

PowerSplash Project

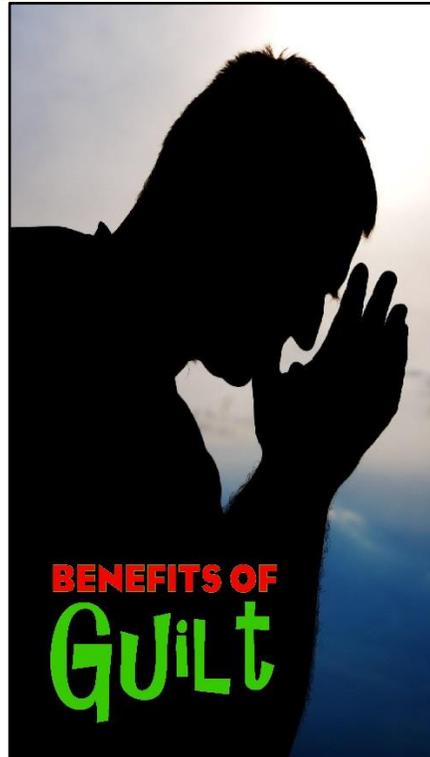
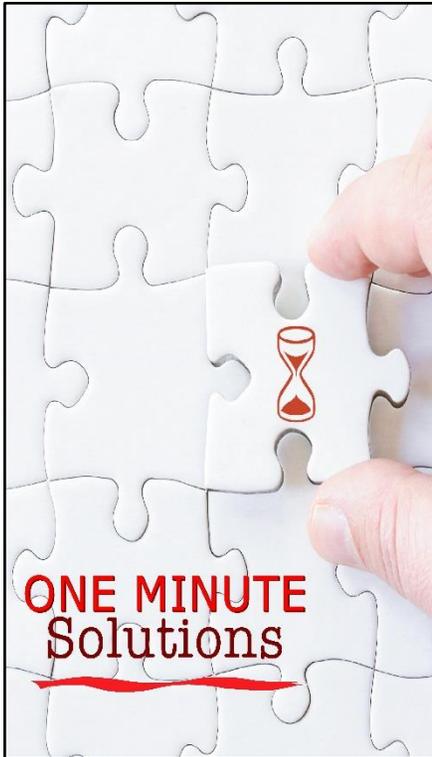


One Minute Solutions

One Minute Solutions		Recommended Viewing Schedule			
Benefits of Guilt	2	WEEK 1		WEEK 6	
Communicating Clearly	2	M	Number One Focus	M	Starting the Work Day
Conflict Awareness	2	TU	Dealing with Complaining	TU	Taking Care of Yourself Every Day
Conflict Resolution	3	W	Employee Engagement	W	Qualities of Great Leadership
Consumer Behaviors	3	TH	Gossip and the Grapevine	TH	Safety Awareness
Customer Service	3	F	Benefits of Guilt	F	What Employees Should Know But Often Don't
Dealing with Complaining	3	WEEK 2		WEEK 7	
Employee Engagement	4	M	Organizing Your Desktop	M	Consumer Behaviors
Empower Yourself	4	TU	How to Wake Up Your Body	TU	Improvements through Change
Gossip and the Grapevine	4	W	How to Wake Up Your Brain	W	Self-Actualization at Work
How to Wake Up Your Body	4	TH	Communicating Clearly	TH	Successful Habits of Motivated People
How to Wake Up Your Brain	5	F	Improving Self-Esteem	F	What Successful Employees Do Every Day
Improvements through Change	5	WEEK 3			
Improving Self-Esteem	5	M	Rationale of Complaining	<p>Schedules and deadlines. Skillsets and training. Conflicts and resolutions. Hundreds of moving parts must move in just the precise direction to complete projects on time. Tension arises when poor behavior or poor training grinds progress to a halt.</p> <p>One Minute Solutions is a seven week motivational training program of soft skills and behavioral guidance. The format shows ways for employees to understand their managers, and ways for managers to understand their employees.</p> <p>Even the most highly skilled personnel may have habits that need improvement. During the seven weeks, everyone will learn how to replace poor working habits with productive habits.</p> <p>Everyone will gain a better appreciation of each other's jobs and may perform their own with increased confidence and efficiency.</p> <p>Each day at the end of the film, they will download the script and receive a brief assignment to ponder.</p>	
IT Security	5	TU	Set the Tone for a Productive Day		
Make It A Fun Day	6	W	Strategy to Attain Efficiency		
Maximizing Optimism	6	TH	Conflict Awareness		
Minimizing Negativity	6	F	Conflict Resolution		
Nature of Office Politics	6	WEEK 4			
Number One Focus	7	M	Minimizing Negativity	<p>Even the most highly skilled personnel may have habits that need improvement. During the seven weeks, everyone will learn how to replace poor working habits with productive habits.</p> <p>Everyone will gain a better appreciation of each other's jobs and may perform their own with increased confidence and efficiency.</p> <p>Each day at the end of the film, they will download the script and receive a brief assignment to ponder.</p>	
Opinions, Beliefs, and Facts	7	TU	Maximizing Optimism		
Organizing Your Desktop	7	W	Nature of Office Politics		
Qualities of Great Leadership	7	TH	Opinions, Beliefs, and Facts		
Rationale of Complaining	8	F	Traits of a Valuable Employee		
Reduce the Habit of Complaining	8	WEEK 5			
Safety Awareness	8	M	Make It A Fun Day	<p>Even the most highly skilled personnel may have habits that need improvement. During the seven weeks, everyone will learn how to replace poor working habits with productive habits.</p> <p>Everyone will gain a better appreciation of each other's jobs and may perform their own with increased confidence and efficiency.</p> <p>Each day at the end of the film, they will download the script and receive a brief assignment to ponder.</p>	
Self-Actualization at Work	8	TU	Empower Yourself		
Set the Tone for a Productive Day	9	W	IT Security		
Starting the Work Day	9	TH	Reduce the Habit of Complaining		
Strategy to Attain Efficiency	9	F	Customer Service		
Successful Habits of Motivated People	9	WEEK 6			
Taking Care of Yourself Every Day	10	M	Number One Focus	<p>Even the most highly skilled personnel may have habits that need improvement. During the seven weeks, everyone will learn how to replace poor working habits with productive habits.</p> <p>Everyone will gain a better appreciation of each other's jobs and may perform their own with increased confidence and efficiency.</p> <p>Each day at the end of the film, they will download the script and receive a brief assignment to ponder.</p>	
Traits of a Valuable Employee	10	TU	Dealing with Complaining		
What Employees Should Know But Often Don't	10	W	Employee Engagement		
What Successful Employees Do Every Day	10	TH	Gossip and the Grapevine		
		F	Benefits of Guilt		

