



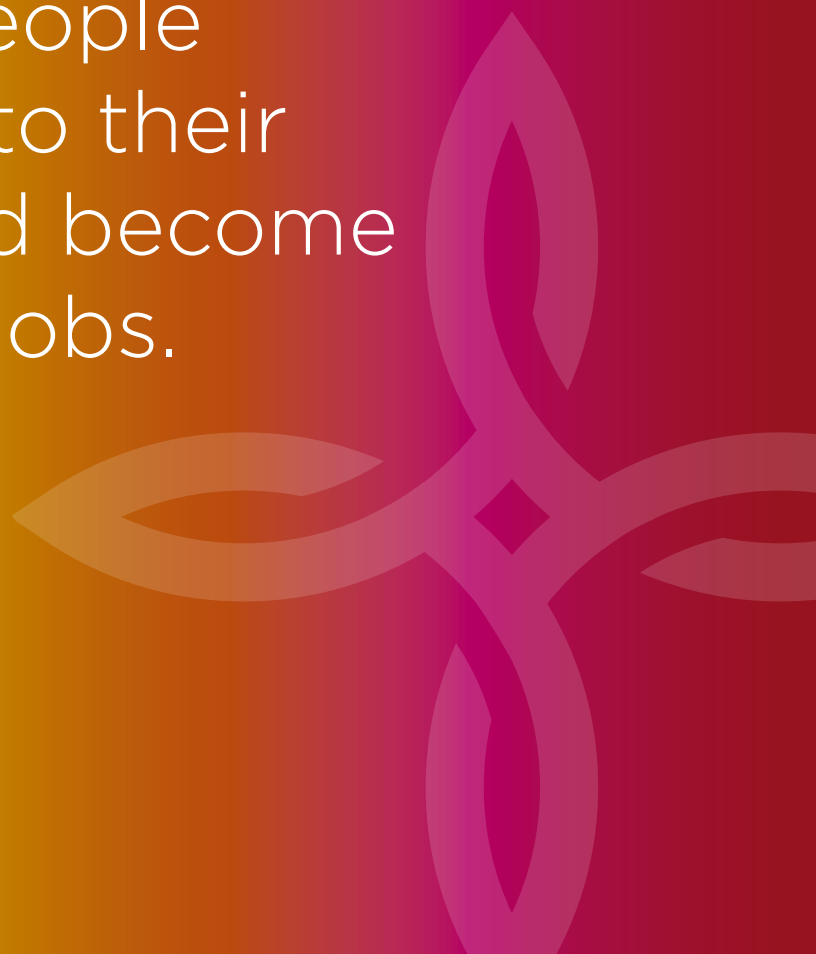
Our Services





What makes Spectrum Solutions different?

We provide meaningful coaching and experiential training that people can take back to their workplaces and become better at their jobs.



About Spectrum Solutions and Nathan Lockhart



Too often, people are asked to do things without having received the proper training. When training is provided, it is often lecture-based with no opportunity for participants to apply what was taught or to receive feedback in the moment. The result? People return to the office with a certificate, but no better prepared to do the work.

What makes Spectrum Solutions different? We provide meaningful coaching and experiential training that people can take back to their workplaces and become better at their jobs.

I became an adult learning professional because I am passionate about helping people develop as professionals. I love working with people, strengthening their leadership and communication skills.

To date, I have delivered more than 750 workshops - in-person and virtually - to organizations in the private and NGO sectors and to 65+ federal departments, including all three central agencies. I have also provided one-on-one coaching to executives on a range of topics related to leadership and communications.

My superpower is breaking down complex information and tasks and communicating it so others can quickly understand. To do this, I use everyday language and real-world examples that resonate with adult learners. I also create safer spaces where people can ask questions and seek help.

If you or your organization has training or coaching needs that are not being met, feel free to reach out. I can help.



Core Workshops





Effective Briefing Notes

Learning objectives

By the end of this experiential workshop, participants will be able to:

- Outline concrete actions to take to get sharp before writing;
 - Explain how the audience specifically impacts their writing (e.g., level of detail, language);
 - Describe what is required in each section of a briefing note for information and decision; and,
 - Draft a high-level summary for a briefing note.
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Effective Oral Briefings and Presentations

Learning objectives

By the end of this experiential workshop, participants will be able to:

- Explain the importance of structure when developing and delivering a short oral briefing;
 - Demonstrate effective in-person and virtual communication skills (i.e., verbal and non-verbal);
 - Describe how to deliver an impromptu oral briefing;
 - Outline concrete actions to help manage nervousness; and,
 - Deliver a structured, two-minute oral briefing.
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Negotiation Skills

Learning objectives

By the end of this experiential workshop, participants will be able to:

- Explain different approaches to negotiation (i.e., hard, soft, principled);
- Describe important elements in each step of the negotiation process (i.e., preparation, probing, proposing/countering);
- Rank and weigh negotiation items/issues and develop stretch goals, goals, and bottom lines for each;
- Identify probing questions to better understand their negotiating counterpart;
- Separate a negotiator's position(s) from their interest(s);
- Assess proposals and counter strategically with concessions to improve outcomes; and,
- Respond to difficult negotiators and provide feedback.



Mobilizing People

Learning Objectives

By the end of this workshop, participants will be able to:

- Explain how leadership behaviours either multiply or diminish team potential and productivity;
 - Develop strategies for enhancing psychological safety in the workplace;
 - Describe options for celebrating success and addressing unsuccessful performance; and,
 - Demonstrate how to structure and deliver difficult feedback.
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Effective Facilitation Skills

Learning Objectives

By the end of this workshop, participants will be able to:

- Explain the role of a facilitator and how it differs from the role of a participant;
 - Describe how to prepare for, deliver and end a facilitated session;
 - Establish working agreements that establish appropriate behaviours;
 - Ask probing questions to uncover facts, opinions, and assumptions; and,
 - Make interventions when encountering problems with the process or participants.
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Successful Applications to Government Jobs

Learning Objectives

By the end of this workshop, participants will be able to:

- Interpret job posters so they can develop comprehensive applications;
 - Turn their essential experiences into persuasive stories that showcase their skills, abilities and lessons learned;
 - Anticipate exam and interview questions and develop structured answers;
 - Avoid common pitfalls in applications, exams and interviews; and
 - Develop answers to recent exam and interview questions AND receive feedback from the instructor.
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Custom Training

Spectrum Solutions can design and deliver custom training to specifically address the needs of your organization. Recent examples include Training Adult Learners and Time and Energy Management. For more information on what is possible, please contact Nathan directly at nathan@spectrumsolutions.com.

Delivery Format For All Workshops

Each workshop requires approximately 7 hours of training. Training can be delivered in-person on the same day (i.e., 8:30-4:00 EST). Alternatively, it can be delivered virtually across two days (i.e., 8:30-12:00 x 2 or 12:30-4:00 x2).

Participants will receive an electronic copy of the training materials in .pdf format that will allow them to make notes directly in the document.

Training can be delivered in English or in French. Regardless, participants are encouraged to communicate in the official language of their choice.

Coaching

Coaching is about helping individuals go from where they are, to where they want themselves and their organization to be. Our certified executive coaches use proven techniques to help individuals make meaningful, measurable and sustainable change with respect to leadership competencies and communication skills. Our coaches can also lead Action Learning, which is a structured and facilitated process where a small group of professionals work on real problems, take action, and reflect on their actions together. All under the guidance of a certified executive coach.

Registration

For pricing and availability, please visit www.spectrumsolutions.com or contact Nathan directly at nathan@spectrumsolutions.com

