

**THE 4 ESSENTIAL ROLES OF LEADERSHIP™**

- Develop leaders who can think big, adapt quickly, and translate strategy into meaningful work.
- Most valuable where leaders can make a difference by inspiring trust, creating vision, executing strategy, and coaching potential.

2 day course

**THE 5 CHOICES TO EXTRAORDINARY PRODUCTIVITY®**

- Helps people master time management for the 21st century.
- Most valuable for people who need to make the highest-impact choices about where to invest time, attention, and energy.

1 or 2 day course - typically delivered in a single day

**THE 6 CRITICAL PRACTICES FOR LEADING A TEAM™**

- Equips first-level leaders with the essential skills and tools to get work done with, and through, other people.
- Successfully transition new first-level leaders from individual contributors to leaders of others.

1 day course

**THE 7 HABITS FOR MANAGERS®**

- Develops essential mindsets, skillsets, and toolsets to get work done with and through others.
- Most valuable when needing to build the leadership pipeline at the frontline-leader level.

2 day course

**THE 7 HABITS LEADER IMPLEMENTATION: COACHING YOUR TEAM TO HIGHER PERFORMANCE**

- Helps leaders model the 7 Habits and create conditions where their team members work together more effectively.
- Most valuable for teams and organizations that want to build a culture of effectiveness.

1 day course - 7 Habits Signature is a prerequisite

**THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE® FOUNDATIONS**

- Builds the fundamentals of personal effectiveness.
- Most useful when people need an introduction to increasing emotional intelligence, including self-management and interpersonal skills.

1 day course

**THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE®: SIGNATURE EDITION 4.0**

- Increases personal effectiveness.
- Most useful for organizations/individuals who want to increase emotional intelligence, interpersonal communication, and teamwork.

2 or 3 day course



CREATE A SHARED VISION AND STRATEGY™

- A stand-alone module that is part of the new 4 Essential Roles of Leadership suite.
- Clearly define where your team is going and how they are going to get there.

1/2 day course - a module of 4 Essentials Roles of Leadership (4ERL)



EXECUTE YOUR TEAM'S STRATEGY AND GOALS™

- A stand-alone module that is part of the new 4 Essential Roles of Leadership suite.
- Use disciplined processes to consistently achieve results with, and through, others.

1/2 day course - a module of 4 Essential Roles of Leadership (4ERL)



FIND OUT WHY™: THE KEY TO SUCCESSFUL INNOVATION

- Helps individuals and leaders at every level understand why customers make the choices they do.
- Design solutions that deliver what customers are looking for—their “Job to Be Done.”

1 day course



FRANKLINCOVEY ACCELERATORS®

- Self-paced versions of FranklinCovey's most popular courses.
- Each one-hour eLearning module includes videos, animation, assessments, exercises, and downloadable toolkits.

Not a course - eLearning modules eligible for CEU's



FRANKLINCOVEY INSIGHTS®

- Video-based, 10- to 20-minute, single-point lessons.
- Any passholder can easily use these short and compelling videos in everyday work situations to reframe, provoke ideas, build relationships, and teach or reinforce skills.

Not a course - eLearning modules, bite-sized



INSPIRE A CULTURE OF TRUST™

- A stand-alone module that is part of the new 4 Essential Roles of Leadership suite.
- Be the credible leader others choose to follow—one with both character and competence.

1/2 day course - a module of 4ERL



INTRODUCTION TO THE 4 ESSENTIAL ROLES OF LEADERSHIP™

- A stand-alone module that is part of the new 4 Essential Roles of Leadership suite.
- Introduces leaders to the core framework for leadership effectiveness.

1/2 day course - a module of 4ERL



JHANA

- Bite-size content and learning tools for managers and leaders.
- Just-in-time, “topic-specific” leadership and management content, as well as best practices and tips, in an easily digestible format.

Not a course - a microlearning resource library



LEADERS@CHANGE

- Helps leaders successfully guide their teams through change.
- Most valuable for people and organizations that are suffering from an overload of new initiatives and unexpected events.

1 day course - an update will be released in September 2021



LEADING AT THE SPEED OF TRUST®

- Helps leaders increase their personal credibility, practice specific behaviors that increase trust, and improve organizational trust.
- Most valuable in organizations that need to create a measurable culture of high trust.

1 or 2 day course



LEADING CUSTOMER LOYALTY®

- Helps leaders increase employee engagement and provides tools and processes to continuously improve customer experiences.
- Most valuable for organizations that seek to create a culture of loyalty with employees and customers.