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ONE MINUTE SOLUTIONS



One Minute Solutions
35:00

- Bring your staff on the same page.
- Correct poor habits and behavior.

Investing one minute a day for seven weeks may expand the appreciation of every employee's contribution to the company as well as learn techniques and behaviors that improve efficiency, creativity, productivity, and communication. For maximum benefit, everyone must participate.

Benefits of Guilt
1:00

- Learn how guilt sends an emotional warning.
- Learn the process of releasing guilt.

The ability to feel guilty can be quite beneficial to yourself and the company. Though the feeling is unpleasant, it asks how our words and actions impact business and relationships. Unaddressed guilt can create dis-ease within ourselves causing anger and resentment.

Communicating Clearly
1:00

- Learn the power of communicating clearly.
- Learn how to handle opposing views

We all want to be heard but we should also want to understand. It is useful to clarify and verify ideas before communicating them to another. When conversing, be aware of your tone, your content, and your presentation. How you say things is as important as what you say.

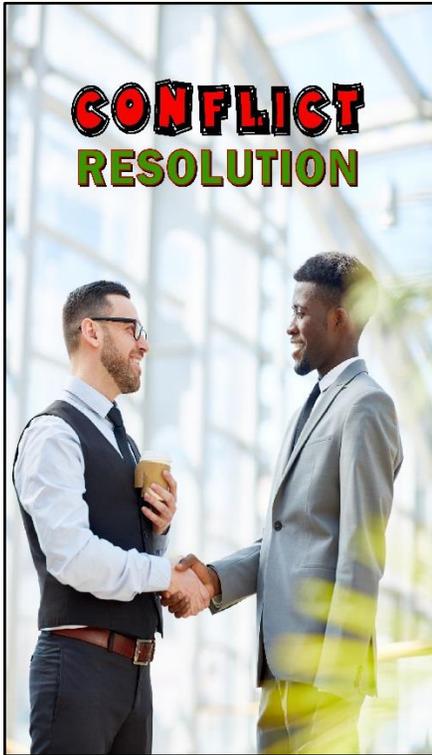
Conflict Awareness
1:00

- Learn how negative talk is toxic.
- Learn to make the workplace pleasant.

Poor communication at work could be exhausting and affect your emotional well-being. Negative talk is toxic and can destroy morale. But conflict, in and of itself, is not the problem. It is the tools we use to address the conflict and bring people together instead of tearing them apart.

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ONE MINUTE SOLUTIONS



Conflict Resolution
1:00

- Learn techniques to resolve conflicts.
- Learn the importance of respect.

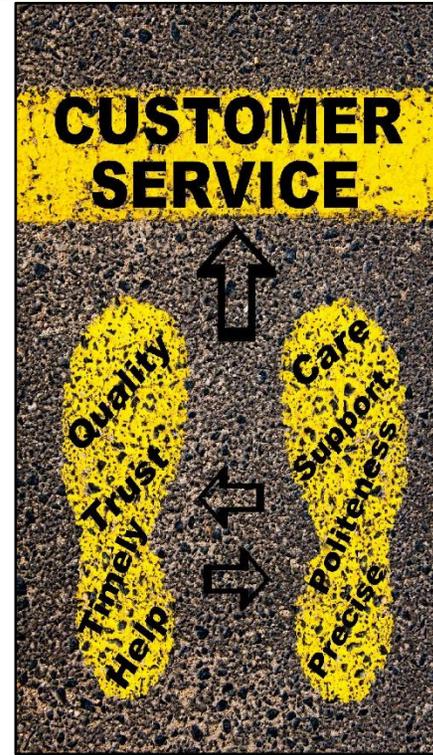
There is a conflict. What do you do? The action you take will either escalate or deescalate the situation. Learn the 10 steps to resolving a conflict with a win-win outcome. And sometimes an agreement cannot be reached and you have to let go and respectfully agree to disagree.



