



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.



Meet Your Instructor
Linda Babulic





★ **Core Program**

Mastering Focus, Time Management & Relationships

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

Program Details

1 - How to Create Connection

- + Learn to close the communications gap by listening
- + Apply judicious questioning techniques
- + Discover the keys to effective conversations

2 - From Challenges to Collaborative Solutions

- + Identify concerns early and prevent problems and conflict
- + Save time and resources by meeting efficiently and effectively
- + Apply proven methodologies to evaluate options and take action

3 - Advanced Conflict Resolution

- + 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

**Looking for
something more?
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numerous
programs for all
skill levels.**

**Training can help your workforce become more connected,
more productive, and more profitable. Upskill today!**

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