

2026



# Course OFFERINGS

**Unlock. Empower. Embrace.  
the Uniworkverse**

*Guidance, Inspiration & Support*



# TECHNOLOGY & SOFTWARE EDUCATIONAL SPECIALIST



## Vonetta Watson MA Ed., MCT, CPC

Vonetta Watson-Edwards, the owner of TechGem Educational Technologies, is a 25-year technology veteran, SME, facilitator, instructor, international trainer/speaker, mentor, author, technology and personal coach, software and training consultant, and software migration and implementation specialist. As an Instructional Technology and Software Education Specialist, Vonetta has over two decades of experience in software education. Vonetta delivers training using unique combinations of Educational Technology methodologies that go beyond the twenty-first-century learners' needs; she is an enthusiastic, dedicated, and committed educator who understands and strives to motivate others to exceed their expectations.

Vonetta is a highly accomplished individual with an extensive background in education. She has a Master of Education in Adult Education and Training, Curriculum and Testing Development, Instructional Design, Educational Leadership, Six Sigma, and Personal Coach. With over 60 certifications in the IT field, her credentials include Internet & Computer Core Certification (IC5), Adobe® Master Suite, AWS Cloud Practitioner, Microsoft® Certified Professional & M365 Expert, which has gained her the Microsoft® Certification for MOS Expert, and Master, Microsoft® Certified Educator, Microsoft® Service Adoption Specialist, and Microsoft® Certified Trainer. Vonetta also holds instructor certifications in IC5 and Adobe® CS5.

“As a Technology Change Agent, my mission is to ignite innovation, motivate teams, and drive successful transformations. I thrive on empowering individuals and organizations to embrace the boundless potential of new technologies while fully understanding the benefits they bring. Together, we can catalyze change processes and make a positive impact through seamless implementation. Let's unlock the future together!”

*“I am a bridge-builder and gap filler!”*



**Microsoft**  
CERTIFIED  
Educator

**Microsoft**  
Technology Associate

# Empowering You to Thrive in a Competitive World

At Techgem Educational Technologies, we've been transforming lives since 2009. Our mission is simple: to help individuals and companies reach their full potential and achieve their career and personal ambitions. We are dedicated to delivering top-notch education, training, and resources that equip our clients with the skills and knowledge they need to excel in today's fast-paced and competitive landscape. With our flexible program options and exceptional instruction, we are here to ensure your education is nothing short of exceptional.



## Training Concepts

Discover the perfect training pathway tailored to your specific needs. Connect your training to the immediate challenges you face in real-time.



## Training Design

Create a customized training pathway aligned with your company's vision that meets the needs of your stakeholders and empowers your employees for success.



## Training Development

Create a comprehensive training program that fosters an inclusive mindset, work-life integration, and ongoing skill development.



## Training Evaluation

Enhance training effectiveness with dynamic real-time deliverables and assessments accessible to both employees and stakeholders.

# Technology Training

## OUR CORPORATE TRAINING STYLE

Our hands-on, high-energy approach to training ensures that employees learn new skills and reinforce their existing knowledge. We create an immersive learning environment that caters to diverse learning styles and fosters a sense of community among participants. Our Constructivist teaching style ensures that the learning experience makes sense and is tailored to individual needs. Our program is designed to captivate learners, motivating them to expand their knowledge. It's no wonder why our clients rave about our corporate training program! Discover why Techgem Technologies is the go-to solution for companies seeking effective and engaging training programs. Empower your employees and unlock their full potential with our immersive learning experience.

## MICROSOFT OFFICE 365 Desktop & Mobile Versions

Our Microsoft 365 Training offers desktop and mobile versions and seamless app integration, allowing you to create and share content that stands out quickly. With our comprehensive training, you can easily manage your schedule, effortlessly connect with others, and enjoy peace of mind, knowing that you have the necessary skills to thrive in the digital age. Boost your productivity and stay ahead in today's digital world.

