



ROMAN **3** OPERATIONS

Training Course Catalog

Fall 2020 – Fall 2021

Roman 3 Operations is a division of:



Inspiration • Innovation • Implementation

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About Roman 3 Operations

Roman 3 Operations is a Training and Human Resources company that specializes in building capacity in the people and organizations we work with. We look to inform and educate our students and clients while developing their professional skills and empowering them to become change-makers.

We make a difference in three ways:



We deliver captivating, in-class experiential courses that build and develop skills in real time.



We deliver engaging online courses through our online learning portal *Roman 3 Academy*



We provide organizational assessments and services to companies looking to improve their productivity and human resources management.

Overview of Training Courses

We offer **3 types** of training courses:

Programs – These are premium training packages, delivered in levels over an extended period of time (average time 2-3 months of part time learning). Our Programs are currently only delivered in a classroom, and in partnership with a business association or trade group for their membership. Programs are customized and provide on-going, one on one support for learners once the in-class components are complete.



Workshops – These are courses that provide different modules and topics delivered over multiple sessions. The in-class sessions can be structured over the course of a month or even a week. The online courses can be completed On Demand, meaning all content is pre-built and the learner can do the course at their own pace. All Workshops have opportunities to contact members of the *Roman 3 Academy* team if there are questions or challenges with their online learning.



Seminars – These are single topic courses delivered in a single session. These courses are typically 2-3 hours in-class, or 1-2 hours of instruction and course work with optional readings to add value to the learning. Some Seminars are also designed as pre-built and On Demand, and delivered as webinar lectures with follow up work provided.



Roman 3 Academy

Roman 3 Academy is our online learning portal. It requires all learners to register with us before enrolling in any course, even our free courses. We offer an annual membership that provides a significant discount on every course taken through the online learning portal.

Roman 3 Academy is currently still under development and will be fully launched in January 2021. Currently the sign up can be accessed through the Roman 3 Operations website's main menu (www.operations.roman3.ca), and is currently not available as an app.

If you have any questions regarding *Roman 3 Academy*, please contact us at info@roman3.ca

Quality of our Courses

When you attend a Roman 3 Operations training course, you can expect:

- Expert curriculum developers who have collaborated with experienced professionals with hands-on real-life experience.
- Practical and engaging material that is designed to connect with how you learn.
- Skilled and experienced instructors who are passionate about the course content.
- Meaningful and clear strategies to apply what you have learned

Categories

Our courses are broken up into **4 categories**:

- Productivity
- Human Resources (HR)
- Entrepreneurship
- Collaboration

If you are interested in looking at the training we have on offer, please see the courses listed on pages 6 to 13. All costs listed do not include applicable taxes or travel expenses for in-class courses.

If you are interested in taking our courses...

Online: Register with *Roman 3 Academy*

In-class: Contact us at info@roman3.ca

RAMP up your Employee Productivity

Category: Productivity
Course Type: Workshop
Availability: In-Class



In this course, you will receive comprehensive insight and training that will completely change your perspective and understanding of the workplace.

This course will provide strategies for strengthening workplace communication, improving employee engagement, and decreasing employee turnover

Learning topics & content:

- The challenges and impact of recognition in the workplace.
- The value of improving autonomy and empowering your workers.
- The growth and productivity of mastering one's job.
- The power of defining an employee's purpose

Who will benefit?

This course is suitable for managers or supervisors in any industry or sector.

This course is best delivered in a cohort of managers from different businesses but in a similar industry. We recommend this workshop be organized by an industry association.

Cost

Customized to meet industry needs. Course costs can range from \$2500-\$4000 per person which includes up to 5 hours one on one coaching. Please contact us for a detailed quote and more information about how this workshop can help your business.

The People Side of Productivity

Category: Productivity
Course Type: Program
Availability: In-Class



In this course, you will develop your skills to make your business and your staff more productive, confident, informed, and prepared to implement new changes and systems effectively. When it comes to innovation; processes do not innovate, technology does not innovate, people innovate.

This course will focus on assessing your organization readiness, improving on existing organizational systems, and resolving labour force challenges.

Learning topics & content:

- Understanding the toll change takes on staff.
- Mitigating the risk of new systems.
- Improving on existing systems.
- Resolving labour and HR challenges.

Who will benefit?

This course is suitable for new managers, future owners, and existing leaders.

This course has custom industry-specific versions for Agriculture, Manufacturing, and Fisheries.

This course is best delivered it a cohort of managers from different businesses but in a similar industry. We recommend this workshop be organized by an industry association.

