



# LIVE AND ONLINE COURSE LIBRARY

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Helping Leaders Excel™

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# LEADERSHIP BASICS



Being an **AWESOME** leader requires high emotional intelligence. It all starts with your own ability to recognize your emotions and control your behaviors to get the results you want. With this series, you will self reflect to understand yourself first and then be able to understand others. We suggest you begin with the first 6 courses so you have a solid baseline. As you become practiced at those topics, you will be able to identify your further improvement opportunities.

LEADERSHIP BASICS		
	COURSE TITLE	COURSE DESCRIPTION
1	<b><i>Want to be a Great Leader?</i></b>	The world needs great leaders now more than ever. However, this is not taught well in traditional schools. We explore the best traits and skills of awesome leaders such as active listening, good communication and adapting to the needs of the situation. This is a great course for people just entering leadership roles or as a reminder for those who have been doing this for awhile.
2	<b><i>Self Awareness</i></b>	Many people live life very unaware of how they come across to others and as a result they struggle when trying to lead other people. Most of us do not realize that the words we use and the thoughts we have actually show up in your interactions with others. You become what you think, so it is time to ensure you are looking to the brighter side of life. Take this course and learn how you can clearly understand what triggers you to have certain emotions and how you react in those situations. Only once you are aware can you begin to control how you react and to feel more in control of your actions.
3	<b><i>Self Management Part 1</i></b>	Once we become more self aware, we can then learn new practices to handle our emotions and behaviors to get the results we want. No longer will you be controlled by the things that trigger you. These best practices allow you to have various tools in your toolbox of leadership so you can control your actions and get the results you desire.
4	<b><i>Self Management Part 2</i></b>	In part 2, we dive deeper into how to take care of yourself as you make the change required. We show you how to create the positive emotions and behaviors to solidify relationships and be able to influence others to do the same. After completing both parts, you will be able to see how you can help others and to build the relationships you desire.
5	<b><i>Social Awareness</i></b>	Now that you are more self aware and you know how to control your emotions and behaviors, it is easier for you to see this in other people. Being aware of the emotions and actions of others around you allows you to build stronger relationships and to head off conflict. This course reviews concepts such as walking in other people's shoes, reading and using body language to influence and helping others to be open and curious about their own self awareness.
6	<b><i>Skilled Relationships</i></b>	Using the previous 3 Emotional Intelligence skills (Self Awareness, Self Management, Social Awareness), you will be able to build stronger bonds with others. In this course, you will learn the skills of caring and developing others. We start to dive into the power of teamwork showing you why some teams are not engaged and others are. With forward accountability, daily processes of observations, you can build the trust you need to have strong relationships with your team.
7	<b><i>Understanding Personalities</i></b>	All humans are driven by the same forces; however, we differ in how we value each one. When you are under stress, your driving forces will show up stronger because you value it more than others. These behaviors can be constructive or destructive. It is very helpful to understand you and your team member's strongest needs, appreciate their strengths and know the watchouts so you can have better relationships.
8	<b><i>Introduction to Emotional Intelligence</i></b>	Emotional Intelligence is how well individuals see and manage their own emotions and reactions to others around them. Understanding that emotions shape your thoughts and your behavior is critical to leading more effectively. In this course you are introduced to what Emotional intelligence is, why it is important, especially in leadership roles. This course is intended for those who want a high level understanding of the 4 key skills required to have high emotional intelligence: Self Awareness, Self Management, Social Awareness, Skilled Relationships.

## NEXT LEVEL LEADERSHIP



Take your leadership to the next level with some additional concepts you should consider. Look deeper at how you show up as a leader and recognize your opportunities for improvement to create the culture and team you desire. In the courses below, we show you some key skills you should master to continue to influence others towards common goals.

