1) Leadership Foundations – Leadership as Influence
Effective leadership is critical in obtaining organizational goals. Using peer interactions, discussions and group work, we’ll explore several of the most widely applied leadership styles/models and discuss how and why they succeed. Knowing when and how to utilize an appropriate leadership style is the key to getting the individual performance and organizational results you want. Learners will come away with leadership actions and resources that differentiate them from simply having management skills.

2) What’s My Type? Traits at Work
Leadership development is about improving your skills and examining your attitudes about leadership, management, relationships, career and yourself. But before you can decide on where to go, it’s important that you know where you are. Your preferences for doing things one way may conflict with how others like to do things. We’ll give you the opportunity to reflect on your own personality traits for communicating with others.

3) Motivation Management
In this interactive workshop, participants will learn how leaders use different motivational tactics for obtaining the results they want from their employees. Topics such as progress toward mastery, autonomy, flexibility and monetary rewards as a means of motivating employees will be discussed. This session equips participants with the tools and resources to change behaviors from the moment they leave the classroom.

4) Change Survival Guide
We’ve all heard the only constant in life is change. What’s more: today is just a warm-up. With the ever-increasing rate of change, we must be prepared to deal with change even better tomorrow. This session will allow learners to refresh their perspectives with a focus on the positive aspects of change. An exercise to differentiate between the things you can control, the things you can influence, and the things you can’t control or influence will drive workplace effectiveness and organizational competitiveness.

5) Working with Conflict
Conflict is everywhere, but not all conflict is bad. Participants will complete a conflict self-assessment and discuss how their results affect how they deal with conflict. We’ll consider the benefits of conflict and explore the causes and types of conflict that a leader is likely to come across. The immediate impacts to effectiveness are dramatic.

6) Coaching for Improved Performance
We often see a gap between the level of performance we expect, and the level of performance we get. Enhance your ability to confidently communicate, connect, and engage with your employees to maximize overall organizational performance. Participants will experience the power of providing high-quality feedback and the impact it has on performance, and gain new skills to execute for better results.
7) Strategic Management
Strategic management is a model that empowers the organization to better identify changes in the strategic environment and create an action plan for addressing the change. In order to improve an organization’s competitive advantage, it can decrease costs, increase quality, increase speed, or master innovation. The changes implemented by most organizations address the first three, but usually not the last. Participants will establish a link between strategic management and innovation as tools for improving market share, competitive advantage and strategic positioning of their organizations. Strategic management must be performed by leaders, not for them.

8) The Leader as a Coach
Coaching is a leader’s number one priority for employee and organizational performance, yet very few leaders ever receive the opportunity to learn how to be a good coach. During this session, participants will gain a clear understanding of how coaching contributes to the success of the employee, the leader, and the organization. Learn what skills it takes to become a good coach and how you can create a “culture of coaching” within your organization.

9) Leading Teams
We all want to work in high-performing teams, but have you ever wondered why some teams just don’t seem to ever get off the ground? In this session, participants will learn the characteristics of effective teams and why teams need strong leaders. We will discuss the stages of team development and consider the interaction between different team player styles leading to improve team performance.

10) Workplace Diversity/Leading Across the Generations
The demographics of our workplaces today are very different than in years past. As organizational leaders, it’s very important to be aware of these changes, as well as the impact that they have on the workforce/workplace as a whole. This session will address the changing demographics of the workforce, and the various external forces that impact diversity initiatives. The external forces we’ll address include legal and regulatory changes, economic trends and political issues. Finally, participants will explore how these factors impact human resource functions and policy development.

11) Finance for Non-Financial Managers
This is an interactive seminar on fundamental financial concepts, designed to improve non-financial managers’ abilities to understand and utilize financial tools, perspectives and information. The program addresses applications and implications of key concepts and tools associated with a financial management perspective. The financial topics include a discussion of common financial goals, the value optimization perspective, review of key financial statements, analysis of ratio concepts, and more.

12) Analyzing Performance Issues
The ability to maximize employee performance is a key competency for any leader. We think we’re good at setting expectations and setting goals, so why don’t employees do what we want them to do? You’d be surprised to see whose performance we’re actually talking about.
13) Ethics and Values
Individual and organizational values are often intertwined within the workplace. However, what we personally value may even be a little different than what the organization values. It’s this divergent view of values that sometimes cause conflict, but at the same time, can create an environment of creativity and growth. During this session, participants will learn some of the reasons people in organizations may behave outside their values box, and why great leaders have great values.

14) Emotional Intelligence and the Mayer-Salovey-Caruso Emotional Intelligence Test
Emotional Intelligence (EI) has been popularized as the missing ingredient for advancing up the corporate ladder. But it’s so much more! EI is the ability to identify emotions and use emotional information for making decisions, working with patients, and building relationships. During this workshop, you’ll learn how to apply emotional information in your daily interactions. You’ll even get to experience how your thoughts affect your emotions. Prior to this session, participants will complete the Mayer-Salovey-Caruso Emotional Intelligence Test (MSCEIT) and receive feedback on their results during the workshop.