Cost

Customized to meet group needs. Course costs can range from \$6500-\$9000 per person which includes up to 10 hours one on one coaching. Please contact us for a detailed quote.

Productive Younger Employees

Category: Productivity

Course Type: Seminar

Availability: Online



In this course, you learn about the reality of employing younger (under 35) employees. Different generations are engaged and motivated by different incentives, understanding the realities of younger workers can inform strategies and opportunities to not only keep them engaged, but unleash their potential, and empower them to be your future leaders.

This course will look at hiring for skill vs hiring for experience, values, and motivations of younger employees, different ways to improve employee engagement, and how to get more out of your new hires.

Learning topics & content:

- Profiling younger workers through data.
- Identifying common habits and motivations for these workers.
- Explaining how this insight can benefit your business.
- Strategies to better engage younger workers.

Who will benefit?

This course is suitable for supervisors, managers, and owners of any business that currently, or is expecting to, employ younger workers.

Available Formats

FREE Online Independent Course

Culture of Complacency

Category: Productivity

Course Type: Seminar

Availability: In-Class and Online



In this course, you learn about the impact that workplace culture has on productivity. You will learn about the warning signs and impacts of a Culture of Complacency and reflect on the impact it could have (or is having) on your workplace. You will also learn about a Culture of Innovation and how it can be used to combat a Culture of Complacency. A Culture of Complacency can have a devastating effect on business and organization growth and managing change.

This course will allow you to critically reflect on your workplace and the culture that impacts it. You are always reinforcing a culture, make sure it is the one you have chosen.

Learning topics & content:

- Warning signs of a Culture of Complacency.
- Negative effects of a Culture of Complacency.
- Habits of a Culture of Innovation.
- Recommendations on how to switch to a Culture of Innovation.

Who will benefit?

This course is suitable for new managers, future and existing leaders, and staffing looking to improve their workplace culture.

This course is best delivered in a cohort of employees from different businesses, for in-class training. We recommend this workshop be organized by an industry association or business group.

Available Format

Online Independent Learning Course

3-Hour Multi-Business In-class Cohort

SPECTrum™

Category: Productivity

Course Type: Seminar

Availability: In-Class and Online



In this course, you will learn about 6 unique roles in a strength-based team and how people's natural preferences can identify the role that they can effectively play in their team. You will take a self-assessment quiz to assess your workplace behavioral preferences (Your SPECTrum Code). You will be provided with a profile of what your SPECTrum Code's role in a strength-based team is, and create an understanding of how you can reimagine staffing a team. In a strength-based approach, you have a fundamental principle: *create a well-rounded team instead of a team of well-rounded individuals.*

This course focuses on how strength-based teams work, how to identify your preference within a team, and how to restructure your team to become a strength-based team.

Learning topics & content:

- SPECTrum self-assessment quiz.
- Profile of all workplace behavioral preferences (SPECTrum Codes).
- How all SPECTrum roles work together.
- The structure of a productive strength-based team.

Who will benefit?

This course is suitable for anyone who is looking to create a more productive team.

Available Format

Online Independent Learning Course

3-Hour Multi-Business In-class Cohort

3-Hour Workplace Team In-class Cohort

Mastering Confident Leadership

Category: Productivity

Course Type: Workshop

Availability: Online



In this course, you will discover, or rediscover, the traits you have that make you a strong and confident leader. Leadership is the linchpin of success. Profitability, productivity, and accomplishment all begin and end with leaders who are self-assured and willing to take the good with the bad.

This course will dig deep into personal self-reflection and force you to ask tough questions about yourself. Confident leaders need to know themselves, their strengths, their weakness, their triggers, their comfort zones. This course will take you to all of those places. Confident leadership starts and ends with you understanding you.

Learning topics & content:

- Facing the good and bad about you.
- Embracing fear, challenge, and mistakes.
- The true impact of leadership.
- Handling the pressure of leadership.

Who will benefit?

This course is suitable for new and emerging leaders, as well as existing leaders who are looking for inspiration to improve how they manage.

Available Format

Online Independent Course

Lead to Succeed

Category: Human Resources (HR)

Course Type: Program

Availability: In-Class



This course starts with strong leadership and human resource management practices. Success, is all about people, working with people, communicating with people, selling to people, and managing people. This is especially true in the Retail, Service, and Tourism sector where the customer experience is vital. A core element to achieving the desired business outcomes is to develop the skills to successfully manage people and fulfill that customer experience.

Learning topics & content:

- Understanding human resources and leadership.
- Assessing management styles.
- Employee engagement.
- Having hard conversations with your team.
- Handling staffing challenges.

