

ENERGY CATALYST PROGRAMS

Energy Catalyst Group programs are designed to be fun, experiential, practical and easy to implement. We specialize in helping diverse teams effectively communicate, collaborate and achieve their business results. Whether we are training or consulting, our work focuses on bridging cultural, communication, and generational gaps.

Below is a list of our most popular training programs. If you have a specific topic you would like to address, let us know. We have a proprietary methodology to quickly get to the root cause and will customize a training program to meet your needs.

We work with all types of teams including:

- Cross-functional
- Project
- Newly formed teams
- Management or leadership
- Global
- Sales
- Department teams (Marketing, Finance, HR)
- Customer Service
- Engineering
- Administrative support staff

Team Energy

The Team Energy Program is a 6-hour, highly interactive and team-focused session. Founded on Burke's 3 A-Model Sustainable Change Model™— Awareness, Accountability, and purposeful Action — this program helps teams become more energized by tapping into their individual and team strengths, develop an increased mindful awareness of how their personal energy levels impact productivity, relationships, and team goals.

Prior to the session, participants complete the Strengthscope™ assessment to identify their top 7 strengths (internal motivators or energizers) and a Team Energy Index, a simple, confidential web-based diagnostic tool that collects data on the overall energy impact of the team. Participants review the results from the assessments and gain a deeper understanding about their individual strengths and team strengths.

During the session:

- Participants practice mindfulness moments
- How to leverage strengths
- Work on a current team-related challenge
- Create purposeful action plans

Teams also learn what behaviors and mindsets are negatively impacting the team, how to recognize it, and call it, and out to stop it. We establish “Accountability Teams” to support implementing the tools back at work to increase collaboration and achieve team goals.



The Sales + Energy Program

This program is designed to be a year-long, (delivered quarterly) and is a highly experiential program for sales teams to maximize their performance, boost customer relationships, and retain key talent. Founded on Burke's 3-A Sustainable Change Model™: Awareness, Accountability, and purposeful Action, this program helps managers and their sales teams to leverage individual and team strengths. We provide tools, techniques and practice time to show how to manage individual and group energy to positively impact productivity, relationships, and sales goals.

This program doesn't teach traditional sales skills, rather builds upon sales skills and integrates each participant's strengths for peak sales performance. Also, participants learn how to communicate using their strengths and to connect more genuinely with potential and current customers or clients. Participants also discover their energy drainers that keep them stuck or under-performing.

Our goal is to ensure your sales team has the tools, knowledge and action plan to engage with their customer in a positive and genuine way that leads to the customer saying "yes."

Energy Equation

The Energy Equation™ is a 6-hour highly interactive program designed to provide participants with a heightened awareness about how their energy affects relationships, productivity at work and in life. The purpose is to optimize energy levels, lower stress, build capacity to navigate the constant changing work environment in a positive manner, and ultimately to achieve a greater sense of well-being.

Participants review their Strengthscope™ report and gain a deeper understanding of how to best leverage their strengths at work. During class, participants take the mobile Energy Inventory™ to gain an understanding of what energy area(s) are depleted (Mental, Emotional and Physical). Each area is vital to one's well-being and by learning how to fill up your energy tanks increases a greater sense of balance, productivity and purpose at work and home.

Additionally, we provide practice time for self-reflection, to change thinking patterns and recognize at what level of energy they are currently working. Lastly, each participant will create their unique "Energy Equation," a goal-focused action plan that increases positive energy and high performance.



Managing Performance

This highly engaging and interactive workshop is for people managers who want to maximize the strengths of their team and their performance. This program provides practical tips, tools and opportunities for Team Managers or Leaders to learn and understand how to integrate and leverage their employee's strengths. We provide opportunities for participants to practice having more impactful conversations with their employees about their development and performance.

Team Managers or Leaders will work in small groups to prepare and practice for an upcoming development discussion(s).

- Use strengths to understand how goals can be stretched and what it means to be in “overdrive”
- Connect how strengths can be used together with other talent tools (i.e. 9 box tool)
- Recognize performance opportunities and gaps to talk about in development discussions
- Approach different types of development conversations (i.e. high potential, low performers, and solid performers)
- Determine the next best steps to help their employee reach their development goals

Elevating your Leadership capacity

This program is delivered in two sessions and is for leaders who want to improve their leadership capacity. It's a hands-on, practical highly engaging program to maximize your leadership abilities. Participants take a 360 Strengthscope™ assessment to understand their strengths and drainers. Participants bring one current leadership challenge to work on during the program.

