



The 5 Minute Countdown Series offers eighty-nine 5-minute online “crash courses” that help you become a more effective and inspirational leader.

Conflict Management

Crisis Management
Expect the Unexpected
Handle Bad Mouthing on the Job
Houston, We Have a Problem!
Lift the Anchor -Set a New Course!
Mediation and Negotiation
See the Person, NOT the problem
Smooth Sailing in Changing Waters
Uncertainty is a Reality
When Facing a Roadblock, Take a Different Road!
Working It Out
Workplace Violence

Decision Making

Decision Trees
Delegate Responsibilities? No Way!
Delegation Works
Instruction Giving
Key Performance Measures
Less Really Is More
Making “S.M.A.R.T.” Goals

Diversity

Disability Awareness
Excel with Diverse Teams

Emotional Intelligence

Analyzing and Observing
Assessing Your Talent
Character DOES Count
Cultivate Resilience
Deadline Pressure
Don't Let Ambiguity Confuse You
Empathy, a Positive Emotion
Read Between the Lines to Empower Yourself
Seizing the Constructive Out of Criticism
Taking Risks
What are My Emotional Band-aids?
Where Did the Time Go?

Interpersonal Skills

5 Minutes Before You Need to Expand Your Skills
Are You a Team Player?
Be Yourself, a True Original
Being People Smart
Creating Your Back-Up Plan
Finding Your Confidence
It's WHO You Know
Maintaining Motivation
Multi-Task
Multi-task Effectively
Nice Guys Finish First
Plan Your Personal Mission
Set Your GPS for Success
Sharpen Your Creativity
Tactfulness
Take Initiative to Succeed
Time Burglar Defense Tactics
Time Management for Supervisors
Triumph Every Time



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Leadership Communication

- Be Your Own Keynote Speaker!
- Diligently Debating
- Efficient Task Reporting
- Humor in the Workplace
- I Didn't Say That
- Inspire Your Audience
- Is Everyone Clear?
- It's All in the Tone!
- Let's Negotiate
- Providing Feedback for Performance Improvement
- Selective Listening
- Set the Direction of Your Next Presentation
- Speak Clearly without Speaking a Word
- That's Not What I Expected
- The Art of Negotiation

Networking

- 5 Minutes Before a Networking Event
- 5 Minutes Before a Public Introduction
- 5 Minutes Before You Need to Remember Names
- Why Network?

Team Building

- Capitalizing on Organization
- Coaching Management, Positive Results
- From Peer to Boss, Now What?
- Identifying Training Needs to Avoid the Skills Gap
- Keep the Meeting Moving
- Be Yourself, a True Original!
- Managing Expectations
- Managing Team Dynamics
- Motivate the Team
- Treat Employees Like Customers?
- Winning with Strategic Hiring
- Wow Your Stakeholders

Vision

- Best Leader In You
- Critical Observation
- Develop Your Career Vision
- Embracing Change
- Make Limitless Ideas Possible!
- Move Forward or Get Out of the Way
- See It -Create It!