<b>NEXT LEVEL LEADERSHIP</b>		
	<b>COURSE TITLE</b>	<b>COURSE DESCRIPTION</b>
1	<b><i>Leadership Energy</i></b>	Don't you love being around energetic and happy people? Well, the same is true for awesome leaders who decide to bring positive energy into their team. We help you to understand the importance of energy in leadership and how you can incorporate that to engage and motivate your team toward success.
2	<b><i>Leadership Perspective</i></b>	Steven Covey has a quote, "We see the world not as it is but how we are." That is a great introduction to this course which teaches different ways to look at your leadership style and how you decide to interact with your team and peers. Being able to put our leadership style into perspective allows us to understand our role, to realize our own biases and to decide what changes we want to make to be as effective as possible.
3	<b><i>How to Influence Others</i></b>	As a leader, it is important to be good at influencing people in order to gain followers and make an impact. We provide a solid process you can follow to affect the actions, decisions and opinions of other which will help you get things done and achieve your desired results.
4	<b><i>Be a Trim Tabber</i></b>	Trim Tabber is a great leadership term for people who do not have a formal leadership title yet want to influence the organization. Or it can also be used for Leaders who focus on small actions that make a huge difference to the culture and results. This course helps explain how that works and what behaviors and actions you can take to be a Trim Tabber.
5	<b><i>Negotiations</i></b>	Negotiation is a desired skill to learn so you can resolve conflicts, change a work process or even how much workload you take on. We take you through an easy framework you can use the next time you need agreement between two or more parties at work.
6	<b><i>Using Polarity in Leadership</i></b>	We all have our unique energy in the way we go about our day. Regardless of what gender you are, you will have varying amounts of both masculine and feminine energy. And it is important not to pigeon hole men and women based on their gender but rather use this framework to understand how their energy affects their behaviors. When you understand this, you can improve your interactions and your impact.

## WORKING ON YOURSELF



If you took the emotional intelligence series of courses, you understand how important it is to work on your own emotions and behaviors before you try to influence others. We know this is not always easy and many of us need tips to help us overcome some of our engrained thoughts and behaviors. In this series, you will find best practice ideas and exercises you can try today. This self work will positively help improve your own well-being and improve your relationships.

### WORKING ON YOURSELF

	COURSE TITLE	COURSE DESCRIPTION
1	<b><i>Reframing Negative Thoughts &amp; Emotions</i></b>	As humans, we can all have negative thoughts and emotions like anger, frustration, overwhelm, sadness. However if this is a regular occurrence, it can hold us back from reaching our full potential and also cause us to believe things that are actually not true. This course illustrates how to reframe that negative thinking in your own mind and also how to reframe your conversations with others to get the best outcomes.
2	<b><i>Improving Your Sleep</i></b>	Sleep is essential to be physically and mentally healthy. When you are sleep deprived it takes a toll on your energy, productivity, emotional strength. Too many people are under stress from juggling schedules, workload and family responsibilities. Improving your sleep habits can help you make better decisions, handle the fluctuating expectations while improving your overall health. This course provides you tips and reminders you can start practicing immediately.
3	<b><i>Your Attitude Matters</i></b>	Your attitude is the most critical factors in your success. It affects your thoughts, words, behaviors and how you feel. It also impacts the productivity of people around you. In this course we show you how attitude is a choice which allows you to have a more positive and infectious outlook so you can be the best results from your team.
4	<b><i>Handling Procrastination</i></b>	Procrastination prevents us from achieving the goals we want to achieve. However it is very easy to fall prey to checking social media, answering low priority emails or taking more than your fair share of coffee breaks. In this course we review why procrastination happens and provide some easy tricks and habits you can incorporate into your day in order to manage your behaviors more effectively.
5	<b><i>Still Procrastinating</i></b>	Procrastination prevents us from achieving the goals we want to achieve. However it is very easy to fall prey to checking social media, answering low priority emails or taking more than your fair share of coffee breaks. In this course we review why procrastination happens and provide some easy tricks and habits you can incorporate into your day in order to manage your behaviors more effectively.
6	<b><i>Stop Stressing Out NOW</i></b>	Stress seems to be inevitable at work and even if you love your job, you can feel the pressure of too many tasks or projects to complete. And if it becomes chronic, it can be very overwhelming that you can get stuck. We review the causes and effects of ongoing stress and provide you some actional steps you can take today to not only relieve the pressure but to thrive.
7	<b><i>Using the Cycle of Grief</i></b>	At some point in life, everyone can experience a form of grief occurs to all of us. It could be death of a family member, an ending relationship or the loss of your job. While we may experience grief in different ways, there is a common cycle to explain the stages we enter as we progress. Learning more about this will help you but also help you to understand others on your team who may be experiencing loss. This opens the door for stronger conversations and support.
8	<b><i>Increase Your Confidence</i></b>	When you start out leading other people, it can be a bit overwhelming to know that you are now responsible for the people and the results. Because we are unsure or worried about how others will react, we can delay or not make decisions required for our position. But we need you to make decisions and to take action. In this course, we discuss the reasons behind such feelings and what you can do to increase your confidence in decision making today.

