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**JANUARY – JUNE 2024**

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| **Date** | **Program** |
| 1/9 | Time Management & Personal Productivity |
| 1/11 | Coaching & Evaluating Performance |
| 1/18 | Navigating Difficult Conversations |
| 1/23 | Communication Skills for Front-Line Leaders |
| 1/24 | Assertive Communication Skills |
| 1/25 | Effective Decision Making |
| 1/31 | Essential Problem Solving for Team Members: Lean Six Sigma Yellow Belt |
| 2/6 | Navigating Difficult Conversations |
| 2/6 | The Emotionally Intelligent Leader: Understanding Your EQ and Strategies for Leveraging It |
| 2/8 | Expanding Your Personal Influence and Impact |
| 2/8 | Leading Change at the First Level |
| 2/13 | Time Management & Personal Productivity |
| 2/15 | Beating Burnout in Your Teams |
| 2/15 | Going from Peer to Supervisor |
| 2/20 | Coaching & Evaluating Performance |
| 2/22 | Developing Courageous Cultures |
| 2/22 | Leadership is Everyone’s Business |
| 2/28 | Communication Skills for Front-Line Leaders |
| 3/5-6 | Project Management Essentials |
| 3/7 | Effective Decision Making |
| 3/14 | Empowering Others Through Delegation |
| 3/19 | Leading Change at the First Level |
| 3/19 | Using Micro-Improvements to Maximize Your Work: Individual Lean Six Sigma |
| 3/21 | Balancing Leadership, Ethics, & Duty |
| 3/21 | Going from Peer to Supervisor |
| 3/26-27 | Resilient Leadership based on Dr. Brené Brown’s Dare to Lead™ |
| 3/27 | Time Management & Personal Productivity |
| 3/28 | Leadership is Everyone’s Business |
| 4/2 | Going from Peer to Supervisor |
| 4/3-4 | Leadership Accelerator |
| 4/4 | Communication Skills for Front-Line Leaders |
| 4/9 | Selling for Non-Sales People |
| 4/11 | Self-Leadership to Increase Productivity, Work Satisfaction, and Growth |
| 4/17 | Career Reinvention for Women Leaders: Developing Your Personal Brand |
| 4/23 | Building Trust: Increasing the Impact in Working with Others |
| 4/24 | Navigating Difficult Conversations |
| 4/25 | Work-Life Balance through Vision, Alignment, & Action |
| 4/30 | Time Management & Personal Productivity |
| 5/1 | Essential Problem Solving for Team Members: Lean Six Sigma Yellow Belt |
| 5/2 | Coaching & Evaluating Performance |
| 5/7 | Love ‘Em or Lose ‘Em: Retaining & Engaging Your Critical Talent |
| 5/8 | How to Cultivate Diversity, Equity, and Inclusion |
| 5/14 | Communication Skills for Front-Line Leaders |
| 5/16 | Effective Decision Making |
| 5/21 | Embracing Accountability |
| 5/23 | Leading Change at the First Level |
| 5/23 | Powerful Presentation Skills |
| 5/29-30 | Project Management Essentials |
| 6/4 | Navigating Difficult Conversations |
| 6/5 | Managing Conflict for Progress |
| 6/11 | Expanding Your Personal Influence & Impact |
| 6/11 | Leadership is Everyone's Business |
| 6/12 | Maximizing Employee Engagement & Retention: The SLII™ Experience |
| 6/13 | Going from Peer to Supervisor |
| 6/18 | Coaching & Evaluating Performance |
| 6/25-26 | Advanced Problem Solving for Team Leaders: Lean Six Sigma Green Belt |

**JULY– DECEMBER 2024**

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| --- | --- |
| **Date** | **Program** |
| 7/9 | Leading Change at the First Level |
| 7/11 | Time Management & Personal Productivity |
| 7/16-17 | Leadership Accelerator |
| 7/18 | Communication Skills for Front-Line Leaders |
| 7/23 | Advanced Project Management |
| 7/24 | Project Leadership |
| 7/25 | Assertive Communication Skills |
| 7/25 | Effective Decision Making |
| 7/30 | Developing Courageous Cultures |
| 7/31 | Essential Problem Solving for Team Members: Lean Six Sigma Yellow Belt |
| 8/1 | Connecting through Conversations |
| 8/6 | Workplace Storytelling to Enhance Your Personal Brand |
| 8/8 | Making a Positive Impact on Customer Relationships |
| 8/8 | Navigating Difficult Conversations |
| 8/13 | Going from Peer to Supervisor |
| 8/13-14 | Resilient Leadership based on Dr. Brené Brown’s Dare to Lead™ |
| 8/20 | Leadership is Everyone’s Business |
| 8/21 | Digital Wellness: Thriving in the Digital Era |
| 8/22 | Coaching & Evaluating Performance |
| 8/27 | Self-Leadership to Increase Productivity, Work Satisfaction, and Growth |
| 8/28 | Powerful Presentation Skills |
| 9/4-5 | Advanced Problem Solving for Team Leaders: Lean Six Sigma Green Belt |
| 9/10 | Creating Your Leadership Brand & Building Professional Sustainability |
| 9/10 | Time Management & Personal Productivity |
| 9/12 | Balancing Leadership, Ethics, & Duty |
| 9/12 | Effective Decision Making |
| 9/17 | Driver of Positive Change |
| 9/18 | The Power of a Positive Team |
| 9/24 | Communication Skills for Front-Line Leaders |
| 9/24-25 | Project Management Essentials |
| 9/26 | Leading Change at the First Level |
| 10/1 | The Emotionally Intelligent Leader: Understanding Your EQ & Strategies for Leveraging It |
| 10/8 | Navigating Difficult Conversations |
| 10/8 | Building Trust: Increasing the Impact in Working with Others |
| 10/10 | Leadership is Everyone’s Business |
| 10/10 | Love ‘Em or Lose ‘Em: Retaining & Engaging Your Critical Talent |
| 10/15 | Going from Peer to Supervisor |
| 10/16 | Beating Burnout in Your Teams |
| 10/17 | Leadership Essentials: Understanding Leadership & Team Development |
| 10/22 | Building a More Diverse, Equitable, & Inclusive Organization |
| 10/22 | Coaching & Evaluating Performance |
| 10/24 | Essential Problem Solving for Team Members: Lean Six Sigma Yellow Belt |
| 10/30 | Assertive Communication Skills |
| 11/5 | Effective Decision Making |
| 11/5-6 | Leadership Accelerator |
| 11/6-7 | Advanced Problem Solving for Team Leaders: Lean Six Sigma Green Belt |
| 11/8 | Time Management & Personal Productivity |
| 11/12 | Big Rocks of Life: Reaching Your Goals as a Woman in Leadership |
| 11/12 | Leading Change at the First Level |
| 11/14 | Communication Skills for Front-Line Leaders |
| 11/14 | Expanding Your Personal Influence and Impact |
| 11/19-20 | Project Management Essentials |
| 11/21 | Going from Peer to Supervisor |
| 12/3 | Leadership is Everyone’s Business |
| 12/10 | Time Management & Personal Productivity |
| 12/11 | Project Leadership |
| 12/12 | Advanced Project Management |
| 12/12 | Navigating Difficult Conversations |

**FACTORS­**

**Every leader has a unique path. Let us be your guide.**

Identify the competency or skill you are looking to develop from the list below and find the programs that will address that skill. Program dates and descriptions are listed in detail throughout this document.

