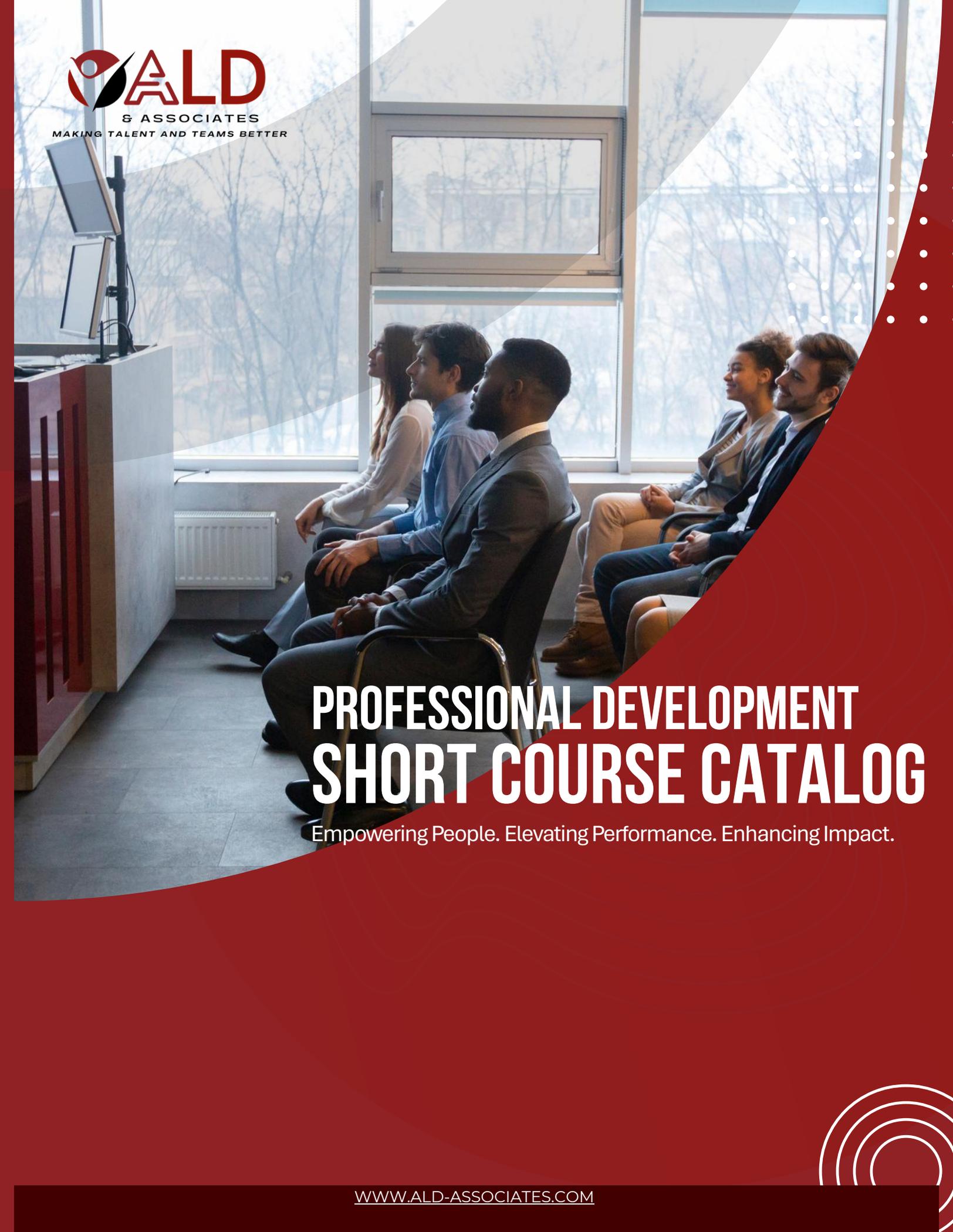




**& ASSOCIATES**

**MAKING TALENT AND TEAMS BETTER**

A group of five professionals (three men and two women) are seated in a modern office environment, looking towards a presentation screen. They are dressed in business attire. The office has large windows with a view of trees and buildings. A red diagonal graphic element is overlaid on the right side of the image.

# PROFESSIONAL DEVELOPMENT SHORT COURSE CATALOG

Empowering People. Elevating Performance. Enhancing Impact.

## INTRODUCTION

# OVERVIEW

## ABOUT THE COMPANY

ALD & Associates (ALD) believes in building better teams and stronger leaders through strategic, skill-based learning. Our Professional Development Short Courses are tailored to meet the evolving needs of today's workforce. Each course delivers focused, practical training that helps individuals and teams enhance performance, improve communication, and adapt with confidence in diverse and fast-changing environments.



## WHAT CLIENTS SAY ABOUT US

"Al's knowledge, experience, and inclusive approach to delivering the training sessions content are fantastic."

"Dr. Davis was engaging, empathetic, and funny, while also pushing us beyond our comfort zones."

