Leadership Development

Accountability in the Workplace

This program provides an overview of accountability and how to foster an environment of accountability in the workplace. The facilitator will review the basics of accountability such as establishing trust, taking ownership as a manager to drive accountability within teams, and how to overcome barriers to accountability. This program will also include strategies for managers on how to develop a personal accountability action plan.

Learning Objectives:

- Define personal accountability
- Discuss differences between accountability partner vs. micromanager
- Learn how to establish trust and drive accountability within teams
- Identify strategies to overcome barriers to accountability at work

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Avoiding Playing Favorites

Managers who play favorites can quickly create a toxic workplace. This type of behavior often leads to resentment and tension among team members. This program will educate leaders on examples of what favoritism is, provide strategies to avoid favoritism and shed light on how favoritism can cross the line into illegal behavior.

Learning Objectives:

- Identify the impact favoritism has on workplace morale
- Learn how to avoid favoritism
- Understand how favoritism can become illegal

Cultivating the Leadership Mindset: It's Not a Title, It's a Way of Being

Leadership is not about a title; it is a way of thinking and behaving. Influential leaders at all levels of organizations cultivate relationships and understand how to engage and motivate their colleagues. Participants of this program will have the opportunity to learn more about their own leadership style and identify strategies to be a more effective leader.

Learning Objectives:

- Recognize the difference between an individual contributor and a leader
- Identify elements of the leadership mindset
- Practice self-reflection to identify growth opportunities
- Learn strategies to intentionally develop themselves as a leader

Leadership Development

Elevating a Remote Workforce
This program is geared towards managers who are new to overseeing remote staff. The goal of this program is to provide managers will the skills needed to support their remote employees effectively.

Learning Objectives:

- Understand the transfer of managerial skills in the remote work world
- Identify strategies for supervision
- Learn skills for accountability

Emotional Intelligence for Leaders
Enhance your leadership effectiveness with our Emotional Intelligence for Leaders training program. This course will teach participants to define emotional intelligence (EQ) and understand its importance in leadership. Participants will discuss the four competencies of EQ—self-awareness, self-management, social awareness, and relationship management—while exploring the benefits of EQ at work, including improved team dynamics and organizational culture.

Learning Objectives:

- Define Emotional Intelligence (EQ)
- Discuss the four competencies of EQ
- Explore the benefits of EQ at work
- Identify strategies for improving EQ

Empathetic Leadership: Knowing the Difference Between Empathizing and Enabling
Empathetic leadership is a critical skill for leaders. Leaders who are skilled in this area can excel at engaging, motivating, and inspiring their team members. This program provides the opportunity for participants to explore the influence of empathetic leadership on organizational success and highlights strategies to develop empathetic leadership skills.

Learning Objectives:

- Discuss the relationship between empathy and employee engagement
- Identify strategies to employ empathy in your interactions with employees
- Recognize the difference between empathy and enabling poor behavior

Leadership Development

Leading Through Change and Transition

This program teaches leaders strategies to manage periods of change and transition with ease. Attendees will learn popular theories of change management and identify strategies to overcome resistance and help their teams to thrive. Large group discussions will allow your leaders to collaborate on solutions for challenges unique to your organization.

Learning Objectives:

- Learn how to prepare oneself for change
- Discuss effective strategies for communication
- Identify methods to engage and motivate employees

Management Essentials

This program provides an overview of essential management skills and reviews the functions of management. Participants will develop an understanding of the importance of effective communication and will discuss people management skills. Participants will have the opportunity to assess their own management skills and develop an understanding of the different styles of management.

Learning Objectives:

- Review essential skills and functions of managers
- Develop awareness of different management styles
- Discuss factors of great people management skills

Motivational Leadership Strategies: The Coach Approach

Being a strong leader requires the ability to see the potential in team members and bring out the best in them. In this interactive program, participants will discuss the art of motivation. Participants will learn the Coach Approach to leadership, a method for creating an environment that leans on motivational strategies to foster an environment of teamwork, creativity, empowerment, and effective communication resulting in increased motivation to achieve performance outcomes in the workplace.

Learning Objectives:

- Develop an understanding of the art of motivation
- Discuss fundamental motivational skills of leaders
- Identify strategies for increasing employee motivation and engagement

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Leadership Development

Performance Management: Conducting Effective Performance Appraisals
A formal Performance Appraisal process allows managers to assess employees' output and provide learning and development opportunities to optimize achievements. Participants in this program will review their current effectiveness in conducting performance appraisals, learn how to deliver constructive feedback, develop goals and incorporate follow-up routines to reinforce gains made.

Learning Objectives:

- Understand the importance of performance appraisals
- Learn how to provide effective feedback
- Identify strategies for facilitating an effective performance appraisal review

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Straight Talk for Managers
Straight Talk for Managers is an interactive program where participants will learn how to have constructive conversations aimed at improving employees' behavior and performance in the workplace. The facilitator will review performance interventions such as managing an employee's deteriorating performance and addressing challenging behaviors at work. Attendees will learn to pay attention to toxic patterns and take the lead fostering solution-focused talk utilizing the clear communication model.

Learning Objectives:

- Recognize challenges managers face when communicating with employees
- Gain skills to address difficult personalities
- Understand the benefits of a clear communication model

So, Now You're a Manager!
This program will provide new managers with an overview of the skills necessary to become an effective leader. Being a manager for the first time can be daunting, but the lessons in the class will provide attendees with the skills to succeed in their management position.

Learning Objectives:

- Recognize the difference between individual contributors and managers
- Identify common mistakes new managers make
- Understand 5 key facets of quality leadership

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Leadership Development

Supporting Employees in Crisis

This interactive program has been designed to equip organization leaders with the skills needed to appropriately address an employee in crisis. During this session, participants will get to practice the skills they learn and decide how they would respond to hypothetical crisis situations.

Learning Objectives:

- Learn how to effectively respond to a crisis situation
- Develop skills to speak to an employee in crisis
- Understand the role of National EAP in a crisis

Sustaining Corporate Success Through Change and Transition

This program is designed for top leadership personnel and examines the insights and sensitivities needed to deliver nuanced communications to employees for optimal results. The goal of this training is to provide managers with the skills to effectively guide teams through change and transition. Leaders who attend this training will recognize how to prepare themselves for change, learn effective strategies for communication, and identify methods to engage and motivate employees.

Learning Objectives:

- Recognize how to prepare yourself for change
- Learn effective strategies for communication
- Identify methods to engage and motivate employees

Time Management for Leaders

Not enough time in your day? This program addresses this familiar dilemma. Identify common time wasters and other obstacles that reduce opportunities to make the most of your time. Participants will create a personal action plan using time management techniques to better manage their time and increase productivity for themselves and their team. Participants will identify new skills that will enhance their focus, allow them to regain control of their workload, and achieve their goals as an individual contributor and as a team leader.

Learning Objectives:

- Recognize obstacles to effective time management
- Discover tools and tips to enhance time management skills
- Discuss leadership strategies for managing time effectively when working with teams

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