

TRAINING & DEVELOPMENT CATALOG

SOLUTIONS BY EXUDE HUMAN CAPITAL





TRAINING & DEVELOPMENT

We offer a range of flexible training formats to fit your organization's goals. Whether you're looking for an interactive workshop, a lecture-style town hall, or a bite-sized one-hour session, our trainings are designed to deliver practical takeaways that teams can immediately apply in their roles. When facilitating our training, we always have the lens of inclusion and equity in mind. We believe Human Resources, Leadership, and DEIB all must play together, and that is reflected in our training.



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In addition to all of the trainings shown below, Exude can develop or customize any training to meet the needs of our clients.

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TRAINING SESSIONS: TRAINING DESIGNED FOR REAL-WORLD IMPACT

Our training programs are built to be engaging, practical, and directly relevant to today's workplace. Exude's sessions are interactive and designed to build knowledge, skills, and confidence, with a strong focus on practical application. Every session equips participants with tools and resources they can immediately apply to enhance their workplace interactions.

We offer flexible delivery options to meet your needs:

- Virtual Interactive Sessions: 2.5 hours for up to 25 learners
- In-Person Interactive Sessions: 3-3.5 hours for up to 25 learners
- Town Hall (Lecture Style): 1–1.5 hours, delivered virtually or in-person for up to 100 learners

Our trainings are available for leaders, managers, and staff at all levels. Each course identifies the ideal target audience, and we can customize sessions to fit your specific team and organizational goals.



HUMAN RESOURCES TRAINING SESSIONS



BEYOND COMPLIANCE: A MODERN GUIDE TO RESPECTFUL WORKPLACES

Professional conduct tied to treating people with dignity and civility are foundational to maintaining a positive workplace culture that positively influences relationships and productivity. Employers are accountable to regularly set expectations of professional conduct to remind everyone of their role in maintaining a work environment free of harassment to protect both employees and the organization's affirmative defense. Part of preparing this training to be delivered is understanding the organization's needs as well as ensuring all state legal requirements are met as well as polices presented in the organization's professional conduct policies/handbook.

- Accurately define harassment including the various types of harassment.
- Understand federal and state anti-harassment laws and how they are reflected in workplace policies.
- List behaviors that unlawful harassment and the impact those behaviors have on an individual, team and business.
- Understand your role in promoting/maintaining a safe, health, and productive work environment
- Understand communications protocols in place for escalation of instances of harassment.



HR MADE SIMPLE: WHAT EVERY MANAGER SHOULD KNOW

People leaders are expected to understand the connection between running a team/business and staying compliant with employment law, employment policies and processes. A manager/supervisor's responsibility in using organizational tools is key to role clarity and successfully managing teams. This training uses real workplace examples to gain knowledge of employment law and HR best practices. The time is spent balancing an understanding of what they need to know versus how they can lean on a HR business partner in a way that is compliant, sets their employees up for success, and protects the organization.

- Understand the role of the supervisor/manager and the importance of HR management.
- Understand the key federal, state and local laws that govern the workplace and how the implications for the role of a people leader.
- Know the triggers to listen for and how you can proactively be attentive to behaviors, decisions, or situations that require immediate action and/or escalation.
- Effectively leverage the tools and resources available to you to lead in accordance with the company culture, values, and policies.



INTERVIEWING WITH INTENTION: EQUITY, INSIGHT & COMPLIANCE IN ACTION

Hiring is one of the most important responsibilities of a people leader. Whether the candidate is applying from outside the company or inside the company as a promotion or lateral move, having a strong interview process is bedrock for building success. This session focuses how to conduct interviews effectively and how to manage the interview process from writing the job description, to screening, to final interviews, and even making offers and dispositioning candidates. Through interactive exercises, leaders learn not only how to but also why in terms of what's legal, what's inclusive, and what's equitable.

