

Provide the training
they need...



So they can get the
job they want.



Even though technology is enabling the recruiting process to move faster than before, it's important that job seekers have the skillsets needed to get the right fit with an employer.

Get
Started!

More and more employees are becoming increasingly unhappy and disengaged in jobs that are not the right fit for them. Some studies show that just under 50% of all hiring decisions turn into hiring mistakes.

MaxIT helps Career Placement Centers ensure that all job seekers have access to training that will **help them improve their ability and fill skill gaps to ensure the best fit** with potential employers.

Entry Level Positions

Career Basics

- How to Get Your First Job
- How to Create a Resume
- Filling out an Application
- What's an Applicant Tracking System?
- Looking for a Job in Your Field
- Do You Need a Cover Letter?
- How to Create a Professional Profile
- What to Expect in an Interview
- How to Prepare for an Interview
- What to Wear for an Interview
- Writing a Thank You Letter
- Understanding a Job Offer
- Negotiating Your Salary and Benefits

Business Attire Basics for Men

- Casual Attire
- Business Casual Attire
- Business Formal Attire
- Business Attire Basics for Women

Casual Attire

- Business Casual Attire
- Business Formal Attire

How to Know What You Don't Know

- Getting Up to Speed
- Identifying Blind Spots

Respect

- How to Be Liked
- How to Be Respected
- How to Work with Someone You Dislike

Change Management

- Change Model
- Change Phases
- Change Behavior

This vs. That

- Assertive vs. Aggressive
- Compromise vs. Cave
- Concise vs. Curt
- Confident vs. Conceited
- Finished vs. Flawless
- Persistent vs. Pestering
- Reserved vs. Rude

Growth Mindset

- Embracing "Yet"
- Developing the Growth Mindset
- Limitations of a Fixed Mindset

Effective Time Management

- How to Manage Your Time
- How to Time Block
- How to Use the Pomodoro Technique
- How to Create a Bullet Journal

Building Accountability

- Taking Ownership
- Trust and Performance at Work
- Managing Yourself

Conflict Management

- Unavoidable Truths
- Maintaining Self-Control
- The Conflict Process
- Special Situations

Creating Collaboration

- Creating Collaboration
- How to Collaborate
- When Collaboration Leads to Conflict
- Perceptions

Understanding Perceptions

- Managing How You're Perceived
- Rebuilding Your Reputation

Email Etiquette

- To Email or Not To Email?
- Spelling and Grammar Check
- Subject Line
- Formatting Your Email
- Sending Attachments
- Reply Time
- When to Cc and Bcc
- Using Reply All
- Forwarding Emails

Keep Your Cool

- Truths
- Signs
- Attitude
- Control
- Venting

Business Writing

- Writing Basics: Why Care About Writing?
- Writing Basics: Parts of Speech
- Writing Basics: Parts of a Sentence
- Writing Basics: Capitalization
- Punctuation: Ending Sentences
- Punctuation: Semicolons and Colons
- Apostrophes
- Quotation Marks
- Active Voice vs. Passive Voice
- Fragments and Run-Ons
- Thinking About Tone
- Organize Your Writing
- How to Proofread
- Spell Check and Autocorrect
- Creating a Cheat Sheet
- Top 10 Writing Mistakes

Management & Supervision

Career Basics

How to Create a Resume
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Managerial Courage

What it Takes to Manage
How to Build Resilience
The Leadership Ladder
Character: Management is All About Character
Character: Developing Your Character
How to Apologize: The Process
How to Apologize: The Audience
Taking a Stand
Determining Your Management Style
You're Wrong
Stop Doing and Start Managing
Swallowing Your Pride
Managing Difficult People

Conflict Management

Unavoidable Truths
Maintaining Self-Control
The Conflict Process
Special Situations

Stress Management

Understanding Stress
Avoidable Stress

Stress Management (Continued)

Unavoidable Stress
Handling Stress
Managing Stress

Supervision

Going from Coworker to Boss
You Get What You Manage
8 Steps to Effective One-on-Ones
8 Steps to Effective Meetings
Rethinking Brainstorming
S.C.A.M.P.E.R.
Ethics for Managers
SMART Goals
Creating a Work Plan
Managing for Accountability
Managing People Offsite
Managing Interns
Helping Employees Use Their Time Wisely
Managing for Engagement: Ridiculous or Strategic?
Managing for Engagement: Measuring Employee Engagement
Managing for Engagement: Managing for Engagement
Managing for Engagement: An Engaged Organization
Managing Different Generations
Managing the Grapevine
Successful Delegation
Staying Positive
Introduction to Introverts and Extroverts
Managing Extroverts
Managing Introverts
Progressive Discipline
Motivating Won't Do's
Supervising a Pronoid
Managing Up: The The Art of Managing Your Manager
Coaching Skills: Introduction

Supervision (Continued)

Coaching Skills: Rookie
Coaching Skills: Contributor
Coaching Skills: Key Player
Coaching Skills: Captain
Coaching Skills: The Coaching Conversation
Giving Feedback
Productivity Through Praise
Analyzing Employee Performance: Can-Do, Will-Do: Introduction
Analyzing Employee Performance: Can-Do, Will-Do: Actions
Analyzing Employee Performance: Can-Do, Will-Do: Questions and Tips
Employee Recognition
Concerned Conversations

DISC

Introduction to DISC
DISC Questionnaire
Understanding DISC Styles
Determining the Style of Others
Mixing DISC Styles
High D
High I
High S
High C
Leading a High D
Leading a High I
Leading a High S
Leading a High C

