

2021 TRAINING PORTFOLIO

BY BLAZING BEYOND



LEAD TRAINER & COACH

ALTHEA WALTERS

BLAZING BEYOND

WWW.BLAZINGBEYOND.COM

LAST UPDATED OCTOBER 1, 2020



OVERVIEW OF 3HOUR [ONLINE] MINI SKILLS WORKSHOPS AVAILABLE

- 
- Delegation Skills Workshop
 - Productivity Skills Workshop
 - Accountability Skills Workshop
 - Communication Skills Workshop
 - Leadership Skills Workshop

OVERVIEW OF 3HOUR [ONLINE] MINI SKILLS WORKSHOPS AVAILABLE

DELEGATION SKILLS WORKSHOP – 3HRS

- Understand the benefits of effective delegation
- Understand a 4 Pronged Approach to effective Delegation
- Practise how to delegate effectively
- Identify tasks that can be delegated and the best team member to delegate these tasks to

PRODUCTIVITY SKILLS WORKSHOP – 3HRS

- Acquire knowledge and techniques for practical time management skills
- Learn key steps to prioritizing and executing your work
- Learn Key Productive Habits critical for your success

ACCOUNTABILITY SKILLS WORKSHOP – 3HRS

- Leaders, Managers and Supervisors, & Employees learn what personal accountability means.
- Leaders, Managers and Supervisors, & Employees gain clarity about accountability and how to be successful in reporting relationships.
- Address factors that might be stopping Leaders, Managers, Supervisors, Employees from personal accountability.

COMMUNICATION SKILLS WORKSHOP – 3HRS

- Develop your business communication skills
- Understand and Explore Blockers to effective Communication through Practical Exercise
- Improve verbal and non-verbal communication style
- Learn different methods of communication and decide when each is most suitable

SUMMARY - ALL TRAINING PROGRAMMES OFFERED



Time
Management
& Improving
Productivity



Leadership
Development

- Book as a 2 Day Training or 6 weeks 2hr weekly Online Programme for your Leaders, Managers



Supervisory
Management
Training



3 Hour Skills
Workshops on
Special Focus
Topics:

- "DELEGATION"
- ACCOUNTABILITY
- COMMUNICATION
- PRODUCTIVITY
- BUILDING BLOCKS OF LEADERSHIP
- GOAL SETTING FOR PERSONAL SUCCESS etc



Change
Management



Improving
Customer
Service



Effective
Public
Speaking



Administrative
Professionals
Training



Executive
Development
Coaching &
Employee
Development
Coaching

NB. Customized Trainings available. Exclusive Bookings by Company is for Groups >5. OR Your Employees can attend scheduled Trainings as per our Calendar via website. www.blazingbeyond.com



■ APPENDIX

A FEW CLIENTS WE HAVE WORKED WITH



COK SODALITY CO-OPERATIVE CREDIT UNION LTD.
Invest in your future today!