## Factor I: Thought

### Manages Complexity

* Advanced Problem Solving for Team Leaders: Lean Six Sigma Green Belt
* Advanced Project Management
* Big Rocks of Life: Reaching Your   
  Goals as a Woman in Leadership
* Effective Decision Making
* Essential Problem Solving for Team Members: Lean Six Sigma Yellow Belt
* Leading Change at the First Level
* Navigating Difficult Conversations
* Project Management Essentials

### Decision Quality

* Advanced Problem Solving for Team Leaders: Lean Six Sigma Green Belt
* Advanced Project Management
* Balancing Leadership, Ethics, & Duty
* Effective Decision Making
* Project Leadership
* Project Management Essentials

### Balances Stakeholders

* Project Leadership

### Customer Focus

* Making a Positive Impact on Customer Relationships

### Tech Savvy

* Digital Wellness: Thriving in the Digital Era

## Factor II: Results

### Action Oriented

* Making a Positive Impact on Customer Relationships
* Project Management Essentials
* Self-Leadership to Increase Productivity, Work Satisfaction, & Growth
* Using Micro-Improvements to Maximize Your Work: Individual Lean Six Sigma

### Resourcefulness

* Career Reinvention For Women Leaders: Developing Your Personal Brand
* Effective Leadership in a Hybrid/Blended Environment
* Empowering Others Through Delegation
* Going from Peer to Supervisor
* Making a Positive Impact on Customer Relationships
* Self-Leadership to Increase Productivity, Work Satisfaction, and Growth
* Time Management & Personal Productivity

### Directs Work

* Advanced Project Management
* Coaching and Evaluating Performance
* Empowering Others Through Delegation
* Going From Peer to Supervisor
* Maximizing Employee Engagement and Retention: The SLII ExperienceTM
* Project Leadership
* Project Management Essentials

### Ensures Accountability

* Balancing Leadership, Ethics, & Duty
* Connecting through Conversations
* Embracing Accountability
* The Power of a Positive Team

### Plans & Aligns

* Advanced Project Management
* Embracing Accountability
* Essential Problem Solving for Team Members: Lean Six Sigma Yellow Belt
* Project Leadership
* Project Management Essentials
* Time Management & Personal Productivity
* Unleash Potential through Purpose
* Using Micro-Improvements to Maximize Your Work: Individual Lean Six Sigma

### Optimizes Work Processes

* Advanced Problem Solving for Team Leaders: Lean Six Sigma Green Belt
* Advanced Project Management
* Communication Skills for Front-Line Leaders
* Essential Problem Solving for Team Members: Lean Six Sigma Yellow Belt
* Project Leadership
* Time Management & Personal Productivity
* Using Micro-Improvements to Maximize Your Work: Individual Lean Six Sigma

### Drives Results

* Advanced Problem Solving for Team Leaders: Lean Six Sigma Green Belt
* Balancing Leadership, Ethics, & Duty
* Big Rocks of Life: Reaching Your   
  Goals as a Woman in Leadership
* Developing Courageous Cultures
* Effective Decision Making
* Empowering Others Through Delegation
* Essential Problem Solving for Team Members: Lean Six Sigma Yellow Belt
* Expanding Your Personal Influence & Impact
* Love ‘Em or Lose ‘Em: Retaining & Engaging Your Critical Talent
* Managing Conflict for Progress
* Project Management Essentials
* Selling for Non-Sales People
* The Emotionally Intelligent Leader: Understanding Your EQ and Strategies for Leveraging It
* The Power of a Positive Team

## Factor III: People

### Collaborates

* Advanced Problem Solving for Team Leaders: Lean Six Sigma Green Belt
* Building a More Diverse, Equitable,   
  & Inclusive Organization
* Building Trust: Increasing Impact in Working with Others
* Coaching & Evaluating Performance
* Connecting through Conversations
* Going from Peer to Supervisor
* How to Cultivate Diversity, Equity, & Inclusion
* Leadership is Everyone’s Business
* Managing Conflict for Progress
* Maximizing Employee Engagement & Retention: The SLII ExperienceTM
* Self-Leadership to Increase Productivity, Work Satisfaction, & Growth
* Selling for Non-Sales People

### Manages Conflict

* Connecting through Conversations
* Making a Positive Impact on Customer Relationships
* Managing Conflict for Progress
* Navigating Difficult Conversations

### Interpersonal Savvy

* Career Reinvention For Women Leaders: Developing Your Personal Brand
* Communication Skills for Front-Line Leaders
* Driver of Positive Change
* Embracing Accountability
* Expanding Your Personal Influence and Impact
* Navigating Difficult Conversations
* Powerful Presentation Skills
* Self-Leadership to Increase Productivity, Work Satisfaction, & Growth
* The Emotionally Intelligent Leader: Understanding Your EQ and Strategies for Leveraging It
* Workplace Storytelling to Enhance Your Personal Brand

### 

### Develops Talent

* Building a More Diverse, Equitable,   
  & Inclusive Organization
* Coaching and Evaluating Performance
* Connecting through Conversations
* Love ‘Em or Lose ‘Em: Retaining & Engaging Your Critical Talent
* Maximizing Employee Engagement & Retention: The SLII ExperinceTM

### Attracts Top Talent

* Building a More Diverse, Equitable,   
  & Inclusive Organization
* Developing Courageous Cultures
* How to Cultivate Diversity, Equity, & Inclusion
* Resilient Leadership based on Dr. Brené Brown’s   
  Dare to LeadTM
* Work-Life Balance through Vision, Alignment, & Action

### Values Differences

* Building a More Diverse, Equitable,   
  & Inclusive Organization
* How to Cultivate Diversity, Equity, & Inclusion
* Managing Conflict for Progress
* Unleash Potential through Purpose

### Builds Effective Teams

* Building Trust: Increasing Impact in Working with Others
* Effective Leadership in a Hybrid/Blended Environment
* Leading Change at the First Level
* Love ‘Em or Lose ‘Em: Retaining & Engaging Your Critical Talent
* The Power of a Positive Team

### Builds Networks

* Communication Skills for Front-Line Leaders

### Communicates Effectively

* Assertive Communication Skills
* Building Trust: Increasing Impact in Working with Others
* Career Reinvention For Women Leaders: Developing Your Personal Brand
* Coaching and Evaluating Performance
* Communication Skills for Front-Line Leaders
* Connecting through Conversations
* Driver of Positive Change
* Effective Leadership in a Hybrid/Blended Environment
* Embracing Accountability
* Empowering Others Through Delegation
* Expanding Your Personal Influence and Impact
* Making a Positive Impact on Customer Relationships
* Managing Conflict for Progress
* Maximizing Employee Engagement & Retention: The SLII ExperienceTM
* Navigating Difficult Conversations
* Powerful Presentation Skills
* Selling for Non-Sales People
* The Emotionally Intelligent Leader: Understanding Your EQ & Strategies for Leveraging It
* Workplace Storytelling to Enhance Your Personal Brand

### Drives Engagement

* Building Trust: Increasing Impact in Working with Others
* Connecting through Conversations
* Developing Courageous Cultures
* Driver of Positive Change
* Effective Decision Making
* Effective Leadership in a Hybrid/Blended Environment
* Leading Change at the First Level
* Leadership is Everyone’s Business
* Love ‘Em or Lose ‘Em: Retaining & Engaging Your Critical Talent
* Maximizing Employee Engagement & Retention: The SLII ExperienceTM
* The Power of a Positive Team
* Workplace Storytelling to Enhance Your Personal Brand

