

VISIT

[GRAVITYLEARNING.COM](https://www.gravitylearning.com)

**FOR THE FULL OFFERING,
PERSONALIZATION OPTIONS,
AND WHAT MAKES US
SPECIAL.**

*2-hour hands-on workshops
Customized for your needs*



Management & Leadership

- ➔ Change Management
- ➔ Accountability: Getting and Holding
- ➔ Leading Fantastic Meetings
- ➔ The New Manager - Hit the Ground Running
- ➔ Strategic Thinking and Problem Solving
- ➔ Dealing with Difficult Employee Situations
- ➔ Coaching & Guided Problem Solving
- ➔ Goal Setting – SMARTER than SMART
- ➔ Give and Receive Effective Feedback
- ➔ Setting Clear Expectations
- ➔ Remote & Hybrid Team Leadership
- ➔ Performance Reviews for Growth
- ➔ Succession Planning - Create Career Paths
- ➔ Manage Team Conflict
- ➔ Interview to Hire Your Dream Employee

Next-Level Work Skills

- ➔ Time Management
- ➔ Project Management for Non-Project Managers
- ➔ Project Management and Risk Management
- ➔ Emotional Management & Relationship Management
- ➔ Discover Needs and Build Trust
- ➔ Decision Making & Creative Problem Solving Growth
- ➔ Mindset – Pivot Away From “Can’t”
- ➔ The Art of Influence
- ➔ What Leaders Really Want - Self Leadership!

Communication

- ➔ Storytelling to Persuade
- ➔ Writing for Clarity and Impact
- ➔ Assertive Communication - Modernized!
- ➔ Conflict Resolution & De-Escalation
- ➔ Courageous Conversations
- ➔ Psychology of PowerPoint

For more information:
www.gravitylearning.com



CALL US
415.273.9772

Data & Business Intelligence

- ➔ Introduction to Data and Business Intelligence
- ➔ Power Pivot – a Powerful Excel Add-In
- ➔ Power BI: Turn Spreadsheets into Dashboards
- ➔ Power Query - Powerful Data Modeling
- ➔ Power Apps – Quickly Build Powerful Mobile Apps
- ➔ Automation – Workflows for Confidence & Freedom
- ➔ Tableau

Teaching & Learning Design

- ➔ Remote Teaching for Engaged & Active Participants
- ➔ Teach Through the Fluff: Psychology of Great Learning
- ➔ Next-Level Learning Design
- ➔ Experiential Learning: Bring Life into the Classroom
- ➔ Measure Learning – All the Way to ROI
- ➔ Create eLearning and Video Learning

Multi-Session Series

Let Gravity design a custom learning solution to fit your needs.

Our learning design gets an average of 180% better “on the job” application, and we *prove it* by measuring all the way up to ROI.

Spreadsheets & Data

- ➔ “Next Level” Spreadsheets - Pivot Tables and More
- ➔ Excel for People Already Good at Excel
- ➔ Spreadsheet Basics
- ➔ Intro to Business Data Analysis
- ➔ Data Modeling for Better Business Decisions
- ➔ Building Dashboards for Visual Data

Office & Productivity Software

- ➔ Time Management with Outlook
- ➔ PowerPoint / Google Slides
- ➔ Microsoft Project
- ➔ SharePoint
- ➔ MS Teams
- ➔ MS Teams for Project Managers
- ➔ The Psychology of PowerPoint
- ➔ Presenting for Impact



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415.273.97