

IT'S YOUR CAREER MANAGE IT!

*Creating the Career
& Work Environment
You Want*



SHARI HARLEY, MA, CSP

Many professionals are waiting for their boss or mentor to provide the training, coaching, and exposure they need to advance their career. The truth is it's up to each employee to create opportunities, gain visibility, and get the feedback they need to strengthen their performance and position themselves for future roles in the organization.

It's Your Career. Manage It! provides the specific language to use to establish candid relationships with direct supervisors, mentors, coaches, and coworkers. Employees will know what to say to get more of what they want and less of what they don't at work. Managers and coaches will get the language and tools they need to guide direct reports and coachees into a future they're excited about. Get more feedback enabling you to take control of what you put in front of others and the impressions you create. And as a result, build long lasting business relationships that outlast economic downturns, miscommunication and conflict.

OUTCOMES TO EXPECT:

- + Start new relationships powerfully and strengthen existing relationships.
- + Create more trust in your office and business relationships.
- + Take charge of your career.
- + Get more feedback.
- + Give more feedback in a way both you and the recipient are comfortable.
- + Have productive coaching relationships and meetings. Get the most out of mentoring and coaching relationships.

AGENDA:

1. Set expectations in new and existing relationships.
2. Structure mentoring and coaching relationships so they are useful and productive.
3. Get tools to make mentoring and coaching meetings focused and helpful.
4. Get more useful feedback.
5. Give feedback in a way that others can hear you.
6. Tell others what you need from your job and workplace in order to remain satisfied and productive.

WHO SHOULD ATTEND?

Professionals & their direct supervisors, coaches & mentors.

PRESENTATION STYLE

This program is interactive, practical, and hands on. Participants will practice using new tools and language to create the career and business relationships they want.

PROGRAM LENGTH

45-minutes to a full day.

PROGRAM MATERIALS



*How to Say Anything
to Anyone Book*



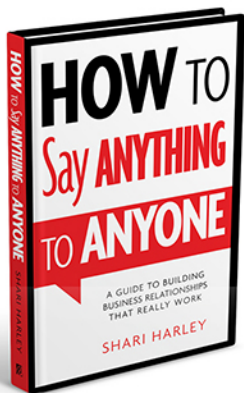
**Candor Questions
for Relationship
Building at Work**



SHARI HARLEY

SPEAKER | TRAINER | AUTHOR

FEATURED BY:



Shari Harley is the founder and President of Candid Culture, an international training and consulting firm that is bringing candor back to the workplace, making it easier to tell the truth at work. Managers tell employees the truth about their performance. Employees ask for what they need. Prospects tell you why they did or didn't hire you. Customers tell you how things are really going, giving you the chance to retain their business.

Shari is known globally as an engaging, funny, content-rich business speaker and author. She is the author of the book *How to Say Anything to Anyone: A Guide to Building Business Relationships that Really Work*, holds an MA in Communication and taught leadership at the University of Denver. Before launching Candid Culture, Shari led leadership development training for OppenheimerFunds, conducted customer service training for American Century Investments, and facilitated and sold programs for Dale Carnegie Training.

Shari's practical approach has led her to speak and train throughout the U.S. and in Singapore, Thailand, Malaysia, India, Dubai, and Australia. Some of Shari's clients include: Pepsi Co., Noodles & Company, DirecTV, Sodexo, IBM, the Environmental Protection Agency, the National Institutes of Health, SHRM and ASAE.

From making meetings work and delegating better, to managing your career and saying anything to anyone, Shari's techniques are sure to delight and inform in a real, direct, and very funny way. Participants will be laughing while they're learning and will walk away with tools and techniques to transform any relationship.



"Best speaker at the conference, no contest. Hands down . . . Shari Harley. If every business enterprise in America had a Shari Harley on staff, doublespeak and baloney would wither and die in short order."



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