### Organizational Savvy

* Balancing Leadership, Ethics, & Duty

### Persuades

* Assertive Communication Skills
* Coaching & Evaluating Performance
* Communication Skills for Front-Line Leaders
* Expanding Your Personal Influence and Impact
* Powerful Presentation Skills
* Selling for Non-Sales People
* Workplace Storytelling to Enhance Your Personal Brand

### Drives Vision & Purpose

* Big Rocks of Life: Reaching Your   
  Goals as a Woman in Leadership
* Building a More Diverse, Equitable,   
  & Inclusive Organization
* Driver of Positive Change
* How to Cultivate Diversity, Equity, & Inclusion
* Leadership is Everyone’s Business
* The Power of a Positive Team
* Unleash Potential through Purpose

**Factor IV: Self**

### Courage

* Balancing Leadership, Ethics, & Duty
* Creating Your Leadership Brand & Building   
  Professional Sustainability
* Going from Peer to Supervisor
* Leadership is Everyone’s Business
* Resilient Leadership based on Dr. Brené Brown’s   
  Dare to LeadTM

### Instills Trust

* Building Trust: Increasing Impact in Working with Others
* Leadership is Everyone’s Business
* Love ‘Em or Lose ‘Em: Retaining & Engaging Your Critical Talent
* Resilient Leadership based on Dr. Brené Brown’s   
  Dare to LeadTM

### Demonstrates Self-Awareness

* Beating Burnout in Your Teams
* Career Reinvention For Women Leaders: Developing Your Personal Brand
* Creating Your Leadership Brand & Building   
  Professional Sustainability
* Digital Wellness: Thriving in the Digital Era
* Understanding Leadership & Team Development
* Leveraging Mentorship for Growth
* Unleash Potential through Purpose
* Using Micro-Improvements to Maximize Your Work: Individual Lean Six Sigma
* Work-Life Balance through Vision, Alignment, & Action

### Self-Development

* Assertive Communication Skills
* Beating Burnout in Your Teams
* Big Rocks of Life: Reaching Your   
  Goals as a Woman in Leadership
* Career Reinvention For Women Leaders: Developing Your Personal Brand
* Creating Your Leadership Brand & Building   
  Professional Sustainability
* ****Developing Courageous Cultures
* Digital Wellness: Thriving in the Digital Era
* Powerful Presentation Skills
* Resilient Leadership based on Dr. Brené Brown’s   
  Dare to LeadTM
* The Emotionally Intelligent Leader: Understanding Your EQ & Strategies for Leveraging It.
* Time Management & Personal Productivity
* Unleash Potential through Purpose
* Using Micro-Improvements to Maximize Your Work: Individual Lean Six Sigma
* Work-Life Balance through Vision, Alignment, & Action
* Workplace Storytelling to Enhance Your Personal Brand

### Manages Ambiguity

* Effective Leadership in a Hybrid/Blended Environment
* Embracing Accountability
* Empowering Others Through Delegation
* Leading Change at the First Level
* Time Management & Personal Productivity
* Work-Life Balance through Vision, Alignment, & Action

### Being Resilient

* Beating Burnout in Your Teams
* Creating Your Leadership Brand and Building Professional Sustainability
* Developing Courageous Cultures
* Digital Wellness: Thriving in the Digital Era
* Driver of Positive Change
* Going from Peer to Supervisor
* Leading Change at the First Level
* Powerful Presentation Skills
* Resilient Leadership based on Dr. Brené Brown’s   
  Dare to LeadTM
* Work-Life Balance through Vision, Alignment, & Action

### Situational Adaptability

* Assertive Communication Skills
* Beating Burnout in Your Teams
* Creating Your Leadership Brand & Building Professional Sustainability
* Digital Wellness: Thriving in the Digital Era
* Effective Decision Making
* Effective Leadership in a Hybrid/Blended Environment
* Expanding Your Personal Influence & Impact
* Leading Change at the First Level
* Maximizing Employee Engagement & Retention: The SLII ExperienceTM
* Navigating Difficult Conversations
* Self-Leadership to Increase Productivity, Work Satisfaction, and Growth
* Selling for Non-Sales People
* The Emotionally Intelligent Leader: Understanding Your EQ & Strategies for Leveraging It

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**PROGRAM DESCRIPTIONS**

**Advanced Problem Solving for Team Leaders: Lean Six Sigma Green Belt**

June 25-26 | Sept. 4-5 | **Nov. 6-7 9:00 am - 4:00 pm**

This two-day program is designed for leaders at all levels. You will gain the knowledge and skills to lead Lean Six Sigma problem-solving teams that will help your organization’s bottom line and produce high-quality outputs. Through demonstrations and hands-on exercises, you will learn how to lead a team through the five-step Lean Six Sigma Problem Solving process called DMAIC in conjunction with some additional advanced Lean Six Sigma tools and techniques such as Value Stream Mapping, 5S, Standard Work, and Mistake Proofing. *(\*Prerequisite: Essential Problem Solving for Team Members: Lean Six Sigma Yellow Belt)*  
 **This program will help leaders:**

* Learn the basic knowledge and skills to lead Lean Six Sigma project teams.
* Understand the five-step Lean Six Sigma problem-solving process called DMAIC in more detail.
* Understand when and how to use some of the more advanced Lean Six Sigma tools and techniques.

***Competencies Addressed: Collaborates, Drive Results, Decision Quality, Manages Complexity, Optimizes Work Performance***

**Advanced Project Management**

**July 23 |** Dec. 12 **9:00 am - 4:00 pm**

This one-day program is an excellent follow-up for people who attended Project Management Essentials as it takes a “deeper dive” into some of the topics that were covered in the Project Management Essentials class. Advanced Project Management also covers creating project budgets, resource management, speeding up a project when scheduled delivery is important, proactively reporting progress, and proposing changes. You will also take a closer look at the concept of “critical path” and how to protect it when executing a project. This program places emphasis on your ability to apply key skills and techniques to practical project situations. *(\*Prerequisite: Project Management Essentials)*

**This program will help leaders:**

* Create and manage project budgets and resources.
* Report progress and make decisions regarding changes.
* Refine Critical Path Skills when executing a project.

***Competencies Addressed: Decision Quality, Directs Work, Manages Complexity, Optimizes Work Processes, Plans & Aligns***

**Assertiveness: Communication Skills**

**Jan. 24** | July 25| **Oct. 30 9:00 am - 4:00 pm**Assertive individuals communicate their thoughts, feelings, and needs confidently while respecting the rights of others. Speaking up and advocating for yourself helps you focus on priorities and goals while better managing your time. We often say, “Yes” to requests from others because we believe it demonstrates we are a good team player. However, saying “No” directly and confidently can help us gain respect and build better relationships. Learning to communicate assertively is also an effective way to resolve issues without defensiveness.

**This program will help leaders:**

* Identify your limiting beliefs about acting assertively.
* Recognize how others form impressions of you based on the words you use.
* Practice saying “no” and setting boundaries.

