



Course Catalog  
2020

**Navigating  
the workplace**

**great  
on the  
job**

# overview

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**Great on the Job (GOTJ)** is a leadership development firm that transforms organizations by partnering to develop executive leaders and build the bench of next-generation talent. We combine world class content with superior delivery— both online and in-person—and we have established ourselves as the go-to player in the marketplace for training the best and the brightest in corporate America. Our distinguished client list includes 8 of the top 10 global investment banks, leading MBA programs (Harvard, Wharton, Kellogg, Cornell, among others) and numerous Fortune 100 companies.

## approach

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Online and off—our programming is **high impact and highly engaging**. Polling, chat box discussions, Q&A and breakout rooms are hallmarks of our virtual workshops. In-person programs combine front-of-room role plays, customized scenarios, small group discussions, partner work and turn & talks. We regularly and consistently receive 5-star ratings and 50+ NPS scores (net promoter scores). And we don't take ourselves too seriously—fun is just as important to us as learning—because we know that if it's not fun (and engaging), no one is listening, much less learning...

## program structure

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GOTJ content is modular and fully customizable. We are **agile and flexible** – regularly combining modules and adjust timing to create 90-minute, half day and/or full day programming, depending on your needs. Need an executive coach or keynote speaker? We do that too!

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g o t i

# i course snapshot

All of our offerings on one page

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**Virtual programming** \*all GOTJ content can be presented virtually

- Leading Through Uncertainty
- Working Virtually: Staying Sane, Maintaining Connections & Maximizing Impact
- Executive Presence (Behind a Screen)
- The Art & Science of Giving & Receiving Feedback (Online)

## **Be a great leader**

- Lead with Generosity
- Managing for New Managers
- Harness the Talents of Gen Y & Gen Z
- Be a Great Mentor

## **Be great on the job**

- Communicate for Impact
- Own the Room / Executive Presence
- The Art & Science of Giving & Receiving Feedback
- Manage Difficult Conversations
- Build Your Brand
- Maximize Your Strengths
- Perfect Your Pitch
- Get the Most from Your Mentor
- Network Like a Pro
- Business Writing
- Presentation Skills Intensive
- Pitching Deals & Winning Business

## **Get the job**

- Ace the Transition from College to Career
  - Perfect Your Pitch
  - The Top 5 Pitfalls of Summer Interns
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## ii virtual programming

All of our offerings can be presented virtually

### Working Virtually: Staying Sane, Maintaining Connections and Maximizing Impact

60 minutes

The world has turned upside down and inside out. All of our assumptions about making work meaningful and productive, and about building and maintaining relationships—are being questioned and reimagined. Learn how to stay productive (and sane) by managing your time and energy, creating space (both physical and mental) and staying connected digitally.

#### modules include

- manage your time
- manage your energy
- stay connected
- create regular channels for feedback and guidance

### Executive Presence (Behind a Screen)

60 - 90 minutes

Speaking up on a conference call, presenting your analysis virtually, or simply “showing up” online as your best self— how do you make your presence known in a powerful and compelling way? Learn what executive presence is (and isn't), why it has nothing to do with your title or role, and how to improve the way you show up and are perceived in a virtual world.

#### modules include

- Camera on, distractions off (sort of...)
- Body language (in the “box”)
- Creating meaningful connections through gestures and eye contact
- Managing pace and tone
- Eliminating crutch words and minimizing language

### Leading Through Uncertainty

60 minutes

Showing up as a leader has never been more challenging. In addition to leading yourself through unprecedented times, you've got to inspire, motivate and support your teams and organization. Leverage the GIFT framework -- Generosity, Initiative, Forward Momentum and Transparency—to create connection, harness the talents of your team, step up as a powerful and authentic leader and drive results.

### The Art & Science of Giving & Receiving Feedback (Online)

60 - 90 minutes

Feedback is a gift – but it's often dreaded, botched or mishandled entirely. Have you ever been put on the spot— asked for feedback from a teammate in the moment, when all you could think of to say was “good job!” Or maybe you're on the receiving end—how do you break through the dreaded (and not at all helpful) “you're doing great!” to get actionable and constructive feedback? Learn how to give anyone feedback on anything, create a culture of continuous feedback and raise the performance of everyone on your teams.

#### modules include

- Learn how to ask for, and get, meaningful feedback
- Learn the key to giving anyone feedback on anything
- Create a culture of continuous feedback on your teams

## iii be a great leader

### Lead with Generosity

90 - 120 minutes

How do you get the most from everyone around you? Are you inspiring and developing the talents of everyone on your team? Are you setting your own team up for success by using the GIFT of Great on the Job to be a great leader? Learn how to do both in this workshop.

#### modules include

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|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Set Your Team Up for Success                                                                                           | Develop Talent                                                                                  |
| <ul style="list-style-type: none"> <li>• Give Guidance</li> <li>• Set Expectations</li> <li>• Give Feedback</li> </ul> | <ul style="list-style-type: none"> <li>• The LEARN Strategy</li> <li>• Give Feedback</li> </ul> |

### Managing for New Managers

90 - 120 minutes

Are you managing up, down and across your organization? Trying to lead a junior team while still making your own boss love you? How can you set your team up for success while still impressing everyone you report to?

