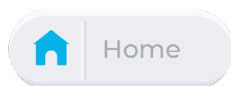




The Learning Tree Training & Development

TRAINING FOR THOSE WHO WANT TO KNOW AND GROW!





The Learning Tree Training & Development provides Professional development training with a personal application. Working with diverse groups of clients has enabled us to service the “people” we are hired to train; not just provide training to people. Not only can we facilitate workshops and seminars for your group; we also create and develop them according to your business needs.

Possessing more than twenty years of Training experience, we believe we can provide the services that you desire practically and professionally! We service our customers by tailoring our workshops to fit their needs as well as providing a training curriculum so that no matter what age, background, or educational range all can comprehend its content.

We are aware that your time is valuable, therefore, we are flexible in our scheduling (half or full day scheduling, as well as weekly or monthly) to fit your training needs. We work within your available schedule, as your time is our time; and we strive to manage our client’s time efficiently!

OUR MISSION ...

Our Mission is to provide quality training through workshops and conferences that focus on growing from the “Inside” Out!

WHO WE SERVICE

We have serviced diverse clients in various areas Our client list includes:

- Municipal Government
- Small and Mid-Size Businesses
- Non-Profit Organizations
- Religious Affiliations/Organizations
- Youth Oriented Organizations

AT THE LEARNING TREE TRAINING & DEVELOPMENT

• WE PROVIDE **QUALITY TRAINING**

We are committed to delivering top-notch professional training with a distinctive touch. Our programs are designed to not only impart knowledge but also to empower individuals to apply their learning in meaningful ways

• AND SET A **THE PATH TO YOUR SUCCESS**

The Learning Tree Training & Development can embark on your journey towards professional growth and fulfillment. Experience the difference of training that is not only high-quality but also deeply personal.

• CATER TO OUR **DIVERSE CLIENTELE**

Our experience working with a diverse group of clients has taught us the importance of personalized service. We do not just provide training to people; we tailor our approach to meet the unique needs and goals of everyone we work with.



WORKPLACE DEVELOPMENT SEMINARS

WORKSHOPS ARE DESIGNED TO DEVELOP BETTER PROFESSIONAL SKILLS IN THE WORKPLACE

The following workshops are for businesses and organizations who want to enhance and develop their staff's productivity and skills.

- **Diversity Awareness**

Reviewing how differences impact the work environment and what "truths" each person brings with them.

- **Sexual Harassment Training**

This a comprehensive training aimed at educating your workforce on the critical aspects of maintaining a respectful and safe workplace. Our training covers:

Understanding Sexual Harassment: Clear definitions and examples to help identify inappropriate behaviors.

Legal Framework: An overview of relevant laws and regulations.

Preventive Measures: Strategies to create a culture of respect and prevent harassment.

Response and Reporting: Proper procedures for reporting incidents and responding to complaints.

Impact Awareness: Insights into the effects of harassment on individuals and the organization.

- **Leadership Training**

This training is for the team leader/supervisor/manager to lead his or her team to perform their functions, help design a path to success and understand the rewards and repercussions of their leadership performance.

- **Communications Training**

Communications techniques for the Internal and External customer.

- **Quality Customer Service**

Providing quality customer service to Internal and External customers, also assessing your customer's needs and satisfying their requests.

- **Conflict Resolution Training**

How to Tactfully defuse and resolve conflict; Positively manage difficult people; Eliminate negative habits.



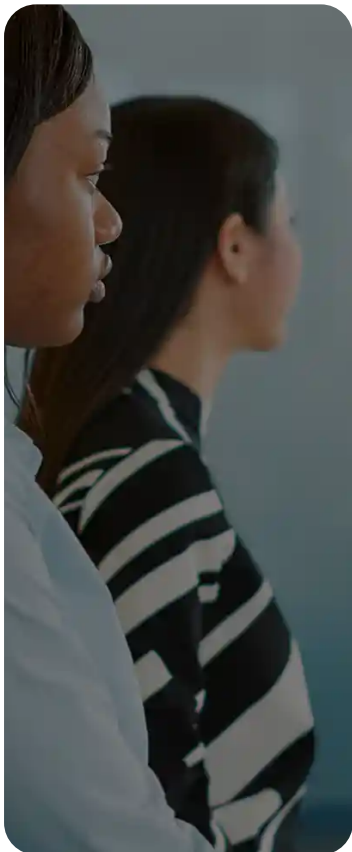
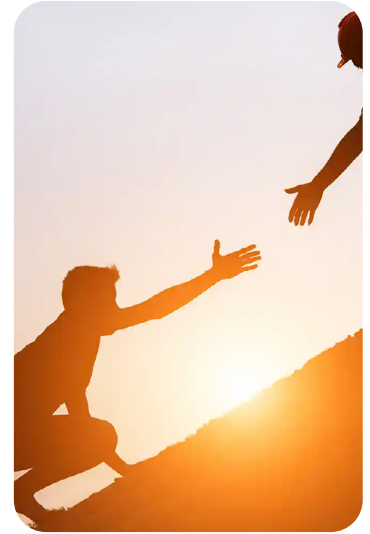
CUSTOMIZED TRAININGS JUST FOR YOU!

