



Professional Development Catalogue

Training Options for Leaders and Teams

2023/2024



neolé

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Greetings From Ginny

Welcome to our newly updated Professional Development Catalogue.

In this ever-evolving landscape, organizations across the globe have had to pivot, adapt and evolve. The COVID-19 pandemic has amplified the need for innovative thinking, effective collaboration, and healthy workplaces.

Organizations are transitioning to virtual or hybrid work models, a shift that underscores the importance of developing novel skills while building resilient, human-centered workplaces.

We believe that as leaders, you are not just managing teams but are building cultures, enabling problem-solving and inspiring innovation. Your influence can extend far beyond day-to-day operations, playing a vital role in fostering a supportive work environment where team members thrive.

With this in mind, we are excited to introduce our updated selection of professional development offerings. It is our deep belief that by investing in people and prioritizing human-centric workplaces, we can cultivate creativity, productivity, and overall wellbeing, all of which are more crucial than ever.

We trust you will find our catalogue intriguing, and we look forward to supporting you and your organization in your ongoing professional development journey.

Together, let's shape the future of work in a way that fosters wellbeing, inspires innovation, and upholds the inherent value of every team member.

Thank you for your commitment to growth and development.

Kindly,



Ginny Santos
CEO



Testimonials



"This was so well executed - the pace and skill but above all, the **principled human approach** was foundational to everything you did. I learned a lot and built some confidence for me to take back to my work, the success factors, and .. thank you!"

- Anonymous, Collaboration Workshop

"I think you are a great team which have the **good spirit for education and sharing knowledge**. One of the most important ideas I got through this workshop was the beautiful concept of the diversity of the thinking preferences. No one of these preferences has an advantage over the others, however they complement each other to make the big picture of innovative teamwork. Thanks"

- Sherif Mohamed PhD Candidate at University of Toronto

"Neolé's virtual facilitation services were an eye-opening experience for our globally-dispersed organization. The **level of engagement and productive work** that we accomplished rapidly **turned skeptics into rabid fans**, which is why we continue to hire Neolé."

- J. Vehar, VP Products, Dale Carnegie & Associates

Past Clients



Team and Leadership Development Programs

Our clients are organizations that care about their people, and want to empower them to excel as creative thinkers, problem solvers and collaborative leaders.

Our suite of team development courses, team building activities, and leadership training, are carefully designed to make a lasting impact. In addition to the Team Charter workshop for hybrid and remote teams and their leaders, we offer interactive sessions focused on providing the knowledge, tools and skills for enhanced creativity, collaboration, and wellbeing.

Training Formats

Our training can be delivered in a virtual, in-person or hybrid format.

Training can be structured to meet your unique needs, from 2-hour training sessions to 4-day retreats. Consider combining courses for additional impact. Whatever the format, we ensure participation, engagement and success!

We customize our workshops to your unique situation and the needs of your team and organization. Email info@neole.ca to request a free consultation. We'll ask you about your organization and team, and your best hopes for the type of transformation your team would benefit from the most.

Team Retreats and Leadership Off-sites

Given the investment of time and dollars required for retreats, you want to choose an experience that will have a long-term impact on your team's morale and workplace culture – while also having fun in the process! Your team retreat is the perfect opportunity to deepen trust and respect, strengthen team spirit, and develop better collaboration skills. What matters most is that you actually see a real difference once you are all back to the day to day work.

Whether you want a 2-hour workshop or a 3-day agenda that is expertly designed, the Neolé team will ensure your offsite is productive, transformative and memorable. Our expert facilitators use play-based methodologies, coaching techniques and brain-centric design to ensure every activity has a lasting impact on the whole team.

Need to tackle some serious business while you are all together? No problem! Our experienced facilitators will lead your strategic planning, help you develop Objectives and Key Results (OKRs) and facilitate other important meetings.

Innovative Team Mindset

Wish your team could be highly effective at tackling challenges together? Wish you had a proven recipe to re-energize your remote team and spark creativity and innovation? Wondering how to increase engagement and productive collaboration?

The Innovative Team Mindset will help participants from your organization develop the thinking skills necessary to innovate and collaborate as creative problem-solvers. Participants will learn about their own thinking style and become aware of their team's psychological diversity and how that impacts their ability to collaborate effectively.

This course includes the FourSight* self-assessment and Team Report.



Benefits

- Gain self-awareness into how each team member approaches challenges and opportunities
- Learn to apply an easy-to-follow structured process and a proven problem-solving methodology that drives innovative outcomes
- Improve team collaboration when working under stress
- Develop trust and deep respect on teams
- Deliberately enhance individual and collective creativity and innovation
- Leverage the benefits of the team's cognitive differences in problem solving

Intended audience:

- Leaders who understand the value of engaging their teams in creative thinking, ideation and problem solving.
- Teams who want to collaborate more effectively and develop their ability to innovate.
- The workshop can be customized for a team of leaders or designed in such a way that leaders can take it with their team members so that the entire team can upskill all at once.