- Understand behavioral based interviewing and how it influences the interviewing process.
- Write job descriptions that are inclusive with requirements and detailed with role clarity.
- Understand what legal parameters are in place around what questions can be asked and why.
- Design interview questions around values and behaviors key to this role being successful.
- Build an interview process that is inclusive and equitable for candidates and teammates.
- Leverage what is learned in an interview process to build a strong onboarding plan.

INCLUSION & BELONGING TRAINING SESSIONS



INCLUSION STARTS HERE: A DEIB JUMPSTART

The Inclusion Starts Here course is designed to introduce participants to the importance of diversity, equity, access, inclusion, and belonging on an individual and organizational level. Participants will have the opportunity to have conversations surrounding their own identity and how it shows up in the workplace through personal examples and through high personalized case studies. Finally, participants will have the opportunity to create a plan of action that will allow them to create tangible next steps in their commitment to increase their cultural competency.

- Define key terminology and distinguish between the concepts of diversity, equity, inclusion and belonging (DEIB).
- Discuss the value of DEIB for the organization and for individuals.
- Explain your organization's position and approach to DEIB.
- Discover barriers to inclusion and what you can do to overcome them.
- Prepare a personal action plan for creating a more inclusive workplace.

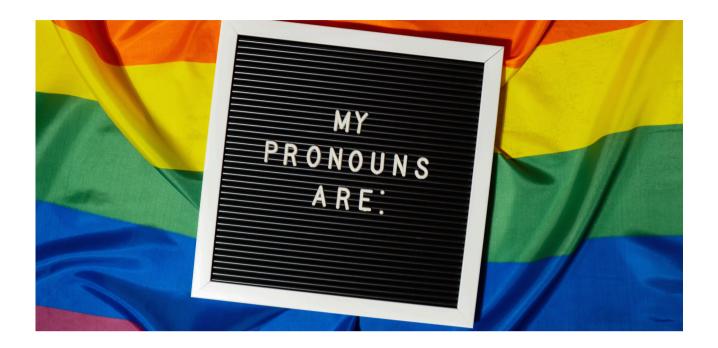


FROM BOOMERS TO ZOOMERS: MANAGING MULTI-GENERATIONAL WORKFORCES

Today's workforce is more diverse than ever, with team members from multiple generations working side by side. From Baby Boomers to Gen Z, each generation brings unique perspectives, work styles, and values to the table. The key to thriving in this environment is understanding and leveraging these differences to drive innovation, productivity, and overall employee satisfaction.

Target Audience: Leaders, managers, supervisors (can be tailored for non-management staff)

- Understand the unique characteristics, strengths, and communication preferences of each generation.
- Ways to create an environment where all employees feel valued and included, regardless of their age.
- Learn to adapt communication strategies to suit different generational preferences, ensuring clarity and engagement.
- Policies to consider that cater to the varying needs of different age groups, such as flexible working hours and remote work options.
- How to encourage cross-generational mentoring to facilitate knowledge transfer and build strong intergenerational relationships.



WORDS MATTER: CREATING A GENDER-INCLUSIVE WORKPLACE

This engaging and transformative training session is designed to foster a more inclusive and respectful workplace. "Words Matter" is not just a training—it's a commitment to understanding and embracing the diverse identities of our colleagues. This session offers empowerment through knowledge, real-life insight, interactive learning and supportive resources.

- A deeper understanding of gender identity and the spectrum it encompasses.
- Practical skills for respectfully asking for and using pronouns.
- Strategies to foster a pronoun-friendly workplace culture.
- Confidence in addressing and correcting pronoun mistakes.





CHECK YOUR LENS: BIAS AWARENESS FOR BETTER DECISIONS

The Check Your Lens course presents participants with the opportunity to learn about what unconscious bias is, how it can show up in day-to-day interactions, and the ways in which they can work to mitigate their biases while also addressing the root cause of their biases. This course includes a refresher on key principles introduced in Foundational DEIB training and how these key concepts are related to understanding and managing unconscious bias.

