The **Reproducible Training Library** (RTL) is the smart and affordable way to meet all your training demands. All titles are research-based, customizable, and unlimited-use courseware.

Add your company logo, tailor the materials to your needs, pick and choose the content you want, and have a fully-developed training program at your fingertips in minutes. With this library, you’ll have ready-to-train material that can be used with as many people as you like, as often as you need.

“As an independent training and coaching consultant, I pride myself in creating a “WOW! brand image” with my clients. The Reproducible Training Library helps me do that!

I appreciate having access to fundamental ready-to-go and easy-to-adapt presentation resources that are packed with great organizational theory and that lend themselves to engaging participant interactions.”

Diane Seader
Success Solutions Coaching
What You Get & How It Works


All RTL files are formatted in MS Word and PowerPoint, making them fully customizable.

Available as digital downloads or loaded onto a USB drive, the RTL is always at your fingertips, but never weighs you down.

Visual presentations in Microsoft PowerPoint format are included with every title.

Facilitator Support guides you through each program, giving you everything you need for successful training.

Research-based content and experiential learning activities make training better.

Each title is a one-time purchase - print as many Participant Guides as you need, as often as you need.

Participant Guides are great takeaways, complete with action planning, and a valuable resource for continued learning.

Course Overviews and Learning Summaries help generate interest and buy-in.

Managing Offsite Employees

3.2 Helping Offsite Employees Stay on Target

Individual Activity - Dealing with Independence

Instructions: Read the scenario, then write down your answers to the questions that follow.

Jennifer is an executive, and she has all ten offshore employees reporting to her. She has told her offshore team that they need to be more proactive in handling problems, and that they should work independently without needing too much supervision. However, she is concerned that this might lead to a lack of accountability and communication issues. She wants to find a way to encourage her team to be more proactive and independent while still maintaining a strong line of communication.

Scenario

Jennifer: "Good morning, team! I wanted to talk to you about a new initiative I have in mind. I've noticed that some of our offshore team members are not as proactive in handling problems as they could be. This is affecting our productivity and overall performance. I want to encourage everyone to be more independent and proactive. We need to take ownership of our work and solve problems on our own."

Offshore Team Member: "But Jennifer, we don't have the same support as the on-site team."

Jennifer: "I understand your concerns, but the best way to improve productivity and accountability is by being proactive and independent. We need to take responsibility for our work and not wait for someone else to solve problems for us."

Offshore Team Member: "But we're working with unfamiliar systems and technologies."

Jennifer: "I know it can be challenging, but that's why we're here - to learn and adapt. We need to be flexible and adapt to new situations."

Offshore Team Member: "I see your point, Jennifer. I will make an effort to be more proactive in handling problems."

Jennifer: "Good job, team. Let's work together to improve our productivity and accountability."

Questions

1. What are the potential benefits of being more proactive and independent?
2. How can the team ensure accountability without constant supervision?
3. How can Jennifer support the team in becoming more proactive and independent?
4. What might Jennifer have done to prevent this situation?
Maximize your training budget, all year long with the Complete Collection

The Reproducible Training Library Complete Collection is the most affordable way to build a complete training library. You get all the titles -- more than 300 hours of training -- for less than $52 each! This includes Instructor-led classroom training courses, and Supplemental Self-Study PowerPoint programs, both easy to edit.

These courses are fully customizable and reproducible, and include a wide variety of pressing soft-skills training topics. Imagine never having to order participant materials again! This is a one-time purchase with endless benefits for you and your organization.

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Quality Content
Research-based content provides a reliable, learning-rich experience.

Completely Customizable
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In-Demand Topics
Communication, leadership, team building, negotiating, and more.

Unlimited Use
Reprint and reuse as often as you like, and never pay license fees.

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Your purchases are available to you for immediate download.

Get the million-dollar training product at a fraction of the cost!

It costs $5,934 to develop just one hour of training. With more than 300 hours of training included in the Ultimate Collection, you get over $1,000,000 in training, for one low price.
Why is RTL the right choice?

It’s Everything You’ll Need. The RTL is a comprehensive library of soft-skills training programs. The content is all there - and it’s been built by subject-matter experts. Putting the best content available into your hands is the first step to better training.

It Can be Everything You Want. The RTL is a great tool all on its own. But once you’ve made it part of your organization, it’s so much more! Customizable content means that your training can become a part of your organization - aligning with its values, speaking with its voice, and uniting its members toward the shared goal of learning and improved performance.

Why Reproduce?

The RTL is a resource to come back to
Print all you need, but only what you need.

No licensing fees
No additional purchases, no order details or product numbers to remember when you need to re-stock.

If you choose to customize...
You can tailor your materials in different ways and print different versions - remaining able to come back to and make use of the original content.

The RTL is portable
You can send participants their materials through network, email, or mobile device. You can train participants virtually through video conference, and allow them time with the materials outside of the classroom.

Why Customize?

Seamless Presentation
Customization allows you to build the exact program you need, while keeping everything in one format - a complete and tangible takeaway for your participants (no Frankenstein training).

Branding
When you use your own branding and examples, it makes your training more relatable to your participants, and allows you to control the tone and impression of your training - making it “feel” like your company to get the results your company needs.

You Know Your Team
The RTL’s content is developed by subject-matter experts. But, no one knows your organization better than you. Let your voice come through as a representative of your organizational culture and goals. Your team will respond to the values it’s been working towards when they can see them in action.

Why a Library?

You’ll Have Everything at Your Fingertips
With its comprehensive range of topics, the RTL will never leave you hunting for materials as needs arise. You’ll already be prepared for training on any set of soft skills.

It’s Always There
The RTL can be used to train as few or as many people as you need. It provides your organization with a bank of resources for anyone who wants to learn - any individual can make use of the RTL’s proven content with or without the availability of a Facilitator or scheduled training session.

You’ll Hold the Building Blocks of Improved Performance
All RTL programs come in the same format (MS Word and PowerPoint files), allowing you to make specialized programs by incorporating elements from various titles. You’ll cut down on prep time and buy-in from stakeholders by keeping your training flexible in nature, consistent in quality, and effective in time and expense.
Published and Sold by HRDQ

HRDQ is a trusted developer of soft-skills learning solutions that help to improve the performance of individuals, teams, and organizations. We offer a wide range of resources and services, from ready-to-train assessments and hands-on games, to customizable training materials, activity collections, custom development, and more.

Our primary audience includes corporate trainers, human resource professionals, educational institutions, and independent consultants who look to us for research-based solutions to develop key skills such as leadership, communication, coaching, and team building.

At HRDQ, we believe an experiential approach is the best catalyst for adult learning. Our unique Experiential Learning Model has been the core of what we do for more than 30 years. Combining the best of organizational learning theory and proven facilitation methods with an appreciation for adult learning styles, our philosophy initiates and inspires lasting change.

Get started with a free preview today!

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