## MICROSOFT ONEDRIVE 3.0 The Future of File Management

Embrace the future of file management with OneDrive. Streamline your workflow, unleash your productivity, and discover a world where accessing and managing your files becomes a breeze. Discover the power of OneDrive as it evolves to meet your evolving work landscape. Gone are the days of scattered files across multiple platforms. With OneDrive, you can access all your files, loops, dashboards, and design boards from one centralized location.

## MICROSOFT COPILOT Achieve more with the power of AI

Discover the remarkable capabilities of Microsoft Copilot as it empowers you to take the lead. Witness how Copilot seamlessly collaborates with you, unlocking your creativity and aiding you in accomplishing tasks. Turbocharge your ideation, collaboration, and communication to unprecedented levels. Unleash your writing potential or rapidly catch up on emails with unprecedented efficiency.

# Technology Training

## **MICROSOFT EDGE + BING: WEB BROWSER + SEARCH ENGINE**

Discover the incredible productivity potential of Microsoft Edge + Bing. Unlike your typical search engine, Microsoft Edge and Bing offer a compelling solution to boost your efficiency. Whether you're conducting in-depth research, crafting documents, or seeking information online, the seamless integration of these two powerhouses provides a comprehensive and effortless way to maximize your productivity.

## **MICROSOFT MICROSOFT LIVE EVENTS**

Imagine a world where events can be held without the constraints of physical locations. Hosting a virtual event through MICROSOFT LIVE EVENTS has made this possible for anyone with internet access and a cell phone, computer, or tablet! Whether it's a small gathering or a large-scale conference, the possibilities are endless. This innovative solution allows individuals, businesses, and groups to easily connect and engage in intimate discussions or high-capacity meetings. Join the virtual revolution and experience the convenience and flexibility of hosting events online.

## **MICROSOFT PLANNER:**

Your Productivity powerhouse

- Create, Track, and Organize what matters
- Manage Task-Based Work in Teams
- Kanban Boards
- Task Toolbox

## **LIST IT, TASK IT, PLAN IT**

Information Tracker and Organizer to Rule the Day!

- Configure & Highlight
- Task Toolbox
- Custom Productivity
- Teams Integration

## **MICROSOFT TO-DO**

Your Plan-It, Assign-It, Flag-It, Task-It App

- Task Integration & Management
- Sync tasks with Outlook
- Customize

## **MICROSOFT OUTLOOK GROUPS**

Take your Distribution List to the Next Level

- Calendar & File Management
- Project Planning
- Collaboration & Integration

# Technology Training

## **MICROSOFT COPILOT PRO**

Your AI assistant for work

- Copilot in your everyday apps
- Create Copilot Agents
- Prompt Engineering
- Copilot Lab
- App Intergration

## **MICROSOFT SHAREPOINT ONLINE**

Getting Started

Create, Store, and Share Content

- Intro to SharePoint
- Sites, Posts, and Lists
- Collaboration

## **POWER BI**

Intro to datasets

- Quick Start
- Power BI components and files
- Connect to Data Sources
- Reports

## **MICROSOFT BOOKINGS**

Outlook +Teams= Bookings

Say Goodbye to Scheduling Assistant

- Create an appointment type
- Conduct a Bookings appointment
- Track, Organize, and Manage
- Bookings Calendars
- Calendar Syncing
- Text Notification

## **MICROSOFT LOOP**

Project Management Just Went Hybrid

- Project Workspaces
- Portable Components
- Syncing Across Environments
- Project Idea Building

## **MICROSOFT TEAMS**

Manage Meetings

- Create and join meetings
- Share content during meetings
- Participate in meetings
- Manage breakout rooms for your meeting
- Plan, schedule, and moderate live events

## **POWER AUTOMATE**

Automate Your Workflow

- Quick Start
- Analytics
- Approvals

## **MICROSOFT VIVA**

The Power of Viva Insights

- Personal insights
- Viva Insights in Teams
- Viva Dashboard
- Viva + Outlook: Better Together
- Viva Headspace

# Technology Training

## **MICROSOFT ONENOTE**

“Empower Your Workflow like a Pro with OneNote + Outlook”

- Outlook & Meeting Intergrations
- Planning
- Projects
- Add-Ins

## **MICROSOFT CLIPCHAMP**

Create a video in minutes

- Quick Start-Create, Edit, & Review
- Trim, Crop, Resize Videos
- Video Format Conversion
- Record screen or Webcam
- Uploading to YouTube or Vimeo
- Collaboration

## **MICROSOFT SWAY**

Your Digital Lightweight Story Maker

- Interactive Presentations
- Digital Storytelling
- Interactive Reporting

## **CANVA VISUAL WORKSUITE**

Find Your Creative Team Flow!