Participants learn how to:

- Raise their credibility through Burke's 3 A-Model Sustainable Change Model™: Awareness, Accountability and purposeful Action
- Manage your energy to create a positive ripple effect
- Discover the drainers that undermine their ability to effectively lead
- Leverage their strengths for greater impact
- Identify purposeful action steps that are relevant and specific to their role
- Develop an action plan for making changes that elevate their leadership capacity

Participants partner to hold each other accountable as they apply what they learned on the job. Each leader will gain tools, tips and knowledge that can be implemented immediately.



Empowered Administrative Professional Program (EAPP)

The EAPP focuses on the skills and competencies that hundreds of executives, managers, and assistants across the country have identified as “must-haves” to be exceptionally successful and contribute to bottom-line results.

Shifting Mindsets that keep us stuck

Our paradigms, or perceptions and beliefs, work both for us and against us; “I don’t have enough time”, “I have too much on my plate”, “I’m just an assistant” or “Its’ not my job” are a few of the most common perceptions that prevent support staff from being highly productive. Learn how to:

- Own vs. rent your job
- Focus on results, rather than tasks
- Be solution-minded, not problem-plagued
- Consistently anticipate needs and meet them

Know Your Strengths

Discover your top 7 strengths or what we call your internal energizers or drivers by taking the Strengthscope™ Assessment tool. Learn how these strengths (not skills) are currently showing up at work and can help or hinder your performance.

Understand Your Energy Impact

Learn how your energy impact directly influences how effectively you get your work done. Research shows that executives and managers value a positive attitude in their assistants and that successful, satisfied assistants consistently demonstrate it on the job. Understanding your Energy Impact will transcend time – far beyond the typical functional skills you so often hear about. Incorporate this into your work style will quickly improve your day-to-day work-life.

Session 4 Communicate for Results

Communication is the most influential tool for getting what you want and need on the job. At the same time, poor communication is the number one reason results don’t get produced in a timely, accurate way. Learn key tools for being a more effective communicator and listener.

This program is delivered in 2 days or in 4 half days with time in between each session to apply what participants learned and review during the next session. Michelle authored, [The Valuable Office Professional](#), which was based on her years of experience delivering the EAPP program to thousands of support staff.



Overcoming Meeting Madness

The number one time waster in business today is, unproductive meetings. Change your meeting culture to one of productivity and energy! Learn how to overcome meeting madness.

How often have you been asked to attend a meeting and had no idea the purpose of it? How often have you called a meeting without an agenda or defined clear outcomes about what you want to accomplish? Most of us have experienced both sides of this proverbial coin and in fact, it has become the norm rather than the exception.

This 4-6 hour highly engaging and practical program focuses on how to conduct a productive and energized meeting. Participants discover the proper conditions for value-added meetings. We share a template for sending effective meeting invitations and easy to implement guidelines for leading a productive meeting. Through roleplay and other activities, participants have practice opportunities to ensure meetings are effective and valuable.

You will learn:

- 5 common mistakes of poorly managed meetings
- What not to do during a meeting
- Questions to ask before accepting a meeting invitation
- How to create a powerful meeting agenda
- Practical communication tools that foster better meetings
- How your energy level impacts the outcome of a meeting
- Necessary guidelines for a productive meeting

In this session, we apply Burke's 3 A-Model Sustainable Change Model™ (Awareness, Accountability and purposeful Action) to turn meetings around that waste time or poorly managed. Participants leave with specific actions to immediately implement to overcome meeting madness.



Consulting Services

We begin in collaboration. We listen to your concerns, challenges and identify the results you ideally want to achieve. Our process is easy yet robust. We see things that others miss, allowing us to uncover the root cause(s) of what's working and not working. We are then able to develop a strategic solution that directly addresses your needs. Our methodology includes utilizing a myriad of assessments, activities, tools, training and techniques to ensure you are satisfied by the results.

We care about creating practical and achievable action plans so you can be successful in making the changes you want.

Our Consulting Services

- Team Development
- Strategic Planning
- Performance Management System – Career pathing
- Organizational Development
- Conduct Focus Groups
- Address team challenges – discuss, solve and implement solutions
- Identify and bridge Communication, cultural and team-related gaps
- Customize Fun activities for increased engagement and learning
- Facilitate Team Time Series:
 - Identify and clarify Team Roles/Responsibilities
 - Determine and clarify Vision, Mission, Values & Goals for newly formed, cross-functional or merging teams
 - Identify and Develop Process/systems for better team efficiency
- Facilitate Team Action
- Energy Management Index – tool for assessing individual, team or organizational energy levels

If you would like to discuss our services or inquire about creating a customized program, please email info@energycatalystgroup.com or you can complete the contact us form on our [website](#).