1 day course for leaders for a 1/2 day supplement for their teams



MANAGING MILLENNIALS

- Helps managers unleash the creativity and potential of the Millennial generation in the workplace.
- Valuable for organizations experiencing challenges retaining Millennial talent.

1 day course - strongly recommend Unconscious Bias instead to address generations in a more relevant way



MEETING ADVANTAGE™

- Helps leaders and teams optimize the time and energy invested in meetings by providing clear guidelines on what to do before, during, and after each meeting.
- Most valuable for organizations where meetings are perceived as “wasteful” or “unproductive.”

1/2 or 1 day course



MILLENNIALS@WORK

- Helps Millennials navigate the world of work and understand how to be successful through their lens of the world.
- Most useful for organizations that want to engage Millennials and leverage their creativity and potential.

1/2 day course - strongly recommend Unconscious Bias instead to address generations in a more relevant way



MULTIPLIERS®: HOW THE BEST LEADERS IGNITE EVERYONE'S INTELLIGENCE

- Helps leaders harness all the energy and capability of their teams.
- Enables leaders to prompt deep learning and growth in others and achieve better results together.

1 day course



PRESENTATION ADVANTAGE®

- Helps people communicate effectively, whether with one or one hundred people.
- Most useful for people and organizations that seek to better inform, influence, and persuade others in today's knowledge-based world, live or virtually.

1 or 2 day course - 2 days allows learners to actually practice giving presentations and receive feedback



PROJECT MANAGEMENT ESSENTIALS FOR THE UNOFFICIAL PROJECT MANAGER®

- Helps today's knowledge workers learn how to master informal authority with project teams and implement a disciplined process to complete projects with quality results.
 - Most valuable in organizations that need to improve effectiveness of everyday, cross-functional project work.
- 1 or 2 day course - 2 day course allows learners to make progress on an actual project



SPEED OF TRUST® FOUNDATIONS

- Helps individuals build strong foundations of self and relationship trust.
- Most useful for organizations that seek to improve open communication, creativity, and engagement.

1 day course



UNCONSCIOUS BIAS: UNDERSTANDING BIAS TO UNLEASH POTENTIAL™

- Recognize the impact of bias on behaviors, decisions, and performance.
- Explore bias and create ways to face bias with courage, ensuring everyone is respected, included, and valued.

1 day course



UNLEASH YOUR TEAM'S POTENTIAL THROUGH COACHING™

- A stand-alone module that is part of the new 4 Essential Roles of Leadership suite.
- Unleash the ability of each person on your team to improve performance, solve problems, and grow their careers.

1/2 day course - a module of 4ERL



WHAT THE CEO WANTS YOU TO KNOW: BUILDING BUSINESS ACUMEN™

- Helps people easily understand the mechanics of their organization's money-making model.
- Most useful for helping people understand the story financials tell and how they contribute to the bottom line.

1 day course



WRITING ADVANTAGE™

- Helps people express ideas and critical messages clearly and concisely.
- Most valuable for organizations that want consistently high standards of written communication for greater actions and results.

1 or 2 day course

FRANKLINCOVEY LIVECLICKS® COURSE SUMMARIES



LiveClicks webinar workshops put the high-quality instruction of FranklinCovey in-person training into convenient virtual work sessions.

LiveClicks webinar workshops are presented live-online by a FranklinCovey consultant or a certified facilitator within your organization. Engaging and interactive, LiveClicks webinar workshops offer compelling content, award-winning videos, engaging activities, and live communication with the instructor. LiveClicks is also great option for a blended-learning experience or reinforcement training. Plus, we can build custom webinars that meet your specific needs.

LiveClicks webinar workshops deliver training previously unavailable due to time, distance, budget and travel constraints. You can reach more workers and new geographies while saving time, money, and resources.

KEY BENEFITS:

- Continue learning and develop initiatives when travel isn't an option.
- Learners experience FranklinCovey training from anywhere, live-online.
- Transformational impact and reach without geographical barriers.

GET CERTIFIED TODAY

Facilitators utilize preloaded virtual classrooms for the FranklinCovey content they choose to teach. Virtual meeting rooms are equipped with all of the resources needed to facilitate webinar sessions including videos, presentation slides, facilitator scripts, polling and chat questions, downloads, and much more. We also provide facilitators with onboarding tools and coaching to help ensure seamless and successful webinar facilitation.



