

2023

PROJECT NO.
0608-00

AVAILABLE PROGRAMS

ORGANIZED BY:
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WWW.THEREFININGCO.COM

ABOUT US

THE REFINING COMPANY, LLC

OUR COMPANY

The Refining Company, LLC is an independent learning and development firm designed to support individuals and teams understand and activate their office confidence through strength-based development.

OUR SERVICES

- Curate and deliver live, interactive group learning experiences focused on understanding how to cultivate office confidence
- Provide strength-based coaching to individuals and teams interested in understanding how to improve their professional brand
- Facilitate in-person and virtual workshops & discussions; provide technical support for virtual meetings
- Lead Trainer Improvement and Model Delivery classes for learning leaders and consultants

CONTACT US

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OUR VALUES

01

COLLABORATION

Leveraging partnership to determine the best path forward for a "one size fits one" approach

02

CREATIVITY

Using imagination and limitless thinking as a guide to finding the best solutions for individuals and teams

03

GROWTH

Blending grace and curiosity as a means to giving space for having not achieved the next steps yet and openness to exploring paths to get there

04

OWNERSHIP

Practicing gratitude to express appreciation for previous experiences as essential to developing confidence and leading authentically

WHAT WE BELIEVE

We believe all people are brilliant and that learning experiences and coaching can help people realize their brilliance. We call it office confidence.



We believe understanding and activating office confidence is less about alchemy (creating something out of nothing) and more about refining—unearthing the potential hidden within.

We believe that with the help of the right teacher and coach all people can operate from a place of strength that translates easily into office confidence.

WHAT WE KNOW

STRENGTH-BASED DEVELOPMENT WORKS

Our strategy is focused on helping our clients recognize their innate abilities- the way they think and behave - as natural sources of talent that lead to more engagement, higher productivity and more confidence. We use the CliftonStrengths assessment (Gallup, Inc.) and Career Anchors (E. Schein) to help clients understand how to leverage their talents as strengths and identify their career values to maximize their office confidence.

*People who have an opportunity to use their talents & strengths:



**as likely to be engaged
in their jobs**



**as likely to strongly agree
that they have the
opportunity to do what
they do best everyday**



**as likely to report
having an excellent
quality of life**

MORE ABOUT OUR SERVICES

We are happy to discuss creating a customized solution that supports the needs of your organization to include, but not limited to, incorporating your existing content into a *refined* solution and introducing strengths-based development to your leaders ahead of rolling out to staff.

CURATE AND DELIVER INTERACTIVE GROUP LEARNING EXPERIENCES

Most of our learning experiences are focused on helping people work better together through having a better understanding of themselves. You can always expect sessions to have time for personal reflection and group interaction. Additional information regarding available content found on subsequent pages. (We are also open to developing exclusive topic for your group.)

FACILITATE WORKSHOPS/DISCUSSIONS

Sometimes, a team needs to move towards a resolution, play out plausible, yet unpredictable options or strategize for the future. For The Refining Company, facilitating workshops/discussions is less about bringing content and more about creating the conditions for the group to find their own solutions.

STRENGTHS-BASED COACHING

Using the Gallup CliftonStrengths assessment, individuals and teams learn how to apply their greatest talents as strengths through reflective exercises. Additional information about CliftonStrengths found on subsequent pages.

TECHNICAL SUPPORT

Leading a meeting and running tech can be challenging, so we provide technical support behind the scenes for lead facilitators during virtual learning experience (Zoom) and/or video editing and rendering in Camtasia for learning and/or information sessions that were recorded.

TRAINER IMPROVEMENT & MODEL DELIVERY

Also called 'Train the Trainer', The Refining Company can learn the content to be taught, then guide individuals through how to deliver material to client's specifications. Additionally, we demonstrate facilitation best practices and provide feedback to staff as they move toward technique proficiency.

WORKSHOPS



Developing FEARlessness in the Workplace

OUR SIGNATURE COURSE

This course focuses on helping participants develop an understanding of how to maximize their interactions with colleagues and leaders. Participants will learn the formula to push beyond their personal challenges of speaking up and fully contributing in order to unearth their best workplace selves.

This workshop includes time for personal reflection, small and large group discussion time.

