coach, they will support you with additional materials that reinforce learning transfer within your organization.



Contact Us!

507.665.6266

sales@intRAtrain.com

intRAtrain PALS eLearning Course Catalog

In Partnership with Chart Learning

Leadership, Personal Development, Compliance, Team Development,
Sales & Customer Services

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Personal Development Skills

1. LEADING WITH KINDNESS

- Fundamentals - Why Lead with Kindness?
- Focus on Holistic Well-Being
- Valuing Differences
- Purposeful Communication
- Coaching and Mentoring

2. EMOTIONAL INTELLIGENCE

- Defining and Understanding EI
- The Emotional Intelligence Framework
- Managing Emotions and Mindset
- Practical Steps to Develop EI
- Techniques to Build EI Skills

3. UNDERSTANDING DEI

- Diversity, Inclusion and Belonging
- Unconscious Bias
- Working Across Cultures
- Discrimination
- Workplace Well-Being

4. COMMUNICATION SKILLS

- Fundamentals
- Effective Meetings
- Verbal Communication
- Writing Skills
- Communicating with Empathy

5. RESILIENCE

- The 5 pillars of personal resilience
- Strategies to Become a Resilient Leader
- Staying adaptable and resilient
- Leading through a challenge
- Building a resilient team

6. MENTAL HEALTH AWARENESS

- How to Support Your Team's Mental Health
- Raising Awareness: Supporting Co-workers with Mental Health Disorders
- Combating Stigma and Misconceptions About Mental Health
- Recognizing the Signs of Employee Substance Abuse at Work
- Supporting Grieving Employees or Co-workers

7. FROM PEER TO NEW MANAGER

- Transitioning From Employee to Manager
- 7 New Manager Mistakes to Avoid
- How to Transition from Peer to Boss
- Managing People with More Experience Than You
- What Makes a Team Effective



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8. ORGANIZATIONAL CULTURE

- Inclusion and Respect
- Inclusive Communication
- Inclusive Language
- Cultural Competence
- Multicultural Teams

9. HUMAN RESOURCES

- Getting Started in HR
- A Guide to Workplace Integrity
- How to Conduct and Effective Job Interview
- How to Attract and Retain Top Talent
- Driving your Career

10. CYBER SECURITY INTRODUCTION

- Fundamentals
- Protect your Data
- Confidentiality and Password Protection
- Phone Scams and Malware
- Social Engineering

11. GUIDE TO EMPLOYEE ETHICS

- Appropriate Use of Company Assets & Reporting Unethical Behaviour at Work
- Motivated Ignorance and How to Avoid it
- Gossip in the Workplace & Plagiarism
- Overcoming Rationalizations When Making Ethical Decisions
- Ethical Dilemmas and How to Resolve Them

12. WORKPLACE HEALTH AND SAFETY

- Understanding OSHA's Focus Four Construction Hazards
- Ergonomics and Safe Lifting, Pushing and Pulling
- Preventing Slips, Trips, and Falls
- Ladder Safety Fundamentals
- Eye Safety Fundamentals in the Workplace

13. PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE

- Understanding Harassment and Discrimination
- What Is Sexual Harassment?
- 4 Forms of Sexual Harassment and Their Consequences
- What to Do if You're Being Sexually Harassed at Work
- Bystander Intervention
- Preventing Sexual Harassment as a Supervisor
- What to Do if You're Being Sexually Harassed at Work
- Responding to Sexual Harassment Complaints



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