- Canva Docs
- Presentations
- Websites
- Whiteboards
- Mock-Ups
- Videos
- Print Products

## **MICROSOFT WHITEBOARD**

Brainstorm, Plan, and Share Ideas

- Quick Start-Create, Edit, & Review
- Whiteboard in Microsoft Teams
- Whiteboard Templates
- Form Automation (Power Automate)

## **MICROSOFT FORMS**

Data Collection in Minutes

- Quick Start-Create, Edit, & Review
- Microsoft 365 App Integration
- Analytics
- Form Automation (Power Automate)

## **MICROSOFT STREAM**

Data Collection in Minutes

- Create, Store, Share, View Viedoes
- Integrates with Teams, Yammer, Viva, PowerPoint, OneDrive, and Sharepoint

## **GOOGLE WORKSPACES**

Connect, Create, and Collaborate

- Gmail, Meet, Chat, Calendar, Drive
- Docs, Sheets, Slides, Forms, Sites
- Keep
- Jamboard
- Cloud Search

# Conference & Workshop Topics

A perfect way to train the masses! Open your conference or summit to technology and training for your attendees that will inspire, challenge, and educate them. Hands-on, High-energy, Interactive, and immersive.

## **QUIET LEADERSHIP | THE POWER OF INFLUENCE WITHOUT VOLUME**

In any modern workplace, knowledge is power. But that power multiplies when it's shared effectively across teams and departments. In an age where information is abundant and constantly evolving, organizations that master the art of knowledge sharing set themselves apart. They become more agile, innovative, and efficient, paving the way for sustained growth and success. Understanding the importance of knowledge sharing is the first step toward creating a culture where continuous learning and innovation thrive.

- Accelerates problem-solving and decision-making by tapping into a diverse pool of expertise
- Fosters a culture of continuous learning and improvement
- Reduces the risk of knowledge silos
- Promotes collaboration and innovation

## **MINDSET MATTERS | SHIFTING FROM LIMITING TO EMPOWERING BELIEFS**

In our time-driven society, effective time management has become the backbone of professional success. In this webinar, we highlight the importance of managing time and equip you with practical techniques and strategies to manage your time more efficiently, reduce stress, and achieve your professional goals.

- Importance of Effective Time Management
- Time Blocking and Scheduling Techniques
- Technology Tools for Time Management
- Tips for Maintaining Long-Term Time Management

## **IGNITING PURPOSE AND PASSION AT WORK**

Imagine a world where every decision affecting your life was made by an algorithm. Would you trust it to be fair and unbiased? As AI becomes deeply integrated into every facet of our lives, the ethical considerations surrounding its development and deployment have never been more critical. The way we approach and implement these technologies can have profound implications for their uses, the fairness of the systems, and the trust we build with them. Ethical AI isn't just a concept; it's required for ensuring that the tools created and used are trustworthy, fair, and accountable. This session aims to

- Explore the significance of ethical AI
- The role of technology management in fostering it
- Practical strategies for adopting ethical AI practices successfully

# Conference & Workshop Topics

## **FINDING THE SPARK WITHIN**

---

In any modern workplace, knowledge is power. But that power multiplies when it's shared effectively across teams and departments. In an age where information is abundant and constantly evolving, organizations that master the art of knowledge sharing set themselves apart. They become more agile, innovative, and efficient, paving the way for sustained growth and success. Understanding the importance of knowledge sharing is the first step toward creating a culture where continuous learning and innovation thrive.