COURSE LENGTH:
1 - 2 hours

OPTIMAL CAPACITY:
10-100 participants

This course can be a stand alone experience or pairs well in a series about developing and/or strengthening leadership competencies.

More about: Developing FEARlessness in the Workplace

There are some who operate as if nothing scares them at all. They raise their hand fearlessly, ask questions without second guessing themselves and project this air of self-assuredness with ease. But what if everything is not as it seems? What if the almost effortless nature is actually a display of calculated sequences; a script rehearsed to near perfect performance? True confidence is not a single act, but a lifestyle..and when employed at the workplace, it's called 'office confidence.' The higher your office confidence, the more likely you are to experience a stronger sense of career well-being.

After attending this session, participants will be able to:

1. Define office confidence and strength-based theory
2. Name and execute the four-step cycle for developing office confidence
3. Begin or continue their journey to better articulate their professional brand

Content Best Suited for: Business Resource Groups, Early to Mid-Careerists, Professional Associations, Community professional development events

Previously Delivered to:

- Kaiser Permanente African Professional Association (KPAAPA) Northwest Chapter (Nov 2020)
- Offered as stand alone workshop through The Refining Company (January, February 2021)
- Junior League Oakland East Bay (June 2021)
- Remote Healthcare Administration Internship (RHAi) (July 2021)
- Portland State Summer Business Institute (July 2021)



WORKSHOPS



Ways of Working Workshop

This course focuses on guiding teams to understand how their personal values fit into the mission and vision of their organization.

Additionally, teams work together to create group norms and agreements and discuss how to hold each other accountable when agreements aren't honored.

This workshop includes time for personal reflection, small and large group discussion time.

COURSE LENGTH:
90 minutes - 2.5 hours

OPTIMAL CAPACITY:
10-100 participants

This course can be a stand alone experience or pairs well in a series about team building and working expectations

WORKSHOPS



CAREER ANCHORS[®]

Part of sustaining office confidence is about identifying what motivates you to do well and leaning into positions and opportunities that allow you that freedom.

In this workshop, through self-assessment, participants discover which one of eight Career Anchors (E. Schein) they most identify with. From there, participate in discussions and action planning to find additional ways to lean further into activities aligned with their identified career anchor.

COURSE LENGTH:
90 minutes - 2.5 hours

OPTIMAL CAPACITY:
1-50 participants

This course can be a stand alone experience, pairs well in a series about developing and/or strengthening leadership competencies or be used 1:1 as a self-discovery tool for talent development.

WORKSHOPS



CLIFTONSTRENGTHS®

"The CliftonStrengths assessment measures the presence of talent in 34 general areas that are most directly related to the potential for success." (Gallup, Inc.,2020).

Participants who attend learn how to read their assessment results and how to think more intentionally about applying their talents as strengths in the workplace.

Sessions include personalized documents, high degree of interactivity and self-reflection. Participants leave with action steps for immediate application.

COURSE LENGTH:
90 minutes - 8 hours

OPTIMAL CAPACITY:
1-50 participants

This course can be a stand alone team brand experience or pairs well in a series about developing and/or strengthening leadership competencies. Before or after the course, 1:1 or small group coaching can be arranged.



CLIFTONSTRENGTHS[®]

The CliftonStrengths assessment measures the presence of talent in 34 general areas, or themes, that are most directly related to the potential for success.

Each team workshop has three standards components. The leader can determine how much time to spend on each component based on the needs of the team.



STRENGTHS EDUCATION

General information to orient participants to the language of CliftonStrengths and overview of instrument validity



PERSONAL INVENTORY

2-3 exercises to stimulate personal reflection and small group dialogue about initial impressions of report, recognizing how and when strengths are best utilized and/or intentionally aiming specific strengths at current or upcoming project



TEAM DYNAMICS

Utilizing customized team grid, participants discuss how to best leverage individual and collective strengths of the group to achieve current or future initiatives. Team will make contribution statements and discuss what support is needed to ensure team stays on track with current and future work

