

# SYNCLX

# COURSE CATALOGUE

A Breakdown of SyncLX's Content Offerings

## Index

Synopsis.....	2
Library Snapshot.....	3
<b>Full Course List.....</b>	<b>5</b>
Leadership.....	6
Diversity & Inclusion.....	9
Wellness.....	11
Safety.....	12



# PROFESSIONAL DEVELOPMENT

## Content Designed for Your Business

*Content That Unlocks The Power of Your People To Achieve*

Most training is neglected, disliked, and forgotten. Your team will use, enjoy, and apply SyncLX's content in either your Learning Management System (LMS) or ours.

*"SyncLX's courses are the employees' favorite within our entire learning library!"*

~Steffanie B, L&D Specialist at Toyota



## CONTENT STRUCTURE

Each course follows this proven proprietary learning process:

- The Lesson:** engaging 10-15 minute micro-learning lessons.
- The Anchor:** reflection questions that personalize the learning making it stick.
- The Take Action:** assignment that ensures the learning is put into action
- The Journal:** writing that cements the learning.
- The Nudge:** digital nudges to reinforce the learning (optional)



All content can be delivered in the following ways:

- Digital Courses
- Interactive Presentations (1-2 hours via virtual or in-person)
- Workshops (half or full day via virtual or in-person)

## CONTENT PRICING

### SyncLX Subscription

- Unlimited access to courses
  - Discounts for 5+ users
- \$50 Per Month (Per Person)**

### LMS Content License

- One-time fee
  - Discounts for 5+ courses
- \$2,500 Per Course**

### Presentation & Workshops

- Virtual or in-person
  - From 1-hour to full day
- Contact For Pricing**

**Want a custom course?** We can help. 70% of the work we do is customizing digital content for clients big and small.

Explore a couple of client projects **HERE:** • [Home Depot](#) • [Corning](#) • [iTech](#)

**JOIN HUNDREDS OF SATISFIED CLIENTS AND CONTACT US TODAY:**

# CONTENT CATEGORIES

726

Custom Courses Delivered

302

Happy Clients

46,327

Custom Courses Delivered

\*All content below can be delivered via digital courses, virtual presentations, and workshops

## COURSE CATEGORIES



LEADERSHIP



DIVERSITY & INCLUSION



WELLNESS



SAFETY

## CATEGORY #1: LEADERSHIP



### DEVELOPING ESTABLISHED LEADERS

#### CONTENT INCLUDES:

- Improving Employee Engagement
- Building Lasting Trust
- Driving A Culture of Accountability
- Managing Millennials and Gen Z
- Navigating Difficult Conversations
- Delivering Feedback (Radical Candor)
- Amplifying Emotional Intelligence
- Leading Remote Team

AND MANY MORE >>

**MOST POPULAR:** The Foundation of Leadership (*Getting Back to Basics*)

**BRAND NEW:** Why Emotional Intelligence Is the Future of Leadership & How to Raise Your EQ

### GROWING FUTURE LEADERS

#### CONTENT INCLUDES:

- Balancing High-Tech & High-Touch
- Establishing Mental Resilience
- Strengthening Work Ethic
- Establishing Work-Life Harmony
- Receiving and Delivering Feedback
- Perfecting First Impressions
- Communicating with Clarity
- Mastering Time Management

AND MANY MORE >>

**MOST POPULAR:** From Friend To Boss - Maintaining Connections While Developing Influence

**BRAND NEW:** The Thriving Introvert - How To Leverage Introversion In Powerful Ways

### EXECUTIVE LEADERS

#### CONTENT INCLUDES:

- Achieving Authenticity
- Rethinking Stress Management
- Driving an Inclusive Culture
- Identifying & Developing Leaders
- Stimulating Innovation
- Casting Compelling Vision

AND MANY MORE >>

## CATEGORY #2: DIVERSITY & INCLUSION



### CONTENT INCLUDES:

- Establishing Psychological Safety
- Working Inclusively Across Generations
- Understanding Unconscious Bias
- Preventing Microaggressions
- Building Allyship
- Science and Significance of Inclusion