- Accelerates problem-solving and decision-making by tapping into a diverse pool of expertise
- Fosters a culture of continuous learning and improvement
- Reduces the risk of knowledge silos
- Promotes collaboration and innovation

## **KNOWLEDGE MANAGEMENT IN THE WORKPLACE**

---

In our time-driven society, effective time management has become the backbone of professional success. In this webinar, we highlight the importance of managing time and equip you with practical techniques and strategies to manage your time more efficiently, reduce stress, and achieve your professional goals.

- Importance of Effective Time Management
- Time Blocking and Scheduling Techniques
- Technology Tools for Time Management
- Tips for Maintaining Long-Term Time Management

## **THRIVING IN UNITY | THE POWER OF SHARED PURPOSE**

---

Imagine a world where every decision affecting your life was made by an algorithm. Would you trust it to be fair and unbiased? As AI becomes deeply integrated into every facet of our lives, the ethical considerations surrounding its development and deployment have never been more critical. The way we approach and implement these technologies can have profound implications for their uses, the fairness of the systems, and the trust we build with them. Ethical AI isn't just a concept; it's required for ensuring that the tools created and used are trustworthy, fair, and accountable. This session aims to

- Explore the significance of ethical AI
- The role of technology management in fostering it
- Practical strategies for adopting ethical AI practices successfully

# Conference & Workshop Topics

## **BETTER TOGETHER LEADERSHIP**

---

In any modern workplace, knowledge is power. But that power multiplies when it's shared effectively across teams and departments. In an age where information is abundant and constantly evolving, organizations that master the art of knowledge sharing set themselves apart. They become more agile, innovative, and efficient, paving the way for sustained growth and success. Understanding the importance of knowledge sharing is the first step toward creating a culture where continuous learning and innovation thrive.

- Accelerates problem-solving and decision-making by tapping into a diverse pool of expertise
- Fosters a culture of continuous learning and improvement
- Reduces the risk of knowledge silos
- Promotes collaboration and innovation

## **LEADERSHIP STYLES | FINDING YOUR NATURAL STRENGTHS**

---

In our time-driven society, effective time management has become the backbone of professional success. In this webinar, we highlight the importance of managing time and equip you with practical techniques and strategies to manage your time more efficiently, reduce stress, and achieve your professional goals.

- Importance of Effective Time Management
- Time Blocking and Scheduling Techniques
- Technology Tools for Time Management
- Tips for Maintaining Long-Term Time Management

## **TEACHING WHAT YOU KNOW | THE ART OF KNOWLEDGE TRANSFER**

---

Imagine a world where every decision affecting your life was made by an algorithm. Would you trust it to be fair and unbiased? As AI becomes deeply integrated into every facet of our lives, the ethical considerations surrounding its development and deployment have never been more critical. The way we approach and implement these technologies can have profound implications for their uses, the fairness of the systems, and the trust we build with them. Ethical AI isn't just a concept; it's required for ensuring that the tools created and used are trustworthy, fair, and accountable. This session aims to

- Explore the significance of ethical AI
- The role of technology management in fostering it
- Practical strategies for adopting ethical AI practices successfully

# Conference & Workshop Topics

## **LEARNING THE ESSENTIALS OF AI PROMPTING IN THE WORKPLACE**

---

In any modern workplace, knowledge is power. But that power multiplies when it's shared effectively across teams and departments. In an age where information is abundant and constantly evolving, organizations that master the art of knowledge sharing set themselves apart. They become more agile, innovative, and efficient, paving the way for sustained growth and success. Understanding the importance of knowledge sharing is the first step toward creating a culture where continuous learning and innovation thrive.

- Accelerates problem-solving and decision-making by tapping into a diverse pool of expertise
- Fosters a culture of continuous learning and improvement
- Reduces the risk of knowledge silos
- Promotes collaboration and innovation

## **DIGITAL DEXTERITY | THRIVING IN A TECH-DRIVEN WORKPLACE**

---

In our time-driven society, effective time management has become the backbone of professional success. In this webinar, we highlight the importance of managing time and equip you with practical techniques and strategies to manage your time more efficiently, reduce stress, and achieve your professional goals.