CLIFTONSTRENGTHS[®] EXERCISE EXAMPLES

- **CliftonStrengths 101:** Time is spent getting you familiar with how to read your report, the different components present and terminology. Think of this as laying the groundwork for our time together.
 - **Name It! Claim It! Aim It!:** In this activity, you will identify what your themes mean to you, appreciate their unique power and value and create a strategic plan to more intentionally use said themes in your work.
 - **The Best of Us:** This reflective activity helps you think about and share when you are at your best, worst, how you like to contribute and what you need from your colleagues, leaders and environment to be most successful.
 - **What theme would I use:** As you are learning more about your themes and report, this activity helps you to consider which theme you'd use as a filter to make decisions.
 - **Contributor Statements:** Similar to 'The Best of Us' but now further informed by Strengths language, you can write a statement proclaiming what you do, how you accomplish these tasks uniquely and what a team should come to expect from you/what you offer to others (ie. help organizing thoughts, getting people onboard, encouragement, problem solving, etc.)
 - **Strengths Advantage:** This activity challenges you to think about how you can more intentionally "activate" your strengths. You may find yourself very easily able to say how having one theme helps you influence others, get things done, collaborate, etc. but what about your lesser understood themes?
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More about: CliftonStrengths

Coaching to My Strengths: Understanding how a strengths-based coaching approach can deepen my client relationships

As a coach, it's important to have a clear coaching style. A style that is enhanced with strategies and techniques to help guide your clients to their goals. One strategy to employ is understanding your own strengths to gain awareness of the best ways to help your clients grow. In this workshop, participants learn how to read their CliftonStrengths assessment* results, think more intentionally about applying their talents as strengths in coaching conversations and start an action plan for more thoughtful engagement with clients.

Learning Objectives:

- Familiarize participants with CliftonStrengths strengths-based coaching model
- Develop awareness of participants' own strengths and how to apply them in coaching
- Begin crafting a professional brand statement focused on participants' strengths

Content Best Suited for: Professional and Life Coaches, Lawyers, Teachers/Instructors, any occupation that guides the development/influences outcomes of others

Delivered to:

- International Coaching Federation-Oregon Chapter (March 2022)
- Multnomah Bar Association (May 2022)
- Kaiser Permanente Charitable Programs Shared Services Team (October 2022)



More about: CliftonStrengths

"I've Got This!" – Understanding and Owning My Strengths at Work

Recognizing your innate abilities as natural sources of talent leads to a deeper sense of engagement, higher productivity and more confidence. When one takes time to learn more about how to cultivate their strengths, interactions in the workplace among colleagues and leaders improve. Not because people receive you differently, but because you begin to see yourself differently. When you see yourself differently, your brilliance is unearthed, you become unstoppable and find yourself saying 'I've got this' before stepping into any room.

During this workshop, participants will:

- Review Strength-based theory (Don Clifton/Gallup, CliftonStrengths)
- Explore indicators of talents and strengths
- Begin or continue their journey to better articulate their professional brand

Content Best Suited for: Business Resource Groups, Early to Mid-Careerists, Professional Associations, Community professional development events

Previously Delivered to:

- Kaiser Permanente African American Professional Association (KPAAPA) Southern California Chapter (Nov. 2021)
- Portland State University Center for Women's Leadership New Leadership Oregon (June 2022)
- Strategic Training for Emerging Professionals (STEP) program (June 2022)
- TriMet employee resource groups (Oct. 2022)



More about: CliftonStrengths

"One Size Fits One: The Impact of Strength-Based Development on the Bottom Line

Driving for results in an organization is essential to maintaining a successful business. The best way to achieve those results comes from a committed and engaged workforce, but we often settle for committed employees alone. Maybe because the level of productivity seems to overpower the threat of disengagement or perhaps the process to overhaul the current culture of not checking in beyond the work to be done seems too time consuming. Either way, the health of the organization suffers when employees are not engaged. This workshop focuses on how adding the equitable lens of strength-based development can positively impact employee engagement and help build a committed and engaged workforce.

During this workshop, participants will...

1. Explore the role promoting strengths-based development plays in employee engagement
2. Discover the correlation between promoting equity and strengths-based conversations
3. Discuss different ways to engender trust with teams through understanding motivators and work styles

Content Best Suited for: People leaders (Front line through Executive levels), HR Leadership

Previous Delivered to:

- Portland Human Resources Management Association (PHRMA) Training and Development Special Interest Group (July 2021)



INVESTMENT NOTES:

Budget considerations: The primary focus of The Refining Company is to facilitate high-quality experiences that promote information sharing, active participation and timely content delivery in an enjoyable atmosphere. We are open to discussing how we may be able to support your organization no matter your budget.