AND MANY MORE>>

**MOST POPULAR:** Generations University | Closing The Generation Gap At Work

**BRAND NEW:** Emerging Women Development Program | Mastering The First Five Years, 10 Lessons That Ensure Promotion

## CATEGORY #3: WELLNESS



### CONTENT INCLUDES:

- Establishing Self-Care
- Managing Stress
- Developing Mental Resilience
- Creating Healthy Tech Boundaries
- Practicing Mindfulness
- Embracing Gratitude
- Navigating Difficult Relationships
- Finding Work/Life Harmony

AND MANY MORE>>

**MOST POPULAR:** Lessen Loneliness and Boost Belonging at Work

**BRAND NEW:** Emerging Women Development Program | Mastering The First Five Years & 10 Lessons That Ensure Promotion

## CATEGORY #4: SAFETY



### CONTENT INCLUDES:

- Making Reactive Decisions
- Safety Ergonomics
- Preventing Communication Breakdowns
- Trusting Your Gut (Safety Intuition)
- Asking for Help
- Fit for Duty Emotional, Mental & Physical

AND MANY MORE>>

## YOUR NEXT STEPS

The journey towards creating a unique, results-driven, and memorable learning experience for your teams is simple.

1. Schedule an intro call with the SyncLX team.
2. We'll provide a detailed proposal and scope of work.
3. We get to work.



Learn more at [SyncLX.com](https://SyncLX.com) or watch the [Intro Video](#).

Be sure to check out **The Future of Learning and Development** podcast where SyncLX Partners interview leading L&D leaders about the future of learning. [Click Here](#) to listen.



# INDEX

## SyncLX's Full Content List

### Content

	<b>Leadership</b> .....	6
Established Leader Content (Mid To Senior Level Leaders).....		6
Growing Future Leaders.....		7
Executive Leadership (Those In Director To VP Roles).....		8
Emerging Women Development Program (Entry-Level Female Professionals).....		8
	<b>Diversity &amp; Inclusion</b> .....	9
Generations University (GenU).....		10
“Managing” Millennials and Gen Z (Setting Emerging Professionals Up For Success).....		10
	<b>Wellness</b> .....	11
Mindset Training - 5-Keys To Mental Toughness (Based On Sport Science).....		11
	<b>Safety</b> .....	11
Safety Soft Skills.....		11
Toolbox Talks.....		12

Here is SyncLX's full content list. **Don't see what you need?**

Enter your desired topic in the text box and we will build it for your team:

**Desired Topics:**

Check the boxes of the topics that you are interested in considering. Save the document and click send to the button below. One of our SyncLX representatives will be in touch to discuss next steps & review pricing.

**Reminder:** All content below can be delivered via digital courses, presentations, and workshops (virtual or in-person).

## LEADERSHIP



### ESTABLISHED LEADER CONTENT (Mid To Senior Level Leaders )

**MICRO COURSES:** Lessons are hyper focused around their respective topic lasting 10-15 minutes each.

- Psychological Safety
- Encouraging The Heart (*Positive Recognition*)
- Speak Last (*Drawing Out The Ideas Of Others*)
- The Foundation of Leadership
- Motivating Others
- From Friend To Boss
- Just Say No (*Not Taking On Too Much*)
- Improving Employee Engagement
- Generating Powerful Conversations\*
- Driving Organizational Change
- Structuring A World Class Team
- Amplifying Emotional Intelligence (EQ)\*
- Combatting Your Optimism\* (*How Optimism Leads To Missed Deadlines At Work*)
- Leaders Eat Last (*Putting Your People First*)
- Time Management For The Modern Worker\*
- Diagnosing Your Leadership Style\*
- Navigating Difficult Conversations\*
- Establishing Workplace Culture
- Progress Principle (*Staying Motivated At Work*)\*
- Using Power For Good (*Why Sharing Power With Employees Is So Valuable*)
- Get A Coach (*Why Coaches Are So Valuable*)
- Asking For Help (*Steve Job's Lesson On Asking For Help*)\*
- Building Trust With Others\*
- Delivering Radical Candor
- Prioritizing Like A Boss\*
- Inspiring A Shared Vision
- The Art of Influence\*
- Delegating With Success
- Leading Remote Teams

The \* next to courses highlights the courses that can be leveraged by anyone within the organization wanting to raise up their leadership skills (not just established leaders).