THE TRADE BOARD LIMITED

TRAINING VIDEO TESTIMONIALS



<https://www.youtube.com/watch?v=XfXOJG7aVLA>

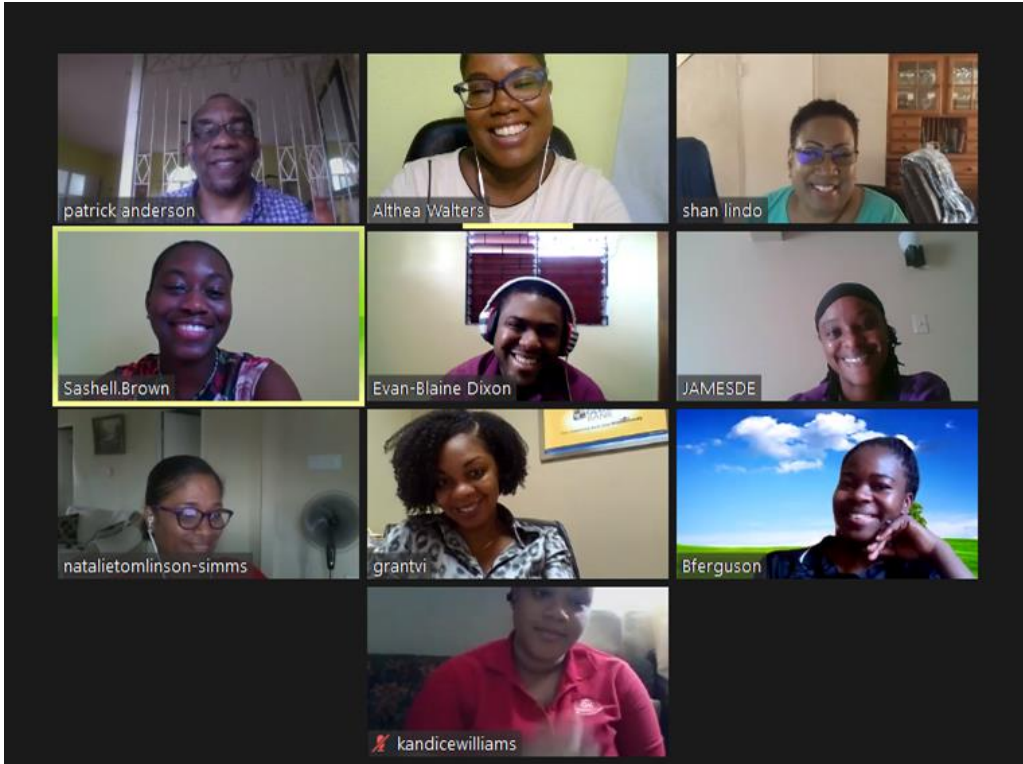


<https://www.youtube.com/watch?v=fTIDjklHFiQ>



<https://www.youtube.com/watch?v=WN6x92U5y6s>

TRAINING TESTIMONIALS — TIME MANAGEMENT TRAINING



[**CLICK TO WATCH Time Management Training Testimonial**](#)

“This Time Management Training has been an eye opener for me. The transformation began before the training ended. We were given seemingly small tasks to complete but these made a huge impact right away. The course is engaging and easy to follow.” - **JoDene Dixon – GraceKennedy**

“This Training was very informative and has been my most enjoyable virtual Training received thus far. The Trainer, Althea Walters, was very engaging and there was never a point that I felt like my time was being wasted while on the zoom conference. - **Ryan McCalla**

“I think companies should add this Time Management Training to their orientation.”- **Ian Carlyle**

“This Time Management Workshop was very impactful. Learning of disciplines, methods and concepts that can help with management of self and by extension my time was not something I could have done without this support/training. - **Samantha Malcolm**

“During this session, I felt heard and that the solutions presented were very feasible. A lot of us just hadn't found the time to best apply the solutions because we were in a constant state of "do" and never really took the time to see what measures can be implemented to solve our most pressing time management and productivity downfalls. I have taken quite a bit from this training session and it has impressed upon me skills that I hope follow me throughout my career and personal life. -**Asanja-Paige Williams**

TRAINING TESTIMONIALS — LEADERSHIP DEVELOPMENT



"The Leadership Training was a Phenomenal one and a Life Changing Experience. Althea Walters of Blazing Beyond not only gives us information but she reinforces whatever she teaches with materials and practical examples. I would recommend this Training for all leaders and Managers."

- Christopher Wills – IT Manager, Supreme Ventures Ltd

"One thing that stood out for me in this Leadership Training was the Self-assessment exercise where the leaders focused on themselves and assessed themselves as Leaders, which is important in changing the dynamics of the current workplace. I would highly recommend this Training to Companies to improve the leadership skills of their Leaders and Managers."

- Roshane Reid – Manager, Trade Board Limited

"The training was satisfying and reflective. It delved deep into areas that I struggle with and has equipped me with the 'how' to get started on the path to correction. Thanks, Althea... You were super awesome!!!