***Competencies Addressed: Communicating Effectively, Persuades, Self-Development, Situational Adaptability***

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**Balancing Leadership, Ethics, & Duty**

**March 21 |** Sept. 12 **9:00 am - 4:00 pm**

As soon as you ascend to a position of power, there are changes in the way your brain processes information and makes decisions. In this interactive course, you will learn how these changes occur, how leaders fall victim to willful blindness, how power affects ethicality, and how being ethical is much harder than what we think. In addition, you will learn how to mitigate the negative traits of leadership while also cultivating an ethical organizational culture by engaging followers, increasing intrinsic motivation, and maintaining your ability to empathize with others.

**This program will help leaders:**

* Create mental triggers to avoid unethical decision-making.
* Explain how power affects decision-making and develop methods to mitigate the negative effects of power on leadership.
* Utilize Daniel Kahnemann’s system 1 and system 2 concepts, evaluate methods to increase ethically among organizational stakeholders.

***Competencies Addressed: Decision Quality, Drives Results, Ensures Accountability, Organizational Savvy, Courage***

**Beating Burnout in Your Teams**

**Feb. 15 |** Oct. 16 **9:00 am - 4:00 pm**

Working hard in pursuit of our goals is a hardwired belief, one that has resulted in productivity ideals that are unrealistic. The research indicates that non-stop hustle doesn’t guarantee better performance; it just guarantees more work. In this program, you will learn practices that support your well-being rather than drain you mentally and lead to burnout. As you take excellent care of yourself, you can better serve your team and customers.

**This program will help leaders:**

* Recognize signs and causes of burnout.
* Discover ways to protect yourself from burnout.
* Adopt practices to enhance your well-being.

***Competencies Addressed: Being Resilient, Self-Development, Situational Adaptability, Demonstrates Self-Awareness***

**Big Rocks of Life: Reaching Your Goals as a Woman in Leadership**

**Nov. 12** **9:00 am - 4:00 pm**

This program highlights the power of purpose and finding your “why”. According to Inc. magazine, over 70% of people are not fulfilled in their current work and lives. How do we find our true purpose and make a career out of it? This unique leadership program is designed to help emerging women leaders reach their goals and achieve personal and professional growth. Through small group discussion and reflection, you will outline your roadmap to success in order to accomplish your goals. You will utilize tools to identify what personal success looks like, recognize the critical building blocks for advancement, and learn strategies to further your impact and reach the next level in your career.

**This program will help leaders:**

* Understand your purpose and the impact of a purpose-driven life.
* Map out your goals, personally and professionally.
* Learn strategies to achieve career advancement and leadership roles.

***Competencies Addressed: Manages Complexities, Drives Results, Drives Vision & Purpose, Self-Development***

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**Building a More Diverse, Equitable, & Inclusive Organization**

**Oct. 22** **9:00 am - 4:00 pm**

As organizations grow more diverse in terms of their customer base and workforce, creating an equitable and inclusive environment becomes a priority. Work in this area leads to effective recruitment and retention, and a more thoughtful and equitable relationship with the local communities that host the organization. This program will lead you through an examination of the lenses and perspectives employed to value human difference and assess the effects of social systems in the lives of particular groups of individuals in our global societies. This program will also explain why diversity, equity, and inclusion are critical for the success of an organization and will review best practices for implementation.

**This program will help leaders:**

* Understand the definitions of diversity, equity, and inclusion and how they can intersect with an organization’s mission, structures, and culture.
* Familiarize themselves with foundational procedures for the creation of an environment where diverse identities and perspectives are valued, welcomed, and encouraged.
* Learn the effects of social systems in the lives of particular populations and the role that equity plays in this process.

***Competencies Addressed: Develops Talent, Attracts Top Talent, Values Differences, Drives Vision & Purpose, Collaborates***

**Building Trust: Increasing the Impact in Working with Others**

**April 23 |** Oct. 8 **9:00 am - 4:00 pm**

Trust can be hard to earn and easy to lose. So, what can organizations do to develop trust between leaders and the people they work with? The level of trust employees have with colleagues or a leader determines how well they work together, listen to one another, and rely on each other to get things done. In fact, the primary factor affecting employee turnover is whether or not a trusting relationship was developed between the leader and the employee. Yet many people are unaware of the actions that build or erode trust. Based on the Building Trust Model™, Blanchard’s Building Trust program teaches you how to build trust and, if it’s been broken, how to repair it.

**This program will help leaders:**

* Recognize the impact of how your behaviors build or erode trust in the workplace.
* Understand the four elements of trust, Building Trust Model™, to enhance trusting relationships.
* Learn a three-step process for rebuilding trust.

***Competencies Addressed: Builds Effective Teams, Collaborates, Communicates Effectively, Drives Engagement, Instills Trust***

**Career Reinvention for Women Leaders: Developing Your Personal Brand**

**April. 17** **9:00 am - 4:00 pm**

This program highlights the importance of personal branding for women professionals. Personal branding is about creating an individualized marketing campaign that helps leaders stand out from the crowd and enables career advancement. Too often, women sell themselves short. This session will highlight ways to utilize positive affirmation and your personal brand to succeed in your personal and professional lives. Through small group discussion and reflection, you will uncover the key steps that will help to establish your credibility, show your unique value, and distinguish yourself in your career. Time will also be spent learning how to create an effective social media profile with LinkedIn, Facebook, and Twitter to further communicate personal brand.

**This program will help leaders:**

* Develop a unique brand and use it to succeed in your career.
* Understand why personal branding is essential for women's professional growth.
* Leverage ways to powerfully communicate your brand and build credibility.

***Competencies Addressed: Communicates Effectively, Demonstrates Self-Awareness, Resourcefulness, Interpersonal Savvy, Self-Development***

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**Coaching & Evaluating Performance**

**Jan. 11 | Feb. 20 | May 2 | June 18 | Aug. 22 | Oct. 22 9:00 am - 4:00 pm**

This program is designed to enhance a leader’s management skills and prepare you for the changing demands of today’s workforce. A manager’s ability to provide regular coaching is critical to ensuring that individuals and the team reach their peak performance. This session introduces you to concepts and skills that can be used to provide coaching to either develop the skills of staff members or to correct performance issues. You also explore the performance review process and how to conduct performance appraisals.

**This program will help leaders:**

* Describe the key elements of an effective performance evaluation process.
* Use an analysis tool to identify the root cause of the performance issue.
* Demonstrate the first step of the performance coaching conversation.

***Competencies Addressed: Collaborates, Communicates Effectively, Develops Talent, Directs Work, Persuades***

**Communication Skills for Front-Line Leaders**

**Jan. 23 | Feb. 28 | April 4 | May 14 | July 18 | Sep. 24 | Nov. 14 9:00 am - 4:00 pm**

As professionals, our communication skills are showcased daily through email, meetings, and other forms of written and verbal messaging. Employees at all levels need to be able to communicate ideas effectively to customers, vendors, co-workers, and management, and the variety of communication tools available require us to be more strategic and flexible. This session will provide practice with on-trend skills for expressing yourself clearly and optimizing your professional brand as you move into supervisory and/or managerial roles.

**This program will help leaders:**

* Showcase your professional “brand” through writing, including crafting routine emails for optimal readability and goodwill.
* Motivating audience action through behavioral-style messages.
* Build your team, whether in person or remotely, through effective meetings and other forms of professional engagement.

***Competencies Addressed: Builds Networks, Communicates Effectively, Interpersonal Savvy, Optimizes Work Processes, Persuades***

**Connecting through Conversations**

**Aug. 1** **9:00 am - 4:00 pm**

Much of a leader’s work is accomplished through daily conversations with team members and others. These interactions, especially the tough ones, often involve intensely personal feelings (on both sides) that have an impact on the practical outcome of the conversation and the personal connection between the leader and the person. The leader’s ability to manage and positively leverage these conversations is a critical factor in driving positive results, lowering turnover, and engaging the workforce.