Who will benefit?

This course is suitable for supervisors and managers in the Service, Retail, and Tourism sectors.

This course is best delivered in a cohort of managers from different businesses but in a similar industry. We recommend this workshop be organized by an industry association or business group.

Cost

Customized to meet cohort needs. Course costs can range from \$4500-\$6000 per person which includes up to 10 hours one on one coaching. Please contact us for a detailed quote and more

HR and Your Bottomline

Category: Human Resources (HR)

Course Type: Seminar

Availability: In-Class and Online



In this course, you will learn the impact that both good HR management and bad HR management has on your business's profitability. HR can typically make up 55% to 75% of a business's expenses, but managers and owners typically do not put the same energy in protecting and maintain this large investment as they typically would into a vehicle or machine that would make up only 10% to 15% of their expenses.

This course will identify a direct connection between revenue loss and poor HR management practices and make recommendations to improve your companies HR management.

Learning topics & content:

- Attendance Management.
- Effective Recruitment.
- Labour Compliance.
- Performance Management.

Who will benefit?

This course is suitable for supervisors, managers, owners in any industry or sector who are having, or are concerned about having, issues with HR.

This course is best delivered in a cohort of employees or managers from different businesses, for in-class training. We recommend this workshop be organized by an industry association or business group.

Available Format

Online Independent Learning Course

2-Hour Multi-Business In-class Cohort

information about how this program can help your business.

Sevenfold Recognition™

Category: Human Resources (HR)



Course Type: Seminar

Availability: In-Class and Online

In this course, you will learn about common communication breakdowns in the workplace, the different ways of expressing appreciation, a self-assessment to discover your preference of the seven types of workplace appreciation, how to recognize it in other people, and how to apply this new understanding of appreciation to improve your workplace. The miscommunication that comes from a lack of understanding of seven types of workplace appreciation can sometimes lead to feelings of being taken for granted, poor morale, and a lack of job satisfaction.

This course focuses on one of the most effective ways of motivating and engaging employees, through a simple practice that supports improved communication, rapport, and job satisfaction – Appreciation.

Learning topics & content:

- Sevenfold Recognition self-assessment quiz
- Profiles of the seven types of workplace appreciation and how they impact staff morale.
- How to recognize preferences in workplace appreciation in others.
- How to incorporate meaningful strategies for showing appreciation in your workplace.

Who will benefit?

This course is suitable for anyone who works with other people.

Available Format

Online Independent Learning Course
3-Hour Multi-Business In-class Cohort
3-Hour Workplace Team In-class Cohort

Understanding your Workforce

Category: Human Resources (HR)



Course Type: Seminar

Availability: Online

In this course, you will learn about the reality of employing minimum wage workers. Different income ranges often have unique benefits and challenges that come with them. When you are employing workers, it helps to understand their financial reality. By better understanding your workforce you can create realistic expectations for your staff, improve recruitment, increase retention, and improve morale.

This course will provide an overview of income ranges and using evidence and data and profile the homelife and financial realities of people who typically work minimum wage jobs.

Learning topics & content:

- Profiling minimum wage workers through data.
- Identifying common situations for these workers.
- Explaining how this insight can benefit your business.
- Strategies to better engage minimum wage workers.

Who will benefit?

This course is suitable for supervisors, managers, and owners of any business that employs worker at or near minimum wage.

Available Format

FREE Online Independent Course

Entrepreneurial Essentials

Category: Entrepreneurship
Course Type: Workshop
Availability: In-Class and Online



This course starts with an overview of the essential aspects and elements of becoming an entrepreneur. Before you start your business there are some fundamental questions you need to ask yourself. Do I know how to evaluate my business idea? Is my business going to be competitive? Does how I present myself affect how my business is perceived? What do I do if I need to change my idea after I already started?

This course will provide information and insight that every entrepreneur needs to know to be prepared for the unpredictability that comes with owning your own business.

Learning topics & content:

- What makes a competitive business?
- Introduction to the business model canvas.
- Professional branding.
- A solution focused approach to business.

Who will benefit?

This course is suitable for anyone who is currently or thinking about starting their own business.

This course is best delivered in a cohort of entrepreneurs. We recommend this workshop be organized by a business service group or that a collective of entrepreneurs signs up together to support each other through the learning.

Available Format

Online Independent Learning Course
10-Hour Multi-Business In-class Cohort

Are you ready for your first hire?

Category: Entrepreneurship
Course Type: Seminar
Availability: In-Class and Online



In this course, you will be given insight and tools to help you determine when is the right time to hire your first employee, some suggestions to help you find the right fit, and support to help you give the employee what they need to be the asset that you hired them to be.