Delivery method

This highly interactive and hands-on workshop can be delivered as a half-day or full-day session, online or in-person. The expert facilitator will alternate between short science-based lectures, case studies, small-group coaching, and practical activities that allow the participants to learn by practicing.

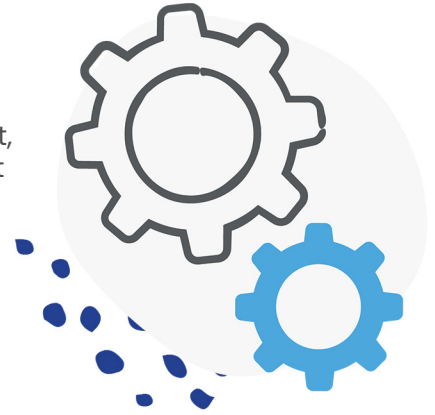
*[FourSight](#) is a self-assessment tool informed with over two decades of scientifically-confirmed data. It produces a profile that illustrates each participant's diverse thinking style and how it relates to their problem solving approach.

When people develop awareness of their thinking and problem-solving style, they become better able to collaborate, to value cognitive diversity and to compensate for their blind spots. All of this while also gaining understanding of their team's strengths.

Leading for Collaboration

Leading for Collaboration is for managers and leaders who need smart, diverse people to collaborate within or across teams, but find it difficult and painfully time-consuming to get everyone on the same page and collaborate effectively towards a common goal.

During this workshop, we explore how to lead effective collaboration and how to be an outstanding contributor to collaborative initiatives/projects. This training gives participants the awareness, process and tools they need to lead effective collaborations that engage the right people at the right time, move everyone along at an equal pace, and reach the finish line as a whole and better team. Whether you are a team leader or a member of a loose collaboration, you will leave this training with a deep understanding of your team's strengths and blind spots, and what's required for successful collaboration to take place.



This course includes the FourSight self-assessment and Team Report. *

Benefits

- Gain awareness into how each team member approaches challenges and opportunities
- Step up your ability to collaborate towards innovative outcomes
- Improve team dynamics when working under stress and prevent conflict
- Develop trust and respect on teams
- Deliberately enhance individual and collective creativity
- Leverage the team's psychological differences in the approach to problem solving
- Develop a common language that supports your team's collaboration efforts
- Integrate a repeatable process for every project that requires collaboration

Intended audience:

Leaders who understand the value of engaging their teams in creative thinking, ideation and problem solving.

The workshop can be customized for a team of leaders or designed in such a way that leaders can take it with their team members so that the entire team can upskill all at once.

Delivery method

This highly interactive and hands-on workshop can be delivered as a half-day or full-day session, online or in-person. The expert facilitator will alternate between short science-based lectures, case studies, small-group coaching, and practical activities that allow the participants to learn by practicing.

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Creative Problem-Solving Skills & Tools



Complex problem solving, creative thinking, critical thinking and collaboration have all been identified as key 21st Century skills. However, the education system has failed at preparing employees to exercise these skills in the workplace.

Creative Problem-Solving Skills & Tools builds upon the skills and tools learned in Innovative Team Mindset and Leading for Collaboration. In this workshop, participants will further develop their thinking skills and creativity, and acquire the structured process and tools that increase their ability to engage in solving complex problems. This course includes the Creative Problem-Solving Tool Deck.

Benefits

- Learn creative problem-solving skills and tools that can be used to address everyday challenges as well as complex problems
- Solve any problem and capitalize on opportunities by applying a repeatable process.
- Develop the ability to identify what type of thinking is most needed for each challenge. Do you need information and expertise or ideas and new options? Or do you need to test potential solutions?
- Create an environment that's conducive to the whole team engaging in problem solving and innovative thinking

Intended audience:

Leaders and teams have previously taken the Innovative Team Mindset or Leading for Collaboration courses and who have taken the FourSight Assessment.

Delivery method

This highly interactive and hands-on workshop can be delivered as a half-day or full-day session, online or in-person. The expert facilitator will alternate between short science-based lectures, case studies, small-group coaching, and practical activities that allow the participants to learn by practicing.

Team Charter Workshop

Teams that have transitioned to a remote or hybrid work model have done their best to maximize productivity, engagement and team morale. It's now time to improve and ensure the remote or hybrid work model actually works well for you and the whole team. Overcome ongoing challenges, co-create a high performing work culture, engage new team members and deepen trust and respect with a Team Charter. At the end of this workshop, your team will have co-created their Team Charter and will come away with a shared understanding of the type of workplace culture that will maximize retention, engagement and collaboration while working remotely. Includes tips on how to update your "living" Team Charter so that it reflects your learned experience and workplace realities moving forward.