**This program will help leaders:**

* Apply “Interaction Skills” to provide an effective path from opening to closing a productive conversation.
* Incorporate “Key Principles” into conversations and recognize how they will generate effective benefits.
* Use the STAR model to provide meaningful and timely feedback as part of the conversation cycle.

***Competencies Addressed: Communicates Effectively, Drives Engagement, Ensures Accountability, Collaborate, Manages Conflict, Develops Talent***

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**Creating Your Leadership Brand & Building Professional Sustainability**

**Sept. 10** **9:00 am - 4:00 pm**

Maintaining your status as a great leader takes ongoing time and commitment. It requires creating and maintaining a level of influence, presenting yourself with confidence, and remaining focused on leadership and career development. In this session, you will learn how to define and strengthen your personal leadership brand, understand the importance of leadership and career goals, and how to develop your professional network.

**This program will help leaders:**

* Strengthen your leadership brand.
* Understand how to create a level of influence.
* Present with effectiveness and confidence.

***Competencies Addressed: Courage, Demonstrates Self-Awareness, Being Resilient, Situational Adaptability***

**Developing Courageous Cultures**

**Feb. 22 |** July 30 **9:00 am - 4:00 pm**

Based on the research of Dr. Brené Brown and her groundbreaking courageous culture-building program Dare To Lead™. This program focuses on developing skills to instill more courage in the workplace and develop healthy workplace cultures. Research indicates that the demands on today’s leaders are very different than they were 10+ years ago. Leaders today are called to the following: manage uncertainty and complexity, navigate the unrelenting pace of change, meet an insatiable need for innovation, stay grounded with seemingly unmanageable changes, and lead people through discomfort. We are in need of leaders who have the courage to remove barriers and clear a path to good work, engaged teams, and healthy workplace cultures.

**This program will help leaders:**

* Challenging old definitions and dispelling the myths surrounding the concept of vulnerability, so you can “show up” in an authentic way.
* Learning and practicing the skills required for difficult conversations.
* Understanding how trust is essential to building meaningful connections at work.

***Competencies Addressed: Being Resilient, Self-Development, Drives Results, Attracts Top Talent,   
Drives Engagement***

**Digital Wellness: Thriving in the Digital Era**

**Aug. 21 9:00 am - 4:00 pm**

In a world that feels like it’s constantly ‘on’, it’s no surprise that many people experience digital burnout and sensory overload. Navigating the demands of life online and feeling pressure to be constantly connected and available can leave us feeling exhausted, anxious, and stressed out. In this program, we will explore the impact of mainstream technologies and offer you strategies to reboot your digital wellness. You’ll have the opportunity to consider how your online habits may be impacting your success and learn several practices to use technology mindfully.

**This program will help leaders:**

* Explore how technology impacts our health, productivity, and quality of life.
* Identify the warning signs of technology overuse and distress.
* Discover practices to improve your relationship with technology.

***Competencies Addressed: Being Resilient, Self-Development, Situational Adaptability, Demonstrates Self-Awareness, Tech Savvy***

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**Driver of Positive Change**

**Sept. 17 9:00 am - 4:00 pm**

Driver of Positive Change is an interactive program built around Jon Gordon’s best-selling book, The Energy Bus. During this training journey, you will learn about your impact as the driver of the bus, create a positive vision, and invite your passengers (team) to be a part of your vision through inspiration, communication, and the elimination of negativity. You will create a plan to regularly fuel yourself so you can fuel others. Hang on for the ride of your life as you spend the day focusing on you as a leader.

**This program will help leaders:**

* Learn how your energy influences others and how to positively manage it.
* Understand how to fuel yourself, your team, and address and remove negativity.
* Improve communication and engagement to help the team toward a common vision.

***Competencies Addressed: Interpersonal Savvy, Communicates Effectively, Drives Engagement, Drives Vision & Purpose, Being Resilient***

**Effective Decision Making**

**Jan. 25 | March 7 | May 16 | July 25 | Sept. 12 | Nov. 5 9:00 am - 4:00 pm**

Indecision causes a lack of innovation in companies, a stack of incomplete projects, prolonged hiring, employee work burnout, work stress, and profitability problems. Making the wrong decisions can be even more costly – to both you and your organization. On the other hand, great decisions can produce results that will enhance both your organization and your people. Because the repercussions of poor decisions or indecision are detrimental to companies, it is that crucial leaders learn, practice, and master different decision-making styles. The ability to identify and apply the best decision-making approach in a given situation can be the difference between an opportunity seized or missed. Practicing a situational leadership style and using various decision processes helps you adjust to your team members’ needs while also selecting the solution that will best benefit your company and customers.

**This program will help leaders:**

* Recognize the impact of decisions – past, present, and future potential.
* Determine personal tendencies and learn new styles and processes for effective decision-making.
* Develop and personalize tools that aid in the decision-making process.

***Competencies Addressed: Decision Quality, Drives Engagement, Drives Results, Manages Complexity, Situational Adaptability***

**Embracing Accountability**

**May 21 9:00 am - 4:00 pm**

Accountability is serious business. Nothing wastes more time and money and creates more frustration than a lack of accountability. It has a direct and observable impact on results – and morale. For those reasons, in today’s workplace, the concept of accountability has taken center stage as a vital business concern. When employees take ownership of the success or failure of tasks, projects, or initiatives, then a more productive environment of trust, alignment, communication, and accountability can be created. Work with hands-on tools and relevant, contemporary examples, which will dramatically help you and your team embrace and demonstrate more accountability for expected deliverables. You will learn how to create an environment of ownership for your results that create clear agreements, execution of plans, and success for your team and you.

**This program will help leaders:**

* Learn a clearer, more constructive approach to accountability and how it contributes to individual responsibility, empowerment, and better results.
* Evaluate the frequency and consistency of your own accountability behaviors and determine actions to better model and inspire accountability throughout your teams.
* Fully understand the Accountability Cycle, the most essential element for ongoing success.

***Competencies Addressed:* Communicates Effectively, Ensures Accountability, Interpersonal Savvy, Manages Ambiguity, Plans & Aligns**

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**Empowering Others Through Delegation**

**March 14 9:00 am - 4:00 pm**

Delegating responsibilities effectively helps both supervisors and employees to work smoothly and productively to achieve their common goals. In fact, delegation is a critical skill for managers and supervisors because it can increase productivity, create growth opportunities, empower team members, and expand accountability for results across the organization. This program utilizes a personal delegation assessment, analyzes unique delegation challenges, and draws from group exercises to increase accountability for yourself and your teams.

**This program will help leaders:**

* Implement a delegation approach proven to increase productivity.
* Follow up on employee progress without micromanaging.
* Empower employees to do quality work and hold them accountable.

***Competencies Addressed: Communicates Effectively, Directs Work, Drives Results, Manages Ambiguity, Resourcefulness***

**Essential Problem Solving for Team Members: Lean Six Sigma Yellow Belt**Jan. 31 | **May 1** | **July 31** | **Oct. 24 9:00 am - 4:00 pm**

This one-day program is designed for all employees who want to learn basic problem-solving. You will gain the knowledge and skills to be an effective and valuable team member on a Lean Six Sigma problem-solving team. In this program, you will learn how to use the five-step Lean Six Sigma Problem Solving process called DMAIC.