Consumer Behaviors
1:00

- Learn what displeases consumers.
- Learn the potential for increasing profits.

With an estimated six trillion available for purchasing worldwide, companies should pay attention to consumer behaviors. The probability of selling to a new prospect is 5-20%. Price is not the main incentive for consumers, it is the quality of service.



Customer Service
1:00

- Learn the basics of good service.
- Learn the importance of follow-up.

The customer service team is the face of your company. To retain quality service, they convey up-to-date knowledge in a friendly and sincere manner. It is essential to cultivate a culture of cooperation and collaboration whereby current information is aggregated in a centralized system.



Dealing with Complaining
1:00

- Learn how to understand the complainer.
- Learn how to support yourself.

The footsteps of a chronic complainer coming toward you could cause stress. It is important to learn ways to handle an uncomfortable situation. Support yourself by knowing you are not responsible for fixing someone else and do not let their negative reality become your reality.

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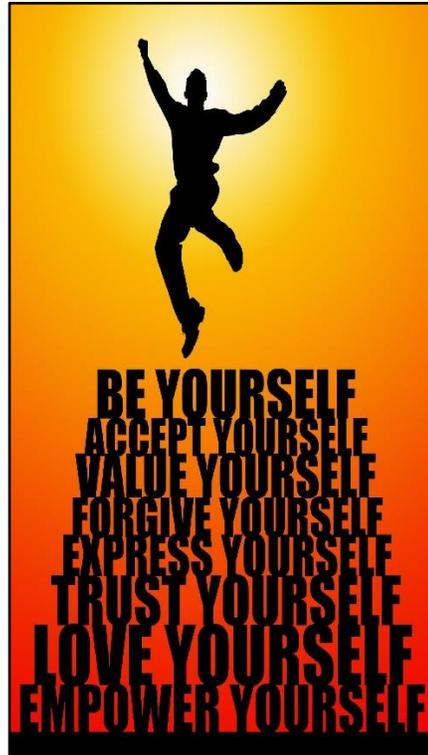
ONE MINUTE SOLUTIONS



Employee Engagement
1:00

- Experience a fun social exercise.
- Learn the importance of communication skills.

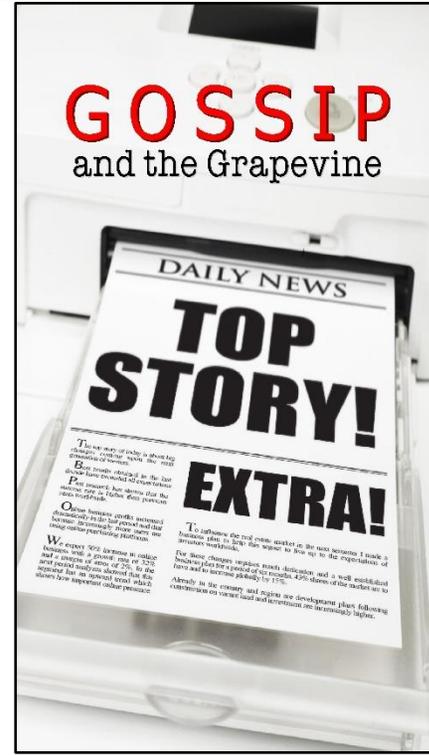
Developing good communication skills and having people comfortable in your presence is the key to getting along with others. Employees greatly benefit from being respected, important, and relevant. And it takes interaction to build trust. Have fun getting to know your team.



Empower Yourself
1:00

- Show you are able and intelligent.
- Show you can make the right decisions.

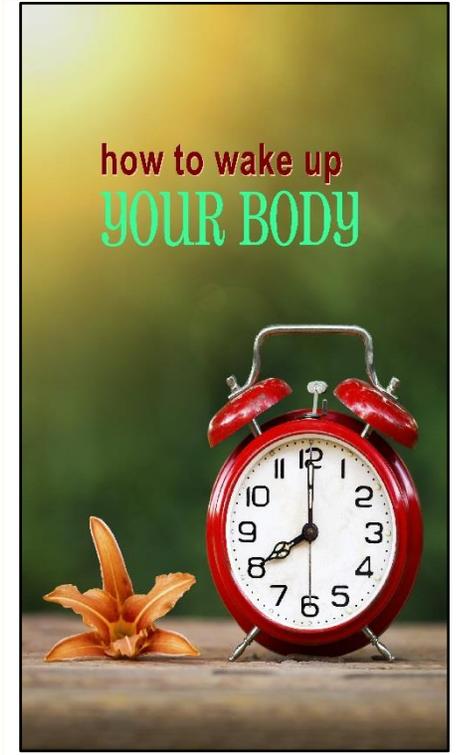
Empowerment tells the employee they are able and intelligent, and trusted to make the right decisions about tasks, priorities, and deadlines. Greater autonomy improves confidence, morale and quality, stimulates ideas, and brings more innovation to the workplace.



