

Educational Offerings from MAXIMUS

Enhance Your Leadership and Teambuilding Skills, Improve Performance

In a special collaboration with Rocky Mountain Human Services, Center for Technical Assistance and Training

As a professional in research support and leadership, you know how important it is to keep current on what is happening in your field as well as be informed about myriad legal, regulatory, and ethical complexities. Moreover, with major changes occurring in the research realm, you will be expected to implement, lead, and embrace these changes with confidence and poise.

The MAXIMUS Higher Education Practice stands ready to support you in your endeavors. In a special collaboration with Rocky Mountain Human Services (RMHS), Center for Technical Assistance and Training (CTAT), we are pleased to offer a number of leadership, teambuilding, and performance-improvement programs that will help you and your colleagues sharpen skills, gain insights, and turn challenges into productive learning opportunities. All programs can be customized to meet your needs.



On the following pages we present our educational offerings.

Educational Offerings

Leadership Development

THE ARTICULATE LEADER

This unique program is designed to help you communicate and influence decisions as an effective and compelling leader and “raise the bar.” You will learn to assess your audience, challenges, and issues; articulate clear, concise messages; and give meaningful peer coaching and feedback that empowers. Two-day workshop; open to individuals and teams.

LEADERSHIP INSTITUTE

Learn a powerful organizing system successfully deployed at NASA and now implemented around the world in many sectors. This program helps teams effectively and compassionately improve teamwork, trust, vision, and accountability. There are three phases, including confidential 360 reviews, a workshop, and customized coaching. Any or all of the phases can be implemented. Online, two-day workshop, and via phone; open to individuals and teams.

RECRUITING, HIRING AND RETAINING EMPLOYEES

Attracting and keeping good employees can be simple to understand and difficult to implement, but one thing’s for sure: it’s personal. Find out how to sell your organization to prospective applicants, ask the right questions during the interview process, and discover why good employees stay. You will learn to strengthen your staff by hiring and retaining the right people. One day; open to individuals and teams.

CUSTOMIZED COACHING

Push forward with your personal and professional goals through customized coaching sessions that focus on areas of your choice, from presentations to career development. By appointment via phone; open to individuals and teams.

Team Development

CONFLICT AS A RESOURCE

In this program we look at conflict from two angles: ways to work with it and ways to learn from it. Both arenas of study provide rich opportunities for personal growth, deepening our relationships with others, and accessing a well of life experience we can continually draw upon. One day; open to individuals and teams.

CRAFTING EFFECTIVE MEETINGS

Address how to plan, organize, direct, and facilitate various kinds of meetings so that you and your stakeholders achieve objectives without wasting time. This program is customized to improve the effectiveness of your specific meetings. One-day, four-hour, and one-hour webinar options; open to individuals and teams.

ASSESSING STRENGTHS TO CREATE A HIGH-PERFORMANCE TEAM

Focusing on naturally powerful talents helps people use them as the foundation of strengths and enjoy personal, academic, and career success. This program is dedicated to guiding everyone on your team towards optimizing their talents. Outcomes include an in-depth analysis of individual and team strengths as well as the ability to find the right fit for the people in your organization by putting them in roles where they can excel. Two-day and one-day options; open to individuals and teams.

RAISING THE BAR TO ACHIEVE MAXIMUM TEAM EFFECTIVENESS AND RESULTS

This customized process will focus on developing and enhancing skills that facilitate team effectiveness and results. Topics include teaming, resolving conflict, thinking out-of-the-box, communicating, partnering, problem-solving, collaborating, and thinking and behaving as a leader (whether you have the title or not). Team Operating Agreements will be developed. Two days; open to teams only.

Performance Improvement

BECOME A CUSTOMER SERVICE SUPER STAR

In this dynamic program, you will learn how to produce and maintain the highest level of customer service and professionalism by elevating your communication, attitude, and actions. Raise the bar to achieve excellence through shared insights, strategies, and secrets of great customer service that are results oriented. Two-day and one-day options; open to individuals and teams.

FOUR STEPS TO IMPROVING EMPLOYEE PERFORMANCE

This workshop teaches a specific form of coaching for anyone who gets work done through others. You will learn to support your employees and help them work towards higher levels of productivity while meeting necessary goals. Two-day workshop; open to individuals, groups of colleagues, and teams.

BOOTSTRAPS FOR PROFESSIONALS

Bootstraps helps you achieve personal goals through changes in the choices you make. It is uniquely relevant to professionals who want to improve their financial stability and take control of their lives. Gain confidence to make changes and learn skills that will allow you to take control of your time, money, health, and energy. Online and in-person workshop options (eight hours total); open to individuals and teams.

BOOST YOUR EMOTIONAL INTELLIGENCE

Studies reveal that it's not what or who we know that determines higher levels of effectiveness, but rather how we act and interact as well as the choices we make socially and emotionally. By experientially exploring various competencies of emotional intelligence, we can learn to predict the future and thereby see our options to change it. This program examines the choices that we make every day and how we can help each other raise our emotional intelligence. Full-day, half-day, and 90-minute webinar options; open to individuals and teams.

To learn more about upcoming programs and how to register, we invite you to contact us.

Contact:

800.709.2747 or highereducationinfo@maximus.com

Visit:

www.maximus.com/higher-education/training

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Center for Technical Assistance & Training

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