TRAINING CATALOG

2024

KSA DYNAMICS

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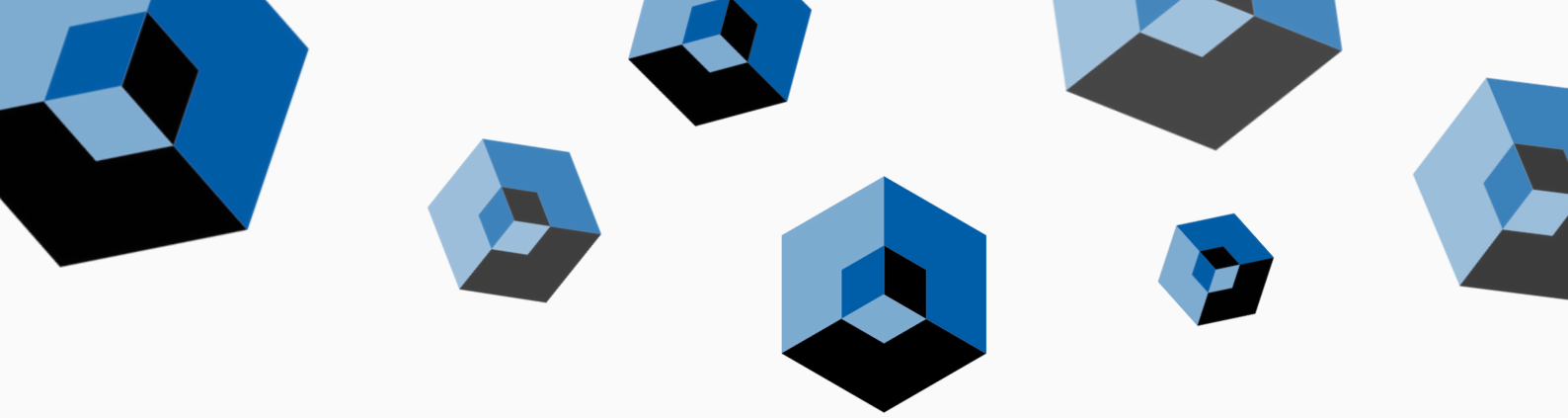
Elevate Your Business with Us

A leader in the learning and development industry, KSA Dynamics delivers virtual and on-site training. Through online exchange, live interactions and reinforcement, KSA strives to enrich the professional and personal lives of everyone we work with.

We believe that training and workforce development are not just beneficial for employees but also essential for the long-term success and sustainability. By investing in your employee's growth and development, organizations can build a skilled and resilient workforce capable of meeting any challenge.

WHO WE WORK WITH:

- Employees
  - Administrative Support, Operations, Sales
- Management
  - Directors, Supervisors & Managers
- Leaders
  - Executives, C-Suite, Senior Leadership

WHY CHOOSE US:

Adaptability

Career Growth

Enhanced Performance

Employee Engagement & Satisfaction

Innovation

Retention

Our Curriculum

KSA Dynamics is dedicated to personalized, immersive training that empowers employees to achieve their full potential, driving both individual and organizational success.

We offer both on-site and virtual instructor-led training options, each tailored to meet the unique needs of each team. Our approach fosters collaboration, interactive content, and significantly enhances overall effectiveness. KSA's stands out in the industry with its unparalleled commitment to continuous learning.

On-site Training

- Tailored
- Configured
- Customized

Virtual Instructor-Led Training

- Platform Agnostic
- Flexible
- Interactive

Our trainings specialize in the below categories:

Communication Training	Leadership & Management
Diversity, Equity & Inclusion	Organizational Development
Executive Coaching & Mentoring	Sales & Sales Enablement

Training Topics

Communication Training

- Assertive Communication Skills
- Being a Team Player
- Body Language Training
- Building Better Work Relationships
- Business and Technical Writing
- Business Etiquette
- Business Writing - Email and Grammar
- Communication Pitfalls with Technology
- Critical Listening Skills
- Effective Communication Strategies
- Effective Email Writing
- Effective Writing
- Facilitation Skills
- Handling Conflict & Communication for Introverts

- How to Communicate with Tact & Skill
- How to Write Effective Policies & Procedures
- Influencing Skills and Internal Negotiations
- Interpersonal and Listening Skills
- Managing Personality Styles
- Mastering Tough Conversations
- Networking Dynamics
- Presentation Skills
- Presenting to Senior Leaders
- Public Speaking
- Resume Writing Skills
- Writing Effective Self-Assessments

