



OTTAWA EDUCATION GROUP

Mastering Focus, Time Management & Relationships

Empower Your Business. Upskill Your Workforce.

Learn how to communicate, solve problems confidently, resolve conflicts with respect, and manage your time and energy effectively.

The people-centric skills in this program will empower a more focused, engaged, collaborative, and healthier workplace culture.

Learning Outcomes for Participants:

1. **Communicate** with clarity and confidence in every workplace conversations.
2. **Solve** problems collaboratively and calmly using structured thinking.
3. **Navigate** conflict with empathy, assertiveness and respect.
4. **Align** time, energy and priorities—meaningfully and without overwhelm.



Class size is minimum 6 participants (in-person or virtual). Graduates receive an OEG Certificate of Completion and a LinkedIn badge.





★ **Core Pathway**

Mastering Focus, Time Management & Relationships

**Ask us about grants and funding options
now available for eligible small businesses!**

Sample of Extended Pathway

1 - Focus on Creating Connection

- + Close the communications gap by listening with intent
- + Apply judicious questioning techniques
- + Discover the keys to effective conversations

2 - Master Your Time, Master Your Results

- + Save time and resources by meeting efficiently and effectively
- + See a Return on Invested Time (ROIT) that drives long-term success
- + Apply proven methods to solve problems, evaluate options, and take action

3 - Advanced Conflict Resolution for a Healthier Workplace

- + Build habits and language to resolve conflict with confidence
- + Explore creative conflict to spark innovation, ownership and engagement
- + Apply practical tools to resolve workplace differences with respect and results

4 - Focus on the Sustainable Contribution of People

- + Strengthen leadership habits that support motivation and trust
- + Create an environment that encourages meaningful contributions
- + Champion ongoing learning as a path to mutual growth

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skill levels.**

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more productive, and more profitable. Upskill today!**

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