



TITUS 

COURSE CATALOG

LEARNING & DEVELOPMENT SESSIONS



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* Eligible for SHRM/HRCI credits

Not Just a Recruitment Company

Titus Talent Strategies was born out of frustration with the traditional recruiting model and a passion for a better way to do business. The lack of prioritizing clients, quality, and accountability of traditional recruiting left our CEO, Jonathan Reynolds, wanting more. That's why he, and our President Scott Seefeld, decided that there had to be a better way, a way that produced real results and created lasting partnerships – and Titus was born.



Since our inception in 2010, Titus Talent Strategies has become one of the fastest growing companies the last 4 years in a row, partnering with over 900+ companies worldwide. Growth is in our DNA.

As part of our growth, we continue to expand our service offerings. Titus is not just a recruitment company. **We are a full-service consultancy equipping companies to make the best attraction, engagement, hiring, and development decisions to meet their organization's people and performance objectives.**



Titus U is the learning and development division of Titus Talent Strategies. Our focus is on creating behavior changes that lead to high trust, high performance workplaces. Our interactive learning opportunities unlock team and leadership potential and inspire a drive for continuous growth. We offer both reoccurring virtual sessions and customized solutions for your specific organizational needs and culture. We're solution-focused, relationship-invested, and people-first.

THIS COURSE CATALOG PROVIDES AN OVERVIEW OF OUR TOPICS OF EXPERTISE.

We look forward to serving you!

Learning That Lasts



CUSTOMIZED SOLUTIONS.

Off-the-shelf training isn't always the right option. Through consultation and needs assessments, we become experts on your specific needs and culture so that we can offer the most impactful solution.

PROVEN METHODOLOGY.

Our aim isn't just to deliver training; it's to facilitate an engaging development experience that inspires growth. We utilize the science of adult learning in designing our sessions so that the learnings stick and lead to changed behaviors.

ENGAGING DELIVERY.

We like to have fun. Our delivery is relational, balancing relevant dialogue with education and activities. Our experienced facilitators don't simply churn through content; we engage, listen, and consult. We look forward to getting to know your team personally and professionally.

Session Types

OPEN SESSIONS

FLAT RATE PER PERSON

Our Titus U open sessions provide group learning opportunities and the ability to hear opinions of those outside of your organization. These sessions are scheduled by our team and are open to anyone.

- Open to the public
- Pre-scheduled calendar of events
- Learn with other organizations

PRIVATE SESSIONS

RATES VARY

Titus U private sessions are customizable to your organization's needs. Consultations and team surveys allow us to tailor content based on your team's feedback. Private sessions create a welcoming environment where team members are encouraged to collaborate and discuss how training topics impact your company directly.

- Private team sessions
- Flexible scheduling, with in-person and virtual options
- Customizable content based on your company's needs



Hire 4 Performance Certification

AUDIENCE: Recruiters, HR Professionals, Hiring Managers

CREDENTIALS: SHRM/HRCI 10 Credits upon completion

Want to know all our secrets to hiring the best candidate for the job? Take this course. We invite you to join the exact training we use for our recruiting consultants at Titus. Leave these sessions empowered to implement Hire 4 Performance methods in your organization.

Learning Objectives:

- Understand the importance of team cohesion related to the interview process.
- Identify the foundational concepts necessary to launch a search.
- Learn our 4 Phase Process to hiring the right candidate every time.
- Create Performance Objectives and a Performance Profile designed to attract the right candidates.
- Understand best practices for candidate experience throughout the interview process.
- Discover how to build a strong interview using the framework of Head, Heart, Briefcase – Whole Person Interviewing.



Receive a training certification upon completion!

Recruiting for Diversity Certification

AUDIENCE: HR Professionals, Recruiters, Hiring Managers, Leadership

CREDENTIALS: SHRM/HRCI 4 Credits upon completion

Many organizations hope for a diverse workforce, but few have a clear understanding of the why, what, and how behind diversity initiatives. Walk away with the tools to implement best practices in attracting, sourcing, and selecting to increase diversity and minimize bias in your hiring process.

Learning Objectives

- Understand what diversity is and the role it plays in overall organizational success.
- Know key best practices for creating an inclusive employer brand that appeals to a wide range of job seekers.
- Know how to use Boolean to solicit more diversity in your candidate pipeline.
- Know key best practices for minimizing bias in your selection process.



**Receive a training
certification upon
completion!**

Authentic Leadership

AUDIENCE: Leadership, HR Professionals, and Mid-Level Managers

Leaders are on the front lines of retaining and motivating your people. Before they can excel at inspiring others, they must be inspired themselves. Leaders are much more effective when they live out of a sense of genuine purpose rather than “going through the motions.” In this session, leaders will walk through the three steps to growing in authenticity: establishing values, gaining self-awareness, and building courage and discipline.

Learning Objectives:

- Understand the role that values play in guiding our lives.
- Reflect on threats to our values and strategies for staying authentic to our values.
- Break out of a self-conscious mindset into a self-aware mindset.
- Gain clarity on where to draw boundaries to streamline our focus on the most important.
- Identify opportunities to live out our values courageously.

Coaching for Performance and Alignment

AUDIENCE: Leadership, HR Professionals, and Mid-Level Managers

One of a leader's key challenges is addressing performance and alignment issues in a way that builds trust and drives results. A failure to take action damages a leader's reputation and leads to a spiral of negative consequences. This session gives leaders the tools to identify and address performance & alignment issues on their teams in a way that proactively wins the respect and best effort from their people.