Service options: The Refining Company seeks to earn your business for multiple learning opportunities and audiences. If you are interested in receiving information about other offerings, please let us know. Additionally, if you have thoughts around incorporating our content and coaching ongoing into your learning programs, let's discuss the best solutions for us all.

Delivery of learning: The Refining Company can accommodate in-person and virtual learning experiences. We work with clients to ensure space is arranged with trauma-informed lens to support a productive learning environment.

Regarding breaks: The Refining Company will incorporate short breaks into the day as well as moments of pause. Moments of pause allow participants to experience a guided mindful meditation activity and/or "screen-stare" break to help avoid eye strain from prolonged screen time.

Pre-experience meeting: The Refining Company appreciates meeting with experience host to walk through the final slide deck, run of show and any outstanding questions on either part at least 3 days prior to event. (Usually 30-45 minute meeting)

Hours of availability: The Refining Company is available Monday through Friday from 7:00am - 7:00pm and seeks to respond to phone and email correspondences within two hours of receipt. If you are interested in an experience outside of these hours, that be arranged.

BRAINS BEHIND THE REFINING COMPANY



Breanna L. Jackson, MBA, SHRM-CP

A strong HR leader and Gallup-certified Strengths coach, Breanna is passionate about talent development, succession planning and developing strong people and culture strategies that are innovative, sustainable and inclusive. Her background lies in designing and implementing HR solutions that facilitate learning and development, talent strategy, employee engagement and managerial counsel. Breanna enjoys empowering audiences to create individual development plans that help them become the professionals they want to be by activating what she calls 'office confidence.'

Office confidence is to unapologetically articulate your professional brand, value and strengths in the workplace to improve your career well-being.. Breanna encourages her clients to learn more about what they naturally do well and how to leverage that uniqueness in the workplace as a culture add and way to maximize relationships with colleagues and leaders. Because of her commitment to learning and development work, Breanna was named a 2022 Excellence in Learning & Performance Award recipient (TiER1 Performance).

Breanna graduated from Hampton University in 2008 with a Bachelor of Arts Degree in Journalism and Communications and in 2017, received her MBA from Concordia University (Portland, Oregon).

— “

"Breanna is a fantastic colleague to work with, she is creative, thoughtful, and pushes our team and larger organization to be better every day. **Her commitment to the growth and leadership development of employees from emerging leaders to executives is remarkable.** Her communication and presentation skills are second to none, I am in awe of her talent every time I get to serve as technical support in one of her leadership development workshops." - Steve L., Colleague

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TESTIMONIALS

If you hear the name Breanna L. Jackson, expect a powerful message wrapped in a tad of humor, a pinch of realness and lots of sincerity and engagement. If you say her name, state it with full assurance that she will deliver a cutting edge experience and warmly challenge attendees to step up their game and be their authentic self. There are no regrets when Breanna is at the helm of a training session. - Sharyl K., Client

"Breanna is an absolute rock star! She did a faculty development session and it was fabulous! She was so dynamic and approachable, a master facilitator - responding to the chat comments in real time without losing her train of thought (I was in awe). I have had colleagues come up to me now two months later who have told me they're still reeling from her presentation (aka "mind-blown!")"

- Ingrid L., Client

I was in the process of looking for a new job. Breanna changed my game. After doing what I learned in my conversations with Bre, I killed my interview, I felt prepared. I was offered the position, and a pay increase. Breanna instilled in me a sense of confidence and brilliance that I had become accustomed to hiding. Breanna is such a powerful speaker and the knowledge she has is to give is so empowering, important and helpful.

- Samantha H., Client

Utilizing The Refining Company's services and having Breanna facilitate our meetings has led to increased participation and enthusiasm from our members. She is great at pulling people in and getting others to engage...She also handles all of the tech for our meetings from recording, setting up breakout rooms, managing the chat and sending everything to us afterwards. If you want to amplify your meetings, use The Refining Company!

- Candace M., Client

KEY CLIENTS



JUNIOR LEAGUE OF
OAKLAND-EAST BAY



*we look forward to
working with you*



CONTACT US

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