**This program will help leaders:**

* Learn the basic knowledge and skills to be an effective team member on a Problem-Solving team.
* Understand the five-step Problem-Solving process called DMAIC (Define, Measure, Analyze, Improve, Control).
* Understand when and how to use some of the most commonly used Problem-Solving tools and techniques.

***Competencies Addressed: Drive Results, Manages Complexity, Optimizes Work Performance, Plans & Aligns***

**Expanding Your Personal Influence & Impact**Feb. 8 | June 11 | **Nov. 14 9:00 am - 4:00 pm**

Your ability to influence others to change the way they behave, think, or act is based on your reputation and credibility within the organization. Your relationships also have an impact on how well you influence. When you have positive connections based on trust, you are more likely to influence others. In this program, you will assess your current network of connections. Fostering those connections is essential in gaining commitment for your ideas, especially without the use of formal authority. “Connecting is the ability to identify with people and relate to them in such a way that it increases our influence with them.” (John Maxwell)

**This program will help leaders:**

* Assess your level of credibility within your organization.
* Identify those individuals within your network with whom you need to build stronger connections.
* Create and practice presenting an idea using a persuasive technique of five audience-oriented steps.

***Competencies Addressed: Communicates Effectively, Drives Results, Interpersonal Savvy, Persuades, Situational Adaptability***

**Going from Peer to Supervisor**

**Feb. 15 | March 21 | April 2 | June 13 | Aug. 13 | Oct. 15 | Nov. 21 9:00 am - 4:00 pm**

This interactive program guides you through the transformation from individual contributor to leader. Through small group exercises, group discussions, and skill practice, you explore the strategies, behaviors, and critical interactions that help assure an easier transition through this essential rite of passage for those who want to advance into management.

**This program will help leaders:**

* Understand the issues and challenges of transitioning into a supervisory role.
* Address how to handle some of the common challenges presented to new supervisors.
* Become equipped to manage self and team through transition.

***Competencies Addressed: Being Resilient, Collaborates, Courage, Directs Work, Resourcefulness***

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**How to Cultivate Diversity, Equity, & Inclusion**May 8 **9:00 am - 4:00 pm**

The task of combating discrimination and bias is the responsibility of all employees and requires education, introspection, and commitment. This program will focus on these three areas and will prepare participants to view things from a diverse, equitable lens. Through reflection, activities, and discussion, you will gain new insights, dive into sensitive issues, and expand your inclusion and equity lens. Issues of race, bias, and privilege will be further explored, along with the impact on the workplace.

**This program will help leaders:**

* Understand diversity, inclusion, and equity and the importance in fostering organizational culture.
* Identify the challenges and barriers to inclusion and how to combat them.
* Gain an understanding of implicit bias and its' impact.

***Competencies Addressed: Attracts Top Talent, Values Differences, Drives Vision & Purpose, Collaborates***

**Leadership Accelerator**April 3-4 | July 16-17| Nov. 5-6 **9:00 am - 4:00 pm**

Leading yourself and leading a team takes different skills and requires a different mindset. This program helps address both the mindset and skill set to increase your effectiveness and impact in a dynamic work environment. The great people-leaders of today need to have a strong sense of self-awareness, display emotional intelligence, and exhibit critical 21st century leadership skills, such as collaboration, empathy, and resilience in order to adjust and adapt in directing and supporting others. The great news is what you need to be successful at the next level can be learned. This interactive and intensive two-day experience will support you in your career journey. Through assessment (Everything DiSC Workplace®), self-reflection, and engaging group activities, you will build upon your foundation and increase your level of competence and confidence to successfully lead within your organization.

**This program will help leaders:**

* Understand how your behavioral strengths and opportunities impact others through the utilization of the Everything DiSC Workplace® Assessment.
* Enhance critical 21st century leadership skills, knowledge, and character in the areas of collaboration, empathy, and resilience to positively impact yourself, your team, and your organization.
* Accelerate your own personal/professional growth and development through intensive skill practice and tools that can be taken back, applied, and sustained in your organization.

**Leaders will earn:**

Recognized micro-credentials from the University of Dayton in the areas of collaboration, empathy, and resilience.

***Competencies Addressed: Being Resilient, Collaborates, Demonstrates Self-Awareness, Instills Trust, Values Differences (Empathy)***

**Leadership Essentials: Understanding Leadership & Team Development**Oct. 17 **9:00 am - 4:00 pm**

Effective leadership starts with you. In this interactive program, you will utilize the DiSC Workplace self-assessment that will help you understand your personal workplace behaviors and priorities. With personalized insights and actionable strategies, you will learn how to adapt to the style of others, ultimately improving engagement and collaboration. Learn about other style types, understand the differences and similarities among styles, and identify strategies to build more high-performance teams to deliver on the mission of your organization.

**This program will help leaders:**

* Identify the strengths, opportunities and impacts of your own workplace behaviors.
* Develop a plan to work more efficiently with others whose workplace behaviors are different from your own.
* Understand the components of high performing teams and how to accelerate high performance and results.

***Competencies Addressed: Builds Effective Teams, Communicates Effectively, Demonstrates Self-Awareness, Drives Engagement, Self-Development***

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**Leadership is Everyone's Business**

**Feb. 22 | March 28 | June 11 | Aug. 20 | Oct. 10 | Dec. 3 9:00 am – 4:00 pm**

Today, and tomorrow's, most successful organizations creatively adapt to unceasing change and uncertainty by encouraging leadership at every level of the organization. The new competitive requirements – quality, innovation, customer responsiveness, talent retention, and flexibility – demand an organization filled with people taking the lead in improving processes, collaborating on products, and responding appropriately to ever-changing markets. While struggling to get better results with fewer people and resources, managers realize that full participation is not “good”; it is critical. In this program, you will discover how you have shown leadership in the past to meet business and personal challenges, allowing you to gain the confidence and skills needed to increase your use of the Five Practices of Exemplary Leadership® on the job.

**This program will help leaders:**

* Learn how to lead from any position in the organization.
* Identify your leadership strengths and areas for improvement.
* Understand and implement the Five Practices of Exemplary Leadership®.

***Competencies Addressed: Collaborates, Courage, Drives Engagement, Drives Vision & Purpose, Instills Trust***

**Leading Change at the First Level**

**Feb. 8 | March 19 | May 23 | July 9 | Sep. 26 | Nov. 12 9:00 am – 4:00 pm**

In addition to leading day-to-day operations, managers are also responsible for adapting to change and for leading others to adapt to change. This program will deepen your understanding of what the brain needs to adapt effectively to change and will increase your skills in three areas: personally adjusting to change, leading others through change, and building/increasing change adaptation competence.

**This program will help leaders:**

* Understand the human brain’s natural reactions to significant change.
* Deepen awareness of effective change leadership tactics.
* Recognize the primary keys to being consciously change resilient.

***Competencies Addressed: Being Resilient, Builds Effective Teams, Drives Engagement, Manages Complexity, Situational Adaptability***

**Love ‘Em or Lose ‘Em: Retaining & Engaging Your Critical Talent**May 7 | Oct. 10 **9:00 am - 4:00 pm**

What keeps talent? Why do some organizations retain their top performers while others drive them away? ln today’s competitive marketplace, in which organizations must continually fight for their very survival, stopping the talent drain, and nurturing the loyalty and performance of talented employees is crucial. Shortsighted managers believe that key talent will stay. They believe it's about money, perks, and benefits over which they have no control. Employees want fair pay, and they also want challenging, meaningful work, a chance to learn and grow, recognition, respect, and a leader who supports them in their development. The question for most leaders is how to do this in a "no time to do it" and/or "low cost" environment. This program lays out a menu of practical "how-to" strategies that you can apply to drive the higher levels of engagement and retention that directly impact quality.

