



- [Time Management](#) - Want to feel more productive and less stressed at work? This course focuses on improving participants' time management skills. Participants evaluate how their time is currently spent and learn techniques to prioritize and increase their mental focus. They also learn how to use time-saving methods and tools to spend time wisely
- [Facilitating Effective Meetings](#) - What would it look like to have effective meetings? This course shows participants how to develop best practice agendas, encourage participation, and facilitate difficult group dynamics.
- [Strategic Planning Tools](#) - How can we possibly plan for the future in these days of rapid change? Begin with road-tested tools for setting a strategic direction and learn how to engage with emergent situations, where even the best-laid plans don't always work. For this highly interactive learning experience, bring a task or goal to plan (e.g. a change in your work processes, the strategic goals for your work unit, or even your personal future vision).
- [The Trust Advantage](#) - When there is no trust, people are afraid to offer suggestions or honest feedback, and a lack of collaboration can result in slipping deadlines, unreliability, and an absence of organizational alignment. *The Trust Advantage* gives your team the foundation for better communication, reduced conflict, and a stronger commitment to one another's goals. This course is based on experiential training, focusing on building a trusting culture in teams through core leadership principles, behaviors, and processes.
- [Team Development](#) - Our Team Development program goes deeper than the average morale event. The fun is there but there is much more; facilitation, group dynamics, action learning, creativity, emergence, and appreciative inquiry. While doing a variety of games and activities, the team reflects on the conditions for successful groups.
- [Immunity to Change](#) - Our Immunity to Change workshop utilizes the power of Kegan and Lahey's immunity mapping. We explore competing commitments, dig deeper into underlying assumptions, and find the fundamental causes keeping you and your organization from reaching their full potential. Only when you unearth the Immunity to Change are you able to engage in changing behaviors.

At ALT we are masters at facilitating learning. Other workshops are available upon request.

**Contact us at 206.651.5639 to find out more.**