

# Guthrie Jensen

GLOBAL TRAINING CONSULTANTS

Catalogue + Features : 2021 – Q2

# TWO NEW LEADERSHIP PROGRAMS!





### Live Virtual Training

- For public schedules, <u>click on this link</u> or scan the QR code.
- If you would like us to conduct Live Virtual Training exclusively for your organization, email us today at <a href="mailto:corporate@guthriejensen.com">corporate@guthriejensen.com</a>

### In-Person Training Programs

 We are resuming our In-Person Training programs on a limited basis, following the safety guidelines set by the IATF and the Local Government Unit. Please regularly visit guthriejensen.com for updates.

### Cebu Public Seminars

 We look forward to resuming our in-person public seminars in Cebu! For updates, please visit <u>guthriejensen.com</u>. Or call +632-8816-1610.







# 5-DAY MBA

It's a tough and fast-changing business landscape. To have a solid advantage, today's managers and entrepreneurs must be able to lead the business holistically, with CEO mindset and skills.

This is where an MBA comes in as an internationally-accepted path to get complete business skills. But in this day and age, who has two years to attend classes, take exams, and write a thesis? It's quite expensive, too. We can't just leave our business operations behind either.

That is why we at **Guthrie-Jensen** have developed the signature **5-Day MBA** program.

In just 5 days, our participants learn -- and apply -- essential MBA-level competencies to successfully run a business: **Strategy, Marketing, Finance, Management and Leadership.** 

### Program Takeaways

- Manage your unit or organization more effectively and more holistically, make the right decisions by knowing the different components of business and learn how they all must be aligned with each other
- Successfully analyze the financial health of your business by reading and understanding the different financial statements
- Gain insights into the local and global economy and know their impact on your business and its strategy
- Develop a sound business strategy for your organization and establish a sustainable competitive position
- Converse like a true executive by learning the language of business and communicate expertly on business matters to any audience
- ➤ Increase the marketing orientation of your business unit/organization
- Develop an effective organization and successfully manage people
- Lead your organization towards greater competitive advantage



### Recommended Participants

- Managers and executives
- Business owners/entrepreneurs
- Professionals being groomed for leadership positions
- Managers wanting the business acumen of MBA's but may not have time to attend a full, 2-year MBA degree

### Availability

Public Seminar and In-House Training:

- In-Person
- Live Virtual Training

## New Program 1:

# **Executive Presence: Moving from Expert to Executive**

Many managers move up the corporate ladder because of their expertise — and the credibility that their track record communicates. But once they reach a higher level in the organization, they will need additional skills to ensure their continued effectiveness and success.

At a higher level, leaders need to handle more complex projects, and make more difficult decisions. This requires a greater ability to influence internal and external stakeholders.

How do leaders and executives unleash their influence at this level? What do "leadership by example" and "authenticity" really mean? And more importantly, how can leaders put these concepts into reality? How can leaders get more buy-in from their people instead of resistance that slows down any team or organization?

These are questions that Guthrie-Jensen answers in its leadership program, **Executive Presence: Moving from Expert to Executive.** 



### Program Takeaways

- Develop a strong executive brand that enables greater leadership effectiveness, influence and results
- ➤ Identify and act on the barriers many leaders encounter at a higher management position, as they influence more people
- Further sharpen the communication and influencing skills to engage with stakeholders/clients more confidently and effectively
- ➤ Use their presence and credibility to further align with the organization's brand and also contribute to strengthening the organization's brand
- Immediately apply skills through several activities and simulations



### Recommended Participants

- Managers and Executives
- Managers being groomed for more senior management positions

### Availability

Public Seminar and In-House Training:

- In-Person
- Live Virtual Training



# 7 Practices of Agile Leaders

**Feature** 

The term "agile" isn't new in the modern business world. It started as an updated process for software developers who felt that the traditional one is too time-consuming and costly. Outside of software development, though, <u>leadership agility</u> has evolved into a management style that requires flexible, adaptable, and quick decision-making.

### What is Agile Leadership?

There are three things that agile leaders focus on: they create and encourage a culture of experimentation and learning, increase and improve interactions with both internal and external clients, and they develop the structure to support organizational effectiveness.

Being agile is limited to being fast. It ultimately refers to the intentional ability of leaders to shift operations amidst disruptions in the business landscape. This can be further explained through VUCA: Volatility, Uncertainty, Complexity, and Ambiguity.

