

Leadership Development

Leading Generational Talents

In this practical workshop, today's leaders will learn about the four generations comprising the 21st century workforce (Traditionalists, Baby Boomers, Generation X and Millennials) and how to effectively manage and leverage the differences for a better workplace and increased productivity.

Objectives: Participants will:

- Describe uniqueness of the four generations
- Address and bridge the generational gaps
- Differentiate the values, experiences, styles and attitudes of the generations – understand where they are coming from
- Establish a safe environment where workers of all ages can openly share who they are and what they bring to the table
- Recruit, retain, manage and motivate through a flexible leadership style

Time: Half Day

Note: This workshop is also available in:

- Four-hour format for mixed groups called "Bridging Generational Talents", and
- Two-hour format for large groups of up to 75 supervisors and managers, and
- One-hour format for all employees (unlimited number of participants) -- Called "Celebrating Generational Talents"

Personal Leadership

This workshop is designed to help participants from all levels of the organization enhance their own leadership style through greater self-mastery and flexibility to maximize personal effectiveness.

Objectives: Participants will:

- Explore the qualities of an effective leader
- Identify their personal leadership style
- Modify their style for effectiveness
- Discover how beliefs, values, and attitudes affect leadership

Time: Half Day

Basic Supervision Skills or Stepping Up to Supervision

This workshop focuses on some of the basics of supervision: coaching and development, positive reinforcement and positive feedback techniques. This program provides leaders with the skills to effectively coach and counsel employees and teams for improved performance.

Objectives: At the end of this training, supervisors will be able to:

- Assess the team elements of their work group as well as their own management style and learn how to provide support for all employees.
- Commit to a shared vision of the team's work and develop clearer agreements about how team members conduct themselves and coordinate with others.
- Motivate and develop employees and get priority work accomplished.
- Effectively coach employees and increase work performance.

Time: Half Day

Leading With *Insight*

Leaders will learn to identify and use their strengths, communicate better, and work more productively with their team. This workshop is focused on improving leadership interactions and team effectiveness. Uses ***Insight: Understanding Yourself and Others*** profile.

Objectives:

- Increase self-awareness – better interactions and stronger relationships
- Develop methods to improve leadership effectiveness
- Discuss how flexing your style results in increased effectiveness

Not:

- Assess personality, motives, secrets
- To label – we are all a mix of behavioral styles

Time: Half-day

Leadership Development

The Emerging Leader or Becoming an Effective Leader

This workshop focuses on how leadership skills determine personal success and contribute to the success of those who work around leaders. Leadership is about influence, not power. Leadership can be developed in ourselves and in others.

Objectives: Participants will:

- Connect leadership with effectiveness and success
- Develop leadership skills that will improve both personal and work team effectiveness
- Believe they can become a better leader by working at it
- Understand that leadership is first about relationships and second about production
- Help others to succeed

Time: Half Day

Extraordinary Leadership

This workshop is based on concepts outlined in the book, *The Extraordinary Leader, Turning Good Managers into Great Leaders**. Based on the competencies of great leaders, those ranked in the top 10%, this workshop provides a model for achieving exceptional results through research-based strategies for strengthening leadership in individuals and organizations.

Objectives: Extraordinary leaders will be able to:

- Connect 16 key competencies that lead to the highest level of leadership success
- Transfer techniques for mastering competencies to their own leadership genius
- Transition from a good leader to a great leader through personal development choices
- Emulate behavior of great leaders by focusing on behaviors that truly make a difference
- Understand that personal character is the core of all leadership effectiveness

Time: Half Day

* Copies of the book can be made available to participants

Leading Your Team

This workshop will focus on how team centered leadership is different from group centered management, allowing participants to evaluate and make important adaptations to create and support team effectiveness in their own work areas – to go beyond what **IS** to what **MIGHT BE** achieved under successful team leadership.

Objectives: Successful team leaders will learn ways to:

- Develop strategies for getting people involved and committed to the opportunities for teamwork
- Build the support to make the team successful
- Stimulate excitement and actions that inspire teamwork and mutual support
- Achieve a balance between group productivity and the satisfaction of personal team members' needs
- Stimulate team members to become stronger performers
- Build a climate of collaboration and motivation

Time: Half Day

Leadership: Bringing Out the Best in Others

This workshop focuses on the key behaviors and actions common to effective leaders, and provides information that will help participants adopt the qualities that make leaders effective.