## GROWING FUTURE LEADERS:



These courses are designed for professionals wanting to make their mark within the organization. They are perfect for those working towards promotion or striving to be the best at their respective job.

### **EMERGING:** (MORE ENTRY LEVEL)

- Disconnecting To Connect\*
- Workplace Partnerships
- Work Life Harmony
- Overcoming The Entitlement Label
- Workplace Feedback
- Putting Down The Device
- Social Network Profile 101
- Growing Through Giving
- Recognition Norms
- Getting Through To Others
- Integrating Social Media At Work
- Healthy Career Progression
- Behaving With Confidence\*
- Making The Right Impression\*
- The Significance of Hard Work
- Generations Explained (#1 & #2)
- Getting More Attention At Work\*
- Email Etiquette
- The Law of Process (*Patience As A Virtue*)
- To Text or To Call

### **RISING:** (MORE PROFESSIONAL SKILLS)\*

- Keeping Cool Under Pressure\*
- Stress Is Your Friend\*
- Problem Solving By Prototyping\*
- No More Stereotyping\*
- Show Off Your Gratitude\*
- Generate Small Wins (*Motivation 101*)\*
- There Is No Wizard (*Owning Your Fate*)\*
- Make The Change Easy (*Keep It Stupid*)\*
- Expanding Your Network\*
- "Singletasking" (*Opposite of Multi-Tasking*)\*
- Active Listening\*
- Aligning Skills & Passions\*
- Brainstorming Tools & Tricks\*
- Embracing Rejection & Trying New Things\*
- Forming The Right Habits\*
- Going Beyond Your Own Experience\*
- How To Learn Anything\*
- Knowing Your Audience (*DISC*)\*
- The Science of Charisma\*
- Critical Thinking\*

The \* next to courses highlights the courses that can be leveraged by anyone within the organization wanting to raise up their professional skills. All of the Rising courses are universal for anyone in the organization interested in those topics.



## EXECUTIVE LEADERSHIP (THOSE IN DIRECTOR TO VP ROLES)

When it comes to Executive development, it's not about redesigning a Leaders "operating system," it's about fine-tuning it. Our Executive Development content is designed to be on-demand personalized development experiences that enhance and refine senior leaders' impact.

This content is a part of a program that is designed around coaching, virtual cohorts and self-discovery that ensures senior leaders are developing in the right ways.

### TO EXPLORE THE ENTIRETY OF WHAT IS INCLUDED IN THIS PROGRAM:

- Authenticity With A Caveat
- Accountability Design (*Ensuring Self & Others Are Accountable*)
- Enhancing Emotional Intelligence (EQ)
- Fit For Duty (*Health & Wellness As An Executive*)
- OKR Alignment
- Yes That! (*An Evidence-Based Approach To Feedback*)
- Influencing From The C-Suite
- Rethinking Stress
- Driving A Culture of Inclusivity
- Coaching and Developing Others
- Career De-Railers (*The 5-Archetypes That Cut Careers Short*)
- Modern Motivation
- Importance of Speaking Last
- Psychological Safety & Innovation
- Navigating Uncertainty
- Leading Successful Change Initiatives (*The Five Pillars To Change Success*)
- Rethinking Collaboration In A Digital First World

## EMERGING WOMEN DEVELOPMENT PROGRAM (ENTRY-LEVEL FEMALE PROFESSIONALS)



Early career women face many unique challenges as they start upon their professional journey. Studies show that women have less than five years to get their first promotion before they fall victim to the "broken rung," an inability to successfully transition from entry-level professional to manager.

This curriculum is designed for emerging female professionals to help fast track their promotion timelines by teaching them the mindset and skill set that will amplify their promotability.