Benefits

- Improve your team's ability to work effectively and collaboratively in a remote or hybrid environment
- Develop a deeper understanding and appreciation for each team member's approach to work and collaboration and what each team member requires to optimize their wellbeing in the workplace
- Co-produce a framework of how your team will work together in a hybrid or remote arrangement so that the whole team is doing their best work without needing to be co-located
- Define the team's values and common goals so that the whole team is engaged and committed to functioning as a cohesive team

Intended audience:

Leaders and their teams together.

Delivery method

Team Charter is most effective when the team comes together (either virtually or in-person) for two half-day workshops that are at least one week apart. The workshops involve facilitated brainstorming, group discussion, and collaborative decision making.

How to Stay Smart

Helping leaders develop healthy habits that enhance cognitive performance



Organizations need leaders who are sharp, emotionally intelligent, able to focus and make sound decisions under pressure. They need leaders who are present and available for their teams.

The performance of your leaders suffers when they struggle with brain fog, unreliable memory, mood swings, the mid-afternoon slump, headaches, joint pain and overwhelm when faced with increased stress or added complexities. It's like having a computer freeze in the middle of a 40-page report or a website that's painfully slow to load – a computer that needs maintenance... Well, like computers, brains need maintenance too!

How to Stay Smart is a brain maintenance program that teaches leaders how to focus and concentrate, minimize headaches and brain fog, remain calm when under stress, and feel at their best throughout the work day. How to Stay Smart teaches leaders how to maintain and optimize their cognitive health, and provides the tools, knowledge and habits to ensure they are always at their best.

Benefits

- Discover the 6 types of hunger and how they impact your ability to focus during different times of the workday
- Understand the types of nutrients that the brain needs for optimal performance at work, at play and for longevity
- Discover the link between stress and the brain's energy requirements so that you can prevent burnout
- Identify the two types of fuel that your brain relies on throughout the day
- Practice emotional intelligence in the context of brain health
- Establish healthy habits that help prevent cognitive decline at any age
- Create a personal plan for how to optimize your cognitive performance

Intended audience:

For any leader who is experiencing "brain fog", mid-day energy slumps or low-level fatigue, difficulty changing habits, common headaches, too tired to make big decisions, you can't think until you've had coffee, or if you find these things are manifesting with other physical symptoms.

Delivery method

This half-day workshop has been carefully designed, tested and improved to maximize impact. The workshop will include a mix of science-based lecture, individual reflections, small group discussions and exercises that take the learning from insight to action. This workshop is equally impactful whether it's delivered in person or virtually.

*This half-day workshop can be expanded into a 3-month health & wellness challenge that a whole team can participate in together.

UPWELL

How to Prevent Burnout AND Create a Healthy Workplace Culture for Yourself and Your Team



Leaders—it's time to put your oxygen mask on first!

Yes, it's a cliché, but there's a reason we keep coming back to this analogy: being there for others works best when we take care of ourselves first.

As a leader you are probably very good at managing a lot of responsibilities (not just at work but also in your personal life). You are always taking care of people (not just your team and your bosses, but maybe also your kids and your aging parents), you also take care of projects, budgets and all sorts of other things. But how often do you stop to take good care of yourself? Is that even possible when you have so much on your plate? And what's the consequence if you don't make health and wellness a priority? And what about your team's health and wellness?

Your amazing team is important to you. And, you are important to them! They are looking to you for answers, direction and support, both personally and professionally.

For this, you need to be at the top of your game!

A high-performing team is one that is excited to contribute, does their best work and loves their work! When you trust your team to be high performing you can sleep better at night. Two things are needed for this: individual commitment to wellbeing and workplace commitment to wellbeing. It all begins with you setting a positive example by giving top priority to your own wellbeing.

But where to start when you already have so many responsibilities on your plate?

UPWELL: How to Prevent Burnout AND Create a Healthy Workplace Culture for Yourself and Your Team is an interactive session, expertly facilitated by Neolé's CEO, Ginny Santos, to get you building the individual habits and practices that elevate your own energy and wellbeing.

Benefits

- Uncover the four major "energy suckers" that drain your vitality and can pose a challenge to even the most effective self-care strategies
- Discover the five mistakes organizations are making when it comes to supporting the wellbeing of their leaders and teams
- Discover what's working for other leaders, including leaders of hybrid/remote as well as workplace practices that build a healthy workplace culture increasing retention, productivity and employee engagement

Intended audience:

Managers, directors and executives, or leaders of teams that are either working remotely or are geographically dispersed. Leaders who understand the value of engaging their teams in creative thinking, ideation and problem solving. The workshop can be customized for a team of leaders or designed in such a way that leaders can take it with their team members so that the entire team can upskill all at once.