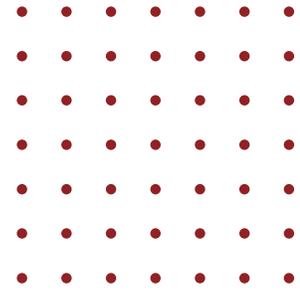
## BENEFITS OF ALD SHORT COURSES

- **Time-Efficient** – High-impact learning in 1–4-hour sessions
- **Interactive & Practical** – Tools, scenarios, and discussions for real-world application
- **Tailored for Diverse Audiences** – Inclusive of all industries, generations, and cultures
- **Expert-Led** – Delivered by experienced consultants, coaches, and thought leaders
- **Customizable** – Aligned with your organization's mission, goals, and team needs

FEATURED COURSE

# ENHANCING TEAM PERFORMANCE AND INNOVATION

This interactive course provides tools to improve teamwork, inspire creativity, and foster a respectful, psychologically safe work environment. Participants learn practical techniques grounded in leadership and human behavior to communicate clearly, solve problems collaboratively, and build trust. By the end of the session, they are equipped to grow personally and help their teams thrive in today's dynamic workplace.



WHAT WE DO FOR YOU

# CORE COURSE OFFERINGS



## EFFECTIVE COMMUNICATION & ACTIVE LISTENING

Enhance professional relationships by learning to communicate, listen actively, and reduce misunderstandings through proven verbal, nonverbal, and reflective listening techniques.



## SERVICE WITH IMPACT: ELEVATING CUSTOMER SERVICE ACROSS COMMUNITIES

Deliver respectful, inclusive, and responsive service by mastering techniques that support diverse clients across generations, cultures, and socioeconomic backgrounds.



## CONFLICT RESOLUTION & DE-ESCALATION

Develop confidence in managing difficult situations with empathy, effective communication, and de-escalation strategies that promote positive outcomes and professionalism.



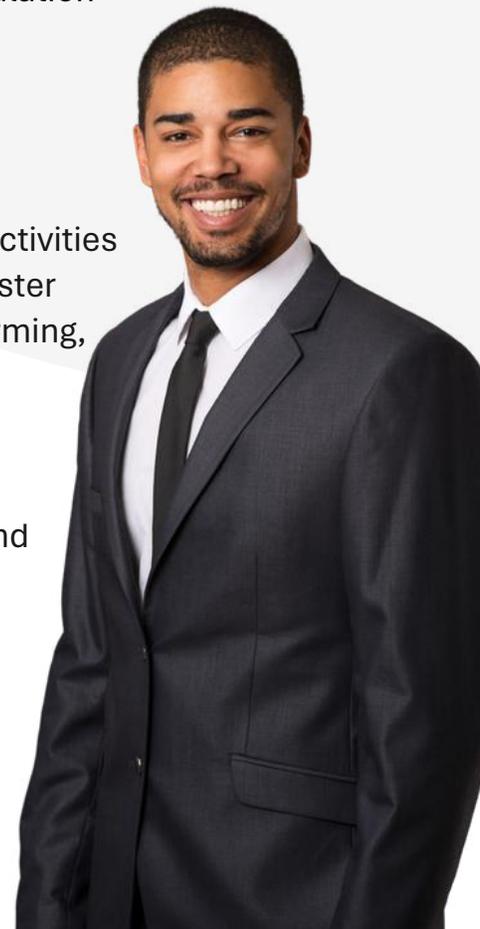
## TEAM BUILDING FOR TRUST AND COLLABORATION

Strengthen team dynamics through interactive activities that build trust, improve communication, and foster collaboration—essential for creating high-performing, unified, and resilient teams.



## TIME MANAGEMENT & STRATEGIC THINKING

Prioritize tasks, manage competing demands, and apply strategic thinking to stay focused on high-impact goals and long-term success.



WHAT WE DO FOR YOU

# CORE COURSE OFFERINGS



## LEADING HIGH-PERFORMING TEAMS

Understand the dynamics of successful teams by learning trust-building, accountability, and motivation strategies that strengthen collaboration and engagement.



## CULTIVATING A GROWTH MINDSET

Embrace challenges and drive innovation through the development of resilience, adaptability, and a continuous learning mindset.

## CIVILITY

Create a culture of respect with actionable strategies that encourage professionalism, empathy, and courteous workplace behavior.



## UNCONSCIOUS BIAS

Recognize and reduce the impact of hidden biases on workplace decisions and relationships with tools that support greater equity and awareness.

## THE MENTORING SUPERVISOR | COGNITIVE COACHING/MENTORING

Embrace challenges and drive innovation through the development of resilience, adaptability, and a continuous learning mindset.



## WORKING ACROSS GENERATIONS | MULTIGENERATIONAL WORKFORCE

Bridge generational divides with insight into values, work styles, and communication preferences to foster inclusive and cohesive teams.

WHAT WE DO FOR YOU

# CORE COURSE OFFERINGS

## **LISTENING FOR RESULTS | COMMUNICATION**

Master intentional listening to improve clarity, build connections, and strengthen decision-making in team and client interactions.

## **RESILIENT LEADERSHIP | MINDFULNESS**

Cultivate focus and emotional resilience through mindfulness practices that support leadership presence, stress management, and intentional decision-making.