# WORKING WITH OTHERS



Handling other people can be one of the most challenging aspects of leadership. It takes empathy and a curiosity to understand the other person's perspective. In this series, we show you how to handle conflict, to have those difficult conversations and to do this in a way to maintain the positive relationships you need for success.

WORKING WITH OTHERS		
	COURSE TITLE	COURSE DESCRIPTION
1	<b>Using Open Ended Questions</b>	Open ended questions cannot be answered with a simple yes or no. The other person must elaborate to provide a response. When you use this technique, you are able to see things from the other person's point of view, be sure you understand and guide the person toward common goals you may have. We show you how through examples and exercises.
2	<b>Giving Simple Feedback</b>	Giving feedback is very important to allow team members to improve and succeed. But some of us shy away from doing this often because we are worried about doing it properly. We show you how to do this in a way that is gentle and supportive for the other person. We offer a simple 7 step process that will work for the most common performance or behavioral issues. We also give you a template for guidance until you become comfortable. You will be sure to use this approach often.
3	<b>Critical Conversations</b>	This is a skill that many leaders shy away from. It can be uncomfortable, emotions can run high and it can be very frightening. These can be high stake conversations so it is important to learn about stress responses and what triggers us and others. We provide a concise tool that you can use to have your next critical conversation. If you practice, you will create openness and trust which will build stronger teams.
4	<b>Handling Difficult Behaviors</b>	We all have to deal with someone who seems completely unreasonable or frustrating at some point. In the workplace, this can occur more often than we would like and it interferes with productivity and degrades relationships. We need creative ways to handle these situations. In this course, we show some typical personalities types and best practice tips to handle them in a professional manner.
5	<b>Who's Got the Monkey</b>	Do you ever feel like you are spending your day solving problems that others should be taking care of? This is particularly frustrating when the others should be owning the problem. With this concept, we show you how to get rid of "the monkey" from your back and put it on the shoulders of the where it belongs.
6	<b>A Deeper Look at Empathy</b>	Empathy is the ability to recognize, understand, and share the thoughts and feelings of another person. You experience another person's point of view rather than just your own because you want to, not because you are forced to. Developing empathy is crucial for establishing healthy relationships, creating rapport and being able to help others. In this course, we illustrate the biases we can have and teach practices that can be used to increase our level of empathy for others.
7	<b>Resolving Conflict with Reframing</b>	Conflict at work is inevitable however fighting is optional. When you use a reframing technique, you are more open to understanding where the other person is coming from and build trust between you rather than creating more hurt feelings, disappointment or pain.
8	<b>Handling Conflict using a 7 Step Process</b>	Sometimes conflict can be more difficult to resolve. In these cases, you may need a more robust way to help yourself and others to overcome your difficulties. Using a 7 step process, we show you how you can learn to prepare yourself, understand the other person's needs and to come up with a collaborative solution that all parties can align with.
9	<b>Communication Using Personality Needs</b>	It is important to understand that not everyone is like you or thinks like you. If you can understand why there are differences, it will help you to build stronger relationships and to solve issues sooner. In this course, using the earth elements, we show you an easy and simplified way to understand the needs, the support required and watch out for each type of personality.
10	<b>Supporting Mental Health</b>	Today we need to support positive mental health in the workplace now more than ever. The stigma of admitting you may be struggling is being lifted and leaders should embrace the chance to engage the whole workforce. Not only is it good for the employee, it is good for the company. Find out what you can do to become more empathetic to other's needs and why it is good for you to do so.