Diversity, Equity & Inclusion

- Bias and Blind Spots
- Bigger than Racism
- Bystander
- Cultural Awareness and Sensitivity Training
- Cultural Humility in the Workplace
- Developing Cultural Intelligence
- Discrimination in the Workplace
- Gender Identity in the Workplace

- Inclusive Leaders & Teams
- Interviewing Skills - Removing the Biases
- Leading with Cultural Humility
- Leading with Diversity and Inclusion
- Navigating DEI for Leaders
- Preventing Workplace Harassment
- Valuing Diversity and Inclusion
- What is Unconscious Bias

Sales & Sales Enablement

- Client Engagement Training
- Outsourced Sales Management
- Sales Coaching

- Sales Leadership and Management
- Social Media and Marketing

Training Topics

- Aspiring Leadership Series
- Becoming a Strategic Leader
- Behavioral Interview Skills
- Behaviors of High Trust Leadership
- Building an Accountable Workforce
- Building an Executive Presence
- Building Collaboration and Trust in the Workplace
- Building Effective Teams
- Building your Leadership Brand
- CliftonStrengths Courses
  - Coaching for Leaders
  - Harnessing your Strengths
  - Strength-Based Leadership
  - Strength-Based Teams
  - Strengths in Conflict Resolution & Accountability
  - Team Building
  - Well-Being at Work
- Coaching and Leadership Skills
- Conscious Leadership
- Dealing with Difficult People
- Decision Making Skills
- Delegation Skills
- Developing Emotional Intelligence & Self-Awareness
- Developing Leadership Values
- Effective Management Skills
- Emotional Intelligent Leadership
- Enhancing Leadership and Communication
- Ethical Leadership
- Executive Leadership
- First Time Management Pitfalls
- Interpersonal and Listening Skills for Managers
- Interviewing Skills for Managers
- Leaders Leading through Change
- Leadership and Teambuilding

- Leadership Development Mini Series
- Leadership Skills for Non-Managers
- Leadership Toolkit
- Leading a High-Performing Team
- Leading and Managing through Difficult Times
- Leading Through Change
- Leading with Authority
- Management Matrix Series
- Management Skills for New Managers
- Managers Becoming Great Leaders
- Managing Generational Differences
- Managing Hybrid and Virtual Teams
- Managing Negative Employee Behavior
- Managing Office Policy and Poor Employee Performance
- Maximizing Individual and Team Productivity
- New Leader Development
- Passive Leadership
- Performance Management for Leaders
- Psychological Safety in the Workplace
- Self Leadership
- Servant Leadership
- Strategic Collaboration for Leaders
- Strategic Planning and Vision
- Succession Planning
- Supervisory Program OPM Series
- Team Building Coaching and Leadership Skills
- Time Management for Leaders
- Transitioning into Management

Training Topics

Executive Coaching & Mentoring

- Being a Mentee
- Building Personal Productivity
- Career Building Skills - Micro Series
- Coaching and Mentoring Skills for Success
- Creating a Successful Mentoring Program
- Creating Self Awareness
- Developing a Mentor and Mentee Relationship
- Mentoring and the Mentee's Role
- Mentoring Program

Organizational Development

- 10 Soft Skills You Need
- AI Ethics and Awareness
- Building Employee Engagement
- Building Resilience
- Change Management
- Cohesive Hybrid Workplace Teams
- Conflict Resolution Skills
- Conquering Fear and Anxiety
- Creating Innovations in the Workplace
- Creative Problem Solving Strategies
- Critical Thinking
- Critical Thinking & Problem Solving
- Criticism and Discipline Skills
- Delivering Exceptional Customer Service
- Dysfunctions of a Team
- Effective Team Building
- Finance Management for Business Professionals
- Fundamentals of Project Management
- Gaining Buy In
- Goals and Goal Setting
- Hiring and Onboarding
- Instructional Design and Mind Mapping
- Integrity Awareness for HR Team Members
- Intermediate/Advanced Project Management Skills
- Introduction to Power BI
- Leading Without Authority
- Maintaining Morale and Positivity
- Managing Accountability
- Managing Effective Meetings
- Managing Emotions in the Workplace
- Managing Projects through Virtual Teams
- Microsoft Excel Basics to Advanced
- Microsoft Excel Intermediate
- Microsoft PowerPoint
- Microsoft SharePoint
- Microsoft Suite Training (e.g. Excel, Outlook, PPT, SharePoint)
- Organizational Skills
- Positive and Agile Mindset
- Speed of Trust
- Strategic Thinking
- Stress Management
- Succeeding as an Administrative Professional
- Supporting Wellness and Mental Health in the Workplace
- Team Charter and Improving Workplace Culture
- Time Management and Task Focused
- Train the Trainer
- Work Life Balance
- Working Through Workplace Conflict
- Workplace Rights and Responsibilities

Employee Assessments

Behavioral research suggests that the most effective people are those who understand themselves, both their strengths and weaknesses, so they can develop strategies to meet the demands of their environment.