Emotional Intelligence

What is Emotional Intelligence?
Developing Self-Awareness
Developing Self-Regulation
Developing Self-Motivation
Developing Empathy
Developing Effective Relationships
Emotional Intelligence and DISC

Career Basics

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Basic Selling

The Unmet Need
Sales Time Management
Creating Your Elevator Pitch
What is a Sales Process?
Emotional Selling and Storytelling
Building a Sales Plan
Asking Great Sales Questions
Writing a Sales Proposal
Decision Makers and Influencers
Phone Selling
The Virtual Presentation
How to Influence Over the Phone
The Bully
The Order-Taker & the Professional
Recordkeeping Basics
Using Your CRM Effectively
Internal Sales Communication
Defeating Stalls
Handling Objections Basics
Doubt
Misunderstanding
Indifference
True Negative
The QuickSell®

Basic Selling (Continued)

Determining Customer Needs
Turning Features into Benefits
When to Shut Up
Closing the Sale
Speaking Customer
Selling in New Products
Selling to Different Customer Roles
Smile!

The Sales Process

Building a Sales Process
Overview of Sales Methodologies
What's Right for the Prospect, Today?
Consultative Selling
Cyclical Selling
Field Sales
STUN Selling
Tiered Selling
Upsell and Add-Ons
Uncovering Customer Needs
Closing Strategies

Making the Sales Call

The Sales Pipeline
The Original Sales Funnel
The Flipped Sales Funnel
Sales Analytics and Metrics
The Link Between Marketing and Sales
Social Media Marketing
How to Get Past Gatekeepers
How to Leave Sales Voicemails
Gathering Prospect Information
Advanced Questioning Techniques
Product Knowledge
Using Portable Media

Sales Relationships

Establishing Credibility
How Customers Want to Be Treated

Sales Relationships (Continued)

Excellent Customer Service
Using DISC in Sales
No, But, If™
Customer Service Basics
Building GREAT Sales Relationships
Selling to a High D
Selling to a High I
Selling to a High S
Selling to a High C

Advanced Selling Skills

Introduction
Value Added Selling
Customer Lifetime Value
No Push Selling®
Pre-Call Planning
The Five-Minute Debrief
Finding Unmet Needs
Selling Benefits
Handling Objections
No Push Close
Managing a New Territory
Analyzing a Territory
Selling to the C-Suite
Sales Forecasting for the Salesperson

Sales Management

Sales Forecasting for Managers
Sales Management Basics
Sales Performance Measurement and Reporting
Managing Field Sales
Developing Your Business Plan
Creating an Ethical Sales Environment
Managing a Sales Process
Riding Along With Sales Reps
Running a Sales Meeting

Administrative

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Administrative Excellence

- Prioritization Techniques
- Preparing a Room for a Meeting
- Detail-Oriented Skill Development
- Front Desk Safety
- Making Travel Arrangements
- Planning and Coordinating Events
- Routing a Problem
- Time Management
- Anticipating Needs
- Acting as a Gatekeeper
- Be The Point Person
- Relationship-Building with Colleagues
- Relationship-Building with Your Supervisor

Organization

- Calendars
- Emails
- Filing Systems
- Taking Inventory
- Voicemails

Conflict Management

- Unavoidable Truths
- Maintaining Self-Control
- The Conflict Process
- Special Situations

Professional Productivity

- Perceptions: Understanding Perceptions
- Perceptions: Managing How You're Perceived
- Perceptions: Rebuilding Your Reputation
- Failure is an Option: Accepting Failure
- Failure is an Option: Moving Forward and Learning from Failure
- Compliments: How to Give a Compliment
- Compliments: How to Receive a Compliment
- Clashing with Your Boss
- Proper Introductions: Virtual Introductions
- The Growth Mindset: Embracing Yet
- The Growth Mindset: Developing the Growth Mindset
- The Growth Mindset: Limitations of a Fixed Mindset
- Working for a Workaholic

Building Accountability

- Taking Ownership
- Trust and Performance at Work
- Managing Yourself

Effective Time Management

- How to Manage Your Time
- How to Time Block
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- How to Create a Bullet Journal

Email Etiquette

- To Email or Not To Email?
- Spelling and Grammar Check
- Subject Line
- Formatting Your Email
- Sending Attachments
- Reply Time
- When to Cc and Bcc
- Using Reply All
- Forwarding Emails

Stress Management

- Understanding Stress
- Avoidable Stress
- Unavoidable Stress
- Handling Stress
- Managing Stress

Communications

- Interpersonal Communication: Introduction
- Effective Interpersonal Communication
- Barriers to Effective Communication
- Developing Assertiveness
- Dealing with Manipulation
- Assertive Communication Techniques
- Active Listening
- Verbal Communication
- Communicating with Confidence
- Defining Nonverbal Communication
- Aligning Nonverbal Communication with Intentions
- Nonverbal Communication: Appearance
- Nonverbal Communication: Workplace Standards
- Nonverbal Communication: Leveraging Nonverbals for Success

Help your job seekers find a fulfilling and rewarding career with exceptional training backed by proven science.



The **Career Planning Library** is segmented into four different bundles for first time job seekers, management positions, sales careers and administrative roles.

Each training video has a live presenter on the screen to better connect with adult learners along with vibrant graphics to reinforce the content and keep the viewer engaged.

And the short-form content makes it easy to learn on the go, binge learn, focus on a specific skill to fill in gaps, or use as a review tool.

The goal of this training is to prepare your job seekers to be the right fit to land that perfect position.

Our mission is to provide learning tools, content, and online experiences that engage, motivate, provoke, and inspire adult learners to become top performers.

For more information about our Career Planning library and how to implement this in your organization, call us at (800) 868-8039 or visit us on the web at www.MaxIT.com.