Gossip and the Grapevine
1:00

- Learn positive gossip from negative gossip.
- Learn civil ways of communicating.

Gossip can be positive. Unfortunately, gossip is often negative and perpetuates unnecessary drama, strains relationships, and undermines the organization. Negative gossip especially flourishes in toxic work environments and can encourage excellent workers to look for a better job.



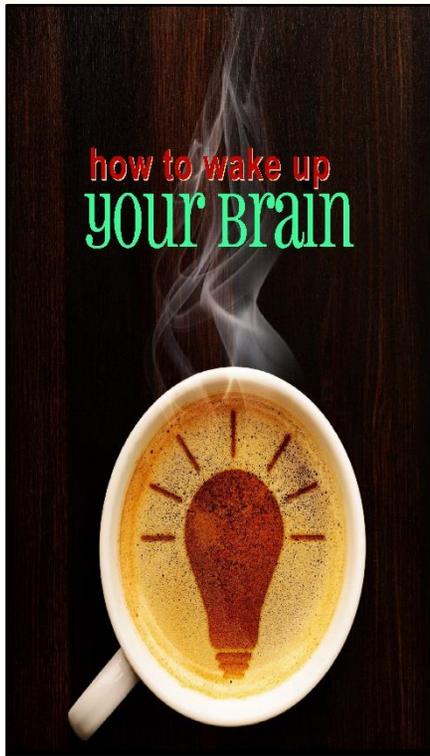
How to Wake Up Your Body
1:00

- Learn techniques to wake up your body.
- Learn to think positive thoughts.

Did you know only 1 in 10 people is a true morning person? And it does not help if you are chronically tired due to a poor diet, staying up too late, too much or too little exercise, alcohol abuse, or sleeping habits. Waking up each day can be a challenge. Here are wonderful suggestions.

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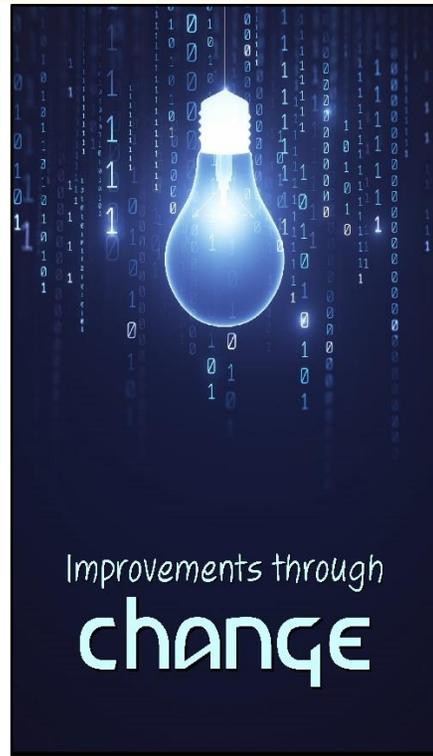
ONE MINUTE SOLUTIONS



How to Wake Up Your Brain
1:00

- Learn how to perk up at work.
- Customize techniques that work for you.

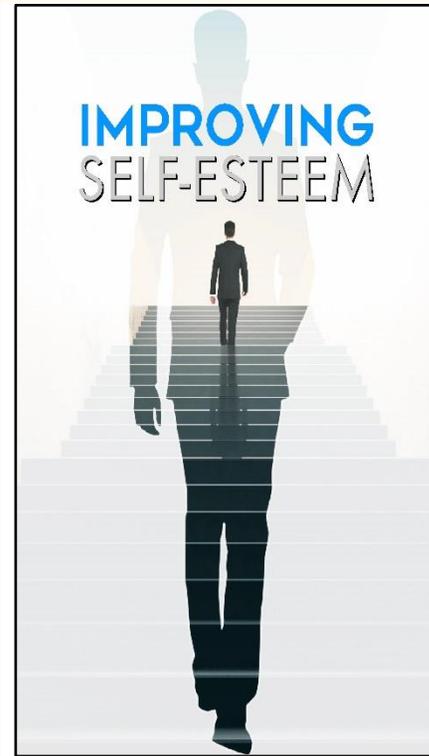
Do you have a hard time waking up your brain? Between home and work, you have a busy life. First, consider your daily habits, diet, exercise, and thoughts. Second, implement the suggested techniques either at home or at work to stimulate your brain.



Improvements through Change
1:00

- Learn how you feel about change.
- Learn the benefits of change.