Objectives: The role of managers and supervisors as leaders will be explored and skills for putting leadership into practice will be addressed.

Participants will learn to:

- Explore how leadership develops and the difference between management and leadership
- Develop strategies to increase employee commitment and increase innovation opportunities
- Develop essential skills for leadership
- Discover how to put leadership into practice

Time: Half Day

Professional Development

Assertive Communication

This workshop helps participants develop one of the most powerful communication tools available -- Assertiveness. This course focuses on the basics of assertiveness as they relate to interpersonal communications in the workplace.

Objectives: Participants will:

- Discover how best to accomplish objectives in a positive way

- Utilize practical, easily implemented techniques

- Develop positive assertiveness and an assertive philosophy

- Manage conflict and criticism assertively

Time: Half Day

Interaction and Communication Skills

This workshop covers the impact of communication skills on personal and organizational effectiveness. The focus is on improving the communication process and minimizing communication barriers.

Objectives: This course helps participants develop professional communication effectiveness -- an essential in today's competitive environment. Participants will learn to:

- Increase effectiveness in personal communications

- Identify necessary changes in communication habits

- Discover the fundamental skills of effective communication

- Improve speaking and listening skills

Time: Half Day

Conflict and Negotiation Skills

This workshop provides participants with an understanding of the role of negotiation skills in conflict resolution. Conflict and Negotiation Skills focuses on developing competency in dealing with conflict in a positive way and using negotiation actions to neutralize the potentially disruptive effects of conflict in the organization.

Objectives: Upon completion of this training, participants will be able to:

- Define functional and dysfunctional conflict and the sources of conflict in organizations.

- Describe the characteristic behaviors of effective and ineffective coping styles.

- Use good conflict resolution and negotiation skills to reduce and resolve conflict

- Apply skills for negotiating for mutual benefit

Time: Half Day

Team Development

Leading Your Team

This workshop will focus on how team centered leadership differs from group centered management, allowing participants to evaluate and make important adaptations to create and support team effectiveness in their own work areas – to go beyond what **IS** to what **CAN** be achieved under successful team leadership.

Objectives: Participants will learn to:

- Develop strategies for getting people involved and committed to opportunities for teamwork
- Build the support to make the team successful
- Stimulate excitement and actions that inspire teamwork and mutual support
- Achieve a balance between group productivity and the satisfying personal team members
- Stimulate team members to become stronger performers
- Build a climate of collaboration and motivation

Time: Half Day

Working in Teams

This workshop will focus on the on-going processes for strengthening team performance to meet the needs of customers, employees, and other key stakeholders. Emphasis will be on clarifying a team's shared purpose, the importance of establishing team goals, team member's roles and understanding the simple aspects of working together. The overall goal: To maximize the team's collective contribution to the organization.

Objectives: Participants will:

- Discuss ways to achieve results, meet goals, and accomplish tasks
- Build techniques for ensuring team members work together productively and effectively to maximize task accomplishment and goal achievement
- Learn to clarify shared values, resolve differences and improve task execution
- Learn to build your own team by using proven Strategies for Team Effectiveness
- Discuss the four phases of team development

Time: Half Day

Increasing Team Effectiveness

This advanced workshop is designed for management level teams and intact work teams that already practice the essential basics of teamwork. Emphasis is placed on establishing a shared purpose and goals, clarifying roles, developing collaborative team processes, relationships, and accountability.

Objectives: Teams will be able to focus on the work that is most important. Participants will learn to:

- Reach agreement on results the team expects and responsibilities to the organization and one another
- Create accountability agreements
- Evaluate team effectiveness and develop strategies for increasing collaborative efforts and building team skills

Time: One Day

Teaming With *Insight*

Insight Inventory -Understanding Yourself and Others

Team members will learn to identify and use their strengths, communicate better, and work more productively with their team. This workshop is focused on improving group communication and team development.

Objectives: Team members will:

- Describe how increased self-awareness can lead to better interactions with team members
- Discuss how flexing their style will help in working more effectively with their team and bridge communication gaps
- Learn to adapt their communication style to others with different styles
- Increase awareness of what triggers stress in different people
- Develop better conflict management strategies
- Identify methods to improve the team's core structure and overall efficiency

Time: Half-day

Geniuses at Work



Geniuses at Work© is Here!