VUCA is a concept that originated from the U.S. Army War College but in the present time, it's used as an assessment of a situation. In a fast-paced industry, you can use VUCA to make efficient approaches and sound decisions.

- Volatility These are the type of challenges that are undetected or unpredictable. Knowledge to approach this type of challenge might be unknown but the information is available.
- Uncertainty Due to its undetectable nature, you can look at what you know initially which leads you to the basics of an issue. You can always go back to its origins to work your way through.
- Complexity The issue has many layers. It can be interdisciplinary, or the solutions can from other variables.
- Ambiguity You will face instances that are completely unknown to you. For the most part, these challenges are outside of your comfort zone or beyond your scope.



# 7 Practices of Agile Leaders

Feature

In today's leadership landscape, new and unwanted problems may arise anytime. As a leader, it's important to be agile and flexible to keep the team grounded and on the right track. Here are some practices that you can adapt or learn to maintain agility especially in making decisions for complex situations and in handling challenging scenarios better.

### 1. Keeping calm

Stress is nothing new in any kind of business environment—even agile leaders feel pressured from time to time because results always seem to be urgently needed. The difference is that the agile leader knows how to maintain grace under pressure. Some ways to manage stress include paying attention to your body's reaction, proper breathing and meditation, and thinking in the moment.

### 2. Developing the right strategy, aiming for innovation

Agile leadership means valuing the ability to try out new things one at a time to improve your team's work speed and execution. However, this goes beyond process automation—leaders must also inspire creativity and innovation from their employees, as these are essential in propelling the company forward.

It boils down to developing an **ADAPTIVE STRATEGY** - one that creates a more responsive organization, even in the midst of uncertainty.

### 3. Emphasis on emotional intelligence

High emotional intelligence is essential in agility as it will enable leaders to form stronger relationships within the team. When you have a good working (and personal, at some degree) relationship with others, you can help them push through any challenges with the project or within the organization. Connect, understand, and collaborate with the team.



# 7 Practices of Agile Leaders

**Feature** 

### 4. Foreseeing trends and possible scenarios

Whatever kind of manager you are, it's essential to keep abreast of the changes and updates in the industry. Agile leaders go outside to learn something new purposefully, especially listening to thought leaders. With each new approach learned from outside the department, company, or industry, you gain useful ideas to come up with new strategies that can resolve any problems you may encounter.

### 5. Adaptability

Today's corporate landscape is fast-paced and chaotic with a lot of transformations. What worked today may not exactly be the solution for tomorrow's challenges. Agility means being flexible, open to change and growth, and adapting quickly to different situations. Companies need to have agile leaders and employees who can adjust and maintain competitiveness.

### 6. Learning and growing from mistakes

The ever-changing and uncertain environment requires leaders to learn continuously. When you have a growth mindset, you're always looking to improve your product, services, and even yourself. Learning prepares you for anything that might happen (especially failures) and help you perfect your craft.

Another opportunity of learning can come from making mistakes. An agile leader asks the "why" of the errors, above everything else, so they can learn from it and share it with others.

### 7. Empowering the team to create great leaders

An agile leader needs to have a group of great leaders, or at least employees who can be empowered to become one. Being agile doesn't mean micro-managing the team—you need to have eyes that you can rely on and can effectively manage the daily routine. However, to develop these leaders, you need to empower them first and teach them what they need to learn.

### Video: Are you ready for VUCA?

(Alternatively, you can also scan the QR code)

# Agile Leadership: Leading Amidst Disruptions and VUCA

We live in times described as **VUCA**: <u>V</u>olatile, <u>U</u>ncertain, <u>C</u>omplex and <u>A</u>mbiguous. The teams -- and leaders -- that will thrive are those that will demonstrate high flexibility and adaptability in this tough operating environment. They're the ones who will formulate and roll out the right approach.

The AGILE approach, that is.

During these times, many previous leadership approaches might not work. Get updated, holistic tools to increase leadership effectiveness and weather the present environment.

Join Guthrie-Jensen's top-rated program, Agile Leadership: Leading Amidst Disruptions and VUCA.