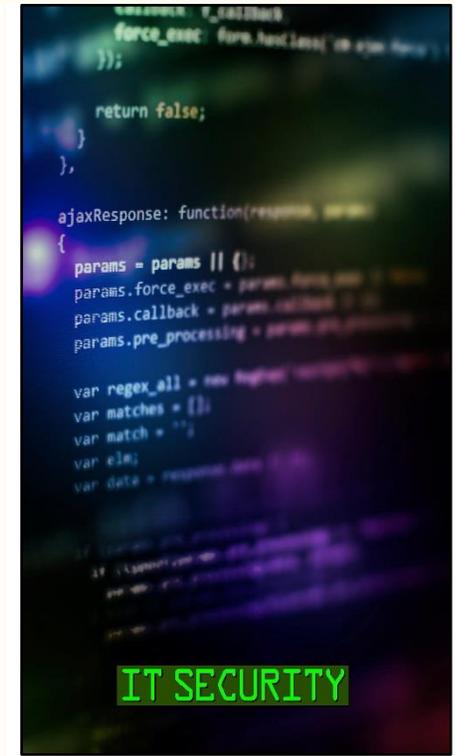
When managers mention the word “change” what comes to mind? Dread? Fear? Perhaps, you should consider thinking of the benefits of change in the workplace. We can think of eight just off the top of our head. Once you hear them, we think you may have a new feeling about change.



Improving Self-Esteem
1:00

- Learn low self-esteem fulfills itself.
- Learn how building self-esteem is internal.

Low self-esteem is a self-fulfilling prophecy but so is confidence. Thinking well of yourself brings internal comfort and happiness and improves company relationships. Building self-esteem is an internal process and takes commitment and effort. The good news is that you’re in control.



IT Security
1:00

- Learn how IT security involves employees.
- Learn 10 essential prevention measures.

Security isn’t just a technical problem. It is also an employee problem. The top security objective is to prevent employees from falling prey to cyber danger. It is essential to set the tone by providing on-going appropriate training. The presentation offers the starting point.

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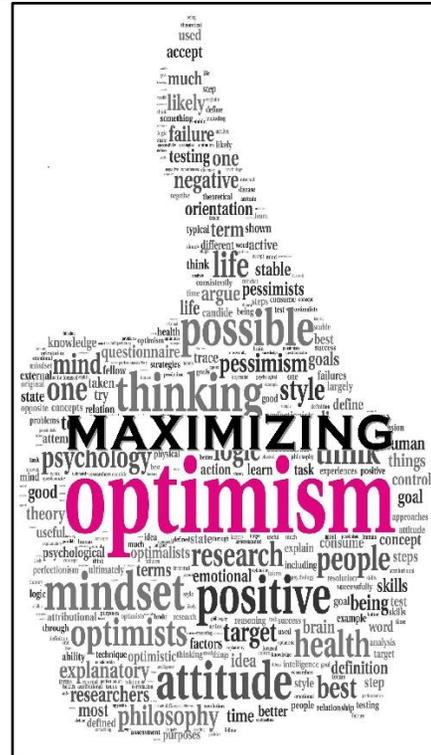
ONE MINUTE SOLUTIONS



Make it a Fun Day
1:00

- Learn employee engagement should be fun.
- Learn ways to include fun in the workplace.

Even if you think there is no better place to be than at work, sooner or later you will tire of the routine. Mix it up with special day activities such as Sundae Cart Day, Cookie Platter Day, Potluck Lunch Day, Food Delivery Day, and many more social activities guaranteed to spark enthusiasm.



Maximizing Optimism
1:00

- See what optimism looks like.
- Learn the benefits of positive emotions.

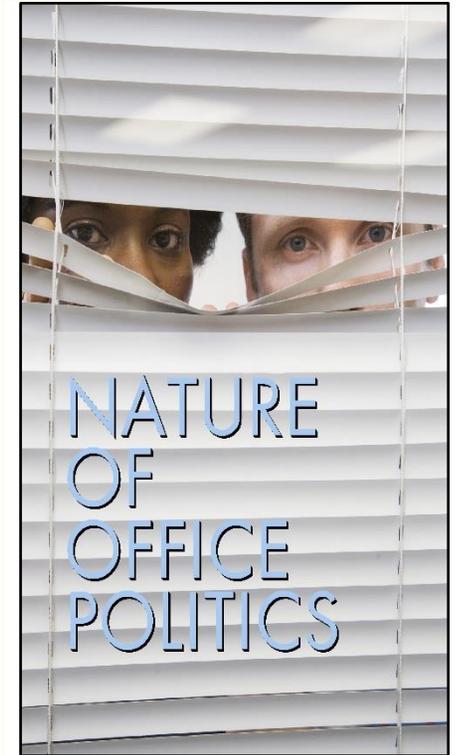
In every situation, you have the power to see the good. With daily use, your positive emotions will broaden and strengthen. Optimism increases your coping abilities, prevents depression, boosts energy, and builds resilience. It is as difficult and as simple as deflecting the negative.



Minimizing Negativity
1:00

- Learn it is normal to perceive trouble.
- Learn it is beneficial to feel empowered.

Being negative is a survival instinct. It's in our best interest to perceive trouble and danger. But negativity limits our thinking and can undermine our self-esteem, our relationships, our career, and our health. Which is all the more reason to avoid the addiction to unhappiness.



