

Early-Career Xcelerator

JUMPSTART YOUR TEAM'S WORKPLACE READINESS

FOR NEW HIRES AND EARLY-CAREER TEAMS
(0-3 Years Experience)

FEB 6 - FEB 27, 2025

Accelerated,
Actionable,
Affordable.

INTERACTIVE WORKSHOPS & NETWORKING



Past Clients Include:

AMADEUS

amazon

COMCAST

EVERSOURCE



KPMG

SAINT-GOBAIN

Spotify

KEY BENEFITS:

Each week focuses on a key skill with actionable takeaways to practice:

- **PROFESSIONAL COMMUNICATION AND PRESENCE:**
Master email, meetings, networking and conversations to make a great impression and get your message across clearly
- **GIVING AND RECEIVING FEEDBACK:**
Develop the skills to confidently give and receive feedback constructively and turn it into growth opportunities
- **TIME MANAGEMENT:**
Learn proven techniques to prioritize tasks, meet deadlines, and stay productive without stress
- **CONFLICT RESOLUTION:**
Navigate tough conversations and build strong workplace relationships

ECX

The **Early-Career Xcelerator (ECX)** is a dynamic, interactive bootcamp designed for new hires and early-career team members to master the unwritten rules of the workplace. Delivered in a fun and engaging format, it equips your team with the skills they need to thrive professionally.

Program Details:

- 6 sessions:
- 4 in-person, 90-minute, action-based workshops
 - 2 monthly follow-up online group sessions
 - All materials
 - Pre- and Post-Assessments
 - Graduation Reception
 - Free onsite parking

Why ECX?

For Participants:

- Build confidence and professional skills in an engaging, interactive format
- Gain a competitive edge early in your career
- Connect with peers from other organizations to expand your network

For Companies:

- Increase employee engagement and productivity
- Retain top talent by investing in their development
- Cultivate a more confident, professional team

Cost: \$995 Individual

SPECIAL INTRO OFFER:
Buy 2, Get 3rd Free
(Save \$995)

Register by January 17, 2025

This program qualifies for reimbursement for companies in MA with less than 100 employees.



Faculty Director, Erin McCormick

Former executive in innovation, tech, and entrepreneurship at Babson and UMass Boston, Erin has served as CIO and founded three companies. Author of *Year of Action* with certificates from MIT in Business Innovation and Stanford in Positive Psychology, Erin designs programs that inspire leaders to be more innovative, confident, happy and successful - providing practical tools and a supportive community to achieve real results.

FEB 6 - FEB 27, 2025

In-Person - Waltham, MA

Thursdays 10 am - 11:30 am

LEARN MORE
Book a 15-min call:



In 90-minute interactive sessions, participants practice real-world scenarios through small-group activities, building confidence, enhancing skills, and receiving immediate feedback.

WEEK 1

Professional Communication and Mastery

Make a great impression through effective communication

OBJECTIVES:

- Craft clear and professional emails
- Navigate meetings confidently
- Build connections through networking and casual conversations

ACTIVITIES:

- Real-world scenario practice: Respond to challenging emails
- Role-playing: Introduce yourself in a networking setting
- Team exercise: Run a productive meeting

RESULTS:

- Write professional emails faster with improved clarity
- Build rapport with colleagues and external stakeholders
- Manage and contribute effectively to meetings

WEEK 2

Feedback as a Growth Tool

Build confidence in giving and receiving feedback

OBJECTIVES:

- Deliver constructive feedback respectfully and effectively
- Accept feedback without defensiveness
- Turn feedback into actionable growth steps

ACTIVITIES:

- Role-playing: Conduct feedback conversations in small groups
- Self-reflection: Apply feedback to a personal goal
- Guided discussion: Use feedback scenarios from real workplaces

RESULTS:

- Approach feedback with a growth mindset
- Foster a culture of open communication and continuous improvement

WEEK 3

Time and Task Management

Stay productive without feeling overwhelmed

OBJECTIVES:

- Master prioritization techniques
- Learn to say "no" gracefully and delegate effectively
- Avoid common time-wasting traps

ACTIVITIES:

- Group exercise: Analyze and re-prioritize a cluttered to-do list
- Role-playing: Delegate tasks with clarity
- Tools workshop: Explore simple apps for task management

RESULTS:

- Gain control of your schedule
- Complete tasks efficiently and effectively
- Experience reduced stress and increased productivity

WEEK 4

Navigate Conflict with Confidence

Build strong relationships through conflict resolution

OBJECTIVES:

- Understand the root causes of workplace conflict
- Learn strategies to de-escalate tense situations
- Build collaborative solutions and strengthen relationships

ACTIVITIES:

- Case study: Deconstruct a real-world workplace conflict
- Practice: Calmly address disagreements in role-plays
- Action plan: Personal strategies for managing conflict

RESULTS:

- Address conflicts calmly and constructively
- Foster better collaboration and trust within teams

Program Features

- Four, weekly 90-minute in-person sessions
- 2 follow-up monthly online group sessions to reinforce the learning
- Pre- and Post- Assessments
- All Materials, Action Plan and Toolkit
- Graduation Reception and Certificate of Completion