

Infinite ChoicesSM

Overview

Infinite ChoicesSM is a library of over forty, three-hour stand alone modules. This structure provides a flexible solution for organizations desiring to implement and sustain performance-focused training that supports their business strategies and plans.

Flexibility

Infinite ChoicesSM makes it easy for organizations to pick and choose modules that support specific performance needs in their workplace.

Each module enables participants to learn and apply one skill or competency at a time. This laser approach to skill acquisition eliminates “overload” and wasted training time.

Infinite ChoicesSM modules provide the flexibility to assemble modules into various series that build either role-specific skills or personal development skills.

Learning Process

Each module is designed to provide the participant with the knowledge, skills and confidence to effectively apply the new skill on the job.

Experiential activities provide participants the opportunity to practice and hone the skill in the protected training environment.

Application activities set the stage for transitioning the new skill from the training room to the job. Participants leave the training with confidence and competence.

The Clusters

Infinite ChoicesSM modules are divided into four clusters:

- Managing and Leading Others
- Communicating with Others
- Personal Performance
- Business Processes

Managing and Leading Others

Choose from an array of modules spanning all aspects of management and leadership. Sample topics include interviewing, coaching, addressing performance problems, appraising performance, leading teams, leading change, ethical applications of power and authority, and retaining top performers.

Communicating with Others

Choose from modules covering the breadth of interpersonal communication skills necessary for success in the workplace. Topics range from dealing with different interpersonal styles, handling conflict, assertiveness, presentation skills, diversity, providing and receiving feedback, effective email and voicemail, conducting meetings, and negotiation skills.

Personal Performance

Choose from modules dealing with other important skills for personal success. Topics include personal accountability, business finance, managing stress, maintaining personal focus, contributing to successful teams, and supporting change.



Business Processes

Choose from modules contributing to the success of individual and organizational processes. Topics include problem solving, decision making, managing your work as a project, fundamentals of a process-based organization, process mapping, budgeting and lean thinking.

Materials

Participants receive workbook materials for each *Infinite Choices*SM module. Each workbook contains succinct, clear introductions, forms, process descriptions, job aids and application activities.

Program Delivery Options

*Infinite Choices*SM can be conducted by Infinite Learning's facilitators who have extensive training and business experience. Each is skilled in providing a stimulating and participative learning experience.

Train the Trainer workshop is available to certify client internal facilitators to deliver the training.

Custom Modules

*Infinite Choices*SM allows for customization as desired. Infinite Learning has the resources to custom design modules for client-specific learning needs.

In addition, the three-hour format allows modules to be expanded up to four hours for additional skill practice, inclusion of client-specific content, and/or an executive welcome.

Infinite Learning
North American Headquarters
2100 E. Maple Rd. Suite 250
Birmingham, MI 48009
Phone 248.637.8111 Fax 248.637.8139