KEY OBJECTIVES

- Describe implicit, explicit, and unconscious bias.
- Describe and discuss examples of the ways bias manifest in the workplace in various contexts.
- Identify ways to notice and address unconscious bias by applying concepts in case studies.
- Develop an action plan centered around improving one's cultural competency on both an individual and organizational level.

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ALLYSHIP: YOU DON'T HAVE TO BE ONE OF TO STAND WITH

The Allyship course explores the everyday actions inclusive leaders can take to support marginalized groups in the workplace. Through a mix of role play scenarios and other interactive exercises, participants will understand the importance of allyship, learn what it means to practice allyship, and get hands on experience modeling allyship behaviors.

- Explore and understand the practice of allyship.
- Identify behaviors and roles associated with effective allyship.
- Explain how to avoid harmful behaviors in the practice of allyship.
- Practice and demonstrate allyship skills through role-play scenarios.



COMMUNICATE TO INCLUDE: STRATEGIES FOR CONNECTION

As the makeup of today's workforce evolves, understanding how to connect and engage with colleagues, leaders and constituents of varying identity groups and cultural backgrounds is critical to forming an inclusive workforce. Naturally, this comes with challenge. Communicate to Include invites learners to acknowledge cultural differences and effectively communicate across those differences to create a culture of inclusion. Learners will leave the session with strategies that can be immediately applied for staying attune to this ever-changing world we live and work in.

- Understand the foundational components of communication and how the history of language is grounded in privilege.
- Learn the value of cultural competency and recognize key moments that call for a higher level of sensitivity and awareness.
- Learn strategies and core terms of inclusion that can be incorporated into your everyday communication.
- Appreciate the need for courage to help others shift and patience for when mistakes are made.



INCLUSIVE LEADERS EMPOWER TEAMS

The Inclusive Leadership course introduces leaders to the core behavior of inclusive leaders: self-awareness. The training prepares them for what, why and how to build inclusive teams. Participants will understand the link between inclusion, engagement, and productivity and how to activate more moments of inclusion. The outcome is each learner will develop a personal action plan tied to their specific team and their business functions. This course can also be accompanied by two optional labs that provide time to design plans for advancing equity, justice, and belonging within the employee experience and the customer experience.

- Create moments of self-awareness to drive intentional inclusive practices.
- Prioritize inclusive moments in the employee and customer experience
- Identify ways to build a culture of inclusive leadership and accountability.
- Examine the influence and impact in key inclusive moments.
- Define measures of success that create momentum for more inclusion.





CLASH COURSE: TURNING CONFLICT INTO CONSTRUCTIVE CONVERSATIONS

Teams that work well together have productive relationships and know how to work through conflict in an effective way. Organizations depend on leaders to help guide these relationships and to navigate change by managing differences of opinions. This interactive session is designed to teach managers how to leverage the power of trust and influence to build and repair relationships, recognize, identify, and manage conflict in the workplace. While no one model or algorithm will help leaders navigate them all, exercises designed around practical application will help leaders learn to act quickly, listen actively, facilitate future-focused conversations, and agree upon solutions.

- Understand the source and impact of conflict within the workforce.
- Discuss managing workplace relationships by building and rebuilding trust, understanding positional power and leveraging to influence others.
- Allow inquiry methods to guide conversation before any judgment is imposed.
- Apply a 5-step method addressing conflict to architect a way to move forward.



BEYOND THE REVIEW: LEADING EVERYDAY PERFORMANCE

Performance management is all about setting employees up for success. With focus, communications, and support, a manager and an employee can collaborate on a system that defines expectations and measures progress in a way that is healthy for the individual and productive for the team. Every conversation we have (or don't) or email we send (or don't) impacts the employee experience. This course is about realizing the practical application of best practices in performance management, as well as how to avoid the most common traps.