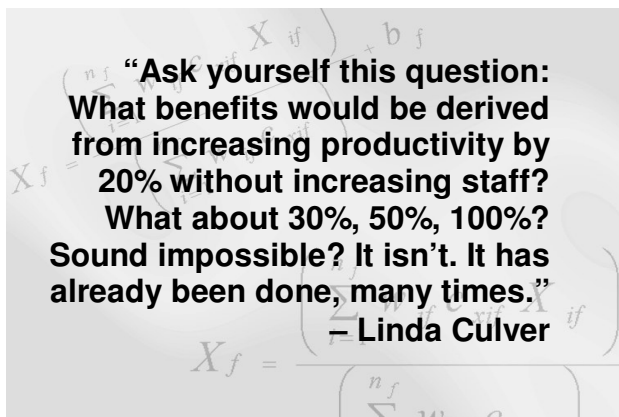
“Geniuses at Work” is a program designed to awaken the organizational genius of employees working in today’s volatile economy.

It takes the innovation of organizational geniuses to find ways to create more efficiently run work teams and lean organizations. The "Geniuses at Work" program provides the impetus for such cutting-edge thinking and actions.

What is this Geniuses at Work program all about?

This innovative program provides a series of hands-on workshops, 3 hours in length, for a maximum of 20 participants per workshop. It is designed to unleash the organizational genius that resides in each and every employee by offering maximum interaction, skill-practice and ultimate learning opportunities.

Capitalizing on interactive facilitation, this workshop series will include individual and group activities, skill practice, group discussions and fun. Focus is on developing innovation leadership in employees and capturing the energy, excitement, passion and insight of our organizations’ most valuable asset – employees – the true catalysts for cutting costs and breathing new life into the budget.



Options for the Geniuses at Work Program

This program is available as a full series or as individual workshops. Workshops work well for diverse groups of disparate individuals or can be offered to intact teams, departments, divisions, etc.

Certification is an option in the Geniuses at Work program. Full certification includes certification for up to 20 employees in the Geniuses at Work© series. Certification in the series includes five, 3-hour modules including practical, hands-on skill practice in each of the content areas, for a total of five modules.

Descriptions of each of the Five Workshops are below:

- Igniting Your Genius**
- Teams of Geniuses**
- Problem-Solving for Geniuses**
- Project Management for Geniuses**
- Fix It!**

**Learn more about our workshops and the Geniuses at Work program by calling 928-778-2345 or by visiting our website at:
www.TrainingGroupWorkshops.com
email: TrainingGroup@cableone.net**

Genius at Work Series Descriptions Below



	<p style="text-align: center;">Igniting Your Genius -Awakening the Hibernating Bear</p> <p>We all have a genius inside waiting to be awakened like a hibernating bear. After this module, geniuses will have the tools to awaken that bear by practicing methods to generate excitement, increase confidence, find innovative solutions for improving efficiency, and generate cost-cutting initiatives.</p>	<p style="text-align: center;">Teams of Geniuses -The More Brains the Better</p> <p>The genius in each of us is magnified when we work together to increase our capacity for finding creative solutions and increasing efficiencies. This module focuses on the key behaviors and actions common to the development of high-performing teams of geniuses. Geniuses will explore what it means to work toward synergy as a team.</p>
<p>Problem-Solving for Geniuses -There Has to be a Better Way</p> <p>Pooling the skills, talents and knowledge of geniuses provides opportunities for excellence and for a break from traditional non-productive patterns. This module provides development activities incorporating practical problem-solving and decision-making processes that ensure quality decisions leading to more efficient outcomes and/or cost-saving measures.</p>	<p>Project Management for Geniuses -If We Can Just Get Organized</p> <p>Teams of geniuses will be ready to meet the priority demands in today's fast-changing environment. This module will emphasize methods for structure, focus, flexibility and control of projects. Geniuses will focus on achieving outstanding results, in the least amount of time and within or below budget – faster, cheaper and better!</p>	<p style="text-align: center;">Fix It! -There is Always More Than One Right Answer</p> <p>Most situations don't have a single solution waiting to be discovered. This module focuses on approaching issues from as many angles as possible. Geniuses will learn to streamline processes and procedures used in their work. Emphasis is on improving efficiency and reducing errors.</p>