

Action Resources offers a wide variety of programs customized to meet your objectives. Our programs can be delivered in-person, virtually or blended. Topic areas include:

- Appreciative Inquiry
- Assessments and Profiles
- Business Acumen
- Career Development
- Change Management
- Client Relationship Development
- Coaching Skills
- Communication Skills
- Conflict Management
- Consulting Skills
- Cross-Cultural Communication
- Customer Service
- Diversity
- Emotional Intelligence
- Executive Presence
- Facilitation Skills
- Influencing Skills
- Interview and Selection
- Leadership Development
- Leading Change
- Leading Virtual Teams
- Management Development
- Meeting Management
- Mentoring
- Negotiation Skills
- Networking Skills
- Performance Management
- Presentation/Virtual Presentation Skills
- Problem Solving/Decision Making
- Professional Image/Etiquette
- Project Management
- Resilience
- Sales Training
- Strategic Planning and Thinking
- Team Building
- Time Management
- Work-Life Effectiveness
- Writing Skills/E-Mail Etiquette

#### Additional Services

- Course Design\*
  - Executive Coaching
  - Facilitation of Meetings
  - Organizational Development
- \* Includes adapting classroom based programs into virtual programs