- Define the key activities and roles in effective performance management.
- Describe the advantages of using SMART goals and cascading goals.
- Practice the fundamental principles of engaging in coaching conversations to positively impact performance and proactively address gaps.
- Balance the push and pull of performance management to teach others to self-assess.
- Deliver formal performance review conversations as summaries of previous coaching discussions.





SHIFT HAPPENS: LEADING THROUGH CHANGE

We live in a world of constant change which can be both exciting and stressful as a leader. This interactive session is designed to develop skills and provide tools for leaders to effectively help themselves and others navigate change. The workshop will introduce leaders on how to plan for change, how to humanize the change experience by focusing on the why, and how to drive clarity by detailing new expectations. Change is meaningful and yes, it's also difficult. Leaders who are successful with change understand both.

- Enhance your understanding of a leader's role in change.
- Recognize common reactions to change and strategies to address.
- Learn techniques for managing yourself and building resiliency.
- Identify and apply tools to help manage others through change.



THE ART OF GIVING AND RECEIVING FEEDBACK

Feedback is a cycle of communication that influences performance and engagement. Built on a foundation of trust, feedback can be a catalyst or an inhibitor. This session is designed to teach leaders the importance of giving feedback to others to help set them up for success as well as asking others for feedback to increase your self-awareness. Just as management can be divided into two elements (people and tasks), so too can feedback; it impacts results and relationships. This interactive class teaches practice techniques for giving and receiving both positive and constructive feedback.

- Identify the benefits of delivering feedback effectively, frequently, and empathetically.
- Understand the impact of timing and the value of using specific examples in feedback.
- Prepare for feedback by differentiating between the focus on last time and next time.
- Use the power of asking questions to check for understanding and teach others to self-assess.
- Manage reactions to receive feedback by expressing gratitude and allowing for time to reflect.



REMOTE READY: LEADING ACROSS SCREENS

More and more leaders are managing team members who are not co-located. This may be a blend of virtual versus in-person or a permanent structure. This presents different opportunities and challenges to managers. Whether you are new to leading a remote team or looking for new and proven techniques, this course will look at effective methods for building trust, flexibility, and accountability into your management practices. This interactive learning experience focuses on both the leadership behaviors and the technology/tools that make leaders productive.

- Understand the opportunities and challenges associated with managing virtual teams.
- Adapt performance management effectively in a virtual environment.
- Leverage tools and technology to drive clarity and productivity.
- Developing effective communication practices that drive trust, flexibility, and accountability.



TRUE COLORS OF COMMUNICATION: ADAPTING YOUR STYLE TO CONNECT

Words have an impact in terms of what is stated and how the words are delivered. The complexity of communication has a significant impact on how a leader builds culture, engagement, and even productivity. This highly interactive training session is designed to help participants communicate more effectively and improve relationships in the workplace. Using the PACE Color Palette model, participants learn about communication styles and how to recognize when to alter their own style of written and verbal communication to meet the communication needs of others.

- Use the PACE Color Palette to discover how communication preferences may impact relationships.
- Increase awareness of our communication strengths and blind spots.
- Create intentional moments to pause and reflect on how and why to shift your communication style.
- Develop a personal plan of action to apply PACE to your day-to-day communication with key audiences.



TRUST THE PROCESS: BUILDING COHESIVE TEAMS

Trust influences how well people work together. With trust, a team can improve communication, chemistry, and performance. Without trust, teams can be wasteful, dysfunctional, operate in fear or passive-aggressive, and more. Research and experience point to trust as a key factor in why individuals are productive, engaged, and are comfortable being vulnerable. This learning module builds off the belief for an organization to operate at their best, the work environment must allow individuals to be at their best. This module will focus on key practices for building and rebuilding sustainable trust between teammates (both leaders to team and peer to peer).

- Understand the importance of trust, why it matters, and how it impacts team performance and business outcomes.
- Learn how trust, psychological safety, and well-being are connected.
- Understand the four components for building and sustaining trust.
- Learn strategies for building trust and renewing relationships.