No travel required



Decrease time
away from work



Train more
employees

***2 hour programs are only available via FranklinCovey's LiveClicks platform and do not have hard copy materials - facilitator guides are available in LiveClicks and participants receive a downloadable toolkit.**
****Multi-session courses can be delivered via whatever webinar platform you are most comfortable in - MSTeams, Zoom, WebEx, etc.**

BUSINESS ACUMEN

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|--|---|---|---|---|---|
| <i>What the CEO Wants You to Know: Building Business Acumen</i> |  3 x 90-minute sessions | <ul style="list-style-type: none"> Helps people easily understand the mechanics of their organization's money-making model. Most useful for helping people understand the story financials tell and how they contribute to the bottom line. |  |  |  |

COMMUNICATION

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|---|---|---|---|---|---|
| <i>Business Writing Skills: Getting Your Point Across With Power and Influence</i> |  2 hours | <p>Established set writing standards help increase productivity, resolve issues, avoid errors, and heighten credibility.</p> <ul style="list-style-type: none"> Learn how to write faster and with more clarity. Gain skills for revising and fine-tuning every kind of document. |  |  |  |
| <i>Presentation Advantage®</i> |  3 x 90-minute sessions | <ul style="list-style-type: none"> Helps people communicate effectively, whether with one or one hundred people. Most useful for people and organizations that seek to better inform, influence, and persuade others in today's knowledge-based world, live or virtually. |  |  |  |
| <i>Writing Advantage®</i> |  3 x 90-minute sessions | <ul style="list-style-type: none"> Helps people express ideas and critical messages clearly and concisely. Most valuable for organizations that want consistently high standards of written communication for greater actions and results. |  |  |  |

CONFLICT MANAGEMENT

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|---|--|--|-----|---|---|
| <i>The 3rd Alternative: Conflict Resolution</i> |  2 hours | <ul style="list-style-type: none"> Discover four paradigms that lead to win-win results in any conflict situation. Defuse conflict and strengthen relationships even when they are threatened by deep differences. | |  |  |

CUSTOMER FOCUS

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|---|---|---|---|---|---|
| <i>Helping Clients Succeed®: Closing the Sale®</i> |  3 x 90-minute sessions | <ul style="list-style-type: none"> Sell with the intent to achieve win-win outcomes. Skillfully create the conditions for good decision-making in every client meeting. | | |  |
| <i>Helping Clients Succeed®: Filling Your Pipeline®</i> |  3 x 90-minute sessions | <ul style="list-style-type: none"> Helps salespeople increase the quality and quantity of their sales pipeline. Most useful for creating a customer-focused culture and increasing sales accountability. | | |  |
| <i>Helping Clients Succeed®: Qualifying Opportunities®</i> |  3 x 90-minute sessions | <ul style="list-style-type: none"> Quickly identify real opportunities and decrease pipeline friction by eliminating weak ones. Creates a specific call plan that addresses key client issues—nothing more and nothing less. | | |  |
| <i>Leading Customer Loyalty®</i> |  3 x 90-minute sessions | <ul style="list-style-type: none"> Helps leaders increase employee engagement and provides tools and processes to continuously improve customer experiences. Most valuable for organizations that seek to create a culture of loyalty with employees and customers. |  |  |  |

EXECUTION

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|---|--|--|-----|-----|------|
| The 3rd Alternative: Conflict Resolution |  2 hours | <ul style="list-style-type: none"> Discover four paradigms that lead to win-win results in any conflict situation. Defuse conflict and strengthen relationships even when they are threatened by deep differences. | | ● | ● |
| Execute Your Team's Strategy And Goals |  3 hours | <ul style="list-style-type: none"> A stand-alone module that is part of the new <i>4 Essential Roles of Leadership</i> suite. Use disciplined processes to consistently achieve results with, and through, others. | | ● | ● |

INCLUSION AND ENGAGEMENT

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|---|---|---|-----|-----|------|
| Unconscious Bias: <i>Understanding Bias to Unleash Potential™</i> |  4 X 75-minute sessions | <p>Bias is a natural part of the human condition, of how the brain works. It affects how we make decisions, engage with others, and respond to various situations and circumstances, often limiting potential. Discover how to notice and adjust for bias, cultivate meaningful connections, and act with courage to make real change.</p> <ul style="list-style-type: none"> Recognize the impact of bias on behaviors, decisions, and performance. Increase empathy and curiosity in personal interactions to surface and explore bias. Explore ways to face bias with courage and create the space where everyone is respected, included, and valued. Commit to actions to address the biases that limit individual performance and the performance of others. | ● | ● | ● |

