



Course	Date/Central Time	Register
 Facilitating hybrid meetings In a hybrid meeting, some participants are in a room together while others are on video. In this session we'll discuss: • The best conditions for hybrid meetings, and alternative arrangements • Video tech in our conference rooms and at our desks • Etiquette tips for those in the room, and for those on video • Best practices in facilitating hybrid meetings with clients	6/17/2021 1:00-2:30 p.m.	
Basic business office etiquette Newer to Lockton? Join Talent Development Consultant Lisa Moore to learn more about how, whether you're working from home or in the office, business etiquette matters. In this session we'll discuss appropriate dress and nonverbal behavior in both virtual and in-person settings. We'll also cover office basics so that as we return to office, you'll know what to do.	6/24/2021 9:00-10:30 a.m.	

Give your brain a break: understand how your neural networks operate to work smarter

7/7/2021 | 9:00-10:30 a.m.



Join us to learn the best thing you can do first thing in the morning to boost your productivity (hint: it's not coffee), how to automate tasks and block time during the work day to complete projects, and cognitive training techniques to help you manage stress.

Grit: the secret to success

8/25/2021 | 9:00-10:30 a.m.



How "gritty" are you? In this session you'll take a quiz to find out. We'll also discuss seven things resilient people do, as well as tips on how to become grittier.

Negotiations workshop with Bob Eckart & Katrina Morris

8/31/2021 | 10:00-11:30 a.m.
(in-person only)



Join us to learn practices in renewal and marketing negotiations.

Note: This is an in-person session for KC-based associates. If you are a KC-based associate, please plan to come into the office to participate in the in-person session, even if 8/31 is not one of your designated days to work in the office. If you have a conflict with 8/31, you may plug into the virtual session on 9/1.

Negotiations workshop with Bob Eckart & Katrina Morris

9/1/2021 | 10:00-11:30 a.m.
(virtual option)



Join us to learn practices in renewal and marketing negotiations.

Note: This is a virtual workshop for our associates outside of the KC area. If you are a KC-based associate, please plan to come into the office to participate in the in-person session on 8/31, even if 8/31 is not one of your designated days to work in the office. If you have a conflict with 8/31, you may plug into the 9/1 virtual session.