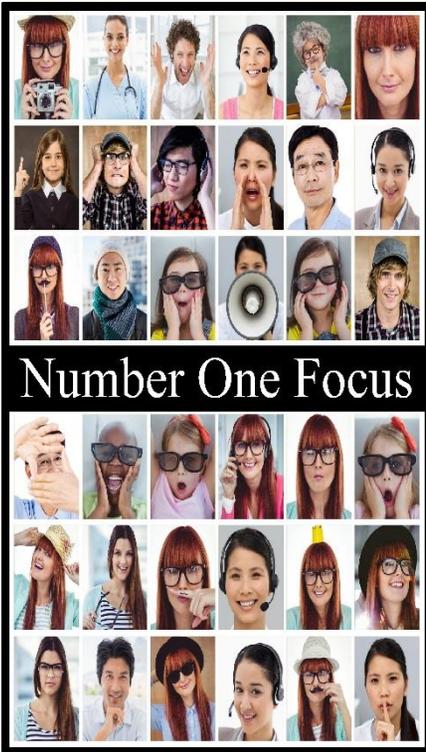
Nature of Office Politics
1:00

- Learn how strained relationships affect work.
- Learn how to avoid negative office politics.

60-80% of all trouble in the workplace are from strained relationships. Over time, these seething conflicts may divide employees into cliques and erode the once productive workforce and team spirit. Remember, in every moment, you have the power of choice.

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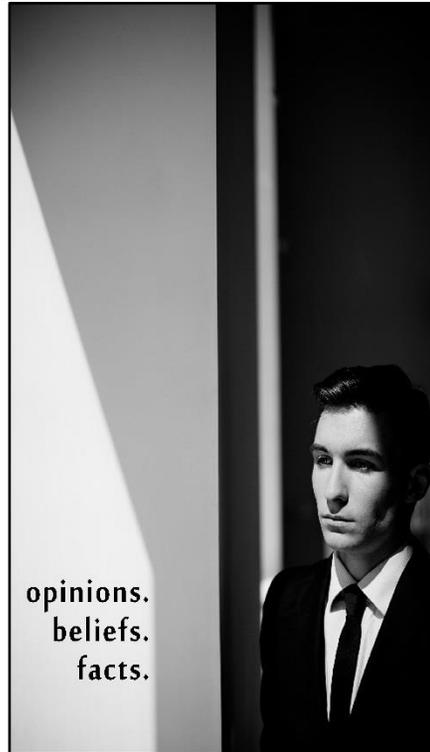
ONE MINUTE SOLUTIONS



Number One Focus
1:00

- Learn how you impact customer service.
- Learn the diverse components of customers.

Just like you, customers have a mix of emotions, wants, and desires. And just like you, they enjoy acknowledgement, attention, and good service. And without you, there will be one less person to offer outstanding service, and the company may lose one more customer. What's your #1 focus?



Opinions, Beliefs, and Facts
1:00

- Learn that truth is fact, without feeling.
- Learn to be aware of what you're thinking.

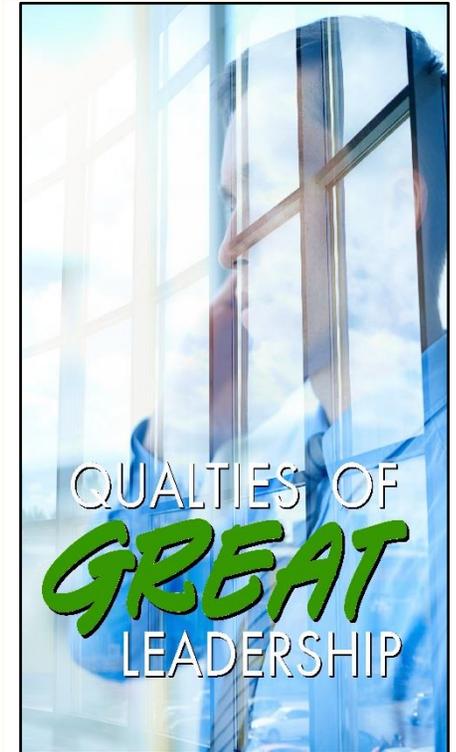
A belief is something you regard to be true but may not always be so. Thoughts you hold true influence the things you do; therefore it is all the more important to be aware of what you are thinking. Do you observe your thoughts? Do you question why you do the things you do?



Organizing Your Desktop
1:00

- Learn that clutter is not due to lack of space.
- Learn that your desk is your command center.

Did you know about 80% of clutter in the office is the result of being disorganized, not lack of space. 53% live in "organized chaos" whereby their desk is a mess but the employee is sure where everything is. What happens when they're sick, on vacation, or transferred to another department?



