

NVTI Off-Site Training Courses

To request training in your state, please contact questions@nvti.org

Staff Development Training

Engaging Leadership (2 days)

Based on the fast-selling book, The Cornerstones of Engaging Leadership®, this interactive course reveals the key actions a leader must take to connect with and engage others: build trust, leverage unique motivators, manage performance from a people-centric perspective, and engage people emotionally.

By committing to these four cornerstones of engagement, leaders can unleash the potential of others and inspire effective performance.

- Engagement and engaging leadership: why now?
- Are you an engaging leader? (a self-assessment)
- A strategy for acting on your personal assessment
- The four cornerstones of engaging leadership
 - Build and maintain trust
 - Recognize and leverage unique motivators
 - Take a people-centric approach to performance management
 - Engage individuals' emotions
- Applying engaging leadership to your workplace

Emotionally Intelligent Leadership (2 days)

When two leaders possess similar intellect, the leaders that demonstrate higher emotional intelligence succeed more frequently. In fact, recent studies indicate that 25% of leaders' success derives from raw intelligence, while 75% of their success stems from their abilities to understand the needs of their employees and build relationships with members of their organizations.

This course links emotional intelligence to practical leadership behaviors. In this course, leaders assess the emotional competence of their leadership behaviors and identify ways they can increase their emotional intelligence when leading others. The course starts with a series of guided reflections and takes participants through a series of emotionally charged situations through which they develop a greater understanding of emotionally competent leadership behaviors. At the end of each module, participants complete incremental action plans that evaluate the effectiveness of the techniques they used and identify specific workplace situations in which they can integrate emotionally intelligent leadership practices.

15 students	16-20 students	21–25 students	26-30 students	15 students	16-20 students	21–25 students	26-30 students
\$12,135	\$14,158	\$16,180	\$18,203	\$12,135	\$14,158	\$16,180	\$18,203

Creativity & Innovation (2 days)

This course is designed to provide participants with practical tools and techniques to help them generate and gain support for creativity and innovation in the workplace. Participants will explore the conditions necessary for creativity and innovation to thrive in the workplace. Through highly interactive group activities, self-assessment, and discussion, participants will practice a wide range of techniques to access their creative capacities, develop persuasive cases in order to implement new ideas, and obtain buy-in for innovation from stakeholders. Participants are strongly encouraged to come to class with a situation (i.e., problem, issue, challenge, or goal) that has them “stuck.”

Fostering Accountability, Adaptability, & Resilience (2 days)

Organizations are in a constant state of flux. This can create uncertain, complex, and ambiguous environments for the people who work within them at the individual, team, and organizational level. In order to thrive within a changing environment, leaders at all levels must demonstrate accountability, adaptability, and resilience (AAR). Competency in AAR allows individuals to hold themselves responsible for behaviors and actions, be willing to change as needed, and to acknowledge setbacks and find creative ways to move forward. This course is designed to help participants develop the knowledge and skills needed to systematically conduct AAR on a day-to-day basis.

15 students	16-20 students	21–25 students	26-30 students	15 students	16-20 students	21–25 students	26-30 students
\$12,135	\$14,158	\$16,180	\$18,203	\$12,135	\$14,158	\$16,180	\$18,203

Myers-Briggs Type Indicator Workshop (1 day)

The Myers-Briggs Type Indicator (MBTI) is one of the most powerful tools to help individuals and groups work more effectively together. Built on decades of research, this popular framework has helped millions of people.

Participants will determine their “Type” by responding to a series of questions. Each participant will then receive a report that illustrates their preferences based on four dichotomies. This report serves as the starting point for self-understanding and for working more effectively with others.

During this one-day session, participants will then seek to understand these preferences, explore the implications for these preferences, and most importantly, determine how to work with others who have different preferences.

Fostering a Diverse and Inclusive Workplace (2 days)

In today’s multidimensional society, organizations recognize that it is a business imperative to maximize the diverse talents of their workforce. Research shows that diverse and inclusive workplaces are more innovative, efficient, productive, and successful. Fostering a Diverse and Inclusive Workplace is centered on self-reflection and discussion to understand how diversity and inclusion affect the workplace. This course provides participants the opportunity to explore all the dimensions of identity that make our workplace diverse, and ways to create inclusive work relationships.

Participants engage in self-reflection activities, group discussions, and scenario analysis to identify the benefits and challenges of a diverse workplace, explore the impact of hidden biases, and determine strategies for contributing to an inclusive work culture that leverages the dimensions of diversity every employee brings.