## GETTING RESULTS



How many times have you been given a set of goals where the results didn't seem to come to fruition? While it's not easy, we believe it takes planning, processes, focus and mindset at all levels of the organization. In this series, we address all of these aspects and we provide the tools that move your success from impossible to **Possible!**

### GETTING RESULTS COURSE OFFER

	COURSE TITLE	COURSE DESCRIPTION
1	<b><i>It Takes Focus</i></b>	Focus goes where energy flows. In this course we teach you how you can use focus to achieve your life and work goals. This involves defining each step and prioritizing which items you need to do first. We provide you tips on how you can ensure you stay on track and push through to make your or your team more efficient than you thought possible.
2	<b><i>Building an Improvement Plan</i></b>	In manufacturing we should always have a solid improvement plan in place which can enhance your processes and increase your efficiencies. We show you how to create a written strategy for important action steps, resources, responsibilities and kpi's to measure your success.
3	<b><i>Key Roles of Front Line Leadership</i></b>	Front line leadership is sandwiched between higher leadership expectations and front line employees and may sometimes feel overwhelmed with all they need to do. We focus on how to make their responsibilities clear and provide a roadmap they can follow to ensure they are handling the priorities items first. While many of our courses will support front line leadership, this course speaks specifically to this group and how to apply the best practice tools so they feel supported and engaged themselves.
4	<b><i>Getting Stuff Done Mindset</i></b>	Many of us feel overwhelmed by the number of tasks on our to-do list. It can make us worry and procrastinate which means we don't get stuff done. We show you how your mindset can help you decide what you want to do and how to stay focused on what is most important. A can-do attitude allows you to crush your goals and achieve major success.
5	<b><i>Tackling Projects &amp; Solving Problems</i></b>	Having your whole organization take part in executing projects will definitely escalate your success rate. In this course, we show you how to identify low hanging fruit, how to track and empower workers to engage in problems solving teams and a simplified approach to getting the smaller projects done at every level of the organization.
6	<b><i>Performance Management Made Simple</i></b>	No longer does the annual performance review work for creating improvements and momentum with our staff. The newer generations prefer to have coaching along the way which translates into our one-on-one process. We show you our recommendation for providing ongoing feedback so your team knows exactly how they are performing at all times. This process also increased the engagement and involvement of the team members so they will own the results and be more motivated to follow through.
7	<b><i>Goal Setting and Accountability</i></b>	It is one thing to prepare a set of goals for everyone to focus on. It is another to be smooth on how to hold people accountable to execute. Do you ever find that you over promised and under delivered? If so, take our course on how to hold your team accountable in a way they can engage and feel great about their accomplishments.
8	<b><i>Performance and Potential Assessments</i></b>	It is important to recognize talent and nurture value based behaviors to create engagement while improving your business results. We show you our preferred method for assessing potential and performance in your team. It will provide the insight you need to make resource decisions necessary for success.

# STRATEGY & GOAL SETTING

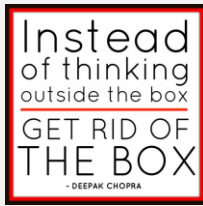


When speaking about leaders, you will always hear how important strategy is. Without strategy, your team will not have a guiding light. However equally important is how to build those strategies into concise, actionable goals that are cascaded at all levels of the organization. We want your team can understand and rally around your vision for the future. In this series, we show you many concepts and best practices that you can try out today.

## STRATEGY & GOAL SETTING COURSE OFFER

	COURSE TITLE	COURSE DESCRIPTION
1	<b><i>Our Why</i></b>	Experienced leaders know why they think and do what they do. However when we start out, we sometimes don't take the time to realize how important this is. In this course we take you through a process to understand your personal WHY and also how to create a compelling why that your team can rally around.
2	<b><i>Build Your Strategy</i></b>	To maximize your results, you need to be critically clear about what you want to achieve. This is where a strategy and goal setting comes in. We help you define your goals in a simple one page format that can be used to track progress but also to communicate throughout your organization. We discuss the importance of developing SMART goals that are specific, measurable, attainable, relevant and timely. Using these tools you can provide the vision and direction your team needs.
3	<b><i>KPI's and OEE Explained</i></b>	In manufacturing, it is important to have set of metrics (KPI's) that your team can rally around. OEE (Overall Equipment Effectiveness) has long been used as a measure of how well a company uses it's full capacity. You want a baseline measure that allows you to track improvement over time creating focus on the critical areas that your performance. What are your kpi's to reach your goals?
4	<b><i>Making Goals Stick</i></b>	If you have a strong company strategy and high level goals, now you need to figure out how to cascade those to you and your team so everyone's responsibilities are clear. We teach you to pay particular attention on how to make goals relevant to the individual. When done well, the team will be engaged and motivated to make it all happen. We provide a dynamic tracker that assists with holding others accountable while providing ongoing feedback.
5	<b><i>Mastering Your Goals</i></b>	After you build your annual strategy, you need to get things done. This is where it get tricky because you need to work with other people. We show you how to focus on the critical few and ensure you get the outcomes you desire with best practice techniques to help yourself and others achieve what may seem impossible.
6	<b><i>Daily Performance Meetings</i></b>	In this course we discuss how to keep the team focused on the top priorities using visual management, huddles, daily operational meetings and weekly progress check ins. Having a routine and carefully crafted agenda, you can ensure all levels of the organization are discussing performance, removing roadblocks and creating momentum for success.
7	<b><i>Change Simplified</i></b>	Nine times out of ten, the thing holding you back is people. In this course we talk about the psychology of change, why that is stopping you and what you can do about it. And then we give you a simple process you can follow to get you on the right path for making the change you want to happen.