**This program will help leaders:**

* Understand why employee engagement matters to you, the people on your team, and the organization.
* Know the significant influence that managers have as "Talent-Focused Leaders" to impact engagement and retention.
* Introduce 26 engagement practices and action tips for leaders, including practice in asking questions and conducting Stay Conversations.

***Competencies Addressed: Builds Effective Teams, Develops Talent, Drives Engagement, Drives Results,   
Instills Trust***

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**Making a Positive Impact on Customer Relationships**Aug. 8 **9:00 am - 4:00 pm**

Repeat business and referrals are crucial to the success of any business. This program will share how to make a positive impact on every internal and external customer relationship. Focusing on the importance of building relationships, you will learn how to sustain attentiveness to internal and external customer service and to overcome barriers for positive relationships. You will also learn how a positive attitude disseminates through you, to the customer.

**This program will help leaders:**

* Recognize how to build and maintain long term internal and external customer relationships.
* Demonstrate how to take a positive approach to problems and complaints.
* Apply techniques to have a positive impact during every customer encounter.

***Competencies Addressed: Action Oriented, Communicates Effectively, Customer Focus, Manages Conflict, Resourcefulness***

**Managing Conflict for Progress**June 5 **9:00 am - 4:00 pm**

This program is designed to equip individuals and team members with foundational skills to successfully manage conflict in a constructive way in order to produce a more positive outcome. It is for all of us who deal with conflict and have the drive to use the benefits of conflict to propel forward. When we hear the word CONFLICT most of us cringe!!! But...why? Conflict is not bad. Conflict is a natural process of development. This program will teach you how to manage conflict productively rather than stagnating you or your team. Being able to successfully function as an individual or as a team is dependent on how you manage conflict.

**This program will help leaders:**

* Learn the benefits of conflict and how you can use it positively by removing the mental barrier that conflict is “bad.”
* Identify and understand your conflict management style and the benefits and challenges of this style.
* Practice moving and propelling yourself through conflict situations through application of conflict management.

***Competencies Addressed:******Drives Results, Collaborates, Manages Conflict, Values Differences, Communicates Effectively***

**Maximizing Employee Engagement & Retention: The SLII™ Experience**June 12 **9:00 am - 4:00 pm**

SLII® is the world’s most taught leadership model! The foundation of SLII lies in teaching leaders to diagnose the needs of an individual or a team and then use the appropriate leadership style to respond to their needs in that situation. SLII Concepts introduce you to the theory of SLII in an engaging and informative way. This program is fast paced and content rich, and provides meaningful insight of SLII concepts for immediate application and impact with your team members.

**This program will help leaders:**

* Learn the four Development Levels and Leadership Styles and how to match them appropriately with an employee’s performance.
* Understand the values of Competence and Commitment and how a combination of these two behaviors impact motivation and your leadership approach.
* Increase the quality and quantity of the coaching you provide to your team members to enhance results, accountability, manager productivity, and employee satisfaction.

***Competencies Addressed:******Develops Talent, Communicates Effectively, Directs Work, Drives Engagement, Collaborates, Situational Adaptability***

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**Navigating Difficult Conversations**

**Jan. 18 | Feb. 6 | April 24 | June 4 | Aug. 8 | Oct. 8 | Dec. 12 9:00 am - 4:00 pm**

Although difficult conversations are an inevitable part of our lives, many of us prefer to avoid initiating them. We are often concerned about the impact of the conversations on our relationships. Successfully navigating a conversation requires managing your own emotions to calmly work towards resolving issues while building stronger relationships. In this program, you will be asked to identify a conversation in your workplace, and prepare for and practice that conversation.

**This program will help leaders:**

* Acknowledge the costs to your career and your organization when you choose not to have conversations.
* Prepare, initiate, and conduct a conversation using a five-step positive conversation model.
* Identify ways to manage your own emotions and the emotions of others during difficult conversations.

***Competencies Addressed: Communicates Effectively, Interpersonal Savvy, Manages Complexity, Manages Conflict, Situational Adaptability***

**Powerful Presentation Skills**May 23 | Aug. 28 **9:00 am - 4:00 pm**

In today’s workplace, technology has become an integral part of how we communicate. While there are many different platforms to get your message across, leaders still need to have good presentation skills to influence their audience. In this session you will learn to use powerful business presentation skills to influence behavior and help you reach desired outcomes. No matter what your role is, powerful presentation skills are a must. They are needed to influence clients, motivate employees, or showcase products and services. You will learn tips to reduce nervousness, best practices for visual aids, and how to have a strong connection with your audience.

**This program will help leaders:**

* Gain tips to reduce nervousness and gain confidence while presenting.
* Learn how to structure a presentation for optimal audience engagement.
* Utilize powerful visuals to complement your message.

***Competencies Addressed: Communicates Effectively, Interpersonal Savvy, Persuades, Self-Development,   
Being Resilient***

**Project Leadership**July 24 | Dec. 11 **9:00 am - 4:00 pm**

Organizing and managing the day-to-day activities of a project can be challenging enough. However, successful project managers must also have the skills necessary to develop a high-performing team, make and implement effective decisions, and communicate with and influence stakeholders outside the core project team. This program focuses on the skills necessary to effectively lead the people associated with a project. **This program will help leaders:**

* Identify, communicate with, and influence stakeholders.
* Develop a productive project team.
* Make effective project decisions.

***Competencies Addressed: Balance Stakeholders, Decision Quality, Directs Work, Optimizes Work Processes, Plans & Aligns***

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**Project Management Essentials**March 5-6, | May 29-30 | **Sept. 24-25** | **Nov. 19-20 9:00 am - 4:00 pm**

This two-day program focuses on the practical skills, tools, and techniques used to effectively manage all phases (initiation, planning, execution/control, and closing) of a project. You will spend 40% of the course working on a practical case study project in which you will experience working in small groups to clarify the project’s goal and objectives, identify deliverables, create a work breakdown structure, build a schedule, and determine the project’s critical path. This program is designed for individuals who are either managing, participating in, or planning to manage or participate in a project.

**This program will help leaders:**

* Build fluency in the basic terminology of project management including life cycles.
* Create a charter to successfully initiate a project.
* Determine project scope and create a useable project schedule.

***Competencies Addressed: Action Oriented, Decision Quality, Directs Work, Drives Results, Manages Complexity, Plans & Aligns***

**Resilient Leadership based on Dr. Brené Brown’s Dare to LeadTM**March 26-27 | Aug. 13-14 **9:00 am - 4:00 pm**

This program is based off of Dr. Brené Brown’s Dare to LeadTM book. The most significant finding from Brené’s research is that courage is a collection of four skill sets that are teachable, measurable, and observable. This program touches on those 4 courage building skills: Rumbling with Vulnerability, Living Your Values (Rather Than Simply Professing Them), Braving Trust (And Being the First to Trust), and Learning to Rise. You will focus on developing courage-building skills and how to move from armored leadership to daring leadership.  **This program will help leaders:**

* Understand and articulate that Daring Leadership requires four sets of skills that can be learned: rumbling with vulnerability, living into our values, braving trust, and learning to rise.
* Understand the role that courage and vulnerability play in Daring Leadership.
* Learn the Daring Leadership skills that help guide tough conversations including giving and receiving feedback.