ACTIONING ACCOUNTABILITY

In today's business environment leaders must rethink how work gets done and how to guide teams toward a more effective approach. This training focuses on moving beyond the intent to change, equipping leaders with practical strategies to foster a dynamic, accountable workplace that thrives in continuous transformation.

- Thinking beyond defining roles and responsibilities
- Assessing the impact (or lack) of accountability
- Framework for Actioning Accountability
- Accountability self-audit



CHANGING LANES FOR GROWTH

Buckle up for an immersive workshop designed to jump-start intrinsic motivation and empower you to "own your lane." This workshop equips both leaders and individual contributors with the skills to effectively "merge" into cross-functional collaborations, maneuver the "traffic jams", and equip accountability on the road to organizational success at all levels of the organization. Customizable based on your means of travel, trip duration, and desired destination, this engaging workshop will help you navigate your path to success with confidence and clarity.

- Cultivate ownership of initiatives, set clear expectations, and drive continuous learning to enhance individual and team accountability.
- Understand the value of teamwork, cross-functional efforts, and effective engagement to contribute to organizational goals without causing disruptions.
- Learn to set, align, and integrate team objectives with departmental and company-wide strategies to drive meaningful outcomes.
- Apply the Leadership GPS model to guide teams with autonomy, drive change, and foster a culture
 of innovation.



TEAM DEVELOPMENT WORKSHOPS

Team development workshops are customized structured sessions designed to improve the effectiveness, collaboration, communication, and overall performance of a team. These workshops typically involve a series of activities, exercises, discussions, and learning opportunities tailored to the specific needs and dynamics of the team. Focus areas may include, communication, team building, conflict resolution, goal setting and alignment, problem-solving and decision-making, leadership development, emotional intelligence, and continuous improvement. Our facilitators will work with you to understand your key objectives to develop a session (or sessions) that will leave your team feeling refreshed and re-engaged. Overall, team development workshops play a crucial role in nurturing a cohesive, motivated, and high-performing team capable of achieving its goals effectively.

BENEFITS AND OUTCOMES MAY INCLUDE:

- Stronger Relationships
- Improved Communication
- Increased Motivation
- Enhanced Problem Solving
- Higher Performance





TRAINING SHORTS: BIG IMPACT IN JUST ONE HOUR

In today's fast-paced world, finding time for professional development can be a challenge. That's where our Training Shorts come in—bite-sized, 1-hour learning sessions designed to deliver meaningful skills and practical takeaways without overwhelming your team's schedule. Perfect for teams on the go, these engaging "lunch and learn" style trainings can be delivered individually or bundled into series. Whether you're tackling leadership, inclusion, burnout, or communication, our Training Shorts offer flexible, high-impact learning that fits your team's real-world needs.





IMPROV TO IMPROVE

As Leaders, we are often required to "think on our feet." Understanding and practicing the core principles of Improvisation provides us with the ability to be creative and comfortable in any situation.

Target Audience: All levels

- · Review the core principles of improvisation and how they apply in a business environment
- Tips to develop confidence and communication through spontaneity, adaptability, and quick-thinking exercises.
- Look at ways to collaborate and problem-solve by building trust, teamwork, and creative thinking skills.



LIVING OUR CORE VALUES

This course explores the significance of core values, whether organizational or personal, and their role in shaping strategy, behavior, and decision-making. Participants will reflect on their beliefs, examine how values influence actions, and hear about strategies for effectively communicating and embodying these principles.

Target Audience: All levels

- Understand the connection between core values, mission, vision, and strategy.
- Discuss belief systems that influence behaviors and decision-making.
- Key skills to authentically demonstrate and communicate core values in the workplace.