15) Round and Round: Using 360° Assessments for Improved Leadership (two part workshop)
Self-assessments are valuable in identifying your leadership strengths and opportunities for development. During this activity-filled course, participants will identify their own set of leadership competencies and then develop their own 360° assessments. You will actually implement and evaluate your 360° assessment, and then use the results to develop an Individual Development Plan (IDP).

16) Leadership Today
Leadership is a practice, discipline and responsibility that requires self-awareness and energy. As one noted leadership author has said, “You can be given leadership, but you cannot be given a following – you must earn it.” This workshop focuses on leadership, followership and interpersonal skills. Participants will consider how they engage followers, the personal characteristics they bring to the workplace, and the dynamic nature of the leader-follower relationship.

17) Power Reveals the Person
We’ll share with you perhaps the most compelling reason for leaders and organizations to be concerned with leadership development. In fact, research on power and leadership revealed:
1. Power increases the correspondence between individual traits and behavior.
2. Power reveals a person’s true nature.
3. Power makes you more like yourself.
4. Power makes you more like your culture.
These findings further underscore the importance of harnessing power in the service of leadership. In sum, “the behaviors of the powerful are more in line with their true selves, trait propensities, and idiosyncratic tendencies. With power the aggressive become more fierce, the generous more magnanimous, and the flirtatious even more amorous” (Galinsky, Rus, & Lammers, 2011).
18) Writing for Results
Let us introduce a dynamic process of communication. Participants will be led to identify the key to breaking down communication barriers, renew their focus on effective communication and become aware of the principle of intentionality. Furthermore, we’ll explore specific writing techniques that eliminate errors and save time and money -- improving individual professionalism and organizational credibility.

19) Strategic Alignment
Whether you’re in need of strategic planning or strategic management, we have the platform from which to build capacity and leap into more powerful objectives. This session will prepare Strategic Leaders to clearly communicate and effectively express the strategic objectives of the enterprise, and how each unit within the enterprise, and each individual within a unit is responsible for achieving those objectives. Furthermore, the link between strategy and innovation will be demonstrated. Strategic management must be performed by leaders, not for them.

20) The Purpose-Driven Organization
A solid vision makes up for many missteps in missions and goals. What is meaningful about the work you set out to do? What are your unique advantages? The session is built around achieving organizational vision and mission through (rather than despite) the most powerful element: the human element. When each team member has the passion and internal dedication to make every interaction an unforgettable positive experience, cultures change and excel. This session will inspire the leader to emerge out of each individual to enhance the structure, unity and creative energy of the group. By examining our vision, mission and goals, each learner will have a renewed ability to make a positive difference in their client’s lives, one exceptional interaction at a time.

21) Difficult Conversations
Clear communication is a leader’s most critical skill. It is crucial to carry out effective, productive conversations when important decisions must be made, contentious situations arise, uncomfortable environments need changing, emotional conflict must be resolved, or mistrust must be acknowledged. Refresh your skills and learn new strategies with our best facilitators!

22) Active Listening
Great leaders work tirelessly to understand others. Hone and elevate your abilities by engaging in the practices of paraphrasing, asking great questions, concentrating on the message, keying-in on important phrases, keeping an open mind and paying attention to non-verbal cues. Learn to avoid the pitfalls of interruption, jumping into problem-solving mode, and unconscious bias. Get started on this essential path today!

23) Future-forward Thinking
Appreciative inquiry is an approach to new project implementation that places the focus on the most positive aspects of the current operations. A structure is provided to allow leaders to view change through the lens of future success. You’ll learn a strategic questioning technique to strengthen the organization’s capacity for positive potential. A deeper analysis of growth opportunities and expanded services fosters innovation and entrepreneurship within business units, which is proven to boost outcomes.
ALSO AVAILABLE

Problem Solving and Critical Thinking  Succession Management
Competitive Urgency  Writing Job Descriptions
Managing Workload and Reducing Stress  Building Learning Objectives
Advanced Project Management Skills  Adult Learning Principles
Continuous Process Improvement  Building an Environment for Innovation
Business Acumen  Time Management
Presentation and Facilitation Skills  Personal Presence
Organization Development  Leading Employee Engagement
Enhancing Job Satisfaction  Dealing with Difficult Behaviors
Building Individual Development Plans  Professional Brand

SAMPLE LEARNING OBJECTIVES

Leadership Foundations – Leadership as Influence
After completing this session, participants will be able to:
1. Differentiate between management and leadership
2. Assess the appropriate use of leadership in different situations
3. Increase action and productivity through influence
4. Apply the leadership skills that improve organizational effectiveness

What’s My Type? Traits at Work
After completing this session, participants will be able to:
1. Recognize temperament as a set of preferences
2. Identify their individual temperament type
3. Apply temperament types to organizational processes such as communication, conflict, operations and organizational change

Motivation Management
After completing this session, participants will be able to:
1. Avoid the pitfalls of demotivating management tactics
2. Act on positively-correlated tactics for motivating and engaging employees
3. Improve morale as well as performance through recognition and positive reinforcement
4. Assess individual values and customize an approach for each team member

Analyzing Performance Issues
After completing this session, participants will be able to:
1. Explain the causes of performance discrepancies in the workplace
2. Set more effective goals and expectations
3. Build better culture around accountability and service

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