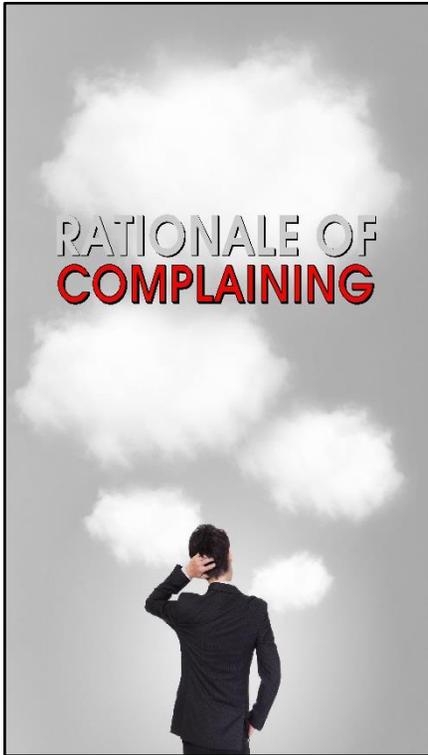
Qualities of Great Leadership
1:00

- Learn if leadership skills can be learned.
- Learn how to be a great leader.

Great leadership steers the company talent to attain mutual success. Indeed, the skills of great leadership can certainly be learned, mirrored, developed, and mastered. Celebrate the many qualities you have and work toward acquiring the rest.

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ONE MINUTE SOLUTIONS



RATIONALE OF COMPLAINING

Rationale of Complaining
1:00

- Learn why people complain.
- Learn why it is better to vent.

Complaining. It's annoying to the listener and leaves the one complaining with a feeling of helplessness. Employees who complain are often in pain. Endless complaining does not serve a positive purpose, it is addictive, and doesn't improve anything.



REDUCE THE HABIT OF COMPLAINING

Reduce the Habit of Complaining
1:00

- Learn complaining doesn't solve problems.
- Learn techniques to reduce complaining.

Often people complain to either get attention or can't seem to solve a problem. To resolve an issue you must first understand your complaining habit. Bringing closure to a complaint is often as simple as letting go of what's out of your control. Here are fourteen techniques that will help.



SAFETY AWARENESS

Safety Awareness
1:00

- Learn the importance of being aware.
- Learn to commit to good safety practices.

Every eight seconds a work injury occurs. Start your day thinking safety first. Be aware of proper posture and rules of ergonomics. Ask for help if a load is too heavy or awkward. Obey safety signs, stickers, and tags. Do not block a walkway, doorway, or an emergency exit.



Self-Actualization AT WORK

Self-Actualization at Work
1:00

- Learn the traits of self-actualization.
- Learn to be patient achieving goals.

Self-actualization is the full realization of one's creative, intellectual, or social potential. Human motivation is based on seeking fulfillment through personal growth. Employees want to evolve, be challenged with more responsibilities, and reach their potential.

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ONE MINUTE SOLUTIONS



Set the Tone for a Productive Day
1:00

- Learn to be careful what you say to yourself.
- Learn to speak well of yourself.

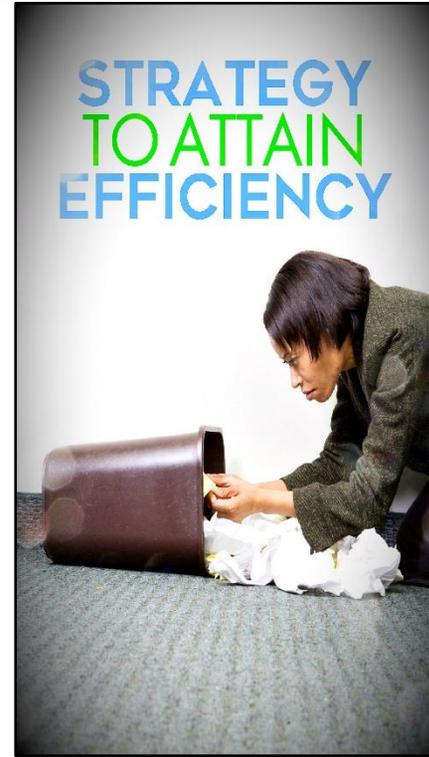
The first couple of minutes of your work day can greatly impact your attitude and productivity throughout your shift. It is beneficial to create a morning ritual that sets the tone for a positive thoughts, words, and actions. Self-talk will either empower you or inhibit you. Choose wisely.



Starting the Work Day
1:00

- Learn the importance of positive self-talk.
- Learn how to be organized in the morning.

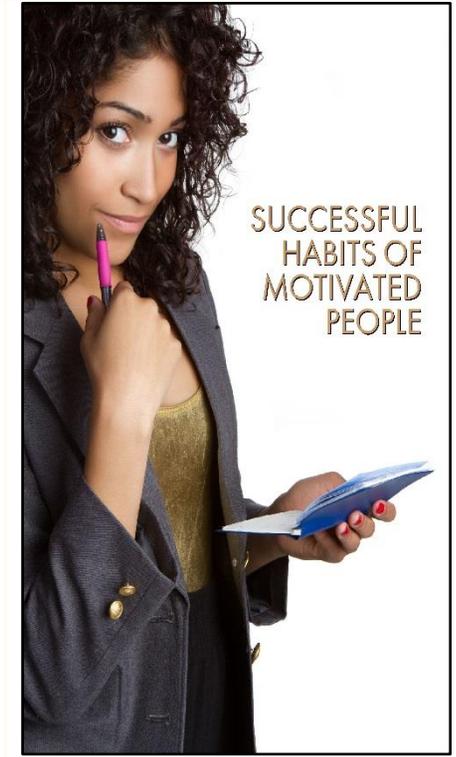
On your way to work, tell yourself that you're confident, adaptive, respectful, innovative, patient, detail oriented, motivated, and have a thick skin. Start your shift on time and say several positive mantras. Follow the recommended list of priorities and have a productive day.