BURNOUT PREVENTION PART 1: PREVENTING BURNOUT FOR YOURSELF

This course provides individuals at all levels with practical tips to prevent burnout by setting boundaries, practicing self-care, and managing workloads effectively. Learn how to build resilience, reduce stress, and maintain a healthier work-life balance.

Target Audience: All levels

- Identify strategies to set and maintain clear work-life boundaries, manage screen time, and create a dedicated workspace to prevent burnout.
- Discuss self-care practices, including regular breaks, mental health support, and physical wellness activities, to build resilience and reduce stress.
- Key tips for effective workload management, learn to say no when necessary, and engage in open conversations to advocate for realistic expectations and necessary support.





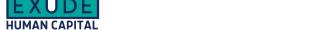
BURNOUT PREVENTION PART 2: BUILD A BURNOUT-RESISTANT CULTURE

Just like the airline reminder to "put on your mask first," leaders must prioritize their own well-being to effectively support their teams. In this session, you'll learn tips to manage stress, build resilience, and create a healthier work environment for yourself and those you lead.

Target Audience: Leaders, managers, supervisors

Learning Objectives:

- Discuss committing to well-being by taking time off, avoiding hustle culture, and fostering open conversations about mental health.
- Best practices for setting realistic goals, maintain clarity around roles and responsibilities, and prevent a constant crisis-driven environment.
- Encourage psychological safety, offer flexibility, and provide accessible resources to support employee well-being.



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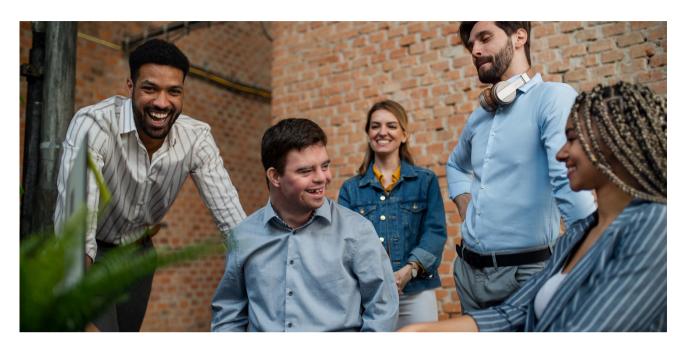
HIRING THE RIGHT PEOPLE: A SMARTER APPROACH TO BUILDING YOUR TEAM

This course gives hiring managers tips and best practices on how to make smarter hiring decisions. From defining roles and attracting top talent to conducting structured interviews and making competitive offers, you'll learn how to build a strong, successful team and set new hires up for long-term success.

Target Audience: Leaders, managers, supervisors

- How to clearly define roles, create compelling job descriptions, and attract candidates who align with your organization's needs and culture.
- Key tips for screening resumes, conducting structured interviews, and checking references to make informed, unbiased hiring decisions.
- Best practices for making competitive offers and implementing a seamless onboarding process that sets new hires up for long-term success.





THE POWER OF DIFFERENT: EMBRACING NEURODIVERSITY IN TEAMS

This course explores how to create inclusive workplaces that support neurodiverse team members. Learn practical strategies for inclusive hiring, understanding diverse needs, and empowering every employee to thrive.

Target Audience: Leaders, managers, supervisors

- Best practices in inclusive hiring practices.
- Key needs of neuro-diverse employees.
- Tips to support your neurodiverse team members to reach their fullest potential.





INCLUSIVE LEADERSHIP: BITE-SIZED STRATEGIES FOR BIG IMPACT

This course introduces leaders to the fundamentals of inclusive leadership, focusing on self-awareness and intentional actions. Participants will explore how inclusive moments drive engagement, productivity, and belonging. Leave with actionable insights to create a more inclusive culture within your team.

Target Audience: Leaders, managers, supervisors, and upcoming leaders

- Recognize the role of self-awareness in fostering inclusive leadership.
- Identify opportunities to create inclusive moments that enhance team and customer experiences.
- Key actions to develop a more inclusive and accountable workplace.