KSA offers the following types of assessments:

DISC Assessment (Full Version)

DISC measures four behavioral factors: Dominance, Influence, Steadiness, and Compliance.
The KSA behavior continuum further illuminates these factors.

- Dominance deals with how an individual solves problems and challenges.
- Influence deals with how an individual handles people and contacts.
- Steadiness measures how someone handles pace and consistency.
- Compliance measures how someone handles procedures and compliance.

GiANT

GiANT OS Pro is an all-in-one subscription that gives you access to all of the GiANT leadership resources. This includes assessments, online courses, leadership tools, and more. You can use it as an individual, but its true power is revealed when using it with your team or entire organization.

What's included?
- 5 Voices Assessment
  - The 5 Voices Assessment will allow you to better understand yourself and your own strengths, weaknesses, preferences, and values. Know yourself so you can lead yourself.
- 100X Leader Workshop
  - We start our leadership journey at Basecamp where we take stock of where we are at, establish a baseline for where we need to grow, and take a look at the journey ahead. It's about getting clarity and getting familiar with the importance of self-awareness. Our aim is 100% health and the ability to multiply that health to others. We become Sherpa as we Become, Build and Lead. Let's climb!
- 5 Gears Live
  - Learn to be appropriately productive while also being present with those you love and lead. This tool will give you a framework to restructure your interactions with the people in your life to make sure you are connecting appropriately while also getting the things done that move you forward.

Employee Assessments

CliftonStrengths

Use the CliftonStrengths Assessment to discover & develop your greatest talents. It only takes 177 questions to uncover the one true you. But it takes commitment to become the best you. Complete the CliftonStrengths assessment to unlock the personalized reports and resources you need to maximize your potential.

Your CliftonStrengths 34 Report shows you how to:
- make the most of your strongest CliftonStrengths
- understand your full CliftonStrengths profile
- manage potential weaknesses
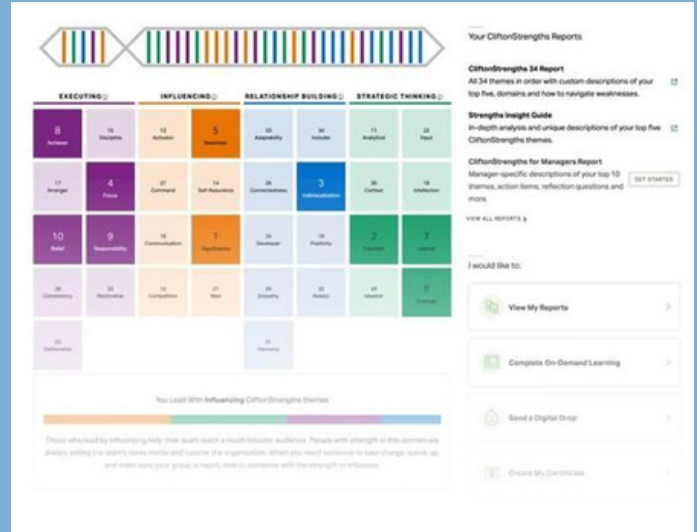
Strengthfinders assessment helps individuals:
- explore their natural talents and leadership styles
- discover leadership blind spots
- create individualized strategies for meeting their goals more efficiently than ever before

Strengthfinders assessment helps leaders:
- understand why your employees do what they do
- understand what motivates them
- determine when they're at their best

This will lead to stronger team dynamics, improved engagement, better conversations, increased productivity, and greater collaboration.

Soft Skills Assessment (DNA 25)

This report is designed to assist you in managing and developing your career. For many jobs, personal skills are as important as technical skills in producing superior performance.

Personal skills are often transferable to different jobs, whereas technical skills are usually more specific.
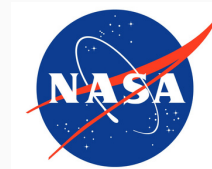
Clients

KSA Dynamics works with incredible brands, agencies, and organizations across the globe. We strive to build long lasting relationships and value in each and every partnership. We serve the following categories of clients:

- Academia
- Department of Defense
- Federal Government

- Non-profit
- Private Sector
- State & Local Government

Below are just a few of the clients we're fortunate enough to serve.