## **SUCCESSION PLANNING FOR FUTURE SUCCESS | TRAIN THE TRAINER**

Prepare future leaders by developing internal capacity, identifying emerging talent, and implementing systems to ensure organizational continuity.

## **BUILDING TRAINING SKILLS FOR GREATER ENGAGEMENT**

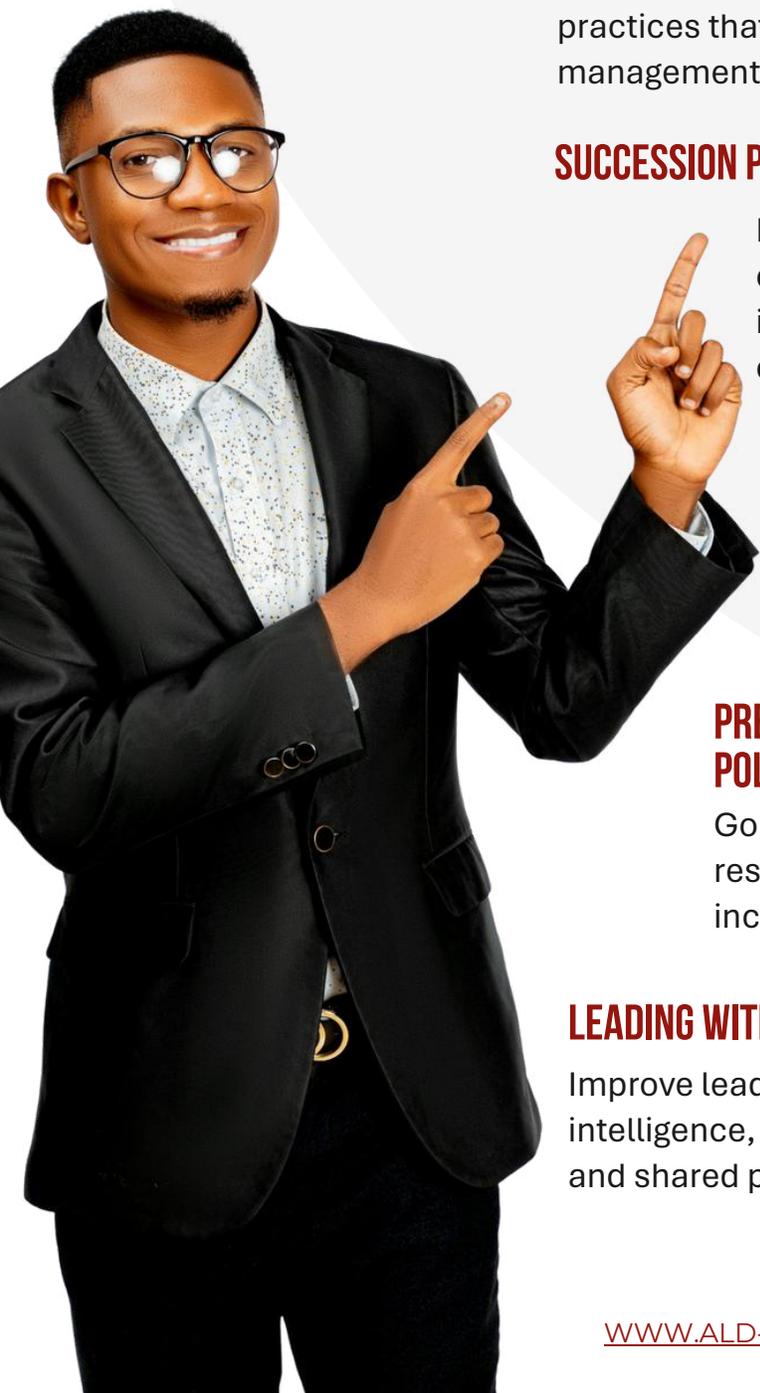
Learn to create and deliver interactive, impactful training by applying adult learning principles and inclusive facilitation strategies.

## **PREVENTION OF SEXUAL HARASSMENT: “WHEN POLICY IS NOT ENOUGH”**

Go beyond compliance by building a culture of dignity, respect, and accountability that supports a safe and inclusive workplace.

## **LEADING WITH AWARENESS**

Improve leadership impact through self-awareness, emotional intelligence, and inclusive practices that build trust, belonging, and shared purpose.





# WHY CHOOSE ALD & ASSOCIATES LLC?

WE BRING DEEP EXPERTISE IN LEADERSHIP, ORGANIZATIONAL DEVELOPMENT, AND HUMAN CAPITAL STRATEGY TO EVERY SESSION. OUR MISSION IS TO **“MAKE TALENT AND TEAMS BETTER”** ONE COURSE, ONE SESSION, ONE TEAM AT A TIME.



**& ASSOCIATES**

MAKING TALENT AND TEAMS BETTER

# READY TO INVEST IN YOUR TEAM'S GROWTH?

Schedule a 30-minute free consultation today.

Email: [info@ald-associates.com](mailto:info@ald-associates.com)

Website: [www.ald-associates.com](http://www.ald-associates.com)