### Program Takeaways

- Increase one's leadership effectiveness by acquiring competence, capability and confidence for agile leadership
- ➤ Know the 12 cornerstones of agile leadership and immediately leadership apply action plans organization
- ➤ Get the skills to quickly shift teams in the face of VUCA: Volatility, Uncertainty, Complexity, Ambiguity
- Overcome operations bottlenecks that prevent faster achievement of results
- > Create a stronger interaction of people, resources, and processes to produce results with more agility
- Formulate and implement action plans and see immediate business results
- Learn and apply concrete tools to achieve better team coordination and accomplish team objectives faster



### Recommended Participants

- Managers, Team Leaders, and Senior Managers
- Executives
- Also recommended for professionals being groomed for executive positions

### **Availability**

Public Seminar and In-House Training:

- In-Person
- Live Virtual Training



# Mastering Management: Deliver Results

Gain the core management skills you need to succeed! Manage people and the business more effectively with Guthrie-Jensen's program, **Mastering Management: Deliver Results**.

Unleash your team's full potential by eliminating the gaps that prevent success.

With an interactive, practical and learner-centered approach, you and your colleagues return to work with new knowledge and tools to help your ensure your greater success as a full-fledged MANAGER.



### Program Takeaways

- Appreciate the role of managers in the changing business environment
- Take the lead in meeting the challenge of change
- Reinforce a management mindset
- > Differentiate managerial tasks, roles and accountabilities
- ➤ Identify the different planning and organizing processes and attendant feedback mechanisms
- Develop and use a balanced, adaptive and flexible management style
- Identify motivational factors and understand their importance to the peak performance of people
- Organize people to maximize their knowledge, skills and creativity
- Deliver optimum results through effective planning, monitoring, and controlling
- Take charge by making timely decisions
- Sustain peak performance and handle performance problems



### Recommended Participants

- Managers, executives from all departments/ teams who wish to increase their effectiveness and need to build a more solid foundation in management
- Business owners / entrepreneurs
- Professionals being groomed for management positions

### Availability

Public Seminar and In-House Training:

- In-Person
- Live Virtual Training



# **Project Management Skills**

Projects that are managed well, delivered on time and within budget.

Ensure it with the **Project Management Skills Workshop** from **Guthrie-Jensen**.

Our unique approach: first, it's packed with comprehensive, interactive modules. Second, participants learn from internationally-accepted frameworks and processes on project management.

Third, we don't forget to focus on the other important "PM" in project management – PEOPLE Management.

Ensure your project success by signing up for this top-rated program.

### Program Takeaways

- Apply the leadership tools/skills needed for work projects and distinguish them from tools used for daily operations
- Avoid pitfalls and traps in managing projects
- > Use techniques to make projects successful
- Develop full-blown project concepts from good ideas
- > Craft complete plans from project concepts
- Apply the four major phases of project management and know what is most needed to make each phase excellent
- > Identify and effectively deal with project stakeholders
- Apply proven management techniques and approaches in order to deliver and implement a successful project
- Close a project with greater confidence



- Managers, Team Leaders, Project Managers, Project Engineers, Project Architects, Officers-in-Charge
- Professionals who wish to develop their project management skills to ensure consistent project success

### Availability

Public Seminar and In-House Training:

- In-Person
- Live Virtual Training





at +632-8816-1610. Or click here to fill out our online form.

# **Unleashing the Strategic Leader:**

# The Move from Operational Manager to Strategic and Innovative Leader

Challenging times require strategic leaders.

Say goodbye to fire-fighting and "business-as-usual" leadership styles. Say hello to more strategic leaders who have the CEO mindset. see the big picture, challenge the status quo -- while still being on top of their operations.

Lead more effectively, more strategically with Guthrie-Jensen's top-rated program, Unleashing the **Strategic Leader: The Move from Operational Manager to Strategic** and Innovative Leader.



### Program Takeaways

- Develop a more strategic approach to leadership to deliver better work unit/business performance
- Manage operations more strategically by applying a CEO/Enterprise mindset
- Get the tools to more deeply understand the business landscape, plus the opportunities, threats and the needed action plans that need to be managed
- More strategically identify the priorities of the team/organization -- and create relevant action plans
- Contribute more effectively to the strategic direction of top management
- Develop and implement the right initiatives that will drive greater revenues/results
- Identify resources needed for better strategy execution
- Align people more effectively and develop a sense of urgency in them
- Formulate concrete action plans that can be implemented immediately after the seminar



- Middle and senior managers, business unit managers, business development managers, team leaders, business owners
- Professionals being groomed for senior leadership/strategic positions

### **Availability**

**Public Seminar** and In-House Training:

- In-Person
- Live Virtual Training

# People Handling Skills

Everything rises and falls with leadership.