- Importance of Effective Time Management
- Time Blocking and Scheduling Techniques
- Technology Tools for Time Management
- Tips for Maintaining Long-Term Time Management

## **RENEWABLE KNOWLEDGE | KNOWLEDGE SHARING IN THE WORKPLACE**

---

In any modern workplace, knowledge is power. But that power multiplies when it's shared effectively across teams and departments. In an age where information is abundant and constantly evolving, organizations that master the art of knowledge sharing set themselves apart. They become more agile, innovative, and efficient, paving the way for sustained growth and success. Understanding the importance of knowledge sharing is the first step toward creating a culture where continuous learning and innovation thrive.

- Accelerates problem-solving and decision-making by tapping into a diverse pool of expertise
- Fosters a culture of continuous learning and improvement
- Reduces the risk of knowledge silos
- Promotes collaboration and innovation

# Conference & Workshop Topics

## **EFFICIENCY UNLEASHED: A GUIDE TO WORKPLACE TIME MASTERY**

In our time-driven society, effective time management has become the backbone of professional success. In this webinar, we highlight the importance of managing time and equip you with practical techniques and strategies to manage your time more efficiently, reduce stress, and achieve your professional goals.

- Importance of Effective Time Management
- Time Blocking and Scheduling Techniques
- Technology Tools for Time Management
- Tips for Maintaining Long-Term Time Management

## **TECH WITH INTEGRITY: UNDERSTANDING AND USING ETHICAL AI**

Imagine a world where every decision affecting your life was made by an algorithm. Would you trust it to be fair and unbiased? As AI becomes deeply integrated into every facet of our lives, the ethical considerations surrounding its development and deployment have never been more critical. The way we approach and implement these technologies can have profound implications for their uses, the fairness of the systems, and the trust we build with them. Ethical AI isn't just a concept; it's required for ensuring that the tools created and used are trustworthy, fair, and accountable. This session aims to

- Explore the significance of ethical AI
- The role of technology management in fostering it
- Practical strategies for adopting ethical AI practices successfully

# Conference & Workshop Topics

## **THE CODING EVOLUTION: THE NEXT BIG SKILL**

Coding is no longer just for the techies. In an age where technology is constantly evolving, and our Uniworkverse is ever expanding, coding is becoming one of the most sought-after skills across all industries as we move into the fourth industrial revolution.

- What is Low and No Code: Why should you learn it?
- Low Code vs. No Code
- Benefits of low-code or no-code Development Platforms
- Learning Low Code: Getting Started
- Low-Coding languages: What's Best for You?
- The Future of Low-Code: How it will Impact the Job Market

## **DIGITAL MARKETING | MARKETING UNLEASHED**

Digital marketing is a vital part of any business today. It helps businesses reach out to new customers and build relationships with them. It also allows businesses to connect with existing customers and keep them updated on the latest news and developments.

- Why is Digital Marketing Important?
- developing a content marketing strategy
- Landing page and lead capture tools
- Digital Marketing Tips
- 5 Ds of Digital Marketing

## **CYBERSECURE YOUR UNIWORKVERSE™ : PROTECTING YOUR DIGITAL FOOTPRINT IN THE WORKPLACE**

In our UniWorkVerse, we're constantly online. Whether it's working remotely, connecting with colleagues in different time zones, or checking email and social media during downtime, being connected is key to productivity. But while being connected makes us more efficient, it can also leave us vulnerable to cyberattacks. Learn how to own your role in protecting connected information and securing systems and devices.

- Impact of Cyber Security
- Cyber Security Risk Factors
- Cyber Security Best Practices
- IoT & Cyber Security
- Cyber Hygiene

# Conference & Workshop Topics

## **HARNESSING THE POWER OF GRIT AND PERSISTENCE**

In this session, you will discover the transformative power of grit and persistence, and learn how to overcome challenges with unwavering determination. Join us to unlock the secrets of success in the face of adversity and embark on a journey toward personal growth and accomplishment. Don't miss out on this opportunity to harness the strength within you and pave the path to a brighter future.