- Aswanda Stoddart – Customer Service Manager, Supreme Ventures Ltd

"I believed that this Leadership Training was just another activity to delay my planned tasks.... but I was wrong... a good experience worth the time - **Aldien Anderson, Manager**



[**CLICK TO WATCH Leadership Training Testimonial**](#)

TRAINING TESTIMONIALS – PUBLIC SPEAKING COURSE



“Well prepared, packed, informative, interactive and excellent Training! My experience was great, as all my objectives were met and the information will be use to develop my public speaking and presentation skills.

- Yolene Walcott – Jamaica Customs

“I came out of this training feeling more confident and knowledgeable, and I also made a promise to volunteer in any way for various roles/events, thus enhancing my public speaking. The Trainer has good presentation skills and was very engaging. Continue to do the good work Althea!

- Monicah Atkins – Jamaica Customs

“Ms. Althea Walters has made the public speaking session exciting, engaging and enjoyable while bringing out the the characteristics and attributes necessary to make an effective public speaker.

- Marcia Roache

TRAINING TESTIMONIALS — PERFORMANCE MANAGEMENT



“The Performance Management Skills Training for Managers and Supervisors was an eye opener for me and provided me with key skills and knowledge that will help me as a new Manager.

– **Manager, Jamaica Customs**

“I walked away understanding the importance of Coaching my reportees so that they can better perform. This is an area that I struggle with but the training provided me with tools and tips to help me as a Manager.

- **Manager, EPIC Technologies**

TRAINING TESTIMONIALS – ADMINISTRATIVE PROF. TRAINING



“The Administrative Professionals Training was a very effective Training delivered by a First Class Trainer – Althea Walters. I am leaving this training with a lot more clarity and confidence in my role and a solid plan for improvement. Some of the tips and tools I learnt are not just applicable for my job on a daily basis but relevant for everyday life.”

- **Marguax Swaby – Executive Assistant, Restaurants of Jamaica**

“This Training was an exceptional one and every time I use this training material I will remember the additional information/insight gained through your training. I am sure it will be very beneficial for my development as an Assistant and by extension my place of employment. I Hope the best for your continued success.

- **Diann Bright-Brown, Administrative Assistant, NWA**

“The Executive Assistant Professionals training was a rewarding experience, conducted by a knowledgeable and experienced professional. The material was delivered in an effective and practical method. I was taken on a journey that rendered me refreshed and aware of mechanisms that can elevate me and broaden my prospects in the course of time. Implementing the necessary tools, I was reminded of intrinsic value to be achieved towards accomplishing my work-related or personal goals. I would recommend this training to all administrative professionals. ”

- **Phillipa Hutchinson, Executive Assistant - NWA**



[**CLICK TO WATCH ADMINISTRATIVE TESTIMONIAL**](#)

THANK YOU & LIST OF SERVICES & PRODUCTS

Training & Workshops

- *Improve Your Time Management & Productivity*
- *Performance Management for Supervisors & Managers*
- *Leadership Development Programme (Onsite and Online available)*
- *Preparing Your Managers to Lead Change (Change Management Workshops)*
- *Public Speaking Training*
- *Customer Service Training*
- *Administrative Professionals Training*
- *Goal Setting Workshops for Success*
- *Guest Presentations*

Coaching Services

- *Coaching Services to Improve Performance & Productivity (For all Employees/Leaders/Assistants)*
- *Coaching Services to support Leadership Growth and Development*

Consultancy Services

- *Strategic Planning Workshops: Design & Execution*
- *Facilitator for Team Building & Engagement, Workshops & Events*
- *HR Strategic Services*
- *Organizational Change Management*

Personal Productivity Planner: MY GOAL TRACKER (@mygoaltracker)

- *DREAM IT. PLAN IT Online Self Paced Course (Achieve Personal Goals)*
- *Design, Create and work on your personal goals deliberately*



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