

# Inspirational Leadership™ Series

Training | Keynote



This highly participative, leader-centered curriculum provides a solid, consistent set of essential skills to engage and inspire today's workforce, while managing a culture for Service Excellence. Each training module is four hours of instructor-led education along with pre-work and assignments to transfer the application of the knowledge to their immediate position. This certification will develop and enhance the effectiveness of both new and experienced leaders while strengthening the overall leadership team.

## Objectives

See each module description.

## Format

These interactive modules use experiential learning techniques such as self-assessments, large and small group discussions, videos, role plays and assignments.

## Ideal Size

**Overview: No limit**

**Series:** Up to 35 participants

## Length

Seven modules each 3-4-hours conducted over three days or six half-days. Can also purchase modules individually.

### 1. Leadership Styles: Understanding Yours and Others

Using the *Everything DiSC® Work of Leaders Profile*, this program helps people better understand themselves and appreciate the similarities and difference of other people. This assessment will develop a common language for describing:

- Your personal behavior style
- The DiSC Dimensions of Behavior
- People compatibility
- Relationship strategies

**Participant Materials:** *Everything DiSC Work of Leaders Profile®*, Personality Styles mouse pad and handouts

## Target Audience

Managers, supervisors, department heads, anyone in a leadership role or aspiring leaders

## Typical Uses

Leadership development, team building

## Material Options

See each module description. Total series cost is \$295 per person

### 2. Interviewing to Find the RIGHT People, the RIGHT Way

- Prepare properly for an interview
- Write and use behavior-based interviewing questions
- Obtain valuable information from candidates, résumés, and references
- Understand your legal responsibilities
- Video: *More Than a Gut Feeling*
- Practice conducting an interview
- Select the “best match” for the job

**Participant Material:** *More Than a Gut Feeling* and handouts

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### 3. Engaging Today's Employees

- Understand what employees want/expect from their employers and vice versa
- Video: "I Wish My Manager Would Just..."
- Learn why people accept positions and why they leave the same positions
- Discover the consequences for not retaining employees and rewards for retaining them
- Utilize 10 job factors to rank their importance to your employees
- Develop over 50 specific job retention strategies

**Participant Material:** *Work Expectations Profile®* and handouts

### 4. Taking Time to Manage Your Time

Using the *Time Mastery Profile®*, this program provides people with practical tools and techniques for getting more done with less stress, strategies to improve your use of:

- Attitudes
- Interruptions
- Goals
- Meetings
- Priorities
- Paperwork
- Analyzing
- Delegation
- Planning
- Procrastination
- Scheduling
- Time teamwork

**Participant Material:** *Time Mastery Profile®* and handouts

### 5. Bad Apples: Coaching Difficult People & Attitudes

- Recognize and describe the characteristics of bad attitudes
- Understand how negativity impacts relationships and performance
- Video: *Bad Apples™: How to Deal with Difficult Attitudes*
- Utilize a 5-step process for dealing with difficult people
- Identify the reason(s) for someone's poor performance

- Develop potential solutions for resolving a challenging relationship
- Regain your positive attitude about the other person or situation

**Participant Material:** *Attitude: The Choice is Yours* book and handouts

### 6. Managing Employee Performance

- Learn how to listen so others will talk to you
- Understand the things to do before, during, and after a successful meeting
- Utilize strategies and techniques for stimulating discussion and controlling difficult participants
- Guidelines for giving positive and corrective feedback
- Understand the ABC's of documentation

**Participant Material:** PPT Disk, Certificate and handouts

### 7. Teams that C.A.R.E.

Using the *Team Dimensions Profile®*, team leaders will capitalize on their own individual strengths to maximize their team performance. This instrument will help identify:

- Your approach to teamwork
- The 5 key roles in innovation and change: Creator, Advancer, Refiner, Executor, and Facilitator
- The "Z" process of implementing change
- Understand what helps and hinders creativity
- Learn 15 ways to be more creative
- Utilize several brainstorming and group decision-making techniques
- Use a sequential process to identify and solve problems

**Participant Material:** *Team Dimensions Profile®* and handouts