- What is Grit & Persistence
- The Psychology of Grit
- Grit Mindset
- Find Your Passion & Purpose

## **FOCUSED AND FEARLESS: MASTERING THE ART OF FLOW IN THE WORKPLACE**

A flow state can significantly enhance focus, boost creativity, and maximize professional productivity. However, the ongoing demands and distractions of the workplace can often make it difficult to achieve this state. This training session will provide you with practical tools to overcome distractions, address challenges effectively, and find greater satisfaction in your daily tasks by exploring the mental, physical, and organizational conditions that foster flow. You will learn practical and easily applicable strategies to minimize distractions, align your tasks with your strengths, and create an optimal environment for creativity and efficiency. By the end of the session, you will be equipped to elevate your performance, improve job satisfaction, and thrive in your work.

- Understand what flow state is and its role in boosting workplace productivity and creativity.
- Identify personal and workplace barriers that hinder flow and learn how to address them effectively.
- Master science-backed techniques to enter a state of flow, even in high-pressure situations.
- Create personalized routines and strategies to maintain focus and maximize output.
- Foster habits and practices that encourage flow, both individually and at a team or organizational level.

# Conference & Workshop Topics

## **SPEAK, SHOW, CONNECT: MASTERING MODERN COMMUNICATION SKILLS**

Get ready to transform the way you connect, collaborate, and communicate at work! Let's unpack and explore face-to-face conversations, decode non-verbal signals, and dominate digital communication like emails and virtual meetings. Discover your "aha!" moments! Speak with confidence, listen like a champ, and avoid those awkward communication blunders. By the end, you'll feel empowered, energized, and prepared to tackle any workplace interaction with style and ease!

- Enhance verbal communication to ensure clarity, conciseness, and mutual understanding.
- Utilize active listening and clear verbal strategies to improve communication effectiveness.
- Recognize and control non-verbal cues such as body language, facial expressions, and personal space to create stronger connections.
- Leverage technology-driven tools effectively for professional communication, balancing clarity with engagement in virtual formats.

## **RISE OF THE WORK PHOENIX! WORKPLACE EMPOWERMENT WHAT'S IN YOUR TOOLBOX?**

Is it time for career reinvention or personal recasting to help you reach new professional heights? Prepare yourself to rise from the ashes like a mythical phoenix with workplace empowerment tools! Reinvigorate your passion and develop new skill sets to help you reach the next level. During this empowering workshop, we will discuss practical ways to build confidence in your job search while uncovering key learnings that can be useful in ensuring success. Plus, strategies on how to use resources available at specific companies. So join us as we explore different elements needed for growing your career and preparing yourself to embrace change and turn limitations into opportunities!

- Visualize Your Career Blueprint
- Building Up! What Are Your Tools
- Navigating Corporate Landscapes
- Onward: Mapping It Out

# Conference & Workshop Topics

## **WELCOME TO THE UNIWORKVERSE: TECHNOLOGY ADOPTION, ADAPTABILITY, EMPOWERMENT, AND TOOLING-UP**

Digital transformation is inevitable. We have now officially entered into a Uniworkverse where hybridization work environments have become our work norm. Many businesses (leapfroggers) are moving toward the use of next-gen software, workplaces, workforces, and processes, leaving employees with no choice but to accept working within a hybrid universe. Hybrid Work is Here to Stay. You must learn to adapt to "What's Next!" How do you set yourself up for the future?

- Embracing the Uniworkverse™
- Technology & Digital Adoption
- Technology Adaptability
- Technology Empowerment
- Technology Development: Tooling-Up Roadmap

## **TEAMWORK, DIGITAL TRANSFORMATION, AND WORKPLACE INFLUENCERS**

Do you feel like your team is stuck in a rut? There may have been difficulty gaining momentum with digital transformation or no clear direction regarding becoming more successful together. What if we told you that workplace influencers could be the key to unlocking these solutions and helping bring out the best of what your team can do? In this workshop, we'll share tips on how organizations can leverage teamwork, digital transformation, and workplace influencers for maximum impact in the work environment. Let's explore visible, actionable strategies so everyone feels valued and motivated.