*Unlock the micro courses listed above, these courses are more in-depth with multiple lessons embedded within each module. The Emerging Women Development Program is often purchased as an entire initiative, versus stand-alone courses.*

### MODULE #1: BUILD YOUR PERSONAL BRAND

- Transitioning From Student To Professional
- Cultivating A Growth Mindset
- Articulating Your Unique Contribution / Knowing Your Worth

### MODULE #2: BUILD YOUR TEAM

- "Teaming" Up With Your Manager
- Expanding Your Network
- Seeking Out Feedback

### MODULE #3: BUILD YOUR VISIBILITY

- Speaking Up & Stepping Out
- Negotiation Skills
- Career Conversations
- Career Stoppers & Starters



# DIVERSITY & INCLUSION GENERAL CONTENT



The courses below are designed to help create a culture of inclusion.

**MICRO COURSES:** Each course listed below is short and sweet. Lasting 10-15 minutes, these lessons are hyper focused around their respective topic.

- Diversity & Inclusion Impact (*Understanding The Significance of Diversity*)
- Psychological Safety (*Creating A Team Environment Rooted In Psychological Safety*)
- Cultural Inclusiveness (*What It Takes To Build A Culture of Inclusion*)
- Unconscious Bias (*Making The Unconscious Conscious*)
- Stop Stereotyping (*Understanding Where Stereotypes Come From & Their Harmfulness*)+
- Inclusive Communication (*Realizing The Power of Words*)
- Building Allyship (*What Allyship Is & How To Build It*)
- Building & Amplifying Trust (*Key Strategies In Building Trust Bound Relationships*)+
- Can't We All Just Get Along (*Overcoming Generational Tensions At Work*)+
- Navigating Difficult Conversations (*5-Steps For Conducting "Tough Talk"*)
- Microaggressions (*How Microaggressions Show Up & How To Prevent Them*)
- Loneliness Exposed (*4-Solutions For Overriding Loneliness At Work*)
- Understanding Generations (*Why Generations Matter & Who They Are*)+
- Emotional Intelligence (EQ) (*Tuning Into & Controlling Emotions*)
- Keeping Cool Under Pressure (*Staying Mindful, Grounded, and Controlled During Stress*)
- Cross Generational Mentoring (*Reverse Mentoring Techniques That Bridge Divides*)+
- Spotlighting Emerging Generations (*How To Set Millennials & Gen Z Up For Success*)+
- Leaning Into Or Away From Tech (*Boosting Inclusion Regardless of Tech Preferences*)
- Disconnecting To Connect (*4-Best Practices That Drive Interpersonal Connection*)
- Rethinking Collaboration (*Collaborating In The 21st Century*)+
- Communicating Across Generations (*What You Need To Know*)+
- Accommodating Like A Pro (*How To Control What You Can Control*)+

## GENERATIONS UNIVERSITY (GENU)



GenU is a program designed to close the generational gap at work. Typically licensed as a corporate D&I initiative, these courses help workers from all generations understand how to best work successfully together.

- Stop Stereotyping (*Understanding Where Stereotypes Come From & Their Harmfulness*)
- Building & Amplifying Trust (*Key Strategies In Building Trust Bound Relationships*)
- Can't We All Just Get Along (*Overcoming Generational Tensions At Work*)
- Understanding Generations (*Why Generations Matter & Who They Are*)
- Cross Generational Mentoring (*Reverse Mentoring Techniques That Bridge Divides*)
- Spotlighting Emerging Generations (*How To Set Millennials & Gen Z Up For Success*)
- Rethinking Collaboration (*Collaborating In The 21st Century*)
- Communicating Across Generations (*What You Need To Know*)
- Accommodating Like A Pro (*How To Control What You Can Control*)

## "MANAGING" MILLENNIALS AND GEN Z (*SETTING EMERGING PROFESSIONALS UP FOR SUCCESS*)



Millennials and Gen Z (also known as emerging professionals) are the most misunderstood generations in history. They are disrupting workplaces in a big way and are unlikely to stop anytime soon. These courses are designed to help leaders, talent professionals, OD/HR practitioners (and anyone else within the organization dedicated to driving culture) boost performance, improve retention and align emerging talent with a real sense of purpose.