# USING LEAN



At Corpex, we love **LEAN** because it helps us clean up, organize, solve problems, make smarter decisions and engage teams. And all that with simple, easy and fun techniques that anyone on your team can use. And as you engage your team, you will be reducing waste, saving money and making your facility more exciting to work in. This series of courses will get you started.

## USING LEAN COURSE OFFER

	COURSE TITLE	COURSE DESCRIPTION
1	<b>Root Cause Techniques</b>	Often we jump to the first solution we think of when handling problems. If we do not find the root cause, the problem will return and often get worse. We show you practice tools such as Brainstorming, 5 Why's, Fishbone and team voting so you can use to find your root cause and create solutions that will solve the problem forever.
2	<b>Improving Changeover Effectiveness</b>	SMED is a term developed by the Toyota company and illustrates how some activities can be performed while production is still going and the goal is to create as many of these as we can. In this course we discuss the technique and show you some best practice examples you can consider for your workplace.
3	<b>Standard Work &amp; Using Visual Management</b>	Standard work includes the tasks required to achieve the most stable and efficient product/process for each workstation or person. Defining standard work allows you to identify the most optimal tasks, reduce variation, ease training and providing a baseline for improvement. If you join that with Visual Management, you can make it easy for the team to follow and you will be able to see your results at a glance.
4	<b>5S for Organization &amp; Results</b>	5S is a fundamental Lean tool that can be used to declutter, organize and sustain a safe and efficient workplace. We will train you on the full 5 step process you can take to improve your work environment while providing immediate performance improvements. When get started, we show you how to pick projects that you will be able to execute this in your facility in less than a day.
5	<b>Lean Versus Six Sigma</b>	Some organizations are trying to figure out whether they should utilize Lean or Six Sigma in their facilities. We show you the difference and describe the benefits of both. We also offer a variety of examples so you can consider which approach is best for your situation.
6	<b>Lean White Belt</b>	As you venture into the Lean methodology, Lean White Belt is the first stage where you learn to understand Lean principles, tools and methods so you can take an active part in your company's success. This course is great for anyone preparing for an official certification and wants to get the basic understanding of continuous improvement and how it can help your results.
7	<b>Lean Yellow Belt</b>	As you venture into the Lean methodology, Lean Yellow Belt is the second stage where you learn to understand Lean principles, tools and methods so you can take an active part in your company's success. This level dives further into the DMAIC process providing deeper knowledge of how to identify low hanging fruit and taking part in improvement projects that provide measurable and sustainable results.
8	<b>Lean Green Belt</b>	As you venture into the Lean methodology, Lean Green Belt is the third stage where you learn to understand Lean principles, tools and methods so you can take an active part in your company's success. Given that the Green Belt is the work horse of the Lean program, you will learn detailed skills on not only how to identify improvement projects but also how to lead teams that can assist with execution and creating a continuous improvement culture.



# ENGAGEMENT & CULTURE



Wouldn't we all like to feel like this team? Well, in our minds, there is no reason not to have this kind of workplace. After all, we spend a lot of time at work. In this series, we build on our leadership series to provide further ideas and practices on culture, inclusion and engagement. Why not try something new today?