15 students	16-20 students	21–25 students	26-30 students	15 students	16-20 students	21–25 students	26-30 students
\$7,335	\$8,558	\$9,780	\$11,003	\$12,135	\$14,158	\$16,180	\$18,203

Communicating Strategically (2 days)

Communication is fundamental to strong professional relationships and a healthy and productive working environment. Explore how to communicate more effectively with others using targeted strategic-thinking practices, which include thinking conceptually, imaginatively, systematically, and opportunistically in light of current and future circumstances. Learn how to think through the context in which a strategically focused message is shared, practices that can be used to influence others through a variety of communication channels, and skills to look beyond what is evident. By exploring the desired outcome, audience, channel, and design of a communication, you will be able to design and deliver effective strategically focused messages that are applicable to your own workplace situations.

Influencing Skills (2 days)

Influencing Skills is designed for professionals who want to expand their personal influence within their organization, learn to overcome obstacles, and discover influencing strategies to help build relationships. Through highly interactive activities and discussions, participants learn how to assess influence situations, practice using a variety of influencing behaviors, and build networks. During the course, participants apply learned skills to current work-related influence challenges.

15 students	16-20 students	21-25 students	26-30 students	15 students	16-20 students	21-25 students	26-30 students
\$12,135	\$14,158	\$16,180	\$18,203	\$12,135	\$14,158	\$16,180	\$18,203

Resolving Conflict (2 days)

This course is designed to identify the nature of conflict and the role conflict plays in an organization. Through highly interactive large and small group activities, self-assessments, and discussion, participants learn how to recognize the constructive and destructive natures of conflict, appropriately react to a conflict situation, effectively communicate through the exchange, and explore methodologies to effectively manage and resolve conflicts. Participants also gain insight into their personal styles for responding to conflicts so they can better understand how to work through conflict and achieve desired outcomes for themselves as well as their organizations.

Moving Beyond Generational Differences (1/2 day)

The workplace now includes five generations, which creates a new layer of complexity in how we communicate and work together. While each generation is unique, we share many important similarities. Learn how to successfully work alongside those of varying generational affiliations by taking an introspective look at yourself and your generation. Discover mutual purpose with your colleagues and team members, and how to look beyond generational differences with others to create meaningful and engaging work.

15 students	16-20 students	21-25 students	26-30 students	15 students	16-20 students	21-25 students	26-30 students
\$12,135	\$14,158	\$16,180	\$18,203	\$4,335	\$5,058	\$5,780	\$6,503

Negotiation Skills (2 days)

This course provides supervisors and managers with core negotiation skills and the critical steps in the negotiation process. Participants are introduced to the concept, stages, and elements of successful negotiation. Through interactive activities, participants practice applying negotiation skills to a variety of situations which will help them develop skills to increase their power, recover stalled negotiations, develop creative solutions, and determine the best alternative to the negotiated agreement (BATNA).

Motivating & Engaging Others (1 day)

When employees are personally motivated by their work, engagement in their job and improved outcomes almost naturally follow. As a supervisor, there are steps you can take to bring about this change. This course explores practices supervisors can use to engage in their work those they lead and enhance their motivation to contribute to team and organizational goals.

15 students	16-20 students	21-25 students	26-30 students	15 students	16-20 students	21-25 students	26-30 students
\$12,135	\$14,158	\$16,180	\$18,203	\$6,285	\$7,333	\$8,380	\$9,428

Customer Service Skills & Techniques (2 days)

Customer service is crucial for organizations across all industries and sectors, public and private. Providing exceptional customer service starts with understanding who your customers are and establishing a customer focus to meet their needs. Learn and practice the skills involved in establishing a genuine customer focus, determining customer expectations, communicating with customers, dealing with difficult customers, and evaluating customer service.

From Strategic Plans to Tactical Execution (2 days)

It is vital that managers at all levels of an organization have the ability to understand interests and turn them into operational and tactical plans that can be executed. This capability requires both strategic and tactical thinking combined with strong performance-oriented planning. This course empowers those who exercise leadership with the knowledge and skills to create performance-oriented plans that guide and align employees in their execution of strategic goals.

15 students	16-20 students	21-25 students	26-30 students	15 students	16-20 students	21-25 students	26-30 students
\$10,335	\$12,058	\$13,780	\$15,503	\$11,835	\$13,808	\$15,780	\$17,753

Federal Grants Update (1 day)

Members of the Federal grants community need to keep up-to-date on the ongoing changes to the *Uniform Guidance* (2 CFR 200). Grant professionals also must maintain and build their awareness and understanding of key government-wide efforts, including challenges related to:

- DATA Act Implementation
- Government Accountability Office (GAO) findings
- Pending congressional actions

This course provides grants professionals with insight into the ongoing changes as well as a preview of upcoming updates. Participants will explore issues and best practices tied to each phase of the grants lifecycle. Instructors will also discuss the most recent Office of Management and Budget Audit Compliance Supplement.

