



Every organization is different. Our fully customizable curriculum can be adapted to fit your specific training requirements and further the growth of your individual employees and overall organization. Our core topic areas include management, business analysis, project management, finance, leadership, human resources and global economic development.

As a leading-provider of customized-training for global corporations and government agencies, PDC features a unique training approach that values your time and ensures that you achieve your goals. Our approach is simple. You tell us your training goals and most-pressing business issues, and we create a customized training solution just for you.

Our depth of experience, course curriculum and instructor network allows us the flexibility to efficiently deliver custom courses on even the most unique topics. We also work successfully with organizations to develop leadership academies designed to develop their high potential employees and groom existing managers for senior level executive leadership opportunities.

As a self-sustaining unit of the University, PDC lives the day-to-day business challenges that our clients face, including financial accountability and innovation. Our real world experience provides us with a unique insight into your need for flexible, customized training solutions. We offer a vast network of innovative instructors that we can match to your specific challenges to help you achieve maximum change within your organization.

We target all levels of leadership in your organization for optimal training—entry-level employees, middle managers or executives. With PDC, you can focus on your organization's business goals while we focus on bringing you the best possible staff training, facilitation, and coaching available anywhere.

Sincerely,

Kristy Bradford  
The University of Texas Professional Development Center  
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*PDC can help your company reach goals on its journey to excellence.*

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## University of Texas Professional Development Center

### Effective Facilitation Skills (1 Day Class)

#### Course Details

Facilitators help others maximize their contribution in groups and teams by creating a supportive and outcome focused environment. You will learn to use a range of tools and techniques to generate enthusiasm for effective results. This one day course will provide you with the knowledge, skills, and a variety of techniques used by effective facilitators.

Managers are realizing the value of keeping a group energized, focused on task, and producing effective results. Whether you lead a problem-solving team, work with executives, or just want to assist in moving your own group through the collaborative process more effectively, facilitation is a critical skill. This session teaches you to understand the foundation of facilitation skills and provides opportunities for participants to practice the techniques they learn. This workshop focuses on practical application and best practices and is designed around the life of a project.

#### Outcomes

- Understand the foundational information concerning facilitation
- Learn about goal focused facilitation
- Identify skills needed by successful facilitators
- Understand group dynamics and identify techniques to encourage positive dynamics and mitigate destructive behaviors
- Identify crucial times in the project life cycle where facilitated workshops can be of the most use
- Understand the structure of a facilitated workshop and how to run one
- Practice effective facilitation techniques including brainstorming and Delphi technique



## **Technical Writing (1 day class)**

### **Course Details**

Skillfully written technical material gives readers an understanding of new technologies, processes, or concepts. No matter what the reading level of your audience, the principles behind good technical writing remain the same.

Increase your familiarity with the technical writing process, strengthen your writing styles, and employ design techniques that will improve your documents.

### **What Should I Bring to Class?**

Please bring at least three pages of a (technical) document that you have recently written. It can be several short documents or one longer document. You will use these samples of your work to assess your current writing style, apply techniques discussed in class, and develop strategies for improving your writing.

### **Outcomes**

- Learn 10 measures of quality technical writing
- Develop an effective technical writing style
- Use the appropriate organizational pattern for your project
- Learn strategies to present technical details and data in the most easily understood and meaningful manner for your audience
- Use attention-grabbing writing and layout techniques to hold your readers' interest