

# How to Make Yourself INDISPENSABLE

While every employee has a valuable role to play in the success of any organization or business, today's workplace requires employees to readily take on a wide range of tasks to accommodate frequent organizational changes and remain productive. Flexibility is a long-standing and valuable trait in the workplace, and an increasingly necessary element with today's fast-paced, technical work environment. With new innovations, there are new tasks to perform and new roles to assume.

Most every workplace is a conglomeration of individuals who possess different values, orientations and skill sets. As a result, it is not only important to be able to take initiative and tackle new challenges when needed, but also to communicate effectively among various agencies and businesses, other co-workers, and customers.

This **4-hour program** will provide the skills needed to help employees adapt to—and embrace—situational changes at work. You'll learn how to thrive under pressure and expand your career opportunities by taking initiative, effectively resolving problems, sharing your knowledge, and being an overall positive influence at work.

## Program Objectives:

- Take ownership of your responsibilities and results.
- Take initiative to go above and beyond what is expected of you.
- Expand your sphere of influence.
- Perform well under pressure.
- Adapt to changing situations.
- Be someone others want to work with.
- Help others improve their performance.
- Avoid being "irreplaceable" by being locked into your role and not sharing your knowledge with others.

## Key Topics Covered

This course will empower you to:

- Take responsibility for the results of your work and review processes to make improvements.
- Step outside your comfort zone to take advantage of career-building opportunities.
- Network and communicate effectively between departments to expand your scope of influence.
- Set aside emotions and excel under pressure.
- Implement high standards for your team and encourage others to do the same.
- Learn to be a "replaceable" employee by sharing your knowledge and working through change to become a positive influence.
- Examine the three root causes for problems and effectively analyze and resolve issues.
- Increase your intellectual flexibility by building mental agility and foreseeing needs.

\$95, 8:30 - 12:30

*Flexibility & Self-Direction*

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