INNOVATION/CREATIVITY

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|--|---|---|-----|-----|------|
| The 3rd Alternative: Innovation |  2 hours | Learn how to practice rapid prototyping and countertyping to leverage the rich thinking of your team. | | ● | ● |
| Find Out WHY: <i>The Key To Successful Innovation®</i> |  3 x 90-minute sessions | <ul style="list-style-type: none"> Helps individuals and leaders at every level understand why customers make the choices they do. Design solutions that deliver what customers are looking for—their Job to Be Done. | | ● | ● |

PERSONAL PRODUCTIVITY

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|---|--|---|-----|-----|------|
| The 5 Choices to Extraordinary Productivity® |  3 x 90-minute sessions or 6 x 90-minute sessions | <ul style="list-style-type: none"> Helps people master time management for the 21st Century. Most valuable for people who need to make the highest-impact choices about where to invest time, attention, and energy. | ● | ● | ● |
| The 7 Habits of Highly Effective People®: <i>Signature Edition 4.0—Jump Start, Habit(s) 1-3</i> |  2 hours | <p>Participants learn effective time-management skills, including planning and prioritization skills, balancing key priorities, and using planning tools effectively.</p> <ul style="list-style-type: none"> Learn to take initiative and manage change. Define a personal mission, vision, and values. | ● | ● | ● |

PERSONAL PRODUCTIVITY

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|--|--|---|-----|-----|------|
| <i>The 7 Habits of Highly Effective People®:</i> <i>Signature Edition 4.0—Jump Start, Habit(s) 4-7</i> |  2 hours | Apply effective interpersonal communication techniques to build high-trust and productive relationships. <ul style="list-style-type: none"> • Collaborate and solve problems. • Sharpen the Saw® by learning continuously and achieving life balance. | ● | ● | ● |
| <i>Time Management Fundamentals:</i> Powered by <i>The 5 Choices to Extraordinary Productivity®</i> |  2 hours | Participants learn the skills necessary to consciously discern the important from the less and not important, and the planning systems that will keep them focused and feeling accomplished at the end of every day. <ul style="list-style-type: none"> • Take control over your time. | ● | ● | ● |
| <i>Time Management for Microsoft® Outlook®:</i> Powered by <i>The 5 Choices to Extraordinary Productivity®</i> |  2 hours | An electronic avalanche of email, and the dings, pings, and blue preview screens that hijack our attention are threatening our productivity in an unprecedented way. <ul style="list-style-type: none"> • Leverage technology and fend off distractions by optimizing Microsoft Outlook to boost productivity. | ● | ● | ● |

PROBLEM SOLVING

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|--|--|---|-----|-----|------|
| <i>The 3rd Alternative:</i> Decision Making |  2 hours | This LiveClicks session will help you apply four steps for making robust decisions. | | ● | ● |
| <i>The 3rd Alternative:</i> Negotiation |  2 hours | Learn to distinguish the four steps of haggling from the four steps of synergizing for deals that delight everyone. | | ● | ● |
| <i>The 3rd Alternative:</i> Problem Solving |  2 hours | Discover how synergy is key to problem solving. | | ● | ● |

PROJECT MANAGEMENT

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|---|---|---|-----|-----|------|
| <i>Project Management Essentials for the Unofficial Project Manager®</i> |  3 x 90-minute sessions | <ul style="list-style-type: none"> • Helps today's knowledge workers learn how to master informal authority with project teams and implement a disciplined process to complete projects with quality results. • Most valuable in organizations that need to improve effectiveness of everyday, cross-functional project work. | ● | ● | ● |
| <i>Introduction to Project Management Essentials</i> |  2 hours | Don't go over budget or past deadlines again. <ul style="list-style-type: none"> • Participants learn to use proven methods for keeping projects on schedule and on budget, increase buy-in to avoid unnecessary delays, and rework, recognize, and avoid potential "hot spots." • Use tools for increasing collaboration, communication, and accountability. | ● | ● | ● |

STRATEGIC LEADERSHIP

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|--|---|--|-----|-----|------|
| <i>The 4 Essential Roles of Leadership®</i> |  6 x 90-minute sessions | <ul style="list-style-type: none"> Achieve greater results by mastering <i>The 4 Essential Roles of Leadership</i>. Most valuable where leaders can make a difference by inspiring trust, creating vision, executing strategy, and coaching potential. | | ● | ● |