- Providing Feedback (*Using Radical Candor To Deliver Desired Feedback*)
- The Life of Millennials (*A Brief History of Millennials Upbringing*)
- Job Hopping (*How To Curb Job Hopping Ways*)
- Reverse Mentoring (*Coaching Tactics Proven To Work*)
- Instilling Work Ethic (*Strategies For How To "Push" Emerging Professionals*)
- Succeeding As A Millennial Leader (*4-Leadership Tactics To Leverage*)
- Motivation That Works (*Proper Techniques That Will Encourage The Heart*)
- Communicating In A Digital World (*Communication Best Practices*)
- Training As A Secret Weapon (*Leveraging Training To Ensure Retention*)

# STRETCH...INCREASING WELL-BEING & IMPROVING PRODUCTIVITY.....



These courses help make living a healthy lifestyle easy. They are perfect for wellness initiatives that are dedicated around mental, emotional and physical fitness.

## STRETCH YOUR MIND

- Mental Agility (*Keeping The Right Headspace*)
- Meditation 101 (*Basic Breathing Exercises That Help*)
- Managing Triggers (*Knowing What Lifts You Up & Brings You Down*)

## STRETCH YOUR HABITS

- Understanding & Auditing Your Habits
- A Glimpse Into Your Device Use
- Resetting Your Habits

## STRETCH YOUR DAY

- Daily Routines For Increased Productivity
- Stress Management / Mental Gym

## STRETCH YOUR BODY

- Simplifying Diet
- Sleep Hygiene
- Basic Movement (*Small Exercise Goals*)

## STRETCH YOUR HEART

- Demonstrating Gratitude
- Building Vitality
- Increasing Happiness

# MINDSET TRAINING – 5-KEYS TO MENTAL TOUGHNESS (BASED ON SPORT SCIENCE).....



- Mastering Self Talk
- Building Confidence
- Sustaining Mental Toughness
- Mining Motivation
- Displaying Gratitude

# SAFETY SOFT SKILLS.....



By synchronizing brain science with safety, we have developed a suite of learning that inspires the right safety behaviors at work. These modules are great for teaching the fundamental behaviors that lead to safe work habits.

- Brother's Keeper (*Protecting The People Around You*)
- Asking For Help
- Your Safety Legacy (*Committing To Positively Impacting The People Around You*)
- Fit For Duty Emotional
- Fit For Duty Mental
- Fit For Duty Physical
- Safety Sentinels (*Collaborating Successfully With Your Team*)
- Optimism Bias (*Why Being Too Optimistic Puts You At Risk*)
- Positive Safety (*Stop Only Focusing On The Bad*)
- Social Influence (*How Peer Pressure Impacts Our Safety*)
- Sugar & Safety (*How Sugar Impedes Our Ability To Stay Focused*)
- Importance of Preparation
- Sleep & Safety (*How A Lack of Sleep Derails Safety At Work*)

# TOOLBOX TALKS



We have all been to totally lame safety meetings. Safety meetings that just felt like a check in the box event. SyncLX's toolbox talks are modules built to make safety meetings interactive and enjoyable.

## **SIMPLY PUSH PLAY AND LET THE MODULE DRIVE YOUR SAFETY EVENTS AT WORK.**

### **TOPICS INCLUDE:**

- Making Reactive Decisions
- Safety Ergonomics
- Extension Cord Grounding Check
- Fire Extinguisher Inspection
- Check Sheets, Why We Use Them
- Colors Brainstorm (*Fun, Interactive Safety Activity, That Identifies Safety Tools*)
- Latest Greatest (*Fun, Interactive Safety Activity, That Highlights Hazards*)
- Dangers of Optimism (*Awareness of How Optimism Can Lead To Unsure Behaviors*)
- Preventing Communication Breakdowns
- Trusting Your Gut (*Safety Intuition*)
- Safety Basketball (*Fun, Interactive Safety Activity, That Identifies Safety Share Topics*)
- Reaching Out For Help