Learning Objectives:

- Define performance and alignment and understand methods of measuring each.
- Understand root causes of performance and alignment issues, at the individual, manager, and organization level.
- Know best practices for engaging an under performing or unaligned employee.
- Understand factors to consider in deciding whether to part ways with an under performing employee.

Digital Communication

AUDIENCE: Remote/Hybrid teams

Communication is the gas that keeps the engine running when it comes to organizational effectiveness. Remote employees face unique challenges when it comes to workplace communication. Unaddressed, these challenges result in real consequences for employee morale, team functioning, and customer satisfaction. In this interactive training, we cover digital communication basics, staying intentional internally, and delivering external excellence.

Learning Objectives:

- Understand the role of trust in communication and action items for strengthening trust.
- Understand factors to consider in choosing the right communication channel for your message.
- Know how to write and format messages that facilitate clarity and direction.
- Understand the importance of listening and what listening looks like in both written and spoken communication.
- Know key strategies for ensuring your message is received.
- Know how to win client loyalty through relationship-building communication.

Feedback as a Gift

AUDIENCE: All Employees*

Companies with a feedback culture have a significant competitive advantage. In this training, we'll cover how to give and receive feedback in a way that unleashes trust and taps into hidden potential within your team.

Learning Objectives:

- Understand the critical implications of a feedback culture versus a culture where feedback is stifled.
- Gain strategies for soliciting more feedback from others.
- Know best practices for receiving feedback in a way that builds trust and performance.
- Know how to deliver feedback in a way that demonstrates both personal investment and clear accountability.

*Can be done as a leadership specific training, as well.

How to Create Performance Objectives

AUDIENCE: HR Professionals, People Leaders, Hiring Managers, Mid-Level Managers, Recruiters

Measurable performance objectives are key to defining success in any role. In this consultative training, we equip you to create performance objectives that clearly define success, motivate your people, and serve your broader organizational mission. We include time to answer your specific questions and work with you to get a start on creating objectives for roles within your company.

Learning Objectives

- Understand what a performance objective is and is not; and how performance objectives drive organizational success.
- Know steps to creating SMART performance objectives that motivate individual employees and connect their work to the overall organizational goals.
- Gain practice drafting performance objectives with our feedback and consultation.

Optimizing Your Impact

AUDIENCE: All Employees

A shortcoming of your classic time-management training is a focus on productivity rather than impact. In this session, we reframe our goal not to simply being productive, but using our time and energy strategically on the wildly important. This session unveils the secrets to setting up systems, schedules, and finding optimal focus to get bigger and better results out of our time. The format of this session is learning key concepts, and then immediately applying them to your specific situation. Leave with clarity of mind, ready to make a greater impact with your time.

Learning Objectives:

- Understand what an open loop is, how they clog up our brains, and how to set up a system to ensure open loops are handled.
- Distinguish between deep work, shallow work, meetings, and road mapping, and create a strategic schedule based on these categories.
- Understand the psychological state of “flow” and tricks to triggering a state of flow in your everyday work life.

The First 90 Days

AUDIENCE: Leadership, HR Professionals

Hiring the right people is just half the equation. Providing an exceptional onboarding experience ensures that you keep your hard-won talent. In this session, we cover all the things you should be hitting in your onboarding process. You can expect to gain practical action steps for putting into place an onboarding system that engages and retains your new hires.

Onboarding looks different for different levels of the company. Depending on your needs, we can focus in on the following:

- General Onboarding
- Onboarding for Managers
- Integration for Senior Leaders

Learning Objectives

- Learn the importance of “preboarding” and how to gain your new hire’s loyalty before their first day.
- Understand practically how to give new hires a first week that promotes excitement, learning, and long-term vision.
- Gain a basic understanding of how to implement an effective mentorship program into your onboarding process.
- Know what to hit on in the new hire’s first 90-days to skyrocket performance and alignment.

Turning Managers into Coaches

AUDIENCE: People Leaders, Mid-Level Managers, Leadership, HR Professionals

Organizations with leaders who coach experience everything from increased employee belonging to greater revenue and shareholder value. This extensive 3-part leadership development series equips leaders to inspire their people and drive results through coaching skills. Each of the sessions is three hours long, including breaks, reflections, and activities. Expect to go beyond surface level solutions, getting to the root of our leadership tendencies and finding new pathways forward. Because of the unique influence leaders hold, the principles in this series have the potential to transform communication and culture within your organization. When leaders go from managing to coaching, they create a workforce of empowered, engaged, and strategically minded employees.

Part I: Leading by Coaching

In this first session, we discuss how coaching differs from other leadership styles and outline the four main coaching skills: self-awareness, humble inquiry, surrendered listening, and transformational feedback.

Part II: Coaching with Authenticity

In the second session, we cover the importance of authenticity to the coaching relationship, how to practice authenticity, and how to coach it in others.

Part III: Coaching Strategies

In the final session, we cover practical strategies for navigating a coaching conversation with confidence and provide learners with opportunities to put their coaching skills into practice.

Learning Objectives:

- Understand what coaching is and how it drives company-wide engagement.
- Understand the importance of self-awareness and how you can become more self-aware.
- Practice asking powerful questions, listening longer, and providing feedback that drives performance and relationships.
- Understand the role of authenticity in instilling trust and growth strategies.
- Know the 4 steps to a coaching conversation and practice coaching conversations with other learners.
- Know the techniques for driving a coaching conversation when it's falling flat.
- Know best practices regarding who to coach, when to coach, and what to coach on.



Learning That Lasts

Titus is here to serve you. We are happy to build custom courses outside of the current available list and will customize our current training to be specific to your workplace needs and goals. If you have a topic of interest you don't see here, please reach out to your Titus point of contact.

[CONTACT US](#)

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