



## **Seminars and Workshops**

**Educate. Entertain. Elevate. And invigorate.**

### **Organize You, Organize Your Office**

Join us on the journey to getting your office or home organized. Forget the "To-Do" list -- just get to it, your way, and get it done. We work with you to identify your organizational deltas and give you the Core Four™ tools to create an organizational system that works for you.

This one-hour session is great for a lunch 'n' learn, networking group, or as an add-on component to a conference.

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### **The 'Four Ways' System™**

In this participant-centered, interactive workshop you will learn to be more successful at everything you do -- how to work more productively in teams, and how to function more effectively in times of change.

This three-hour session is an excellent initial introduction to enhanced communications within your team or for customer service. There are multiple options for future training outcomes based on a company's specific needs.

### **Communication Essentials Series**

Breaking through communication barriers will alleviate stress and increase work place efficiencies. Individuals work better together when everyone is understood. But how do we begin when what we hear and what is said seems to conflict?

This essentials workshop can be catered to your organization's needs. Some topics in this seminar include:

#### Did He/She Really Just Say That?

- > Working with diverse personalities - how to speak and be heard
- > How to listen more effectively
- > What you see & what you Hear
- > How to say 'No' without ever saying 'No'

#### What You're Saying without Saying a Word

- > Email – etiquette, efficiencies, and the hidden gems
- > Identifying 'your' stressors
- > The Stress Test reveals...
- > Customizing your plan to reduce the stress



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### **Ignite the Passion – Motivating your sales and service team**

We are all individuals who have different needs, joys, values, and strengths and when you understand these components, which make up the way individuals view the world, then you can more effectively communicate and motivate them in yours.

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### **Front end - Full circle Service: Client Retention at its Best**

Learn how to brand your name on the golden rules of client retention. Understand customers and learn how to communicate with them more effectively.

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### **Office Essentials: The True Speed of Time**

In this fun, interactive program we build a truthful 'day-in-the-life' chart for attendees, and delve into the full scope of tools needed to alleviate the pressure of 'too much to do.'

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### **Project Management: Let Me Do What I Do Best**

This course examines essential relationship-building skills that help individuals develop functional, effective strategies for optimum project execution. In this session participants will learn communication styles and how to effortlessly understand the working styles of those on your team and how to use them to your advantage.

\* kAos Group is a Certified Training company of The Four Ways System™.

kAos Group's founder, Deanne Kelleher, is an accomplished trainer and sought-after public speaker. She shares her insight into how functional, healthy workplaces are designed and how individuals can be highly successful while enjoying a balanced life.

To learn more about kAos Group seminars and workshops email us at [info@kaosgroup.com](mailto:info@kaosgroup.com).