DEIB UNCOVERED: MYTHS, FACTS, AND WHAT IT REALLY MEANS

This course provides a clear definition of Diversity, Equity, Inclusion, and Belonging (DEIB) by addressing common misconceptions and exploring its true impact on workplace culture. Participants will leave with keys and tips to apply DEIB principles effectively in their organizations.

Target Audience: All levels

- Define Diversity, Equity, Inclusion, and Belonging, and how they impact individuals and organizations.
- Identify and challenge common myths and misunderstandings about DEIB to foster a more informed perspective.
- Key tips to integrate DEIB practices into workplace culture, leadership, and decision-making.





FROM TASKMASTER TO TRAILBLAZER: THE ART OF LEADING VS. MANAGING

This course explores the key differences between managing tasks and leading people. Participants will learn how to shift from simply overseeing work to inspiring and empowering their teams.

Discover actionable tips to enhance leadership effectiveness and drive team success.

Target Audience: Leaders, managers, supervisors, and upcoming leaders

- Identify the core distinctions between management and leadership and recognize when each approach is most effective.
- Discuss how to inspire, motivate, and empower teams through vision, communication, and emotional intelligence.
- Best practices to foster collaboration, drive performance, and create a positive workplace culture.





EMPATHY DOESN'T HAVE A ZIP CODE: LEADING HYBRID TEAMS WITH HEART

In today's hybrid work environment, leaders face the unique challenge of leading with empathy across time zones, screens, and office desks. Empathy is no longer just a "soft" skill—it's a strategic advantage that can help close gaps created by burnout, disconnection, and proximity bias. This session explores the hidden dynamics of hybrid work and offers practical ways to lead with empathy, build trust, and foster inclusion—no matter where your team is.

Target Audience: Leaders, managers, supervisors, and upcoming leaders

- Understand the importance of empathy in hybrid work environments
- Identify common empathy gaps and proximity biases in mixed teams
- Review tips to build trust, foster inclusion, and be an empathetic leader
- Discuss team rituals that foster connection and psychological safety



CUSTOM TRAINING PAGE 41



CUSTOM TRAINING

We understand some clients are looking for topics beyond our core course offerings. We've worked with many clients to create customized trainings that address their team's needs in different topics. Some recent examples include programs around faith in the workplace, gender bias, emotional intelligence and team trust activities.

We have also found some of our clients have gone through our core training offerings and are looking for a deeper dive into some very specific areas. For this, we've created Facilitated Conversations. These structured conversations allow participants to expand their knowledge and perceptions beyond traditional classroom training. After a discovery session on the areas of focus you are looking for, we'll provide recommendations on public domain articles and/or video clips based on the topic(s) you want to cover in this conversation. The expectation is that all participants will have read or watched them before this discussion. This facilitated conversation is recommended to take a deeper dive after training.

We also offer Train the Trainer options for all of our core course offerings.

We're happy to work with you to develop a customized training program that fits the needs your team is looking for. Please inquire for further information.



EXUDE HUMAN CAPITAL CONSULTING

Exude Human Capital is not your typical consulting firm. Since our founding in 2006, we've been on a mission to transform organizations by connecting the dots between Human Resources, Leadership Development, and Inclusion & Belonging. We provide dynamic solutions in HR outsourcing, compensation strategies, strategic advisory, organizational and cultural assessments, DEIB advisory and training, coaching, and leadership development programs.

At Exude, we understand that people are the cornerstone of every successful organization. We're dedicated to helping organizations—big, small, and everything in between—lift up their people, their mission, and their bottom line. Our equitable perspectives create an environment where teams can truly shine and grow, and individuals feel a deep sense of belonging. Our diverse team of talented consultants is committed to delivering impactful, tailored strategies that align with your goals and values.

Shaping the workplace of tomorrow

Diversity,
Equity,
Inclusion &
Belonging

Development