But with the right skills, leaders easily boost productivity, motivate, even instil discipline. The reverse is also true -- the absence of good leadership instantly demotivates teams.

Get fully equipped with leadership skills to produce results. Upgrade your leadership skills with **People Handling Skills**, the top-rated leadership program from **Guthrie-Jensen**.

### Program Takeaways

- Discover and apply the mindset that will make or break good people handlers
- Revisit and apply crucial roles, responsibilities and tasks that will decide the success of handling people
- > Use the best leadership approaches that will work for you
- Use communication and motivation tools that make leadership work effectively
- ➤ Enhance your leadership through coaching and counselling
- Apply disciplinary techniques both as preventive and progressive tools



### Recommended Participants

- Supervisors and managers who wish to master the fundamentals and skills in leading and managing their people
- Also recommended for professionals being groomed for leadership positions

### Availability

Public Seminar and In-House Training:

- In-Person
- Live Virtual Training

# **Training the Virtual Trainers**

The landscape has long changed. But the bottom-line remains the same: companies need to produce results. And organizations must continue upgrading employee skills and close competency gaps.

This is where company trainers, subject matter experts and L&D professionals still come in. Now, they must become effective virtual trainers.

Train like a pro with **Guthrie-Jensen**. Join our interactive and comprehensive Live Virtual Training, Training the Virtual Trainers.

### Program Takeaways

- Efficiently manage the transition to virtual learning
- Define the virtual skill sets of trainers in the organization
- Identify the principles of adult learning and their application in virtual training
- Enumerate all stages in the training management cycle and use them successfully
- Identify the appropriate course design and varied methodologies for their programs
- Apply online training design principles
- Outline the virtual learning path to keep learners motivated and on track
- Create an engaging and interactive virtual learning environment
- Incorporate social collaboration virtually
- Evaluate virtual learning efficiency and platform usage



### Recommended Participants

- Functional and Subject Matter **Experts**
- Trainers and Training Managers
- L&D and OD Professionals
- Business Managers
- HR Practitioners

### **Availability**

Public Seminar and In-House Training:

Live Virtual Training



# Virtual Sales Excellence

# Will you deliver SALES PERFORMANCE in the virtual realm?

The landscape of sales has changed. Have you and your team evolved with it? Now is the time to get fully equipped. Much has changed – from prospecting and sales planning, properly approaching clients, to presenting and closing the contract.

Ensure greater sales performance with **Virtual Sales Excellence**, the Live Virtual Training from Guthrie-Jensen.

### Program Takeaways

- Strategize your approach to selling by understanding the difference between traditional in-person selling vs. virtual selling
- Build more confidence and credibility to engage buyers in the virtual environment
- Apply the IMPACT sales playbook and create a positive impression during virtual sales calls
- Plan your virtual interaction with potential clients
- ➤ Host more productive and meaningful virtual sales meetings
- Gain better control of their virtual selling environment by using their sales toolkit
- Review and analyze the potential of their accounts in the current pandemic



- Account executives, business development officers, salespeople, sales supervisors, and other sales front-liners engaged
- Sales professionals who wish to update their sales skills to succeed in this era of virtual selling

### **Availability**

Public Seminar and In-House Training:

• Live Virtual Training

# High Impact Selling: Strategies and Skills for Sales Excellence

Meet and exceed your sales targets.

This is, of course, easier said than done. But with sharper skills and a winning mindset, sales professionals can deliver, even exceed targets and expectations.

Top-notch sales professionals make the absolute difference in today's tough landscape. They exude credibility. They present products with confidence, strategically listening to clients' needs. They handle objections with ease and close the sale.

Join the thousands of professionals who have gained greater competitive advantage with Guthrie-Jensen's **High Impact Selling: Strategies and Skills for Sales Excellence**.