Financial Administration of Federal Grants for Recipients (2 days)

In this course, students develop a working understanding of how to financially administer grants and learn techniques for meeting their fiscal obligations throughout the grant lifecycle. Participants gain experience identifying financial administration award requirements for Federal awards, preparing financial reports, and self-evaluation. This is an elective course in the Pass-Through and Recipient Tracks of the GMCP.™

15 students	16-20 students	21–25 students	26-30 students	15 students	16-20 students	21–25 students	26-30 students
\$9,585	\$11,183	\$12,780	\$14,378	\$12,135	\$14,158	\$16,180	\$18,203

Project Management Essentials for Non-Project Managers (2 days)

This course introduces project management concepts and sets a baseline for understanding terminology. It provides students with techniques to effectively manage and participate in small, low risk projects. Students will learn to apply elemental basics of project management to their work and create action plans for on-the-job application.

15 students	16-20 students	21–25 students	26-30 students
\$19,785	\$23,083	\$26,380	\$29,678

Veterans-Specific Courses

Orientation to Veterans Programs (1 day)

Training covers the law as it pertains to veterans' employment, including information on legislation governing U.S. Department of Labor's veterans representatives' positions and their role in the employment process. This course is designed for program partners and local office managers.

Price: \$2,759 for up to 25 participants, plus instructor travel & expenses

Leadership for the Integration of Veteran Services (2 ½ days)

This course focuses on the principles of leadership and the legislation surrounding veteran programs. In addition, topics include an orientation to Veterans' Employment and Training Service (VETS) and NVTI, priority of service, integration, and measurement tools. The training is aimed at individuals who are partners with veteran staff, and those who supervise the veterans program staff.

Price: \$4,885 for up to 25 participants, plus instructor travel & expenses

Advanced Case Management (1 ½ days)

This course focuses on a review of the case management process and concentration on assessment & documentation.

Price: \$3,823 for up to 25 participants, plus instructor travel & expenses

Job Coaching for Offender Populations (JCOP) (1 day)

This training emphasized working with formerly incarcerated populations to help them find employment through job coaching, retention, and placement.

Price: \$2,759 for up to 25 participants, plus instructor travel & expenses

Managing Case Management (2 ½ days)

This workshop takes managers through the case management process and gives examples of some of the activities performance in the case management class. Each section includes ways to evaluate and assist the case manager in doing a better job.

Price: \$4,885 for up to 25 participants, plus instructor travel & expenses

JVSG Courses

Facilitating Veteran Employment (3 ½ days)

Participants will learn:

- Relevant provisions of veteran-related legislation, including the roles and responsibilities of LVERs and DVOP Specialists, which veterans are eligible to work with DVOP Specialists, and how to implement Priority of Service within your AJC.
- Strategies for improving JVSG staff integration within the AJC, and for more effectively working with a diverse clients, employers, and staff of external service agencies.
- How to advise clients to use online resources to research labor market information, individual businesses, and job postings, as well as apprenticeship, licensing, and certification opportunities.
- How veterans can translate military experience into terms employers will find attractive, and how to communicate their abilities in cover letters, resumes, and other application materials, and when interviewing.

Price: \$6,466 for up to 25 students, plus instructor travel & expenses

Intensive Services (3 ½ days)

Participants will learn to:

- Assess the challenges faced by job-seeking veterans arising from significant barriers to employment (SBEs).
- Provide intensive services to assist-job seekers neutralize those barriers to employment; including the intensive services outlined in the Workforce Investment Act.
- Utilize a case management delivery strategy with clients when providing intensive services.
- Grow and maintain a network of outside agencies, and coordinate the delivery by them of specialized intensive services to veterans.
- Coordinate with LVERs and Business Service Representatives to maximize the placement of job-ready veterans.
- Conduct outreach with and through community entities to encourage more veterans with SBEs to utilize services provided by the AJC.

Price: \$6,466 for up to 25 students, plus instructor travel & expenses

Employer Outreach (3 ½ days)

Participants will learn:

- Strategies for creating a broad awareness about the value veterans can bring to businesses as employees, as well as the value of the services provided by American Job Centers.
- Tactics for consulting with individual employers to promote the hiring of specific clients
- How to collaborate with employers in the planning and implementation of job club workshops and job fairs
- How to educate federal contractors about ways AJCs can help them comply with regulatory requirements

Price: \$6,466 for up to 25 students, plus instructor travel & expenses