

# Polished.

COMMUNICATIONS. PROFESSIONAL DEVELOPMENT.

**P**olished helps professionals learn practical, straightforward skills needed to excel in a career. These essential skills assist individuals to become exceptionally effective, be a great employee, become more successful – and even be happier at work. We believe anyone can learn and use these techniques to make the very most of the opportunities open to them.

We know your time is valuable, that's why we have a variety of service offerings to meet your scheduling needs.

## Menu of Services

**Bite-sized Enrichments** - Teaches specific skills focused in one-hour sessions.

**Half-day / Full-day Enrichments** - Convenient interactive programs to sharpen skills and stay ahead of the competition.

**Multi-day Enrichments** - Designed to teach a comprehensive topic to empower, re-energize and renew motivation and confidence.

**Quarterly / Bi-annual Enrichments** - Build upon core skills with measured targeted skill outcomes over a period of time.

**Customized Enrichments** - Specially designed professional development solutions and assessments to complement your organizational development needs. We can also develop the content, complete with materials and leader's guide to be presented by your trainers.

**Webinars** - Participants learn important topics to enhance success while interacting directly with facilitator in the comfort of their office.

***“Once you stop learning, you start dying.”***  
**~ Albert Einstein**