

Courses, Coaching & Workshops

COMPREHENSIVE SOLUTIONS FOR YOUR WORKPLACE TRAINING CHALLENGES

Luminance helps individuals and teams develop the training and leadership skills required in today's industrial environment. Our **Performance-Based Learning Series** includes courses to build skills in designing, developing and implementing training programs, just the way Luminance does it. Our **Leadership Development Series** helps managers learn to effectively manage themselves and their teams to achieve the desired results through a series of custom courses and coaching opportunities.

All our courses feature a combination of didactic and hands-on learning, using true-to-life examples relevant to your organization



Performance-Based Learning Series

Bolster the effectiveness of your training program with courses from our **Performance-Based Learning Series**. These courses are designed specifically to work with Luminance's role-based Learning Guides, providing a cohesive solution to your training needs. Learning Guides capture your company's best practices for each role and present the how-to of the job with step-by-step precision. Performance-based training means participants learn to the job. Our Performance-Based Learning courses support that process long after the Guides are finalized.

Training Development Courses:

- **Modify Learning Guides:** Give your in-house training staff the ability to maintain and update Luminance's Learning Guides. Your team gains understanding of performance-based learning and receives the know-how to modify all elements of Learning Guides. Learners become certified in writing Learning Objectives, developing Competency Checks, and updating Luminance engineered Learning Guides
- **Create Learning Guides:** An advanced course for those who have mastered Modifying Learning Guides, this course includes higher-lever skills of creating Job Maps, designing 12 types of tasks, working with Subject Matter Experts, building all types of Learning Guide Modules, and implementing Quality Assurance to ensure Learning Guides meet all appropriate standards
- **Training Photography:** Give your training team the skills they need to capture clear and meaningful pictures to enhance Learning Guides.

Training Implementation Courses:

- **Deliver & Assess Training:** *Our most popular course!* In our 1-day Deliver and Assess Training course, designated staff learn to deliver performance-based training the way Luminance consultants do: correctly and effectively. Learners observe and practice using processes and Learning Guides that are customized for your site. Through course activity that models factory floor training, learners become skilled at implementing all parts of a performance-based training program: teaching with Learning Guides, demonstrating tasks, facilitating learner practice, giving feedback, & assessing results using Competency Checks. Each course graduate is certified in performance-based training basics and is ready to implement Luminance training
- **Demonstrate & Coach:** This course teaches Expert Operators how to guide and assist their newly hired peers using elements of the Deliver & Assess Training course for demonstrating tasks and giving feedback. This reduces the burden on your training team by enabling your Operators to be an integral part of training implementation.

Leadership Development Series

From experienced managers to newly promoted shift leads; Luminance offers flexible training to enhance and improve leadership skills at all levels. All our leadership training is based on promoting and practicing these 6 fundamentals: **Empathy, Constructive Communication, Clarity, Assertiveness, Collaboration & Consistency.**

- **Leadership Communication (Basic & Advanced):** Our 1- and 2-day courses provide immersive training in basic or advanced communication skills, with optional focus areas that can be customized to your team's needs
 - Effective supervision & leadership strengths
 - Using active listening to manage effectively
 - Cultural competence / managing diverse teams
 - Understanding & harnessing employee motivation
 - Giving constructive feedback
 - Using assertive communication appropriately
 - Conflict management & resolution
- **Management Essentials Course:** A 4-day course designed for beginning leaders: newly hired, recently promoted, or potential managers. Includes all modules from the Leadership Communication workshop above, plus other essential managerial skills: time management, delegation, project planning, behavioral intervention, performance monitoring, effective meetings and more
- **Management Essentials Bootcamp:** The Management Essentials Course, conducted as a cohort model on the timeline best suited to your organization's needs (e.g., 1 day/month over 4 months). Includes regular follow-up group meetings to support team bonding and reinforce learning
- **Mentoring Workshop (2 options):** The core workshop supports your in-house training program; it includes mentorship education, desired outcomes, meeting structure, relationship skills, and results evaluation. The expanded program includes consulting on mentor program development, mentor workshop, mentee training, and program kickoff event including mentoring pairs, and ongoing cohort meetings to facilitate results

Custom topics & workshops:

These leadership topics can be incorporated as focus areas within the Leadership Communication course, or developed into a full- or half-day workshop. Let us work with you to develop a training experience to create the most powerful impact for your team and goals

- Stress management
- Teambuilding, culture support
- Establishing group norms & rules
- Creating effective cross-functional teams
- Fostering creativity, intuition, innovation
- Public speaking & presenting
- Effective meetings & facilitation
- Developing impactful motivational programs
- Professional & executive presence
- Conflict management & resolution
- Leader onboarding workshop (introducing incoming leader to team)
- Business writing

For more information, please contact:

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