#### modules include

- |                                                                                                                        |                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manage Down                                                                                                            | Manage Up                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>• Give Guidance</li> <li>• Set Expectations</li> <li>• Give Feedback</li> </ul> | <ul style="list-style-type: none"> <li>• Manage Expectations</li> <li>• Answer a Question</li> <li>• Raise a Red Flag</li> <li>• Manage a Crisis</li> </ul> |

### Harness the Talents of Gen Y & Gen Z

60 - 90 minutes

Who are those twenty-something's who are taking over the world? Is it true that by 2025 Millennials will really represent 75% of the workforce? The numbers don't lie. Learn how to harness the collective brainpower, enthusiasm and technological savvy of Gen Y & Gen Z. Learn strategies to attract, retain and develop this super-size generation of talent.

#### modules include

- Who Are They?
- What Do They Want From the Workplace?
- Get the Most From Millennials Best Practices

### Be a Great Mentor

60 - 90 minutes

Are you my mentor? If you've ever been involved in a mentoring relationship, either formal or informal, you've asked yourself the question—what am I supposed to do here? How can I be a great mentor? Find all the answers here.

#### modules include

- Mentorship v. Sponsorship
- Your Role as a Mentor
- Tools For Your Mentee
- Case Studies – Mentoring Best Practices

# iv be great on the job

For New-mid-level professionals

## Communicate for Impact

90 - 120 minutes

Business is, and always will be, a personal thing. In today's global economy, it's not the smartest, hardest working or most technically savvy who succeed. Instead, it's the people with honed communication skills. Those who communicate strategically, effectively, and persuasively—no matter the situation. We teach you to do just that by taking the art of communicating strategically and effectively and turning it into a science—providing a roadmap to help you master the daily conversations so critical to success (but not taught).

### modules include (choose 5-7)

- The Foolproof Download
- Ask for Feedback
- Ask for Help (& Sound Smart)
- Manage Expectations
- Answer a Question (you don't know the answer to)
- Raise a Red Flag
- Manage a Crisis

## Own the Room / Executive Presence

90 - 120 minutes

Walk in, stand out, sound great! Whether you're presenting to 1 or 100, running a meeting, pitching a client or just schmoozing over cocktails, how do you make your presence known in a powerful and compelling—yet effortless way? Learn what executive presence is (and isn't) and why it has nothing to do with your title or role.

### modules include

- Look Great
- Sounds Great
- Deliver Great Content

## The Art & Science of Giving & Receiving Feedback

60 - 90 minutes

Feedback is a gift – but it's often dreaded, botched or mishandled entirely. Have you ever been put on the spot—asked for feedback from a teammate in the moment, when all you could think of to say was "good job!" Or maybe you're on the receiving end—how do you break through the dreaded (and not at all helpful) "you're doing great!" to get meaningful, actionable and constructive feedback? Learn how to give anyone feedback on anything, create a culture of generous feedback and raise the performance of everyone on your teams.

### modules include

- The GIFT of GOTJ
- Start with Why
- How to ask for feedback
- How to give feedback

## Manage Difficult Conversations

60 - 90 minutes

We've all been there. You dropped the ball, missed a deadline, or are hoping to transfer into a new role. You need to sell a program globally without any authority to do so; or tell your boss the new program roll-out was a bust. Learn how to handle difficult conversations.

### modules include

- Say no, and still make me love you
- Deliver bad news
- Manage a micromanager
- Manage a hostile client

# iv be great on the job

For New-mid-level professionals

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## Build Your Brand

60 - 90 minutes

Do you know and like how you're perceived by your colleagues, managers, and clients? Just like big, corporate brands (think Nike, Starbucks, Apple), you, as a professional, have a reputation to craft and uphold.

This program will give you the framework and tools you need to evaluate, develop, and enhance your personal brand as you become ever more senior in your career, and build meaningful connections with your colleagues and potential clients.

### modules include

- What Are You Known For (Today)?
- What Do You Want To Be Known For (Tomorrow)?
- How Do You Get There?

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## Maximize Your Strengths

90 minutes

Do you tap into your natural talents at work every day? Are you doing what you do best? The research says only 2 in 10 of us are. If you're not part of that 20%, you're selling yourself (and your team) short. Based on Gallup organizations' landmark research into Strengths and Strengths Based Leadership, this workshop will show you the incredible power of your strengths, as well as how to tap into your strengths and those of your team.

### modules include

- Why Your Strengths Matter
- Commercialize Your Strengths
- Your Top 5
- Manage Your Gaps

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## Perfect Your Pitch

90 - 120 minutes

How do you make a powerful impression you when you walk in the door— whether you're introducing yourself to a new client, kicking off an important meeting, posting your boss on a transaction, or getting buy in for a new initiative? Pitching is a universal skill, and it's not just for the career changer or job candidate. Whether you're pitching an idea, a project, or yourself—you've got a tight window to "hook" your listener and pique their curiosity. But most of us stumble when the moment strikes.