Strategy to Attain Efficiency
1:00

- Learn the costs of inefficiencies.
- Learn to celebrate accomplishments.

Inefficiencies can cost organizations as much as 20-30% of their annual revenue. Observe the list of strategies that can increase efficiency. Remember, you can squeeze pennies out of a dollar but cannot squeeze seconds from a day. Use your time wisely.



Successful Habits of Motivated People
1:00

- Follow the habits that lead to success.
- Learn to incorporate successful habits.

Success is certainly not by accident and is not always defined with a dollar amount. Seeing your success can be reflected in your daily habits. Take a look at our list of seventeen good habits. Incorporate them into your daily work routine to make yourself and the company successful.

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ONE MINUTE SOLUTIONS

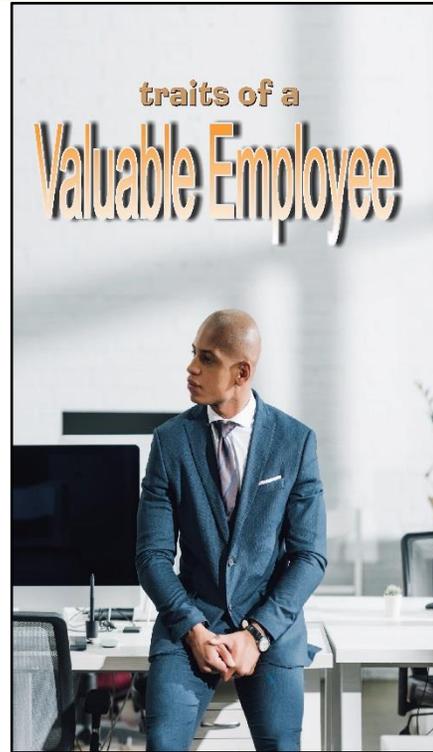


taking care of
yourself every day

Taking Care of Yourself Every Day
1:00

- Learn how to take care of yourself at work.
- Select innovative techniques to work on.

Are you filled with anxiety and stress – or are you calm and centered? Anxiety tends to beget more anxiety. You have more power than you think to choose your mood. Keep in mind that peace of mind is achieved by quieting the mind. See which techniques work for you.

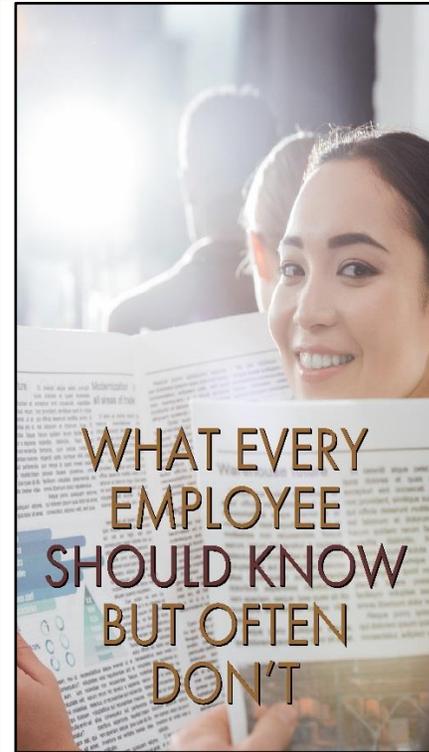


traits of a
Valuable Employee

Traits of a Valuable Employee
1:00

- Learn traits that managers respect most.
- Learn how to be a valuable employee.

Job security and opportunities for advancement generally rely on the traits of a valuable employee. Here are ten valuable traits to aspire to. From being conscientious and taking steps to improve themselves – to never procrastinating and taking deadlines seriously.



**WHAT EVERY
EMPLOYEE
SHOULD KNOW
BUT OFTEN
DON'T**

What Every Employee Should Know
1:00

- Learn the importance of a company manual.
- Ensure you are informed of company info.

It is imperative all organizations provide their staff with an Employee Manual. It is essential that every employee know company information, procedures, and policies. You never know when a customer, client, vendor, or even friend will ask a question about your organization.



WHAT SUCCESSFUL
EMPLOYEES
DO EVERY DAY

What Successful Employees Do
1:00

- Learn traits of successful employees.
- Learn the importance of your mindset.

Opportunities come from your skillset, pursuit, and a certain degree of luck. Being successful largely comes from your approach to life, your work ethic, and your attitude. So, what are things successful employees do every day? Take a look at the traits.

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