## ENGAGEMENT & CULTURE COURSE OFFER

	COURSE TITLE	COURSE DESCRIPTION
1	<b><i>Creating Culture</i></b>	The key to any successful company is to have solid values supported by strong strategies and goals for achievement. Your employees must know the strategy, believe it is possible and understand how they contribute. We show you tips to consider as you refine your culture and create the empowered workforce you need for your
2	<b><i>Diversity &amp; Inclusion in Hiring</i></b>	With companies struggling to find sufficient staff, we believe it is critical to provide an inclusive culture with a rich diversity of backgrounds, cultures, genders, etc. We take you through the importance of this consideration and how it can help you achieve the success you are looking for.
3	<b><i>Build Your Team Strength</i></b>	We all know that work becomes easier through effective teamwork. But how many of us know how to create that? We show you the benefits of great teamwork, how to avoid the pitfalls when things don't go as you planned and how to create an environment of productive conflict that can take your team to the next level.
4	<b><i>Employee Engagement</i></b>	An engaged workplace means our staff will make the right decisions and take action to get stuff done. Unfortunately, less than 40% of the workforce is engaged. We show you ways to create engagement in all areas of the employee experience so they feel supported and ready to give their discretionary time to your goals.
5	<b><i>Using Idea Generation</i></b>	Who doesn't want an engaged and productive workforce that effortlessly helps solve problems and get stuff done? In this class, we show you how to develop and incorporate idea generation into your facility. This approach allows you to address the low hanging fruit but often you will get much more from your team. We also show you some best practice celebration options.
6	<b><i>Learning From the Best</i></b>	In this course, we explore and discuss the best practices we have found in other companies to engage, motivate and recognize employees. As leaders, you don't always need to reinvent the wheel and we like to say "Steal with Pride". When it comes to encouragement and celebrations, there are no trade secrets you need to worry about. You just need to be aware of what is possible and then pick what works for your desired culture.

# SAFETY



We cannot offer courses to manufacturing without talking about safety. It must be #1 in the workplace. In this series, we give you the basics on how to implement or monitor your safety program while creating an ownership culture that will sustain for the future. Without safety for our people, you cannot even get off the starting block of success.

## SAFETY COURSE OFFER

	COURSE TITLE	COURSE DESCRIPTION
1	<b><i>Due Diligence with Health, Safety &amp; the Law</i></b>	The occupational health and safety act outlines the rights, responsibilities and duties of all team members with particular focus on the Employer, Supervisor and Worker. In a Leadership role, it is critical for you to understand and follow the regulations to prevent injuries and to protect your company. We show you how to comply ensure you have due diligence in your workplace.
2	<b><i>Supervisory Safety Training</i></b>	The supervisor is the front-line resource and often the target of wrath when things go wrong. We believe this team needs special training so they can be and act with due diligence. They must have courage to do the right thing, no matter how much pressure they feel. We define the requirements and provide the best practice tips and tools to help prevent things from going wrong in the first place.
3	<b><i>Hazard Mitigation</i></b>	When we try to mitigate hazards, we aim to reduce risk, loss of life, property damage and costs by minimizing the impact of any a hazardous event. We show you methods of finding root cause. And by incorporating risk assessments and Kamishibai audits, you can involve your whole organization in risk reduction. This creates the safety-first culture you need for prevention.
4	<b><i>Accident Investigation</i></b>	In accident investigation, you must identify the unsafe conditions, actions, procedures or behaviors that may have contributed to the incident. Our goal is to find permanent solutions that can prevent further occurrences. We show you the best practice steps you should follow to get to root cause and to put in the preventative measure so it doesn't happen again.
5	<b><i>Creating a Safety First Culture</i></b>	In a safety-first culture, the whole organization is focused on ensuring everyone goes home AT LEAST as good as they did when they arrived. We are focusing on preventing ANY loss. You will need to go beyond the traditional skills to one of building trust, engagement and commitment to always doing the right thing. In this course we show you some cool ideas to try in your workplace.
6	<b><i>Use of Standard Work in Safety</i></b>	Many of us know that standard work in continuous improvement environments helps to improve efficiency. Did you know that it also helps prevent loss? We show you how to creates precise procedures and daily tasks that can ensure things are done the right and same way every day, regardless how long the employees has been in the company. Find out new ideas you can implement right away.
7	<b><i>Crisis Management</i></b>	Emergency response and handling crisis are key programs we must put in place however many of us wait until it is too late. To ensure your team handles these situations quickly and correctly, you must spend time creating the procedures and processes BEFORE you need them. We show you how.