***Competencies Addressed: Instills Trust, Self-Development, Being Resilient, Courage, Attracts Top Talent***

**Self-Leadership to Increase Productivity, Work Satisfaction, & Growth**April 11 | Aug. 27 **9:00 am - 4:00 pm**

This program is for individual contributors, managers, and leaders who want to be more productive and satisfied at work. We all place constraints on what we perceive we can accomplish. You will learn how to challenge your “Assumed Constraints” by leveraging your “Five Points of Power.” The program discusses the importance of being proactive by matching leadership styles from those who can provide additional direction on what you need to succeed. You will be exposed to your own perceptions of self-leadership by analyzing results from a management questionnaire. Lastly, you will be introduced to a one on one tool that will enhance the meetings between you and your manager. **This program will help leaders:**

* Identify “Assumed Constraints” which are those perceived barriers which can be transcended or avoided.
* Learn the “Five Sources of Power” at work and how each can be activated to help achieve goals along with experiencing greater autonomy and competence.
* Learn to leverage a common language of leadership around specific support needs between a leader and team member.

***Competencies Addressed: Action Oriented, Collaborates, Interpersonal Savvy, Resourcefulness, Situational Adaptability***

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**Selling for Non-Sales People**April 9 **9:00 am - 4:00 pm**

Everyone sells at some point, whether it's applying for a job, pitching a project, or sharing ideas with your team. Selling skills were involved. This program will provide non-sales people with the fundamental skills to become a trusted advisor. You will explore the challenges and fears of 'selling' as well as gain confidence and reinforce the importance of active listening by asking questions to become a solution provider.

**This program will help leaders:**

* Learn what 'selling' really is and how you use it every day.
* Learn communications strategies and how to use discovery questions to develop meaningful messages.
* Overcome the fear and anxiety associated with the idea of 'selling’.

***Competencies Addressed:******Drives Results, Collaborates, Communicates Effectively, Persuades, Situational Adaptability***

**The Emotionally Intelligent Leader: Understanding Your EQ & Strategies for Leveraging It**Feb. 6 | Oct. 1 **9:00 am - 4:00 pm**

Being able to read the emotional and interpersonal needs of a situation and respond accordingly is a leadership skill that makes your workplace interactions more productive and meaningful. In this program, you will discover your own strengths and opportunities for growth when it comes to being emotionally intelligent. A customized assessment along with interactive exercises allow you to discover specific ways to be more agile and get the results you desire. **This program will help leaders:**

* Develop an understanding of emotional intelligence and how it affects workplace performance.
* Build self-awareness of your individual emotional intelligence by interacting with a customized assessment.
* Practice flexing to other mindsets and approaches to build better workplace relationships and increase effectiveness.

***Competencies Addressed: Interpersonal Savvy, Self-Development, Drives Results, Communicates Effectively, Situational Adaptability***

**The Power of a Positive Team**Sept. 18 **9:00 am - 4:00 pm**

Discover the proven principles that make great leaders great. In order to succeed, you have to succeed with people, and this training shows you how. It begins with the understanding that it’s not just about what you do, but what you can inspire, encourage, and empower others to do. You’ll learn how to build a great culture for your organization and team, lead with optimism, develop a connected and committed team, and achieve superior, sustainable results.

**This program will help leaders:**

* Implement a more positive mindset in your day-to-day leadership interactions and sustain positivity through challenges.
* Create clarity through a strong vision and focused actions to stay engaged and moving forward.
* Leverage the 4C’s (communication, connection, commitment, and care) to develop strong relationships and drive excellence through love and accountability.

***Competencies Addressed:******Ensures Accountability, Drives Results, Builds Effective Teams, Drives Engagement, Drives Vision & Purpose***

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**Time Management & Personal Productivity   
Jan. 9 | Feb. 13 | March 27 | April 30 | July 11 | Sep. 10 | Nov. 8 | Dec. 10 9:00 am - 4:00 pm**

As a leader advancing in an organization, one of the things you quickly realize is that the way you manage your time, tasks, and priorities is in direct correlation with how successfully you, along with your team, will perform. Learning how to invest your time wisely is a critical skill in the workplace, but it is a skill set that is often not directly addressed or prioritized when it comes to investing in professional development. This program will provide techniques, strategies and proven methods that can be applied promptly when you return to your organization, creating an immediate impact in time management and personal productivity levels both at the individual and team levels.

**This program will help leaders:**

* Plan and prioritize using proven scheduling and time management techniques and methods.
* Navigate common productivity obstacles in the workplace and in work-from-home environments.
* Embrace accountability & metrics for sustainable productivity progress and success.

***Competencies Addressed:******Manages Ambiguity, Optimizes Work Processes, Plans & Aligns, Self-Development, Resourcefulness***

**Using Micro-Improvements to Maximize Your Work: Individual Lean Six Sigma**March 19 **9:00 am - 4:00 pm**

This one-day program is designed for employees at all levels of an organization. You will learn to maximize your potential at work using an individual improvement system that will lead you to continuously upgrade the skills and processes that impact your daily work. During this program, you will learn the three-step process for continuous improvement.

**This program will help leaders:**

* Create and achieve goals that improve both you and your organization.
* Continuously improve your work processes.
* Continuously improve your work relationships.

***Competencies Addressed:******Action Oriented, Plans & Aligns, Optimizes Work processes, Demonstrates Self-Awareness, Self-Development***

**Work-Life Balance through Vision, Alignment, & Action**April 25 **9:00 am - 4:00 pm**

Work-life balance is a major factor in achieving personal dreams and aspirations. When we spend time thinking or talking about what we want without taking much action, it’s impossible to attain an enhanced lifestyle. In this program, you will learn how to focus only on relevant matters in life, which will allow you to enjoy a sense of achievement and satisfaction in both your career and personal life. Through implementing a four-step process, you will feel less overwhelmed, more focused, and more decisive. Additionally, you’ll be able to start and complete projects with ease and less stress. Through exercises and self-quizzes, you will gain key insights into personal success practices, whether you are in the office or in your home. We all bring ourselves to work every day, and this program will help you be your best self wherever you are.

**This program will help leaders:**

* Create your vision for a successful work-life balance.
* Align goals and key activities to your vision.
* Take action and measure your results weekly.

***Competencies Addressed: Being Resilient, Self-Development, Manages Ambiguity, Demonstrates Self-Awareness, Attracts Top Talent***

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**Workplace Storytelling to Enhance Your Personal Brand**Aug. 6 **9:00 am - 4:00 pm**

A compelling story is the fastest route to human connection and influence. Stories make presentations better. Stories make ideas stick. Stories help us persuade. This interactive program will teach you how to craft a captivating first-person story. You will learn about the story arc and story components, draft and share your personal story, and receive valuable feedback.

**This program will help leaders:**

* Learn how to distinguish yourself and your organization through the stories you tell.
* Acquire creative and powerful tools to communicate in a unique and authentic way.
* Develop a personal story that people want to hear in order to better connect with customers, employees, and colleagues.

***Competencies Addressed:******Interpersonal Savvy, Communicates Effectively, Drives Engagement, Persuades,   
Self-Development***

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