This course will provide you with support and tools that can help you make one of the most important decisions you face as an entrepreneur. This course also comes with 2 hours of mentoring with an experienced HR consultant and business coach to help you with the transition of responsibility, as well as support you, while you support your employee.

Learning topics & content:

- When the right time to hire?
- What do I need for my first hire?
- How do I hire the right person?
- How can I empower my new employee to help me run my business?

Who will benefit?

This course is suitable for new entrepreneurs, solo-preneurs who are experiencing growth, or small business owners who have had difficulty hiring the right person.

Available Format

Online Independent Learning Course*
3-Hour Multi-Business In-class Cohort*

*both formats include 2 hours of in-person or virtual mentoring

The Power of Relationships in Business

Category: Entrepreneurship

Course Type: Seminar

Availability: Online



In this course, you will learn about the importance of building and maintain strong relationships when you are starting, running, and growing your own business. As the world moves more online, the need to be a strong relationship manager becomes increasingly more important. If people can buy from anywhere in the world, it will be your relationships and professional reputation that will allow you to find some stability in the complex business world.

This course focuses on the behaviour, habits, and strategies of successful relationship managers. Building your people skills can make a huge difference in growing your business, but also in your personal connections.

Learning topics & content:

- Personal and cognitive qualities of relationship managers.
- Habits to build your people-focused reputation.
- Tips of when to focus on the people, and when to focus on the business.
- Strategies to continue to grow your relationship-building skills.

Who will benefit?

This course is suitable for anyone looking to improve their professional skills. Especially entrepreneurs who want to create a more personal touch with their business.

Available Formats

FREE Online Independent Course

Bring LUCK to your Collaboration

Category: Collaboration

Course Type: Workshop

Availability: Online



In this course, you will learn about the 4 elements that are needed for a successful collaboration; Leadership, Understanding, Commitment, and Knowledge (LUCK). This workshop covers the often undervalued and overlooked parts of building a successful collaboration and explores the common negative impacts that result when the 4 elements are not all addressed.

This course is ideal for businesses and organizations who are exploring collaborative endeavors such as a collaborative procurement of goods and services or providing a collaborative service. Practical suggestions and strategies are included to give you tangible steps to improve how you build your collaboration strategy.

Learning topics & content:

- Understanding the value and impact of leadership in a collaboration
- The importance of understanding and communication.
- Why commitment is a critical element when taking on a collaborative project.
- Where to access the right knowledge and what skills and expertise are required to make your project successful.

Who will benefit?

This course is suitable for businesses, local governments, and nonprofit organizations who are exploring how to leverage the benefits of a collaborative project.

Available Formats

Online Independent Learning Course

Your Collaborative Advantage

Category: Collaboration

Course Type: Program

Availability: In-Class



In this course, you will work with a group to develop your strategic collaboration skills and build toward an actionable collaborative project to implement once the program is complete. Collaboration among members of a business group, industry association, or regional partners can greatly increase capacity, incremental successes, procurement opportunities, and support a stronger sense of community.

This course will provide strategies for building a strong collaborative effort and to help each participant build their capacity to maintain a strong collaborative aptitude to carry with them to other projects.

Learning topics & content:

- Understanding collaboration and its relation to innovation.
- Workplace culture and leadership.
- Risk Mitigation.
- How to structure your collaborative effort.

Who will benefit?

This course is suitable for members of a business group or association, representatives of a collective of local governments, or any group looking to create a project of significance through collaboration.

We recommend this workshop be organized by a business group or association.

How to Start a Business Group

Category: Collaboration

Course Type: Seminar

Availability: Online



In this course, you will learn about steps and strategies to start a Collaborative Business Group; such as a merchant group, chamber of commerce, or industry association. This course will cover different organizational and financial structures, strengths and weaknesses of different funding options, and suggestions on how to get started.

This course will focus on the strategic intent of a collective of businesses looking to get started and provide insight on how to funnel the passion that is normally the catalyst for the creation of these groups into actionable steps to maintain momentum.

Learning topics & content:

- Organizational and funding models.
- The benefits of collaboration among business and community leaders.
- Pros and cons of different business group structures.
- Actions steps to get started.

Who will benefit?

This course is suitable for any business owner or collective that is interested in exploring the steps to create an organization to support a collective of businesses.

Available Formats

FREE Online Independent Learning Course

Customized to meet strategic needs of sponsoring organization. Course costs can range from \$6000-\$9500 per person. Please contact us for a detailed quote.



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