### Program Takeaways

- Employ powerful selling techniques to close more contracts with clients
- Build confidence in dealing with different types of prospective clients from various industries
- Generate sales leads to supplement the company's existing client base
- Project professionalism and create a positive impression during face-to-face meetings with clients
- Plan engaging sales presentations according to the client's needs
- Avoid losing control of a sales situation by understanding the "language" and buying motives of millennials, baby boomers, the matures and generation X
- Learn to appease disappointed clients without losing their composure



### Recommended Participants

- Account executives, business development officers, salespeople, sales supervisors, and other front-liners engaged in selling
- Sales professionals who wish to review and update their sales skills

### Availability

Public Seminar and In-House Training:

In-Person

# THE DYNAMIC ADMIN PROFESSIONAL

### **Essential Skills for Support Professionals**

Administrative professionals play a critical role. They support managers, executives, and the organization. The support they provide is vital to the organization's ability to achieve its objectives. Given their vital role, their work is no longer just "clerical" nor "administrative."

On top of their present skill set, today's administrative professionals must be equipped with leadership and management skills. They must be able to strategize, innovate, and take the initiative towards continuous improvement of their processes.

Likewise, they must have the people skills to professionally deal with internal and external clients. As front-liners, they must be good, confident ambassadors of both their immediate superior and organization.

Are you an admin professional? Get fully equipped with our top-rated program, **The Dynamic Admin Professional:** Essential Skills for Support Professionals.

### Program Takeaways

- Collect receivables with more effectively through a customercentered perspective
- Prepare for collection calls no matter how tough
- Create and implement action plans to facilitate your successful debt collection
- Deal effectively with the different types of debtors
- Anticipate and deal with potential barriers and objections to collections
- Apply more creative ways of collecting receivables
- Communicate persuasively to make the customer cooperate and pay immediately





- Account managers
- Billing, credit and collection professionals
- Sales representatives, collection agents
- Other members of the organization involved in the collection of receivables / payments from clients

### Availability

Public Seminar and In-House Training:

- In-Person
- Live Virtual Training



# **ON DIVERSITY:**

When two men in business always agree, one of them is unnecessary.

William Wrigley, Jr.
Industrialist, Gum Manufacturer



# **Powerful Presentation Skills**

**Professionals who present with power produce more results.** They get buy-in faster – all the way from top management to staff, to external clients. They're a must regardless of one's level.

Does presentation power mean compelling slides? Yes. But more than visuals, the most effective presenters are confident strategists who effectively customize their content. Their platform skills catch attention. They make facts and figures compelling. On-the-spot questions and objections? Presenters handle them with confidence.

Get fully equipped today with Guthrie-Jensen's **Powerful Presentation Skills**.

### Program Takeaways

- Win more business opportunities with persuasive presentation techniques
- Lessen the stress caused by presentations with stress buster techniques
- Influence the audience to decide favorably on your proposal by looking and sounding confident
- Sell your ideas, products and service to one person or in groups by coming up with well-planned, organized and customized presentations
- Build the confidence of the audience in you by being able to address difficult questions with credibility
- Manage the unexpected with composure
- Develop presentations with high-impact visuals
- Apply the techniques in business, technical, financial, sales, marketing and training presentations



- Salespeople, trainers, supervisors, human resources practitioners, managers and all professionals who wish to get more results from presentations
- Professionals who conduct regular presentations or develop presentations for their organization

### **Availability**

Public Seminar and In-House Training:

- In-Person
- Live Virtual Training

# **Effective Business Writing**

How we communicate with internal and external clients via emails, letters, memos, and proposals affects our reputation and that of our business.

The reality: 67% of professionals lose precious time to compose that "perfect" letter or email. With the daily deluge of writing requirements, many times, errors become inevitable. The worst part: they are costly.

The Effective Business Writing Workshop from Guthrie-Jensen has equipped thousands of professionals achieve greater impact through written communication.

### Program Takeaways

- Reduce writing time by at least 30%
- Start each letter, memo, proposal, and other correspondences the right way all the time
- Spot and correct common errors in grammar and usage
- Cut information overload in correspondences
- · Prevent misunderstanding by organizing thoughts logically
- Write tactful, empathetic, and courteous messages
- Win approval by writing persuasive messages
- Project a professional image by writing conversational yet business-like e-mails





- Staff-level professionals, executive assistants, front-liners
- Other professionals who wish to improve their business writing skills

### Availability

Public Seminar and In-House Training:

- In-Person
- Live Virtual Training



## New Program 2:

# The Leader As Trusted Advisor

A leader plays different roles in the organization: operations manager, subject matter expert, communicator, coach and mentor.