Delivery method

This highly interactive and hands-on session can be delivered online or in-person. The expert facilitator will alternate between short science-based lectures, case studies, small-group coaching, and practical activities that allow the participants to move from insight into action.

Work-Life Balance

How to Set Healthy Boundaries for You and Your Team



Poor work boundaries can lead to burnout, and burnout has a ripple effect on both the team and the organization – increasing the amount of sick days, turnover, and overall stress. It’s time to set some healthy work life boundaries!

This solution-focused workshop is for leaders and their teams who want to be brave about setting work boundaries while improving performance, efficiency and high quality work. Engage in important conversations with your team about work life boundaries, and identify practical ways to support and sustain high performance. Come prepared to share the challenges you are dealing with, and to brainstorm ideas in collaboration with your team. Includes a customized report of your team’s ideas and strategies.

Benefits

- Gain clarity on the positive impact that setting work boundaries can have on your engagement and sustained productivity
- Generate ideas for encouraging your team to set and respect each others’ work boundaries
- Co-develop three concrete strategies for creating a healthy work culture

Intended audience:

Leadership teams, or leaders and their teams together.

Delivery method

This two-hour workshop is a mix of science-based lecture, individual reflections, small group discussions, brainstorming, and exercises that take the learning from insight to action. The workshop is designed to be delivered virtually or in-person.



“This course was excellent! Valuable fuel for self-reflection, insight into my team dynamics and strategies for developing and nurturing creativity in all its aspects both personally and professionally. Thanks for this practical and valuable session.”

– P. Loron

Meet Your Lead Instructor



Ginny Santos, CEO, Neolé Creative Thinking Guide and Process Designer, Trainer & Facilitator

Ginny Santos works primarily with organizations that truly care about their people and want a healthy workplace culture that enables and sustains high performance.

That's why she founded Neolé, a training, facilitation and event production company that specializes in designing and facilitating team development and retreats that make a lasting impact— resulting in increased engagement, productivity and retention, and most importantly, a healthy workplace culture.

Everything she does is influenced by her drive to have a positive impact, and the practical skills and knowledge she developed while completing a Master's of Science in Creativity and Change Leadership and several graduate certificates in Solution-Focused Coaching, Nutrition Sciences and Productive Thinking. Ginny is also a professor at Wilfrid Laurier University where she teaches creativity and innovation to executive MBA students.

Originally from Spain, she is an entrepreneurial mother, a digital geek and an enthusiastic dancer in the privacy of her kitchen.

Accreditations

- M.Sc. Creativity and Change Leadership
- B.A. of Political Science and Peace & Conflict Studies
- Certified FourSight Presenter and Master Trainer
- Certified Solution Focused Coach
- Certified Nutrition Science Coach
- Certified Stormz Digital Facilitator and Trainer

About Neolé

Neolé is the only training, facilitation and event production company committed to elevating the engagement, contribution and wellbeing of people in everyday work and life. We know that a happy, engaged and collaborative team is the secret to high performance in the remote and hybrid workplace.

Our mission-driven team is proud to work internationally with a diverse range of clients. We are committed to creative problem solving, evidence-based methodologies and using human-centered technology to drive real engagement and transformation. The result is an unforgettable, productive and action-oriented experience that creates lasting change for our clients and their teams.

Our services include:

- Planning and facilitating bespoke team retreats and offsites that make a lasting impact on the workplace culture
- Facilitating the co-creation of Team Charters
- Producing stress-free virtual and hybrid meetings and events
- Designing and facilitating stakeholder engagement and strategic planning
- Organizing and hosting virtual workplace wellness huddles
- Providing Leadership and Team Development programs and workshops

Our research-based, results-oriented training and coaching programs for leaders and teams are the best path to creating a high-performing wellness culture inside your organization.

- UPWELL for Leaders: A unique 3-month coaching program for overstretched team leaders, directors and managers who want to master their own self care while creating a workplace culture that supports everyone's wellbeing.
- UPWELL for Teams: A unique 6-12 month program that transforms your workplace culture so that your entire team can be high performing, happy and healthy.

Neolé is proud to be a certified Women Business Enterprise.



"Neolé exceeded our expectations. The workshop helped open our eyes to innovation and the areas that we can strengthen as a team to help our corporate culture to be more innovative. We were very pleased at how organized and seamless the facilitation was with participating as large groups as well as entering break-out rooms. It was very engaging and helped us connect. Our team was lacking connection because of COVID. This was the first time that we engaged with each other in a meaningful way.

We felt connected and it felt good"

- T. Martin, Director of Human Resources. Town of Penetanguishene

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