This high impact workshop will give you a foolproof three-step strategy for pitching yourself in an authentic and compelling way:

### modules include

- Destination
- Back Story
- Connect the Dots
- Different Pitch, Different Person

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## Get the Most from Your Mentor

60 - 90 minutes

Mentorship is a two-way street. It's not just about what you get, it's about what you give. Learn how to turn any mentoring relationship into the most impactful, empowering relationship it can be.

### modules include

- Finding Mentors
  - Your role as a mentee
  - What your mentor has to offer
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# iv be great on the job

For New-mid-level professionals

## Network like a Pro

60 - 90 minutes

Networking get a bad rap—but the data shows that robust networks strongly correlate to better performance at work, new opportunities and more rapid promotion. This workshop will empower you with strategies to develop your connections, build meaningful relationships across the firm, and leverage your network to create career opportunities.

### modules include

- The three biggest myths:
- It's about giving, not taking
  - It's about connecting, not impressing
  - It's about curating, not collecting
  - Break into and exit conversations gracefully

## Business Writing

120 minutes

To send or not to send - how can you effectively communicate through your emails and everyday business writing? Your communication at work is a reflection of your personal brand. Make a great impression with colleagues, your boss, and clients by getting to the point and keeping the focus on forward momentum. In this workshop, we'll cover the biggest mistakes in business writing and how to avoid them to make you a more effective communicator.

### modules include

- Understand your why: know when/how to send an email vs. face to face
- Communicate with more credibility and avoid the pitfalls
- Leverage your written communication skills to enhance your personal brand

## Presentation Skills Intensive

Full Day (12 person maximum)

Need to take your public speaking skills up a notch, or two or three? Do what all professionals do—go “on camera” to see what you really look and sound like. Get immediate and actionable feedback on how you can dramatically improve your speaking skills in any setting.

### modules include

- Video recording / review throughout training
- Personalized Peer Feedback
- Individualized Coaching

## Pitching Deals & Winning Business

Full Day

Pitching is a universal skill and it's critical to winning new business. Whether you're pitching an idea, a project, or yourself - you've got a tight window to “hook your listener and pique their curiosity. But most of us stumble when the moment strikes.

This high impact workshop will give you a foolproof three-step strategy for pitching yourself, your team, your firm, and your capabilities in an authentic and compelling way.

### modules include

- Building rapport - the introductions
- Differentiate yourself from the competition
- Becoming a trusted advisor
- Fielding Q&A
- Closing the deal

# V get the job

For job seekers, new grads

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## Ace the Transition from College to Career

120 – 150 minutes

How do you go from flip-flops and backpacks to acting like the professional you want to be? Making the transition from college to career isn't easy, but you can do it. Learn how to make positive and lasting impressions from the start of your career.

### modules include

- Build Your Brand
  - Own the Room
  - Networking 101
  - Email Etiquette
- 

## Perfect Your Pitch

90 – 120 minutes

How do you make people love you when you're looking for a job, hoping to score a raise or promotion, or trying to build your business? This high impact, hands-on session will help you whip your personal elevator pitch into shape.

### modules include

- Destination
  - Back Story
  - Connect the Dots
  - Different Person, Different Pitch
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## The Top 5 Pitfalls of Summer Interns

90 – 120 minutes

Let's face it—that summer internship is really a 10-week interview disguised as a job. Learn how to successfully navigate the summer internship and score that all-important offer. You'll walk away with tactical, practical strategies on how to communicate strategically and effectively every day, in every situation.

### modules include

- Don't know how to do your work > Get Help
  - Don't have good work > Get Good Assignments
  - Not sure how you're doing > Get Feedback
  - Screw ups and stumbles > Answer a Question & Raise a Red Flag
  - Not meeting the right (enough) people > Network Effectively
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# vi long term leadership development

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## **eMpower**

9 - 12 months (Mentoring & professional development program)

- Design, development and execution of mentoring and PD program—includes drafting of communications, participant selection and pairing process, program execution and evaluation
  - Live kick-off + monthly online programming
  - Mentor Orientation: Be a Great Mentor, Mentorship v. Sponsorship
  - Mentee Orientation: Get the Most of Your Mentor, Building Informal Mentor Networks
  - Monthly Professional Development topics include: Communicating for Success, Career Mobility & Trajectory, Feedback Commerciality & Institutional Effectiveness, Building Your Brand, Perfecting Your Pitch, Networking 101, Work Life Balance
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## **Leadership Development & Coaching Program**

6 months (Intensive program for up to twelve people)

- Intensive development of high-potential professionals' leadership abilities
  - Monthly group training—sample topics include: Communicating for Success, Executive Presence, Negotiation, Career Trajectory & Mobility, Maximizing Your Strengths, Mentorship & Sponsorship, Building Your Brand, Networking, Power & Politics, Commerciality & Institutional Effectiveness
  - One-on-one coaching and facilitated meetings with participants and their managers focused on development needs and opportunities for growth
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