As a leader moves up, the evolution must continue. At a higher level, leaders would also need to act as doctor, internal consultant, trusted advisor, and catalyst for change.

As trusted adviser and doctor, a leader must possess the tools to diagnose and help the organizations as it works on its areas for improvement -- and more importantly, seize opportunities in this fast-paced, fast-changing business landscape.

For these reasons, Guthrie-Jensen has developed a one-of-a-kind program, **The Leader As Trusted Advisor**.

### Program Takeaways

- Learn and apply internal consulting/analytical tools to more effectively diagnose the challenges of the team or the organization
- Identify change initiatives that are aligned with the most important needs of clients.
- > Evolve from solving problems from a tactical approach to a more business-wide or system-wide approach
- Propose change initiatives with more confidence, and in a more organized manner -- and present them effectively

### Recommended Participants

- Managers and Executives
- Managers being groomed for more senior management positions
- HR professionals

### **Availability**

Public Seminar and In-House Training:

- In-Person
- Live Virtual Training





# Guthrie Jensen > Partial List of Programs (1/2)

### Leadership & Management

- 5-Day MBA
- Agile Leadership: Leading Amidst Disruptions and VUCA
- Advanced People Handling Skills
- **Effective Performance Coaching**
- Leadership Communication
- Managing Under Pressure
- Mastering Management
- People Handling Skills
- Problem Solving and Decision Making
- Project Management Skills
- Team Leader Excellence: Skills for Peak Performance
- Unleashing the Strategic Leader: The Move from Operational Manager to Strategic and Innovative Leader
  - **New:** Executive Presence: Moving from **Expert to Executive**
- New: The Leader As Trusted Adviser

### **Business Strategy**

- 5-Day MBA
- **Business Acumen**
- Managing the Family Business
- Operational Planning
- Practical Financial Management
- Strategic Planning

### **Organizational Development**

Vision, Mission, Values



### Sales and Marketing + **Customer Service**

- Brand DNA Workshop
- Complaint Management
- Customer-Centered Debt Collection
- **Exceptional Client Care**
- High Impact Selling
- Key Account Management
- **Power Negotiations**
- Proactive Sales Leadership: A Sales Management Program
- Strategic Marketing
- Virtual Sales Excellence

# Guthrie Jensen > Partial List of Programs (2/2)

### Communication

- **Business English**
- Communication Assertiveness
- **Cross Cultural Communication**
- Developing Presence, Confidence and Influence
- **Effective Business Writing**
- Powerful Presentation Skills
- **Technical Report Writing**
- Working Remotely Productively

### Training and Development

- Training the Trainers
- Training the Virtual Trainers

### **Administrative Support**

The Dynamic Admin Professional: Essential Skills for Support Professionals

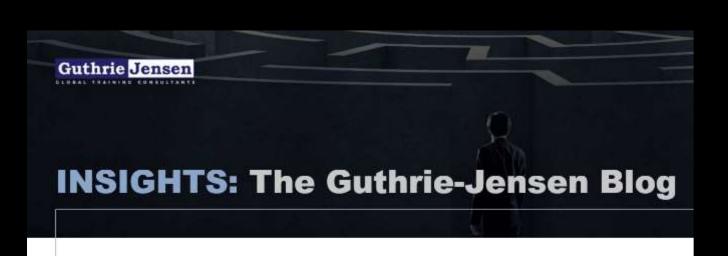
### **Human Resources Development**

- Strategic Human Resources Management
- Behavioral Interviewing Skills



Click here to inquire now

Click here to see the complete list of programs





### 5 Rules of Thumb for Motivating Remote Employees Effectively

Explore some of the ways in effectively managing employees so you can boost your remote learn's motivation for work



### 5 Sales Best Practices in the Time of COVID-19

COVID-19 has disrupted businesses. Here are some sales best practices that will help you mitigate losses and boost sales during and after the pandemic.

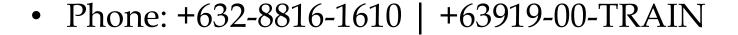
# Visit Insights: The Guthrie-Jensen Blog for tips and regular



updates!

# We look forward to working with you.

# For inquiries:





 Click here for a direct link to our inquiry form or scan the QR code on this page.