TALENT DEVELOPMENT

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|---|---|--|-----|-----|------|
| <i>The 6 Critical Practices for Leading a Team™</i> |  6 x 60-minute sessions | <ul style="list-style-type: none"> Equips first-level leaders with the essential skills and tools to get work done with, and through, other people. Successfully transition new first-level leaders from individual contributors to leaders of others. | | ● | ● |
| <i>The 7 Habits For Managers®</i> |  6 x 90-minute sessions | <ul style="list-style-type: none"> Develops essential mindsets, skillsets, and toolsets to get work done with and through others. Most valuable when needing to build the leadership pipeline at the frontline-leader level. | | ● | ● |
| <i>The 7 Habits® Leader Implementation: Coaching Your Team to Higher Performance</i> |  3 x 90-minute sessions | <ul style="list-style-type: none"> Helps leaders model the 7 Habits and create conditions where their team members work together more effectively. Most valuable for teams and organizations that want to build a culture of effectiveness. | | ● | ● |
| <i>The 7 Habits of Highly Effective People® Foundations</i> |  3 x 90-minute sessions | <ul style="list-style-type: none"> Builds the fundamentals of personal effectiveness. Most useful when people need an introduction to increasing emotional intelligence, including self-management and interpersonal skills. | ● | ● | ● |
| <i>The 7 Habits of Highly Effective People®: Signature Edition 4.0</i> |  6 x 2 hours sessions or 9 x 90-minute sessions | <ul style="list-style-type: none"> Increases personal effectiveness. Most useful for organizations/individuals who want to increase emotional intelligence, interpersonal communication, and teamwork. | ● | ● | ● |
| <i>Introduction to The 4 Essential Roles of Leadership</i> |  2 hours | <ul style="list-style-type: none"> A stand-alone module that is part of the new <i>4 Essential Roles of Leadership</i> suite. Introduces leaders to the core framework for leadership effectiveness. | | ● | ● |
| <i>Multipliers®: How the Best Leaders Ignite Everyone's Intelligence</i> |  4 x 90-minute sessions | The best leaders are Multipliers who bring out the intelligence in others. Discover how to become a Multiplier and deliver higher performance by accessing and growing the capabilities of the people around you. | | ● | ● |
| <i>Unleash Your Team's Potential Through Coaching®</i> |  2 hours | <ul style="list-style-type: none"> A stand-alone module that is part of the new <i>4 Essential Roles of Leadership</i> suite. Unleash the ability of each person on your team to improve performance, solve problems, and grow their careers. | | ● | ● |

TRUST/INTEGRITY

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|--|---|---|-----|-----|------|
| Inspire a Culture Of Trust™ |  2 hours | <ul style="list-style-type: none"> • A stand-alone module that is part of the new <i>4 Essential Roles of Leadership</i> suite. • Be the credible leader others choose to follow—one with both character and competence. | | ● | ● |
| Leading at the Speed of Trust® |  6 x 90-minute sessions | <ul style="list-style-type: none"> • Helps leaders increase their personal credibility, practice specific behaviors that increase trust, and improve organizational trust. • Most valuable in organizations that need to create a measurable culture of high-trust. | | ● | ● |
| Organizational Trust: Building a High-Trust Organization |  2 hours | Trust makes business move faster, lowers costs, and enhances relationships. Learn how to build a high-trust organization as well as how to recover when trust is impaired. | | ● | ● |
| Relationship Trust: Building Strong Teams and Relationships at Work |  2 hours | Learn how to develop the character and behaviors of a high-trust team, and how to create strong relationships across the organization. | | ● | ● |
| Self Trust: Increasing Your Personal Credibility |  2 hours | Learn the 4 Cores® of a trustworthy character and practice 13 Behaviors® that build trust. | | ● | ● |
| Speed of Trust® Foundations |  3 x 90-minute sessions | <ul style="list-style-type: none"> • Helps individuals build strong foundations of self and relationship trust. • Most useful for organizations that seek to improve open communication, creativity, and engagement. | | ● | ● |

VISION/PURPOSE

| TITLE | DURATION | OBJECTIVES | PEP | AAP | AAP+ |
|---|--|--|-----|-----|------|
| Create a Shared Vision and Strategy® |  2 hours | When leaders are visionary and strategic, they help the organization achieve its most critical priorities. | | ● | ● |