- Overview of Teamwork and Digital Transformation
- Change Management & The Technology Shift
- Empowerment Leader: Taking the Reins
- Understanding Workplace Influencers
- Building an Effective Collaborative Space
- Leveraging Technology for Maximum Output

# Conference & Workshop Topics

## **UNBLOCKING TEAMWORK: THE HUMAN EXPERIENCE & TECHNOLOGY**

---

Technology has become an ever-growing part of our lives, and more often than not, it's used to facilitate teamwork. Despite this trend, there are still many instances where technology fails to live up to its potential in terms of facilitating teamwork. This is often due to the human experience - we are emotional and irrational creatures that can't always be relied on to use technology as intended.

- The Evolution and Revolution of Digital Workplace Technology
- What is Teamwork
- What is Team Collaboration
- Our Connection with Technology
- Is Your Team Trekking?

## **MASTERING AN ADAPTABILITY & FLEXIBILITY MINDSET**

---

Change is constant, especially in today's fast-paced modern workplace. How you respond to it can set you apart. Our Adaptability and Flexibility Mindset course is designed to empower professionals with the skills needed to thrive in dynamic environments, overcome challenges, and unlock new growth opportunities.

- Why Adaptability Matters
- Practical Strategies
- Navigate Change with a Growth Mindset
- Effective Communication in Flexible Teams
- Stress Management During Transitions

## **ADAPTING TO CHANGE MANAGEMENT IN THE WORKPLACE**

---

Change is inevitable; however, managing it effectively can determine whether an organization thrives or struggles. This course is designed for managers, team leaders, HR professionals, and ambitious individuals. It will equip you with practical skills and the confidence to lead successful change initiatives, overcome resistance, and foster a culture of adaptability within your organization.

- Effectively plan, execute, and communicate change.
- Learn to build and lead change management teams
- Explore best practices for evaluating and improving the outcome of change initiatives
- Discover how to address and overcome resistance to change

# Conference & Workshop Topics

## **CONFIDENCE CATALYST: BUILDING WORKPLACE ASSURANCE**

---

Do you feel held back by self-doubt, reluctance to voice your ideas, or challenges in the workplace? This training is your opportunity to change that. Designed to empower and inspire, it provides practical strategies to help you build unshakeable confidence, overcome hesitation, and approach challenges with self-assurance. Whether you're presenting your ideas, collaborating with colleagues, or setting bold career goals, you'll gain the tools to unlock your potential and excel in any professional setting.

- Understand the importance of self-confidence in achieving workplace success.
- Identify and leverage their personal strengths to enhance professional growth and performance.
- Set and accomplish realistic goals that build momentum and foster a sense of achievement.
- Utilize nonverbal communication techniques to project confidence in professional settings.
- Develop strategies for continuous learning to stay informed, skilled, and self-assured.
- Recognize negative self-talk patterns and reframe them into positive and empowering thoughts.

## **LEAD THE WAY: UNLOCK YOUR LEADERSHIP POTENTIAL WITH PROVEN STRATEGIES!**

---

Discover your leadership style and learn how to lead with confidence, clarity, and impact! Designed for team leaders, aspiring leaders, new managers, or anyone seeking to lead the way. This workshop dives into the art of leadership, helping you discover your unique style while learning how to adapt to different scenarios. Whether you're looking to guide your team toward extraordinary performance or align your leadership approach with your goals, this session equips you with practical strategies and insights to grow as a dynamic leader.

- Identify and differentiate various leadership styles:
- Understand the strengths and weaknesses of each leadership style and recognize scenarios in which each is most effective.
- Discover their personal leadership style and evaluate its alignment with their team's needs and goals.
- Develop adaptability by applying different styles to foster team collaboration, motivation, and performance.
- Learn from real-world examples of renowned leaders and their leadership approaches.
- Design actionable strategies for personal growth and leadership skill development.



# THANK *You*

At Techgem Educational Technologies, we're eager to get started on your training journey. We thank you in advance for entrusting us with the responsibility of equipping and empowering you as a professional! Techgem Educational Technologies - The Training Provider You Can Trust.

## CONTACT US

[www.techgemtech.com](http://www.techgemtech.com)

[techgem@techgemtech.com](mailto:techgem@techgemtech.com)

(928) 832-4436

P.O. 3008, Cedar Hill, TX 75106