We can create specific, customized Training initiatives for the needs of your company or staff that will support your business or organization.

We have partnered with various entities to provide training to their staff or clientele. Small Business and Non-Profit Organizations are our specialty. We train on a variety of work-related topics that are essential to growth and development. Our client list is as diverse as the training services we provide.

We also have provided training to Organization's clients as well. We have provided training to the following:

- Homeless Shelter Residents
- Career Training for Re-Entry Individuals
- Transiting Working Mothers
- Career Development Training for Post-Secondary Students
- Life Skills, Job, and Career Preparation for Young Adults



PROFESSIONAL DEVELOPMENT TRAINING

WORKSHOPS FOCUSING ON CAREER DEVELOPMENT AND ENTREPRENEURSHIP.

The following workshops are for Businesses and Organizations who desire to support their clients/guests/customers in their professional and personal goals.

Working From the Inside Out

Assessing your abilities from the inside (Gifts, Talents, and Skills) and using them on the outside (professionally).

Get Ready, Get Set, Go!

Preparing for the job search as well as developing a career path. This is a four-part series including - Job Readiness, Resume Writing, Interviewing Skills, and Presentation Skills.

The Next Step-Career Coaching for Professional Growth (Select one or all three)

1. Career Choices and Growth
2. Coaching and Mentoring for Career Development and
3. Planning for Continuing Education Goals.

“Minding Your Business” Entrepreneurship Training

This is a workshop series starting with an Introduction to Entrepreneurship. Getting started with your business by assessing your Business Idea and the risk it entails; reviewing the necessary documentation required as an entrepreneur, creating a business plan outline, providing local resource information and other pertinent guidelines for the small business owner.



PERSONAL DEVELOPMENT TRAINING:

WORKSHOPS DESIGNED TO ASSIST WITH LIFE'S CHOICES, PROVIDING INFORMATION AND MOTIVATION.

The following workshops are designed for Businesses and Organizations who desire to support their clients / guests / customers in their professional and personal development.

Financial Management

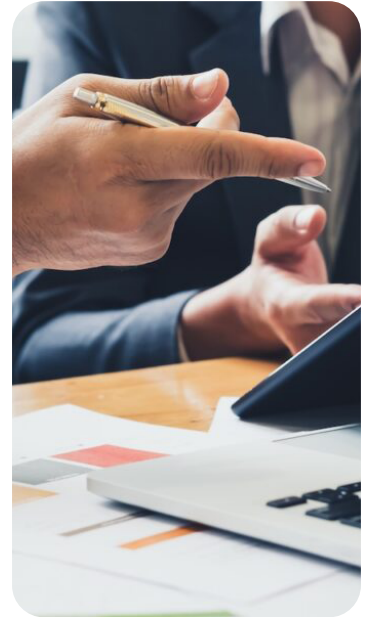
Basic techniques on managing your finances by creating a budget, long term financial planning, home buying tips and other related information.

Life Goals & Planning

Creating a five-year plan and steps to make it work for you.

Continuing Education for the Career Minded

Information provided to assist in the next step in higher education, including career goals and educational funding.



INSPIRATIONAL & SPIRITUAL GROWTH SEMINARS

THE FOLLOWING SEMINARS DEVELOPED TO ENHANCE OUR SPIRITUAL GROWTH AND INSPIRE AND MOTIVATE THOSE TO BECOME THE PERSON THAT YOU WERE BORN TO BE!

Power, Purpose, Planning & Preparation:

Understanding how each plays a huge part in our lives, growth, development, peace, and joy!

CHANGE!

Realizing what you want and what you are supposed to have, dealing with change, and living a content life.

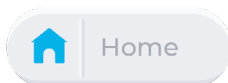
Hurt, Healing and Happiness:

Releasing the Hurt, begin the Healing and striving to be Happy.

SEMINARS & CONFERENCES

Are you interested in sponsoring a Seminar or Conference? The Learning Tree Training & Development can help with that also! Let us know the type of event you are looking to sponsor, and we can assist you with it!

We host quarterly *Entrepreneur Networking Gatherings and Empowerment Conferences for Men and Women*



CONTACT:

Phone: (267) 441-6108

Email: thelearningtreetd@gmail.com